



WitchyMail User Manual

V 4.0

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1 About WitchyMail

This manual explains how to use WitchyMail.

1.1. What is WitchyMail?

WitchyMail is a webmail application for enterprises. Installing WitchyMail enables you to send and receive e-mail using a Web browser.

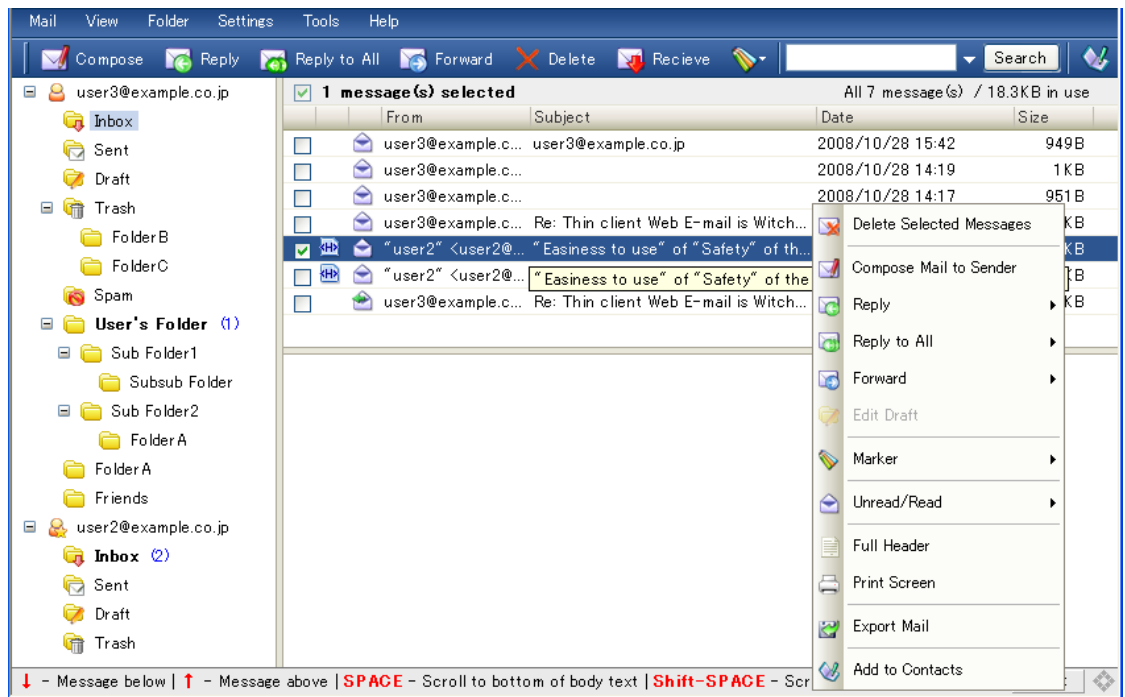


Figure 1.1 WitchyMail

1.2. Operating Environment

Hardware requirements

CPU	Pentium III 750 MHz or higher
Memory	512 MB or higher recommended
Network bandwidth	512 kbps or higher recommended

Software requirements

OS	Windows 2000, Windows XP, Windows Vista *Japanese versions only
Supported browsers	Microsoft Internet Explorer 6.0/7.0 Mozilla Firefox 3.0

2 Logging In and Logging Out

2.1. Logging In

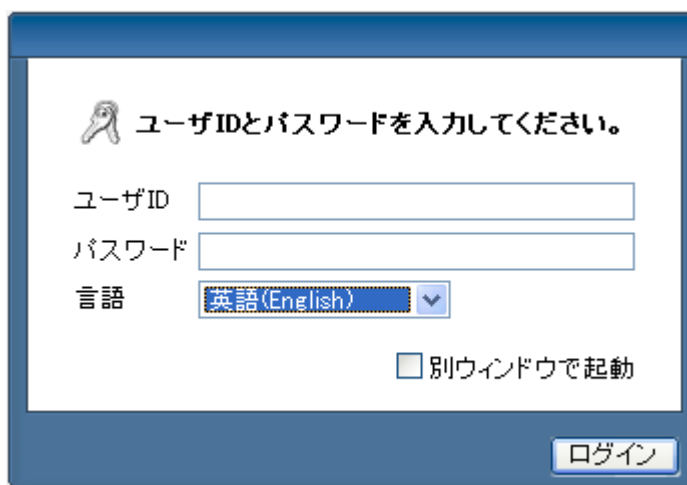
Summary

This section describes how to log in to WitchyMail and display the main window.

Details

■ Logging In

First, log in to WitchyMail.

The image shows a login window with a blue border. At the top, there is a key icon and the text "ユーザIDとパスワードを入力してください。" (Please enter your user ID and password). Below this, there are three input fields: "ユーザID" (User ID), "パスワード" (Password), and "言語" (Language). The "言語" field is a dropdown menu currently showing "英語(English)". To the right of the input fields is a checkbox labeled "別ウィンドウで起動" (Launch in a new browser window). At the bottom right, there is a button labeled "ログイン" (Login).

A user ID and password are required for login.

Figure 2.1-1 Login Screen

■ Language

When logging in, you can select the display language using the [言語] (Language) drop-down list box.

- Select [日本語(Japanese)] to display menus in Japanese.
- Select [英語(English)] to display menus in English.

■ Launching in a New Browser Window

If you select the [別ウィンドウで起動] (Launch in a new browser window) check box when you log in, WitchyMail launches in a new window with no menu bar or status bar.

Procedure

■ Logging In

1. Type the URL in to your browser to display the login screen.
2. Enter your user ID and password.
3. Select the display language from [日本語(Japanese)] or [英語(English)] (the default is [日本語(Japanese)]).

4. If you want to launch WitchyMail in a new window, select the [別ウィンドウで起動] (Launch in a new browser window) check box.
5. Click the [ログイン] (Log in) button.

Important

- When logging in to WitchyMail, a dialog box similar to the one in Figure 2.1-2 might appear. If this dialog box appears, clear your browser's cache and log in again.
* In order to use WitchyMail, you need to clear the browser cache after the server program is updated.

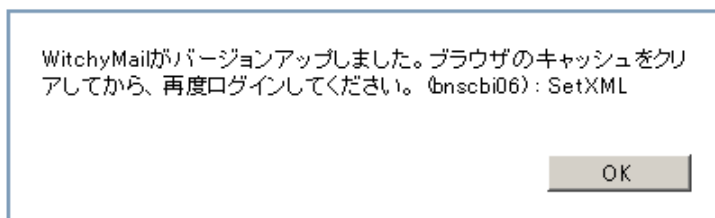


Figure 2.1-2 WitchyMail Update Notification

Note

The procedures for clearing the cache in Microsoft Internet Explorer 6 and Mozilla Firefox 3 are explained below.

Refer to the Help for each browser for more detailed information or procedures for other browsers.

■ Clearing the Cache in Microsoft Internet Explorer 6

- On the [Tools] menu, click [Internet Options].
- On the [General] tab, in the [Temporary Internet files] section, click the [Delete Files] button.
- The [Delete Files] dialog box is displayed. Click [OK].

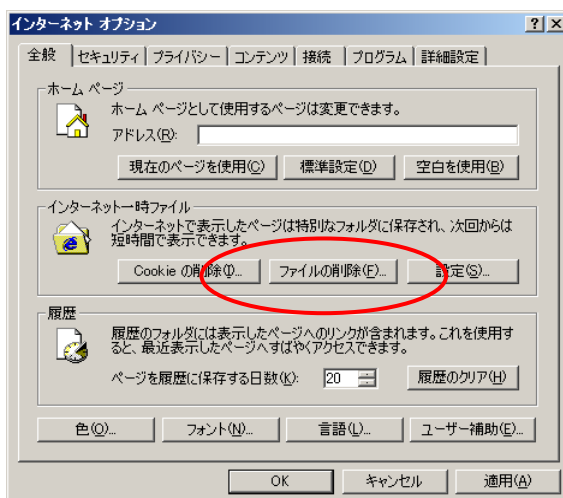


Figure 2.1-3 Clearing the Cache in Internet Explorer

■ Clearing the Cache in Mozilla Firefox 3

1. On the [Tools] menu, click [Clear Private Data].
2. The [Clear Private Data] dialog box is displayed. Select the [Cache] check box.
3. Click [Clear Private Data Now].

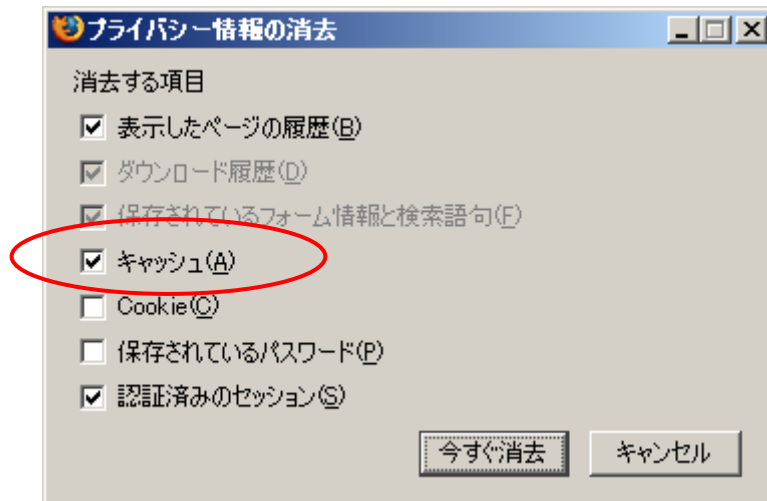


Figure 2.1-4 Clearing the Cache in Firefox

2.2. Logging Out

Summary

This section describes how to exit WitchyMail and return to the login screen.

Procedure

■ Using the Menu to Log Out

1. On the [Mail] menu, click [Log out].
2. A confirmation dialog box is displayed. Click [Yes].

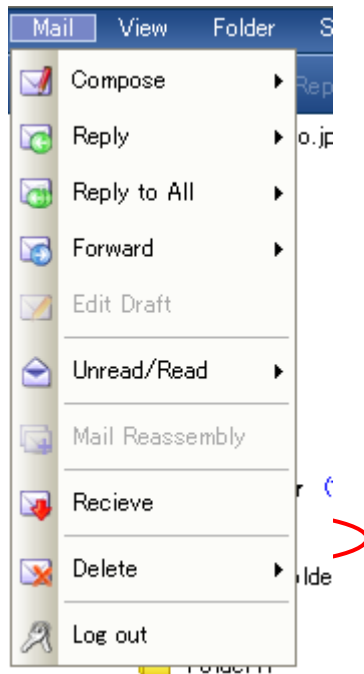



Figure 2.2-1 Menu – Log out

■ Using the Toolbar Button to Log Out

1. Click the  button on the right side of the toolbar.
2. A confirmation dialog box is displayed. Click [Yes].

Important

- If you log out while composing an e-mail without first saving a draft, the message text will be lost. Before logging out, either send the e-mail or save it as a draft.

3 Reading Mail

3.1. Receiving Mail

Summary

This section describes how to access the mail server (POP server / IMAP server), and receive new mail. Mail can be retrieved from a POP server using either POP Server Synchronization mode or Retrieve All Mail mode.

Details

■ Receiving New Mail

Access the mail server to receive new mail.

Received mail is stored in the [Inbox] folder.

For POP mail servers, you can set the [Inbox] folder action to either POP Server Synchronization mode or Retrieve All Mail mode.

For information about Inbox settings for POP servers, see section 8.5, "Mail Account Settings" (page 189).

Procedure

■ Using the Menu to Receive Mail

1. On the [Mail] menu, click [Receive].

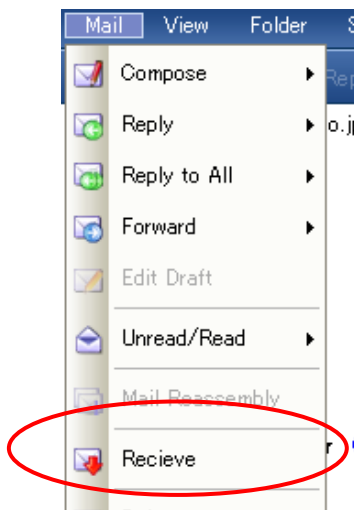


Figure 3.1-1 Using the Menu to Receive Mail

■ Using the Toolbar Button to Receive Mail

1. Click the  button on the toolbar.

Note

- For information about Inbox settings for mail servers, see section 8.5, "Mail Account Settings" (page 189).

3.2. Reading Received Mail

To read the mail that you receive, perform the following steps.

1. From the folder list, select the folder the mail is saved in.
2. From the message list, select the message you want to read.
3. The message text is displayed in the body text display field.

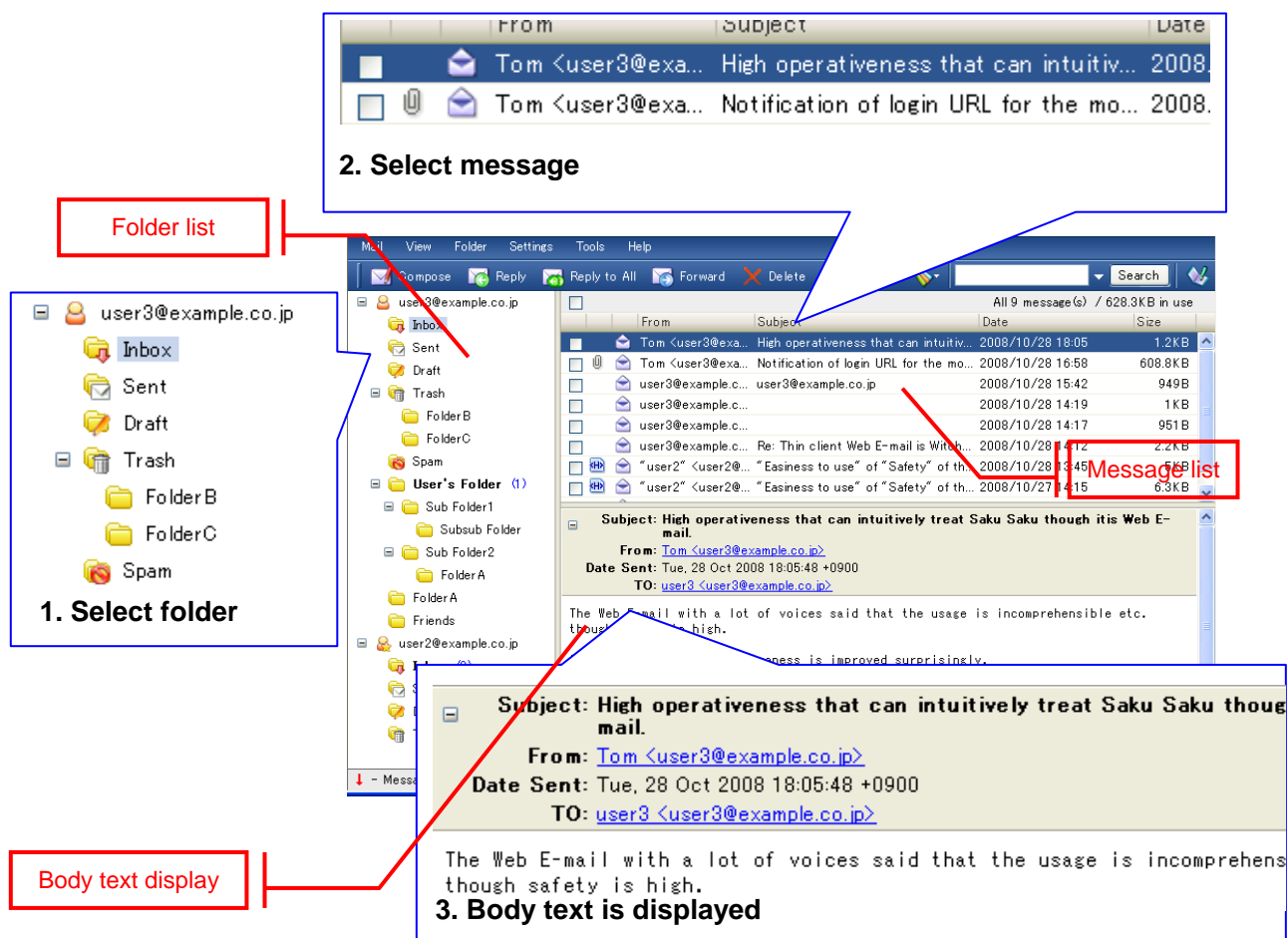


Figure 3.2-1 Reading Received Mail

3.2.1 Folder List

The left pane of the main window is called the folder list.

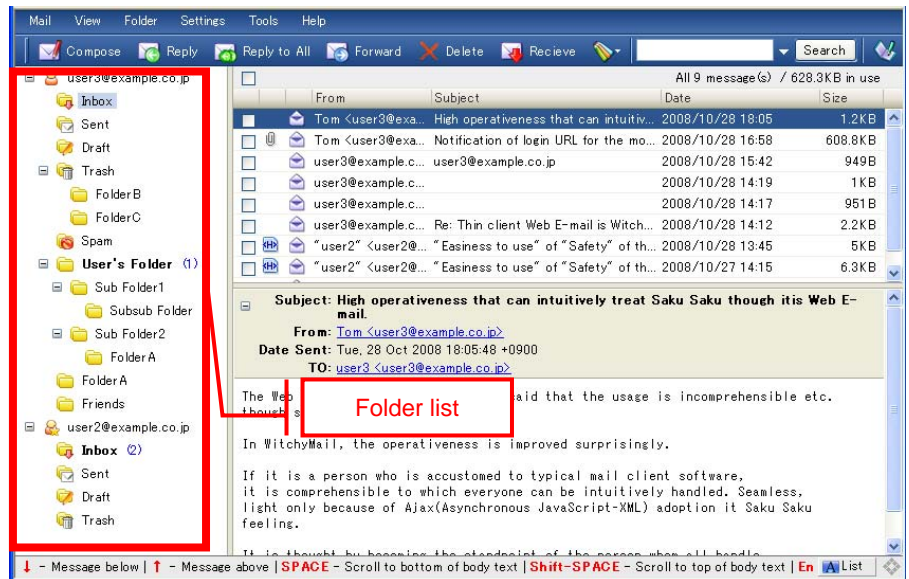


Figure 3.2-2 Folder List

The folder list displays the standard [Inbox], [Sent], [Drafts], and [Trash] folders, as well as any personal folders created by the user.

When an e-mail address is added using the external POP option, the e-mail address and its folders are displayed here also.

When you click a folder in the folder list, the mail saved in that folder is displayed in the message list.

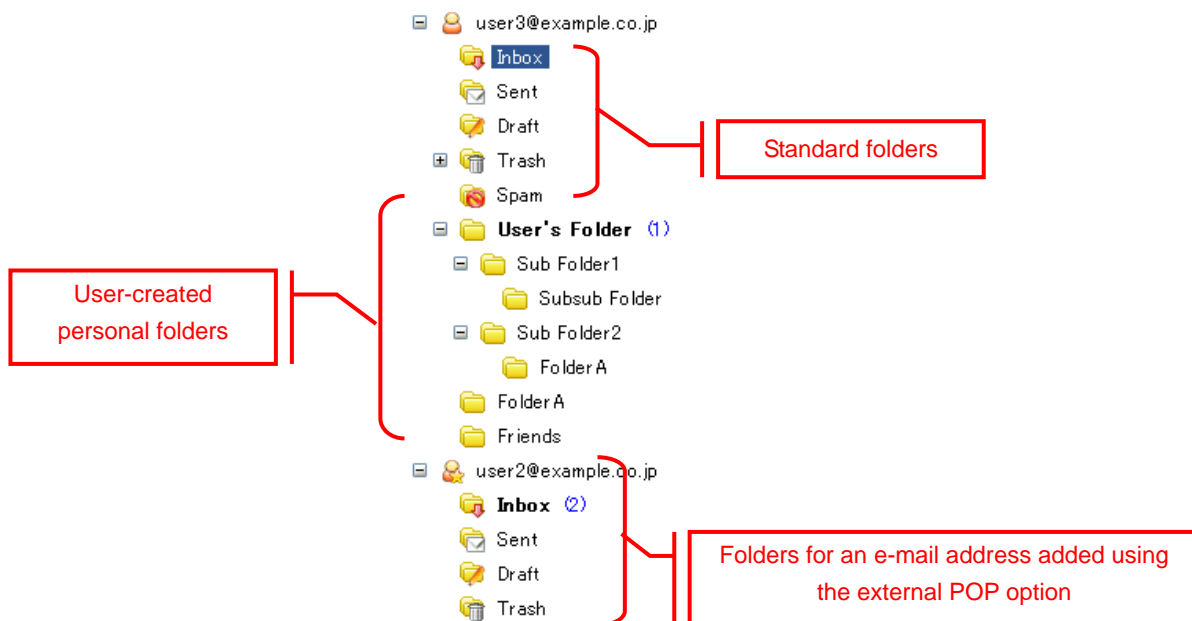


Figure 3.2-3 Folder List Contents

3.2.2 Message List

The upper-right pane of the main window is called the message list.

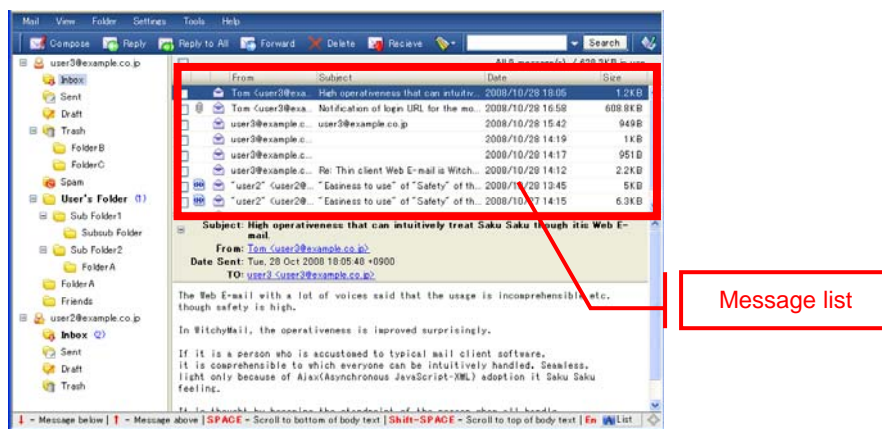


Figure 3.2-4 Message List

The message list displays a list of messages saved in the folder currently selected in the folder list.

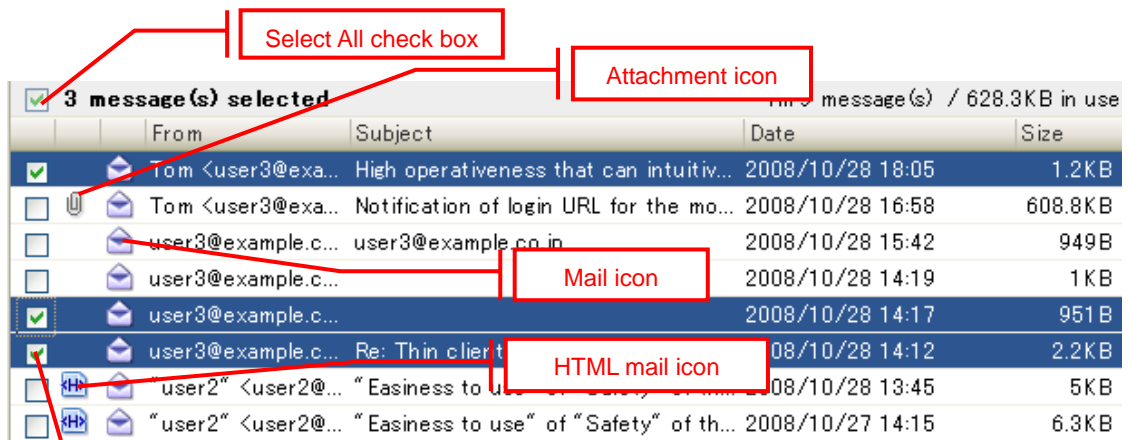


Figure 3.2-5 Message List Contents

■ Selection Check Boxes, Select All Check Box

The check box to the left of a message is called the Selection check box.

Use these check boxes when moving or deleting multiple messages.

The check box displayed at the top of the message list is called the Select All check box.

By selecting or clearing this check box, the selection check boxes for all messages (maximum of 100) displayed in the message list are selected or cleared.

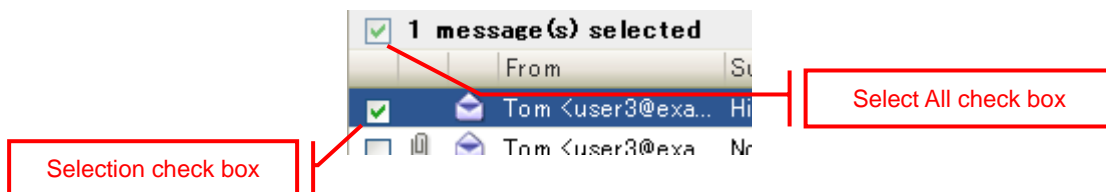



Figure 3.2-6 Selection Check Boxes

Important

- When moving, copying, deleting, replying to, forwarding, or marking messages, the highlighted message is always the target of the action, regardless of whether or not its check box is selected or cleared.

■ Attachment Icon

When a message contains an attachment, the  icon is displayed in the message list.

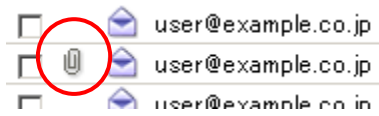



Figure 3.2-7 Attachment Icon

■ HTML Mail Icon

When a message is in HTML format, the  icon is displayed in the message list.

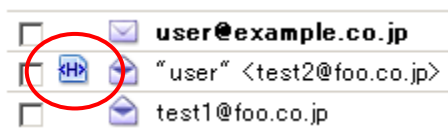







Figure 3.2-8 HTML Mail Icon

■ Mail Icons

The displayed mail icon changes depending on the status of messages in the message list.

Icon	Status	Description
	Unread	Messages that have not been read yet
	Read	Messages that have been read
	Replied to	Messages that have been replied to
	Forwarded	Messages that have been forwarded
	Replied to / Forwarded	Messages that have been both replied to and forwarded

3.2.3 Body Text Display Field

The lower-right pane of the main window is called the body text display field.

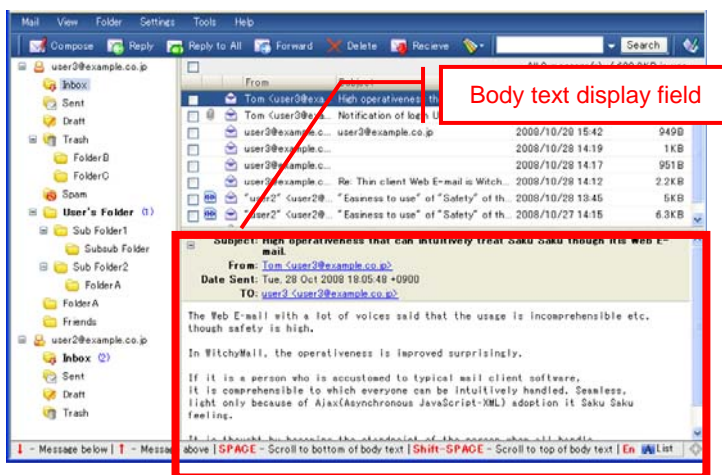


Figure 3.2-9 Body Text Display Field

The body text display field displays the text of the message currently highlighted in the message list.

The message header, message body text, and attachments are displayed.

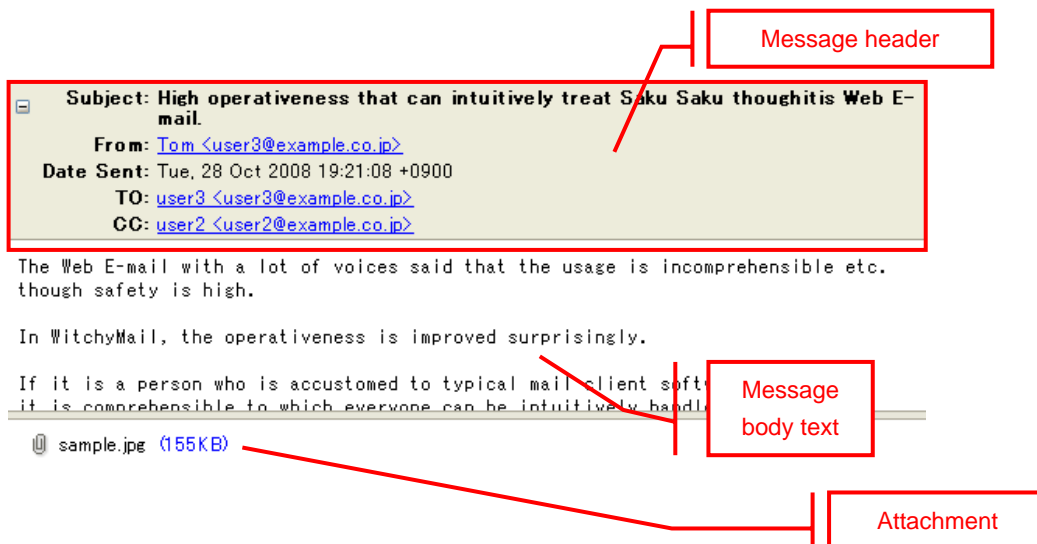


Figure 3.2-10 Body Text Display Field Contents

■ Message Header

The header displays message header information such as Subject, From, and To.

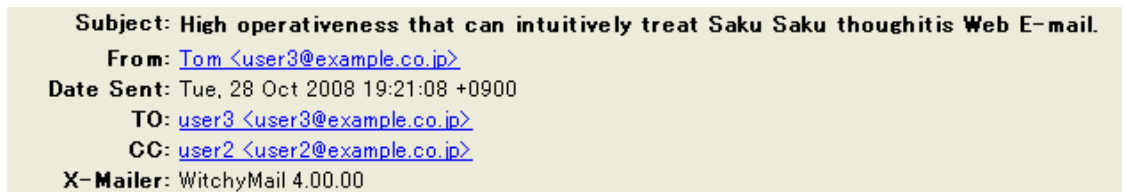


Figure 3.2-11 Body Text Display Field Header

Item	Description	Notes
Subject	The subject of the message	
From	The sender of the message	
Date Sent	The date the message was sent	
TO	To whom the message was sent	
CC	Who the CC recipients of the message were	
Reply-To	The address replies are sent to	On the [Personal Settings] screen, you can choose whether or not to display this item. (Default: hidden)
X-Mailer	The name of the e-mail software the sender used	On the [Personal Settings] screen, you can choose whether or not to display this item. (Default: hidden)

By clicking the symbol in the upper left of the header, you can display the message with the header portion collapsed.

While the header is collapsed, you can display header information by moving the pointer over the header as shown in the figure below.

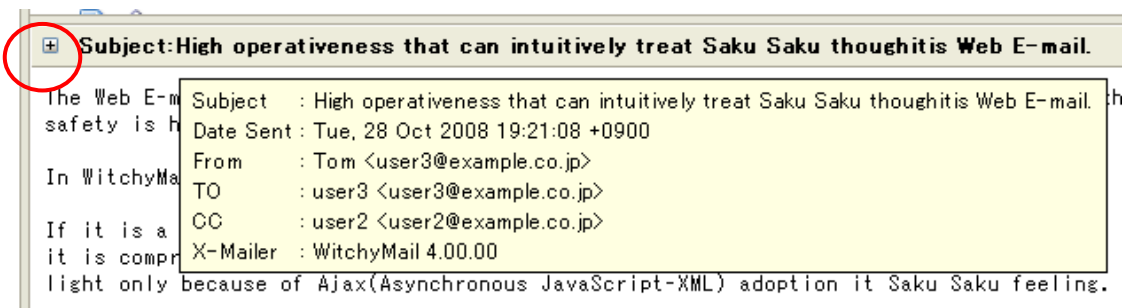


Figure 3.2-12 Displaying Collapsed Header Information Using the Pointer

■ Message Body Text

The message body text is displayed.

■ Attachments

When displaying a message containing an attachment, the attachment is displayed.

If you click the attachment's file name, the browser's file download dialog box is displayed, allowing you to download the attachment.

(Related item: Attachments - page 36 section 3.3, "Downloading and Viewing Attachments")

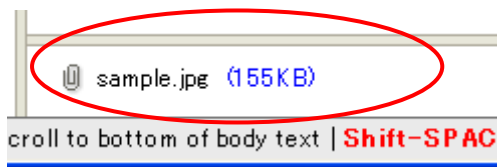


Figure 3.2-13 Attachments Field

Also, when the [Display HTML mail as text] option is selected in your personal settings, HTML mail is displayed in the attachments field so HTML mail can be displayed in a separate window.

(Related item: HTML mail - page 38 section 3.4, "HTML Mail")

(Related item: Personal Settings - page 159 section 8.1.1, "Display HTML Mail as Text")

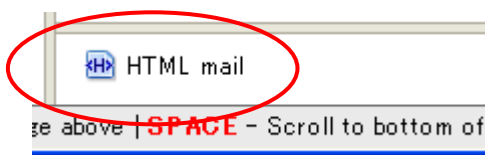


Figure 3.2-14 HTML Mail

■ Attached Mail

Click the mail icon to display the body text.

(figure to be inserted here)

3.2.4 Sorting Mail

Summary

This function changes the order in which messages are displayed in the message list.

The displayed messages can be sorted according to [Subject], [From], [Date], and [Size].

You can sort mail using the [View] menu, or by clicking the items such as [Date] and [From] displayed at the top of the message list.



Figure 3.2-15 Items Displayed in Message List

Details

Messages displayed in the message list appear in the order that they were saved in their folder.

In WitchyMail, you can sort the message list (in order of date, subject, size, etc.), or display messages at the top that have attachments or are marked.

■ Using the Menu to Sort Mail

On the [View] menu, click [Sort], and select an item to sort by.

The items you can select from are as follows.

	Item	Description
1	Marker	Sort messages by whether they are marked or not
2	Check Box	Sort messages by whether their check boxes are selected or not
3	Attachment	Sort messages by whether they have an attachment or not
4	Unread/Read	Sort messages by whether they have been read or not
5	From	Sort messages by the sender's name
6	To	Sort messages by the recipient's name
7	Subject	Sort messages by subject
8	Date	Sort messages by date sent
9	Size	Sort messages by size
10	Replied to	Sort messages by whether they have been replied to or not
11	Forwarded	Sort messages by whether they have been forwarded or not

You can switch the order in which messages are displayed by clicking the [Ascending order] or [Descending order] menu options as well.

■ Clicking Items Displayed to Sort Mail

By clicking the items displayed at the top of the message list, you can sort messages according to the item clicked. When you want to sort messages by the date they were sent, you can click the [Date] item to sort according to date.

You can sort the following items using the items displayed.

	Item	Description
1	Check Box	Sort messages by whether their check boxes are selected or not
2	Attachment	Sort messages by whether they have an attachment or not
3	Unread/Read	Sort messages by whether they have been read or not
4	From or TO	Sort messages by the sender or recipient's name (You can only sort by recipient in the [Sent] and [Drafts] folders)
5	Subject	Sort messages by subject
6	Date	Sort messages by date sent
7	Size	Sort messages by size

Procedure**■ Using the Menu to Sort Mail**

1. On the [View] menu, point to [Sort].
2. From the items displayed, click the item you want sort by.
3. When you want to change between ascending order and descending order, click the [View] menu, point to [Sort], and click either [Ascending order] or [Descending order].

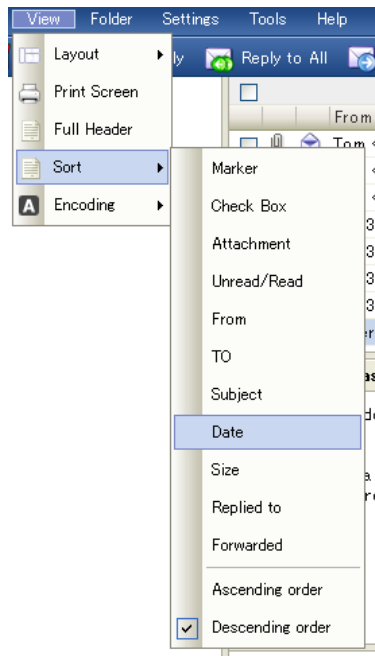
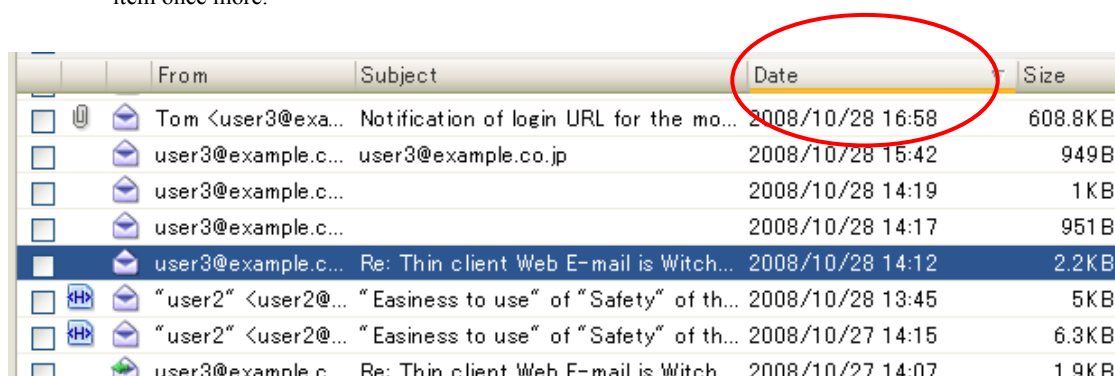


Figure 3.2-16 Using the Menu to Sort Mail

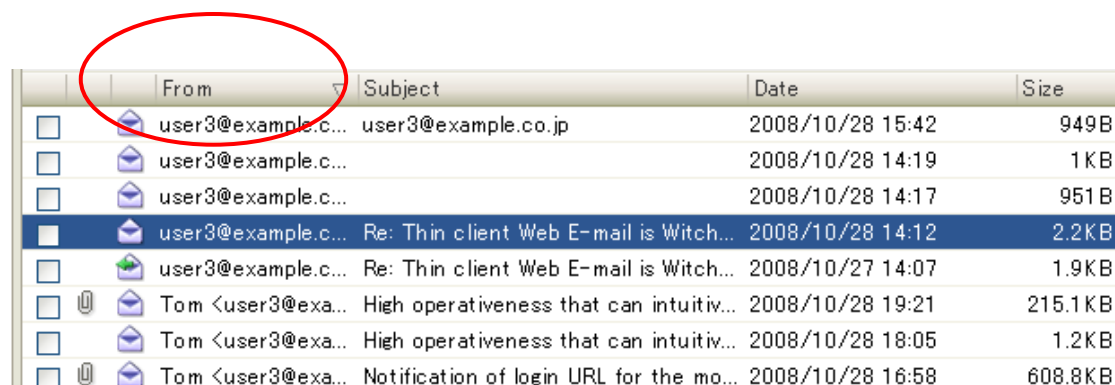
■ Clicking Items Displayed to Sort Mail

1. From the items displayed at the top of the message list, click the item you want to sort by.
2. When you want to switch between ascending order and descending order, click the displayed item once more.



	From	Subject	Date	Size
<input type="checkbox"/>	Tom <user3@exa...	Notification of login URL for the mo...	2008/10/28 16:58	608.8KB
<input type="checkbox"/>	user3@example.c...	user3@example.co.jp	2008/10/28 15:42	949B
<input type="checkbox"/>	user3@example.c...		2008/10/28 14:19	1KB
<input type="checkbox"/>	user3@example.c...		2008/10/28 14:17	951B
<input checked="" type="checkbox"/>	user3@example.c...	Re: Thin client Web E-mail is Witch...	2008/10/28 14:12	2.2KB
<input type="checkbox"/>	"user2" <user2@...	"Easiness to use" of "Safety" of th...	2008/10/28 13:45	5KB
<input type="checkbox"/>	"user2" <user2@...	"Easiness to use" of "Safety" of th...	2008/10/27 14:15	6.3KB
<input type="checkbox"/>	user3@example.c...	Re: Thin client Web E-mail is Witch...	2008/10/27 14:07	1.9KB

Figure 3.2-17 Click Displayed Item (Date) > Display by Date



	From	Subject	Date	Size
<input type="checkbox"/>	user3@example.c...	user3@example.co.jp	2008/10/28 15:42	949B
<input type="checkbox"/>	user3@example.c...		2008/10/28 14:19	1KB
<input type="checkbox"/>	user3@example.c...		2008/10/28 14:17	951B
<input checked="" type="checkbox"/>	user3@example.c...	Re: Thin client Web E-mail is Witch...	2008/10/28 14:12	2.2KB
<input type="checkbox"/>	user3@example.c...	Re: Thin client Web E-mail is Witch...	2008/10/27 14:07	1.9KB
<input type="checkbox"/>	Tom <user3@exa...	High operativeness that can intuitiv...	2008/10/28 19:21	215.1KB
<input type="checkbox"/>	Tom <user3@exa...	High operativeness that can intuitiv...	2008/10/28 18:05	1.2KB
<input type="checkbox"/>	Tom <user3@exa...	Notification of login URL for the mo...	2008/10/28 16:58	608.8KB

Figure 3.2-18 Click Displayed Item (From) > Display by Recipient's Name

Important

- When using POP Server Synchronization mode, it may take a long time to sort messages in the Inbox if it contains a large number of messages.

3.2.5 Searching Mail

Summary

The search bar on the toolbar is used to search messages in the selected folder.

You can search for keywords in message elements such as the subject and sender.

You can search for a combination of keywords and markers also.

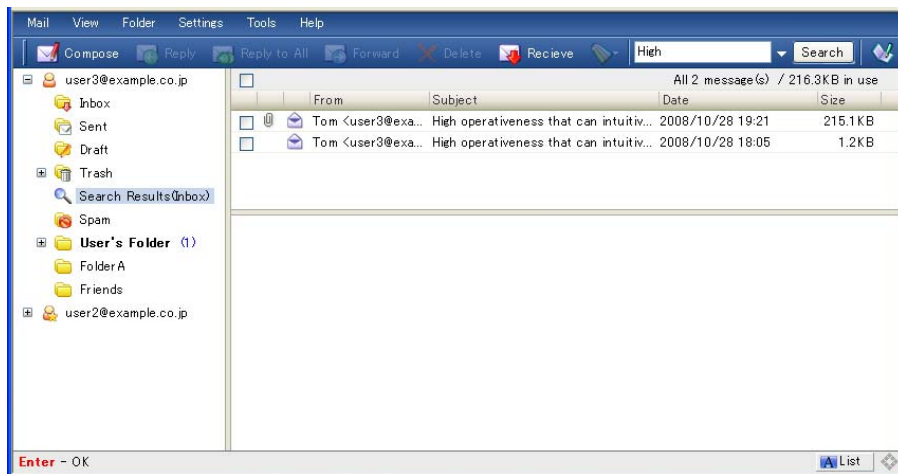


Figure 3.2-19 Searching Mail

Details

■ Searching Mail

You can search for messages in the selected folder using keywords and markers.

The From, TO, CC and Subject items can be targeted using a keyword search.

By specifying marker search terms, you can filter the results to show only messages with a certain marker.

When using IMAP, you can perform Full-Text search, which allows you to search for keywords in message body text, specify only messages with/without attachments, and limit your search to a specified period of time.

The table below shows the mail search functions that can be used in POP and IMAP.

	Function	POP	IMAP
1	Header Search	✓	✓
2	Marker Search	✓	✓
3	Full-Text Search	-	✓

■ Search Options (AND, NOT, OR Searches)

- AND searches include messages containing all keywords in the results
 - ▶ By typing multiple keywords separated by a space, you can search for messages containing all keywords.
 - ▶ You can use a double-byte space to separate keywords also.
 - ▶ Example: typing **abc def** searches for messages containing both "abc" and "def".



Figure 3.2-20 AND Search

- NOT searches eliminate messages containing keywords from the results
 - ▶ By typing a - (hyphen or minus) before a keyword, you can search for messages not containing that keyword.
 - ▶ Example: typing **-witchymail** searches for messages not containing "witchymail".



Figure 3.2-21 NOT Search

- OR searches include messages containing any keyword in the results
 - ▶ By typing a | (vertical bar) between keywords, you can search for messages containing any of the keywords.
 - ▶ Example: typing **abc|def** searches for messages containing either "abc" or "def".



Figure 3.2-22 OR Search

- Complex searches
 - ▶ You can use AND, NOT, and OR searches at the same time.
 - The results of complex searches are filtered in the order of AND, NOT, then OR.
 - ▶ Example: typing **@example.co.jp|@foo.co.jp -Re: -Fw:** searches for messages including either
 - "example.co.jp" or "@foo.co.jp" that do not contain "Re:" and "Fw:"
 - In other words, the results include all messages received from addresses containing the
 - "example.co.jp" and "foo.co.jp" domains that are not replies or forwarded messages.

■ Search Tips

- No distinction is made between uppercase and lowercase text.
- No distinction is made between single-byte and double-byte text.
- No distinction is made between the single-byte and double-byte versions of the following characters.
 - ▶ ! # \$ % & () * + , . / : ; < = > ? @ [\] ^ _ ' { } ~
- The following double-byte symbols also match the single-byte versions, but they are not treated as special symbols.
 - ▶ Symbols: ” ’ | — —
- Up to 255 characters can be used for typing keywords.
- No search is carried out if the [Search] button is clicked when no keywords or markers have been specified.
- You can search for phrases that include spaces by enclosing them in single or double quotation marks (" or ').
 - ▶ Example: typing "abc def" searches for messages containing the phrase "abc def".



Figure 3.2-23 Enclose Phrases Containing Spaces in Quotation Marks

- You can search for keywords beginning with "-" (hyphen or minus) or including "|" (vertical bar) by enclosing them in single or double quotation marks (' or ").
- If you type only "-" (hyphen or minus), the search will find messages containing "-".
- When searching for strings containing single or double quotation marks, the following cautions should be observed. If only one single or double quotation mark (' or ") is used in the search keywords, an error may occur. In this case, carry out your search following the examples below.
 - ▶ Example: typing 'abc"def' searches for messages containing the phrase "abc"def".
 - ▶ Example: typing "'abc'def'" searches for messages containing the phrase "abc'def".
- The following double-byte symbols are considered equivalent to their single-byte versions.
 - ▶ The keyword ". " (double-byte period) also matches "." (single-byte period).
 - ▶ The keyword "—" (long tone symbol) and "—" (dash) also matches "-" (hyphen or minus).
- The following double-byte symbols are not considered equivalent to their single-byte versions.
 - ▶ The keyword "。 " (double-byte period) does not match "." (single-byte period).
 - ▶ The keyword "、 " (double-byte comma) does not match "," (single-byte comma).

■ The Search Results Folder

Messages matching the search keywords are displayed in the [Search Results] folder.

When you change messages in the [Search Results] folder to Unread or Read, set markers, or move or delete them, the same action is carried out on the message in the original folder. For example, if you delete a message in the [Search Results] folder, the message is deleted from its original folder also.

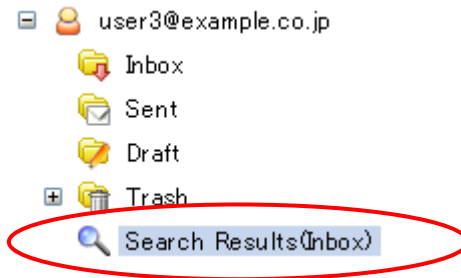


Figure 3.2-24 Search Results Folder - When "Friends" Folder Searched

Procedure

■ Searching Mail (Marker Not Specified)

1. In the folder list, select the folder you want to search.
2. Type keywords into the search bar on the toolbar.
3. By clicking the [Search] button, messages containing the keywords are displayed in the [Search Results] folder, whether they are marked or not.

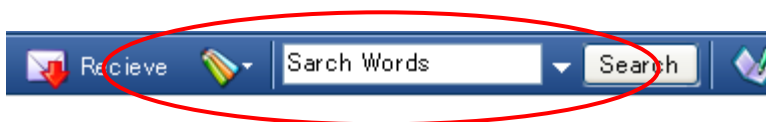


Figure 3.2-25 Search Bar

■ Searching Mail (Marker Specified)

1. In the folder list, select the folder you want to search.
2. Click the drop-down arrow to the right of the search bar on the toolbar to display the [Search] menu.
3. Point to [Marker Search].
4. By selecting a marker from the menu displayed, only messages with the corresponding marker are displayed in the [Search Results] folder.
5. By selecting [No marker] from the menu, only messages with no marker are displayed in the [Search Results] folder.

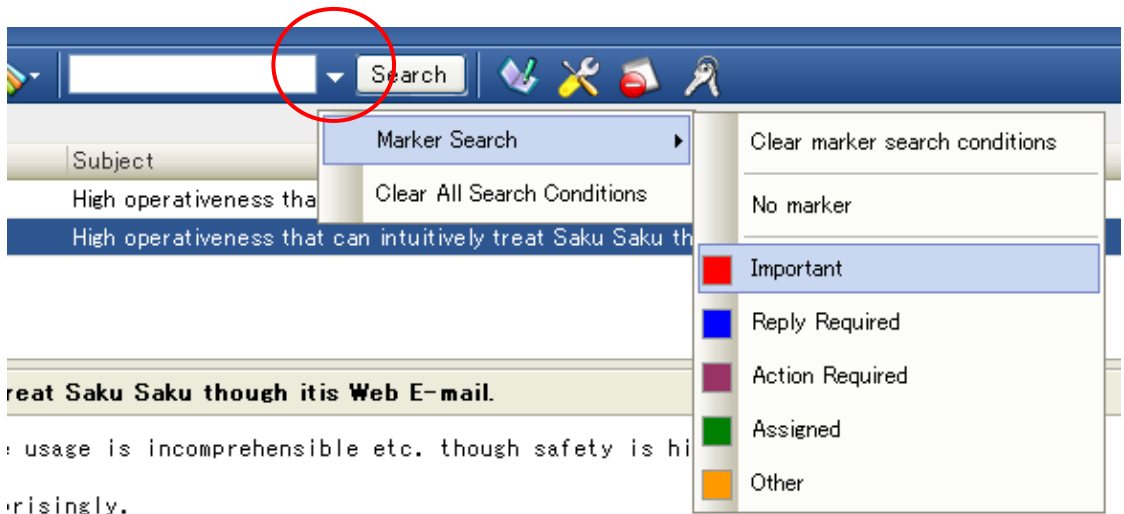


Figure 3.2-26 Mail Search Menu - Marker Search

■ Searching Mail (Keyword + Marker)

1. In the folder list, select the folder you want to search.
2. Type keywords into the search bar on the toolbar.
3. Click the drop-down arrow to the right of the search bar to display the [Search] menu.
4. Point to [Marker Search], and click either [No marker] or the marker you want to search for.
5. Only messages matching both the keywords and marker conditions are displayed in the [Search Results] folder.
6. When using Marker Search, text in the search bar changes to the color of the marker selected, so additional keyword + marker searches can be carried out without setting marker conditions again.



Figure 3.2-27 Keyword + Marker Search

■ Clearing Marker Conditions

When using Marker Search, text in the search bar changes to the color of the marker selected, so by simply changing the keyword, additional keyword + marker searches can be carried out without setting marker conditions again.

To clear marker conditions, perform the following steps.

1. Click the drop-down arrow to the right of the search bar on the toolbar.
2. On the [Search] menu, point to [Marker Search], and click [Clear marker search conditions].

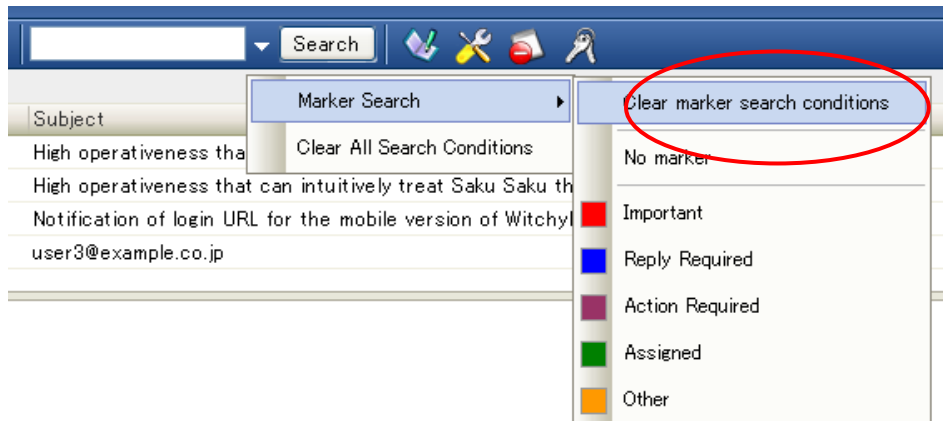


Figure 3.2-28 Clearing Marker Search Conditions

■ Full-Text Search (IMAP only)

In addition to the header search, you can search contained the body text. And you can be specified the conditions which combined with the marker.

1. In the folder list, select the folder you want to search.
2. Type keywords into the search bar on the toolbar.
3. Click the drop-down arrow to the right of the search bar to display the [Search] menu.
4. Click [Full-Text Search] to display the [Search] dialog box.
5. When you want to search combined with the marker, Point to [Marker Search] and click a marker from the menu displayed.
6. If you don't want to, click the [Search] button on the toolbar.
7. Messages matching the conditions will display in the [Search Results] folder.

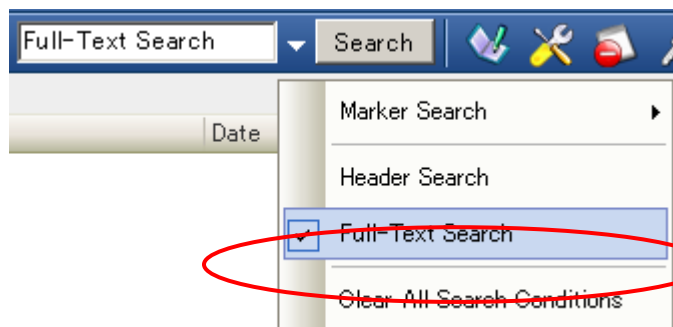


Figure 3.2-29 Displaying the Search Dialog Box for Full-Text Searches

■ Clearing All Search Conditions

The procedure for deleting all keyword and marker search conditions and restoring the search bar to its default status is as follows.

Click the drop-down arrow to the right of the search bar on the toolbar.

On the [Search] menu, click [Clear All Search Conditions].

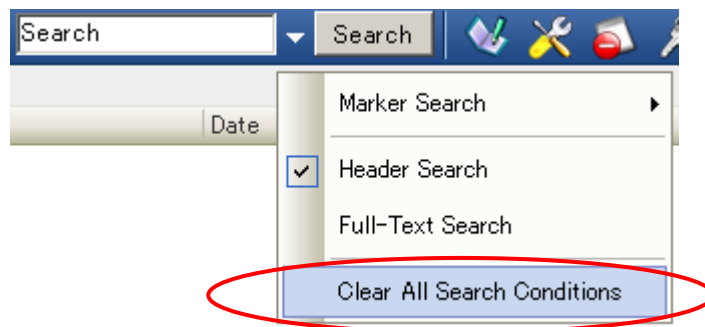


Figure 3.2-30 Clearing All Search Conditions

Important

- Searches are carried out on the displayed folder only. Subfolders are not searched.
- The [Search Results] folder is not displayed until a search is carried out.
- Full-Text search is only available when using IMAP. When using POP, the [Full-Text Search] command does not appear on the menu.

Note

- For information about markers, see section 5.4, "Markers" (page 113).

3.2.6 Display of Unread Mail

In WitchyMail, received mail is called unread mail when the body text has not been displayed before, and read mail once it has.

In the folder list, folders containing unread mail are displayed in bold text, and the number of unread messages is displayed to the right of the folder name.

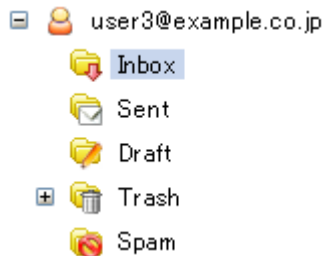


Figure 3.2-31 Display of Unread Mail - Folder List

Unread mail is displayed in bold at the top of the message list also.

		From	Subject	Date	Size
<input type="checkbox"/>		Tom <user3@example.co.jp>	High operativeness that can intuitively treat Saku Saku though it is Web E...	2008/10/28 19:21	215.1KB
<input type="checkbox"/>		Tom <user3@example.co.jp>	High operativeness that can intuitively treat Saku Saku though it is Web ...	2008/10/28 18:05	1.2KB
<input type="checkbox"/>		Tom <user3@example.co.jp>	Notification of login URL for the mobile version of WitchyMail	2008/10/28 16:58	608.8KB
<input type="checkbox"/>		user3@example.co.jp	user3@example.co.jp	2008/10/28 15:42	949B

Figure 3.2-32 Display of Unread Mail - Message List (Unread Mail in Bold)

Note

- For information about changing mail from read to unread, see section 5.3, "Changing Between Read and Unread" (page 111).

3.2.7 Display of New Mail

When new mail is received, the new mail symbol  (star mark) is displayed on the folder in the folder list that the mail is saved to.

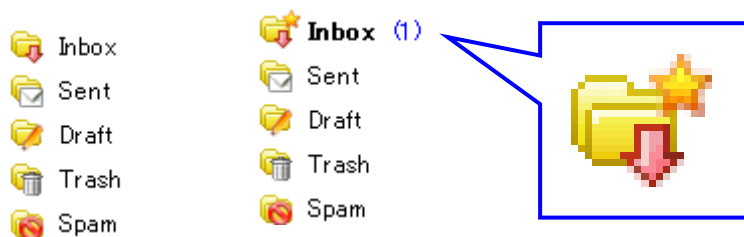


Figure 3.2-33 Standard Icon (Left) and New Mail Icon (Right)

Once the body text of one or more unread messages in a folder with the new mail icon is read, the standard icon is displayed for that folder again.

3.2.8 Displaying in a New Window



Summary

The body text of the selected message can be displayed in a separate window from the main window.

Procedure

1. From the message list, select the mail you want to open in a new window.
2. With the message selected, either press the ENTER key on the keyboard or double-click the message to display the message body text in a new window.

You can carry out the same actions on the message in the new window as you can in the main window.
(Reply, Forward, Delete, Display all headers, etc.)

3. By clicking the  Next Message and  Previous Message buttons on the toolbar, you can display the body text for other messages in the same folder.
4. To close the new window, click the [Mail] menu and then click [Close], or click the [Close] button on the browser.

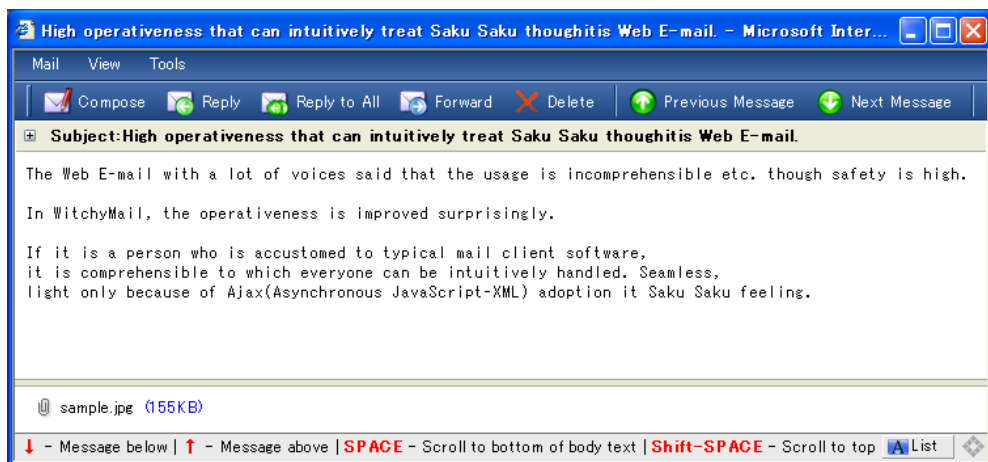


Figure 3.2-34 Displaying Body Text in a New Window

3.3. Downloading and Viewing Attachments

Summary

You can download and view files attached to messages.

Details

■ Attachments

Files attached to a message are displayed in the attachments field of the body text display field.

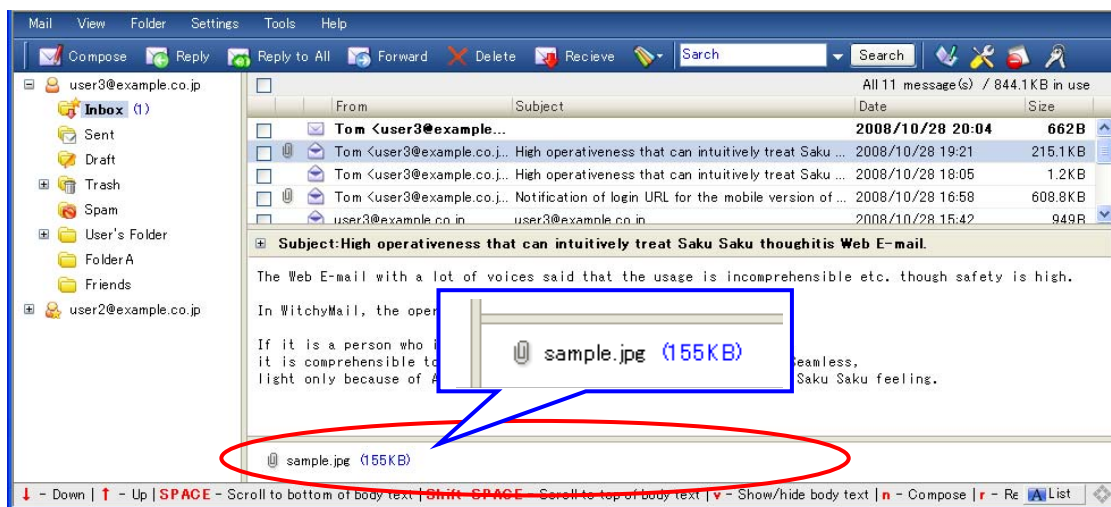


Figure 3.3-1 Attachments Field

To view attachments, it is necessary to first download the files to the PC you are using.

Procedure

■ Downloading Attachments

1. In the message list, select the message containing the attachment.
2. Click an attachment in the attachments field of the body text display field.
3. The browser's download dialog box is displayed.
4. Download the file to save and view the attachment.

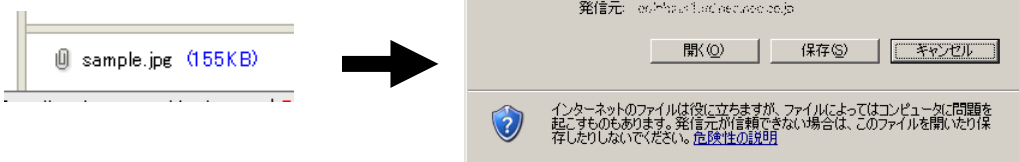


Figure 3.3-2 Downloading Attachments (Using Microsoft Internet Explorer)

Important

- If the Administrator has prohibited the download of attachments, users are not able to view attachments.

Note

- For information about the body text display field, see section 3.2.3, "Body Text Display Field" (page 18).

3.4. HTML Mail

Summary

You can read HTML mail (HTML format mail).

The methods for displaying HTML mail are as follows.

- ▶ Display in plain text format in the body text display field, and in HTML format in a new window.
- ▶ Display in HTML format in the body text display field.



Set which method is used on the [Personal Settings] screen.

Details

The two methods for displaying HTML mail are [Display in a new window] and [Body Text Display Field].

■ New Window Display Method

The message body text is displayed in text format in the body text display field, and an

 HTML mail icon is displayed in the attachments field.  HTML mail Click the icon to display the message body text in HTML format in a new window.

■ Body Text Display Field Method

The message body text is displayed in HTML format in the body text display field.

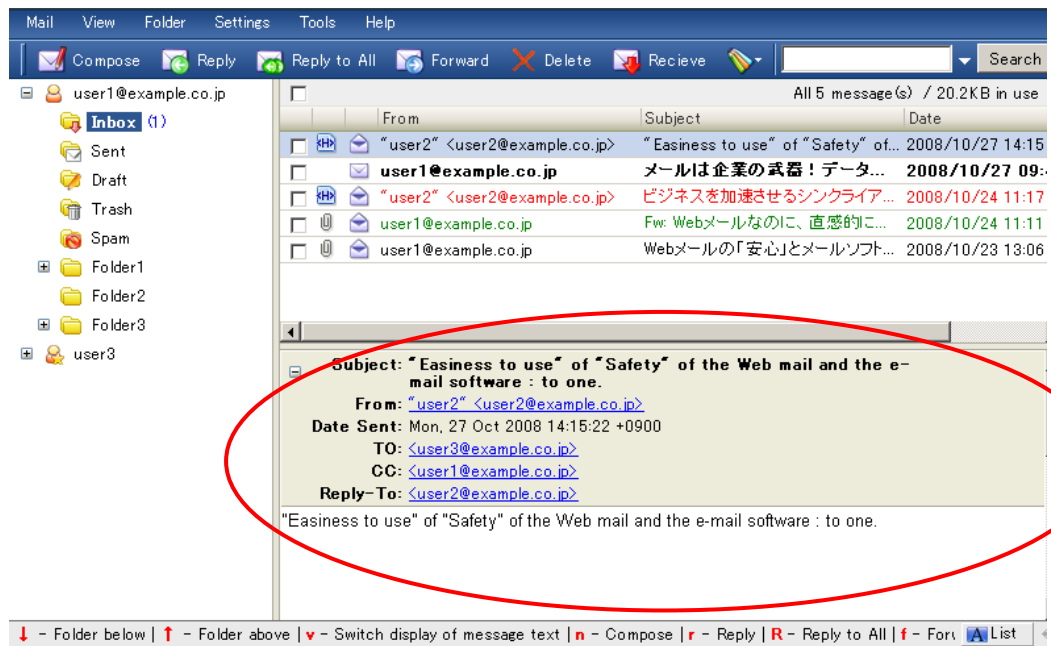


Figure 3.4-1 Displaying HTML Mail in the Body Text Display Field

■ Changing the HTML Mail Display Method

The display method can be changed using the [Display HTML mail as text] check box on the [General] tab of the [Personal Settings] screen. When the check box is selected, the new window display method is used. When the check box is cleared, the body text display field method is used.

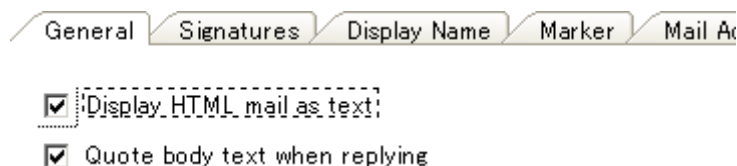


Figure 3.4-2 Personal Settings - General Tab

Procedure

■ Changing the HTML Display Method

1. On the [Settings] menu, click [General] to display the [General] tab of the [Personal Settings] screen.
2. Change the display method by selecting or clearing the [Display HTML mail as text] check box.
 - ▶ When the check box is selected: new window display method
 - ▶ When the check box is cleared: body text display field method

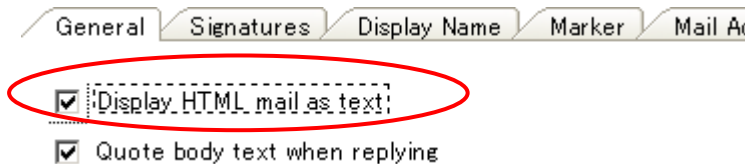
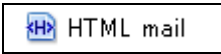


Figure 3.4-3 The HTML Display Method Check Box

■ Viewing HTML Mail Using the New Window Display Method

1. From the message list, select an HTML mail.
2. Click the  icon in the attachments field.
3. The message body text is displayed in HTML format in a new window.

■ **Viewing HTML Mail Using the Body Text Display Field Method**

1. From the message list, select an HTML mail.
2. The message body text is displayed in HTML format in the body text display field.

Important

- You can display mail in HTML format, but you cannot compose mail in HTML format mail.
- HTML mail containing JavaScript, etc., may not be displayed correctly.
- If the administrator has enabled the image blocking function, images included in an HTML mail are not displayed. Also, when the image blocking function is enabled, the layout of some HTML mail may be affected.

Note

- For information about the body text display field, see section 3.2.3, "Body Text Display Field" (page 18).
- For information about settings for viewing HTML mail, see section 8.1.1, "Display HTML Mail as Text" (page 159).

3.5. Reassembling Segmented Mail

Summary

When a large e-mail is sent, it may be segmented into multiple smaller e-mails for sending.

The segmented mail reassembly function is used to reassemble segmented mail you have received, in order to restore it to its original form.

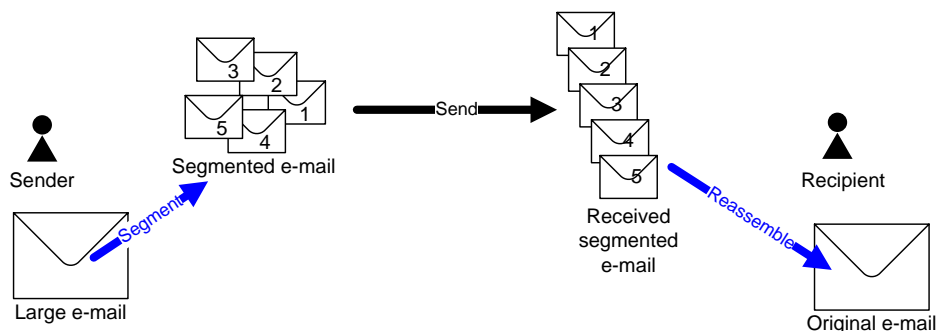


Figure 3.5-1 Segmented Mail

Details

■ Mail Reassembly

This function reassembles segmented mail to restore the original mail.

Select all of the segmented mail and specify a directory where you want the mail to be saved in the segmented mail reassembly dialog box to create the reconstructed original mail in the save destination folder.

Procedure

■ Mail Reassembly

1. In the folder list, select the folder in which the segmented mail you received is saved.
2. In the message list, select all parts of the segmented mail.
3. On the [Mail] menu, click [Mail Reassembly].



Figure 3.5-2 Mail Reassembly

4. The save segmented mail dialog box is displayed. Click the [Folder] button, and select a folder to save the segmented mail to.



Figure 3.5-3 Save Dialog Box for Segmented Mail

5. Click the [OK] button to create the reassembled mail in the specified folder. If an error occurs, check the error message and take appropriate action.

	Cause	Error Message
1	Unnecessary messages are included in the specified messages	Cannot reassemble e-mail. Selected messages include messages unnecessary for reassembly.
2	Necessary segments are missing from the specified messages	Cannot reassemble e-mail. One or more segments is missing from the messages you have selected.
3	Segments from two or more messages are included in the specified messages	Cannot reassemble e-mail. Selected messages include messages unnecessary for reassembly.
4	Not enough disk space	Disk full. To continue processing, make more space available by deleting messages stored in folders other than the Inbox.

Important

- When the incoming mail server is a POP server, the [Inbox] folder cannot be selected as the save folder in the segmented mail reassembly dialog box. When the incoming mail server uses IMAP, the [Inbox] folder can be selected also.

Note

- For information about segmenting mail, see section 4.1.3, "Segmenting Mail" (page 70).
- For information about personal settings, see section 8.1.16, "Send Large E-mail Divided into Segments" (page 178).

3.6. Displaying All Headers

Summary

You can display detailed message header information.

Details

■ Displaying All Headers

By default, only the standard message header including TO and Subject are displayed in the message body text. When you want to view more detailed message header information, the [Full Header] command can be used.

When the [Full Header] command is used, all message headers for the selected message are displayed.

Procedure

■ Using the Menu to Display All Headers

1. From the message list, select the message you want to view detailed header information for.
2. On the [View] menu, click [Full Header], and all header information is displayed in a separate window.

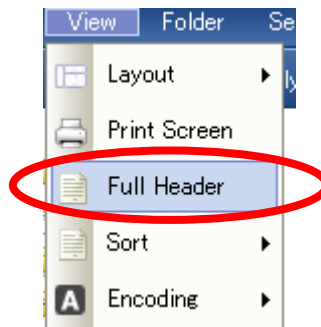


Figure 3.6-1 Using the Menu to Display All Headers

■ **Using the Shortcut Menu to Display All Headers**

1. From the message list, select the message you want to view detailed header information for.
2. Right-click the message, and then click [Full Header] to display all header information in a separate window.

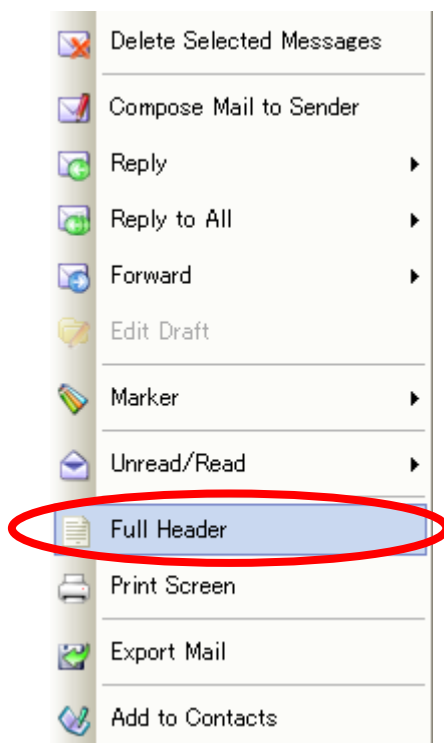


Figure 3.6-2 Using the Shortcut Menu to Display All Headers

3.7. Layout

Summary

You can change the layout of the body text display field and attachments display field.

The body text display field can be positioned either below the message list or to the right of it.

You can choose whether or not to display the body text display field also.

The attachments display field can be positioned either below the body text display field or to the right of it.

Details

■ Changing the Body Text Display Field Layout

You can change layout of the body text display field.

It can be positioned either below the message list or to the right of it.

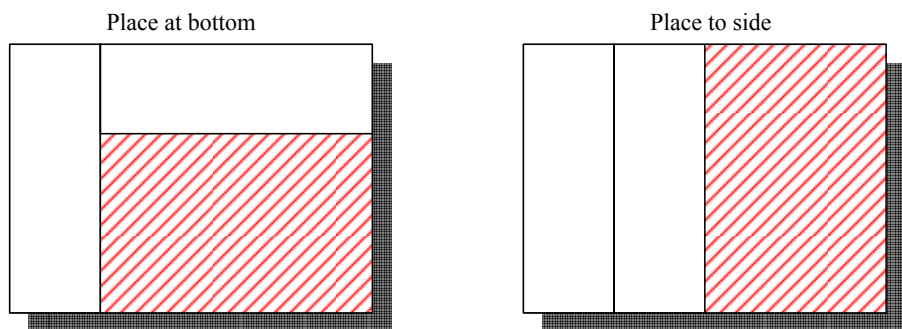


Figure 3.7-1 Body Text Display Field Layout

By default, the body text display field is set to display below the message list.

■ Changing the Layout of the Attachments Display Field

You can change the layout of the attachments display field, which displays attachments and the HTML mail icon.

It can be positioned either below the body text display field, or to the right of it.

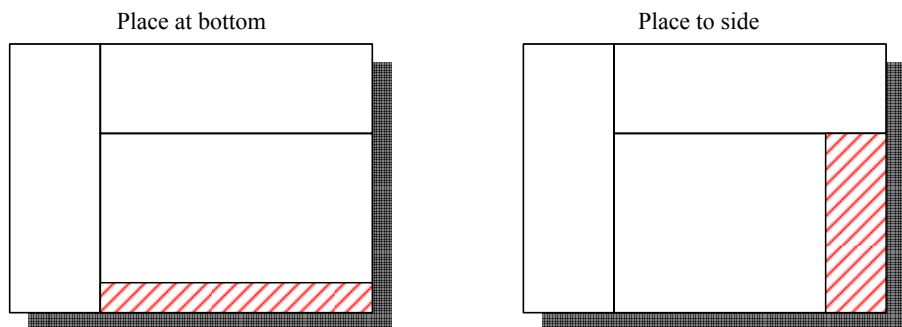


Figure 3.7-2 Attachments Display Field Layout

By default, the attachments display field is set to display below the body text display field.

■ Show/Hide Body Text

You can choose whether or not to display body text.

When body text is hidden, the body text display field does not appear in the main window, and only the folder list and message list are displayed.

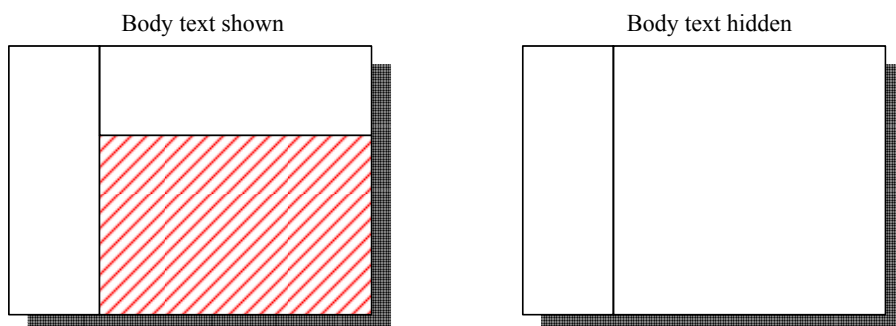






Figure 3.7-3 Show/Hide Body Text

In addition to using the menu command, you can also show or hide body text using buttons on the toolbar.



Figure 3.7-4 Buttons to Show/Hide Body Text

Depending on the display status of the body text display field, either the  button or  button is displayed.

When the body text display field is shown, the  button is displayed. When the body text display field is hidden, the  button is displayed. Click these buttons to switch between showing and hiding the body text.

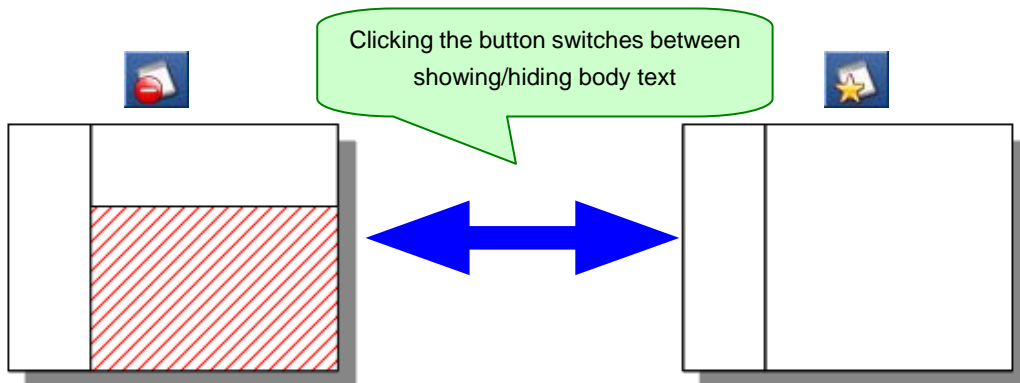


Figure 3.7-5 Show/Hide Body Text Using Buttons

Procedure

■ Changing the Body Text Display Field Layout

On the [View] menu, point to [Layout].

1. Select [Body text at bottom] to display the body text display field below the message list.
2. Select [Body text at side] to display the body text display field to the right of the message list.

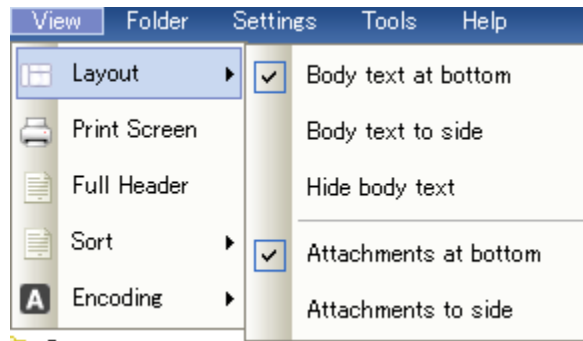


Figure 3.7-6 Layout Menu



Figure 3.7-7 Layout - Place Body Text to the Side

■ Changing the Layout of the Attachments Display Field

1. On the [View] menu, point to [Layout].
2. Select [Attachments at bottom] to display the attachments display field below the body text display field.
3. Select [Attachments at side] to display the attachments display field to the right of the body text display field.

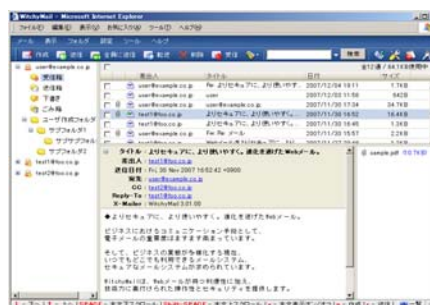
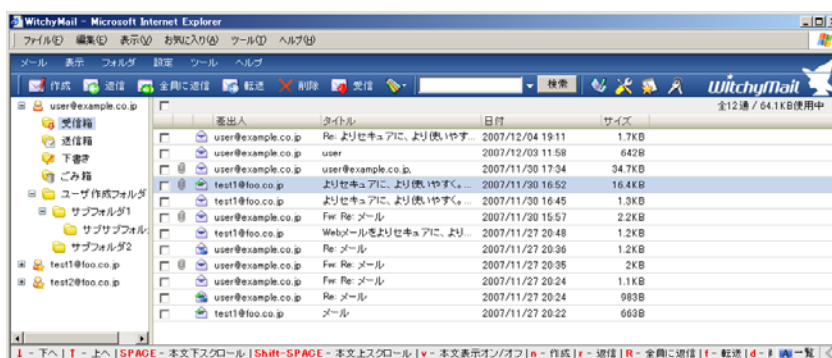




Figure 3.7-8 Layout - Place Attachment to the Side**■ Show/Hide Body Text (Using the Menu)**

1. On the [View] menu, point to [Layout].
2. Click [Hide body text] to hide the body text display field.
3. Click [Body text at bottom] or [Body text at side] to show the body text display field again.

**Figure 3.7-9 Layout - Hide Body Text****■ Show/Hide Body Text (Using the Toolbar Buttons)**

1. Click the  button on the toolbar to hide the body text display field.
2. Click the  button on the toolbar to show the body text display field.

3.8. Printing Mail

Summary

Mail is displayed in a layout suitable for printing.

Details

■ Mail Printing Screen

This screen displays the selected message in a layout suitable for printing (print layout).

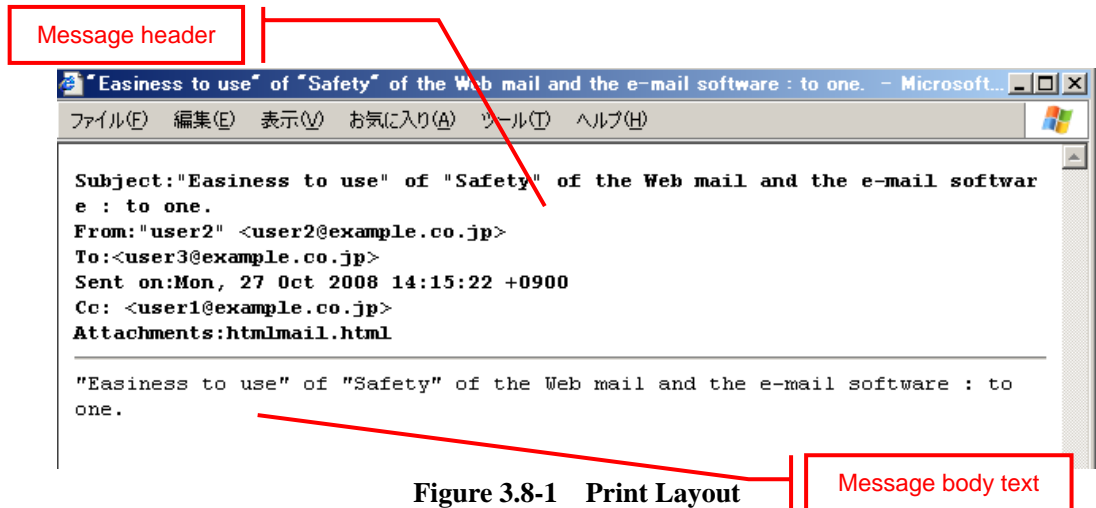


Figure 3.8-1 Print Layout

In print layout, the message header information (subject, sender's address, recipient's address, date sent, CC addresses, attachment file names) and message body text are displayed.

To print out a message, use the browser's print command.

Procedure

■ Using the Menu to Print

1. In the message list, select the message you want to print.
2. On the [View] menu, click [Printing Screen].
3. A window showing the print layout is displayed. Use the browser's print command to print the message. (For Microsoft Internet Explorer, click [Print] on the [File] menu.)

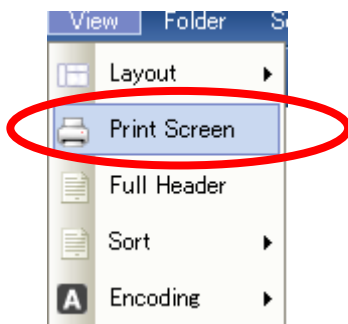


Figure 3.8-2 Using the Display Menu to Print

■ Using the Shortcut Menu to Print

1. In the message list, select the message you want to print.
2. Right-click the message, and then click [Printing Screen].
3. A window showing the print layout is displayed. Use the browser's print command to print the message. (For Microsoft Internet Explorer, click [Print] on the [File] menu.)

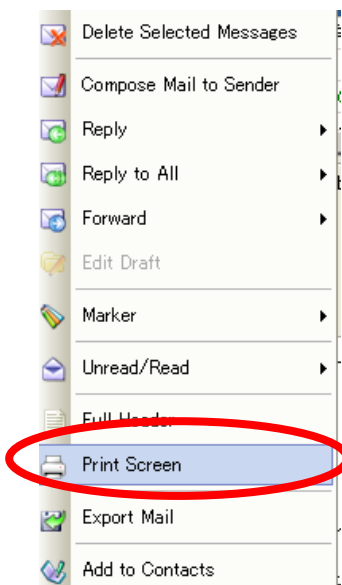


Figure 3.8-3 Using the Shortcut Menu to Print

3.9. Sending Receipt Notification

Summary

This function sends a receipt notification when the body text of a message containing a receipt notification request is displayed.

When a message containing a receipt notification request from the sender is displayed, the following dialog box appears.

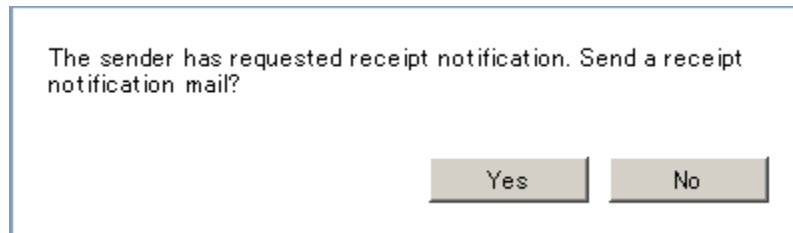


Figure 3.9-1 Receipt Notification Confirmation Dialog Box

If you click the [Yes] button in this dialog box, a receipt notification e-mail is sent to the sender. The receipt notification e-mail lists details such as the subject of the received e-mail, as well as the time it was received.

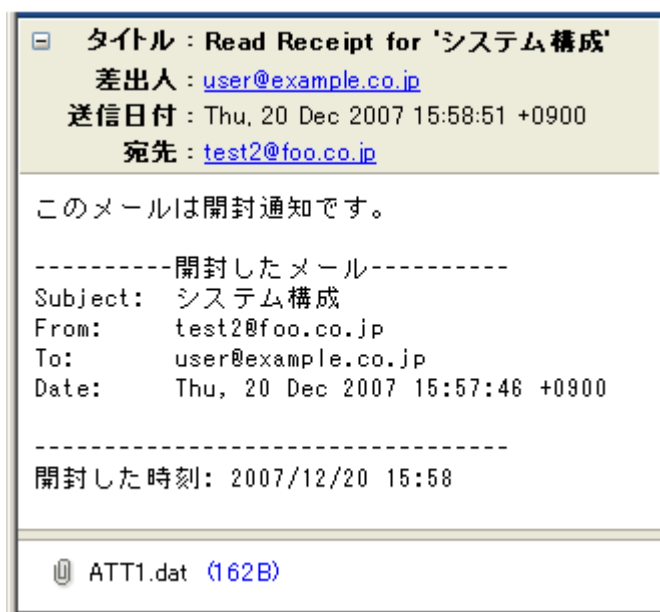


Figure 3.9-2 Receipt Notification Example

Instead of displaying the dialog box shown above when the body text of a message containing a receipt notification request is displayed, you can set WitchyMail to [Automatically send receipt notification] or [Ignore] also.

Details

You can specify on the [Personal Settings] screen the action taken when a receipt notification request is received.

■ Settings for Sending Receipt Notification

On the [Settings] menu, click [Receipt Notification] to display the [Receipt Notification] tab of the [Personal Settings] screen. You can specify the following settings using the option buttons under [Action taken when a receipt notification request is received].

- ▶ [Ignore]
No receipt notification is sent when the body text of a message containing a receipt notification request is displayed.
- ▶ [Ask each time whether or not to send receipt notification]
When the body text of a message containing a receipt notification request is displayed, a dialog box asking whether or not to send receipt notification to the sender is displayed.
- ▶ [Automatically send receipt notification]
When the body text of a message containing a receipt notification request is displayed, receipt notification is sent to the sender automatically.

Procedure

■ Receipt Notification Settings (Action Taken When a Receipt Notification Request is Received)

1. On the [Settings] menu, click [Receipt Notification].
2. Select one of the option buttons under [Action taken when a receipt notification request is received] in the receipt notification settings displayed.



**Figure 3.9-3 Settings for Sending Receipt Notification
(Personal Settings – Receipt Notification Tab)**

■ **Procedure When [Ignore] is Selected**

When [Ignore] is selected, messages containing a receipt notification request are treated the same as other messages. In other words, no receipt notification is sent to the sender even if a message containing a receipt notification request is received or its body text displayed.

■ **Procedure When [Ask each time whether or not to send receipt notification] is Selected**

1. In the message list, select a message to display its body text.
2. If the selected message contains a receipt notification request, the receipt notification confirmation dialog box is displayed.
3. If you click the [Yes] button in this dialog box, receipt notification is sent to the sender.
4. The receipt notification sent is saved in the [Sent] folder automatically.
5. If you click the [No] button in the dialog box, receipt notification is not sent.



Figure 3.9-4 Receipt Confirmation Dialog Box

■ **Procedure When [Automatically send receipt notification] is Selected**

1. In the message list, select a message to display its body text.
2. If the selected message contains a receipt notification request, receipt notification is sent to the sender automatically.

Important

- Receipt notification is only sent the first time that a message containing a receipt notification request is displayed. The second and subsequent times that the body text is displayed, the receipt confirmation dialog box does not appear, nor is receipt confirmation sent automatically. (It is only possible to send receipt confirmation once for each message.)
- If you copy a message for which receipt confirmation has been sent already, no receipt confirmation is sent when the body text of that message is displayed. However, if you copy a message containing a receipt notification request before receipt notification has been sent, receipt notification is sent when the body text of each message, both original and copy, is displayed. (In this case, multiple receipt notification e-mails may be sent for a single message.)
- The address that receipt notification is sent to is indicated in the Disposition-Notification-To (address to send receipt notification to) item of the original message. In most cases, the address to which to send receipt notification is the same as the sender's address, but the sender may have specified a different address for receipt notification depending on the mail software they are using.

When an address other than the sender's is specified, and receipt notification is set to [Ask each time whether or not to send receipt notification] or [Automatically send receipt notification], a dialog box similar to the following appears instead of the standard one.

Note

- For information about receipt notification settings, see section 8.8, "Receipt Notification" (page 208).
- For information about the creation of receipt notification requests, see section 4.1.4, "Receipt Notification" (page 72).

3.10. Specifying Encoding

Summary

You can specify the encoding used when displaying the body text of received mail.

When the body text of a message is not displayed correctly, you may be able to correct this by changing the encoding settings.

Details

■ Changing the Encoding

The body text of received mail is displayed by automatically detecting the encoding used for it. As a result, mail is displayed correctly without any garbled text normally. However, in rare cases the body text of a message may not be displayed correctly because it contains unsupported characters or header information is missing. If this happens, it may be possible to display the body text correctly by changing the encoding.

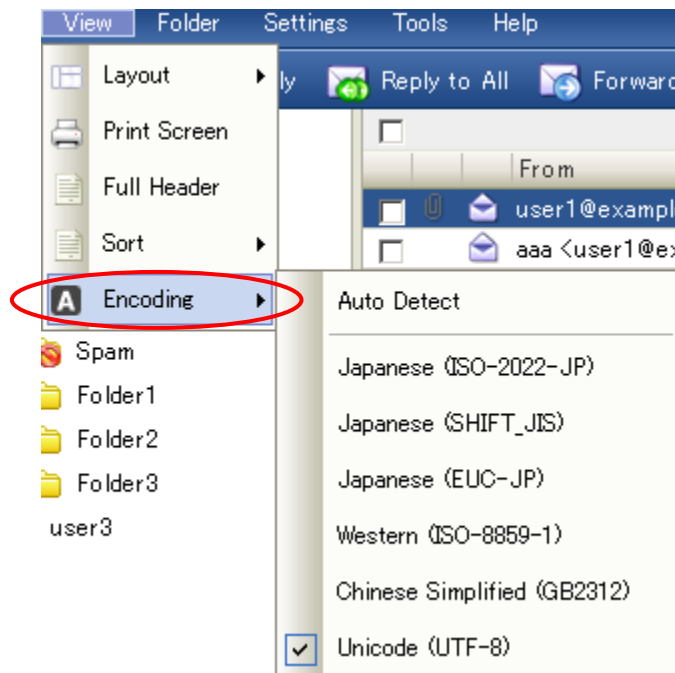


Figure 3.10-1 Encoding Settings Menu

■ The Encoding Menu

On the [View] menu, point to [Encoding], and the options [Auto-Detect], [Japanese (ISO-2022-JP)], [Western (ISO-8859-1)], [Chinese Simplified (GB2312)] and [Unicode (UTF-8)] are displayed. The encoding matching the message selected in the message list is selected. If the selected message uses encoding other than Japanese (ISO-2022-JP), Western (ISO-8859-1), Chinese Simplified (GB2312) or Unicode (UTF-8), then [Auto-Detect] is selected.

■ Changing Encoding

On the [View] menu, point to [Encoding], and click an encoding to use. The message body text is displayed using the selected encoding.

If the message body text is garbled, and its encoding is listed as supported in the table below, it is displayed correctly when the appropriate encoding is selected.

The table below lists the encoding supported by each menu command.

	Item	Encoding
1	Auto-Detect	Detects message encoding automatically.
2	Japanese (ISO-2022-JP)	The message is displayed using Japanese (ISO-2022-JP) encoding.
3	Japanese (SHIFT_JIS)	The message is displayed using Japanese (SHIFT_JIS) encoding.
4	Japanese (EUC-JP)	The message is displayed using Japanese (EUC-JP) encoding.
5	Western (ISO-8859-1)	The message is displayed using Western (ISO-8859-1) encoding.
6	Chinese Simplified (GB2312)	The message is displayed using Chinese Simplified (GB2312) encoding.
7	Unicode (UTF-8)	The message is displayed using Unicode (UTF-8) encoding.

Procedure

■ Changing Encoding (Message List)

1. From the message list, select the message you want to read.
2. On the [View] menu, point to [Encoding], and click the encoding to use.
3. The message body text is displayed using the selected encoding.

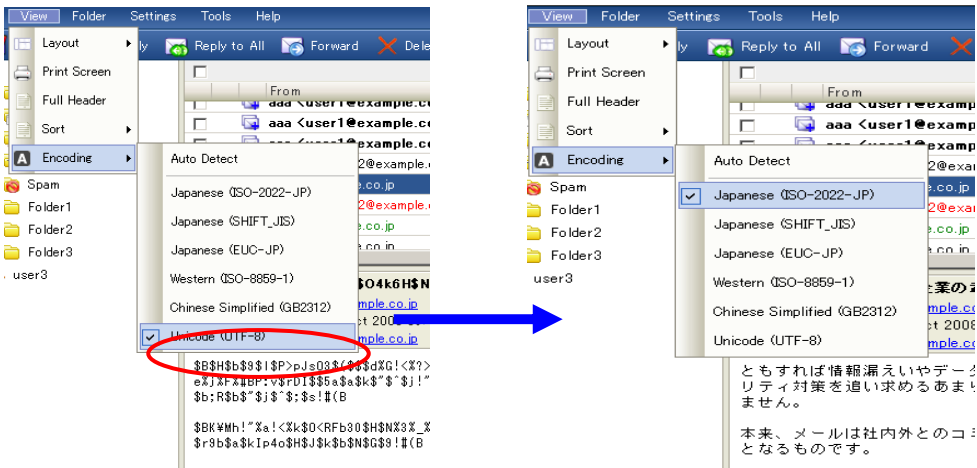


Figure 3.10-2 Changing Encoding (Message List)

■ Changing Encoding (Displayed in a New Window)

1. Open a message in a new window.
2. On the [View] menu, point to [Encoding], and click the encoding to use.
3. The message body text is displayed using the selected encoding.

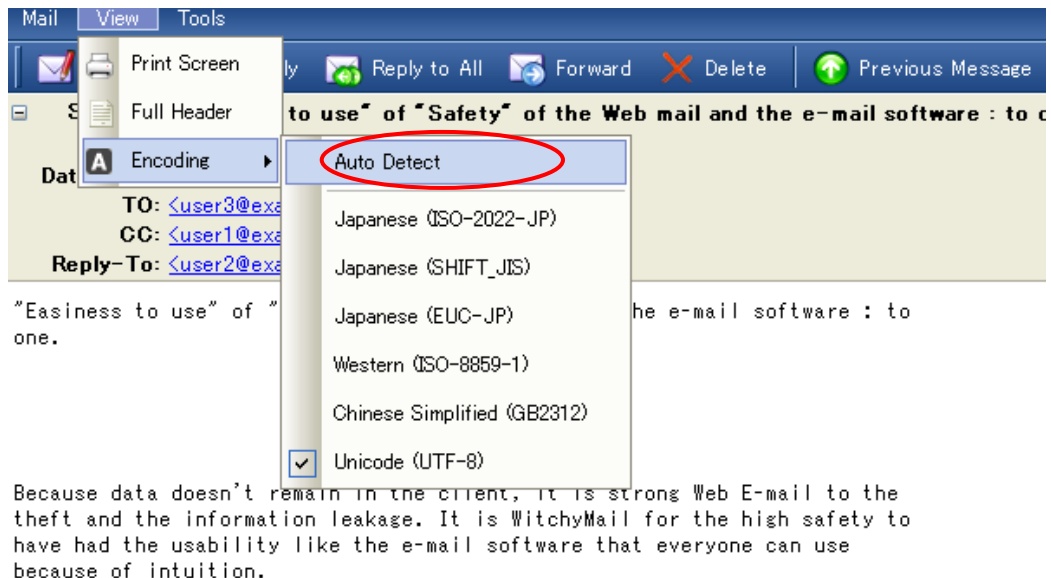


Figure 3.10-3 Changing Encoding (Displayed in a New Window)

Important

- Changes to encoding only affect the message selected in the message list.
- It may not always be possible to correct garbled text in a message by changing the encoding settings. If garbled text still appears, it may be possible to correct it by asking the sender to check or change the characters and encoding used, and send the message again.

Additional Notes

■ What is Encoding?

Encoding is the process of converting text such as Chinese characters and special symbols into data that can be stored on a computer based on set conventions. Each country of the world has established their own encoding rules. In Japan, Shift-JIS and EUC-JP are the most common encodings used. In China, GB2312 for Simplified Chinese is the most widely used. When restoring data to text that a human can read, it will not be displayed correctly unless an appropriate encoding is used.

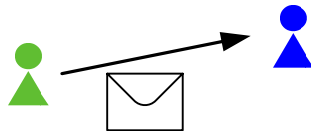
In order to prevent such problems occurring, the International Organization for Standardization (ISO) has advocated the use of a standard encoding architecture called Unicode in recent years.

4 Composing Mail

Mail can be composed in the following three ways.

■ Compose New Mail

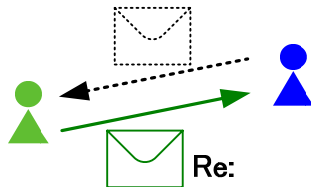
→ See section 4.1, "Composing New Mail" (page 61).



Compose New Mail

■ Reply to Received Mail

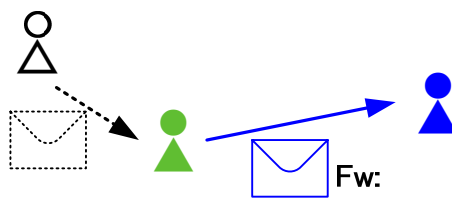
→ See section 4.2, "Replying to Mail" (page 76).



Reply to Received Mail

■ Forward Received Mail

→ See section 4.3, "Forwarding Mail" (page 80).



Forward Received Mail

Each of these methods for composing mail is explained in more detail on the following pages.

4.1. Composing New Mail

This section describes how to compose a new message.

To compose a new message, carry out either of the following processes to display the [Edit Message] screen in a new window.

- ▶ On the [Mail] menu, point to [Compose], and then click [New].

- ▶ Click the  **Compose** button on the toolbar.

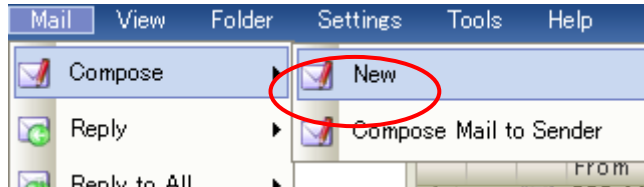


Figure 4.1-1 Using the Menu to Compose New Mail > Edit Message Screen

Additionally, if you use one of the following methods, the [Edit Message] screen is displayed with the recipient's e-mail address already filled in.

- ▶ Select a message. On the [Mail] menu, point to [Compose], and then click [Compose Mail to Sender].
- ▶ Select a message. Right-click the message, and then click [Compose Mail to Sender].
- ▶ Select a message. Right-click an address listed in the message header of the body text display field, and then click [Compose Mail].

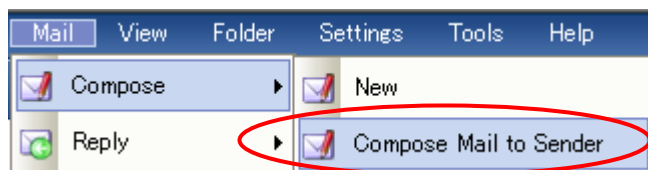


Figure 4.1-2 Specifying the Recipient When Composing Mail

4.1.1 Specifying TO, CC, and BCC

Summary

This section describes how to specify the e-mail addresses to add to the [TO], [CC], and [BCC] input fields. (The [BCC] input field is hidden by default.)

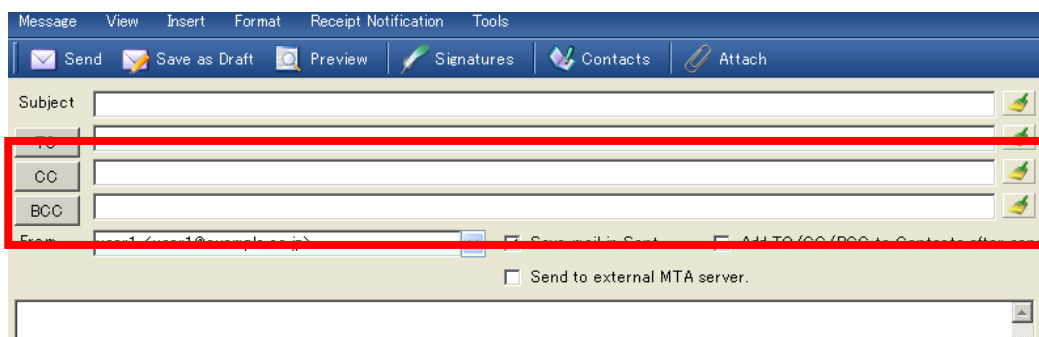


Figure 4.1-3 TO, CC, and BCC Input Fields

In addition to typing e-mail addresses directly into each input field, you can add them by selecting e-mail addresses from your Contacts also.

When you type an e-mail address that has already been added to your Contacts, the auto-complete function can be used.

Details

■ Inputting Addresses

Recipients are specified by typing e-mail addresses into the [TO], [CC] and [BCC] input fields.

If e-mail addresses have already been added to your Personal Contacts, a list of possible matches from your Personal Contacts appears as you type. (Auto-complete function for address input)

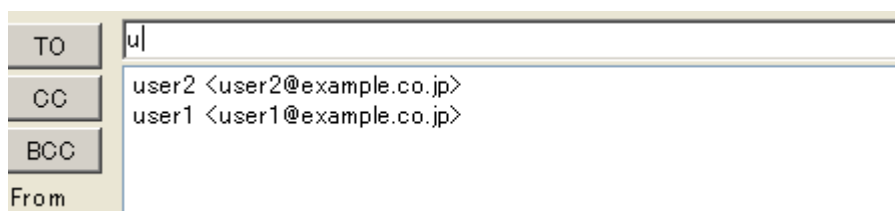
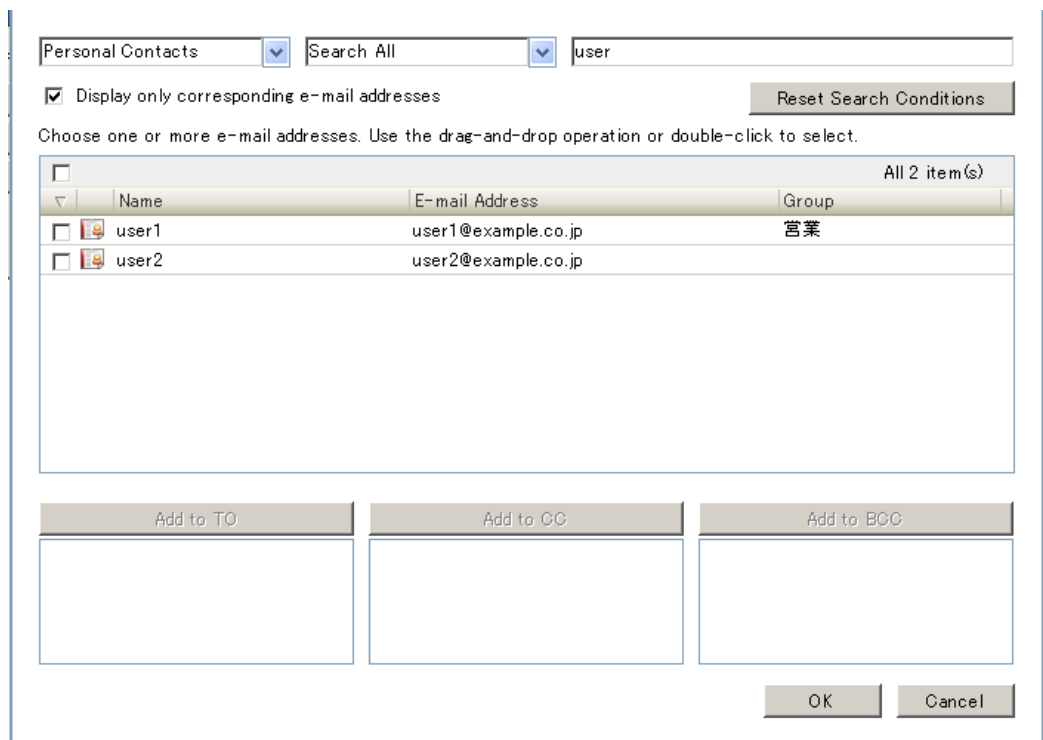


Figure 4.1-4 Auto-Complete Function for Address Input

■ Selecting Addresses From Contacts

You can specify a recipient's e-mail address by selecting it from your Contacts.



Personal Contacts Search All user

☒ Display only corresponding e-mail addresses Reset Search Conditions

Choose one or more e-mail addresses. Use the drag-and-drop operation or double-click to select.


All 2 item(s)			
	Name	E-mail Address	Group
<input type="checkbox"/>	user1	user1@example.co.jp	営業
<input type="checkbox"/>	user2	user2@example.co.jp	

Add to TO Add to CC Add to BCC

OK Cancel

Figure 4.1-5 Specifying Recipients from Contacts

■ Clearing Input

If you click the  button to the right of the [TO], [CC] and [BCC] input fields, the contents of that input field will be cleared.

■ Showing / Hiding the BCC Input Field


You can switch between showing and hiding the [BCC] input field using the [BCC] command on the [View] menu.

Procedure


■ Inputting Addresses (Auto-Complete Function for Address Input)

1. Type an e-mail address in the [TO], [CC] or [BCC] input fields.
2. If any of the e-mail addresses that have been added to your Contacts match the address you type, a list of possible matches is displayed below the input field.
3. Select a potential match by either clicking it or using the UP ARROW and DOWN ARROW keys.
4. The selected e-mail address appears in the input field.

■ Selecting Addresses From Contacts

1. Use one of the following methods to display your Contacts to select an e-mail address.
 - ▶ Click the [TO], [CC] or [BCC] button.
 - ▶ On the [Tools] menu, click [Contacts (Select)].
 - ▶ Click the  **Contacts** button on the toolbar.
2. Specify TO, CC and BCC recipients from the Contacts displayed. (For information about Contacts, see section 6, "Contacts," on page 119.)
3. Click the [OK] button.

■ Clearing Input

1. Click the  button to the right of the [TO], [CC], or [BCC] input fields.

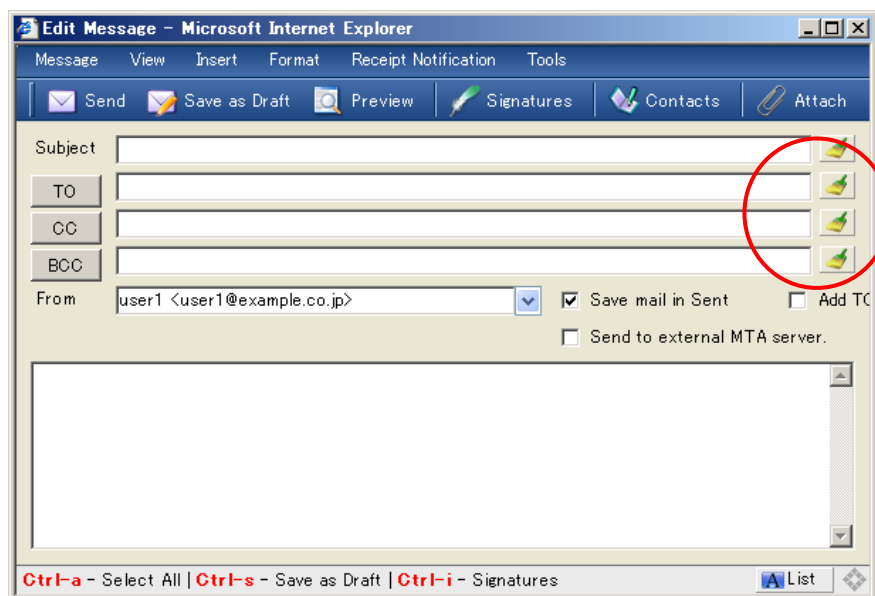


Figure 4.1-6 Clear Input Buttons

■ Showing / Hiding the BCC Input Field

1. On the [View] menu, click [BCC]. Clicking this button switches between showing and hiding the [BCC] input field.

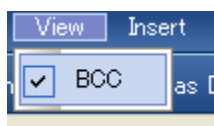


Figure 4.1-7 Menu Option to Switch BCC Display

Important

- To select addresses from Contacts or use the auto-complete function, e-mail addresses must first be added to Contacts.

Note

- For information about Contacts, see section 6, "Contacts" (page 119).
- For information about changing the initial settings for BCC display, see section 8.1.12, "Display BCC Box on the Edit Message Screen" (page 172).

4.1.2 Attaching Files

Summary

This section describes how to attach files to outgoing messages.

Details

■ Attaching Files (Specifying Attachments)

You can attach files to e-mail messages that you send.

An error message is displayed if the number of attachments or their total size exceed the maximum values.

■ Attaching Files (Using the Drag-and-Drop Operation)

You can attach files using a simple drag-and-drop operation.

It is also possible to attach multiple files at once using this method.

■ Viewing Attachments


You can download and view files attached to outgoing messages. You can check the contents of files attached to an e-mail before sending it. To view attachments, it is necessary to first download the files to the PC you are using.

■ Deleting Attachments

You can delete you have attached to an e-mail. Once you have deleted a file, it will not be attached to any e-mails you send.

Procedure

■ Attaching Files (Specifying Attachments)

1. Click the  button on the toolbar.
2. The browser's file selection dialog box is displayed. Select a file to attach.
3. The file is uploaded, and the file name you specified appears in the attachments field.

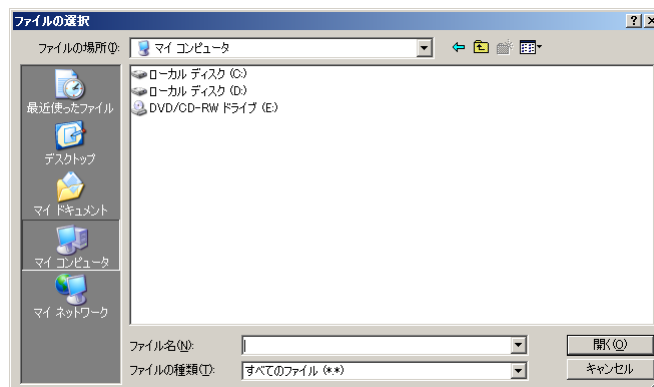


Figure 4.1-8 File Selection Dialog Box (Using Microsoft Internet Explorer)

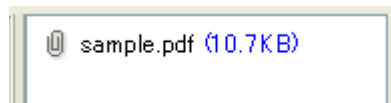


Figure 4.1-9 An Attached File

■ **Attaching Files (Using the Drag-and-Drop Operation)**

1. Drag one or more files into the area framed by the red border in the figure below.
2. The file is uploaded, and the file name you specified appears in the attachments field.

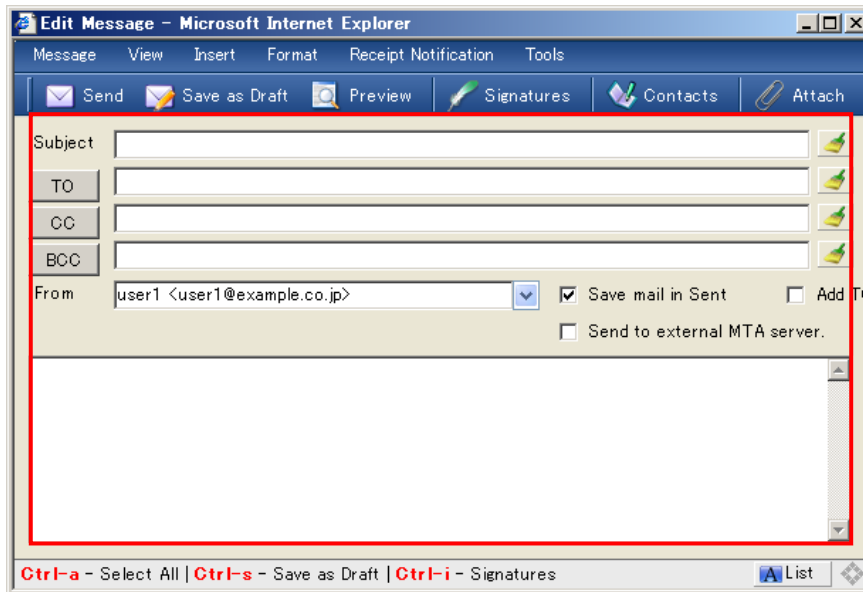


Figure 4.1-10 Area to Drag Files Into (Using Microsoft Internet Explorer)

Important

- You must install an ActiveX add-on to use the drag-and-drop operation to attach files. If this add-on is not installed, a message regarding installation of the add-on is displayed in the browser's information bar.
- If this add-on installation message is displayed, click the message to install the add-on.
- Files can only be uploaded using the drag-and-drop operation with Microsoft Internet Explorer.
- If the Administrator has prohibited the upload of attachments, you will not be able to use this feature.

■ Viewing Attachments

1. Either click an attachment displayed in the attachments field, or right-click the attachment and then click [Download].
2. The browser's download dialog box is displayed.
3. Download the file to save and view the attachment.

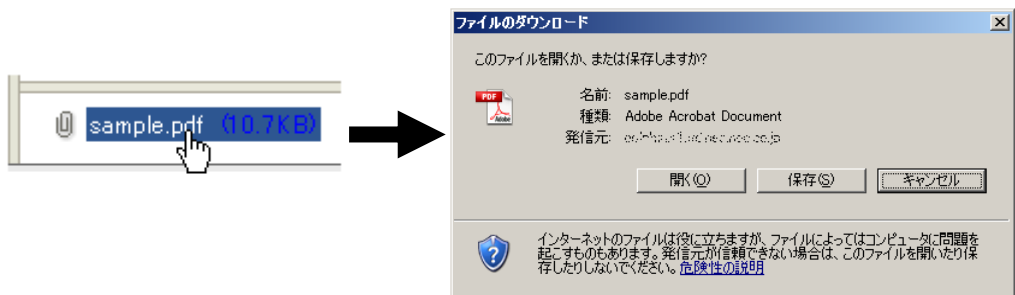


Figure 4.1-11 Downloading Attachments (Using Microsoft Internet Explorer)

■ Deleting Attachments

1. Right-click an attachment displayed in the attachments field, and then click [Delete].
2. The attachment icon will be deleted from the attachments field.

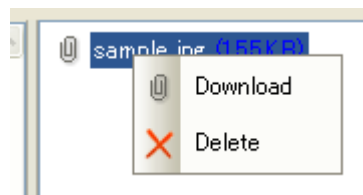


Figure 4.1-12 Deleting Attachments

Note

- For information about the body text display field, see section 3.2.3, "Body Text Display Field" (page 18).

4.1.3 Segmenting Mail

Summary

When sending a large e-mail, such as when a large file is attached, this function can be used to segment the outgoing message into multiple smaller messages.

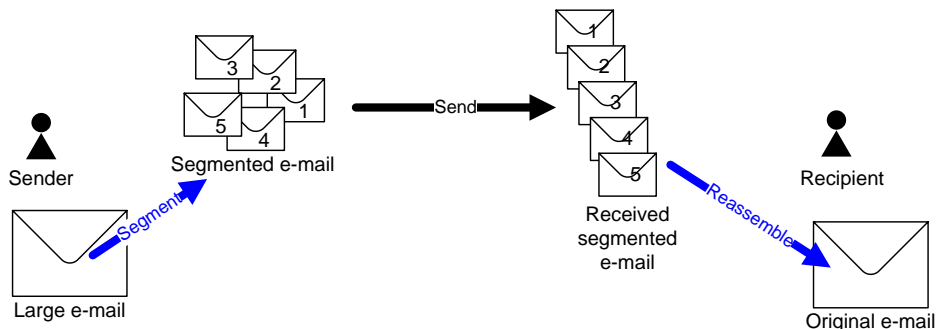


Figure 4.1-13 Segmented Mail

Details

■ Settings for Segmenting Mail

You can enable/disable the sending of segmented mail and specify the size to segment mail into in your [Personal Settings].

■ Sending Mail in Segments

When the sending of segmented mail is enabled, the size of an outgoing message is checked automatically when you send mail.

If the size of a message is larger than the size set for segmenting mail in your [Personal Settings], the message is segmented automatically and sent.

Procedure

■ Settings for Segmenting Mail

1. On the [Settings] menu, click [General].
2. The [General] tab of the [Personal Settings] screen is displayed. Specify whether to enable or disable the sending of segmented mail using the [Send large e-mail in segments] check box. Select the check box to send segmented mail, or clear the check box to prevent the sending of segmented mail.
3. When the [Send large e-mail in segments] check box is selected to enable the sending of segmented mail, specify the message size to segment in the [Segment size] text box.
4. Click the [Apply] button on the [General] tab.

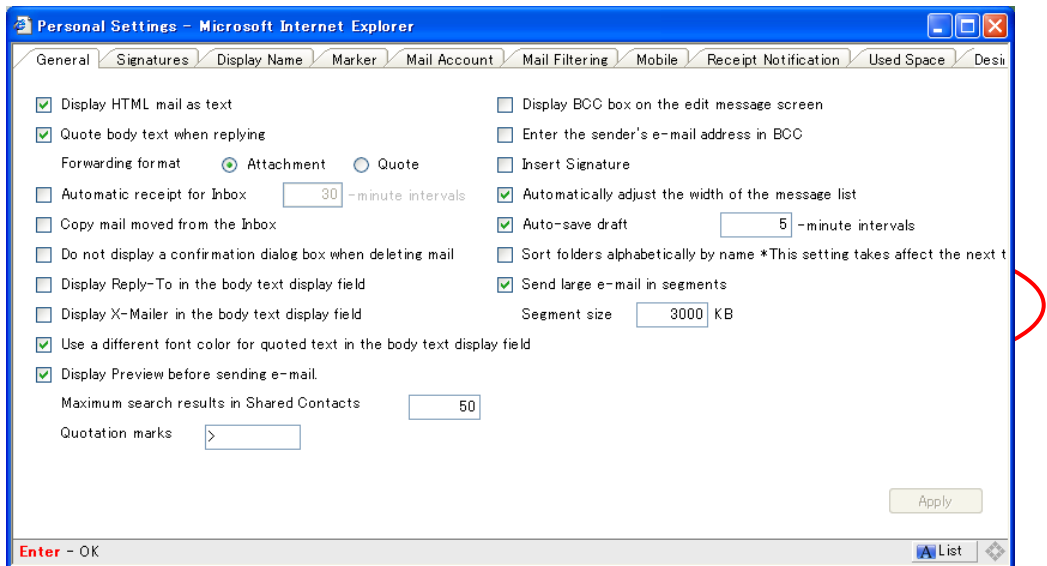


Figure 4.1-14 Personal Settings - Segmenting Mail

■ Sending Mail in Segments

1. When the sending of segmented mail is enabled in your [Personal Settings], mail is segmented and sent automatically when sending messages with a size larger than the value specified.
For example, if the value for [Segment size] is set to 1000 KB (approximately 1 MB) and you send an e-mail with a size of 2.5 MB, it is segmented into three e-mails with sizes of 1 MB, 1 MB, and 500 KB automatically, and then is sent.

Important

- The Administrator sets the maximum and minimum values for the segment size. If you try to set a value higher (or lower) than these limits, an error message is displayed.
- In order for mail recipients to reassemble segmented mail to restore the original message, they must be using e-mail software that supports segmented mail.

Note

- For information about reassembling mail, see section 3.5, "Reassembling Segmented Mail" (page 42).
- For information about personal settings, see section 8.1.16, "Send Large E-mail Divided into Segments" (page 178).

4.1.4 Receipt Notification

Summary

This section describes the function for including a receipt notification request in messages that you send.

You can specify whether or not to include a receipt notification request in each message. Also, you can set whether or not a receipt notification request is included automatically in messages that you compose.

Details

■ What is Receipt Notification?

Receipt notification is a function for confirming whether the recipient of a message you have sent has opened the e-mail or not.

When the recipient opens an e-mail containing a receipt notification request, a standard message called a receipt notification is sent to the sender, informing them that the recipient has read the e-mail.

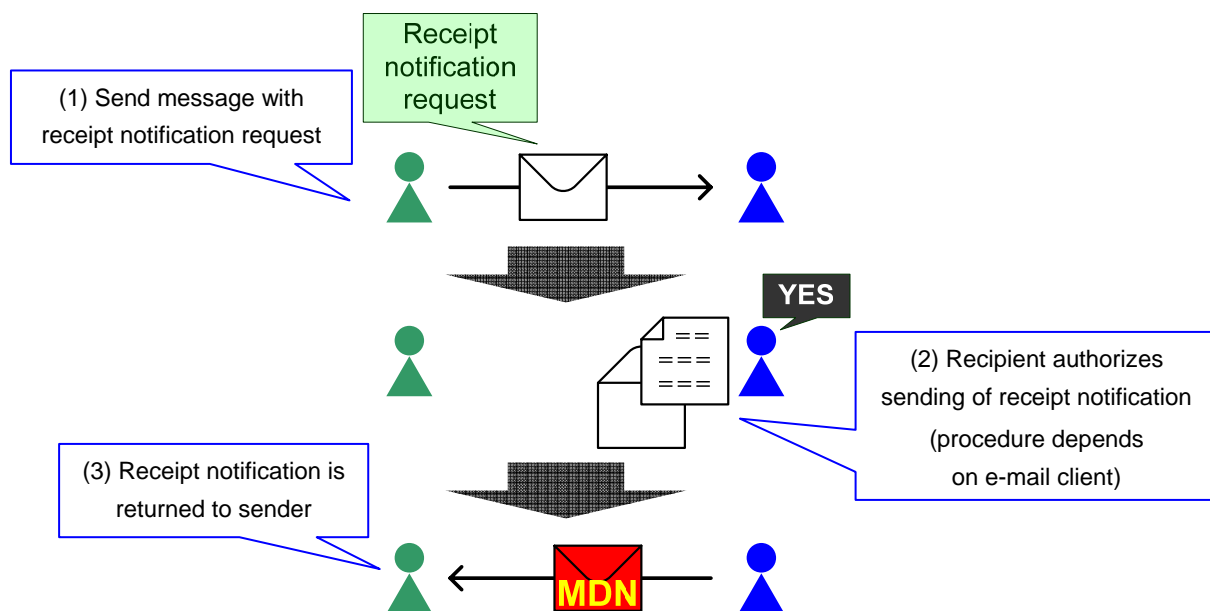


Figure 4.1-15 Receipt Notification Flow

However, receipt notification (MDN) is sent by recipients in answer to an e-mail containing a receipt notification request only when the following conditions are met.

- ▶ Recipients are using e-mail software that supports receipt notification
- ▶ Recipients have set the software to send receipt notifications
- ▶ Recipients have authorized the sending of receipt notifications

Procedure

■ Adding a Receipt Notification Request to Messages You Send

1. Display the [Edit Message] screen by composing a new message, or replying to or forwarding a received message.
2. On the [Receipt Notification] menu, select [Request Receipt Notification].

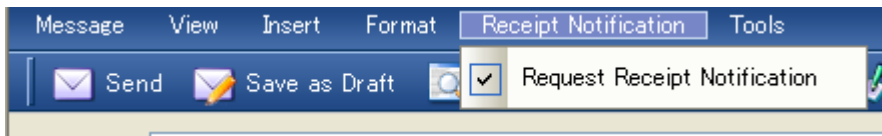
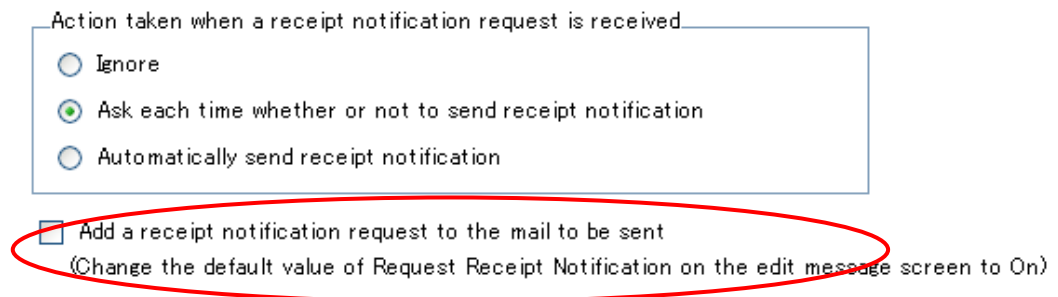


Figure 4.1-16 The Request Receipt Notification Check Box

■ Setting the Initial Value for [Request Receipt Notification]

1. On the [Settings] menu, click [Receipt Notification].
2. Select or clear the [Add a receipt notification request to the mail to be sent] check box.
3. When the check box is selected, the [Request Receipt Notification] check box on the [Receipt Notification] menu is selected automatically when you open the [Edit Message] screen.
4. When the check box is cleared, the [Request Receipt Notification] check box on the [Receipt Notification] menu is cleared by default when you open the [Edit Message] screen.



**Figure 4.1-17 Settings for Sending Receipt Notification
(Personal Settings - Receipt Notification Tab)**

Important

- Even if you send a receipt notification request, receipt notification will not be returned if the recipient's e-mail software does not support receipt notification.
- The e-mail recipient can select whether or not to send receipt notification. Because of this, receipt notification may not be returned even when the recipient has read the message.
- Receipt notification notifies you that the recipient has opened a message. It does not guarantee that the recipient has read and understood the contents of the message.
- If you save a message as a draft while editing it and close the [Edit Message] screen, the [Request Receipt Notification] check box on the [Receipt Notification] menu is reset to its initial value.

Note

- For information about what to do when you receive a message containing a receipt notification request, see section 3.9, "Sending Receipt Notification" (page 53).
- For information about receipt notification settings, see section 8.8, "Receipt Notification" (page 208).
- For information about saving as a draft, see section 4.4, "Saving a Draft" (page 84).

4.1.5 Sending Mail

Summary

This section describes how to send e-mail messages you have composed.

If the [Save mail in Sent] check box is selected when you send messages, the sent messages are saved in the [Sent] folder.


Also, if the [Add TO/CC/BCC to Contacts after sending] check box is selected when you send messages, the TO, CC, and BCC addresses in the sent messages are added to your Contacts.

Procedure

■ Using the Menu to Send Mail

1. On the [Message] menu, click [Send].
2. A confirmation dialog box is displayed. Click the [OK] button to send the message.

■ Using the Toolbar Button to Send Mail

1. Click the  **Send** button on the toolbar.
2. A confirmation dialog box is displayed. Click the [OK] button to send the message.

Important

- You cannot send mail when no recipients (TO, CC, BCC) have been specified. (A warning dialog box is displayed)

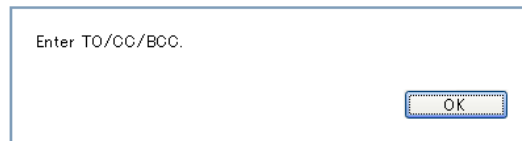


Figure 4.1-18 Send Warning Dialog Box (No Recipients)

- If you try to send a message with no body text or subject, one of the following warning dialog boxes is displayed. Click the [Cancel] button to type in the body text or subject. Alternatively, you can click the [OK] button to send the message without any body text or subject.

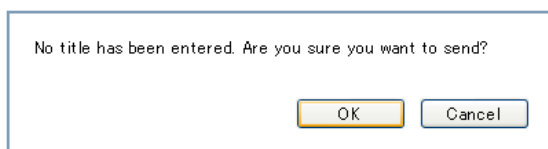


Figure 4.1-19 Send Warning Dialog Box (No Subject/Body Text)

- If the Administrator has enabled the Mistaken Transmission Prevention function, a dialog box is displayed when you try to send a message that falls under the policy for this function. When this happens, first check that there are no problems with the contents of the message you are sending, then follow the instructions in the dialog box.

4.2. Replying to Mail

Summary

This section describes how to compose and send a reply to the sender and other recipients of a message that you have received.

[Reply] sends a reply to the sender of the original message only. [Reply to All] sends a reply to all recipients of the original message as well.

You can choose whether or not to quote the body text of the original message.

You can reply to mail using the menu, the shortcut menu, or the toolbar buttons.

Details

■ [Reply] and [Reply to All]

[Reply] replies to the sender of a message only ([From] address).

* If the message you are replying to specifies the address to reply to ([Reply-To] address), replies are sent to that address.

[Reply to All] addresses the reply to the sender of the original message, and includes the addresses of all other recipients excluding yourself (addresses in [TO] and [CC] in the original message) in [CC].

When replying using [Reply to All], be sure to check the [TO] and [CC] addresses so that the message is not sent to any addresses you do not intend to include.

■ Quoting Text

If you select [Quote] when replying, the body text of the original message is quoted in the body text of the reply you compose.

If you select [Do Not Quote], the body text of the original message is not quoted.

When you have selected [Quote], information about the original message (From, TO, CC, Subject, Date) is input automatically along with the quoted body text (offset using ">" in this example), as demonstrated in the figure below.

```
-----Original Message-----
From: Tom <user3@example.co.jp>
To: user3 <user3@example.co.jp>
Cc: user2 <user2@example.co.jp>
Subject: High operativeness that can intuitively treat Saku Saku thought
Date: Tue, 28 Oct 2008 19:21:08 +0900

> The Web E-mail with a lot of voices said that the usage is incomprehe
high.
>
> In WitchyMail, the operativeness is improved surprisingly.
>
> If it is a screen who is accustomed to typical mail client
```

Original mail information

Body text quoted from original mail

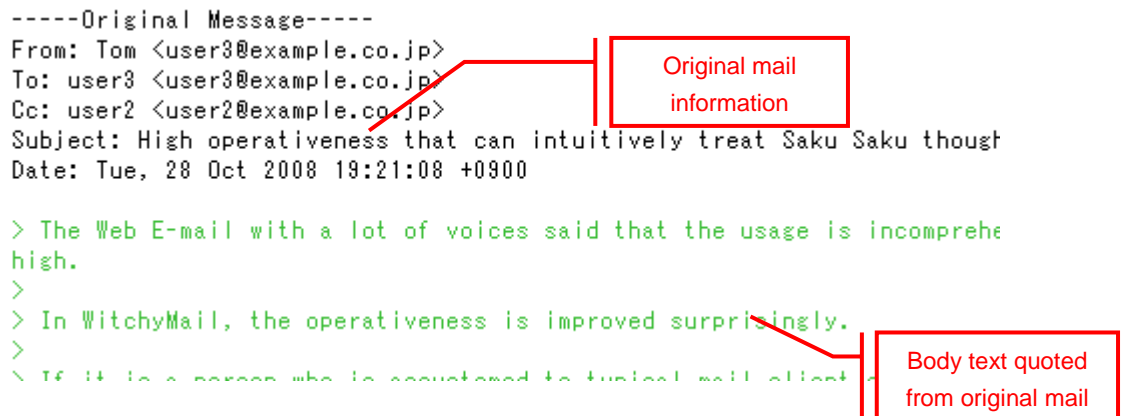


Figure 4.2-1 Quoted Body Text

The symbol used to offset quoted body text can be set to a character other than ">" using the quotation mark settings on the [Personal Settings] screen.

(See section 8.1.11, "Changing Quotation Marks," on page 171.)

Procedure

■ Using the Menu to Reply to Mail

1. In the message list, select the message you want to reply to.
2. Click [Mail] to open the [Mail] menu.
3. Point to either [Reply] or [Reply to All].
4. Click either [Quote] or [Do Not Quote].
5. The [Edit Message] screen for replying is displayed in a new window.

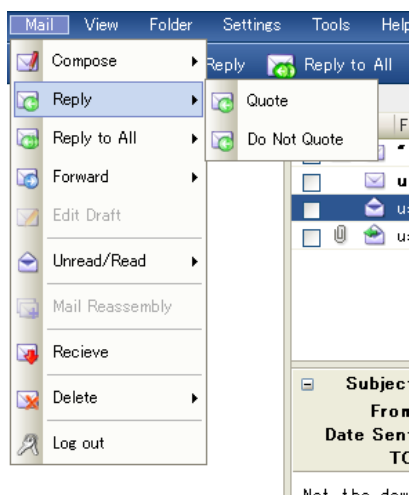
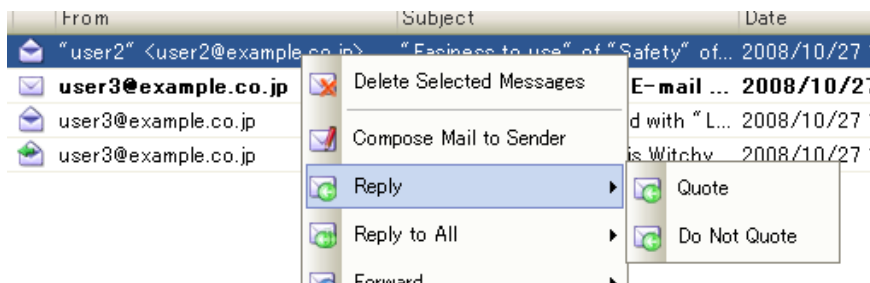


Figure 4.2-2 Using the Menu to Reply to Mail

■ Using the Shortcut Menu to Reply to Mail



1. In the message list, right-click the message you want to reply to.
2. In the shortcut menu displayed, point to either [Reply] or [Reply to All].
3. Click either [Quote] or [Do Not Quote].



4. The [Edit Message] screen for replying is displayed in a new window.

Figure 4.2-3 Using the Shortcut Menu to Reply to Mail

■ Using the Toolbar Buttons to Reply to Mail

1. In the message list, select the message you want to reply to.
2. Click the  Reply button or  Reply to All button on the toolbar.
3. The [Edit Message] screen for replying is displayed in a new window. You can change whether or not the body text of the original message is quoted by clicking [General] on the [Settings] menu and changing the [Quote body text when replying] setting.

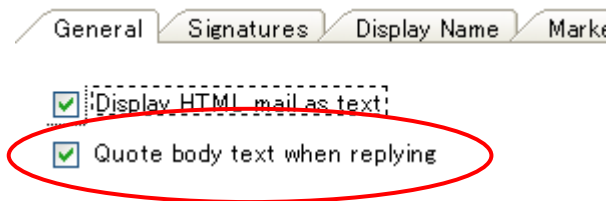


Figure 4.2-4 Quotation Settings When Replying (Personal Settings Screen)

Important

- You cannot reply when no message is selected in the message list.
- You cannot reply using the menu or toolbar buttons when multiple messages are selected. When using the shortcut menu to reply, only the message you right-click will be replied to, regardless of how many messages are selected.

Note

- For information about composing mail, see section 4.1, "Composing New Mail" (page 61).
- For information about sending mail, see section 4.1.5, "Sending Mail" (page 75).
- For information about quoting body text when using the toolbar buttons to reply, see section 8.1.2, "Quote Body Text When Replying" (page 161).
- For information about changing the symbol used to offset quoted body text, see section 8.1.11, "Changing Quotation Marks" (page 171).

4.3. Forwarding Mail

Summary

This section describes how to forward messages you have received to others.

You can use either [Forward as Attachment] to forward by attaching the original message as an e-mail format file ("eml" file), or [Forward as Quote] to quote the body text of the original message.

You can forward mail using the menu, the shortcut menu, or the toolbar buttons.

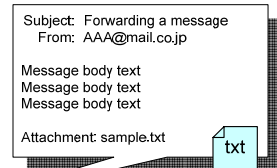
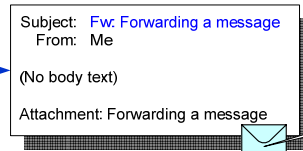
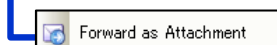
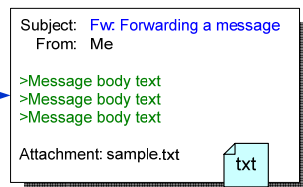
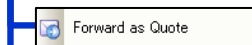
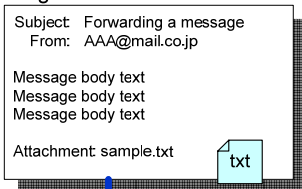
Details

■ [Forward as Quote] and [Forward as Attachment]

[Forward as Quote] quotes the body text of the original message and includes any attachments from the original message in the forwarded message.

[Forward as Attachment] converts the original message to a file in "eml" format and includes this file as an attachment in the forwarded message.

Original e-mail



[Forward as Quote] can be used only to forward a single message. You cannot select multiple messages, and then use [Forward as Quote].

You can attach and forward multiple messages at the same time using [Forward as Attachment].

The maximum number of messages you can attach is equal to the maximum number of attachments.

■ Quoting Text

If you select [Forward as Quote], the body text of the original message will be quoted in the body text of the forwarded message you compose.

The symbol used to offset quoted body text can be set to a character other than ">" using the quotation mark settings on the [Personal Settings] screen.

(See section 8.1.11, "Changing Quotation Marks," on page 171.)

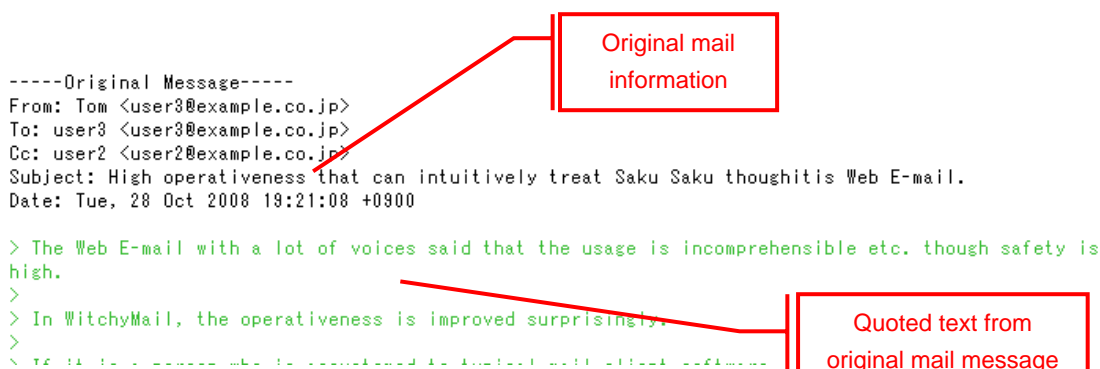



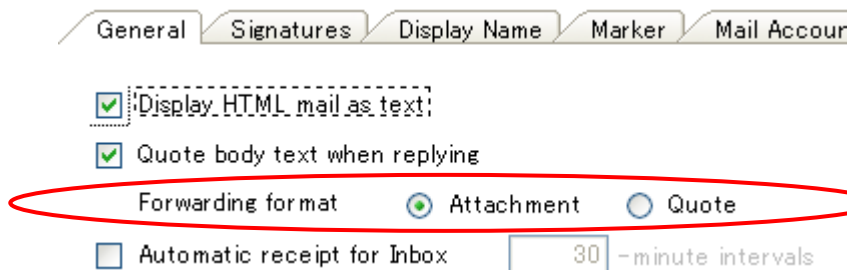
Figure 4.3-1 Quoted Body Text

■ Using the Toolbar Buttons to Forward Mail

You can specify whether [Forward as Quote] or [Forward as Attachment] is used when you click the  Forward button on the toolbar using the [Forwarding format] option on the [Personal Settings] screen.

(See section 8.1.3, "Forwarding Format," on page 162.)

Figure 4.3-2 Format Settings When Forwarding (Personal Settings Screen)



Procedure

■ Using the Menu to Forward Mail

1. From the message list, select the message you want to forward. If you are using [Forward as Attachment], you can select multiple messages using the selection check boxes.
2. On the [Mail] menu, point to [Forward].
3. Click either [Forward as Attachment] or [Forward as Quote].
4. The [Edit Message] screen for forwarding is displayed in a new window.

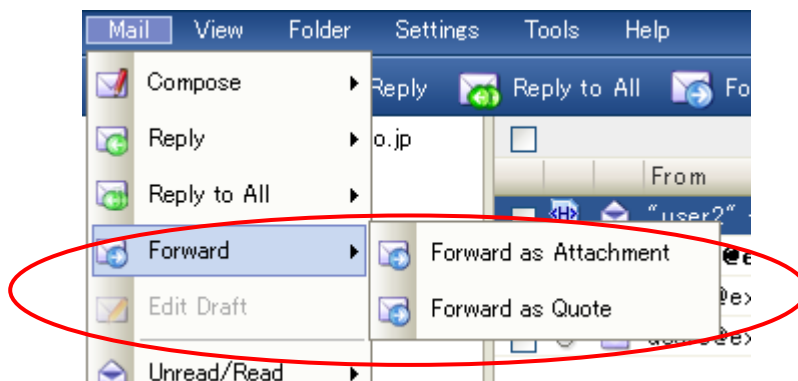


Figure 4.3-3 Using the Menu to Forward Mail

■ Using the Shortcut Menu to Forward Mail

1. From the message list, select the message you want to forward. If you are using [Forward as Attachment], you can select multiple messages using the selection check boxes.
2. Right-click on the message list screen.
3. On the shortcut menu, point to [Forward], and then click either [Forward as Attachment] or [Forward as Quote].
4. The [Edit Message] screen for replying is displayed in a new window.

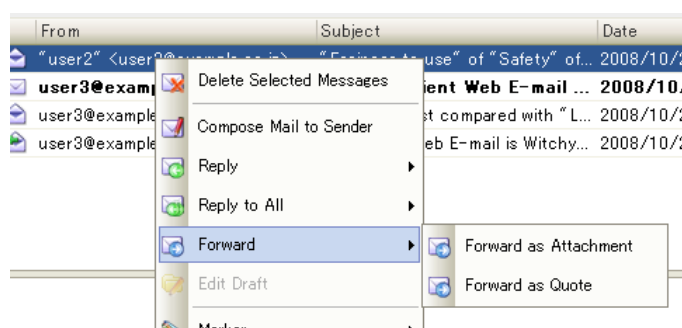



Figure 4.3-4 Using the Shortcut Menu to Forward Mail

■ Using the Toolbar Buttons to Forward Mail

1. From the message list, select the message you want to forward. If you are using [Forward as Attachment], you can select multiple messages using the selection check boxes.
2. Click the  Forward button on the toolbar.
3. The [Edit Message] screen for replying is displayed in a new window. Whether [Forward as Attachment] or [Forward as Quote] is used depends on the setting for the [Forwarding format] option in [Personal Settings].

Important

- You cannot use [Forward as Quote] when the check boxes for multiple messages are selected.

Note

- For information about composing mail, see section 4.1, "Composing New Mail" (page 61).
- For information about sending mail, see section 4.1.5, "Sending Mail" (page 75).
- For information about quoting and attaching files when forwarding using the toolbar buttons, see section 8.1.3, "Forwarding Format" (page 162).
- For information about changing the symbol used to offset quoted body text, see section 8.1.11, "Changing Quotation Marks" (page 171).

4.4. Saving a Draft

4.4.1 Saving a Draft (Manual Process)

Summary

You can save messages you are editing in the [Drafts] folder.

You can select a draft message saved in the [Drafts] folder to continue editing it.

If you log out or close the [Edit Message] screen without first saving messages you are editing as a draft or sending them, any messages that were not saved automatically will be lost.

Details

This function saves messages you are currently editing.

Saved messages are saved in the [Drafts] folder, so you can continue editing them later.

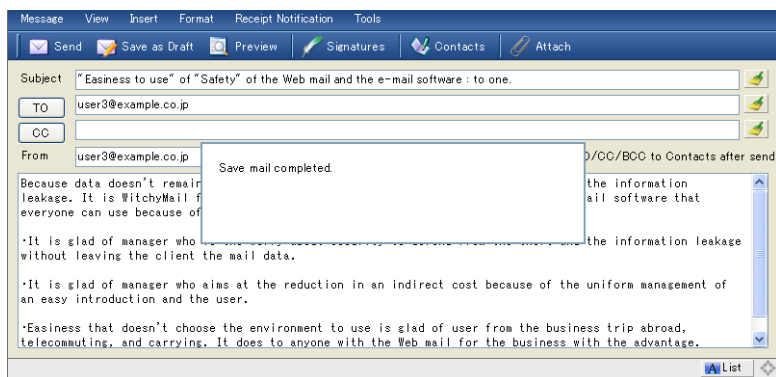


Figure 4.4-1 Saving a Draft

■ About the [Drafts] Folder

The [Drafts] folder contains messages you have saved while in the middle of composing them.

You can open the [Edit Message] screen to edit and send messages saved in the [Drafts] folder by clicking [Edit Draft] on the menu or shortcut menu.

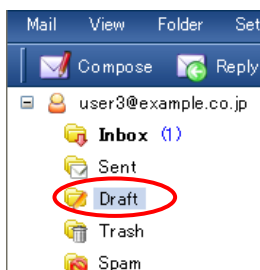



Figure 4.4-2 Drafts Folder

Procedure

■ Saving a Draft

1. On the [Edit Message] screen, click the [Message] menu, and then click [Save as Draft]. You can click the  button on the toolbar to perform the same action also.
2. The message you are currently editing will be saved in the [Drafts] folder.

■ Continue Editing a Saved Message

1. From the folder list, select the [Drafts] folder.
2. From the message list, select the message you want to continue editing.
3. Use one of the following methods to display the [Edit Message] screen.
 - ▶ On the [Mail] menu, click [Edit Draft]
 - ▶ Right-click the message, and then click [Edit Draft]
 - ▶ Double-click the message
4. The [Edit Message] screen is displayed in a separate window.

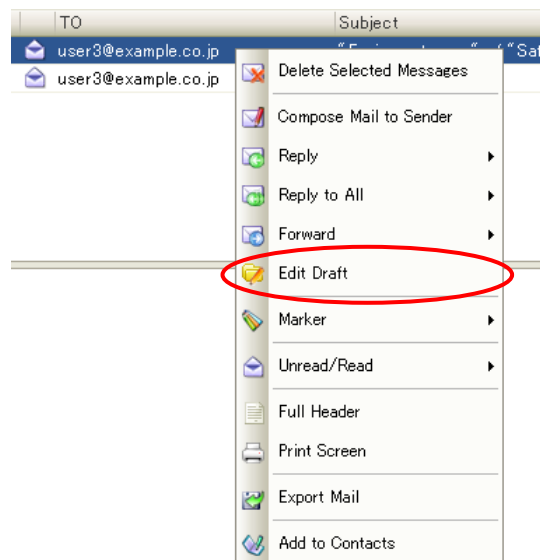


Figure 4.4-3 Using the Shortcut Menu to Edit a Draft

Important

- When a draft is saved, the settings for the [Save mail in Sent], [Add TO/CC/BCC to Contacts after sending], and [Send to external MTA server.] check boxes, as well as the setting for [Request Receipt Notification] on the [Receipt Notification] menu, are not saved.

4.4.2 Saving a Draft (Automatic Process)

Summary

This section describes the function for automatically saving the message currently being edited at set intervals. When you are editing multiple messages, you can save all messages automatically at once.

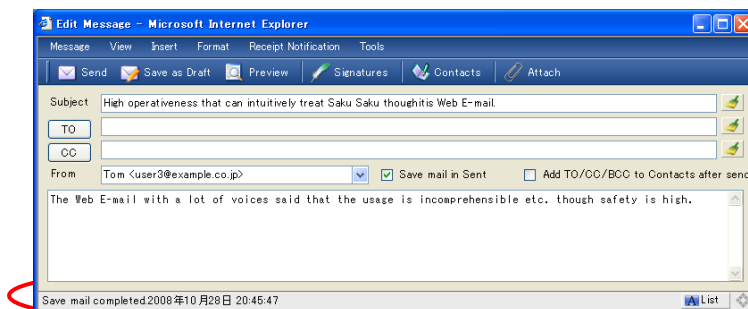


Figure 4.4-4 Saving a Draft (Automatic Process)

Details

Drafts are saved in set intervals from the time that the [Edit Message] screen is opened. If you save a draft manually before the set amount of time has passed, the elapsed time is reset. Automatically saved messages are saved in the [Drafts] folder, so you can continue editing them later.

Procedure

■ Auto-Save Draft Settings

1. Select the [General] tab on the [Personal Settings] screen, or click [Settings] on the toolbar and then click [General].
2. To automatically save drafts, select the [Auto-save draft] check box. To not automatically save drafts, clear this check box.
3. When you choose to automatically save drafts, set the auto-save interval.

☒ Auto-save draft -minute intervals

Figure 4.4-5 Personal Settings - Auto-Save Draft

■ Automatically Saving Drafts

1. Edit a message in the [Edit Message] screen.
2. If the auto-save draft setting is enabled, drafts are saved automatically after an amount of time equal to the auto-save interval set in [Personal Settings] has passed. While drafts are being saved automatically, you cannot perform actions such as sending a message or adding an attachment.
3. Once drafts have been saved successfully, a message is displayed in the footer area of the [Edit Message] screen.

4.5. Signatures

Summary

This section describes the function for inserting signatures into messages you compose.

You can add a personal signature you have created in advance to the end of messages you send.

You can create multiple signatures, and select the signature you want to insert in each message you send.

You can also set WitchyMail to insert a signature automatically when you compose new messages, or reply to or forward messages you have received.

Details

■ What are Signatures

Signatures are brief messages containing information such as the sender's name and contact details that are added to the end of an e-mail.

To: Mr. A

Dear Mr. A:

Thank you for being one of our valued customers.

(omitted)

We appreciate your cooperation in this matter.

--

Robert Smith
President, ABC Manufacturing
Phone: (05) 5555-5555

Signature Example

■ About the Default Signature

When multiple signatures have been created, you need to set one of them as the default signature (the signature that is used most).

When a signature is set as the default, it will be inserted when automatic signature insertion is enabled, or when the [Insert Signature] button is clicked.

The first signature you create is set as the default automatically.

Procedure

For information about this process, see section 8.1.14, "Insert Signature" (page 175).

Important

- When you delete the default signature, the signature at the top of the signature list is set as the new default automatically.
- The maximum number of creatable signatures is set by the Administrator.

Note

- For information about signature settings, see section 8.2, "Signature Settings" (page 179).
- For information about automatically inserting signatures, see section 8.1.14, "Insert Signature" (page 175).

4.6. Encryption

Summary

You can use the encryption function to coordinate with an encryption server such as a PGP Universal server. When the encryption function is enabled, users can encrypt messages before sending them by simply selecting the [Send to external MTA server.] check box when sending a message.

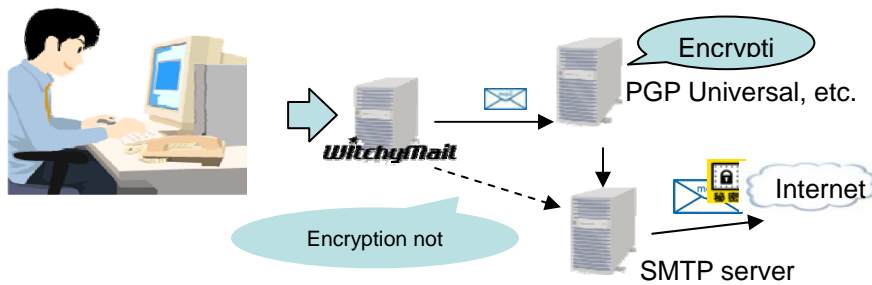


Figure 4.6-1 Coordination With a PGP Encryption Server

To use the encryption function, an encryption server such as a PGP Universal server is necessary. The function can be enabled and disabled by the Administrator.

If the [Send to external MTA server.] check box is displayed on the [Edit Message] screen, your system can use the encryption function.

Details

■ Sending Encrypted Mail

When the encryption function is enabled, the [Send to external MTA server.] check box is displayed on the [Edit Message] screen.

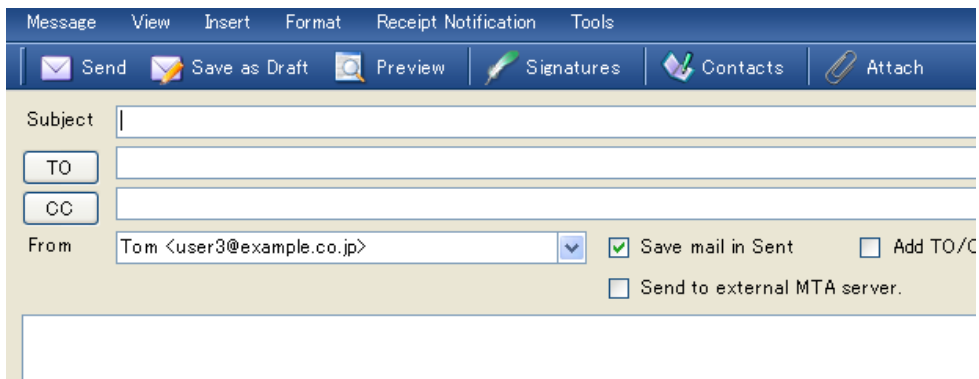


Figure 4.6-2 Send to external MTA server. Check Box

If you select the [Send to external MTA server.] check box when you send a message, an encrypted message is sent to the recipient's address via the encryption server.

If the [Send to external MTA server.] check box is cleared when you send a message, the message will be sent without encryption.

Procedure

■ Sending Encrypted Mail

1. Display the [Edit Message] screen.
2. Type in the subject, recipient's e-mail address, and body text.
3. Select the [Send to external MTA server.] check box, and then click [Send].

Note

- For information about composing mail, see section 4.1, "Composing New Mail" (page 61).

4.7. Mistaken Transmission Prevention

Summary

This section describes the function for preventing mail being sent unintentionally by adding a confirmation dialog box to advise users when they send a message.

This function is set by the Administrator.

Details

■ The Mistaken Transmission Prevention Screen

When a user tries to send a message that falls under the Mistaken Transmission Prevention policy that the Administrator has set, a Mistaken Transmission Prevention screen such as the one below appears. If "Send Warning" is indicated, check the contents of the message to be sent, and then click the [OK] button to send it. If "Send Prohibited" is indicated, you will not be able to send the message. You must edit the mail, following the instructions on the Mistaken Transmission Prevention screen.

The following warning is contained in this mail.

- アドレス帳に登録されていないアドレスへ送信しようとしています。

Subject: High operativeness that can intuitively treat Saku Saku thoughtis Web E-mail.

To: C@b.com

CC: D@b.com

BCC:

From: Tom <user3@example.co.jp>

Attachments:

The Web E-mail with a lot of voices said that the usage is incomprehensible etc. though safety is high.

Figure 4.7-1 The Mistaken Transmission Prevention Screen

■ The Mistaken Transmission Prevention Screen

- (1) Prohibited / Warning message
 - ▶ The content that falls under the Mistaken Transmission Prevention policy is indicated here.
- (2) Message headers
 - ▶ The headers (Subject, TO, CC, BCC, From, Attachment file names) for the outgoing message are displayed here.
 - ▶ Parts indicating "Send Prohibited" are highlighted in red.
 - ▶ Parts indicating "Send Warning" are highlighted in yellow.
- (3) Body text
 - ▶ The message body text is displayed.
 - ▶ To cancel sending the message and return the [Edit Message] screen, click the [Back to editor] button.
 - ▶ To send the message, click the [Send] button. If "Send Prohibited" is indicated, you will not be able to click this button.

■ The Mistaken Transmission Prevention Policy

The text displayed on the Mistaken Transmission Prevention screen falls into the following categories.

The details of the Mistaken Transmission Prevention policy are set by the Administrator.

	Displayed	Policy Type	Action
1	Red highlights	Prohibited	The message cannot be sent
2	Yellow highlights	Warning	The message can be sent

Procedure**■ Sending Mail When Unintentional Send Prevention Has Occurred**

1. Send a message from the [Edit Message] screen.
2. If it falls under the Mistaken Transmission Prevention policy, a confirmation dialog box is displayed.
3. If "Send Warning" is indicated, click the [Back to editor] button to return to the [Edit Message] screen and edit the message again, or click the [Send] button to send the message.
4. If "Send Prohibited" is indicated, click the [Back to editor] button to return to the [Edit Message] screen.

4.8. Send Preview

Summary

This section describes the function for checking the content of a message such as the recipient or body text before sending it.

Using the Send Preview function, you can make sure that the subject, recipient e-mail addresses, and body text of a message are all correct before you actually send it. The screen displayed when performing a Send Preview is the same as the Mistaken Transmission Prevention screen. If the Administrator has set a Mistaken Transmission Prevention policy, Send Warning and Send Prohibited conditions are displayed also.

You can set whether or not to always perform a Send Preview before sending a message in your [Personal Settings].

Procedure

■ Displaying a Send Preview

1. Edit a message using the [Edit Message] screen.
2. Click the [Send Preview] button.

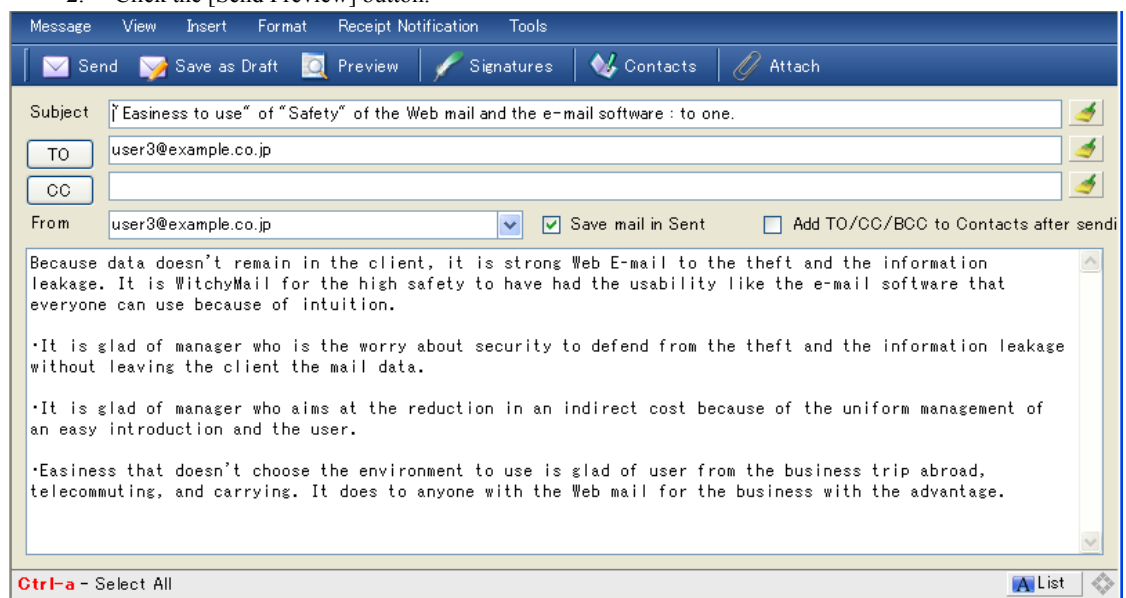


Figure 4.8-1 Send Preview Button

3. The preview screen is displayed.



Figure 4.8-2 Send Preview Screen

4. Click the [Back to editor] button to return to the [Edit Message] screen.
5. Click the [Send] button to send the message.

■ Personal Settings

1. Select the [General] tab on the [Personal Settings] screen or click [Settings] on the toolbar, and then click [General].
2. To always display the preview screen before sending a message, select the [Display Send Preview before sending e-mail] check box.

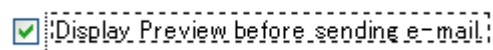


Figure 4.8-3 Personal Settings - Send Preview

Note

- For information about the Mistaken Transmission Prevention screen, see section 4.7, "Mistaken Transmission Prevention" (page 91).

4.9. Specifying Encoding

Summary

You can specify the encoding to use for messages you send.

When composing messages in languages other than Japanese or English, use an encoding that matches that language or UTF-8. For example, for when composing a message in Simplified Chinese, specify [Chinese Simplified (GB2312)] for the encoding.

Details

■ Specifying the Encoding When Sending Mail

When sending a message, you can specify the encoding for the message body text. On the [Edit Message] screen, click [Format], and then click [Encoding] to select a suitable encoding. The check box for the encoding will be selected.

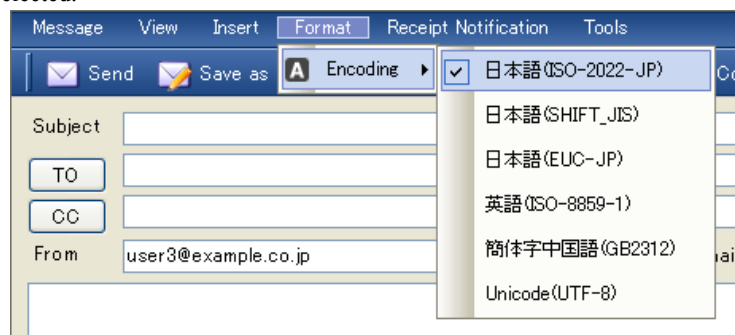


Figure 4.9-1 Specifying the Encoding When Sending Mail

■ Default Values for Encoding

The default value for the [Encoding] menu option on the [Format] menu when the [Edit Message] screen is launched is set under [Mail Account] in your [Personal Settings]. By changing this setting, you can send the messages you have composed in the encoding that you specify. For more information, see "Default Encoding for Sent Mail" in the Changing Default E-mail Address Information section on page 189.


■ Supported Encoding Types

The table below lists the encoding supported by each menu option.

	Item	Encoding
1	Japanese (ISO-2022-JP)	The message will be sent using Japanese (ISO-2022-JP) encoding.
2	Japanese (SHIFT_JIS)	The message will be sent using Japanese (SHIFT_JIS) encoding.
3	Japanese (EUC-JP)	The message will be sent using Japanese (EUC-JP) encoding.
4	Western (ISO-8859-1)	The message will be sent using Western (ISO-8859-1) encoding.
5	Chinese Simplified (GB2312)	The message will be sent using Chinese Simplified (GB2312) encoding.
6	Unicode (UTF-8)	The message will be sent using Unicode (UTF-8) encoding.

Procedure

■ Specifying the Encoding When Sending Mail

1. Open the [Edit Message] screen.
2. On the [Format] menu, point to [Encoding], and then click the encoding you want to specify.
3. Click the  button.
4. The message will be sent using the specified encoding.

Important

- If the body text contains characters for which the encoding cannot be changed, the recipient may not be able to display the message correctly. If this happens, the following dialog box is displayed when sending the message or saving it as a draft. To resolve this problem, select an action to carry out.
 - ▶ [Send as Unicode]: the message will be sent in Unicode encoding. When using text other than Japanese characters, this setting is recommended. However, if the recipient's software does not support Unicode, they may not be able to display the text correctly.
 - ▶ [Send as is]: the message will be sent using the specified encoding. The recipient may not be able to change the character codes, or display the text correctly.
 - ▶ [Cancel]: cancel sending the message, and return to the [Edit Message] screen. Select a suitable encoding and send the message again.

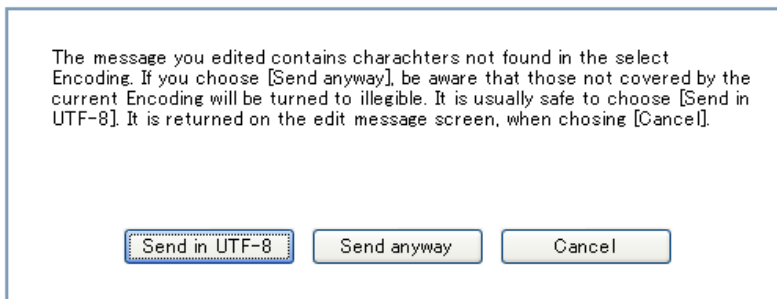


Figure 4.9-2 Encoding Error Screen When Sending Mail

- If you do not change any settings, messages are sent using the default encoding set on the [Personal Settings] screen, so normally you do not need to specify the encoding to use.

Note

- For information about default encoding settings, see section 8.5, "Mail Account Settings" (page 189).

5 Organizing Mail and Folders

5.1. Organizing Folders

In addition to the standard [Inbox], [Sent], [Drafts], and [Trash] folders that are available by default, you can add and delete your own personal folders.

This section describes how to create and rename your own personal folders, and how to move and delete those folders.

5.1.1 Adding Folders

Summary

You can create personal folders.

You can nest the personal folders you create within other personal folders. The top-level folder is at the same level as the [Inbox] and [Sent] folders.

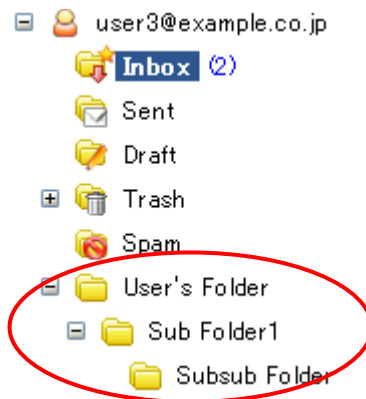


Figure 5.1-1 Personal Folders

Procedure

■ Creating Personal Folders

1. In the folder list, select the e-mail address you want to add a folder to.
2. On the [Folder] menu, click [Add Folder]. Alternatively, click [Add Folder] on the folder shortcut menu.
3. Type a folder name in the dialog box that appears, and click the [OK] button.



Figure 5.1-2 Folder Menu and Folder Name Input Dialog Box

■ Creating Subfolders

1. In the folder list, select the e-mail address you want to add a folder to.
2. Select the folder that you want to create a subfolder in.
(*You cannot create subfolders in the [Inbox], [Sent], [Drafts], or [Trash] folders.)
3. On the [Folder] menu, click [Add Folder]. Alternatively, click [Add Folder] on the shortcut menu.
4. Type a folder name in the dialog box that appears, and click the [OK] button.

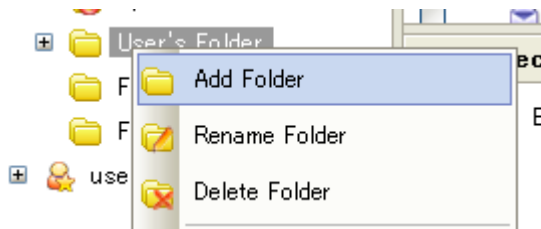


Figure 5.1-3 Folder Shortcut Menu

Important

- You cannot create subfolders in the [Inbox], [Sent], [Drafts], or [Trash] folders.
- You cannot create more than one subfolder of the same name in a single folder.
- The maximum number of folders you can create is set by the Administrator.
- The maximum folder depth is set by the Administrator.

Note

- For information about renaming folders, see section 5.1.2, "Renaming Folders" (page 99).
- For information about moving folders, see section 5.1.3, "Moving Folders" (page 100).
- For information about deleting folders, see section 5.1.4, "Deleting Folders" (page 102).

5.1.2 Renaming Folders

Summary

You can rename personal folders that you have created.

Procedure

■ Renaming Folders

1. In the folder list, select the folder you want to rename.
2. On the [Folder] menu, click [Rename Folder]. Alternatively, click [Rename Folder] on the shortcut menu.
3. Type a new folder name in the dialog box that appears, and click the [OK] button.



Figure 5.1-4 Folder Shortcut Menu and Folder Name Input Dialog Box

Important

- You cannot rename the [Inbox], [Sent], [Drafts], or [Trash] folders.
- You cannot rename a folder to the same name as an existing subfolder in the same directory.

Note

- For information about creating folders, see section 5.1.1, "Adding Folders" (page 97).
- For information about moving folders, see section 5.1.3, "Moving Folders" (page 100).
- For information about deleting folders, see section 5.1.4, "Deleting Folders" (page 102).

5.1.3 Moving Folders

Summary

You can move personal folders that you have created.

You can use the drag-and-drop operation to move folders.

Procedure

■ Moving Folders (To a Subfolder)

1. In the folder list, select the folder you want to move.
2. Use the left mouse button to drag the folder.
3. The folder becomes a subfolder of the folder you drag it to.

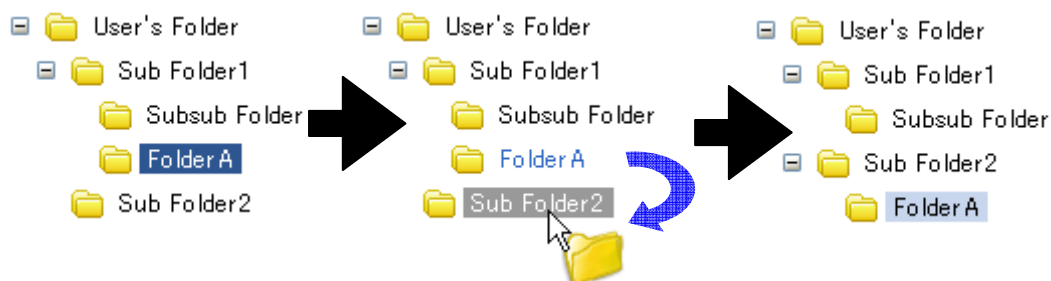


Figure 5.1-5 Moving to a Subfolder

4. To move a folder to the same level as the [Inbox] and [Sent] folders, drag it to an e-mail address.

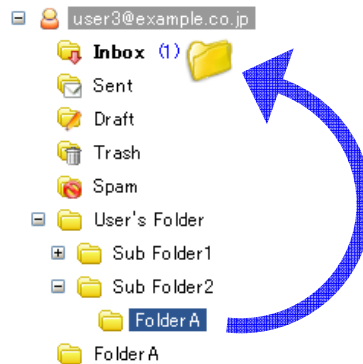


Figure 5.1-6 Moving to the Top Level

Important

- You cannot change the order of the [Inbox], [Sent], [Drafts], or [Trash] folders.
- You cannot move personal folders you have created to the [Inbox], [Sent], or [Drafts] folders as subfolders.
- You cannot move a folder to a folder already containing a folder of the same name.

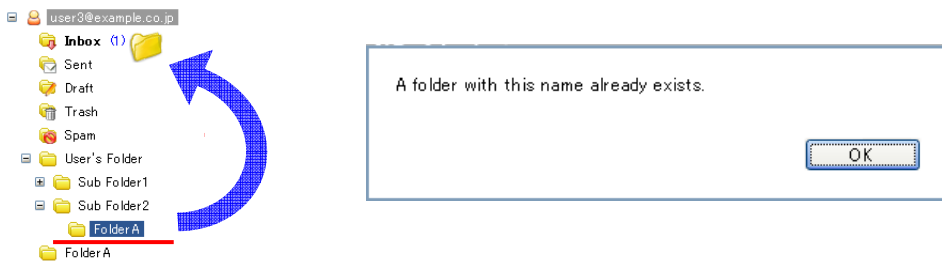


Figure 5.1-7 Moving Folders of the Same Name

- If an e-mail address has been added using the external POP option, you cannot move personal folders from one e-mail address to another.
- When you move a folder to a subfolder, the folder is moved to the bottom of the list of folders on that level.

Note

- For information about creating folders, see section 5.1.1, "Adding Folders" (page 97).
- For information about renaming folders, see section 5.1.2, "Renaming Folders" (page 99).
- For information about deleting folders, see section 5.1.4, "Deleting Folders" (page 102).

5.1.4 Deleting Folders

Summary

You can delete personal folders you no longer need.

You can either move folders to the [Trash], or delete them completely.

When you delete a folder containing saved messages, the messages inside that folder are deleted as well.

Details

■ Moving to Trash

You can move folders that you no longer need along with any messages they contain to the [Trash] folder.

Folders you delete in this way are treated as subfolders of the [Trash] folder.

You can retrieve folders and messages from the [Trash] folder at any time.

When you delete folders in the [Trash] folder, they are deleted permanently, and you cannot retrieve any messages inside them.



Figure 5.1-8 Folders Moved to Trash

Also, you can delete folders from the folder list by dragging them to the [Trash] folder.

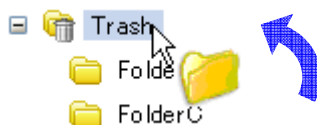


Figure 5.1-9 Dragging to Trash

■ Deleting Permanently

You can permanently delete folders that you no longer need along with any messages saved inside them.

This method of deleting is faster than moving folders to the [Trash], but you cannot retrieve messages that have been deleted permanently.

When you delete folders or messages in the [Trash] folder, they are deleted permanently automatically.

Procedure

■ Moving to Trash

1. In the folder list, select the folder you want to delete.
2. On the [Folder] menu, click [Delete Folder]. Alternatively, click [Delete Folder] on the shortcut menu.
3. A confirmation dialog box is displayed. Select the [Move to Trash] option, and then click the [OK] button.

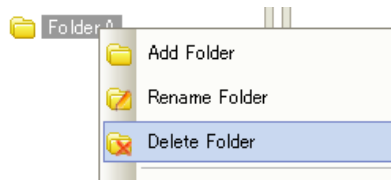


Figure 5.1-10 Using the Shortcut Menu to Delete Folders

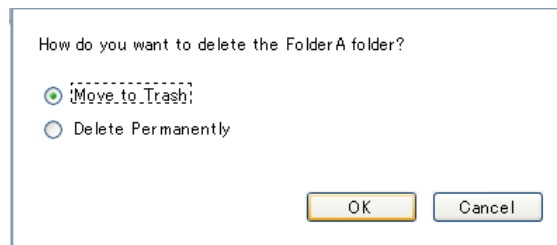


Figure 5.1-11 Delete Folder Confirmation Dialog Box

■ Moving to Trash (Using the Drag-and-Drop Operation)

1. In the folder list, select the folder you want to delete.
2. Drag the folder you want to delete to the [Trash] folder.

■ Deleting Permanently

1. In the folder list, select the folder you want to delete.
2. On the [Folder] menu, click [Delete Folder]. Alternatively, click [Delete Folder] on the shortcut menu.
3. A confirmation dialog box is displayed. Select the [Delete Permanently] option, and then click the [OK] button.

Note

- For information about creating folders, see section 5.1.1, "Adding Folders" (page 97).
- For information about renaming folders, see section 5.1.2, "Renaming Folders" (page 99).
- For information about moving folders, see section 5.1.3, "Moving Folders" (page 100).

5.2. Organizing Mail

You can move or copy messages you have received to a different folder, and delete messages you no longer need.

5.2.1 Moving and Copying Mail

Summary

You can move or copy messages to a different folder.

Procedure

■ Moving Mail

1. From the message list, select the message you want to move. You can select multiple messages using the check boxes on the left side of the message list.
2. Drag the message from the message list to a folder in the folder list.

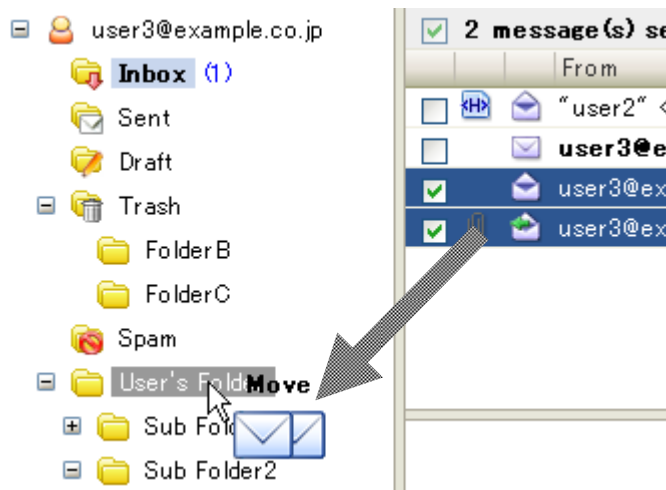


Figure 5.2-1 Moving Mail

■ Copying Mail

1. From the message list, select the message you want to copy. You can select multiple messages using the check boxes on the left side of the message list.
2. Hold down CTRL and drag the message from the message list to a folder in the folder list.

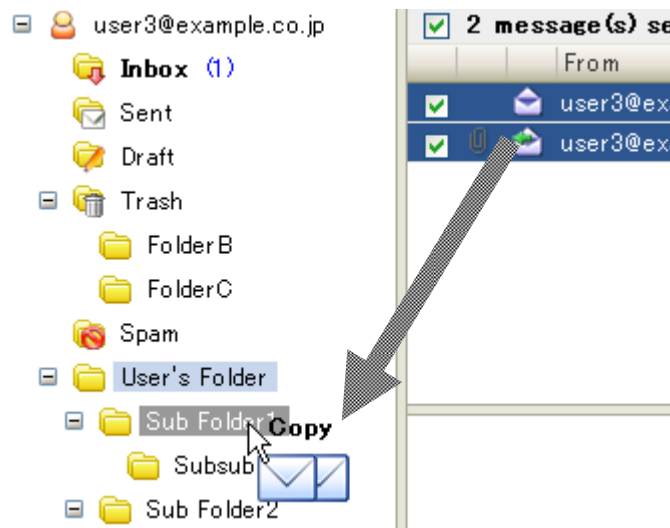


Figure 5.2-2 Copying Mail

Important

- When using the POP Server Synchronization mode, you can move or copy messages from the [Inbox] to other folders, but you cannot move or copy messages from other folders to the [Inbox].

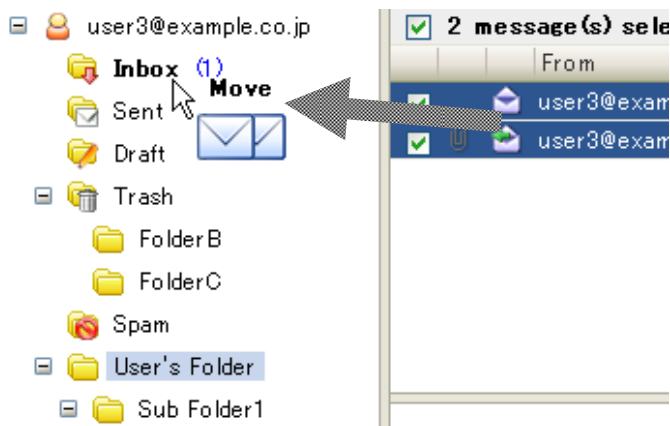


Figure 5.2-3 Moving Mail to Inbox Prohibited

- If the [Copy mail moved from the Inbox] check box is selected in your [Personal Settings], a copy is always made when you move messages from the [Inbox].

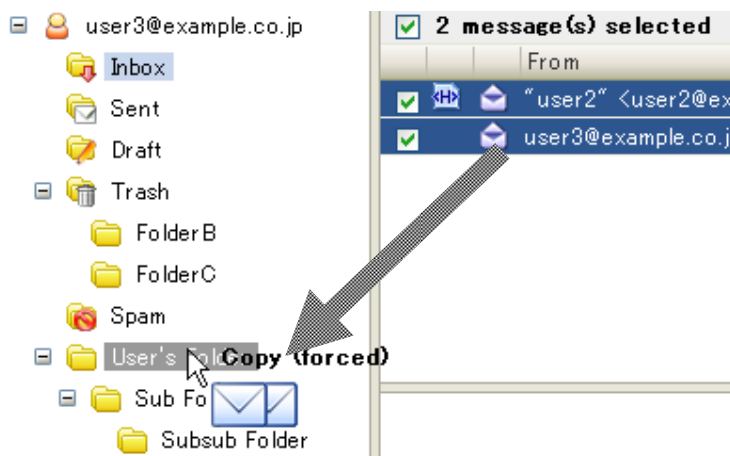


Figure 5.2-4 Forced Copy of Mail Moved from Inbox

Note

- For information about deleting mail, see section 5.2.2, "Deleting Mail" (page 107).
- For information about moving mail from the Inbox, see section 8.1.5, "Copy Mail Moved From the Inbox" (page 164).

5.2.2 Deleting Mail

Summary

You can delete messages you no longer need.

You can either move messages to the [Trash], or delete them completely.

You can choose from [Delete Selected Messages], [Delete All Mail in Folder], or [Delete Read Mail in Folder].

Details

■ Moving to Trash

You can move messages you no longer need to the [Trash] folder.

You can retrieve messages from the [Trash] folder at any time.

When you delete messages in the [Trash] folder, they are deleted permanently, and you cannot retrieve them.

You can also delete messages in the message list by dragging them to the [Trash] folder.



Figure 5.2-5 Dragging Mail to Trash

■ Deleting Permanently

You can delete messages permanently you no longer need.

This method of deleting is faster than moving messages to the [Trash], but you cannot retrieve messages that have been deleted permanently.

When you delete folders or messages in the [Trash] folder, they are deleted permanently automatically.

■ Delete Selected Messages

This function deletes the messages selected in the message list.

■ Delete All Mail in Folder


This function deletes all messages saved in the selected folder.

■ Delete Read Mail in Folder

This function deletes all messages saved in the selected folder that have been read.

Procedure

■ Delete Selected Messages

1. In the message list, select the message you want to delete. You can select multiple messages using the check boxes on the left side of the message list.
2. Perform one of the following actions.
 - ▶ On the [Mail] menu, point to [Delete], and then click [Delete Selected Messages].
 - ▶ Right-click the message, and then click [Delete Selected Messages].
 - ▶ Click the  Delete button on the toolbar.
3. A confirmation dialog box is displayed. Select [Move to Trash] or [Delete Permanently], and then click the [OK] button.

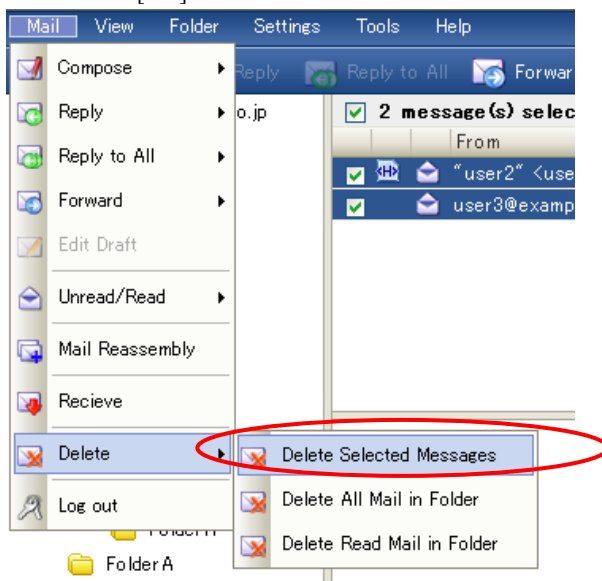


Figure 5.2-6 Using the Menu to Delete Selected Mail

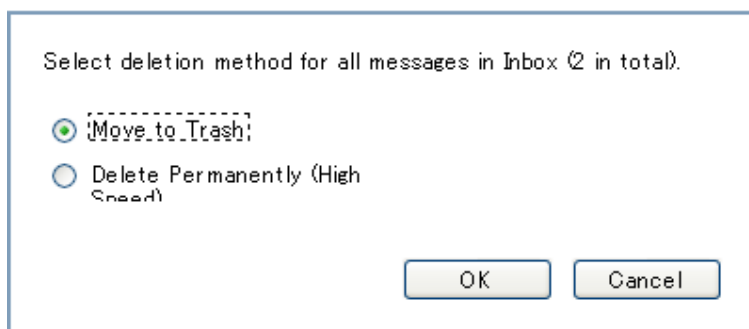


Figure 5.2-7 Delete Mail Confirmation Dialog Box

■ Moving Selected Mail to Trash (Using the Drag-and-Drop Operation)

In the message list, select the message you want to delete. You can select multiple messages using the check boxes on the left side of the message list.

Drag the message selected in the message list to the [Trash] folder in the folder list.

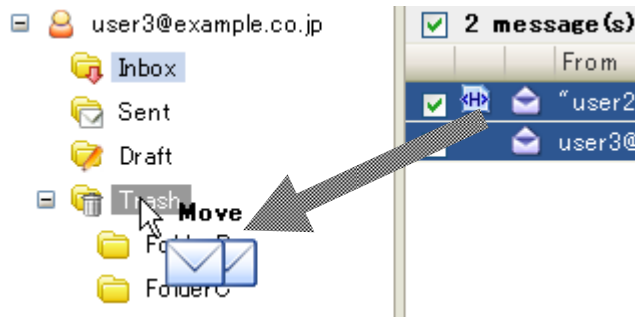


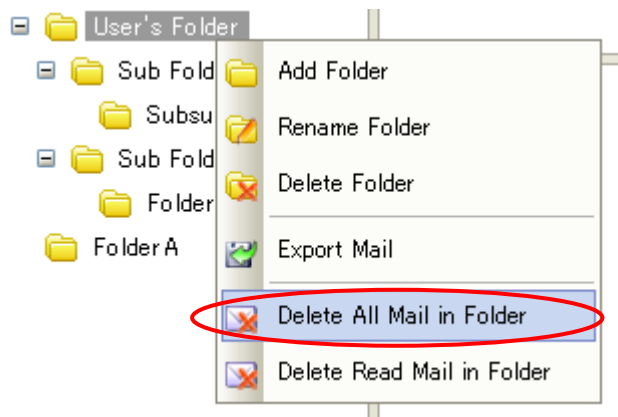
Figure 5.2-8 Dragging Mail to Trash

■ Delete All Mail in Folder

In the folder list, select the folder you want to delete.

On the [Mail] menu, point to [Delete], and then click [Delete All Mail in Folder]. Alternatively, click [Delete All Mail in Folder] on the shortcut menu.

A confirmation dialog box is displayed. Select [Move to Trash] or [Delete Permanently (High Speed)], and



then click the [OK] button.

Figure 5.2-9 Using the Shortcut Menu to Delete All Mail in a Folder

■ Delete Read Mail in Folder

In the folder list, select a folder.

On the [Mail] menu, point to [Delete], and then click [Delete Read Mail in Folder]. Alternatively, click [Delete Read Mail in Folder] on the shortcut menu.

A confirmation dialog box is displayed. Select [Move to Trash] or [Delete Permanently (High Speed)], and then click the [OK] button.

Note

- For information about moving and copying mail, see section 5.2.1, "Moving and Copying Mail" (page 104).

5.3. Changing Between Read and Unread

Summary

This function changes unread messages to a read state, or read messages to an unread state.

You can change between unread and read states using either the shortcut menu or the main menu.

Details

■ Read Mail and Unread Mail

In this manual, received mail is called unread mail when the body text has not been displayed before, and read mail once it has.

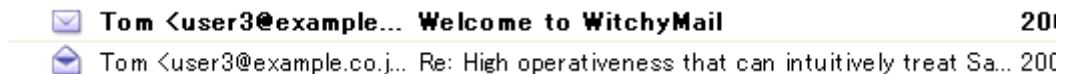


Figure 5.3-1 Unread Mail and Read Mail

You can change unread mail to read mail, and restore read mail to an unread state.

Procedure

■ Using the Menu to Change to Unread/Read

1. In the message list, select the message you want to change to read or unread. You can select multiple messages using the check boxes on the left side of the message list.
2. On the [Mail] menu, point to [Unread/Read].
3. If you want to change the selected messages to read, click [Mark as Read]. If you want to change the selected messages to unread, click [Mark as Unread].

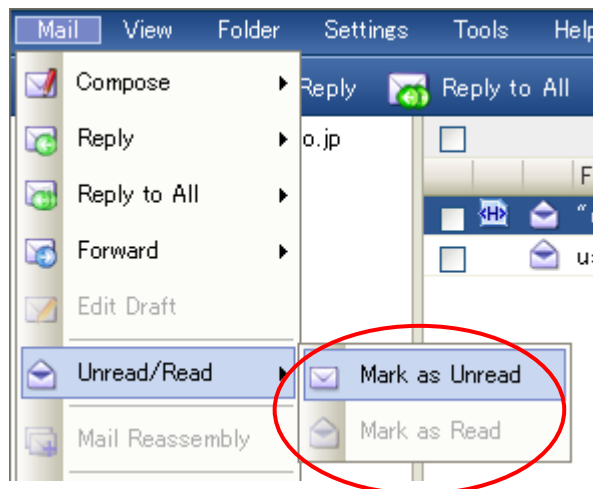


Figure 5.3-2 Using the Menu to Change to Unread/Read

■ Using the Shortcut Menu to Change to Unread/Read

1. In the message list, select the message you want to change to read or unread. You can select multiple messages using the check boxes on the left side of the message list.
2. Right-click the message list, and then point to [Unread/Read].
3. If you want to change the selected messages to read, click [Mark as Read]. If you want to change the selected messages to unread, click [Mark as Unread].

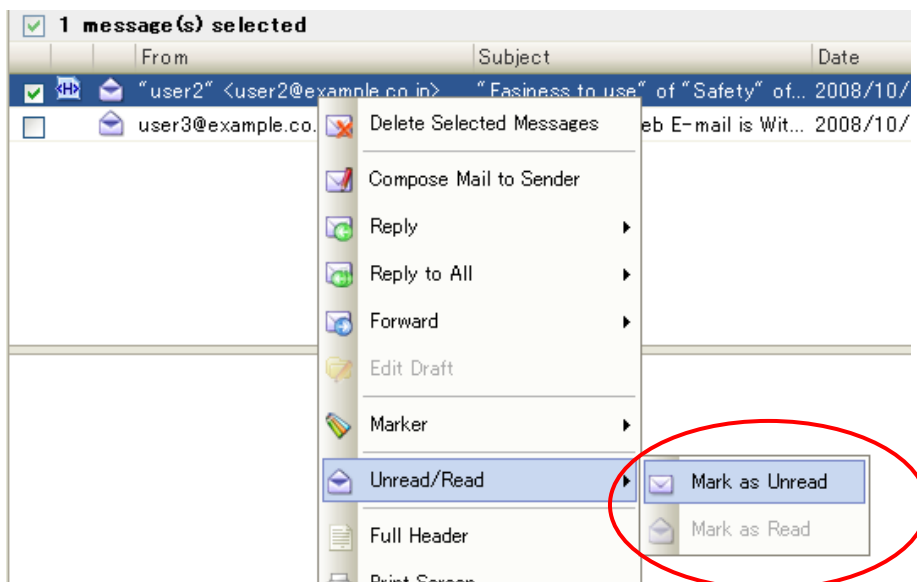


Figure 5.3-3 Using the Shortcut Menu to Change to Unread/Read

Note

- For information about the message list, see section 3.2.2, "Message List" (page 14).
- For information about displaying read mail, see section 3.2.6, "Display of Unread Mail" (page 33).

5.4. Markers

This function makes it easier to manage mail by highlighting mail you have received.

	user3 <user3@example.co.jp>	Important	2008/10/27 16:42	308B
	user3 <user3@example.co.jp>	Reoky Required	2008/10/27 16:42	313B
	user3 <user3@example.co.jp>	Assigned	2008/10/27 16:42	307B
	user3 <user3@example.co.jp>	Action Required	2008/10/27 16:42	314B
	user3 <user3@example.co.jp>	Other	2008/10/27 16:41	304B

Figure 5.4-1 Markers

You can change the color and display format of markers in your [Personal Settings].

5.4.1 Adding Markers to Mail

Summary

You can make it easier to organize messages in the message list by highlighting them.

You can use this function in combination with the mail search and sort functions for even better results.

You can add markers to selected messages using the shortcut menu and the toolbar buttons.

Details

■ Adding Markers to Mail

You can add markers to messages displayed in the message list.

You can change the color and descriptions of markers in your [Personal Settings] (see section 5.4.2, "Marker Settings").

You can use up to five kinds of markers.

By adding markers to messages, you can make important messages stand out visually, specify certain markers in searches, and display marked messages at the top of the message list using the sort function.

Procedure

■ Using the Shortcut Menu to Add Markers

1. In the message list, select the message you want to add a marker to. You can select multiple messages using the check boxes on the left side of the message list.
2. Right-click the top of the message list, and then point to [Marker].
3. Select a marker color to use.

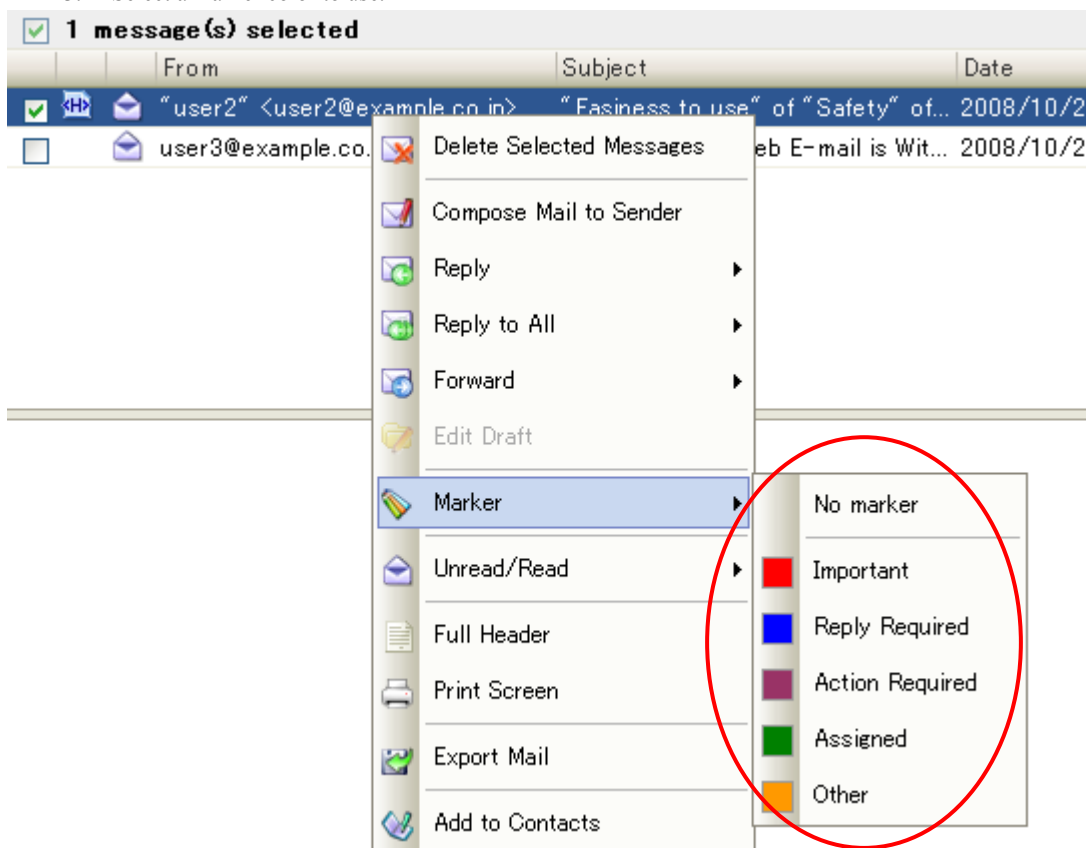



Figure 5.4-2 Using the Shortcut Menu to Add Markers

■ Using the Toolbar Buttons to Add Markers

1. In the message list, select the message you want to add a marker to. You can select multiple messages using the check boxes on the left side of the message list.
2. Click the  button on the toolbar.
3. Select a marker color to use.

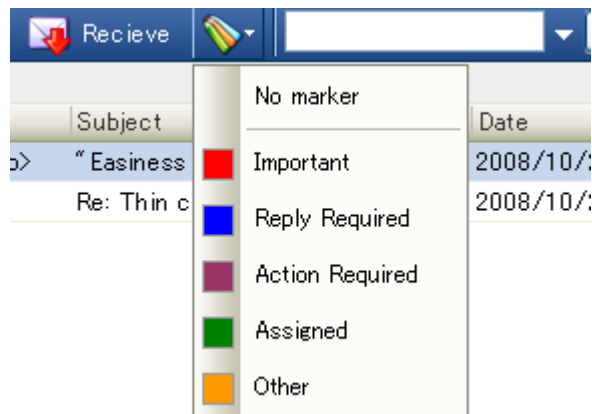



Figure 5.4-3 Toolbar Marker Button

■ Removing Markers

1. In the message list, select the message you want to remove a marker from. You can select multiple messages using the check boxes on the left side of the message list.
2. Right-click the message, and then click [Marker]. Alternatively, click the  button on the toolbar.
3. Select [No marker] to remove the marker.

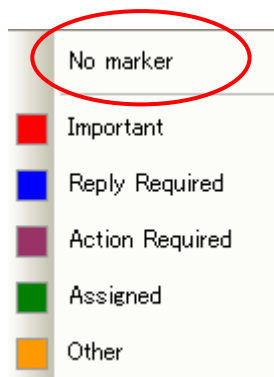


Figure 5.4-4 Removing Markers

Note

- For information about marker settings, see section 5.4.2, "Marker Settings" (page 117).
- For information about personal settings, see section 8.4, "Marker Settings" (page 186).
- For information about searching mail, see section 3.2.5, "Searching Mail" (page 25).
- For information about sorting mail, see section 3.2.4, "Sorting Mail" (page 21).

5.4.2 Marker Settings

Summary

You can specify marker settings.

You can specify the marker description, marker color and marker display method using the marker settings.

Details

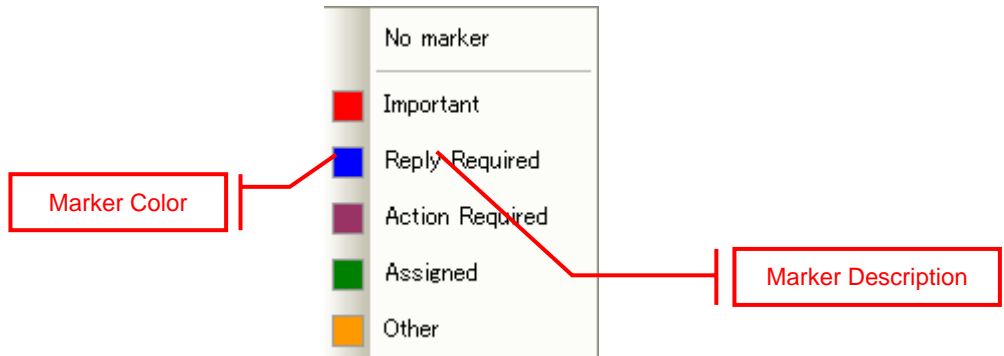


Figure 5.4-5 Marker Settings (Marker Color and Marker Description)

■ Marker Description

You can change the description of markers you add to messages.

The default descriptions are [Important], [Reply Required], [Action Required], [Assigned], and [Other].

You can set descriptions up to 30 characters long.

■ Marker Color

You can change the color of markers you add to messages.

The default colors are red, blue, purple, green, and orange.

You can select marker colors from the 40 colors shown in Figure 5.4-6 Marker Palette.

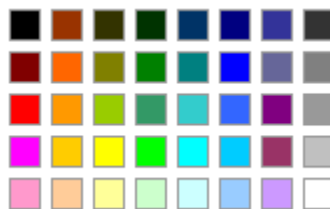







Figure 5.4-6 Marker Palette

■ Displaying Markers

You can to select either [Change font color] or [Change background color] for displaying markers.

	TO	Subject	Date	Size
	user3 <user3@example.co.jp>	Important	2008/10/27 16:42	308B
	user3 <user3@example.co.jp>	Reoky Required	2008/10/27 16:42	313B
	user3 <user3@example.co.jp>	Assigned	2008/10/27 16:42	307B
	user3 <user3@example.co.jp>	Action Required	2008/10/27 16:42	314B
	user3 <user3@example.co.jp>	Other	2008/10/27 16:41	304B






	TO	Subject	Date	Size
	user3 <user3@example.co.jp>	Important	2008/10/27 16:42	308B
	user3 <user3@example.co.jp>	Reoky Required	2008/10/27 16:42	313B
	user3 <user3@example.co.jp>	Assigned	2008/10/27 16:42	307B
	user3 <user3@example.co.jp>	Action Required	2008/10/27 16:42	314B
	user3 <user3@example.co.jp>	Other	2008/10/27 16:41	304B

Figure 5.4-7 Change Font Color (Above) and Change Background Color (Below)

Procedure

For information about this process, see section 8.4, "Marker Settings" (page 186).

6 Contacts

6.1. Contacts

There are two kinds of Contacts. Contacts (Add) is used for adding and editing e-mail addresses, and Contacts (Select) is used for specifying recipients (TO, CC, BCC) when composing mail.

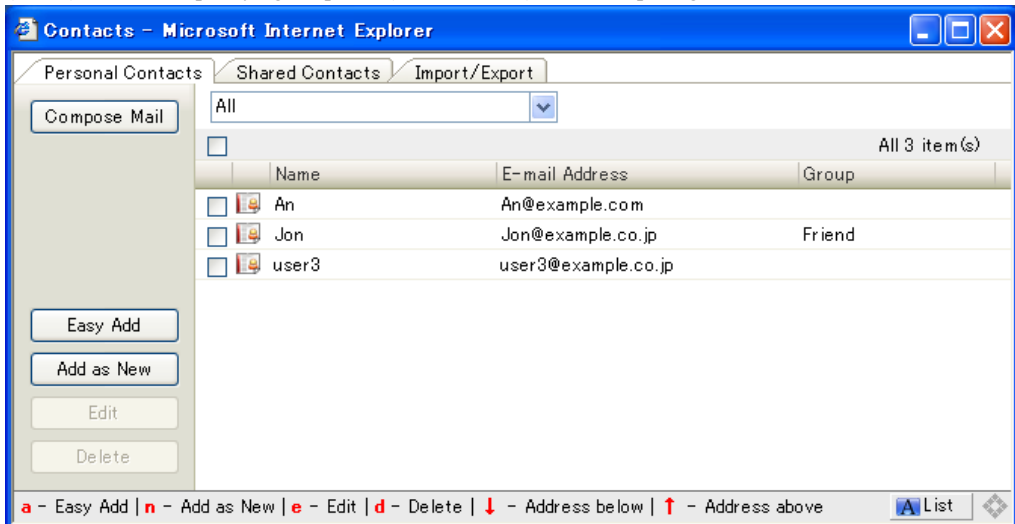


Figure 6.1 Contacts

The items you can add to your Contacts are [Name], [E-mail address], and [Group].

■ Name

This name is the name associated with an e-mail address.

The [Name] item is used as the display name for an e-mail address.

You must type in a name when adding contacts.

■ E-mail Address

This e-mail address is the e-mail address of the contact you are adding.

You must type an e-mail address when adding contacts.

■ Group

This group is the group an e-mail address belongs to. You can specify a group name of your choice.

You can organize your Contacts using this item.

The [Group] item is optional when adding to Contacts.

■ Additional Items

The Administrator can set additional items. Normally, items such as [Company name] and [Address] are set.

You can organize your Contacts using these items.

Additional items are optional when adding contacts.

6.2. Contacts (Add)

You can use Contacts (Add) to add, edit and delete e-mail addresses to your Contacts.

Also, you can add the sender of the message selected in the main window to your Contacts ([Easy Add] function).

6.2.1 Viewing Contacts

Summary

Contacts (Add) displays a list of the e-mail addresses you have added.

You can display a list sorted by [Name], [E-mail address], or [Group], or display only e-mail addresses from a group that you specify.

You can compose a message to the e-mail address selected in Contacts (Add) also.

Details

■ Displaying Contacts (Add)

You can display the Contacts screen in a new window.

The Contacts screen displays a list of e-mail addresses that you have added.

■ Sorting the Address List

E-mail addresses are displayed in the address list in the order that they were added to Contacts.

You can click the items displayed at the top of the list to sort contacts by whether or not their check box is selected, or by name, e-mail address, or group.

■ Displaying a Specified Group

You can choose to display only e-mail addresses from a specified group using the Select Group drop-down list box at the top of Contacts.

When you select [All] from the drop-down list box, the list displays all e-mail addresses, including those not belonging to a group.

■ Composing Mail


If you click the [Compose Mail] button when an e-mail address is selected in the address list, the [Edit Message] screen is displayed with the selected e-mail address specified as the recipient.

You can use the selection check boxes to select multiple e-mail addresses at the same time.

Procedure

■ Displaying Contacts (Add)

Perform one of the following actions to display Contacts (Add).

- ▶ On the [Tools] menu in the main window, click [Contacts].
- ▶ Click the  button on the main window toolbar.
- ▶ On the [Tools] menu for the [Edit Message] screen, click [Contacts].

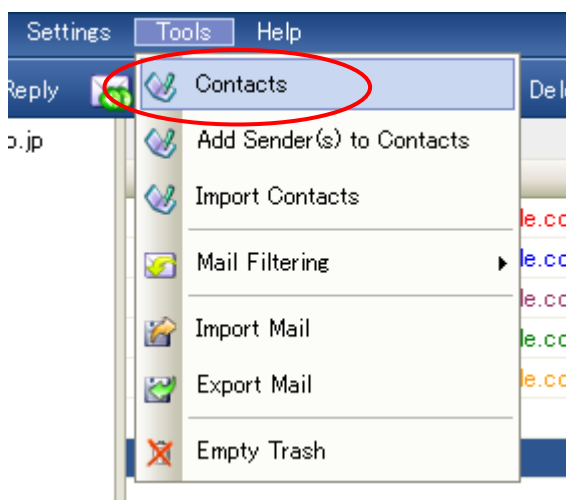


Figure 6.2-1 Using the Menu to Display Contacts

■ Sorting the Address List

1. In the e-mail address list displayed in Contacts (Add), click one of the items displayed to sort by that item. You can sort by [Name], [E-mail Address], [Group], or any additional items that have been added.
2. Click the same item again (for example, click the [Name] item again after sorting by [Name]) to switch between ascending order and descending order.

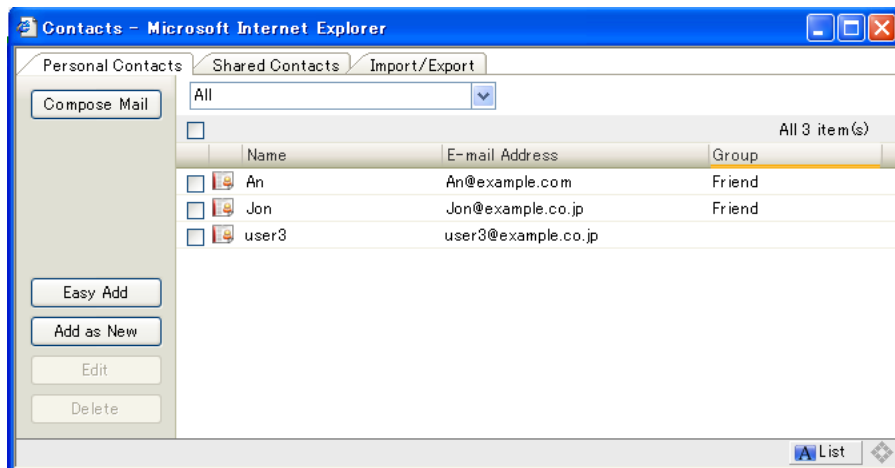


Figure 6.2-2 Sort By Clicking Items Displayed

■ Displaying a Specified Group

1. Select the name of the group you want to display in the Select Group drop-down list box at the top of the Contacts (Add).
2. When you want to display all e-mail addresses, select [All] in the Select Group drop-down list box.

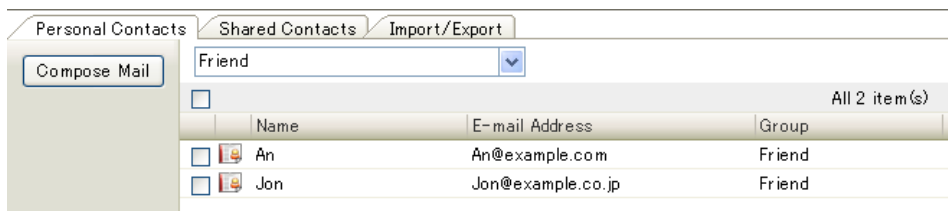


Figure 6.2-3 Displaying a Specified Group Only

■ **Composing Mail (Composing Mail to an Address Specified in Contacts)**

1. Select an e-mail address from the address list in Contacts (Add). You can select multiple addresses using the selection boxes.
2. Click the [Compose Mail] button.
3. The [Edit Message] screen is displayed with the selected e-mail address specified as the recipient.

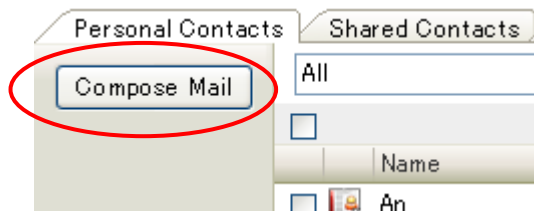


Figure 6.2-4 Compose Mail Button in Contacts

Note

- For information about adding e-mail addresses, see section 6.2.2, "Adding E-mail Addresses" (page 125).
- For information about Easy Registration, see section 6.2.3, "Easy Registration" (page 127).
- For information about editing e-mail addresses, see section 6.2.4, "Editing E-mail Addresses" (page 129).
- For information about deleting e-mail addresses, see section 6.2.5, "Deleting E-mail Addresses" (page 130).

6.2.2 Adding E-mail Addresses

Summary

You can add new e-mail addresses to your Contacts using Contacts (Add).

Details

You can type a name, e-mail address, and group to add addresses to your Contacts.

When adding a contact, a [Name] and [E-mail address] are required.

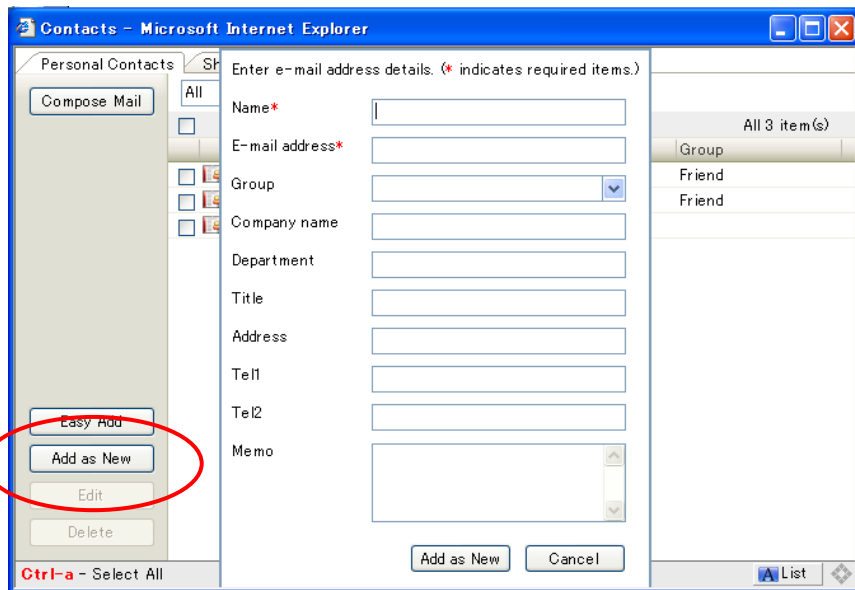


Figure 6.2-5 Adding a New E-mail Address to Contacts

Procedure

1. Display the Contacts (Add) address list.
2. Click the [Add as New] button to display the Add dialog box.
3. In the [Name] box, type a name (display name) for the e-mail address. (Required)
4. In the [E-mail address] box, type the e-mail address. (Required)
5. In the [Group] box, type a group name. You can select an existing group from the drop-down list box also. If you do not type in a group name, the e-mail address is not assigned to a group.
6. Enter any additional items. If you do not enter additional items, no data is set for them.
7. When you have finished, click the [Add as New] button.

Enter e-mail address details. (* indicates required items.)

Name*	<input type="text"/>
E-mail address*	<input type="text"/>
Group	<input type="text"/> ▼
Company name	<input type="text"/>
Department	<input type="text"/>
Title	<input type="text"/>
Address	<input type="text"/>
Tel1	<input type="text"/>
Tel2	<input type="text"/>
Memo	<div><div></div><div>▲▼</div></div>

Figure 6.2-6 Selecting an Existing Group

Important

- If you display the Add as New dialog box with anything but [All] selected in the Select Group drop-down list box, the initial value of the [Group] item is the same as the group selected in the drop-down list box.
- You cannot add invalid e-mail addresses that violate the RFC.
(Examples: addresses with no @ (at symbol), addresses with more than one @ (at symbol), addresses containing unsupported characters, etc.)

Note

- For information about viewing Contacts, see section 6.2.1, "Viewing Contacts" (page 121).
- For information about Easy Registration, see section 6.2.3, "Easy Registration" (page 127).
- For information about editing e-mail addresses, see section 6.2.4, "Editing E-mail Addresses" (page 129).
- For information about deleting e-mail addresses, see section 6.2.5, "Deleting E-mail Addresses" (page 130).

6.2.3 Easy Registration

Summary

You can add the e-mail address of the sender of a message selected in the message list to your Contacts easily. You can right-click e-mail addresses displayed in the header of the body text display field to add them to your Contacts using the shortcut menu also.

Details

■ Adding Sender to Contacts

This function adds the sender of a message selected in the message list to your Contacts.

You can select multiple messages to add multiple e-mail addresses to your Contacts at the same time also.

■ Adding Contacts Using the Body Text Header

This function adds e-mail addresses to your Contacts from the [From], [TO], and [CC] items displayed in the body text display field headers.

Procedure

■ Adding Sender to Contacts

1. From the message list, select a message from the sender you want to add to your Contacts. You can use the selection check boxes to select multiple messages.
2. Use one of the following methods to add the e-mail address to your Contacts.
 - ▶ On the [Tools] menu in the main window, click [Add Sender(s) to Contacts].
 - ▶ Right-click the message list in the main window, and click [Add to Contacts].
 - ▶ Click the [Easy Add] button in Contacts (Add).

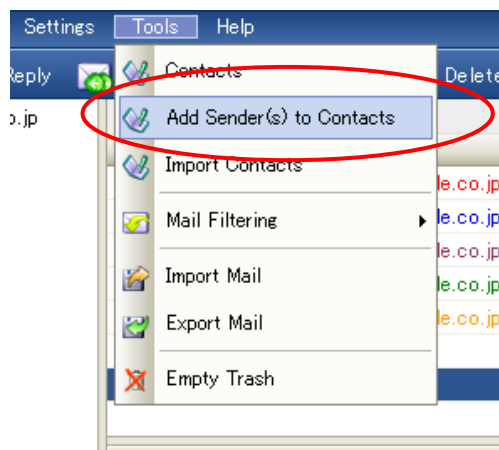


Figure 6.2-7 Using the Menu to Add an E-mail Address to Contacts

■ Adding Contacts Using the Body Text Header

1. In the message list, select the message containing the e-mail address you want to add.
2. In the body text display field headers, right-click the e-mail address you want to add.
3. Click [Add to Contacts] on the shortcut menu.

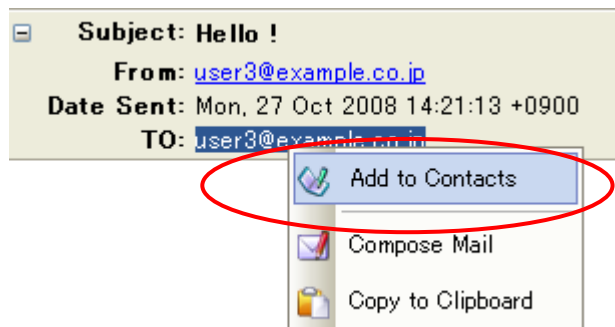


Figure 6.2-8 Right-Clicking an E-mail Address in the Body Text Header

Important

- If a display name appeared in the message or header when adding an e-mail address using [Easy Add], the name is applied. If a display name is not shown, the name is set as the e-mail address.
- The group and additional items are not set for e-mail addresses added using [Easy Add].
- You cannot add invalid e-mail addresses that violate the RFC.
(Examples: addresses with no @ (at symbol), addresses with more than one @ (at symbol), addresses containing unsupported characters, etc.)

Note

- For information about viewing Contacts, see section 6.2.1, "Viewing Contacts" (page 121).
- For information about adding e-mail addresses, see section 6.2.2, "Adding E-mail Addresses" (page 125).
- For information about editing e-mail addresses, see section 6.2.4, "Editing E-mail Addresses" (page 129).
- For information about deleting e-mail addresses, see section 6.2.5, "Deleting E-mail Addresses" (page 130).

6.2.4 Editing E-mail Addresses

Summary

You can edit the [Name], [E-mail address], and [Group] items for e-mail addresses you have added to your Contacts.

You can edit e-mail addresses already in your Contacts, and change name and group settings for e-mail addresses added using Easy Registration.

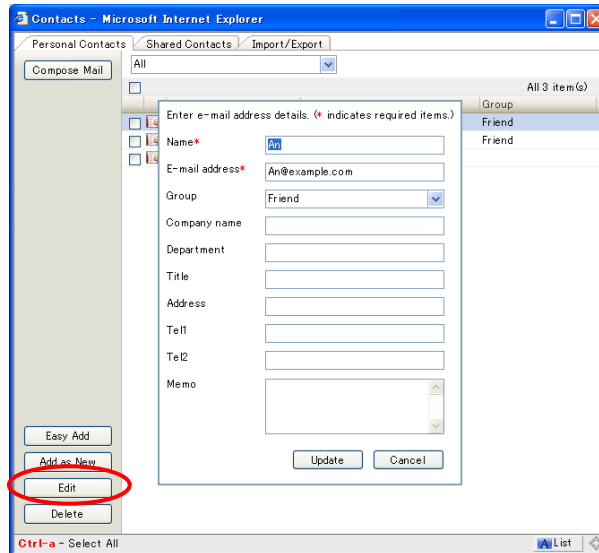


Figure 6.2-9 Editing E-mail Addresses in Contacts

Procedure

1. Display Contacts (Add).
2. From the address list, select the e-mail address you want to edit.
3. Click the [Edit] button to display the Edit Address dialog box.
4. Edit the contents.
5. When you have finished, click the [Update] button.

Important

- You cannot change to an invalid e-mail address that violates the RFC.
(Examples: addresses with no @ (at symbol), addresses with more than one @ (at symbol), addresses containing unsupported characters, etc.)

Note

- For information about viewing Contacts, see section 6.2.1, "Viewing Contacts" (page 121).
- For information about Easy Registration, see section 6.2.3, "Easy Registration" (page 127).
- For information about adding e-mail addresses, see section 6.2.2, "Adding E-mail Addresses" (page 125).
- For information about deleting e-mail addresses, see section 6.2.5, "Deleting E-mail Addresses" (page 130).

6.2.5 Deleting E-mail Addresses

Summary

You can delete e-mail addresses you no longer need from the address list.

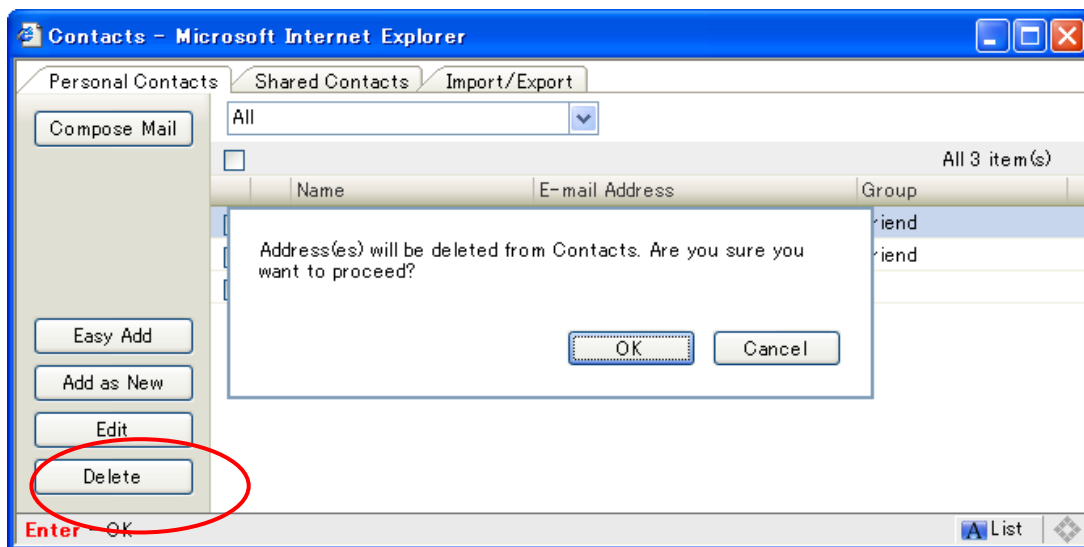


Figure 6.2-10 Deleting E-mail Addresses from Contacts

Procedure

1. Display Contacts (Add).
2. From the address list, select the e-mail address you want to delete. You can select multiple addresses using the selection boxes.
3. Click the [Delete] button.
4. A confirmation dialog box is displayed. Confirm the contents, and click the [OK] button.

Note

- For information about viewing Contacts, see section 6.2.1, "Viewing Contacts" (page 121).
- For information about Easy Registration, see section 6.2.3, "Easy Registration" (page 127).
- For information about adding e-mail addresses, see section 6.2.2, "Adding E-mail Addresses" (page 125).
- For information about editing e-mail addresses, see section 6.2.4, "Editing E-mail Addresses" (page 129).

6.3. Shared Contacts

Summary

This function is used for the [Shared Contacts] set by the Administrator.

You can search for e-mail addresses in Shared Contacts, compose messages, and add e-mail addresses to your Personal Contacts.

Details

■ Shared Contacts

Shared Contacts are contacts that all users share between them. They are set by the Administrator.

You cannot use Shared Contacts if the Administrator has not set this function.

Using Shared Contacts, you can search for e-mail addresses by [Name], [E-mail address], and [Group], and then compose messages using e-mail addresses you find, or import them to your Personal Contacts.

Procedure

■ Searching for E-mail Addresses in Shared Contacts

1. Display Contacts (Add).
2. Click the [Shared Contacts] tab on your Contacts (Add).
3. Select a search target using the drop-down list box.
4. Type search keywords into the text box.
5. Click the [Search] button.
6. E-mail addresses that match the search conditions are displayed.

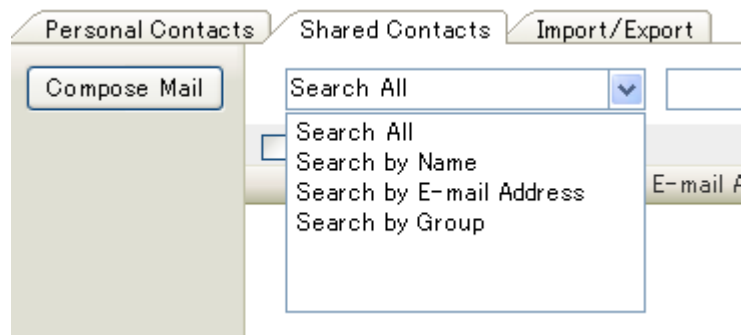


Figure 6.3-1 Searching Shared Contacts

■ Importing to Personal Contacts

1. Display Shared Contacts.
2. Enter search conditions and perform a search.
3. From the list of e-mail addresses displayed, select the e-mail address you want to import to your Personal Contacts. You can select multiple addresses using the selection boxes.
4. Click the [Add] button on the lower left of Shared Contacts to import an e-mail address to your Personal Contacts.

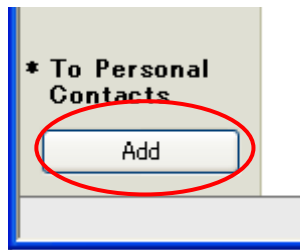


Figure 6.3-2 Adding From Shared Contacts to Personal Contacts

■ Composing Mail

1. Display Shared Contacts.
2. Enter search conditions and perform a search.
3. From the list of e-mail addresses displayed, select the e-mail address you want to send a message to. You can select multiple addresses using the selection boxes.
4. Click the [Compose Mail] button on the upper left of Shared Contacts.
5. The [Edit Message] screen is displayed with the selected e-mail address specified as the recipient.

Important

- You can specify the maximum e-mail addresses to display at once in Shared Contacts as a number between 1 and 100 in [Maximum results in Shared Contacts] on the [Personal Settings] screen (the default is 50).
- When the number of matches exceeds the maximum displayable e-mail addresses, not all e-mail addresses are displayed. For example, if the maximum displayable number is 50, and 60 e-mail addresses match the search conditions, only the first 50 are displayed. Items 51 to 60 are not displayed.

6.4. Importing Personal Contacts

Summary

This function imports e-mail address information in CSV file format into your Personal Contacts.

You can import a backup of your Contacts, or Contacts from another mail client.

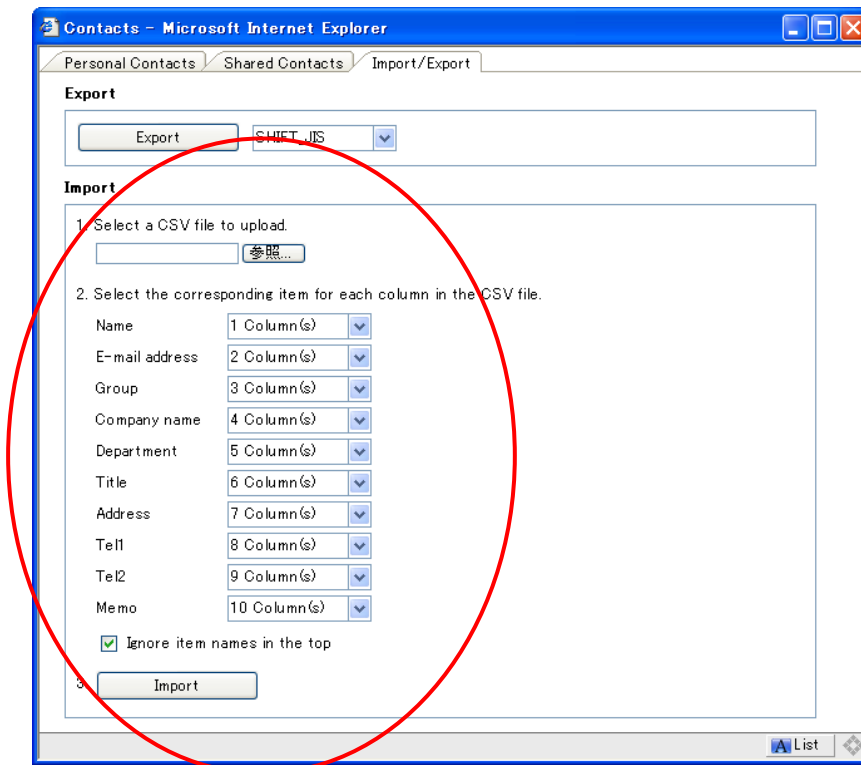


Figure 6.4-1 Importing Personal Contacts

Procedure

■ Importing Personal Contacts

1. Display Contacts (Add).
2. Click the [Import/Export] tab at the top of Contacts (Add).
3. Click the [Browse] button, and then specify the CSV file to upload using the browser's file selection dialog box.
4. If the top row of the CSV file contains item names, select the [Ignore item names in the top row] check box.
5. Click the [Import] button.

Import

1. Select a CSV file to upload.

2. Select the corresponding item for each column in the CSV file.

Name	1 Column(s)	▼
E-mail address	2 Column(s)	▼
Group	3 Column(s)	▼
Company name	4 Column(s)	▼
Department	5 Column(s)	▼
Title	6 Column(s)	▼
Address	7 Column(s)	▼
Tel1	8 Column(s)	▼
Tel2	9 Column(s)	▼
Memo	10 Column(s)	▼

☒ Ignore item names in the top

3.

Figure 6.4-2 Import Settings

Note

- For information about exporting Contacts, see section 6.5, "Exporting Personal Contacts" (page 135).

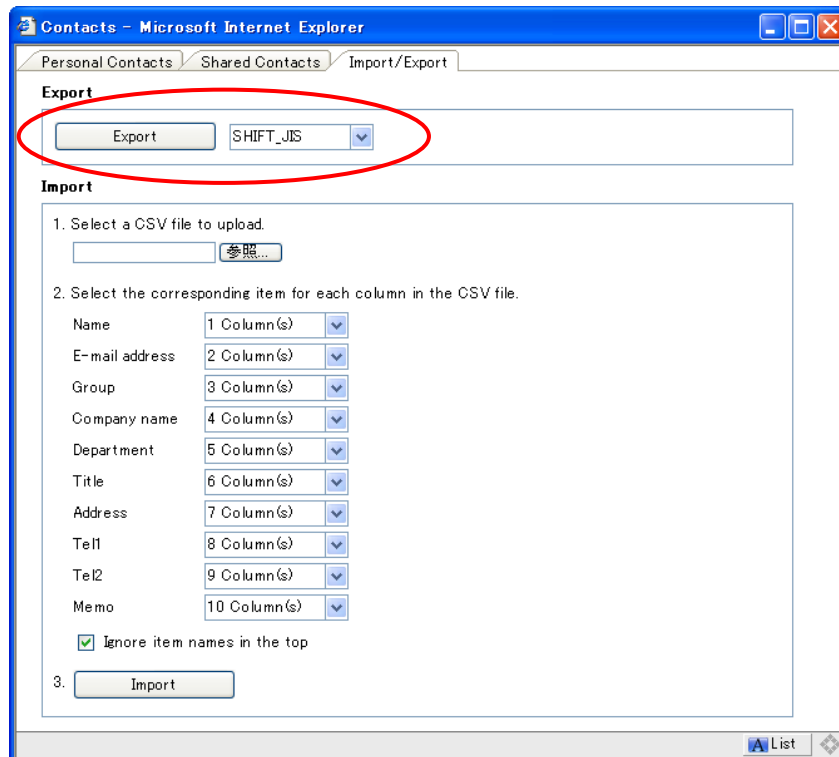
6.5. Exporting Personal Contacts

Summary

You can export Personal Contacts information to a CSV file and save it on a client PC.

You can make a backup of your Contacts, or import them into another mail client.

Figure 6.5-1 Exporting Personal Contacts



Procedure

1. Display Contacts (Add).
2. Click the [Import/Export] tab at the top of Contacts (Add).
3. Click the [Export] button.

Note

- For information about importing Contacts, see section 6.4, "Importing Personal Contacts" (page 133).

6.6. Contacts (Select)

Summary

Contacts (Select) is used when composing mail.

You can search for e-mail addresses in your Personal Contacts and Shared Contacts, and specify them as a recipient (TO, CC, BCC).

Personal Contacts Search All

☐ Display only corresponding e-mail addresses Reset Search Conditions

Choose one or more e-mail addresses. Use the drag-and-drop operation or double-click to select.

1 item(s) selected		All 6 item(s)	
	Name	E-mail Address	Group
<input type="checkbox"/>	Dorothy	Dorothy@example.com	Business
<input type="checkbox"/>	Francis	Francis@example.com	human affairs
<input type="checkbox"/>	Albert	Albert@example.com	human affairs
<input checked="" type="checkbox"/>	An	An@example.com	Friend
<input type="checkbox"/>	Jon	Jon@example.co.jp	Friend
<input type="checkbox"/>	user3	user3@example.co.jp	

Add to TO

Add to CC

Add to BCC

An

OK Cancel

Figure 6.6-1 Contacts (Select)

Details

■ About Contacts (Select)

Contacts (Select) can only be used on the [Edit Message] screen.

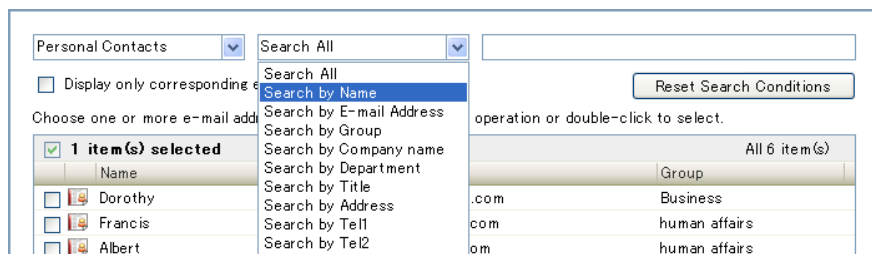
Using Contacts (Select), you can search for e-mail addresses and specify them as a recipient (TO, CC, BCC).

■ Searching for E-mail Addresses

The address list in Contacts (Select) displays e-mail addresses that you have added.

By changing the search conditions at the top of Contacts (Select), you can filter the list to show only e-mail addresses matching those conditions.

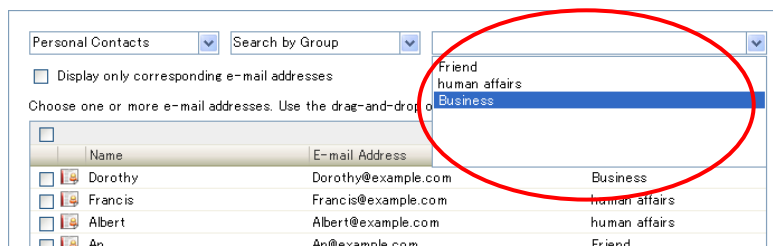
Category	Item	Description
Contacts	Personal Contacts	Search Personal Contacts
	Shared Contacts	Search Shared Contacts
Search target	Search All	Search by name, e-mail address, and group
	Search by Name	Search names
	Search by E-mail Address	Search e-mail addresses
	Search by Group	Search group names
Search keywords	(optional)	You can specify keywords of your choice



The screenshot shows the 'Search Conditions' interface. At the top, there are two dropdown menus: 'Personal Contacts' and 'Search All'. Below them is a checkbox for 'Display only corresponding e-mail addresses' and a text input field for 'Choose one or more e-mail addresses'. A 'Reset Search Conditions' button is also present. On the left, a list of contacts is shown with '1 item(s) selected'. On the right, a table lists groups with columns for 'Group' and 'All 6 item(s)'. The groups listed are '.com', '.com', and '.om', each associated with 'Business' or 'human affairs'.

Figure 6.6-2 Search Conditions

When you select [Search by Group], the text box for search keywords changes to a drop-down combo box, and you can either select a group that has already been added or enter a keyword of your choice.



The screenshot shows the 'Group Selection Drop-Down Combo Box'. It features a dropdown menu for 'Search by Group' with a list of groups: 'Friend', 'human affairs', and 'Business'. The 'Business' group is highlighted. Below the dropdown, a table lists contacts with columns for 'Name', 'E-mail Address', and 'Group'. The contacts listed are Dorothy, Francis, Albert, and An, each with their respective email addresses and group affiliations.

**Figure 6.6-3 Group Selection Drop-Down Combo Box
(You Can Also Input Keywords)**

■ [Display only corresponding e-mail addresses] Check Box

When the [Display only corresponding e-mail addresses] check box is selected, only e-mail addresses matching the search conditions are displayed in the address list.

When this check box is cleared, all e-mail addresses are displayed in the list, and e-mail addresses matching the search conditions are selected automatically.

Example: Using the following search conditions.

Personal Contacts	Search by Group	human affairs
-------------------	-----------------	---------------

Figure 6.6-4 Search Conditions

When the [Display only corresponding e-mail addresses] check box is cleared.

<input type="checkbox"/> Display only corresponding e-mail addresses		
2 item(s) selected		
Name	E-mail Address	Group
<input checked="" type="checkbox"/> Francis	Francis@example.com	human affairs
<input checked="" type="checkbox"/> Albert	Albert@example.com	human affairs
<input type="checkbox"/> Jon	Jon@example.co.jp	Friend
<input type="checkbox"/> An	An@example.com	Friend
<input type="checkbox"/> Dorothy	Dorothy@example.com	Business
<input type="checkbox"/> user3	user3@example.co.jp	

Figure 6.6-5 When [Display only corresponding e-mail addresses] is Cleared

When the [Display only corresponding e-mail addresses] check box is selected.

<input checked="" type="checkbox"/> Display only corresponding e-mail addresses		
All 2 item(s)		
Name	E-mail Address	Group
<input type="checkbox"/> Francis	Francis@example.com	human affairs
<input type="checkbox"/> Albert	Albert@example.com	human affairs

Figure 6.6-6 When [Display only corresponding e-mail addresses] is Selected

■ Specifying Recipients


You can specify recipients by selecting an e-mail address in the address list and clicking the [TO], [CC] or [BCC] button, or by dragging an e-mail address to the [TO], [CC] or [BCC] box.

You can use the selection check boxes to select multiple e-mail addresses at the same time.

Procedure

■ Displaying Contacts (Select)

You can display Contacts (Select) by performing one of the following actions.

- ▶ Click the  **Contacts** button on the [Edit Message] screen toolbar
- ▶ On the [Tools] menu for the [Edit Message] screen, click [Contacts (Select)]

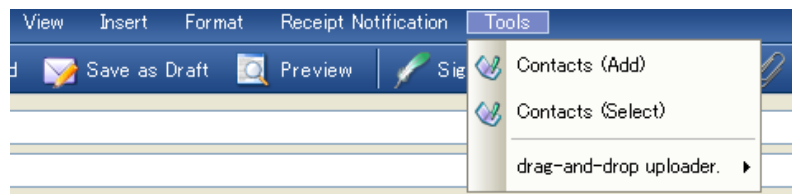


Figure 6.6-7 Using the Menu to Display Contacts (Select)

■ Searching for E-mail Addresses

1. Display Contacts (Select).
2. Specify search conditions at the top of Contacts (Select).
3. When you type search keywords, the address list displays e-mail addresses matching the search conditions in real time.
4. Select or clear the [Display only corresponding e-mail addresses] check box to change the address list display method.
5. To reset the search conditions and restore default values, click the [Reset Search Conditions] button.

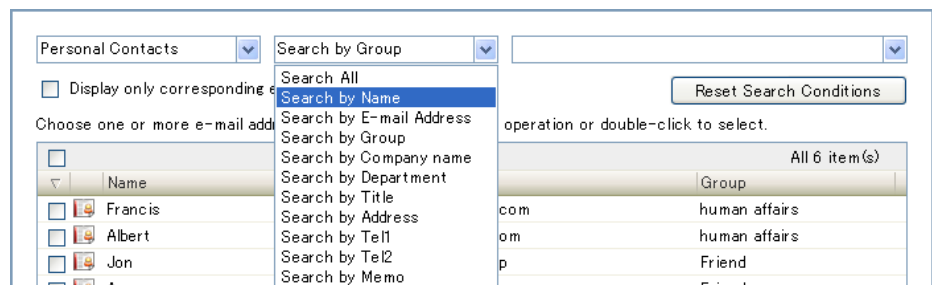


Figure 6.6-8 Specifying Search Conditions

■ Specifying a Recipient's E-mail Address

1. Display Contacts (Select).
2. Perform an e-mail address search if necessary.
3. In the address list, select the e-mail address for the message recipient. You can select multiple addresses using the selection boxes.
4. Click the [Add to TO], [Add to CC], or [Add to BCC] button depending on the type of recipient, or drag an e-mail address from the address list to the applicable recipient box.
5. When you click the [OK] button, the [TO], [CC] and [BCC] e-mail addresses specified on the [Edit Message] screen are entered.

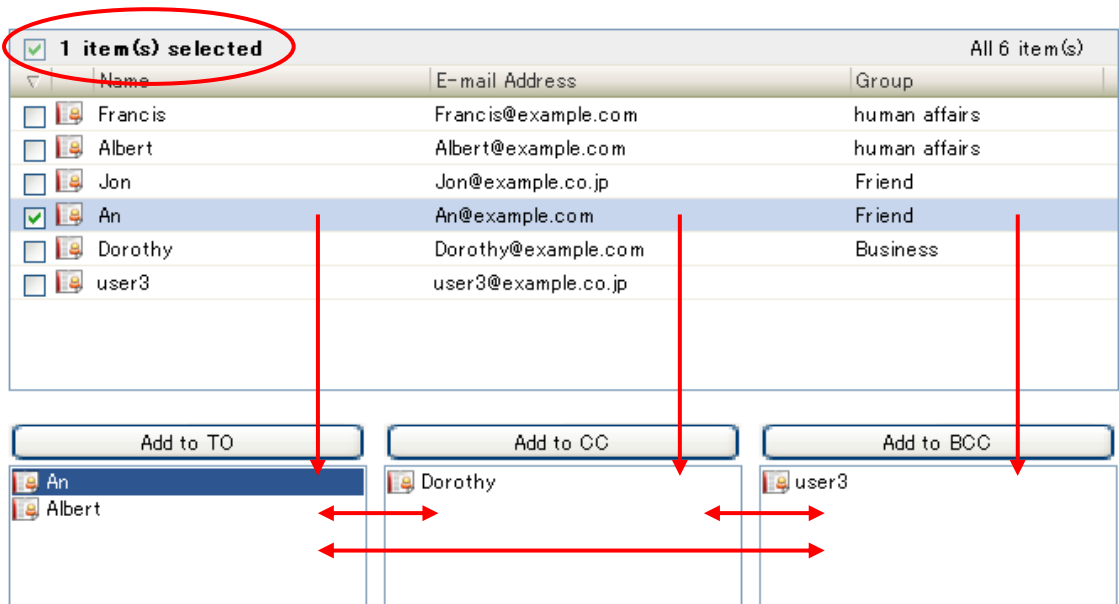


Figure 6.6-9 Select E-mail Address > Click [Add to TO] button > Address Specified

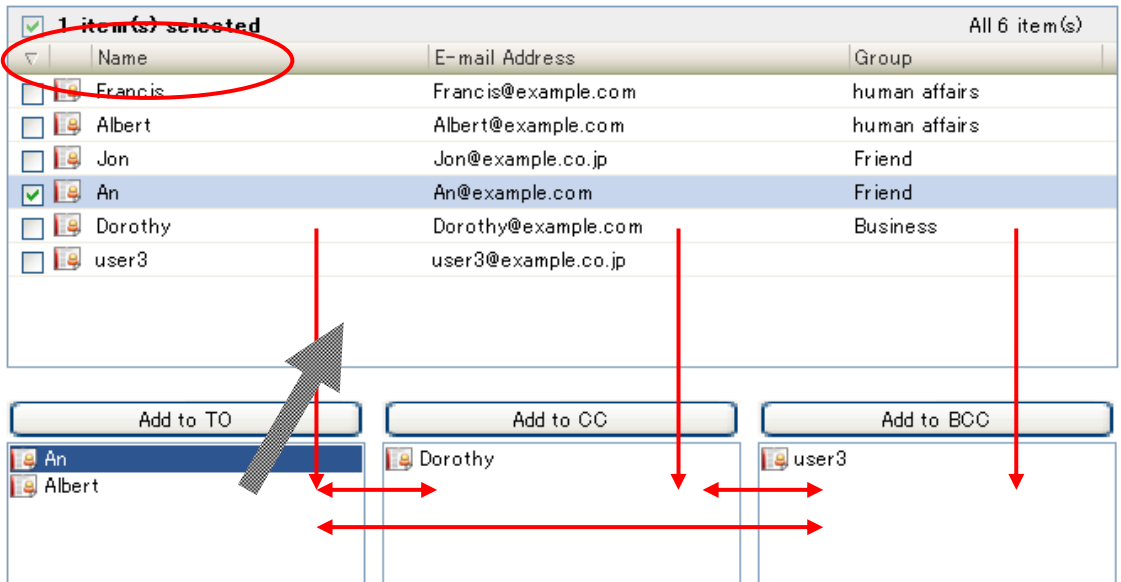


Figure 6.6-10 Select E-mail Address > Drag > CC Address Specified

Important

- If e-mail addresses not in your Contacts have been entered in the TO, CC, or BCC fields of the [Edit Message] screen, those e-mail addresses appear in the TO, CC, and BCC fields when you open the Address Selection screen.

Note

- For information about Contacts (Add), see section 6.2, "Contacts (Add)" (page 121).

7 Filtering Mail

7.1. Filtering Mail

Mail filtering is a function for automatically filing received mail into specific folders according to filtering rules that you have created in advance.

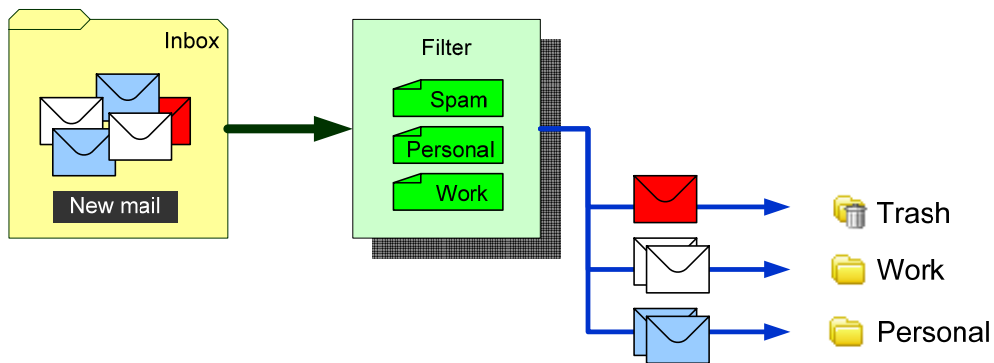


Figure 7.1-1 Mail Filtering Example

The rules for filing mail are called "filters."

7.2. Creating, Editing, and Deleting Filters

This section describes how to create, edit, and delete filters for filing mail, and explains the various filter settings.

7.2.1 Creating Filters

Summary

This section describes how to create filters.

Filters include "filter conditions," which specify the mail filter targets, and "filter actions," which specify what action (move to folder, move to trash, etc.) to take on that mail.

For example, when creating a filter that moves messages from A (a@a.com) or B (b@b.com) to the "Friends" folder, you can use the following settings.

Filter conditions	→	Messages received from either A (a@a.com) or B (b@b.com)
Filter action	→	Move to the "Friends" folder

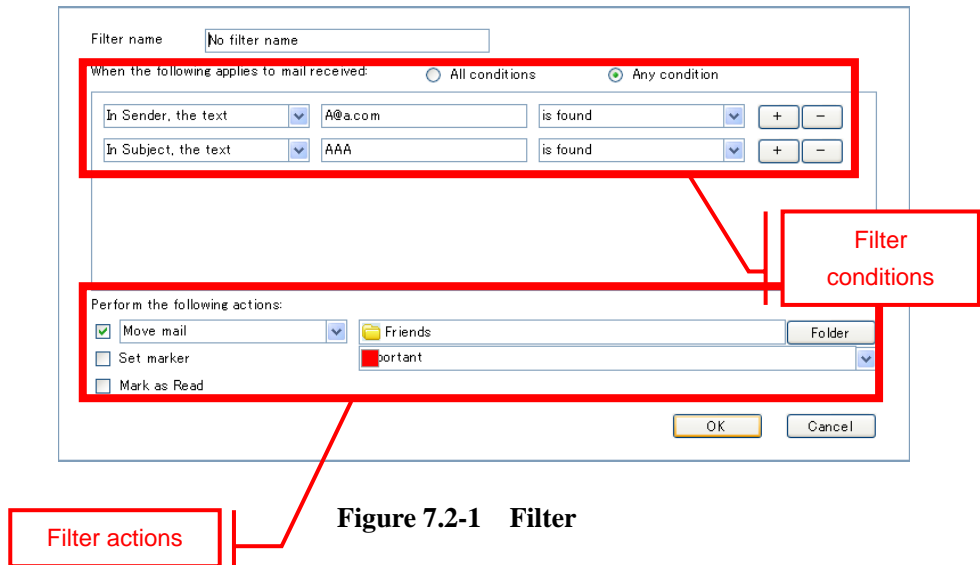


Figure 7.2-1 Filter

Details

■ Filter Conditions

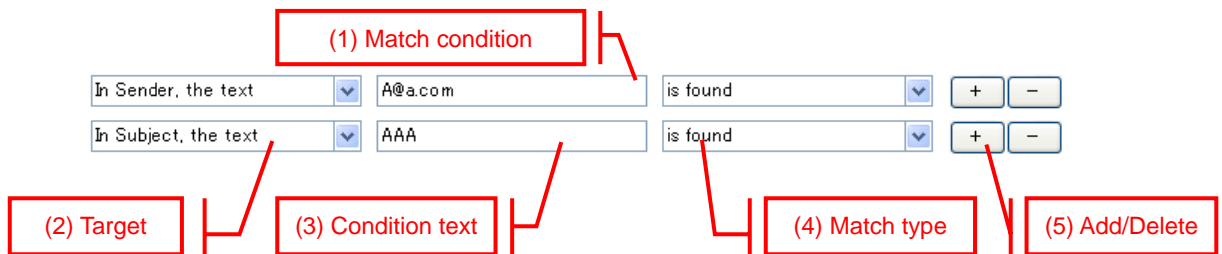


Figure 7.2-2 Filter Conditions

- (1) Match condition options
 - ▶ You can select from [All conditions] or [Any condition].
 - ▶ If you select [All conditions], the filter action is carried out when all filter conditions match.
 - ▶ If you select [Any condition], the filter action is carried out when one or more filter conditions match.
- (2) Target drop-down list box
 - ▶ Specify the target for the filter to check.
 - ▶ You can select from Subject, Sender, Recipient, CC, or TO or CC.
- (3) Condition text (note: in the English UI, Condition text comes after Match type)
 - ▶ Enter filter condition keywords here.
- (4) Match type drop-down list box (note: in the English UI, Match type comes before Condition text)
 - ▶ Specify how the condition text keywords are matched with the target.
 - ▶ You can select from [contains], [does not contain], [begins with], and [ends with].
- (5) Add and Delete buttons
 - ▶ You can add or delete conditions.
 - ▶ Click the [+] button to insert a new set of conditions one line below.
 - ▶ Click the [-] button to delete that set of conditions.

■ Filter Actions

Perform the following actions:

<input checked="" type="checkbox"/> Move mail	<input type="text" value="Friends"/> Folder	(1) Specified
<input type="checkbox"/> Set marker	<input type="text" value="Important"/>	(2) Marker
<input type="checkbox"/> Mark as Read		(3) Read

Figure 7.2-3 Filter Actions

- (1) Specified action
 - ▶ If you select the check box to the left of the action, you can move messages matching the conditions to a folder, copy them to a folder, or delete them.
 - ▶ You can select from [Move mail], [Copy mail], [Move mail to Trash], and [Delete mail permanently].
 - ▶ If you select [Move mail] or [Copy mail], click the [Folder] button to specify the folder to move or copy the mail to.
 - ▶ If you clear the check box to the left, the action specified in the drop-down list box is not processed, and mail remains stored in the [Inbox].
- (2) Marker
 - ▶ If you select the check box to the left, a marker is added to mail that matches the conditions.
 - ▶ You can select the type of marker to add using the drop-down list box.
 - ▶ If you clear the check box to the left, no marker is added.
- (3) Read
 - ▶ If you select the check box to the left, mail that matches the conditions is changed to read.

Procedure

■ Creating Filters

1. On the [Settings] menu, select [Mail Filtering] to display the [Mail Filtering] tab of the [Personal Settings] screen.
2. If you have added multiple e-mail addresses using the external POP option, select a target e-mail address for filtering from the [Target address] drop-down list box.
3. Click the [New] button.
4. The Filter dialog box is displayed. Enter the necessary items.
5. Click the [OK] button.

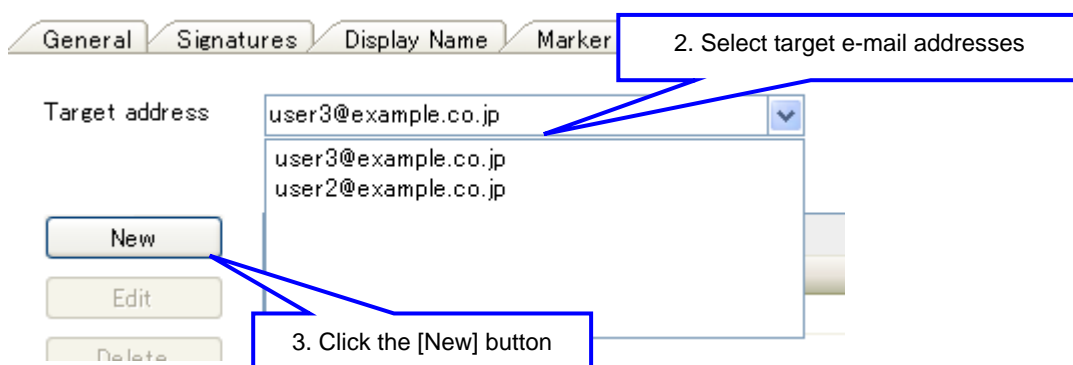


Figure 7.2-4 Mail Filtering Tab

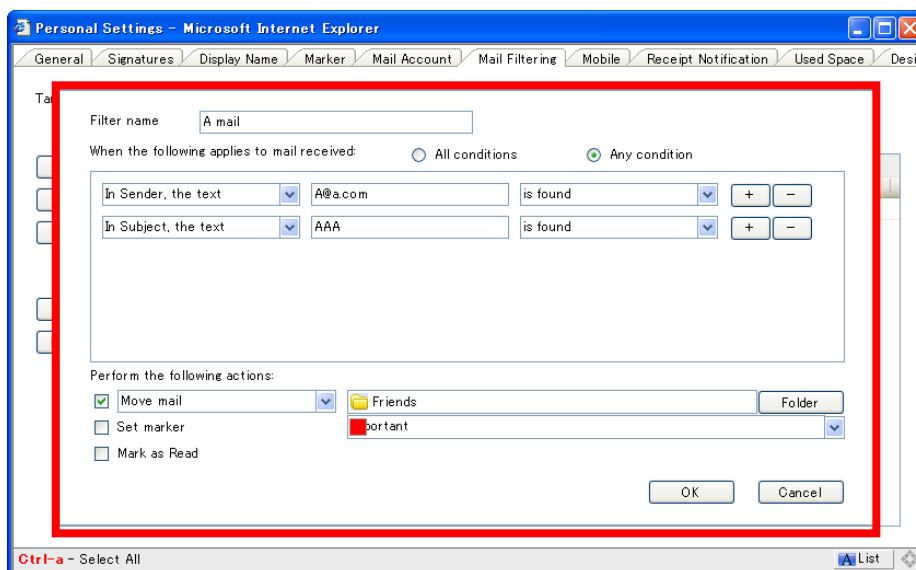


Figure 7.2-5 Filtering Dialog Box

Important

- After creating a filter, you must arrange them in order and set them to enabled or disabled.
(See section 7.2.4, "Filter Settings," on page 150.)

Note

- For information about editing filters, see section 7.2.2, "Editing Filters" (page 148).
- For information about deleting filters, see section 7.2.3, "Deleting Filters" (page 149).
- For information about filter settings, see section 7.2.4, "Filter Settings" (page 150).
- For information about moving, copying, and deleting mail, see section 5.2, "Organizing Mail" (page 104).
- For information about markers, see section 5.4, "Markers" (page 113).

7.2.2 Editing Filters

Summary

This section describes how to revise and edit filters.

For example, you can add new conditions to a filter, or change the folder that a filter moves messages to.

Details

■ About Filters

For information about filters, see section 7.2.1, "Creating Filters" (page 143).

Procedure

■ Editing Filters

1. On the [Settings] menu, select [Mail Filtering] to display the [Mail Filtering] tab of the [Personal Settings] screen.
2. If you have added multiple e-mail addresses using the external POP option, select a target e-mail address for filtering from the [Target address] drop-down list box.
3. Select the filter you want to edit.
4. Click the [Edit] button.
5. The Filter dialog box is displayed. Enter the necessary items.
6. Click the [OK] button.

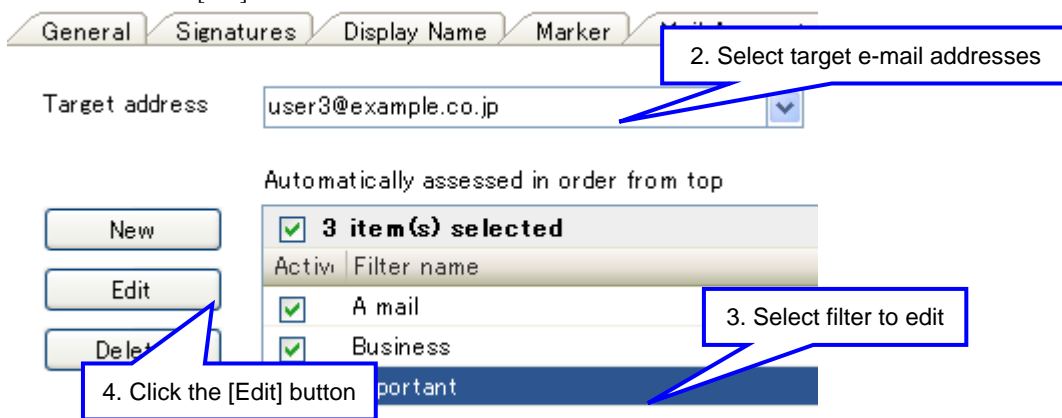


Figure 7.2-6 Editing Filters

Important

- After creating a filter, you must arrange them in order and set them to enabled or disabled (see section 7.2.4, "Filter Settings," on page 150).

Note

- For information about creating filters, see section 7.2.1, "Creating Filters" (page 143).
- For information about deleting filters, see section 7.2.3, "Deleting Filters" (page 149).
- For information about filter settings, see section 7.2.4, "Filter Settings" (page 150).

7.2.3 Deleting Filters

Summary

This section describes how to delete filters.

Details

■ About Filters

For information about filters, see section 7.2.1, "Creating Filters" (page 143).

Procedure

■ Editing Filters

1. On the [Settings] menu, select [Mail Filtering] to display the [Mail Filtering] tab of the [Personal Settings] screen.
2. If you have added multiple e-mail addresses using the external POP option, select a target e-mail address for filtering from the [Target address] drop-down list box.
3. Select the filter you want to delete.
4. Click the [Delete] button.

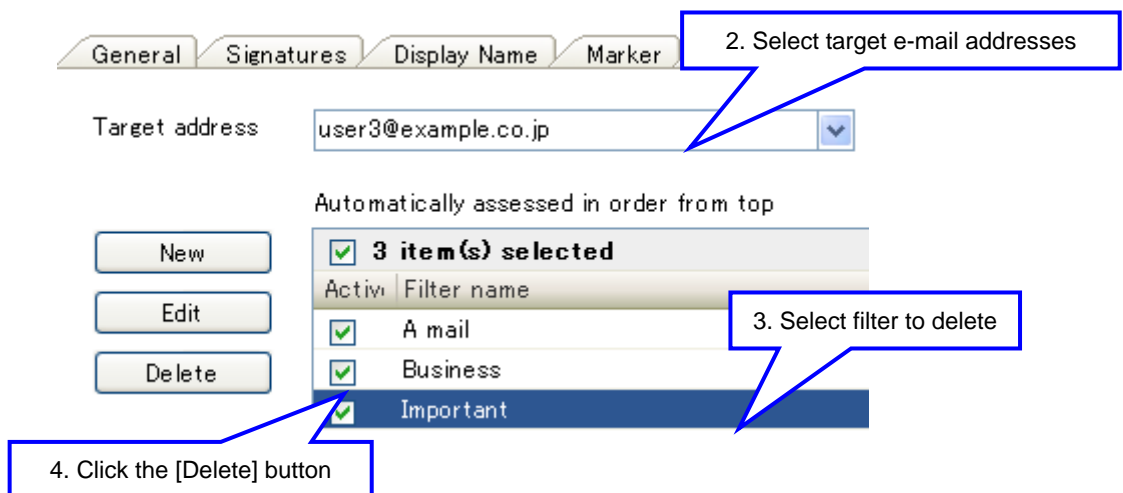


Figure 7.2-7 Deleting Filters

Important

- You can disable a filter by clearing the [Active] check box in the filter settings. If you want to disable a filter temporarily, it is recommended that you disable the filter rather than deleting it (see section 7.2.4, "Filter Settings," on page 150).

Note

- For information about creating filters, see section 7.2.1, "Creating Filters" (page 143).
- For information about editing filters, see section 7.2.2, "Editing Filters" (page 148).
- For information about filter settings, see section 7.2.4, "Filter Settings" (page 150).

7.2.4 Filter Settings

Summary

This section describes how to change filter settings.

You can change the order in which filters are applied, enable or disable filters, and change filter settings for new mail.

Details

■ Filter Application Order

Filters are assessed in order from the top of the list.

By changing the order, filter results may change also.

1. Move messages from A to the "Friends" folder
2. Move messages with the keyword "urgent" in the Subject to the "Urgent" folder

When the two filters shown above appear in this order, filter number 1 is applied to messages from A that also contain the keyword "urgent" in the Subject, and the messages are moved to the "Friends" folder, which is specified in filter number 1.

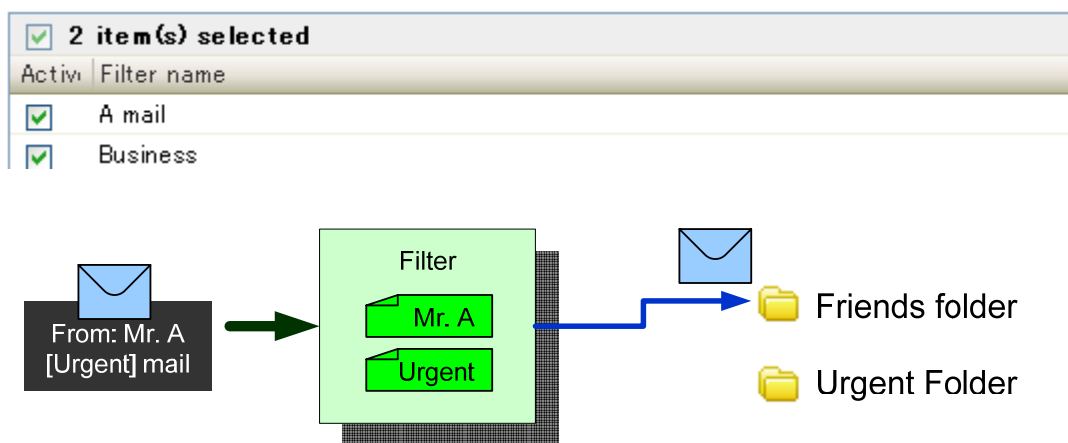


Figure 7.2-8 Filtering When "Mail From A" Is Above

When the filters are in the opposite order as shown below, the result is different.

1. Move messages with the keyword "urgent" in the Subject to the "Urgent" folder
2. Move messages from A to the "Friends" folder

Messages from A that also contain the keyword "urgent" in the Subject are moved to the "Urgent" folder.

<input checked="" type="checkbox"/>	2 item(s) selected
Active	Filter name
<input checked="" type="checkbox"/>	Business
<input checked="" type="checkbox"/>	A mail

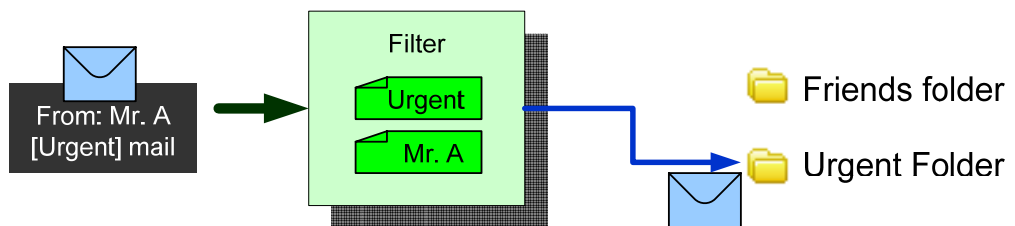


Figure 7.2-9 Filtering When "Urgent Mail" Is Above

■ Enabling/Disabling Filters

You can enable or disable filters individually.

By disabling a filter, you can temporarily prevent that filtering rule from being applied.

Of the six filters shown in Figure 7.2-10, filtering is only applied for the selected "Urgent mail," "Mail from A," and "Work" filters.

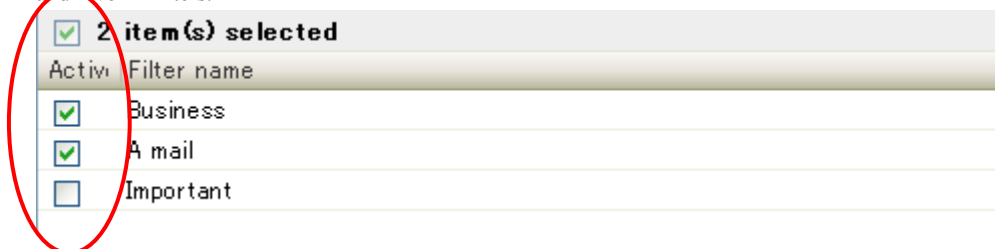


Figure 7.2-10 Enable and Disable Filter Check Boxes

■ Filtering New Mail

When the [Apply to newly received mail] check box is selected, filters are automatically applied to all newly received mail.

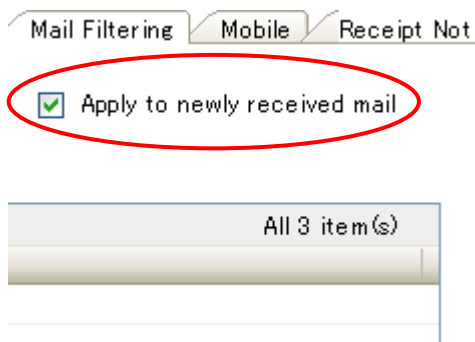


Figure 7.2-11 Apply to Newly Received Mail Check Box

Procedure

■ Changing Filter Application Order

1. On the [Settings] menu, select [Mail Filtering] to display the [Mail Filtering] tab of the [Personal Settings] screen.
2. If you have added multiple e-mail addresses using the external POP option, select a target e-mail address for filtering from the [Target address] drop-down list box.
3. In the filter list, select the filter you want to change the order of.
4. z Click the [Move up] or [Move down] buttons to change the order of the filter.

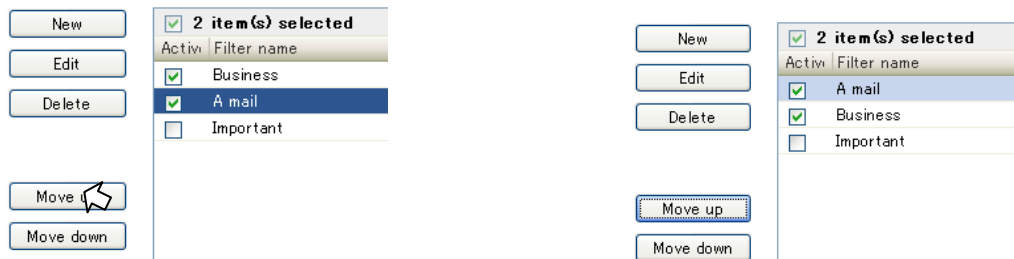


Figure 7.2-12 Changing Filter Order (Moving Up)

■ Enabling and Disabling Filters

1. On the [Settings] menu, select [Mail Filtering] to display the [Mail Filtering] tab of the [Personal Settings] screen.
2. If you have added multiple e-mail addresses using the external POP option, select a target e-mail address for filtering from the [Target address] drop-down list box.
3. In the filter list, select the [Active] check box for filters you want to enable, and clear this check box for filters you want to disable.
4. By selecting or clearing the check box at the top of the filter list, you can enable or disable all filters at once.

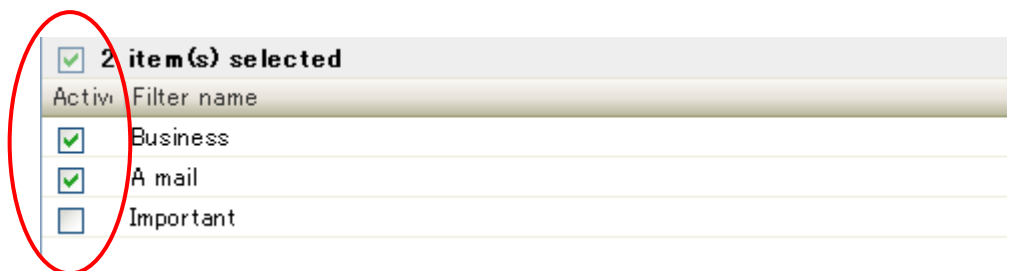


Figure 7.2-13 Enable and Disable Filter Check Boxes

■ Enabling/Disabling Filtering of New Mail

1. On the [Settings] menu, select [Mail Filtering] to display the [Mail Filtering] tab of the [Personal Settings] screen.
2. If you have added multiple e-mail addresses using the external POP option, select a target e-mail address for filtering from the [Target address] drop-down list box.
3. Select the [Apply to newly received mail] check box to enable filtering of new mail, and clear this check box to disable filtering.

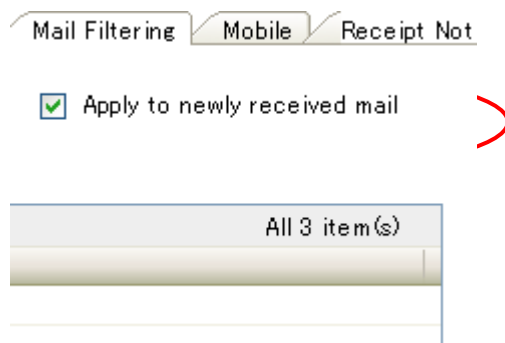


Figure 7.2-14 Apply to Newly Received Mail Check Box

Important

- The check boxes to the left of the filter list are for enabling and disabling filters. They are not for selecting multiple items like the check boxes in the message list.

Note

- For information about creating filters, see section 7.2.1, "Creating Filters" (page 143).
- For information about editing filters, see section 7.2.2, "Editing Filters" (page 148).
- For information about deleting filters, see section 7.2.3, "Deleting Filters" (page 149).

7.3. Applying Filters to Existing Mail

Summary

This function applies filters to mail that has already been received.

You can apply mail filters you have already defined to messages in the displayed folder.

You can choose to target all mail in the folder, read mail in the folder, or selected mail in the folder.

Details

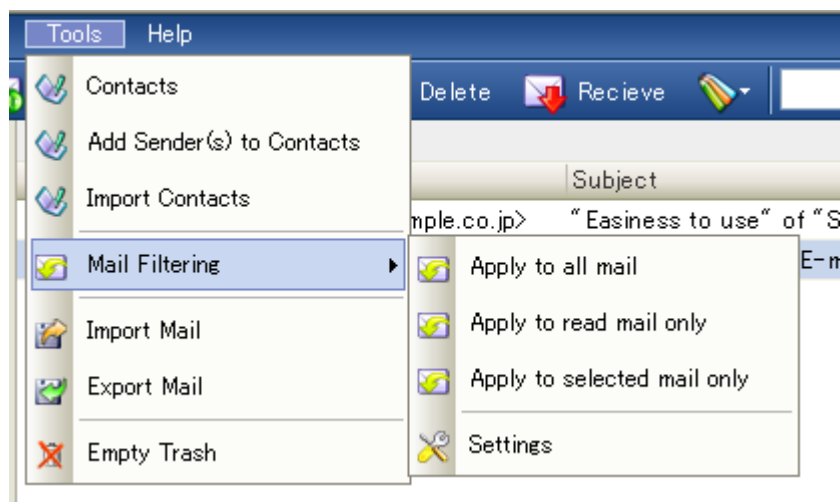
■ Filter All Mail

This option filters all mail stored in the displayed folder.

■ Filter Read Mail Only

This option filters only read mail stored in the displayed folder.

■ Filter Selected Mail Only



This option filters only mail stored in the displayed folder that has been selected using the selection check boxes.

Figure 7.3-1 Filtering Read Mail

Procedure

■ Filter All Mail

1. From the folder list, select the folder to apply a filter to.
2. On the [Tools] menu, point to [Mail Filtering], and then click [Apply to all mail].

■ Filter Read Mail Only

1. From the folder list, select the folder to apply a filter to.
2. On the [Tools] menu, point to [Mail Filtering], and then click [Apply to read mail only].

■ Filter Selected Mail Only

1. From the folder list, select the folder to apply a filter to.
2. In the message list, select the check boxes of messages to target with the filter. (Multiple messages can be selected.)
3. On the [Tools] menu, point to [Mail Filtering], and then click [Apply to selected mail only].

Important


- The filtering of read mail is done on a folder basis. When you filter messages in a folder containing subfolders, only messages in the folder itself are filtered. Messages in subfolders are not filtered.
- [Apply to selected mail only] only targets messages that have been selected using the selection check boxes. Highlighted messages you have clicked (inverse selection) are not targeted.
- To filter mail, you must first create the mail filters you want to use.

Note

- For information about filters, see section 7.2, "Creating, Editing, and Deleting Filters" (page 143).

8 Personal Settings

On the [Personal Settings] screen, you can change individual settings such as signatures, display names, and markers.

You can display the [Personal Settings] screen by either clicking the  button on the toolbar, or clicking individual commands on the [Settings] menu.

Procedure

■ Displaying the Personal Settings Screen

Perform one of the following actions to display the [Personal Settings] screen.

- ▶ On the [Settings] menu, click one of the settings.

- ▶ Click the  button on the toolbar.

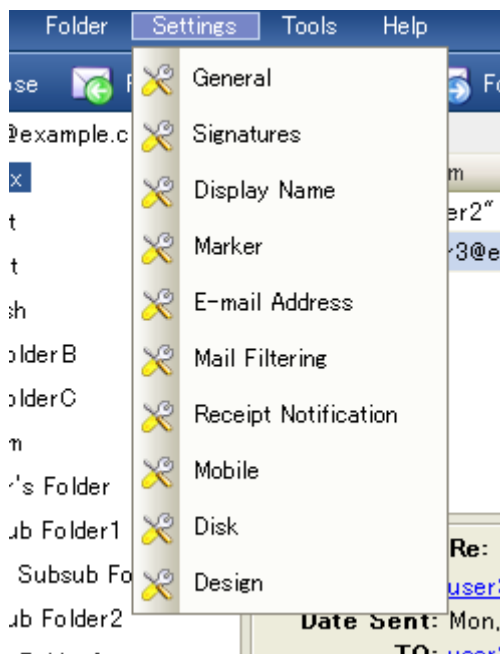


Figure 7.3-1 Settings Menu



Figure 7.3-2 Toolbar Settings Button

You can display pages for the various settings by clicking the tabs at the top of the [Personal Settings] screen, such as [General] and [Signatures].

8.1. General

This tab contains general settings for WitchyMail such as automatic receipt settings, settings for whether or not to quote when replying, and forwarding method settings.

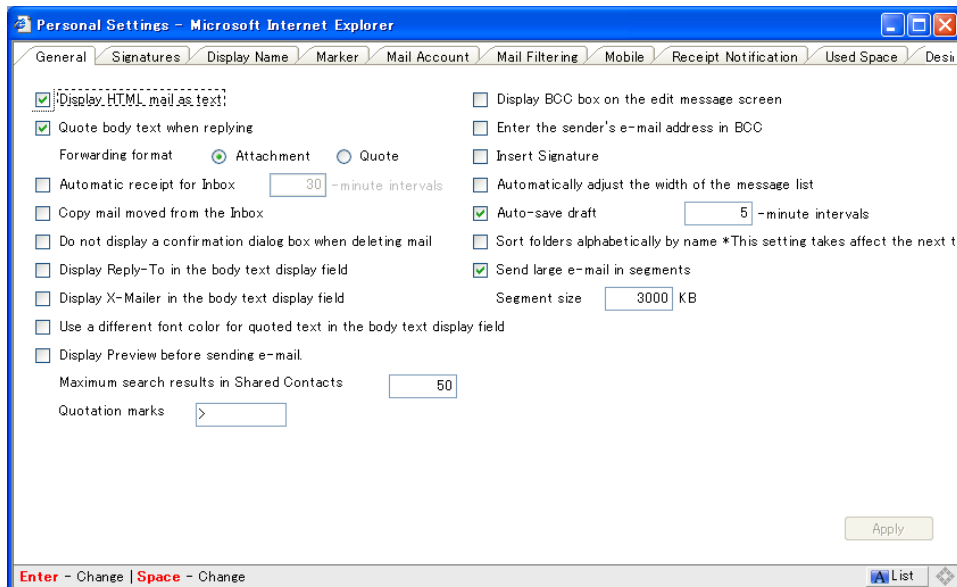


Figure 8.1-1 Personal Settings - General Tab

8.1.1 Display HTML Mail as Text



Summary

This function specifies the HTML mail display method.

You can select from one of the following HTML mail display formats.

■ New Window Display Method

The message body text is displayed in text format in the body text display field,

and an  HTML mail icon is displayed in the attachments field. Click the  HTML mail icon to display the message body text in HTML format in a new window.

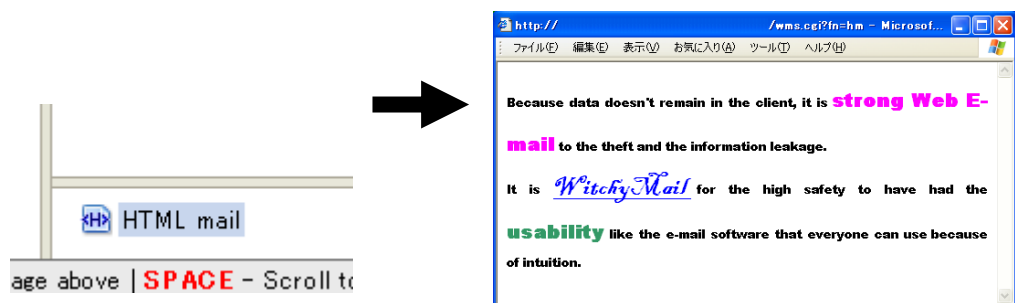


Figure 8.1-2 Displaying HTML Mail in a New Window

■ Body Text Display Field Method

The message body text is displayed in HTML format in the body text display field.

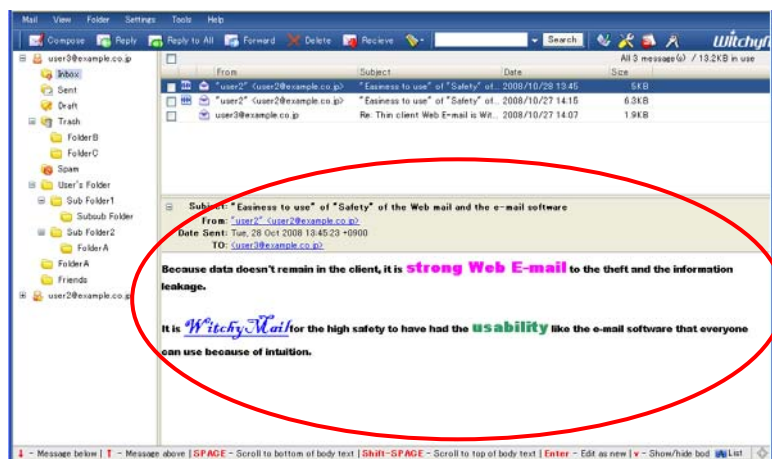


Figure 8.1-3 Displaying HTML Text in the Body Text Display Field

Details

■ Changing the HTML Mail Display Method

You can change the display method by selecting or clearing the [Display HTML mail as text] check box on the [General] tab of the [Personal Settings] screen.

- ▶ If you select the check box, body text is displayed in plain text format, and HTML mail is treated as an attachment that can be viewed in a new window.
- ▶ If you clear the check box, HTML mail is displayed directly in the body text display field in HTML format.

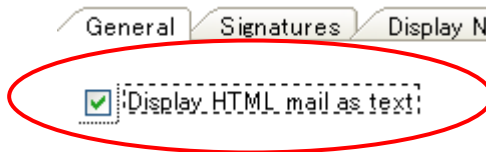


Figure 8.1-4 Display HTML Mail as Text Check Box

Note

- For information about reading HTML mail, see section 3.4, "HTML Mail" (page 38).

8.1.2 Quote Body Text When Replying

Summary

You can specify whether or not to quote the body text of the original message

when you click the  **Reply** or  **Reply to All** buttons on the toolbar.

Details

■ Specifying Whether to Quote Body Text When Replying

You can set whether or not to quote body text when replying to a message using the reply buttons by selecting or clearing the [Quote body text when replying] check box on the [General] tab of the [Personal Settings] screen.

- ▶ If you select the check box, the original message is quoted when you click the reply buttons to reply.
- ▶ If you clear the check box, the original message is not quoted when you click the reply buttons to reply.

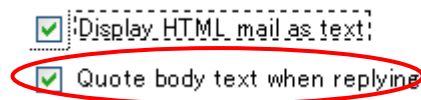



Figure 8.1-5 Quote Body Text When Replying Check Box

Note

- For information about replying to mail, see section 4.2, "Replying to Mail" (page 76).

8.1.3 Forwarding Format

Summary

You can specify whether to use [Forward as Attachment] or [Forward as Quote] as the forwarding format when you click the  Forward button on the toolbar.

■ Forward as Attachment


Converts the original message to an "eml" format file and attaches this file to the message you send. The recipient can read the original message by opening the attached "eml" file.

■ Forward as Quote

Quotes the body text of the original message, and adds any attachments from the original message to the message you send. The recipient can read the quoted body text and view any attachments.

Details

■ Changing Forwarding Format Settings for the Forward Button

You can specify the format to use when forwarding a message using the  Forward button with the [Forwarding Format] option buttons on the [General] tab of the [Personal Settings] screen.

- ▶ If you select [Attachment format], messages you forward using the forward button use the [Forward as Attachment] format.
- ▶ If you select [Quote format], messages you forward using the forward button use the [Forward as Quote] format.

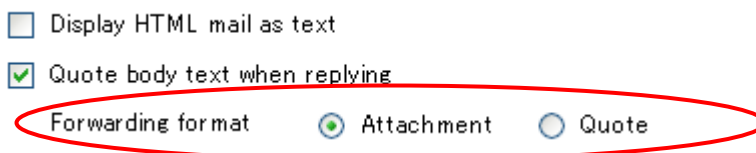


Figure 8.1-6 Forwarding Format Option Buttons

Note

- For information about forwarding mail, see section 4.3, "Forwarding Mail" (page 80).

8.1.4 Automatic Receipt for Inbox

Summary

This function accesses the mail server at regular intervals and automatically receives mail.

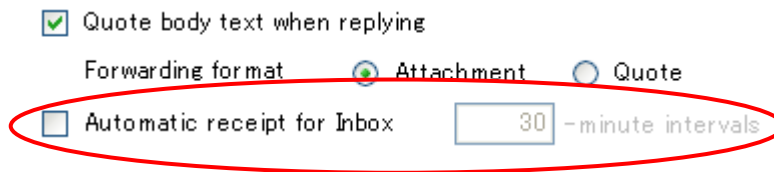
Details

■ Automatic Receipt Settings

This function automatically receives mail at set intervals.

You can set the interval for automatic receipt to between 10 minutes and 60 minutes in one minute increments. For example, if you set 10 minute intervals, new mail is received from the mail server every 10 minutes automatically.

You can enable the Automatic Receipt function by selecting the [Automatic receipt for Inbox] check box on the [General] tab of the [Personal Settings] screen.



☒ Quote body text when replying

Forwarding format ☒ Attachment ☐ Quote

☐ Automatic receipt for Inbox -minute intervals

Figure 8.1-7 Automatic Receipt Settings

8.1.5 Copy Mail Moved From the Inbox

Summary

This function copies messages rather than moving them when you move a message saved in the [Inbox] folder to another folder by dragging it. This means that you can use WitchyMail in combination with other e-mail clients, as all mail is left on the POP server.

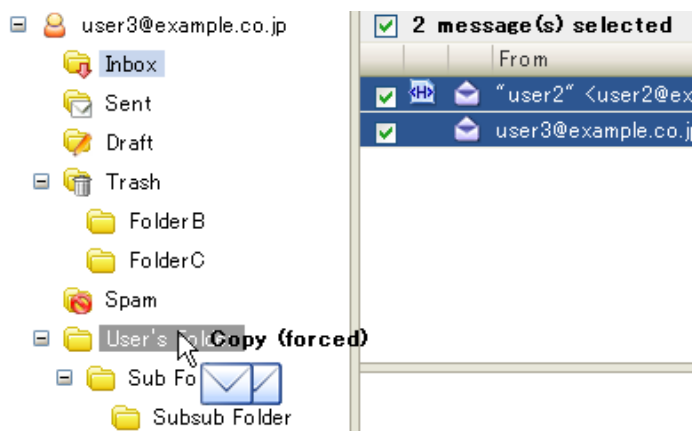


Figure 8.1-8 Forced Copy of Mail Moved from Inbox

Details

■ Setting Forced Copy of Mail Moved from Inbox

If you select the [Copy mail moved from the Inbox] check box on the [General] tab of the [Personal Settings] screen, a copy is made automatically when you drag messages saved in the Inbox.

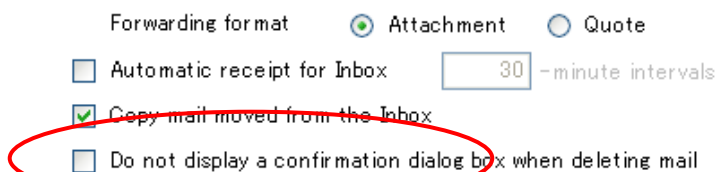


Figure 8.1-9 Forced Copy of Mail Moved from Inbox

Important

- When the [Copy mail moved from the Inbox] check box is selected, messages you drag from the [Inbox] folder to the [Trash] folder are copied only and not deleted. Use the menu command or toolbar button to delete messages.
- When using POP Server Synchronization mode, you cannot move messages saved in another folder to the [Inbox] folder.

Note

- For information about moving and copying mail, see section 5.2.1, "Moving and Copying Mail" (page 104).

8.1.6 Do Not Display a Confirmation Dialog Box When Deleting Mail

Summary

This function sets whether or not a confirmation dialog box is displayed when deleting mail.

Details

■ Selecting Whether or Not to Display a Confirmation Dialog Box When Deleting Mail

When you delete mail, a confirmation dialog box such as the one shown below is displayed.

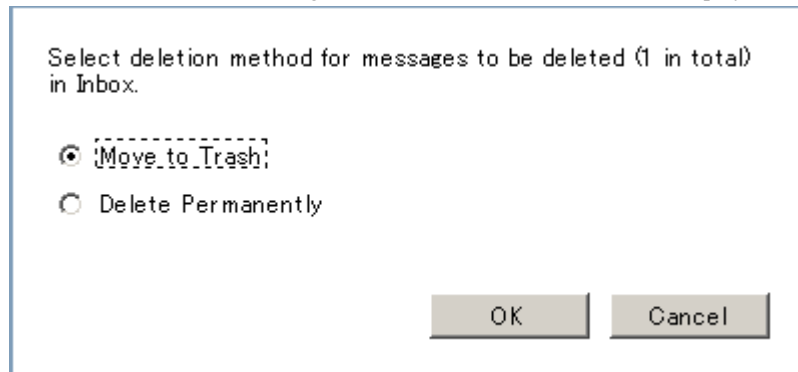


Figure 8.1-10 Delete Confirmation Dialog Box

If you select the [Do not display a confirmation dialog box when deleting mail] check box on the [General] tab of the [Personal Settings] screen, mail you delete is moved to the [Trash] folder without first displaying a confirmation dialog box.

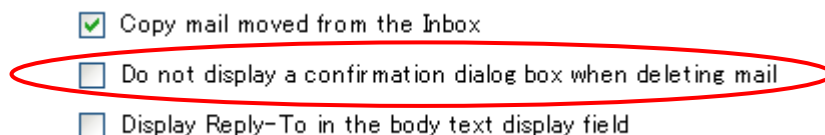


Figure 8.1-11 Do Not Display a Confirmation Dialog Box When Deleting Mail Check Box

Important

- When the [Do not display a confirmation dialog box when deleting mail] check box is selected, mail is automatically moved to the [Trash] folder when you delete it. When you want to delete mail permanently, select mail and use the SHIFT+DELETE keyboard shortcut to delete it.

Note

- For information about deleting mail, see section 5.2.2, "Deleting Mail" (page 107).

8.1.7 Display Reply-To in the Body Text Display Field

Summary

This function displays the Reply-To e-mail address (Reply-To header) for a message in the header area of the body text display field.

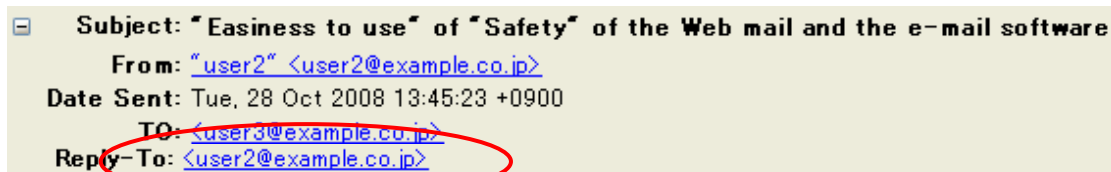


Figure 8.1-12 Reply-To Header

Details

■ Showing/Hiding the Reply-To Header

When you reply to a message you have received, the reply is usually addressed to the sender of that message. However, when a message contains a Reply-To e-mail address (Reply-To header), replies are composed to the Reply-To e-mail address.

You can display the Reply-To e-mail address (Reply-To header) in the header area of the body text display field by selecting the [Display Reply-To in the body text display field] check box on the [General] tab of the [Personal Settings] screen.

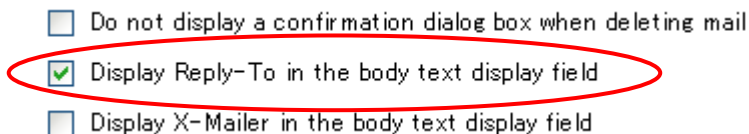


Figure 8.1-13 Display Reply-To in the Body Text Display Field Check Box

Important

- When a message has no Reply-To e-mail address, the Reply-To e-mail address is not displayed even if the [Display Reply-To in the body text display field] check box is selected.

Note

- For information about the body text display field, see section 3.2.3, "Body Text Display Field" (page 18).

8.1.8 Display X-Mailer in the Body Text Display Field

Summary

This function displays the e-mail software used to send a message (X-Mailer header) in the header area of the body text display field.

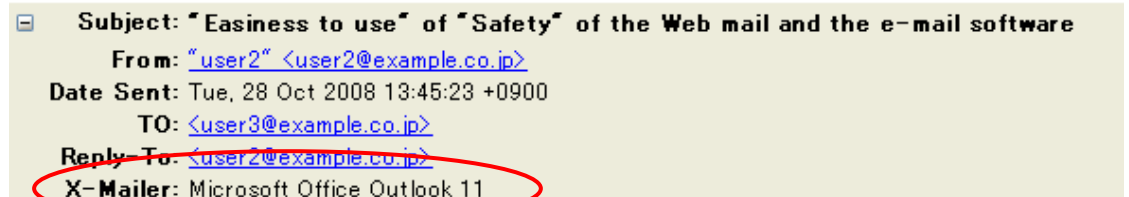


Figure 8.1-14 X-Mailer Header

Details

■ Showing and Hiding the X-Mailer Header

Most e-mail software includes the name of the e-mail software used to send a message in the X-Mailer header of sent messages.

You can display the name of the e-mail software used to send a message (X-Mailer header) in the header area of the body text display field by selecting the [Display X-Mailer in the body text display field] check box on the [General] tab of the [Personal Settings] screen.

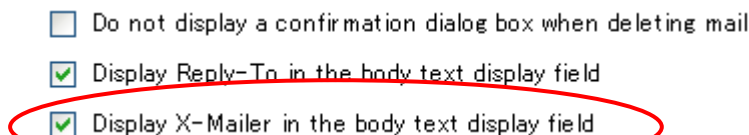


Figure 8.1-15 Display X-Mailer in the Body Text Display Field Check Box

Important

- Some e-mail software does not include the e-mail software name in the X-Mailer header. When a message you received was sent using such e-mail software, the X-Mailer header is not displayed even if the [Display X-Mailer in the body text display field] check box is selected.

Note

- For information about the body text display field, see section 3.2.3, "Body Text Display Field" (page 18).

8.1.9 Use a Different Font Color for Quoted Text in the Body Text Display Field

Summary

You can use a different font color for quoted text in the body text display field.

Lines in the message body text beginning with ">", "|", " | ", "> ", "» ", and ">" are treated as quoted text.

```

> a quotation
| a quotation
| a quotation
> a quotation
» a quotation
> a quotation

no quotation
    
```

Figure 8.1-16 Color-Coded Quoted Text

The color that quoted text is displayed in changes depending on how many quotation marks are used.

```

no quotation
> a quotation 1
>> a quotation 2
>>> a quotation 3
>>>> a quotation 4
>>>>> a quotation 5
>>>>>> a quotation 6
>>>>>>> a quotation 7
    
```

Figure 8.1-17 Display Changes Depending on the Number of Times Quoted

Details

■ Displaying Quoted Text in Different Colors

You can display quoted text in different colors by selecting the [Use a different font color for quoted text in the body text display field] check box on the [General] tab of the [Personal Settings] screen.

<input checked="" type="checkbox"/> Display Reply-To in the body text display field	<input checked="" type="checkbox"/> Send large
<input checked="" type="checkbox"/> Display X-Mailer in the body text display field	Segment :
<input checked="" type="checkbox"/> Use a different font color for quoted text in the body text display field	
<input type="checkbox"/> Display Preview before sending e-mail.	
Maximum search results in Shared Contacts	<input type="text" value="50"/>
Quotation marks	<input type="text" value=">"/>

Figure 8.1-18 Use a Different Font Color for Quoted Text in the Body Text Display Field Check Box

Important

- In addition to the commonly used quotation marks (">", "|", " | ", "> ", "» ", and ">"), lines beginning with other symbols the user specifies on the [Personal Settings] screen are displayed in different colors also.

Note

- For information about changing the symbol used to offset quoted body text, see section 8.1.11, "Changing Quotation Marks" (page 171).

8.1.10 Maximum search results in Shared Contacts

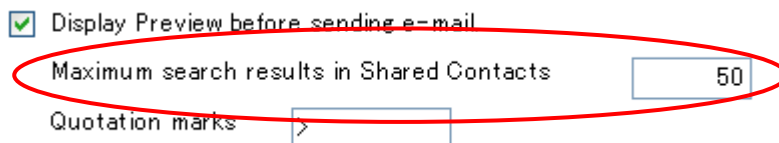
Summary

You can specify the maximum number of search results to display when performing an e-mail address search in Shared Contacts.

Details

■ Changing Maximum search results in Shared Contacts

You can specify the maximum number of search results to display when performing an e-mail address search in Shared Contacts using the [Maximum results in Shared Contacts] option on the [General] tab of the [Personal Settings] screen.



☒ Display Preview before sending e-mail

Maximum search results in Shared Contacts

Quotation marks

You can set a value between 1 and 100. The default value is 50.

Figure 8.1-19 Maximum Searches for Shared Contacts Text Box

Note

- For information about Shared Contacts, see section 6.3, "Shared Contacts" (page 131).

8.1.11 Changing Quotation Marks

Summary

You can change the character to use for quotation marks.

```
> a quotation
| a quotation
| a quotation
> a quotation
% a quotation
> a quotation
```

Figure 8.1-20 Quotation Marks

Details

■ Changing Quotation Marks

You can change quotation marks by typing the character you want to use in the [Quotation marks] text box on the [General] tab of the [Personal Settings] sheet. (default value: ">")

Quotation marks are used when you select [Quote] when replying to a message or [Forward as Quote] when forwarding a message.

You can use up to 80 characters when specifying the quotation marks to use.

☒ Display Preview before sending e-mail.

Maximum search results in Shared Contacts

Quotation marks

Figure 8.1-21 Quotation Marks Text Box

Important

- You can use up to 80 single-byte or double-byte characters when specifying the quotation marks to use.
- If you do not type anything in the [Quotation marks] text box, text is quoted without using quotation marks when you reply to or forward a message.
- If you type only single-byte spaces in the [Quotation marks] text box, text is quoted without using quotation marks when you reply to or forward a message, the same as if you type in nothing.

Note

- For information about replying to mail, see section 4.2, "Replying to Mail" (page 76).
- For information about forwarding mail, see section 4.3, "Forwarding Mail" (page 80).
- For information about the body text display field, see section 3.2.3, "Body Text Display Field" (page 18).

8.1.12 Display BCC Box on the Edit Message Screen

Summary

You can specify whether or not the BCC address field is shown when you display the [Edit Message] screen.

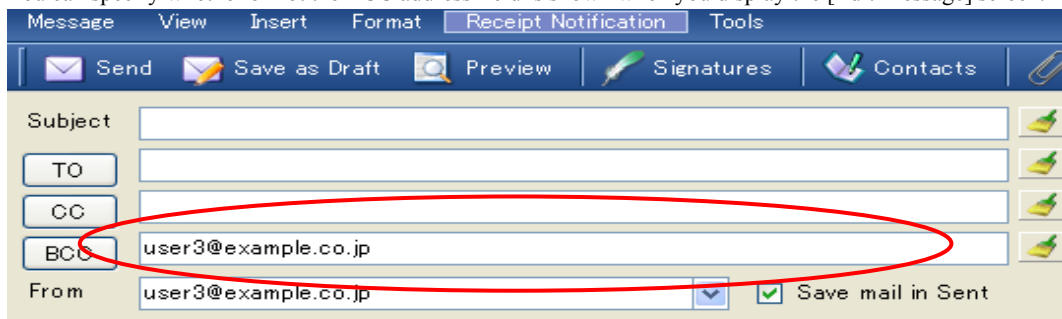


Figure 8.1-22 Edit Message Screen BCC Address Field

Details

■ Changing Default Settings for BCC Address Display

You can set the default value for whether or not to display the BCC address field on the [Edit Message] screen by selecting or clearing the [Display BCC box on the edit message screen] check box on the [General] tab of the [Personal Settings] screen.

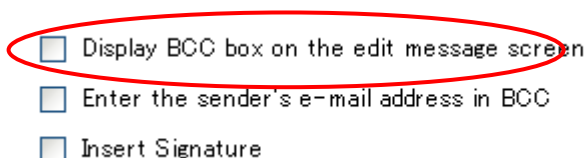


Figure 8.1-23 Display BCC Box on the Edit Message Screen Check Box

- ▶ If you select the [Display BCC box on the edit message screen] check box, the BCC address field is shown by default when you display the [Edit Message] screen.
- ▶ If you clear the [Display BCC box on the edit message screen] check box, the BCC address field is not shown when you display the [Edit Message] unless you specify a BCC recipient. To display the BCC address field, you must select [BCC] on the [View] menu.

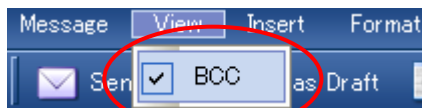


Figure 8.1-24 Display BCC Address Check Box (Edit Message Screen)

Important

- If a BCC address is already specified, such as when you display a draft message with a BCC recipient, or when you compose new mail with the [Enter the sender's e-mail address in BCC] check box selected, the BCC address field is shown regardless of whether or not you have selected the [Display BCC box on the edit message screen] check box.

Note

- For information about specifying BCC recipients, see section 4.1.1, "Specifying TO, CC, and BCC" (page 62).
- For information about adding your own e-mail address as a BCC recipient, see section 8.1.13, "Enter the Sender's E-mail Address in BCC" (page 174).

8.1.13 Enter the Sender's E-mail Address in BCC

Summary

You can specify your own e-mail address automatically as a BCC recipient when you compose mail.

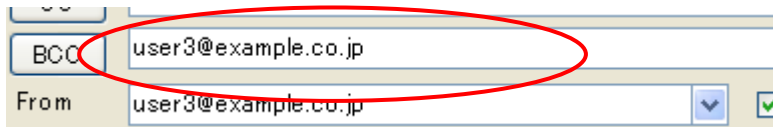


Figure 8.1-25 Adding Sender's E-mail Address to BCC Automatically

Details

■ Specifying Sender's E-mail Address as a BCC Recipient Automatically

You can specify your own e-mail address automatically as a BCC recipient when you compose a new message or reply to or forward messages by selecting the [Enter the sender's e-mail address in BCC] check box on the [General] tab of the [Personal Settings] screen.

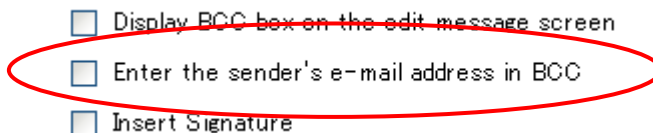


Figure 8.1-26 Enter the Sender's E-mail Address in BCC Check Box

This option is useful when you want to manage messages you send together with other messages you receive, instead of just storing them in the [Sent] folder.

Note

- For information about specifying BCC recipients, see section 4.1.1, "Specifying TO, CC, and BCC" (page 62).

8.1.14 Insert Signature

Summary

This function inserts your default signature automatically when you compose mail.

Details

■ Inserting a Signature Automatically

You can enable or disable automatic insertion of your signature by selecting or clearing the [Insert Signature] check box on the [General] tab of the [Personal Settings] screen.

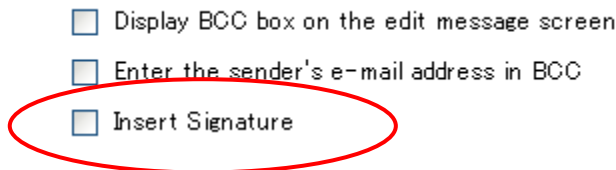


Figure 8.1-27 Insert Signature Check Box

If you select this check box, the default signature is inserted automatically when you display the [Edit Message] screen to compose a message, or reply to or forward messages.

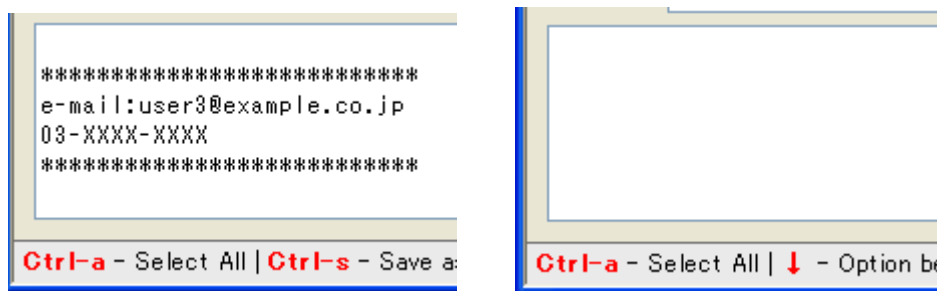


Figure 8.1-28 Automatic Signature Insertion On (Left) or Off (Right)

Important

- If you have not created any signatures, a signature is not added even when the [Insert Signature] check box is selected.

Note

- For information about signatures, see section 4.5, "Signatures" (page 87).
- For information about personal settings, see section 8.2, "Signature Settings" (page 179).

8.1.15 Automatically Adjust the Width of the Message List

Summary

You can adjust the width of message list items (From, Subject, Date, Size) automatically to match the screen size of the main window.

Details

■ Adjusting the Width of the Message List Automatically

You can adjust the width of message list items automatically to match the screen size by selecting the [Automatically adjust the width of the message list] check box on the [General] tab of the [Personal Settings] screen.

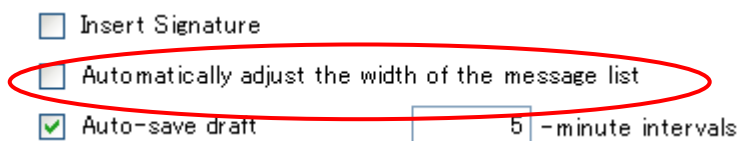


Figure 8.1-29 Automatically Adjust the Width of the Message List Check Box

If you select the [Automatically adjust the width of the message list] check box, the width of message list items expands or shrinks automatically when the browser window's horizontal size changes.

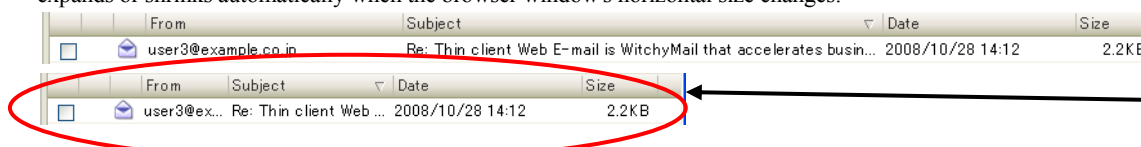


Figure 8.1-30 Item Width Expands or Shrinks to Match Screen Size When Automatic Adjustment Enabled

If you clear the [Automatically adjust the width of the message list] check box, the width of message list items stays the same even when the browser window's horizontal size changes.

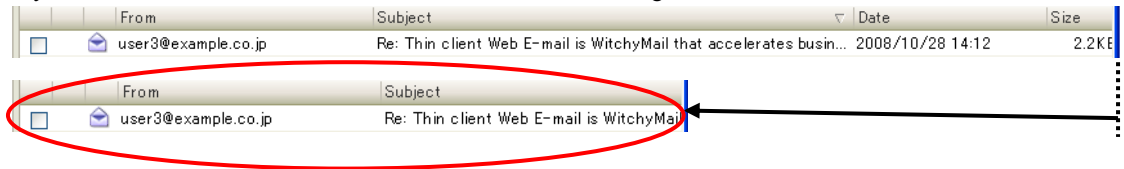


Figure 8.1-31 Item Width Stays the Same if Screen Size Changes When Automatic Adjustment Off

Note

- For information about the message list, see section 3.2.2, "Message List" (page 14).

8.1.16 Send Large E-mail Divided into Segments

Summary

You can set whether or not to divide large e-mail messages into segments, and what the size of each segment should be.

Details

■ Settings for Dividing Mail into Segments

You can enable or disable the dividing of mail into segments by selecting or clearing the [Send large e-mail in segments] check box on the [General] tab of the [Personal Settings] screen.

You can set the size of mail to divide into segments in the [Segment size] text box also.

If you select the [Send large e-mail in segments] check box, messages you send that are larger than the segment size you specified in [Segment size] are segmented automatically into that size before sending.

For example, if the value for [Segment size] is set as 1000 KB (approximately 1 MB), when you send an e-mail with a size of 2.5 MB it is divided automatically into three segments: three e-mails with sizes of 1 MB, 1 MB, and 500 KB, and then sent.

☐ Automatically adjust the width of the message list

☒ Auto-save draft -minute intervals

☐ Sort folders alphabetically by name *This setting takes affect the next time you log in..

☒ Send large e-mail in segments

Segment size KB

Figure 8.1-32 Segment Mail Settings

Important

- The Administrator sets maximum and minimum values for [Segment size]. If you try to set a value higher (or lower) than these limits, an error message is displayed.

Note

- For information about reassembling mail, see section 3.5, "Reassembling Segmented Mail" (page 42).
- For information about dividing mail into segments, see section 4.1.3, "Segmenting Mail" (page 70).

8.2. Signature Settings

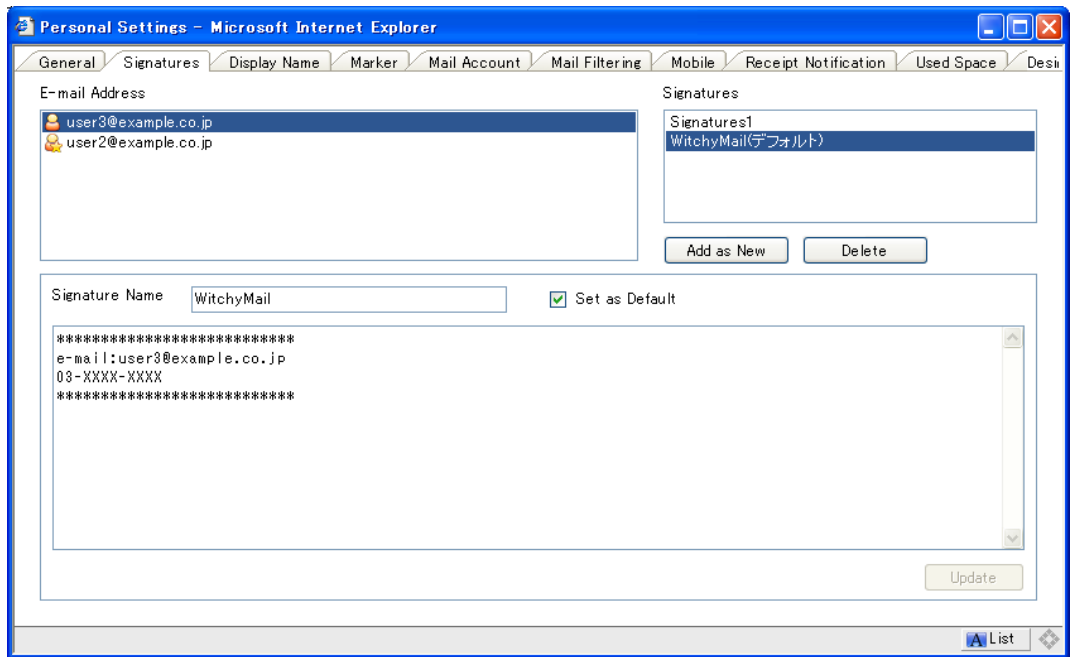


Figure 8.2-1 Personal Settings Screen - Signatures Tab

Summary

You can create, edit, and delete signatures that are inserted at the end of your messages.

You can set the default signature that is inserted automatically when you compose a new message, reply to or forward messages, or click the [Signature] button also.

Details

■ Signatures

You can do the following signature-related actions.

- ▶ Create and add signatures (signature name, signature details, default signature)
- ▶ Edit the details of an existing signature
- ▶ Delete signatures

Procedure

■ Creating and Adding Signatures

1. On the [Settings] menu, click [Signatures].
2. The [Signatures] tab of the [Personal Settings] screen is displayed. Select the e-mail address you want to create a signature for.
3. Click the [Add as New] button.
4. The Edit Signature field is displayed in the lower half of the [Personal Settings] screen. Type the name in [Signature Name] and the signature in [Signature].
5. To set the signature you create as the default signature, select the [Set as Default] check box.
6. Click the [Add] button.
7. Confirm that the signature you created has been added to the signature list in the upper right of the [Personal Settings] screen.

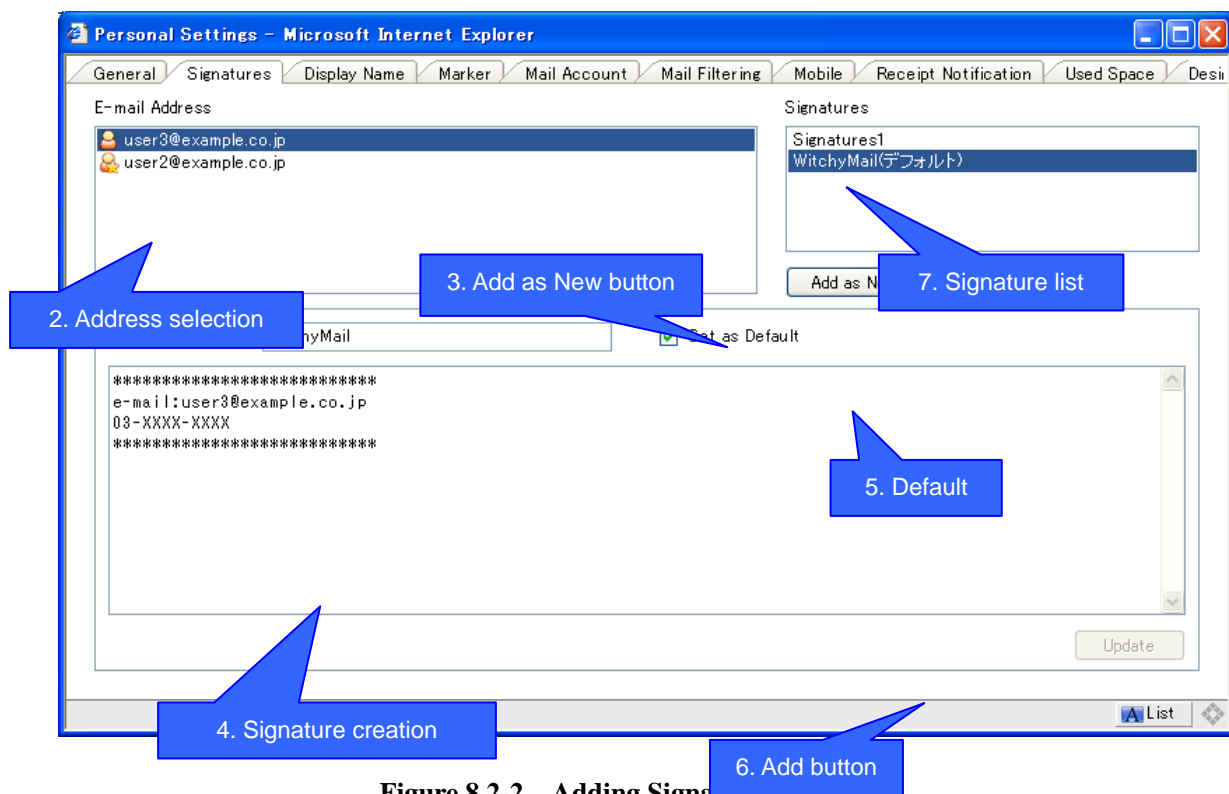


Figure 8.2-2 Adding Signatures

■ Editing Signatures

1. On the [Settings] menu, click [Signatures].
2. The [Signatures] tab of the [Personal Settings] screen is displayed. Select the e-mail address to edit a signature for.
3. Select the signature you want to edit from the signature list in the upper right of the [Personal Settings] screen.
4. The Edit Signature field is displayed in the lower half of the [Personal Settings] screen. Type the name in [Signature Name] and the signature in [Signature].
5. To set the signature you selected as the default signature, select the [Set as Default] check box.
6. Click the [Update] button.

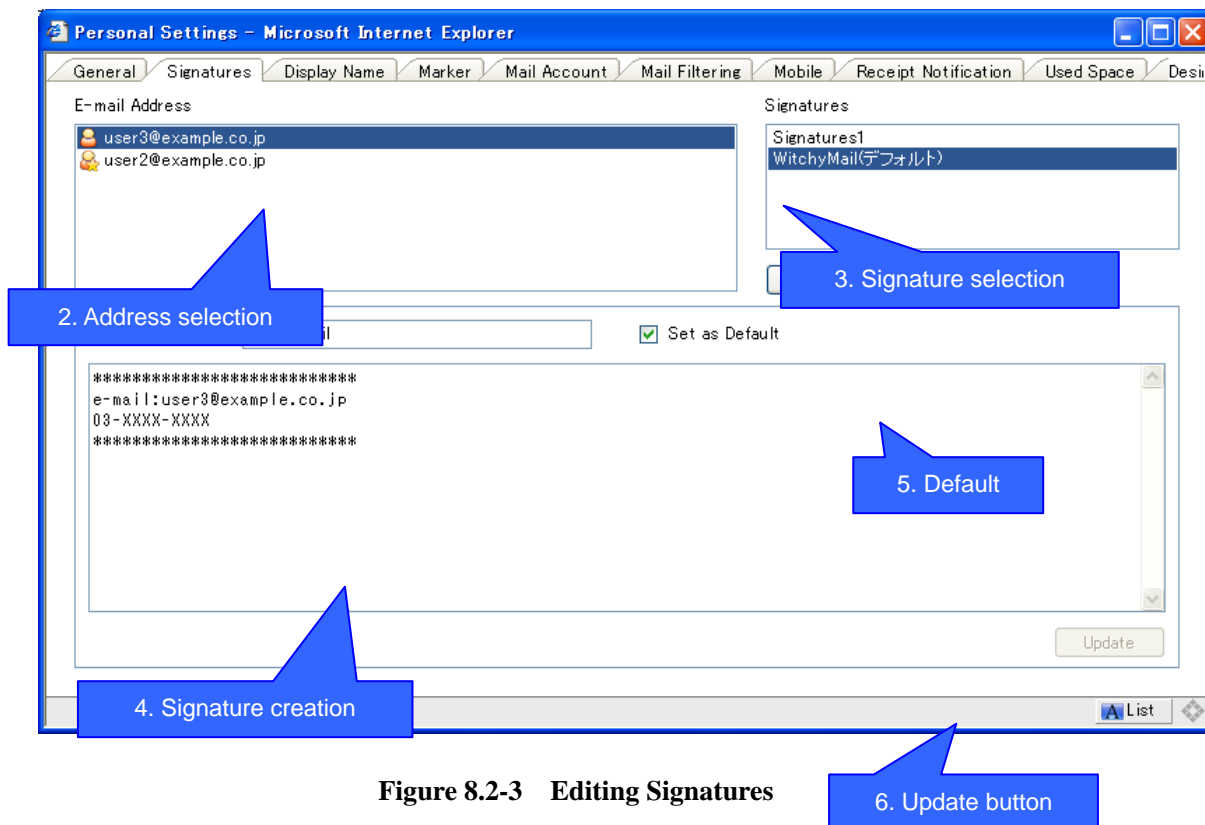


Figure 8.2-3 Editing Signatures

■ Deleting Signatures

1. On the [Settings] menu, click [Signatures].
2. The [Signatures] tab of the [Personal Settings] screen is displayed. Select the e-mail address to delete a signature for.
3. Select the signature you want to delete from the signature list.
4. Click the [Delete] button.
5. A confirmation dialog box is displayed. Click the [Yes] button.
6. Confirm that the signature you selected from the signature list in the upper right of the [Personal Settings] screen has been deleted.

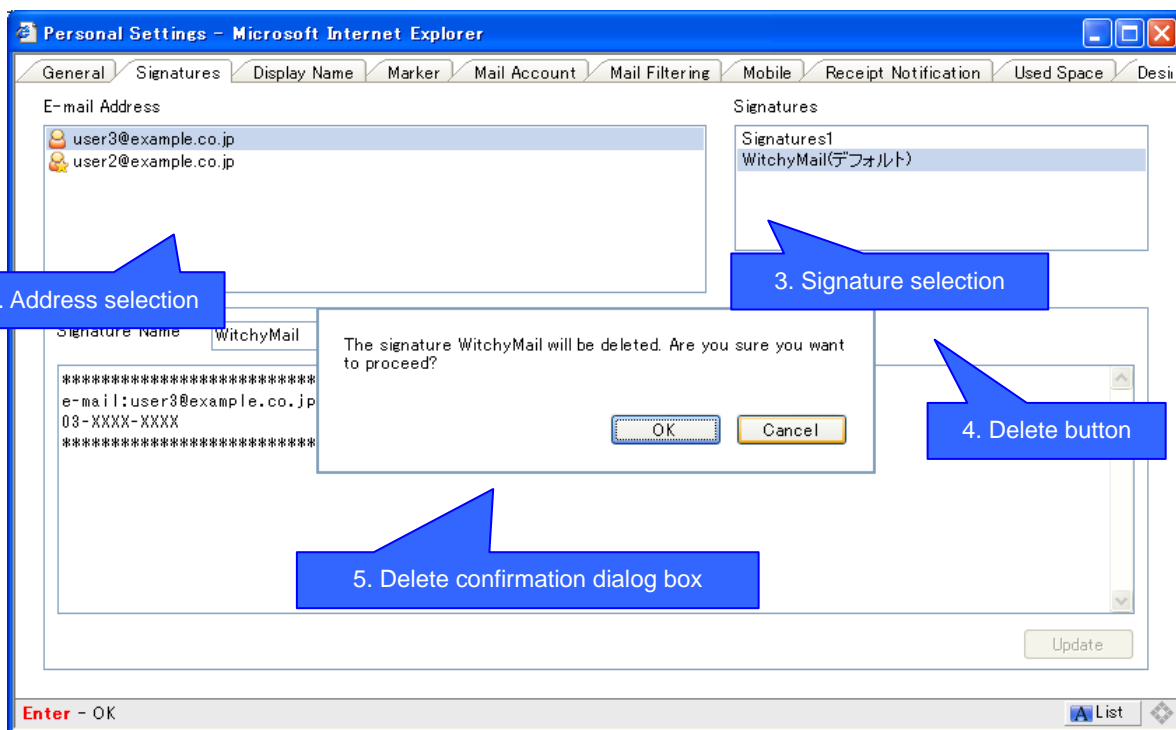


Figure 8.2-4 Deleting Signatures

■ Selecting a Signature to Insert

You can insert a signature at the end of the body text in the [Edit Message] screen.

1. On the [Edit Message] screen, click the [Insert] menu, and then point to [Signatures].
2. Select a signature to insert from the list of signature names displayed.
3. The signature you selected is inserted at the end of the body text.

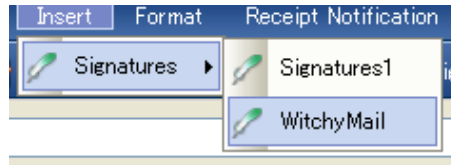


Figure 8.2-5 Selecting Signatures

■ Using the Toolbar Button to Insert a Signature (Default Signature)

You can insert the default signature at the end of the body text in the [Edit Message] screen.

1. Click the [Signatures] button on the [Edit Message] screen toolbar.
2. The default signature is inserted at the end of the message body text.

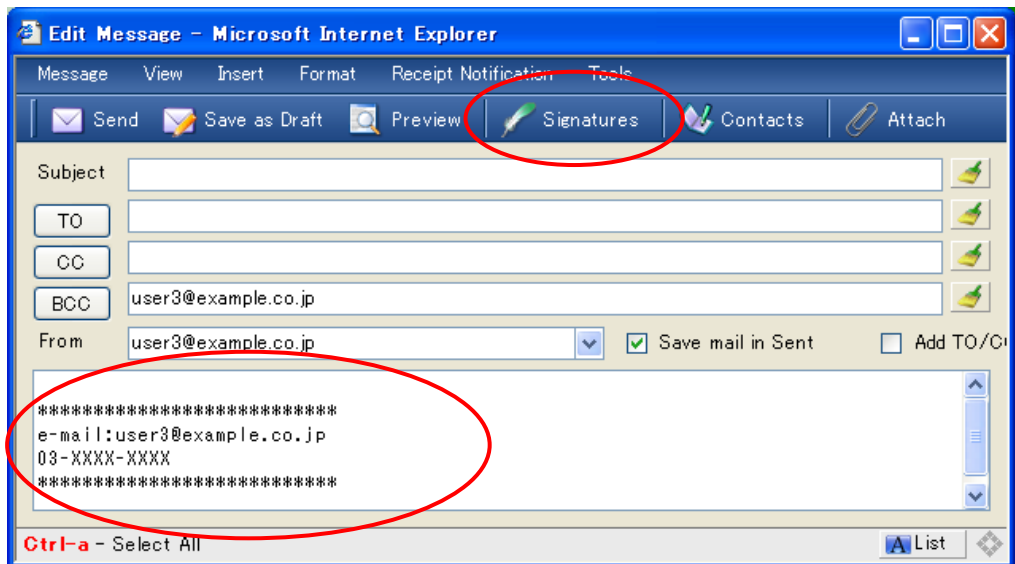


Figure 8.2-6 Using the Toolbar Button to Insert a Signature

Note

- For information about signatures, see section 4.5, "Signatures" (page 87).

8.3. Display Name Settings

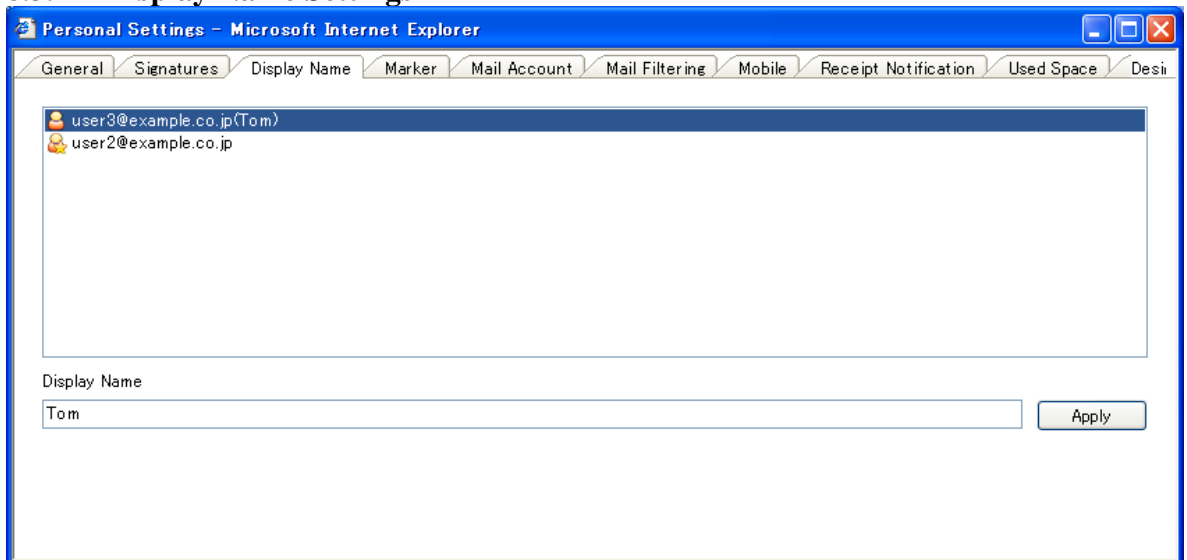


Figure 8.3-1 Personal Settings - Display Name Tab

Summary

You can set the display name (nickname) for your e-mail address.

A display name (nickname) is the name displayed before an e-mail address as shown in the figure below.



Figure 8.3-2 Without Display Name (Top) and With Display Name (Bottom)

Details

■ Display Name Settings

You can specify different display names for each e-mail address.

Users who have access to multiple e-mail addresses using the external POP option can specify a different display name for each of them.

Procedure

■ Changing Display Names

1. On the [Settings] menu, click [Display Name] to display the [Display Name] tab of the [Personal Settings] screen.
2. Select the e-mail address for the display name you want to change from the list of e-mail addresses.
3. The display name for the e-mail address you selected is displayed in the display name input field. (If a display name has not been set, the field is empty.)
4. Type a new display name in the display name input field. To set no display name, make the input field blank.
5. Click the [Apply] button.

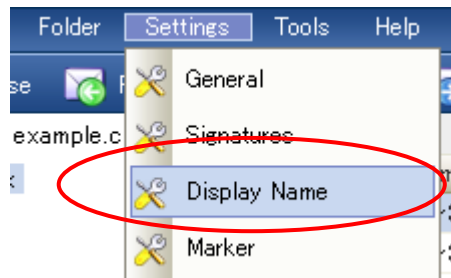


Figure1.3-3 Changing Display Names

Important

- You can use up to 60 single-byte or double-byte characters for display names.

8.4. Marker Settings

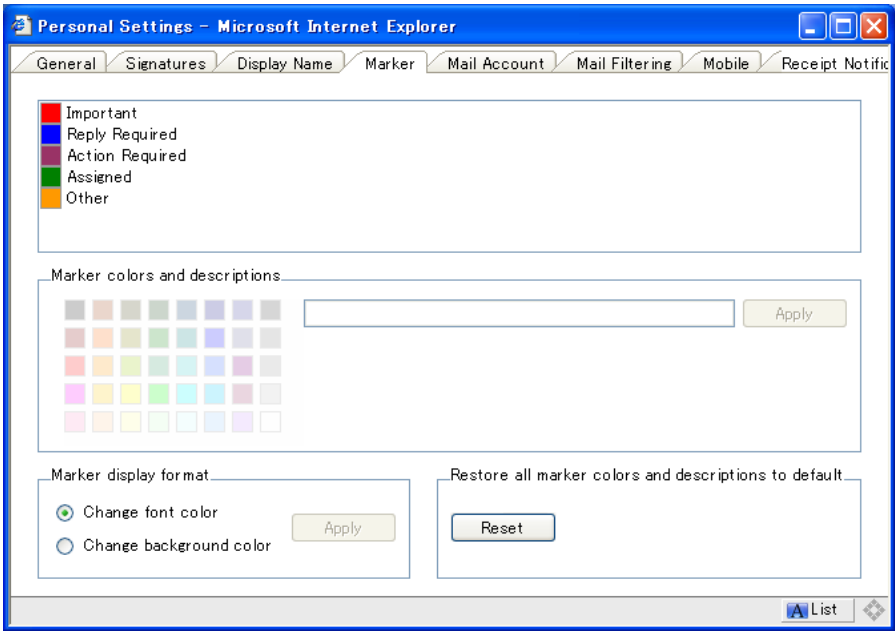


Figure 8.4-1 Marker Settings Screen

Summary

You can change settings for the markers that you can add to messages in the message list.

	user3 <user3@example.co.jp>	Important	2008/10/27 16:42	308B
	user3 <user3@example.co.jp>	Reply Required	2008/10/27 16:42	313B
	user3 <user3@example.co.jp>	Assigned	2008/10/27 16:42	307B
	user3 <user3@example.co.jp>	Action Required	2008/10/27 16:42	314B
	user3 <user3@example.co.jp>	Other	2008/10/27 16:41	304B

Figure 8.4-2 Marked Messages

Details

■ Marker Settings

You can specify the following marker settings.

- ▶ Change marker colors and descriptions
- ▶ Change marker display format
- ▶ Restore default marker colors and descriptions

Procedure

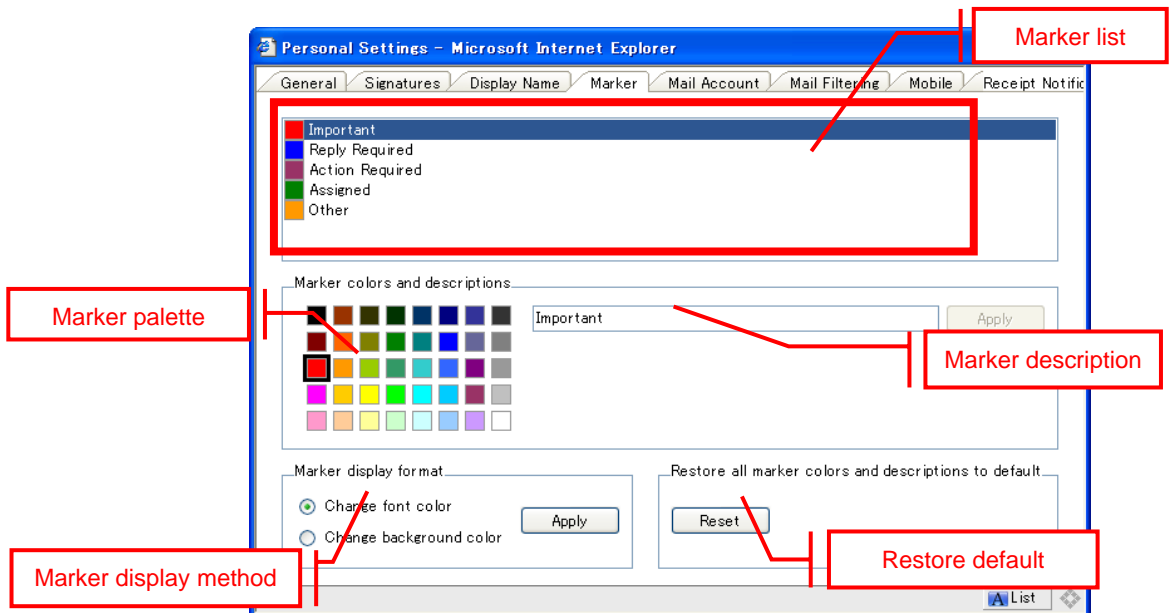


Figure 8.4-3 Marker Settings Screen

■ Changing Marker Descriptions

1. On the [Settings] menu, click [Marker].
2. The [Marker] tab of the [Personal Settings] screen is displayed. Select the marker you want to change from the marker list.
3. Type a description in the [Marker Description] text box. You can use up to 30 characters for descriptions.
4. Click the [Apply] button.

■ Changing Marker Colors

1. On the [Settings] menu, click [Marker].
2. The [Marker] tab of the [Personal Settings] screen is displayed. Select the marker you want to change from the marker list.
3. Select the marker color you want to use from the marker palette.
4. Click the [Apply] button.

■ Changing the Marker Display Method

1. On the [Settings] menu, click [Marker].
2. Under [Marker display method], select either [Change font color] or [Change background color].
3. Click the [Apply] button.

■ Restoring Default Values

You can restore the default values for marker colors and descriptions.



Figure 8.4-4 Default Markers

1. On the [Settings] menu, click [Marker].
2. Click the [Reset] button.

Note

- For information about markers, see section 5.4, "Markers" (page 113).

8.5. Mail Account Settings

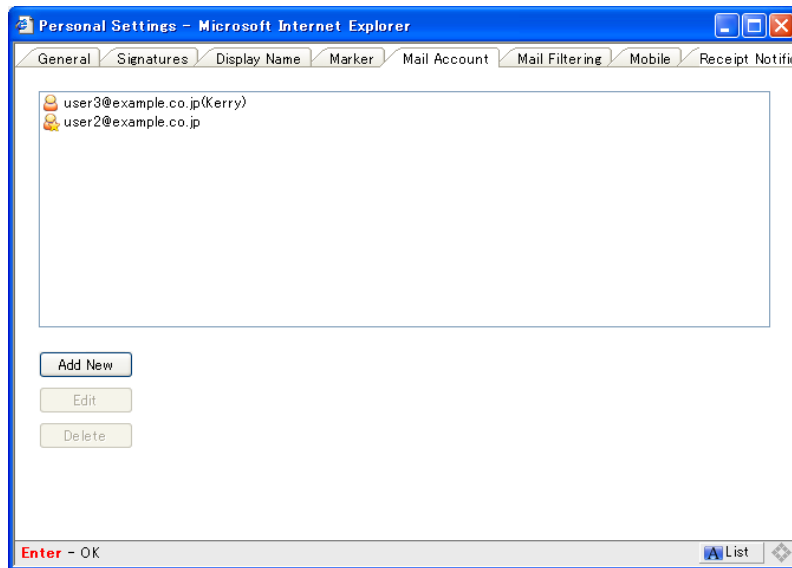


Figure 8.5-1 E-mail Address Settings Screen

Summary

You can add, edit, and delete e-mail addresses using the Mail Account settings if the external POP option is enabled.

If you are using a POP server as your mail server, you can set how mail in the [Inbox] folder is handled (POP Server Synchronization mode or Retrieve All Mail mode) also.

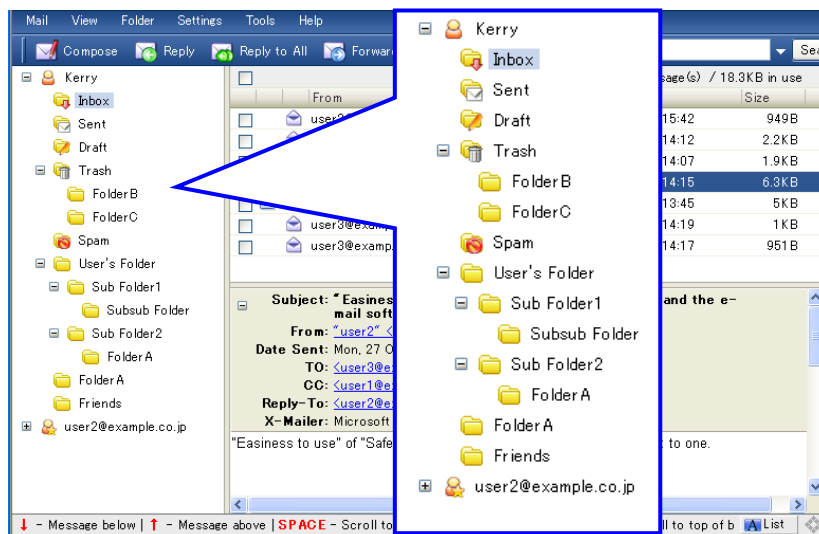


Figure 8.5-2 Multiple E-mail Addresses

Details

■ Handling of the Inbox Folder

The POP version of WitchyMail features the following operation modes. The [Inbox] folder is handled differently depending on the mode you select.

- ▶ Reference Mail on Mail Server (POP Server Synchronization mode)
- ▶ Retrieve Mail from Mail Server (Retrieve All Mail mode)

■ Reference Mail on Mail Server (POP Server Synchronization mode)

This mode displays the contents of the POP server mail box directly as the [Inbox] folder.

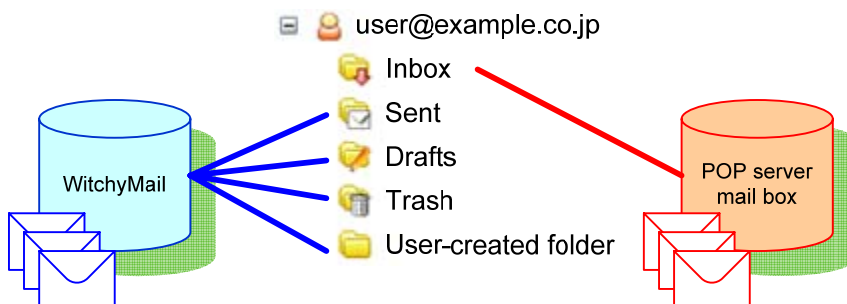


Figure 8.5-3 POP Server Synchronization Mode

Characteristics of POP Server Synchronization Mode

- ▶ The [Inbox] folder displays the contents of a user's mail box as stored on the POP server.
- ▶ When you receive mail using WitchyMail, the POP server mail box and [Inbox] folder contents are updated (WitchyMail synchronizes with the POP server).
- ▶ The size of mail stored in the [Inbox] folder is not included in a user's used disk space. The maximum size of the [Inbox] folder depends on the POP server settings.
- ▶ When you move mail from the [Inbox] folder, that mail is deleted from the POP server and retrieved by WitchyMail. On the other hand, if you delete mail from the POP server using other e-mail software, you can no longer view that mail using WitchyMail.

Advantages and Disadvantages of POP Server Synchronization Mode

- ✓ You can reduce wait time when receiving large amounts of mail, as only header information is retrieved when receiving mail.
- ✓ Each user can use more disk space: the POP server mail box, plus their WitchyMail space.
- ✗ The response time of the [Inbox] folder can deteriorate if POP server performance is poor or if many users access the POP server simultaneously, as the POP server is accessed each time you view the body text of messages in the [Inbox] folder.

■ Retrieve Mail from Mail Server (Retrieve All Mail Mode)

This mode retrieves mail to WitchyMail when you receive mail from the POP server mail box. You can specify to leave mail you have retrieved on the POP server or delete it.

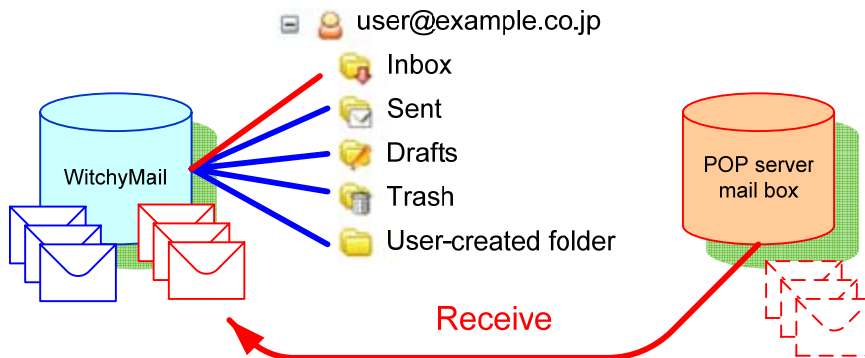


Figure 8.5-4 Retrieve All Mail Mode

Characteristics of Retrieve All Mail Mode

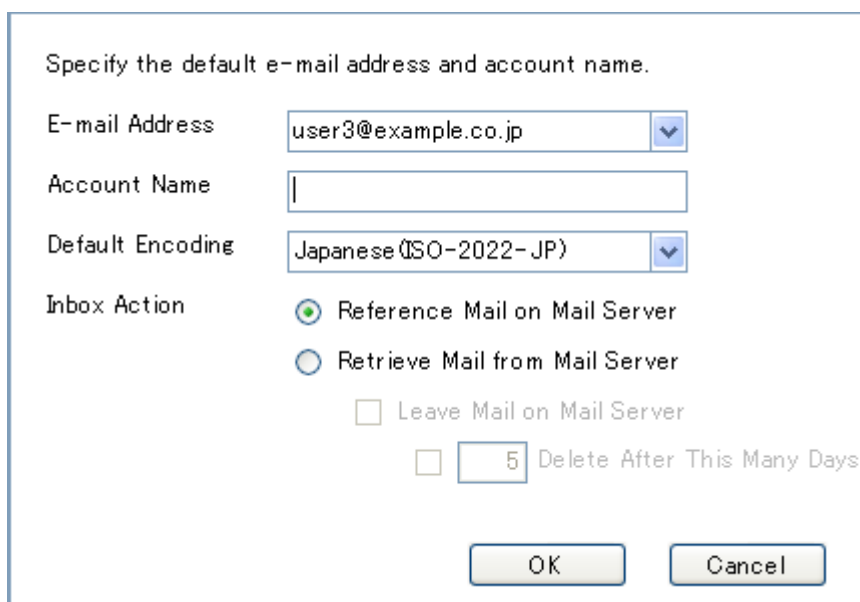
- ▶ Retrieves new mail to WitchyMail when you receive mail from the POP server mail box.
- ▶ You can specify to leave mail on the POP server or delete it from the POP server after retrieving mail.
- ▶ Unlike POP Server Synchronization mode, the space used by the [Inbox] folder is included in disk space used.
- ▶ If mail is set to be left on the POP server, you can specify to delete old mail from the POP server automatically.

Advantages and Disadvantages of Retrieve All Mail Mode

- ✓ The response time when accessing mail in the [Inbox] folder is faster than with POP Server Synchronization mode, as all mail is retrieved to WitchyMail when you receive it.
- ✓ When using POP Server Synchronization mode, mail retrieved from the POP server using other e-mail software is no longer shown in the WitchyMail [Inbox] folder. However, mail in the [Inbox] folder remains there when using Retrieve All Mail mode, making it easier to use WitchyMail in combination with other e-mail software.
- ✗ When there is a large amount of new mail on the POP server, it may take longer than usual to log in.

■ Changing Default E-mail Address Information

You can change the default e-mail address information.



Specify the default e-mail address and account name.

E-mail Address: ▼

Account Name:

Default Encoding: ▼

Inbox Action:

- ☒ Reference Mail on Mail Server
- ☐ Retrieve Mail from Mail Server
- ☐ Leave Mail on Mail Server
- ☐ Delete After This Many Days

OK Cancel

Figure 8.5-5 Change Default E-mail Address Information Dialog Box

You can change settings for the following default e-mail address items.

	Item	Description	Notes
1	E-mail address	The default e-mail address. You cannot change the default e-mail address.	Cannot be changed.
2	Account Name	The name displayed in the folder list. If omitted, the e-mail address is displayed instead.	Can be omitted.
3	Default Encoding	The default encoding to use when composing mail.	Select from: Japanese (ISO-2022-JP) Japanese (SHIFT_JIS) Japanese (EUC-JP) Western (ISO-8859-1) Chinese Simplified (GB2312) Unicode (UTF-8)
4	Inbox Action	Select one of the following. - Reference Mail on Mail Server → POP Server Synchronization mode - Retrieve Mail from Mail Server → Retrieve All Mail mode	Only valid in POP Server Synchronization mode.
5	Leave Mail on Mail Server	Specify whether to leave mail on the POP server or delete it when retrieving all mail.	Only valid when Retrieve Mail from Mail Server is selected.
6	Delete After This Many Days	This setting deletes mail left on the server for a set period of time if you specify to leave mail on the server when retrieving all mail.	Only valid when Leave Mail on Mail Server is selected.
7	SMTP server password	Sets a password for the SMTP server.	Displayed if the Administrator has enabled passwords for SMTP servers.

■ Adding, Editing, and Deleting E-mail Addresses (When External POP Option Enabled Only)

You can add e-mail addresses other than the default e-mail address. With this function, you can use multiple e-mail addresses at the same time.

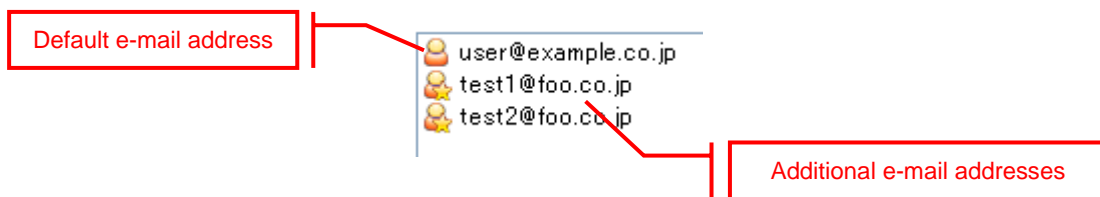


Figure 8.5-6 E-mail Addresses

Enter e-mail address details. (* indicates required items.)

Account Name	<input type="text" value="user2@example.co.jp"/>	Inbox Action	
E-mail Address*	<input type="text" value="user2@example.co.jp"/>	<input checked="" type="radio"/> Reference Mail on Mail Server	
E-mail Password*	<input type="password" value="●●●●●●●●"/>	<input type="radio"/> Retrieve Mail from Mail Server	
	<input checked="" type="checkbox"/> Save Password	<input type="checkbox"/> Leave Mail on Mail Server	
POP Server*	<input type="text"/>	<input type="checkbox"/> <input type="text" value="5"/> Delete After This Many Days	
POP Port Number	<input type="text" value="110"/>		
SMTP Server	<input type="text"/>	SMTP Authentication <input type="checkbox"/> Use	
SMTP Port Number	<input type="text" value="25"/>	SMTP Account Name	<input type="text"/>
POP Account*	<input type="text" value="user2"/>	SMTP Password	<input type="password"/>
Reply To	<input type="text"/>		
Default Encoding	<input type="text" value="日本語(ISO-2022-JP)"/>		

Figure 8.5-7 Add Mail Account Dialog Box

You can specify the following settings when adding or editing a mail account.

	Item	Description	Notes
1	Account Name	Sets the name displayed in the folder list.	Not displayed if omitted.
2	E-mail address	The e-mail address.	Required.
3	Mail password	The POP account password. You can save the password by selecting the check box.	Required.
4	Save Password	Saves the Mail password to your system.	
5	POP Server	The host name or IP address for the POP server.	Required.
6	POP Port Number	The port number for the POP server.	110 is used if omitted.
7	SMTP Server	The host name or IP address for the SMTP server.	Required.
8	SMTP Port Number	The port number for the SMTP server.	25 is used if omitted.
9	Reply-To	The address replies are sent to.	No Reply-To header added to messages if omitted.
10	Default Encoding	The default encoding to use when composing mail.	Select from: Japanese (ISO-2022-JP) Japanese (SHIFT_JIS) Japanese (EUC-JP) Western (ISO-8859-1) Chinese Simplified (GB2312) Unicode (UTF-8)
11	Inbox Action	Select one of the following. - Reference Mail on Mail Server → POP Server Synchronization mode - Retrieve Mail from Mail Server → Retrieve All Mail mode	
12	SMTP Authentication	Check this if required to use SMTP Authentication from the SMTP server.	
13	SMTP Account Name	The SMTP server account name.	Enabled if the checkbox “SMTP Authentication” has checked.
14	SMTP Password	The SMTP server password.	(Same as the above)

Details

The various items for additional e-mail accounts are described below.

- Account Name

You can change the display name for the e-mail address shown in the folder list in the main window.

If omitted, the e-mail address is displayed in the folder list.

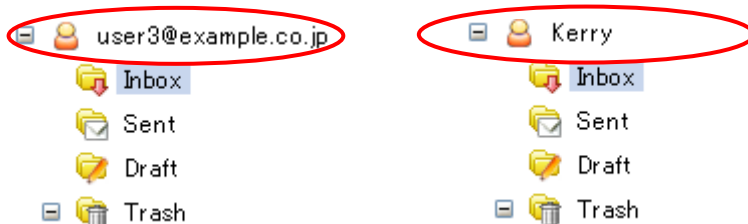


Figure 8.5-8 Folder List - Default Account Name (Left) and Account Name Set (Right)

- POP Password

You can save the password for a POP account by selecting the [Save POP Password] check box.

- Reply-To

You can specify the reply-to address for mail you send using an additional e-mail address.

When you send mail using an additional address with this option set, the e-mail address you specify here appears in the Reply-To header of that mail.

If omitted, the Reply-To header is not added to mail you send with that e-mail address.

- Inbox Action

You can choose to reference mail on the mail server (POP Server Synchronization mode) or retrieve mail from the mail server (Retrieve All Mail mode).

You can specify whether or not to delete mail you have retrieved from the POP server when using Retrieve All Mail mode. Also, you can set old mail to be deleted after a specified number of days if you specify to leave mail on the server when using Retrieve All Mail mode.

For more information, see "Handling of the Inbox Folder" earlier in this chapter.

Procedure

■ Changing Default E-mail Address Settings (Switching Inbox Action Mode, Changing Display Name)

1. On the [Settings] menu, click [Mail Account] to display the [Mail Account] tab of the [Personal Settings] screen.
2. Select the default e-mail address displayed at the top of the list.
3. Click the [Edit] button.
4. Change the account name and inbox action in the Default E-mail Address Settings dialog box displayed.
5. Click the [OK] button.
6. If you can connect to the mail server without error, the dialog box closes automatically.

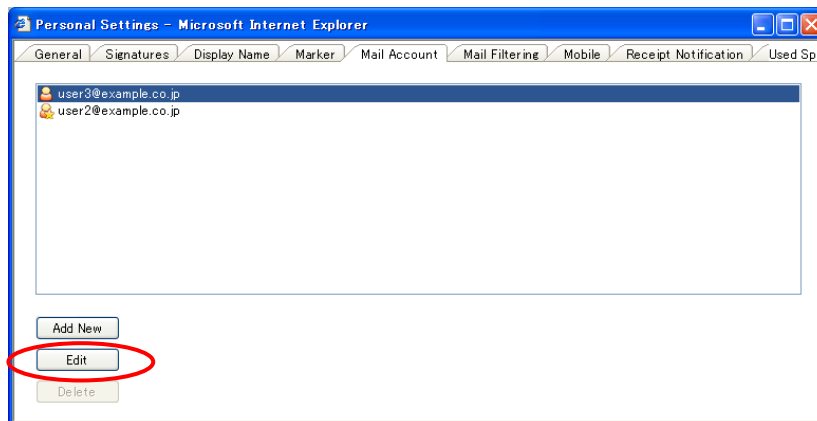


Figure 8.5-9 Changing Default E-mail Address Settings

Specify the default e-mail address and account name.

E-mail Address

user3@example.co.jp

Account Name

Default Encoding

Japanese (ISO-2022-JP)

Inbox Action

☒ Reference Mail on Mail Server
☐ Retrieve Mail from Mail Server
☐ Leave Mail on Mail Server
☐ Delete After This Many Days

OK

Cancel

Figure 8.5-10 Default E-mail Address Settings Dialog Box

■ **Adding E-mail Addresses (When External POP Option Enabled Only)**

1. On the [Settings] menu, click [Mail Account] to display the [Mail Account] tab of the [Personal Settings] screen.
2. Click the [Add New] button.
3. Enter the settings for the e-mail address you want to add in the Add E-mail Address dialog box displayed.
4. Click the [OK] button. If problems such as input errors cause mail server authentication to fail, the e-mail address is not added.

■ **Changing Additional E-mail Address Settings (When External POP Option Enabled Only)**

1. On the [Settings] menu, click [Mail Account] to display the [Mail Account] tab of the [Personal Settings] screen.
2. Select the e-mail address you want to change settings for from the list.
3. Click the [Edit] button.
4. Edit settings in the E-mail Address Settings dialog box displayed.
5. Click the [OK] button. If problems such as input errors cause mail server authentication to fail, settings are not changed.

■ **Deleting Additional E-mail Addresses (When External POP Option Enabled Only)**

1. On the [Settings] menu, click [Mail Account] to display the [Mail Account] tab of the [Personal Settings] screen.
2. Select the e-mail address you want to delete from the list.
3. Click the [Delete] button. If the default e-mail address is selected, you cannot click the [Delete] button.

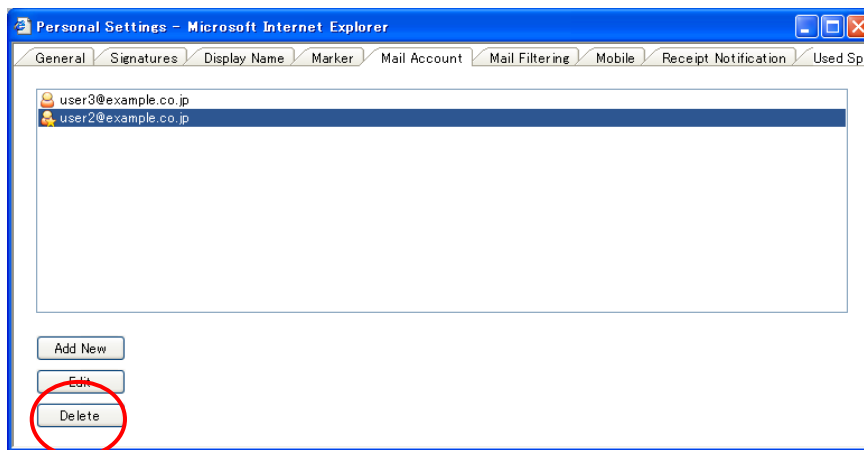


Figure 8.5-11 Add New, Edit, and Delete Buttons for Additional E-mail Addresses

Important

- You can only add e-mail addresses when using the POP version. When using an IMAP server, you cannot add multiple e-mail addresses. Also, the only item you can change is the [Account Name] setting on the [Mail Account] tab.
- Depending on the Administrator's settings, the POP Server Synchronization mode and Retrieve All Mail mode described in this section may be restricted.

Note

- For information about receiving mail, see section 3.1, "Receiving Mail" (page 11).

8.6. Mail Filtering Settings

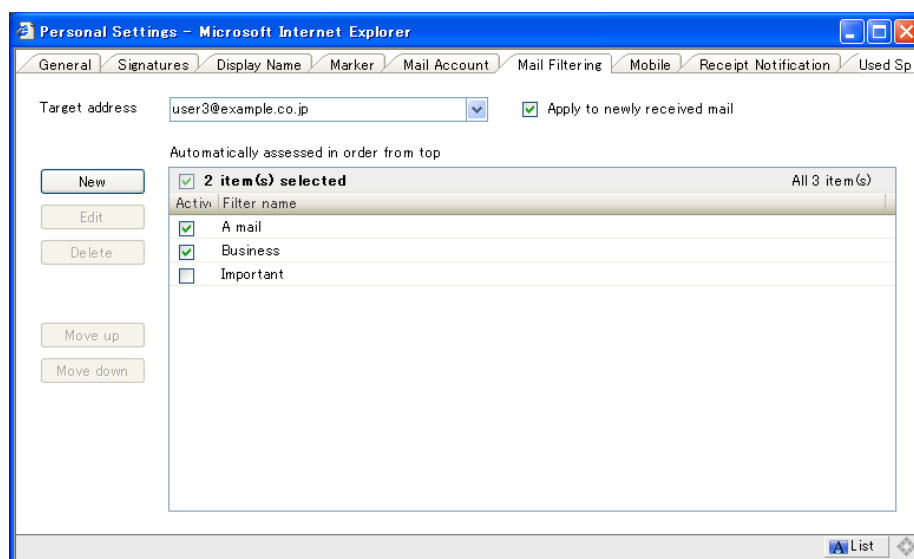


Figure 8.6-1 Mail Filtering Settings Screen

Summary

This function moves mail to a certain folder or deletes unwanted mail based on information such as the subject or sender.

Details

■ Filtering Mail

Usually, the mail you receive is saved in the [Inbox] folder. However, you can create filtering rules called mail filters that move mail matching filter conditions into a certain folder or to move unwanted mail to the Trash.

You can create, edit, and delete mail filters using the Mail Filtering Settings screen.

Procedure

For information about this process, see section 7.2, "Creating, Editing, and Deleting Filters" (page 143).

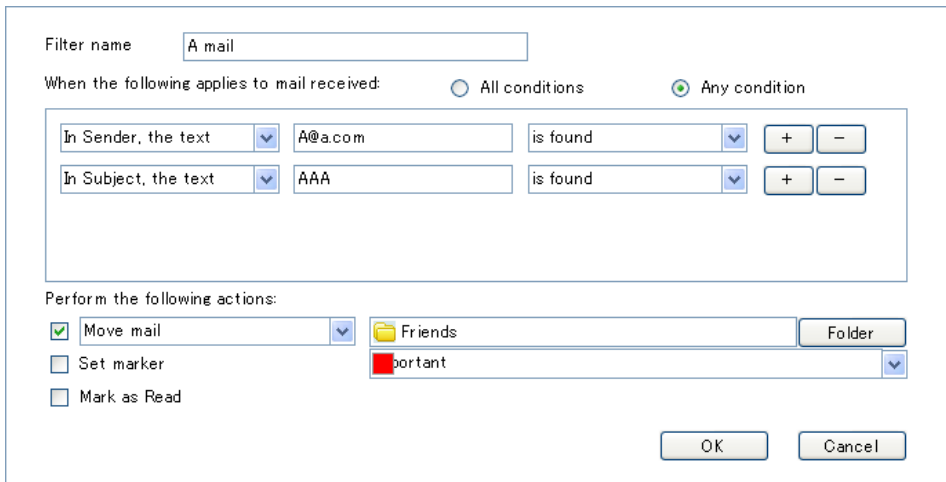
■ Creating Mail Filters

On the [Settings] menu, select [Mail Filtering] to display the Mail Filtering Settings screen.

Select the e-mail address you want to create mail filters for in the [Target address] drop-down list box.

Click the [New] button.

Enter the necessary items in the Mail Filter dialog box displayed, and then click the [OK] button.



The dialog box is titled "Mail Filter Dialog Box". It contains the following elements:

- Filter name:** A text box containing "A mail".
- When the following applies to mail received:** Two radio buttons: "All conditions" (unselected) and "Any condition" (selected).
- Conditions:** A list of conditions with "In Sender, the text" and "In Subject, the text" selected. The first condition is "A@a.com" is found. The second condition is "AAA" is found. Each condition has a "+" and "-" button.
- Perform the following actions:** Three checkboxes: "Move mail" (checked), "Set marker" (unchecked), and "Mark as Read" (unchecked). The "Move mail" action is set to the "Friends" folder. The "Set marker" action is set to "Important".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Figure 8.6-2 Mail Filter Dialog Box

■ Editing Mail Filters

1. On the [Settings] menu, select [Mail Filtering] to display the Mail Filtering Settings screen.
2. Select the e-mail address you want to edit mail filters for in the [Target address] drop-down list box.
3. Select the mail filter you want to edit.
4. Click the [Edit] button.
5. Edit the necessary items in the Mail Filter dialog box displayed, and then click the [OK] button.

■ Deleting Mail Filters

1. On the [Settings] menu, select [Mail Filtering] to display the Mail Filtering Settings screen.
2. Select the e-mail address you want to delete mail filters from in the [Target address] drop-down list box.
3. Select the mail filter you want to delete.
4. Click the [Delete] button.

■ Mail Filtering Settings

1. On the [Settings] menu, select [Mail Filtering] to display the Mail Filtering Settings screen.
2. Select the e-mail address you want to change settings for in the [Target address] drop-down list box.
3. Specify whether or not to apply filters to new mail by selecting or clearing the [Apply to newly received mail] check box.
4. Specify whether to enable or disable each filter by selecting or clearing the check boxes to the left of the mail filter list.
5. Adjust the order of filters by selecting the filter you want to move and clicking the [Move up] or [Move down] buttons.

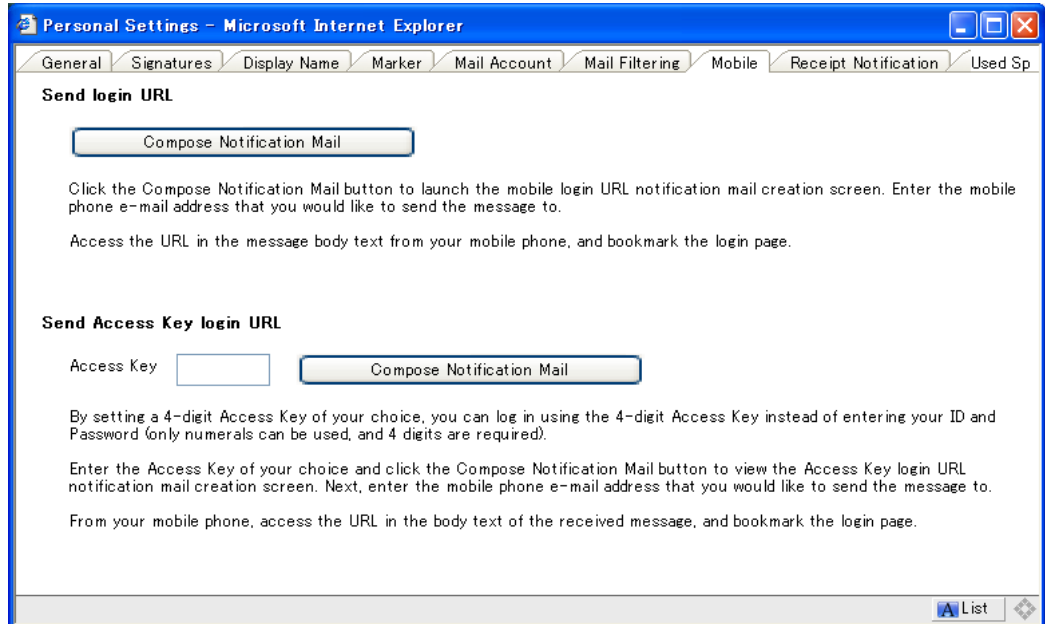
Note

- For information about mail filter settings, see section 7.2, "Creating, Editing, and Deleting Filters" (page 143).
- For information about filtering mail you have already received, see section 7.3, "Applying Filters to Existing Mail" (page 155).

8.7. Mobile Settings

This function is for assisting users of the mobile version of WitchyMail.

You can send a mobile login URL notification mail or an Access Key login URL to a user's mobile phone.



Personal Settings - Microsoft Internet Explorer

General Signatures Display Name Marker Mail Account Mail Filtering **Mobile** Receipt Notification Used Sp

Send login URL

Click the Compose Notification Mail button to launch the mobile login URL notification mail creation screen. Enter the mobile phone e-mail address that you would like to send the message to.

Access the URL in the message body text from your mobile phone, and bookmark the login page.

Send Access Key login URL

Access Key

By setting a 4-digit Access Key of your choice, you can log in using the 4-digit Access Key instead of entering your ID and Password (only numerals can be used, and 4 digits are required).

Enter the Access Key of your choice and click the Compose Notification Mail button to view the Access Key login URL notification mail creation screen. Next, enter the mobile phone e-mail address that you would like to send the message to.

From your mobile phone, access the URL in the body text of the received message, and bookmark the login page.

Figure 8.7-1 Personal Settings - Mobile Tab

8.7.1 Sending a Login URL

Summary

You can send a login URL for the mobile version of WitchyMail.

This function makes it easy to send a login URL to a mobile phone for accessing the mobile version of WitchyMail.

Send login URL

Compose Notification Mail

Click the Compose Notification Mail button to launch the mobile login URL notification mail creation screen. Enter the mobile phone e-mail address that you would like to send the message to.

Access the URL in the message body text from your mobile phone, and bookmark the login page.

Figure 8.7-2 Sending a Login URL

Details

■ Sending Login URL

You can create and send a message containing the login URL for the mobile version of WitchyMail.

You can create a message containing a login URL for the mobile version of WitchyMail by clicking the [Compose Notification Mail] button on the [Mobile] tab of the [Personal Settings] screen. Specify a mobile phone e-mail address as the recipient for this message, and then send it.

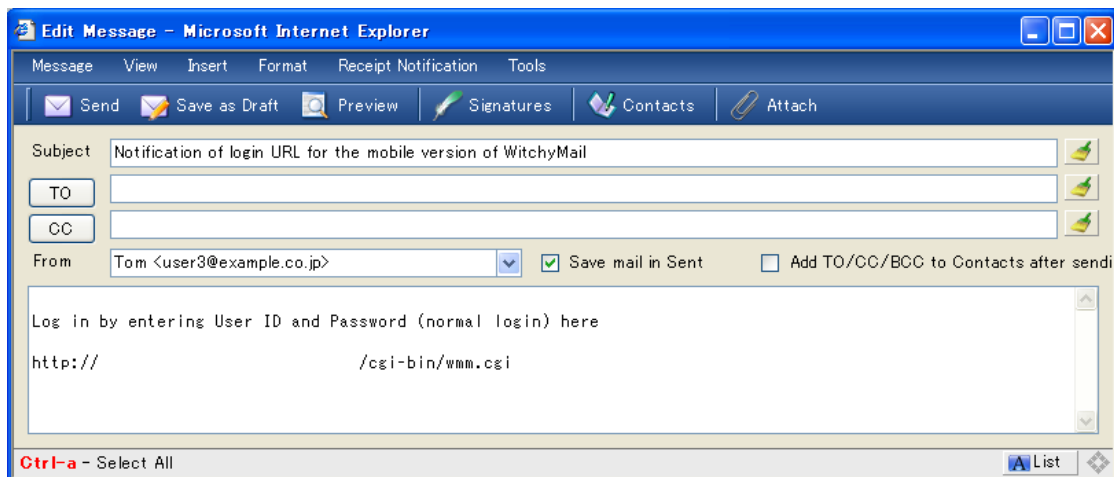


Figure 8.7-3 Login URL Notification Mail for the Mobile Version of WitchyMail

Procedure

■ Sending Login URL

1. On the [Settings] menu, click [Mobile] to display the [Mobile] tab of the [Personal Settings] screen.
2. Click the [Compose Notification Mail] button under [Send Login URL].
3. The [Edit Message] screen appears, with the following information entered.

Item	Description	Notes
Subject	Notification of login URL for the mobile version of WitchyMail.	
Body text	Login by entering User ID and Password (normal login) here. http://webmail.example.co.jp/cgi-bin/wmm.cgi	The URL for your system's mobile version of WitchyMail is entered.

4. Type a mobile phone e-mail address in the [TO] field, and send the message.
5. After receiving this message on a mobile phone, access the URL in the body text to display the login screen for the mobile version of WitchyMail, and add it to your bookmarks.

Note

- For information about sending an Access Key login URL, see section 8.7.2, "Sending an Access Key Login URL" (page 206).

8.7.2 Sending an Access Key Login URL

Summary

You can send an access key login URL for the mobile version of WitchyMail.

This function makes it easy to send an access key login URL to a mobile phone for accessing the mobile version of WitchyMail.

Send Access Key login URL



Figure 8.7-4 Sending an Access Key Login URL

Details

■ Access Key Login

You can log in to the mobile version of WitchyMail without entering a user ID or password by using an Access Key to log in.

An Access Key is a number between 4 and 20 digits that the user has set in advance. You can log in by simply entering your Access Key after accessing the matching Access Key login URL. The Administrator sets how many digits are used for the Access Key.

■ Sending Access Key Login URL

By specifying an Access Key, a message is created with an Access Key login URL matching that Access Key in the body text.

Specify a mobile phone e-mail address as the recipient for this message, and then send it.

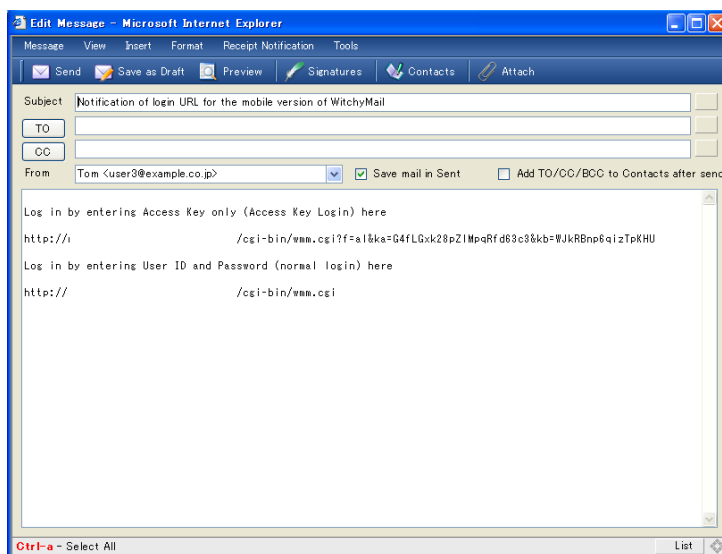


Figure 8.7-5 Access Key Login URL Notification Mail

Procedure

■ Sending Access Key Login URL

1. On the [Settings] menu, click [Mobile] to display the [Mobile] tab of the [Personal Settings] screen.
2. Type an Access Key in the [Access Key] text box under [Send Access Key Login URL].
3. Click the [Compose Notification Mail] button under [Send Access Key Login URL].
4. The [Edit Message] screen appears, with the following information entered.

Item	Description	Notes
Subject	Notification of login URL for the mobile version of WitchyMail.	
Body text	<p>Log in by entering Access Key only (Access Key Login) here.</p> <p>http://webmail.example.co.jp/cgi-bin/wmm.cgi?f=al&ka=xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx</p> <p>Login by entering User ID and Password (normal login) here.</p> <p>http://webmail.example.co.jp/cgi-bin/wmm.cgi</p>	The URL for your system's mobile version of WitchyMail is entered.

5. Type a mobile phone e-mail address in the [TO] field, and send the message.
6. After receiving this message on a mobile phone, access the URL in the body text to display the Access Key login screen for the mobile version of WitchyMail, and add it to your bookmarks.
7. You can log in by typing the Access Key you specified in Step 2 on the Access Key login screen.

Note

- For information about sending a login URL, see section 8.7.1, "Sending a Login URL" (page 204).

8.8. Receipt Notification

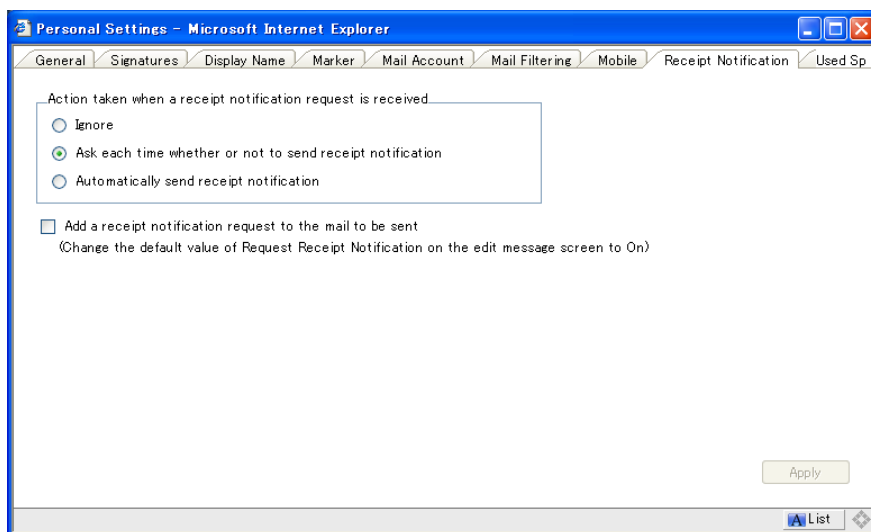


Figure 8.8-1 Receipt Notification Settings Screen

Summary

You can adjust settings for receipt notification.

You can specify the action taken when the body text of a message containing a receipt notification request is displayed, as well as the default settings for adding receipt notification requests to messages that you send.

Details

■ Action Taken When a Receipt Notification Request is Received

You can specify the action taken when you receive a message containing a receipt notification request and display its body text.

You can specify one of the following actions.

- ▶ [Ignore]
Receipt notification is not sent even if received mail contains a receipt notification request.
- ▶ [Ask each time whether or not to send receipt notification]
Displays a dialog box asking whether or not to send receipt notification when a message containing a receipt notification request is displayed.
- ▶ [Automatically send receipt notification]
Sends receipt notification automatically when a message containing a receipt notification request is displayed.

■ Adding a Receipt Notification Request to the Mail to be Sent

You can add a receipt notification request to a message by selecting the [Request Receipt Notification] check box on the [Receipt Notification] menu of the [Edit Message] screen.

You can set the default value for the [Request Receipt Notification] check box on the [Receipt Notification] tab of the [Personal Settings] screen.

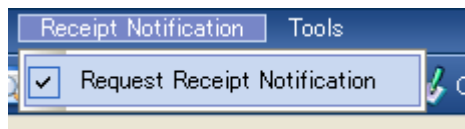


Figure 8.8-2 Request Receipt Notification Check Box

Procedure

For information about this process, see section 3.9, "Sending Receipt Notification," on page 53, and section 4.1.4, "Receipt Notification," on page 72.

■ Changing the Action Taken When a Receipt Notification Request is Received

1. On the [Settings] menu, click [Receipt Notification] to display the [Receipt Notification] tab of the [Personal Settings] screen.
2. Select one of the option buttons under [Action taken when a receipt notification request is received].
3. Click the [Apply] button.

■ Changing the Default Value for Adding Receipt Notification Requests to Sent Mail

1. On the [Settings] menu, click [Receipt Notification] to display the [Receipt Notification] tab of the [Personal Settings] screen.
2. Select or clear the [Add a receipt notification request to the mail to be sent] check box.
3. Click the [Apply] button.

Note

- For information about receipt requests, see section 4.1.4, "Receipt Notification" (page 72).

8.9. Used Space

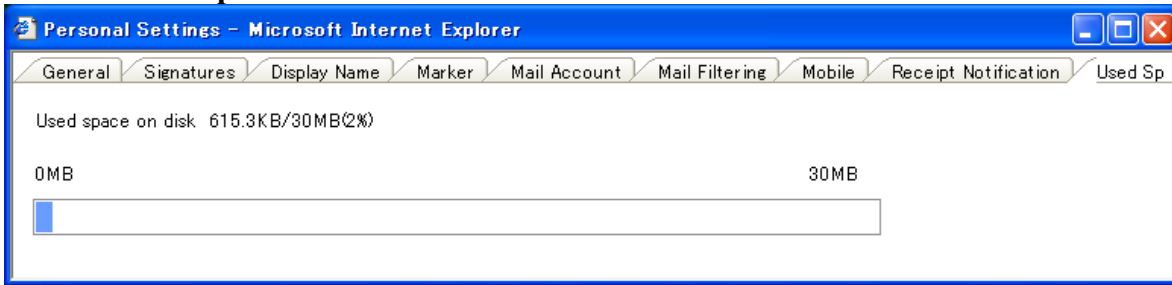


Figure 8.9-1 Personal Settings - Used Space Tab

Summary

You can display the amount of server disk space a user is using.

The maximum amount of data a user can use is displayed, along with the amount of data currently being used.

This function is only available when using POP.

Procedure

1. On the [Settings] menu, click [Used Space] to display the [Used Space] tab of the [Personal Settings] screen.
2. The amount of data the user is currently using is displayed, along with the maximum amount that can be used.

Important

- This function is only available when using POP. When using an IMAP server, used space is shown as 0 bytes.

Note

- For information about used space for folders, see section 10.1, "Folder Used Space List" (page 214).
- For information about user disk space warnings, see section 10.2, "User Disk Space Warnings" (page 216).

8.10. Design Settings

Summary

You can change the window design (skin) for WitchyMail.

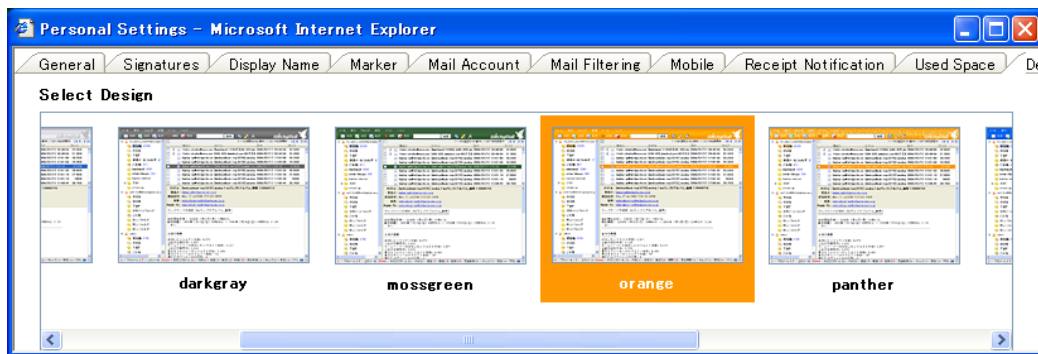


Figure 8.10-1 Personal Settings - Design Tab

Details

■ Changing the Design

In WitchyMail, you can select the window design of your choice from the skins available.

Procedure

■ Changing the Design

1. On the [Settings] menu, click [Design] to display the [Design] tab of the [Personal Settings] screen.
2. Select one of the samples displayed in the [Design] tab to change the window design for WitchyMail.

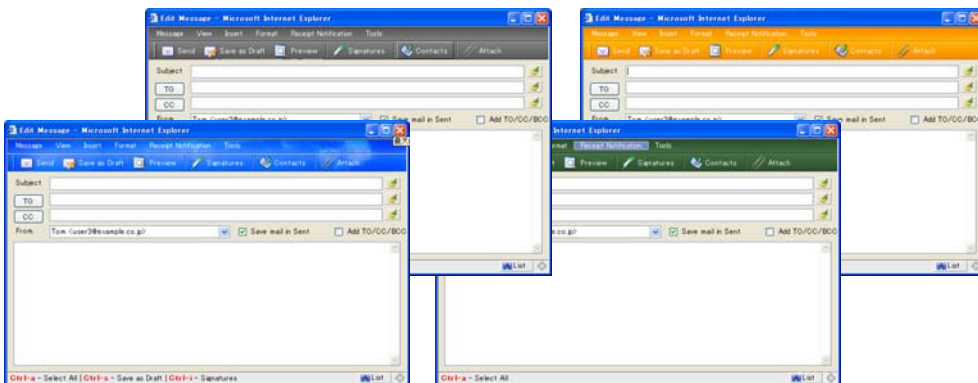


Figure 8.10-2 Changing the Design

9 Keyboard Shortcuts

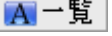
9.1. Keyboard Shortcuts

Summary

You can perform various actions using keyboard shortcuts.

Example:

- When a message is selected in the message list, you can select the message above by pressing the UP ARROW key, and the message below by pressing the DOWN ARROW key.
- When a message is selected in the message list, press the SPACEBAR to scroll forward through the message, and press SHIFT+SPACEBAR to scroll backward through the message.
- When a message is selected in the message list, press R to reply, or SHIFT+R to reply to all.
- On the [Edit Message] screen, press CTRL+I to insert a signature at the end of a message, and press CTRL+S to save as a draft.

You can display a list of the keyboard shortcuts that can be used on each screen by clicking the  button on the lower right of the screen.

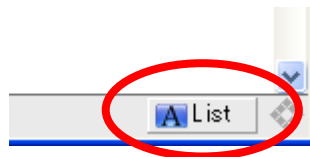


Figure 9.1-1 Keyboard Shortcut List Button on Lower Right of Screen

Keyboard Shortcut List		
↓ Message below	↑ Message above	SPACE Scroll to bottom of body text
Shift-SPACE Scroll to top of body text	Enter Edit as new	v Show/hide body text
n Compose	r Reply	R Reply to All
f Forward	d Delete	D Delete Permanently
i Recieve	a Contacts	Ctrl-a Select All
ESC No messages selected	DEL Delete	Shift-DEL Delete Permanently
← Previous Page	→ Next page	e Mail Filtering (All Mail)
E Mail Filtering (Read Mail)	Ctrl-e Mail Filtering (Checked Mail)	u Mark as Unread
U Mark as Read	0 Marker	1 Marker
2 Marker	3 Marker	4 Marker
5 Marker		

Figure 9.1-2 Message List Keyboard Shortcut List

10 Mail Box Used Space

10.1. Folder Used Space List

Summary

You can display a list of folders created by the user, the number of messages saved in each folder, the number of unread messages, and the used space.

Details

■ Displaying the Folder Used Space List

When you select an e-mail address displayed in the folder list, the folder used space list for that account is displayed.

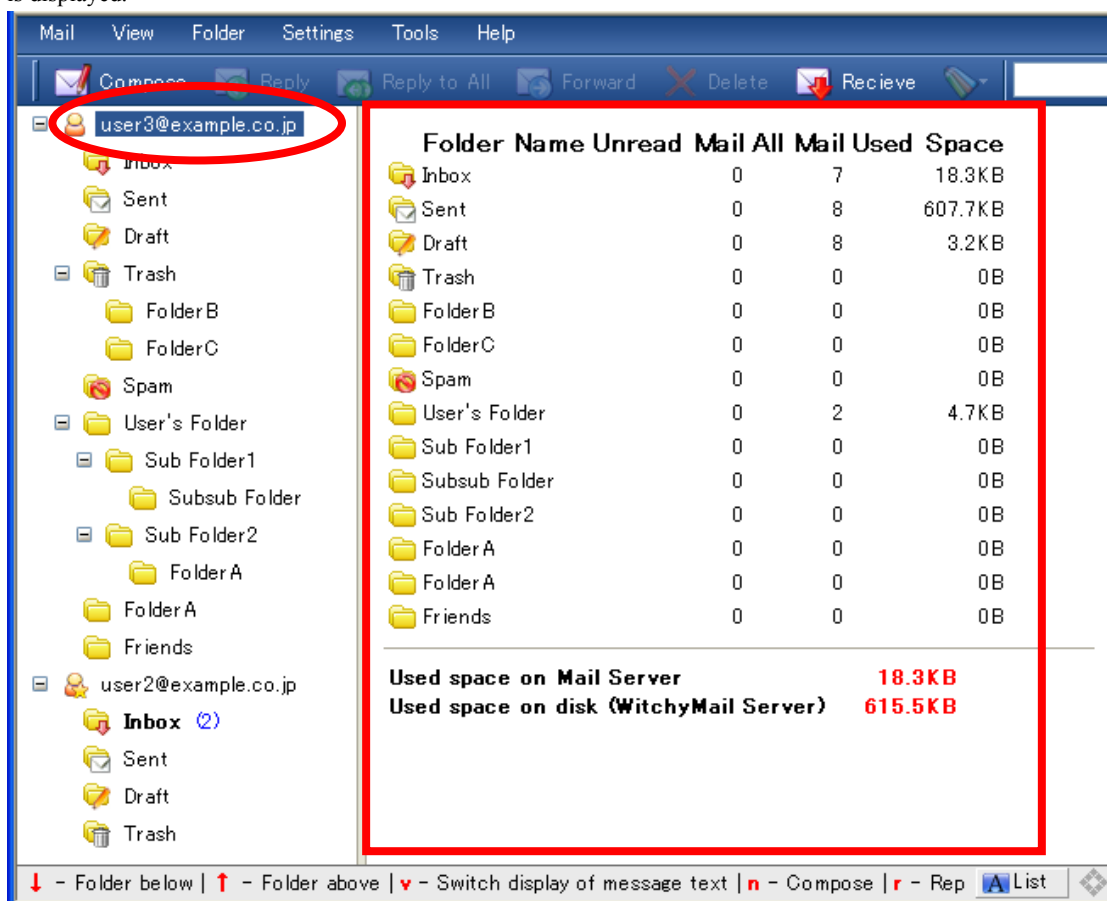


Figure 10.1-1 Folder Used Space List

The folder used space list displays a list showing user folder names, the number of unread messages, the total number of messages, and used space. It also displays the total used space on the POP server (*only when using POP Server Synchronization mode) and used space on disk (WitchyMail server).

■ Folder Used Space List

This list displays user folder names, the number of unread messages, the total number of messages, and used space.

■ Total Used Space on POP Server

Displays the size of the POP server mail box when using POP Server Synchronization mode (see section Mail Account Settings, "Mail Account Settings," on page 189). This information is not displayed when using modes other than POP Server Synchronization mode.

■ Used Space on Disk (WitchyMail Server)

Displays the amount of disk space a user is using on a WitchyMail server.
This information is displayed only when using a POP mail server.

■ Used Space on Mail Server

Displays the total size of the user's mail box on an IMAP server.
This information is displayed only when using an IMAP mail server.

Procedure

■ Displaying the Folder Used Space List

1. In the folder list, select the e-mail address you want to display the folder used space list for.
2. The folder used space list is displayed.
3. If you have added e-mail addresses using the external POP option, you can display the folder used space list for each e-mail address by selecting it in the folder list.

Important

- For POP mail servers, the total used storage space is displayed. For IMAP mail servers, used space on the mail server is displayed.

Note

- For information about displaying used disk space, see section 8.9, "Used Space" (page 211).
- For information about user disk space warnings, see section 10.2, "User Disk Space Warnings" (page 216).

10.2. User Disk Space Warnings

Summary

If the Administrator has set a disk space warning, a warning appears when the percentage of disk space a user is using exceeds the set value.

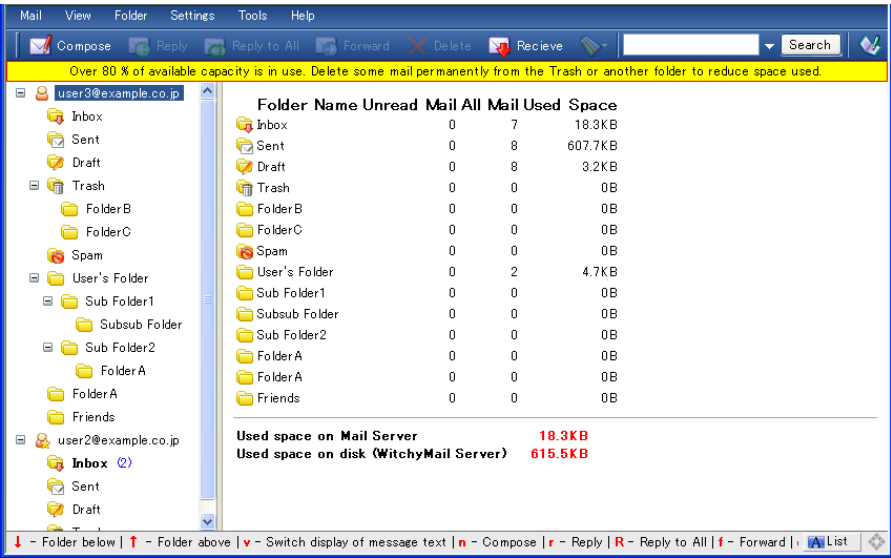


Figure 10.2-1 User Disk Space Warning

Details

■ User Disk Space Warnings

User disk space warnings are set by the Administrator.

If the Administrator has enabled disk space warnings, a warning dialog box appears when the percentage of disk space a user is using exceeds a set value.

The warning dialog box is displayed until you reduce the percentage of used disk space to below the set value.

Over 80 % of available capacity is in use. Delete some mail permanently from the Trash or another folder to reduce space used.

Figure 10.2-2 User Disk Space Warning Message

Important

- The Administrator enables or disables user disk space warnings, and sets the percentage of used disk space that triggers a warning when exceeded.

Note

- For information about displaying used disk space, see section 8.9, "Used Space" (page 211).
- For information about used space for folders, see section 10.1, "Folder Used Space List" (page 214).

11 Importing and Exporting Mail

You can upload (import) mail data files from the client PC to WitchyMail, and download (export) received mail to the client PC as a file.

11.1. Importing Mail

Summary

You can upload (import) mail data files from the client PC to WitchyMail.

Details

■ Importing Mail

You can import mail data.

You can upload backup mail data files made using the export function explained later in this chapter, or mail data files from other e-mail software with a mail export function, and import them into WitchyMail.

You can import the following mail formats.

■ "eml" Format

This format is the mail file format for Microsoft Corporation's Outlook Express e-mail software. It is also widely used by other e-mail software.

■ "eml(zip)" Format

This format is an "eml" format file compressed as a ZIP file. You can import multiple mail files at the same time using this format.

Procedure

■ Importing Mail

1. On the [Tools] menu, click [Import Mail] to display the [Import Mail] screen.
2. Click the [Browse] button to display the browser's file selection dialog box. In the file selection dialog box, select the mail data to upload.
3. Select a save format from the drop-down list box.
4. Click the [Folder] button, and specify the folder to save the imported mail to.
5. Click the [Import] button.
6. An import confirmation dialog box is displayed. Click the [OK] button.
7. The import results dialog box displays the number of messages that were imported successfully, and the number of messages that could not be imported successfully.

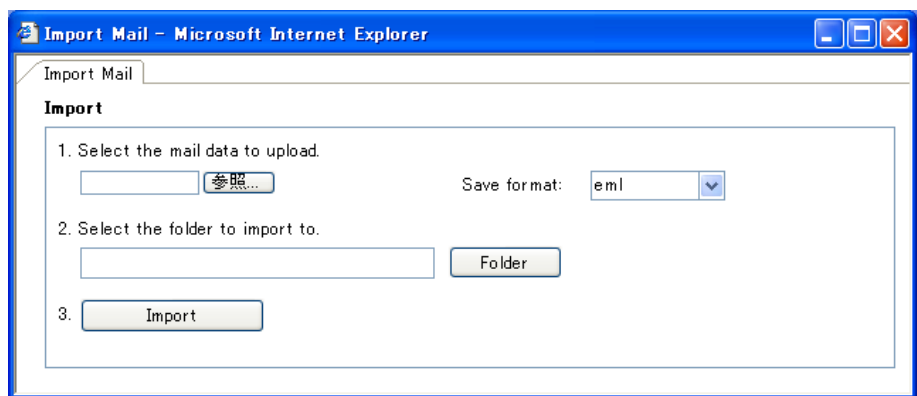


Figure 11.1-1 Import Mail Screen

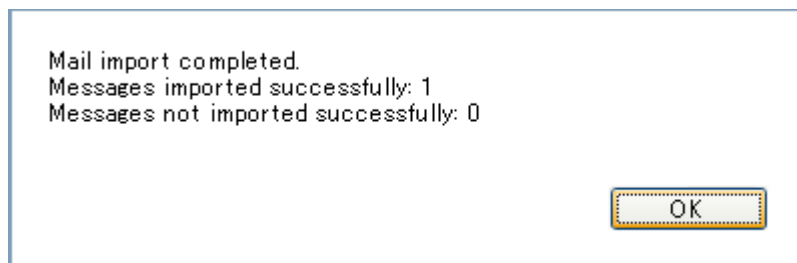


Figure 11.1-2 Import Results Dialog Box

Important

- When you upload using "eml(zip)" format, place all "eml" files in the top-level folder of the archive file. You cannot import "eml" files in subfolders of the archive file.
- Select the correct save format from either "eml" or "eml(zip)". You cannot import files correctly when they are saved in a format not matching the import file.

Note

- For information about exporting mail, see section 11.2, "Exporting Mail" (page 221).

11.2. Exporting Mail

Summary

You can download (export) WitchyMail mail to the client PC.

Details

■ Exporting Mail

You can export mail data.

You can view mail offline and create a backup of mail by downloading WitchyMail mail to the client PC as a mail data file.

Also, you can import WitchyMail mail data to other e-mail software that supports the mail import function.

In addition to selecting each message you want to export individually, you can export all mail in a certain folder at once also.

You can export files in the following formats.

■ "eml" Format

This format is the mail file format for Microsoft Corporation's Outlook Express e-mail software. It is widely used by other e-mail software as well.

■ Text Format

This format creates a group of files from mail data in a format that includes the message body text as a text file as well as any attachments. This format is for export only. You cannot upload files exported in TXT format to WitchyMail again by importing them.

Procedure

■ Selecting Messages to Export

1. In the message list, select the messages you want to export. You can use the selection check boxes to select multiple messages.
2. On the [Tools] menu, click [Export Mail] to export the messages. Alternatively, right-click the message list and click [Export Mail] on the shortcut menu.
3. On the dialog box displayed, click the [Selected mail] option under [Export targets].
4. Specify the save format using the [Save format] drop-down list box, and then click the [OK] button.
5. A confirmation dialog box is displayed. Click the [OK] button.
6. The browser's file download dialog box is displayed. Follow the file download procedure for the browser you are using.

■ Exporting All Mail in a Folder

1. In the folder list, select the folder you want to export.
2. On the [Tools] menu, click [Export Mail] to export the messages. Alternatively, right-click the message list and click [Export Mail] on the shortcut menu.
3. On the dialog box displayed, click the selected folder option under [Export targets].
4. Specify the save format using the [Save format] drop-down list box, and then click the [OK] button.
5. A confirmation dialog box is displayed. Click the [OK] button.
6. The browser's file download dialog box is displayed. Follow the file download procedure for the browser you are using.

Important

- Exported files are compressed in ZIP format.
- You can upload mail exported in "eml" format to WitchyMail using the import function, but mail exported in text format cannot be uploaded to WitchyMail using the import function. When using the export function to create a backup of mail, export in "eml" format.
- You cannot export using the [Selected mail] option when no messages are selected.

Note

- For information about importing mail, see section 11.1, "Importing Mail" (page 218).

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