

Unified Inbox Menu Access third-party email

Unified Inbox - add and view email from third-party email accounts (i.e. Gmail, Yahoo, etc.)

Standard Email Functionality

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5 Inbox	Read email and take action (reply, forward, delete, etc.)
6 Drafts	Access saved draft email and take action (complete and send, delete, etc.)
7 Sent Mail	Access your sent messages.
8 Spam	Holds emails identified as Spam and automatically deletes permanently after 14 days.
9 Trash	Holds deleted email and automatically deletes permanently after 3 days.
10 My Folders	Create folders to organize your email.
11 Sign Out	To sign out of email select SIGN OUT at the top right of the page.
12 Spectrum Logo	Click the Spectrum logo to return to the home page.

Note: To manage your email settings on Spectrum.net, select **My Account**, then **Settings** and scroll to **Email Parental Controls**.