

# Webmail

*Your guide to our webmail*

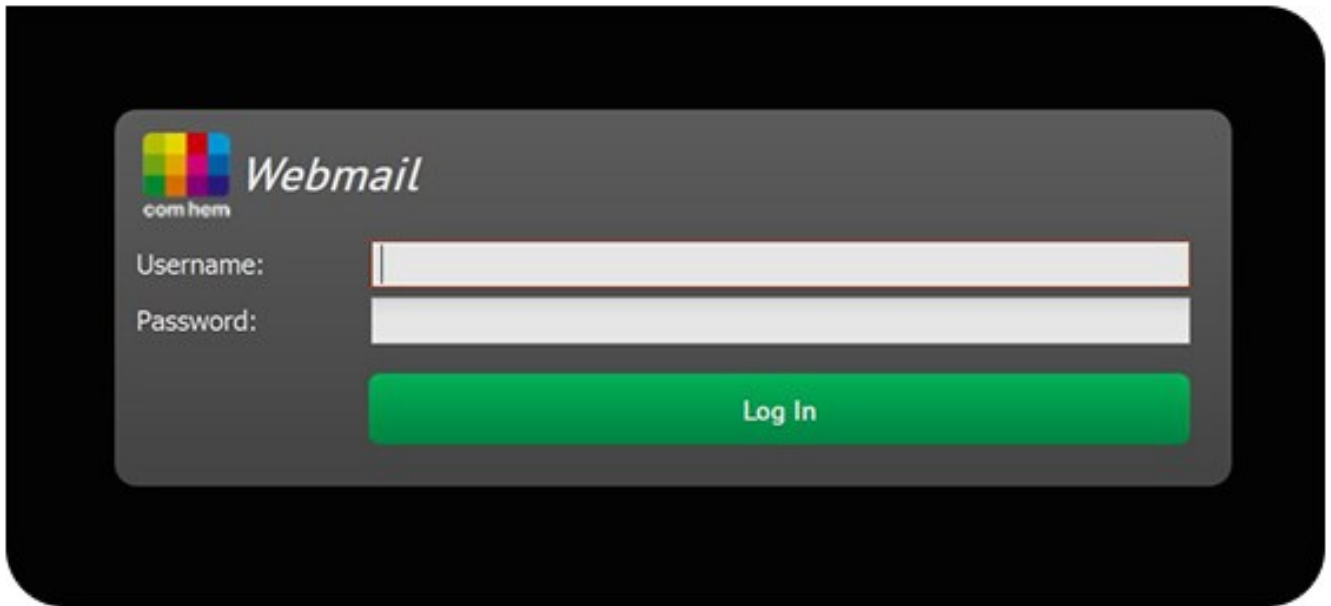
English version



com hem

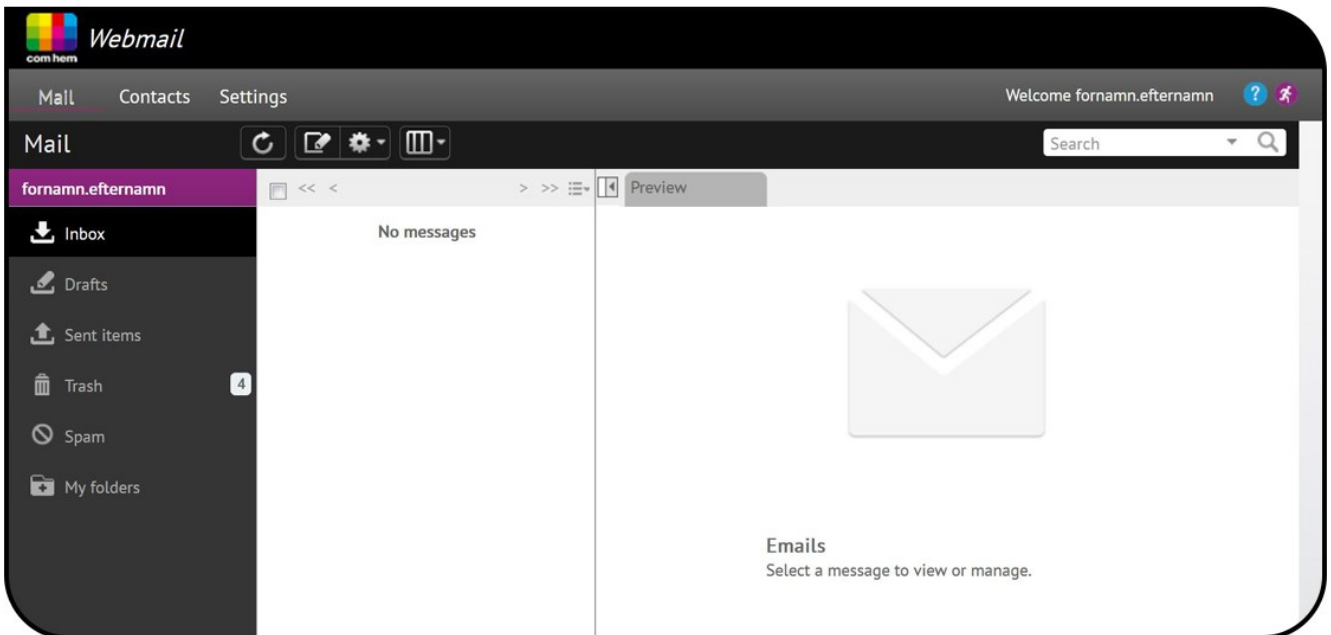
# Login

Go to [webmail.comhem.se](http://webmail.comhem.se) to log in. Use your email address and password that you received from Com Hem to log in.



# Homepage

Once you have logged in you will see the homepage where your emails, contacts and settings are displayed.

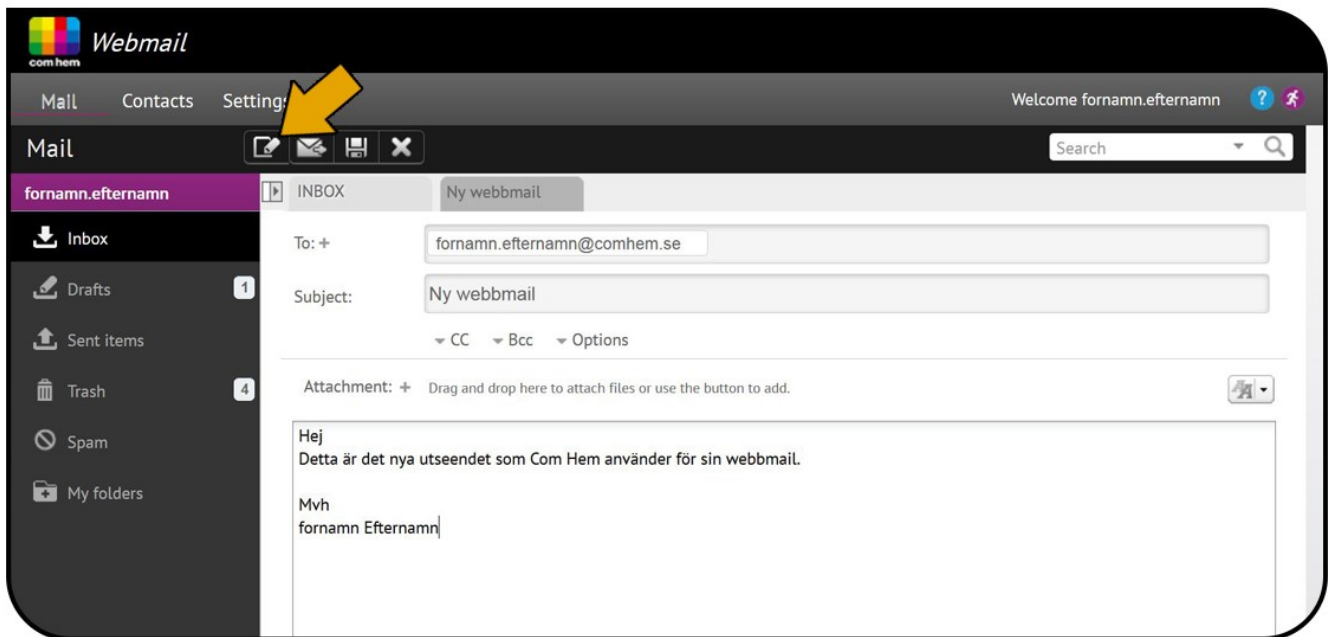


## Inbox

When you click on the inbox you will see your emails. If there are any unread messages you will see a number next to the inbox.

## Create a new email

Click the icon marked with a piece of paper and pen to create a new email.



## Reading emails

There are two ways to read your emails. Select the current email and read it directly in the Reading Pane (we will return to how this can be configured) or double click on the email to read it in a separate window.

## Answering emails

When you click on the inbox you will see your emails. If there are any unread messages you will see a number next to the inbox.

### Reply sender

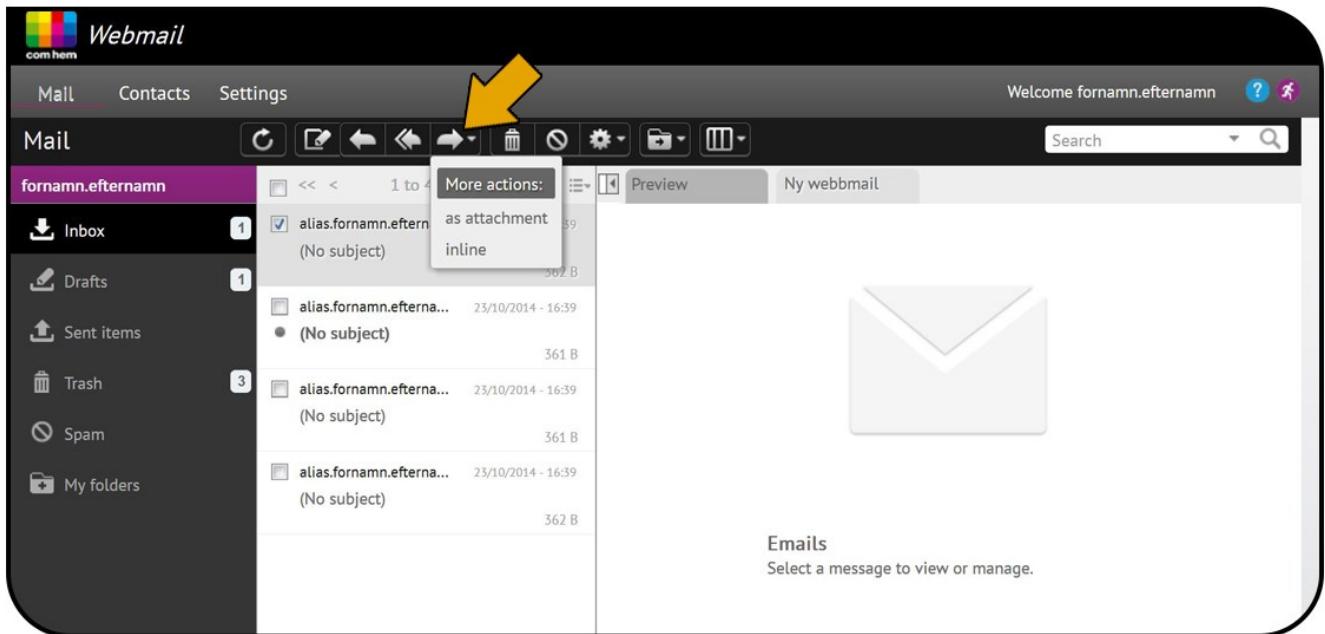
You can choose to answer the sender of an email. After selecting an email you want to reply to you click on the icon with an arrow to the left.

### Reply all

You can also reply to all recipients in an email conversation. Select an email you want to reply to and then click on the icon with two arrows to the left.

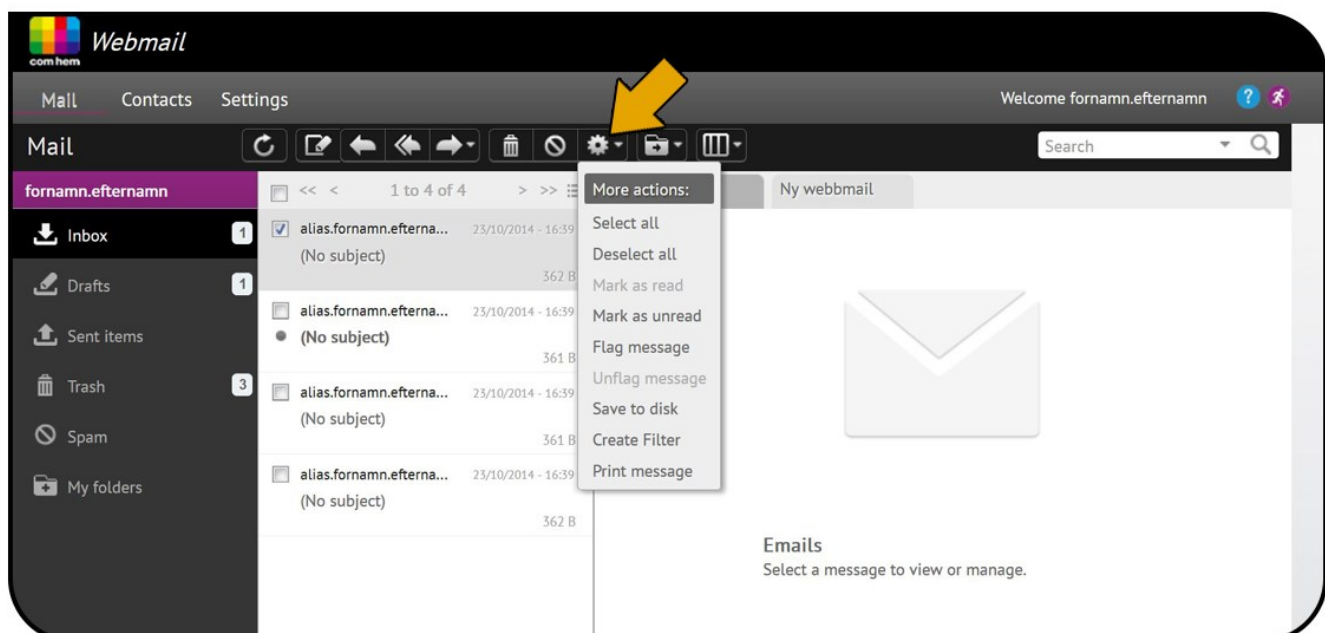
## Forward an email

If you want to forward an email to another recipient just select an email you want to forward and click on the icon with an arrow to the right.



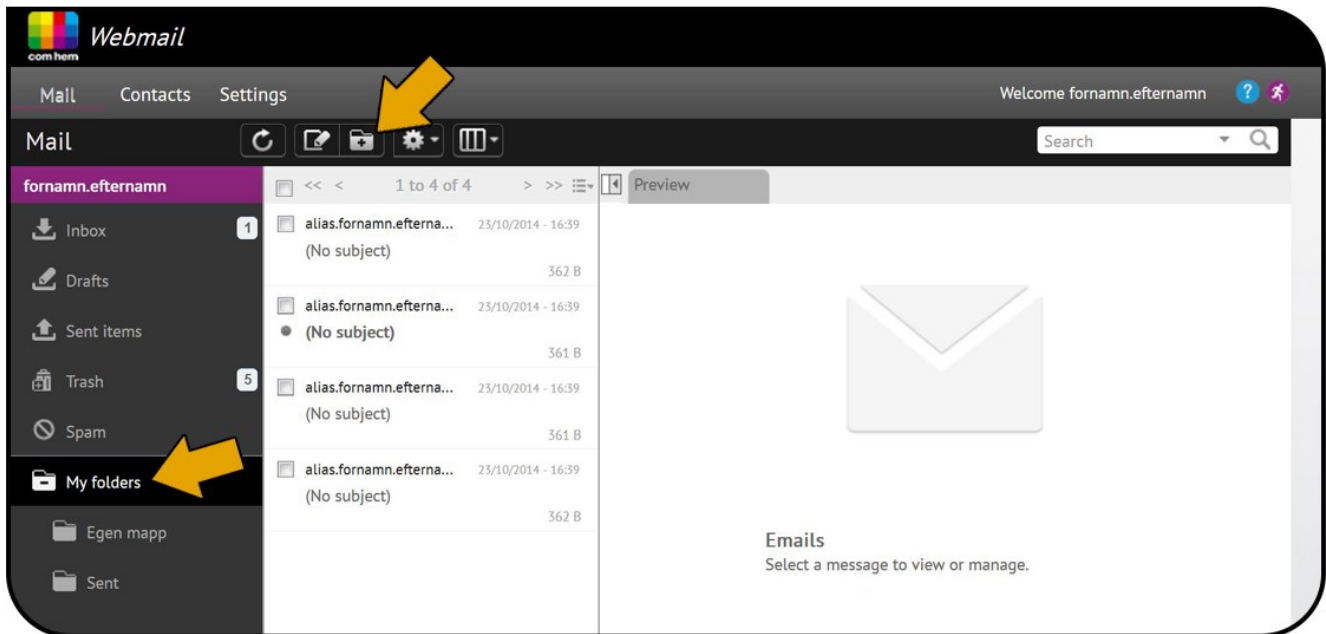
## Selected emails, more options

After selecting an email you can press the gear. Once this is done you get even more options. Here you can choose to select all emails, unselect all emails, mark an email as unread, flag emails, save emails, create a filter or print an email.



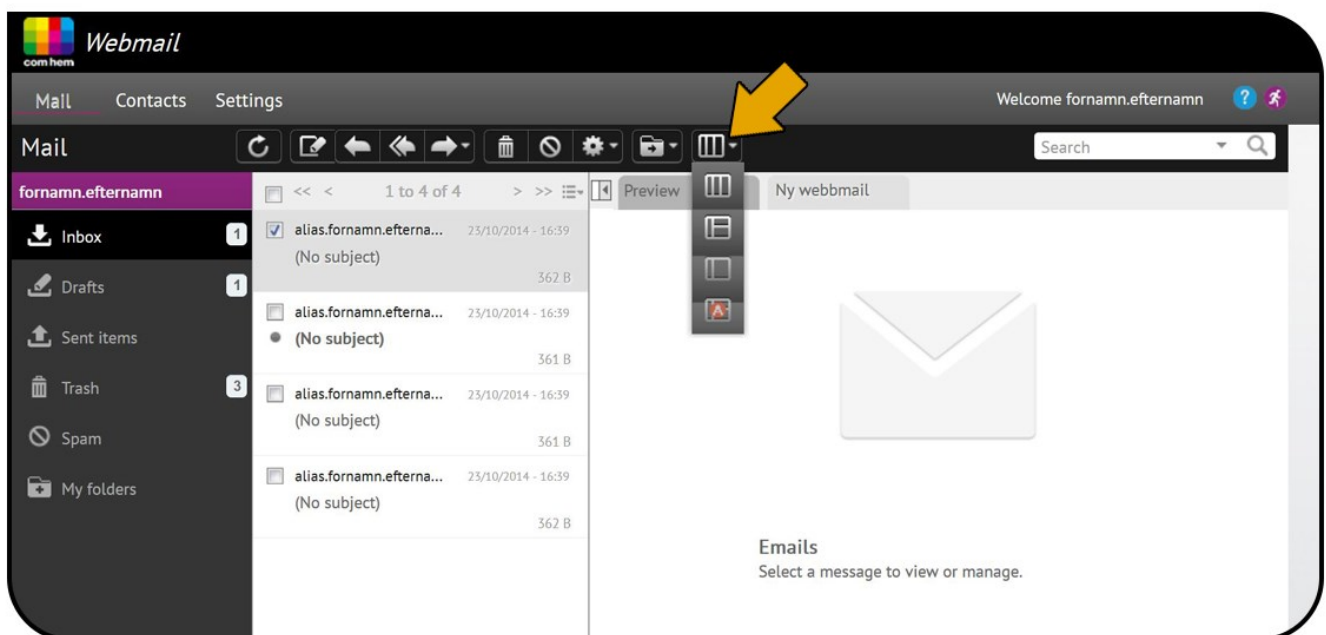
## Create a new folder

To create a new folder, click on My Folders and then the icon with a folder and a plus sign. Then you will see a box where you can name the folder you want to create.



## Change the appearance of the Reading Pane

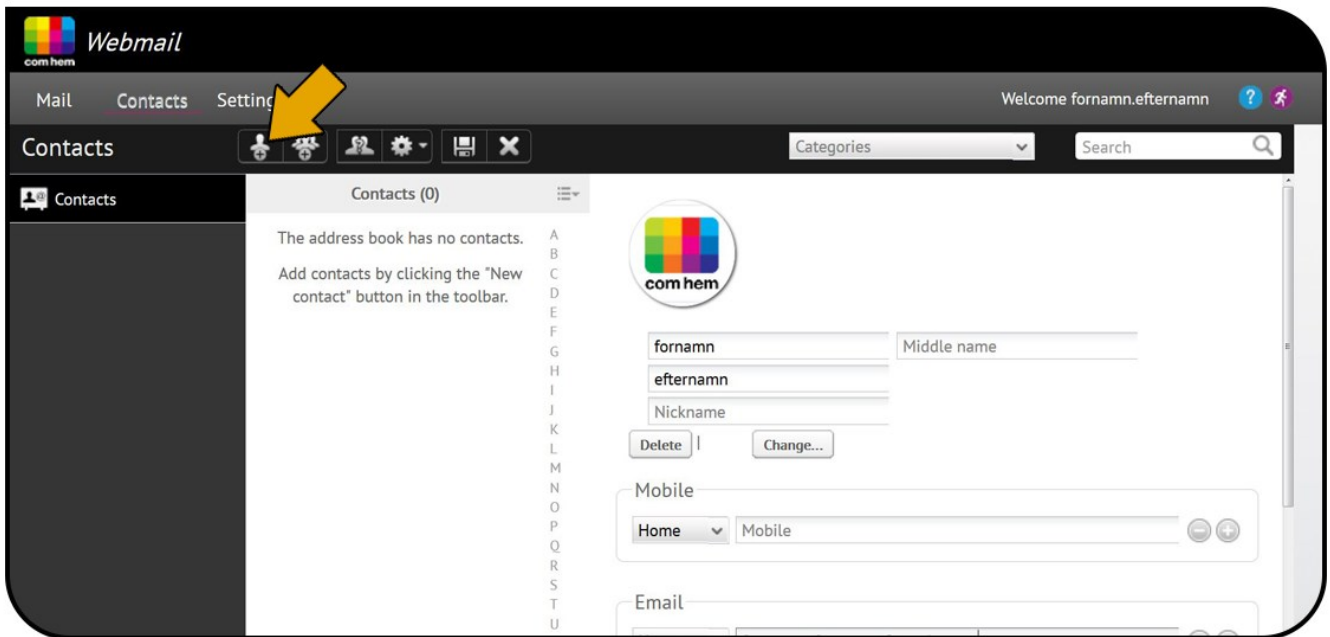
Do you want to change the position of the Reading Pane or remove it? Just click the icon with three columns to select the option that best suits you.



# Contacts

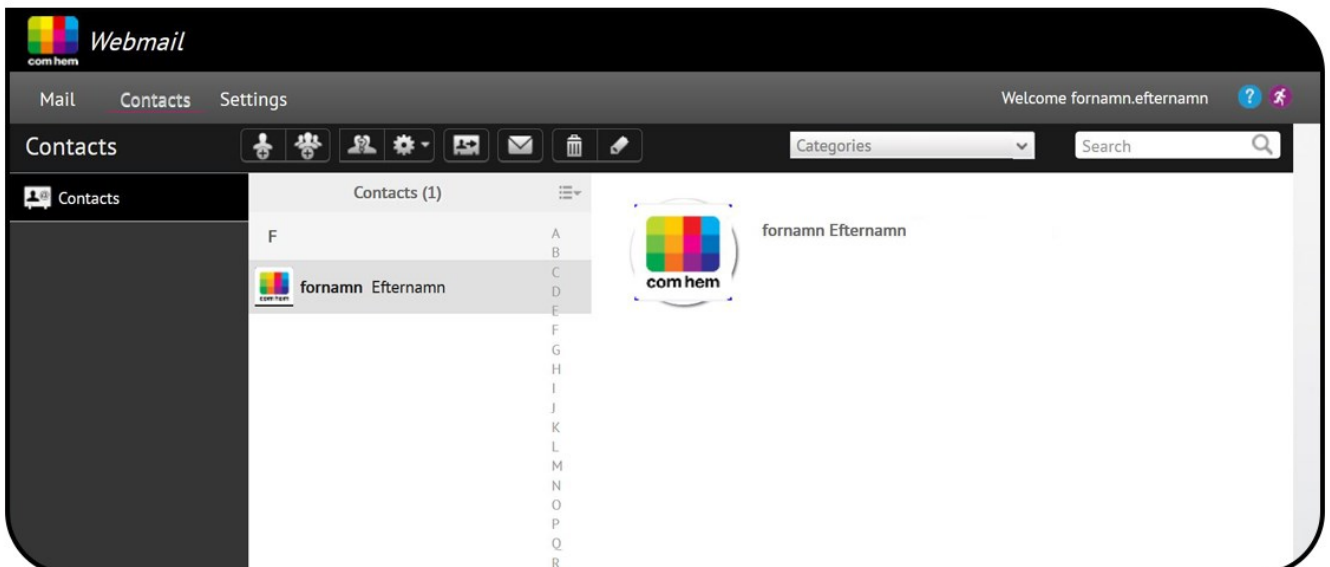
## Create a contact

Click on the icon with a face and a plus sign to create a contact and then fill in the information that you want to save for your new contact. You can also add a photo for the contact, which is done by clicking on Change. Select the image you want to use and when you are done you click on the icon with a floppy disk to save.



## Saved contact

Once you have saved a contact it will appear under Contacts.



## Settings (gear)

You can export contacts and print details about them. Go to the gear to do this.

## Duplicate contacts

If you have multiple contacts with the same email address you can easily find and remove them. Click on the icon with two faces and a question mark to find any duplicates. You can then decide whether to remove the duplicates or not.

## Settings

If you go to “Settings” you can set language, time and date.

