

User Manual For Email Users of [ඉතැපැල්.ලංකා](#)



- 1 Navigate to [තැපැල්.ඉතැපැල්.ලංකා](#)

Logging in to your account [ඉතැපැල්](#)

- 2 Click the **Username** field. Type your username

Username

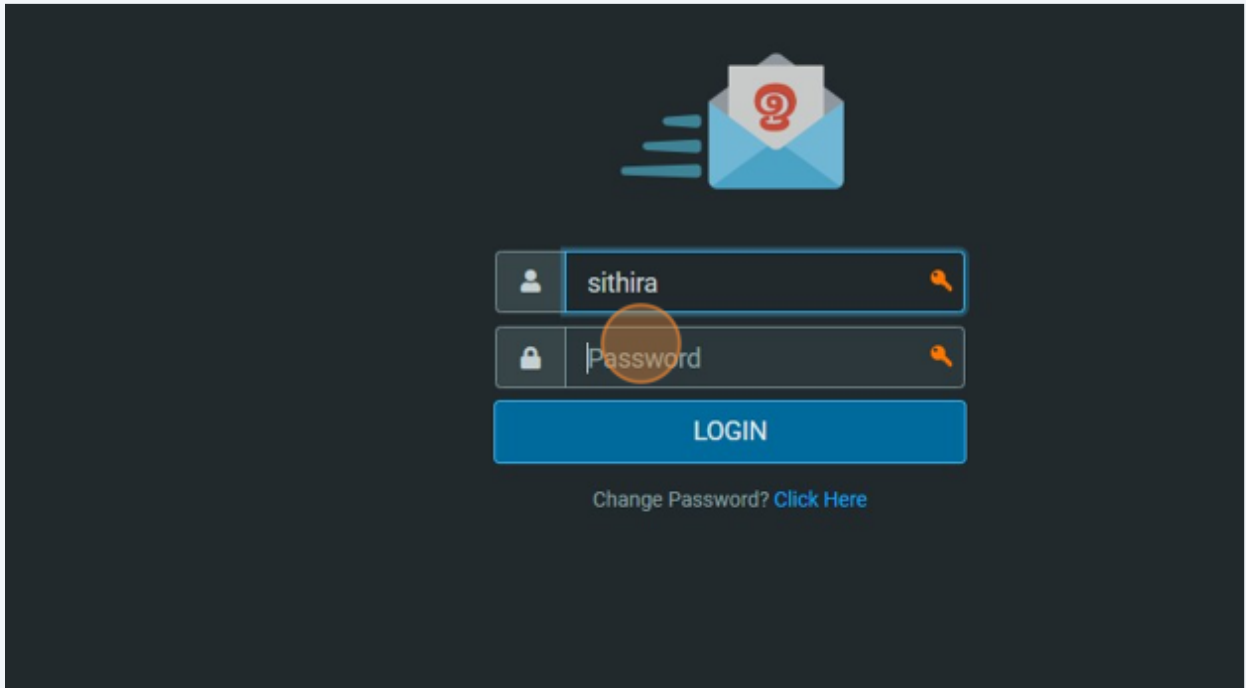
Password

LOGIN

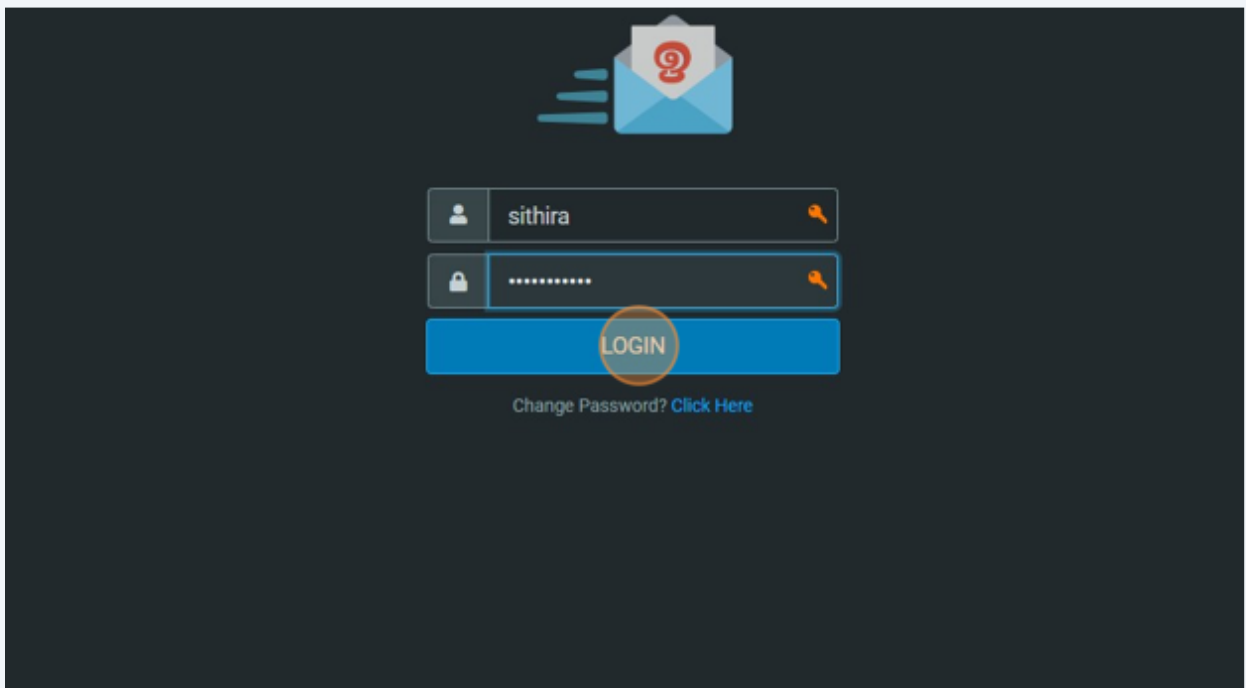
Change Password? [Click Here](#)



3 Click the **Password** field. Type your password

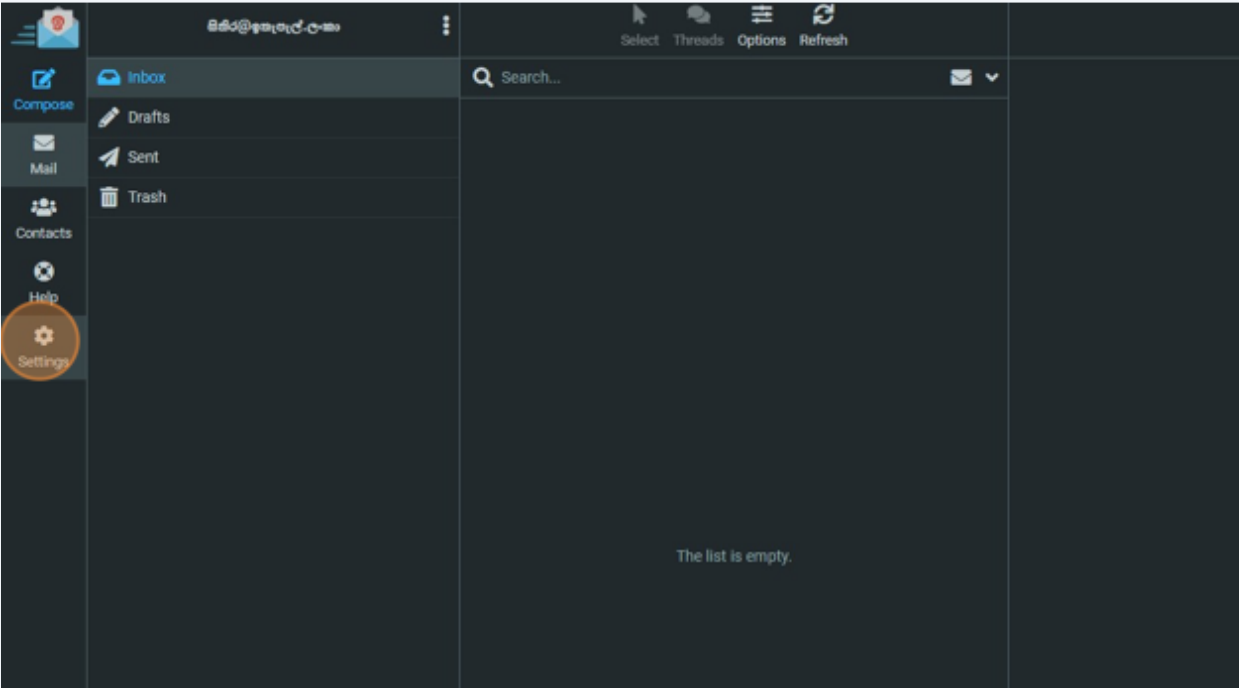


4 Click **LOGIN**

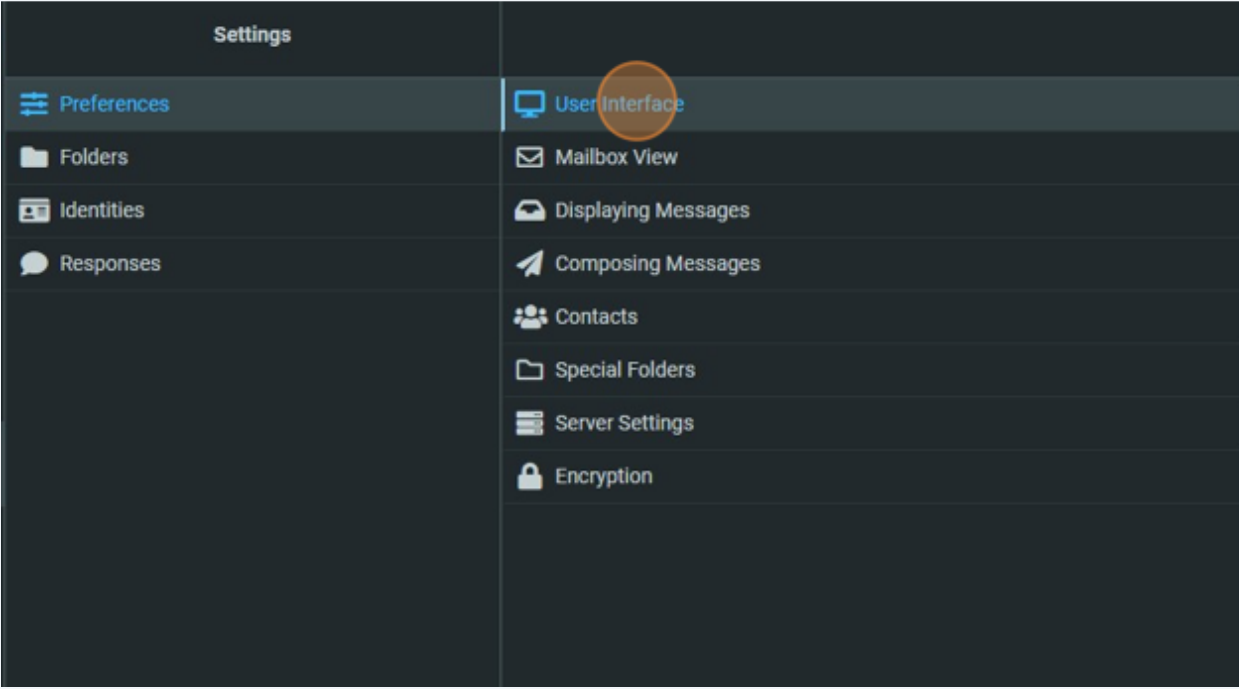


Initial Login Setup

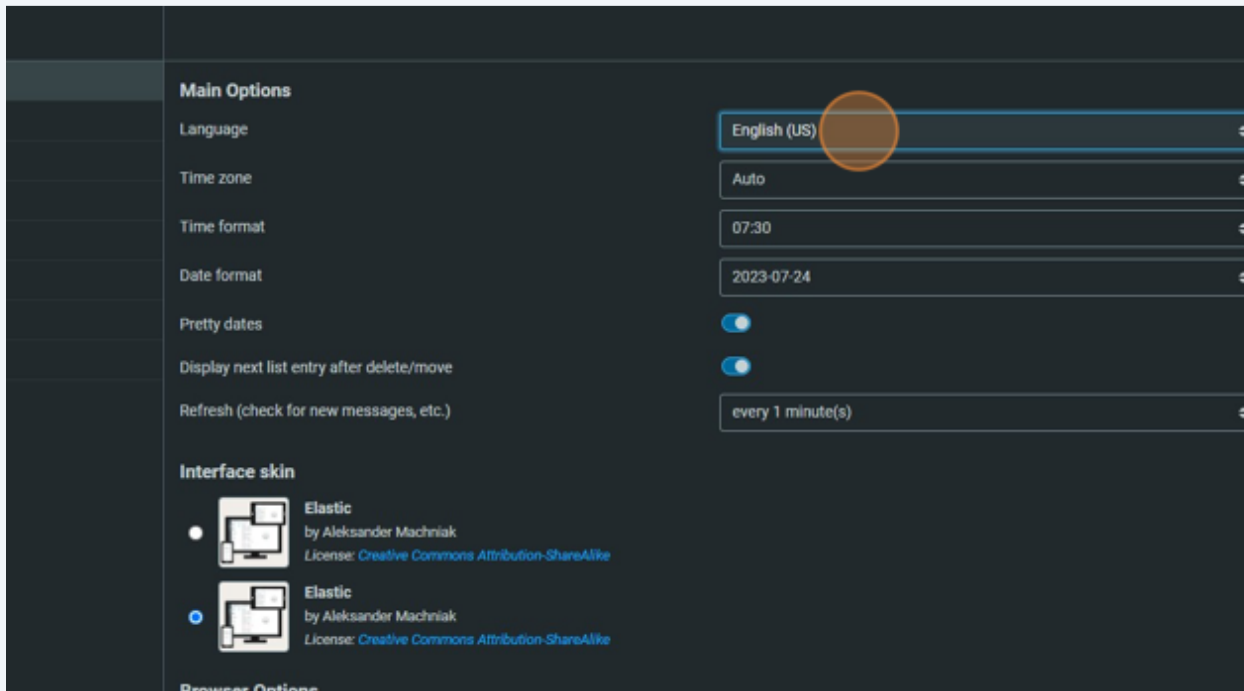
5 Click **Settings**



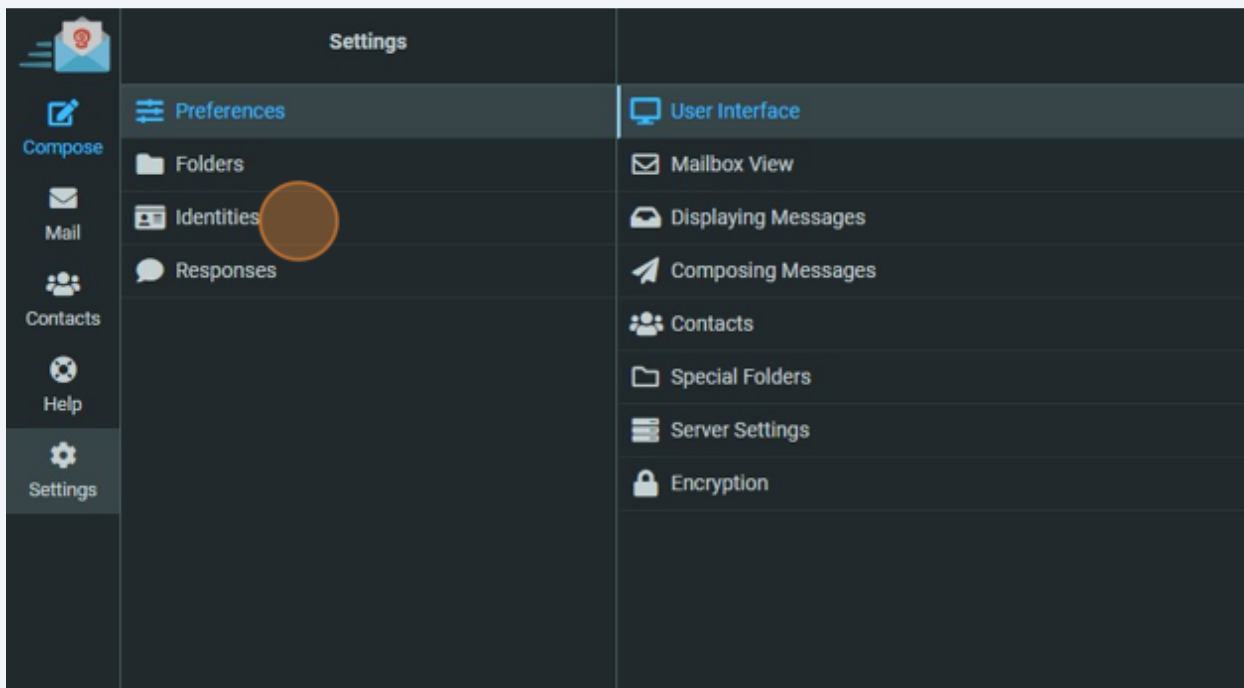
6 Click **Preference > User Interface**.



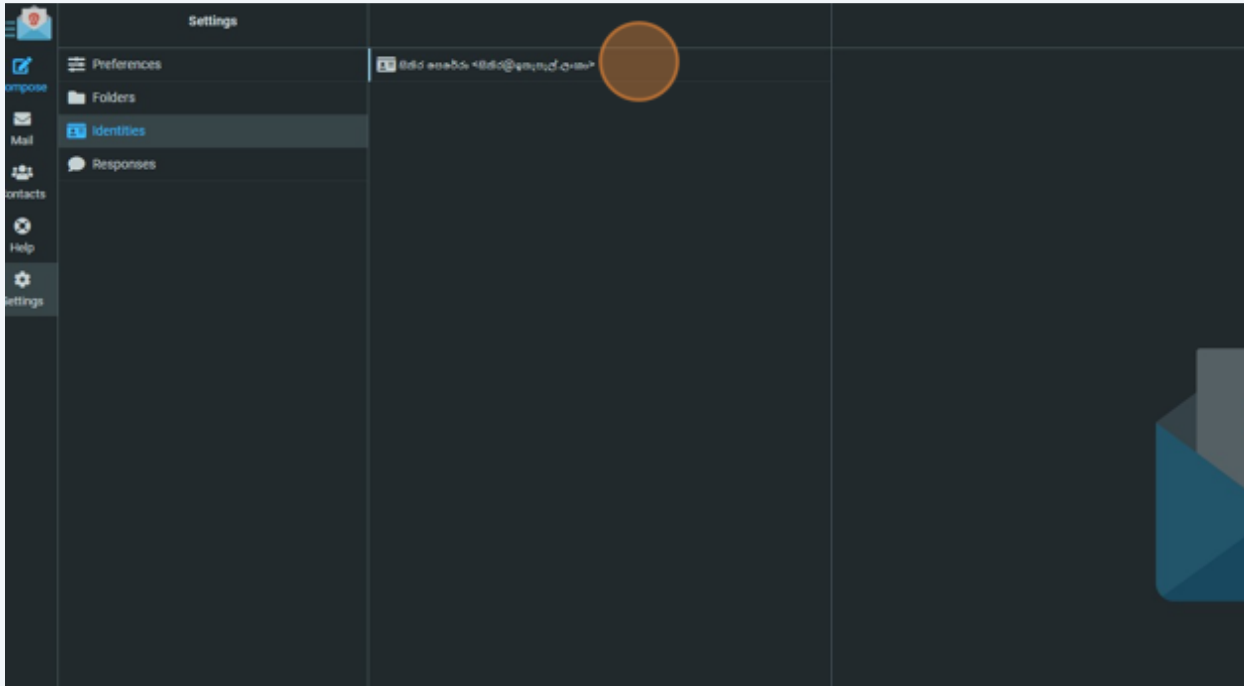
7 Choose a **Language** from the drop-down list. Default language English (US)



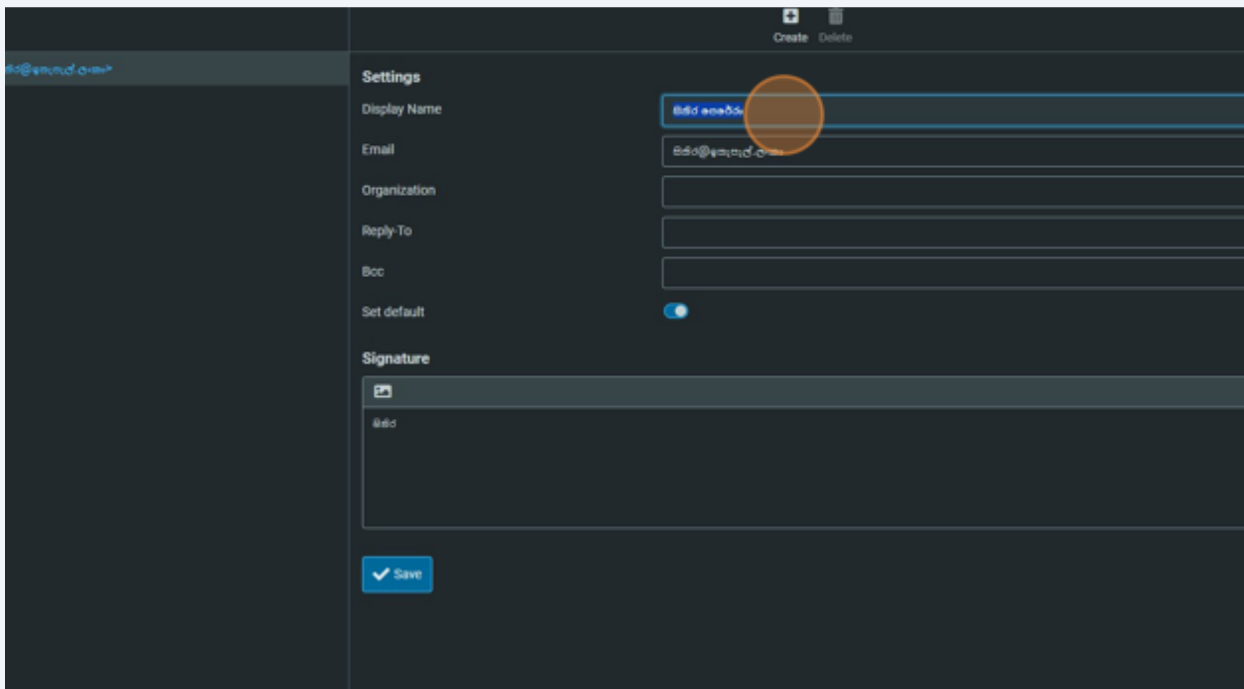
8 Click **Identities**



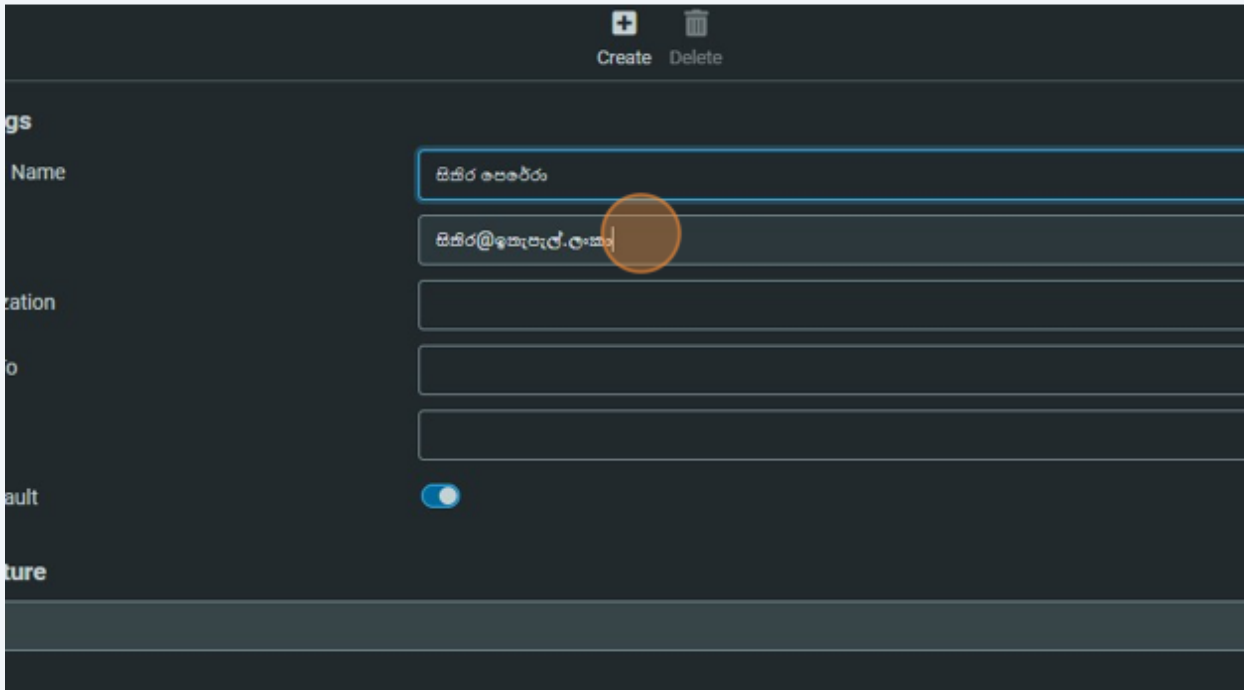
9 Click the identity card created by default.



10 Click the **Display Name** field, and Change it if needed

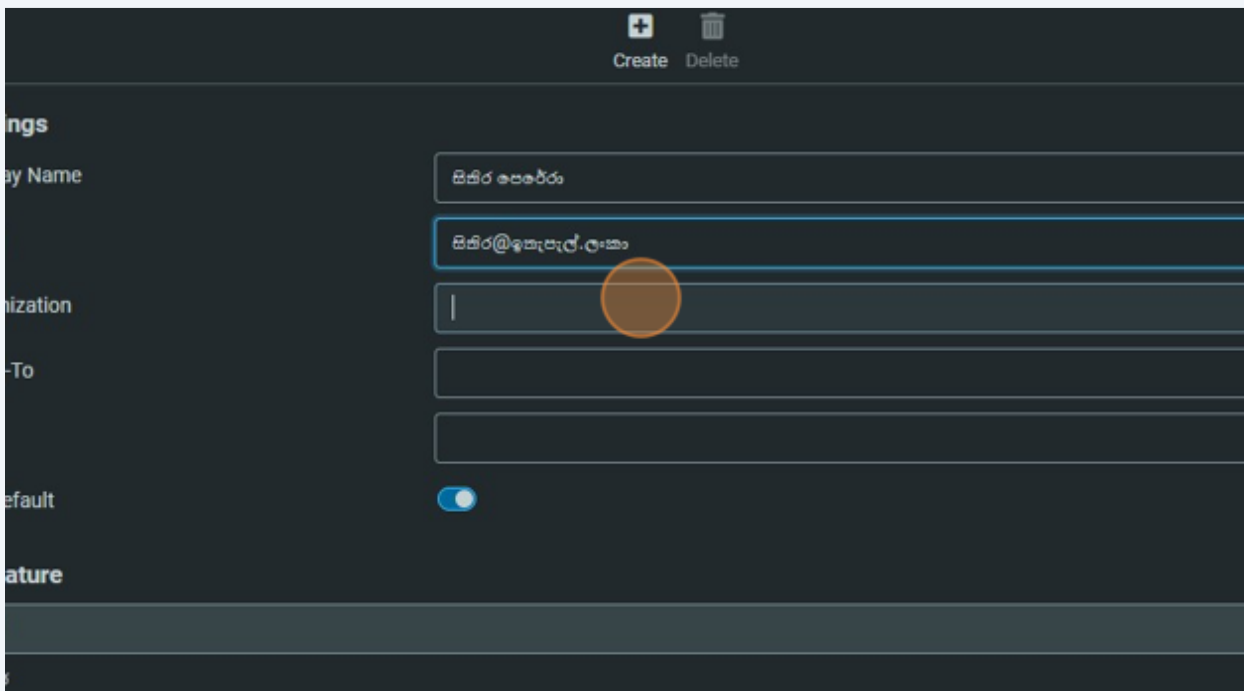


11 DO NOT CHANGE THIS FIELD!



A screenshot of a dark-themed form with a 'Create' (+) and 'Delete' (trash) button at the top. The form has several input fields. The 'Name' field is highlighted with a blue border and contains the text 'සිතීර පෙරේරා'. The 'Organization' field contains 'සිතීර@ඉතැපැල්.ලංකා'. A brown circle highlights the 'Organization' field. Other fields include 'To', 'Default' (with a toggle switch), and 'Signature'.

12 Click the **Organization** field. and Fill out your organization details. (Optional)

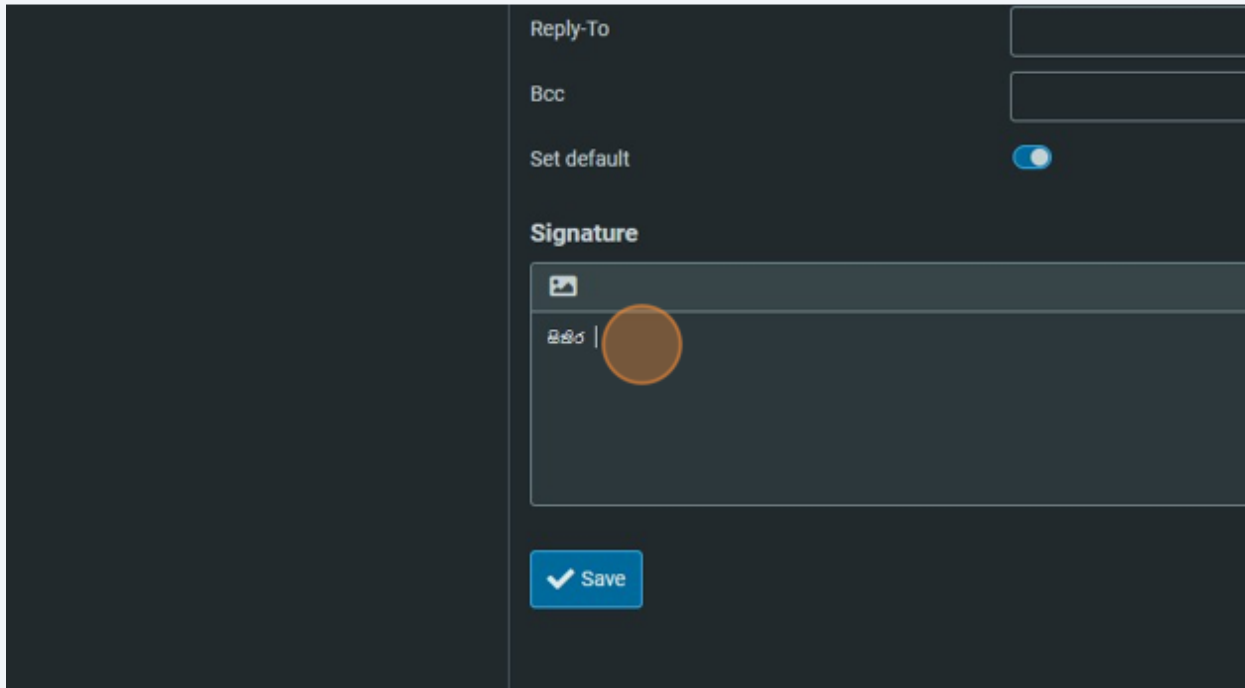


A screenshot of a dark-themed form with a 'Create' (+) and 'Delete' (trash) button at the top. The form has several input fields. The 'Organization' field is highlighted with a blue border and contains the text 'සිතීර@ඉතැපැල්.ලංකා'. A brown circle highlights the 'Organization' field. Other fields include 'Name', 'To', 'Default' (with a toggle switch), and 'Signature'.



13

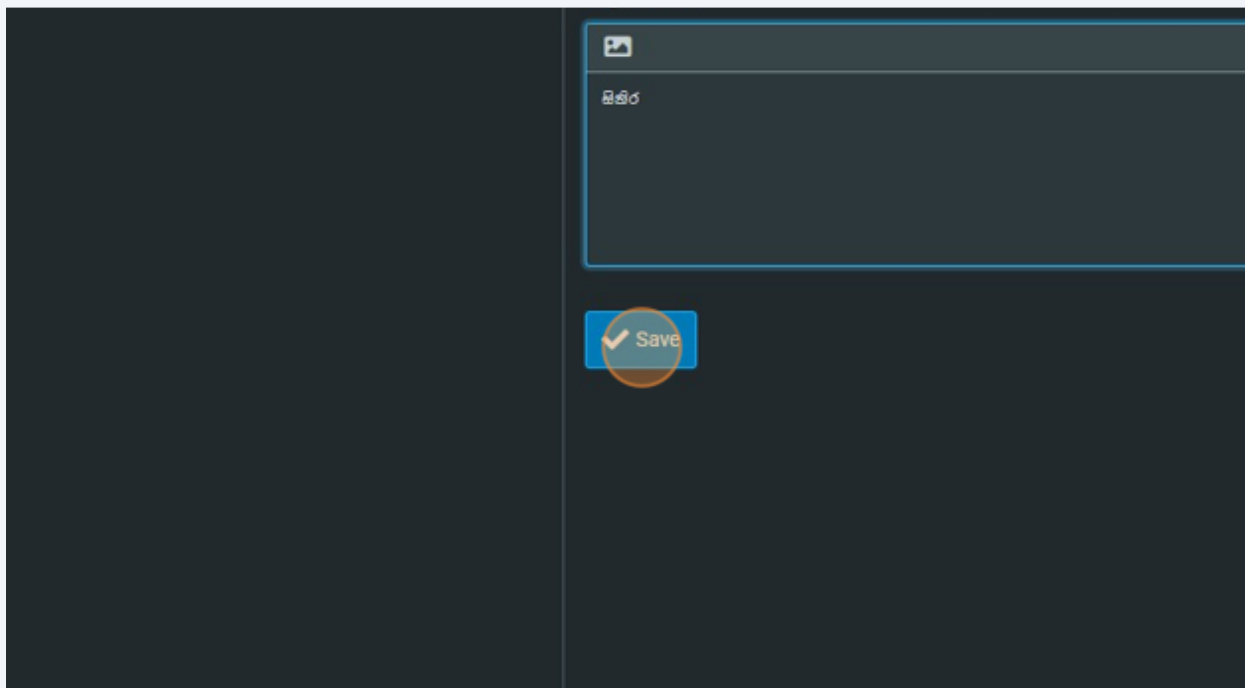
Click the **Signature** textarea. Add your signature to be added in your emails. (Optional)



The screenshot shows the settings page for an email client. On the right side, there are fields for "Reply-To", "Bcc", and a "Set default" toggle switch which is turned on. Below these is the "Signature" section, which contains a small image icon and a text input field. The text input field is highlighted with a red circle. At the bottom of the settings panel, there is a blue "Save" button with a checkmark icon.

14

Click **Save**

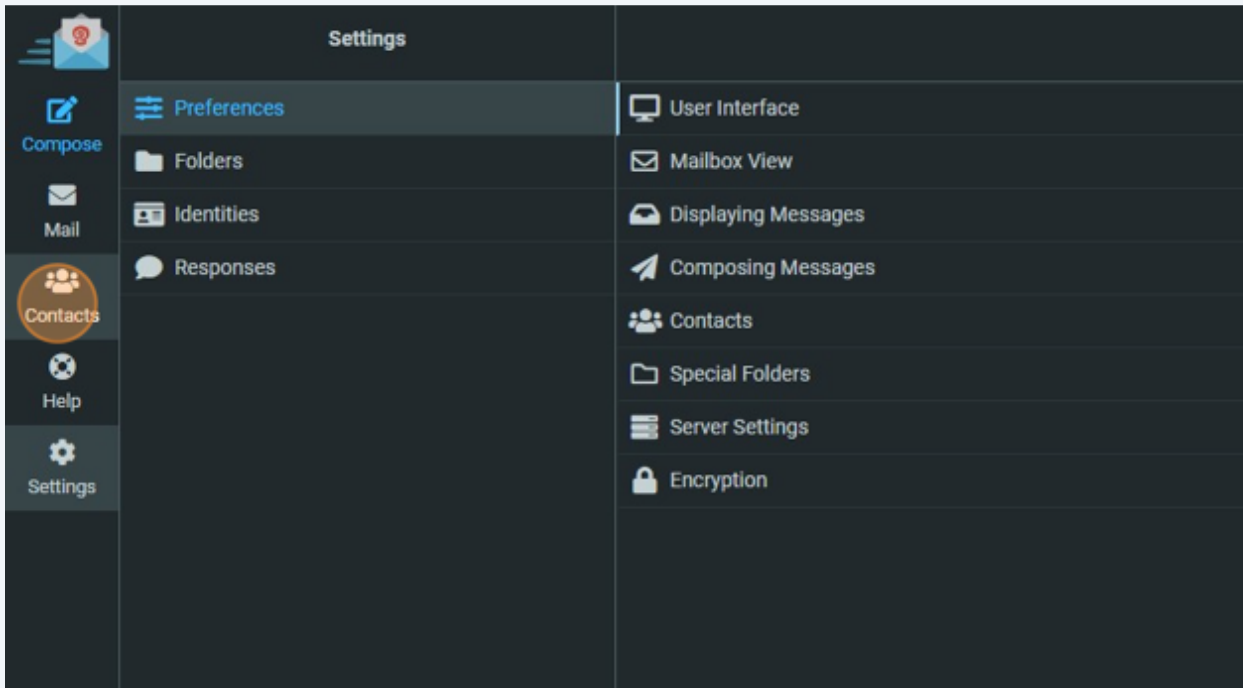


This screenshot shows the same settings page as the previous one. The "Signature" text area is now empty. The "Save" button at the bottom of the settings panel is highlighted with a red circle, indicating the next step in the process.

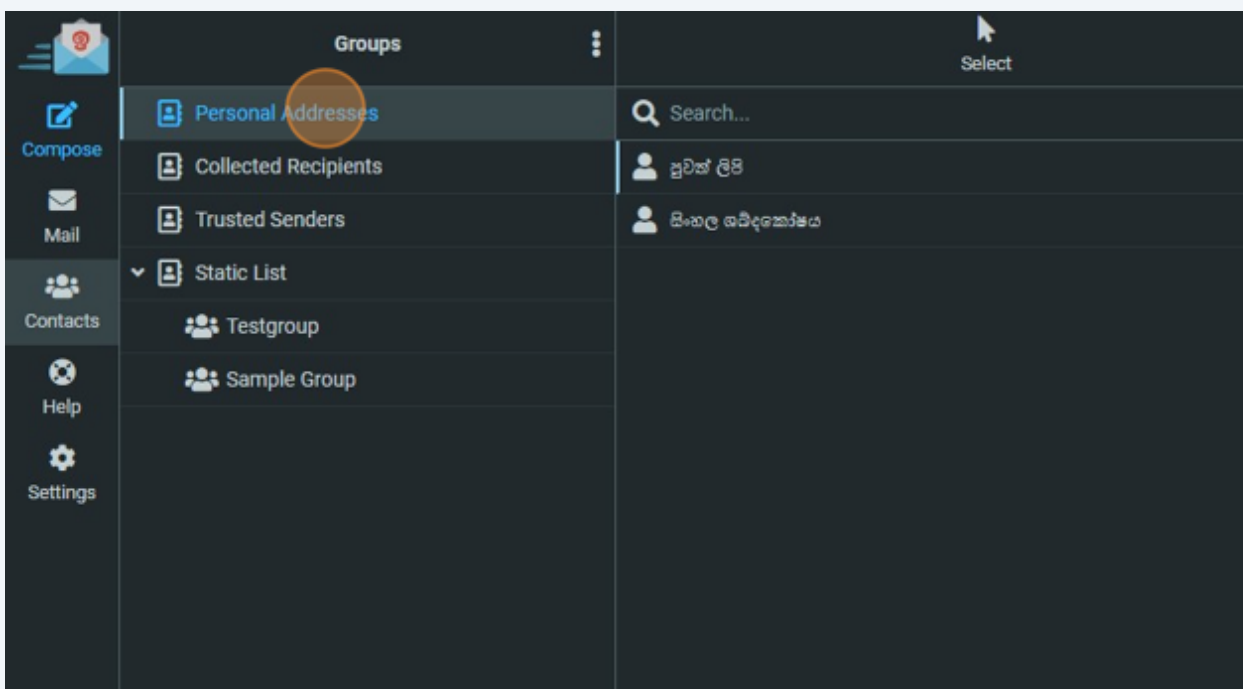


Adding Contacts

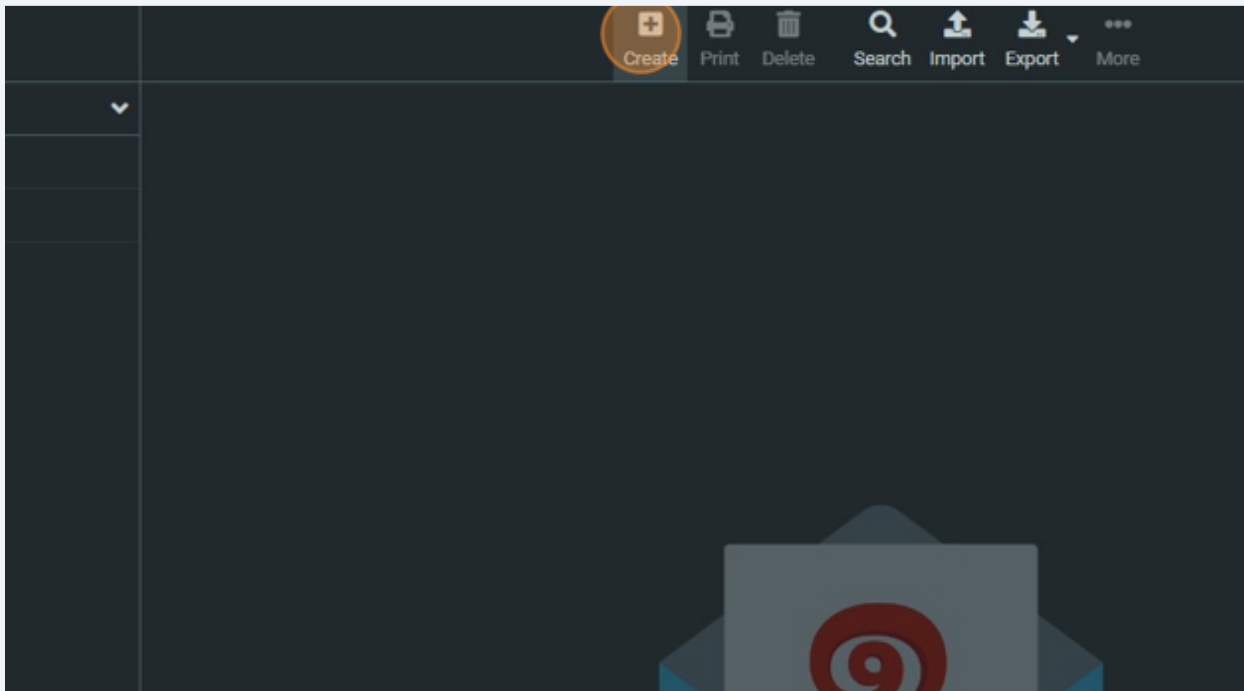
15 Click **Contacts**



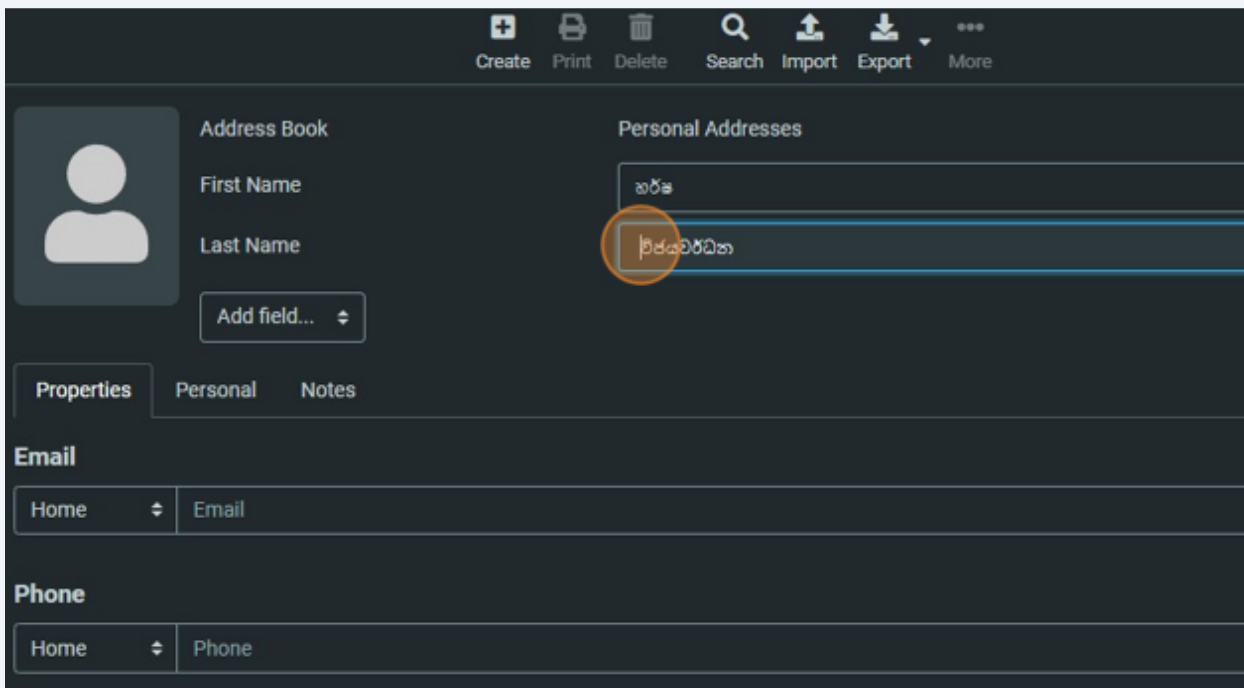
16 Click **Personal Addresses**



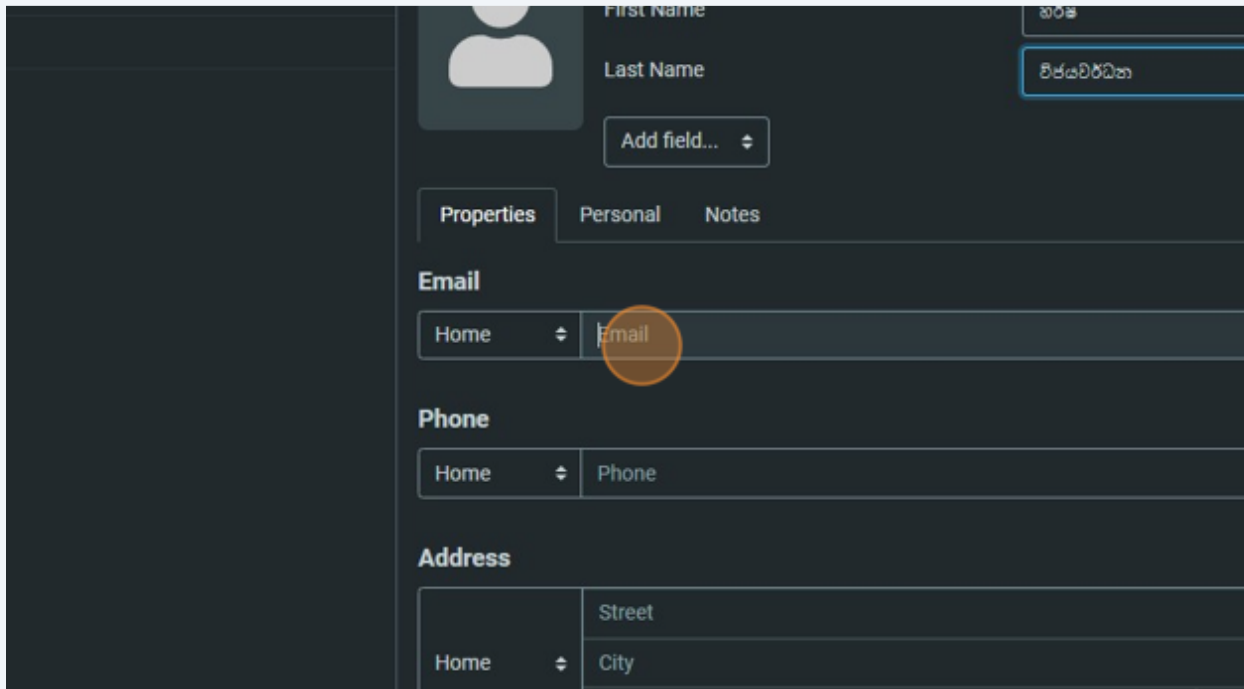
17 Click **Create**



18 Click the **First Name** & **Last Name** fields, and fill the contact's name



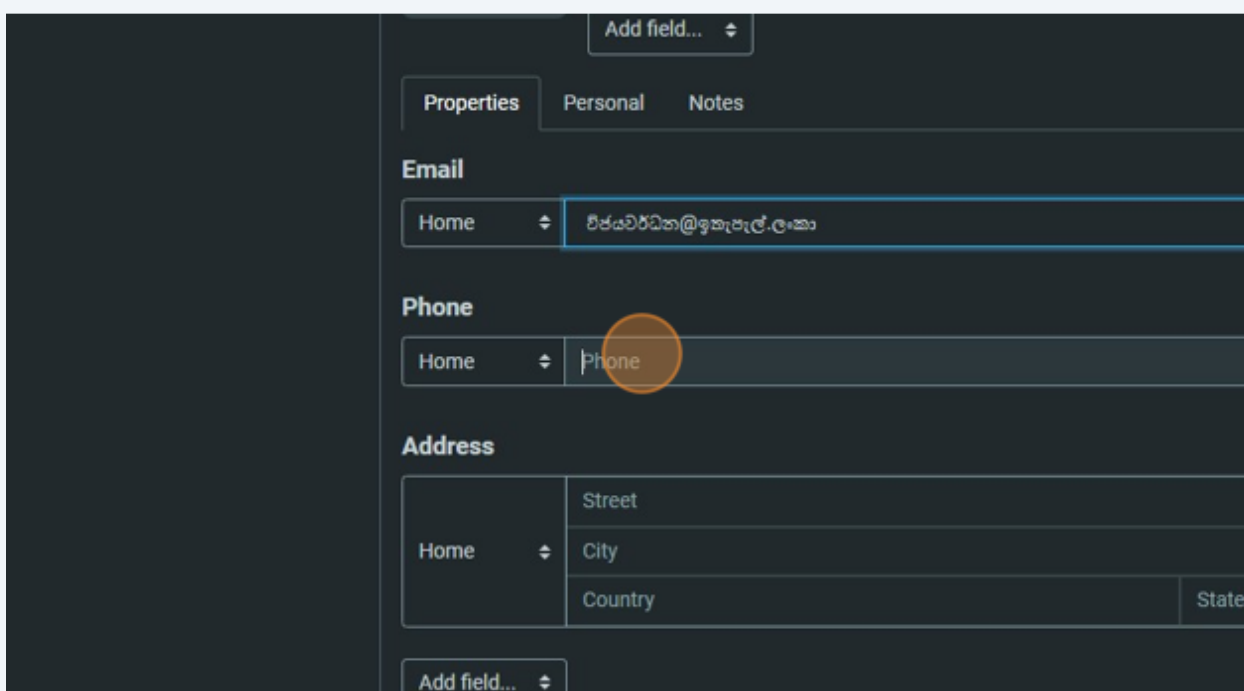
- 19 Click the **Email** field, and add the contact's email address. preferably **ඉතැපැල්** address.



The screenshot shows a contact form with several sections: 'First Name', 'Last Name', 'Add field...', 'Properties' (Personal, Notes), 'Email', 'Phone', and 'Address'. The 'Email' section has a dropdown menu with 'Home' selected and a text input field containing 'Email'. A blue circle highlights the 'Email' text in the input field.

i when adding a **@ඉතැපැල්.ලංකා** if it doesn't display correctly replace it with, **@xn--mzc6eva0b0d7ab.xn--fzc2c9e2c**

- 20 Click the **Phone** field. add the contact's phone number. (Optional)



The screenshot shows the same contact form as in step 19, but now the 'Phone' section has a dropdown menu with 'Home' selected and a text input field containing 'Phone'. A blue circle highlights the 'Phone' text in the input field. The 'Email' field now contains the Sinhala email address 'විජයවර්ධන@ඉතැපැල්.ලංකා'.



21

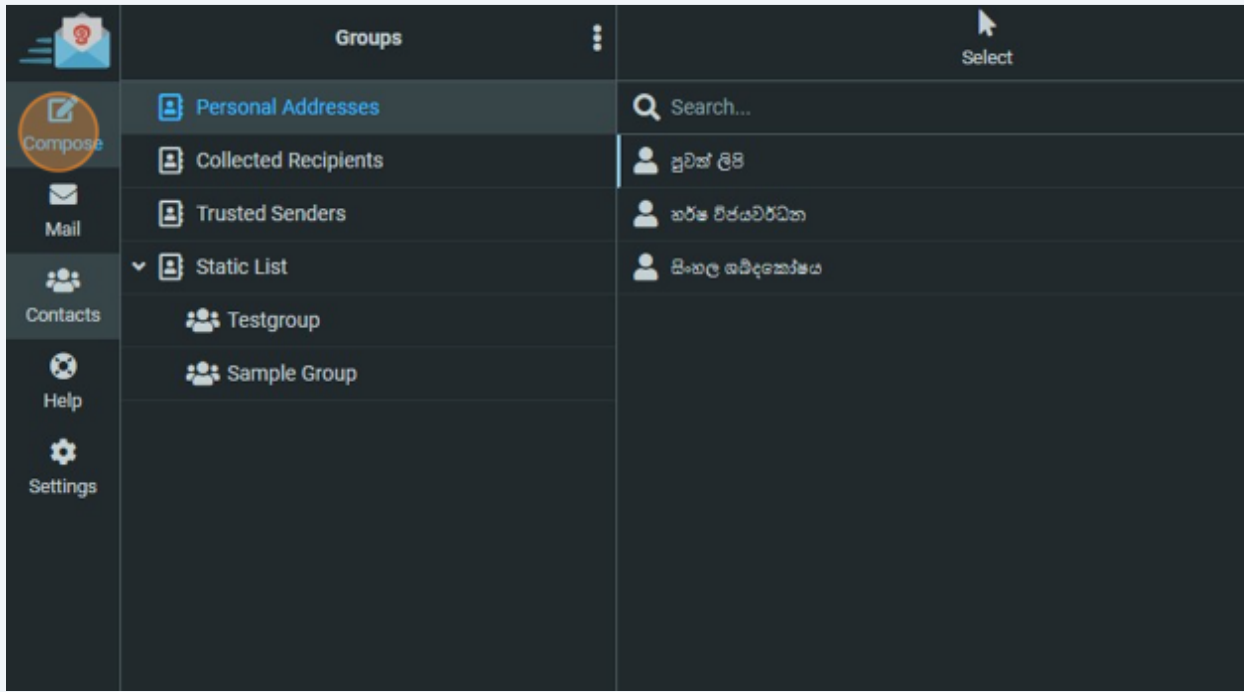
Click **Save** to add the new contact to your contact list

The screenshot shows a contact form interface. On the right side, there is a section titled "Address" which contains a table with three rows: "Street", "City", and "Country". The "City" row is selected, and the word "Home" is visible to its left. Below the table is a button labeled "Add field...". At the bottom of the form, a blue "Save" button with a white checkmark is highlighted with a red circle. At the bottom left of the form, there is a pagination indicator "1 - 2 of 2" and two right-pointing arrows.

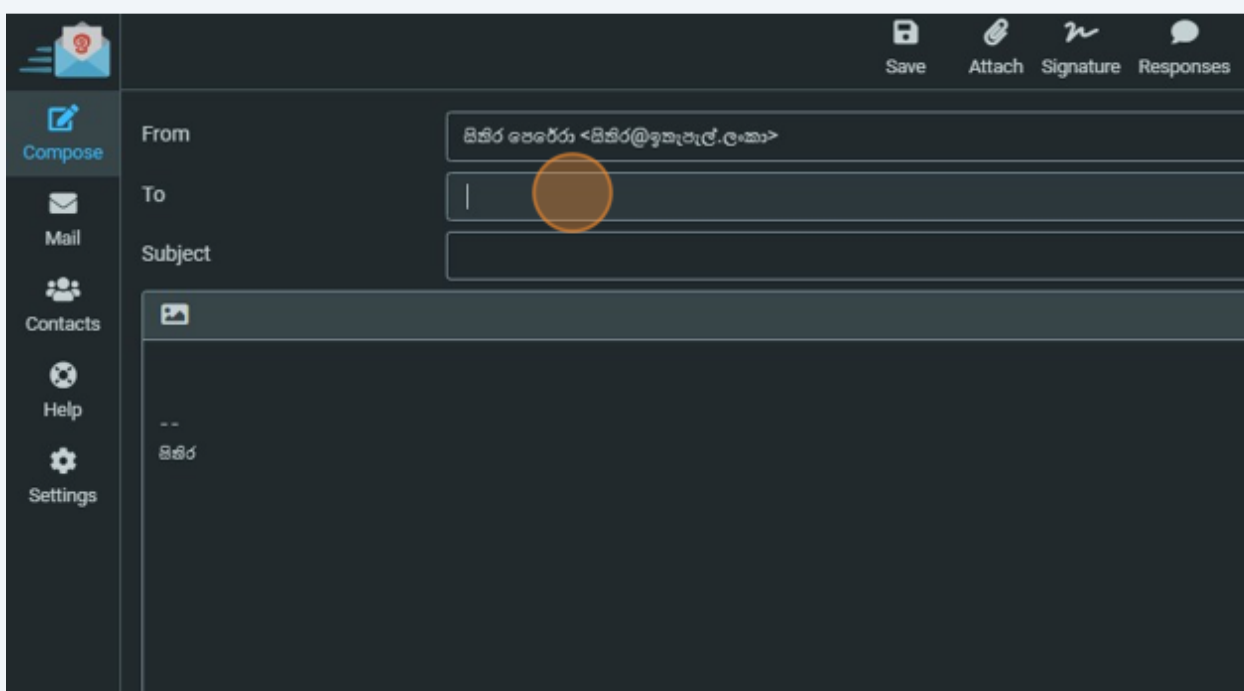


Composing/Sending a New Mail

22 Click **Compose**

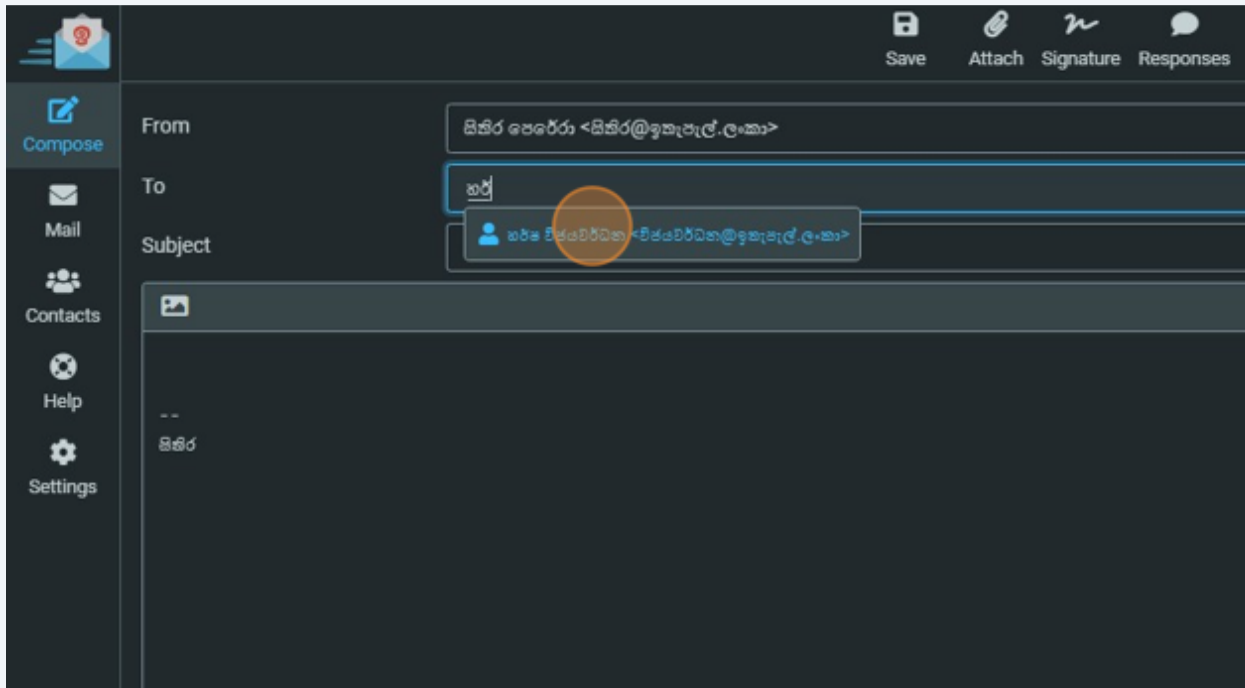


23 Click **To** field to add the receiver's email address



24

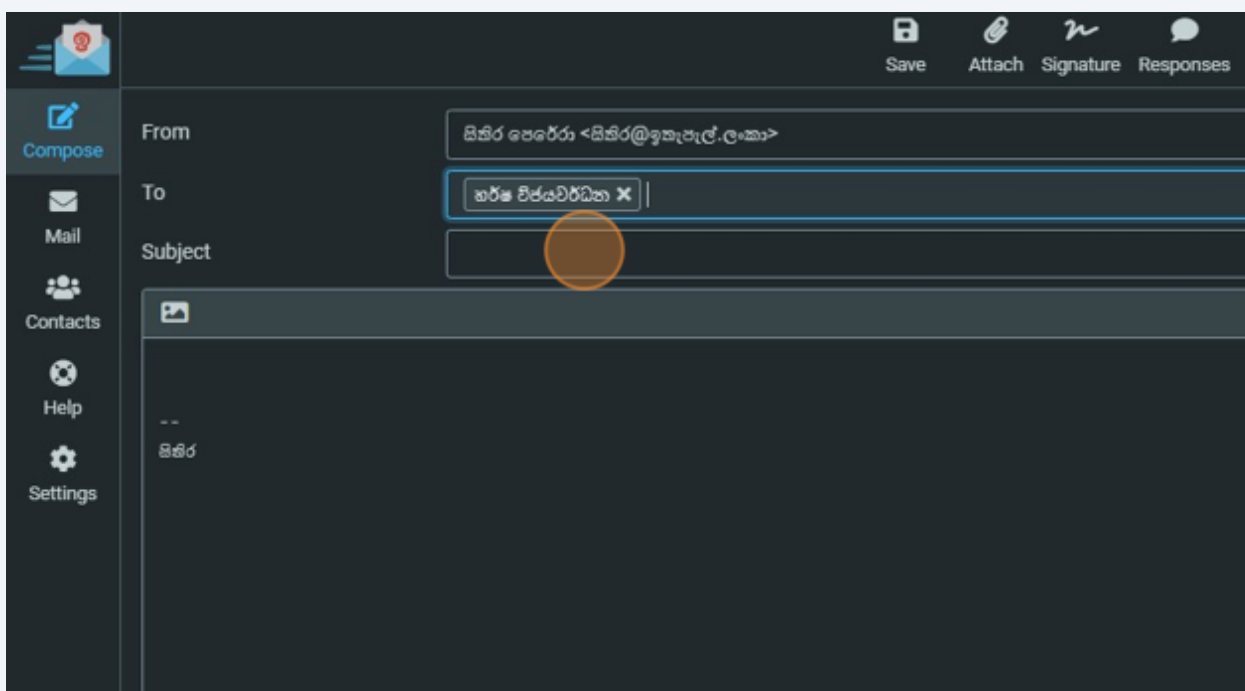
Fill it with the person's email and press **Enter** to add another person. if the person is already in your contact list name will popup as shown.



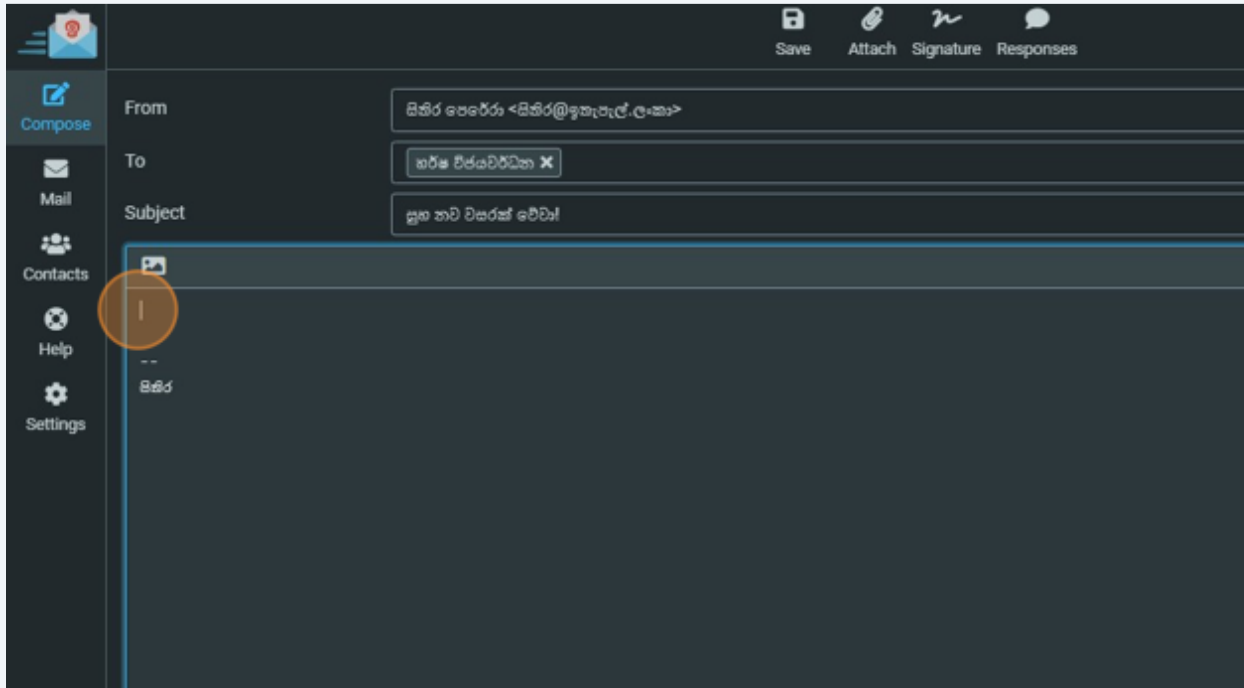
It is recommended to add to contact before composing an email.


25

Click the **Subject** field. and type the subject of the email.

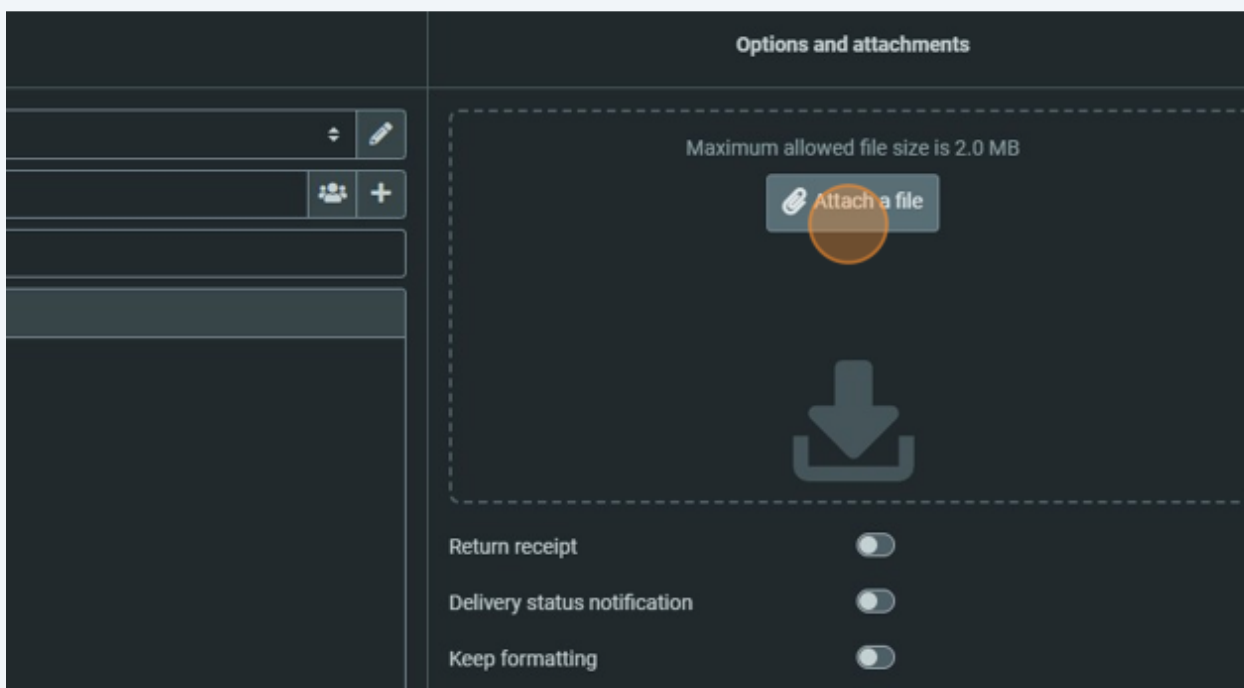


26 Click the **Message Body** field. and type your message



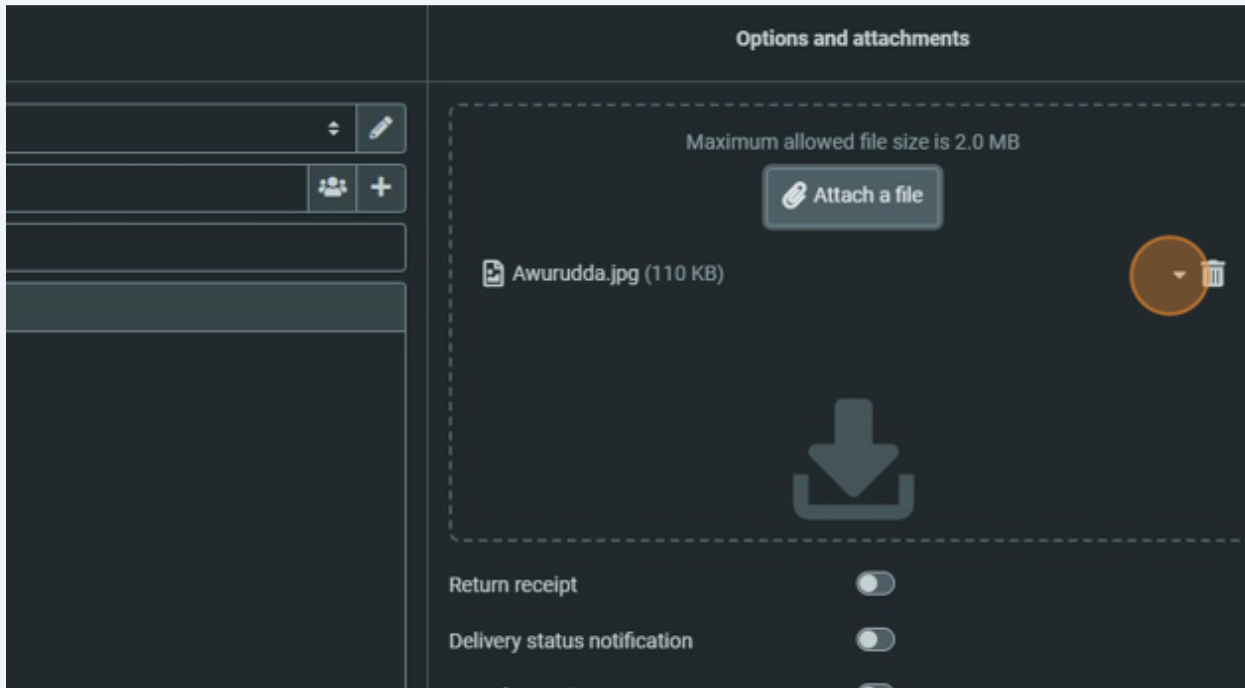
 You can save your message to send later. by clicking "Save" on top of the message screen. the saved messages will be saved in "Draft".

27 To add Click **Attach a file** button on "options and attachments" menu on right.



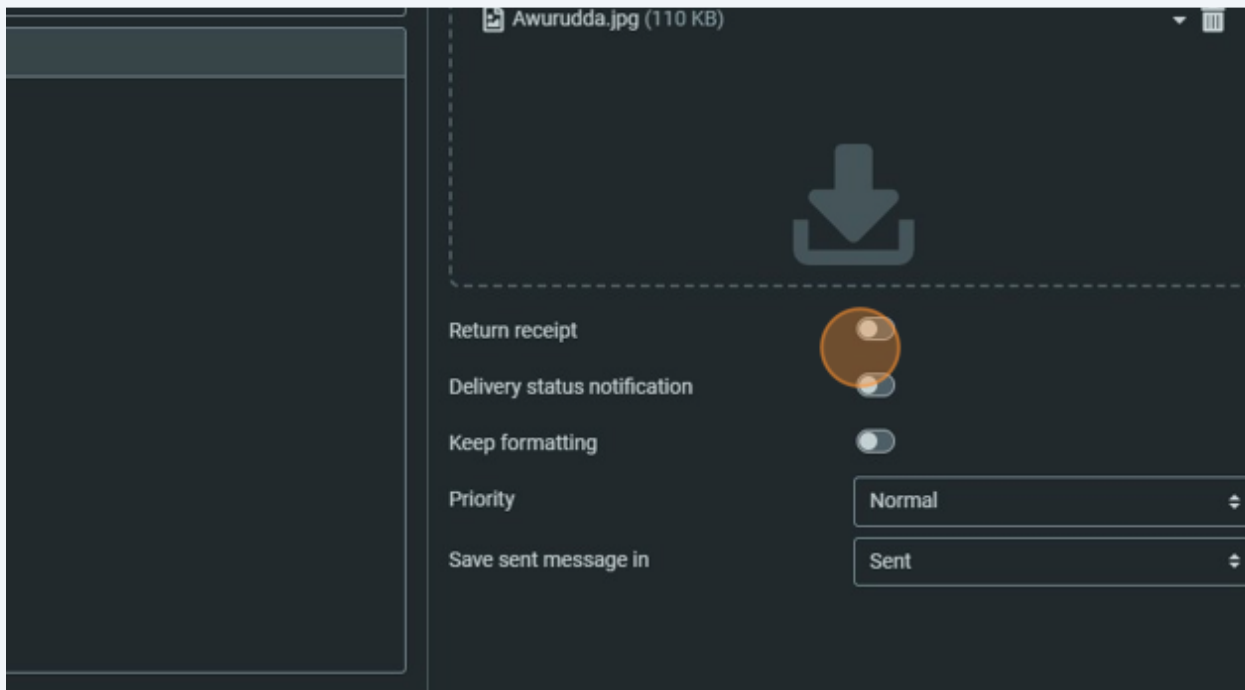
28

your attachment will be displayed as follow.
dropdown list show options to View, Download and Rename the attachment



29

You can change other options if needed.



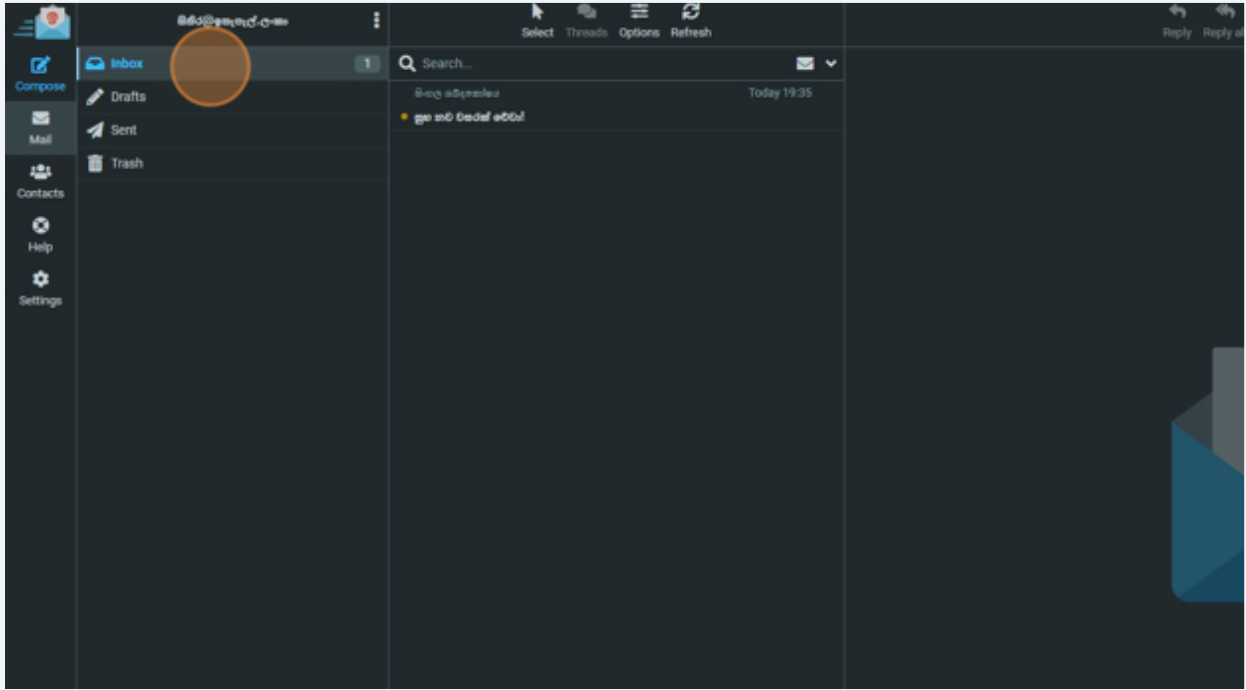
30 Click **Send**



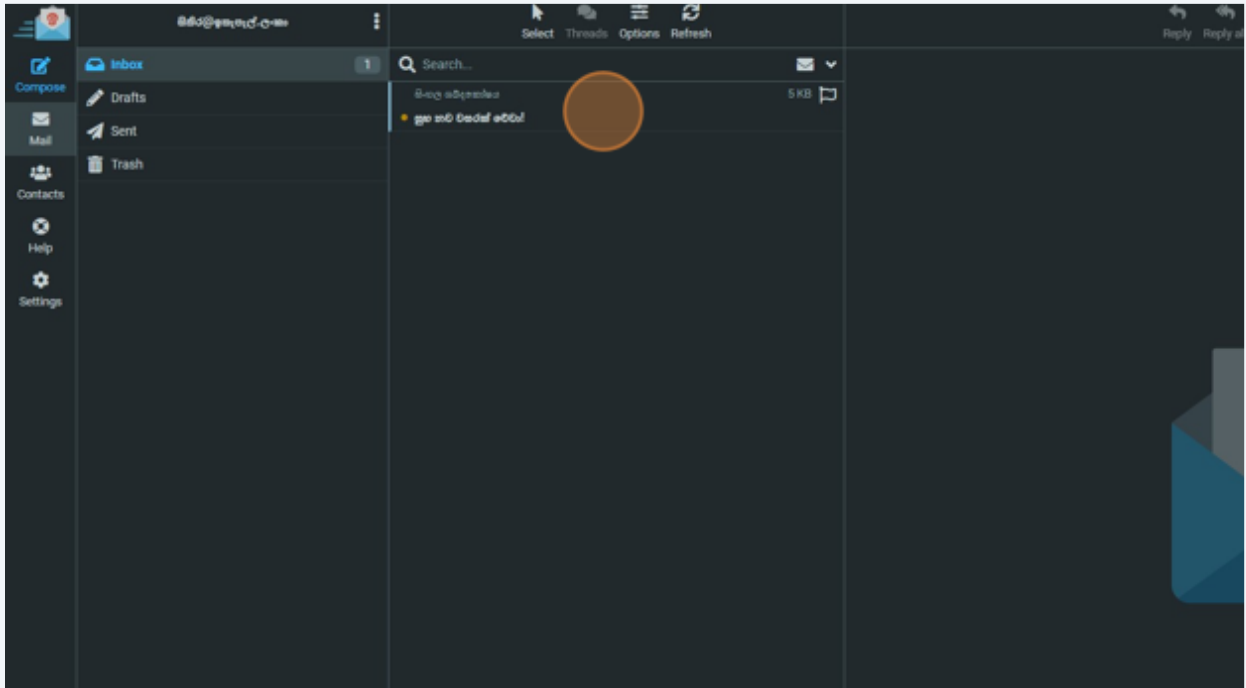
Checking Received Mails

31

Click **Inbox** in Mail section. number of unread messages are displayed by number in front of the inbox

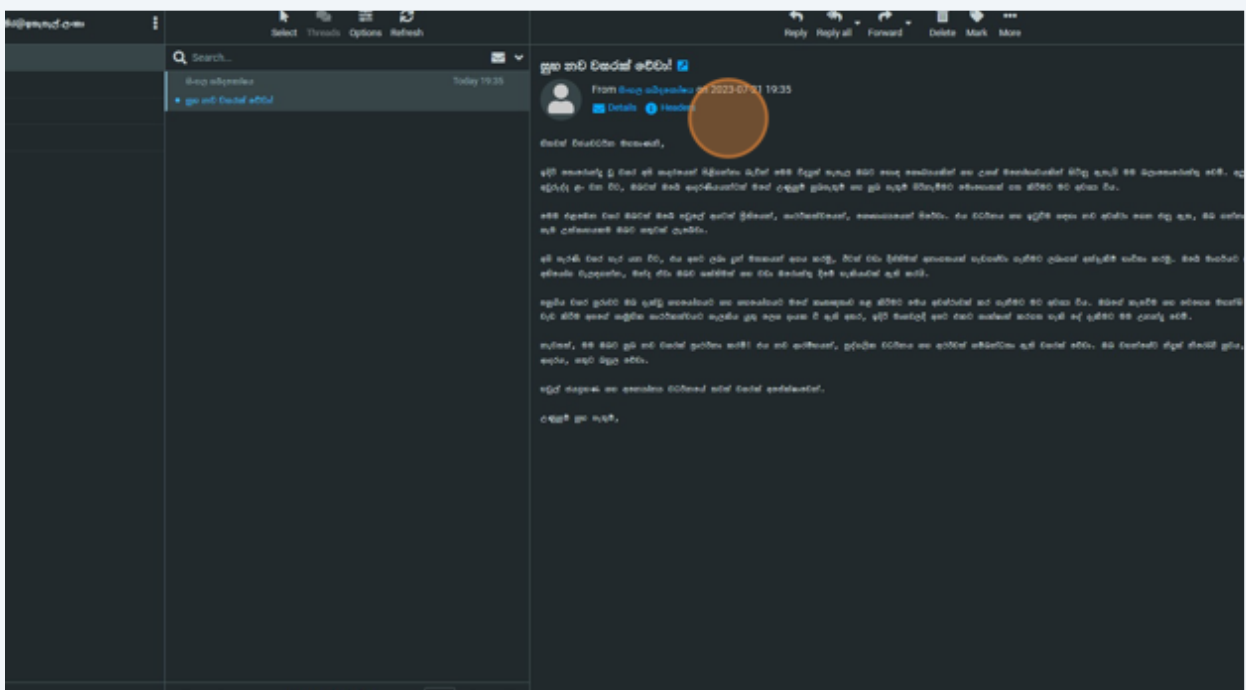


32 Click the message you want to open.



 Unread messages are indicated by a yellow dot in front of the subject

33 The selected message will open in the window on the right.





Thank You!
for using **ഉറുപുൾ**

കുപുൾ.ഉറുപുൾ.ഓകാ