

# Manual - HfMT EMAIL

IT SERVICE CENTER

FON: 040.428482-390

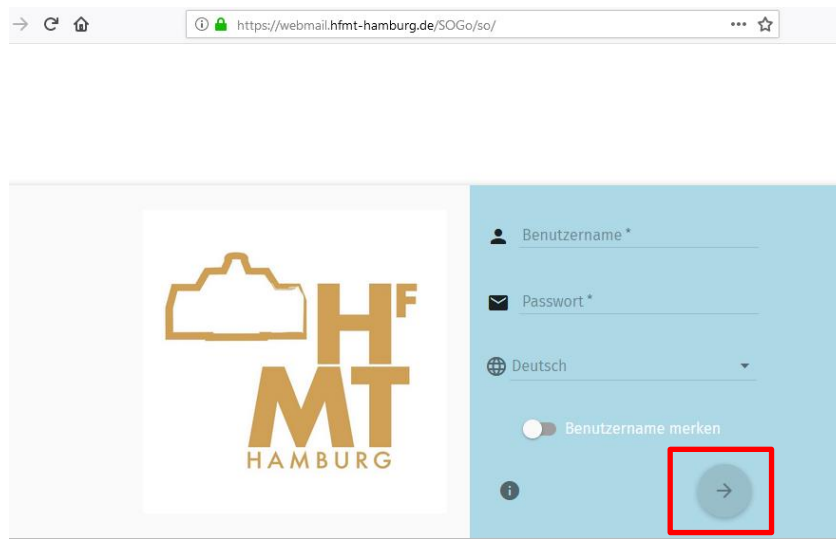
EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

HfMT Hamburg Harvestehuder Weg 12 20148 Hamburg

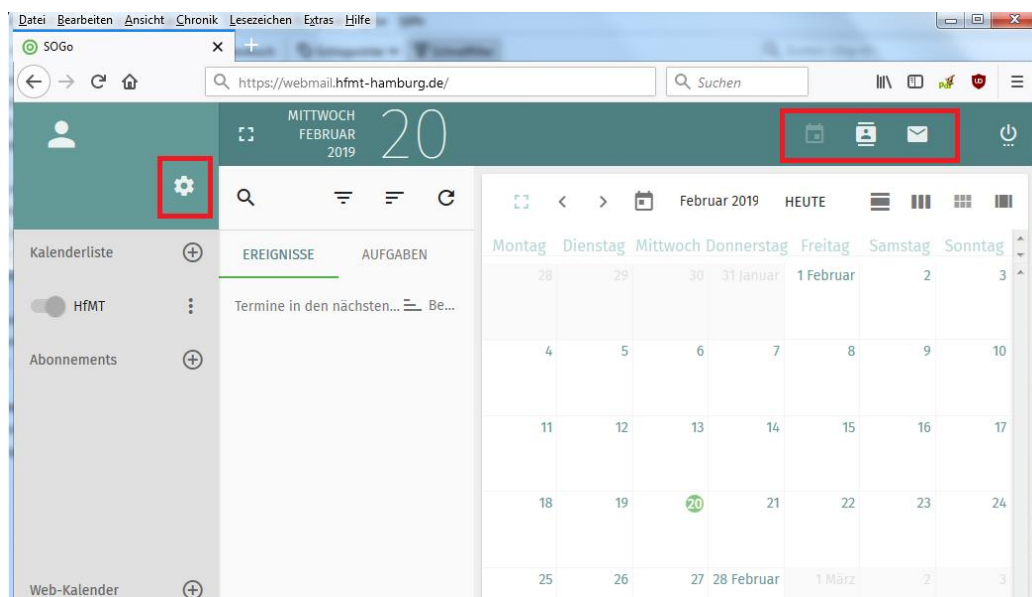


## This manual outlines the function of the HfMT Webmailer.

The Webmailer can be opened at <https://webmail.hfmt-hamburg.de/>. Please log in with your HfMT identification (starting with "mt") and your password. Once you have entered the data, click on the arrow symbol.



In the upper right corner you can toggle between calendar, address book and e-mail view. The default view is the calendar overview. To change this, click on the gear in the upper left corner.



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Under "Default module" you can select e.g. the e-mail view. After a modification, the setting must be confirmed by clicking on the "Save" icon in the upper right corner.

Einstellungen

ALLGEMEIN

SOGO Version  
4.0.4

Sprache Aktuelle Zeitzone \*  
Deutsch de ▼ Europe/Berlin

Kurzes Datumsformat Langes Datumsformat Zeitformat  
▼ Freitag, Februar 01, 2019 ▼ 13:13

Standardmodul  
**Kalender** ▼

Ansicht aktualisieren  
Manuell ▼

Animationsstufe  
 Normal  Begrenzt  Keine

Should you want the webmailer to update itself automatically, please set this under "Refresh view".

Einstellungen

ALLGEMEIN

SOGO Version  
4.0.4

Sprache Aktuelle Zeitzone \*  
Deutsch de ▼ Europe/Berlin

Kurzes Datumsformat Langes Datumsformat Zeitformat  
▼ Freitag, Februar 01, 2019 ▼ 10:17

Standardmodul  
Kalender ▼

Ansicht aktualisieren  
**Minütlich** ▼

Animationsstufe  
 Normal  Begrenzt  Keine

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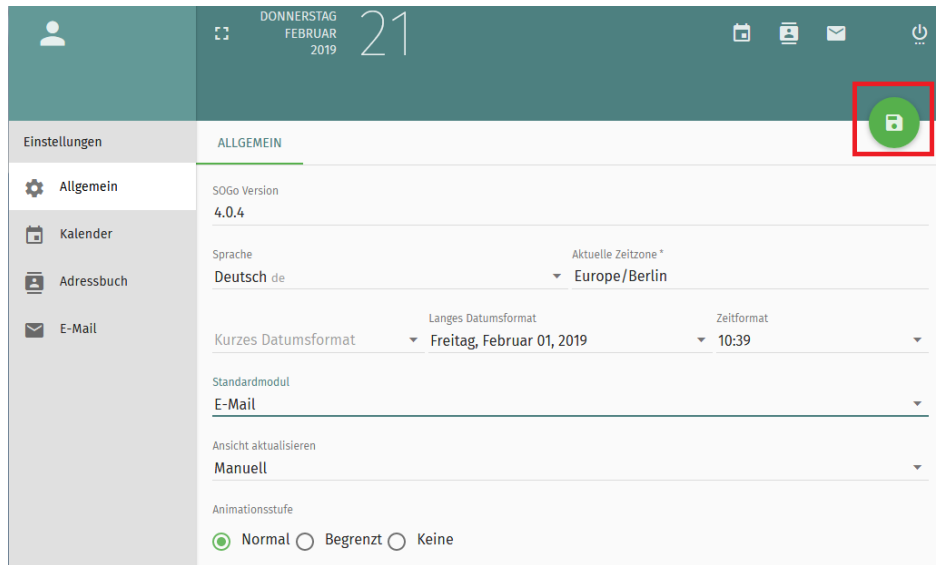
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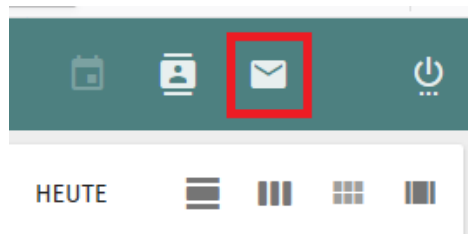
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Save your settings using the disc icon in the upper right corner.



Switch to the e-mail view via the envelope icon in the upper right corner.



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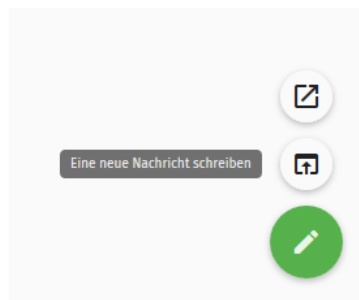
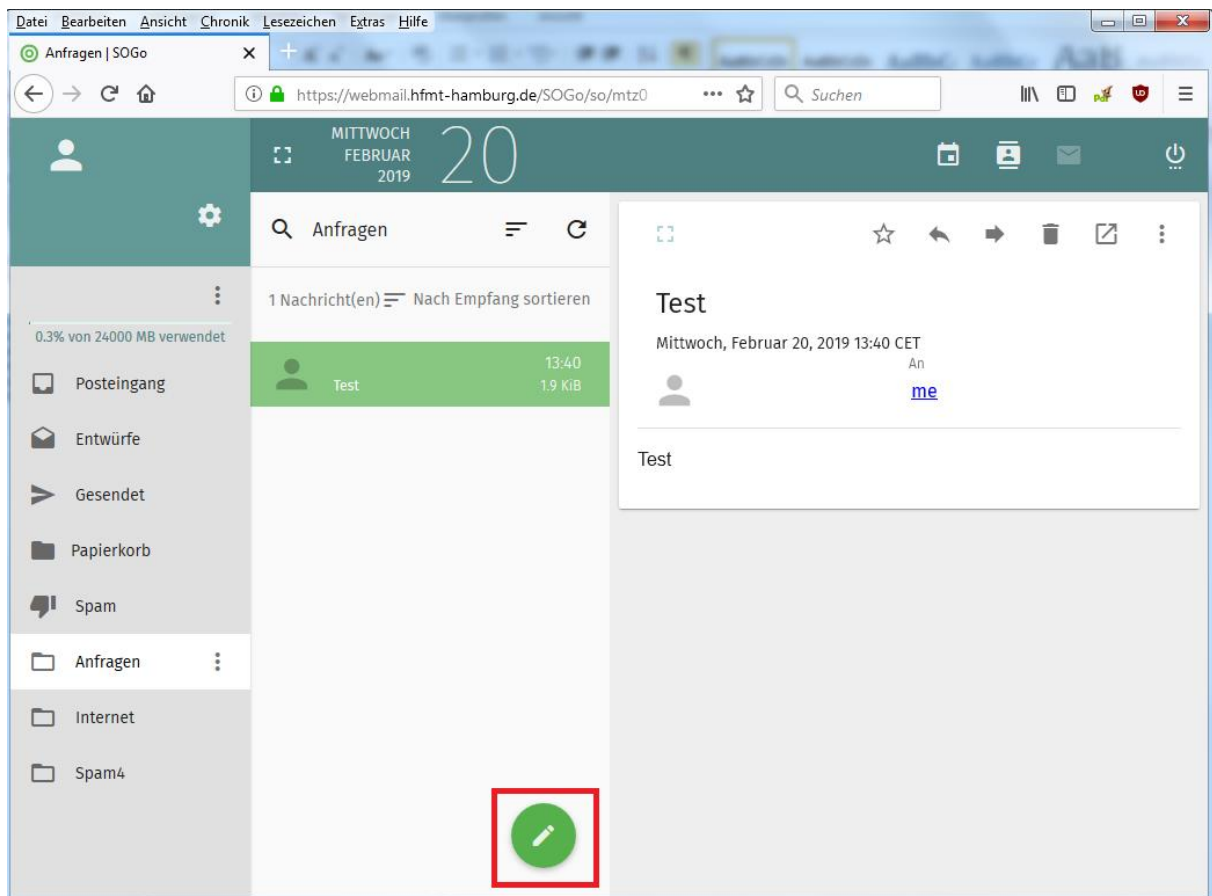
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On the left you can see an overview of your folders. If you select a folder, the e-mails stored in it will be displayed in the middle. When you select an e-mail, you will see the text on the right.

To send a new e-mail, click on the pencil symbol below.



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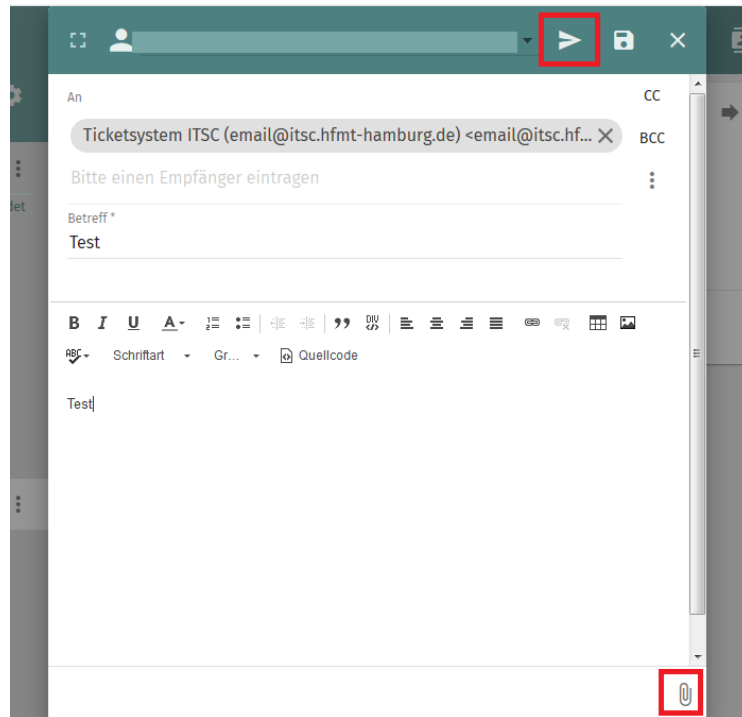
FON: 040.428482-390

EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

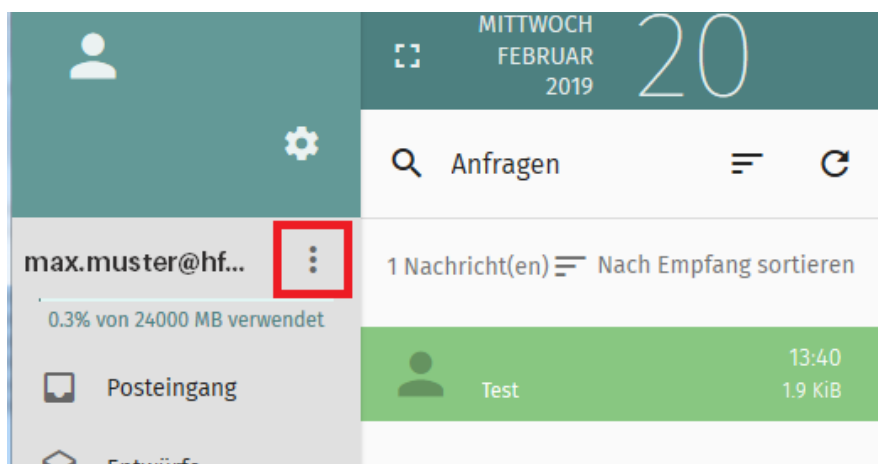
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Enter the recipient, subject and text. Use the paper clip icon to add attachments. Use the paper airplane icon to send the e-mail.



If you want to create a new folder, click on the three vertical dots next to your email address.



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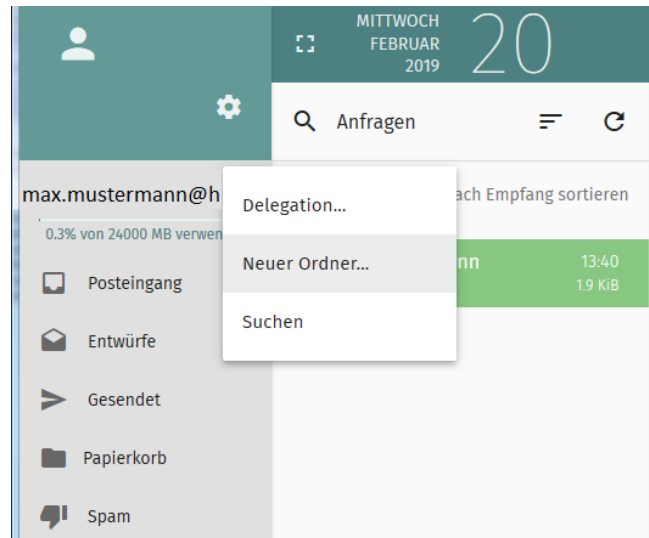
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EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

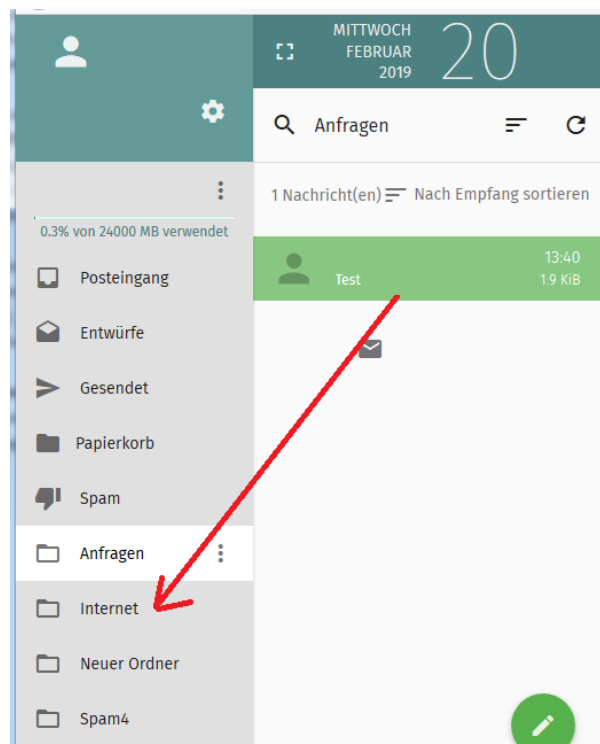
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Then click on "New Folder" and enter a name.



If you want to move an e-mail to another folder, click on this e-mail so that it is highlighted in green. If you now click and hold it, you can drag the e-mail to another folder.



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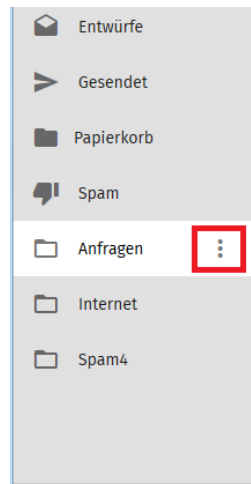
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EMAIL: [email@itsc.hfmt-hamburg.de](mailto:email@itsc.hfmt-hamburg.de)

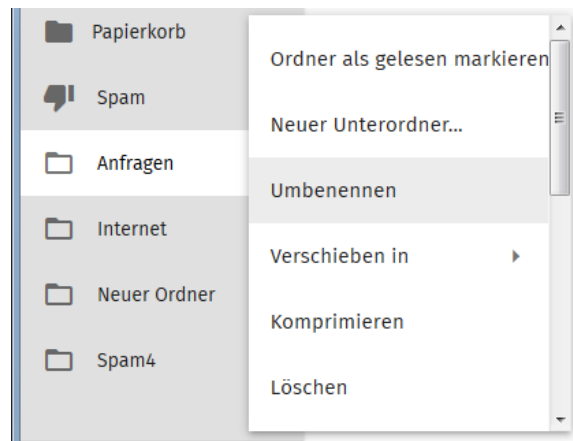
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To rename or delete a folder, click on it to select it, then click on the three dots on the side.



Here you can choose between different actions.



Congratulations and happy working!!!

Your IT Service Center Team