



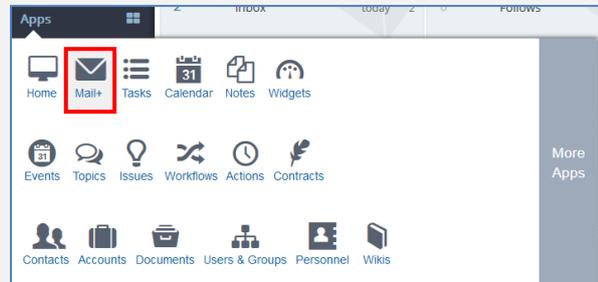
Manage your emails



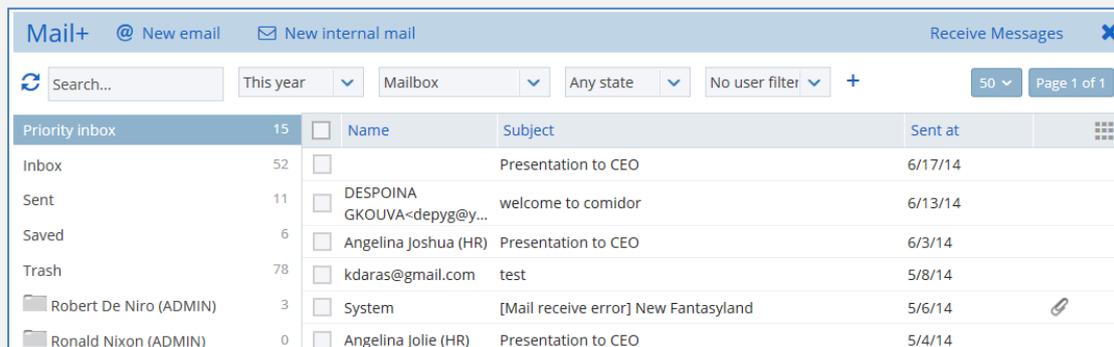
Manage your emails

Connect as many email accounts as you like and manage them inside Comidor. In Comidor you have all the known possibilities and much more.

Open the “Mail+” application to manage your emails.



This is the main screen of your emails and messages.



A

New email VS New internal mail

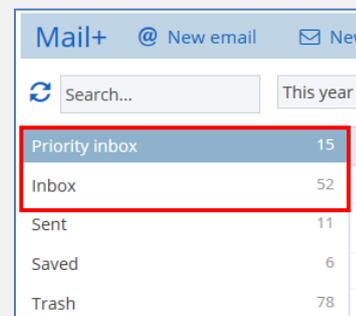


- **New email:** send an email to people outside your company
- **New internal mail:** send a message directly through Comidor in your colleagues. (faster for internal communication)

B

Inbox VS Priority Inbox

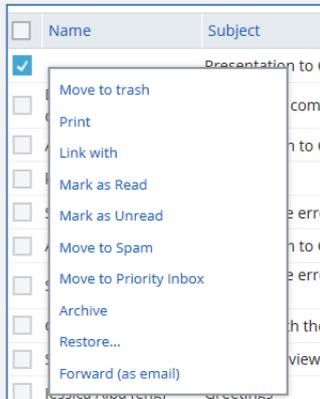
- **Inbox:** emails from unknown sender
- **Priority inbox:** emails from known sender (Comidor contacts)



C

Email options

In front of every email there is a check box. Click on any checkbox and a list of option appears.



Move to trash: Delete one or multiple emails

Print: Print a list with the selected emails

Link with: Link the email with any object inside Comidor

Mark as Read: Turn the selected emails from Unread to Read

Mark as Unread: Turn the selected emails from Read to Unread

Move to Spam: Mark the email as spam and move it to the spam folder

Move to Priority Inbox: Move any email to the Priority Inbox folder

Archive: Move the selected emails to the Archive folder

Restore: Restore any email from the Trash folder in the inbox folder

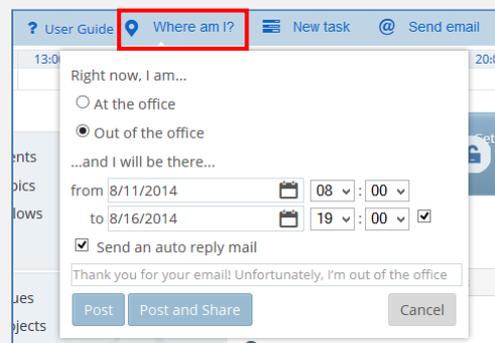
Forward (as email): Forward multiple emails to any sender by checking them and clicking “Forward as email”

D

Out of office auto reply

When you get an email, an automated answer will be sent back to the sender and notify him for your absence.

Go to your “Home” screen and click on the “**Where am I?**” button. Check the “**Out of the office**” option and fill in the dates of your absence.

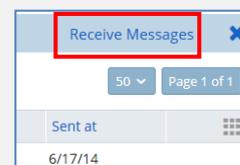


Check the “Send an auto reply mail” if you want to send an automated email for every new email while you are away. Write you message and click the “Post” button.

E

Instantly receive messages

Click the “Receive Messages” button to instantly receive and send your emails.





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offering plenty integrated solutions that help
enterprises to run more efficiently!

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