iSIFT USER MANUAL

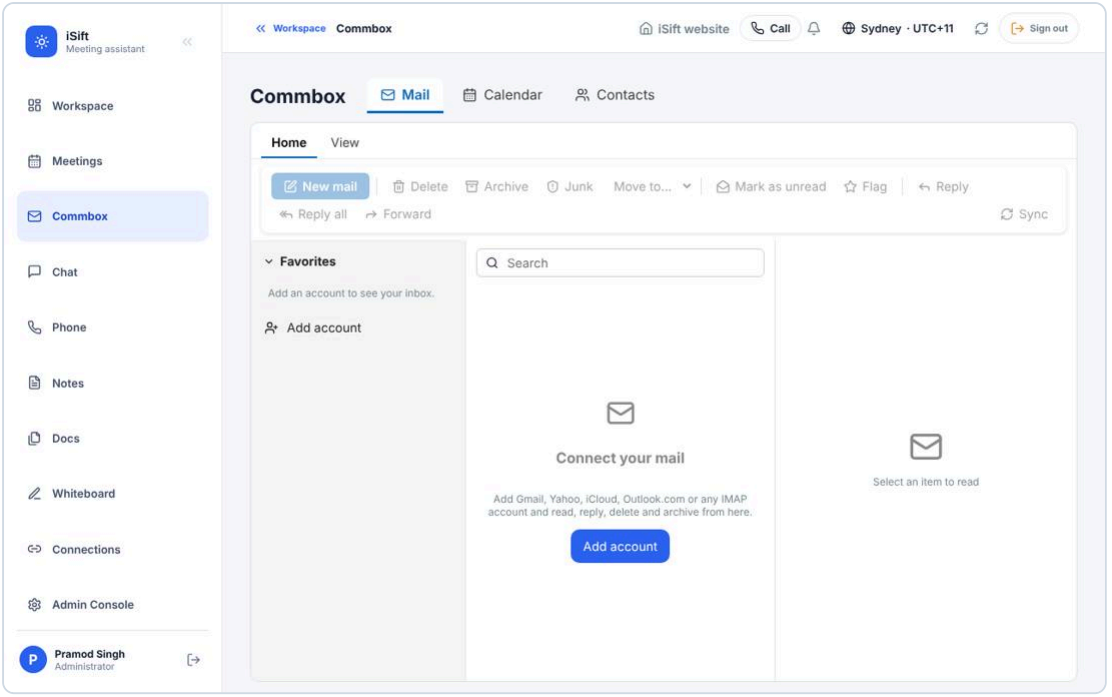
Mail, calendar and contacts

Use Commbox to read mail, keep your calendar and look after contacts beside your meetings.

1. Open Commbox
2. Add a mail account
3. Your calendar
4. Contacts

1 Open Commbox

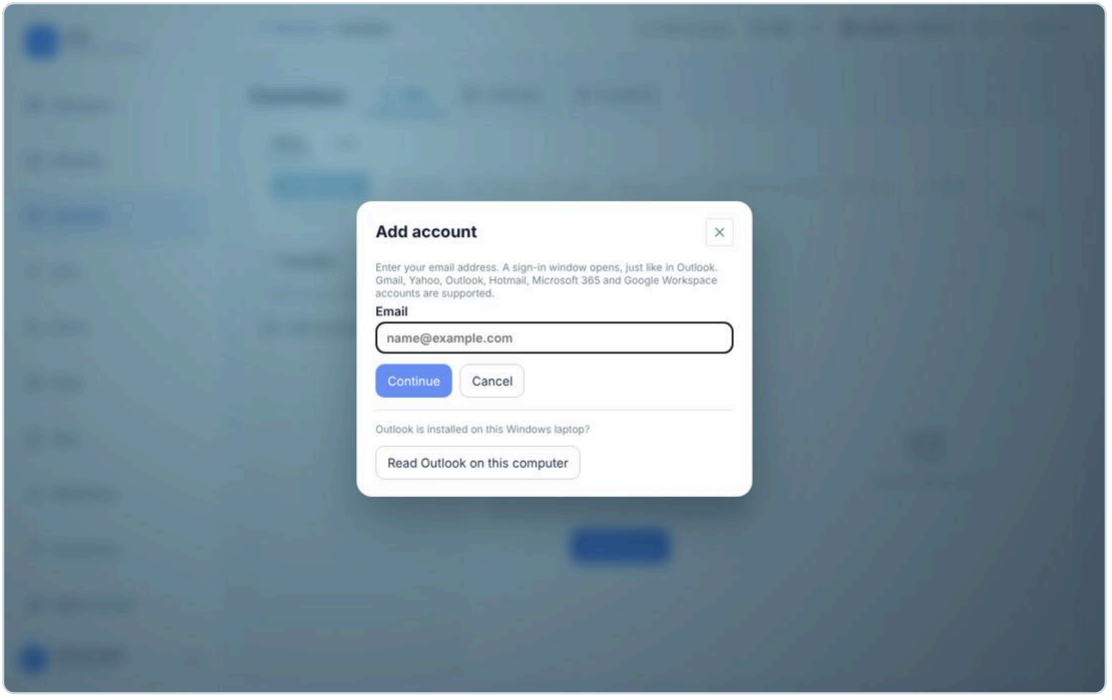
Commbox has three tabs: Mail, Calendar and Contacts. With no account yet, press Add account.



2 Add a mail account

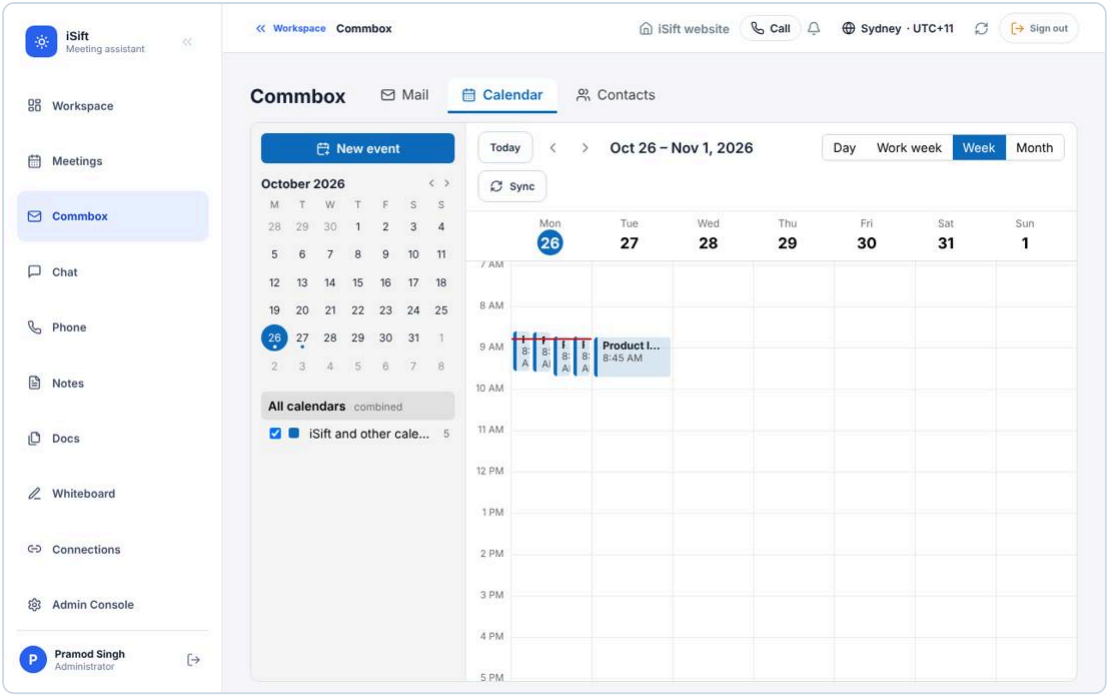
Enter your email address and press Continue. iSift finds the settings for Gmail, Outlook, Yahoo, Hotmail, Microsoft 365 and Google Workspace. Or create an iSift address of your own, or use your own domain with team mailboxes.

> **Good to know:** Phones and Outlook or Thunderbird can be set up from the isiftmail page.



3 Your calendar

Calendar shows your meetings and events together. Use Today, Day, Week and Month, add a new event, and Sync to pull in Outlook or Google events.



4 Contacts

Add contacts by hand, or bring them in from Outlook. People with an iSift account can be called or messaged from here.

