

# Webmail Documentation



Version 7

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## WebMail Documentation

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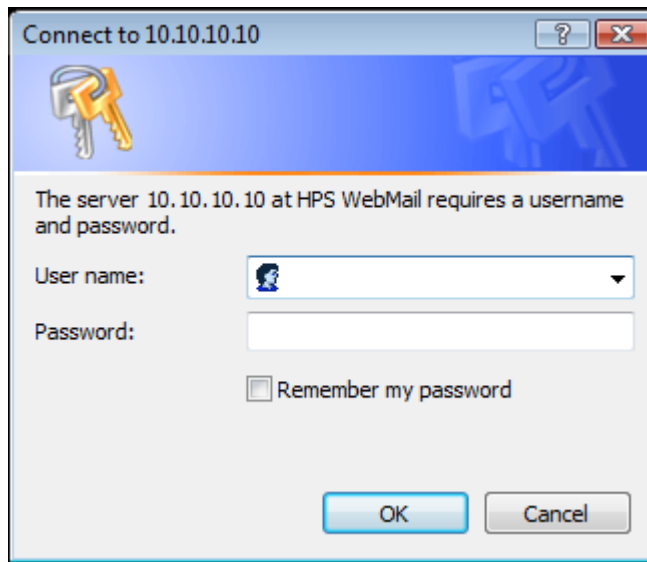
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## Login Page



The last feature on the Login page is Fast Login.



Haysville Public School's Web Mail system can be accessed anywhere on the internet by using the following URL: <http://www.usd261.com> and then click on the 'WebMail' link. Please fill in your username and password in the dialog boxes, then click on Login/OK or press enter on the keyboard. (This documentation is using the "Outlook 2003" web skin. To change to this skin after you login, click on "Settings" and change the 'Web Mail Layout' to "Outlook 2003", then click on "Save".)

Haysville Public School's Web Mail: <http://www.usd261.com> and then click on the 'WebMail' link.

## Get Message

After logging into WebMail, the Read Message dialog will be shown. It is a default page which is shown after logging on.

Depending on the 'skin' selected, 'Get Messages', 'Message View', and 'Folders' will be presented in three different windows, or three sub-windows as shown below:

- Folders List
- Messages List
- Message Preview

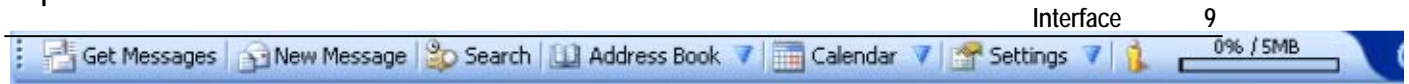
If the user selects any message in the Messages List, the selected message is previewed in the bottom sub- window.

The screenshot displays a WebMail interface with a blue header bar containing navigation options: Get Messages, New Message, Search, Address Book, Calendar, and Settings. On the left, a 'Folders' pane shows a tree view including Inbox (4/1), Drafts, Sent (2), Trash, Job, Manager, and Support (1). The main area features a message list table with columns for Subject, From, Time, and Length. The first message, 'attachment' from 'Full Administrator', is selected. Below the list are controls for moving messages to the 'Inbox' and deleting selected items. The message preview pane shows the following details:




**From:** "Full Administrator" <admin@merakdemo.com> [+]  
**To:** admin [+]  
**Cc:** user [+]  
**Subject:** attachment  
**Date:** Wed, 02 Feb 2005 12:26:41 +0100

The message body contains the text: "This is a demonstration message. Please, enjoy using Merak Mail Server. Best regards IceWarp Team". A 'Message attachments' popup shows a file named 'kodovani.txt (1.64 kB)' and a checkbox for 'Show attached pictures'. Another 'Show attached pictures' checkbox is visible at the bottom of the preview pane.

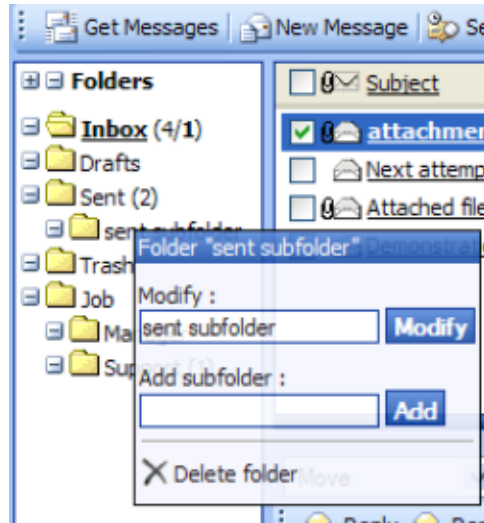
## Top Menu



You can also use Short-cuts to access particular dialogs. To know all possible short-cuts, look at our complete list of short-cuts.

Icon	Description
<i>Get Messages</i> Ctrl+Shift+G	Downloads messages for all <i>accounts</i> (on page 51) which are set by the user and refreshes the page
<i>New Message</i> Ctrl+Shift+N	Opens a New Message window
<i>Search</i> Ctrl+Shift+S	Opens a Search Engine window
<i>Address Book</i> Ctrl+Shift+A	User can manage their complete Address Book - Private Address Book, Global Address Book, Groups
<i>Settings</i> Ctrl+Shift+O	Opens complete settings for whole WebMail (only with Administrator level accounts) and for user settings such as Certificates, Challenge Response, etc.
 Usage Indicator	If the Administrator has established a Disk Quota option and checks Use Disk Quota option in Administrator Settings this Usage Indicator will be shown for each users
 <i>Help</i>	Opens a HTML help screen
 <i>Logout</i>	Logs user out

## Folders



Each user can manage his/her own folders. A tree structure is used. Each User can manage the folder/sub-folders easily by right-click on appropriate folder. A special dialog will be open. This is done via Java- Script. (On some Web skin layouts, a "Folder" icon will be accessible on the main "Get" mail screen).

The content of a chosen folder is shown in the Message List sub-window. Each User's own folders can be integrated with Drafts, Sent and Trash folders too. See Settings - *Folders* section. Administrator can also change the icons for folders.

### Messages List sub-window

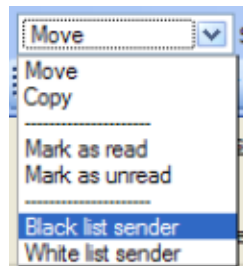
<input type="checkbox"/> Subject	From	Time	Length
<input checked="" type="checkbox"/> attachment	Full Administrator	12:26	3.18 kB
<input type="checkbox"/> Next attempt	Full Administrator	02.01.05 20:17	0.63 kB
<input type="checkbox"/> Attached file	Full Administrator	02.01.05 20:13	980.96 kB
<input type="checkbox"/> Demonstration Message	user@merakdemo.com	02.01.05 12:50	0.32 kB

This sub-window shows a complete list of messages from the chosen folder. Unread messages are shown with a bold font. The User can select by which column the displayed messages are to be sorted and displayed. Last column, "!", represents a priority message.

Each User can change the number of shown messages per list in *Settings* by changing the Messages parameter.

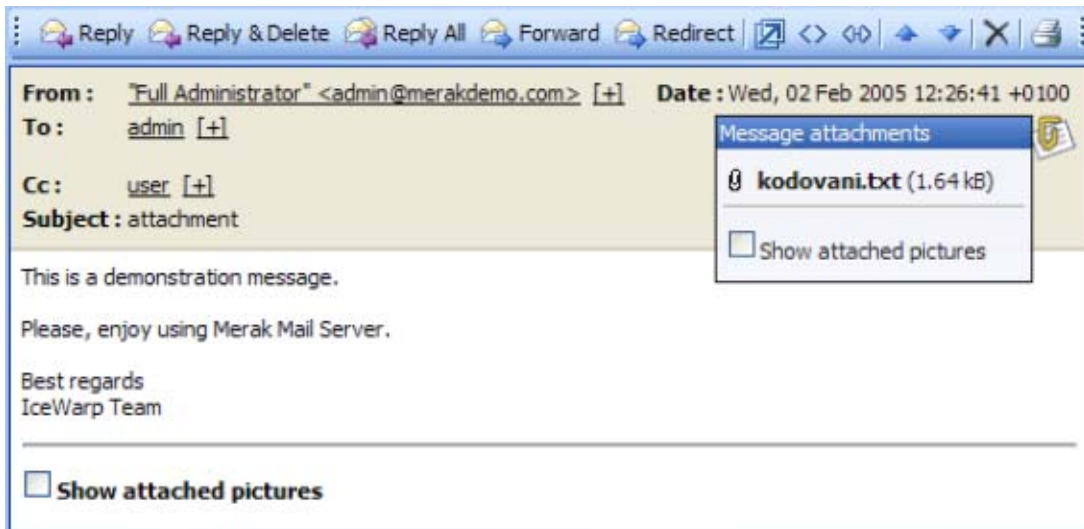
On the image above, notice the differences in the Time column. These differences are caused by different settings for messages received today versus those emails received prior to today. This can be also set in *Settings*.

The User can choose any message and after the message is displayed in the Message Preview sub- window, they can choose which action should be performed with the chosen message(s):










Other icons are self-explanatory.

### Message Preview sub-window



If any message is chosen in the Messages List, the text of the selected message is shown in the Message Preview sub-window. The dialog window that shows a list of attachments is shown after clicking the attachment icon in the right top corner.

Icon	Description
Reply	Opens a <i>New Message</i> (on page 14) window with filled To: field by the sender of the chosen email.
Reply & Delete	Same as Reply with the Delete Message checkbox enabled in the <i>New Message</i> (on page 14) dialog.
Reply All	If the original message has more than a single recipient, a <i>New Message</i> (on page 14) dialog will have all these recipients plus the sender in the To: field filled in automatically.
Forward	Opens a <i>New Message</i> (on page 14) dialog where the original message is pre-defined automatically and user will be shown in the From: header.
Redirect	The same as Forward except that the sender of original message will be shown in the From: header.
 Enlarge Mail	Opens a special window with the message
 Source	Shows the source of message
 Full Headers	Shows all message headers
 Previous	Shows previous message
 Next	Shows next message
 Delete	Deletes shown message
 Print	Sends the message to a printer

The next feature will automatically add any email address to the Address Book by clicking the [+] symbol next to the email address. If message was digitally signed, the sender's certificate is added automatically as well.

If any picture is in the email as an attachment, the user can use Show attached pictures checkbox to view them directly in Message Preview Sub-window.

**Show attached pictures**



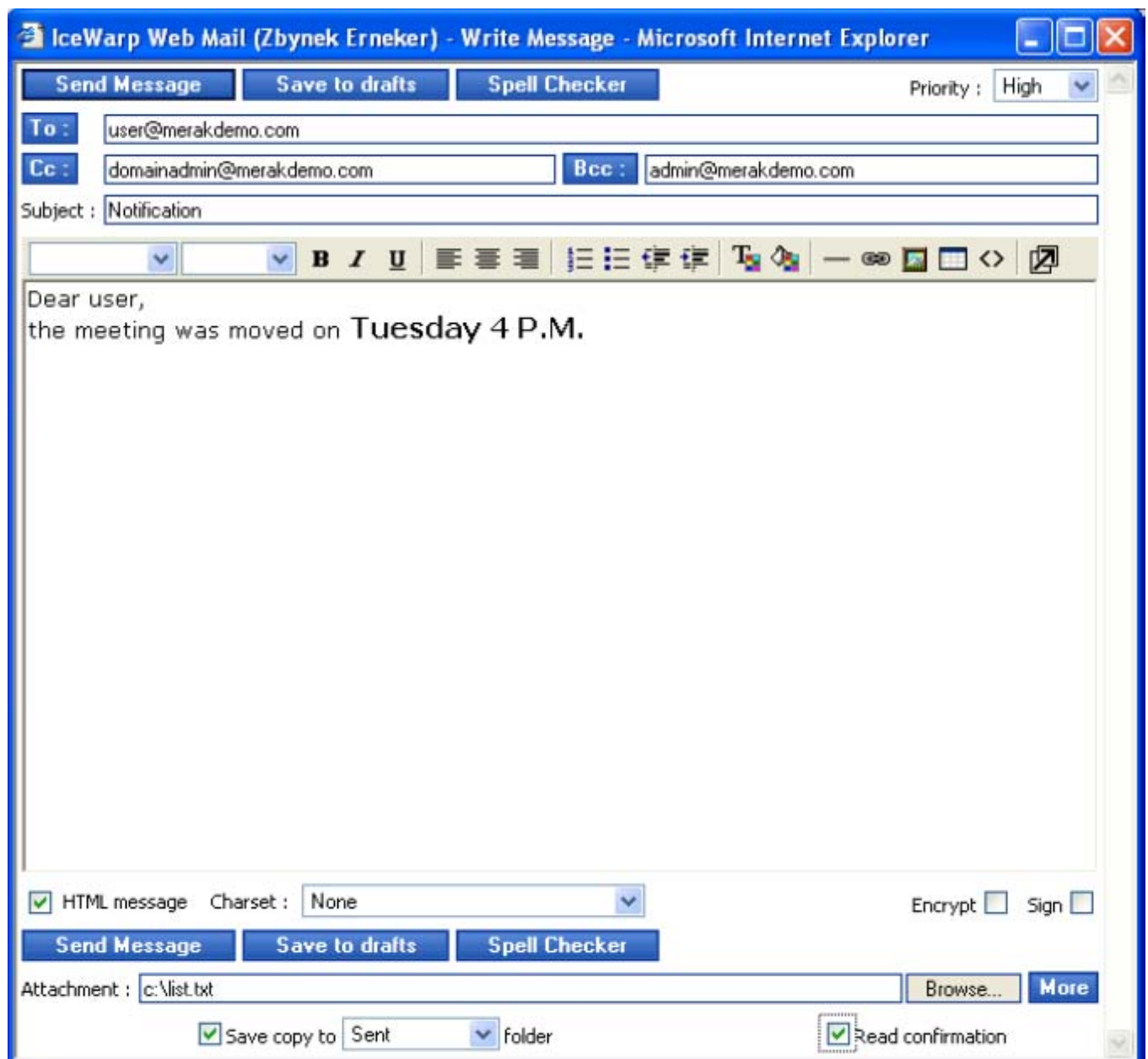
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## New Message

A New Message dialog appears after clicking either the New Message button within the Top Menu or by using the Reply, Reply All, Redirect or Forward icons.

This will allow the user to compose either an HTML message or a message in plain text and set all the common properties which are common with all Mail Clients such as Encryption, Priority, Notification, etc.

If the user uses the Reply feature, a '>' symbol will be placed at the beginning of each line of quoted.



A User can choose between Send Message and Save to drafts which both have clear meaning.

The Spell Checker button allows the user to open a special window where all misspelled or unknown words will be highlighted and user can choose to correct words from a suggested list of words from the included dictionary.

In the top right corner, the user can set the priority to either high or normal.

## Recipients

The To: header is clear, it is the main recipient of the new email. The Cc: header means the Carbon Copy recipient(s) of the new email. The Bcc: header has a similar purpose (notification) but the recipient(s) who are in the Bcc: header will know who was included in the To: and Cc: header fields but the recipients which are in the To: and Cc: header fields will not know about the recipient(s) who are in the Bcc: header.

The User can specify as many recipients as they wish by using ";" or "," as a delimiter.

If the user wants to use any contact from his/her Address Book, he/she can click on the To:, Cc: or Bcc: buttons and a new window with the Address Book will appear.



The user can then chose the Contacts which should be added into the To:, Cc: and Bcc: headers.

## Editor

The text editor window is located under the headers and, by default, is a plain text editor (without all the icons for font, etc.). If the user checks the HTML message checkbox at the bottom of the window, this text editor will change to a HTML editor, allowing the user to compose HTML messages.

## Attachment

The User can attach any file by filling the path to that file in the Attachment text area. If he/she wants to attach more files, they should use the More button and more text areas for file names will appear. There is also a option to change the number of these text areas which are shown by default in *Account Settings* (see "Default page - Account Settings" on page 18).

## Charset

Sometimes, the user may want to write a message using a different charset than his/her default one. For such purpose, there is an option to select an alternate charset.

## Other Features

Feature	Description
HTML message	enable/disable the HTML editor
Save copy to ..... folder	user can choose if the a copy of the written message is to be saved to folder and also to which folder it is to be
Read Confirmation	if checked, a receipt confirmation will be requested from the recipient when the message is shown in recipient's Mail Client

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User can use the shortcut Ctrl+Enter to send a message.

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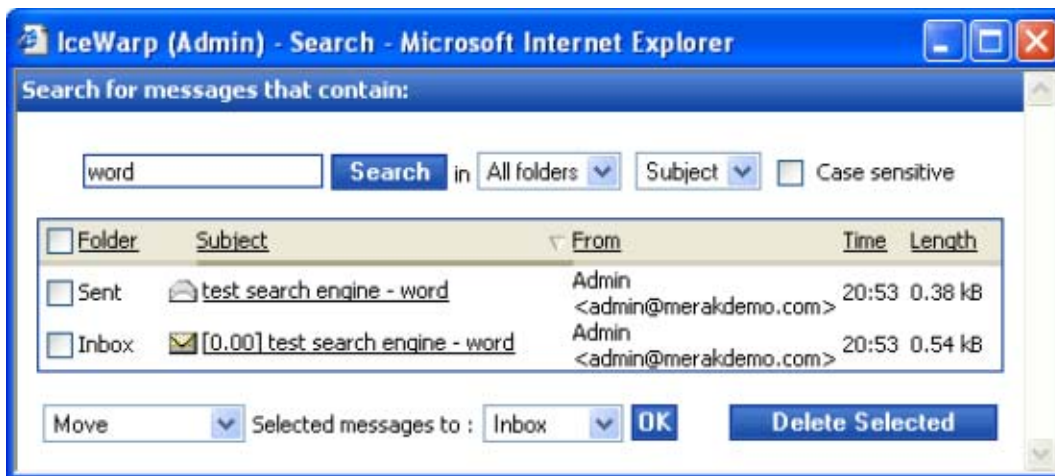
## Search

One of the features of WebMail is our Search Engine with which users can search through all the messages in all of their folders for a keyword.

The Search engine dialog will open after clicking the Search button in the Top Menu.



The User can choose to search with Case sensitivity and/or which parts of the messages should be searched. If the searched word is actually found in any message, a list of such messages will be shown and user can choose what he/she wants to do with the messages.

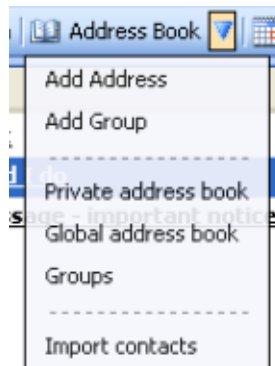


# Address Book

Address Book allows users:

- to manage all of their personal Contact entries that contain Personal, Organizational and other information (e.g. certificates information)
- to sort these entries in Groups or Categories
- Save Global Groups to Microsoft Excel compatible files.

The User can access their Address Book by clicking on their Address Book button in the Top Menu and choose which dialog he/she wants to access directly:



The default dialog follows:



All the options are self explanatory. Only a few additional notes:

There is a flag that indicates which column and in which direction the Contacts are sorted (changed by clicking on the headings of columns).

The User can choose which contacts are shown, if Groups or Contacts are used, in left-upper pull-down menu.

Left Add button is for adding a new Contact entry, and the right side Add button is for adding a Contact to an existing or a new Group (users may do that by marking appropriate Contacts, choosing the Group in the drop menu, and then clicking on the right Add button)

- Category - drop menu determines which Category is currently shown.

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A User can change the number of Contacts displayed on a page by Addresses parameter in Account Settings. It is set to 20 by default.

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## Defining New Contact

The User may add a new Contact entry by clicking on the left Add button. The following dialog appears:

The screenshot shows a web browser window titled "Haysville Public Schools - Address Book - Windows Internet Explorer" with the address bar showing "http://10.10.10.10:4096/addressaction.html". The main content area contains a form for adding a new contact. At the top left of the form are "Save" and "Cancel" buttons. The form fields are as follows:

- Contact name :** A single text input field.
- Name :** A set of four text input fields labeled "Title", "First name", "Middle name", and "Surname".
- Nick name :** A single text input field.
- Category :** A text input field followed by a "Categories" button.
- E-mail address :** Three text input fields labeled "I.", "II.", and "III."
- Organization [+]**
- Phones [+]**
- Other addresses [+]**
- Other [+]**
- Public Certificate (PEM Format) [+]**

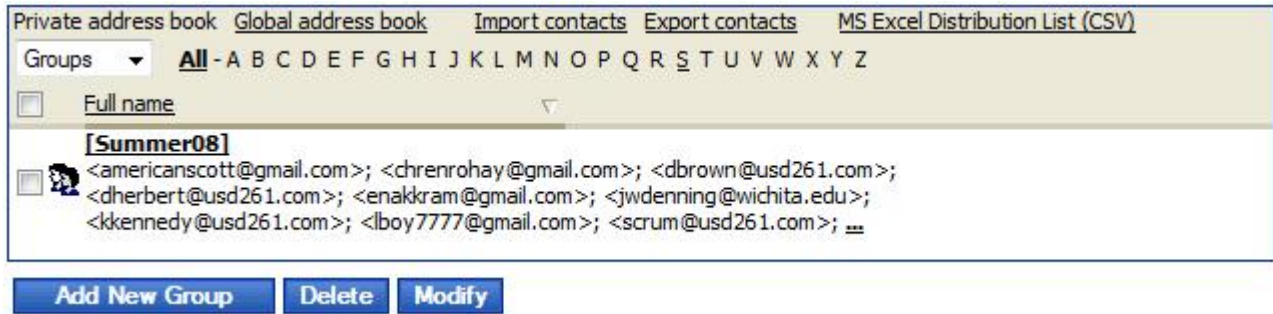
At the bottom left of the form are "Save" and "Cancel" buttons. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and "100%".

Option	Description
Contact Name	displayed in Address Book dialog as Full Name
Category	allows user to categorize the Contacts
Name & Nickname	allows user to provide a name and nickname
E-mail address	allows user to specify three e-mail addresses for each Contact entry. They are shown in a pull-down menu in the Address Book dialog for the user to add to the: To:, Cc: or Bcc: headers.
Organization	allows user to specify Name, Job, Profession, Department, Assistant, Manager, Office Location and complete Address to store more details about Contact person and his/her organization
Phones	option to specify four phone numbers with short description and with the ability to sort them according to other criteria (e.g., Home, Work, ISDN, etc.
Other Addresses	allows user to store two complete addresses
Other	this option allows users enter complete information about the Contact person e.g.(Gender, Spouse, Birthday, Anniversary, URL, Calendar URL and a Note)
Public Certificate (PEM format)	if user wants to send encrypted e-mails to this Contact person he/she needs to have a Public certificate for that person saved here.

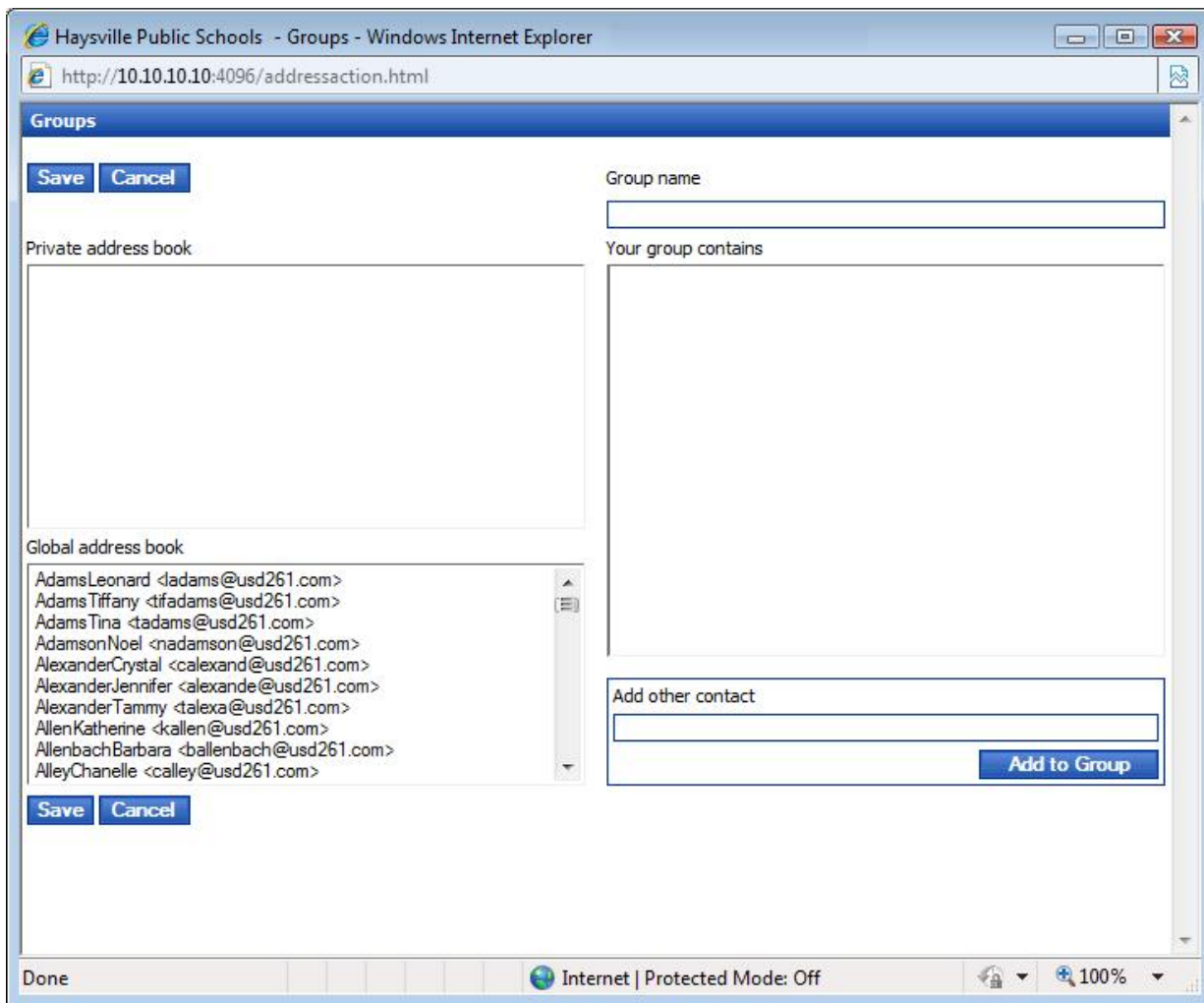
When finished inputting all of the data, click on the "Save" button to save the contact. The User can sort their Contacts into their Groups and then use these Groups in the To:, Cc: or Bcc: headers so that the message would be sent to all the members of an appropriate Group. The User can either edit any already existing Group by clicking it in the Groups list or create a new Group by clicking Add new Group button at the bottom.

## Groups

The User can sort their Contacts into their Groups and then use these Groups in the To:, Cc: or Bcc: headers so that the message would be sent to all the members of an appropriate Group. The User can either edit any already existing Group by clicking it in the Groups list or create a new Group by clicking Add new Group button at the bottom.

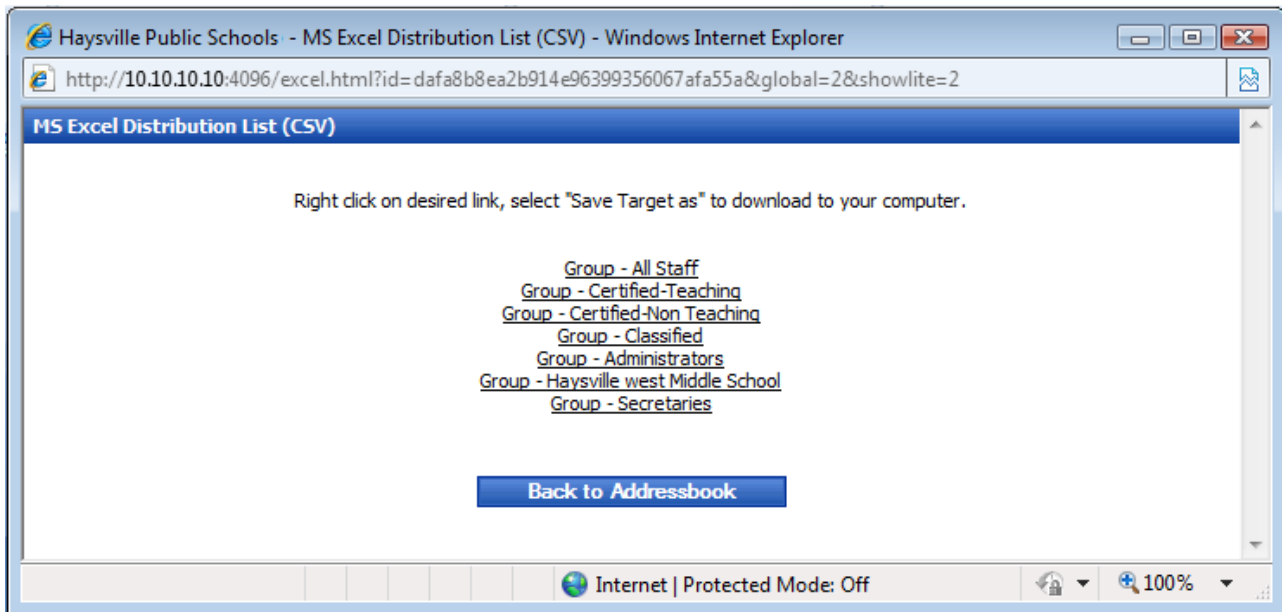
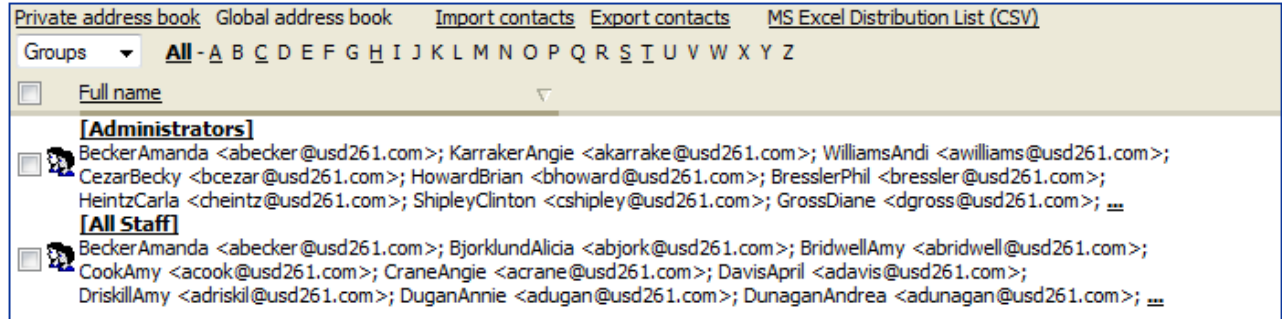


Click on the names in the left pain to add them to the group on the right pain. Give the group a name and “Save”.



## Exporting Global Groups to MS Excel

The User can export, or copy any group in "Global Group" list by clicking on the "MS Excel Distribution List (CSV)" link in the top menu bar. The "MS Excel Distribution List (CSV)" window will appear. Open the list by clicking on it and copy and paste it to Excel or Outlook. You can also Right click on desired link, select "Save Target as" to download to your computer. Use Excel or Outlook to open the file.

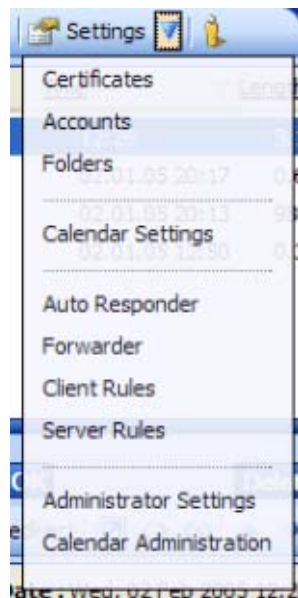


# Settings

Settings contain great possibilities to customize WebMail and also the features such as Challenge Response for instance can be managed there.

If you use WebMail without full integration with you will have also Accounts Administration item there.

All other items are available also for common users.



## Default page - Account Settings

This is the main settings for particular user. It lets user to customize his interface and makes the usage of WebMail more friendly according to the specific needs of each user.

**Personalities**

Alternate email addresses :   
 Eg: Admin <admin@domain.com>;User...

Reply to :   
 Eg: admin@domain.com

Number of attachments :

Time zone :  ▾

Signature :

Best regards

IceWarp Technical Support  
www.icewarp.com

Signature at the top :

Option	Description
Alternate email addresses	Allows user to send messages with different From than the default one. User can fill more addresses using the ";" as a delimiter but the format should be the same as on the image above: "Name" <email@address> Filling this option a new pull-down menu will be shown in the New Message (on page 14) dialog where user can choose which From should be used.
Reply to	Allows user to specify a Reply-to: message header which will be used in composed messages. That means if recipient uses Reply feature of his/her Mail Client this address will be used.
Number of attachments	Lets user to define the default number of fields for attachments which are in the New Message (on page 14) dialog.
Time zone	This option doesn't have a special function at the moment. the function will be assigned by the time.
Signature	User can specify a special signature which will be used anytime a new message is composed.
Signature at the top	Specified signature will be above the text which could be filled automatically when features such as Reply or Forward are used.

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**Messages**

Reply symbol :

Move deleted messages to trash :

Messages :

Addresses :

Full headers

Option	Description
Reply symbol	In case user uses Reply feature this symbol will be assigned at the beginning of each line of text in original message
Move Deleted messages to trash	If user deletes any message it is moved to Trash folder instead of definitive deletion
Messages	The number of shown messages in one dialog in Message List.
Addresses	The number of shown addresses in one dialog in Address Book.
Full headers	If checked, all headers are shown by default when user reads a message.

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**Visuals**

Auto hide (MSIE +5.0 only!) :

Confirmation dialogs :

Date format :

Today date format :

Refresh interval (Min) :

Web mail layout :

Web mail language :

Charset :

Option	Description
Auto hide	<p>Enables the collapses system in the Calendar - Add Event, etc. Internet Explorer 5 or higher is needed to have correct functionality of this feature.</p> <p><b>Repeating [+]</b></p>
Confirmation dialogs	<p>Enables/disables the dialog in some risky situations so user can not lost some data/messages by mistake. e.g. it requires confirmation when user wants to delete any message.</p>
Date format	<p>Determines in which format the Date in the Message List is shown. It is not applied to messages which were received the same day when user browses them. See next option.</p>
Today date format	<p>User can set specific date format for messages which were received the same day when user browses them.</p>
Refresh interval	<p>It is the time specified in minutes after which the Message List is automatically refreshed. "0" means no refresh.</p>
Web mail layout	<p>User can choose any skin he/she wants. Additional skins can be purchased in special Skin Pack. It is also possible to buy custom skin according to your wishes. If you want such skin contact us at <a href="mailto:info@icewarp.com">info@icewarp.com</a></p>
Web mail language	<p>User can choose the language in which the WebMail interface will be shown to him/her.</p>
Charset	<p>Chosen charset is used in message headers and when the incoming messages should be decoded. If "none" is chosen the charset which is set in user's browser is used to decode incoming</p>

## Auto Responder

In Auto Responder user can set an automatic message replies. It can be greatly used when users are on vacations, etc.

**Auto Responder**

Hello,  
this is automatically generated response message. Your message was successfully received and after I will come back from my vacation (26/6/2004) I will answer it.  
Best regards

Status : Respond Once 0

Reply only between dates : 2004/06/22-2004/06/25

Reply only if to me :

Save Changes

There can be used the variables (%%From\_Name%%) to customize the reply message. Any text which is in the text area will be in the body of reply message. User can also choose from four modes:

Mode	Description
No Responder	Even though the text is filled in the text area automatic replies are not generated - this option disables Auto Responder completely
Respond Always	Automatic reply is composed when any message arrives. If anyone sends more messages to that account more automatic replies are generated
Respond Once	Automatic reply is composed to each sender only once. If anyone sends more messages to that account automatic reply is generated only to the first of such messages
Respond After A Period	Automatic reply is generated after a specified number of days from the receipt of message

Reply Only Between days option lets you specify exactly time period for auto-responder. The syntax is shown in the image above.

If Reply only if to me option is checked the response message is generated only in case the email address of appropriate account is in the To: header of received message.

## Forwarder

This feature allows user to send received messages automatically to any addresses they want. They can specify more addresses with ';' as a delimiter and if there is any address in this field any message received by that account will be sent to specified address.

**Forwarder**

colleague@icewarp.com

Eg: mail1@domain.com; mail2@demo.com; mail3@demo.com; ...

**Save Changes**

Sometimes a loop can be set in this way if the specified account has also set Forwarder back to that address or if the Auto Responder is set by the specified account.

## Client Rules

Client Rules are there to sort/delete incoming messages to folders according to the user specified conditions.

They work only and only when user logs on WebMail. In other words, rules are processed at the moment when user logs on so user can't expect that the messages will be sorted according to the rules if he/she downloads the messages to his/her Mail Client and he/she didn't log on WebMail before that. To sort message even without logging on WebMail, user has to set Server Rules instead.

Enable client rules

**Add** **Modify** **Delete**

Spam (ON)  
Merakdemo.com (ON)

IF...  
Subject contains "[Spam]"

Then...  
Move message to **trash** folder

The interface has two main parts. Left window shows a list of all rules which were already defined and their status - if they are ON or OFF. And the right window shows the rule which is chosen at the moment in the Rules List. If there are more conditions it is like they are linked with logical AND - all of them has to be fulfilled to process appropriate action.

User can disable all the rules by the Enable Client Rules checkbox.

New rule can be simply designed after clicking the Add button.

Filter name:   Active

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**If all of the following rules are true...**

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From :	<input type="text" value="contains"/>	<input type="text" value="spammer@merakdemo.com"/>	<input checked="" type="checkbox"/> match case
To/Cc :	<input type="text" value="does not contain"/>	<input type="text" value="admin@merakdemo.com"/>	<input type="checkbox"/> match case
Subject :	<input type="text" value="begin with"/>	<input type="text"/>	<input type="checkbox"/> match case
Body :	<input type="text" value="end with"/>	<input type="text"/>	<input type="checkbox"/> match case

---

**Then...**

---

Move message to :

Filter name and Active status are shown in the Rules List window. Then user can set conditions for different types of headers or for Body of message. If more conditions are filled all has to be fulfilled to process the action. As an action is the move message to and user can choose to which folder he/she wants to move the message. In the folder pull-down menu there is also a special action !! Delete message !! but user should be careful if he/she sets all the conditions correctly in case he/she want to set this action.

After settings all the options and using the Save Changes button this rule will be added to the Rules List and will be processed each time user logs on WebMail.

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