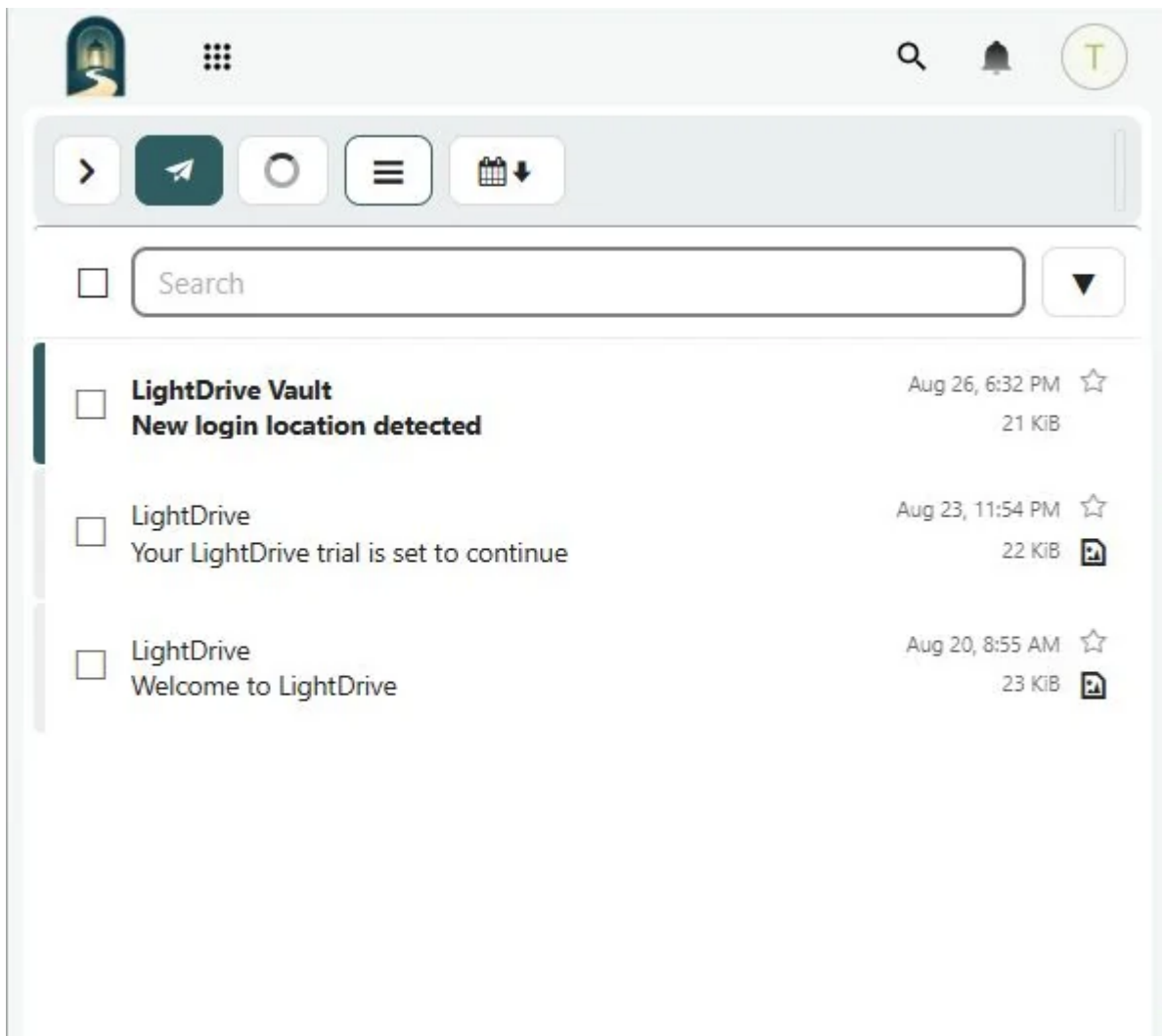


5.2 Using Email in Your Browser

Select **Email** from the Vault app menu. LightDrive opens the webmail interface for your @lightdrive.one mailbox.



The Email workspace provides mailbox actions, search, and the message list.

The left sidebar contains Inbox, Sent, Drafts, Spam, Trash, Archive, and any folders you create. Select a folder to view its messages, then select a message to read it. Use search above the

message list to find mail.

Select **New message** to compose mail. The webmail address picker can use contacts stored in your LightDrive CardDAV address book, but it reads that address book without editing it.

Browser webmail works without additional setup. For a phone or desktop mail program, use the IMAP and SMTP settings in Chapter 14.

Email tools in the sidebar

Above Settings and Help, use [Filters & blocked senders](#), [Email forwarding](#), [Automatic replies](#), and [Outgoing](#). Filters, forwarding, and replies apply to new incoming mail even when Email is closed. Configure these tools from their sidebar links.

Send includes a 30-second Undo window by default. Change the delay in Settings → General → Sending or at the top of Outgoing; use Send now to skip the wait for one message. Use [Schedule send](#) beside Send to choose a later time.

Check which mailbox is open

The current mailbox address appears beside **Email** in the LightDrive header. It updates when you switch mail accounts and is hidden while an account switch is in progress. A long address may be shortened visually on a small screen; the complete address remains in its tooltip and accessible label. This identifies the mailbox you are viewing. Check the compose window's **From** field for the address used to send a particular message.

Use advanced search

Open the native **Advanced Search** controls from the search field. You can combine sender, recipient, subject, message text, date, tag and message-status criteria. **Replied to** offers **Any**, **Yes** and **No**. The checkboxes are labeled **Unread**, **Starred** and **Has attachments**. These labels clarify the existing search; they do not change its behavior or folder scope.

Current online article: <https://help.lightdrive.one/email/using-email-in-your-browser>

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