

# AZWildBlue Webmail Guide

## New Webmail Has Same Great Features As Most Home Applications

We know that you're on the move. We know that you don't want to be disconnected from friends and family—no matter where your day takes you. That's why, as your local Internet service provider (ISP) AZWildBlue, we brought you Webmail.

With Webmail, you can access e-mail from any computer with an Internet connection. It's great for those on the go, especially travelers or those who like to check e-mail throughout the day but who aren't always at home to do so.

But, we know that those of you who use Webmail frequently want the same features available from popular e-mail software, such as Microsoft Outlook Express. Now you've got it!

### *New Webmail gives you so much more!*

Login to the new Webmail by visiting [webmail.azwildblue.com](http://webmail.azwildblue.com). Upon login, you will see the tool bar at the top of the screen:



Click the icons to perform the following functions:

**Compose:** Write new mail. You can also save drafts of mail that you're working on.

**Addresses:** Create a personal address book by entering the e-mail and personal information of friends and family. Webmail also allows you to “grab” addresses information from mail you receive.

**Folders:** Organize your mail into folders for quick and easy access. This option allows you to create, rename, or delete folders.

**Webmail Options:** Customize your Webmail! You can change spell check options, personal information, folder information, and much more.

**Account Settings:** Through our new Webmail application, we give you easy access to your account settings. Click the Account Options icon located at the top of the screen. Login to this tool using your same User ID and Password and:

- View and update personal information
- Change passwords
- Set Spam Detection and Block levels

If you need any help accessing these account options, please call our technical support number.

**Search Mail:** This powerful search function allows you to search using key words through body of e-mail sent or received, as well as the following fields: subject, from, carbon copy, and to.

**Help:** No matter which features you're using, if you need help, click the icon and you will access help screens for that portion of Webmail.

**Calendar:** Now you can keep track of your activities in the same place where you check your mail!

### *Webmail's a GREAT Thing*

At AZWildBlue, we understand the value of connection. That's why we think you will love the opportunity to connect using our new Webmail.



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## National Rural Telecommunications Cooperative

2121 Cooperative Way, Herndon, VA 20701-4542  
v. 703.787.0874 / f. 703.464.5300 / [www.nrtc.org](http://www.nrtc.org) / [provider@nrtc.org](mailto:provider@nrtc.org)

**Executive Editor:** Paul R. Farrell    **Editor:** Andrea Cumpston  
**Contributors:** Jennifer Buckley, Kelli Laski, Kevin Sloan, Randy Sukow

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