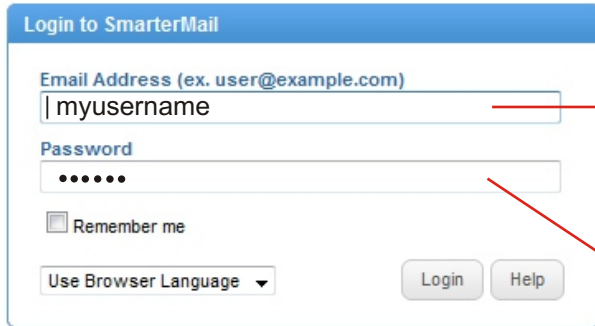


Sent Items folder not visible in SmarterMail

Open your browser (Internet Explorer, Firefox etc.) and type in <http://mail.domainname.ext>

Note: Do not type in the www

The **SmarterMail login** screen will appear. Enter your Username and password.



The login screen for SmarterMail. It features a blue header with the text "Login to SmarterMail". Below the header are two input fields: "Email Address (ex. user@example.com)" containing "myusername" and "Password" containing six dots. There is a "Remember me" checkbox, a "Use Browser Language" dropdown menu, and "Login" and "Help" buttons.

Type in the **User Name**

Note: Full email address is not required

Enter User's **Password**

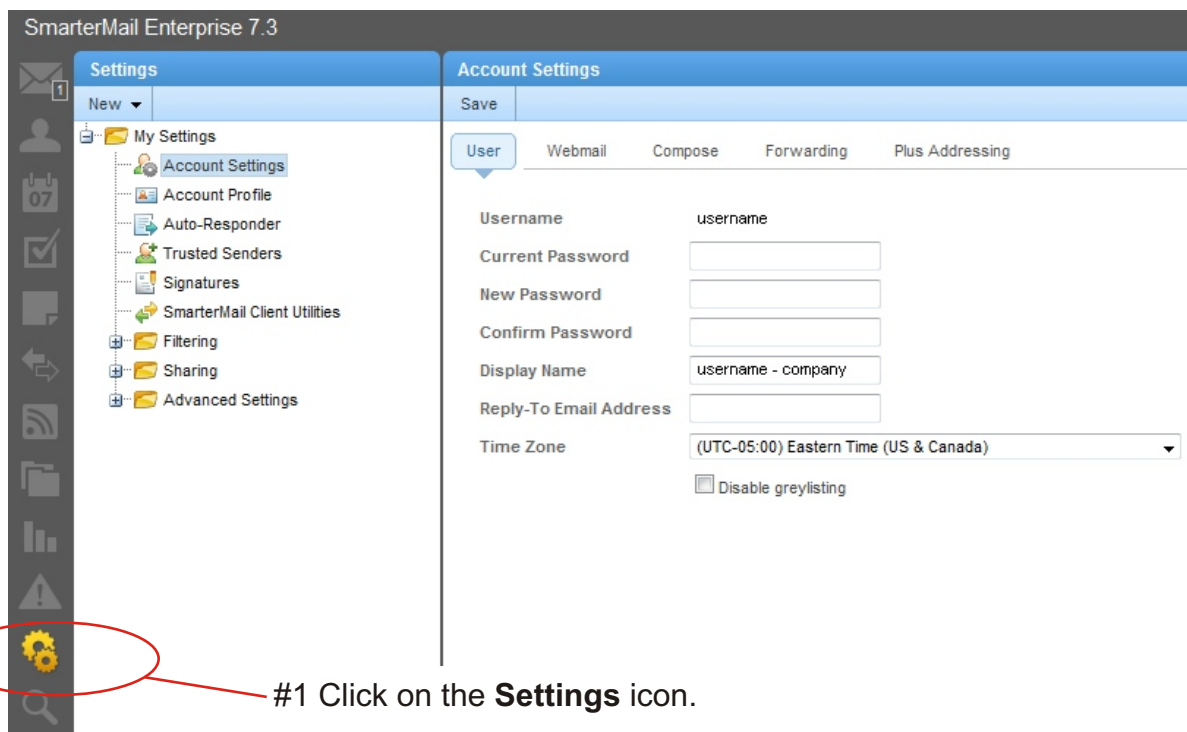
#1 Click on the Settings icon in the left tree view.

#2 Next click on the Compose tab and locate Enable sent items folder checkbox.

#3 Check Enable Sent Items folder.

#4 Click Save to enable the Sent Items folder.

Note: The Sent Items folder will not appear until after a message has been sent.



The screenshot shows the SmarterMail Enterprise 7.3 interface. On the left is a navigation tree with a "Settings" icon circled in red. The main area displays the "Account Settings" page for the "User" tab. Fields include Username (username), Current Password, New Password, Confirm Password, Display Name (username - company), Reply-To Email Address, and Time Zone (UTC-05:00 Eastern Time (US & Canada)). A "Disable greylisting" checkbox is also present.

#1 Click on the **Settings** icon.

SmarterMail Enterprise 7.3

Settings Account Settings

New Save

User Webmail Compose Forwarding Plus Addressing

Compose Format HTML

Compose Font Arial 12pt

Text Encoding Western European (ISO) (default)

Spell Check Dictionary Attempt to use language from login

Forwarding Method Normal

Auto Save Frequency 2 Minutes

Reply Header Type Basic

Reply Text Indicator >

Enable inclusion of previous replies in reply

Enable sent items folder

Enable read receipts by default

Enable trusted sender for webmail recipients

#4 Click to **Save** to apply the changes

#2 Next click on the **Compose** tab

#3 Next check **Enable sent items folder**

Note: The Sent Items folder will not appear until after a message has been sent.

SmarterMail Enterprise 7.3

Email Inbox

New Actions New

My Today Page

Inbox

Deleted Items

Junk E-mail

Sent Items

Follow-ups

Linked to Tasks

309 messages

Reply

After a message has been sent, the **Sent Items** folder will be visible