

Title: Using the Right Click Menu

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Web-Based Email includes several right click menus that you can use to access Web-Based Email actions, such as flagging a message, searching for a specific word or phrase, and working with your folders. There are three Web-Based Email right click menus, and the browser has its own right click menu. The Web-Based Email right click menus are: Folders right click menu Accessed from the folders area. Allows you to set folder options and move messages. For more information, see [About Folders](#). Message list right click menu Accessed from the Message list. Allows you to access actions you can apply to the selected email message(s), such as forwarding, moving, and flagging. Email message right click menu Accessed from within an email message. Allows you to work with the message, such as copying text in the email message or searching for a specific word or phrase from within an email message. For more information, see [Searching for Content From Within Email Messages](#). To Access the Folders Right Click Menu Using Microsoft Internet Explorer® or Firefox®, from the Folders area, right click. Using a Mac® browser, from the Folders area, either right click or press and hold the **CTRL** key and click. To Access the Message List Right Click Menu Using Microsoft Internet Explorer® or Firefox®, from the **Message List** area, right click.

or

Using a Mac® browser, from the **Message List** area, either right click or press and hold the **CTRL** key and click. You can do the following: To delete the message, moving it to the Trash folder, click **Delete Message**. To forward the message, click **Forward Message**, and then specify the email address of the person you want to forward the message to. For more information, see [Forwarding Email Messages](#). To permanently delete the message, click **Purge Message**. To reply to the message, click **Reply To** or **Reply to All**, and then reply to the message. For more information, see [Replying to Email Messages](#). To mark the message as spam, click **Mark as Spam**. To apply an action to the message, from the **Apply This Action** list, select the action you want to apply, and then click **Apply**. To move the message to a different folder, from the **Move to Folder** list, select the folder you want to move the message to, and then click **Move**. To Access the Email Message Right Click Menu Using Microsoft Internet Explorer® or Firefox®, from the Email Message area, right click. Using a Mac® browser, from the Email Message area, either right click or press and hold the **CTRL** key and click. To Access the Browser's Right Click Menu Using Microsoft Internet Explorer® or Firefox®, press and hold the **CTRL** key and then right click. Using a Mac® browser, press and hold the **Command/Apple** key, and then click.