

Openfind Mail2000 Messaging System User's Guide

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1. System Quick Start Guide

Subjected to get you started in the shortest time, this chapter provides a brief overview on Mail2000 Messaging System. It introduces the interface of this system and summarizes its major, essential functions. Only the fundamentals are included so that you may quickly learn to log in/out the system, use the software to send/receive mails and gather mails from other accounts via POP3. For detailed information on the Mail2000 Messaging System, you may ignore this chapter and refer to the following chapters.

This chapter explains :

- How to Log In and Log Out?
- Forgot Password / How to Change Password?
- User Interface Overview
- What is Mailbox Info. Page?
- How to Use Mail Software to Receive Mails?
- How to Retrieve Mail from POP3 Accounts?

1.1 How to Log In and Log Out?

- **To Log In**

To log into your Mail2000 account, go to the login page of this mail system. Enter your Account Name and Password in the indicated boxes and then click the Login button to sign in.



Openfind™
MAIL2000

帳號 - Login Name :
User

密碼 - Password :
.....

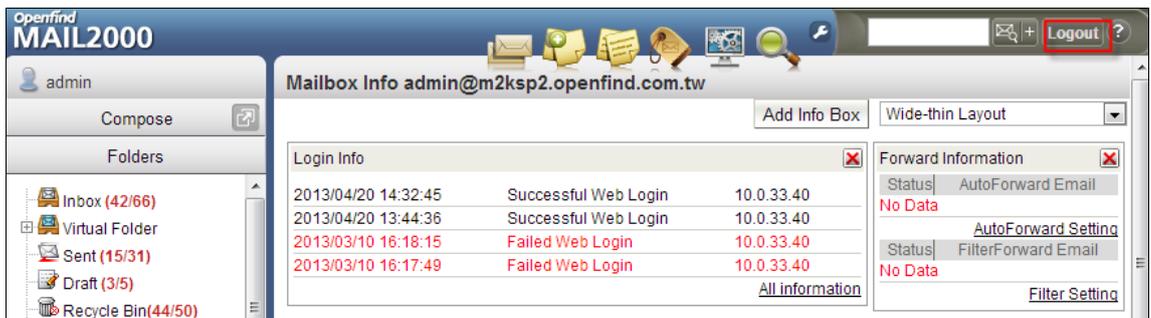
記住帳號 開新視窗

登入

Copyright © Openfind Information Technology INC. All rights reserved.

- **To Log Out**

To exit this system, click the Logout button in the upper right of the window. To prevent unauthorized users access your account, you may also directly close the window; the system will automatically clear any record of your account name and password from the browser.



Openfind
MAIL2000

admin

Compose

Folders

- Inbox (42/66)
- Virtual Folder
- Sent (15/31)
- Draft (3/5)
- Recycle Bin(44/50)

Mailbox Info admin@m2ksp2.openfind.com.tw

Add Info Box Wide-thin Layout

Login Info		
2013/04/20 14:32:45	Successful Web Login	10.0.33.40
2013/04/20 13:44:36	Successful Web Login	10.0.33.40
2013/03/10 16:18:15	Failed Web Login	10.0.33.40
2013/03/10 16:17:49	Failed Web Login	10.0.33.40

All information

Forward Information

Status AutoForward Email
No Data

AutoForward Setting

Status FilterForward Email
No Data

Filter Setting

Logout ?

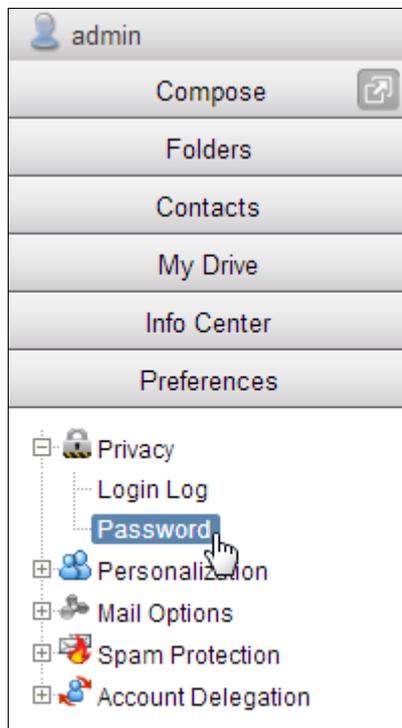
1.2 Forgot Password / How to Change Password?

- **Forgot Password?**

Entering a wrong password with a valid account name during login will lead to an error message with the preset password hint. If the use of a password hint does not resolve the situation that you still cannot recall your password, please contact the system administrator.

- **How to Change Password?**

- (1) Select Preferences on the left menu. Expand Privacy and then click Password to go to the Change Password page.



- (2) In the **Change Password** page, enter your current password and the new password. Confirm the new password and click **OK**.

 **Change Password**

Current Password:

New Password: Password Strength: **Weak**

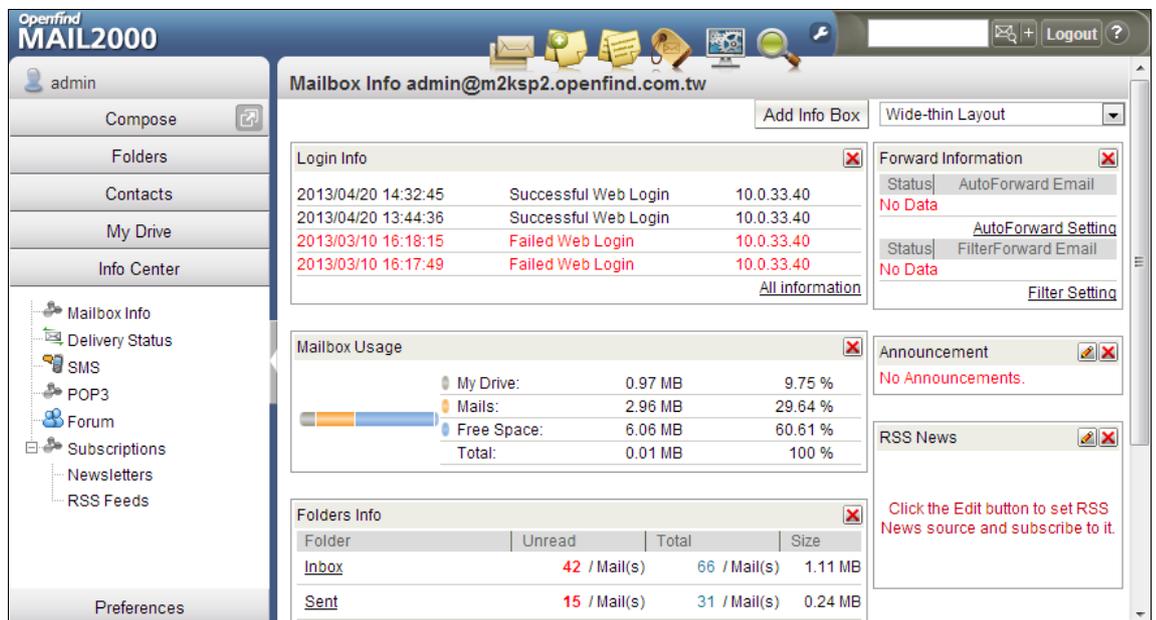
Confirm Password:

Hint: Hint to remind your password.

1.3 Mail2000 User Interface Overview

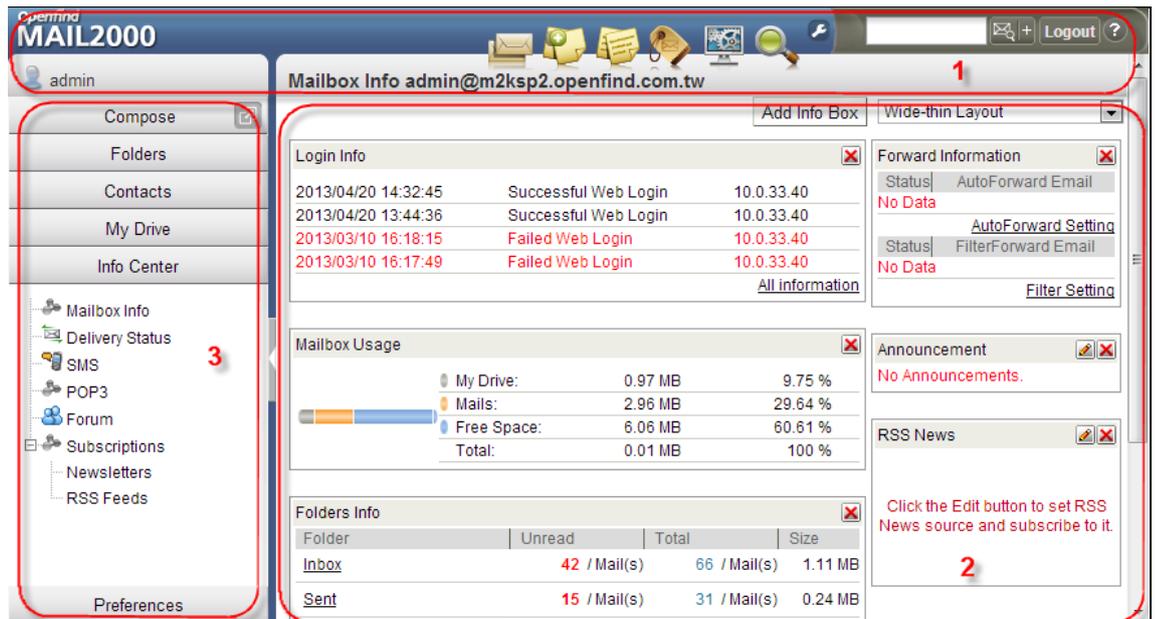
With the employment of AJAX and drag-and-drop technologies, the design of Mail2000 User Interface combines the style of general Web-based mail systems and the layout of Outlook to provide users with optimized friendliness, style and convenience.

- **Mail2000 User Interface Preview**



- **Mail2000 User Interface Layout**

- (1) TOP: Shortcut Bar (Support Customize Shortcut Bar)
- (2) LEFT: Left Menu (Support Customize Left Menu)
- (3) RIGHT: Main Content



Notes

The presentation of the interface may vary with different user environments.

- **Mini Features**
- New Mail Notification : The icon blinks when new mails arrive.
- Right-click Menu : Supports right-click context menu, allowing users to quickly switch among Mail2000 functions.

Notes

Right-click once to open the Mail2000 menu; quickly click twice to open the browser menu.

1.4 What is Mailbox Info. Page?

The Mailbox Info. Page supports various types of information boxes: Folders Info, Mailbox Usage, Mails List, Login Info, RSS News, Recent Events, Incoming Booking Requests, Outgoing Booking Requests, Frequently Used Contacts and Announcements. Users may click the button in the upper right to add information boxes to their Mailbox Info Page for personalization. Or, to hide an information box, simply click the button of that box. Users are also allowed to drag and drop the boxes to position them as wishes.

Notes

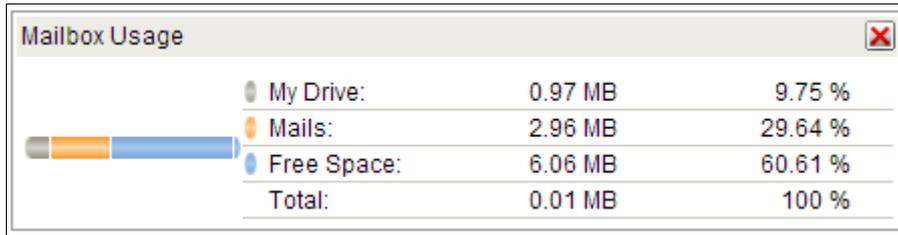
Group Module is required to apply the Announcements information box.

- **Information Boxes**

- (1) Folders Info.: Lists each folder with its unread mail count, total mail count and mail size.

Folder	Unread	Total	Size
<u>Inbox</u>	4 / Mail(s)	281 / Mail(s)	83.97 MB
<u>investment</u>	0 / Mail(s)	18 / Mail(s)	8.14 MB
<u>BUG</u>	89 / Mail(s)	89 / Mail(s)	0.21 MB
<u>Sent</u>	1 / Mail(s)	99 / Mail(s)	310.80 MB
<u>Draft</u>	2 / Mail(s)	7 / Mail(s)	2.12 MB
<u>Recycle Bin</u> [Empty]	0 / Mail(s)	0 / Mail(s)	0.00 MB
<u>Spam</u> [Empty]	2 / Mail(s)	2 / Mail(s)	0.14 MB
<u>Gmail</u> 	0 / Mail(s)	26 / Mail(s)	0.58 MB
<u>Hotmail</u>	0 / Mail(s)	106 / Mail(s)	72.79 MB
Total	98 / Mail(s)	628 / Mail(s)	478.75 MB

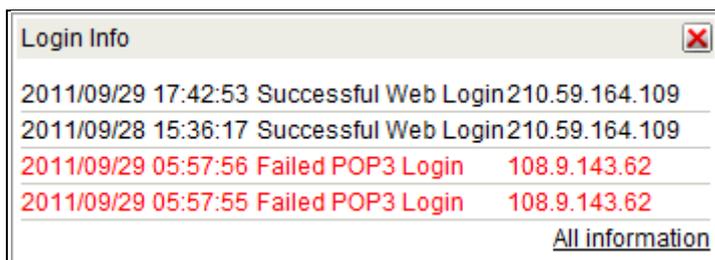
- (2) Mailbox Usage: Displays current free space and spaces used by My Drive and Mails.



- (3) Mails List: Displays mails in a designated folder (user defines the folder and the number of mails displayed).

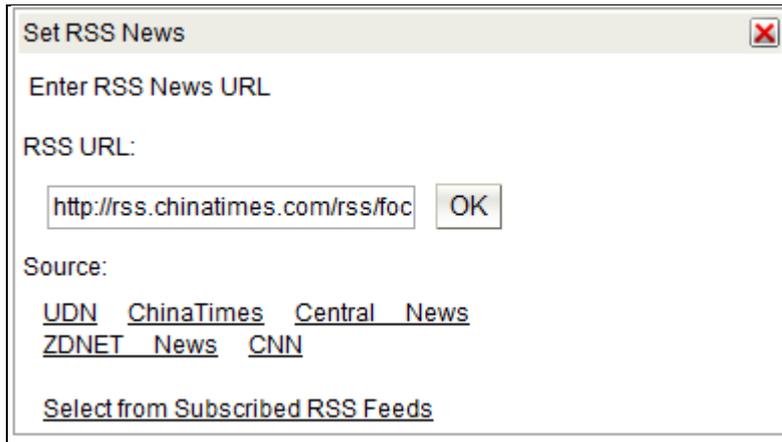


- (4) Login Info.: Displays login history.

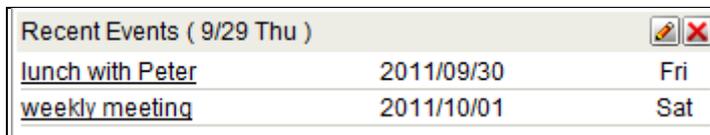


- (5) RSS News: Displays RSS news from a designated source.





- (6) Recent Events: Displays upcoming events on the user's Calendar



- (7) Incoming Booking Requests: Displays booking requests from others awaiting the user's confirmation.



- (8) Outgoing Booking Requests: Displays booking requests sent to others awaiting their confirmation.



- (9) Frequently Used Contacts: Displays contacts most frequently used by the user.

<input type="checkbox"/>	Type	Path	Name
<input type="checkbox"/>	/		...
<input type="checkbox"/>	/		...
<input type="checkbox"/>	/		...
<input type="checkbox"/>	/公司同事		...
<input type="checkbox"/>	/學校同學		...

Compose

(10) Announcements: Displays announcements from Administrator.

Announcement
Openfind Yearly Report

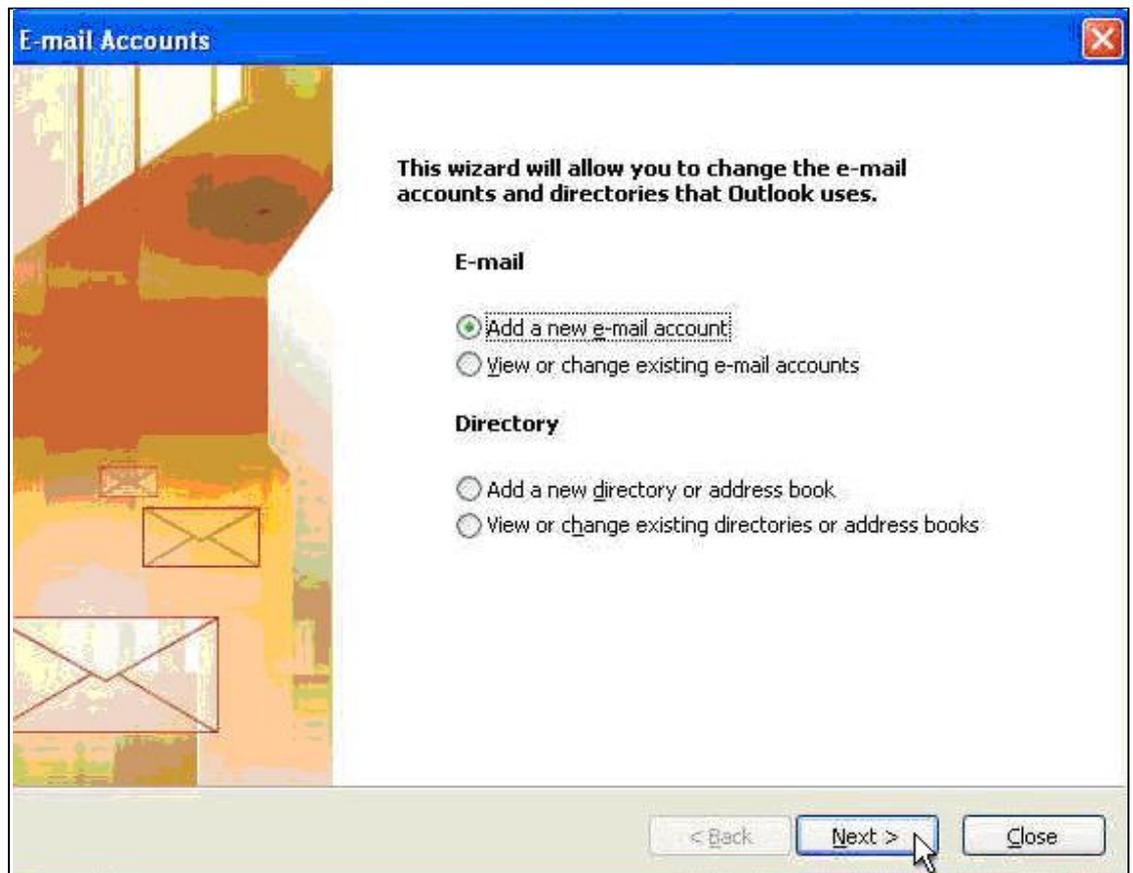
(11) Forwarding Information : Displays the auto forward email address.

Forward Information	
Status	AutoForward Email
Enable	...
Enable	...
Enable	...
AutoForward Setting	
Status	FilterForward Email
No Data	
Filter Setting	

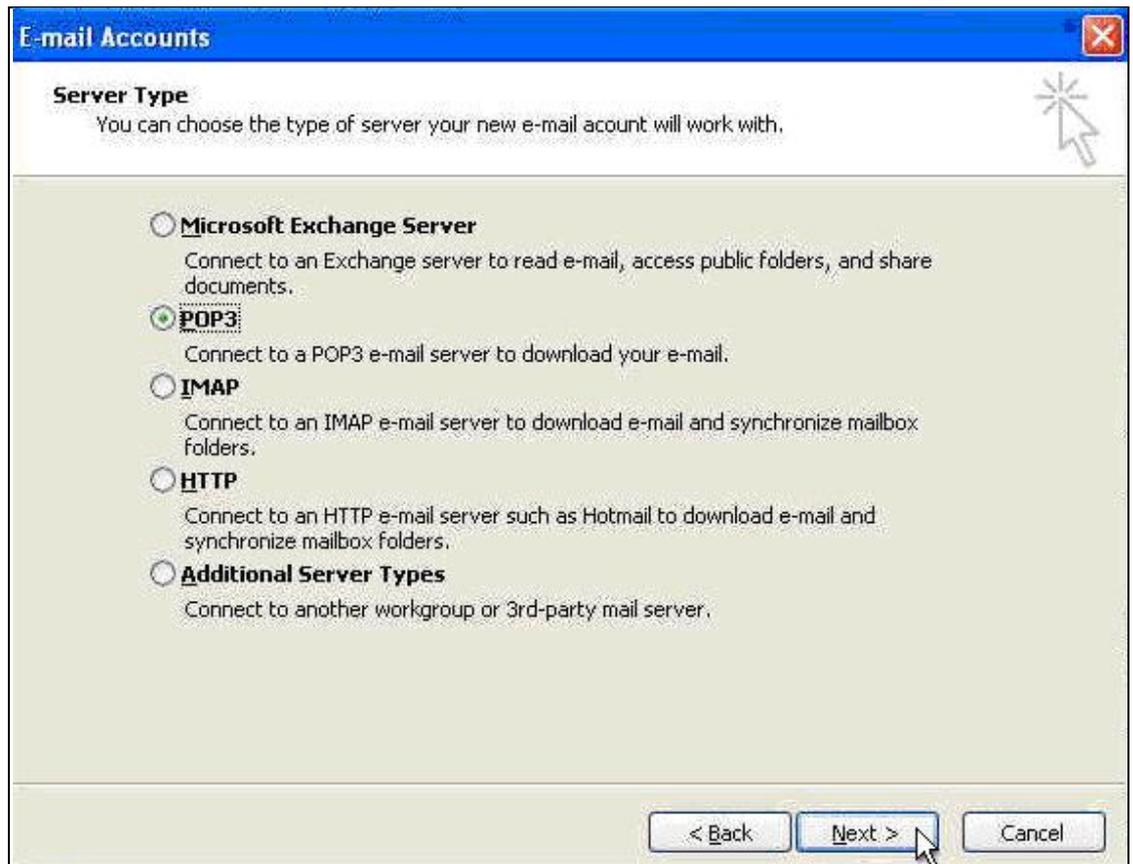
1.5 How to Use Mail Software to Receive Mails?

- **Outlook Users**

- (1) Start Microsoft Outlook. From the Tools(T) menu, select Accounts(A) to configure your account settings.
- (2) Select Email Account(E) and click Next.



- (3) Select POP3 as the mail server type and click Next.



- (4) Fill in User Information, Login Information and Server Information. Enter pop3.mail2000.com.tw for Incoming Mail Server and smtp.mail2000.com.tw for Outgoing Mail Server. Then, click Next.

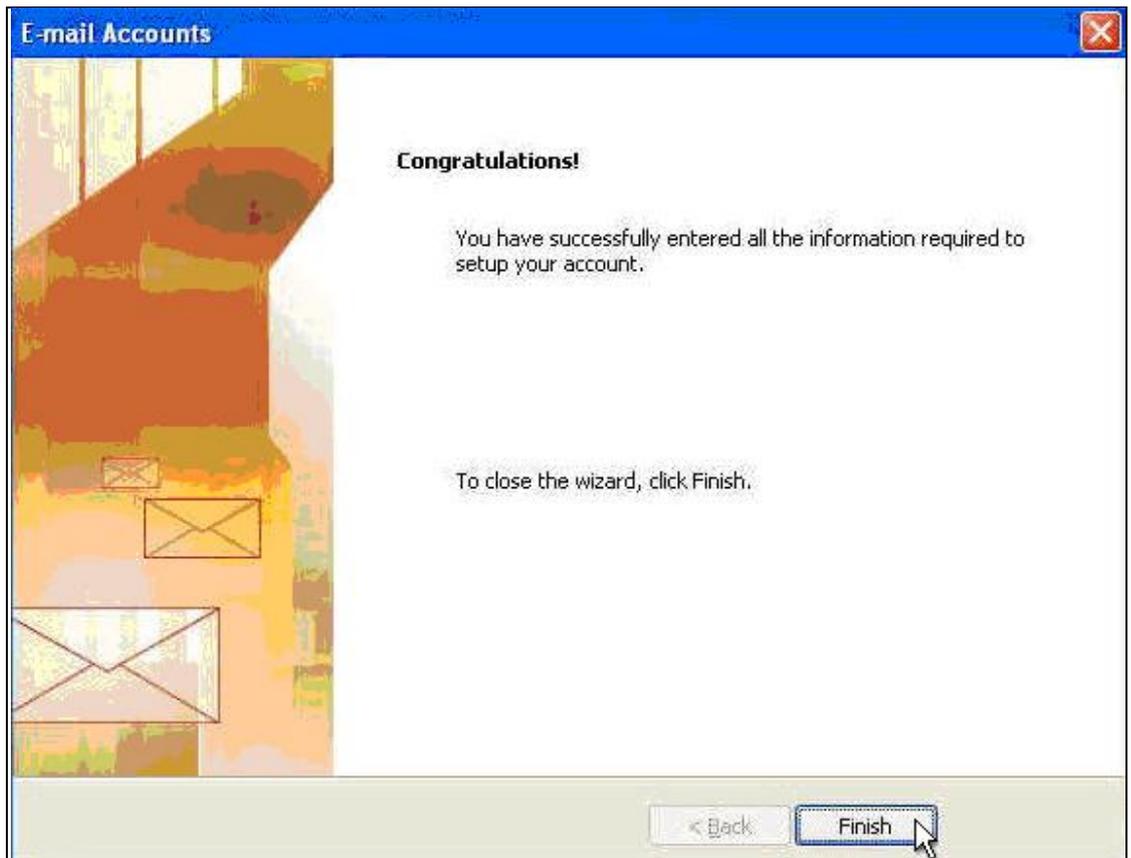
E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="adm"/>	Incoming mail server (POP3): <input type="text" value="pop3.mail2000.com.tw"/>
E-mail Address: <input type="text" value="adm@linux9.office.openfir"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.mail2000.com.tw"/>

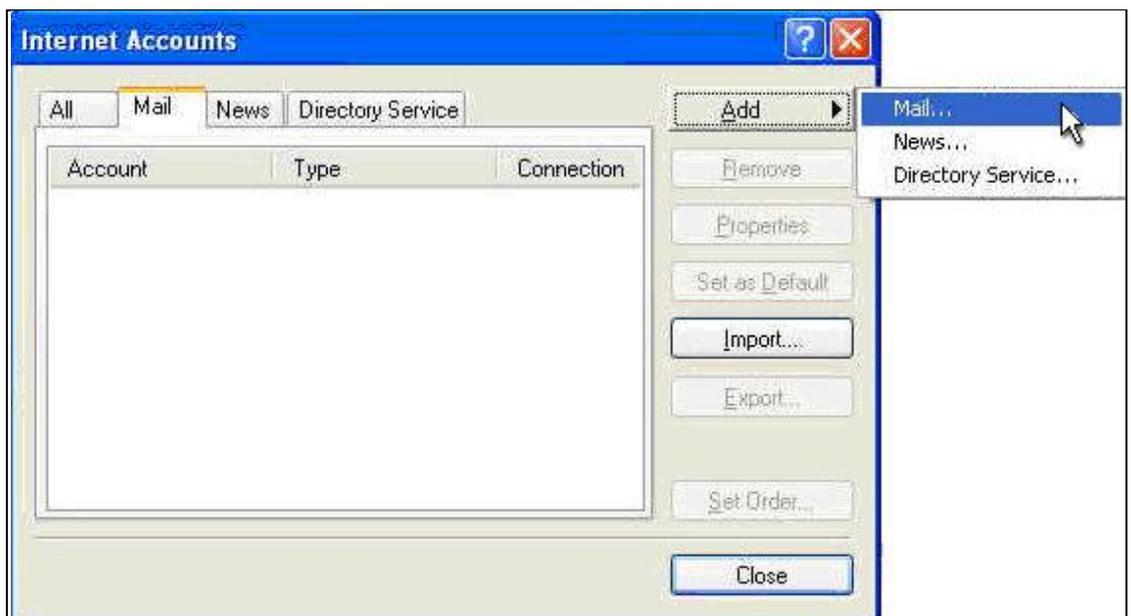
Logon Information	Test Settings
User Name: <input type="text" value="adm"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

- (5) Click Finish to save the account settings. You should now be able to retrieve Mail2000 mails using Outlook.



- **Outlook Express Users**

- (1) Start Microsoft Outlook Express. From the Tools(T) menu, select Accounts(A) to configure your mail account settings.
- (2) Click on Add(A) and select Mail(M).

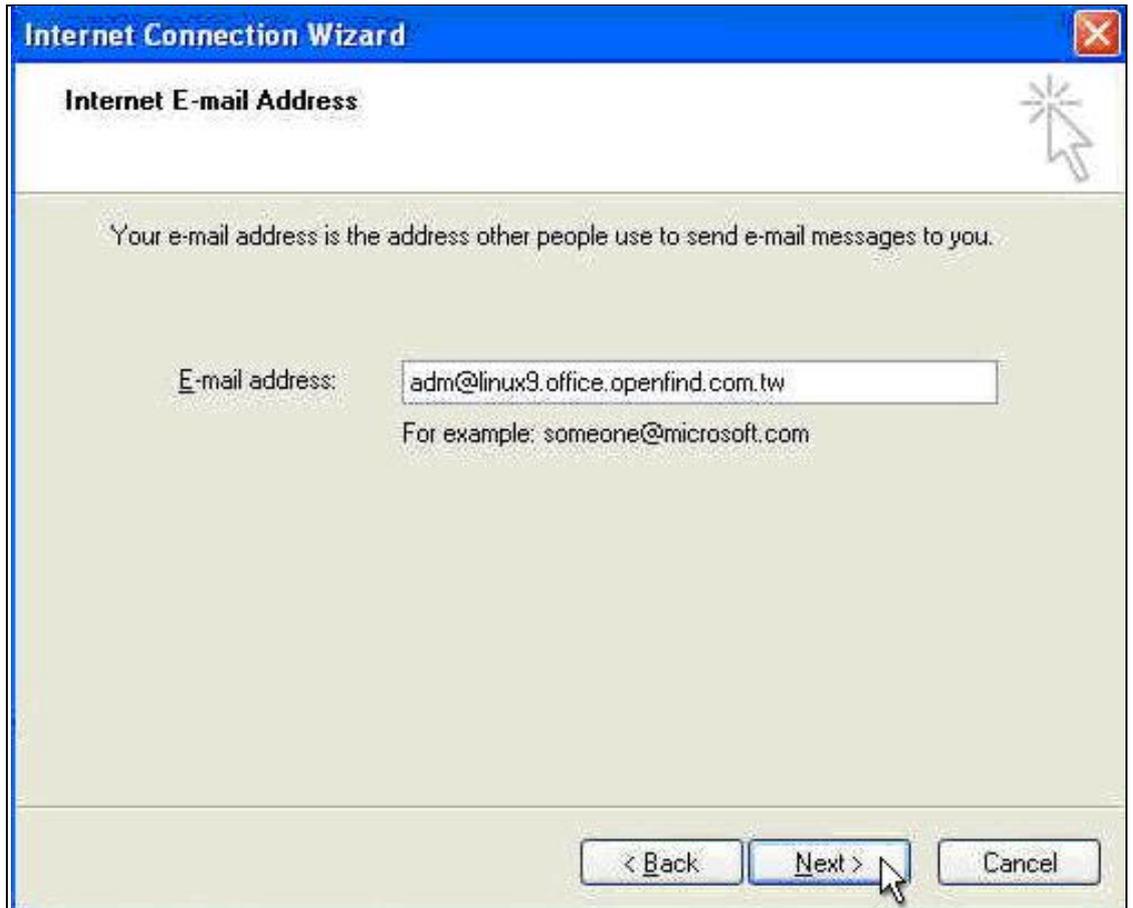


- (3) In the Display Name field, type in the name you wish to display in the From

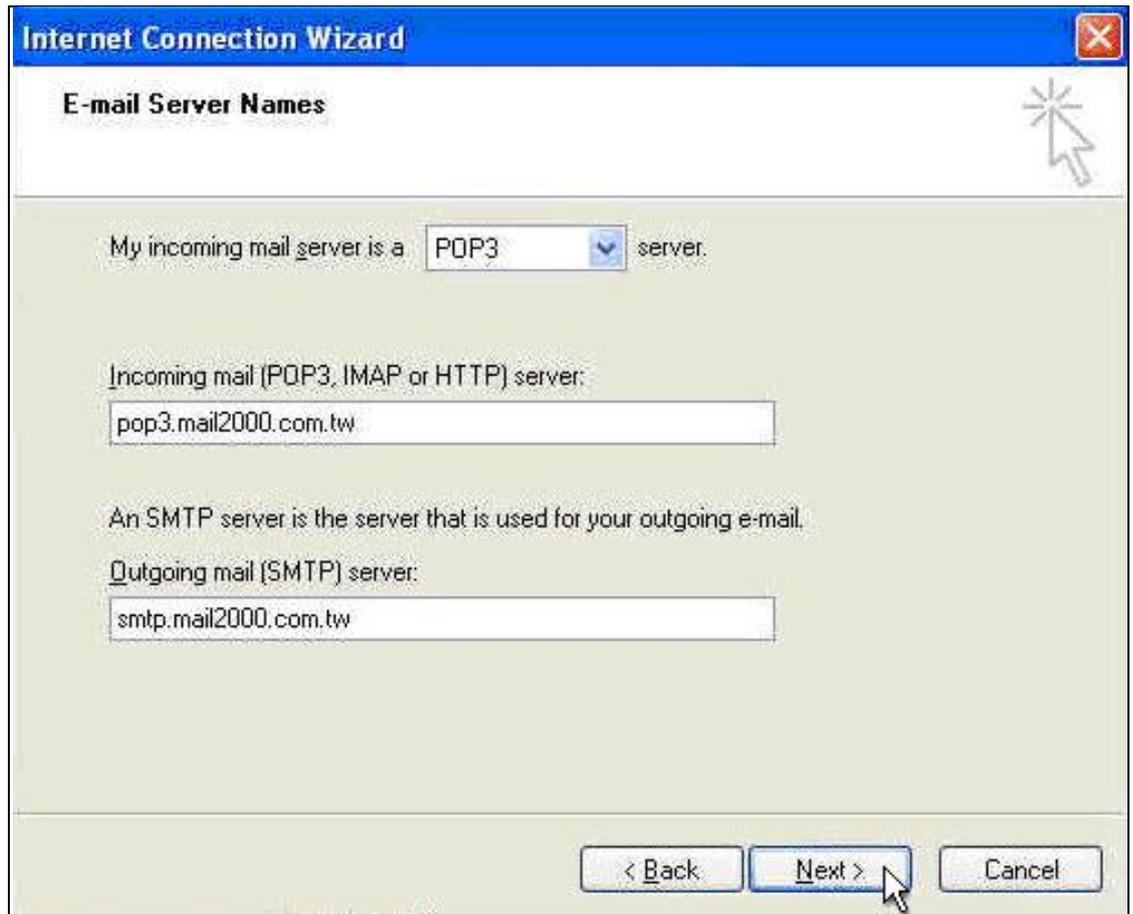
field of your outgoing messages. Then, click Next



- (4) In the E-mail Address field, enter the email address you are using for the mail system. Then, click Next.



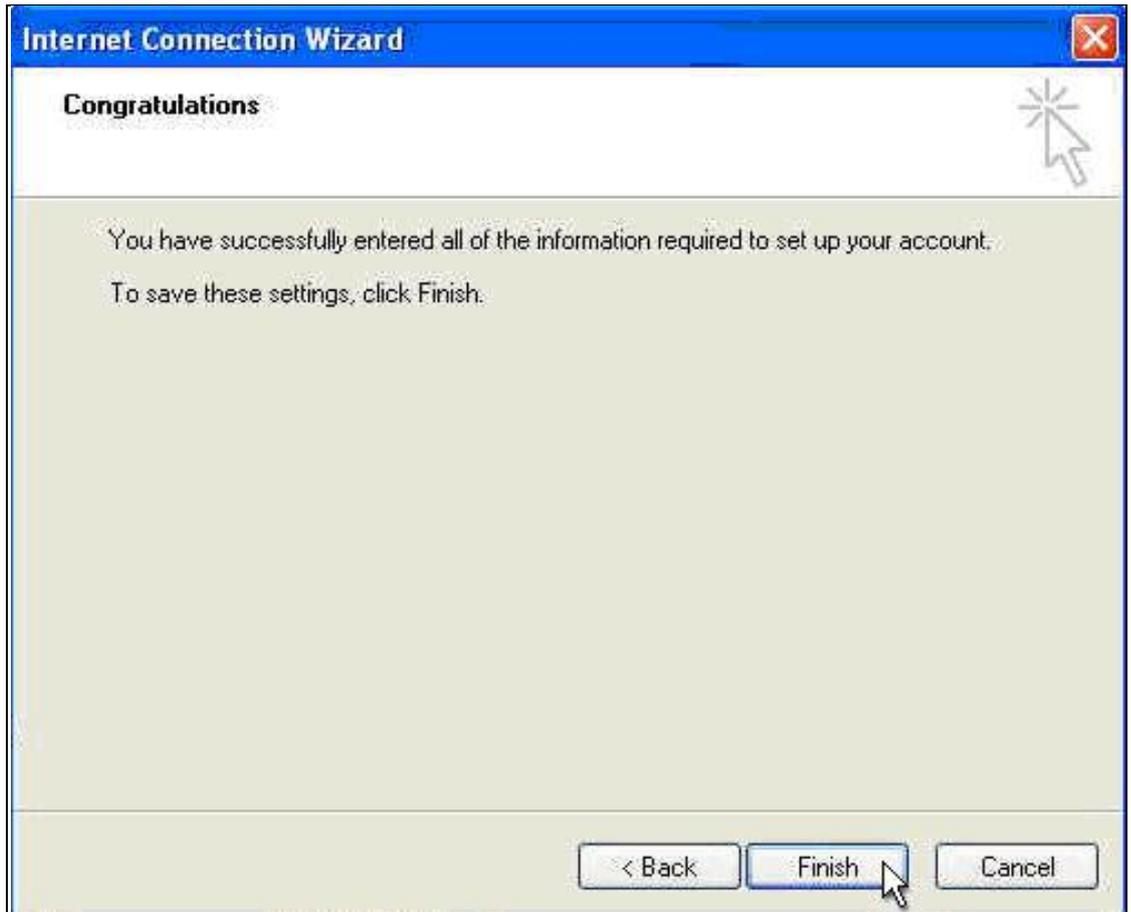
- (5) Enter pop3.mail2000.com.tw for Incoming Mail Server and smtp.mail2000.com.tw for Outgoing Mail Server. Then, click Next.



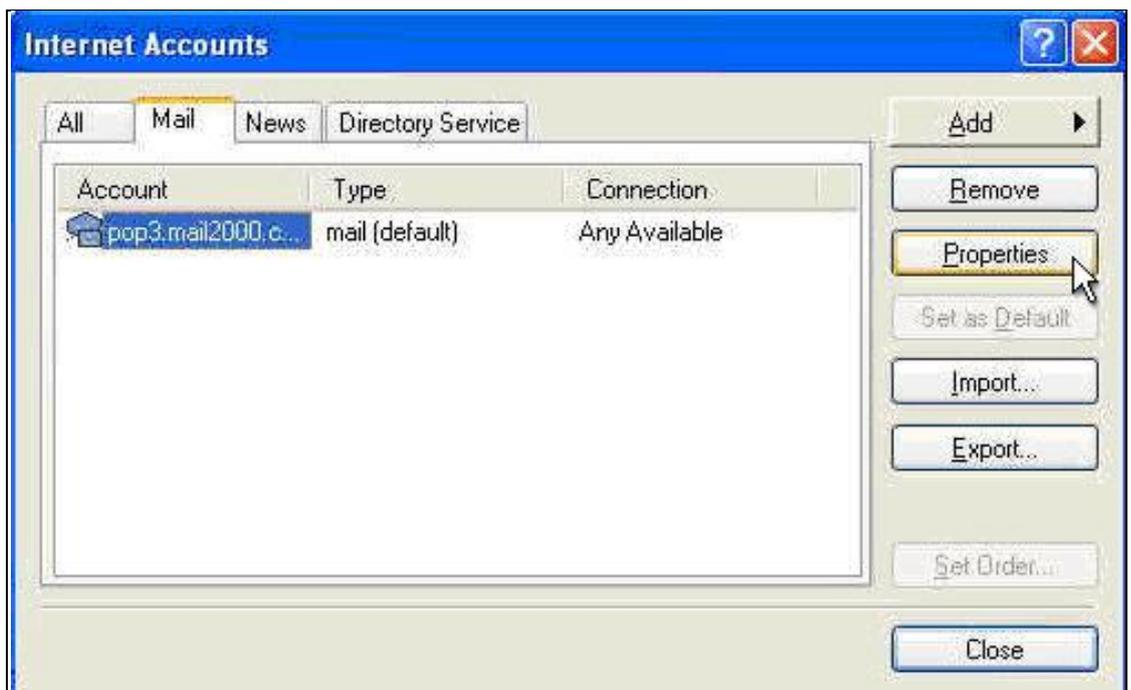
- (6) In the Account Name and Password fields, enter your Mail2000 Account Name and Password. Then, click Next.



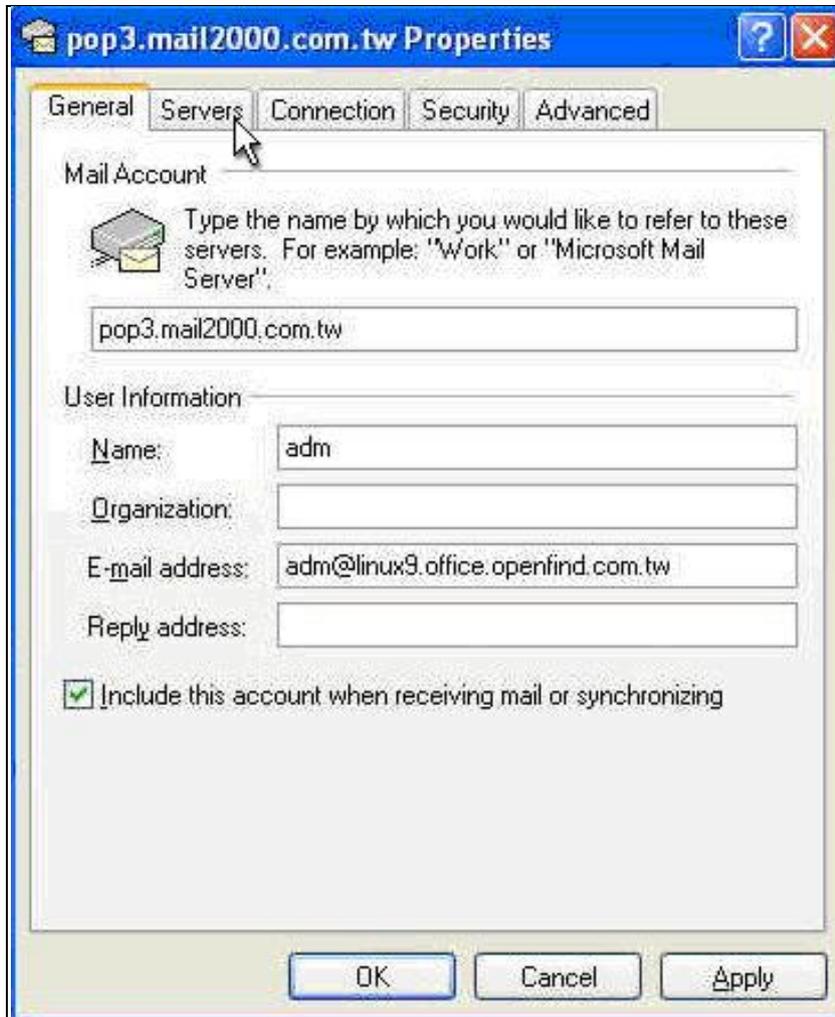
(7) Click Finish to save the settings.



(8) Select pop3.mail2000.com.tw and click on Properties.



- (9) Under the Server tab, check My server requires authentication in the Outgoing Mail Server section and press OK



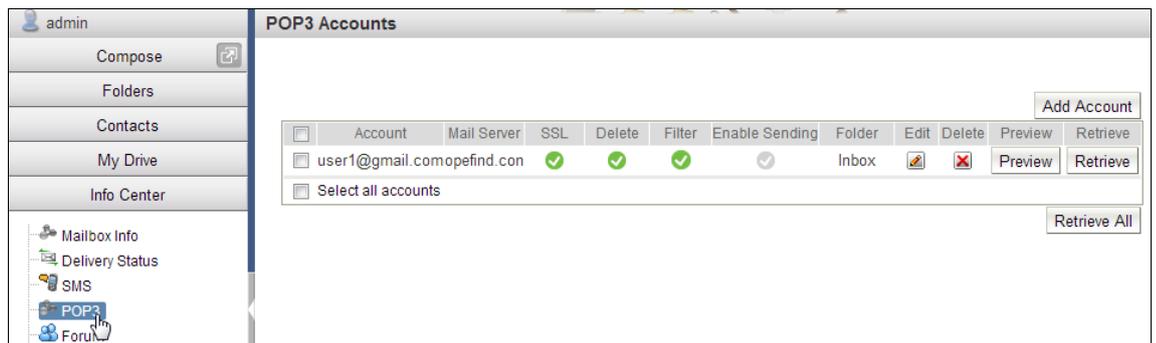
- (10) Close the dialog box to finish.

1.6 How to Retrieve Mail from POP3 Accounts?

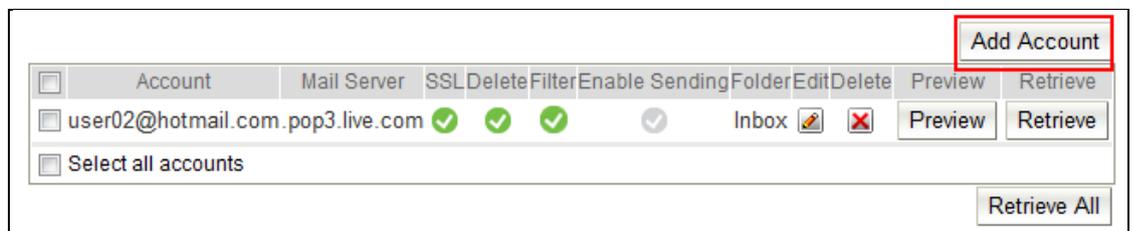
To use POP3 mail service, you must first set up your POP3 server with corresponding account name and password.

- **To Add a POP3 Account**

- (1) On the left menu, click **Info. Center** and select **POP3** to go to the [POP3 Accounts] page.



- (2) In the [POP3 Accounts] page, click the Add Account button in the upper right corner.



- (3) In the [Add POP3 Account] page, enter all required information for the mail server and then click OK.

Settings Of Mail Receiving:

User: *Required

Password: *Required

Mail Server: *Required

Timeout (seconds):

Port:

SSL Connection:

Delete after Retrieval:

Activate Filters:

Save into: ▼

Size Limit per Mail: KB
(If the mail size exceeds the limit, it will be skipped. Use 0 for no size limit)

Icon:

Settings Of Mail Sending:

Enable Sending Function:

Sender Name:

Email:

Reply Address:

Setting	Description
User	Login account for POP3 server.
Password	Login password for POP3 server.
Mail Server	POP3 server name or IP address.
Timeout(seconds)	The time period within which if no response is received from the POP3 server, system automatically disconnects and stops retrieving mails (Default: 60 seconds).
Port	Port number for POP3 server (Default: 110).
SSL Connection	If enabled, the mail content, account and password will be encrypted during mail transmission (Default: disabled).
Delete after Retrieval	If enabled, system will remove all retrieved mails from the POP3 server after retrieval (Default: disabled).

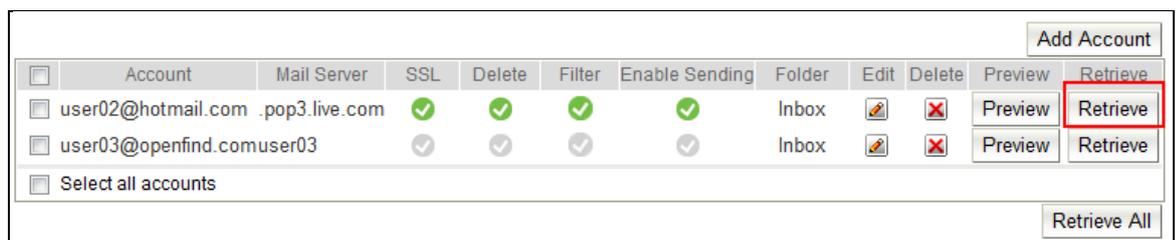
Activate Filters	If enabled, system will filter mails based on the filter rules when retrieving mails (Default: disabled).
Save Into	Select a folder to save the received mails (Default: Inbox). Note that if Activate Filters is enabled, the filter rules have higher priority than the Save Into option.
Size Limit per Mail: Set a size	limit to filter incoming mails by size; those mails exceeding the limit will be rejected (Default: 0 KB; 0 KB denotes no limit). Note that system is able to retrieve mails of any size as its free space allows.
Icon	Select a New Mail icon to mark new mails from this POP3 account.
Sender Name	The sender name you wish to display for this POP3 account.
Email	The full email address of this POP3 account.
Reply Address	The full reply address of this POP3 account.

(4) System will direct you back to the [POP3 Accounts] page. You may continue adding POP3 accounts (Maximum: 10).

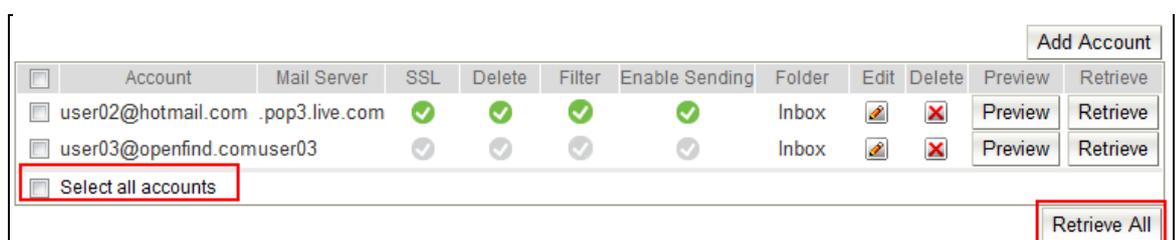
● **To Retrieve Mails from POP3 Accounts**

■ **Manual Retrieve**

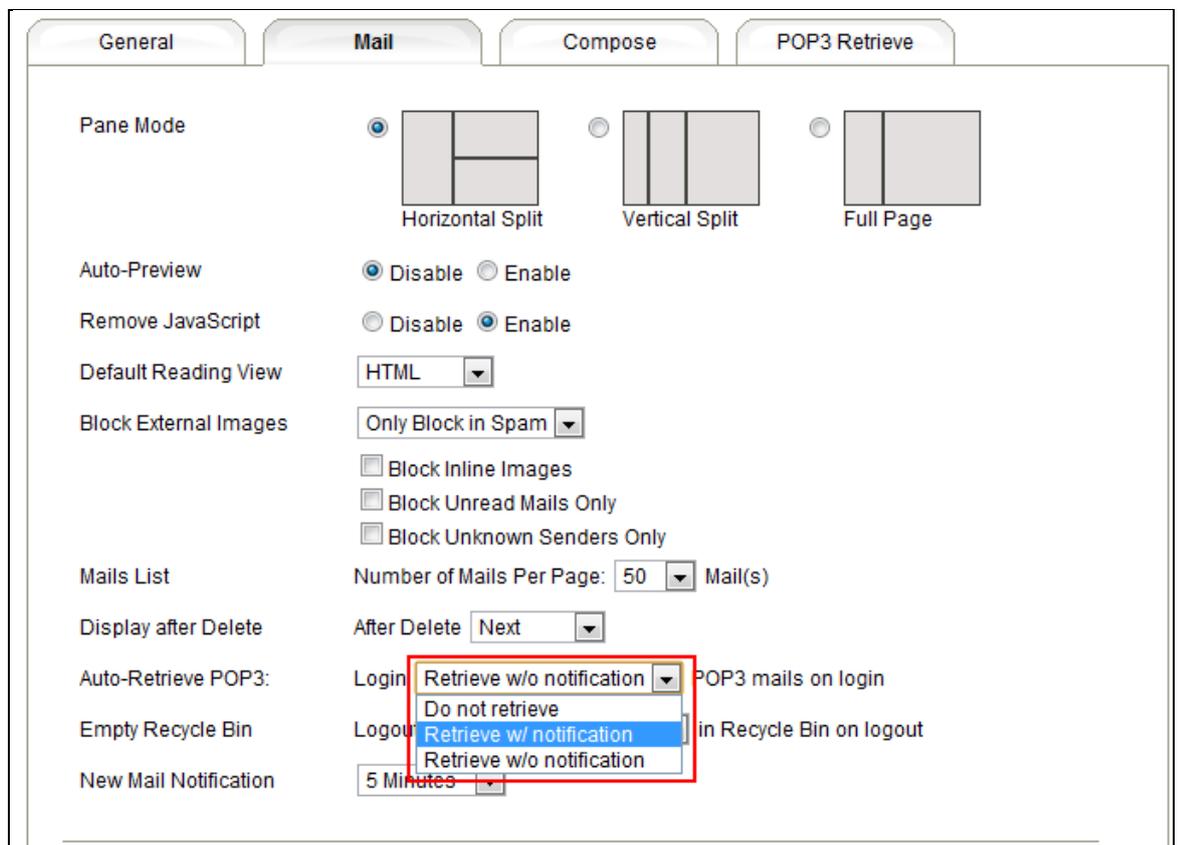
(1) To manually retrieve from a designated POP3 account, click the account's Retrieve button.



(2) To manually retrieve from all accounts, check the Select all accounts box and then click Retrieve All.



- Auto Retrieve
 - (1) On the left menu, click **Preferences**, expand Personalization and select Configuration.
 - (2) In the [Configuration] page, click the Mail tab to locate the Auto-Retrieve POP3 drop-down menu.
 - (3) Choose either to auto-retrieve With Notification Mail or Without Notification Mail.
 - (4) Press OK to save; system will begin automatically retrieving mails from external POP3 accounts upon login.



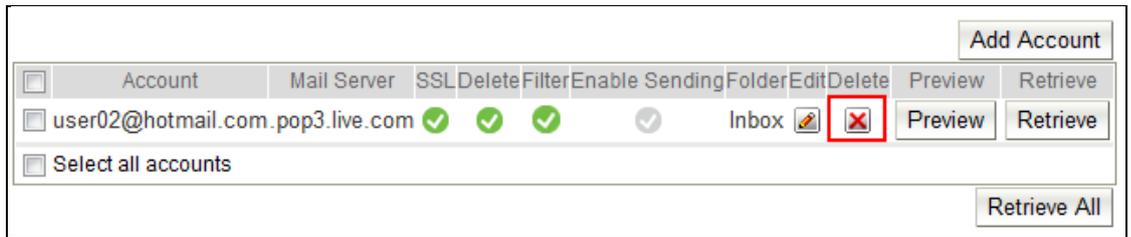
Notes

Once the mails are correctly retrieved, system will list four link paths: Go to List of Received Mails, Go to Inbox, Go to POP3 Accounts List and Go to Mail Preview. You may choose a path to read the retrieved mails, to continue previewing mails or to begin retrieving mails from other accounts.

● **To Delete a POP3 Account**

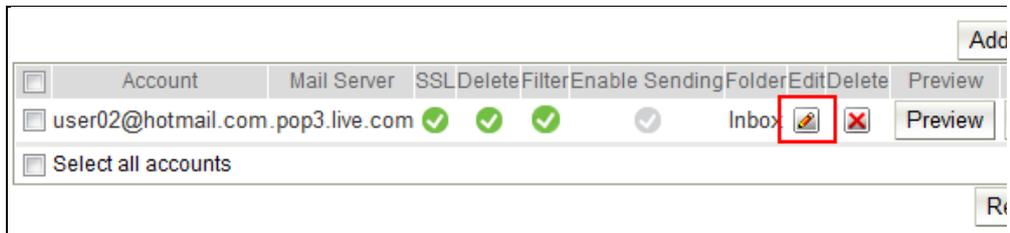
- (1) To delete a designated POP3 account, click the account's  button.
- (2) In the confirmation window, click **OK**.

- (3) System will direct you back to the [POP3 Accounts] page.



● **To Edit a POP3 Account**

- (1) To edit a designated POP3 account, click the account's  button.
- (2) In the [Edit POP3 Account] page, make all necessary changes and then click **OK**.
- (3) System will direct you back to the [POP3 Accounts] page.



2. Retrieving and Sending Mails-Basic

This chapter is divided into two parts. The first part introduces the basic mail functions, such as Compose, Reply, Forward, Attachment, Delete and Save as well as the different viewing pane modes. The second part focuses on the advanced features, such as HTML Editor, Mail Templates, Automatic Filing, Scheduled Mails and Mail Search.

This chapter explains:

- How to Compose/Send Mails?
- How to Retrieve/Read Mails?
- How to Reply/Forward Mails?
- How to Delete Mails?
- How to Move Mails?
- How to Add Attachments?
- How to Add Cloud Attachments?
- How to Add SecuShare Files?
- How to Check the Mail Delivery Status?

2.1 How to Compose/Send Mails?

To compose a new email message, either :

- Click **Compose** on the left menu.



- Click  to compose mail in new window.



- (1) In the [Compose] page, enter the email address of person to whom you are sending the message in the To and Cc fields. When entering email address, type few characters will display a list that matched (auto-complete). Or, you may click the To(T) or Cc(C) button to add recipients from Contacts. There are two kinds of comparison method about auto-complete function which can be set by administrator.

- Prefix-match auto-complete

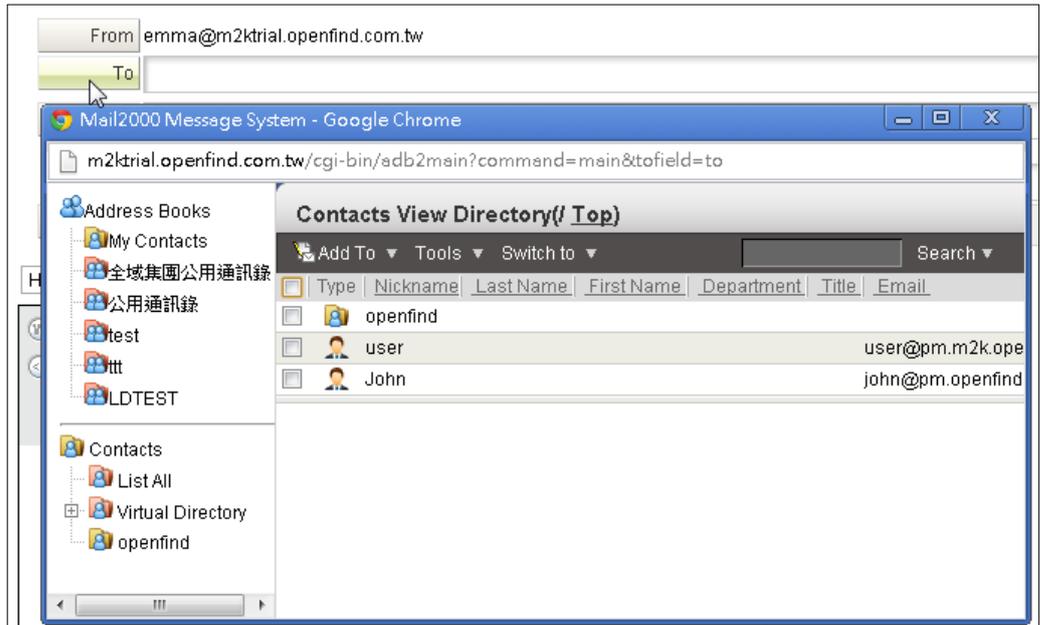
From	emma@m2ktrial.openfind.com.tw
To	u
Cc	 "user" <user@pm.m2k.openfind.com.tw>
	 "user1" <user1@centos54.openfind.com.tw>
Subject:	

- Partial-match auto-complete

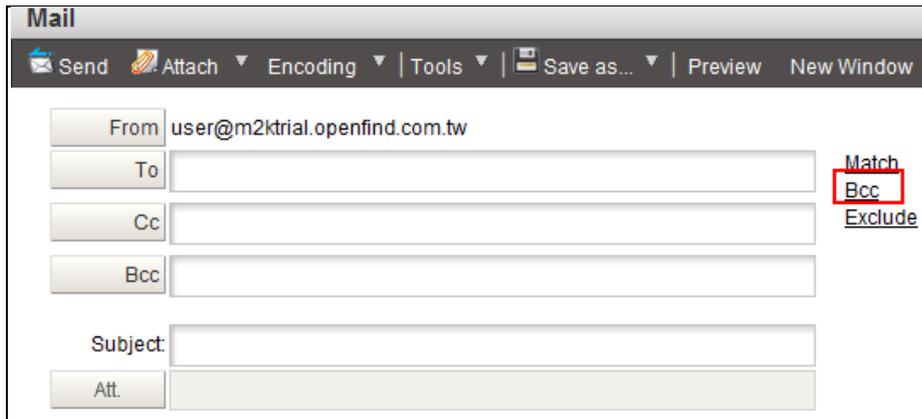
From	emma@m2ktrial.openfind.com.tw
To	p
Cc	"openfind"
Subject	"John" <john@pm.openfind.com.tw> "user" <user@pm.m2k.openfind.com.tw>

Or, you can click the “To” or “Cc” button to add recipients from Contacts.

Please check some contacts first, and then click “Add To” or “Add Cc”, the contacts will be added as recipients.



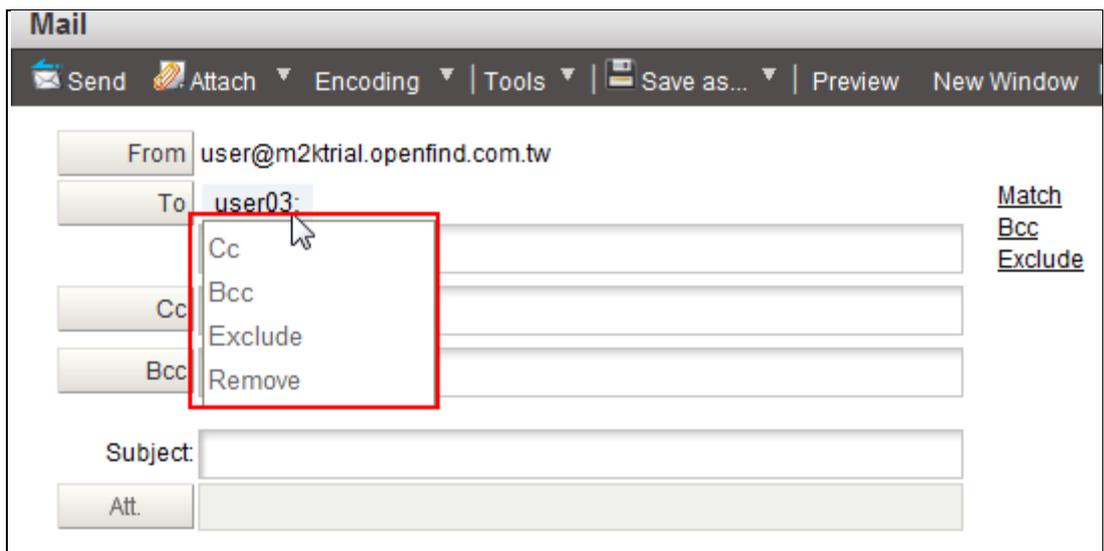
- (1) To add Bcc recipient(s), click Bcc to display the field.



Tip Switching Recipient Status

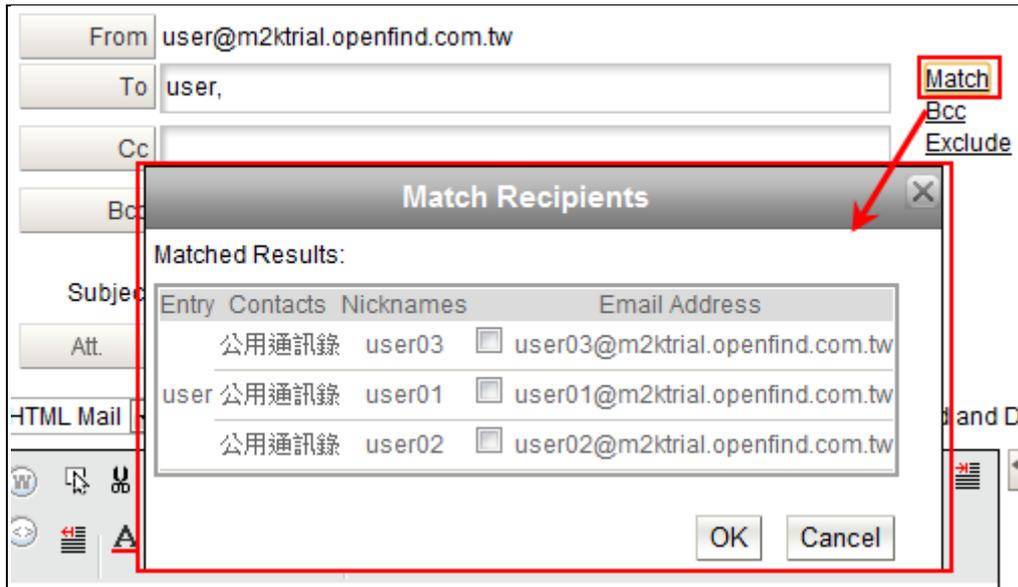
To switch a recipient's status (e.g. Move a recipient from To to Bcc), please left-click on the recipient.

In the drop-down menu, you may select to move the recipient to Cc, Bcc or Exclude; you may also remove the recipient.



Tip Match Recipients

When you enter "user" in the recipient field, yet there are more than one "claire" in Contacts, click Match to list all contacts matching the name "user." You may then use the provided information to select your intended recipient.



- (2) Enter the subject and content of the mail. Then, use the toolbar to perform the following actions as needed.



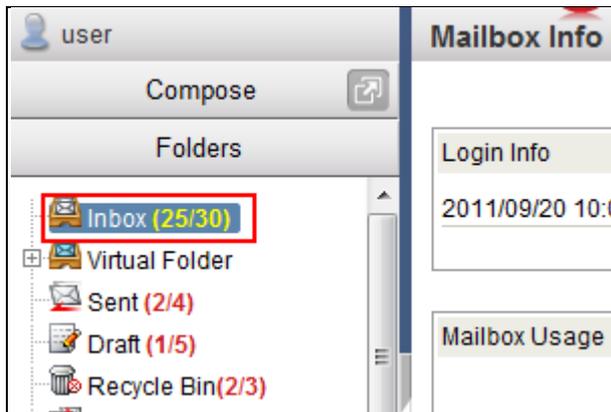
Tool bar	Description
Send	Send the mail.
Attach	Attach files to the mail.
Encoding	Select the mail encoding. <i>Notes:</i> This function is not supported in Firefox. <ul style="list-style-type: none"> ▶ Auto-Detect ▶ Unicode (UTF-8) ▶ Trad. Chinese (Big5) ▶ Simp. Chinese (GB2312) ▶ Simp. Chinese (GB18030) ▶ English (ISO-8859-1) ▶ Japanese (ISO-2022-JP) ▶ Korean (EUC-KR) ▶ BIG5 -> GB (GB2312) ▶ GB -> BIG5 (Big5)
Tools	Restore: Restore the mail to undo any changes made. Preferences: Show/Hide functions in the [Compose] page. Add Event: Add calendar event to the mail.

Options	Use the provided options to set the mail attributes. You may choose to edit the mail in plain-text or HTML; you may decide to save a sent copy, to mark it as "Important," or request a receipt; or you may set the mail as a scheduled mail. <i>Notes:</i> When you mark a mail as "Important," an exclamation mark ! will be shown next to the mail in the recipient's mails list.
Save as...	Save the mail as a draft or a template.
Preview	Preview the mail before sending it.
New Window	Open the [Compose] page in a new window; the original window will return to the previous page.
Back	Return to the previous page.

2.2 How to Retrieve/Read Mails?

- **How to Retrieve/Read Mails?**

- (1) System checks for new mails upon login. If there are new mails, the  icon will change to  icon. You may click on the icon to access Inbox directly. Or, you may click **Folders** on the left menu and select **Inbox** to view the new mails.



- (2) In the [Inbox] mails list, the unread mails will be shown in bold while the read mails will be shown in regular font.
- (3) Click the Subject, Sender, Date, or Size link on the top of the mails list to sort the mails accordingly.

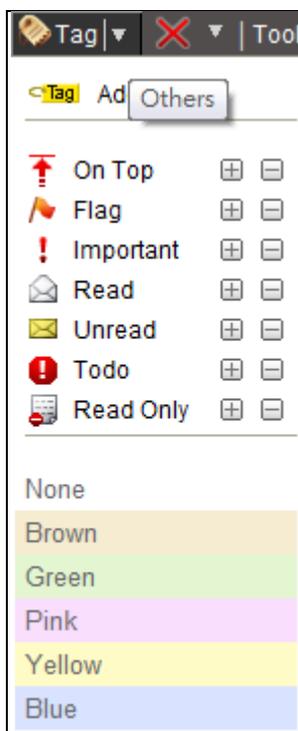
Subject	Sender	Date
 Openfind Report: Spam and Other Email Threats	adm(Administrator)	10/12 09:34
 Survey Request from Openfind.com	adm(Administrator)	10/12 09:33
 Hello, Administrator	adm(Administrator)	10/12 09:29
 Welcome to Mail2000 Messaging System	 adm(Sysadmin)	10/04 10:08

- (4) To read a mail, click once on the mail's subject to preview the content, or quickly click twice to open the mail in new window.
 - User can read mail in HTML mode or in Plain Text mode. To switch between HTML to Plain Text, click the **HTML** or **Plain Text** button in the upper right of the mail.



● **How to Assign 「Tag」 or 「Color」 to Mails ?**

- (1) To apply a tag to an email, open the **Tag** drop-down menu ; if you want to assign 「Tag」 or 「Color」 on multiple mails at once, please select mails then open the **Tag** drop-down menu.



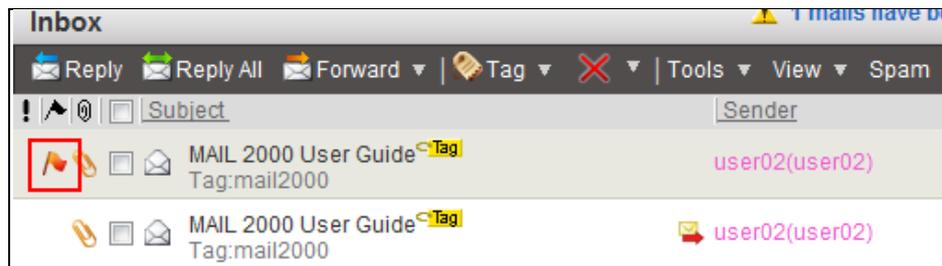
- (2) In the **Tag** drop-down menu, user can choose 「Tag」 or 「Color」 as needed :
-  **On Top** : Place the mail on the top of the mail list ; the  tag can be removed when click the  icon directly on the mail.
 -  **Flag** : Add a flag icon on the mail ; the flag can be removed when click the  icon directly on the mail.
 -  **Important** : Mark the mail as an important mail ; the  tag can be removed when click the  icon directly on the mail.
 -  **Read** : Mark the mail as read.
 -  **Unread** : Mark the mail as unread.
 -  **ToDo** : Mark the mail as ToDo for reminding ; the  tag can be

removed when click the  icon directly on the mail.

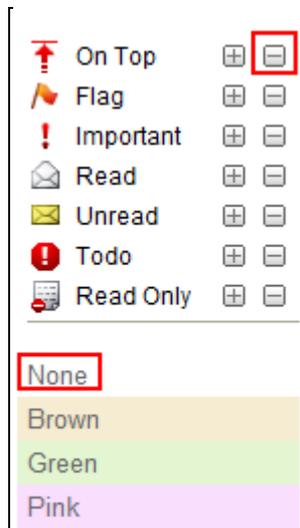
-  Read Only : Mark the mail as **Unread** to prevent the mail from deleting unwary. the  tag can be removed when click the  icon directly on the mail.
- Add color : Add color such as Brown, Green, Pink, Yellow , Blue on mails to help you to classify massive mails.

(3) To delete the **Tag**

- (1) Click the Tag on the mail directly.



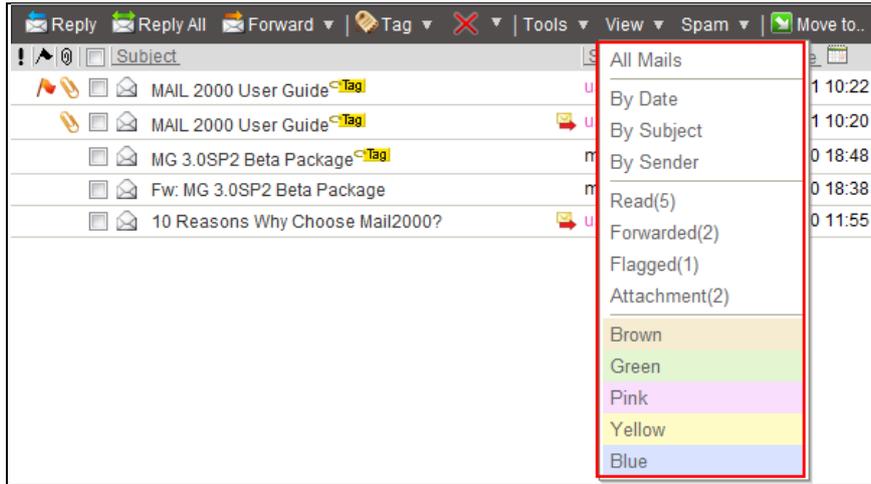
- (2) Click **Tag** on the toolbar and select  icon from the drop down menu, or select **None** to remove the color on mail.



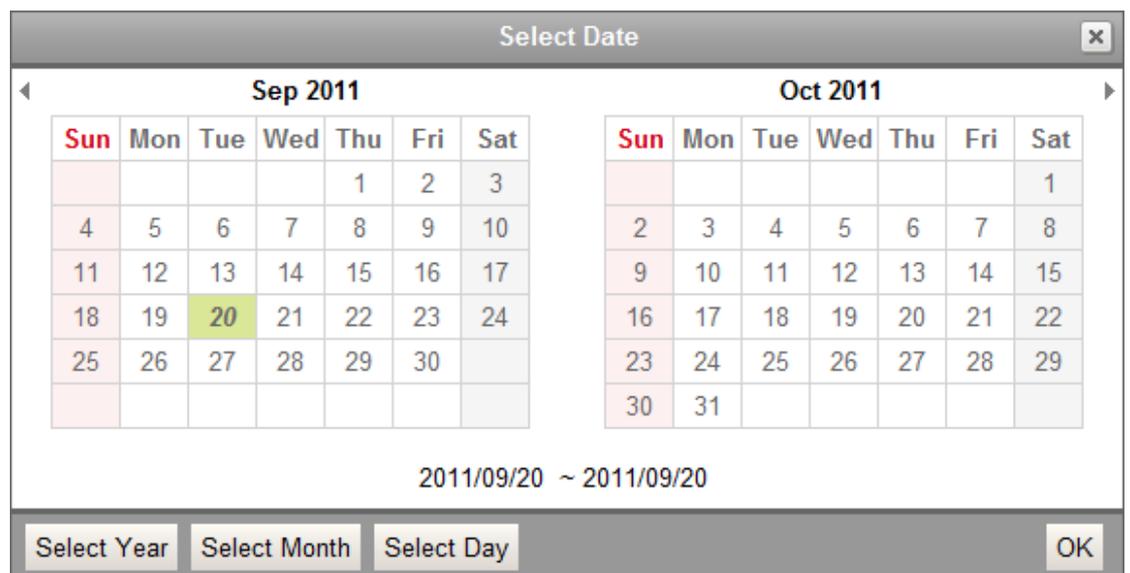
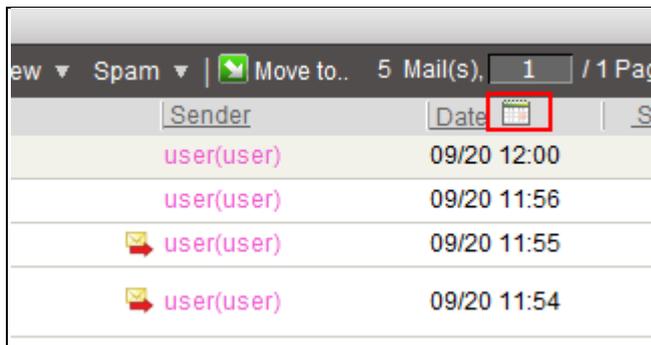
- **How to Change Mail Views ?**

Mail2000 system offers a lot of options for viewing the mail in your mail folders. You can view mails by Date, Subject, Sender or by Attachment, flag, Color and so on.

Click **View** on the tool bar, and select an option from the drop down list.



Or you can view mails by selecting the day range.



- **Mail Content Management Tools**

- (1) In the mail content, click the  icon at the end of the sender's email address to add the sender to Contacts.

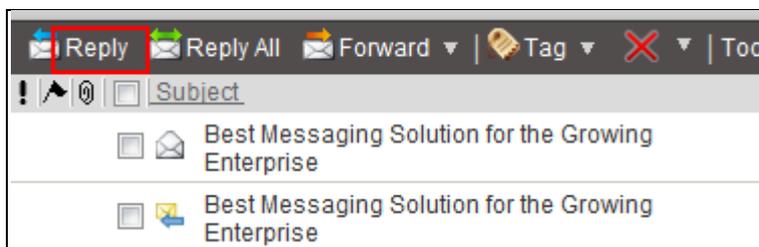
- (2) In the mail content, the Tools drop-down menu in the upper right corner provides the following features:

Tool	Description
Pack Attachments	Pack and download the mail's attachments.
Delete Attachments	Delete the mail's attachments.
Save Mail As	Save the mail as a new .eml file.
Show Header	Display the mail's header details.
View Original Mail:	Display the mail in its original format.
Add to Contacts	Add the sender and recipient(s) of the mail to Contacts.
Add to Safe List	Add the sender to Safe Senders List.
Print	Print the mail
Return Receipt	Send a receipt to the sender to confirm that the mail has been received and read.
Preferences	Set preferences for reading the mail.
Open in New Window	Open the mail in new window.

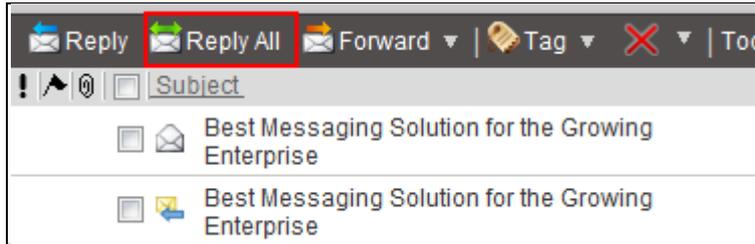
2.3 How to Reply/Forward Mails?

- **How to Reply?**

- (1) In the mails list, select the mail you intend to reply. Then, on the toolbar, click **Reply** to reply the mail to its sender.



- (2) Or, on the toolbar, click **Reply All** to reply the mail to all relevant email addresses.

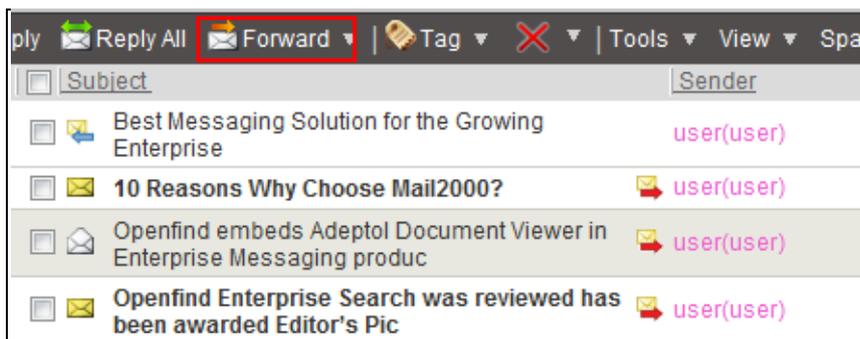


● **How to Forward?**

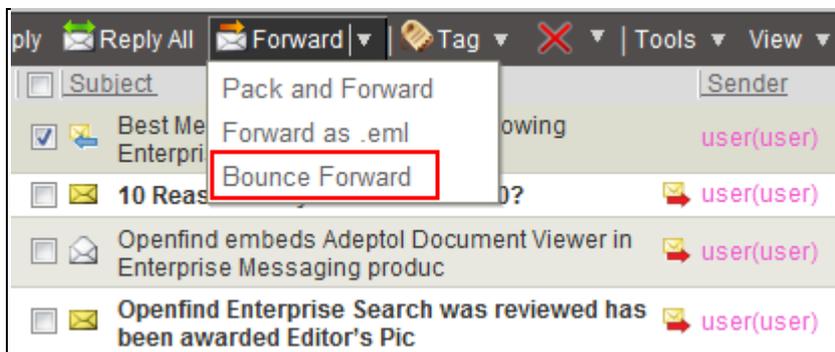
- (1) In the mails list, select the mail(s) you intend to **forward**. Then, on the toolbar, click **Forward** to forward the mail(s).

Notes

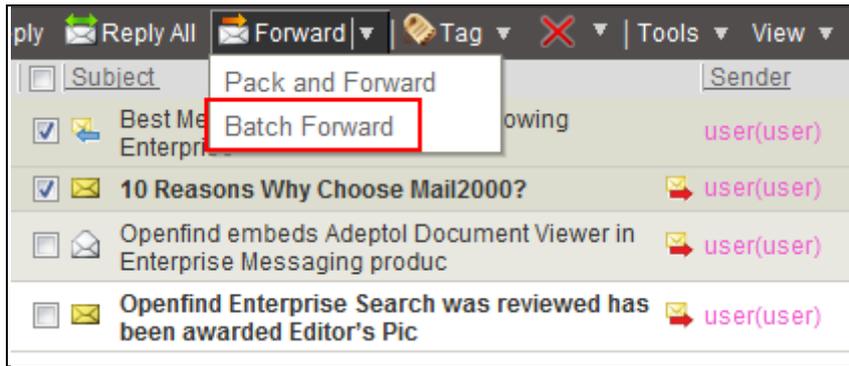
Open the **Forward** drop-down menu and select **Pack and Forward** to forward multiple mails in one pack.



To forward mail in its original format, please select the mail. Then, on the toolbar, open the **Forward** drop-down menu and select **Bounce Forward**.



To forward multiple mails separately, please select the mail(s). Then, on the toolbar, open the **Forward** drop-down menu and select **Batch Forward**.



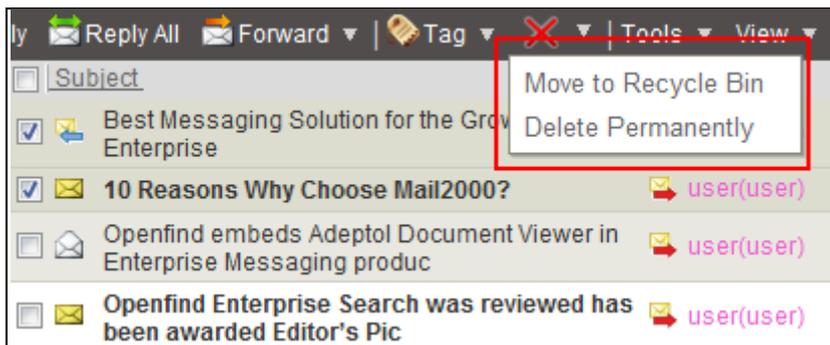
(2) In the [Compose] page, enter the recipient(s) and then click **Send**.

Tip :Forward and Bounce

To Forward is to use the content of the original mail in a new mail and deliver it.
To Bounce is to include the original mail as a .eml attachment and deliver it. It is suggested to use Bounce when you intend to forward a mail of HTML format.

2.4 How to Delete Mails?

In the mails list, select the mail(s) you intend to delete. Then, on the toolbar, click the  icon to move the mail(s) to Recycle Bin.
Or, you may open  the drop-down menu and select to move the mail(s) to Recycle Bin or to permanently delete the mail(s).



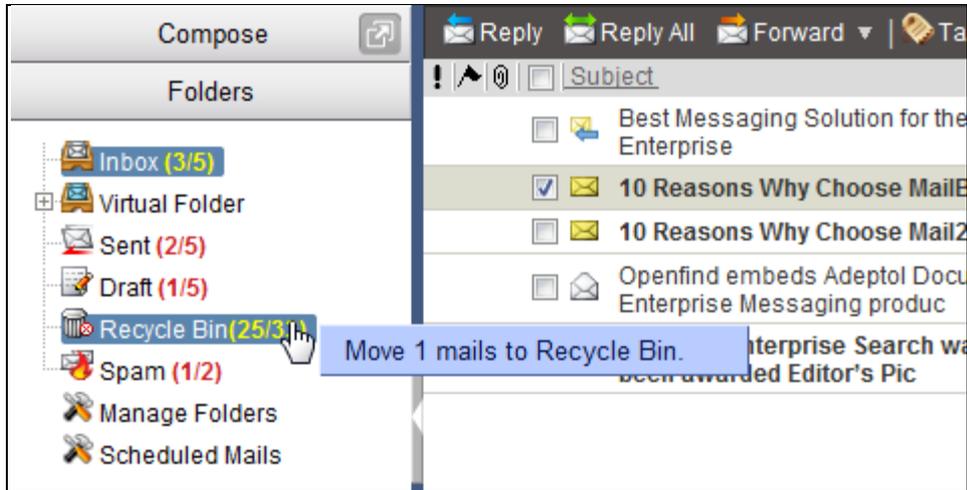
2.5 How to Move Mails?

The Move to feature allows you to organize mails to different folders based on their attributes, adding efficiency to mail allocation.

Mail2000 offers two Move to methods:

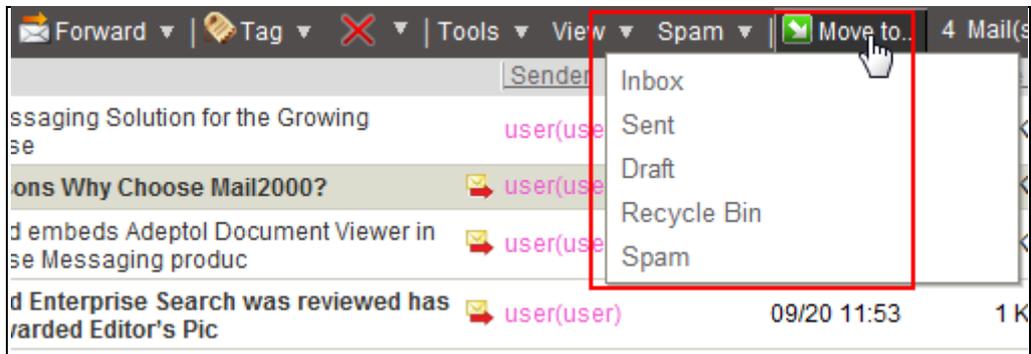
- **Drag and Drop**

- (1) In the mails list, select the mail(s) you intend to move.
- (2) Directly drag and drop the mails to the destination folder on the left menu.



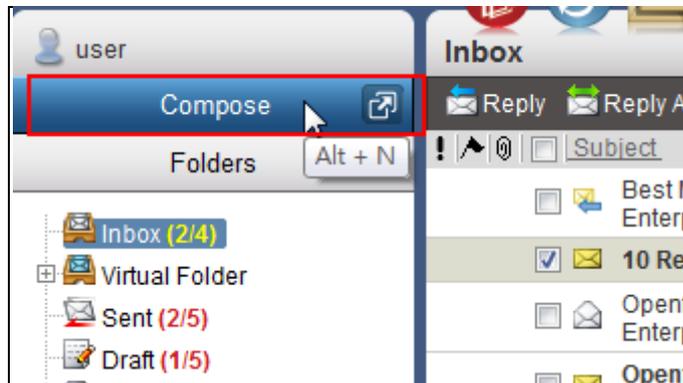
- **Select and Click**

- (1) In the mails list, select the mail(s) you intend to move.
- (2) On the toolbar, click Move to to open the list of available folders.

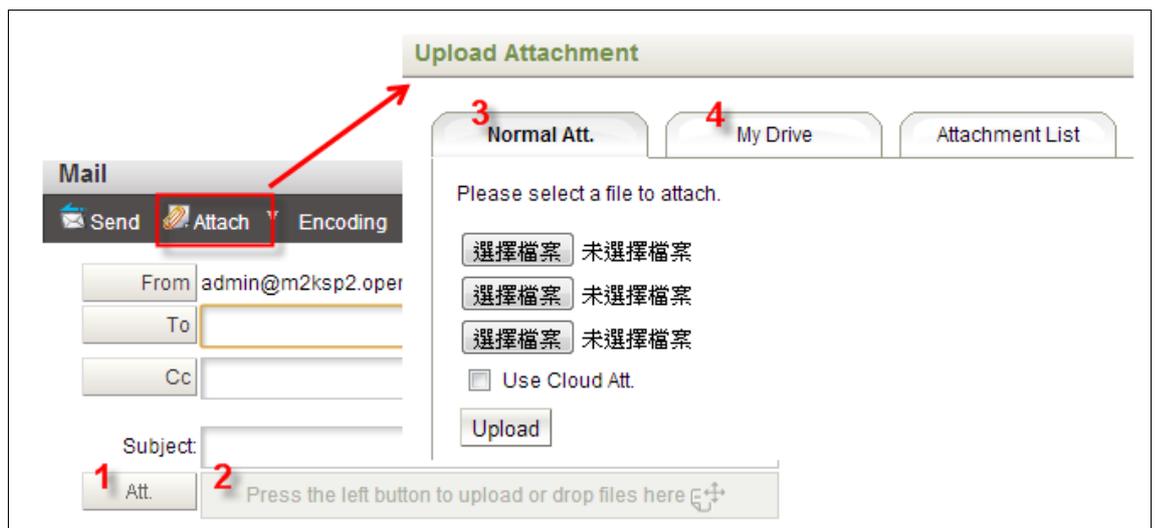


2.6 How to Add Attachments?

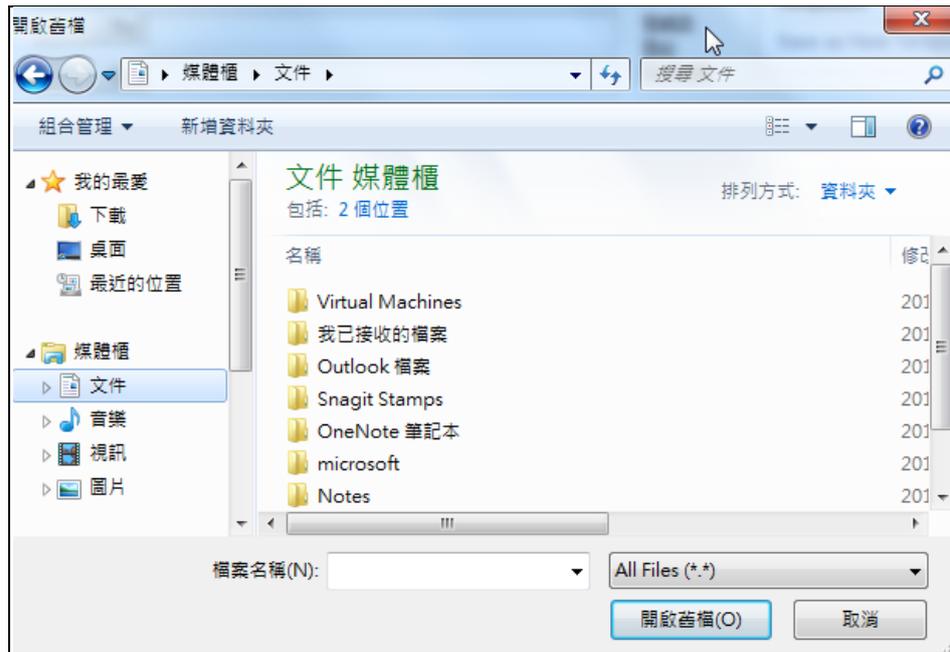
1. On the left menu, click **Compose** to go to the [Compose] page.



2. In the [Compose] page, there are four ways to add attachment to your email.

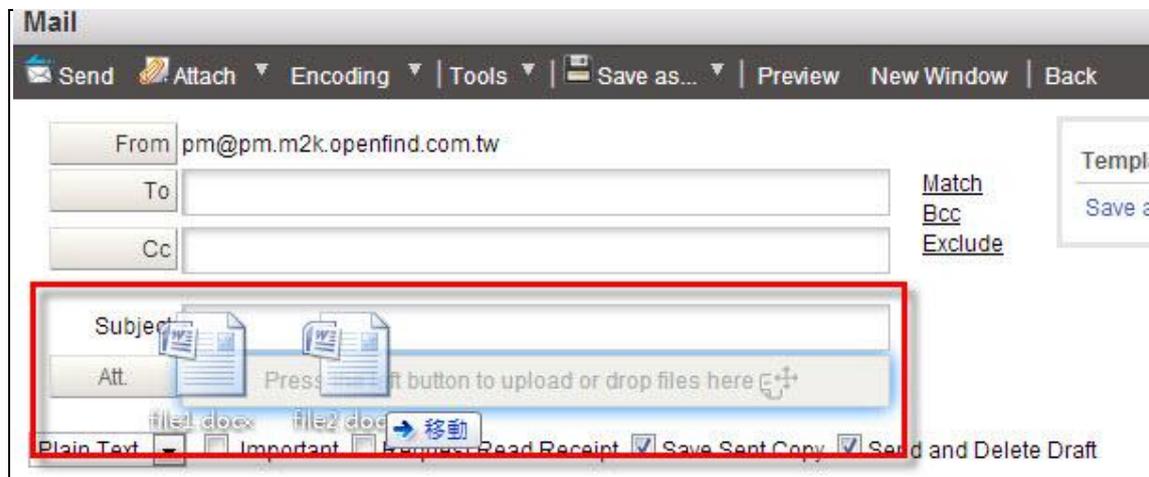


- (1) In the composing page, click the **Att.** Button to select file from your computer directly.

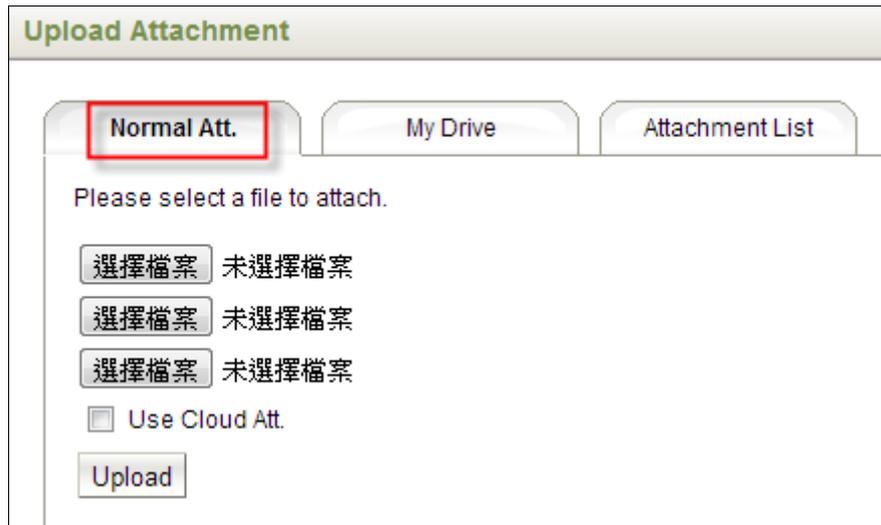


- (2) Users can drag and drop one or more files directly into **Mail2000 Att. Block**.

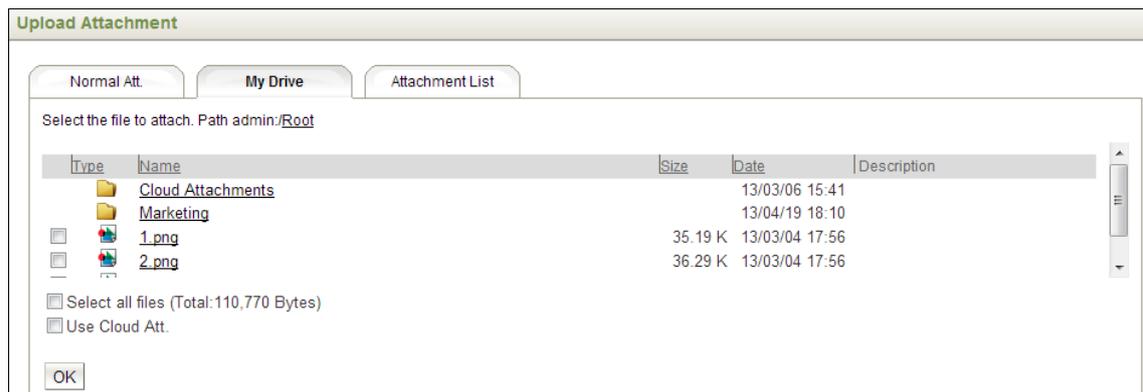
Notes: Only support HTML5 browsers can use this function.



- (3) Select **Attach** on the toolbar to go to the attach file page, and click 選擇檔案 to select the file you want to attach on the mail, then click upload.



- (4) If you want to attach files from My Drive, open the **Attach** drop-down menu and click **Select from My Drive**. Then you can attach the files from **My Drive** on your mail.



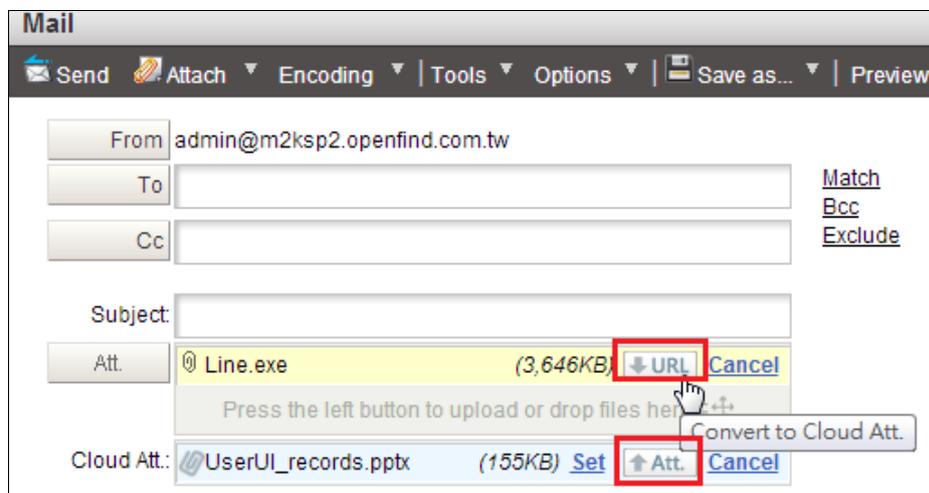
3. After upload the files as attachments, you can click the **Cancel** button to remove this attachment. Or you can still add more attachments by using the ways we mentioned before.



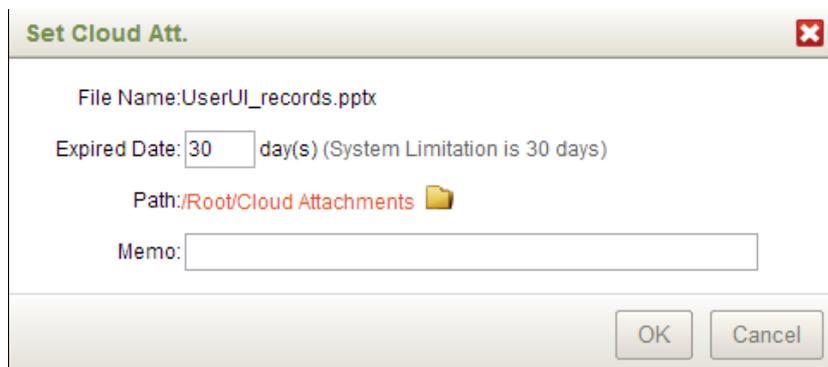
2.7 How to Add Cloud Attachments?

Cloud Attachments mean you can transfer the attached files as URL links to let receivers download.

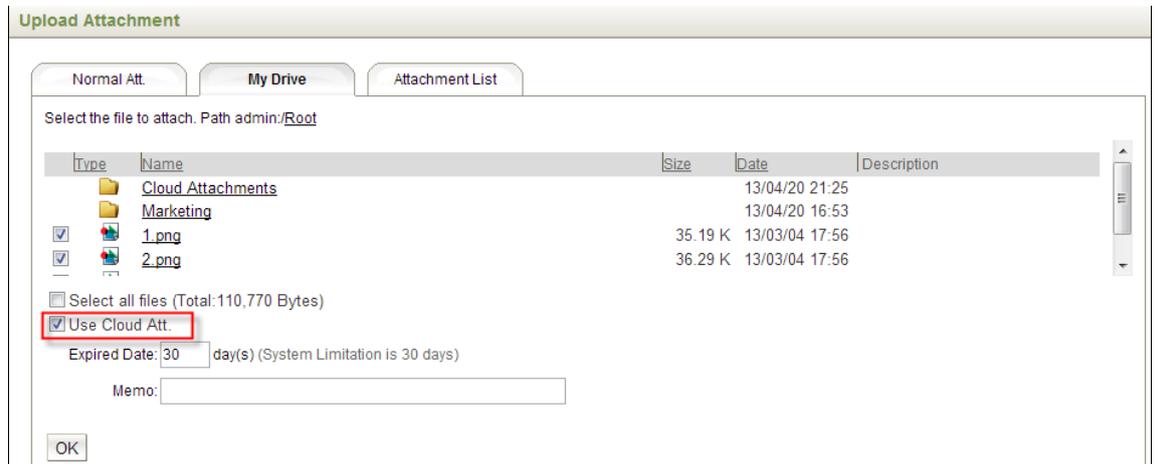
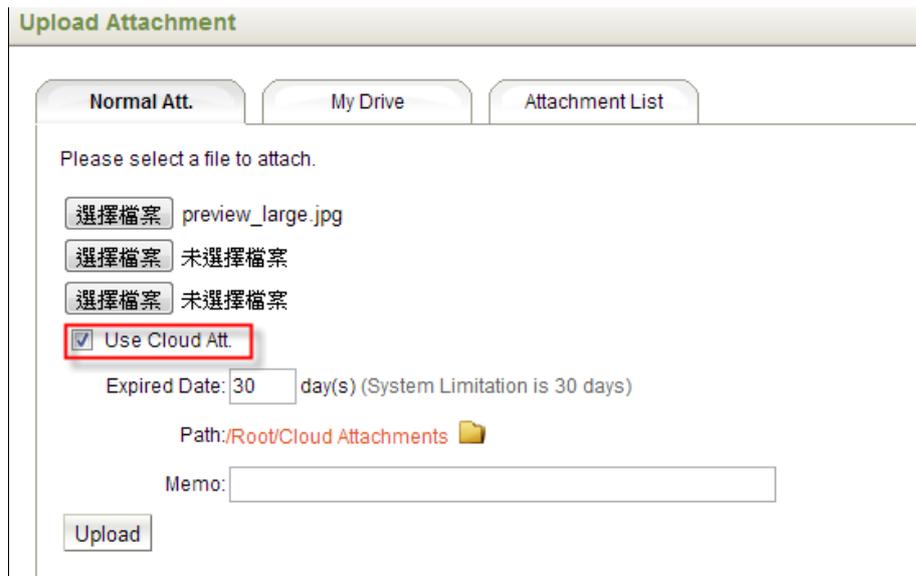
- If you upload files by clicking the Att. Button or dragging the files from your disk:
 - (1) After you upload files, you can click the **URL** button when you want to transfer the normal attachment to Cloud Attachment. If you want to transfer the Cloud Attachment back, please press the **ATT.** button.



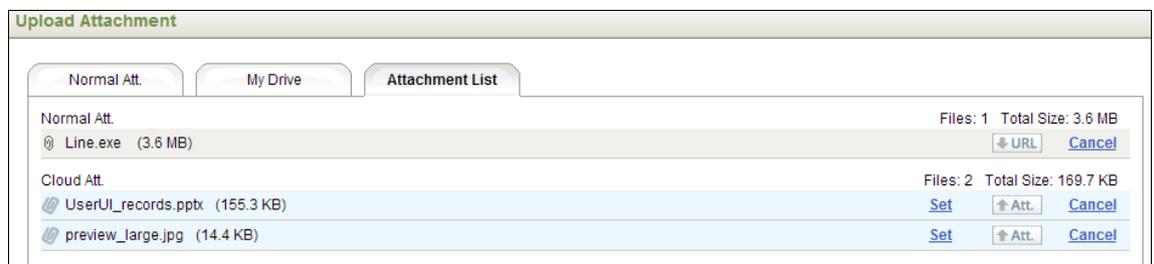
- (2) You can click the link “Set” to set the Expired Date, Path, and Memo for a Cloud Attachment.



- If you use “Normal Att.” or choose some files from My Drive:
 - (1) After you upload files or choose some files from My Drive, you just need to check “Use Cloud Att.”, and then the files will be sent as Cloud Attachment.



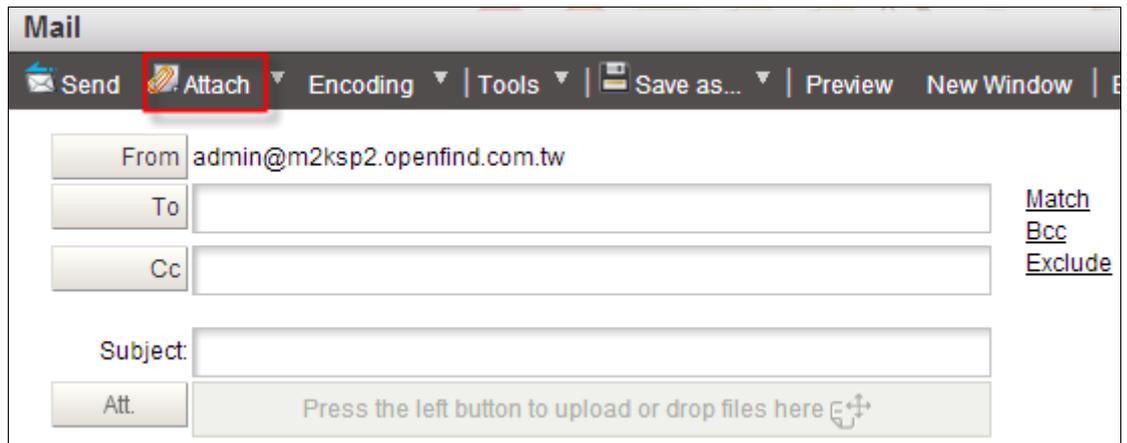
(2) The third tab “Attachment List” will list all files, and you can do transfer or change settings for Cloud Attachment.



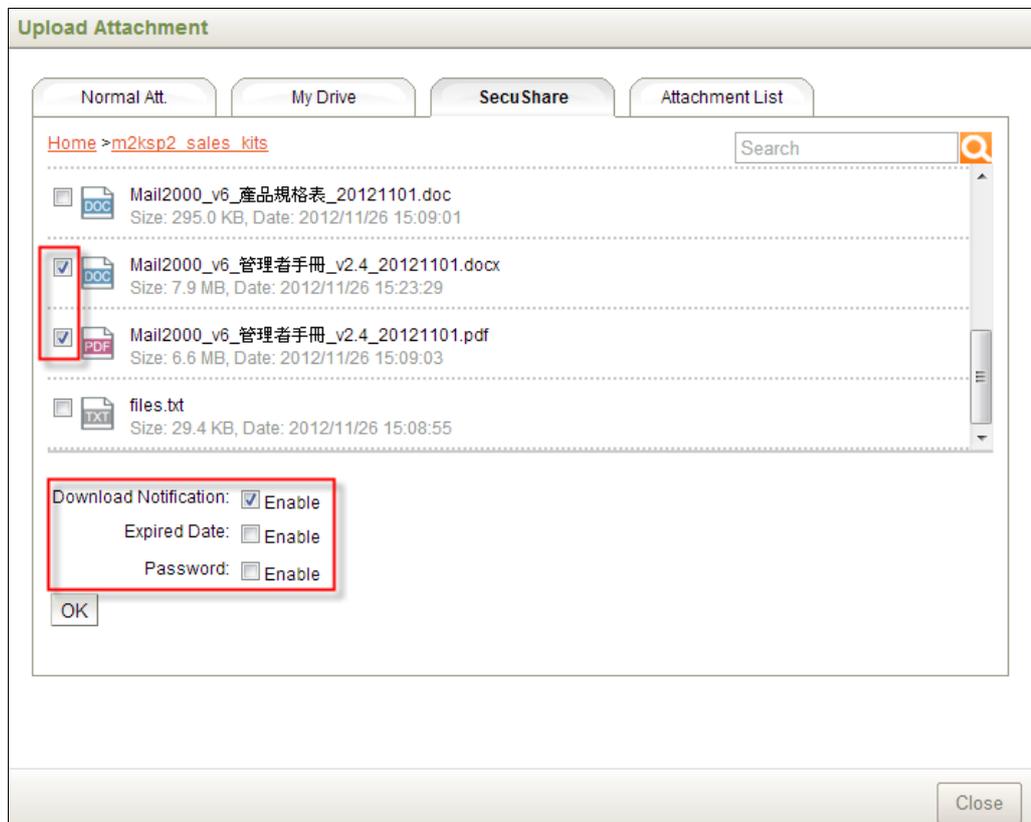
2.8 How to Add SecuShare Files?

Mail2000 system can integrate with Openfind SecuShare. User can share the SecuShare file with URL link when composing a mail.

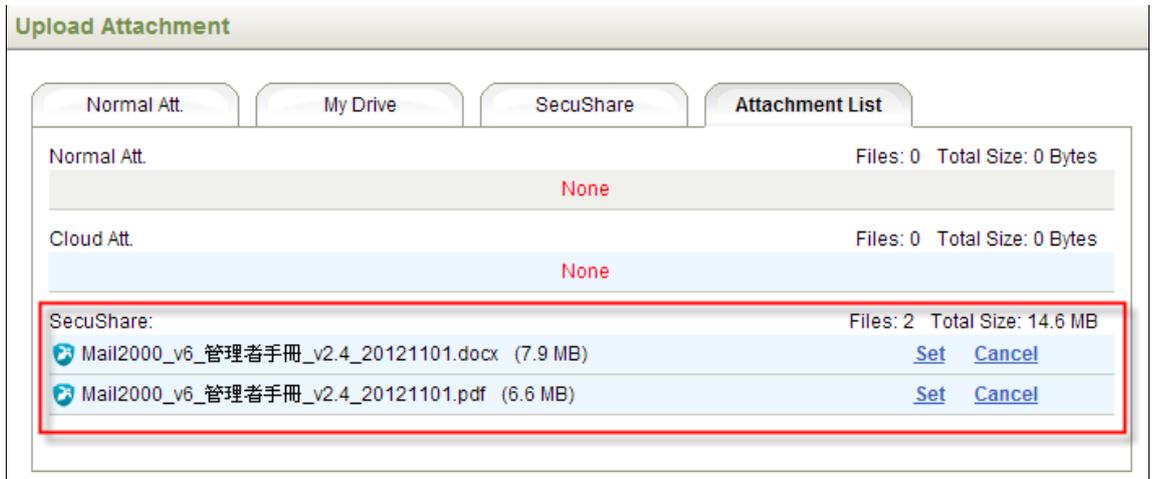
- (1) In the **Compose** page, you can click the **Attach** to choose the SecuShare files.



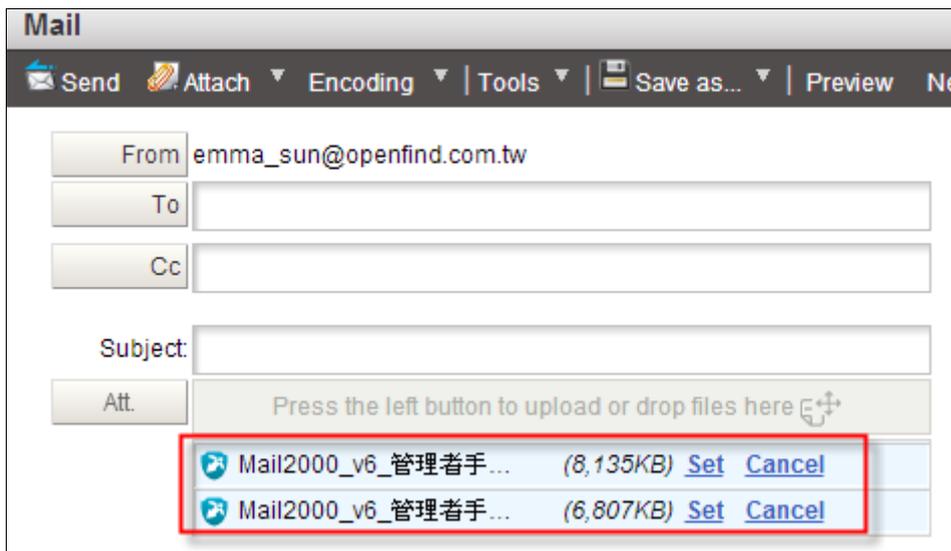
- (2) Go to the third tab and select the file you want to share, and you can set the “Download Notification”, “Expired Date”, and “Password”.



- (3) You can check the files you attached in **Attachment List** Tab. By the way, it provides the setting function, too.



- (4) The SecuShare Files will be listed as attachment.



- (5) After you click the **Send** Icon, the SecuShare file will be shared with URL link.



2.9 How to Check the Mail Delivery Status?

- (1) Select **Folder** on the left menu, and click **Delivery Status** to go to the delivery Status page.
- (2) In the delivery status page, you can see the delivery status of every mail you send.

The screenshot shows the 'Delivery Status' page in the Openfind MAIL2000 interface. The left sidebar contains a 'Folders' list with 'Delivery Status' selected. The main content area shows a table of delivery records. The table has the following columns: Time, Recipient, Size, Status, and Subject. The data rows are as follows:

Time	Recipient	Size	Status	Subject
13/12/04 13:58	emma@cmv60.openfind.com.tw	3 KB	Delivery successfully	test
13/12/04 13:55	emma@cmv60.openfind.com.tw	3 KB	Delivery successfully	test
13/12/04 13:53	emma@cmv60.openfind.com.tw	3 KB	No such recipient	as
13/12/03 17:53	admin@m2ksp2.openfind.com.tw	3 KB	Delivery successfully	admin
13/11/21 13:36	admin@v60sp3.openfind.com.tw	3 KB	Delivery successfully	22.70 to 20.73
13/11/21 09:57	admin@m2ksp2.openfind.com.tw	3 KB	Delivery successfully	admin@m2ksp2.openfind.com.tw
13/11/21 09:34	admin@m2ksp2.openfind.com.tw	3 KB	Delivery successfully	test
13/10/16 14:19	admin@m2ksp2.openfind.com.tw	1 KB	Delivery failed	qqqqqqqqqqqqqqqqqqqqqq

3. Retrieving and Sending Mails-Advanced

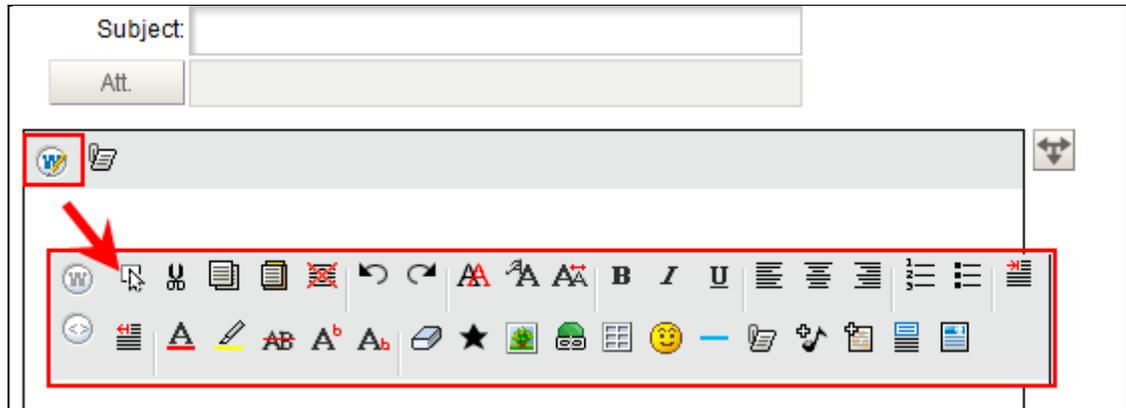
This chapter introduces the advanced mail functions, such as HTML Editor, Mail Templates, Automatic Filing, Scheduled Mails and Mail Search.

This chapter explains:

- How to Use HTML Editor?
- How to Change the Size of the Edit Area?
- How to Create Mail Templates?
- How to Check the Mail Delivery Status?
- How to Auto-File Mails?
- How to Add Sender to Contacts?
- How to Add Sender to Block List?
- How to View Detailed Header Information?
- How to Save Mail as a File?
- How to Set Scheduled Mails?
- How to Request Read Receipt?
- How to Search Mails?
- How to Quickly Resend Mails?
- How to Pack and Download Attachments?
- How to Set Default Sender?
- How to Set Compose Preferences?
- How to Delete Attachments?
- Integrate MailGates ZIP and PDF Encrypt Function
- Integrate MailBase Search Archive Function
- How to Check Cloud Att. Status?

3.1 How to Use HTML Editor?

In the [Compose] page, in the compose text area, click  to open HTML Editor. You may then begin editing the mail in HTML format. HTML Editor functions are listed below:



Tool	Description
	Plain-Text Mode Edit the mail in plain-text format.
	HTML Code Mode Edit the mail in HTML code.
	Select All Select the entire mail content.
	Cut Cut the selected text to clipboard.
	Copy Place a copy of the selected text to clipboard.
	Paste Paste the clipboard text to the cursor-pointed location.
	Delete Deleted the selected text.
	Undo Undo the last edit.
	Redo Recover the last undone edit.
	Format Select a format from those provided.
	Font Change the font family of the selected text.
	Font Size Change the font size of the selected text.
	Bold Bold the selected text.
	Italic Italicize the selected text.
	Underline Underline the selected text.
	Align Left Align the selected paragraphs to the left.
	Align Center Align the selected paragraphs to the center.
	Align Right Align the selected paragraphs to the right.

	Numbering	Enable/Disable the numbering of the selected lines/paragraphs.
	Bulleted list	Enable/Disable the bulleted list of the selected lines/paragraphs.
	Indent	Indent the selected paragraph.
	Outdent	Outdent the selected paragraph.
	Font Color	Change the font color of the selected text.
	Highlight	Change the background color of the selected text.
	Strike	Draw a red line through the middle of the selected text.
	Superscript	Display the selected text in superscript. Example: To correctly display 10erscript. selected text.raphs.HTML format. HTML Editor superscript it.
	Subscript	Display the selected text in subscript. Example: To correctly display H ₂ O , you may first enter H-2-O. Then, select "2" and subscript it
	Remove Format	Clear the format of the selected text.
	Insert Symbol	Insert a symbol from a collection of 196 frequently-used symbols.
	Insert Image	Insert an image file from your PC, My Drive or the Internet. In addition to this, you can drag and drop image files from your PC. (Browser support: IE10+, Chrome, Firefox)
	Insert Hyperlink	Create a hyperlink for the selected text.
	Insert Table	Insert a table and specify its attributes.
	Insert Emoticon	Insert an emoticon from a collection of 49 emoticons.
	Insert Horizontal Line	Insert a horizontal line.
	Insert Document	Insert a text or HTML file from your PC, My Drive or the Internet. Files of other formats will be added as attachments.
	Spell Check	Check the spelling of the mail. All detected misspellings will be displayed in red; move your cursor to a misspelled word to open the list of suggested spellings. <i>Notes:</i> This function is disabled by default. To enable the function, please contact System Administrator.

	Background Music	Insert an audio file from your PC, My Drive or the Internet as the background music of the mail.
	Background Image	Insert an image file from your PC, My Drive or the Internet as the background image of the mail.
	Marquee	Insert a marquee at the cursor-pointed location. A square box will appear for you to enter text. Click Preview to preview the marquee effects.
	Insert Text Area	Insert a text area at the cursor-pointed location. A square box will appear for you to enter text.
	Stationary	Apply stationery effects.

3.2 How to Change the Size of the Edit Area?

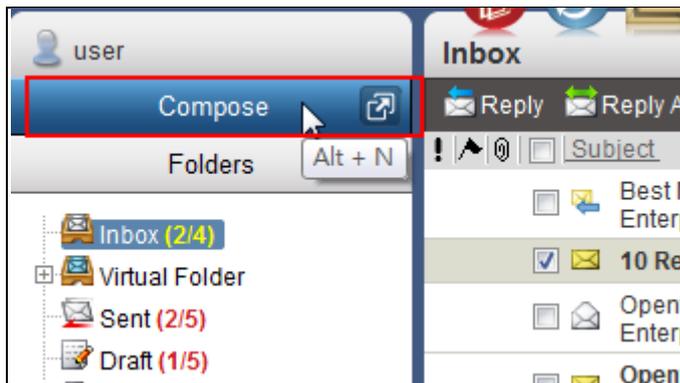
In the mail edit area, click  icon can change the width and height of the area.



3.3 How to Create Mail Templates?

To compose mails with similar or fixed content, it is recommended to create a mail template to save the context and formatting.

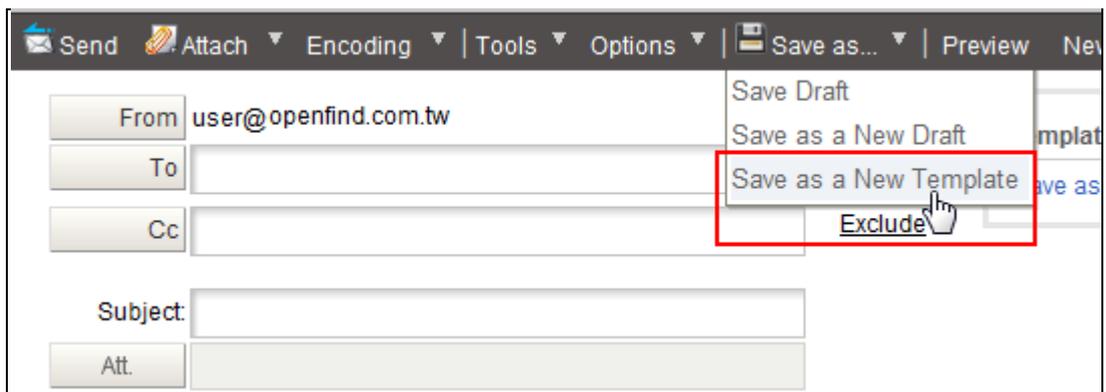
- (1) On the left menu, click **Compose** to go to the compose page.



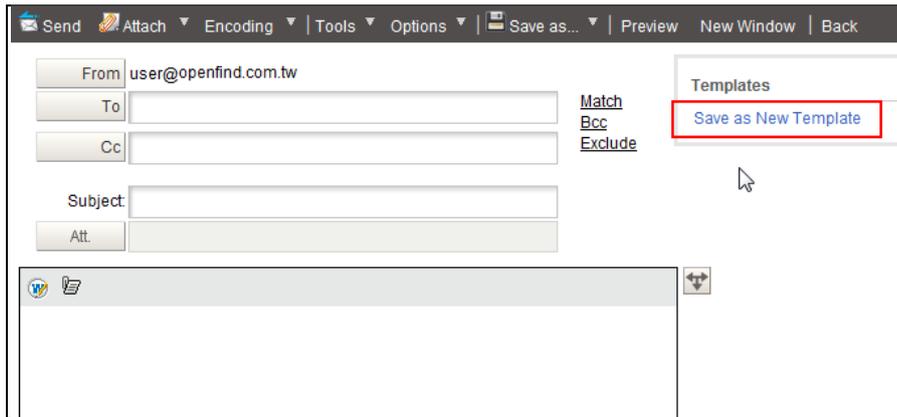
- (2) In the **Compose** page, begin editing the mail template such as entering the mail subject, setting the font family, inserting a background image and adding attachments.

- (3) When complete, there are two ways to create mail template :

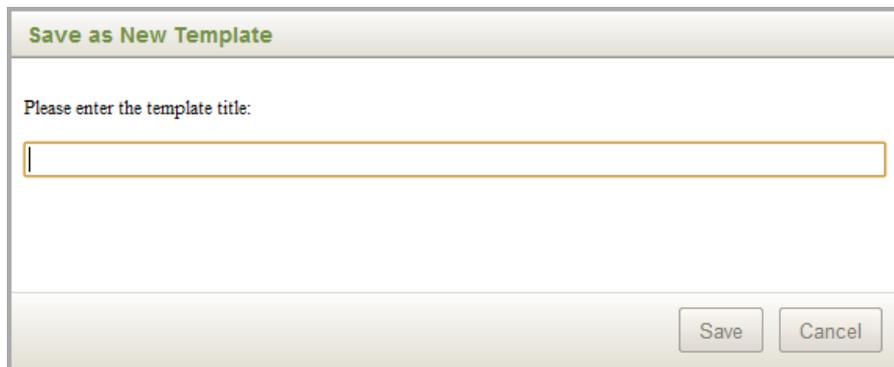
- Open the **Save as...** drop-down menu on the toolbar and select Save as Template.



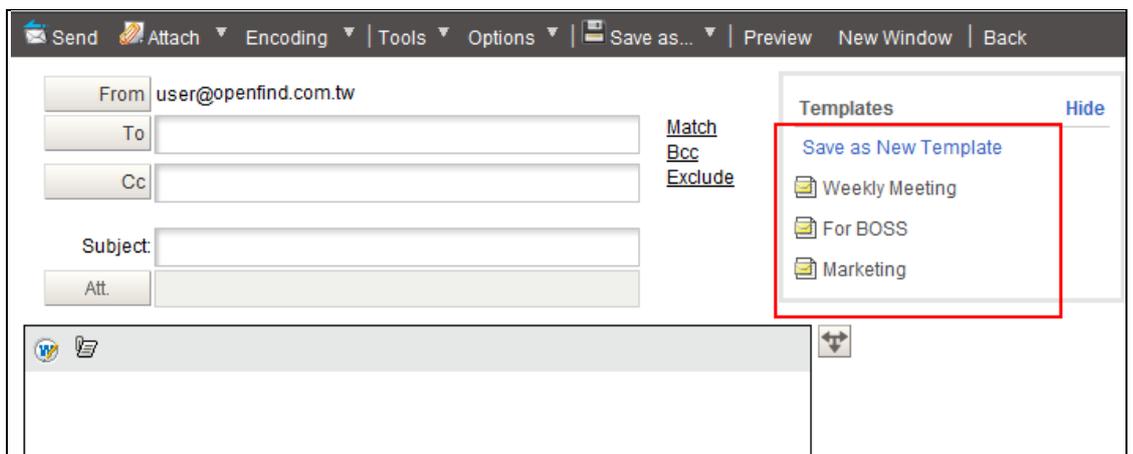
- Click **Save as New Template** to go to the setting page.



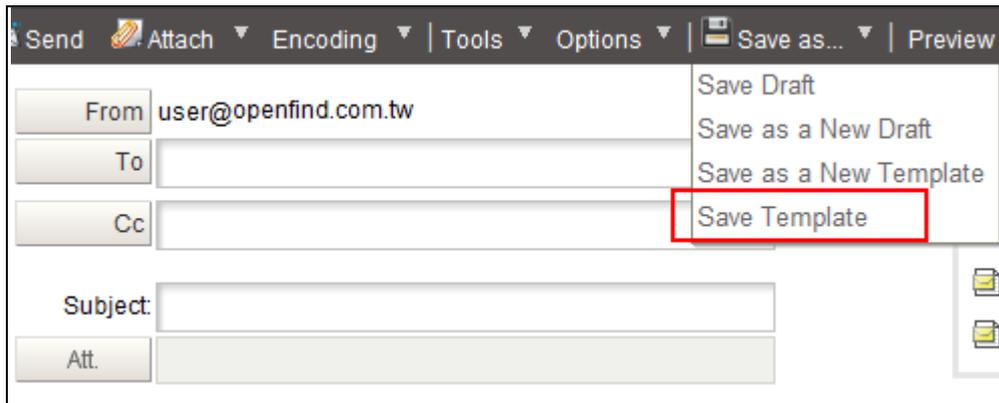
- (4) In the [Save as Template] popup window, enter the template name and click **Save**.



- (5) The template file that has been saved will display in the right of the composing page, users can apply the templates quickly by click the template titles.

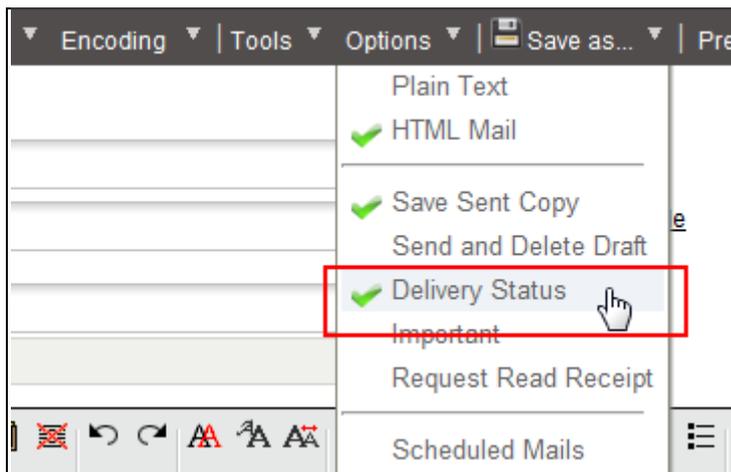


- (6) To edit the template content, please load into the template and edit it directly, and click **Save Template** after finish editing.

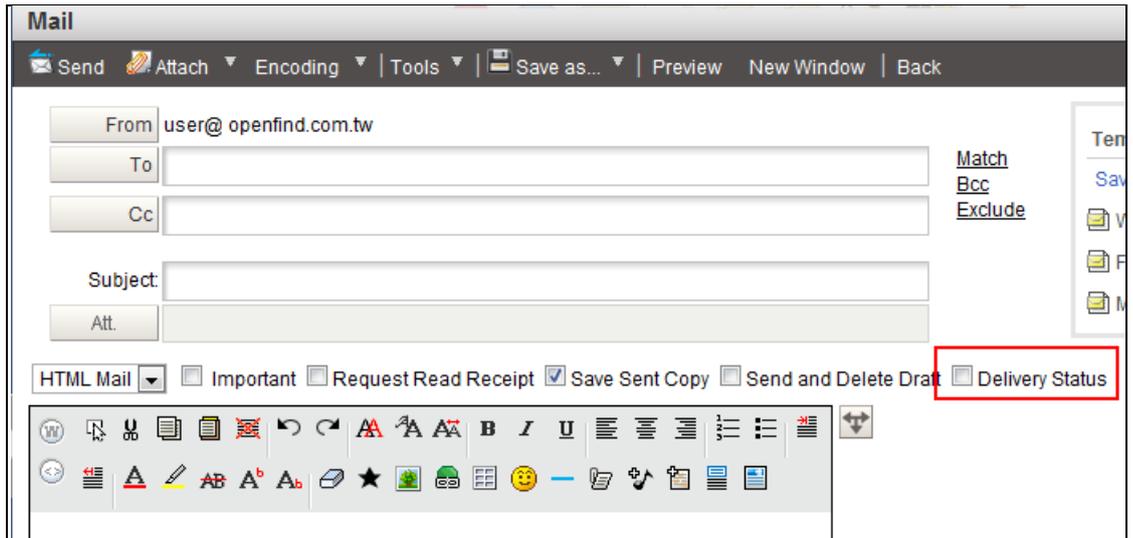


3.4 How to Check the Mail Delivery Status ?

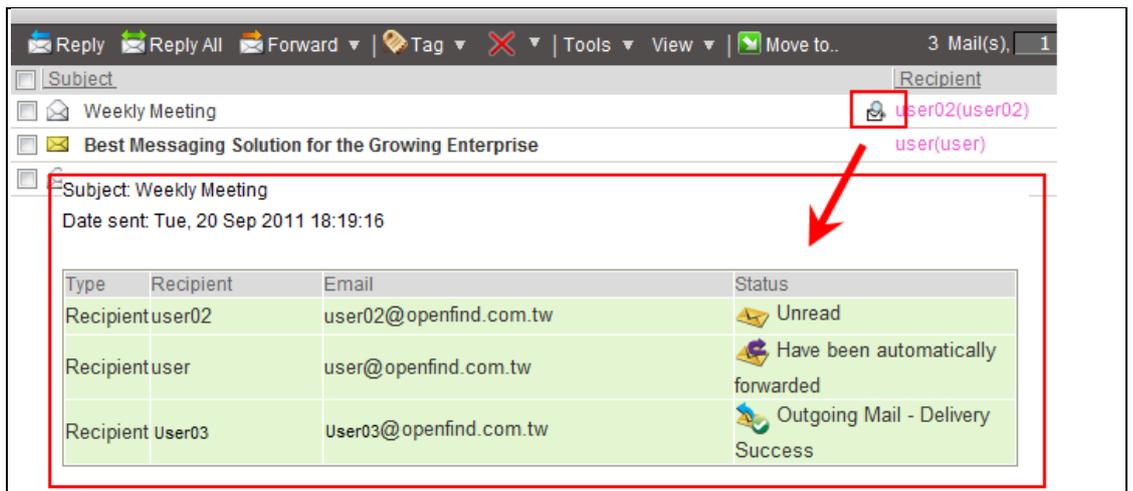
- (1) When composing a mail ,open the Options drop down menu on the toolbar, and then select [Delivery Status].



If you enable the **Display Frequently Used Options** in your preference settings, you can select the **Delivery Status** directly on the Compose page.



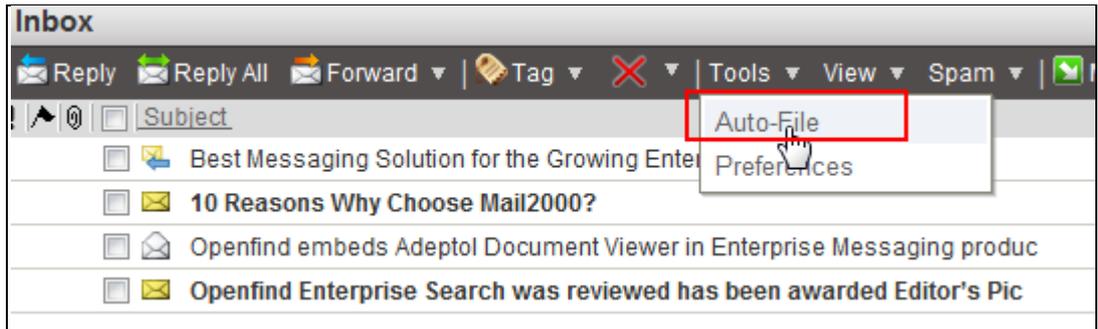
- (2) After sending the email, you can check the email delivery status in the sent box page. In the sent box page, click the  button and you can see the delivery status of the mail.



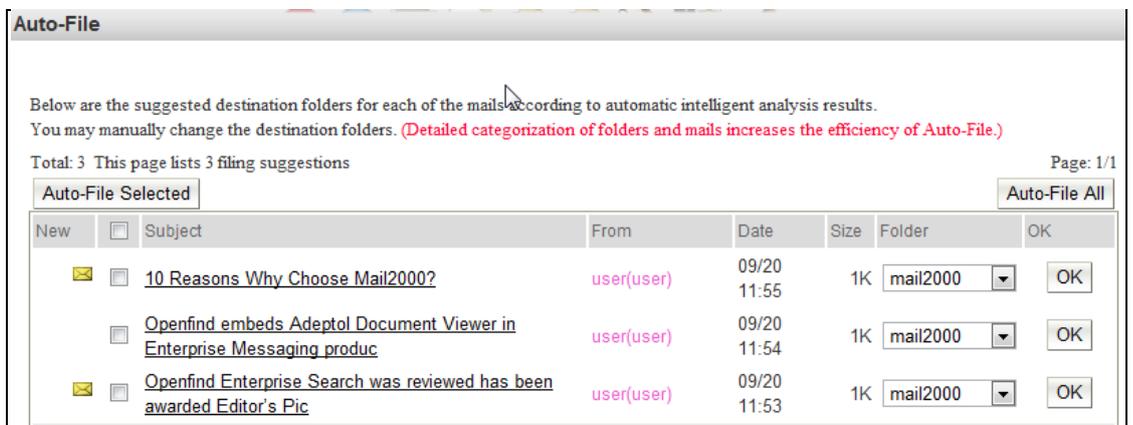
3.5 How to Auto-File Mails?

Mail2000 features the Auto-File function to help you automatically organize your mails.

- (1) In the [Inbox] mails list, open the **Tools** drop-down menu on the toolbar and select **Auto-File**.



- (2) In the **Auto-File** page, the system will suggest a destination folder for each Inbox mail based on its intelligent analysis of mail attributes of all folders.



- (3) Verify the suggested destination folders. To change the destination folder for an individual mail, open the drop-down menu to select from all user-defined folders. If none of the folders is ideal, please refer to "[Create New Folders.](#)"



- (4) To move all mails to their destination folders, click Auto-File All;
Or, to move only certain mails to their destination folders, select the mails and then click Auto-File Selected; Or, to auto-file mails one by one, click the OK button next to the suggested destination folder.

Notes

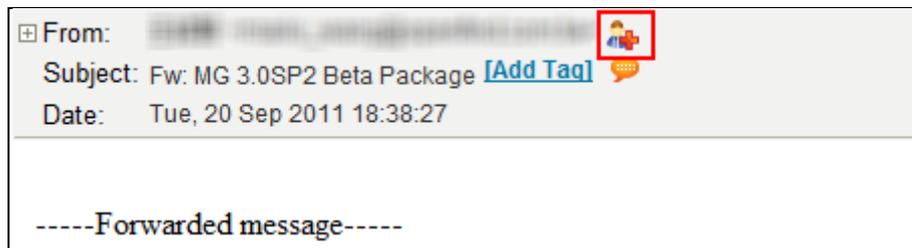
To improve Auto-File accuracy, it is recommended to maintain a well-organized folder structure in the system.

3.6 How to Add Sender to Contacts?

Mail2000 features the **Add Contacts** icon for user convenience.

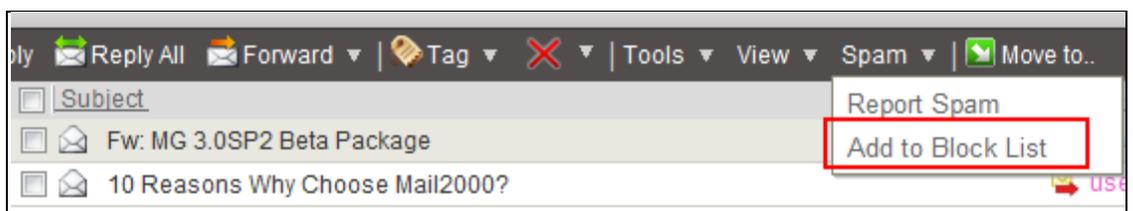
When you preview/read a mail, the  icon is shown at the end of the sender address if any of the listed email addresses is not in your Contacts.

By clicking the  icon, the system will display all unfamiliar addresses listed in the mail; select those you intend to add and press **OK**.



3.7 How to Add Sender to Block List?

- (1) In the mails list, select the mails you intend to add to Block List. Then, on the toolbar, open the **Spam** drop-down menu and select **Add to Block List**.



- (2) In the [Block Addresses List] page, all IP, Hostname or Email Addresses of the selected mails are displayed. Select those entries you intend to block and click **OK**.

Add Block Addresses

**Note: Adding an IP will block all mails sent from or forwarded from the address.
Please make sure you do not want to receive mails from this IP address.**

Select	Item	IP/Hostname/Email Address
<input type="checkbox"/>	1	omifail@omi.newworld.com.tw
<input type="checkbox"/>	2	61.57.227.134
<input type="checkbox"/>	3	epaper@omi.newworld.com.tw
<input type="checkbox"/> Select All		

- (3) You will no longer receive mails from these IP, Hostname or Email addresses.

3.8 How to View Detailed Header Information?

When previewing/reading a mail, there is a  bullet at the beginning of the sender address. You may click the bullet to expand the detailed header information.

- Before Expansion

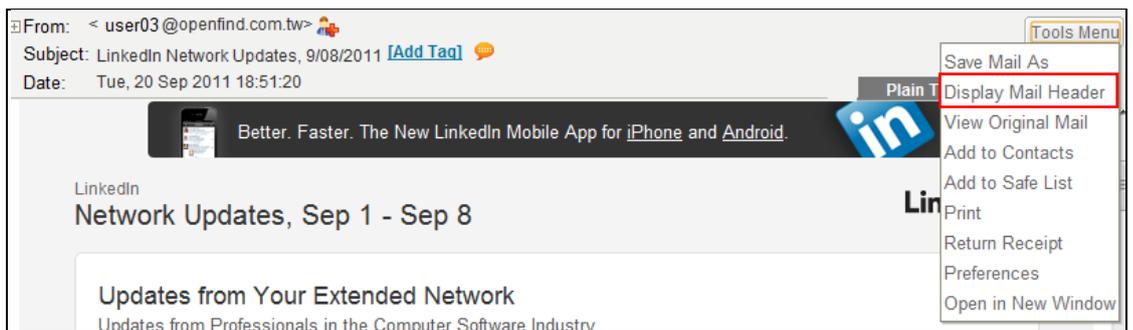


- After Expansion

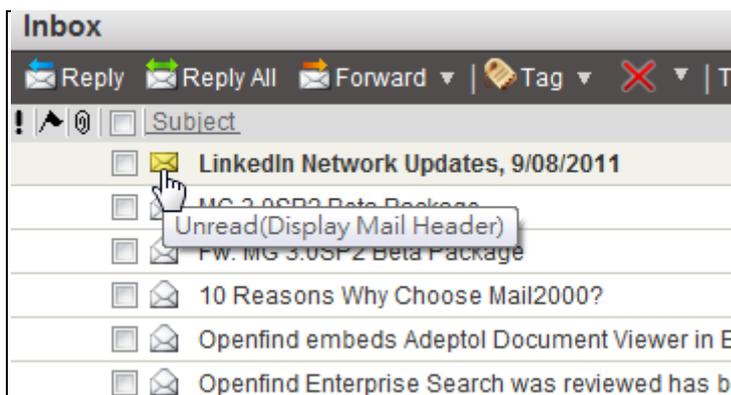


Besides, you can view the Mail Header in two ways.

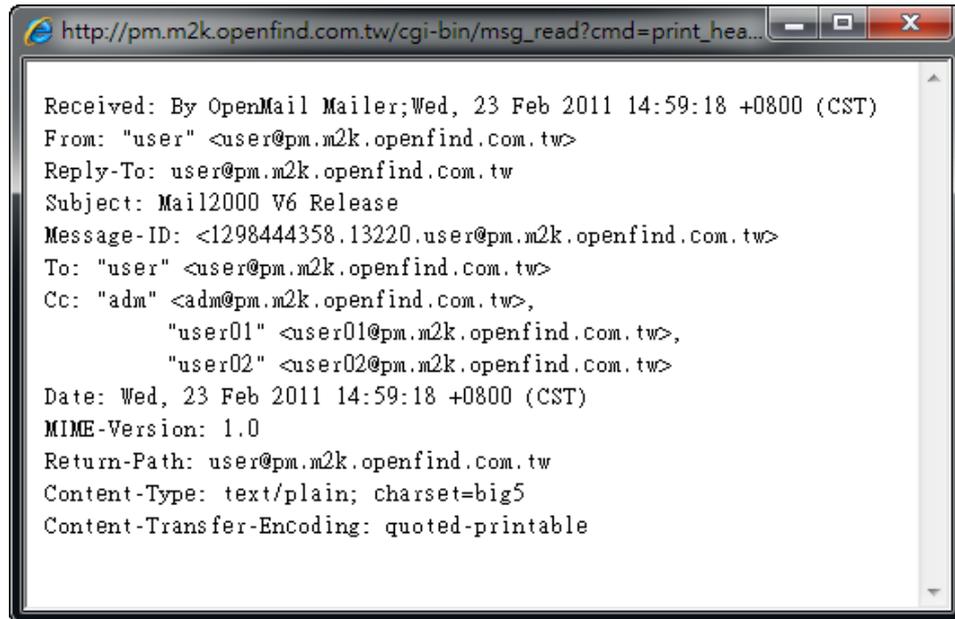
- (1) Open the Tools drop-down menu in the upper right corner. Then, select Display Mail Header to display the full information of the original mail header. Utilize this function to obtain mail details as evidence for spam reports.



- (2) Click the mail icon in the mail list.

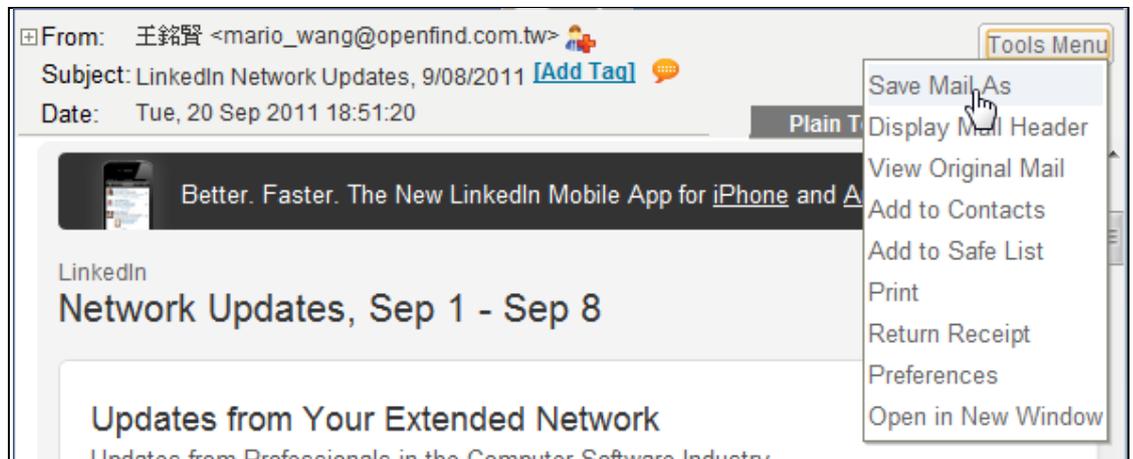


Then, the system will display the detail mail information in new window.



3.9 How to Save Mail as a File?

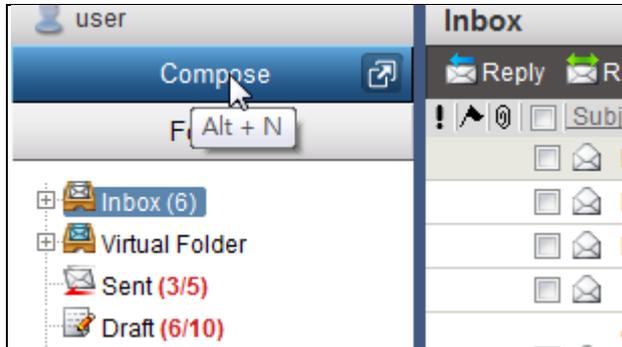
- (1) In the mail content, open the **Tools** drop-down menu in the upper right corner and select **Save Mail As**.



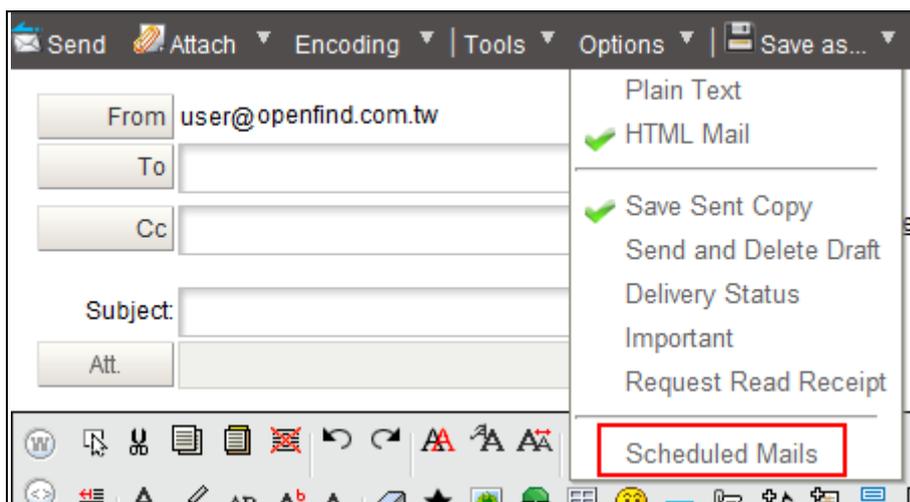
- (2) In the File Download popup window, click **Save** to save the mail to your desired location.

3.10 How to Set Scheduled Mails?

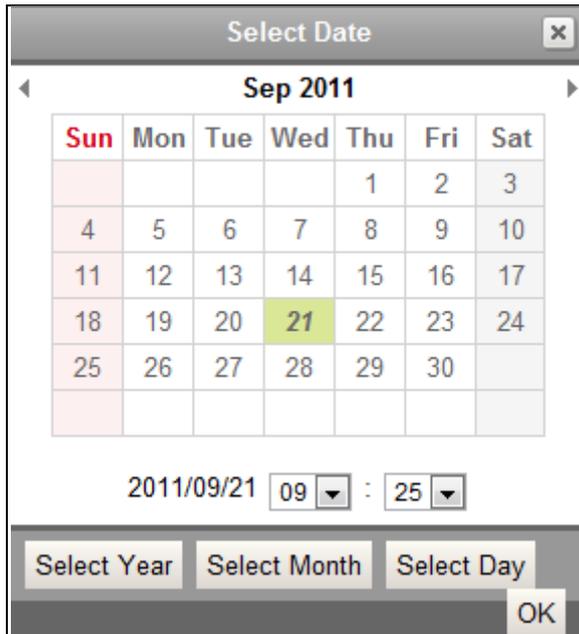
- (1) The **Scheduled Mails** function enables you to send mails at specified time.



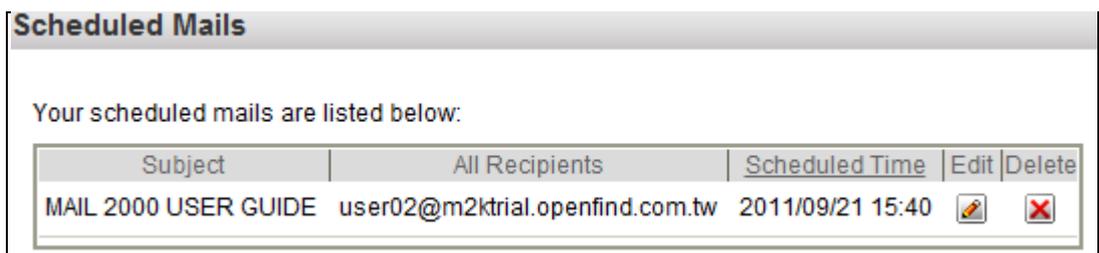
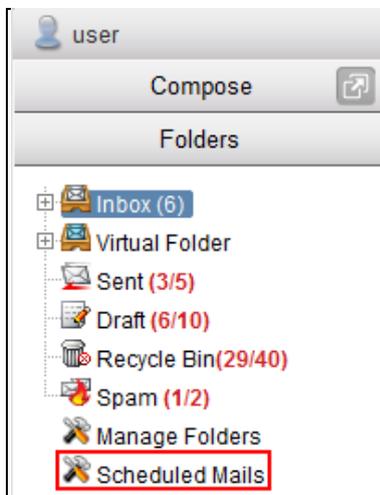
- (2) After composing the mail, open the **Options** drop-down menu on the toolbar and select **Scheduled Mails**.



- (3) Set the delivery time and click **Set**. To change the time, please first click **Remove** to cancel the scheduled time and then set another time.

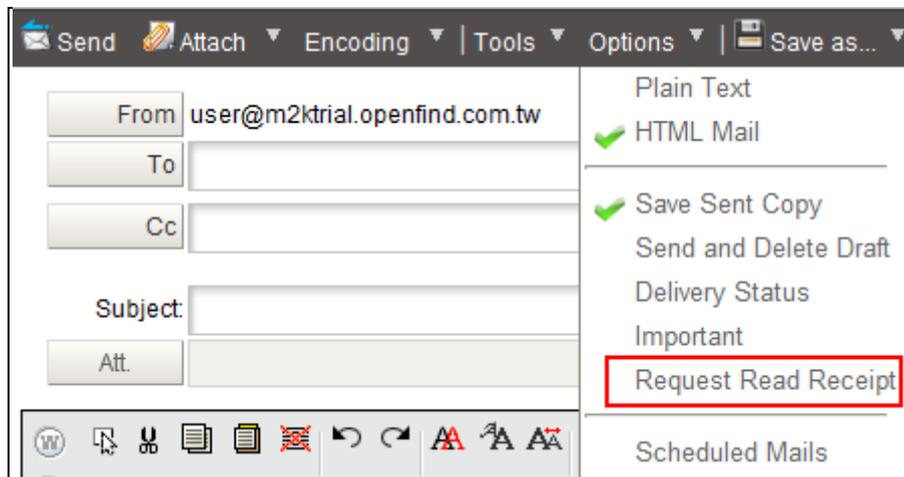


- (4) When you are finished scheduling the mail, click **Send**. The system will send the mail at the specified time.
- (5) If you want to edit the mail before sending, please select the **Folders** on the left menu and click the **Schedule Mails**.

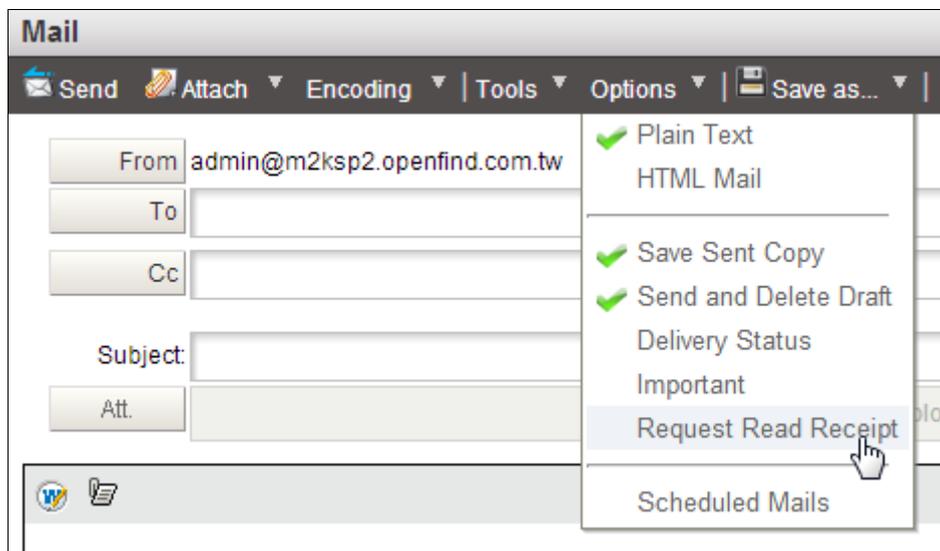


3.11 How to Request Read Receipt?

When composing the mail, open the **Options** drop-down menu and select **Request Read Receipt**. Then, click **Send** to send the mail.



If you enable the **Display Frequently Used Options** function, you can choose to add request read receipt right below the edit area.



Notes

- (1) With the Request Read Receipt feature enabled, a dialog box will appear when the recipient(s) retrieve the mail, asking them if they want to return a read receipt.
- (2) Only when the recipient(s) agree to return a read receipt and thus click Yes in the dialog box, will you receive the receipt.

3.12 How to Search Mails?

The **Search** function is located in the upper right of the Mail2000 user interface.

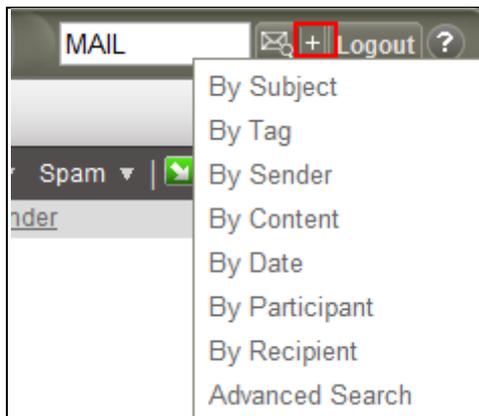


- **Basic Search**

Enter keyword(s) in the search box and click  to perform basic search.

- **Field Search**

- (1) Enter keyword(s) in the search box and click the "+" button at the right of the  icon.
- (2) In the drop-down menu that appears, select the field in which you intend to perform the search. The system will search for the keyword(s) in the field selected

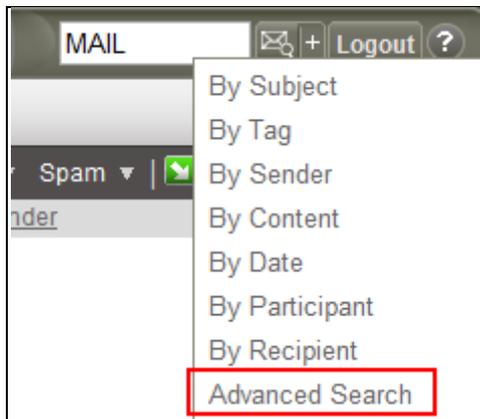


- **Advanced Search**

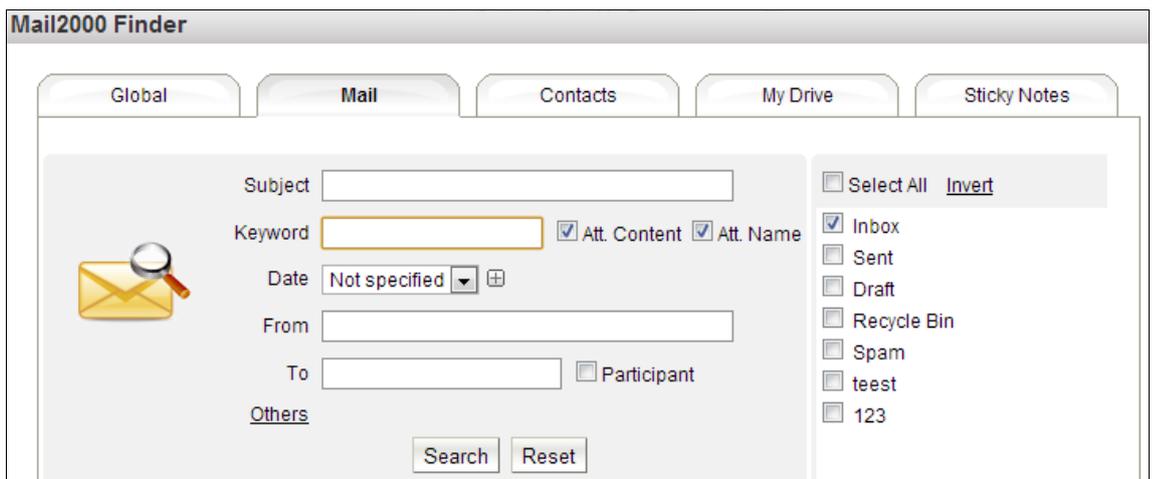
- (1) Enter keyword(s) in the search box and click the "+" button at the right of the  icon.



- (2) In the drop-down menu that appears, select **Advanced Search**.

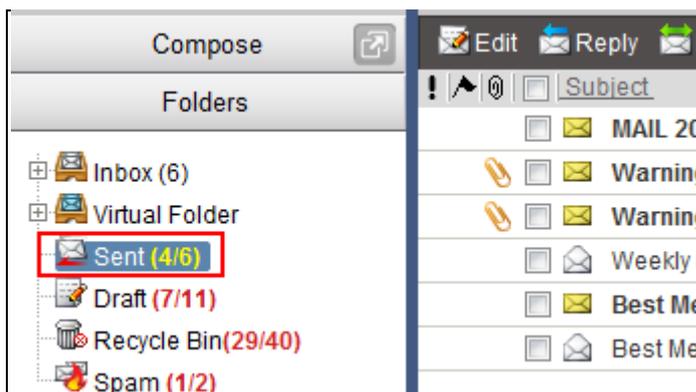


- (3) In the [Search] page, specify the search field and scope. Then, click Search to perform advanced search.

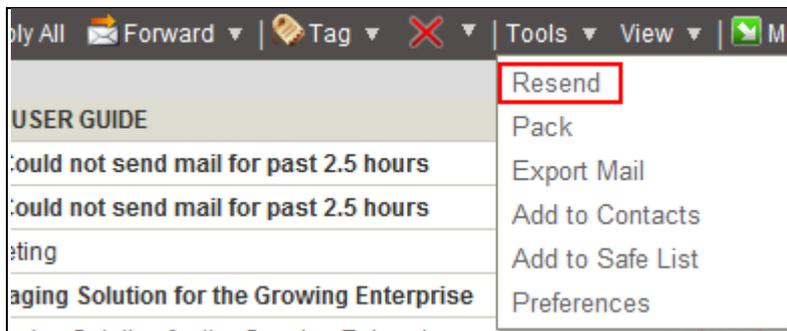


3.13 How to Quickly Resend Mails?

- (1) On the left menu, click **Folders** and then select **Sent** to go to the [Sent] page.

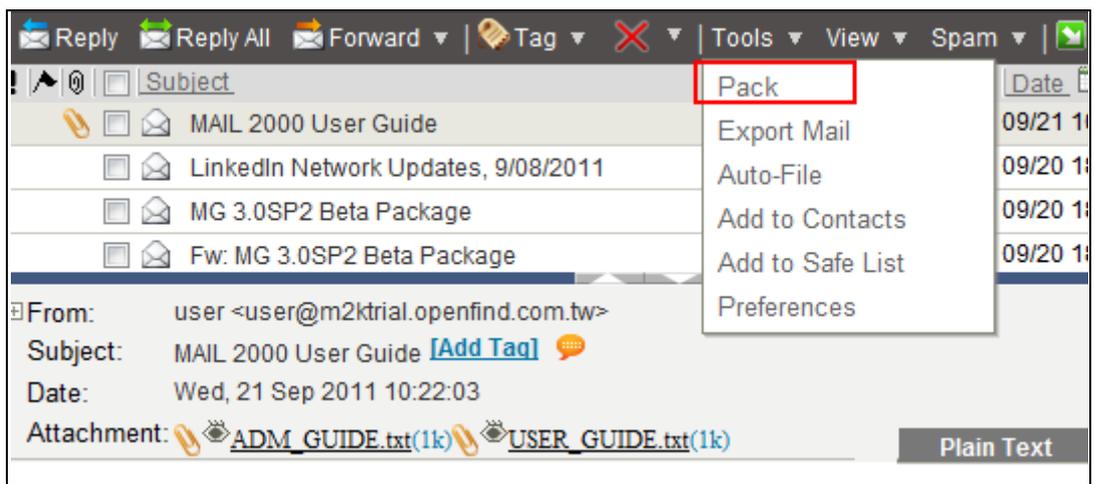


- (2) In the Sent box page, open the **Tools** drop-down menu and click **Resend**.

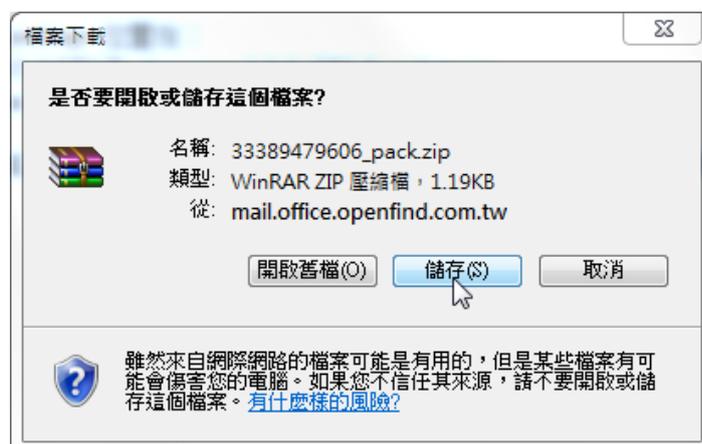


3.14 How to Pack and Download Attachments?

- (1) In the mails list, select the mails whose attachments you intend to download. Then, on the toolbar, open the **Tools** drop-down menu and select **Pack**.

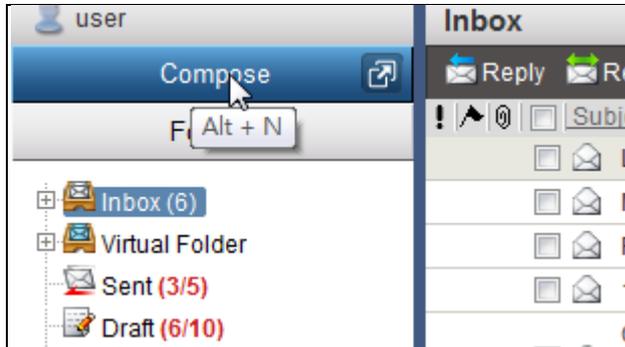


- (2) In the File Download popup window, click **Save**.

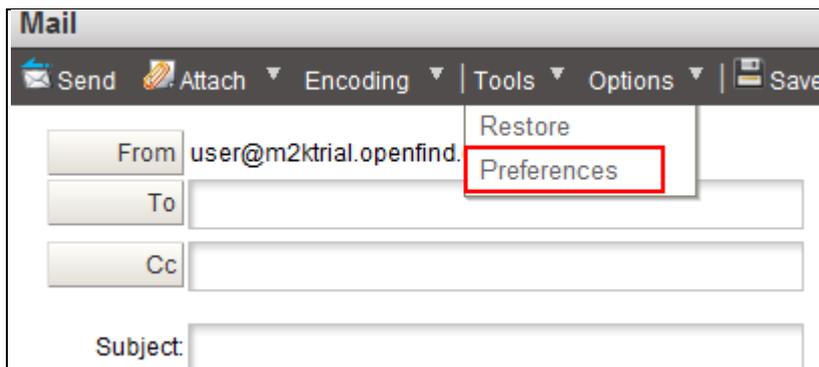


3.15 How to Set Default Sender?

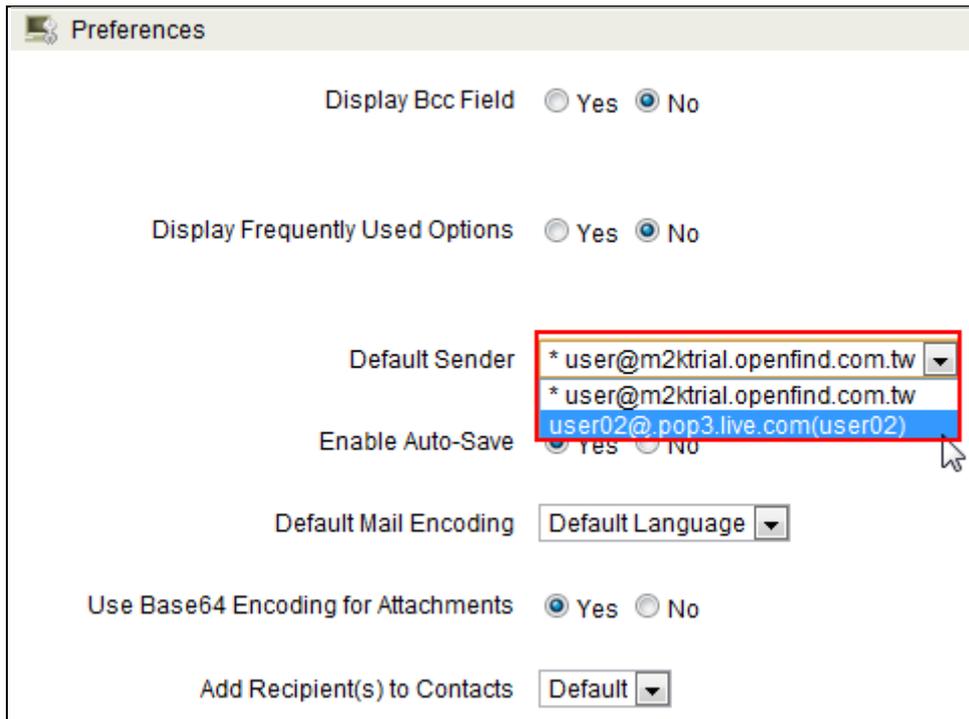
- (1) On the left menu, click Compose to go to the [Compose] page.



- (2) In the [Compose] page, open the **Tools** drop-down menu on the toolbar and select **Preferences**.



- (3) Locate the **Default Sender** setting. Open the drop-down menu to select the account you intend to use as your default sender account.

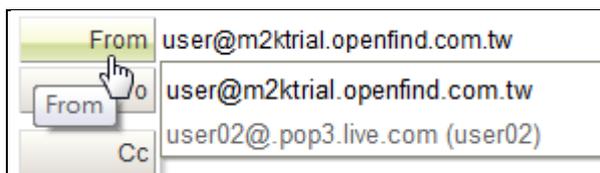


(4) Click OK to finish. All changes will be applied on your next login.

Notes

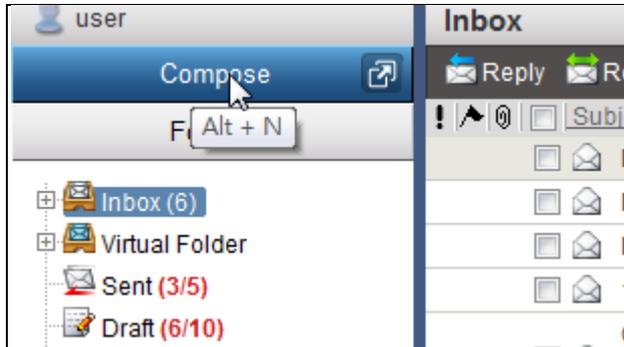
Before setting the **Default Sender**, please add a POP3 accounts first. For example, if you want to select pm@openfind.com.tw as your default sender, you have to add this account in your POP3 accounts.

You can also select the sender when composing the mail by click the **From** button.

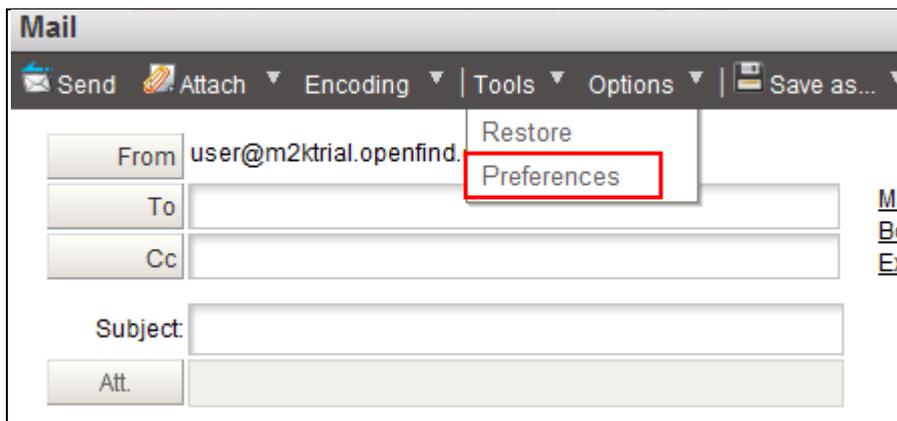


3.16 How to Set Compose Preferences?

(1) On the left menu, click Compose to go to the [Compose] page.



(2) In the [Compose] page, open the Tools drop-down menu on the toolbar and select Preferences.



(3) In the [Preferences] page, options are provided for you to personalize your [Compose] page. You may set to display frequently used functions on the page.

- Display Bcc Field : Choose to hide or display the Bcc Field by default .
- Display Frequently Used Options : IF you enable this function, the system will display the functions below in the edit area :
 - 「Signature」
 - 「Important」
 - 「Request Receipt」
 - 「Send and delete draft」
 - 「Delivery Status」
 - 「Schedule Mails」

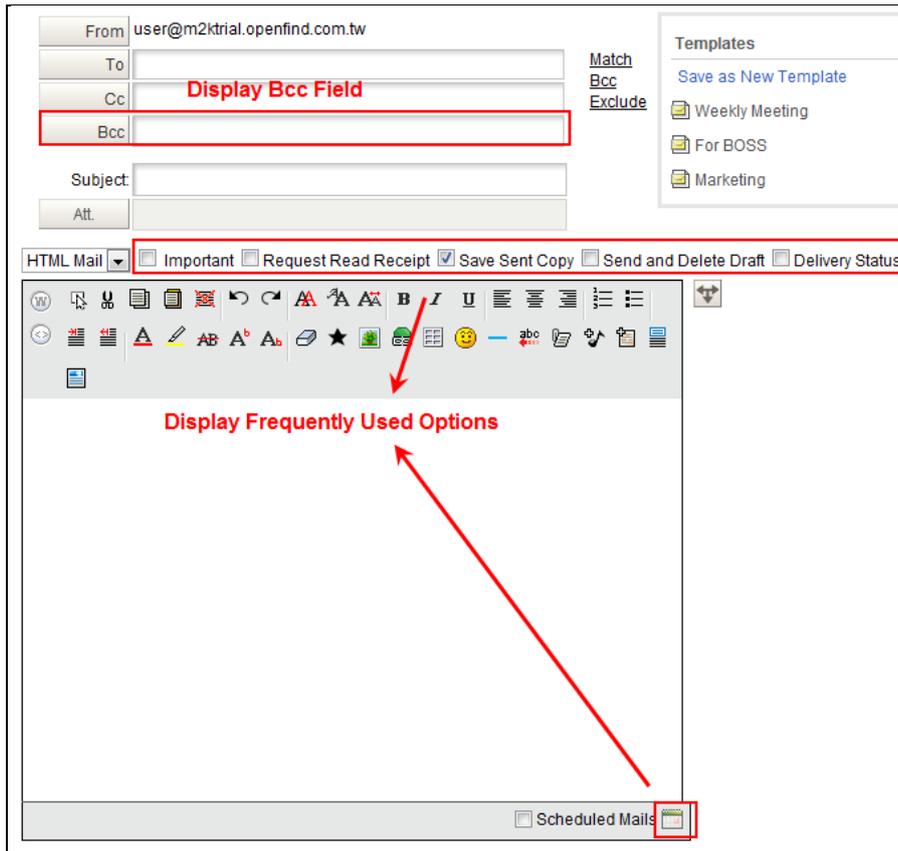
- Default sender : Select the default sender address.
- Enable Auto-Save : Enable the auto-save function to save the mail at regular interval.
- Default Mail Encoding : Select the default encoding when composing.
- Use Base64 Encoding for attachment : The text attachment will be forced into Base64 encoding when enable this function.
- Add Recipient(s) to Contacts : Add new recipients to Contacts after sending the mail.

The screenshot shows the 'Preferences' dialog box with the following settings:

- Display Bcc Field**: Yes No. Description: Display the Bcc field by default.
- Display Frequently Used Options**: Yes No. Description: Display the "Signature", "Important", "Request Receipt", "Copy Sent Mail", "Send and Delete Draft", "Delivery Status" and "Scheduled Mails" below the compose text area.
- Default Sender**: * user@m2ktrial.openfind.com.tw (dropdown). Description: Select default sender address.
- Enable Auto-Save**: Yes No. Description: Auto-save the mail at regular interval in case of accidents such as power outage.
- Default Mail Encoding**: Default Language (dropdown). Description: Select default encoding when composing.
- Use Base64 Encoding for Attachments**: Yes No. Description: Text attachments will be forced into Base64 encoding when sending.
- Add Recipient(s) to Contacts**: Default (dropdown). Description: Display list of non-contact recipients to add to Contacts after sending the mail.

Buttons: OK, Cancel

- (4) When you are finished with the settings, click **OK**. All changes will be applied on your next login.



Notes

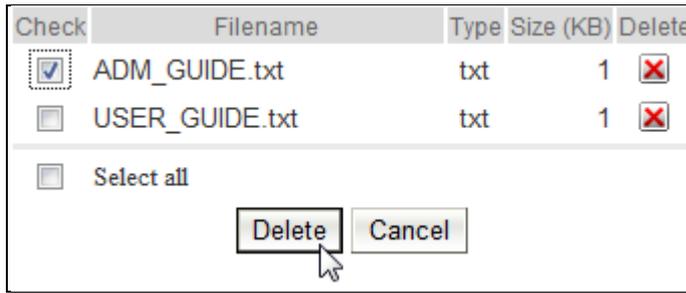
You may choose to hide rarely used functions; these functions can still be accessed in the Options drop-down menu.

3.17 How to Delete Attachments?

- (1) In the mail content, open the **Tools** drop-down menu in the upper right corner and select **Delete Attachments**.



- (2) In the [Delete Attachments] page, all attachments of the mail are displayed. Select those you intend to delete and then click **Delete**.



Notes

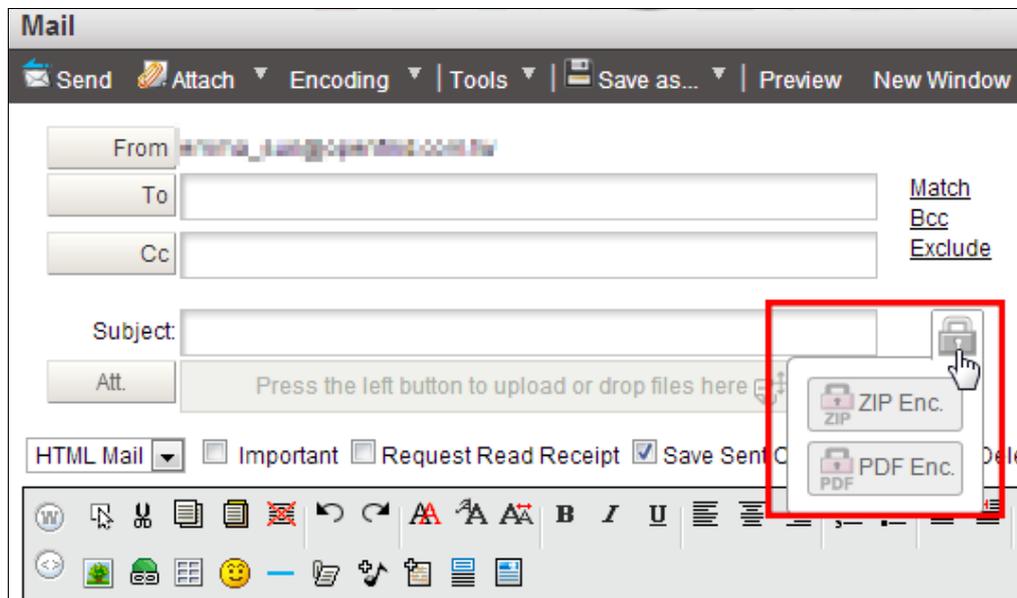
To delete one single attachment, you may directly click the button.

3.18 Integrate MailGates ZIP and PDF Encrypt Function

Mail2000 system can integrate with MailGates ZIP and PDF Encrypt Function.

Users can click the button to enable the MailGates encrypt function when composing mails.

(1) When composing the mail, click the button to encrypt the mail.



(2) When receiving the mail, the recipient have to get the password from the sender to unlock the mail.

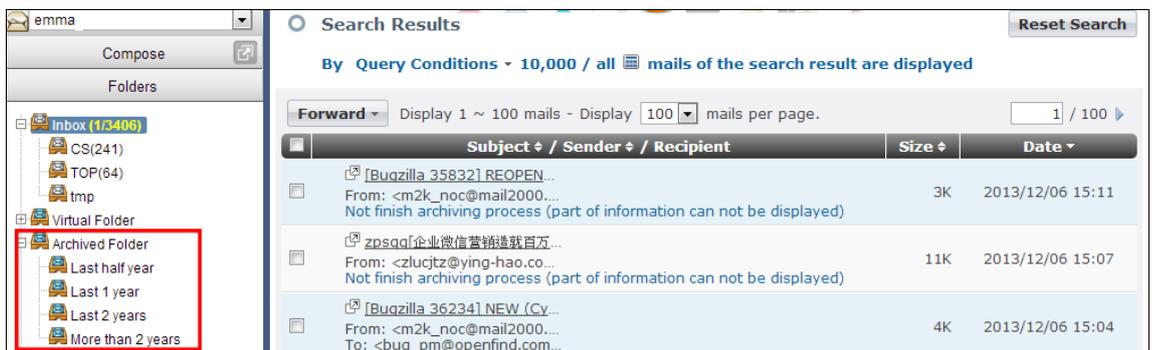


- (3) In the same time, the MailGates will encrypt the mail by password, and the password will be sent to the sender by mail. The recipient can get the password from the sender by instant message, phone, SMS and so on.

3.19 Integrate MailBase Search Archive Function

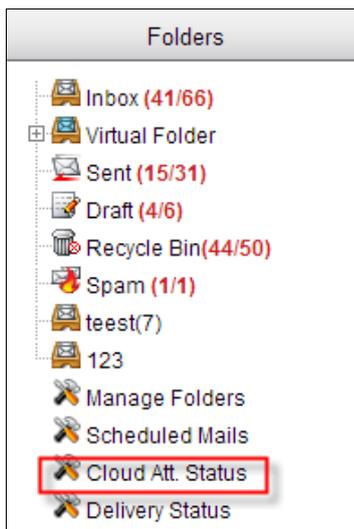
Mail2000 system can integrate with MailBase Search Archive Function. User can search the archived mails which are in MailBase.

- (1) On the left menu, click **Folders** and you can see the **Archived Folder**.
- (2) Click the **Archived Folder**, you can get the “last half year”, “Last 1 year”, “Last 2 years”, and “More Than 2 years” mails which are archived at MailBase.



3.20 How to Check the Cloud Att. Status?

- (1) On the left menu, click **Folders** and select **Cloud Att. Status**.



- (2) After click “Cloud Att. Status”, you can check the mail list which includes Cloud Attachments.

Cloud Att. Status			
Total 13 records			1 / 1 Pages
Time	Subject	Recipient	Cloud Att.
▶ 13/03/10 16:25	test	admin (admin@m2...	(1)1.png ... URL
▶ 13/03/06 18:10	純文字編輯	admin (admin@m2...	匯款資訊.bmp ... URL
▶ 13/03/06 15:04	test123	admin (user1@m2...	1.png URL
▶ 13/03/06 15:03	dddd	admin (admin@m2...	1.png URL
▶ 13/03/04 22:24	FW 隨手寄	admin (admin@m2...	5.png ... URL
▶ 13/03/04 22:21	信件轉寄	admin (admin@m2...	隨手寄.eml ... URL

(3) You can click “URL” button to check the detailed information for a Cloud Attachment.

Cloud Att. Status				
Mail Subject: 純文字編輯			Expired Date: 2013/04/05 18:10 Extend	
✓	Recipient	Download Link	Last Download Time	Download Counts
✓	admin@m2ksp2.openfind.com.tw		No records.	0
Back				

4. Manage Folders

Manage Folders, similar to folder management on your PC, allows you to create, edit and delete hierarchical folders to categorize your mails. In addition to organization, this function helps you to browse your mails with efficiency and precision.

This chapter explains:

- What are Default Folders?
- What are Virtual Folders?
- How to Create/Delete/Edit/Expand Folders?
- How to Change the Number of Mails per Page?
- How to Archive and Export Mails?
- How to Import Mails?
- How to Create Virtual Folders?
- How to Add/Edit Tags to Mails?
- How to Edit Folder Attributes?
- How to Publish Folders?
- How to Set Folder Sorting?

4.1 What are Default Folders?

For each newly created account, there are six system-defined folders:

- **Inbox**

All incoming mails are stored in Inbox unless they are filtered to other folders.

Upon every Inbox entry, the system automatically checks for new mails

- **Virtual Folders**

This folder contains all user-defined virtual folders. These virtual folders categorize incoming mails based on their attributes, such as received date, senders, flags, etc.

- **Sent**

This folder stores copies of the sent mails.

- **Draft**

This folder stores the edited mail drafts, which can be opened later for additional editing

- **Recycle Bin**

This is where all the deleted mails are moved to. You may set to clear **Recycle Bin** on logout or to only delete the expired mails.

- **Spam**

This folder contains those filtered spam mails. It is recommended that you periodically check this folder for any valid mails that have been mistakenly filtered as spam. If valid mails are found in the **Spam** folder, use the function **Safe Senders** OR **Safe Recipients** to fix the problem.

Notes

On the left menu under Folders, the number in the parentheses next to each folder name signify the following:

- In red (e.g. Inbox(6/99)): The color red indicates that there are unread mail(s). The numbers denote the number of unread mails and the total number of mails.
- In black (e.g. Inbox(66)): The color black indicates that there are no unread mails.

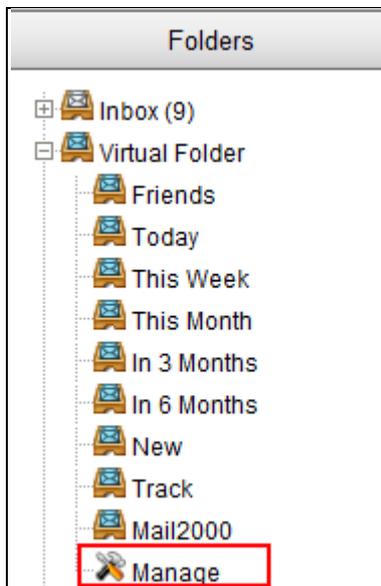
4.2 What are Virtual Folders?

A virtual folder is a dynamic folder mapping mails from one or more real folders based on their attributes and matching rules. By default, the system features the following virtual folders:

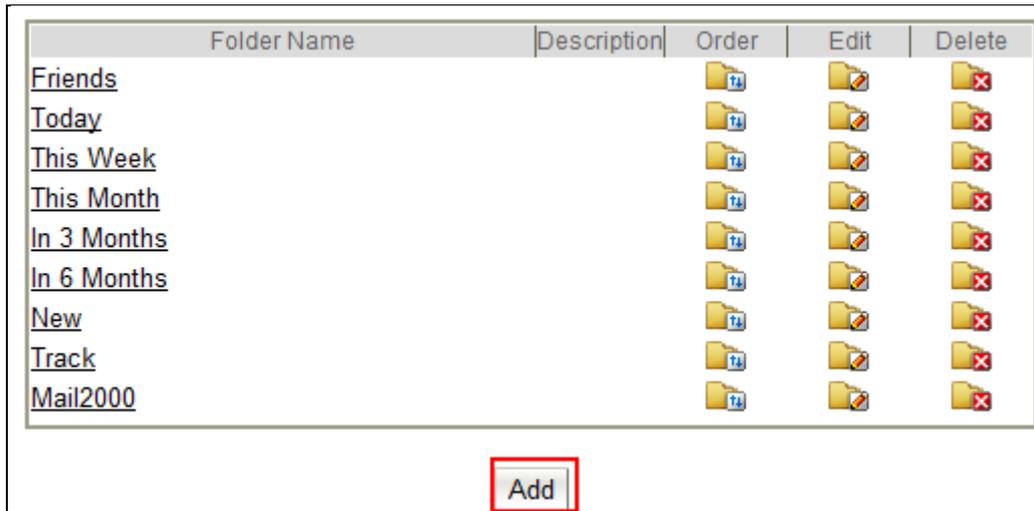
- Friends: Mails from senders listed in Contacts are included in the Friends folder.
- Today: Mails received within today are included in the Today folder.
- This Week : Mails received within this week are included in the This Week folder.
- This Month : Mails received within this month are included in the This Month folder.
- In 3 Months: Mails received within 3 months are included in the In 3 Months folder.
- In 6 Months: Mails received within 6 months are included in the In 6 Months folder.
- Unread : Mails that are not yet read are included in the Unread folder.
- Delivery Status: If the users enable the 「Delivery Status」 function, users can check the mail delivery status in virtual folders and sent box.

● **How to Create Virtual Folders?**

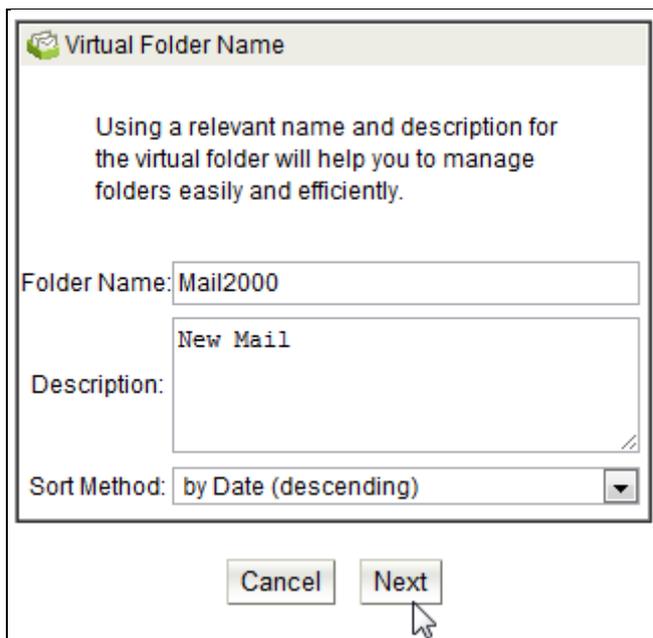
- (1) On the left menu, click **Folders**, expand **Virtual Folder**, and select **Manage**.



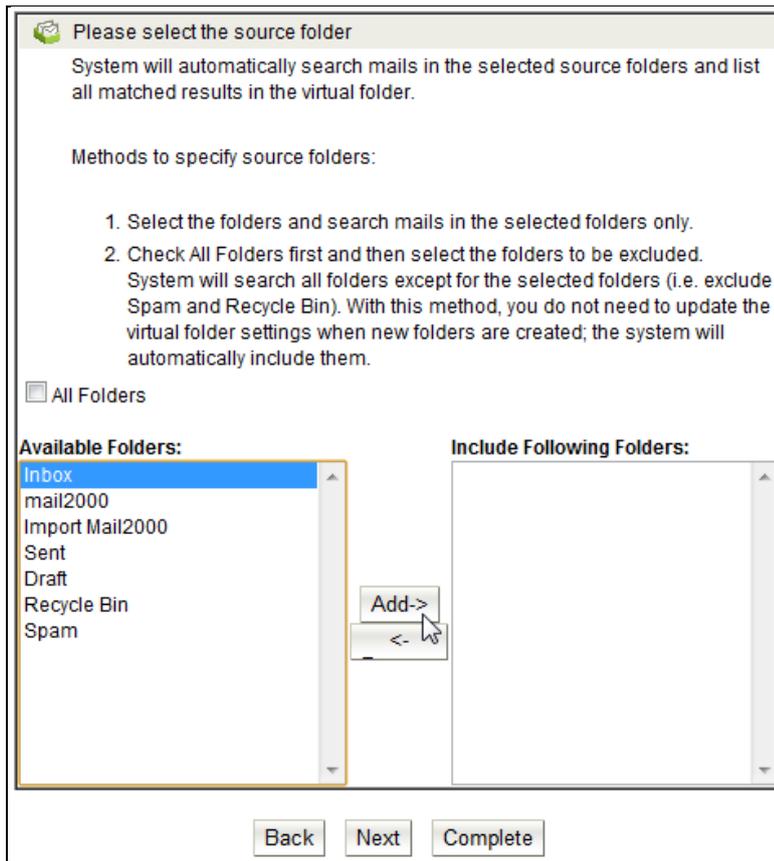
- (2) In the [Virtual Folders] page, click **Add**.



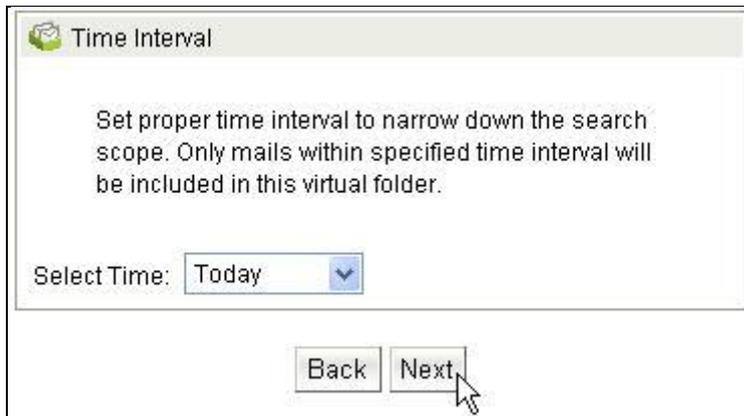
- (3) Enter a name and description for the virtual folder and select a sort method. Then, click **Next**.



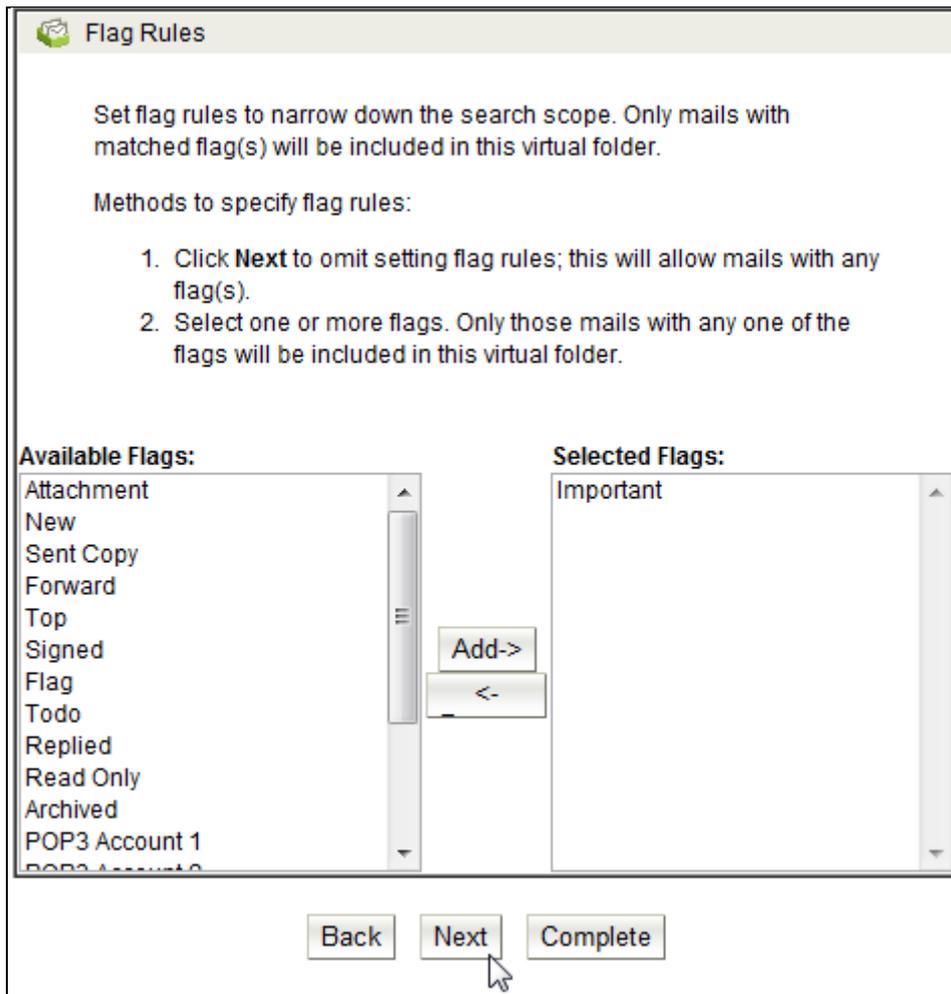
- (4) Specify the folders from which you intend to collect the mails for the virtual folder. Then, click **Next**.



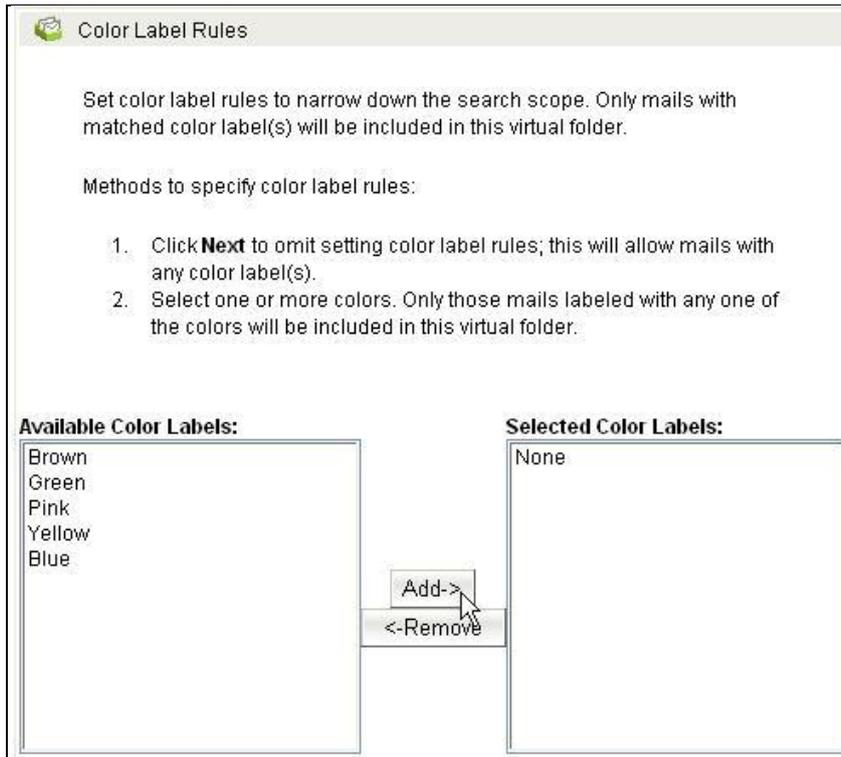
- (5) Set the time interval within which the mails received will be included in the virtual folder. Then, click **Next**.



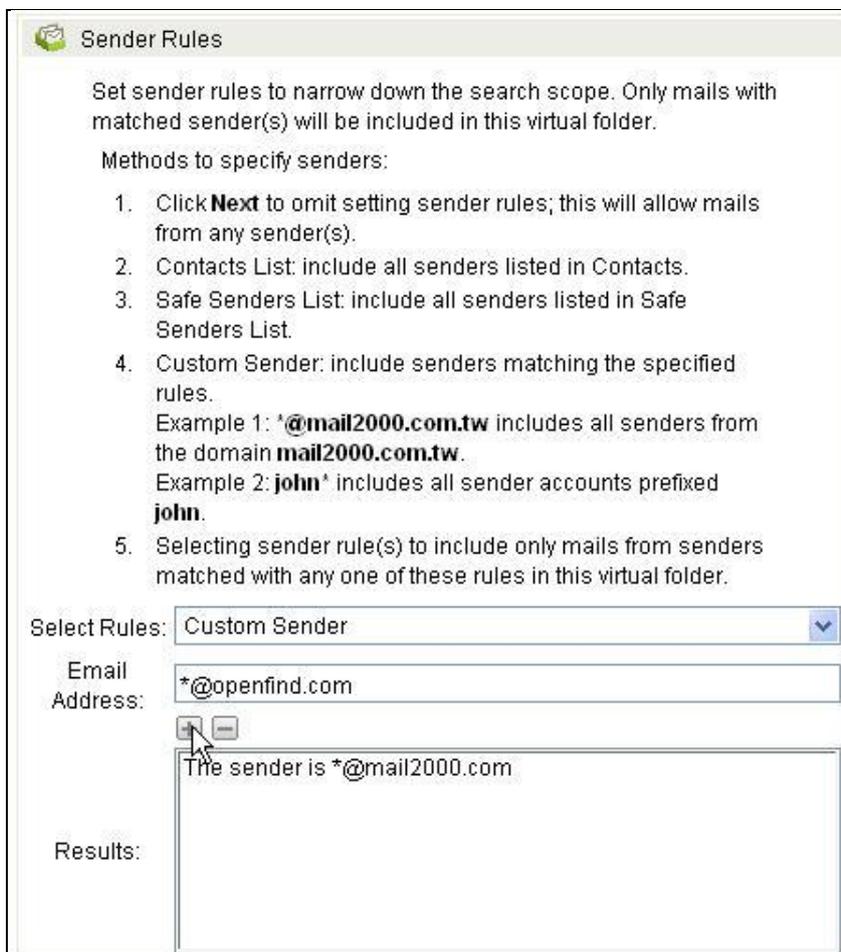
- (6) Set the flag rule(s) and then click **Next**.



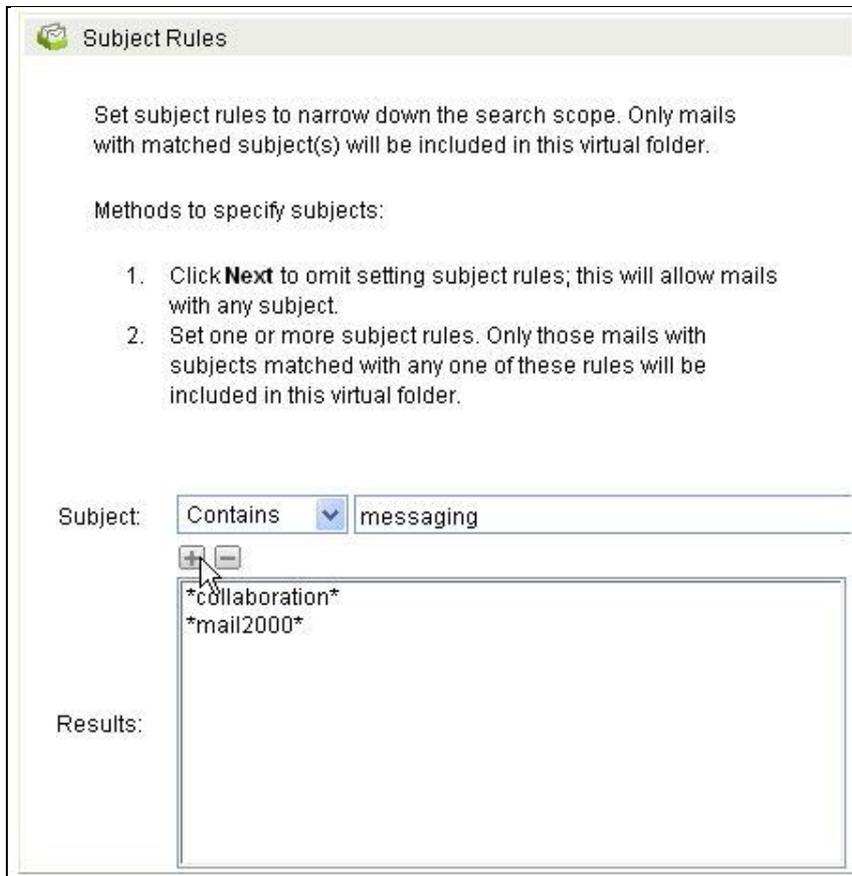
(7) Set the color label rule(s) and then click **Next**.



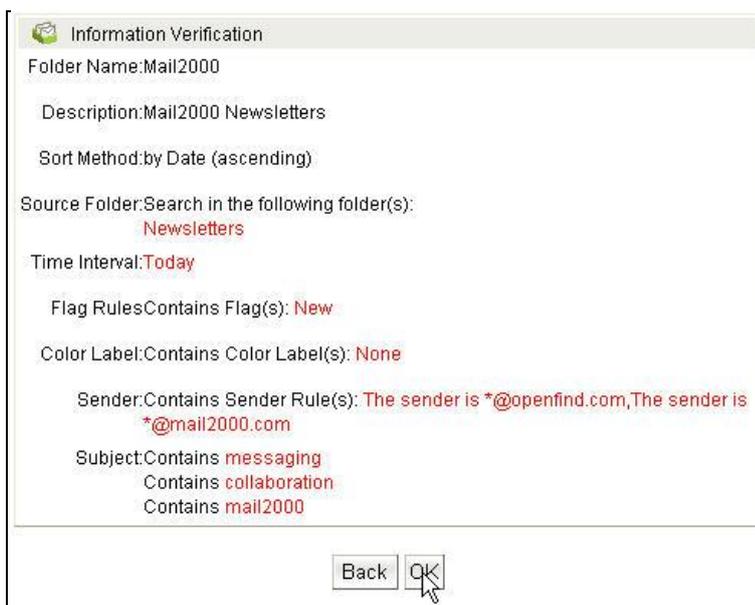
(8) Set the sender rule(s) and then click **Next**.



(9) Enter the keyword(s) you want the mail subject to match and then click **Next**.



(10) Verify all settings and then click **OK**.



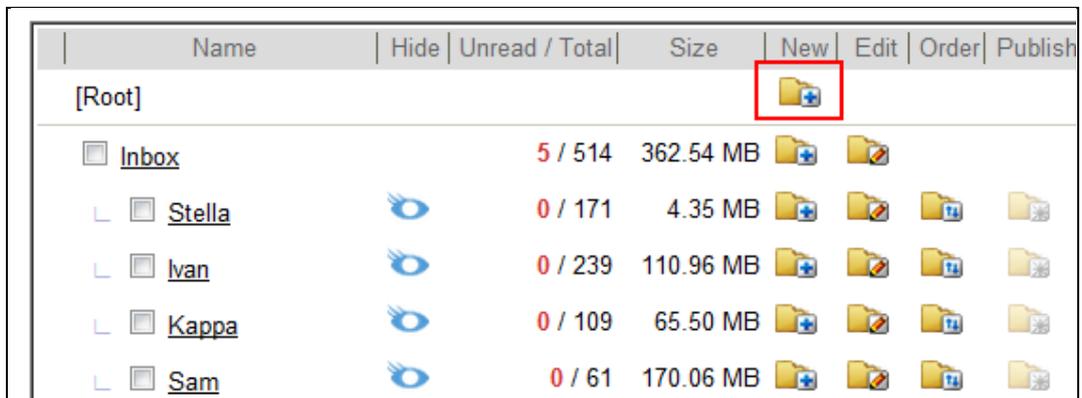
(11) You will find the newly created virtual folder "Mail2000," in the [Virtual Folders] page.

4.3 How to Create/Delete/Edit/Expand Folders?

- **How to Create Folders?**

In addition to the default folders, you can create new folders to strengthen the organization of your mails.

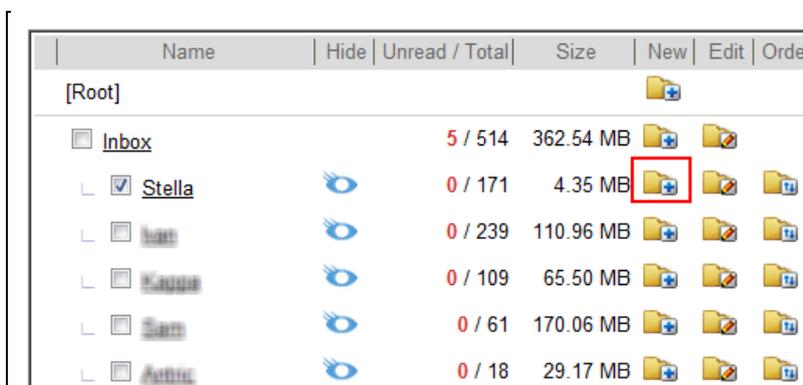
- (1) On the left menu, click Folders and then select Manage Folders.
- (2) In the [Manage Folders] page, click the  icon.
- (3) Enter a name for the new folder and then click OK.



- **How to Create Sub-folders**

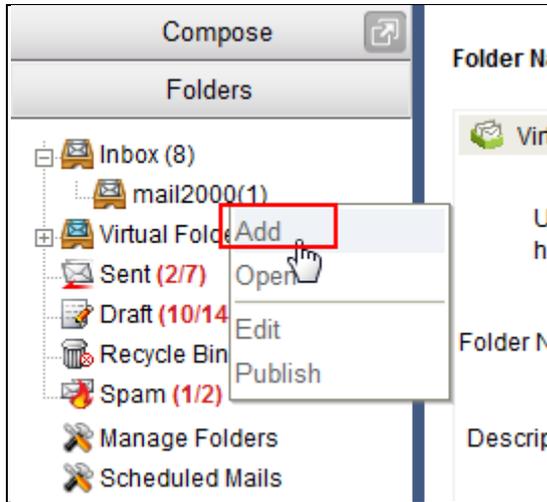
For structured organization, you may create sub-folders in created folders.

- (1) In the [Manage Folders] page, locate the folder in which you intend to create a sub-folder and click the  icon.
- (2) Enter a name for the new sub-folder and then click OK.



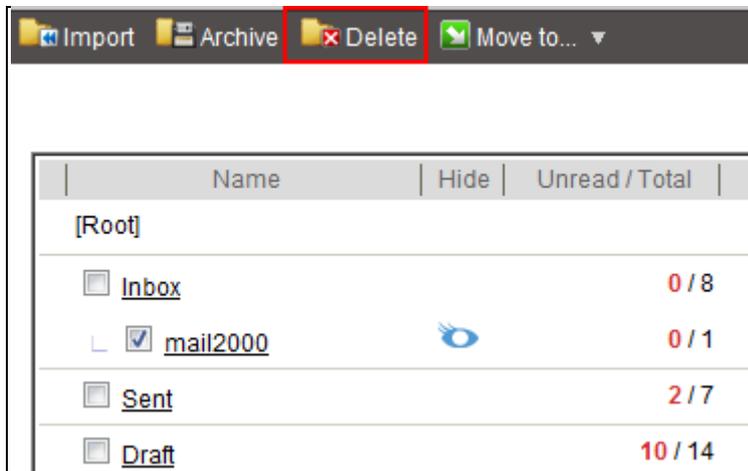
Tip: Quick-Create Sub-folders

On the left menu, right-click on the folder in which you intend to create a sub-folder. In the right-click context menu, select **Add**.



- **How to Delete Folders?**

- (1) On the left menu, click **Folders** and then select **Manage Folders**.
- (2) In the [Manage Folders] page, locate the folder in which you intend to delete and click the  icon.



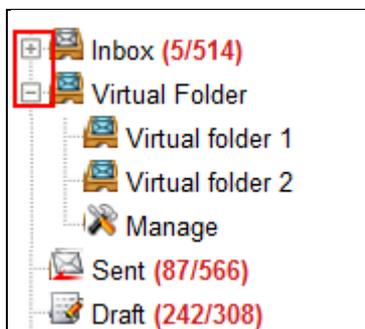
- **How to Edit Folders?**

- (1) On the left menu, click Folders and then select Manage Folders.
- (2) In the [Manage Folders] page, locate the folder in which you intend to edit and click the  icon.
- (3) Enter a new name for the folder and then click OK.

Name	Hide	Unread / Total	Size	New	Edit
[Root]					
<input type="checkbox"/> <u>Inbox</u>		0 / 8	0.07 MB		
<input checked="" type="checkbox"/> <u>mail2000</u>		0 / 1	0.00 MB		
<input type="checkbox"/> <u>Sent</u>		2 / 7	0.01 MB		
<input type="checkbox"/> <u>Draft</u>		10 / 14	19.25 MB		

● **How to Expand Folders?**

To expand a folder, click the bullet to the left of the folder name. To collapse a folder, click the bullet to the left of the folder name.



● **How to Change the Order of Folders?**

You may change the order of user-defined folders based on your preference.

- (1) In the [Manage Folders] page, locate the folder whose order you intend to change and click the icon.
- (2) In the selection menu that appears, choose your desired option.

Name	Hide	Unread / Total	Size	New	Edit	Order	Publish
[Root]							
<input type="checkbox"/> <u>Inbox</u>		2 / 369	110.80 MB				
<input type="checkbox"/> <u>MailBase</u>		0 / 18	8.14 MB				
<input type="checkbox"/> <u>Mail2000</u>		0 / 0	0.00 MB				

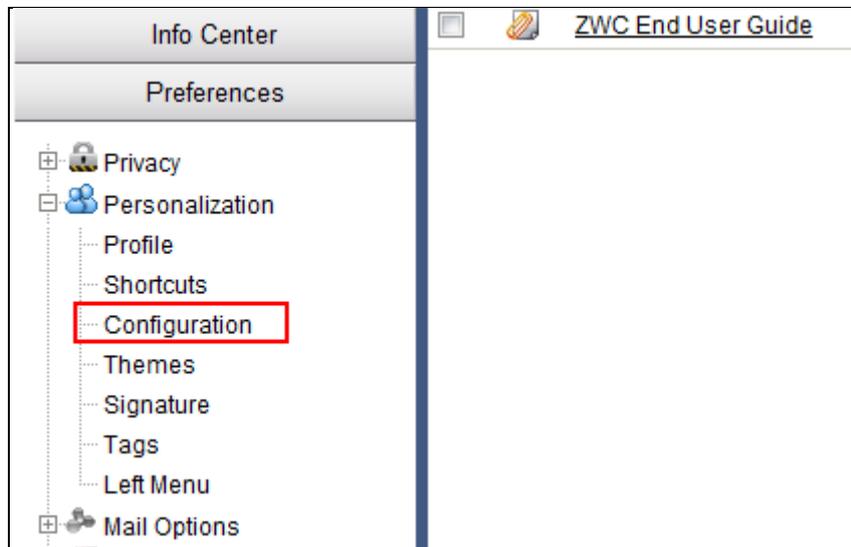
● **How to hide or display the folders?**

In the [Manage Folders] page, click the button to display or hide the folders.

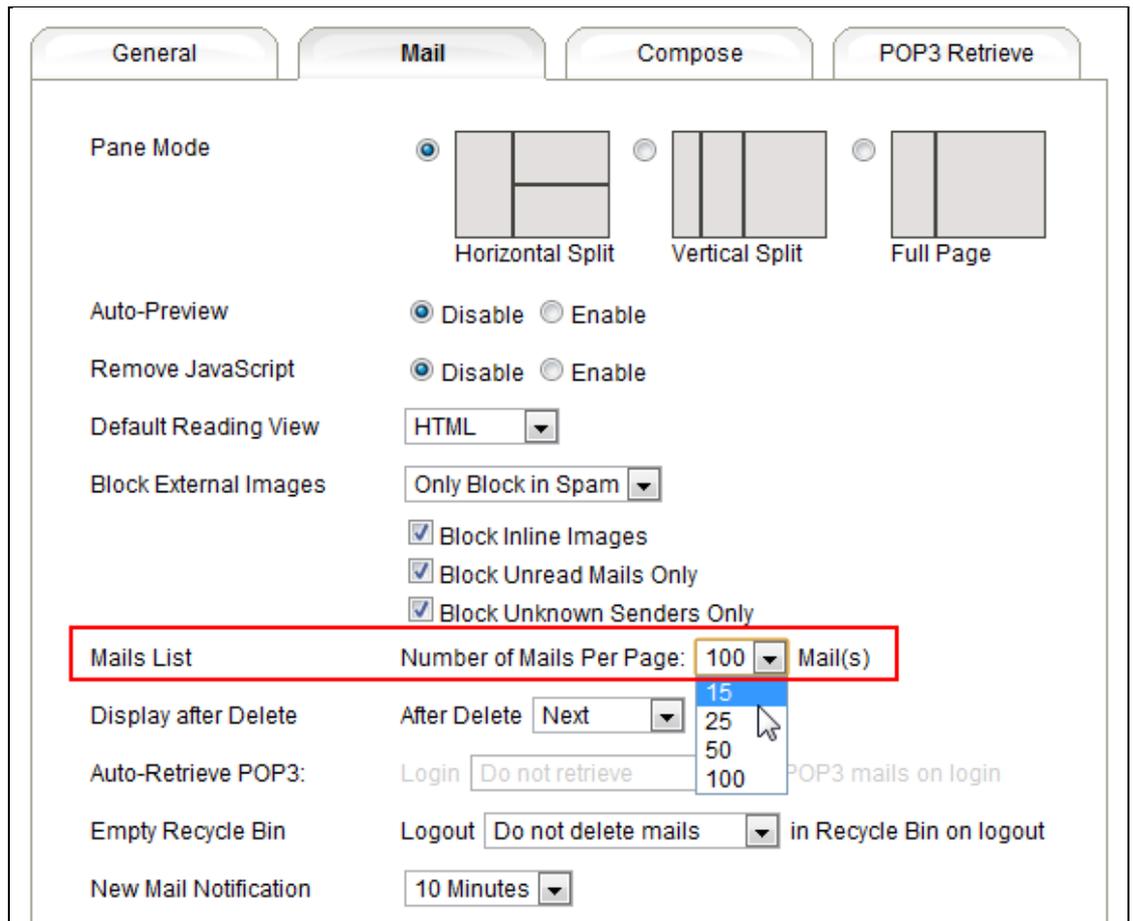
Name	Hide	Unread / Total	Size	New	Edit	Order	Publish
[Root]							
<input type="checkbox"/> <u>Inbox</u>		3 / 370	110.80 MB				
<input type="checkbox"/> <u>MailBase</u>		0 / 18	8.14 MB				
<input type="checkbox"/> <u>Mail2000</u>		0 / 0	0.00 MB				

4.4 How to Change the Number of Mails per Page?

- (1) On the left menu, click **Preferences**, expand **Personalization** and select **Configuration**.



- (2) In the [Configuration] page, click the **General** tab. In the **Mails List** section, select the number of mails to be displayed per page.

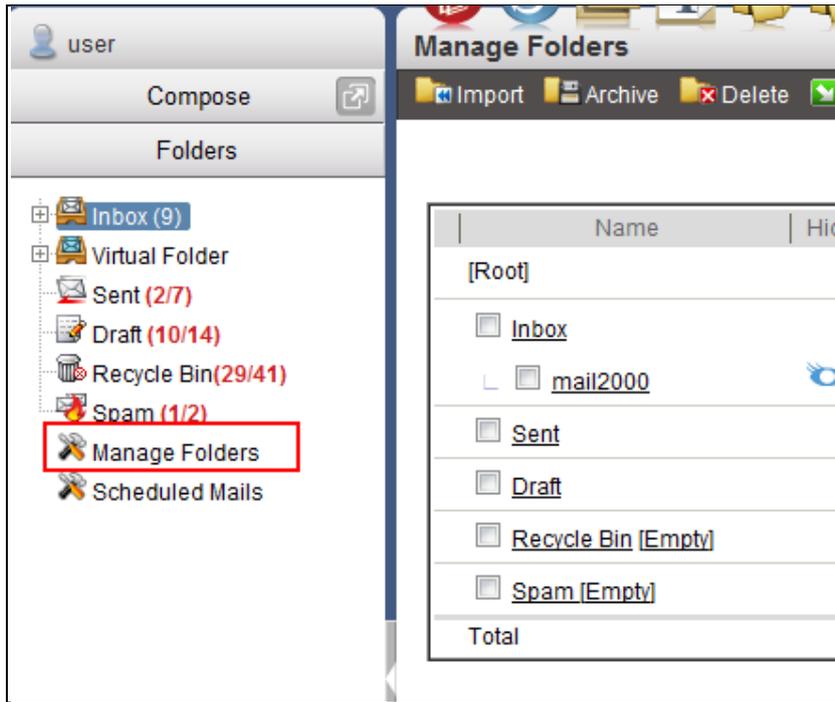


(3) Click **OK** to finish.

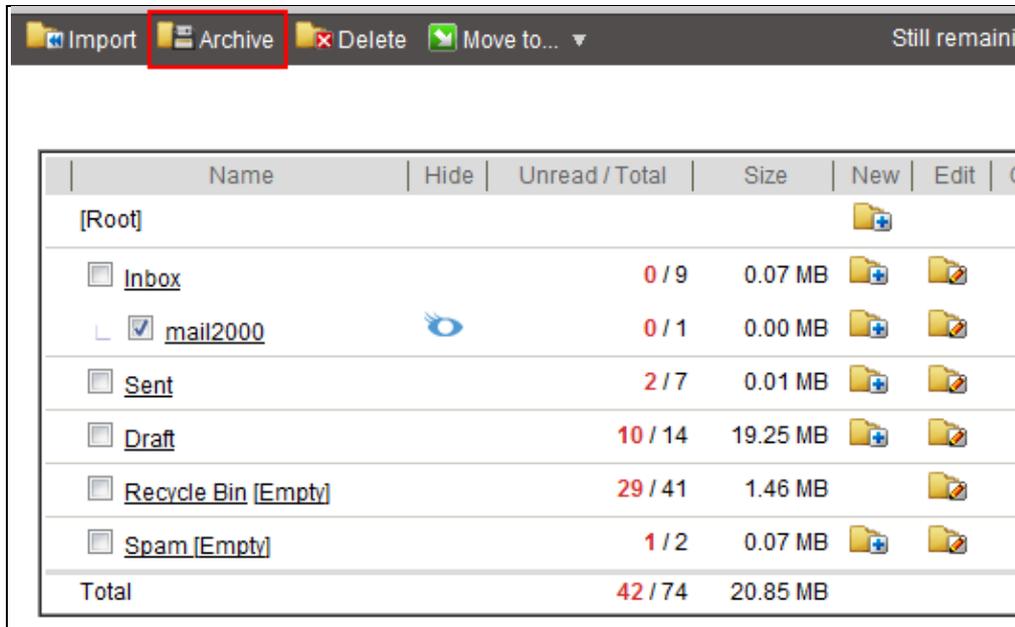
4.5 How to Archive and Export Mails?

The **Archive** function allows you to archive and export the mails of a designated folder. By running **Archive**, the system first converts the mails to a format adopted by general mail software. Then, the mails are compressed into one single file for downloading convenience.

(1) On the left menu, click **Folders** and then select **Manage Folders**.



- (2) In the [Manage Folders] page, locate the folder in which you intend to archive and export and click **Archive**.



- (3) In the [Archive] page, verify the archive information, choose the download file format, and set the archive options.

Notes

If the length of path of the archive folders over 255 Bytes, the folders will be

renamed, for example mbox_1, wm7_2 and so on. The archive function won't be affected after the folder be renamed.

- File format
 - Microsoft Outlook Express 4 (*.idx, *.mbx)
 - Windows Live Mail / Windows Mail 7 (*.eml)
 - UNIX MBOX (Berkeley UNIX Mailbox)
- Archive Options
 - All Mails
 - Non-archived Mails
 - Specify day range (Mails before certain date)

If you want to import the file back to Mail2000 system, please select this format.

mail2000 Archive Information			
	Mails	Size	Estimated Size
All Mails	1	1K	1K
Non-archived Mails	1	1K	1K

File Format:	<input checked="" type="radio"/> Microsoft Outlook Express 4 (*.idx, *.mbx) <input type="radio"/> Windows Live Mail / Windows Mail 7 (*.eml) <input type="radio"/> UNIX MBOX (Berkeley UNIX Mailbox)
--------------	--

Archive Options	<input checked="" type="radio"/> All Mails <input type="radio"/> Non-archived Mails <input type="radio"/> 2011 / 9 / 26 (Mails before this date)
	<input type="checkbox"/> Offline Backup (Upon completing backup, Mail2000 will send a notification with the backup URL.)
	<input type="checkbox"/> Move to Recycle Bin after Archive

(4) Click **OK** to begin archiving and exporting. In the File Download window, click **Save** to save the file to a temporary directory (e.g. ...\\Desktop\\test). Upon completion of download, use any unzip software such as Winzip to decompress file. Extract the "Mail" folder to the temporary directory (e.g. ...\\Desktop\\test\\Mail).

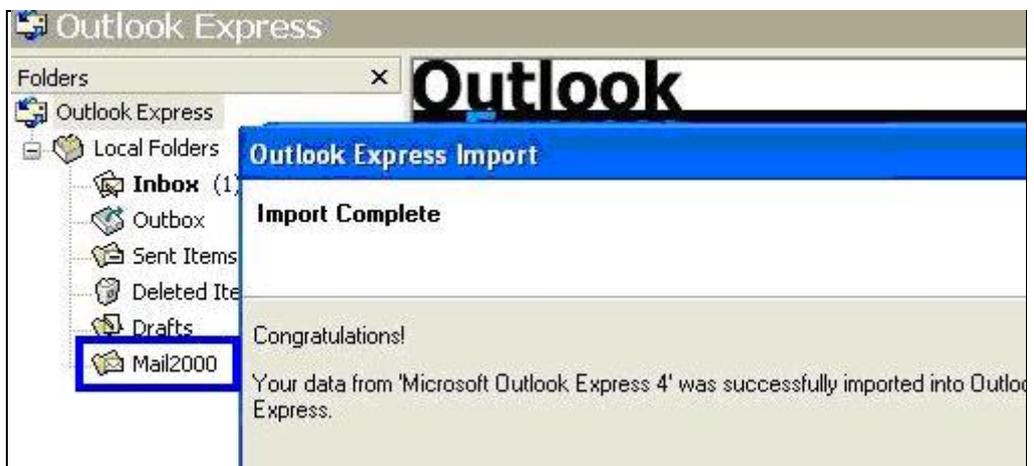
(5) Run the Import function of MS Outlook Express 5 and select the created temporary directory as the directory to be imported.

Example: ...\\Desktop\\test - Correct

...\\Desktop\\test\\Mail – Incorrect



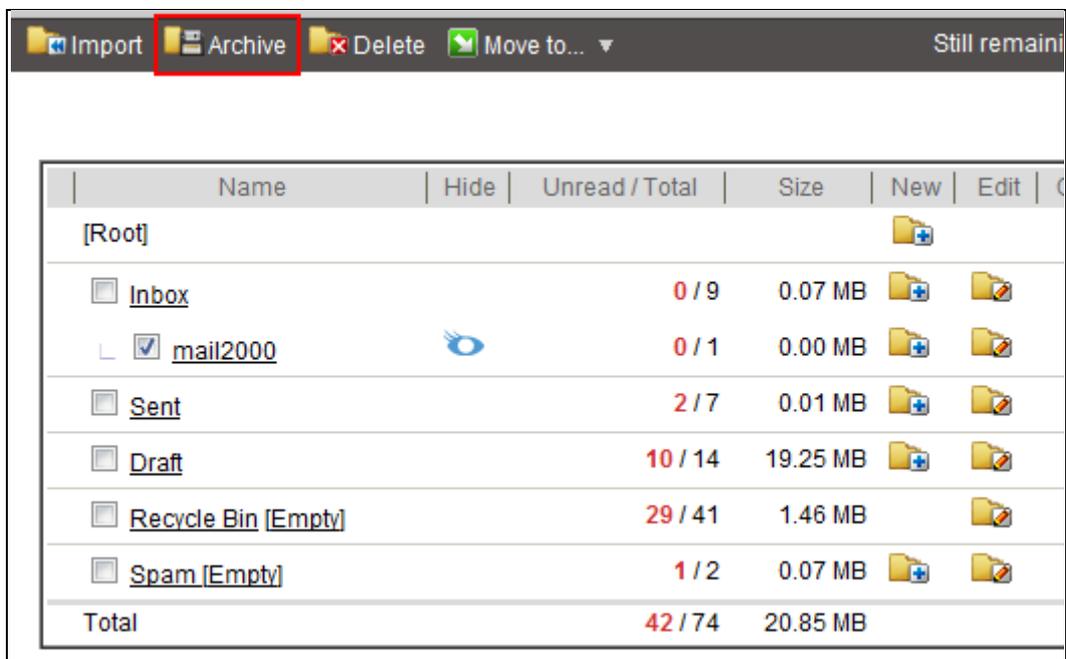
- (6) As the archived and exported mails are successfully imported to Outlook Express, you will find the "mail2000" folder in the folders list.



4.6 How to Import Mails?

Import allows you to import mails from other mail systems. These imported mails can then be accessed as general mails received in your system account. The **Import** function of Mail2000 supports UNIX Berkeley Mailbox format, which is a common standard among various mail systems. The following example demonstrates the import of mails from Account A to Account B in Mail2000.

- (1) Log in using Account A. On the left menu, click **Folders** and then select **Manage Folders**. In the [Manage Folders] page, locate the folder in which you intend to archive and export and click **Archive**.

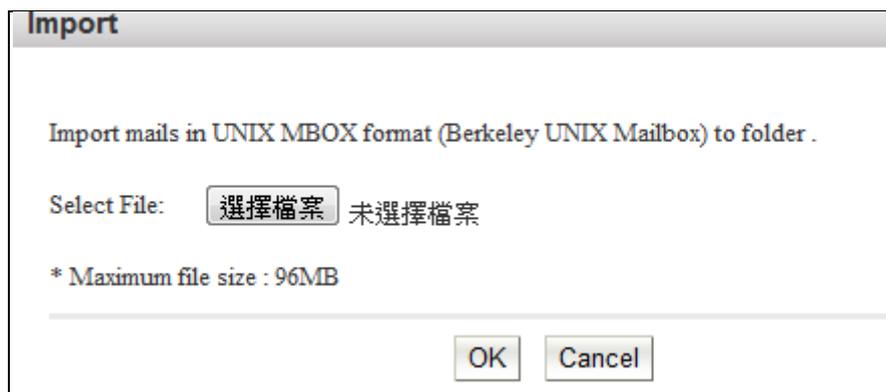


- (2) In the [Archive] page, choose UNIX Berkeley Mailbox as the download file format. Upon completion of download, use any unzip software to decompress file (e.g. "Mail2000").
- (3) Log in using Account B. On the left menu, click **Folders** and then select **Manage Folders**.
- (4) In the [Manage Folders] page, locate the folder to which you intend to import mails and click **Import**.



Name	Hide	Unread / Total	Size	New	Edit	Order	Publish
[Root]							
<input type="checkbox"/> <u>Inbox</u>		0 / 9	0.07 MB				
└─ <input type="checkbox"/> <u>mail2000</u>		0 / 1	0.00 MB				
└─ <input checked="" type="checkbox"/> <u>Import Mail2000</u>		0 / 0	0.00 MB				
<input type="checkbox"/> <u>Sent</u>		2 / 7	0.01 MB				
<input type="checkbox"/> <u>Draft</u>		10 / 14	19.25 MB				
<input type="checkbox"/> <u>Recycle Bin [Empty]</u>		29 / 41	1.46 MB				
<input type="checkbox"/> <u>Spam [Empty]</u>		1 / 2	0.07 MB				
Total		42 / 74	20.85 MB				

- (5) In the [Import] page, click **Browse** to select the directory that has just been decompressed (e.g. C:/Mail2000).

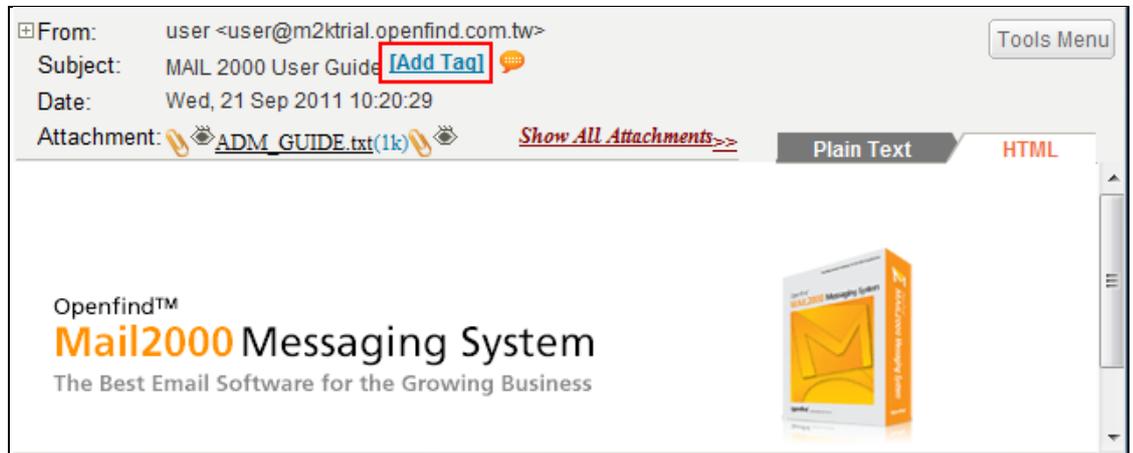


- (6) Click **OK** to begin import.

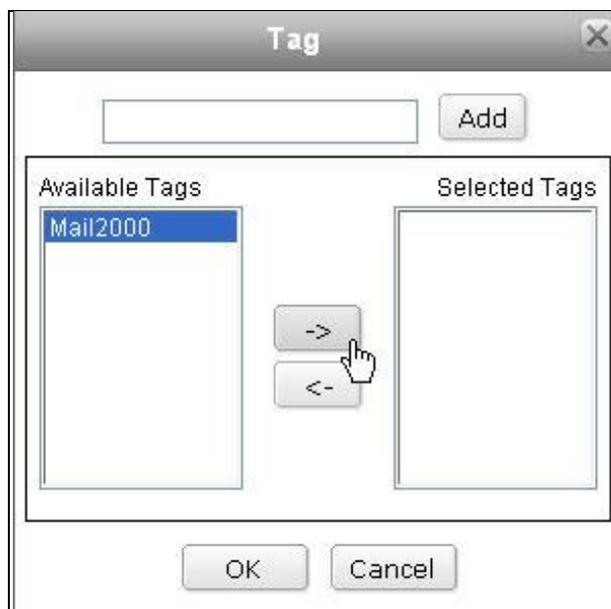
4.7 How to Add Tags to Mails?

- **How to Add Tags to Mails?**

- (1) In the mail content, click the **Add Tag** link next to the mail subject.



- (2) In the [Tag] window that appears, enter the tag(s) you intend to add. Or, you may select from existing tags.



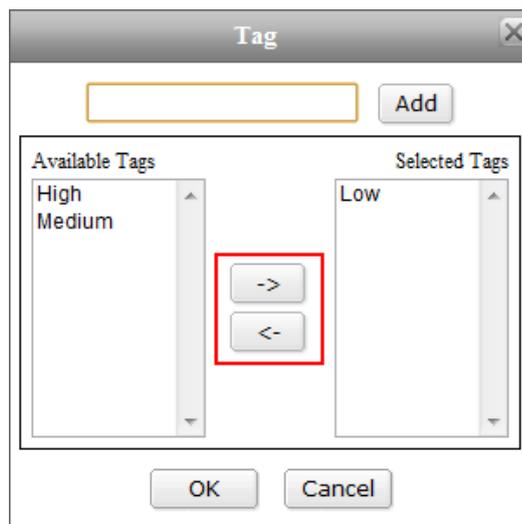
- (3) Click **OK** to add the tag(s).

- **How to Edit the Tag ?**

- (1) When reading the email, click the **Edit Tag** button.

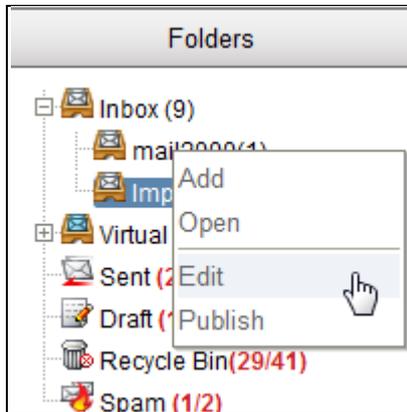


(2) Use the  and  button to add or remove tags, and then click OK.



4.8 How to Edit Folder Attributes?

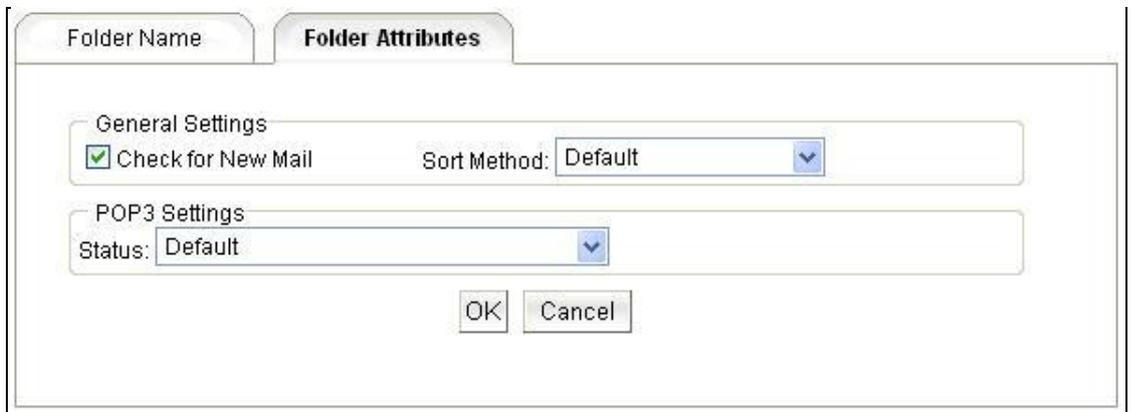
- (1) On the left menu, click **Folders**. Then, right-click on the folder you intend to edit.



- (2) In the [Edit Folder] page, click the **Folder Name** tab to edit the folder name.



- (3) Or, click the **Folder Attributes** tab to edit the folder attributes such as **Check for New Mail**, **Sort Method**, and **POP3 Settings**.



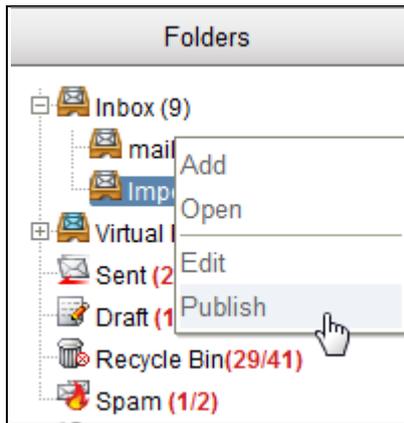
Notes

POP3 Settings allow you to choose whether to include the mails from this folder when retrieving Mail2000 mails through POP3.

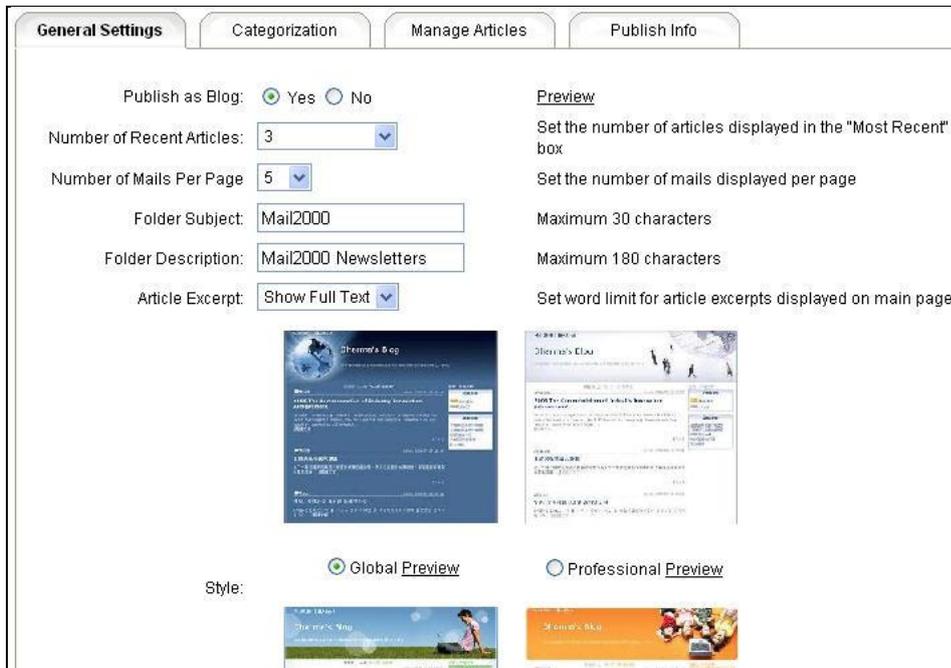
4.9 How to Publish Folders?

- **How to Publish Folders as Blog?**

- (1) On the left menu, click **Folders**. Right-click on the folder you intend to publish and select **Publish**.



- (2) In the [Publish Folder Settings] page, set to publish this folder, enter the subject and description, and select the style.



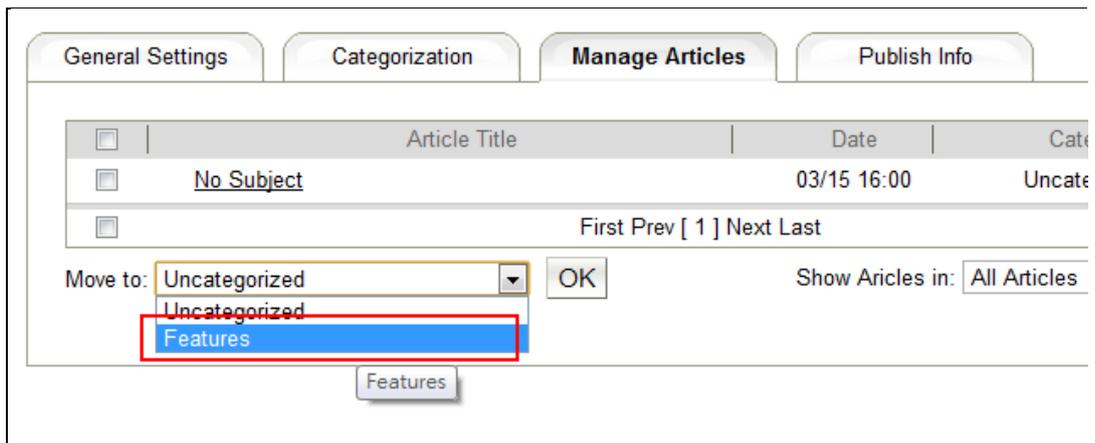
- (3) Click **OK** when finished.

● **How to Create Categories in Published Folder Blog?**

- (1) On the left menu, click **Folders**. Right-click on the folder you intend to publish and select **Publish**.
- (2) In the [Publish Folder Settings] page, click the **Categorization** tab. Enter a name for the new category and select whether to enable RSS subscription. Then, click **Add**.



- (3) To categorize the articles in the folder, click the **Manage Articles** tab. Select the articles you intend to move to a certain category.
- (4) Use the **Move to** selection menu to select your desired category. Then, click **OK** to move the articles.



● **How to View Published Folder Information?**

- (1) On the left menu, click **Folders**. Right-click on the folder you intend to publish and select **Publish**.
- (2) Click the **Publish Info** tab to obtain the URL and RSS information of the folder.

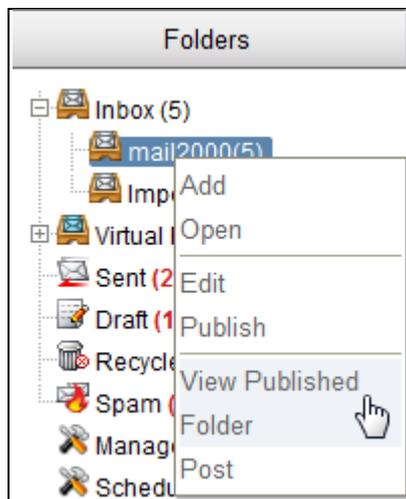


(3) You may click on the URL to open the blog page in a new window.



Tip: Quickly View Published Folder

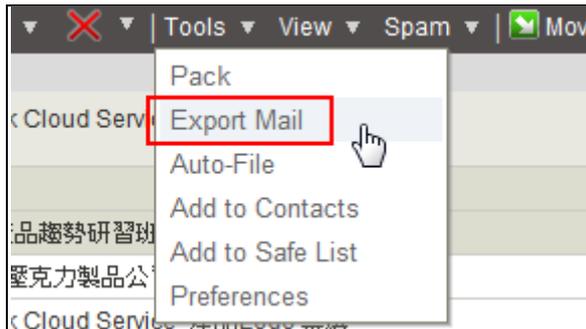
On the left menu, click Folders. Right-click on the published folder you intend to view and select View Published Folder .



4.10 How to Export Mail?

Users can select multiple letters and export as mail format and compress to a Zip file.

- (1) Select the mail you want to export.
- (2) Open Tool drop-down menu and select **Export Mail**.



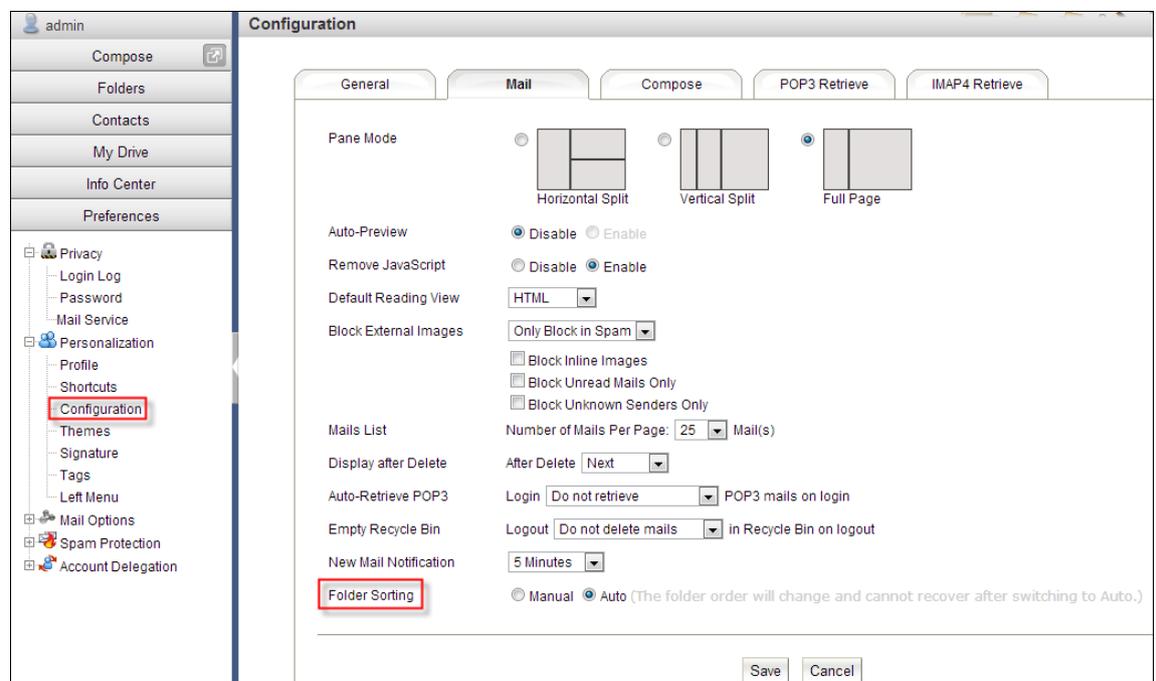
4.11 How to Set Folder Sorting?

Mail2000 provides two sorting methods for mail folder, one is Auto and another is Manual.

Note: It is disabled by default, please contact to your administrator to enable it.

■ Auto Sorting

- (1) On the left menu, click **Preferences/Personalization/Configuration**, select **Mail** tab. You can set “Auto” for **Folder Sorting** function.



- (2) Click Save. And the Mail folders are sorted by folder name.

Name	Hide	Unread / Total	Size	New	Edit	Publish
[Root]						
Inbox		19 / 144	7.31 MB			
aaaa	👁	0 / 0	0.00 MB			
bbb	👁	0 / 0	0.00 MB			
Sent		20 / 75	1.08 MB			
Draft		4 / 4	0.00 MB			
Recycle Bin (Empty)		0 / 0	0.00 MB			
Spam (Empty)		0 / 0	0.00 MB			
123	👁	7 / 7	0.22 MB			
456	👁	0 / 0	0.00 MB			
abc	👁	0 / 0	0.00 MB			
01	👁	0 / 0	0.00 MB			
02	👁	0 / 0	0.00 MB			
03	👁	0 / 1	0.13 MB			
ccc	👁	0 / 0	0.00 MB			
fff	👁	0 / 0	0.00 MB			
test1	👁	0 / 5	0.03 MB			
Total		50 / 236	8.77 MB			

■ **Manual Sorting**

(1) You can sort the all sub-folder at one time except by moving folders.

Name	Hide	Unread / Total	Size	New	Edit	Order	Publish
[Root]							
Inbox		19 / 144	7.31 MB				
aaaa	👁	0 / 0	0.00 MB				
bbb	👁	0 / 0	0.00 MB				
Sent		20 / 75	1.08 MB				
Draft		4 / 4	0.00 MB				
Recycle Bin (Empty)		0 / 0	0.00 MB				
Spam (Empty)		0 / 0	0.00 MB				
123	👁	7 / 7	0.22 MB				
456	👁	0 / 0	0.00 MB				
abc	👁	0 / 0	0.00 MB				
01	👁	0 / 0	0.00 MB				
03	👁	0 / 1	0.13 MB				
02	👁	0 / 0	0.00 MB				
ccc	👁	0 / 0	0.00 MB				
fff	👁	0 / 0	0.00 MB				
test1	👁	0 / 5	0.03 MB				
Total		50 / 236	8.77 MB				

- Move Up
- Move Down
- Move to Top
- Move to Bottom
- Move to...
- Sort Sub-folder**
- Cancel

5. Spam Protection

To block spam, Mail2000 not only provides Spam Auto Detection to scan the contents of all incoming mails, but the system also features the Spam Filter Mechanism to filter mails based on user-defined rules. This mechanism includes functions such as **Safe Senders List**, **Safe Recipients List**, and **Block Addresses List**.

This chapter explains:

- How to Report Spam?
- How to Add Block Addresses?
- How to Add Safe Senders?
- How to Add Safe Recipients?
- How to Set Spam Protection Level?
- How to Block External Images?

5.1 How to Report Spam?

- (1) In the mails list, select those mails you intend to report as spam. Then, on the toolbar, open the **Spam** drop-down menu and select **Report Spam**.



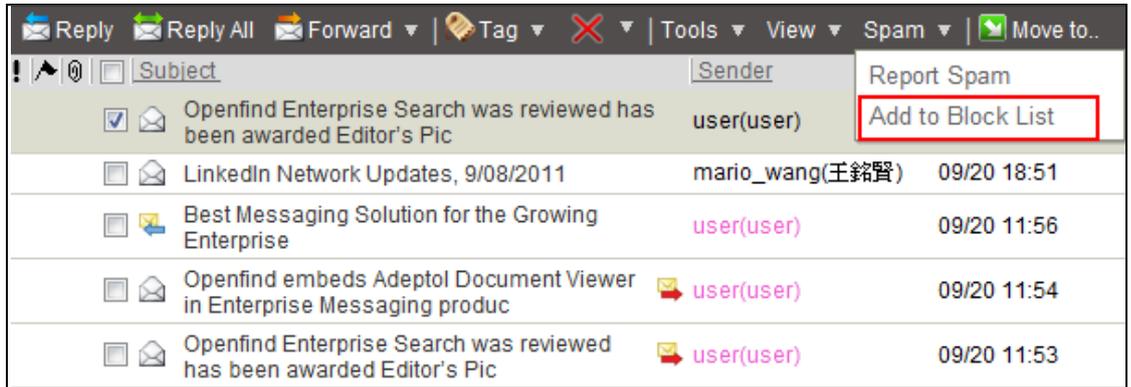
- (2) In the confirm window that appears, click **OK**.
- (3) Upon your confirmation, the selected spam mails are bounced to the system administrator and moved to Recycle Bin.

Notes

The bounced spam mails will retain their original format and content to help the system administrator trace the source of spam and find ways to block them.

5.2 How to Add Block Addresses?

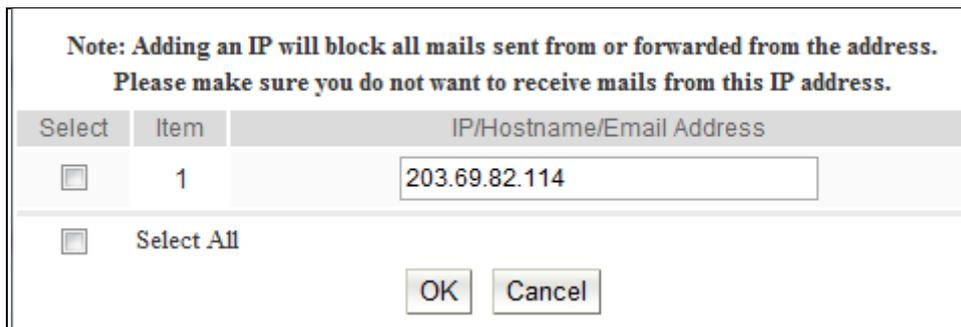
- (1) In the mails list, select those mails you intend to report as spam. Then, on the toolbar, open the **Spam** drop-down menu and select **Add to Block List**.



- (2) In the [Add Block Addresses] page, all IP, Hostname or Email Addresses of the selected mails are displayed. Select those entries you intend to block and click **OK**.

Notes

Adding an IP will block all mails sent or forwarded from the address. Please make sure you do not want to receive mails from this IP address.



Notes

Wildcard is supported in Block Addresses List. To block a domain instead of an email address, you may use any of the following:

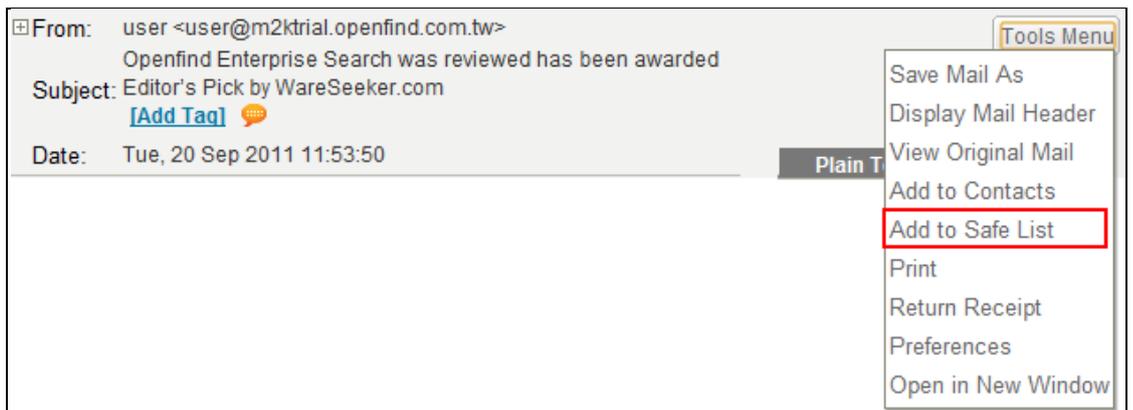
- *@aaa.com
- *aaa.com
- *@*.aaa.com

5.3 How to Add Mail Sender to Safe List ?

To prevent mails from friends from being filtered as spam, you may add known senders to **Contacts**. However, for valid mails from non-Contacts (e.g. newsletters), how do you make sure that they reach your Inbox?

Mail2000 supports the Safe Senders List, which allows you to set non-Contacts senders as Safe Senders. When a valid mail is mistakenly filtered as spam, you may add the sender to Contacts if s/he is a friend; or, add the sender to Safe Senders List if it is a known address. Then, mails from this sender will no longer be regarded as spam.

- (1) In the mail content, open the **Tools Menu** drop-down menu in the upper right corner and select **Add to Safe List**.



- (2) In the [Add Safe Senders] page, all IP, Hostname or Email Addresses of the selected mails are displayed. Select those entries you regard as safe and click **OK**.



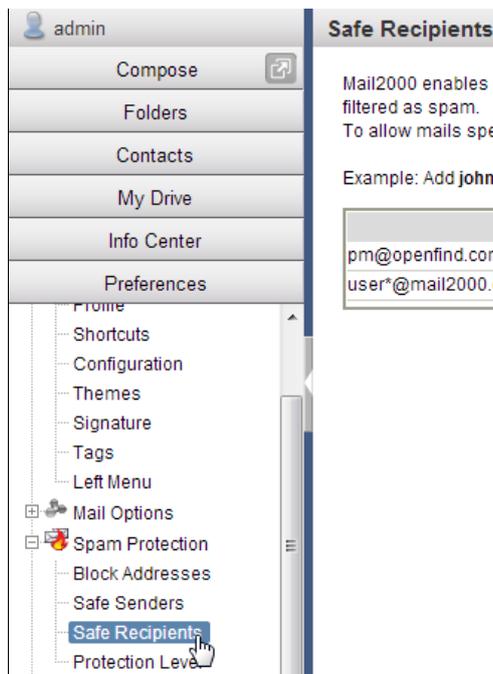
5.4 How to Add Safe Recipients?

There exist mails that are intended for you, yet the recipient field (To/Cc/Bcc) does not contain your email address. These mails include mails auto-forwarded from other accounts, newsletters, mailing list mails and other bulk mails. Because of the unidentifiable recipient address, these mails are likely to be filtered as spam by the system.

For example, assume that you have a primary account `primary@openfind.com` and that you have enabled mail forwarding from a secondary account `secondary@openfind.com`. Possibly, you log into the `primary@openfind.com` account and do not receive the forwarded mails from `secondary@openfind.com`. It is because the originally intended recipient of those mails, `secondary@openfind.com`, cannot be recognized by the `primary@openfind.com` system.

Thus, to ensure receiving the messages, it is recommended to add the recipient email address, `secondary@openfind.com`, to **Safe Recipients List**.

- (1) On the left menu, click **Preferences**, expand **Spam Protection**, and select **Safe Recipients**.



- (2) In the [Safe Recipients] page, click **Add**.

- (3) Enter the recipient email address, briefly describe the reason to allow the recipient, and then click **OK**.

Please enter the email address you wish to allow and then click **OK**.
Example: Add **john*** to allow all user accounts prefixed **john**.

Email Address:

Reasons to Allow:

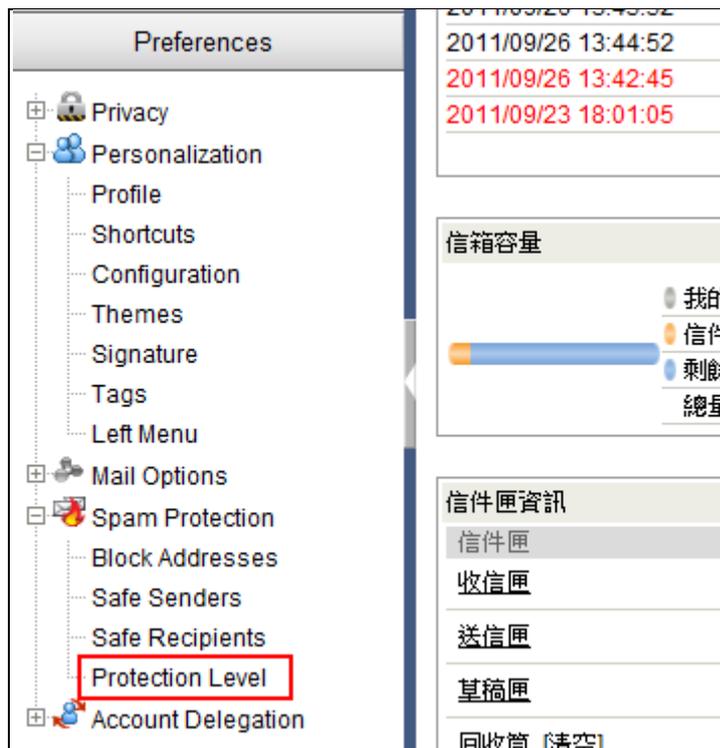
Notes

1. To edit a safe recipient, click the  button.
2. To delete a safe recipient, click the  button.

5.5 How to Set Spam Protection Level?

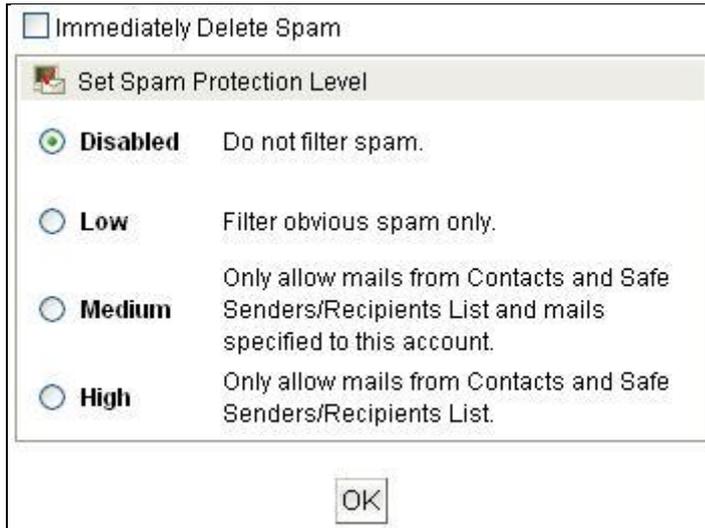
Spam Protection Level defines the level of your spam filtering settings. Instead of creating filter rules manually, you can apply a set of pre-defined filter rules by selecting from the four levels provided: **Disabled**, **Low**, **Medium** and **High**.

- (1) On the left menu, click **Preferences**, expand **Spam Protection**, and select **Protection Level**.



- (2) In the [Spam Protection Level] page, select any of the four protection levels provided:

Protection level	Description
Disabled	Do not filter spam.
Low	Filter obvious spam only.
Medium	Only allow mails from Contacts and Safe Senders/Recipient List and mails specified to this account.
High	Only allow mails from Contacts and Safe Senders/Recipient List .



(3) Click **OK** to finish.

Tip: Spam Keyword

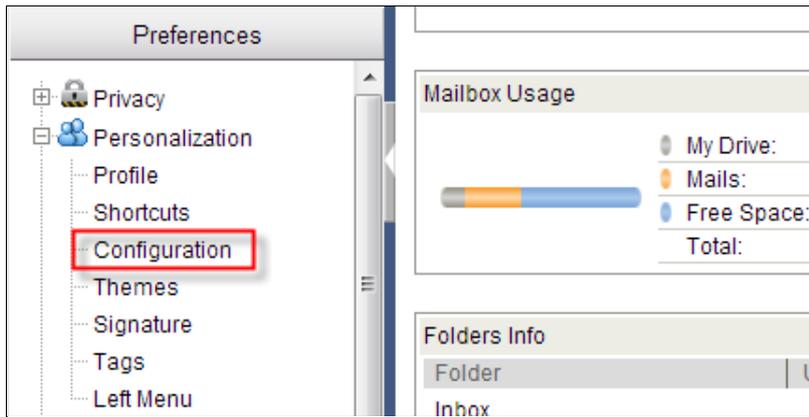
In addition to Block Addresses List, Safe Senders/Recipients List and Spam Protection Level, you may specify keywords commonly used in spam to filter spam mails. For instance, you can set to automatically delete those mails that contain the word "Free" or the phrase "Earn Million per Month." For further information, please refer to Mail Filters.

5.6 How to Block External Images?

Image files in HTML-formatted mails may be accompanied by suspicious links, leading to virus attacks or Web beacons. Thus, it is significant in spam-fighting to prevent your mail system from automatically downloading image files.

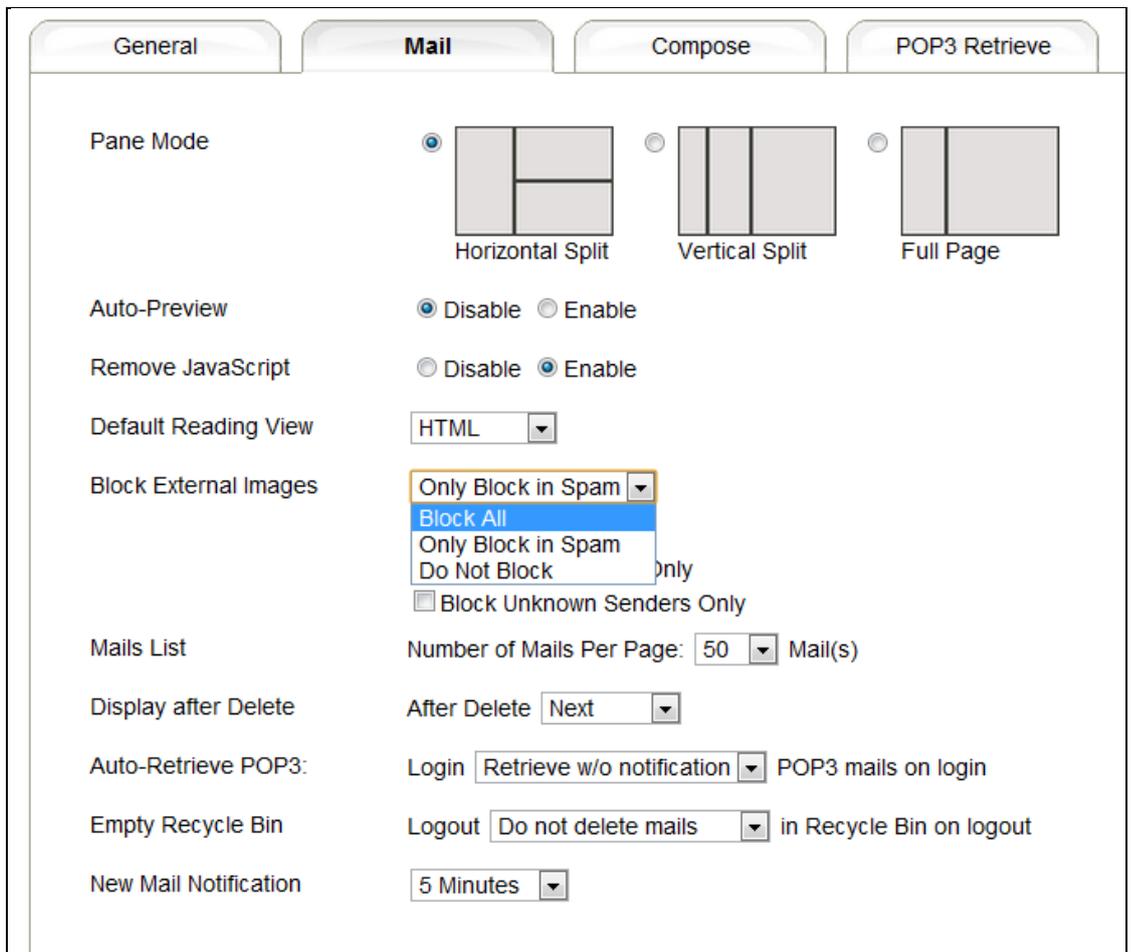
To protect your Inbox from malicious assaults and unwanted graphics, Mail2000 allows you to block external images, helping you to maintain a clean and secure Inbox.

(1) On the left menu, click **Preferences**, expand **Personalization**, and select **Configuration**.



(2) In the [Configuration] page, click the **Mail** tab. Locate the **Block External Images** drop-down menu and select from the following block types:

Action	Description
Block All	Block external images in all mails.
Only Block in Spam	Block external images in mails filtered as spam.
Do not Block	Do not block external images.



Tip: Flexibly Apply Block

The Block Unread Mails Only and Block Unknown Senders Only options give you the flexibility in applying the block. By checking the boxes, you can view the images in the read mails and mails from Contacts. Meanwhile, the images of all other incoming mails are still blocked.

6. Manage Contacts

Contacts is an address book to keep your friends' contact information. The information includes email address, MSN, Skype, ICQ, personal web URL, telephone number and permanent address and can be accessed at all times.

This chapter explains:

- How to Manage Contacts?
- How to Use Contacts?
- How to Add/Edit/Delete Contacts?
- How to Add/Edit/Delete Directories?
- How to Add/Edit/Delete Groups?
- How to Import Contacts?
- How to Export Contacts?
- How to Move Contacts List?
- How to Search Contacts?
- How to Use Virtual Directories to Quickly Locate Contacts?
- How to Add Multiple Contacts?
- How to Show Line Numbers in Contacts?
- How to Use the List All Function?

6.1 How to Manage Contacts?

As the contacts are organized in tree structure, the information can be easily accessed and updated. In addition, Mail2000 Contacts features various functions such as Contacts Directory, Group Contacts, Batch Delivery and Virtual Directory to further enhance the management. Another significant feature is that Mail2000 allows the import of contacts from Outlook or Outlook Express.

These features will be discussed in the following sections.

There are three types of data in Contacts:

- (1) Contact: Contains personal information of an individual or an institution.
- (2) Directory: Contains categorized contacts. For example, you may categorize your co-workers into the "Colleague" folder and your friends into the "Friend" folder. Utilize directory to manage your contacts for later browsing and searching.
- (3) Group: Contains those cross-directory contacts to whom you frequently deliver mails. For example, assume you frequently forward jokes to 3 co-workers and 5 friends. This can be troublesome as the recipients belong to

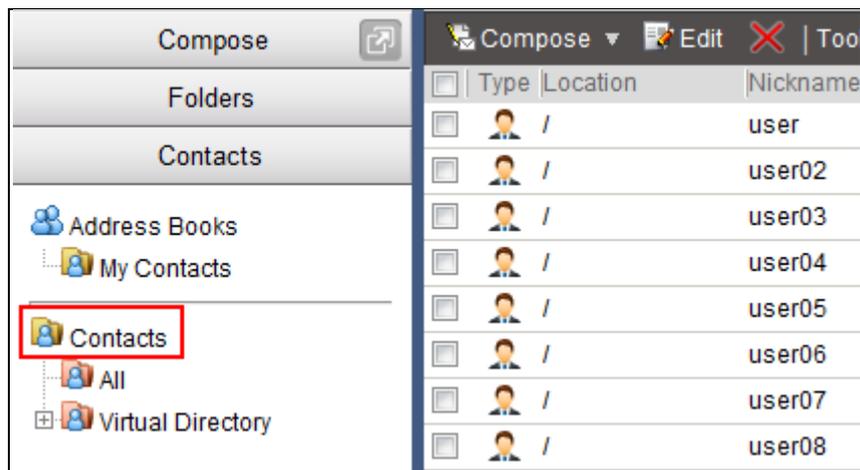
different directories. However, by creating a group named "Jokes" to include these 8 recipients, mails can be sent to them with ease.

6.2 How to Use Contacts?

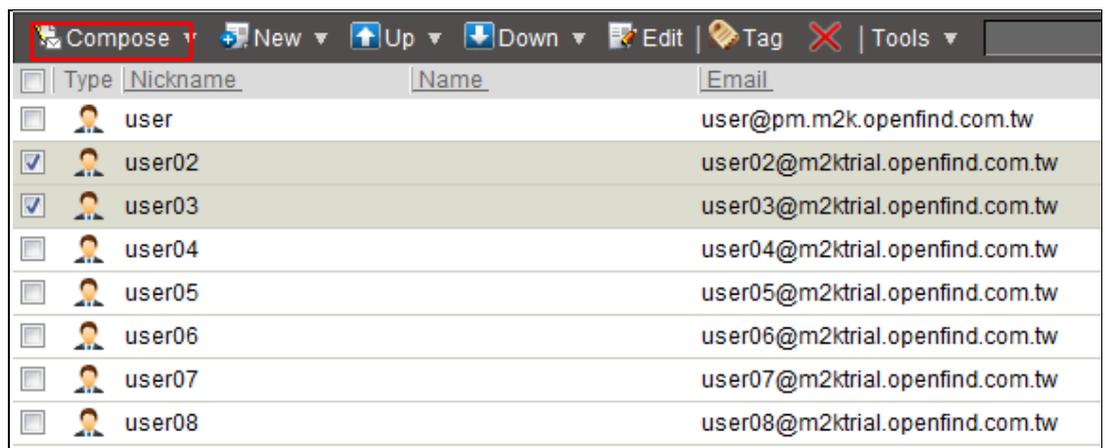
- **How to Add Contacts to the To Recipient Field?**

There are two ways to add contacts to the recipient field:

- (1) On the left menu, click **Contacts** and then select **Contacts**.



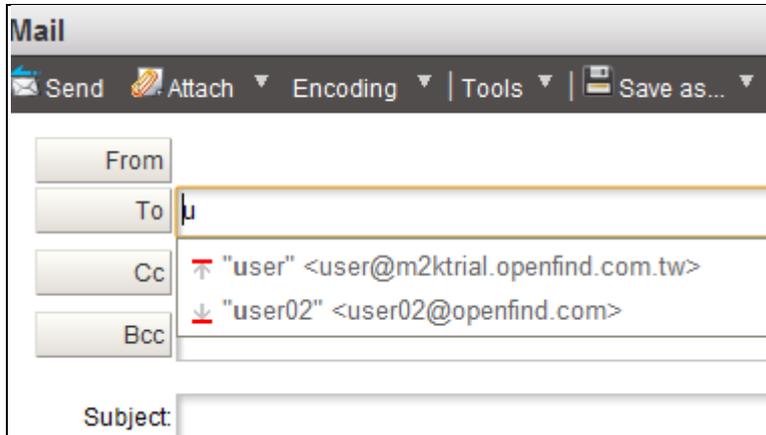
In the [Contacts] page, select the contact(s) to whom you intend to send mail. Then, click **Compose**.



The system will direct you to the [Compose] page, in which the selected contact(s) are added as recipient(s). You may start composing the mail.

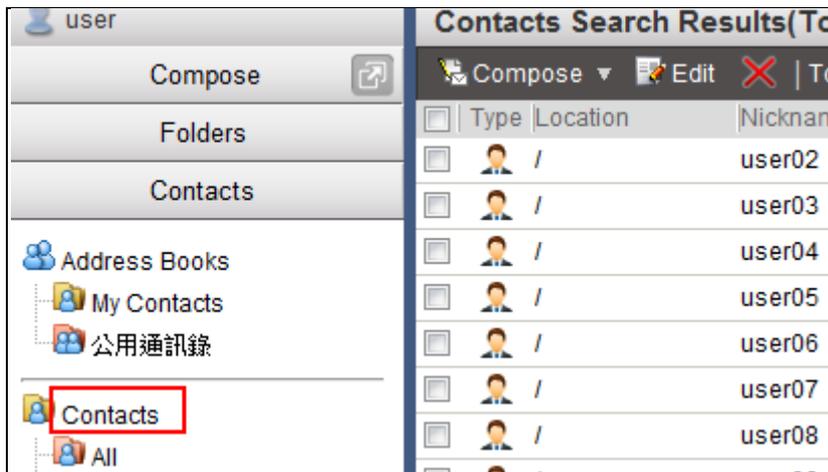
- (2) In the composing page, you can enter the recipient's email address directly .

If the recipient's address has already exist in the Contacts, the auto-complete function will display the full address according on those characters you already typed..

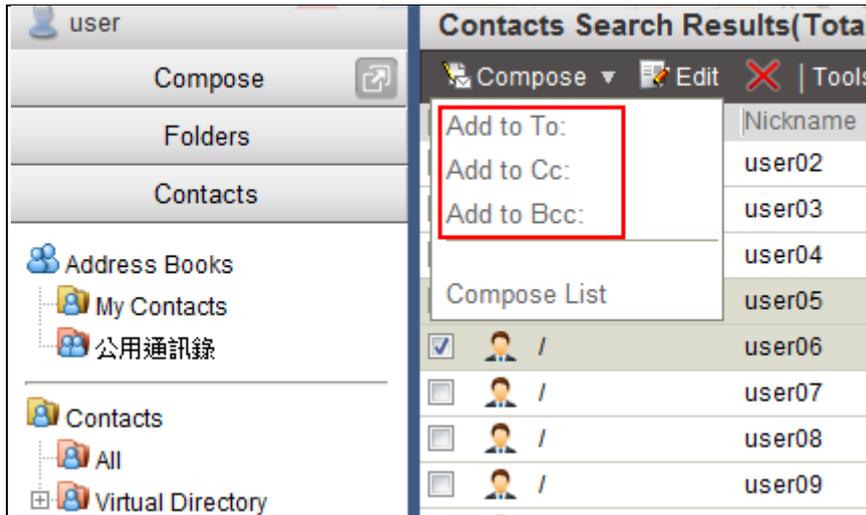


● **How to Add Contacts to Different Recipient Fields (To/Cc/Bcc)?**

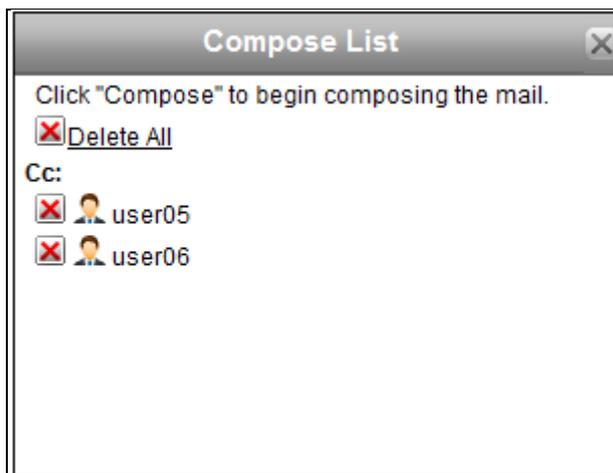
- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) In the [Contacts] page, select the contact(s) to whom you intend to send mail. Then, open the **Compose** drop-down menu and select the appropriate recipient type (To/Cc/Bcc) for the contacts.



- (3) The [Compose List] window will appear for you to verify that the added contacts are listed in the appropriate recipient fields.



- (4) When you are finished adding contacts, click **Compose** to start composing the mail.

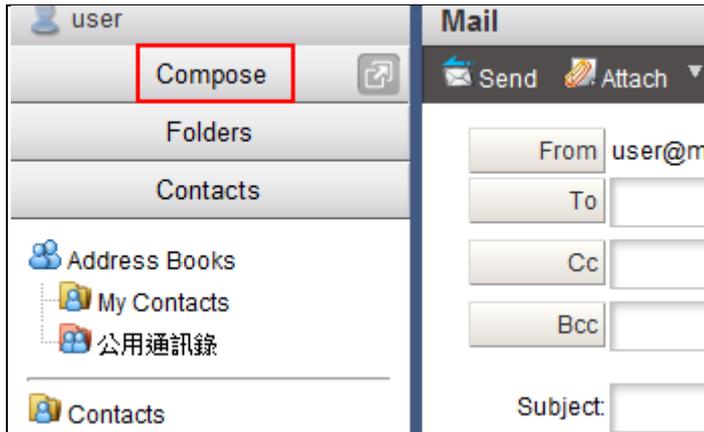
Notes

To remove a contact from the Compose List, click the  button.

● **How to Use Contacts When Composing?**

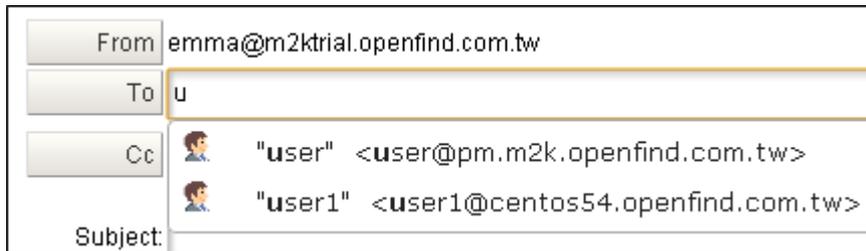
When composing, you may select recipient from Contacts so you do not have to manually enter email addresses.

- (1) On the left menu, click **Compose** to go to the [Compose] page.

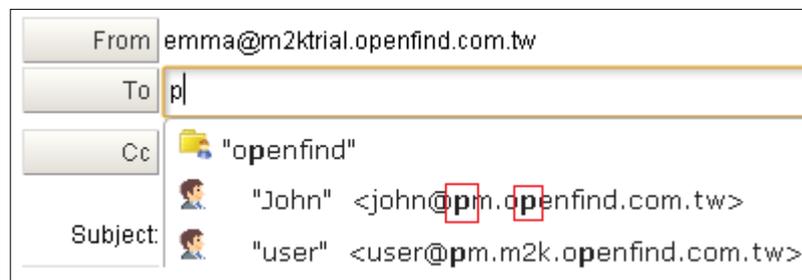


- (2) In the composing page, you can enter the recipient's email address directly . If the recipient's address has already exist in the **Contacts**, the auto-complete function will display the full address according on those characters you already typed. There are two kinds of comparison method about auto-complete function which can be set by administrator.

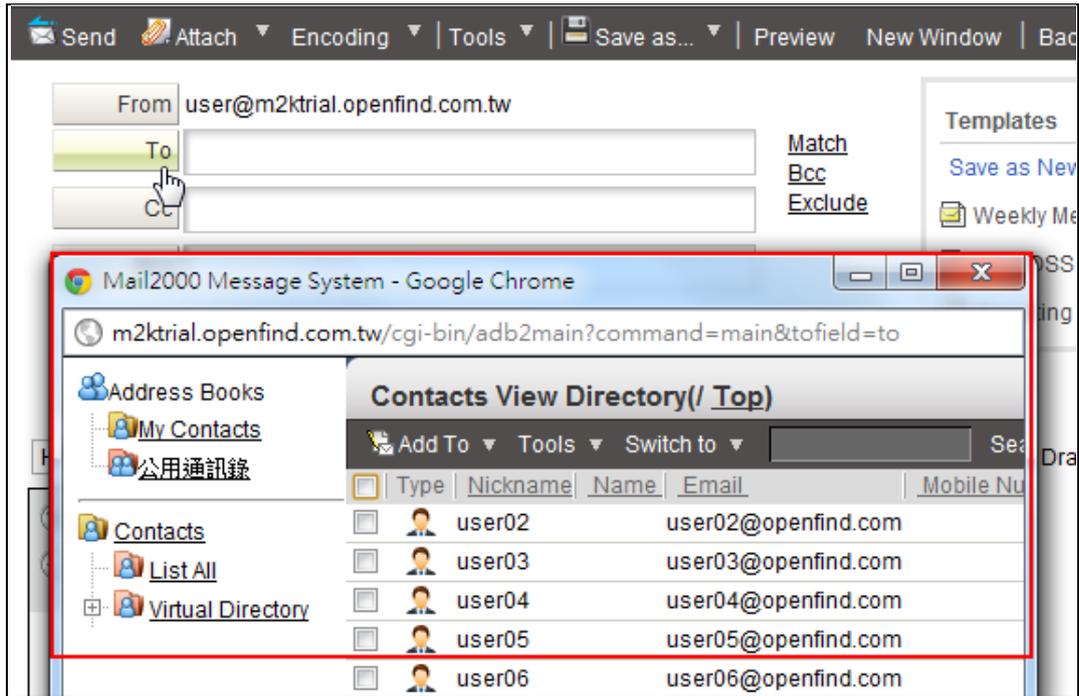
- Prefix-match auto-complete



- Partial-match auto-complete



- (3) Click the **To**, **Cc**, or **Bcc** button to open **Contacts** in a new window. In **Contacts**, check the contacts you intend to add as recipients.

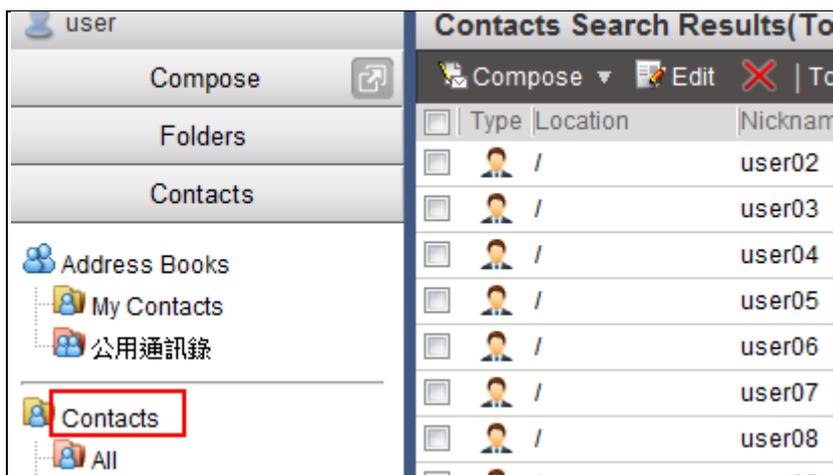


- (4) Click to open the **Add to** drop-down menu and then select **Add to To**, **Add to Cc**, or **Add to Bcc**.

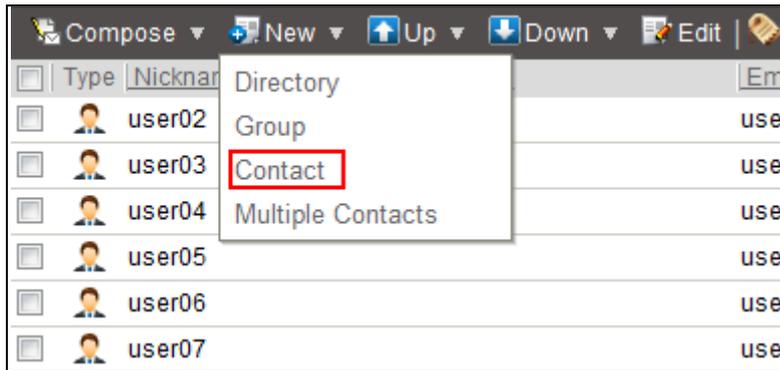
6.3 How to Add/Edit/Delete Contacts?

- **How to Add Contacts?**

- (1) On the left menu, click **Contacts** and then select **Contacts**.



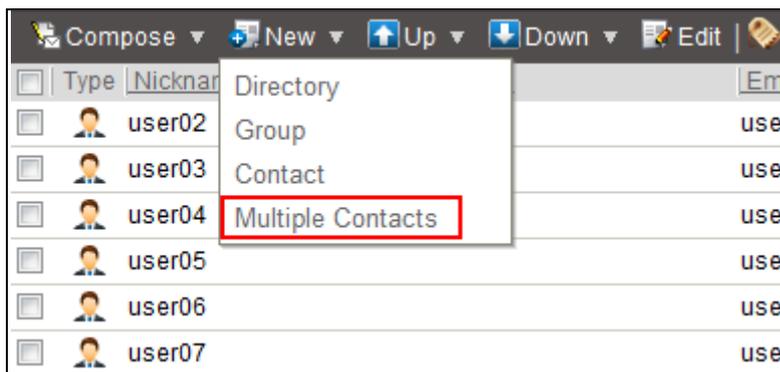
- (2) To add one single contact, open the **New** drop-down menu on the toolbar and select **Contact**.



Enter the information of the new contact and then click **OK** to add the contact.

General	
Nickname <input type="text"/> *Required	Email <input type="text"/> *Required
First Name <input type="text"/>	Last name <input type="text"/>
Gender <input type="text" value="Not specified"/>	Birth Date <input type="text" value="(YYYY/MM/DD)"/>
Note <input type="text"/>	Photo (URL) <input type="text"/>
Occupation <input type="text"/>	Country <input type="text"/>
Custom 1 <input type="text"/>	Custom 2 <input type="text"/>
Custom 3 <input type="text"/>	Custom 4 <input type="text"/>
Custom 5 <input type="text"/>	Custom 6 <input type="text"/>
Custom 7 <input type="text"/>	Custom 8 <input type="text"/>

- (3) To add multiple contacts, open the **New** drop-down menu on the toolbar and select **Multiple Contacts**.



- (4) Enter the email address and nickname of each contact and then click **OK**.

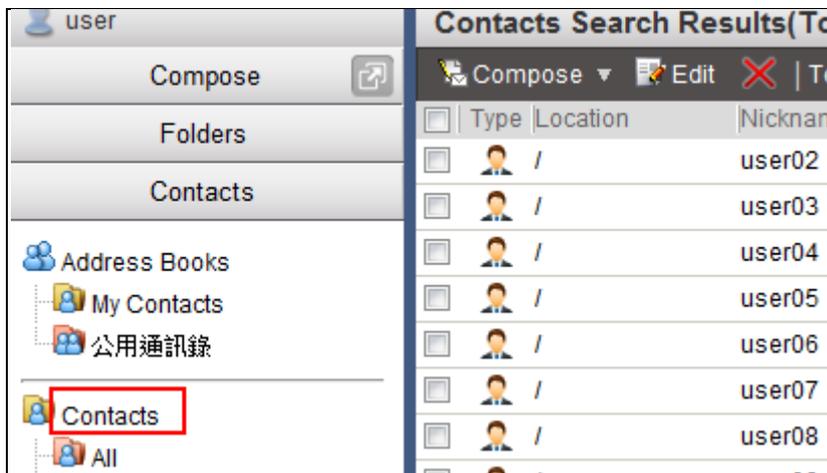
Email	allen@openfind.com	Nickname	allen
Email	peter@openfind.com	Nickname	peter
Email	john@openfind.com	Nickname	john
Email		Nickname	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Notes

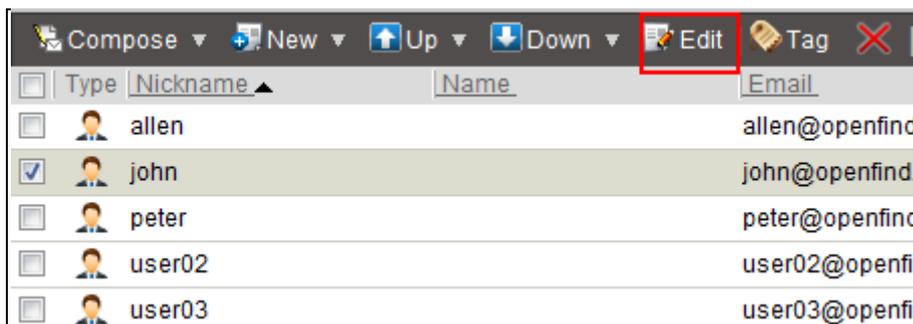
When creating multiple contacts, only the Email Address and Nickname fields are provided.

- **How to Edit Contacts?**

- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) Select the contact you intend to edit. Then, on the toolbar, click **Edit**.



(3) Edit the contact information as needed and then click **OK**.

- **How to Delete Contacts?**

(1) On the left menu, click **Contacts** and then select **Contacts**.

(2) Select the contact(s) you intend to delete. Then, on the toolbar, click the



Tip: Search Contacts

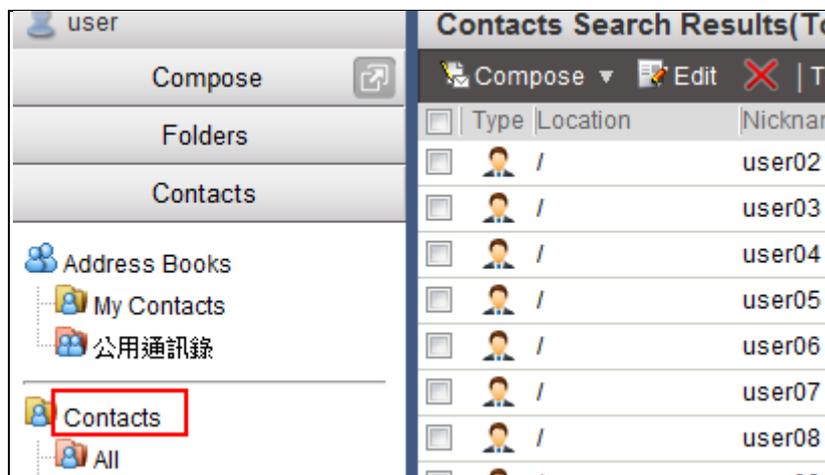
To search contacts, please locate the search box to the right of the toolbar. Enter the keyword(s) and then click Search.

6.4 How to Add/Edit/Delete Directories?

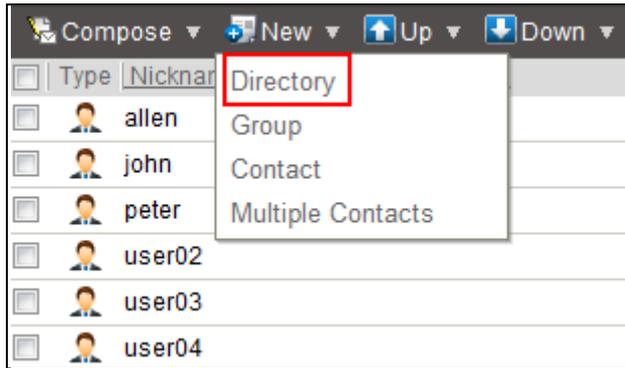
Directories can be used to categorize your contacts, enhancing contacts organization and retrieval.

- **How to Add Directories?**

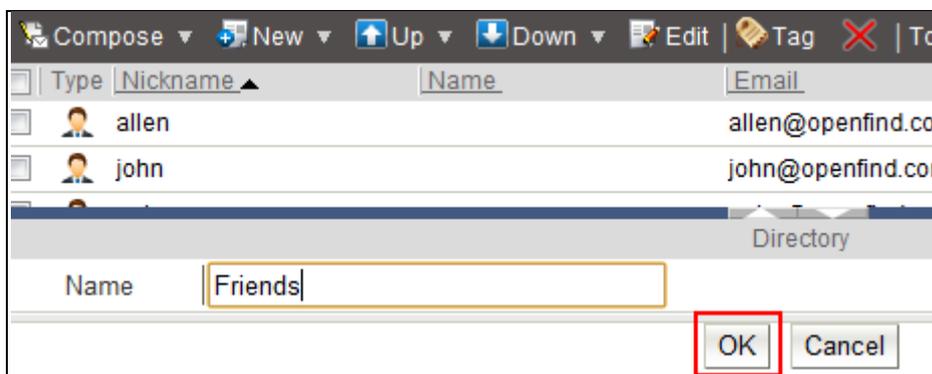
(1) On the left menu, click **Contacts** and then select **Contacts**.



(2) On the toolbar, open the **New** drop-down menu and select **Directory**.



(3) Enter a name for the new directory and then click **OK**.

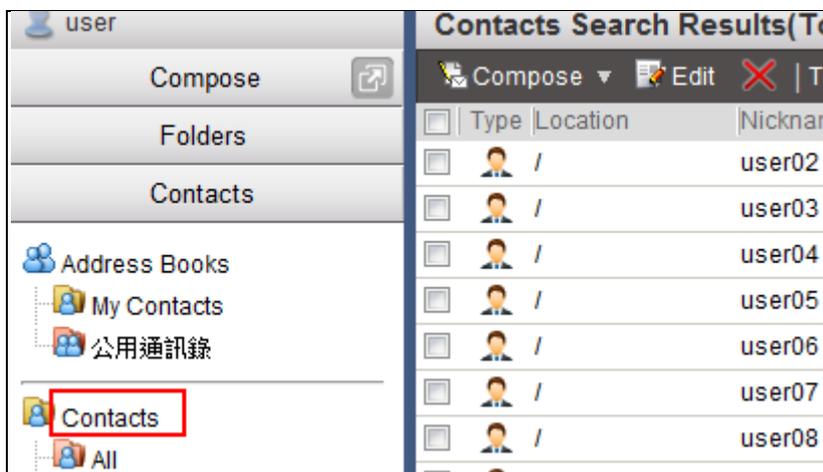


Notes

Under directories, you can add/edit sub-directories, groups, or contacts. Its tree structure makes it easy to manage your contacts, directories and groups.

● **How to Edit Directories?**

(1) On the left menu, click **Contacts** and then select **Contacts**.



(2) To edit the name of a directory, select the directory. Then, on the toolbar,

click Edit.



Edit the directory name as needed and then click OK.

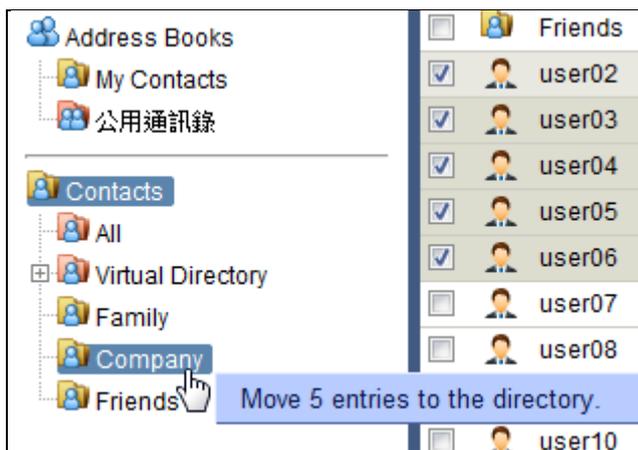
- (3) To edit the data of a directory, click the directory name to first access the data details.

To add data to the directory (sub-directories, groups, or contacts), use the New drop-down menu on the toolbar.

To change the order of the data (sub-directories, groups, or contacts), use the Up and Down drop-down menus.

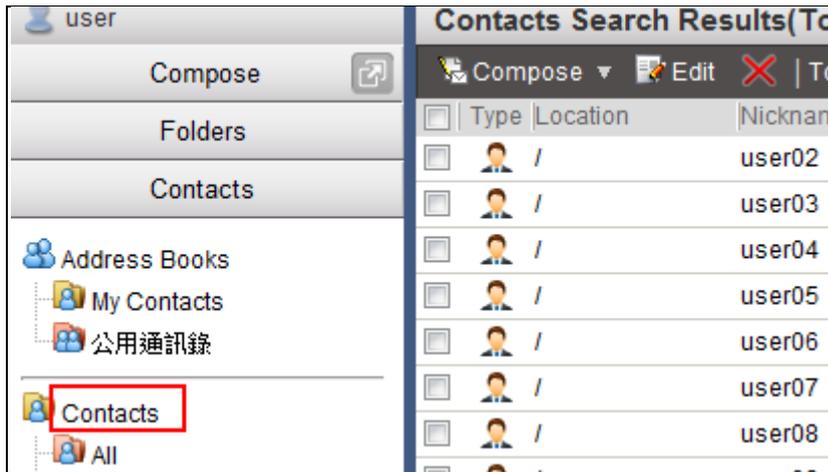
To delete the data (sub-directories, groups, or contacts), click the  button.

- (4) To move contacts to another directory, first select the contacts. Then, drag and drop these contacts to your desired directory on the left menu.



- **How to Delete Directories?**

- (1) On the left menu, click **Contacts** and then select **Contacts**.

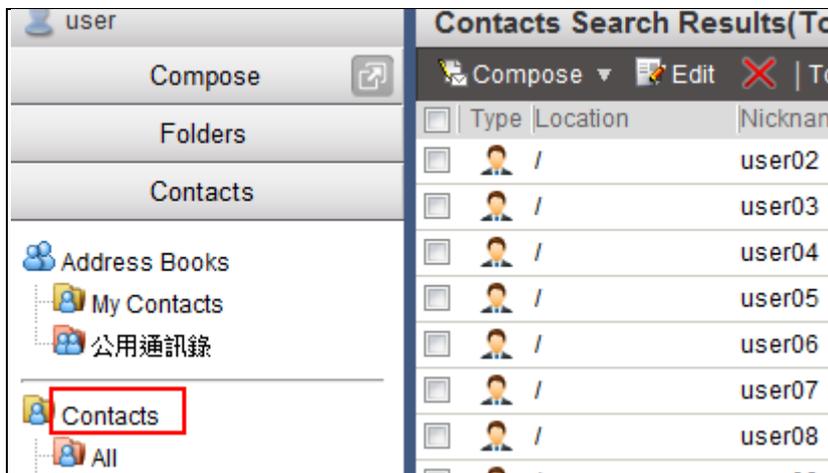


- (2) Select the directories you intend to delete. Then, on the toolbar, click the  button.

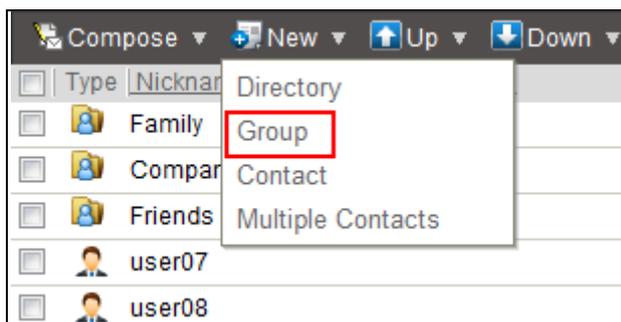
6.5 How to Add/Edit/Delete Groups?

- **How to Add Groups?**

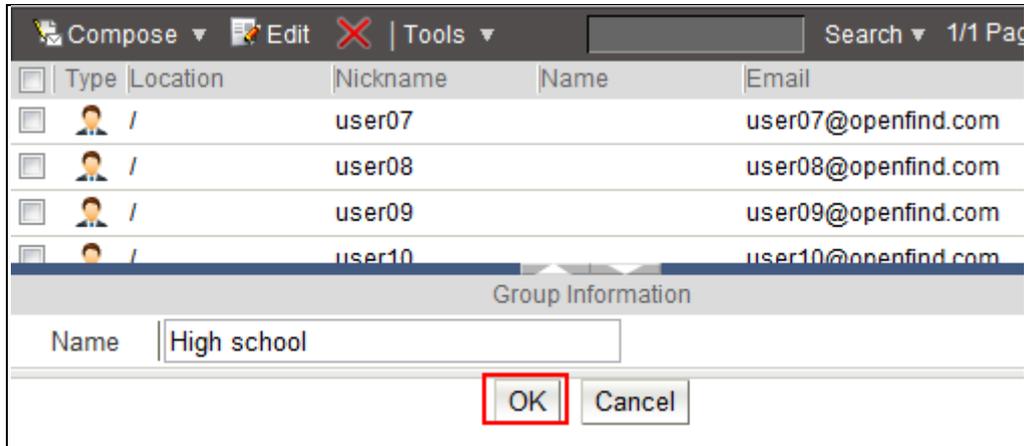
- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) On the toolbar, open the **New** drop-down menu and select **Group**.

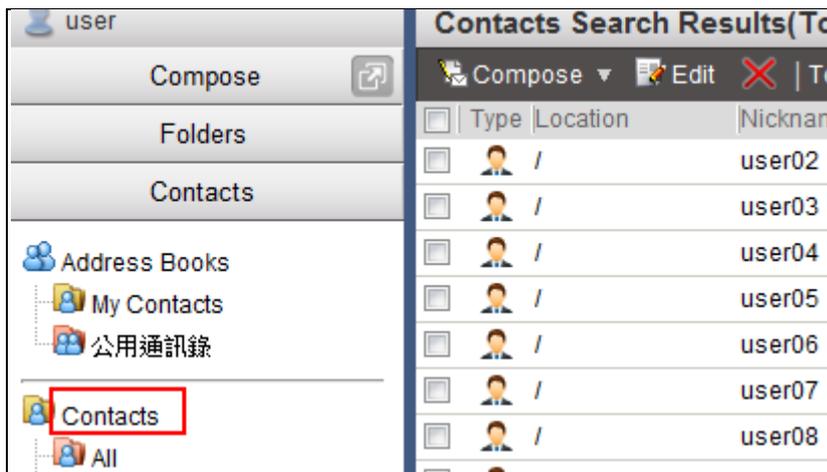


- (3) Enter a name for the new group and then click **OK**.



- **How to Edit Groups?**

- (1) On the left menu, click **Contacts** and then select **Contacts**.

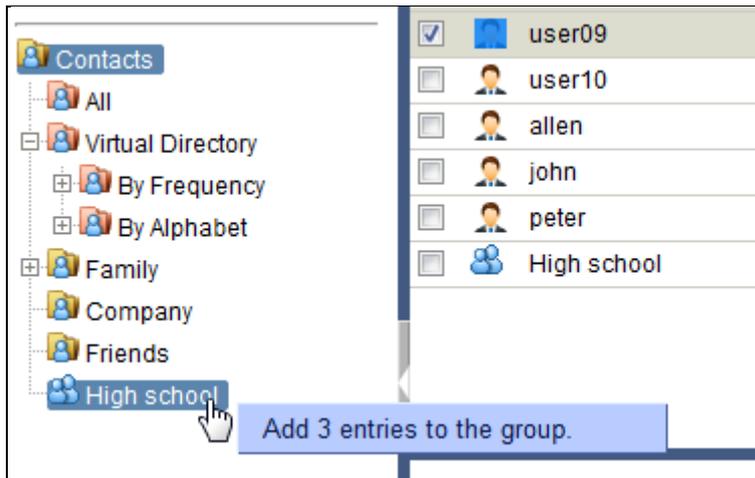


- (2) To edit the data of a group, click the group name to access the data details.
- (3) To add contacts to the group, open the **New** drop-down menu on the toolbar and then select **Contact** or **Multiple Contacts**.

To delete contacts of the group, select the contacts and then click the  button on the toolbar.

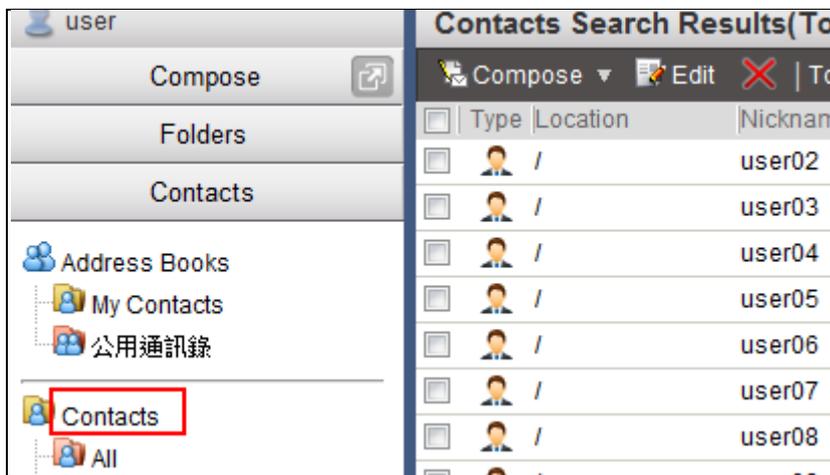
To send mail to contacts of the group, select the contacts and then click **Compose**.

- (4) To move contacts to another group, first select the contacts. Then, drag and drop these contacts to your desired group on the left menu.



- **How to Delete Groups?**

- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) Select the group(s) you intend to delete and then click the  button.

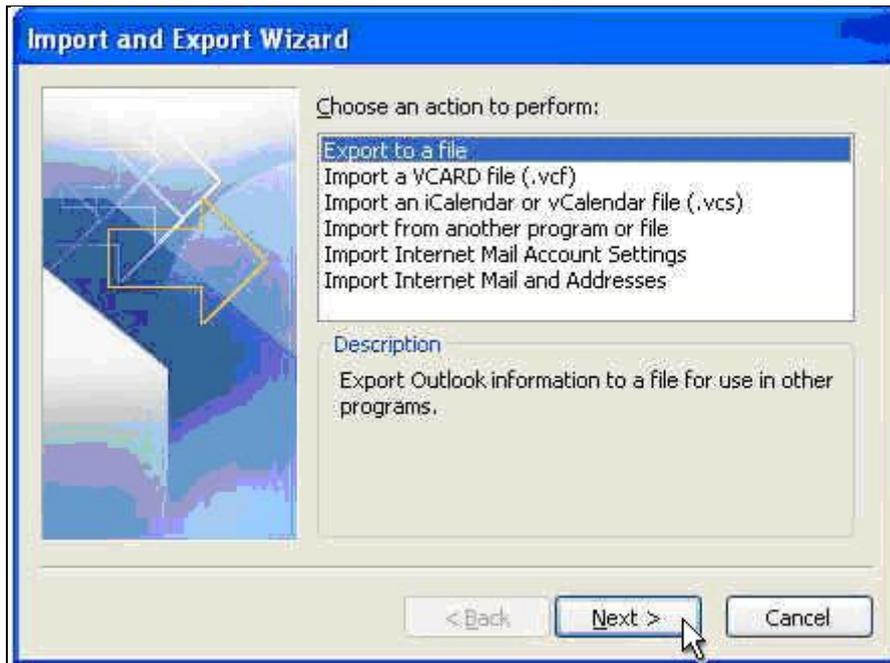
Tip: Locate Contacts

To find out the directory in which a contact is located, use the search box to the right of the toolbar. Enter the keyword(s) and then click Search.

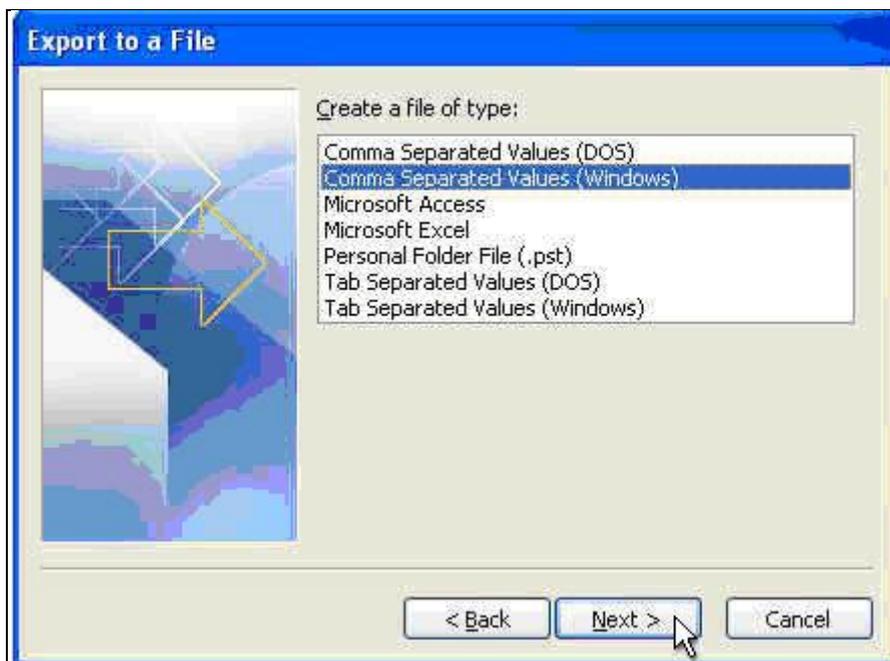
6.6 How to Import Contacts?

- **Outlook Users**

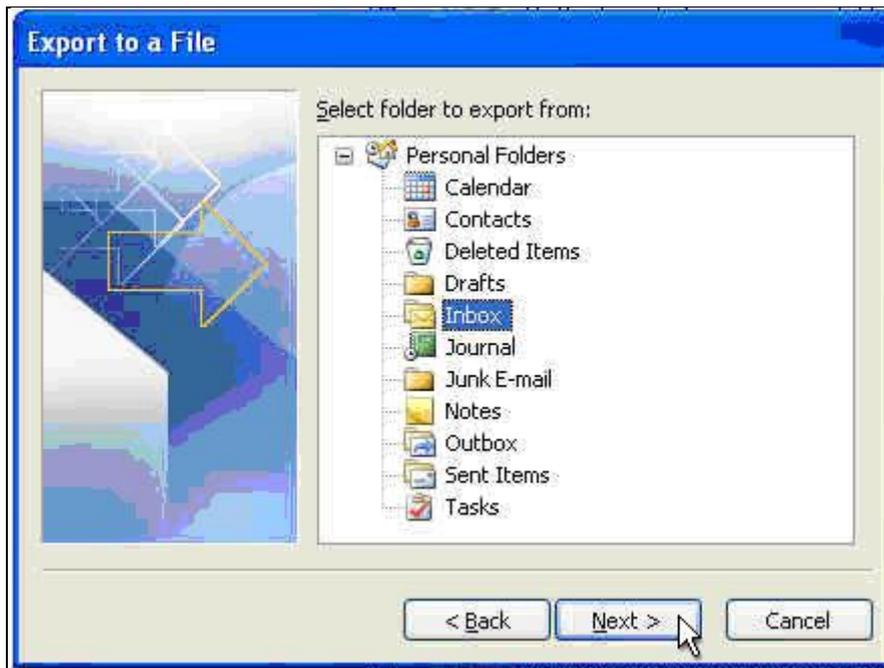
- (1) Start Microsoft Outlook. Open the **File(T)** menu and select **Export/Import**.
- (2) Select **Export to a File** and then click **Next**.



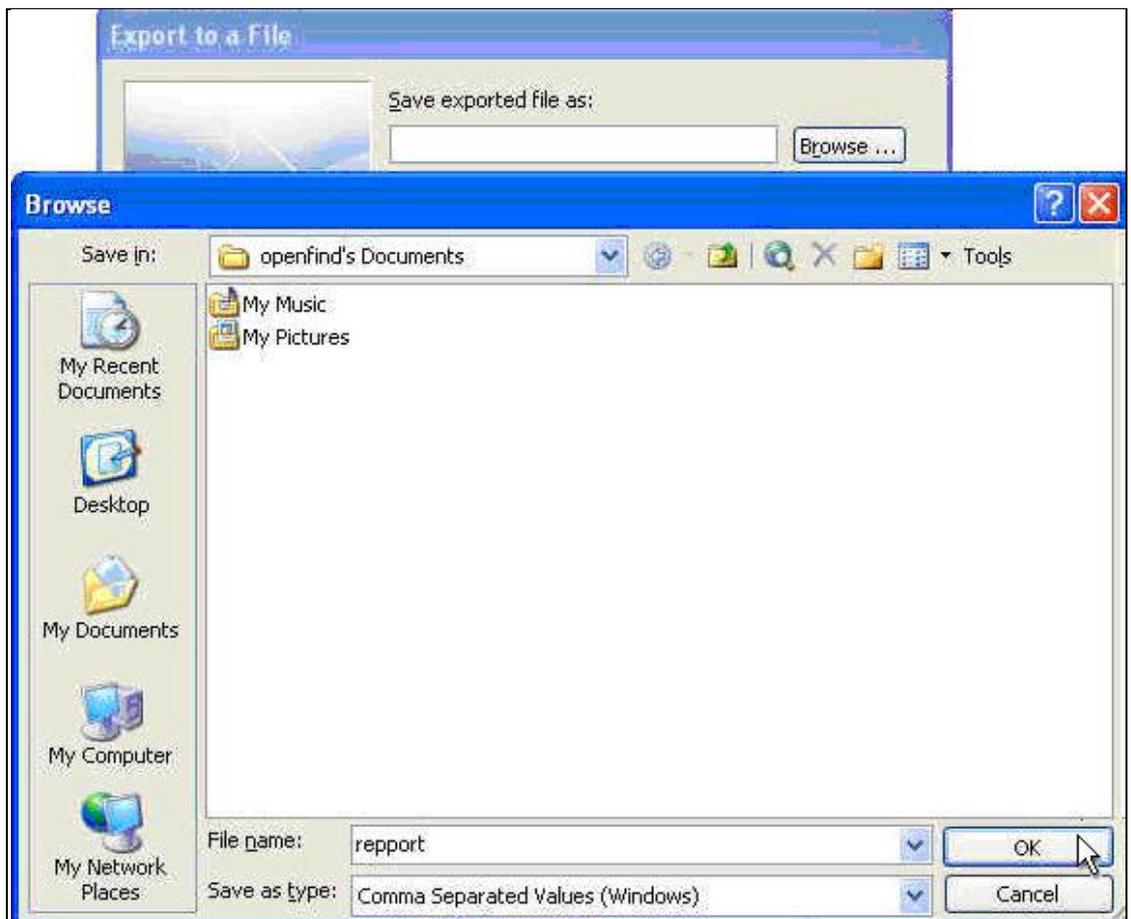
- (3) Select **Comma Separated Values (Windows)** as the file type and then click **Next**.



- (4) Select the folder from which you intend to export the contacts. Then, click **Next**.



(5) Save the export file and then click **Finish**.



- **Outlook Express Users**

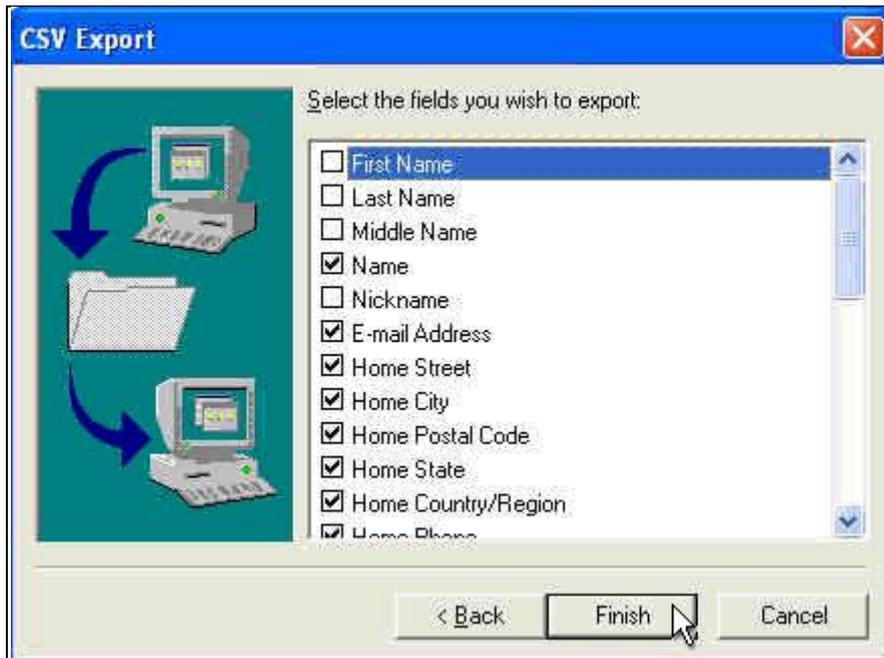
- (1) Start Microsoft Outlook Express. Open the **File(T)** menu and select **Export**. Then, select **Address Book** .



- (2) Select Text File (Comma Separated Values) as the file type and then click Export.

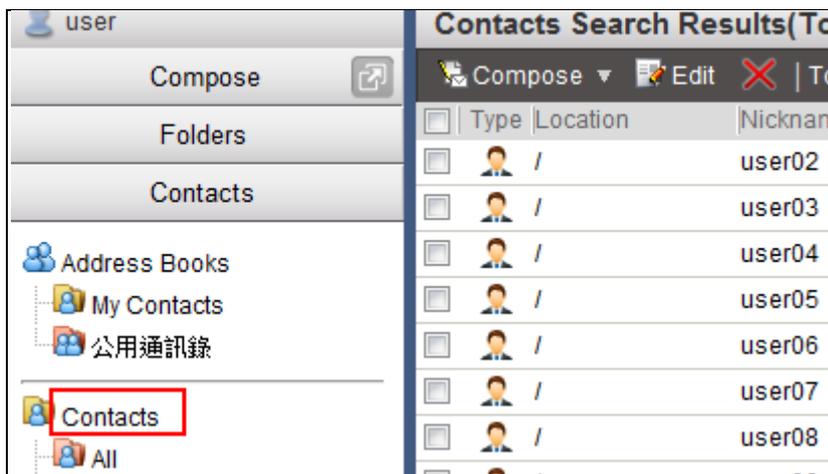


- (3) Enter a name for the export file and then click **Next**.
- (4) Check the fields you intend to export. Then, click **Finish**.

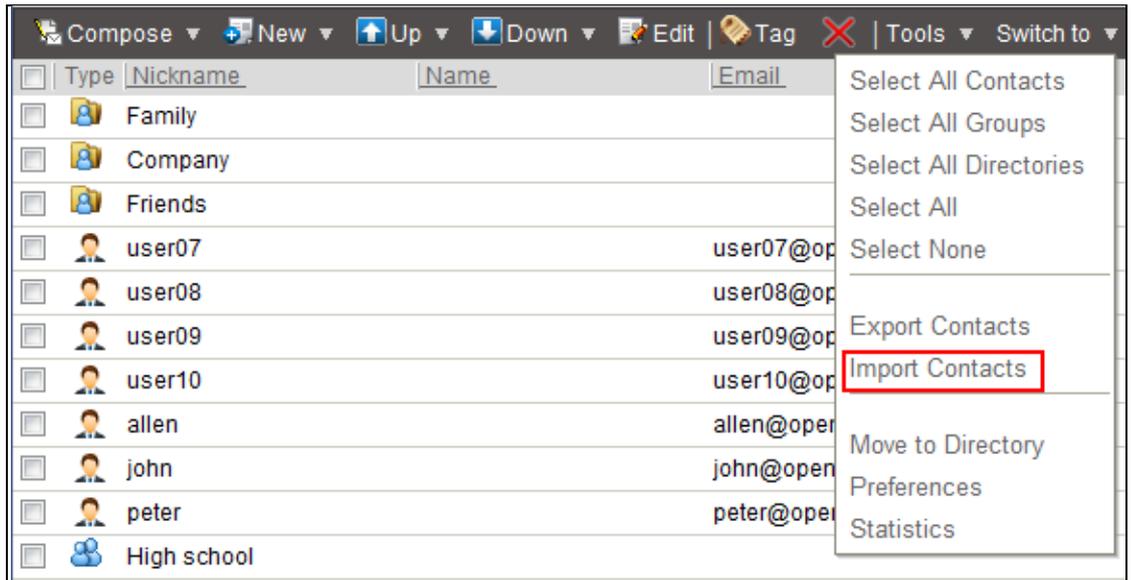


- **How to Import the Export File of Outlook/Outlook Express Contacts?**

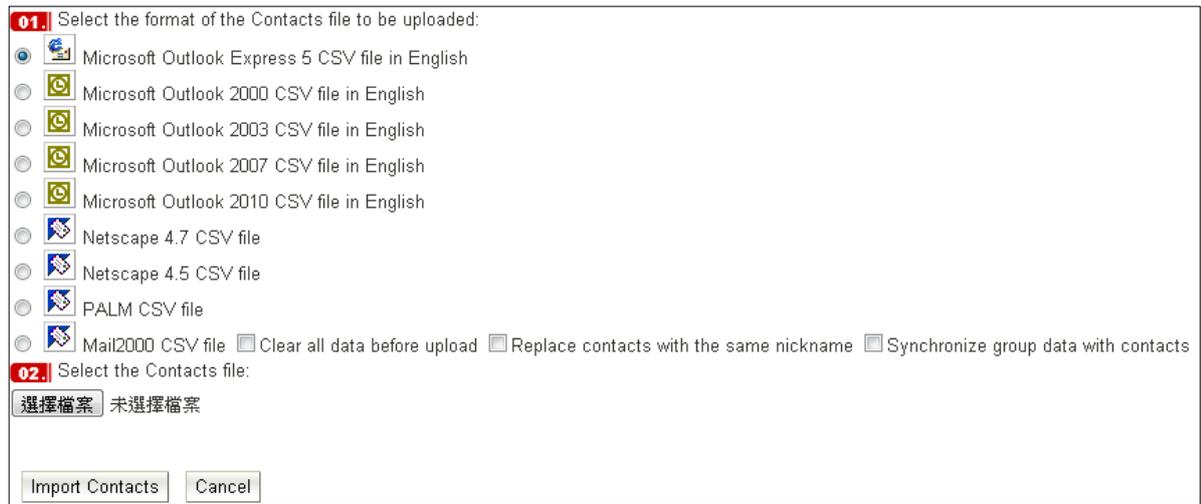
- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) On the toolbar, open the **Tools** drop-down menu and then select **Import Contacts**.



- (3) Select the format of the import file.
- (4) Select the contacts file.

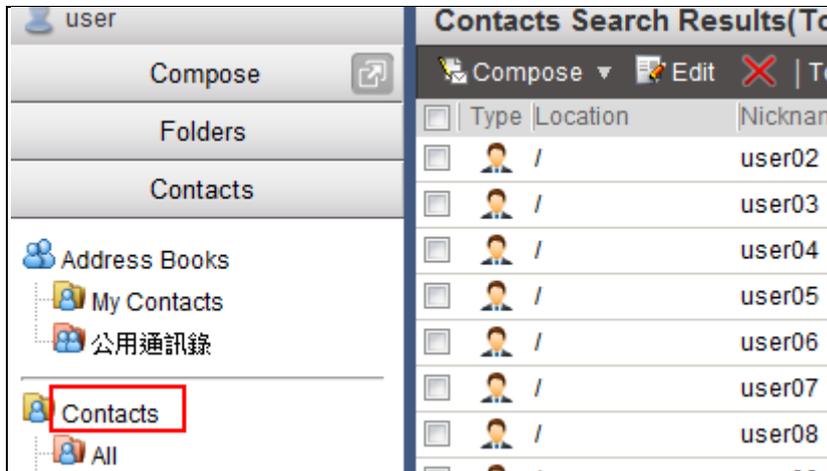


- (5) Click **Import Contacts**. The system will list all contacts stores in the CSV file; check those contacts you intend to import to Mail2000.
- (6) Click **Import** to complete importing Outlook/Outlook Express contacts to Mail2000.

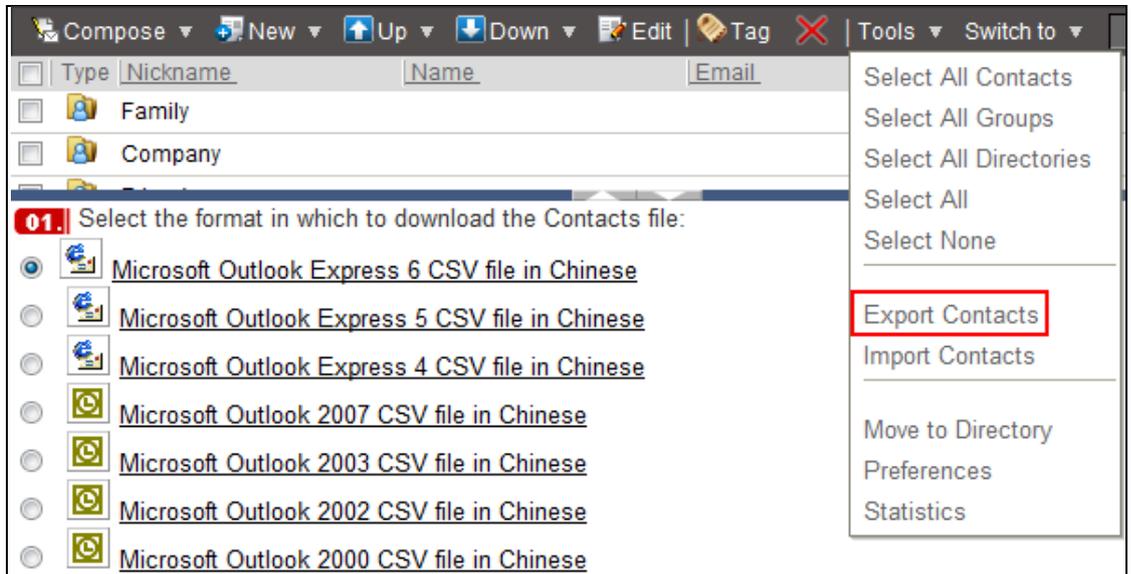
6.7 How to Export Contacts?

- **How to Export Contacts?**

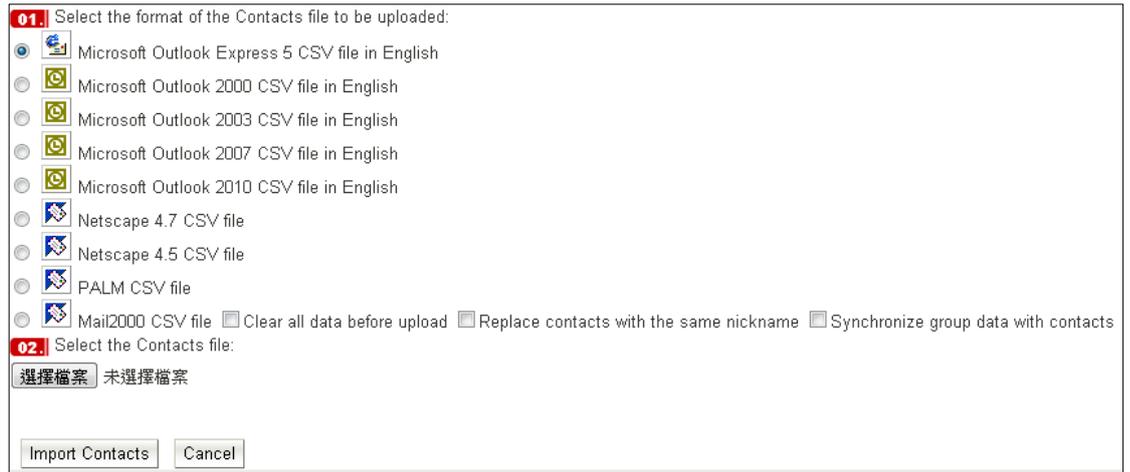
- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) On the toolbar, open the **Tools** drop-down menu and then select **Export Contacts**.



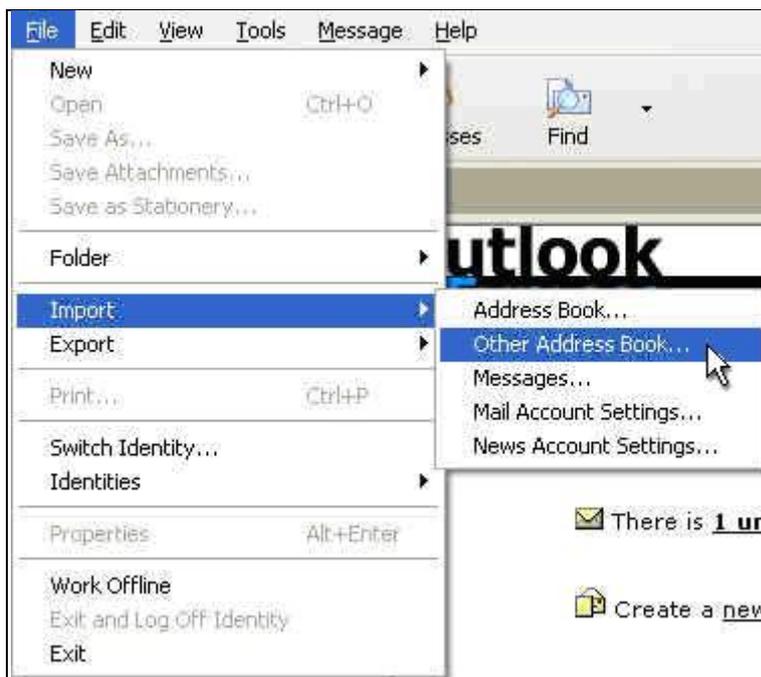
- (3) Select the type of the export file and then click **Export Contacts**.



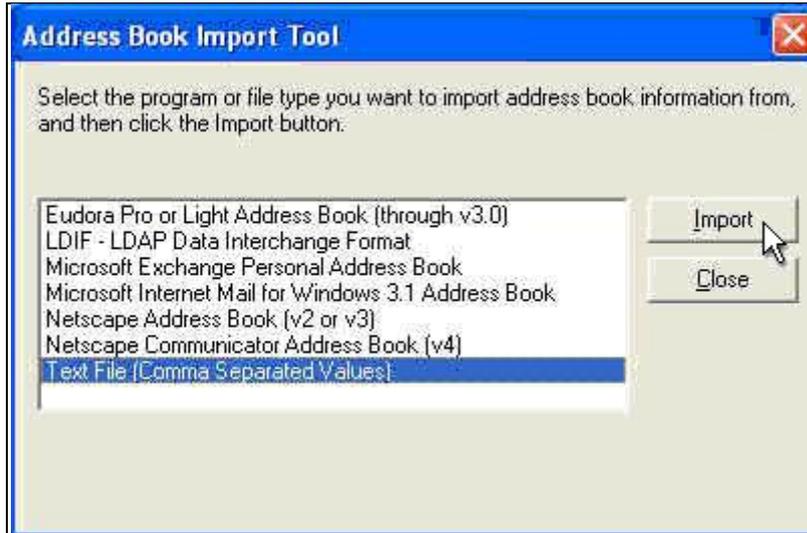
(4) In the File Download window, click **Save**.

● **How to Import the Exported Contacts to Outlook Express?**

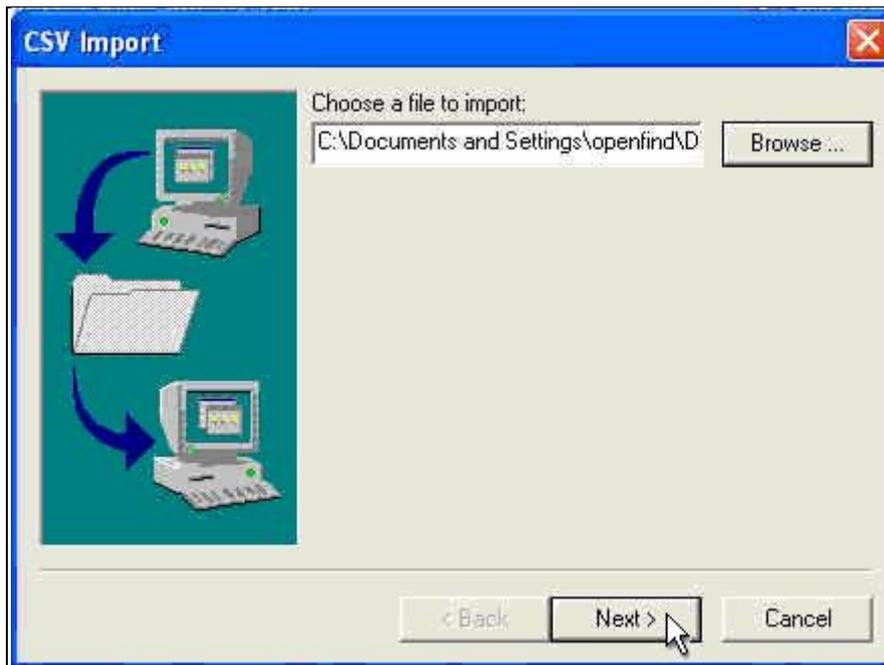
- (1) Start Microsoft Outlook Express. Open the **File(T)** menu and select **Import**. Then, select **Other Address Book** .



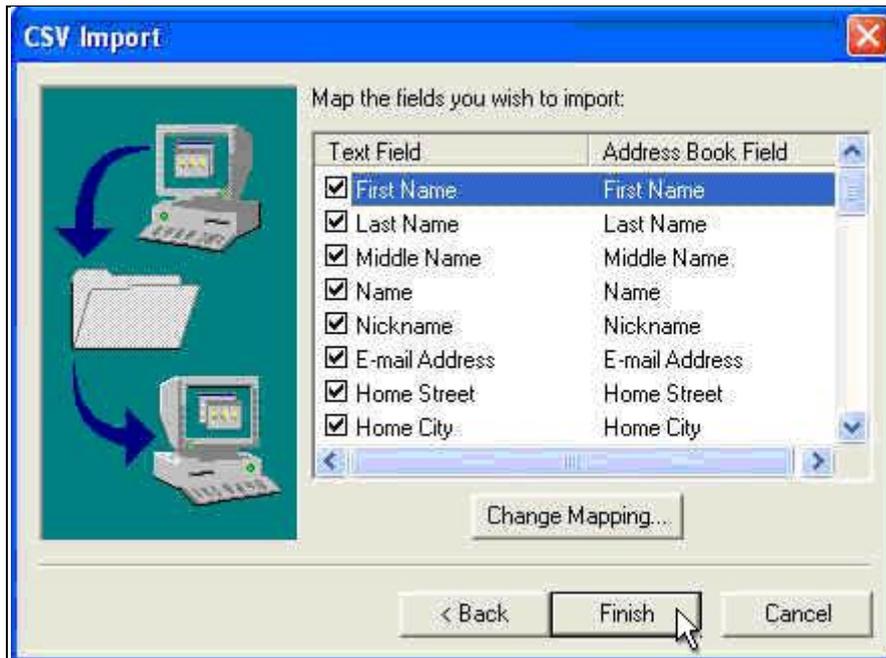
- (2) Select **Text File (Comma Separated Values)** as the file type and then click **Import**.



- (3) In the CSV Import window, click **Browse** to select the import file and then click **Next**.

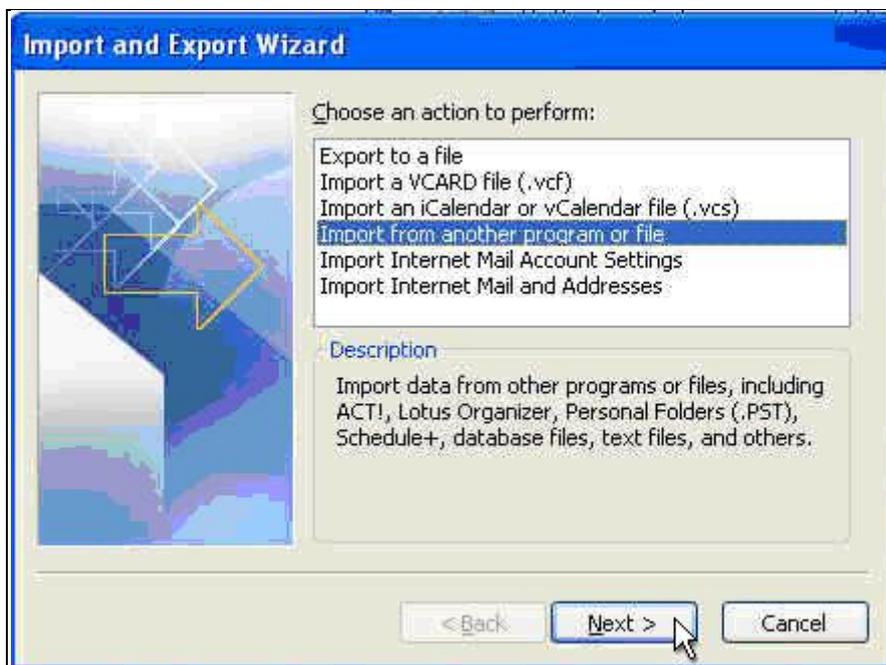


- (4) Check the fields you intend to import. Then, click **Finish**.

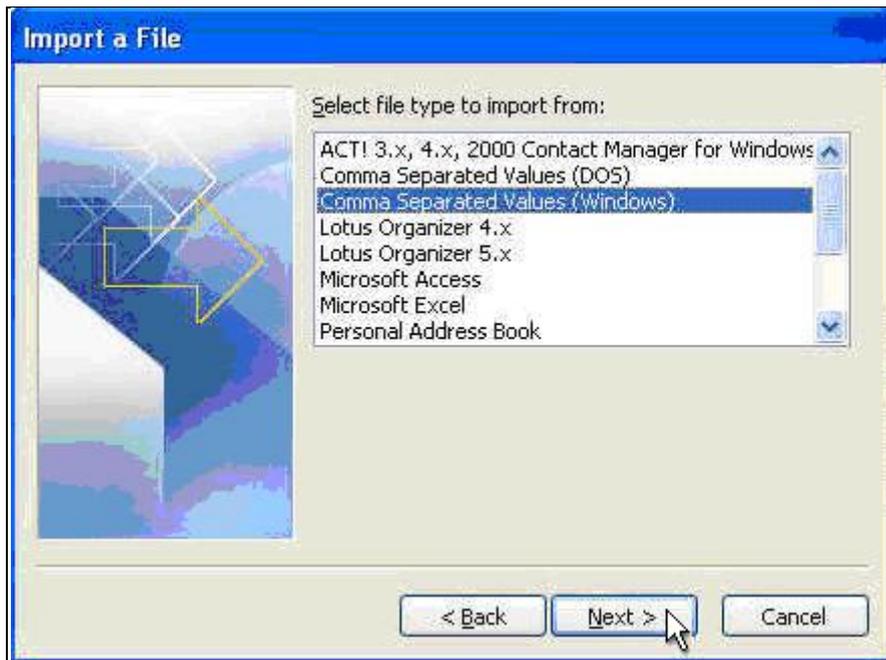


● **How to Import the Exported Contacts to Outlook?**

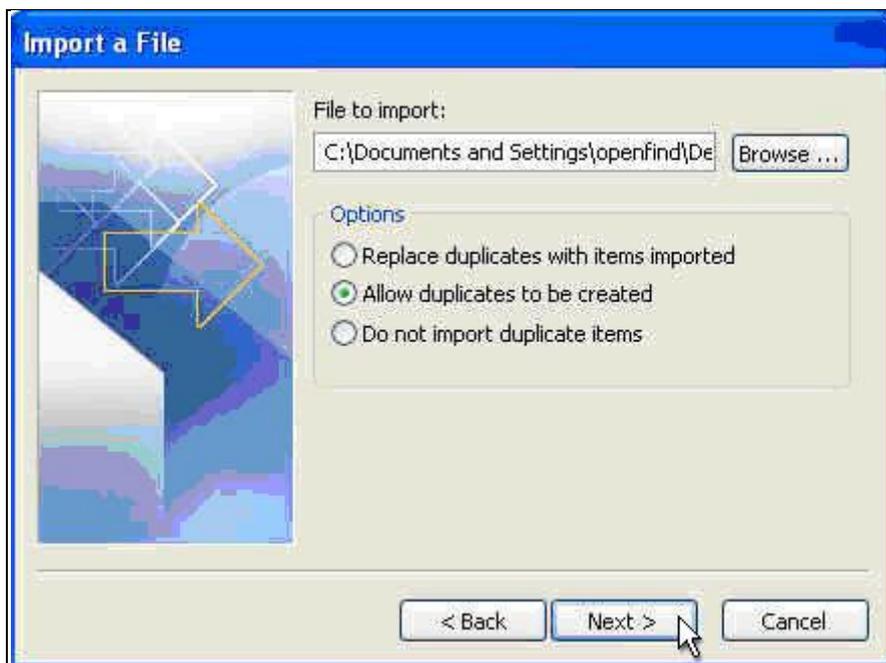
- (1) Start Microsoft Outlook. Open the **File(T)** menu and select **Export/Import**.
- (2) Select **Import from another program or file** and then click **Next**.



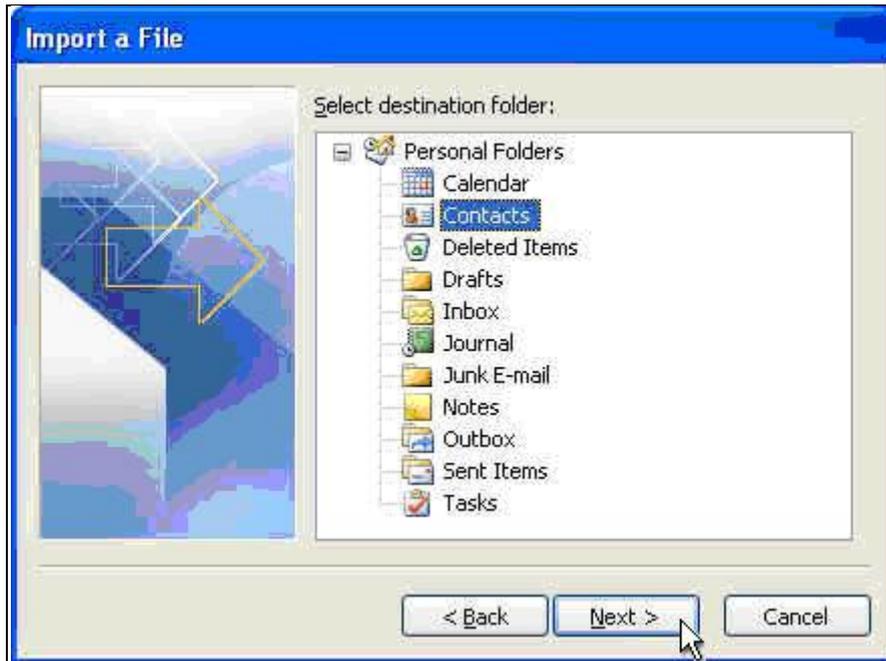
- (3) In the Import a File dialog box, select **Comma Separated Values (Windows)** as the file type and then click **Next**.



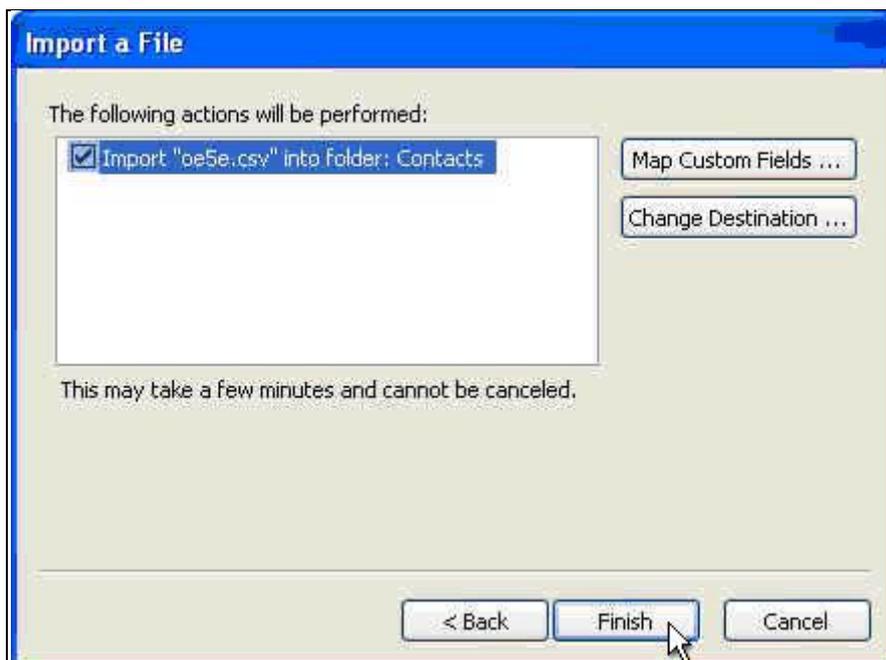
- (4) Enter the path and name of the import file; or, click **Browse** to select the import file. Then, click **Next**.



- (5) Select the destination folder to import the contacts and then click **Next**.



(6) Click **Finish** to complete importing Mail2000 contacts to Outlook.

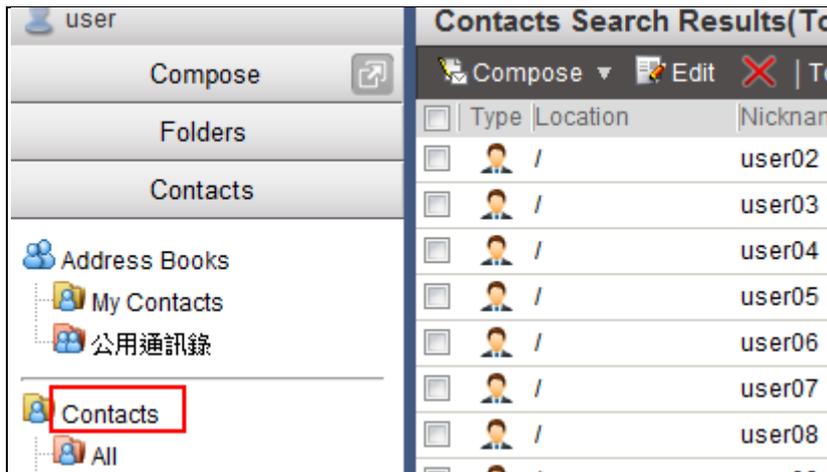


6.8 How to Move Contacts List?

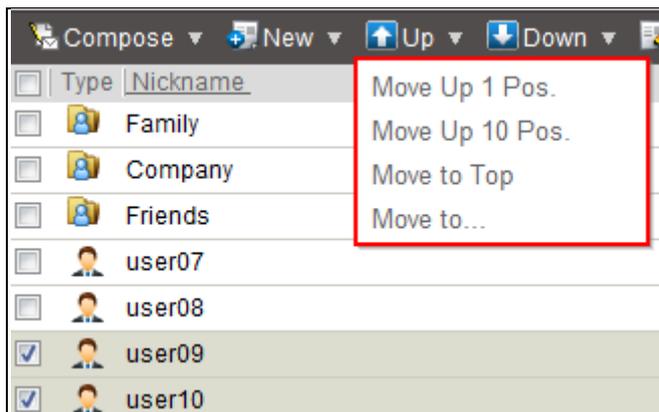
Mail2000 features the Up and Down functions on the Toolbar menu, allowing you to easily move your contacts, directories or groups to the specified position.

- **How to Move Contacts List?**

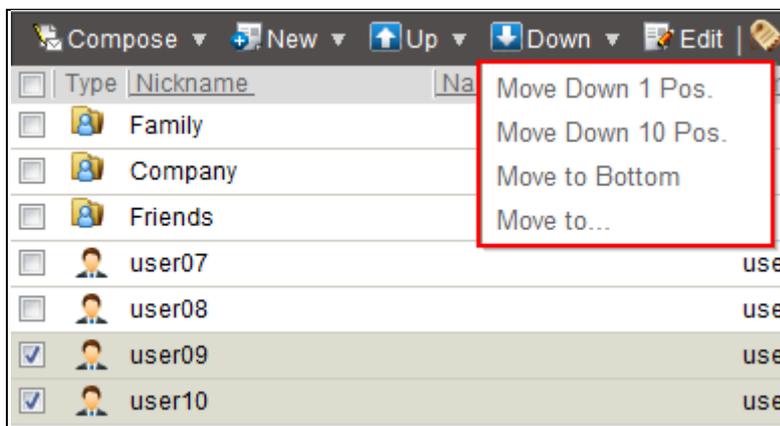
(1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) Select the contacts, directories, or groups you intend to move.
- (3) To move the selected entries up, open the **Up** drop-down menu on the toolbar. Then, select your desired move-up option from the menu.

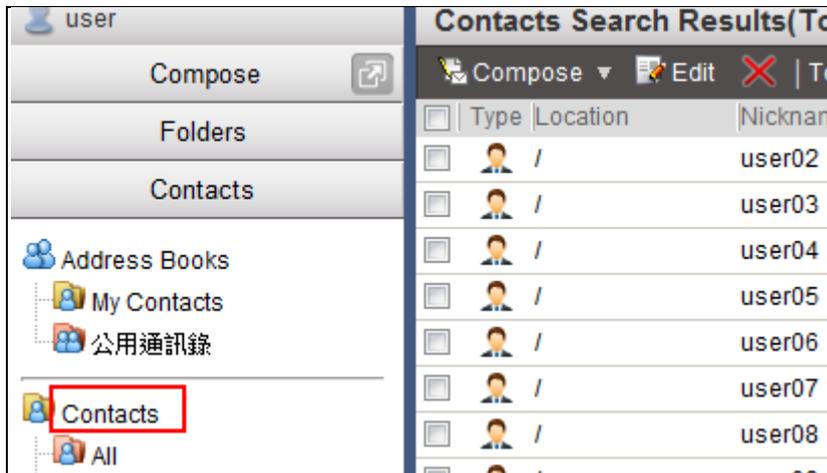


To move the selected entries down, open the **Down** drop-down menu on the toolbar. Then, select your desired move-down option from the menu.



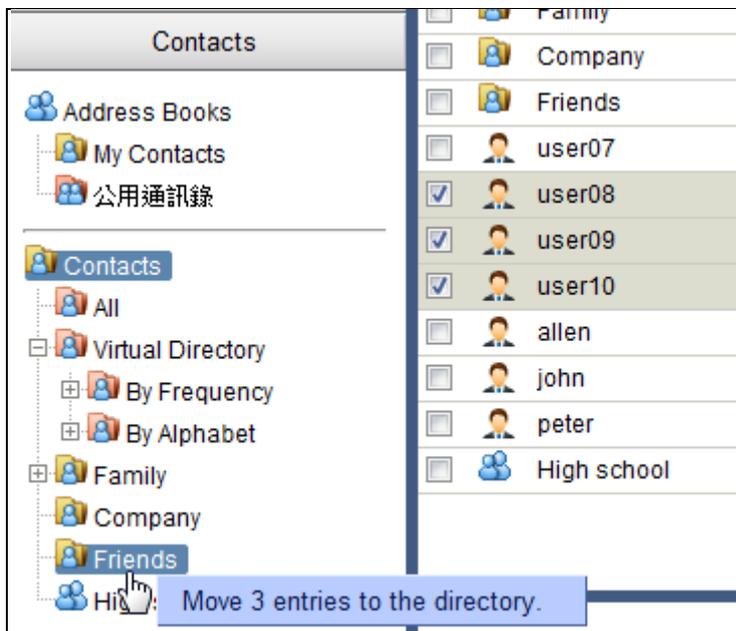
- **How to Move Contacts/Directories to Desired Directory/Group?**

(1) On the left menu, click **Contacts** and then select **Contacts**.



(2) Select the contacts or directories you intend to move.

(3) Drag and drop the selected entries to your desired directory or group on the left menu.

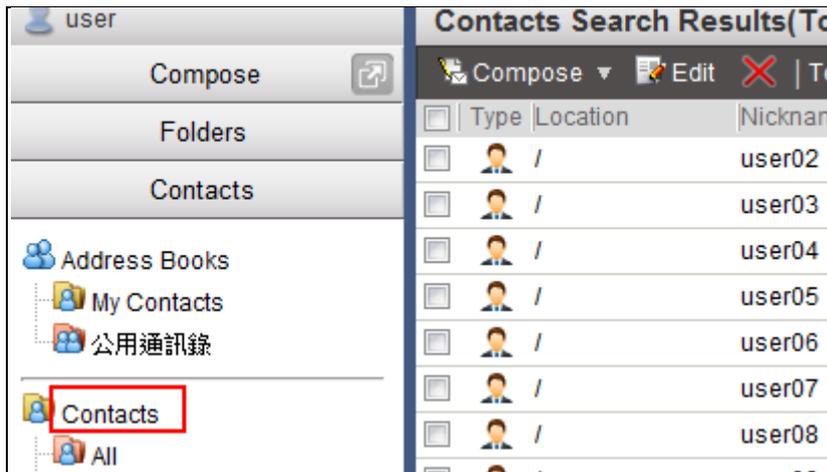


6.9 How to Search Contacts?

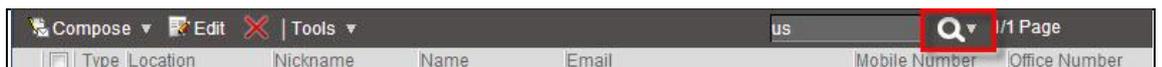
- Quick Search

Mail2000 supports **Quick Search** in **Contacts**. Enter keyword(s) to perform search, and Mail2000 will find the contact information with efficiency and accuracy.

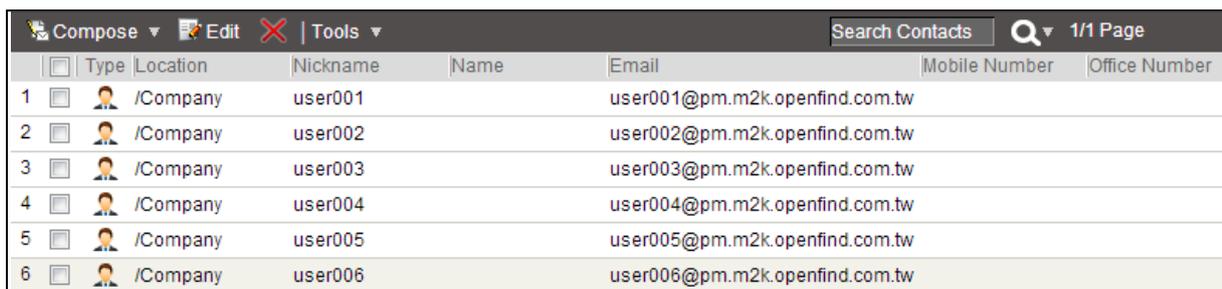
- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) Enter keyword(s) in the search box to the right of the toolbar. Then, click the  button.

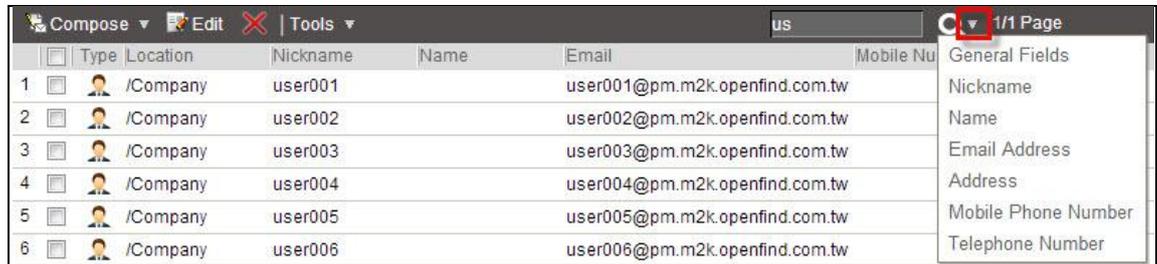


- (3) Mail2000 will search **Contacts** and list all contacts matching the keyword(s). You may use the search results to send a mail or edit/delete contact information as needed.



- Field Search

To search by field, enter keyword(s) in the search box and then click the down arrow at the right of the Search button. In the drop-down menu, select the field in which you intend to perform the search.



6.10 How to Use Virtual Directories to Quickly Locate Contacts?

Another way to manage your contacts is Virtual Directory. Upon system installation, Mail2000 creates virtual directories that automatically categorize your contacts by Frequency and Alphabet. Utilize Virtual Directory to quickly browse and locate your contacts.

Example: To search the contact "Claire," you may use the By Alphabet virtual directory to list all contacts beginning with the letter "C."

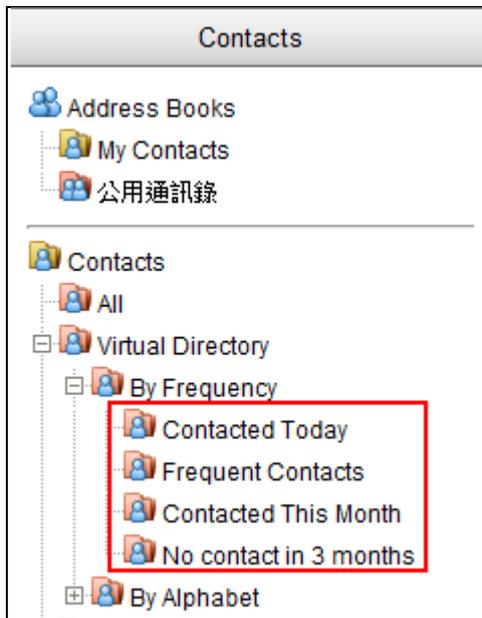
- By Frequency

- (1) On the left menu, click **Contacts**, expand **Virtual Directory**, and then click **By Frequency**.



- (2) Under **By Frequency**, you may select **Contacted Today**, **Frequent**

Contacts , **Contacted This Month**, or **No Contact in 3 Months** to quickly browse contacts.



- **By Alphabet**

- (1) On the left menu, click **Contacts**, expand **Virtual Directory**, and then select **By Alphabet**.

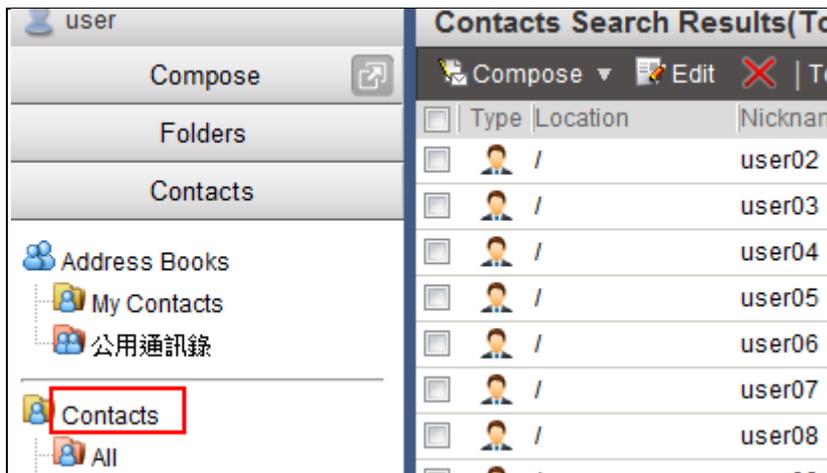


- (2) Under **By Alphabet** , you may select any of the listed alphabets to quickly browse contacts.

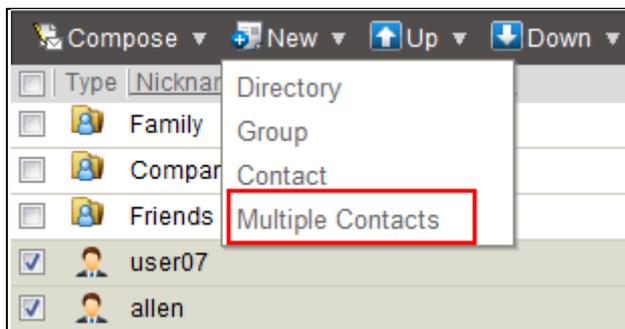
6.11 How to Add Multiple Contacts?

In addition to creating one single contact at a time, Mail2000 allows users to simultaneously create multiple contacts.

- (1) On the left menu, click **Contacts** and then select **Contacts**.



- (2) To add multiple contacts, open the **New** drop-down menu on the toolbar and select **Multiple Contacts**.



- (3) Enter the email address and nickname of each contact and then click **OK**.

Email	allen@openfind.com	Nickname	allen
Email	peter@openfind.com	Nickname	peter
Email	john@openfind.com	Nickname	john
Email		Nickname	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

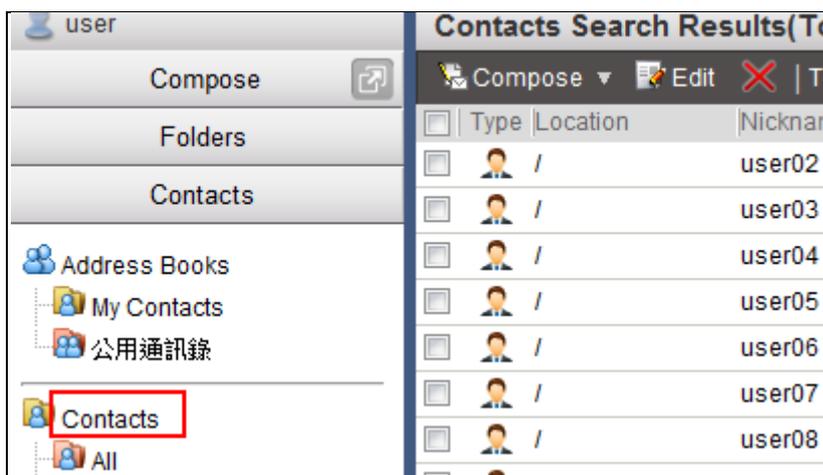
Notes

When creating multiple contacts, only the Email Address and Nickname fields are provided.

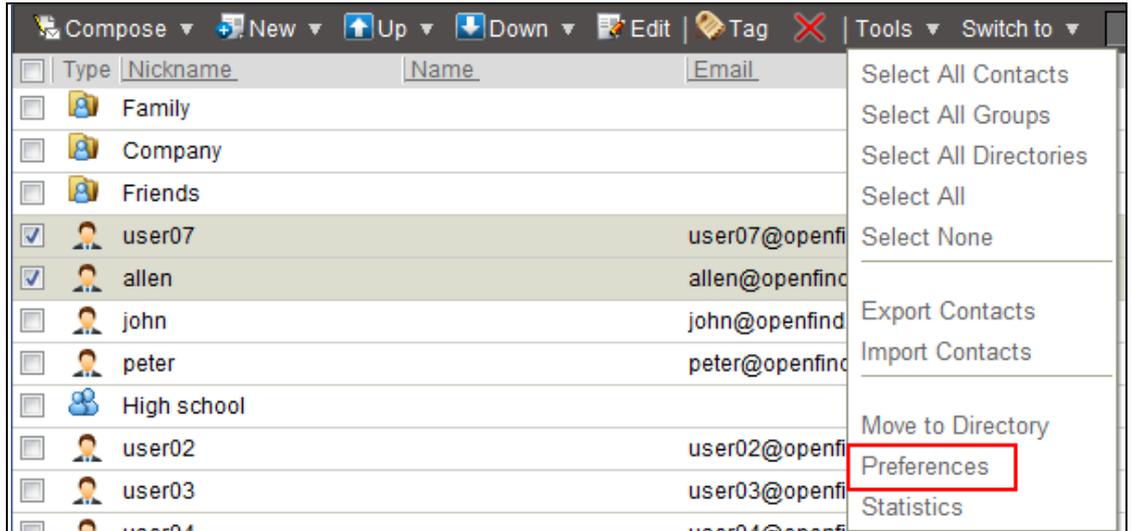
6.12 How to Show Line Numbers in Contacts?

In **Contacts Directory Details**, you may set to display line numbers to the left of each row. By showing the line numbers, you can keep track of the contacts/directories/groups on the page. Further, you can precisely specify the position of a certain contact/directory/group when you wish to change its order.

- (1) On the left menu, click **Contacts** and then select **Contacts**.



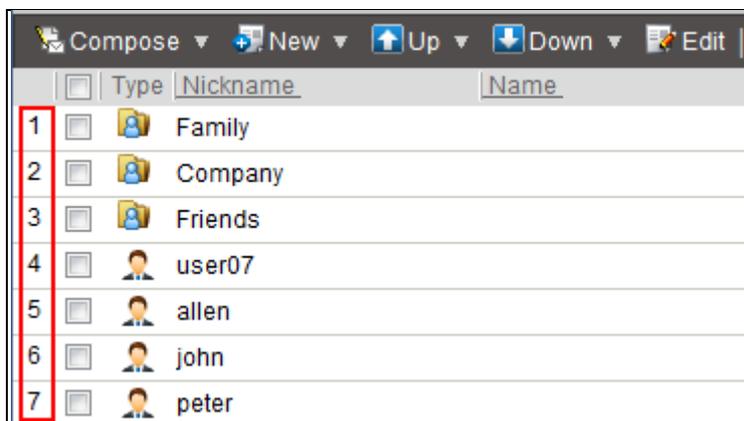
- (2) On the toolbar, open the **Tools** drop-down menu and select **Preferences**.



- (3) In the [Preferences] window, locate **Show Line Number** and select **Yes** to enable the option.



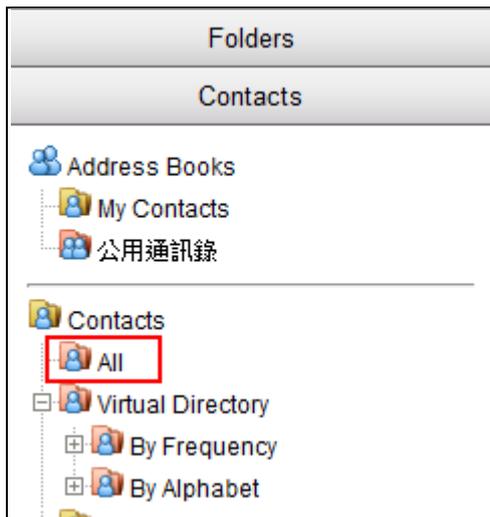
- (4) Click OK to save the settings. The setting will be applied on your next access to **Contacts**.



6.13 How to Use the List All Function?

The **List All** function displays all contacts, directories, and groups in **Contacts**. Use this function to view all contacts, directories, and groups.

- (1) On the left menu, click **Contacts** and then select **List All**.



- (2) The system will list all contacts, directories, and groups in **Contacts**.

Contacts Search Results(Total is 13)						
Compose Edit Tools						
	Type	Location	Nickname	Name	Email	
5		/Family	allen		allen@openfind.com	
6		/Family	john		john@openfind.com	
7		/Company	High school			
8		/Friends	user09		user09@openfind.com	
9		/Friends	user10		user10@openfind.com	
10		/Friends	user08		user08@openfind.com	

Notes

When your contacts list grows too big, for efficiency, it is recommended to use Virtual Directory to locate and to search contacts

7. What is a Sticky Note?

Mail2000 provides a floating, edit-in-place interface for users to create, edit, and save sticky notes anytime when using Mail2000. Moving away from the click-to-reload paradigm, Mail2000 aims to provide a desktop-like environment.

This chapter explains :

- How to Add/Edit/Delete Sticky Notes?
- How to Add Tags to Sticky Notes?
- How to Send Sticky Notes as Mail Attachments?

7.1 How to Add/Edit/Delete Sticky Notes?

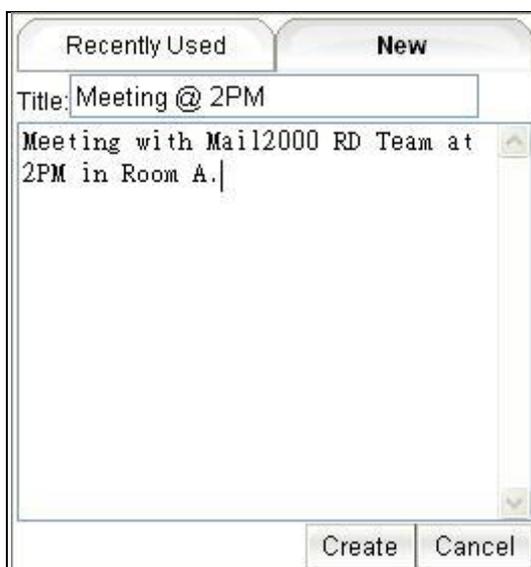
- **How to Add Sticky Notes?**

- **Method A:**

- (1) Click on the Add Sticky Notes icon on the shortcut bar.

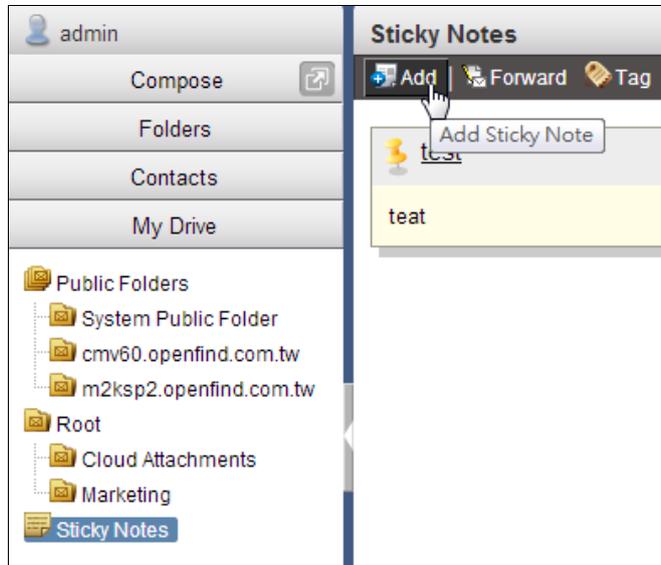


- (2) In the box that appears, click the New Sticky Note tab.
- (3) Enter the title and content of the new sticky note. Then, click Create.

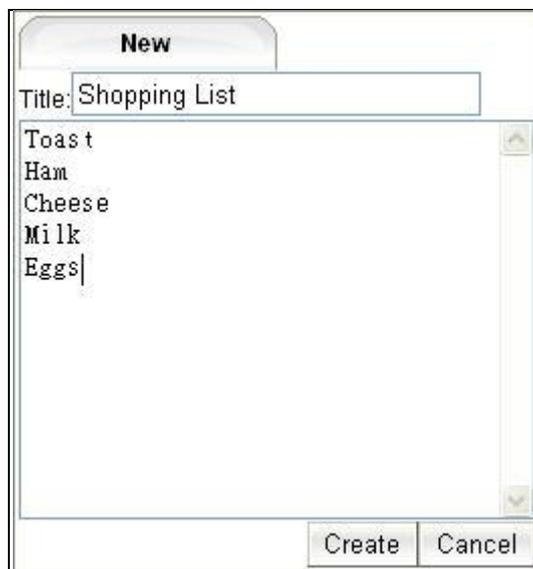


- **Method B:**

- (1) On the left menu, click **My Drive** and then select **Sticky Notes**.
- (2) In the [Sticky Notes] page, click the **Add** button on the toolbar.

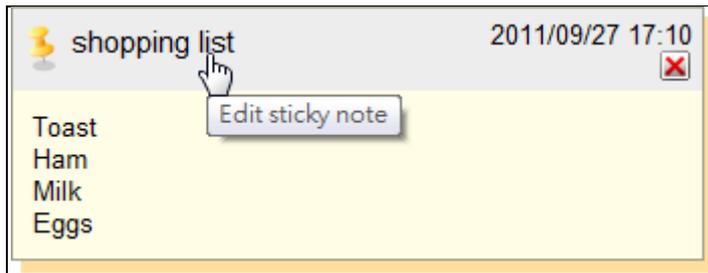


- (3) In the box that appears, enter the title and content for the new sticky note. Then, click **Create**.

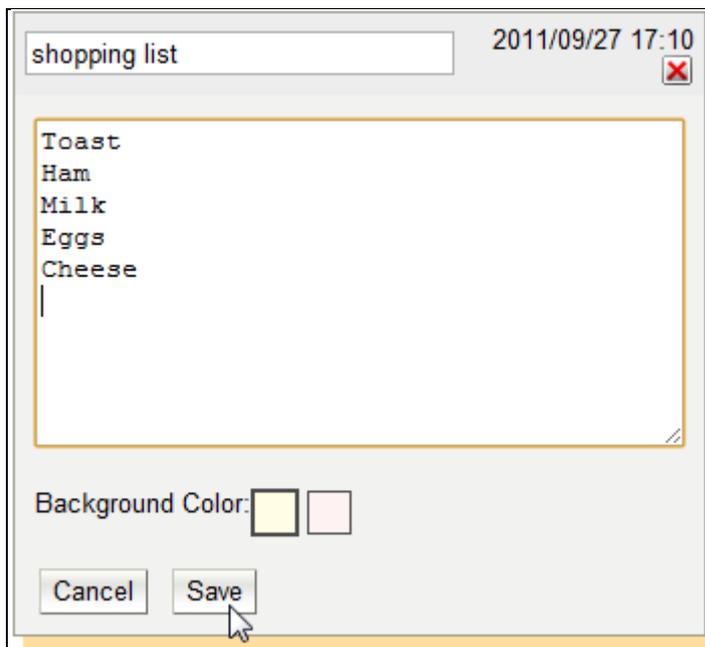


● **How to Edit Sticky Notes?**

- (1) On the left menu, click **My Drive** and then select **Sticky Notes**.
- (2) In the [Sticky Notes] page, click on the title of the sticky note you intend to edit.

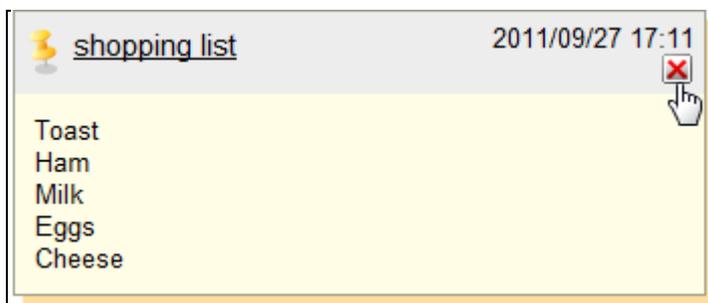


- (3) Edit the sticky note's title and content as needed. Then, click **Save** to save the changes.



● **How to Delete Sticky Notes?**

Locate the sticky note you intend to delete and click the  button in the upper right corner.



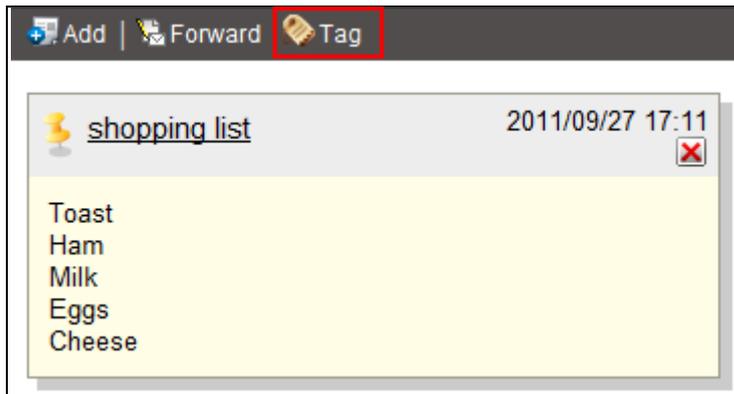
Tip: Search Sticky Notes

To search sticky notes, please locate the search box to the right of the toolbar.

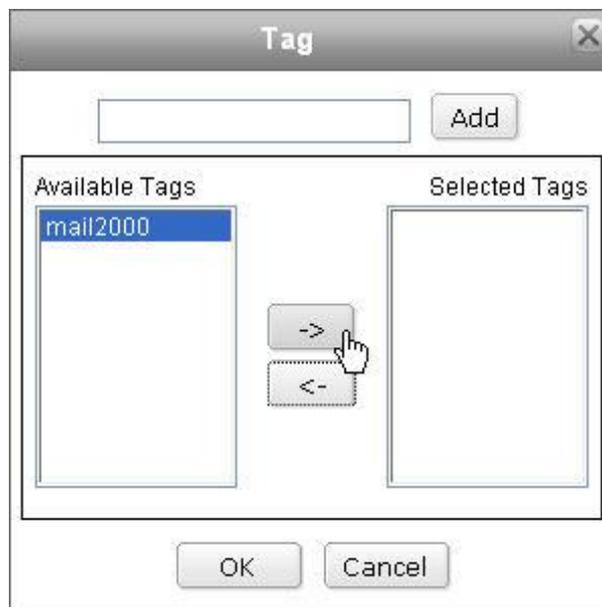
Enter the keyword(s) and then click Search.

7.2 How to Add Tags to Sticky Notes?

- (1) Click to select the sticky note(s) to which you intend to add tags. Then, on the toolbar, click the **Tag** button.



- (2) In the [Tag] window that appears, enter the tag(s) you intend to add. Or, you may select from existing tags.



- (3) Click **OK** to add the tag(s).

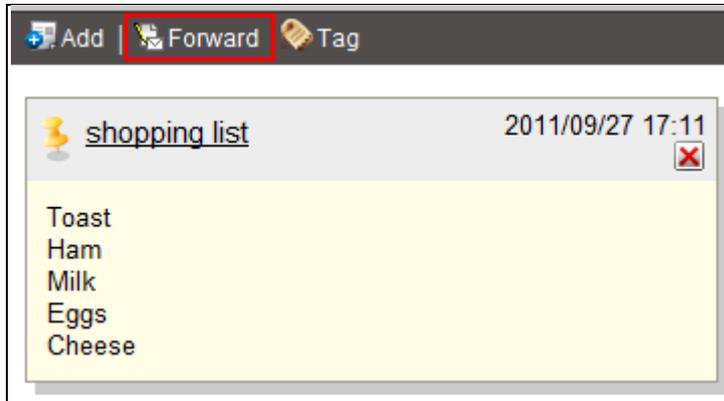
Tip: Search Sticky Notes

To search sticky notes, please locate the search box to the right of the toolbar.

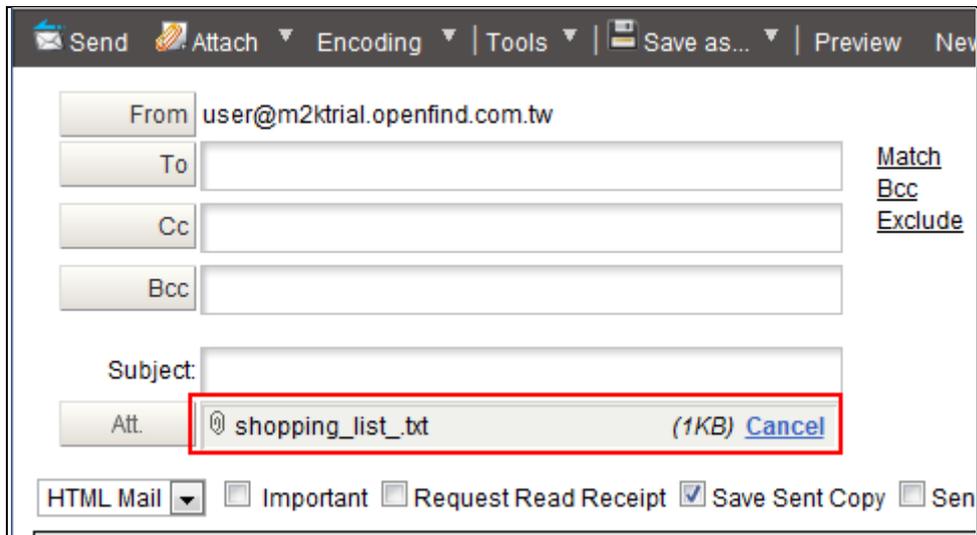
Enter the keyword(s) and then click Search.

7.3 How to Send Sticky Notes as Mail Attachments?

- (1) Click to select the sticky note(s) you intend to mail as attachment(s). Then, on the toolbar, click the **Forward** button.



- (2) The system will direct you to the [Compose] page, in which the selected sticky note(s) are added as attachment(s). You may start composing the mail.



8. My Drive

My Drive provides functions such as Web Hard Disk and Web Bookmarks to help you manage files. Similar to the local disk on your PC, My Drive allows you to create folders, store files and manage bookmarks. With an Internet browser, you can also browse, search, download and/or upload files at all times. Further, as My Drive is integrated into messaging functions, you may store mail attachments to My Drive or attach files from My Drive to your outgoing mails.

This chapter explains :

- What is My Drive?
- How to Add/Move/Delete Folders?
- How to Upload/Download Files?
- How to Move/Delete Files?
- How to Add New Files?
- How to Move/Delete Files?
- How to Virus-Scan Files?
- How to Save Attachments to My Drive?
- How to Send Files as Attachments?
- How to Add Tags to Files?
- How to Share Files in My Drive?
- How to Check the Status of Cloud Attachments?

8.1 What is My Drive?

- **Web Hard Disk**

Upload files to My Drive as backup or for on-the-go access to the files. With an Internet connection, you may access, retrieve or share My Drive anytime anywhere. It supports various types of files, all can be sent as mail attachments.

- **Mail Attachment Integration**

Integrated with Mail Attachments, My Drive can be used to save all mail attachments. Vice versa, when composing a mail, you may select and attach files from My Drive. With this feature, file processing is enhanced as the need to transfer files to or from your PC's hard disk is greatly reduced.

- **New File**

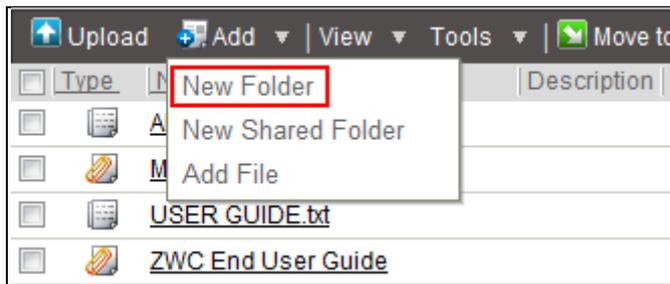
The powerful HTML editor in My Drive helps you to create HTML or plain-text

files conveniently. You may also edit files using the editor.

8.2 How to Add/Move/Delete Folders?

- **How to Add Folders?**

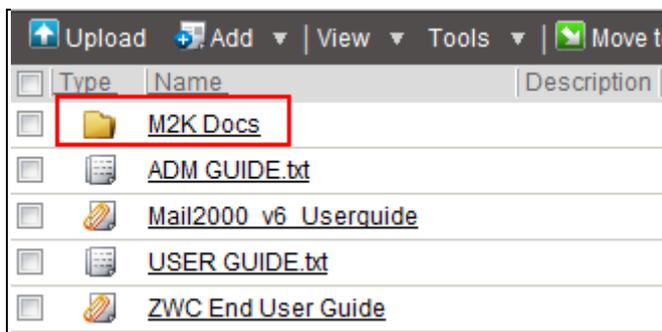
- (1) On the left menu, click **My Drive** and then select **Root** to go to the [My Drive] page.
- (2) On the toolbar, open the **Add** drop-down menu and select **New Folder**.



- (3) In the [New Folder] window that appears, enter a name for the folder and then click **OK**.

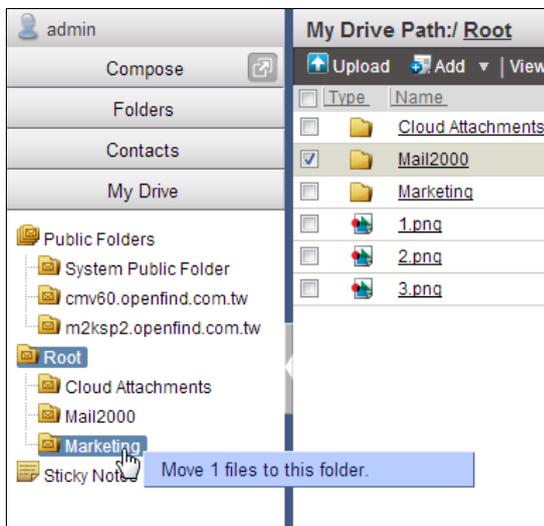


- (4) A new folder has been created under **Root**. You may now upload or move files to this folder.

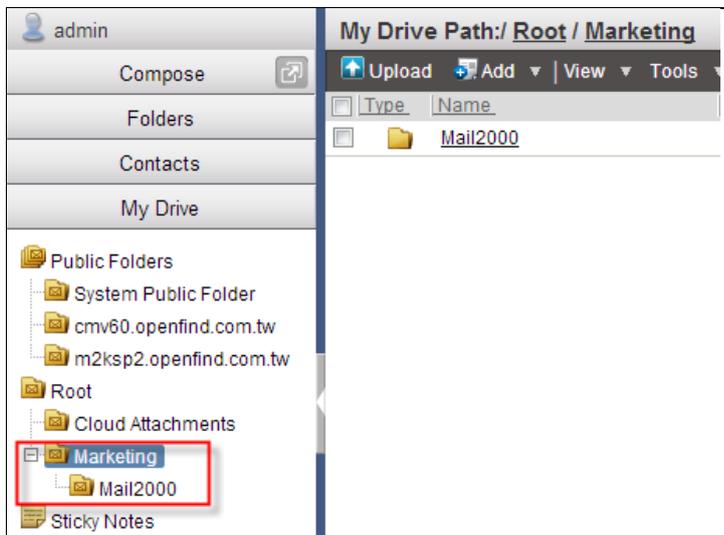


- **How to Move Folders?**

- (1) Select the folder(s) you intend to move. Then, drag and drop the selected folder(s) to your desired destination folder on the left menu.

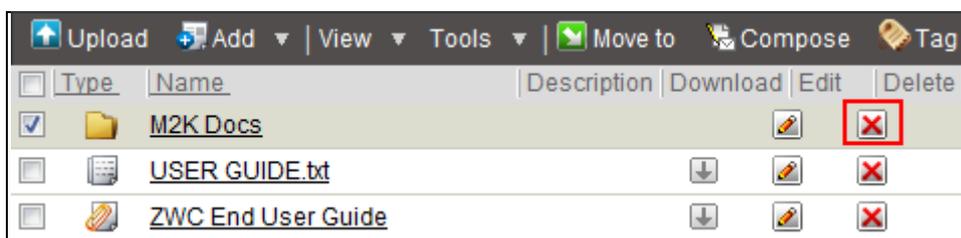


- (2) In the confirm window that appears, click **OK**. You may access the folder(s) under the destination folder now.



- **How to Delete Folders?**

- (1) Select the folder(s) you intend to delete. Then, click the  button.

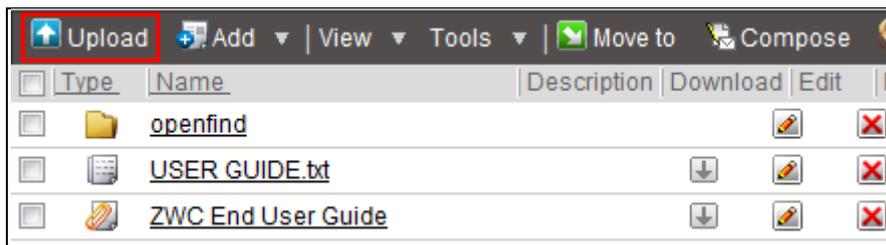


(2) In the confirm window that appears, click **OK**.

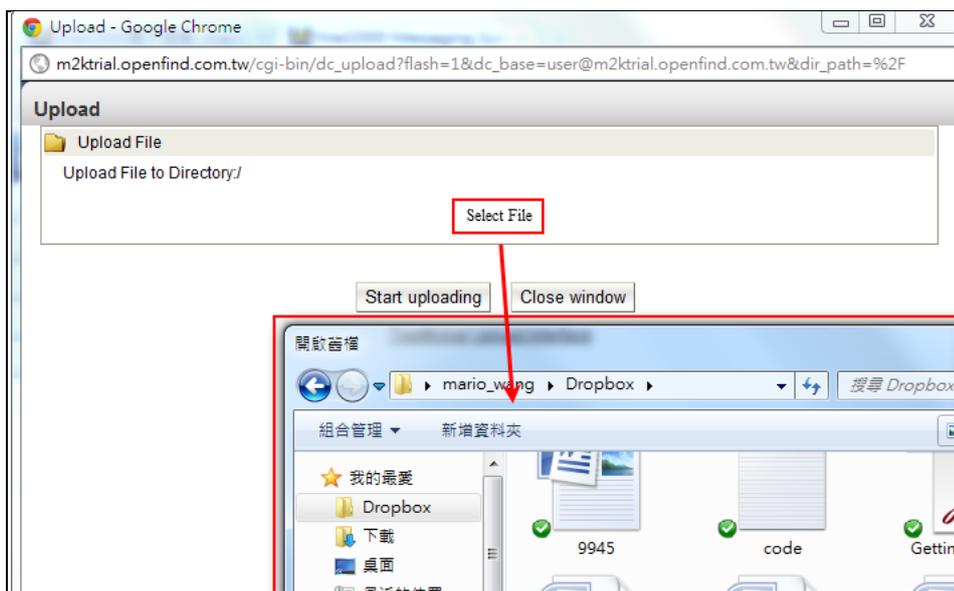
8.3 How to Upload/Download Files?

- **How to Upload Files?**

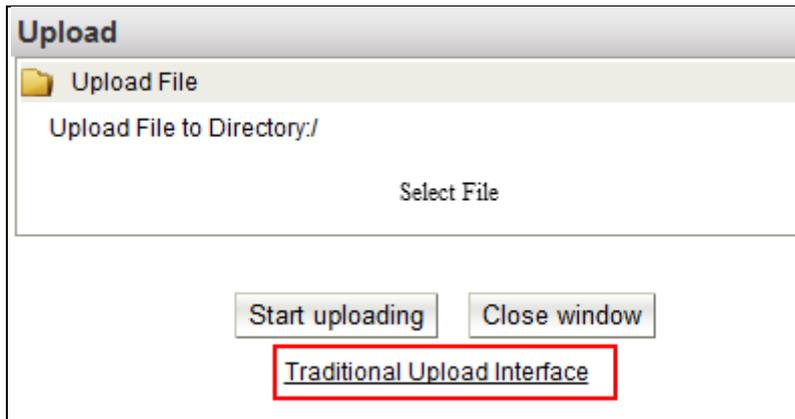
(1) On the toolbar, click **Upload**.



(2) In the [Upload] window, click **Select file** and choose a file to upload.

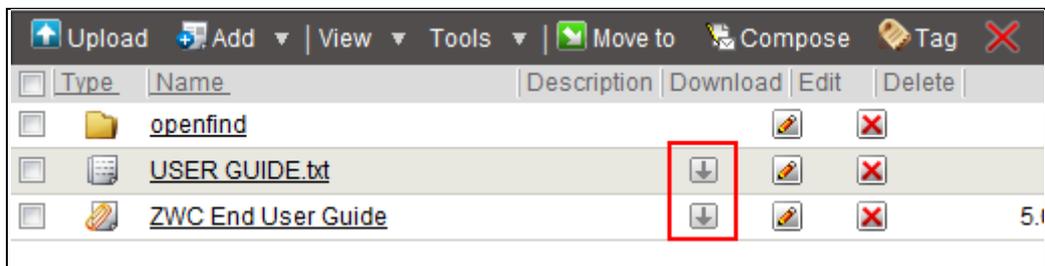


Or you can choose “Traditional Upload Interface” to upload file.



● **How to Download Files?**

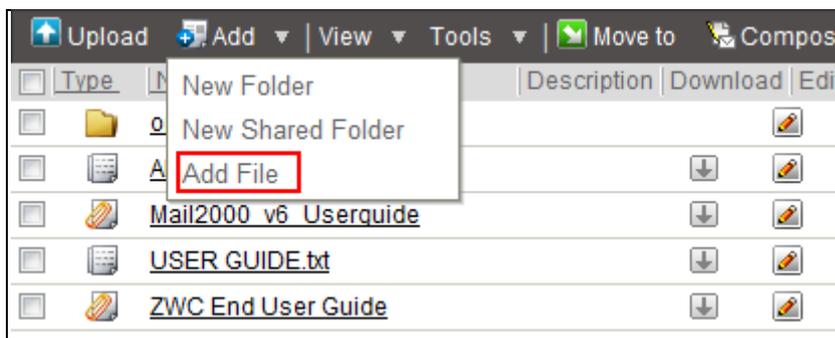
- (1) Locate the file you intend to download and click the  button.



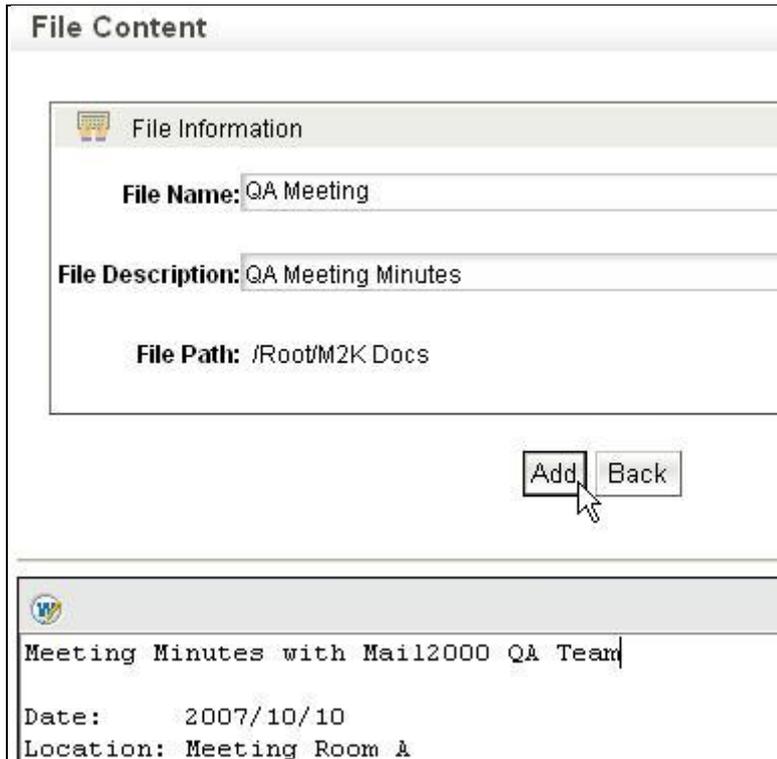
- (2) In the [File Download] window, click **Save**.

8.4 **How to Add New Files?**

- (1) On the toolbar, open the **Add** drop-down menu and select **Add File**.



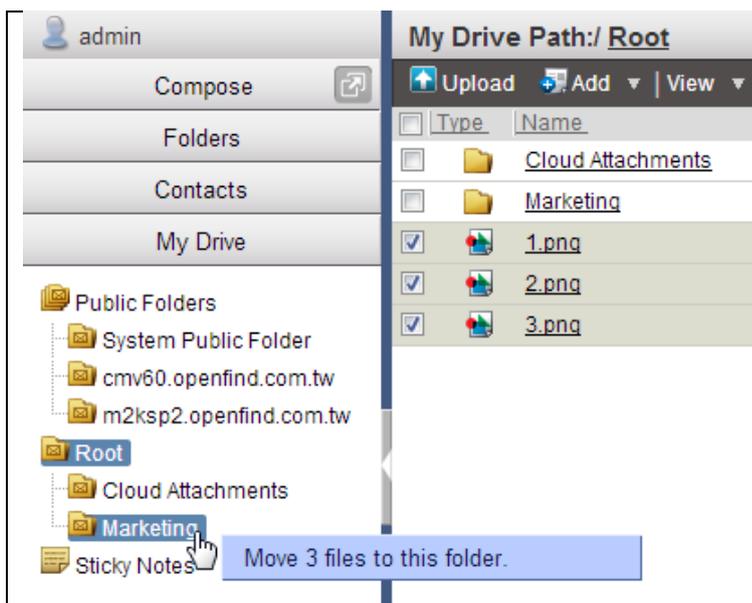
- (2) In the [File Content] page, enter a name for the file and briefly describe it (optional). Enter the file content and then click Add. To cancel adding the file, click Back.



8.5 How to Move/Delete Files?

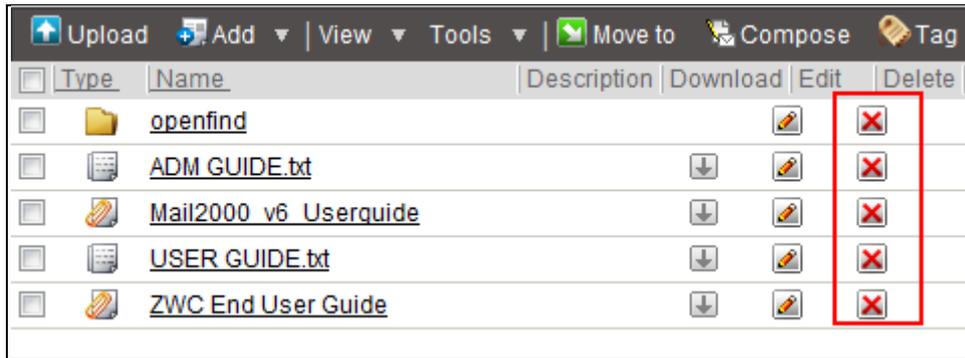
- **How to Move Files?**

- (1) Select the file(s) you intend to move. Then, drag and drop the selected file(s) to your desired destination folder on the left menu.



- **How to Delete Files?**

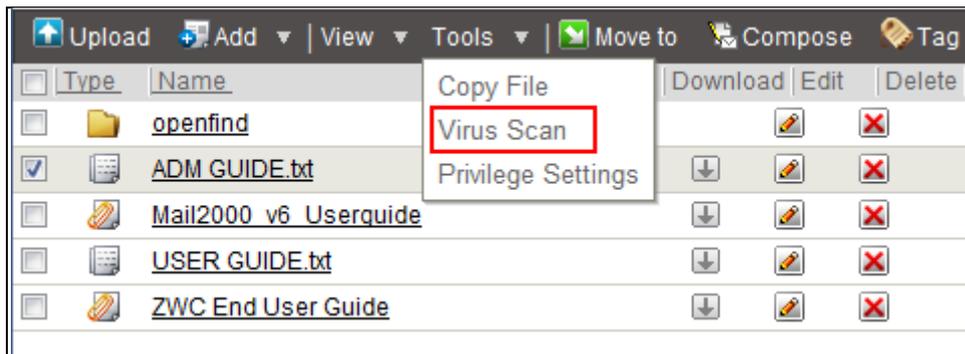
- (1) To delete a single file, locate the file and click the  button.



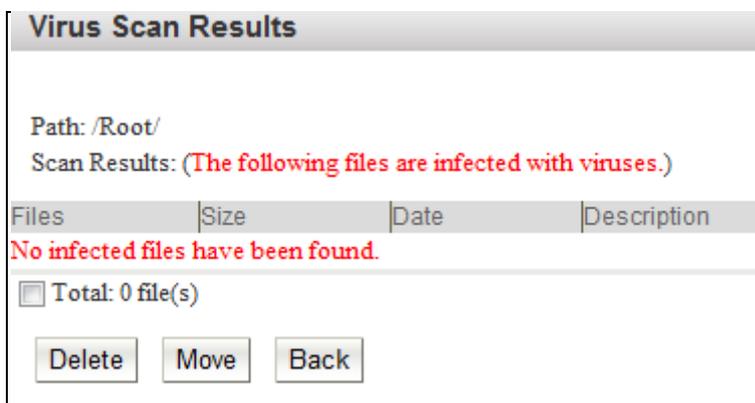
(2) In the confirm window that appears, click **OK**.

8.6 How to Virus-Scan Files?

(1) On the toolbar, open the **Tools** drop-down menu and select **Virus Scan**.



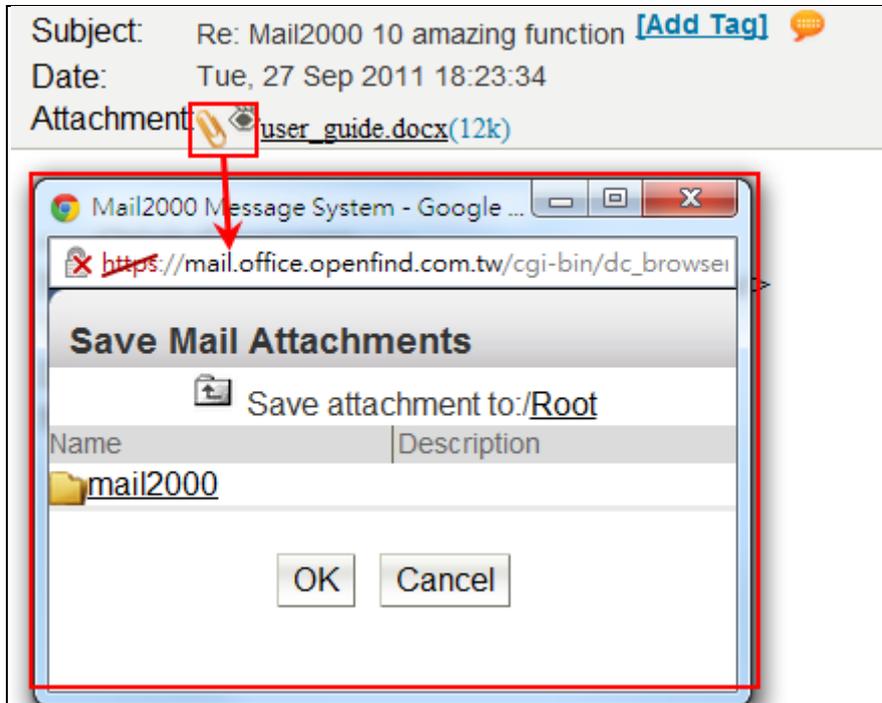
(2) In the **Virus Scan Results** page, all virus-infected files are listed. You may either delete or move the infected file(s).



8.7 How to Save Attachments to My Drive?

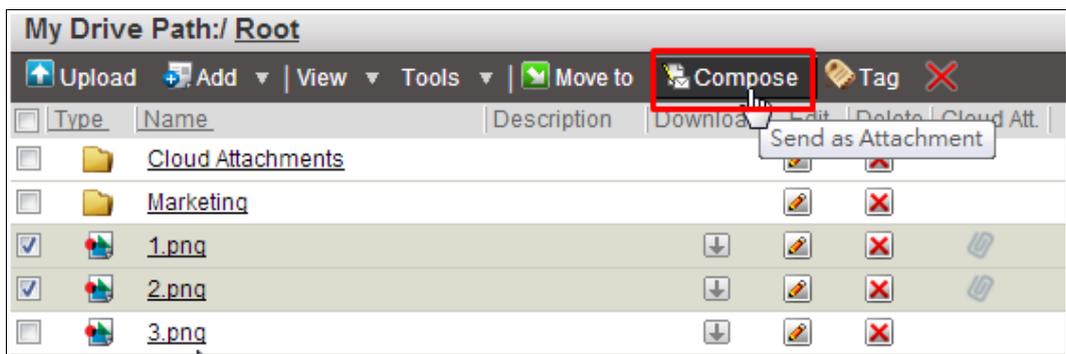
When previewing/reading a mail, in the *Attachment* field, a small icon (📎) is shown before each attachment.

Click the 📎 icon to save the attachment to **My Drive**.

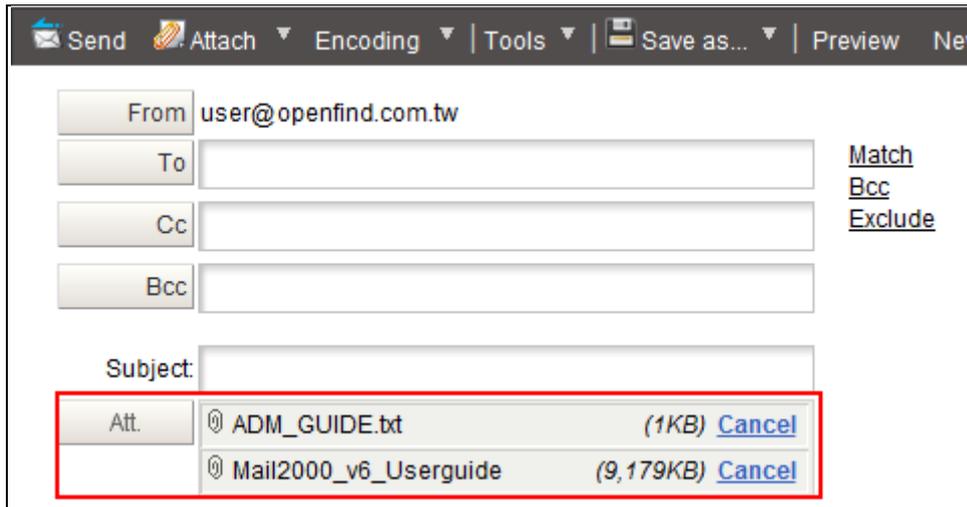


8.8 How to Send Files as Attachments?

- (1) Select the file(s) you intend to send as attachments. Then, on the toolbar, click **Compose**.



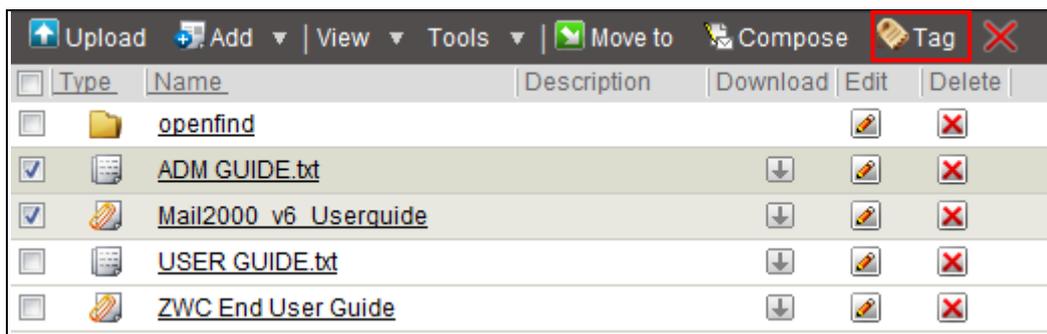
- (2) In the confirm window that appears, click **OK**.
- (3) The system will direct you to the [Compose] page, in which the selected file(s) are added as attachment(s). You may start composing the mail.



8.9 How to Add Tags to Files?

- **How to Add Tags to Files?**

(1) Select the file(s) you intend to add tags. Then, on the toolbar, click **Tag**.



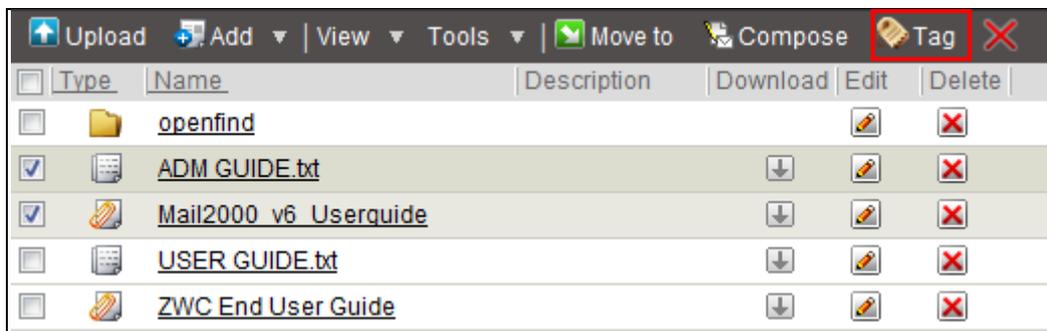
(2) In the [Tag] window that appears, enter the tag(s) you intend to add. Or, you may select from existing tags.



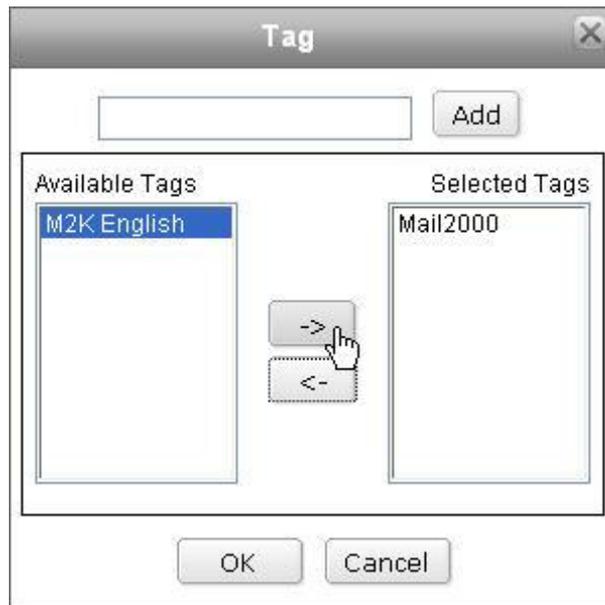
(3) Click **OK** to add the tag(s).

- **How to Edit Tags in Files?**

(1) Select the file you intend to edit tags. Then, on the toolbar, click Tag.



(2) In the [Tag] window that appears, use the left and right arrow buttons to remove or add tags.

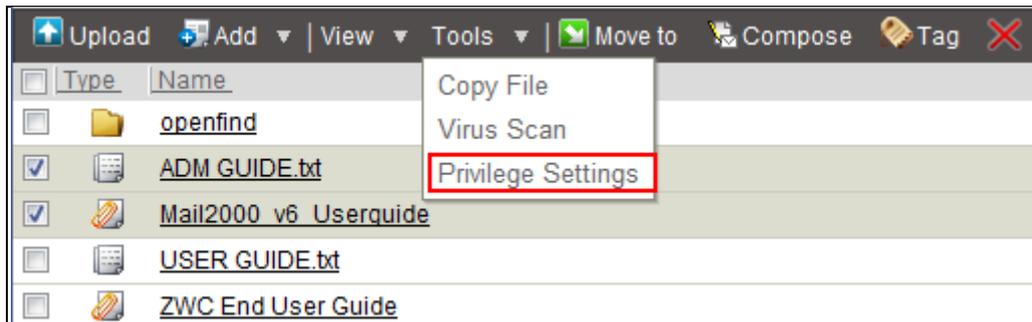


- (3) Click **OK** to finish.

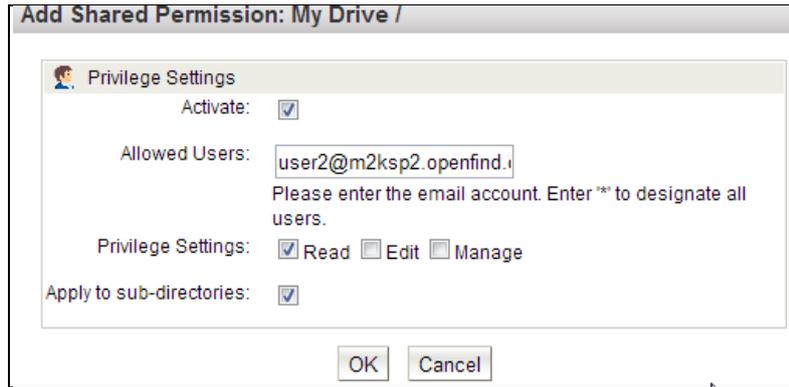
8.10 How to Share Files in My Drive?

- **How to Share Files in My Drive?**

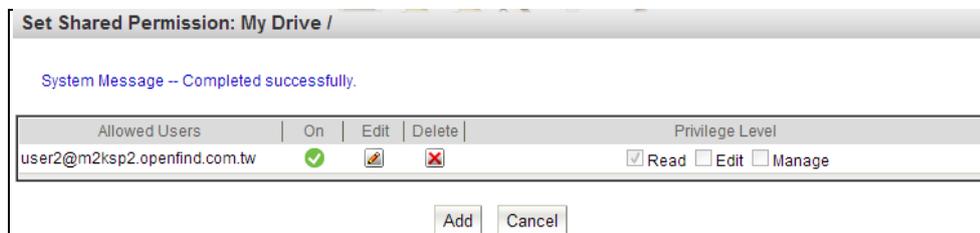
- (1) Select the folder(s) you intend to share. Then, on the toolbar, open the **Tools** drop-down menu and select **Privilege Settings**.



- (2) In the [Privilege Settings] page, click **Add**.
- (3) In the [Add Privilege] page, enter the user account you wish to allow access to your folder and check your desired options. Then, click **OK**.



- (4) The added privilege will be listed in the [Privilege Settings] page. The allowed user can now access your shared folder.



● **How to Edit/Delete Shared Folder Privileges?**

The three privileges featured in Shared Folder are independent from each other and are further explained below:

Manage	Able to run virus scan.
Edit	Able to edit the shared folder (i.e. upload files, add folders/bookmarks, edit/delete files). <i>Notes:</i> To allow users to add folders to the shared folder, you must enable the Apply to sub-directories option.
Read	Able to view, download, and copy files and to send files as attachments

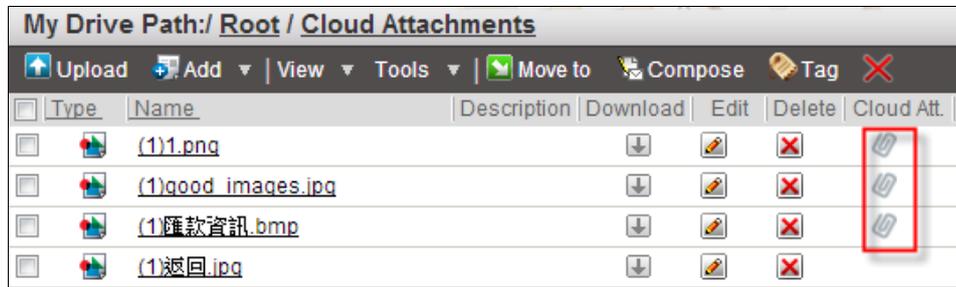
The Move and Search functions are not supported in shared folders.

● **How to Edit/Delete Shared Folder Privileges?**

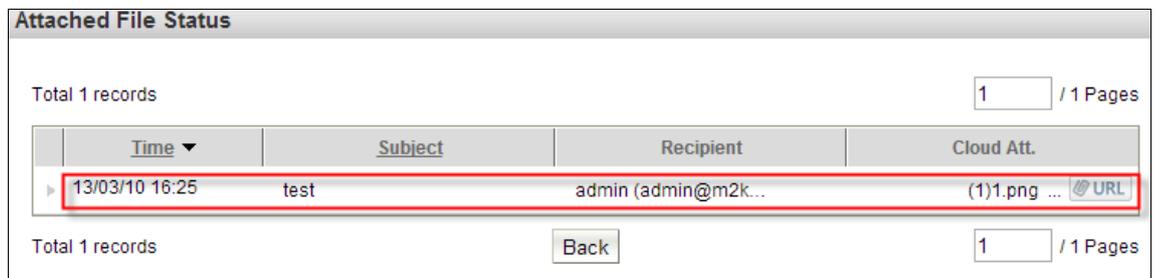
- (1) Select the shared folder you intend to edit. Then, on the toolbar, open the **Tools** drop-down menu and select **Privilege Settings**.
- (2) To edit a shared folder privilege, locate the privilege and click the  button.
- (3) To delete a shared folder privilege, locate the privilege and click the  button.

8.11 How to Check the Status of Cloud Attachment?

(1) In My Drive, the file with a paper clip icon means which is a cloud attachment.



(2) Click the paper clip icon to check how many mails attached this file.



(3) Click the **URL** button to check the status of a cloud attachment.



9. Information Center

Information Center provides four major services

- (1) Mailbox Information: Offers statistical information on mailbox usage and status.
- (2) POP3 Accounts: Configures external POP3 mail accounts. For further information, please refer to POP3 Accounts.
- (3) Forum: Features discussion boards for users to post, reply and read public articles.
- (4) Subscriptions: Provides information-subscription services including Newsletters and RSS Feeds.

This chapter explains :

- How to View Mailbox Information Page?
- How to Subscribe to Newsletters?
- How to Read/Post/Delete Messages in Forum?
- How to Subscribe to a Discussion Board through RSS?
- How to Subscribe to RSS Feeds?
- How to Import/Export RSS Feeds?

9.1 How to View Mailbox Information Page?

Mailbox Information provides statistical information on mailbox usage and status (e.g. login log, folder status, free space, etc.). This page is the default login page.

The screenshot displays the Mailbox Information page with the following sections:

- Login Info:**

2013/04/20 14:32:45	Successful Web Login	10.0.33.40
2013/04/20 13:44:36	Successful Web Login	10.0.33.40
2013/03/10 16:18:15	Failed Web Login	10.0.33.40
2013/03/10 16:17:49	Failed Web Login	10.0.33.40
- Mailbox Usage:**

My Drive:	0.97 MB	9.75 %
Mails:	2.96 MB	29.65 %
Free Space:	6.06 MB	60.60 %
Total:	0.01 MB	100 %
- Folders Info:**

Folder	Unread	Total	Size
Inbox	41 / Mail(s)	66 / Mail(s)	1.11 MB
Sent	15 / Mail(s)	31 / Mail(s)	0.24 MB
Draft	4 / Mail(s)	6 / Mail(s)	0.14 MB
Recycle Bin [Empty]	44 / Mail(s)	50 / Mail(s)	1.26 MB
- Forward Information:** Status: AutoForward Email, No Data, AutoForward Setting, FilterForward Email, No Data, Filter Setting.
- Announcement:** No Announcements.
- RSS News:** Click the Edit button to set RSS News source and subscribe to it.

There are two ways to get into this page :

- (1) Click the logo  or user account  on the upper left corner.
- (2) On the left menu, click **Info. Center** and then select **Mailbox Info**.

The screenshot shows the left menu with 'Mailbox Info' selected. The main content area displays the Mailbox Usage section with a progress bar.

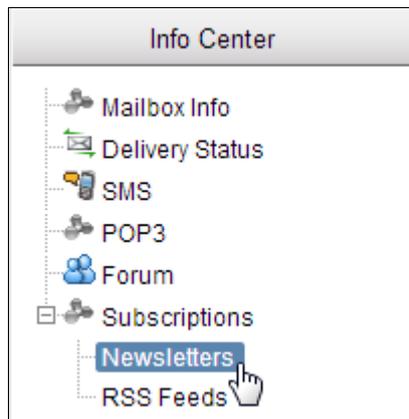
Or, directly right-click once on the left menu. In the context menu that appears, select **Mailbox Info**.

Notes

In the [Mailbox Information] page, the **Folders Info.** lists all of the user's mail folders. Click on any of the folder name to access the mails in the folder.

9.2 How to Subscribe to Newsletters?

- (1) On the left menu, click **Info. Center**, expand **Subscriptions**, and select **Newsletters**.



- (2) In the [Newsletter Subscription] page, all available newsletters are listed. You may either check **Yes** to subscribe to a newsletter or check **No** to cancel subscription.
- (3) Click **OK** to save your subscriptions. The subscribed newsletters will be regularly delivered to your mailbox.



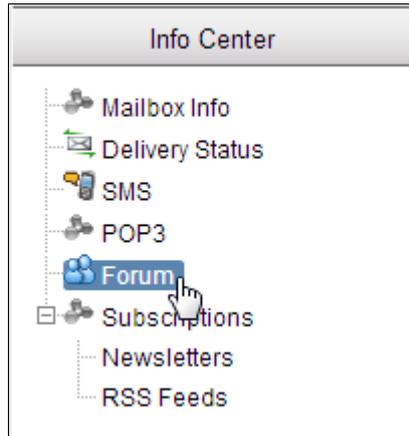
Notes

1. To browse previous issues of a newsletter, click on the name of the newsletter.
2. Only the system administrator may add newsletter(s) to this service for users to subscribe.

9.3 How to Read/Post/Delete Messages in Forum?

The Mail2000 **Forum** is a platform for users to communicate, discuss, and share information on specific topics. In addition, it offers RSS subscription for visitors to subscribe to designated discussion board(s).

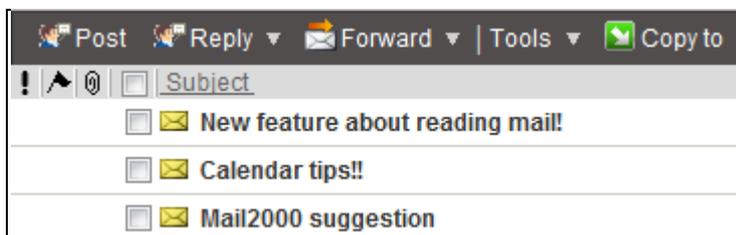
- (1) On the left menu, click **Info. Center** and then select **Forum**.



- (2) In the [Forum] page, all available discussion boards are listed. Click on the name of any discussion board to enter.

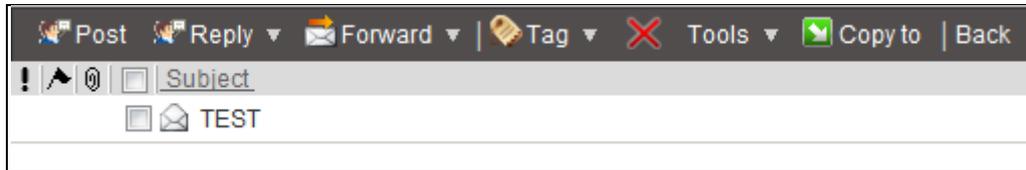
Discussion Boards		
Board	Description	Posts
Mail2000 Feedbacks <small>RSS</small>	(We value your needs and welcome your feedbacks.)	3

- (3) In the discussion board, to read a message, click on the subject of the message.

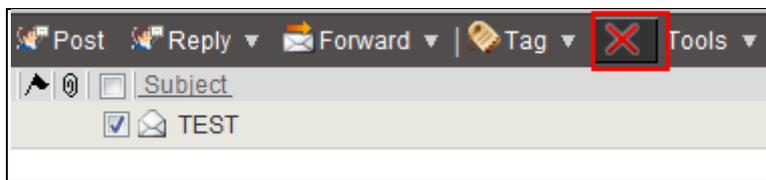


- (4) In the discussion board, you can:
 - Post: Post the new message.
 - Reply: Reply the message which you are reading.
 - Forward: Forward the message by mail.

- Tool: Add the message author to your contacts.
- Copy to: Copy the message to your personal folders.

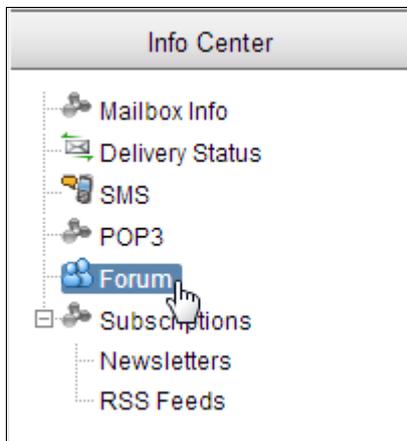


- (5) To delete the message, click the  icon on the toolbar.

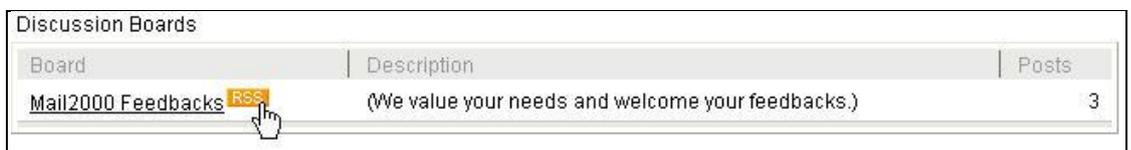


9.4 How to Subscribe to a Discussion Board through RSS?

- (1) On the left menu, click **Info. Center** and then select **Forum**.



- (2) In the [Forum] page, all available discussion boards are listed. To subscribe to a specific discussion board, click on the **RSS** icon next to the board name.



- (3) Given the RSS feed URL, you may use any RSS reader to browse and categorize the messages.

9.5 How to Subscribe to RSS Feeds?

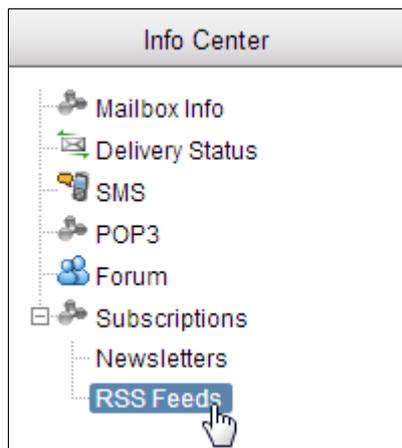
- **What is RSS?**

RSS (Really Simple Syndication) is an XML-based technology employed to share Web site contents. Through RSS subscription, real-time information is automatically obtained from Web logs (blogs) or news sites. In Mail2000, users can read RSS feeds using the built-in RSS reader or another RSS reader application.

- **How to Create an RSS Category?**

To subscribe to RSS feeds, you must first create an RSS category to include the feeds.

- (1) On the left menu, click **Info. Center**, expand **Subscriptions**, and select **RSS Feeds**.



- (2) On the toolbar, click **New Category**.
- (3) In the [New Category] window that appears, enter a name for the category and then click **OK**.



- (4) In the [RSS Feeds] page, the newly created RSS category will be displayed.



● **How to Subscribe to an RSS Feed?**

- (1) In the [RSS Feeds] page, locate the category to which you intend to add the RSS feed. Click the **Add** text link.



- (2) In the [Add RSS Feed] page, enter the Feed URL, name, and description. Then, click Add RSS Feed.

The screenshot shows a form titled 'Add RSS Feed'. It contains the following fields and controls:

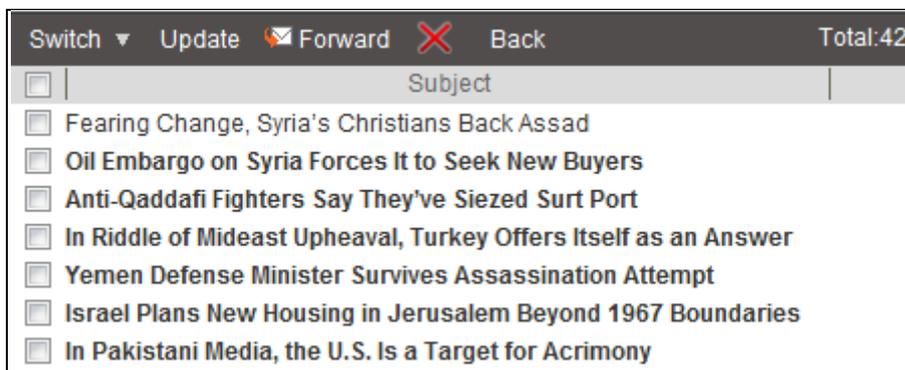
- RSS Feed Information** (Section Header)
- Feed URL:** A text input field containing 'http://www.nytimes.com/services/xml/rss/index.html' and a button labeled 'Obtain RSS Feed Information'.
- Feed Name:** A text input field containing 'NY TIMES'.
- Feed Description:** A text input field containing 'NY TIMES-FINANCE'.
- Feed Category:** A dropdown menu with 'NEWS' selected.
- At the bottom, there are two buttons: 'Add RSS Feed' and 'Cancel'.

● **How to Browse the Content of an RSS Feed?**

- (1) In the [RSS Feeds] page, click on the name of the RSS feed you intend to browse.

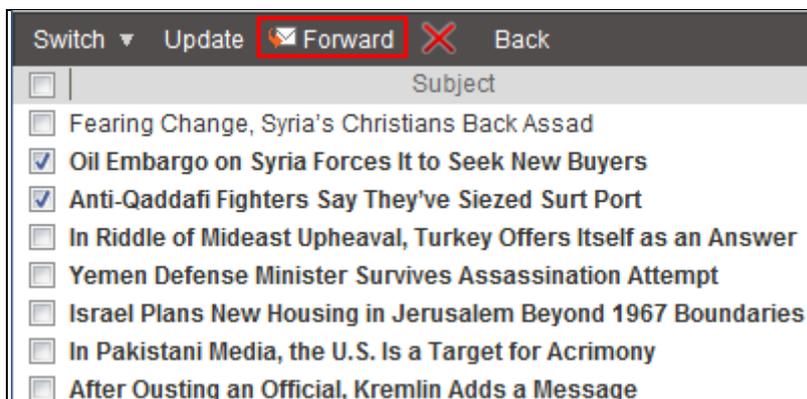


- (2) In the [Browse RSS Feed] page, all headlines of the feed are listed. Click on any of the headlines to access the content.

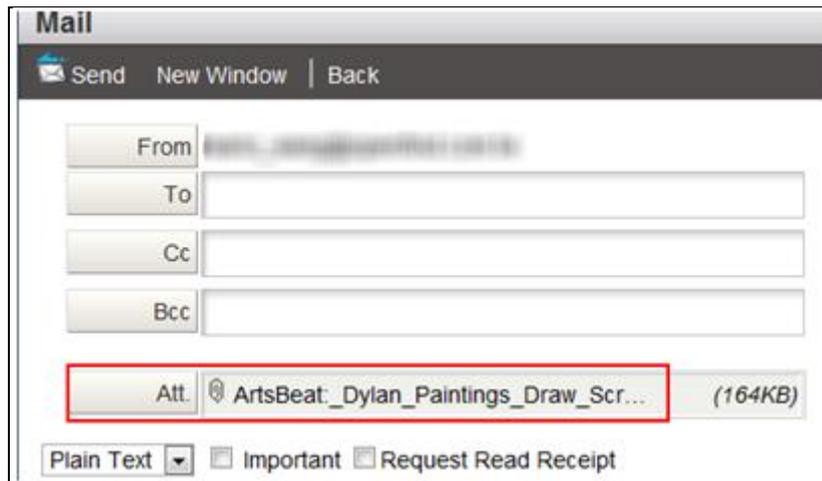


● **How to Forward RSS Feed Headlines?**

- (1) In the [Browse RSS Feed] page, select the headline(s) you intend to forward. Then, on the toolbar, click **Forward**.



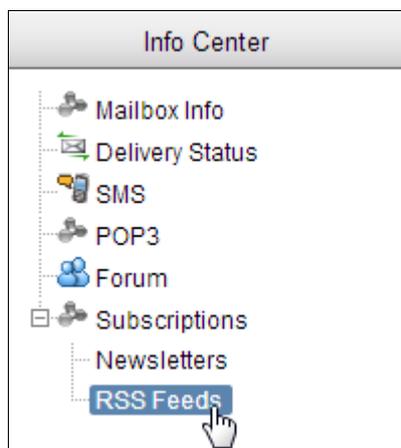
- (2) The system will direct you to the [Compose] page, in which the selected headline(s) are added as attachment(s). You may start composing the mail.



9.6 How to Import/Export RSS Feeds?

- **How to Import RSS Feeds?**

- (1) On the left menu, click **Info. Center**, expand **Subscriptions**, and select **RSS Feeds**.



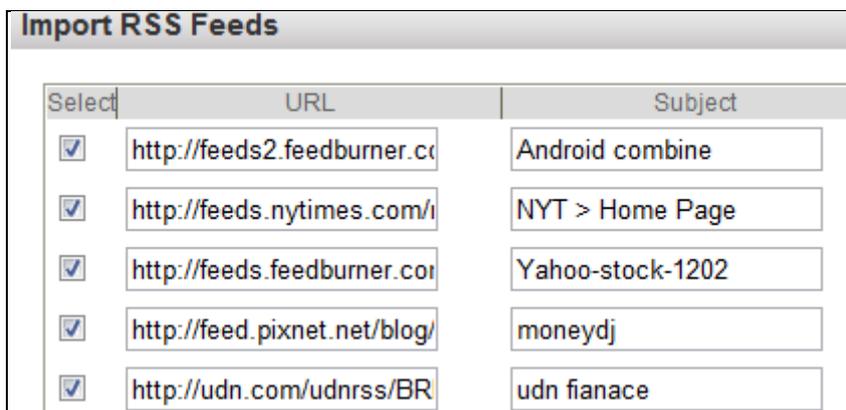
- (2) In the [RSS Feeds] page, locate the category to which you intend to import RSS feeds. Click the **Import** text link.



- (3) In the [Import RSS Feeds] page, click browse to select the RSS feeds file. Then, click **Import**.

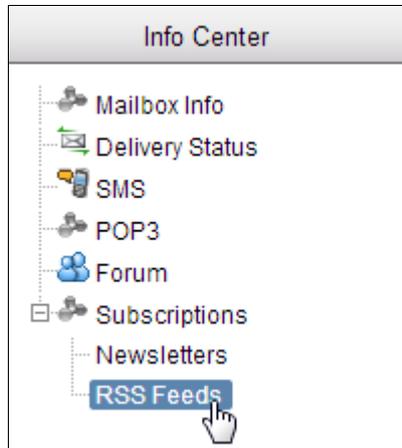


- (4) The RSS feeds contained in the file will be listed. Check the feeds you intend to import and then click **Add RSS Feed**.



- **How to Export RSS Feeds?**

- (1) On the left menu, click **Info. Center**, expand **Subscriptions**, and select **RSS Feeds**



- (2) In the [RSS Feeds] page, click the **Export** button on the toolbar.
- (3) In the File Download window that appears, click **Save**.

10. Preferences

Preferences controls the presentation of information, the configuration of functions, the management of mails and the privacy settings. This chapter discusses the following **Preferences** options, which play a significant role in system personalization:

- **Privacy**
View login log and change password
- **Security**
View login information and change password.
- **Personalization**
Establish personal profile, customize shortcuts and left menu, configure Mail2000 environment, create signature, and manage tags.
- **Mail Options**
Set auto-reply, auto-forward, and filters.
- **Spam protection**
Configure Block address, safe sender, safe recipients, and customize spam protection level.
- **Account delegation**
Delegate your account to your deputy, and allow your deputy to log into your email account to retrieve and send email.

This chapter explains :

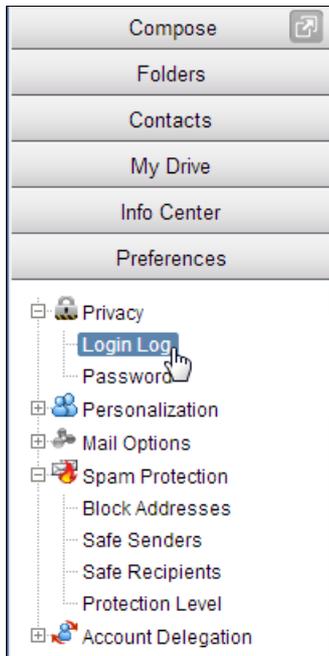
- How to View Login Log?
- How to Change Password?
- How to Create Personal Security Code?
- How to Set Mail Service?
- How to Create/Edit Personal Profile?
- How to Customize Shortcuts?
- How to Customize Left Menu?
- How to Configure Mail2000 Environment?
- How to Create and Use Signature?
- How to Create/Delete/Manage Tags?
- How to Set Auto-Reply?
- How to Set Auto-Forward?
- How to Set Filters?
- How to use Account Delegation?
- How to Set Filters?

- How to Customize Mailbox Information Page?
- How to Manage Schedule Mail?
- How to Create/Delete/Manage Tags?
- How to Customize Left Menu?

10.1 How to View Login Log?

Login Log maintains records of your previous logins. If you find login(s) from a seldom used IP, or if you locate numerous login failures in the log, your account may have been invaded. It is recommended to change your password immediately to protect your mailbox

- (1) On the left menu, click **Preferences**, expand **Privacy**, and select **Login Log**.

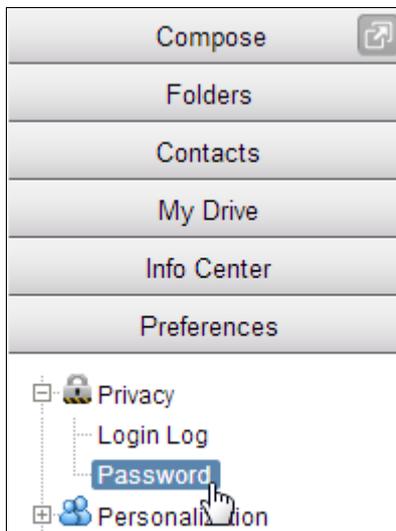


- (2) In the [Login Log] page, locate the Login Type selection menu. You may select to view All Login Log, Successful Login Log, or Failed Login Log.

Log Type: All Login Log		Description	IP	Proxy IP
All Login Log				
Successful Login Log				
Failed Login Log				
2011/09/28 09:32:33	Successful Web Login	210.59.164.109		
2011/09/27 14:32:39	Successful Web Login	210.59.164.109		
2011/09/27 11:31:45	Successful Web Login	210.59.164.109		
2011/09/26 22:32:30	Failed IMAP4 Login	64.31.20.83		
2011/09/26 22:32:29	Failed IMAP4 Login	64.31.20.83		
2011/09/26 22:32:29	Failed IMAP4 Login	64.31.20.83		
2011/09/26 22:32:28	Failed IMAP4 Login	64.31.20.83		

10.2 How to Change Password?

- (1) On the left menu, click **Preferences**, expand **Privacy**, and select **Password**.



- (2) In the [Password] page, enter your current and new password and confirm your new password. Then, click **OK**.

Notes Password Strength

According to the setting from the administrator, the password strength was classified into four levels.

Password Strength	Password Length	Password Rule
Disable (Not displayed)	1	0
Medium	8	2
Strong	8	3
Very Strong	14	3

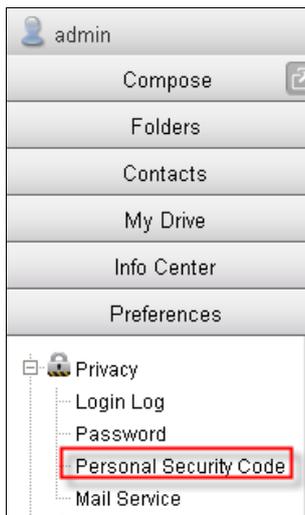
For example: If the password strength is set to **strong**, the length of password is required at least 8 characters and the password satisfies at least three of these conditions:

- lowercase (a~z)
- Uppercase(A~Z)
- Digital Characters(0~9)
- Symbols「」

10.3 How to Create Personal Security Code?

To enhance the system security, you have to pass the Personal Security Code to change the Password and Auto Forward when the administrator enables the Personal Security Code Authentication function.

- (1) On the left menu, click **Preferences**, expand **Privacy**, and select **Personal Security Code**.

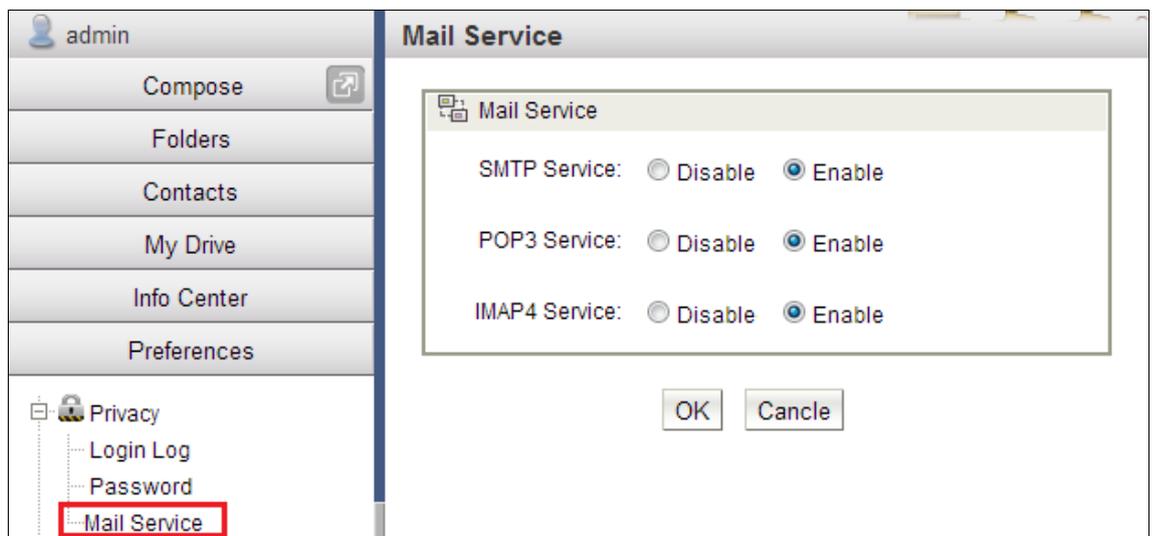


- (2) Input the Password first, then input the relative data of Personal Security Code, and click OK.

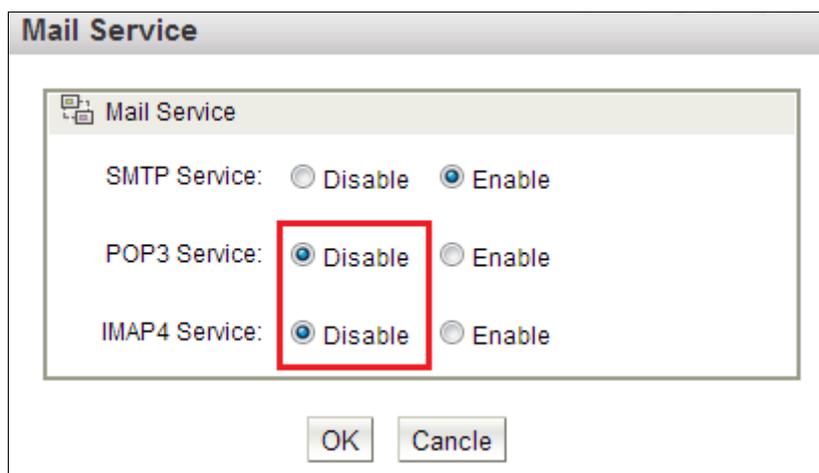
The screenshot shows a dialog box titled 'Personal Security Code'. At the top, there is a message: 'To enhance the system security, the administrator has enabled the Personal Security Code Authentication. You need to pass the Personal Security Code Authentication when you change password or auto forward setting.' Below this message is a section titled 'Create Personal Security Code'. This section is divided into two columns. The left column is titled 'Step1. Input the current password' and contains a text input field labeled 'Password:'. The right column is titled 'Step2. Create Personal Security Code' and contains three text input fields: 'New Personal Security Code:', 'Confirm Personal Security Code:', and 'Hint:'. Below the 'New Personal Security Code:' field, there is a red warning message: '(Can not be the same with password and at least 6 characters)'. At the bottom center of the dialog box, there is an 'OK' button.

10.4 How to Set Mail Service?

- (1) On the left menu, click **Preferences**, expand **Privacy**, and select **Mail Service**.



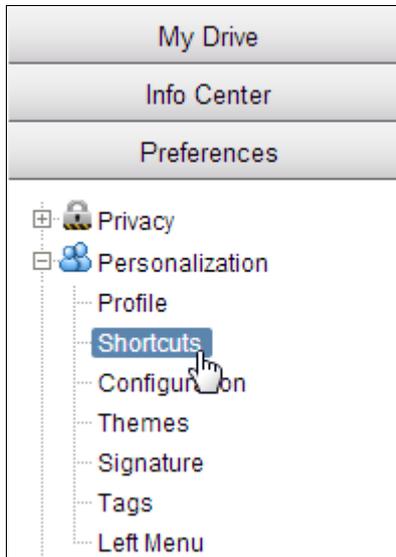
- (2) Choose the service you do not use, change status to Disable, and click OK.



10.5 How to Create/Edit Personal Profile?

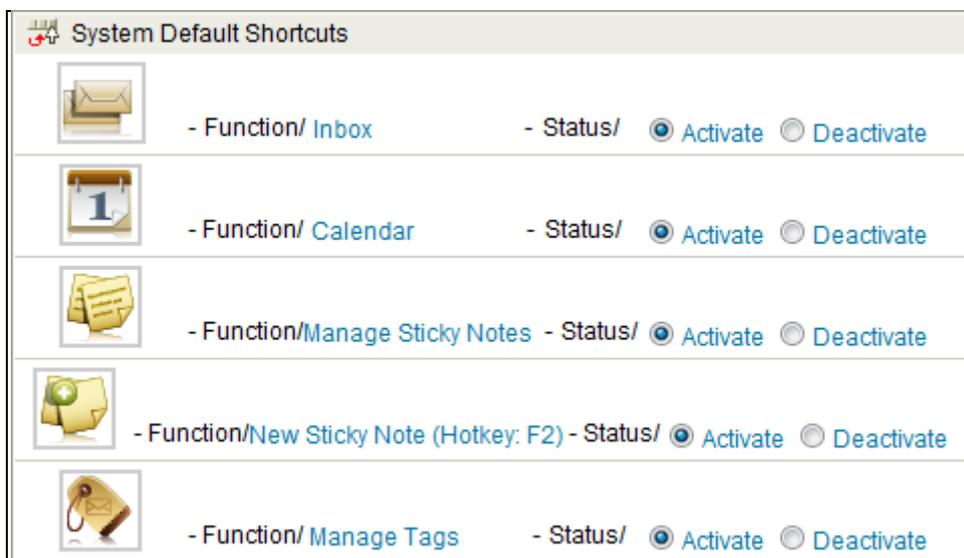
- (1) On the left menu, click **Preferences**, expand **Personalization**, and select **Profile**.

- (1) On the left menu, click **Preferences**, expand **Personalization**, and select **Shortcuts**.

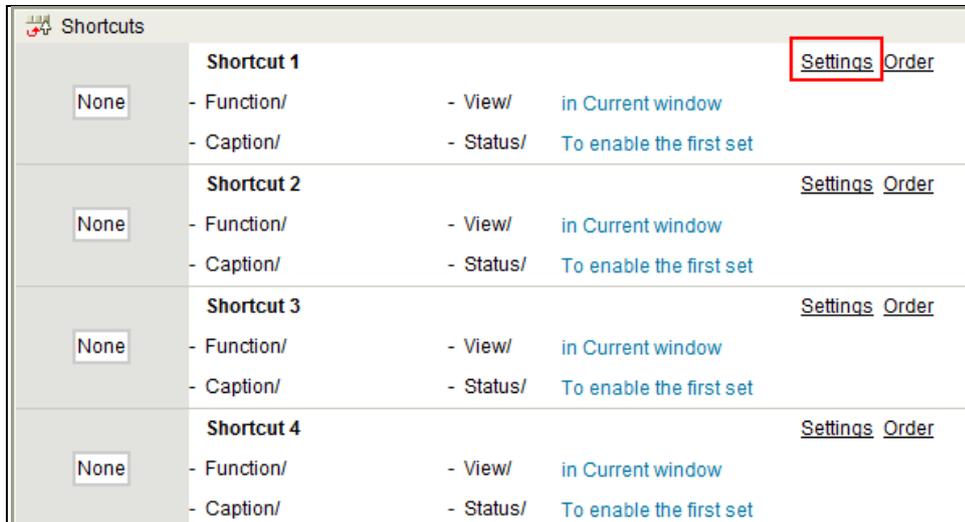


- (2) In the **Shortcuts** page, you can set the System Default Shortcuts. System Default Shortcuts are listed below, users can choose to activate or deactivate those functions.

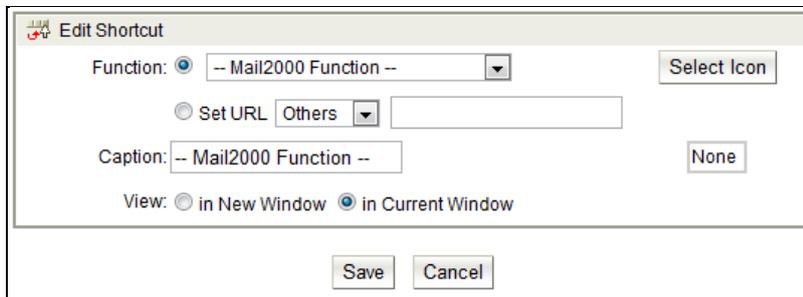
- Inbox : Click to go into inbox page.
- Calendar (Optional) : Click to go into calendar page.
- Manage sticky notes : Click to go into stick notes page.
- New sticky notes page : Click to create new sticky notes.
- Manage Tags : Click to go into Tag management page. This page will list all tags you have created, and you can edit the tags and watch the items applied the tags.



- (3) Users can select the functions they want and put it on the shortcuts. Click **Settings** to go to shortcuts setting page.



- (4) In the setting page, you can select the functions and add it on the shortcuts, or you can enter URL and set it on the shortcuts.

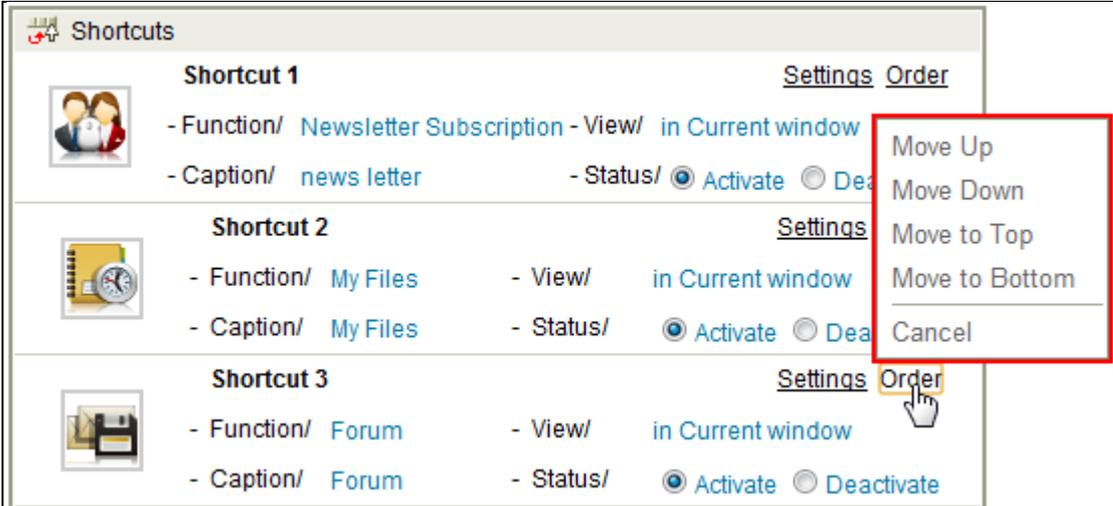


(5) If you want to close certain shortcut function, just click the **Deactivate**.

	- Function/ Inbox	- Status/ <input checked="" type="radio"/> Activate <input type="radio"/> Deactivate
	- Function/ Calendar	- Status/ <input checked="" type="radio"/> Activate <input type="radio"/> Deactivate
	- Function/ Manage Sticky Notes	- Status/ <input checked="" type="radio"/> Activate <input type="radio"/> Deactivate
	- Function/ New Sticky Note (Hotkey: F2)	- Status/ <input checked="" type="radio"/> Activate <input type="radio"/> Deactivate
	- Function/ Manage Tags	- Status/ <input checked="" type="radio"/> Activate <input type="radio"/> Deactivate

● How to Edit the Order of the Shortcuts ?

- (1) Expand the **Preference** on the left menu, and click **Shortcuts** to go to shortcuts page.
- (2) Click the **Order** button, and select Move Up, Move Down, Move to Top, Move to Bottom to edit the order of the shortcuts.



The screenshot shows the 'Shortcuts' window with three entries:

- Shortcut 1:** Newsletter Subscription - View/ in Current window, Caption/ news letter. Status: Activate Deactivate. Buttons: Settings, Order.
- Shortcut 2:** My Files - View/ in Current window, Caption/ My Files. Status: Activate Deactivate. Buttons: Settings.
- Shortcut 3:** Forum - View/ in Current window, Caption/ Forum. Status: Activate Deactivate. Buttons: Settings, Order.

A context menu is open over the 'Order' button of Shortcut 3, with options: Move Up, Move Down, Move to Top, Move to Bottom, and Cancel.

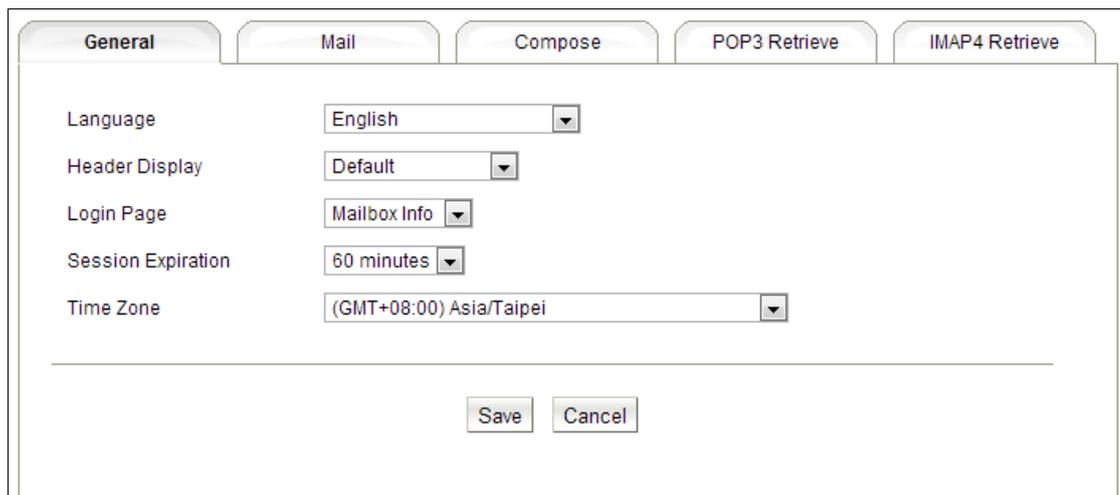
10.7 How to Configure Mail2000 Environment?

As each user has different needs for his/her mailbox, Mail2000 provides a comprehensive set of options for environment configuration.

- (1) On the left menu, click **Preferences**, expand **Personalization**, and select **Configuration**.



- (2) Click the **General** tab for general settings. When finished, click **Save** to save the settings.



- Language: Select system language.
- Header Display: Select the displayed type of mail header information.
- Login page: Select the login page.

- Session Expiration: Select the session expiration time.
 - Time zone: Select the time zone.
- (3) Click the **Mail** tab for advanced settings. When finished, click **Save** to save the settings.

- Pane Mode: Select pane layout (**Horizontal Split/Vertical Split/Full Page**).
- Auto-Preview: Automatically preview mails upon entering [Inbox] or other mail folders.
- Remove JavaScript: Remove the JavaScript when reading the mail.
- Default Reading View: Select HTML or Plain Text as the default reading mode.
- Block External Images: Select the rule of blocking images in mails.
- Mails List: Select the number of mails to display per one page.
- Display after Delete: Select the action after deleting the mails.
- Auto-Retrieve POP3:
- Empty Recycle Bin: Select the rule of empty recycle bin.
- New Mail Notification: Select the frequency of new mail notification.
- Folder Sorting: Set the sorting method for Mail Folders

Note: The function is disabled by default, please contact to your administrator to enable.

- (4) Click the **Compose** tab for compose settings. When finished, click **Save** to save the settings.

The screenshot shows the 'Compose' settings dialog box with the following configuration:

- The size of compose text area: 500x300
- Editor: Force HTML
- Copy Sent Mail: Enable
- Send and Delete Draft: Enable
- Request Read Receipt: Disable
- Outgoing Name: (empty text box)
- Outgoing Email: admin@m2ksp2.openfind.com.tw
- Reply Settings: Append Original Mail
- Quote Symbol: > (Sets the character used to quote the original mail when replying)
- Attach vCard: Disable
- Forward .eml Mails Inline: Enable

Buttons: Save, Cancel

- The size of compose text area: Set the size of the compose text area and select the editor.
- Editor: Select the mode of composing mail (HTML/Plain-Text)
- Copy Send Mail: Keep every email you have sent in sent box.
- Send and Delete Draft: Delete the draft after you send the mail.
- Request Read Receipt: Enable **Request Read Receipt** to request read receipts for all emails you send.
- Outgoing Name: Set the name shown in the header of all outgoing mails.
- Outgoing Email: Set the reply-to mail address of all outgoing mails.
- Reply Settings: Sets to append the original mail, include it as quoted text, or not to include it when replying.
- Quote Symbol: Sets the character used to quote the original mail when replying.
- Attach vCard: Attach the vCard when sending the mail.
- Forward .eml Mails Inline: Open the .eml attachment in reading pane when forwarding the email.

- (5) Click the **POP3 Retrieve** tab for POP3 settings. When finished, click **Save** to

save the settings.

The screenshot shows a dialog box with five tabs: General, Mail, Compose, POP3 Retrieve, and IMAP4 Retrieve. The POP3 Retrieve tab is selected. The settings are as follows:

- Delete after retrieval: Default (dropdown)
- Add a tag after retrieval: None (dropdown)
- Tag as unread after retrieval: Default Remove Reserved

At the bottom, there are Save and Cancel buttons.

- Delete after retrieval: Select the way of deleting the mail receiving from POP3.
- Add a tag after retrieval: Add a tag on the mail receiving from POP3.
- Tag as unread after retrieval: Select the way of the mail status, you can choose to remove the unread tag, or choose the default setting (mark as unread).

(6) Click the **IMAP4 Retrieve** tab for IMAP4 settings. When finished, click **Save** to save the settings.

The screenshot shows the same dialog box with the IMAP4 Retrieve tab selected. The settings are as follows:

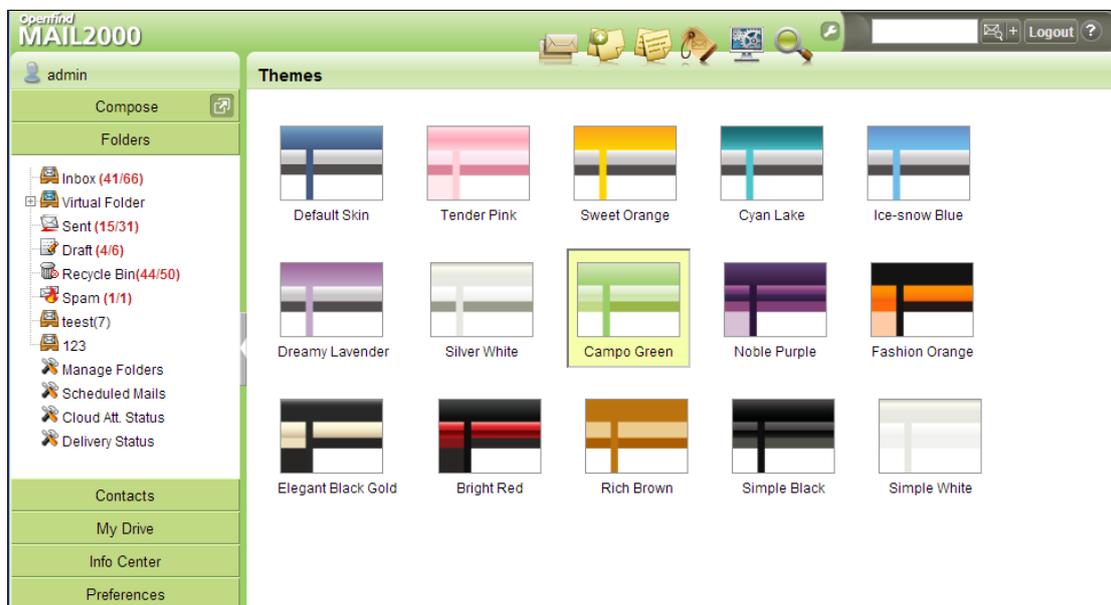
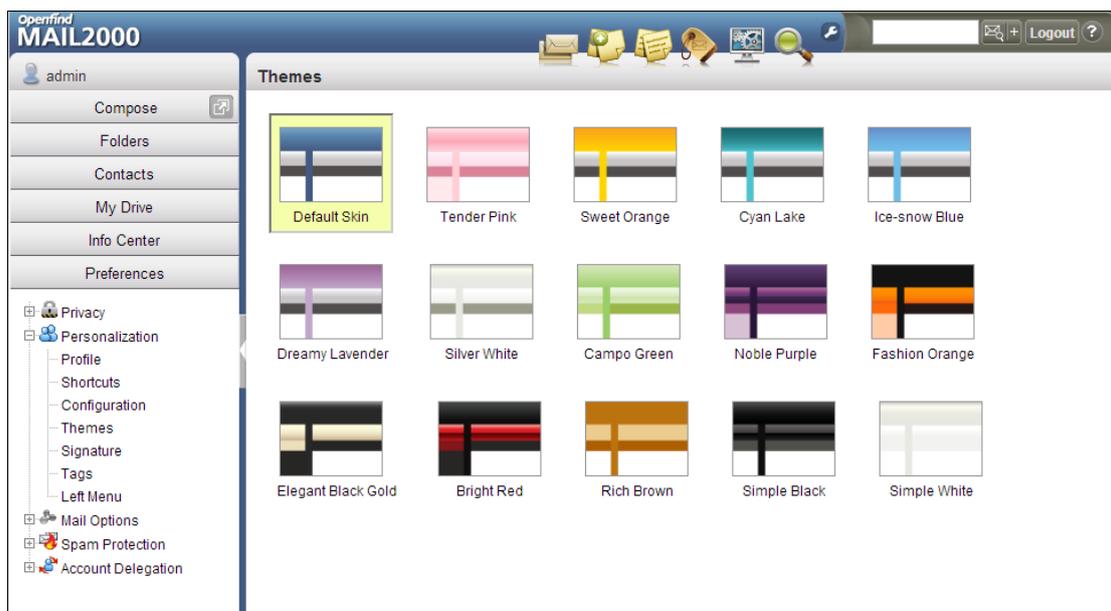
- Delete Synchronously: Disable Enable (Delete the mail from server immediately)
- Backup to Recycle Bin: Disable Enable (Move the deleted mail to Recycle Bin)

At the bottom, there are Save and Cancel buttons.

- Delete Synchronously: Delete the mail from server immediately.
- Backup to Recycle Bin: When the “Delete Synchronously” function was enabled, you can choose that moving the deleted mail to Recycle Bin or deleting immediately from server.

10.8 How to Change Theme of Mail2000 ?

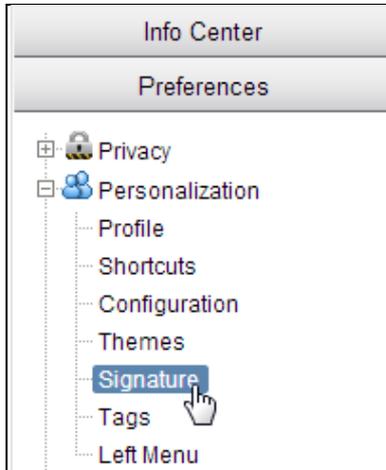
System provides 15 different themes to users. Click Preference on the left menu, and click themes to the theme setting page. Users can choose different themes they want in this setting page.



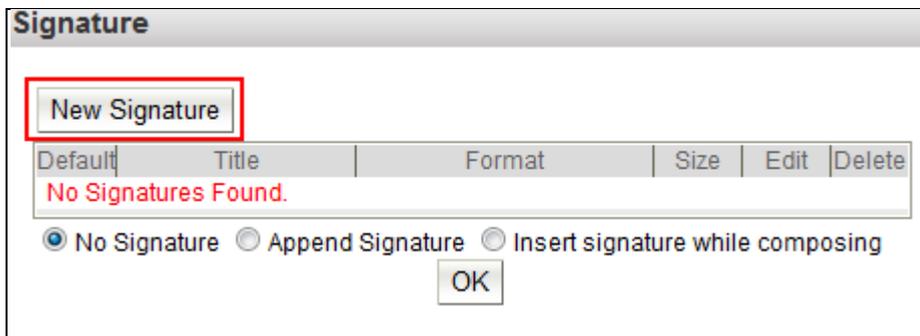
10.9 How to Create and Use Signature?

- **How to Create Signature?**

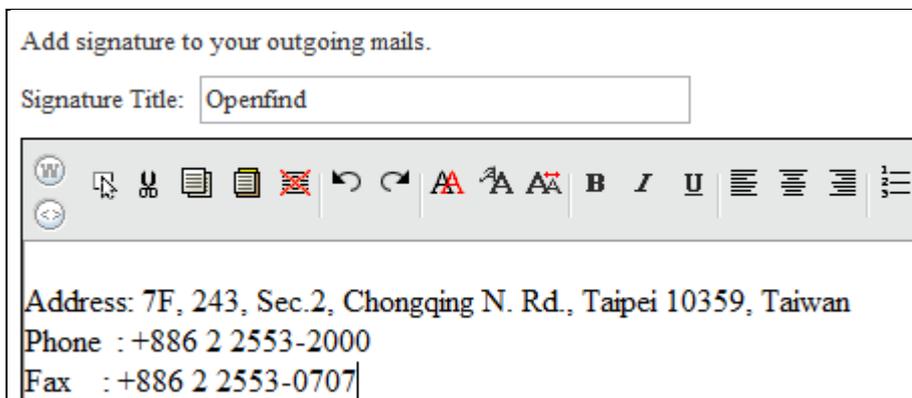
- (1) On the left menu, click **Preferences**, expand **Personalization**, and select **Signature**.



- (2) In the [Signature] page, click **New Signature** to create a new signature.



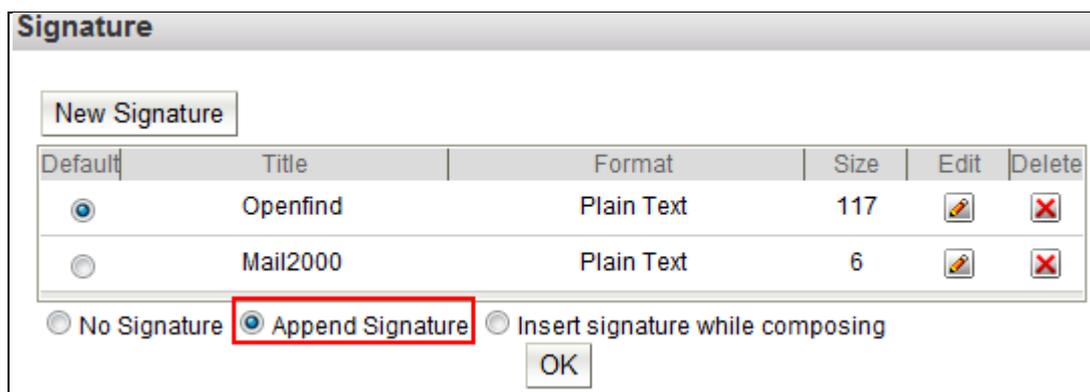
- (3) In the [Edit Signature] page, enter your signature title and edit your signature.



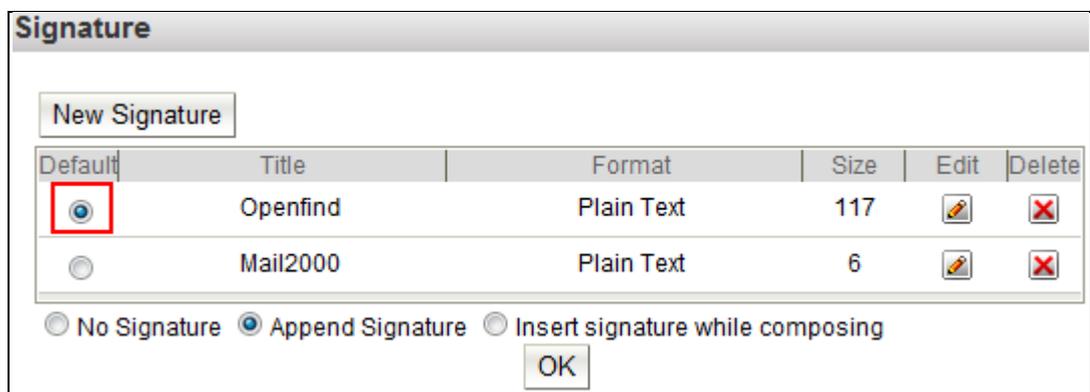
(4) Click **Save** to save the signature.

● **How to Use Signature?**

(1) To append signature to outgoing mails, in the [Signature] page, select the **Append Signature** option.

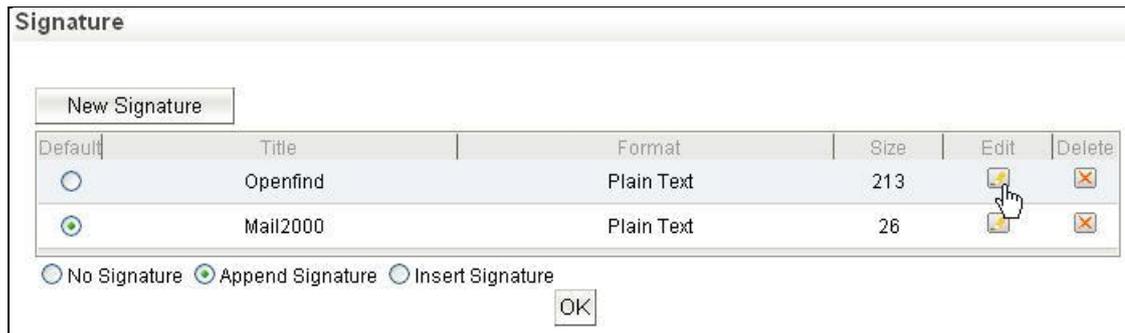


(2) You may create up to 32 signatures. If you have multiple signatures, please set a default signature.



● **How to Edit Signature**

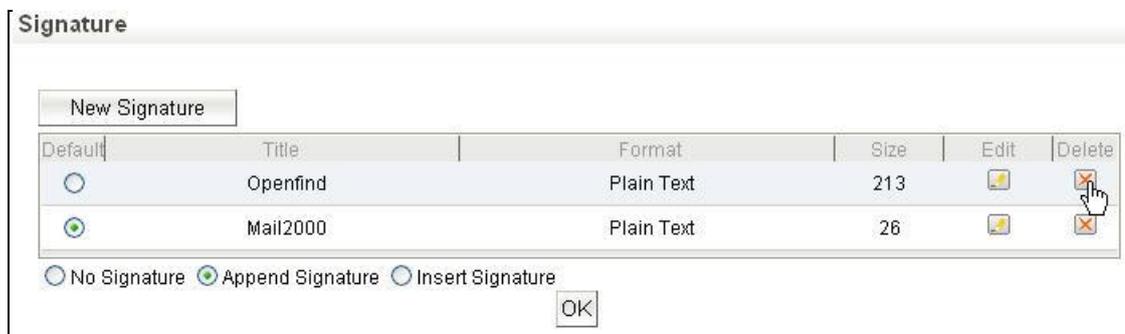
(1) To edit a signature, click the button.



(2) When finished editing, click **Save** to save the changes.

● **How to Delete Signature?**

(1) To delete a signature, click the button.

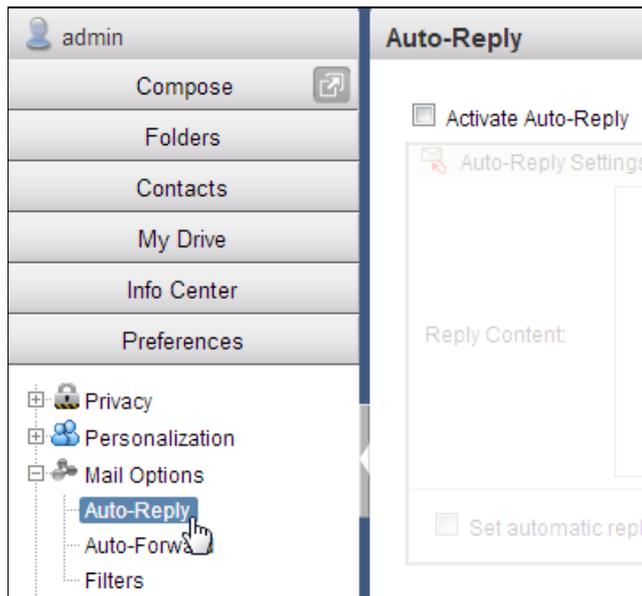


(2) In the confirm window that appears, click **OK**.

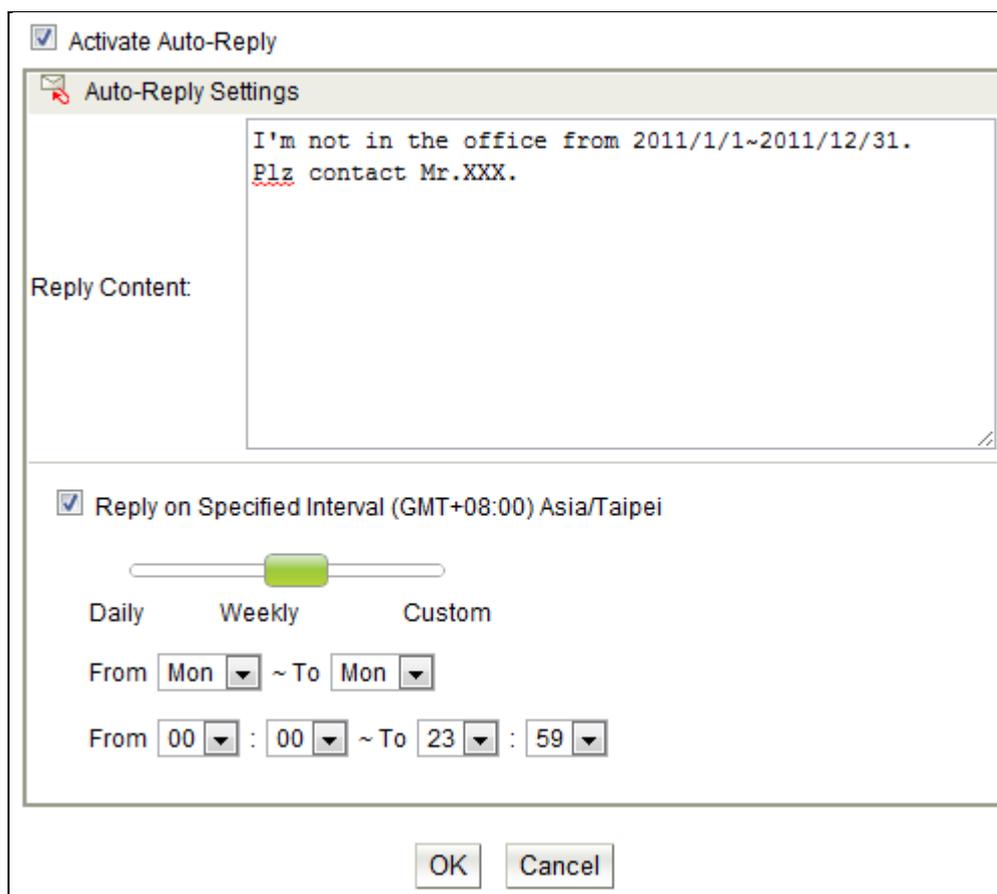
10.10 How to Set Auto-Reply?

When you are unable to check your mails regularly (i.e. you are on a business trip), **Auto-Reply** can be helpful as it automatically sends mail replies to your contacts to inform them of your absence.

(1) On the left menu, click **Preferences**, expand **Mail Options** , and select **Auto-Reply**.



- (2) In the [Auto-Reply] page, check the **Activate Auto-Reply** box, enter your auto-reply content, and specify the auto-reply interval.



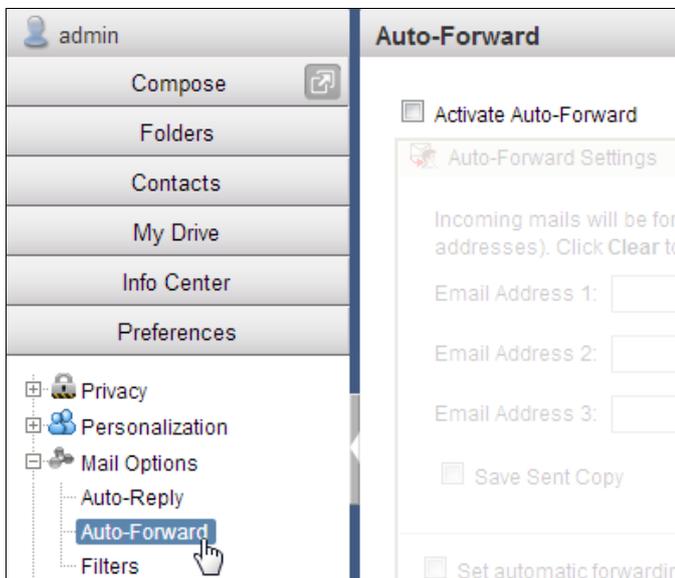
- (3) Click **OK** when finished.

- (4) To disable **Auto-Reply**, uncheck the **Activate Auto-Reply** box.

10.11 How to Set Auto-Forward?

By enabling **Auto-Forward**, mails received in the system are automatically forwarded to other mailboxes (e.g. your primary mailbox). This function allows you to retrieve all mails sent to different accounts using just one mailbox.

- (1) On the left menu, click **Preferences**, expand **Mail Options** , and select **Auto-Forward**.



- (2) In the [Auto-Forward] page, check the **Activate Auto-Forward** box, enter up to 3 target addresses, and specify the auto-forward interval.

Activate Auto-Forward

Auto-Forward Settings

Incoming mails will be forwarded to the following email addresses (maximum 3 email addresses). Click **Clear** to remove an address.

Email Address 1:

Email Address 2:

Email Address 3:

Save Sent Copy

Reply on Specified Interval (GMT+08:00) Asia/Taipei

Slider: Daily Weekly Custom

From ~ To

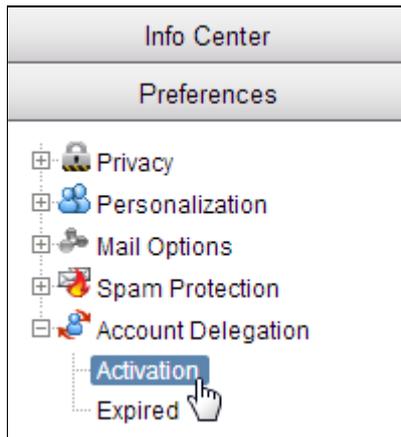
From : ~ To :

- (3) Click **OK** when finished
- (4) To remove a target address, click the **Clear** button.
- (5) To disable **Auto-Forward**, uncheck the **Activate Auto-Forward** box.

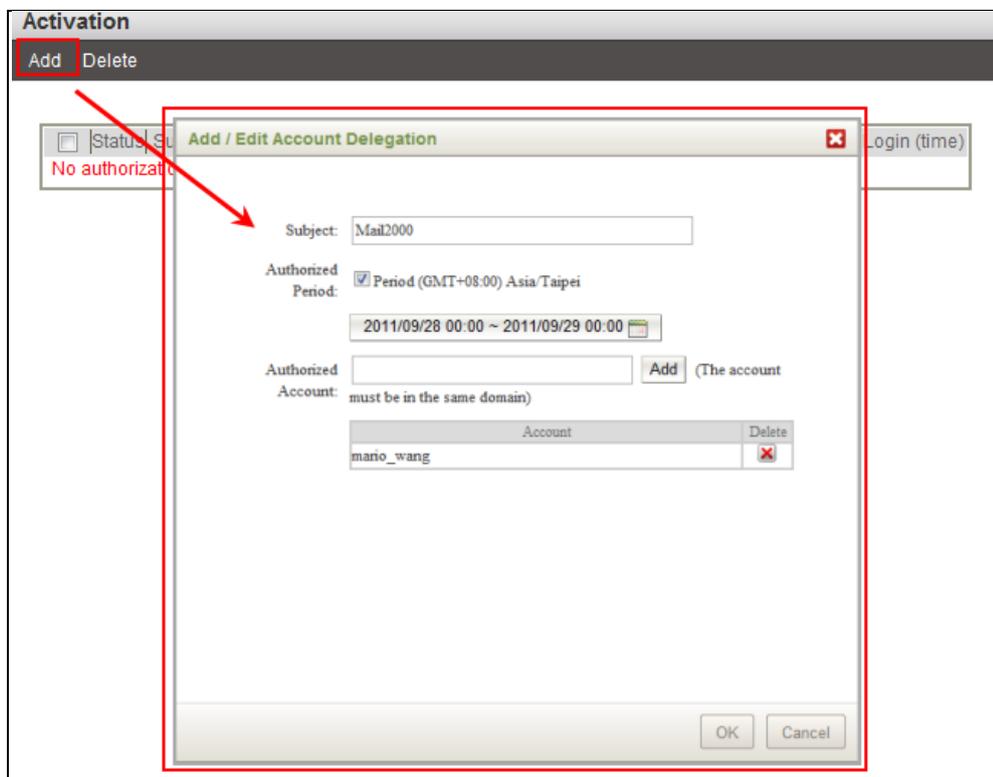
10.12 How to use Account Delegation?

Users can use account delegation function to allow other users to login their account to receive and send email.

- How to add account delegation rule ?
 - (1) Select **Preference** on the left menu, expand **Account Delegation** and click **Activation**.



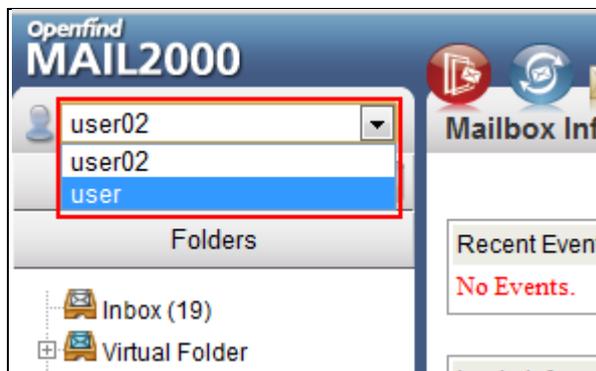
(2) Click **Add** to create new delegation rule.



(3) Click the title can edit the delegation rule.

Activation						
Add Delete						
<input type="checkbox"/>	Status	Subject	Period	Authorized Account	Last Login Time / Account	Login (time)
<input type="checkbox"/>	✓	account delegation	All the time	user02		<u>0</u>

- How to login to the account which is authorized to you ?
 - (1) Authorized account can login in the authorized period by open the account column drop down menu.



- (2) You can click the back button to return to your own account.



- How to view the login information?

In the delegation rule page, you can see the login times in the **Login** column, and click on the number will display the login record.

The screenshot shows the 'Activation' management interface. At the top, there are 'Add' and 'Delete' buttons. Below is a table of activation rules. The first rule is 'account delegation', which is active (indicated by a green checkmark). The 'Login (time)' column for this rule shows '2', which is highlighted with a red box. A red arrow points from this box to a 'Log Records' window that has opened. This window displays details for the 'account delegation' rule, including its activation date (2011/09/28 15:26) and expiration date (Ongoing). It also shows a table of login records for 'user02' with columns for Account, Login Date, Logout Date, and Last Used Time.

Status	Subject	Period	Authorized Account	Last Login Time / Account	Login (time)
<input checked="" type="checkbox"/>	account delegation	All the time	user02	2011/09/28 15:35 by user02	2

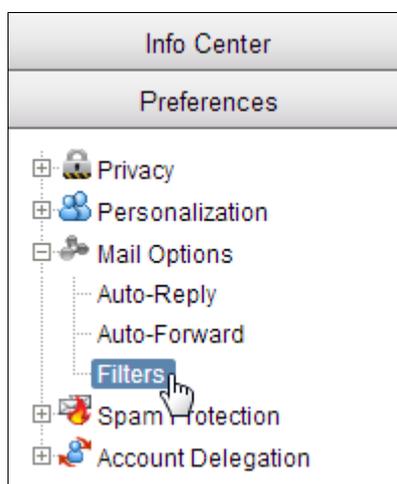
Account	Login Date	Logout Date	Last Used Time
user02	2011/09/28 15:35	2011/09/28 15:36	2011/09/28 15:36
user02	2011/09/28 15:34	2011/09/28 15:35	2011/09/28 15:35

10.13 How to Set Filters?

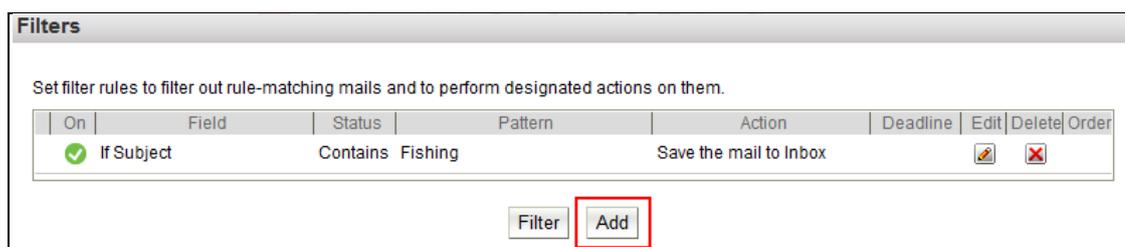
With **Filters**, you can establish a set of filter rules to manage and categorize your incoming messages based on their subject content, size, sender and/or other user-specified fields. For example, you can set Filters to automatically categorize those incoming mails whose subject contains the keyword "Mail2000" into the "Openfind" folder.

- **How to Add Filter Rules?**

- (1) On the left menu, click **Preferences**, expand **Mail Options**, and select **Filters** .



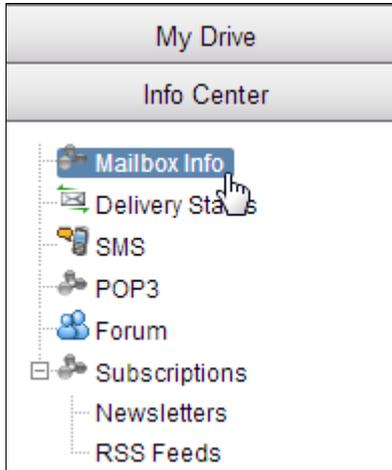
- (2) In the [Filters] page, click the **Add Rule** button.



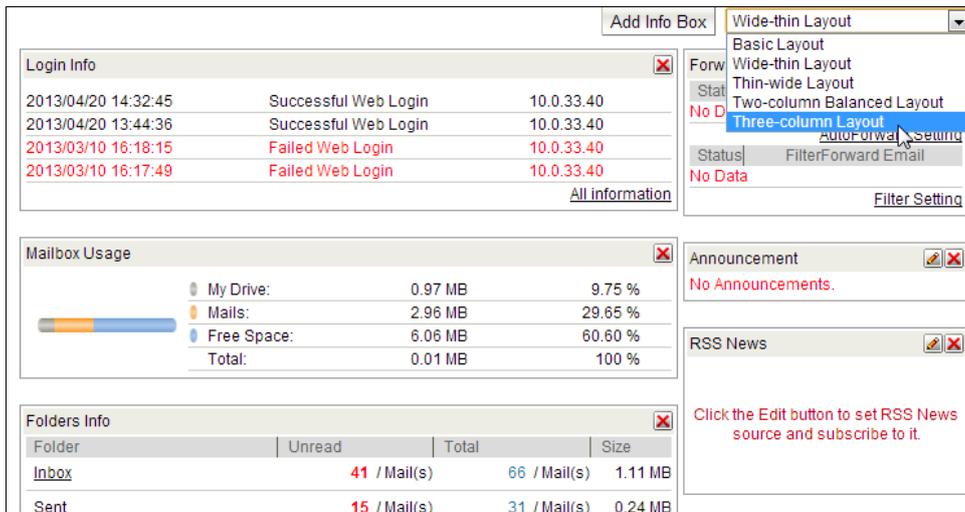
- (3) In the [Add Rule] page, select **On** as the filter status. Then, set the filter options, conditions, and actions.

10.14 How to Customize Mailbox Information Page?

- (1) On the left menu, click **Info. Center** and then select **Mailbox Info**.



- (2) To change the page layout, use the selection menu in the upper right.



- (3) To add a new info. box, click the **Add Info. Box** button in the upper right of the page.

The screenshot shows a dashboard with several info boxes. At the top right, there is a button labeled "Add Info Box" and a dropdown menu set to "Wide-thin Layout". The dashboard contains the following info boxes:

- Login Info:** A table with columns for date/time, status, and IP address. It lists four login attempts, two successful and two failed. A red "X" button is in the top right corner.
- Mailbox Usage:** A box with a progress bar and a table showing usage for My Drive, Mails, Free Space, and Total. A red "X" button is in the top right corner.
- Forward Information:** A box showing status and settings for AutoForward and FilterForward. It displays "No Data" and has "AutoForward Setting" and "Filter Setting" links. A red "X" button is in the top right corner.
- Announcement:** A box displaying "No Announcements." with a red "X" button in the top right corner.
- RSS News:** A box with a red "X" button in the top right corner.

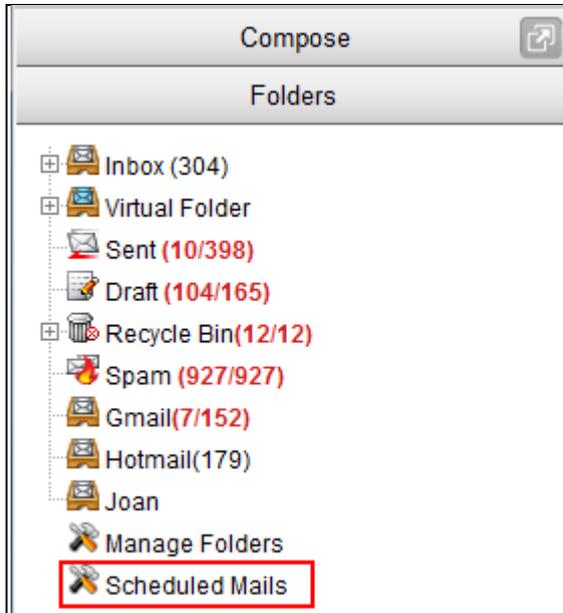
To hide an info. box, click the  button in the upper right of the box.

This screenshot is identical to the one above, but the "Add Info Box" button is now highlighted with a red box. Additionally, the red "X" button in the top right corner of the "Mailbox Usage" info box is also highlighted with a red box.

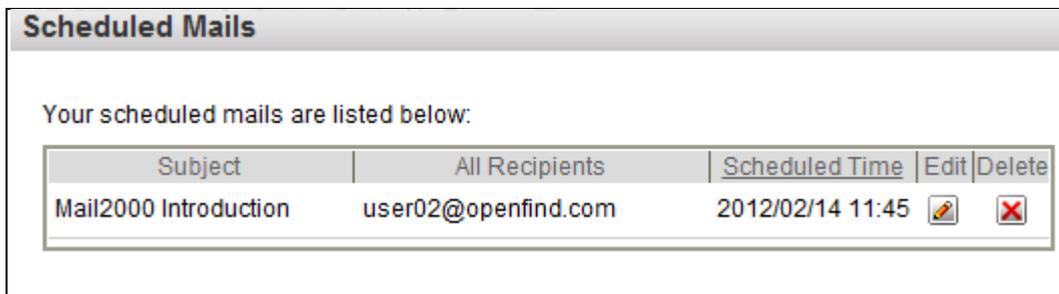
(4) This page supports the drag-and-drop functionality. You may drag and drop the info. boxes to your desired positions.

10.15 How to Manage Schedule Mail?

- (1) Select the **Folders** on the left menu and click **Schedule Mails**.



- (2) In the **Schedule Mail** setting page, there will list all your schedule mails.

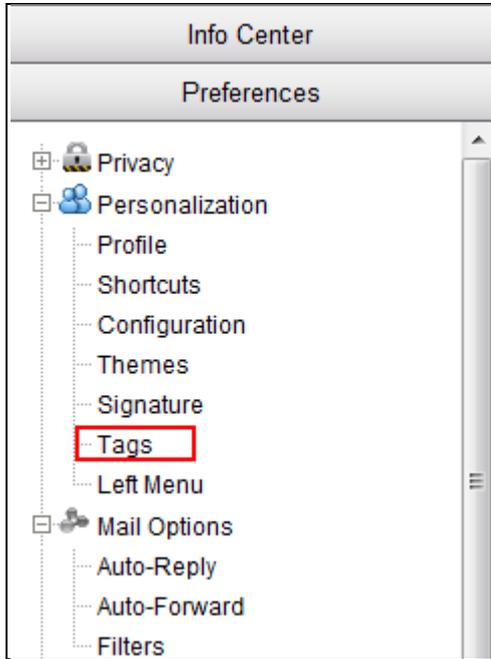


10.16 How to Create/Delete/Manage Tags?

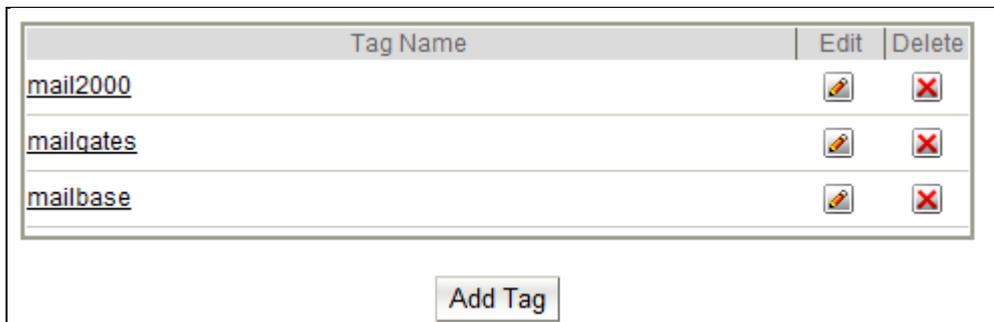
The **Tags** feature offers content-based categorization. Users may assign tags to mails, files, sticky notes and contacts with user-specified terms. In contrast to the rigid hierarchical categories, tagging enables multiple, overlapping associations that make the navigation of information increasingly easier. As a single item can have multiple tags attached to it, the classification is not only extensive but also dynamic. To reclassify an item, simply modify its list of tags; all connections between items are automatically tracked and updated. Further, folders are supported to organize the tags into broad categories. This hybrid system, completely different from the complex hierarchy of categories, aims to provide users a new classification experience.

- **How to Create Tags?**

(1) On the left menu, click Preferences, expand Personalization, and select Tags .



(2) In the [Tags] page, click the **Add Tag** button.



(3) Enter the tag term and then click **OK**.

- **How to Delete Tags?**

In the [Tags] page, locate the tag you intend to delete and then click the button.

- **How to Edit Tags?**

In the [Tags] page, locate the tag you intend to edit and then click the button.

Items Associated with Tag "mail2000"

Mails List

Folders	Subject	From	Date	Size
Inbox	MAIL 2000 User Guide	user02	11/09/21 10:22	2 K
Inbox	MAIL 2000 User Guide	user02	11/09/21 10:20	26 K
Inbox	MG 3.0SP2 Beta Package	user02	11/09/20 18:48	3 K
Total Mails				3 mails / 31 K

[Back](#)

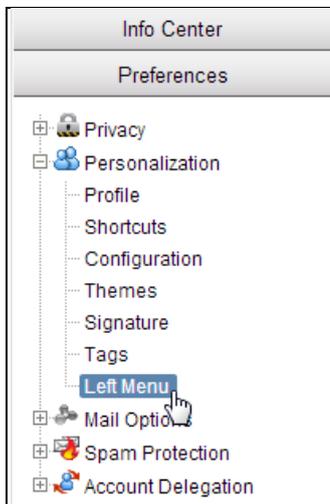
Contacts

Contacts	Type	Nickname	Mailbox
My Contacts	Contact	user07	user07@openfind.com
My Contacts	Contact	allen	allen@openfind.com
My Contacts	Contact	john	john@openfind.com
Total Contacts			3 contacts

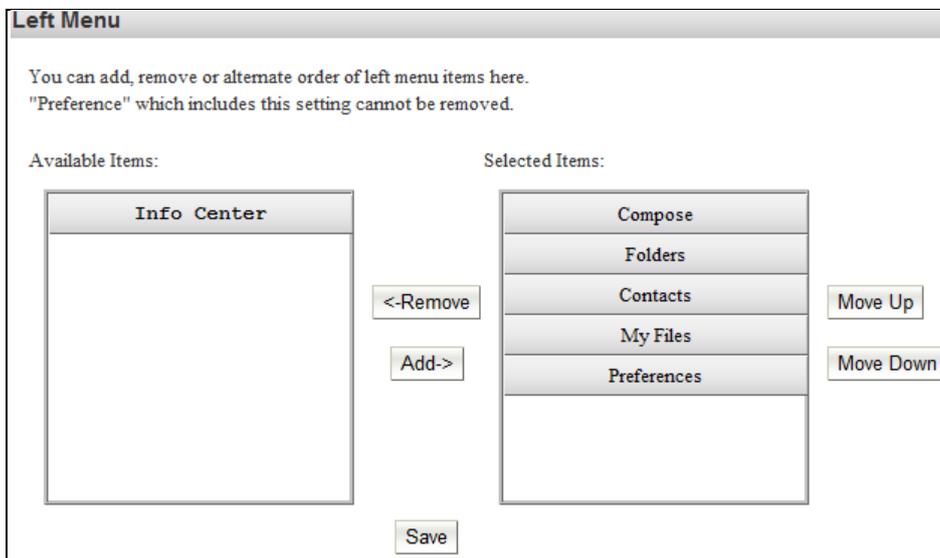
[Back](#)

10.17 How to Customize Left Menu?

- (1) On the left menu, click Preferences, expand Personalization, and select Left Menu .



- (2) Add the menu items you wish to display on the left menu and remove those you wish to hide. To change order of the menu items, use the **Move Up** and **Move Down** buttons.



- (3) Click **OK** when finished.

11. Calendar

The **Calendar** function, with its integrated features, helps you to organize your personal/business schedule effortlessly. With an Internet connection, **Calendar** information can be accessed and searched, allowing you to track and manage your schedule anytime, anywhere.

- **Events**

Events allow you to create and manage personal appointments and events.

- (1) **Reminder:** Automatically sends an event reminder via email or SMS to inform you of any upcoming event.
- (2) **Repeat Event:** Manages events that occur repeatedly on a regular basis.

- **Todo Tasks**

Todo Tasks manages important to-do jobs, within which you can specify the expiration date and priority for each job.

- **Calendar Watch**

Calendar Watch allows you to establish a list of friends' calendars for quick access.

Notes

Calendar is an optional Mail2000 module. Please contact Openfind for more information.

TEL: +886 (2) 2553-2000 ext. 888 / EMAIL: sales@openfind.com

This chapter explains:

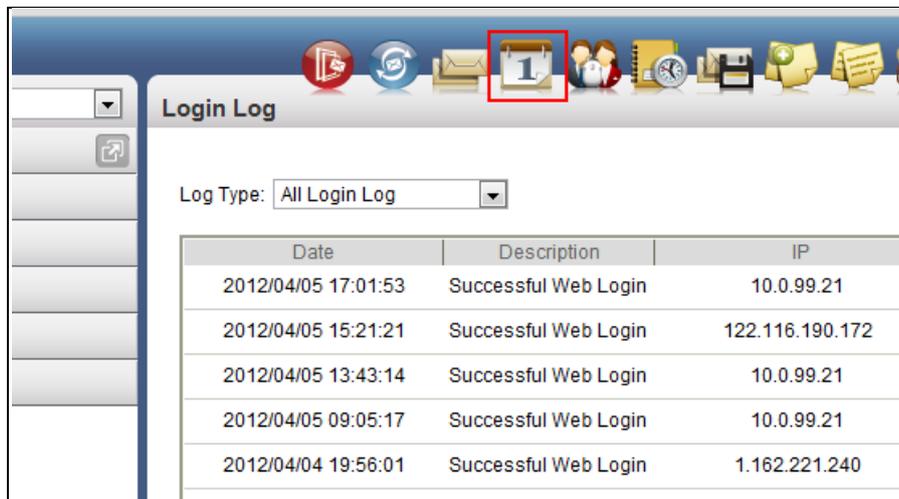
- How to Personalize Your Calendar?
- How to Change Calendar View?
- How to Add Events?
- How to Send Calendar Invitation ?
- How to View the Replying Status
- How to Use Public Calendar?
- How to Export or Import Calendar?
- How to Use Someone's Shared Calendar?
- How to Subscribe to External Calendars?
- How to Use Meeting Schedule?
- How to Publish Your Calendars via Web?
- How to Synchronize Mobile Phone with Calendar?

- Complete Synchronize Settings Via QR Code.
- How to Read/ Synchronize Mail2000 Calendar with Other Platform?
- How to Add/Edit/Delete Todo Tasks?

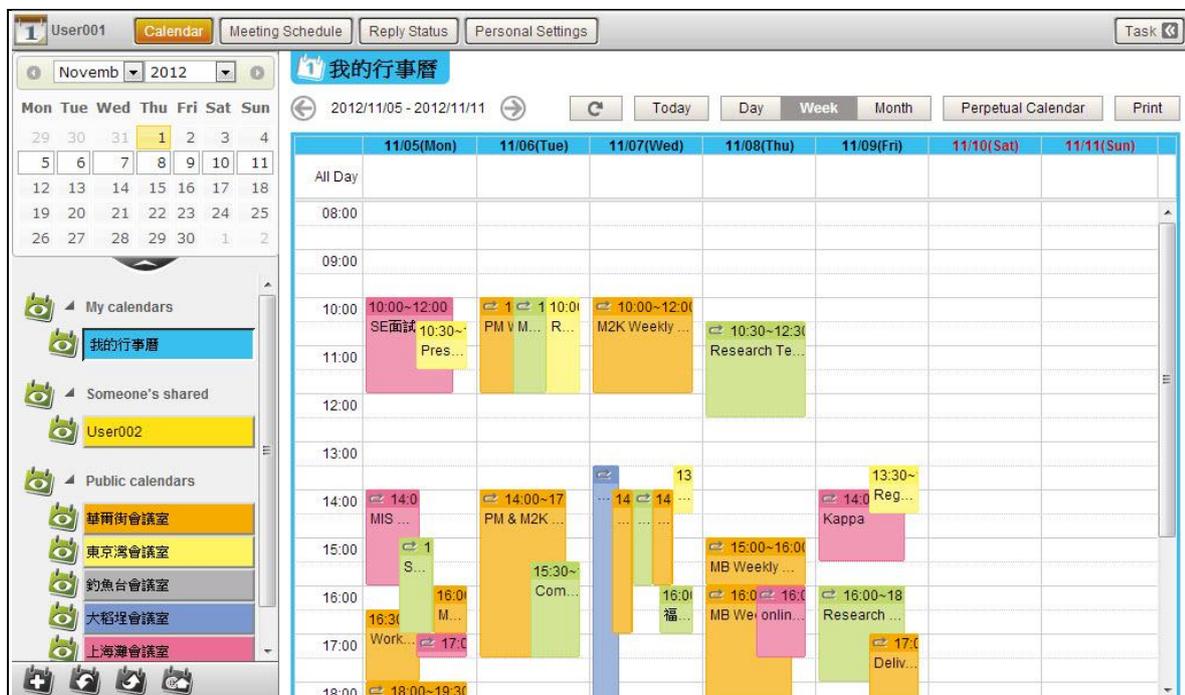
11.1 How to Personalize Your Calendar?

- How to Use Mail2000 Calendar?

(1) Click the  button on the shortcuts to go into calendar page.



(2) The Mail2000 Calendar preview:



- Calendar User Interface Layout

(1) Mini Calendar:

Displays a mini calendar of the current month. Users can hide and display the mini calendar by click the  button.

(2) Left Menu:

- My calendar: User's personal calendar list.
- Someone's shared: The calendars that shared by someone.
- Public calendars: Calendars that created by administrator and public to specific groups.
- Add/Import/Export/Publish Calendar(s): Users can add/import/export/publish

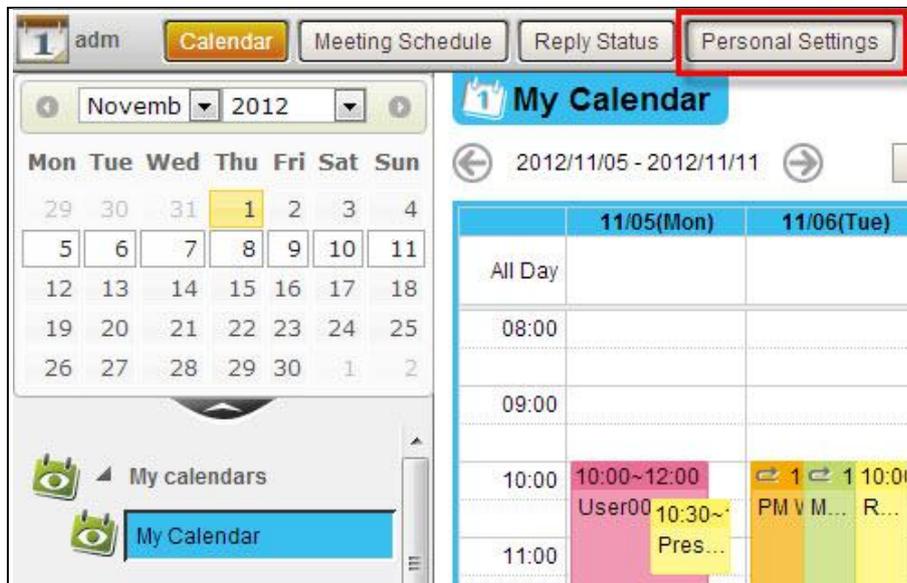
calendar(s) by click the  button in the left down corner.

(3) Main Calendar Content: Main calendar content, all calendar events will display in this area.

(4) Toolbar: In the upper side of the calendar layout. The toolbar function includes Calendar, Meeting Schedule, Replay Status, Personal Settings and Todo Task settings.

● How to Personalize Your Calendar?

- (1) Click the **Personal Setting** button on the toolbar to go to the calendar setting page.



- (2) In the setting page, users can change calendar settings to personalize calendar environment.

Calendar Setting

Default display: Daily plan Weekly plan Monthly plan

Week starts on: Monday

Day view period: 8:00 - 23:00

Display Holidays: Taiwan holidays

Lunar calendar: Display lunar calendar

Meeting Schedule

Main scheduling calendar: 我的行事曆

Privacy Status: Publish all Viewers can read the details of this event.

OK Cancel

- Default display: Select the default display method for the your calendar (Daily/Weekly/Monthly/Yearly).
- Week starts on: Specify the weekly start day for weekly calendar.
- Day view period: Specify the daily start and end times for daily calendar
- Display Holidays: Display Taiwan’s holiday.
- Lunar calendar: Display lunar calendar.
- Main scheduling calendar: Select a calendar as the main scheduling calendar for Meeting Schedule.
- Privacy Status:
 - ▶ Not publish: Not publish privacy status.
 - ▶ Publish the status: Viewers can know the period is occupied only.
 - ▶ Publish all: Viewers can read the details of this event.

(3) Click **OK** to save your calendar setting.

11.2 How to Change Calendar View?

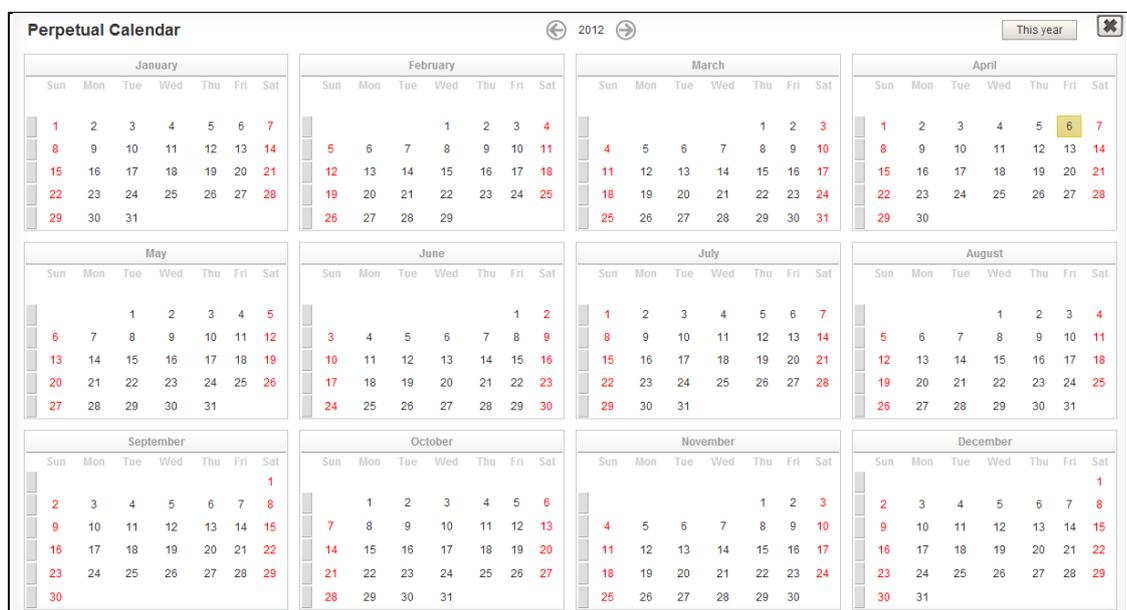
Mail2000 provides five different calendar views to users (refresh/today/ day/ week/ month/ perpetual), users can change which view is displayed when calendar is opened by click the



button on the upper

right of the window.

- Refresh
To ensure latest calendar information, click **Refresh** button.
- Today View
Display today's calendar.
- Week View
Display weekly calendar.
- Monthly View
Display monthly calendar.
- Perpetual Calendar
Perpetual Calendar will display the whole year calendar, you can select certain day to view the calendar on that day.



- Print
To print currently readed calendar view, click **Print** button.

● **Calendar Visibility**

On the calendar left menu, you can decide which calendar to be displayed in the calendar content. Click the  button, and the icon will turn to , that means the calendar has already displayed in the calendar content.



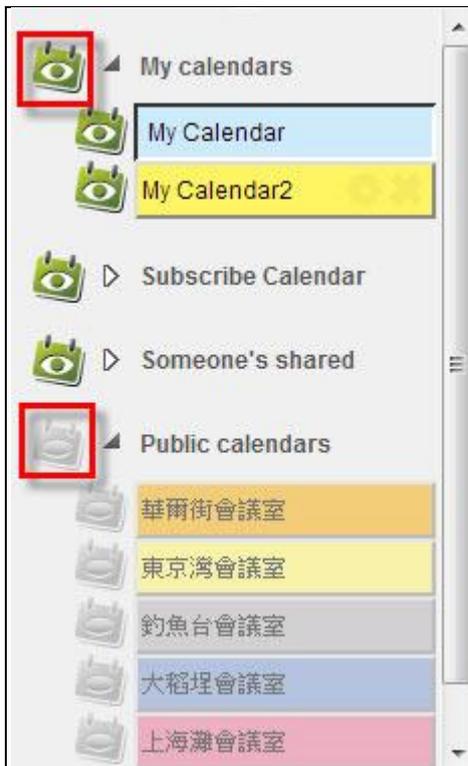
: Displayed Calendar ◦

 : Hidden Calendar

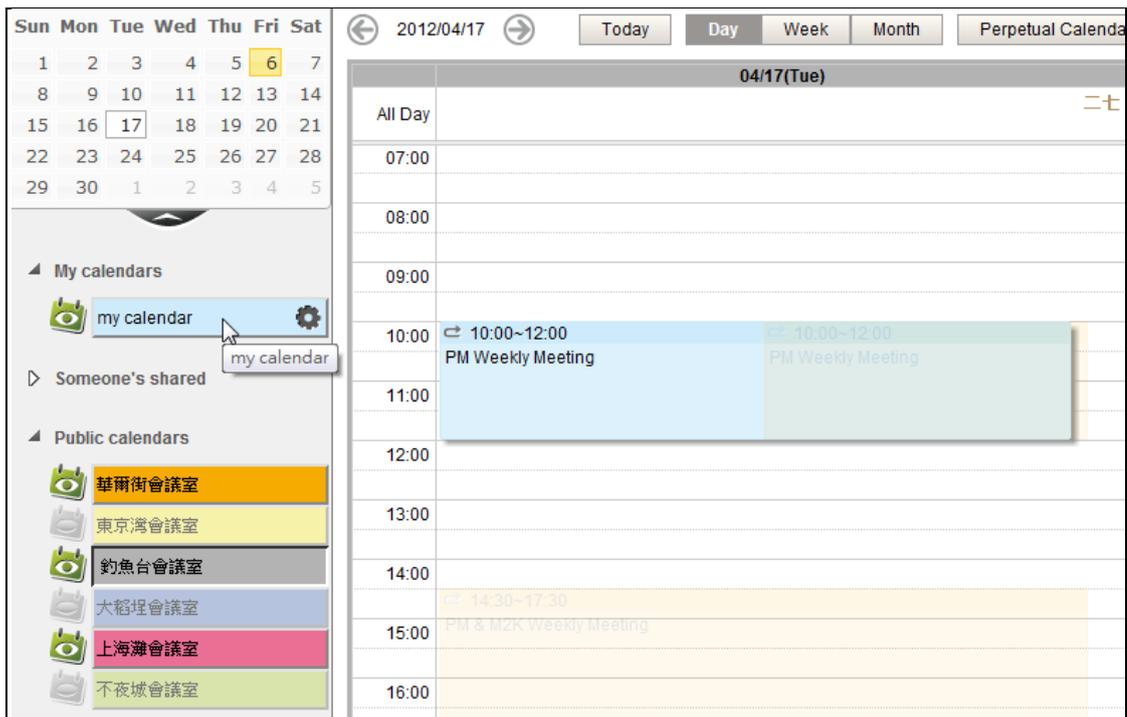


We also provide users with changing the visibility of batched calendars.

Users just need to click  or  icon on the first layer, and it'll change the visibility of next layer's calendars.



Or you can mouse over on the calendar you want to watch, and the calendar will be displayed on the calendar content area.



11.3 How to Add Events?

- (1) In the calendar page, locate the date you want to add event and click directly to go to the new event page.
- (2) In the new event page, you can set event, attendee, repeat and other settings.

- Event

- ◆ Target: Select the calendar belong to which calendar.
- ◆ Subject: To set the event's subject.
- ◆ Time: To set the start time and the end time. Or you can select All Day to make the event as an all-day event.
- ◆ Location: To set the location of the event.
- ◆ Content: To set the description of the event.

Event | Attendee | Repeat | Other

Target: my calendar

Time: 2012/04/17 08:30 ~ 2012/04/17 09:00

All Day

Subject:

Location:

Content:

OK Cancel

Notes: You can also use the mouse to adjust the calendar editor range when you're adding events.

Event | Attendee | Repeat | Other

Target: 我的行事曆

Time: 2014/08/02 09:30 ~ 2014/08/02 17:00

All Day

Subject: Openfind Meeting

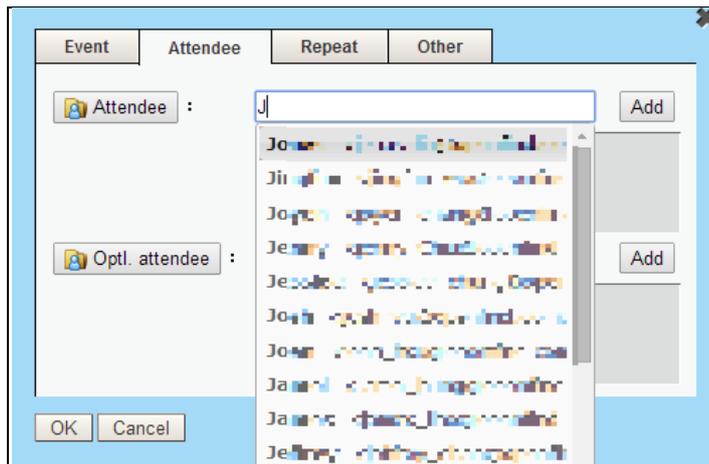
Location: Openfind

Content: Dear K,
Please prepare the report of opponents and we have a meeting at 15:00.
Best regards,
Your Boss

OK Cancel

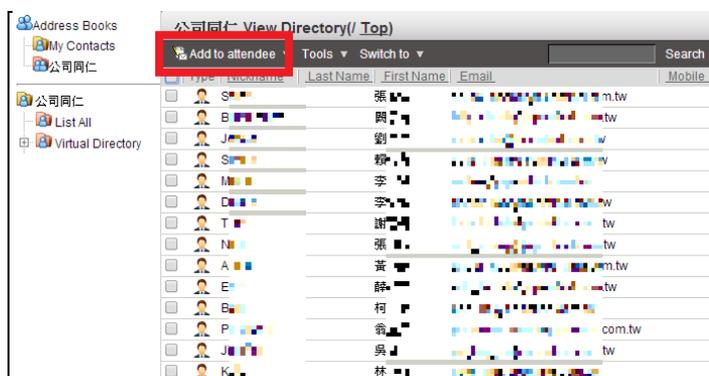
■ **Attendee**

When entering attendee or Optl. attendees, type few characters will display a list that matched(auto-complete).

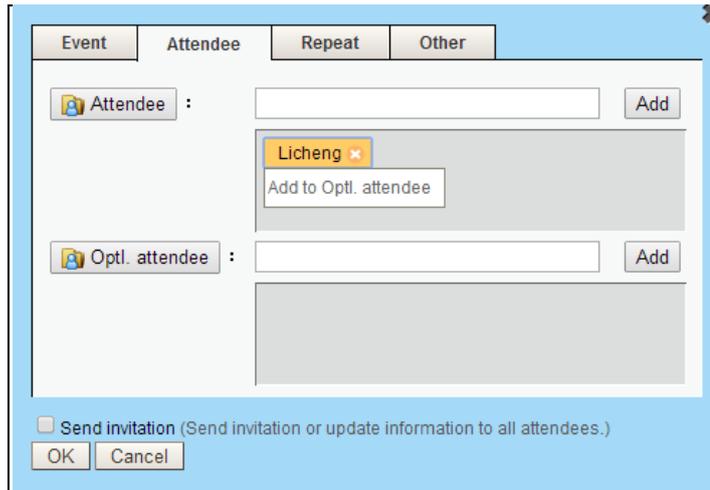


◆ Attendee :

- Enter the email address and click **Add** button, and the email address will be added as the event's attendee. If you want to delete the attendee, click the  button and the attendee will be deleted.
- With the function that calendar integrated with contacts, you can click the button  and select attendee directly from contacts.

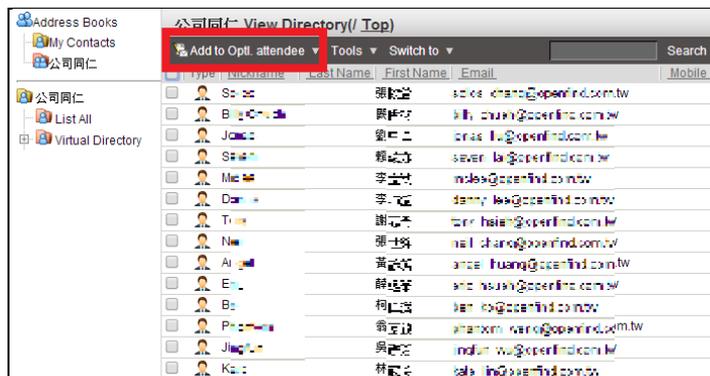


- If you want to change the attendee to Optl. attendee, click the account name and click **Add to Optl. attendee** button, then the attendee will change to Optl. attendee.

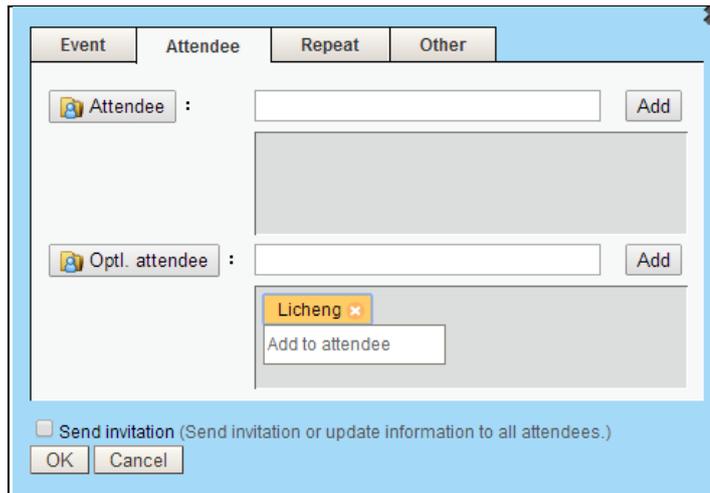


◆ Optl. attendees :

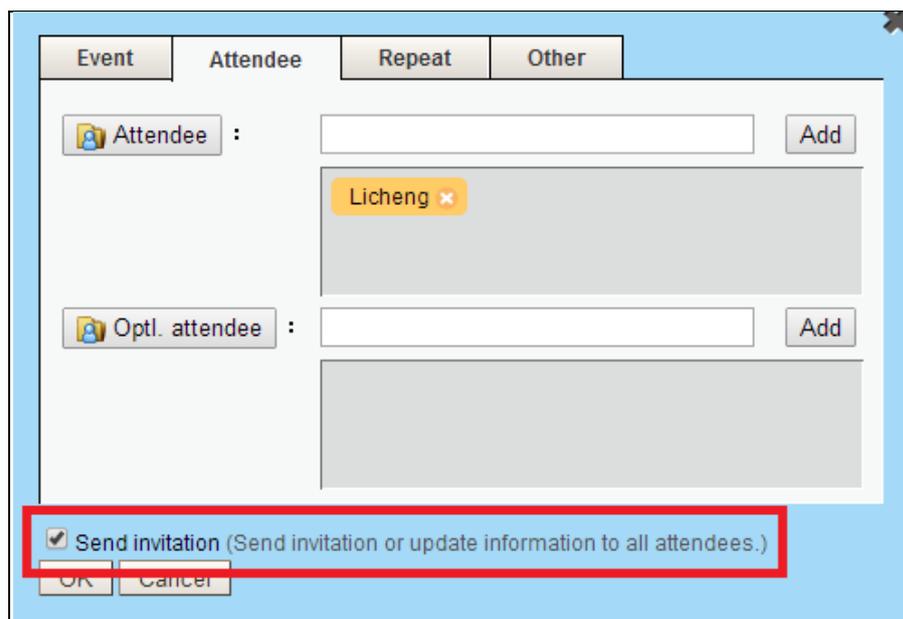
- Optional attendee means the attendee can choose whether to attend this event. To add optl. attendees, enter the email address and click **Add** button, and the email address will be added as the event's optl. attendees. If you want to delete the optl. attendees, click the  button and the Optl. attendees will be deleted.
- With the function that calendar integrated with contacts, you can click the button  and select Optl. attendees directly from contacts.



- If you want to change the Optl. attendee to attendee, click the account name and click **Add to attendee** button, then the Optl. attendee will change to attendee.



- ◆ Send Invitation: If you want to send invitation to your attendees and optl. attendees, please click the check box in front of **Send invitation**.



- Repeat
 - ◆ Repeat: Select the repeat pattern of this event. You can choose **Not repeat**, **Daily Repeat**, **Weekly Repeat** or **Yearly Repeat**.
 - ◆ On : If you choose weekly or monthly repeat, you can select the event to repeat on certain weekday.
 - ◆ Starts on: The start date of the event.
 - ◆ Ends: The end date of the event.

Event Attendee Repeat Other

Repeat: Weekly

Repeat every 1 weeks

Monday Saturday
Tuesday Sunday
Wednesday
Thursday
Friday

Starts on: 2012/4/17

Ends: Never
 Repeat 10 occurrences
 On 2013/04/17

Send invitation (Send invitation or update information to all attendees.)

OK Cancel

- Other
 - ◆ Time Zone: Select the time zone.
 - ◆ Reminders : Set the reminder for the event, which will sent to you via email or Smartphone (not SMS) and Browser Reminders.

Event Attendee Repeat Other

Time zone: (GMT+08:00) Asia/Taipei

Reminders: Smartphone(not SMS) and Browser Reminders
 Email reminders

OK Cancel

(3) Click OK when finished.

- **How to Edit/Delete Events?**

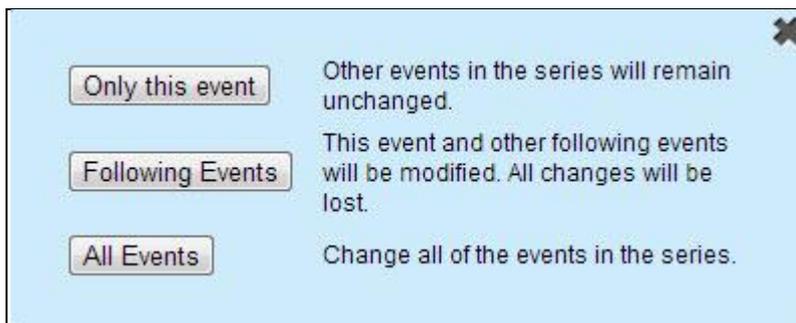
To edit or delete events, please click the event directly, and click **Edit** or **Delete** button to edit or delete the events.



● **How to Edit/Delete Repeated Events?**

To edit or delete repeated events, please click the event directly, and click **Edit** or **Delete** button to edit or delete the events. And you can select the option as follows.

- ▶ Only this event: Other events in the series will remain unchanged.
- ▶ Following Events: This event and other following events will be modified. All changes will be lost.
- ▶ All Events: Change all of the events in the series.



11.4 How to Add Calendar from Mails?

- (1) When previewing/reading a mail, there is a  bullet next to the subject. You may click the bullet to add calendar from mails.



- (2) In the new event page, you can see the calendar information: Target, Time, Subject, Location and Content.

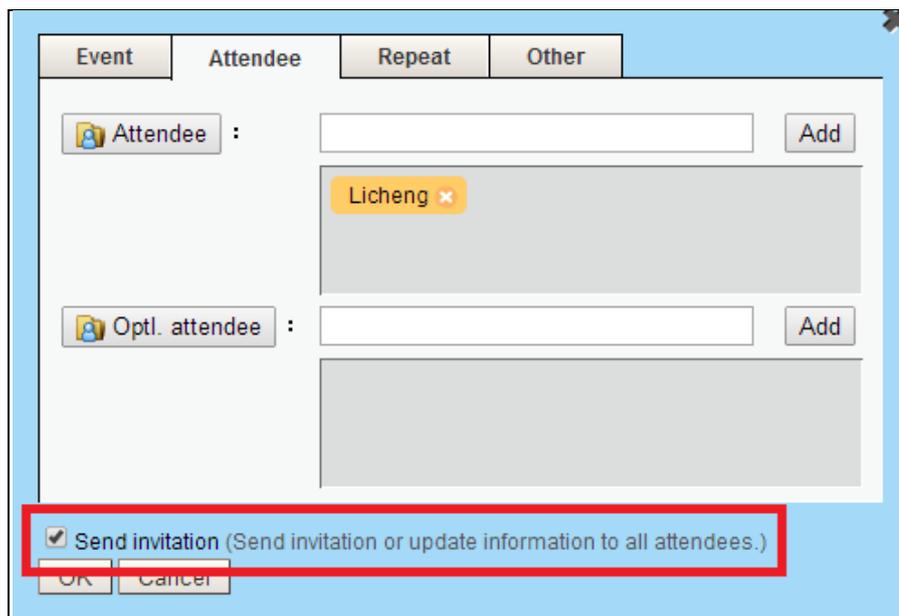
- ◆ Target: Select the calendar belong to which calendar. (Only list the calendar that you can **edit**.)
- ◆ Subject: To set the event's subject.
- ◆ Time: To set the start tome and the end time. Or you can select All Day to make the event as an all-day event.
- ◆ Location: To set the location of the event.
- ◆ Content: To set the description of the event.
 - Plain Text.
 - Maximum Character is 4096.

● **Mini Features**

- There is a function display the current characters Characters 257 / 4096 in the lower right corner of content.
- Reminders : You can select **Reminder Me** Reminder me to set the reminder for the event, which will sent to you via email or Smartphone (not SMS) and Browser Reminders.
- You can click the Edit more button, move this event to calendar for more detailed editing.

11.5 How to Send Calendar Invitation ?

- (1) If you want to send calendar invitation, please click the **Send invitation** when adding new event. If you enable this function, the system will send email to attendees and optl. attendees. Besides, if the event content has been changed, please enable this function, and the system will resend the invitation.



- (2) The invitation email content
- When receiving the invitation email, you can click **Add to Calendar** to add this event to your calendar.
 - You can choose **Attend this meeting? Yes/Yes, and add to my calendar/Maybe/No** , to reply the invitor whether to attend this event.

Mail2000 Calendar Invitation

Meeting

Date: 2012/11/01 10:00:00(Asia/Taipei) ~ 2012/11/01 12:00:00(Asia/Taipei)

Calendar Invitor:
jeffrey@m2ktrial.openfind.com.tw
Attendee:
pm@m2ktrial.openfind.com.tw.

Location: Office

Content

Attend this meeting? - - -

Mail2000 Calen

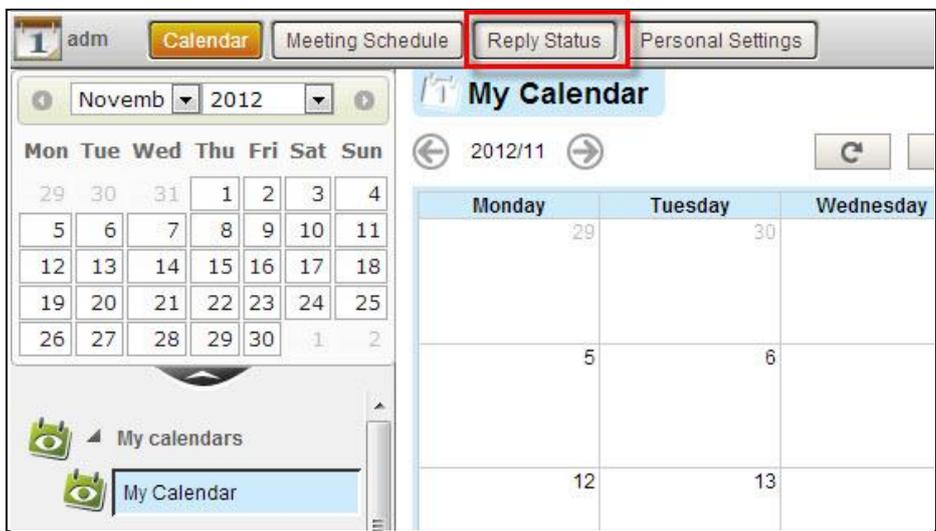
標題:Meeting

日期:2012/11/01
時間:10:00 - 12:00
地點:Office

11.6 How to View the Replying Status ?

Mail2000 offers you to view all replies by attendees and optl. attendees.

- (1) In the calendar page and click **Reply Status** in the upper left of the page.

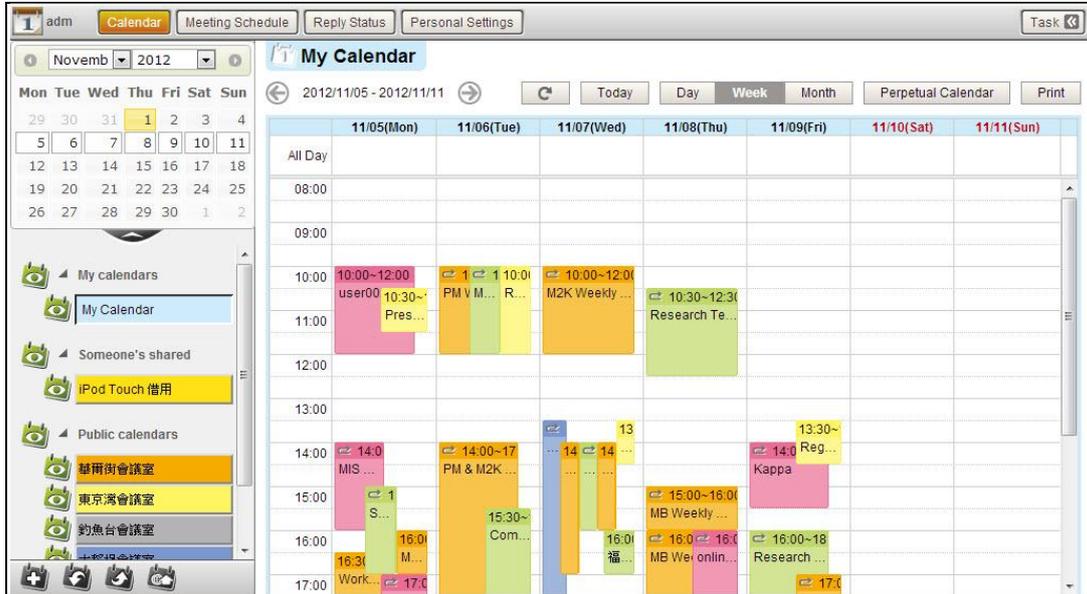


- (2) In the reply status page, you can see the reply status of every event. Beside, you can click the event and watch the replies by every attendees.

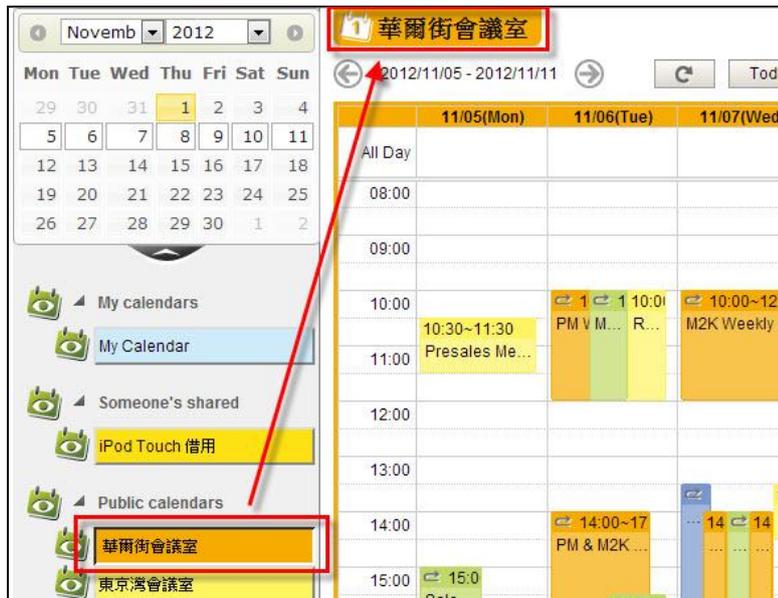
我的行事曆		
2011/11/12 13:00 ~ 2011/11/12 17:00	騎腳踏車@淡水	未回應: 1 人, 參加: 0 人 不參加: 0 人, 考慮: 0 人
Mail2000		
2011/11/09 15:00 ~ 2011/11/09 17:30	M2K 新版行事曆簡介	未回應: 2 人, 參加: 0 人 不參加: 0 人, 考慮: 0 人
user001@megatest.openfind.com.tw: 未回應	user002@megatest.openfind.com.tw: 未回應	

11.7 How to Use Public Calendar?

Mail2000 system offers public calendar for administrator to arrange resources or announce public events.



- How to Add New Events on Public Calendar?
 - (1) Click the public calendar which you want to add events on.



- (2) In the calendar content area, locate the date you want to add event and click directly to go to the new event page. In the new event page, you can set

event, attendee, repeat and other settings.

■ **Event**

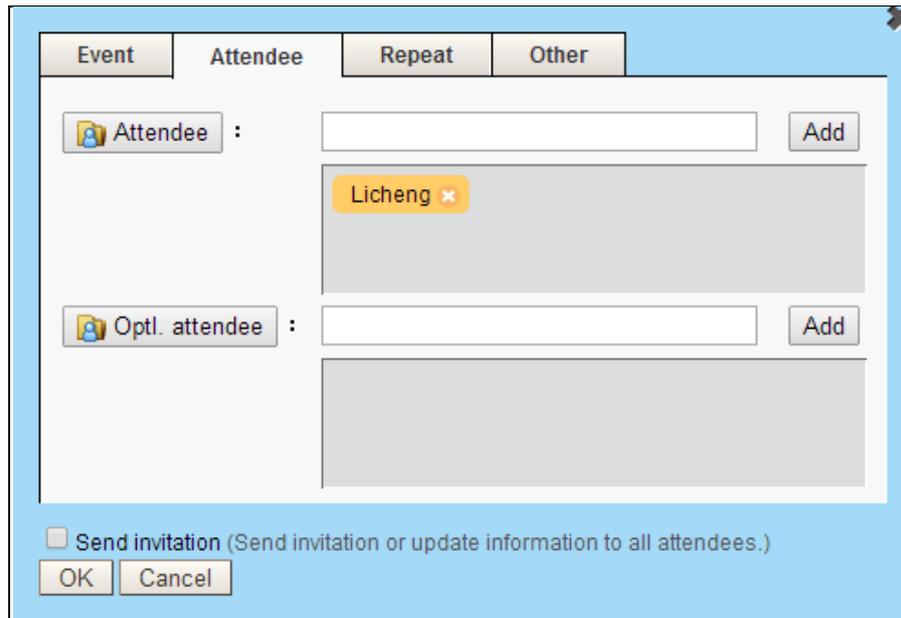
- ◆ **Target:** Select the calendar belong to which calendar.
- ◆ **Subject:** To set the event's subject.
- ◆ **Time:** To set the start tome and the end time. Or you can select All Day to make the event as an all day event.
- ◆ **Location:** To set the location of the event.
- ◆ **Content:** To set the description of the event.

The screenshot shows a dialog box titled "Event" with four tabs: "Event", "Attendee", "Repeat", and "Other". The "Event" tab is selected. The dialog contains the following fields and controls:

- Target:** A dropdown menu with "my calendar" selected.
- Time:** Two date fields (both "2012/04/17") and two time fields (both "08:30" and "09:00") separated by a tilde (~). Below the time fields is an "All Day" checkbox.
- Subject:** A text input field.
- Location:** A text input field.
- Content:** A larger text input area.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

■ **Attendee**

- ◆ **Attendee :** Enter the email address and click **Add** button, and the email address will be added as the event's attendee. If you want to delete the attendee, click the  button and the attendee will be deleted.
- ◆ **Optl. attendees :** Optional attendee means the attendee can choose whether to attend this event. To add optl. attendees, enter the email address and click **Add** button, and the email address will be added as the event's optl. attendees. If you want to delete the optl. attendees, click the  button and the Optl. attendees will be deleted.
- ◆ **Send Invitation:** If you want to send invitation to your attendees and optl. attendees, please click the check box in front of **Send invitation**.



- Repeat
 - ◆ Repeat: Select the repeat pattern of this event. You can choose **Not repeat**, **Daily Repeat**, **Weekly Repeat** or **Yearly Repeat**.
 - ◆ On : If you choose weekly or monthly repeat, you can select the event to repeat on certain weekday.
 - ◆ Starts on: The start date of the event.
 - ◆ Ends: The end date of the event.

Event Attendee Repeat Other

Repeat: Weekly

Repeat every 1 weeks

On

Monday Saturday

Tuesday Sunday

Wednesday

Thursday

Friday

Starts on: 2012/4/17

Ends: Never

Repeat 10 occurrences

On 2013/04/17

Send invitation (Send invitation or update information to all attendees.)

OK Cancel

- Other
 - ◆ Time Zone: Select the time zone.
 - ◆ Reminders : Set the reminder for the event, which will sent to you via email or Smartphone (not SMS) and Browser Reminders.

Event Attendee Repeat Other

Time zone: (GMT+08:00) Asia/Taipei

Reminders: Smartphone(not SMS) and Browser Reminders

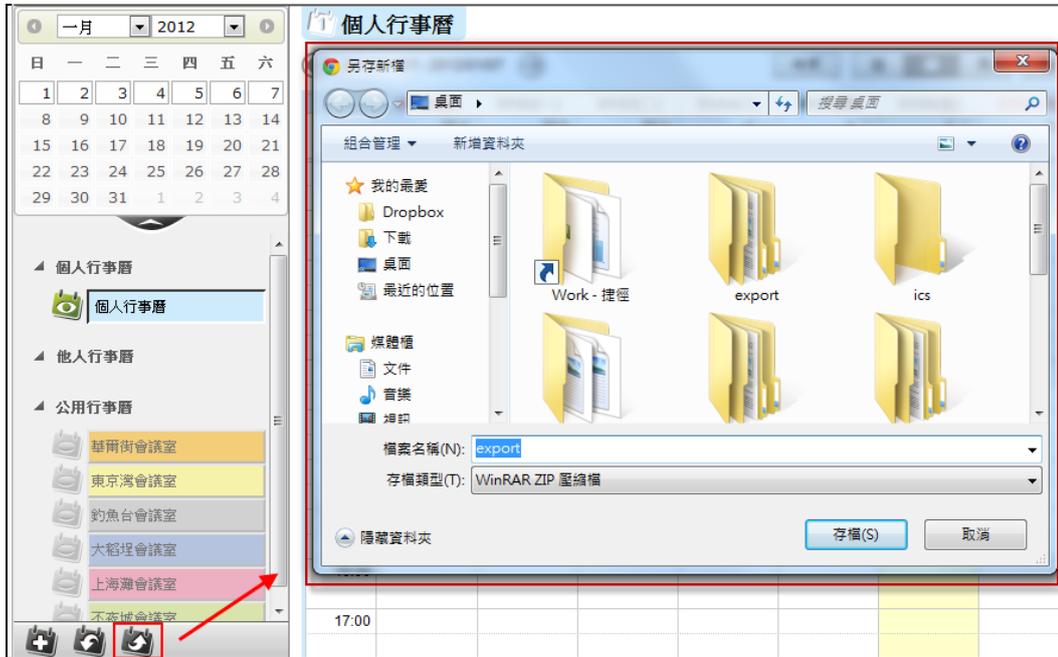
Email reminders

OK Cancel

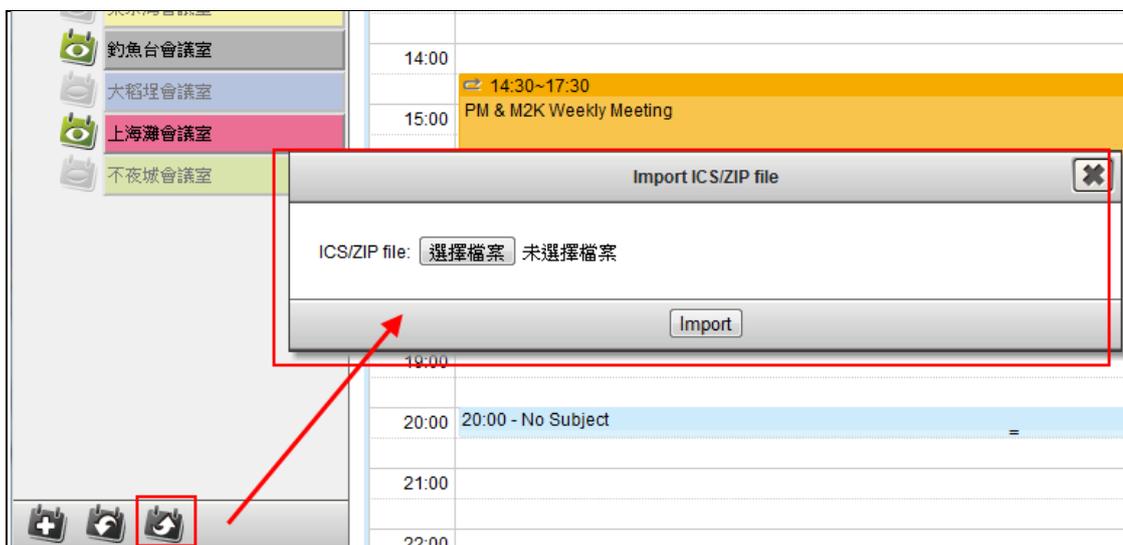
(4) Click OK when finished.

11.8 How to Export or Import the Calendar?

- (1) Click the  button on the left down corner. And in the [File Download] window, click **Save** to export the calendar.



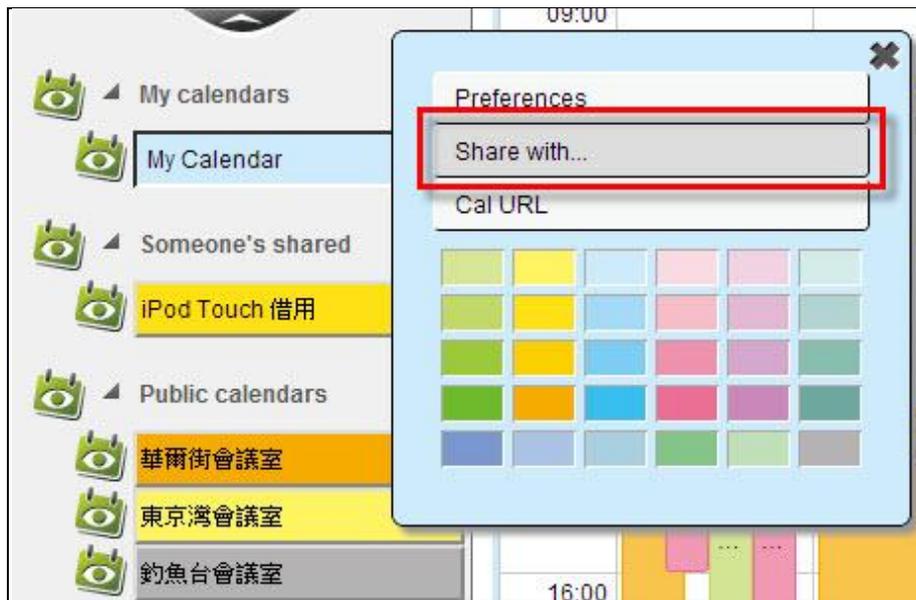
- (2) Click the  button on the left down corner. And in the [Import Files] page, choose the file you want to import and click **Import** button to import your calendar.



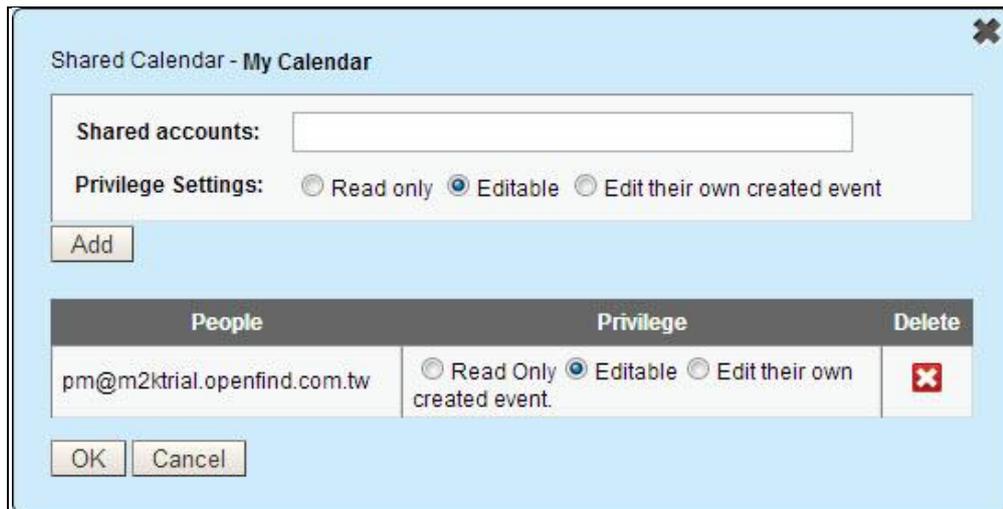
11.9 How to Use Someone's Shared Calendar?

Someone's shared calendar can help users to share their own calendar to others, and allow other user to edit and watch their calendar.

- How to Share Your Calendar to Others?
 - (1) In the calendar page, click the calendar you want to share from **My calendar**, and click the **Share With** button.



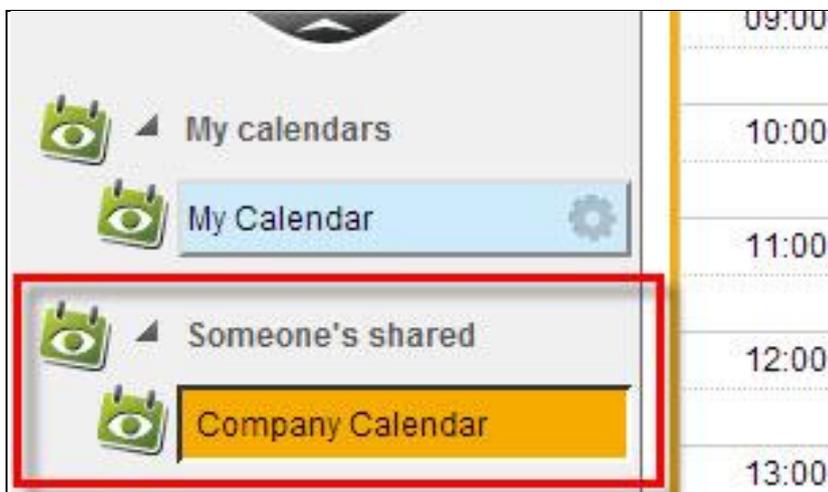
- (2) Enter the Shared accounts and select the privilege setting, and click the **Add** button to add shared account. Users can select **Read Only**, **Editable** or **Edit Their Own Created Event** in the privilege setting.
 - ◆ **Read Only** means the shared account can only read your calendar.
 - ◆ **Editable** means the shared account can read and edit your calendar.
 - ◆ **Edit their own created event** means the shared account can read your calendar and edit their own created event.



(3) Click OK when finished, and your calendar will appear in shared account's **Someone's shared calendar**.

- How to Read and Edit others Calendar?

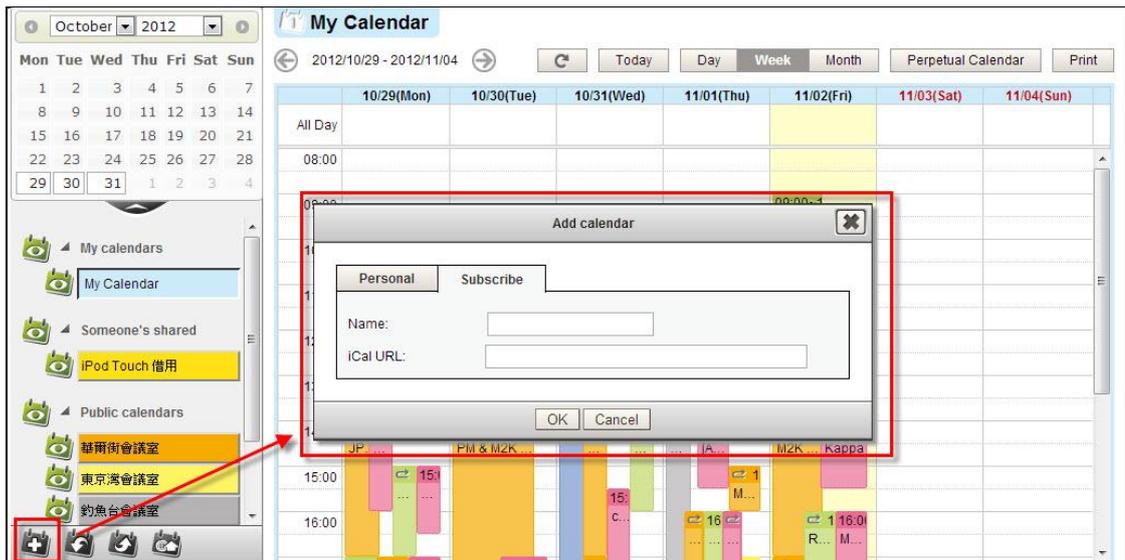
When someone shares you with their calendar, their calendar will appear in your **Someone's shared** calendar list. Click the calendar they shared to you, and you can start to read or edit the calendar.



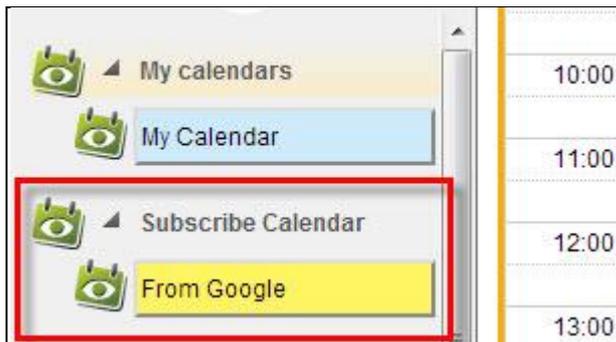
11.10 How to Subscribe to External Calendars?

User can subscribe to external calendars via iCalendar URL.

(1) Click the  button on the left down corner.



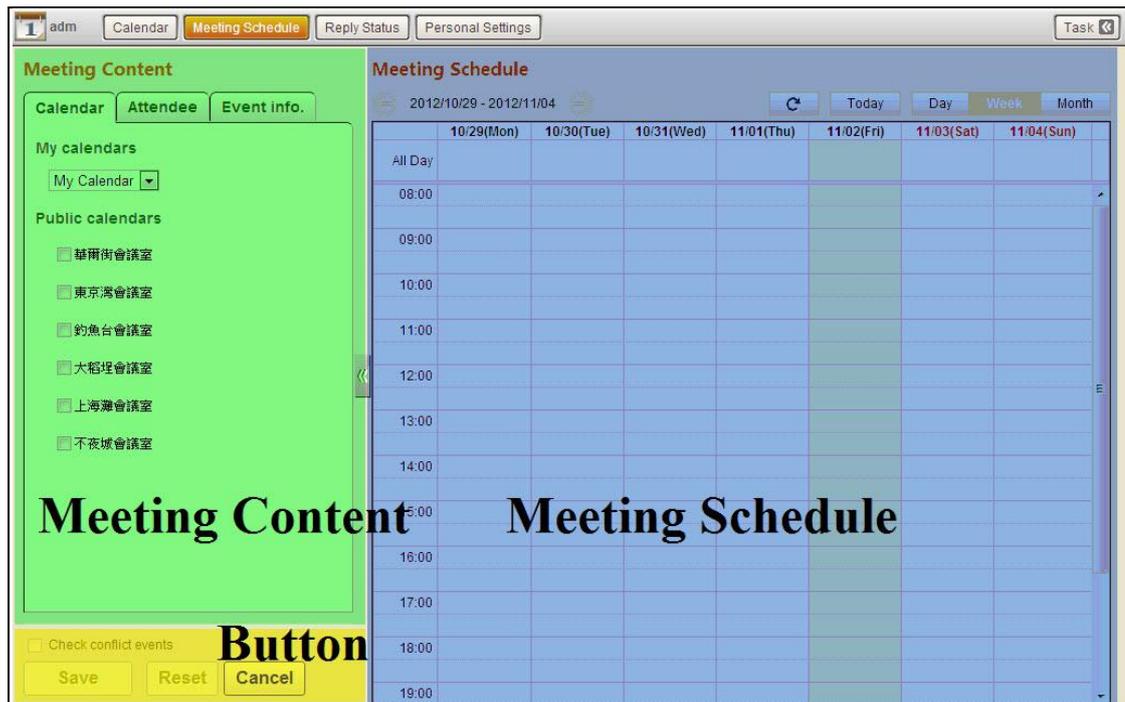
- (2) In the **Subscribe** tab, enter the **Name** and **iCal URL**.
- (3) Click OK when finished.



11.11 How to Use Meeting Schedule?

When the meeting inviter plans a meeting, he/she needs to know attendees' schedule. The meeting inviter can view attendees' schedule via **Meeting Schedule**.

- Main screen introduction
Meeting Schedule can partition to three areas as follows:

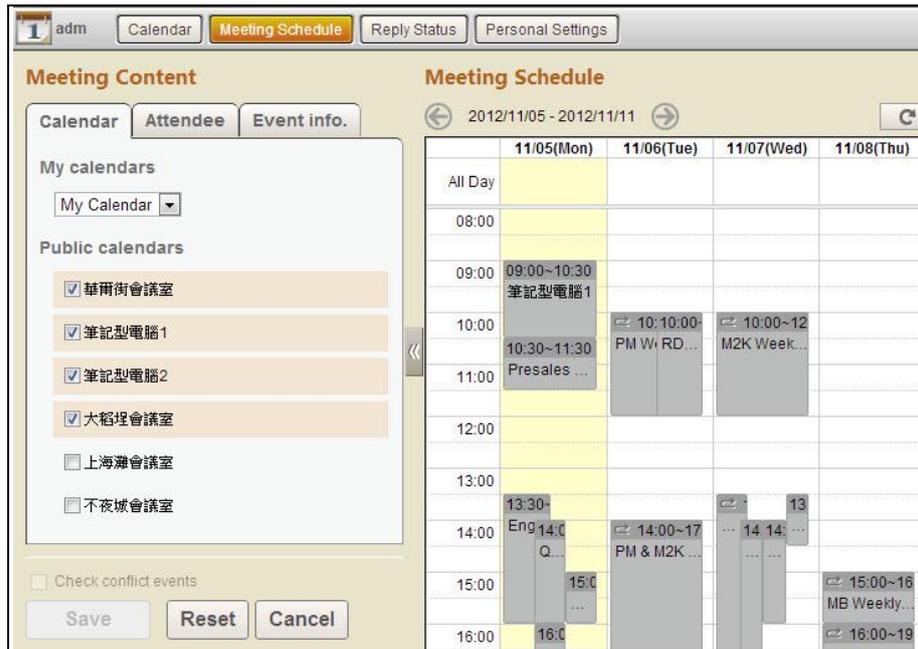


- (1) Meeting Content: Users can select meeting sources for Meeting Schedule, including calendar, attendees, optl. attendees and events.
- (2) Meeting Schedule: Users can arrange a meeting via viewing the source occupancy.
- (3) Button: Users can use **Check Conflict Events** to check for schedule conflicts. Or users can save, reset or cancel this Meeting Schedule.

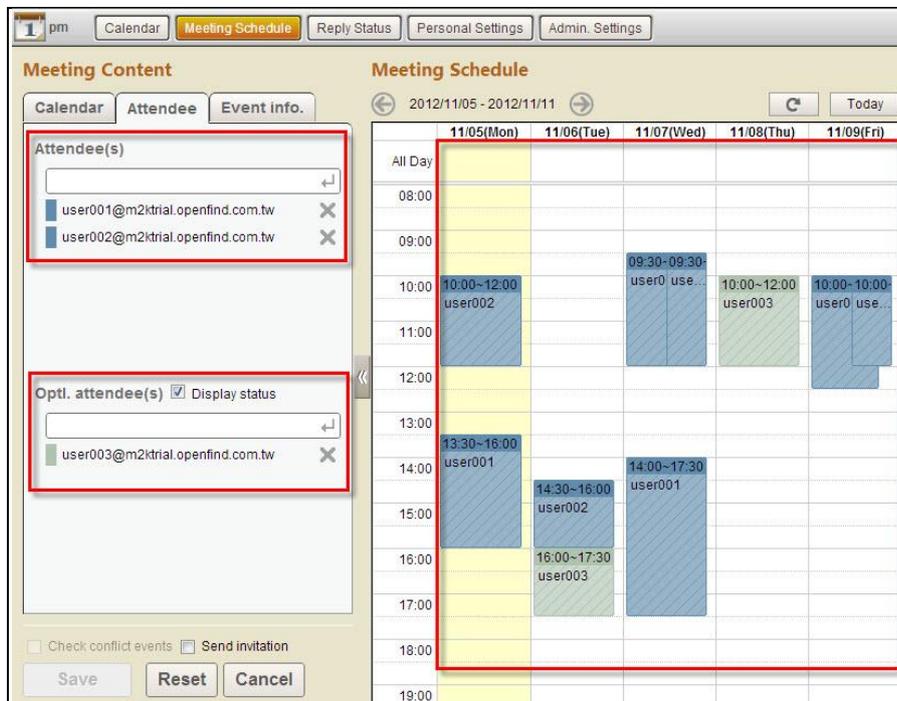
- How to use meeting schedule?

If you want to book many attendees or sources, you can achieve your needs via Meeting Schedule. Just selecting the meeting time and setting the relative contents and clicking **Save** button to finish the Meeting Schedule.

- (1) Click the **Calendar** tab of **Meeting Content** area. Users can set **My Calendars** and **Public Calendars**.
 - My Calendars: Select one of My Calendars as the main scheduling calendar for Meeting Schedule.
 - Public Calendars: Select the resources from the list of **Public Calendars**, e.g. projector, notebook, meeting room. Users can view the occupancy of the selecting sources of **Public Calendars**.



- (2) Click the **Attendee** tab of **Meeting Content** area. Enter emails to invite attendees and optl. attendees. Users can check schedule status of invitee directly, when invitee set **Privacy Status** to **Publish The Status** or **Publish All** in the **Personal Settings** page.



- (3) Click the **Event Info.** tab of **Meeting Content** area. Users can edit the event information, including **Subject**, **Location**, **Content** and **Reminders**.

Meeting Content

Calendar Attendee Event info.

Subject
Group Meeting

Location
Meeting Room

Content
Annual Plan

Reminders
 Smartphone(not SMS) + Browser Notification
 Email Notification

Check conflict events

Save Reset Cancel

- (4) In the **Meeting Schedule** area, users can drag-and-drop or click the date you want to arrange a meeting directly, and it'll go to the modify page. In the modify page, users can modify the **Time**, **Time zone** or **Repeat**.

Time: 2012/11/05 13:30 ~ 2012/11/05 15:30

All Day

Time zone: (GMT+08:00) Asia/Taipei

Repeat: Not repeat

OK Cancel

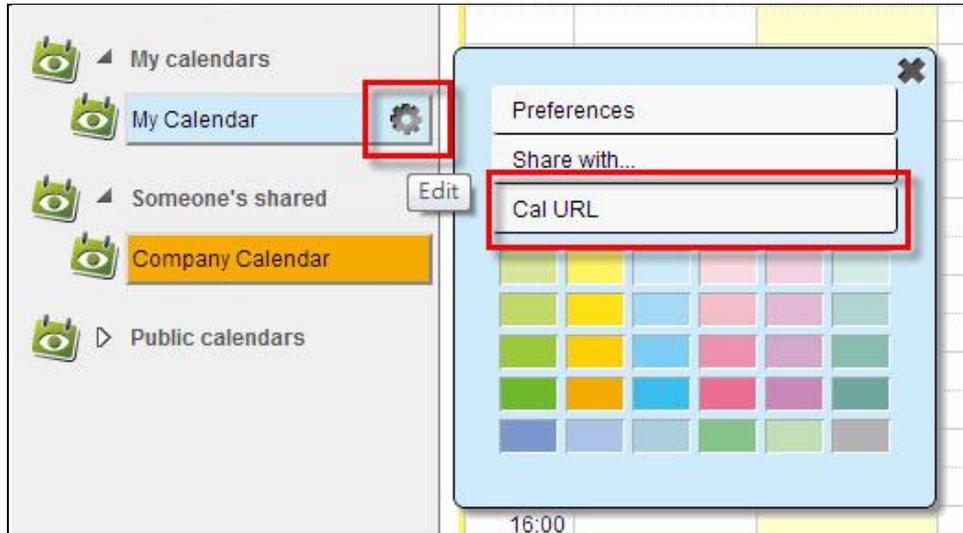
- (5) In the Button area, whether users can check **Check Conflict Events** and **Send Invitation** or not. Finally, users can select **Save**, **Reset** or **Cancel**.
- **Check Conflict Events:** If you want to check the conflict events, please click the check box in front of **Check Conflict Events**.



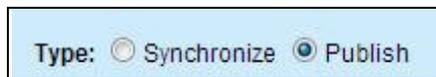
- **Send Invitation:** If you want to send invitation to your attendees and optl. attendees, please click the check box in front of **Send Invitation**.

11.12 How to Publish Your Calendars Via Web?

- How to publish one calendar by generating HTML Calendar URL?
 - (1) In the calendar page, click the calendar you want to publish, and click **Edit** button. And then click **Cal URL**.

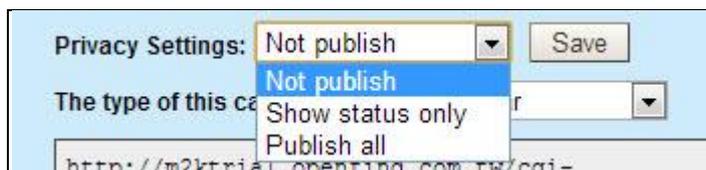


- (2) Select the **Publish** type.



- (3) Set the privilege of calendar **Privacy Settings**:

Status	Behavior
Not publish	No one can subscribe your calendar via this URL.
Show status only	Other users only can check your status, either busy or free, after they subscribe your calendar via this URL.
Publish all	Other users can check the detailed information of your schedule after they subscribe your calendar via this URL.



- (4) After select the HTML type of this calendar URL, it'll automatically generate the corresponding calendar URL and QR Code. Users can easily publish your calendar by sharing the calendar URL or QR Code.



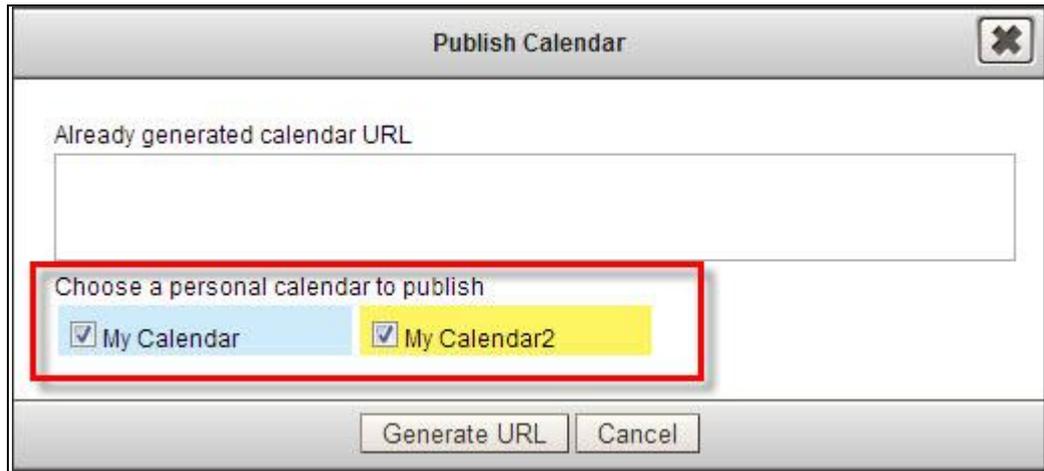
- How to publish many calendars by generating HTML Calendar URL?

- (1) Click the  button on the left down corner.

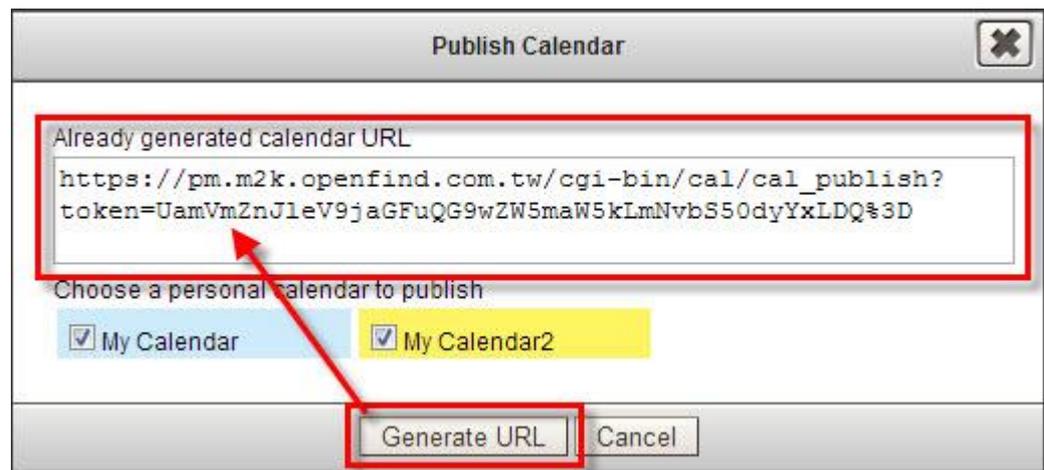


- (2) In the **Publish Calendars** page, select one or more calendars that you want to publish.

Notes: Users must set the **Privacy Settings** to **Show Status Only** or **Publish All**.



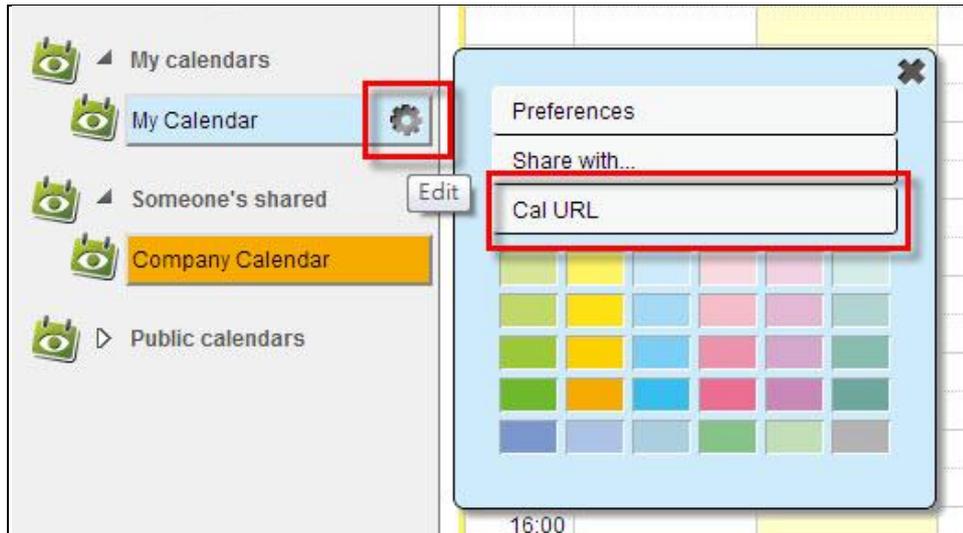
- (3) After click Generate URL button, it'll generate the corresponding calendar URL. Users can easily publish many calendars by sharing the calendar URL.



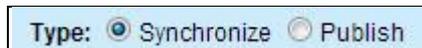
11.13 How to Synchronize Mobile Phone with Calendar?

Before synchronizing, please get the corresponding calendar URL or QR Code first.

- How to get the corresponding calendar URL or QR Code?
 - (1) In the calendar page, click the calendar you want to publish, and click Edit button. And then click Cal URL



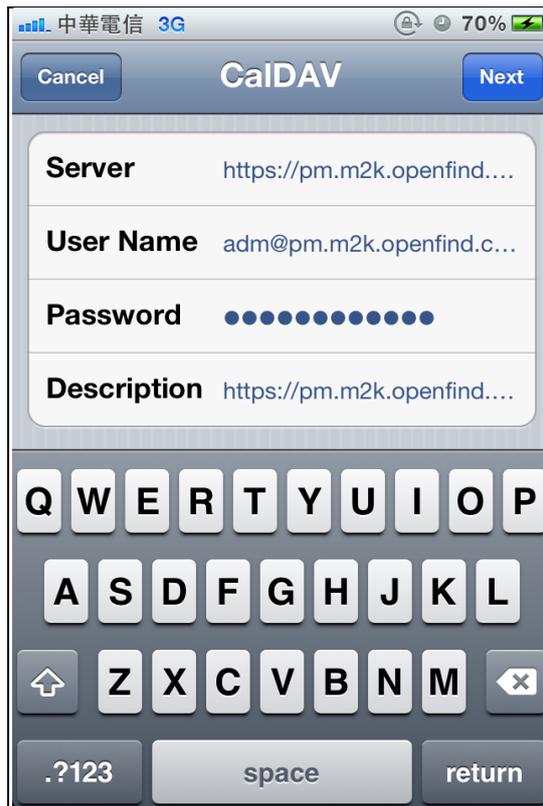
- (2) Select the **Synchronize** type..



- (3) There are two kinds of calendar types that you can generate, CalDAV and CalDAV (iOS). Please select CalDAV (iOS) on iOS devices. After users set your settings, it'll automatically generate the corresponding calendar URL and QR Code.



- How to synchronize mobile phone with calendar?
Users can easily finish the settings via QR Code Scanner or setting in just three steps:
 - (1) Go into the **Settings/Mail,Contacts,Calendars/Add Accounts.../Other/Add CalDAV Account**
 - (2) Enter the account information and click **Next** to finish the settings.
 - Server : **CalDAV (iOS) URL**
 - User Name : **Email account**
 - Password: **The password of your email account.**



(3) After the verification, you can see the calendar in your mobile phone.

11.14 Complete Synchronization Settings Via QR Code.

You can scan the QR code of calendar to complete synchronization settings.

11.13.1 iOS.

iOS devices can automatically complete synchronization settings via scanning QR Code.

Notes: We are currently only available in iOS series devices for use QR Code.

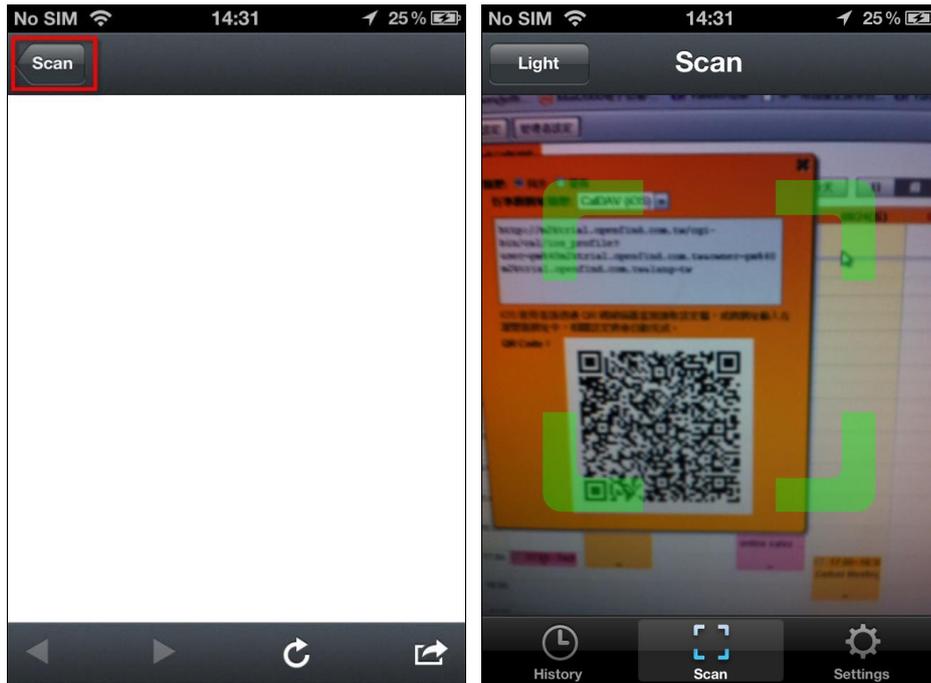
- (1) You can search and download the free QR Code Application on **iTunes**, or use the link below to download the free application.

[QR Code Scanner](#)

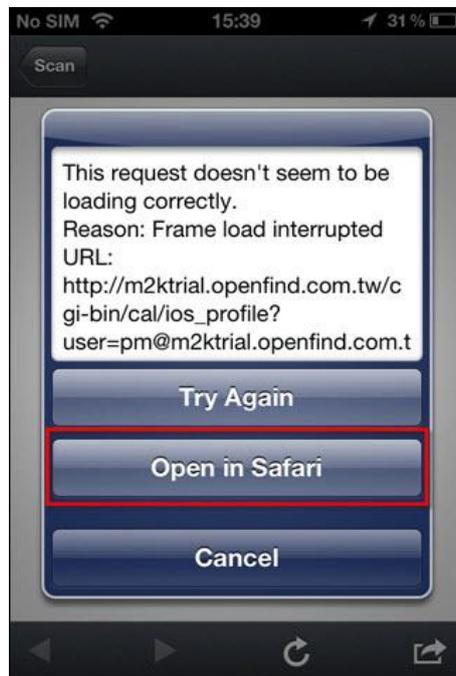
- (2) Install the **Scan** application, and open it.



- (3) After you enter the **Scan App.**, aim the camera lens at the QR Code.



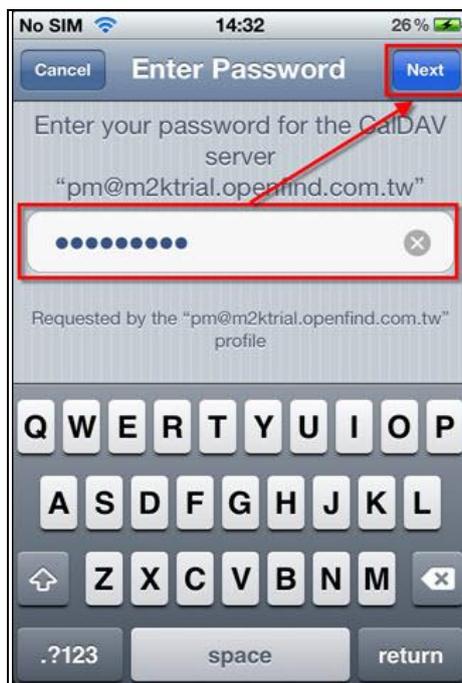
(4) Select **Open in Safari**.



(5) Install Profile.



(6) Enter Password.



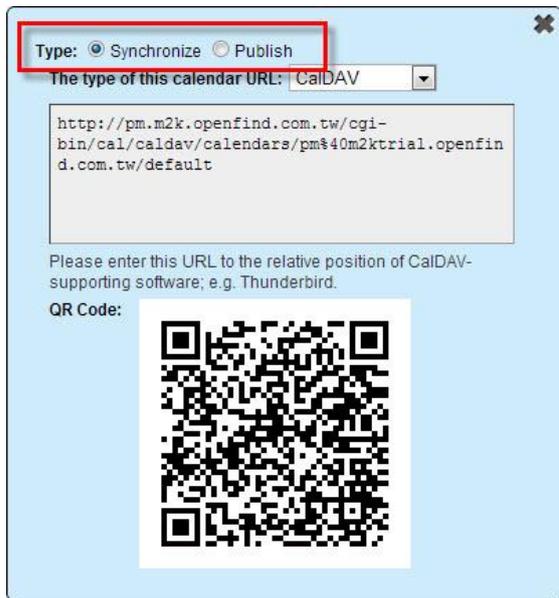
(7) After you open your Calendar, you can start to synchronize it.



11.15 How to Read or Synchronize Calendar with other Platform?

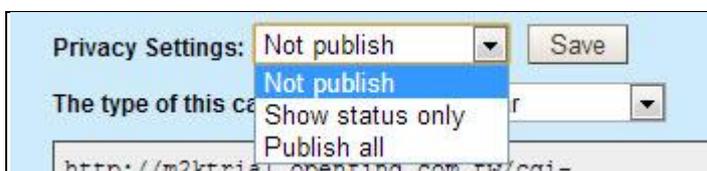
Mail2000 system support Outlook calendar, Google calendar and Thunderbird calendar. You can reference the settings below:

Environment	Protocol	Type	Dataflow
Outlook	iCalendar	Publish	One way, read only
Google	iCalendar	Publish	One way, read only
Thunderbird	CalDAV	Synchronize	Two way



Users can set the **Privacy Settings** for your calendar that you want to publish via iCalendar.

Status	Behavior
Not publish	No one can subscribe your calendar via this URL.
Show status only	Other users only can check your status, either busy or free, after they subscribe your calendar via this URL.
Publish all	Other users can check the detailed information of your schedule after they subscribe your calendar via this URL.

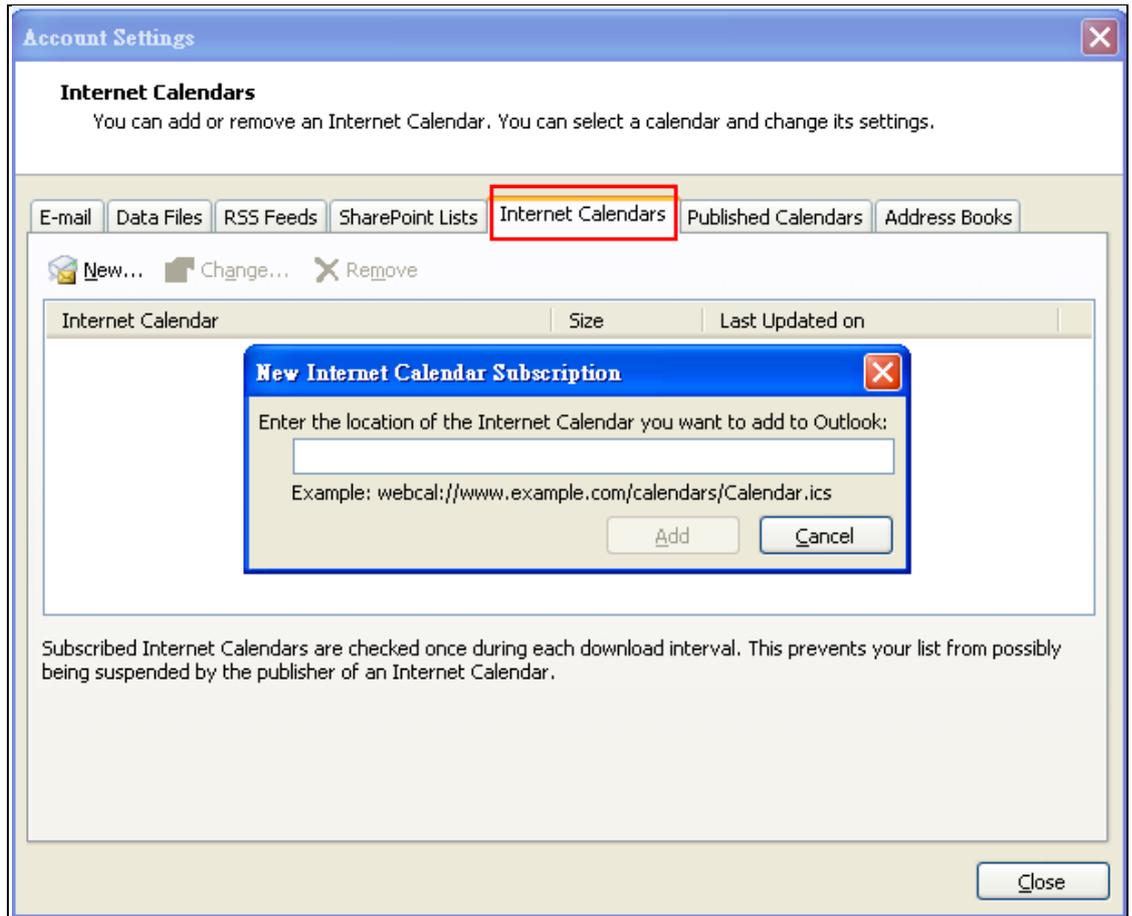




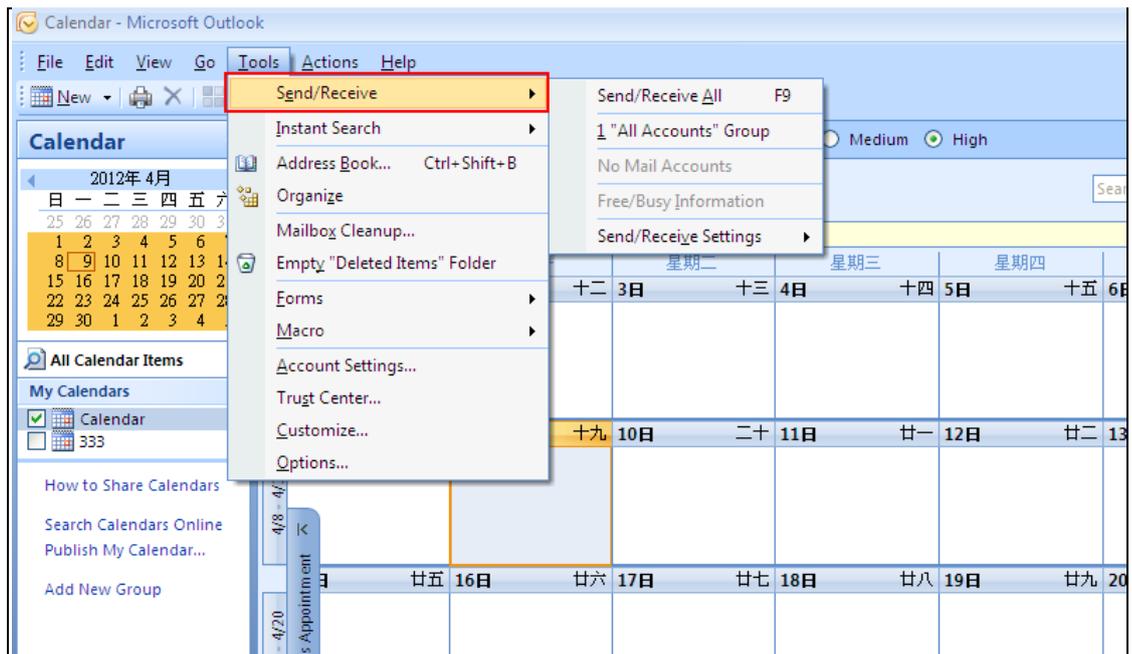
- Outlook

Through iCalendar. One way and read only.

- (1) Open **Tools** drop-down menu, and select **Account settings**, then click **Internet Calendars**.
- (2) Enter the iCalendar URL , and click add button to finish the settings.



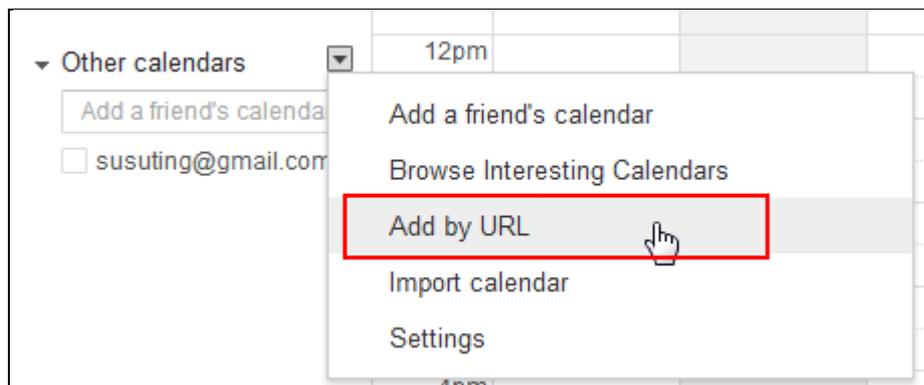
- (3) Because the iCalendar is in the one way and read only mode, please refresh your Outlook folders to make your data in new status.



- Google Calendar :

Through iCalendar, one way and read only.

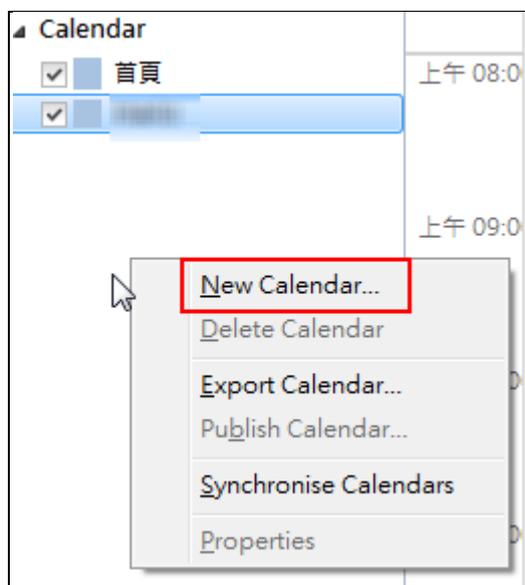
- (1) Click **Other calendars** and select **Add by URL**.
- (2) After entering the account and password, you can see your Mail2000 in your Google calendar.



- Thunderbird :

Through CalDAV to synchronize your Mail2000 with the Thunderbird.

- (1) Go into the Thunderbird calendar page, right click on the left menu and select **New Calendar**.



Select **On the Network** and click **Next**.

The screenshot shows a dialog box titled "Create a new calendar" with the subtitle "Locate your calendar". The main text reads: "Your calendar can be stored on your computer or be stored on a server in order to access it remotely or share it with your friends or co-workers." Below this text are two radio button options: "On My Computer" and "On the Network". The "On the Network" option is selected and highlighted with a red rectangular box. At the bottom of the dialog are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

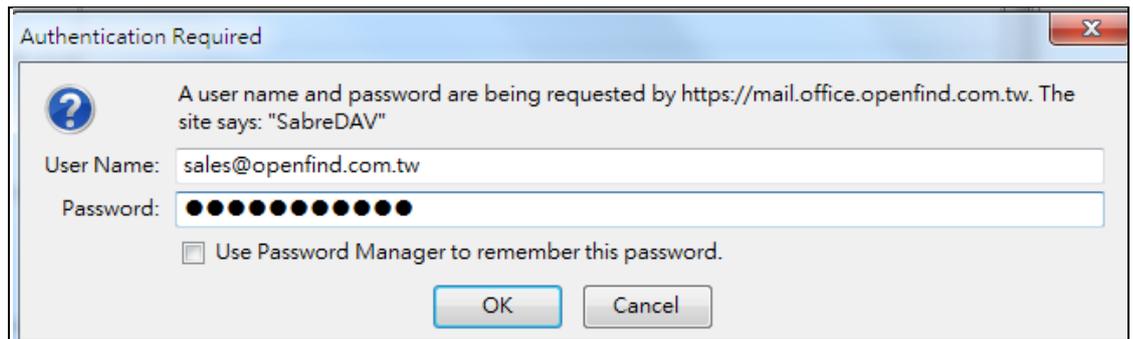
Choose CalDav and enter the URL, and then click **Next**.

The screenshot shows the same dialog box, now at the "Provide info about what is needed to access your remote calendar" step. The "Format:" section has three radio button options: "iCalendar (ICS)", "CalDAV" (selected), and "Sun Java System Calendar Server (WCAP)". Below this is a "Location:" text field containing the URL "dav/calendars/mario_wang%40openfind.com.tw/default". There is also a "Cache" checkbox which is unchecked. At the bottom are the same three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

(2) Enter the user name and password, and click **OK** to finish the settings.

Notes

Please enter your email address in the user name column.



- (3) After finishing the settings, you can see the Mail2000 calendar in your Thunderbird.

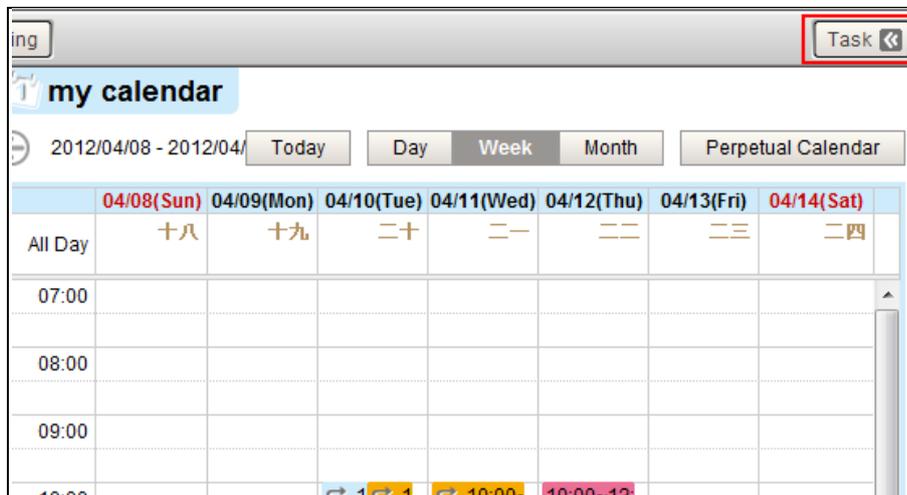
Notes

If you enable the “Use Password Manager to remember this password” function, the Thunderbird will no longer ask your account and password. Besides, if you enter the wrong password, please go to the “Tool/Options/Security/Password” page to edit your password.

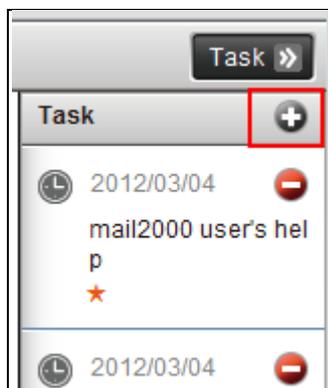
11.16 How to Add/Edit/Delete the Todo Tasks?

- **How to Add Todo Task?**

(1) In the calendar page, click the **Task** button.



(2) When expanding the Todo tasks, click the  button to go to the setting page.



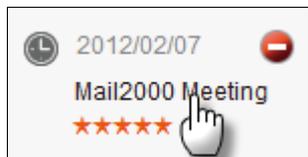
(3) In the setting page, you can enter the **Subject**, select the **Importance** of this task, set the **Due Date**, and select the **Status**.

The 'Task setting' dialog box contains the following elements:

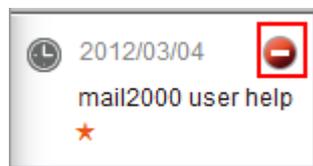
- Subject:** A text input field.
- Importance:** A set of five radio buttons, each followed by a star icon. The first radio button is selected.
- Due Date:** A text input field containing '2012/04/06'.
- Content:** A large empty text area.
- Status:** A checkbox labeled 'Completed' with a thumbs up icon.
- Buttons:** 'Add' and 'Close' buttons at the bottom.

- How to Edit/Delete Todo Tasks?

11.1 When opening the Todo Task drop-down menu, click the task directly, and you can go to the task setting page to edit the Todo task.



Or you can click the  button to delete the Todo task.



12. Search Module

Search module integrates the Openfind search engine technology, users can search mails, contacts, my drive and sticky notes in a friendly user interface. Search module also supports mail attachments search, and can search in different types of attachment formats such as Word, PowerPoint, Excel, PDF and so on.

Besides, the Search module provides Related Mail functions to allow users to find related mails in short steps.

This chapter explains :

- How to Use the Search function?
- How to Use Related Mail?

Notes

Search module is an optional Mail2000 module. Please contact Openfind for more information.

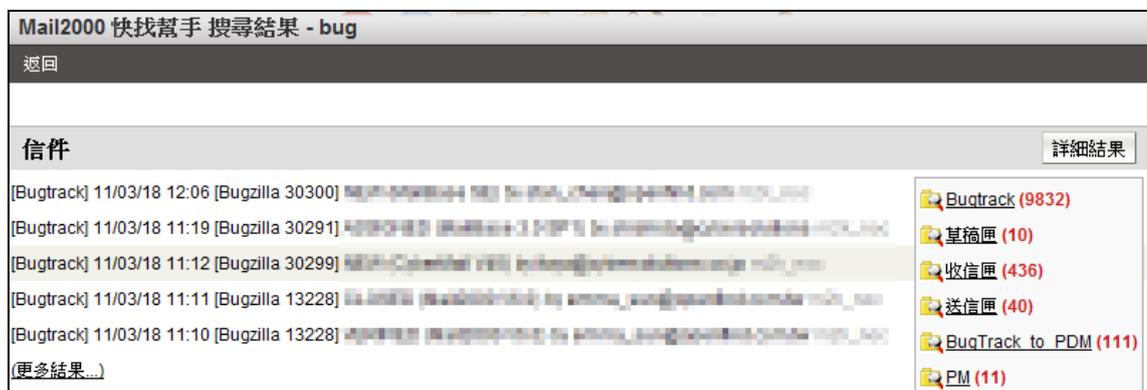
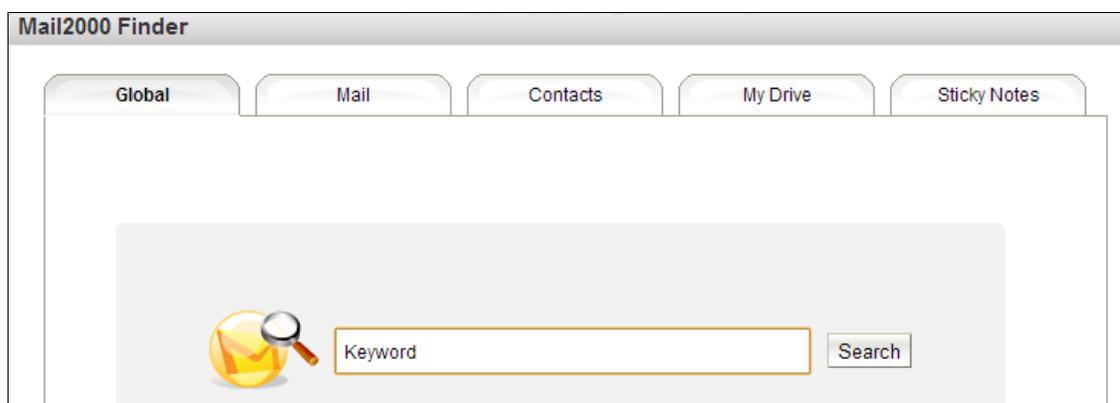
TEL: +886 (2) 2553-2000 ext. 888 / EMAIL: sales@openfind.com

12.1 How to Use the Search Function?

- (1) Click  button on the shortcuts to go to Mail2000 Finder page.



- (2) In the **Global** tab, enter the keywords in the indicated box, and then click the **Search** button . System will list all related mails, files, contacts and sticky notes.



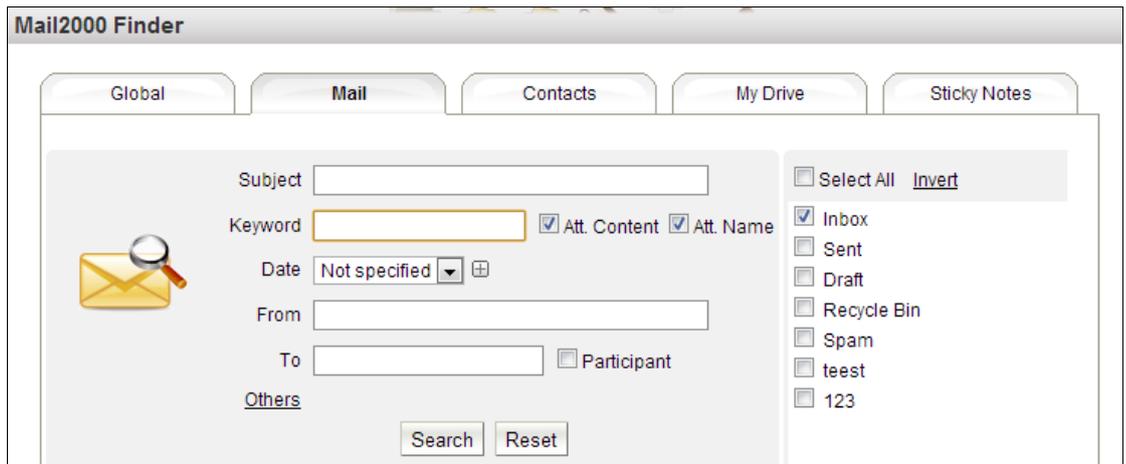
- Search in Specific Type

Users can search in specific type such as mail, contacts and sticky notes.

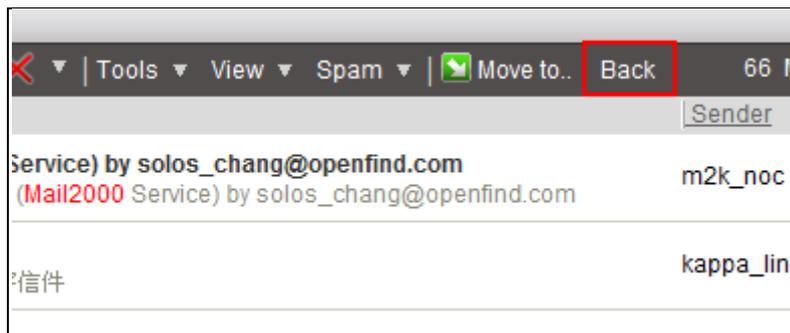
- Mail Search

In the Mail2000 Finder page, select the Mail tab to go to mail search page.

Users can search mails by subject, keywords, specific date, specific folder, recipients and sender in this page.

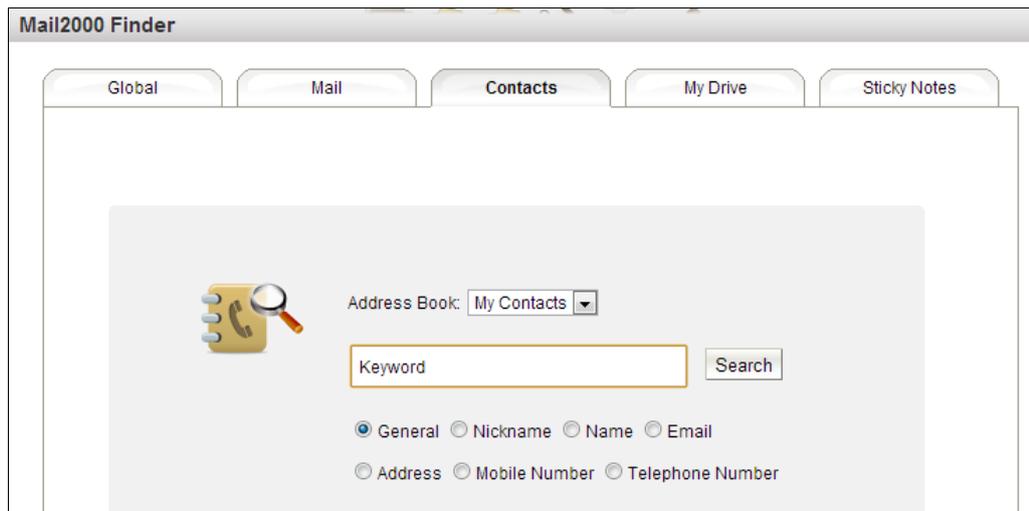


After entering the search criteria and then click **Search** button , the search setting page will turn to search results page and lists all related mails. In the search result page, users can click **Back** button to return to the search setting page.



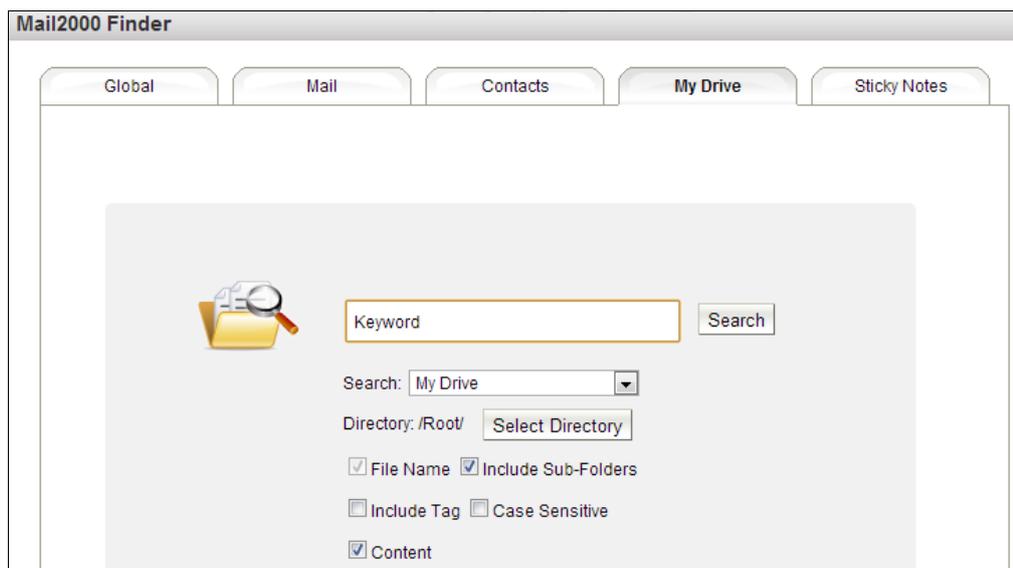
■ **Contacts Search**

In the Mail2000 Finder page, select the **Contacts** tab to go to contacts search page. Users can search contacts by select address book and keywords.



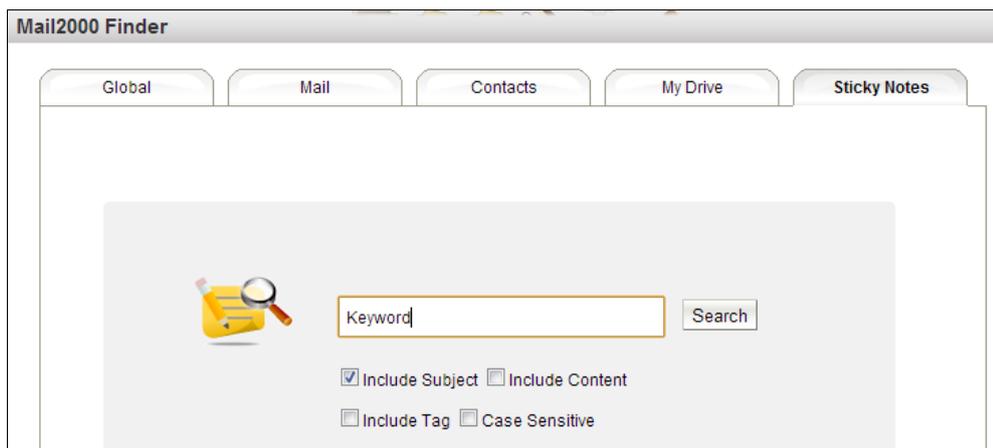
■ **My Drive Search**

In the Mail2000 Finder page, select the **My Drive** tab to go to My Drive search page. Users can search my drive by keywords and directory.



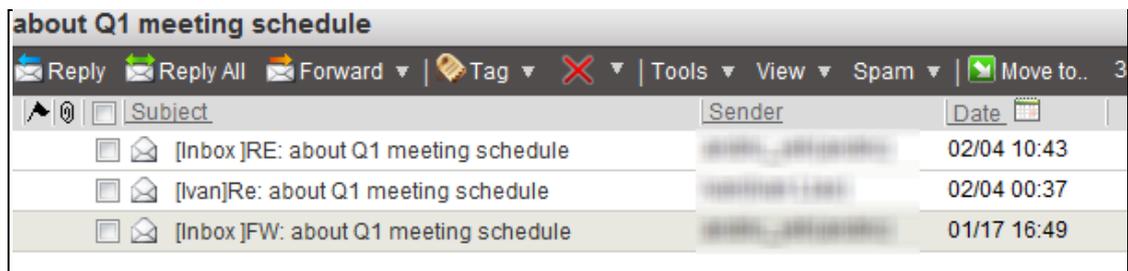
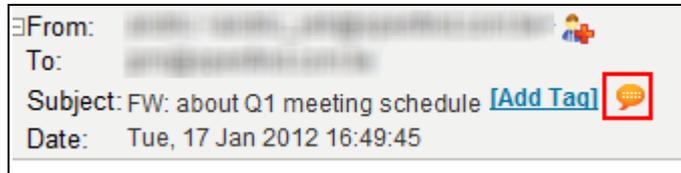
■ **Sticky Notes Search**

In the Mail2000 Finder page, select the **Sticky Notes** tab to go to Sticky Notes search page, and users can search sticky notes by keywords here.



12.2 How to Use Related Mail?

- (1) When reading a mail, click the  button behind the mail subject, and the system will list all related mails.



13. Smartphone Module

For the convenience of using Mail2000 on the smartphone devices, Openfind provides smartphone users the web service and the application to connect their Mail2000 email account to their Android device and iOS device.

This chapter shows how to use Mail2000 module on Smartphone.

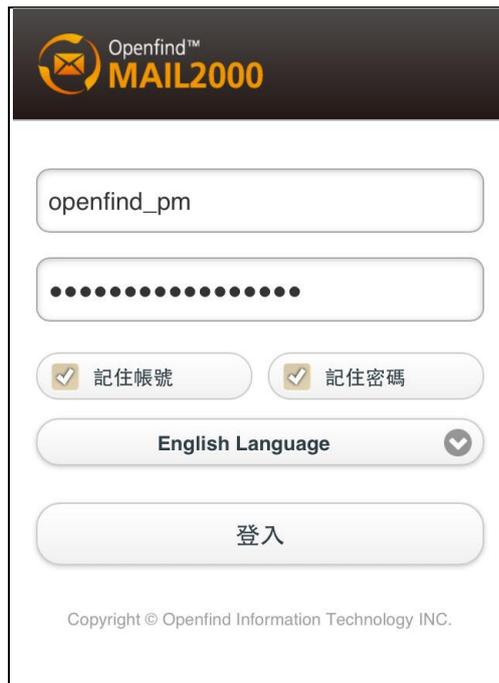
Notes: Smartphone Module is an optional module for Mail2000. Please contact Openfind if you need more information.

This chapter explains:

- How to get started with Mail2000 Smartphone module?
- How to operate Emails in Folders?
- Composing a new Email message.
- Reading Email.
- Searching for Email.
- Tapping Phone Numbers to Make a Call on the Email Page.
- @Mail2000, the new mail notification application for Mail2000

13.1 How to get started with Mail2000 Smartphone module?

- (1) Open the HTML-compatible browser on your smartphone.
- (2) Type in the URL that you do to access Mail2000 in the smartphone web browser.



Openfind™
MAIL2000

openfind_pm

.....

記住帳號 記住密碼

English Language

登入

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- (3) Following the instructions on the screen.

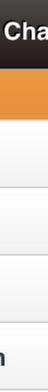


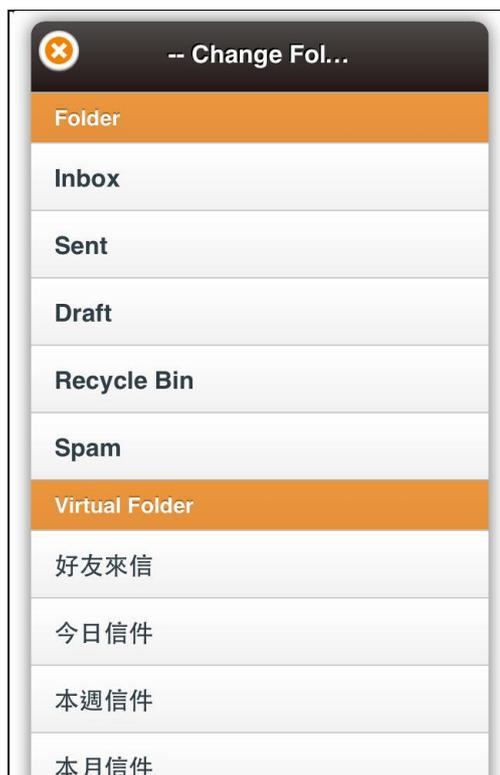
13.2 How to operate Emails in Folders?

The “Default home page” is the first page after login, and user can set it by himself.

The “Default home page” can be set to “Folder”, “Virtual Folder” or “User-defined Folder”.

The Folder operations are explained as follows.

- (1) Tap the  button return in the upper left corner to default home page.
- (2) Change Folders: Tap the  pull-down menus to change folders. Only displayed folders will show in this menu.



- (3) Main Menu: Tap the  button in the upper right corner and follow the instructions on the screen.



- (4) Batch of mails operation: User can check single or multiple mails and operate these chosen mails with the tool bar functions at the bottom of the screen.



Notes: The system does not provide the “Move to” and “Delete” functions for

Read-Only mails. If user checked the Read-Only mail and general mails at the same time, the system only deletes the general mails.

- (5) Finger Swipe Operation for a mail:
- User can quickly operate a single mail with finger swipe operation.
 - The finger swipe toolbar are “Top”, “Reply”, “Forward”, “Move to” and “Delete” functions.

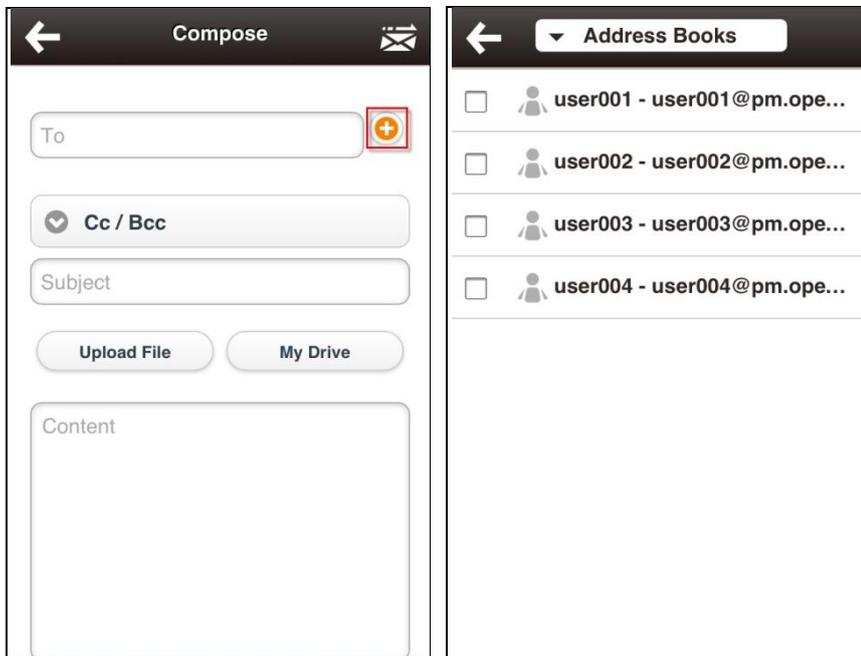
Notes: Only iOS devices support Finger Swipe Operation.



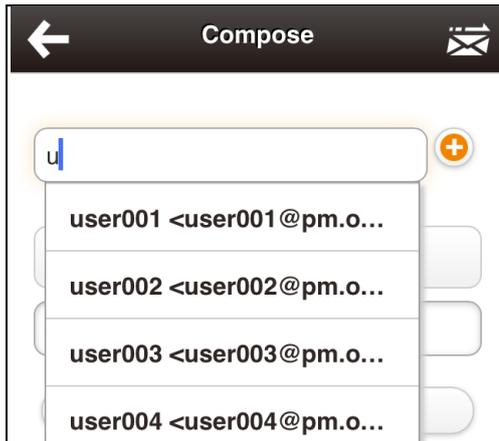
- (6) Reload: Tap the  icon in the lower left corner to reload emails.
- (7) Search: Tap the  button in the lower left corner to enter search email page.
- (8) Reading Email: Tap an email on the screen to enter reading email page.

13.3 Composing a new Email message

- (1) Tap the  button in the upper right corner to open Main Menu.
- (2) Tap the **Compose** button to compose a new email message.
- (3) In the “Compose” page, enter the email address of person to whom you are sending the message in the To, Cc and Bcc fields. When entering email address, type few characters will display a list that matched (auto-complete). Or, you may tap the  button to add recipients from Contacts.
 - To add recipients from Contacts.



- When entering email address, type few characters will display a list that matched (auto-complete).



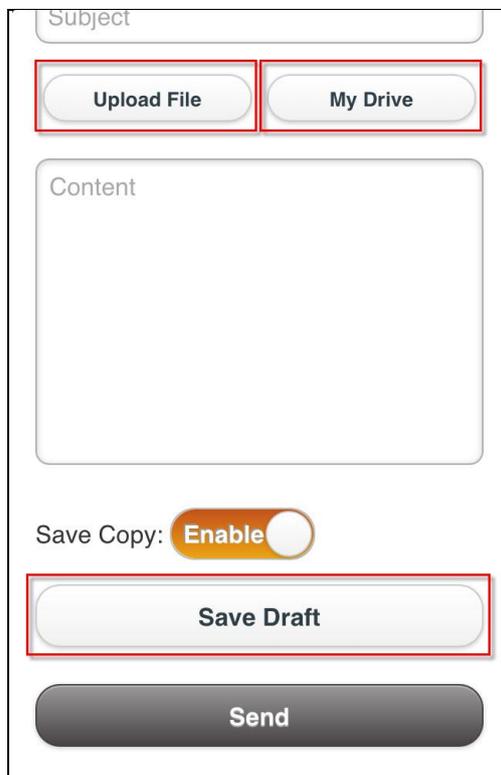
(4) You can also tap  to remove exist recipient from recipient list.

(5) Upload File: User can attach files from smartphone directly.

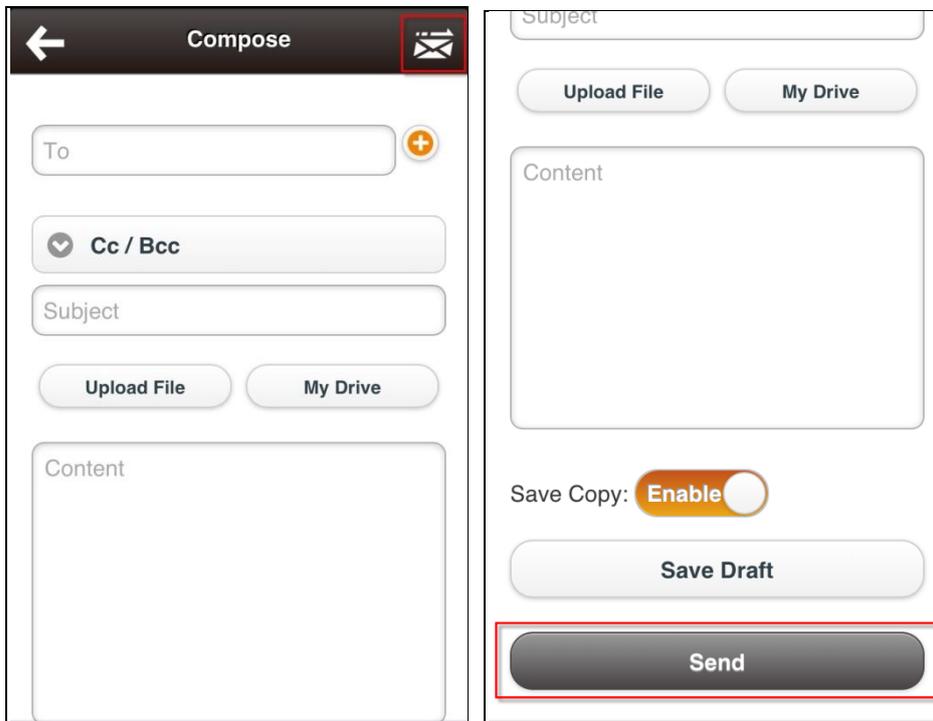
Notes: Because of the system limitation, only iOS6 and Android can support “Upload File” function.

(6) My Drive: User can attach files from “My Drive”.

(7) Save Draft: Saving a draft email.



(8) Tap the  button in the upper right corner or **Send** button to send the email.



13.4 Reading Email

- In the “Folder” page, user can tap a specific mail by scrolling up and down, and then you can read the email content quickly.



- When reading an email, you can execute “Reply”, “Reply All”, “Forward”, “Delete”, “Move to” or “Tag” email, through tap the  button.



- The system will hide the over length information (i.e. mail title and mail from). When you need to check the full information, please tap it and then the data will display.



- User can use finger swipe or finger scroll to read the email content.



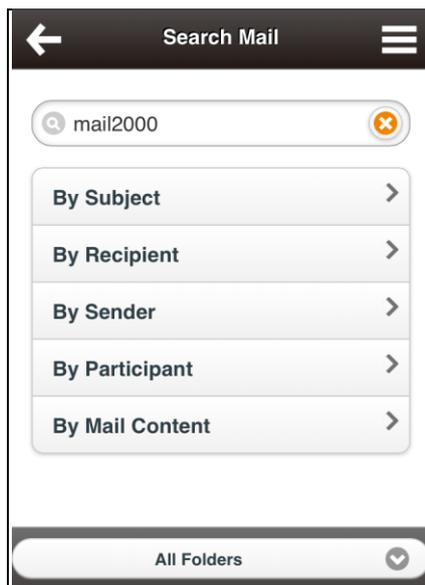
- Tap the  button to open a new window, and then user can zoom in or zoom out of the email content.

13.5 Searching for Email

- (1) Tap the  button in the “Folder” page or tap the **Search** button in the Main Menu to enter search email page.



- (2) User can search keyword(s) by special column or folder.



13.6 Tapping Phone Numbers to Make a Call on the Email Page

If users receive mails that content with legitimate phone number(s), users can tap the phone number(s) to mak a call directly. Only Taiwan Phone Number that can be identified.

Notes: This function is only effective on Smartphone.



13.7 @Mail2000, the New Mail Notification Application for Mail2000

This application supports iOS and Android system; please refer to the following guidelines.

13.7.1 The first time to use @Mail2000

- (1) To download @Mail2000 from [Android Market](#), or scanning QR Code directly.



- (2) Please refer to the instructions of cell phones to install the @Mail2000. And also make sure @Mail2000 running with administrator privilege. Tap the Setup button to install.



- (3) After the installation complete, set the login information by tapping the Mail2000 icon.



- Domain: Please input your email server domain.
- Username: Please input your email account.
- Password: Please input password of your email account.
- SSL. Connection: The necessity of encrypted connection that is depend upon your setting of mail server of environment.
- Port: Port number for mail server.
- New mail notification: Enable the new mail notification. After enabled, you will automatically receive new mail notification form @Mail2000.
- New mail check frequency: You can adjust the mail checking frequency interval for @Mail2000. You can choose options by minute, 5 minutes, 15 minutes, 30 minutes and hour.
- Notification bar: New mail notification will show in the notification bar, which is on the top of screen of android system.
- To start application: Startup Mail2000 automatically when your computer boots.

13.7.2 New Mail Notification

After completing your email account and environment, you can login your Mail2000 account directly by tapping the Mail2000 icon, or you can set the new mail notification.

1. New mail notification will show in the notification bar.

If you enable the “Display in the Notification Bar”, it will display a message in the notification bar when you have a new mail.



2. Notification widget APP.

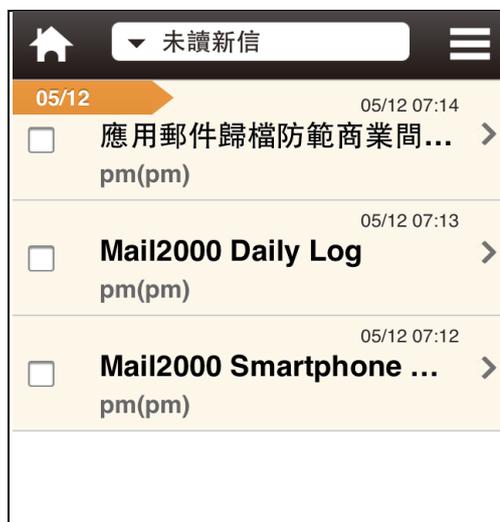
Touch the desktop of Android device to a few second with fingertip, and add the @Mail2000 to the desktop.



After complete the settings, you will automatically receive new mail notification.



3. After you login Mail2000, it will display new mails directly.



13.7.3 Error Report

Please advise us if you find any errors.

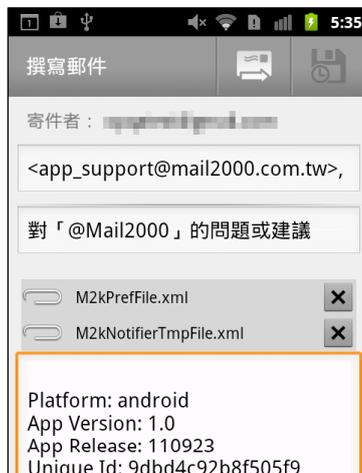
1. In the @Mail2000 configuration page, tap the “Menu” button and choose “Contact Us”.



2. Please choose “yes” to authorize application to transmit the necessary logs to us. In next page, we will let you read the report to be sent.



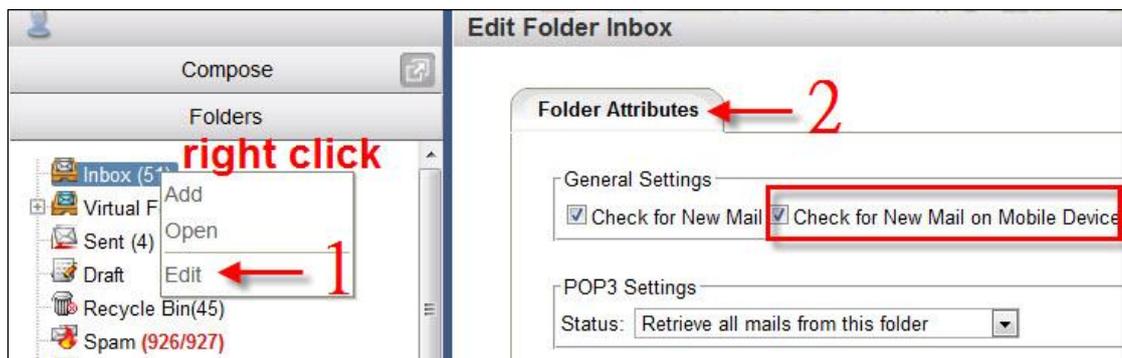
3. Please describe the problems here you encountered, and tap “ok” to send us.



13.7.4 Setting/Filter the Type of New Mail Notification

Because the new mail notifications appear frequently, you can't identify the important mail notification. You can combine to using the Mail2000's mail filter to solve this problem.

1. In the Mail2000 web page, right click on the mail folder and select “Edit”. Decide whether to select the checkbox of “Check for New Mail on Mobile Device Sort Method”. The default value was “checked”.



2. In addition, you can establish a set of filter rules to manage and categorize your incoming messages based on their subject content, size, sender or other user-specified fields. Please refer to the following descriptions.

- How to Add Filter Rules?
 - (1) On the left menu, click “Preferences”, expand “Mail Options”, and select “Filters”.
 - (2) In the “Filters” page, click the “Add” button. In the “Add Rule” page, select “On” as the filter status. Then, set the filter options, conditions, and actions.

Filter Rule

On Manual Close

Set Filters

Match All Match Any

Subject [v] Contains [v] Mail2000 [x]

Recipient (To) [v] Contains [v] pm@pm.m2k.openfind.com.tw [x] [v]

When meet the filter rules, let the mails

Color Label [v] : Green [v] Examples [x]

Move mails to [v] PM [v] [x] [v]

Filter Reasons []

Filter on Specified Interval

- **Notes:**
The Content condition includes the signature appended to the mail; the Attached Name and the Attachment Size conditions include the vCard attached to the mail. The basic size unit for emails and attachments is byte (e.g., 100 = 100 bytes; 100k = 100*1024 bytes; 100m = 100*1048576 bytes).
- (3) To apply the filter on specified time interval, expand Advanced Settings. Check the Filter on Specified Interval box and specify the interval.

Filter on Specified Interval (GMT+08:00) Asia/Taipei

[Slider]

Daily Weekly Custom

From Mon [v] ~ To Fri [v]

From 09 [v] : 00 [v] ~ To 12 [v] : 00 [v]

- (4) Completion of the configuration and click “ok” to complete filter rule added.

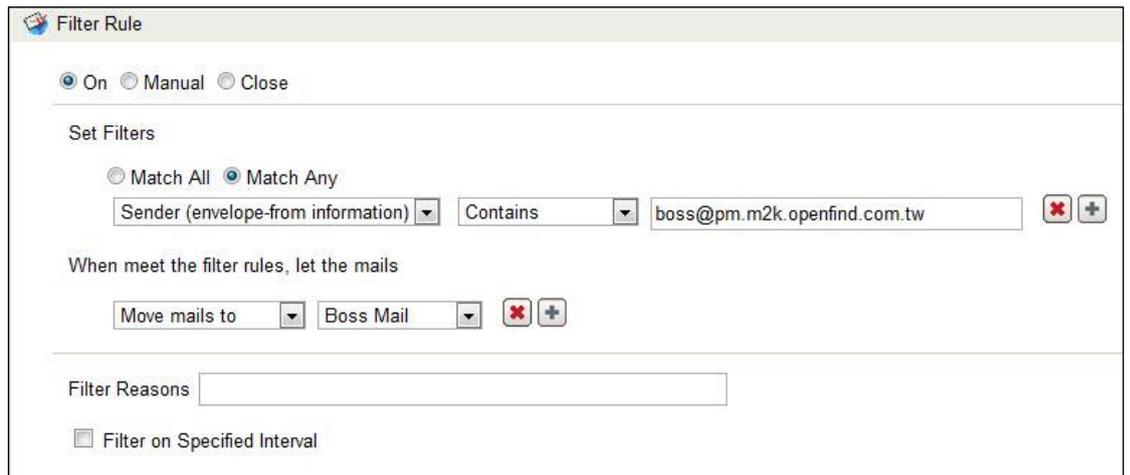
3. Example:

Crystal is a secretary to the boss, so she has to handle all the mails from her boss immediately no matter when or where. But be a position of secretary often check

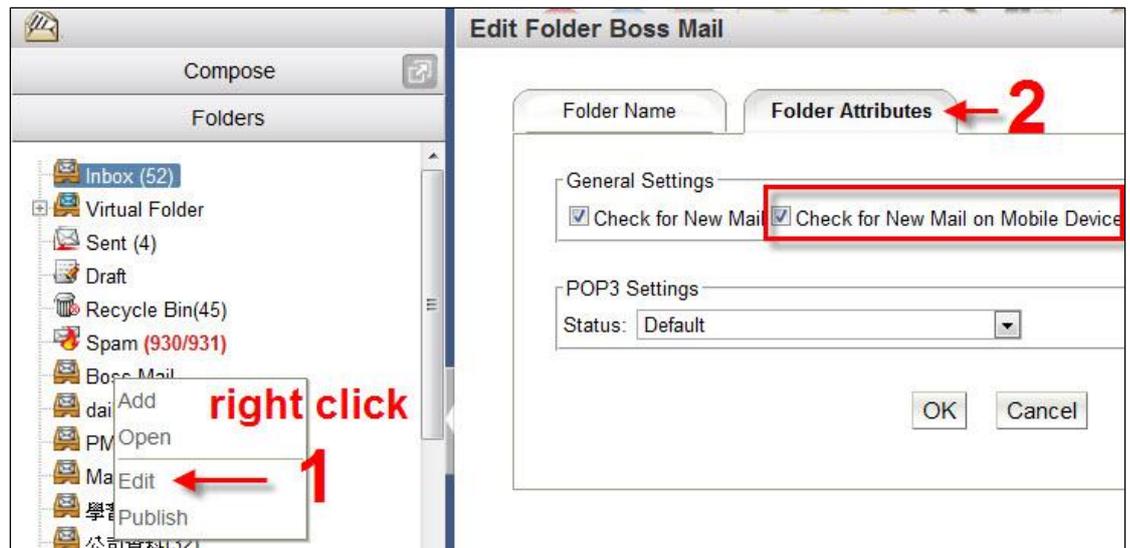
a variety of meeting notices and application documents by mail, it makes Crystal to be dazzled, and be so nerves when she go out. Due to scare of losing the mail, she is becoming a person who forces herself to receive the mail on line.

Actually, Crystal just needed to use combination of new mail notification and email filter. It will help her to reduce stress. Follow the steps which are shown below.

- (1) Refer to above description, create a mail filter rule in the mail filter setting page.
 - Filter rule:
Sender(envelope-from information) contains
boss@pm.m2k.openfind.com.tw
 - When meet the filter rules, let the mails
Move mails to ... (Enter a new name for the mail folder, e.g., Boss Mail)



- (2) Refresh this page and enable the “Check for New Mail on Mobile Device” setting for “Boss Mail”.



Just completed these two steps can be solved Crystal's years of trouble.

13.8 OTP Authentication with @Mail2000

Mail2000 provides One-Time Password Authentication to protect your account's security. When you enable the OTP Authentication, you also need to enter the OTP code except your account and password, and then can login to Mail2000. The OTP code will push to your mobile device which you registered as received device. You can enable OTP function to register device with @Mail2000 App.

13.8.1 How to Register the OTP Received Device?

(1) Download the Mail2000 App and install it

- iOS : Download the App in App Store



- Android : Download the App in Google Play



(2) Please set the settings after installing

- iOS
 - A. Go to App setting by clicking the Mail2000 icon



- B. Please set the login information and enable the OTP setting, then save it to finish the register.



- Android
 - A. Go to App setting by clicking the Mail2000 icon



- B. Please set the login information and enable the OTP setting, then save it to finish the register.



Limitation:

To ensure your account security, the OTP only can register at one device. If you want to change, please cancel the registration at registered device.



13.8.2 Start to Use OTP Authentication

The OTP Authentication is disabled by default. If you want to use, please contact to your administrator to enable it. If administrator let user use this function, please go to “Preferences/Configuration/General” to enable the “One-time Password” function.

- (1) Login to Mail2000 with account and password first



- (2) Please enter the OTP code and then login to system



14. ActiveSync® Module

Mail2000 System supporting the Exchange ActiveSync® Synchronization Protocol.

It can synchronize the Smartphone with Mail, Contacts, Calendar and To-do Task by the simple setup. User can send and receive messages via mobile devices easily and quickly, and it can significantly improve your life. Usually, mobile devices stored a lot of user private data and a lot of business mail and other private information. It may bring a huge loss to individuals and companies, if the mobile device is lost. Therefore, Mail2000 provides Remote Wipe function, let administrator can help users to protect the corporate and private data on mobile device.

Notes: ActiveSync® module is an optional module of Mail2000. Please contact Openfind if you need more information.

This chapter explains:

- How to setup ActiveSync® on mobile device

14.1 How to setup ActiveSync® on mobile device ?

14.1.1 iOS System

You can synchronize the Smartphone with Mail, Contacts, Calendar and To-do Task with this simple setting.

- (1) Tap the "Settings" icon in the screen



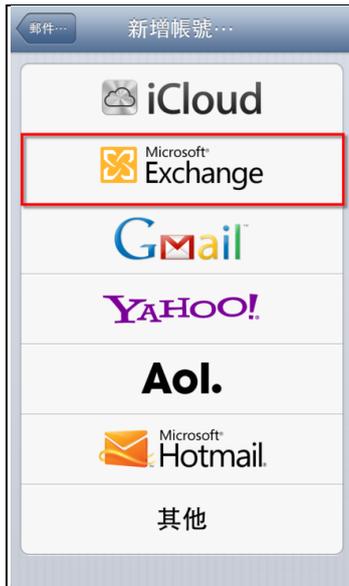
- (2) Tap the “Mail, Contacts, Calendars”



(3) Click “Add Account”



(4) Select 「Microsoft® Exchange」 of the following account types



(5) Fill in the basically user settings, and then tap “Next”



(6) Fill in the following user settings, and the page will verified the settings automatically. When the verification passed, we will be completed the settings.



Notes:

The iOS device connects to server with default SSL connection. If the server doesn't support SSL connection, please save the settings that you completed and leave this setting page. Go back to the User Settings, and disable the "Use SSL", and then you can connect to the server.

- (7) Enable the Sync item, and you can start to experience the Mail2000 ActiveSync®

14.1.2 Android System

- (1) Tap the “Settings” icon in the screen.



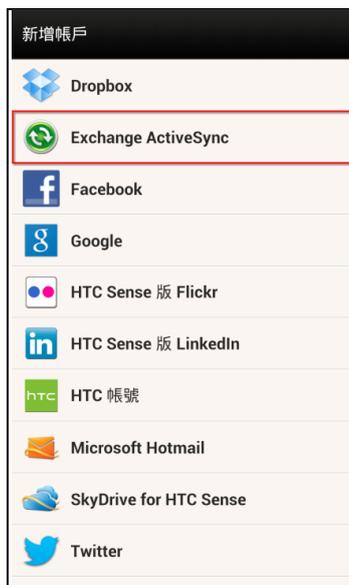
- (2) Tap the “Accounts & Sync”



(3) Click “Add Account”



(4) Select 「Exchange ActiveSync®」 of the following account types



(5) Select “Manual Setup” in the screen



- (6) Fill in the following user settings. Please check “This server requires an SSL connection” when the server requires an SSL connection.



Notes: If you can't sync your data, after you complete the settings. Please enabled the Android sync or data transmission function, and you can start to experience the Mail2000 ActiveSync®.

Openfind™

網擎資訊軟體股份有限公司

地 址：台北市大同區重慶北路二段 243 號 7 樓

電 話：02-2553-2000 傳 真：02-2553-0707

網 址：<http://www.openfind.com>

E-mail：pm@openfind.com