

# 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.

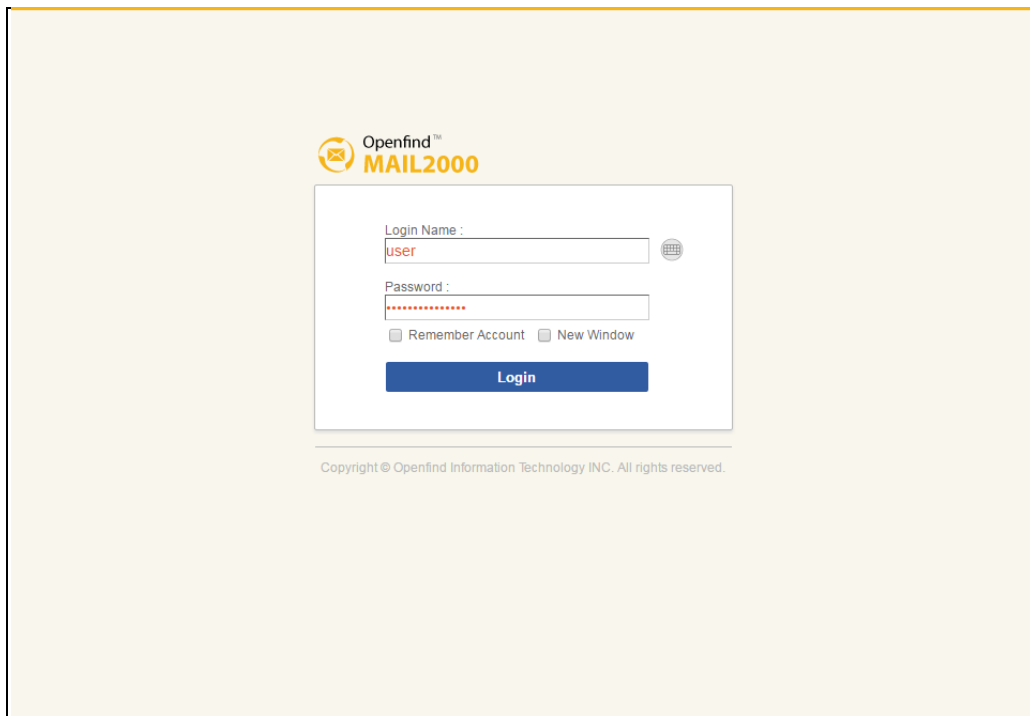
This chapter explains :

- 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?

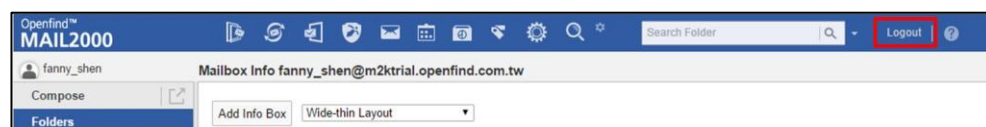
### ● To Log In

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.



### ● 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.



## 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.

The screenshot shows a web application interface for changing a password. The user is logged in as 'fanny\_shen'. The left sidebar is open to 'Preferences', with 'Privacy' expanded and 'Password' selected. The main content area is titled 'Password' and contains the following fields:

- Current Password:
- New Password:
- Confirm Password:  Please type your new password again for confirmation.
- Hint:  Hint to remind your password.

Below the fields are 'OK' and 'Cancel' buttons. At the bottom, there is a section titled 'The new password must follow between rules.' with the following requirements:

- The password must contain more than 8 characters.
- The password must contain an English character.
- The password must contain a digital character.
- The password has been used during the current 2 times. Please enter another one.
- The password cannot be the same as the user ID

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

**Password**

Current Password:

New Password:  Password Strength: **Medium**

Confirm Password:  Please type your new password again for confirmation.

Hint:  Hint to remind your password.

---

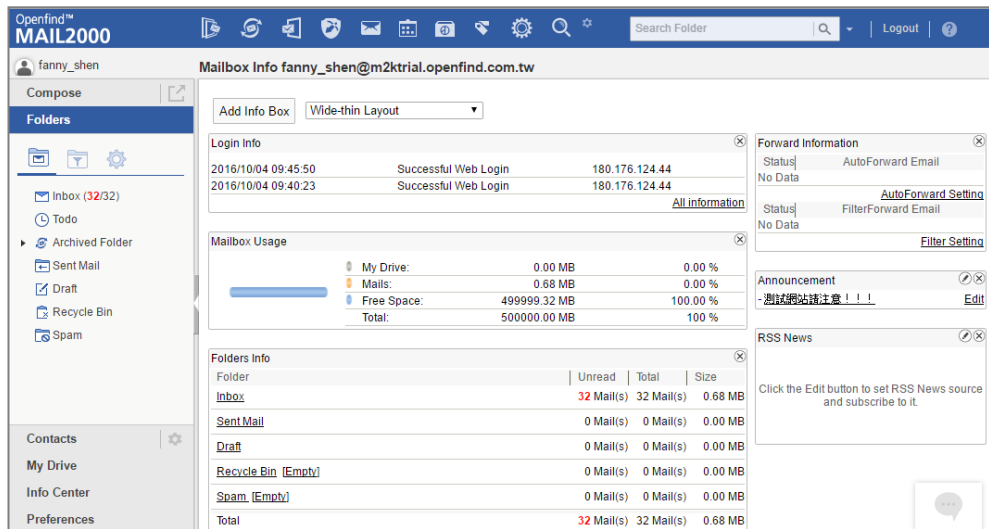
The new password must follow between rules.

- The password must contain more than 8 characters.
- The password must contain an English character.
- The password must contain a digital character.
- The password has been used during the current 2 times. Please enter another one.
- The password cannot be the same as the user ID

### 1.3 Mail2000 User Interface Overview

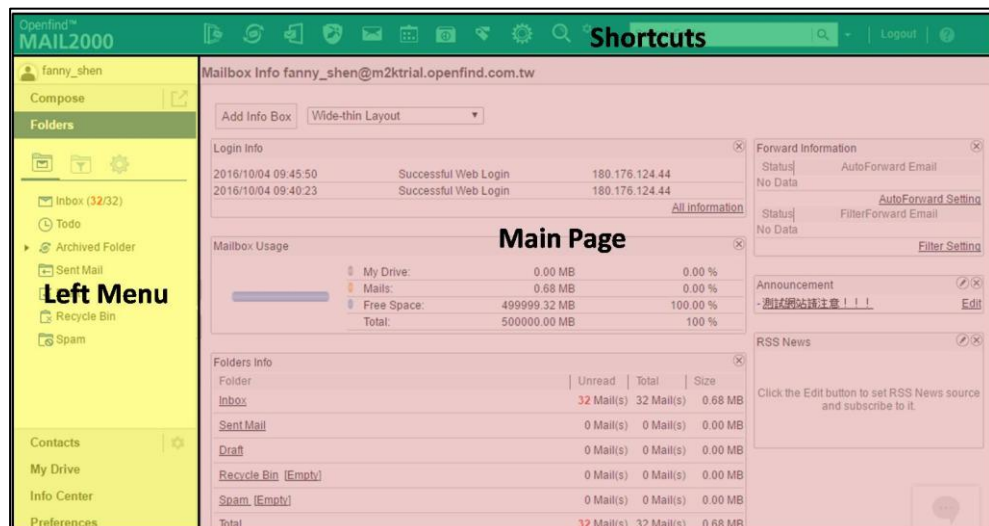
With the employment of AJAX and drag-and-drop technologies, the design of Mail2000 User Interface combines the style of general Web-based mail systems and the layout of Outlook to provide users with optimized friendliness, style and convenience.

- **Mail2000 User Interface Preview**



- **Mail2000 User Interface Layout**

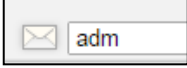
- (1) TOP: Shortcuts (Support Customize Shortcut Bar)
- (2) LEFT: Left Menu (Support Customize Left Menu)
- (3) RIGHT: Main Page



### *Notes*

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

### **Mini Features**

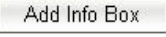

- ✧ New Mail Notification : The icon blinks  when new mails arrive.
- ✧ Right-click Menu : Supports right-click context menu, allowing users to quickly switch among Mail2000 functions.

### *Notes*

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

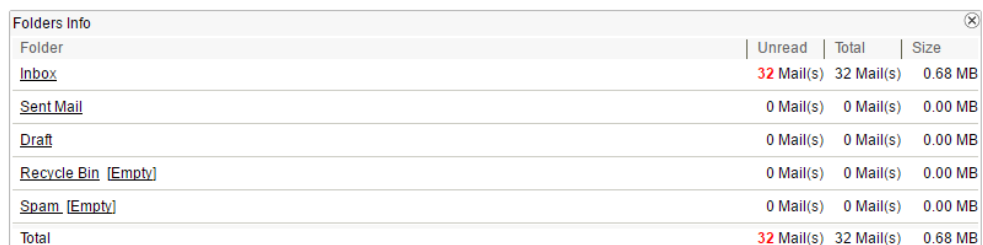
## 1.4 What is Mailbox Info. Page?

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.

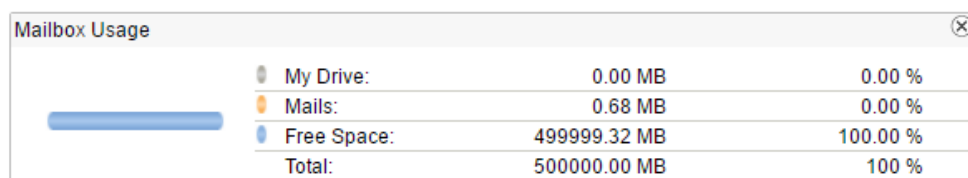
### ● Information Boxes




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



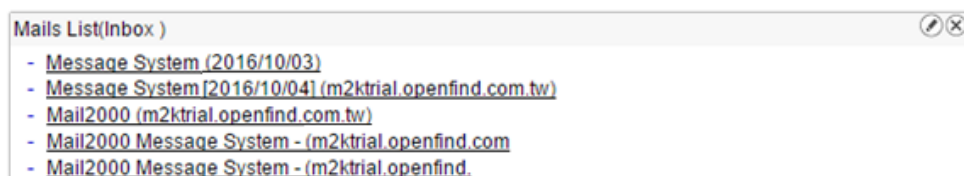
Folder	Unread	Total	Size
<a href="#">Inbox</a>	32 Mail(s)	32 Mail(s)	0.68 MB
<a href="#">Sent Mail</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">Draft</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">Recycle Bin</a> <a href="#">[Empty]</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">Spam</a> <a href="#">[Empty]</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<b>Total</b>	<b>32 Mail(s)</b>	<b>32 Mail(s)</b>	<b>0.68 MB</b>

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

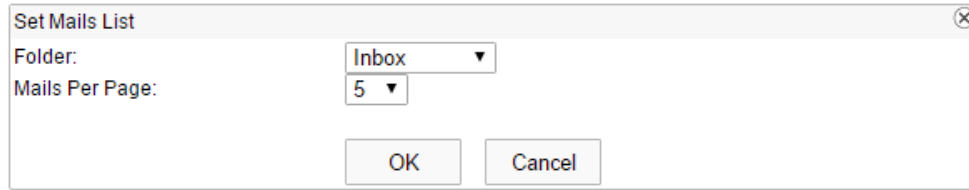


 My Drive:	0.00 MB	0.00 %
 Mails:	0.68 MB	0.00 %
 Free Space:	499999.32 MB	100.00 %
<b>Total:</b>	<b>500000.00 MB</b>	<b>100 %</b>

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



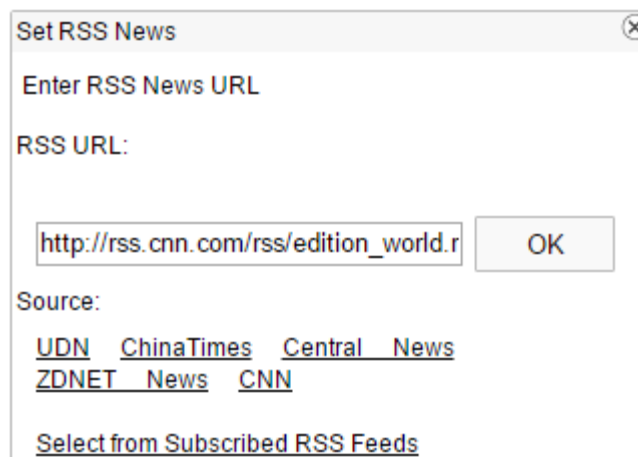
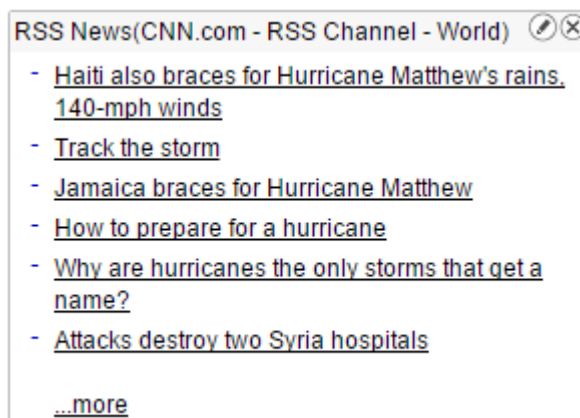
- <a href="#">Message System (2016/10/03)</a>
- <a href="#">Message System [2016/10/04] (m2ktrial.openfind.com.tw)</a>
- <a href="#">Mail2000 (m2ktrial.openfind.com.tw)</a>
- <a href="#">Mail2000 Message System - (m2ktrial.openfind.com)</a>
- <a href="#">Mail2000 Message System - (m2ktrial.openfind.com)</a>



(4) Login Info.: Displays login history.



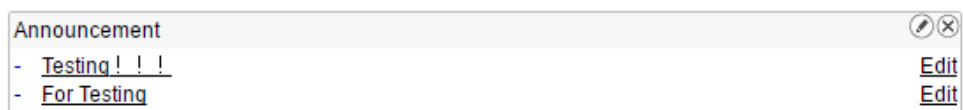
(5) RSS News: Displays RSS news from a designated source.



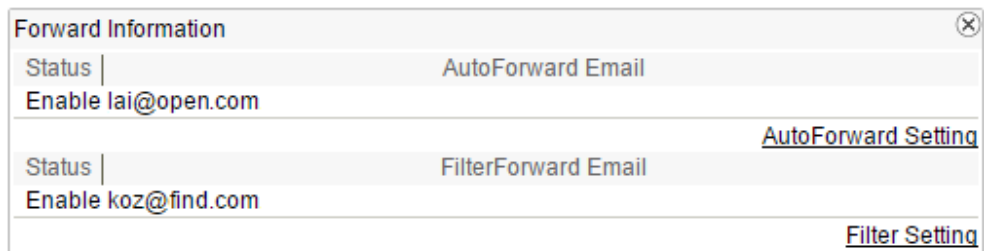
(6) Frequently Used Contacts: Displays contacts most frequently used by the user.



(7) Announcements: Displays announcements from Administrator.



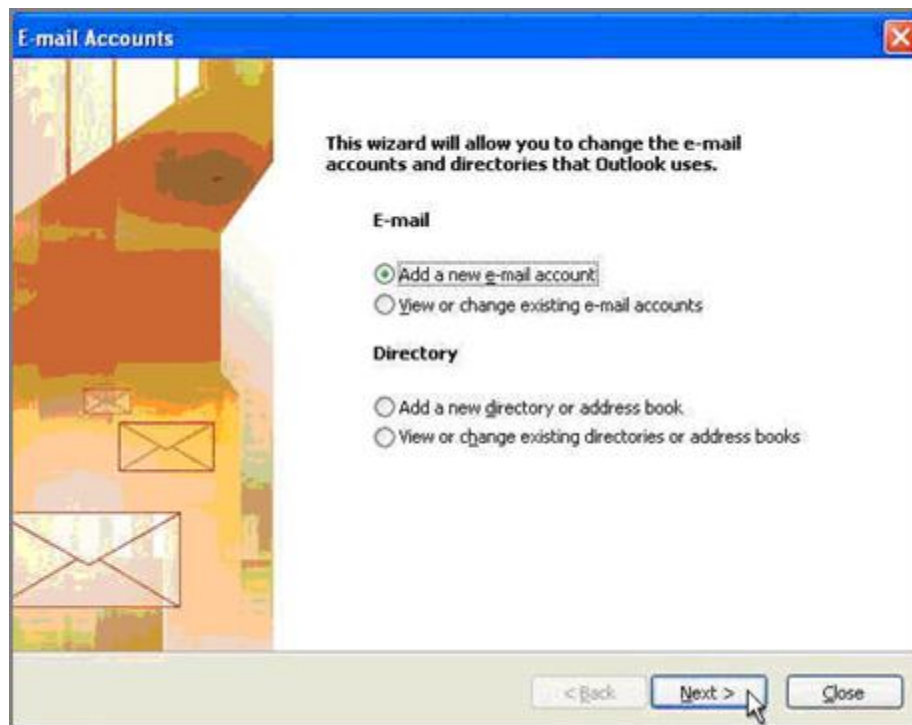
(8) Forwarding Information : Displays the auto forward email address.



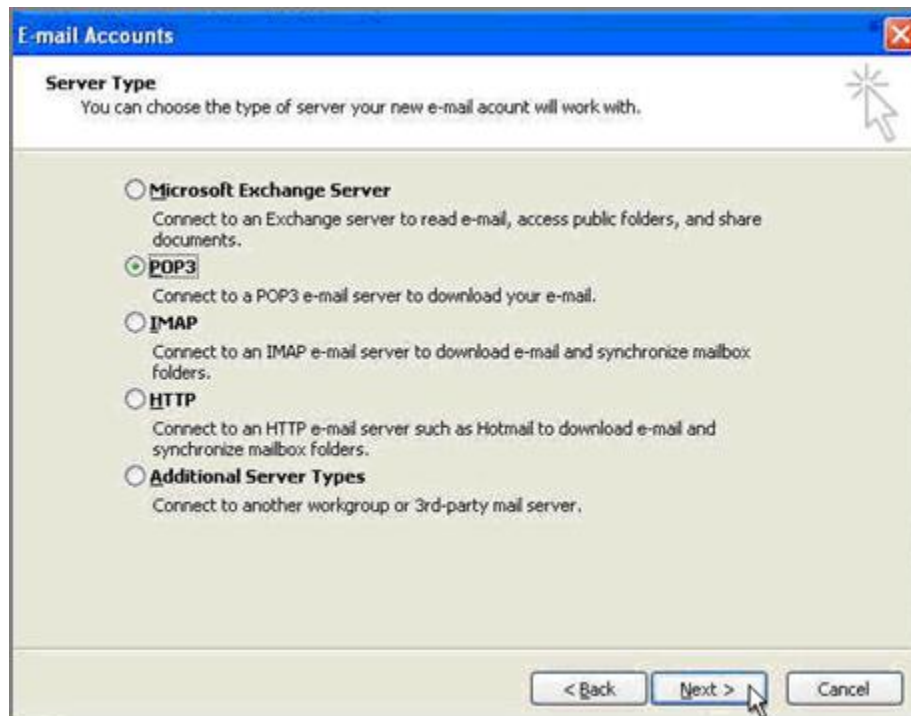
## 1.5 How to Use Mail Software to Receive Mails?

- **Outlook Users**

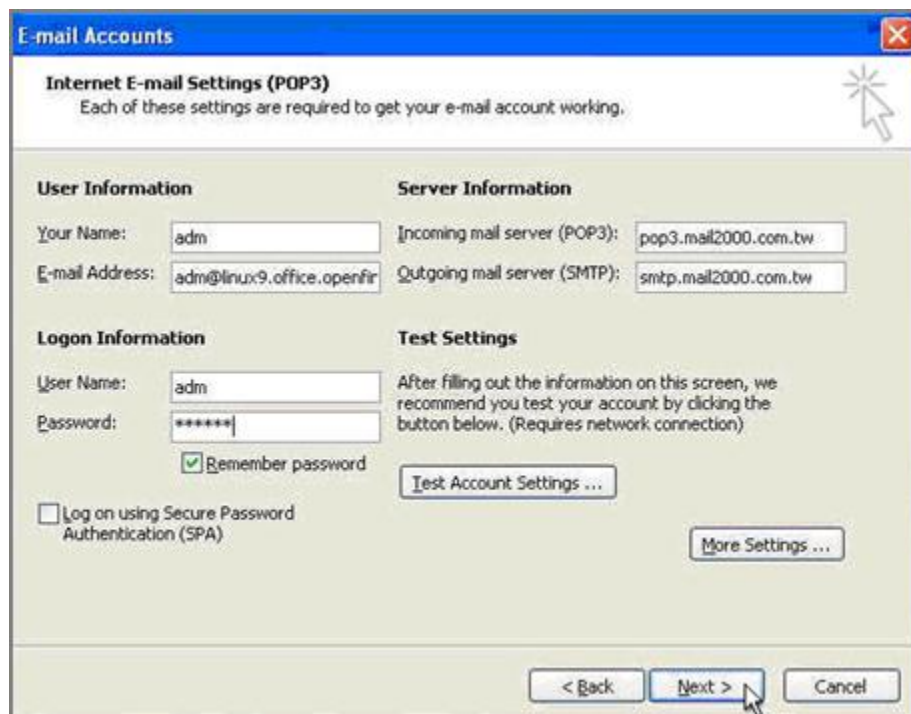
- (1) Start Microsoft Outlook. From the Tools(T) menu, select Accounts(A) to configure your account settings.
- (2) Select Email Account(E) and click Next.



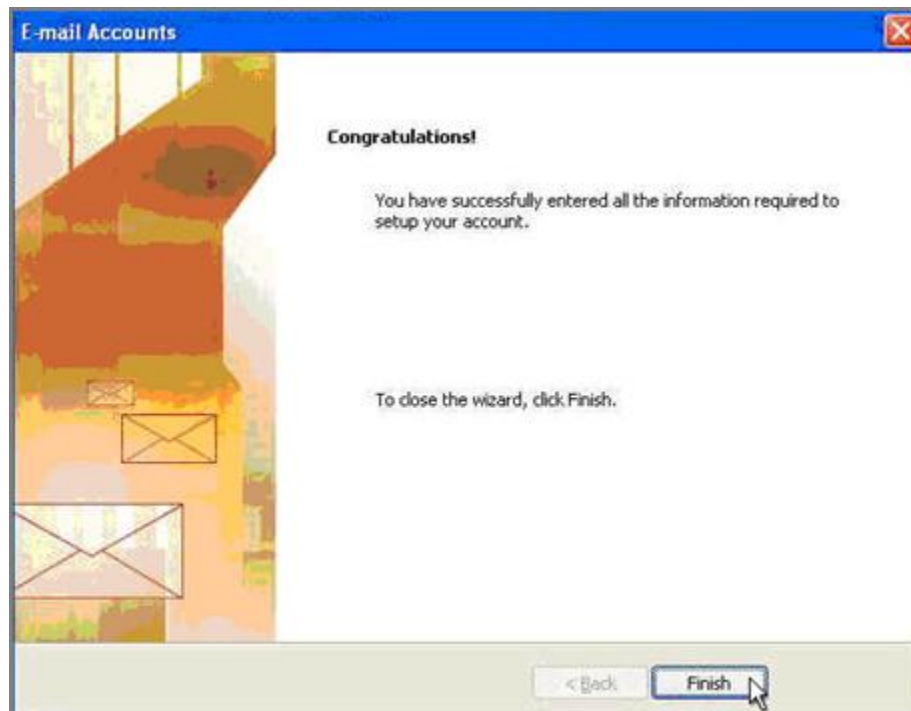
- (3) Select POP3 as the mail server type and click Next.



- (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.

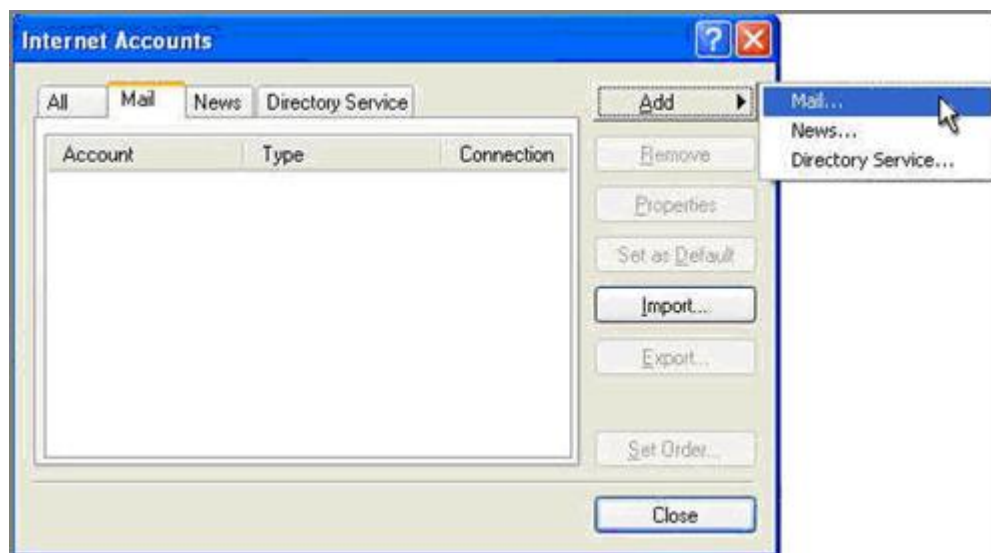


- (5) Click Finish to save the account settings. You should now be able to retrieve Mail2000 mails using Outlook.



- **Outlook Express Users**

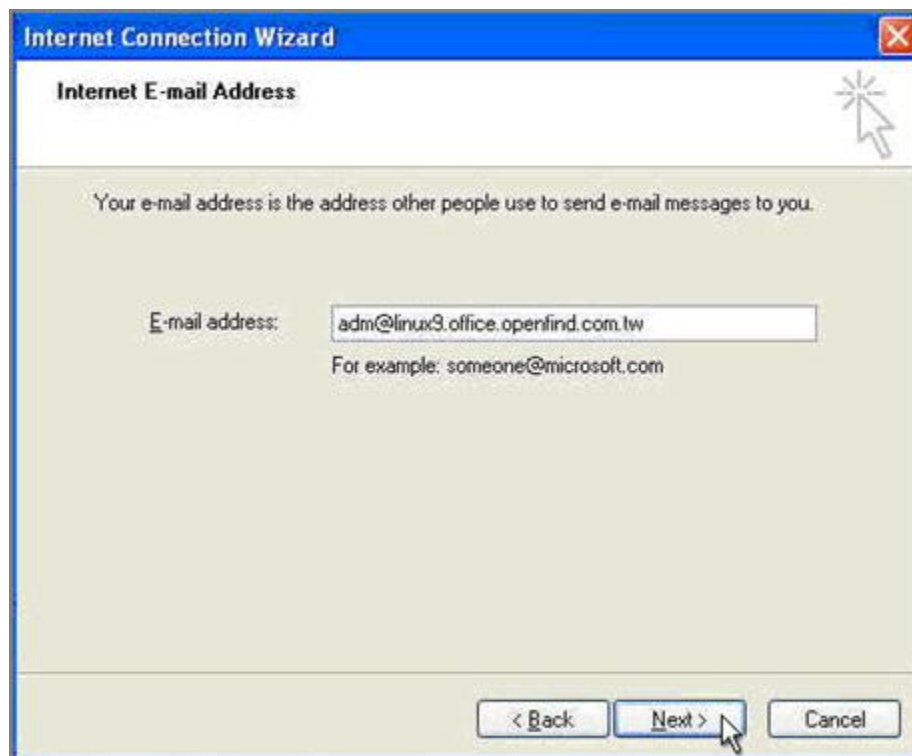
- (1) Start Microsoft Outlook Express. From the Tools(T) menu, select Accounts(A) to configure your mail account settings.
- (2) Click on Add(A) and select Mail(M).



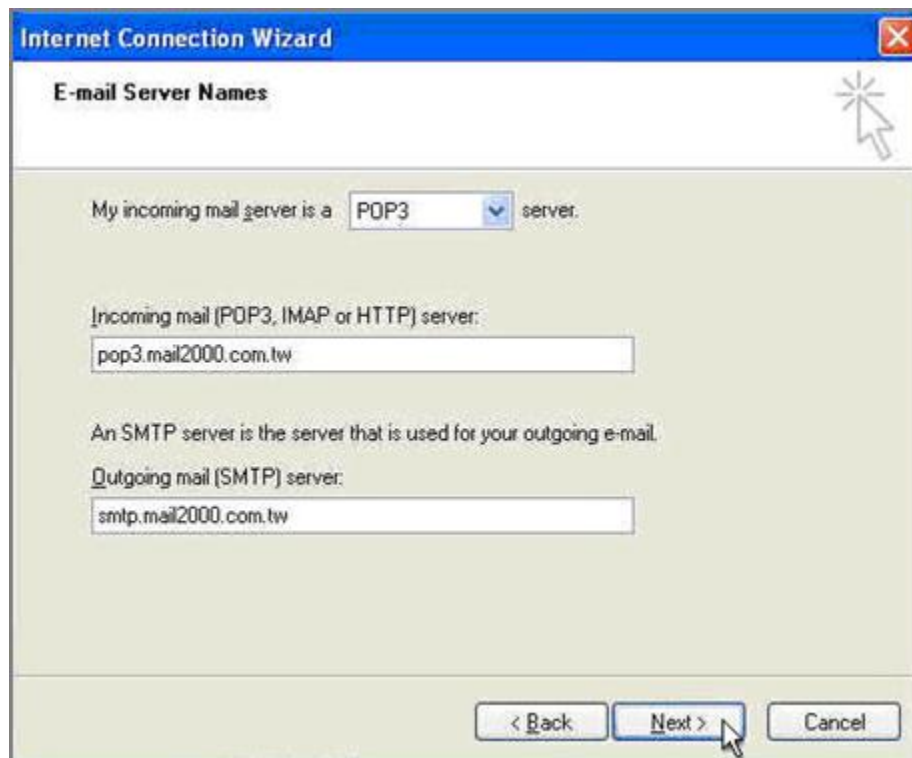
- (3) In the Display Name field, type in the name you wish to display in the From field of your outgoing messages. Then, click Next.



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



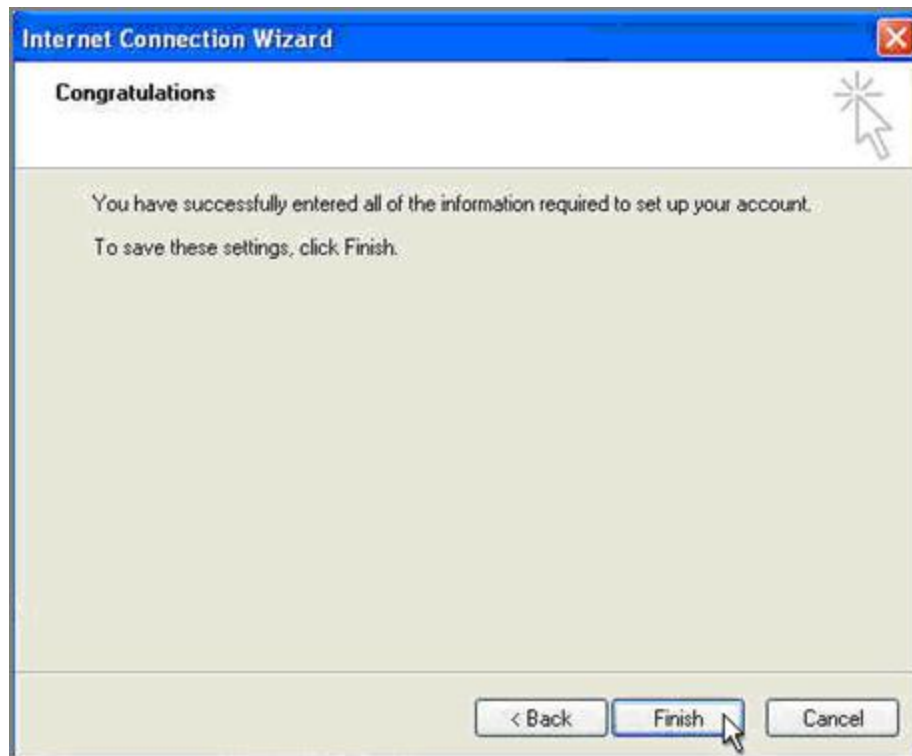
- (5) Enter pop3.Mail2000.com.tw for Incoming Mail Server and smtp.Mail2000.com.tw for Outgoing Mail Server. Then, click Next.



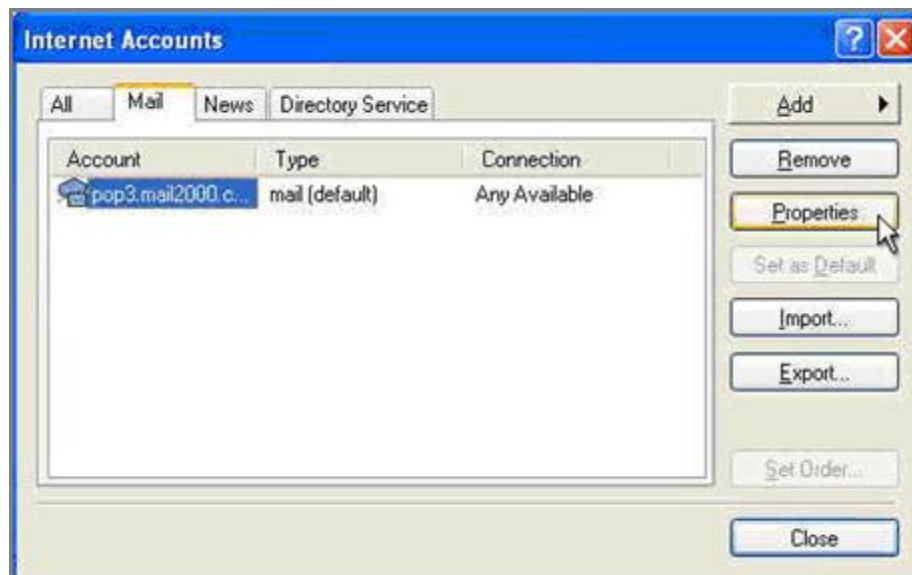
- (6) In the Account Name and Password fields, enter your Mail2000 Account Name and Password. Then, click Next.



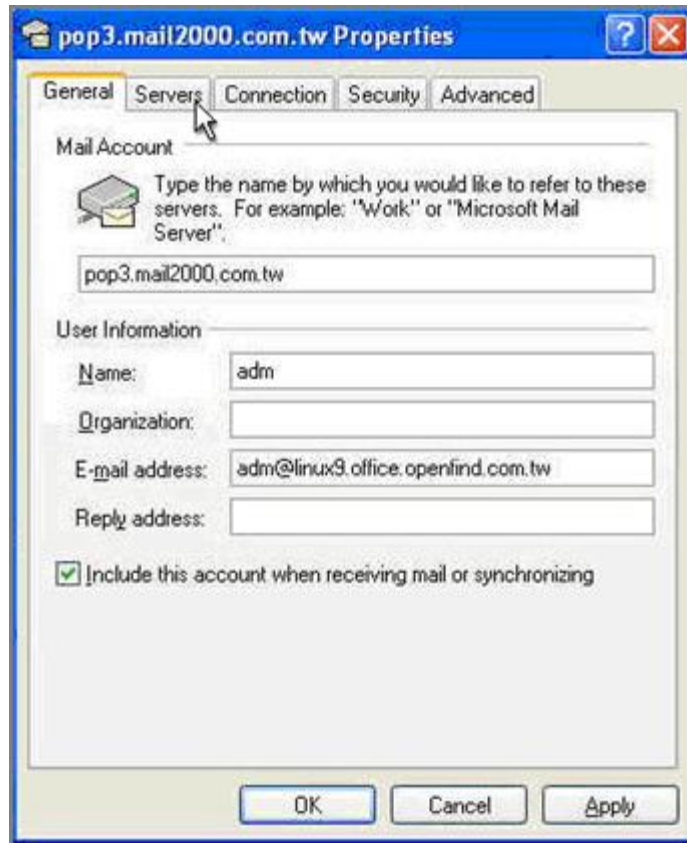
- (7) Click Finish to save the settings.



(8) Select pop3.Mail2000.com.tw and click on Properties.



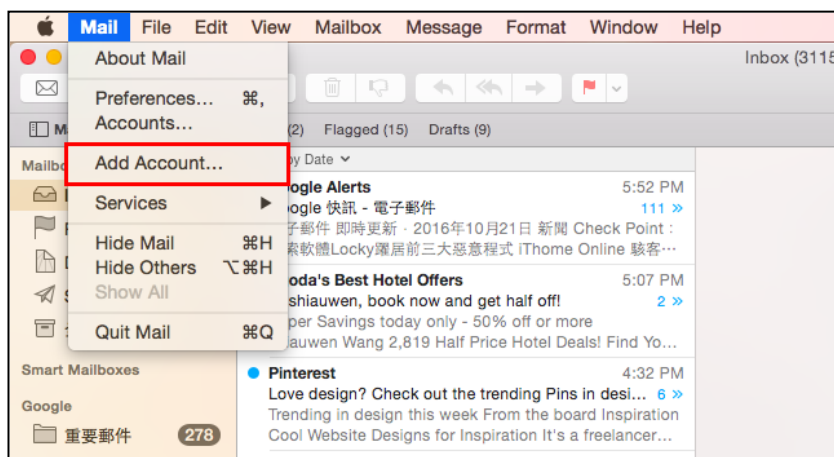
(9) Under the Server tab, check My server requires authentication in the Outgoing Mail Server section and press OK.



(10) Close the dialog box to finish.

- **MAC Mail Users**

(1) Start MAC Mail. Open the **Mail(T)** menu and select **Add Account**.



(2) Fill in the basically user settings, and then tap “Next”.

**Add a Mail Account**

To get started, provide the following information:









Full Name:

Email Address:

Password:

(3) Select 「Add Other Mail Account...」 of the following account types.

**Choose a mail account to add...**

-  iCloud
-  Exchange
-  Google™
-  YAHOO!
-  Aol.
-  163 网易免费邮  
mail.163.com
-  126 网易免费邮  
www.126.com
-  Mail QQ 邮箱  
mail.qq.com
- Add Other Mail Account...

(4) Select 「IMAP」 or 「POP」 for account type. Enter the information for the

Incoming Mail Server and then click **Next**. The 「 Mail Server 」 shown in the figure is for reference only. Please contact your system administrator for the information.

**Incoming Mail Server Info**

Account Type:  IMAP  POP

Mail Server:

User Name:

Password:

- (5) Enter the information for the Outgoing Mail Server and click **Create**. Then, you can receive Mail2000 mail in MAC Mail. The 「 SMTP Server 」 shown in the figure is for reference only. Please contact your system administrator for the information.

**Outgoing Mail Server Info**

SMTP Server:

User Name:

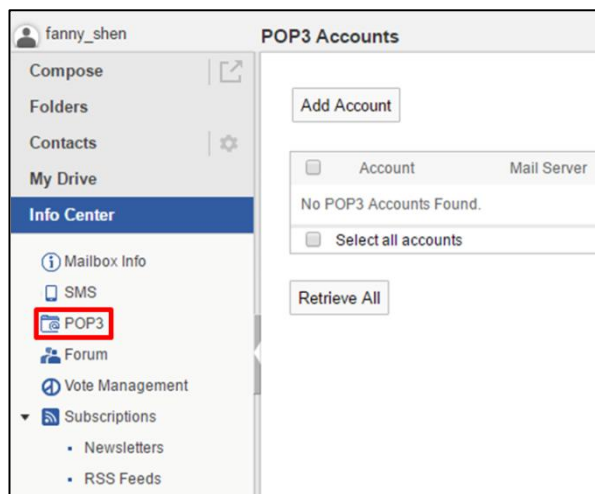
Password:

## 1.6 How to Retrieve Mail from POP3 Accounts?

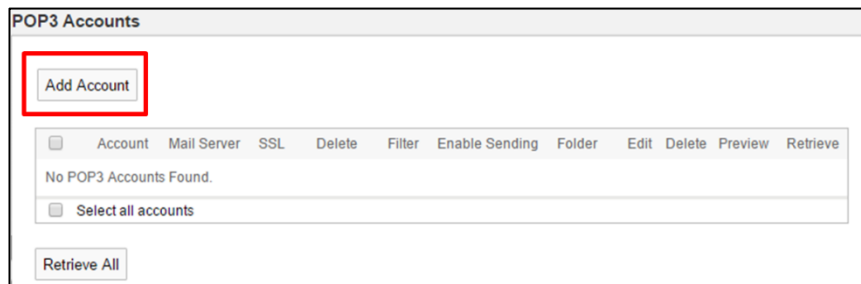
To use POP3 mail service, you must first set up your POP3 server with corresponding account name and password.

### ● 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 left 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:

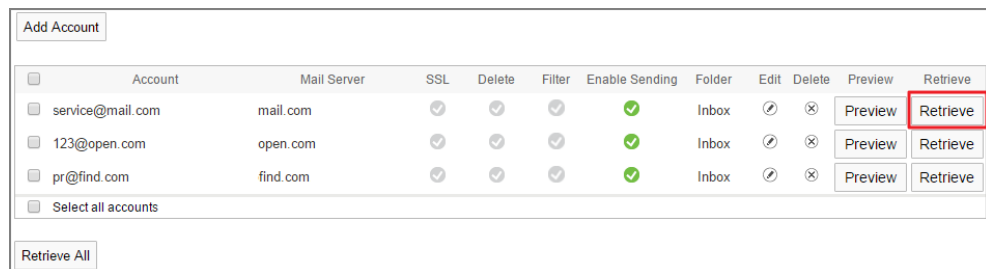
	Inbox). Note that if Activate Filters is enabled, the filter rules have higher priority than the Save Into option.
Size Limit per Mail: Set a size	limit to filter incoming mails by size; those mails exceeding the limit will be rejected (Default: 0 KB; 0 KB denotes no limit). Note that system is able 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).

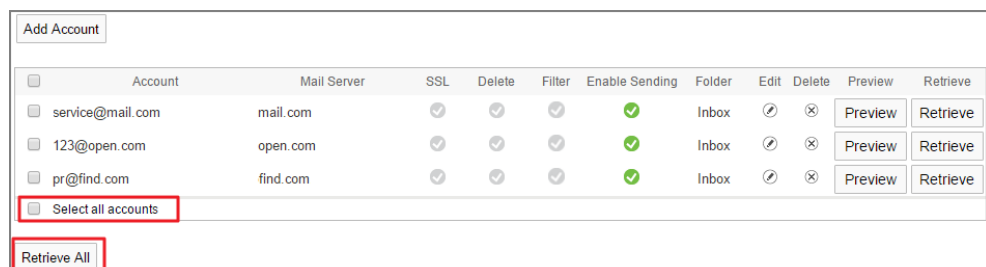
● **To Retrieve Mails from POP3 Accounts**

■ **Manual Retrieve**

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

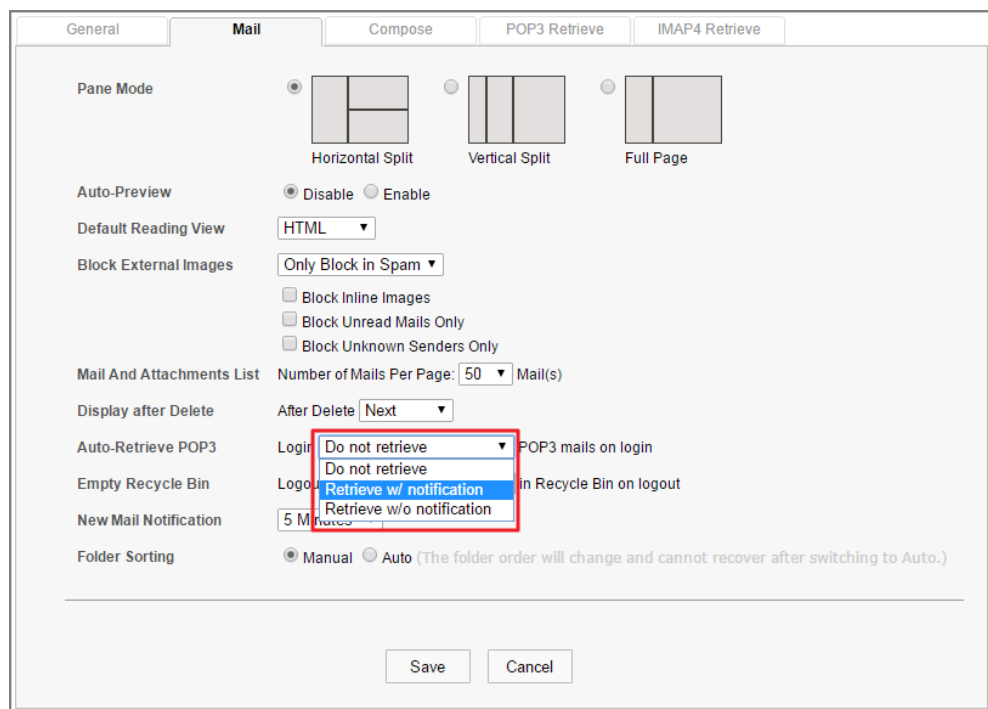


(2) To manually retrieve from all accounts, check the Select all accounts box and then click Retrieve All.




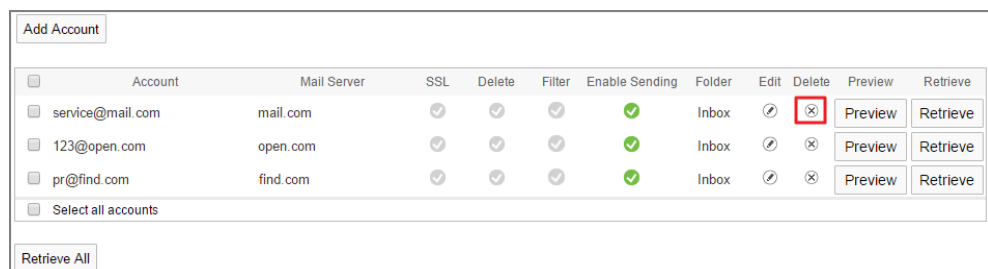
■ **Auto Retrieve**

- (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 save and system will begin automatically retrieving mails from external POP3 accounts upon login.







● **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 [Add/Edit POP3 Account] page, make all necessary changes and then click **OK**.
- (3) System will direct you back to the [POP3 Accounts] page.

Add Account											
<input type="checkbox"/>	Account	Mail Server	SSL	Delete	Filter	Enable Sending	Folder	Edit	Delete	Preview	Retrieve
<input type="checkbox"/>	service@mail.com	mail.com	✓	✓	✓	✓	Inbox		⊗	Preview	Retrieve
<input type="checkbox"/>	123@open.com	open.com	✓	✓	✓	✓	Inbox		⊗	Preview	Retrieve
<input type="checkbox"/>	pr@find.com	find.com	✓	✓	✓	✓	Inbox		⊗	Preview	Retrieve
<input type="checkbox"/>	Select all accounts										
Retrieve All											

## 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.

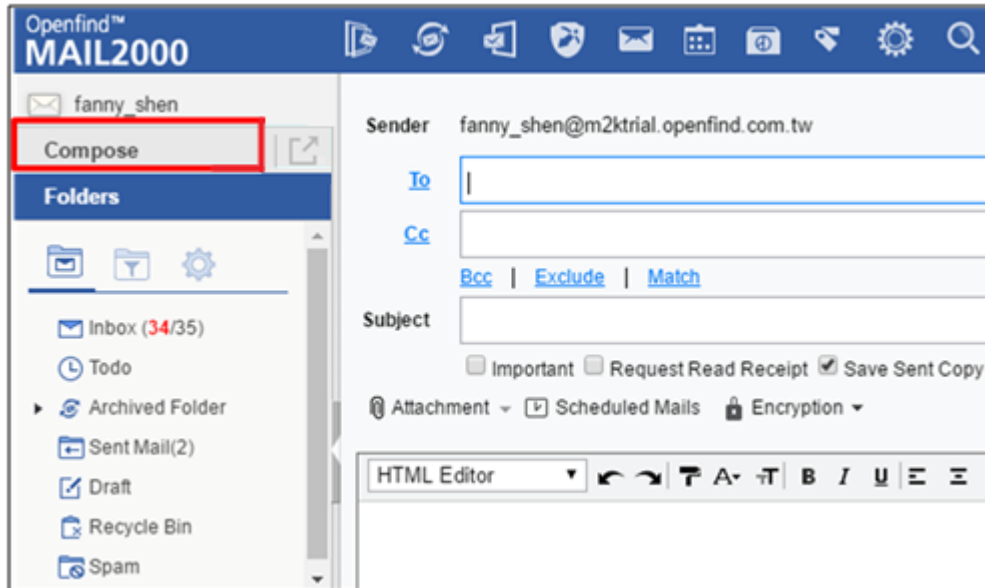
This chapter explains:


- 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?

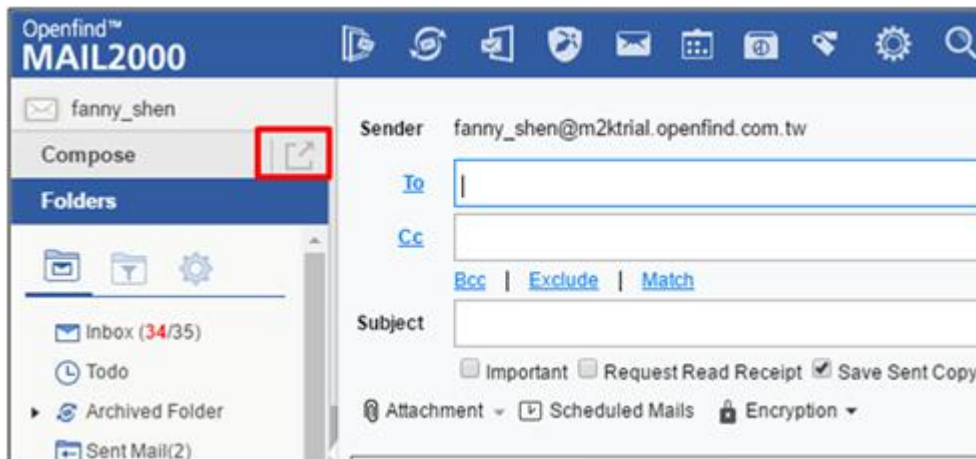
## 2.1 How to Compose/Send Mails?

(1) To compose a new email message, either :

Click **Compose** on the left menu.



Click  to compose mail in new window.



(2) 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.

To	u
Cc	✓ "upload" <upload@m2ktrial.openfind.com.tw>
<a href="#">Bcc</a>   <a href="#">Exclude</a>   <a href="#">Match</a>	

- Partial-match auto-complete.

To	adm@m2pmv7.openfind.com.tw ▼
Cc	p
Subject	↑ "Emma" <emma@openfind.com.tw> ↓ "Eva" <eva@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.

Sender	fanny_shen@m2ktrial.openfind.com.tw
To	
Cc	
<a href="#">Bcc</a>   <a href="#">Exclude</a>   <a href="#">Match</a>	
Subject	Mail2000 Message System - Google Chrome m2ktrial.openfind.com.tw/cgi-bin/adb2main?comm
Attachments	
HTML Edit	

**Address Books**

- My Contacts
- ff
- system

**Contacts View Directory (/ Top)**

Add To    Tools    Switch to

<input type="checkbox"/>	Type	Nickname	Address
<input type="checkbox"/>		fanny_shen	

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

Sender: fanny\_shen@m2ktrial.openfind.com.tw

To: [Empty]

Cc: [Empty]


**Bcc: [Empty]**

Bcc | Exclude | Match


Subject: [Empty]

Important 
  Request Read Receipt 
  Save Sent Copy 
  Delivery Status

- Switching Recipient Status

To switch a recipient's status (e.g. Move a recipient from To to Bcc), please click the recipient and drag to move the recipient to Cc, Bcc or Exclude; you may also remove the recipient by click the  button.

Sender: fanny\_shen@m2ktrial.openfind.com.tw

To: [Selected Recipient] 

**1. Click and Drag**

Cc: [Empty]

Bcc: [Empty]

Bcc | Exclude | Match


Subject: [Empty]

Important 
  Request Read Receipt 
  Save Sent Copy 
  Delivery Status 
  Send and

Attachment 
  Scheduled Mails 
  Encryption

Sender: fanny\_shen@m2ktrial.openfind.com.tw

To: [Empty]

Cc: [Selected Recipient] 

**2. Move to the Field**

Bcc: [Empty]

Bcc | Exclude | Match

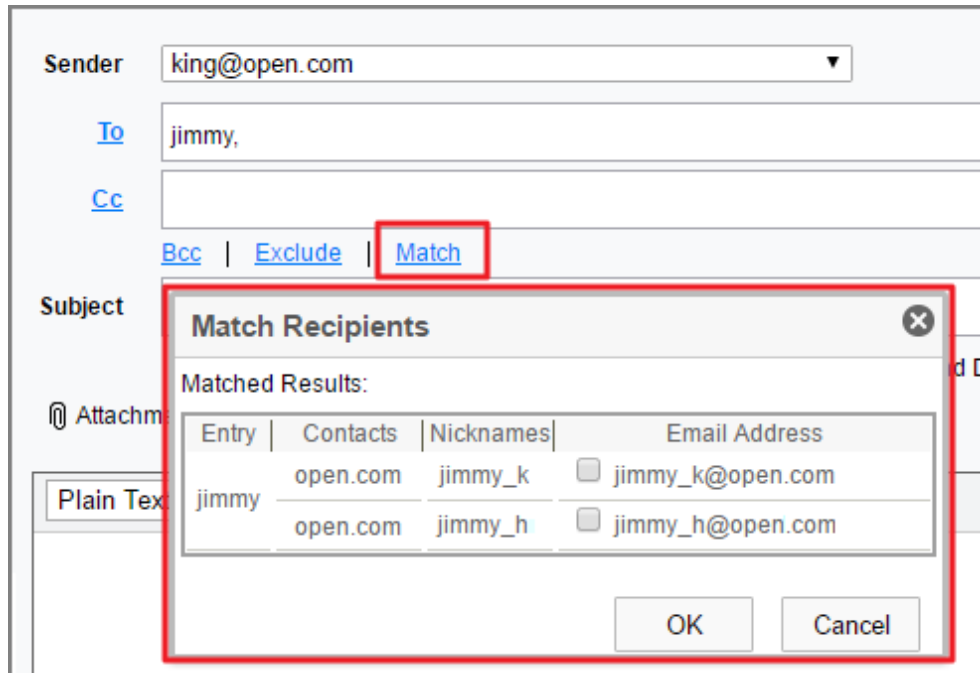
Subject: [Empty]

Important 
  Request Read Receipt 
  Save Sent Copy 
  Delivery Status 
  Send and Delete Draft


Attachment 
  Scheduled Mails 
  Encryption

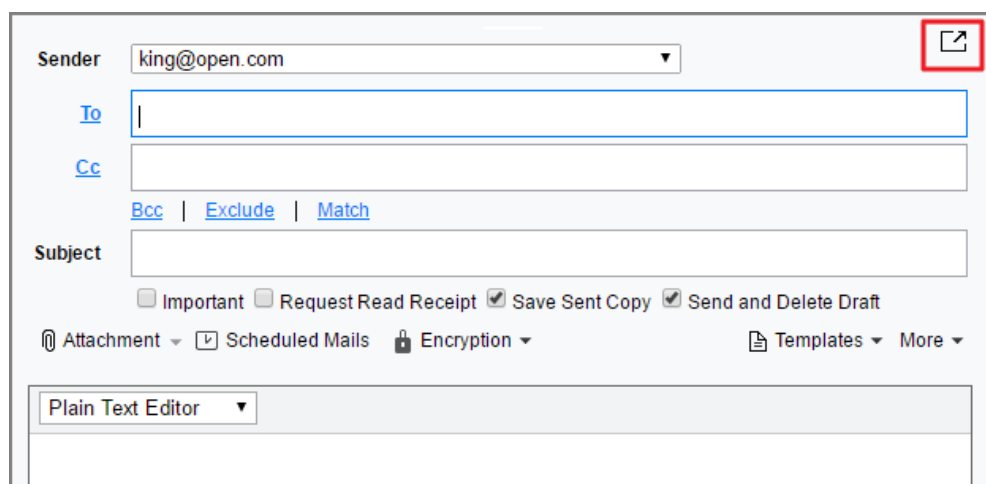
- Match Recipients

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.



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

- Compose mail in the new window by clicking the  button and the original window will return to the previous page.



- 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.

*Notes:* When you mark a mail as "Important," an exclamation mark **!** will be shown next to the mail in the recipient's mails list.

Sender: king@open.com

To:

Cc:

Bcc | Exclude | Match

Subject:

Important  Request Read Receipt  Save Sent Copy  Send and Delete Draft

Attachment  Scheduled Mails  Encryption  Templates  More

Plain Text Editor

Send Save Draft Preview Back | Save as a New Template | Save as a New Draft

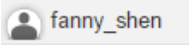
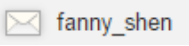
Tool bar	Description
Attach	Attach files to the mail.
Scheduled Mails	Mails can be sent at a specific time as you want.
Templates	Save the often used mails as the templates for the future uses.
more	<p>Encoding: Select the mail encoding.</p> <ul style="list-style-type: none"> <li>▶ Auto-Detect</li> <li>▶ Unicode (UTF-8)</li> <li>▶ Trad. Chinese (Big5)</li> <li>▶ Simp. Chinese (GB2312)</li> <li>▶ Simp. Chinese (GB18030)</li> <li>▶ English (ISO-8859-1)</li> <li>▶ Japanese (ISO-2022-JP)</li> <li>▶ Korean (EUC-KR)</li> <li>▶ BIG5 -&gt; GB (GB2312)</li> <li>▶ GB -&gt; BIG5 (Big5)</li> </ul> <p>Restore: Restore the mail to undo any changes made.</p> <p>Preferences: Show/Hide functions in the [Compose] page.</p>
Send	Send the mail.
Save Draft	Save the unfinished mail as a draft.
Preview	Preview the mail before sending it.

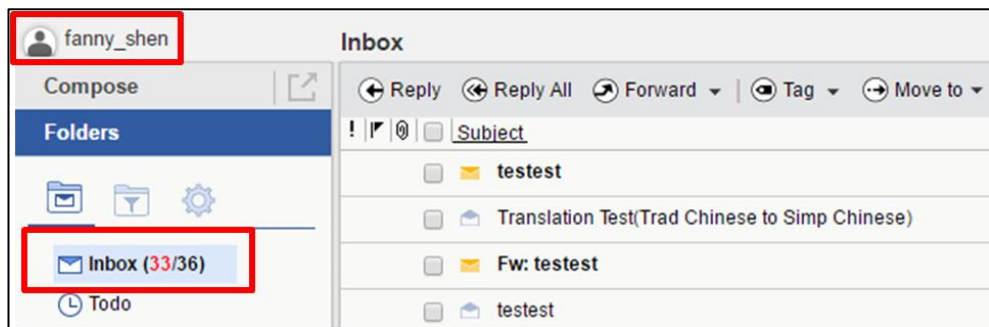
Back	Return to the previous page.
Save as a New Template	Save the unfinished mail as a new template.
Save as a New Draft	Save the unfinished mail as a new draft.

## 2.2 How to Retrieve/Read Mails?

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

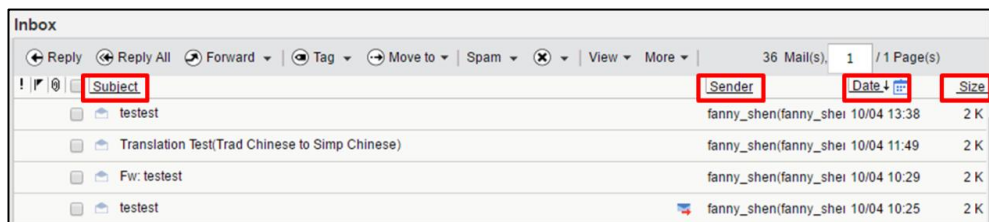
(1) System checks for new mails upon login. If there are new mails, the

 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.



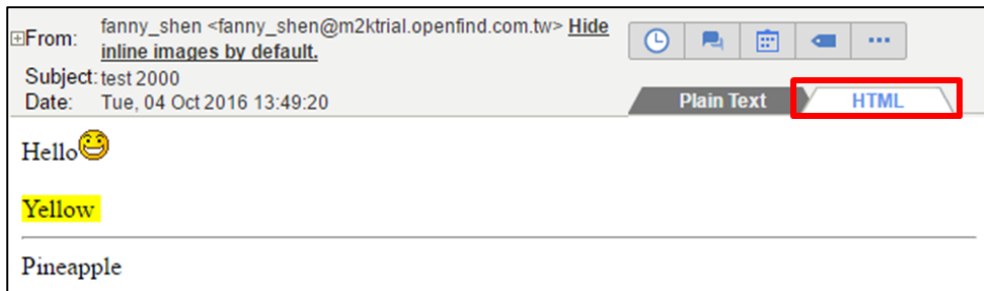
(2) In the [Inbox] mails list, the unread mails will be shown in bold while the read mails will be shown in regular font.

(3) Click the Subject, Sender, Date, or Size link on the top of the mails list to sort the mails accordingly.



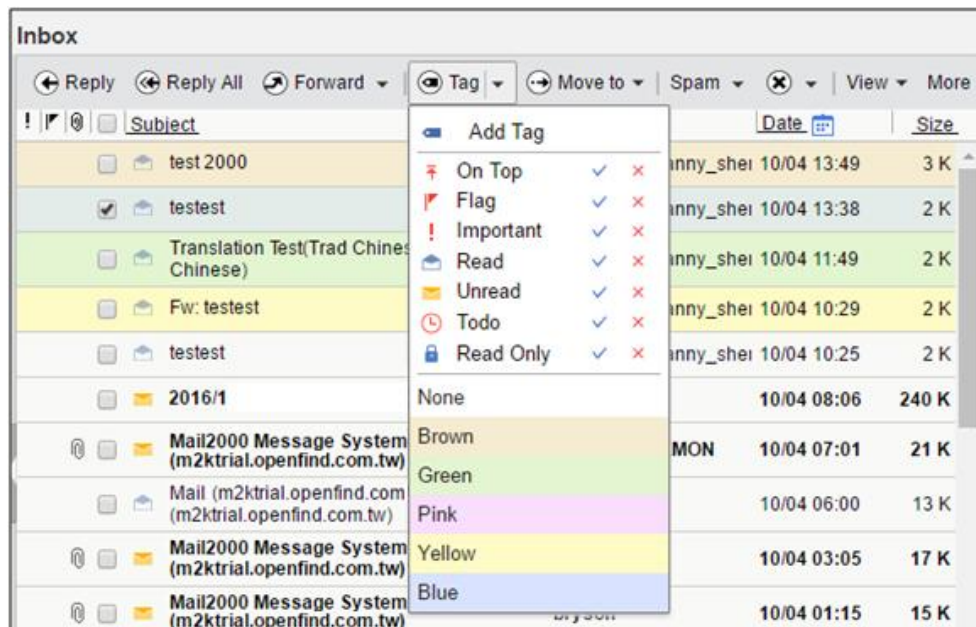
(4) To read a mail, click once on the mail's subject to preview the content, or quickly click twice to open the mail in new window.

- 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.

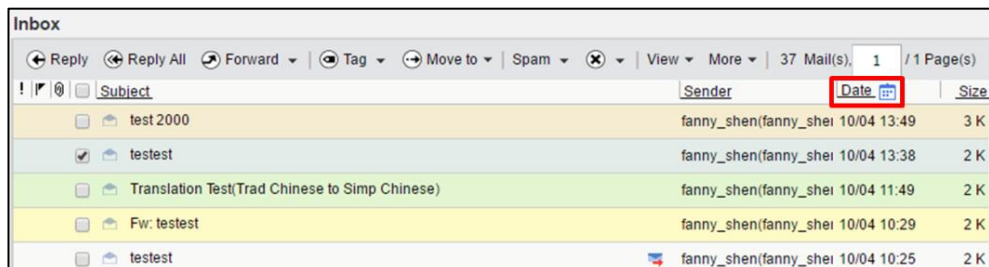
(3) To delete the **Tag**, please click the Tag on the email directly or click Tag on the toolbar and select “+” or “-” icon from the drop down menu, or select None to remove the color on mail.

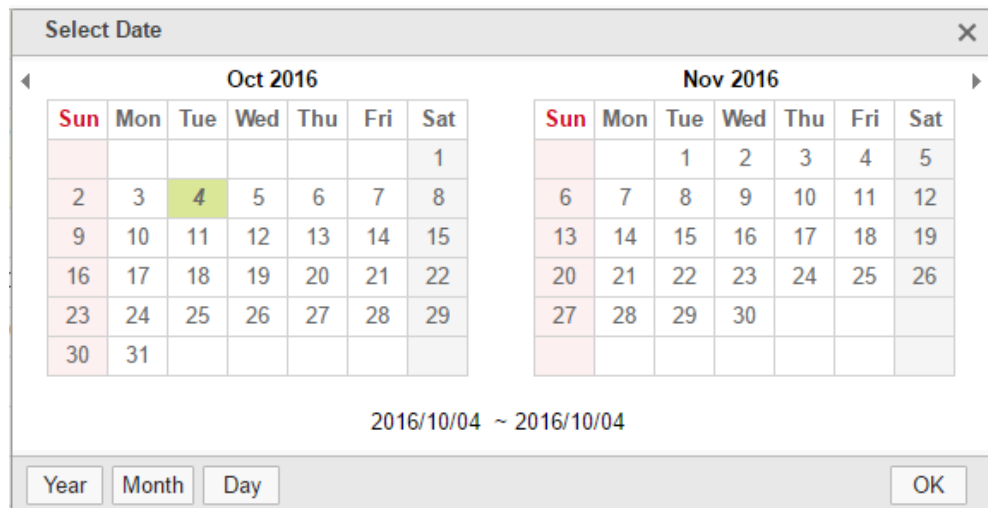
● **How to filter Mails?**

There are a lot of options for viewing the mails in your mail folders. You can view mails by Date, Subject, Sender, Attachment, flag, Color and so on. Click **View** on the tool bar, and select an option from the drop down list.




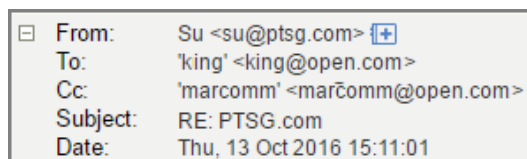
Or you can view mails by selecting the day range.





- **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 Show other Tools drop-down menu in the upper right corner provides the following features:

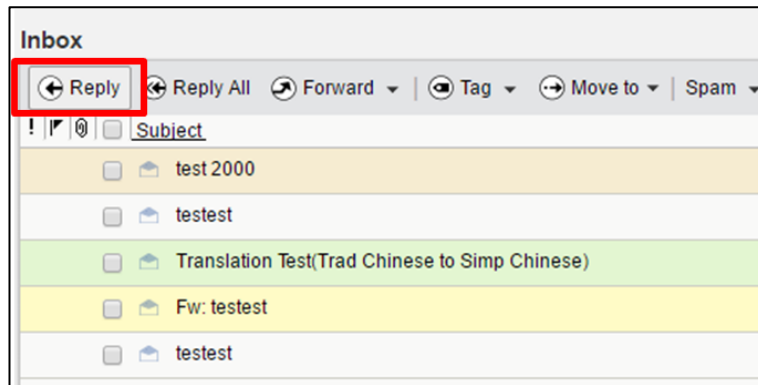
Tool	Description
Pack Attachments	Pack and download the mail's attachments.
Delete Attachments	Delete the mail's attachments.
Save Mail As	Save the mail as a new .eml file.
Show Header	Display the mail's header details.
View Original Mail:	Display the mail in its original format.
Add to Contacts	Add 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.
-----------------------	------------------------------

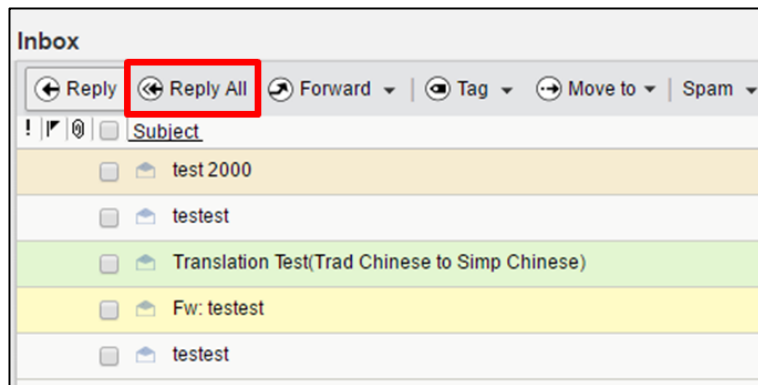
## 2.3 How to Reply/Forward Mails?

- **How to Reply Mails?**

- (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.

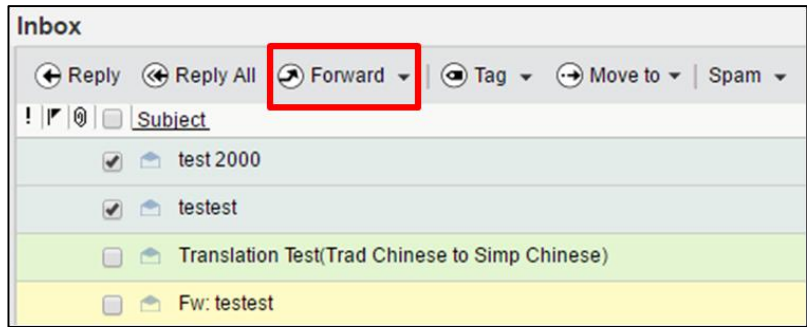


- **How to Forward Mails?**

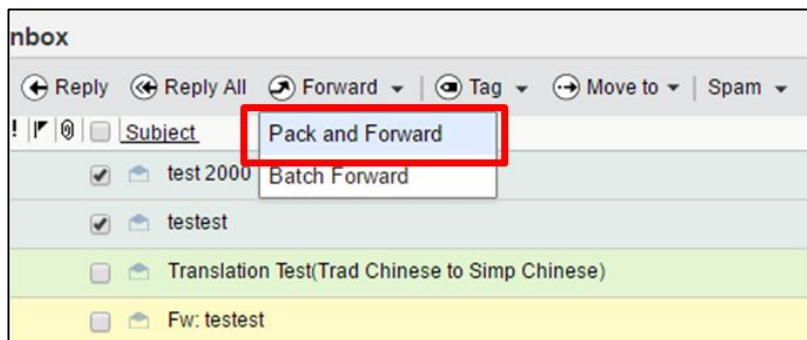
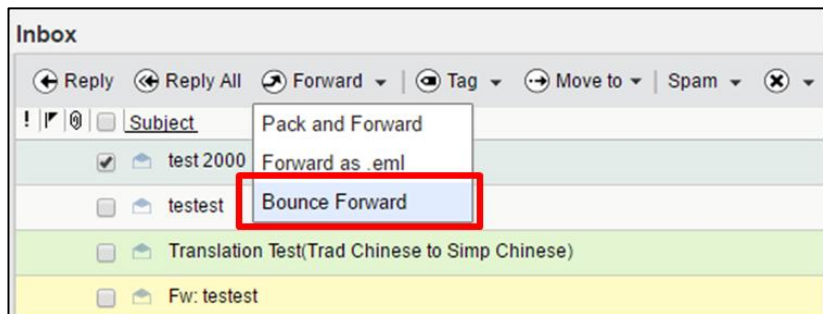
- (1) In the mails list, select the mail(s) you intend to **forward**. Then, on the toolbar, click **Forward** to forward the mail(s).

### *Notes*

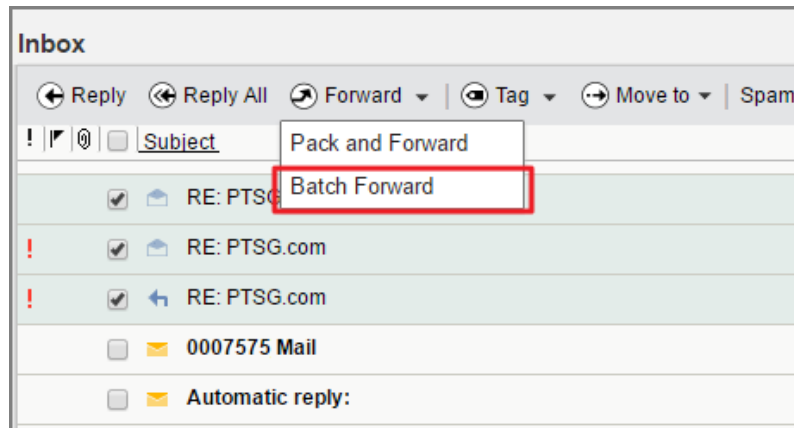
Open the **Forward** drop-down menu and select **Pack and Forward** to forward multiple mails in one pack.



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** for single mail or select **Pack and Forward** for multiple mails.



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**.

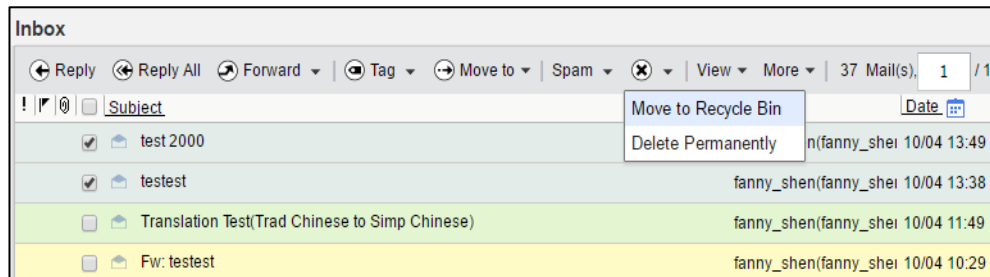
**Tip :Forward and Bounce**

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).



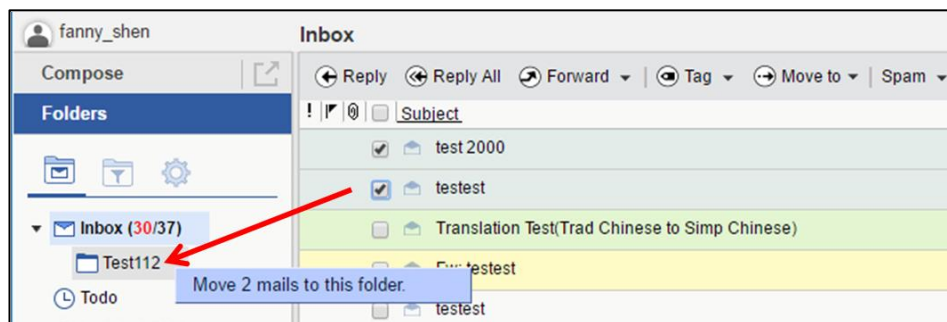
## 2.5 How to Move Mails?

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

The two Move methods are:

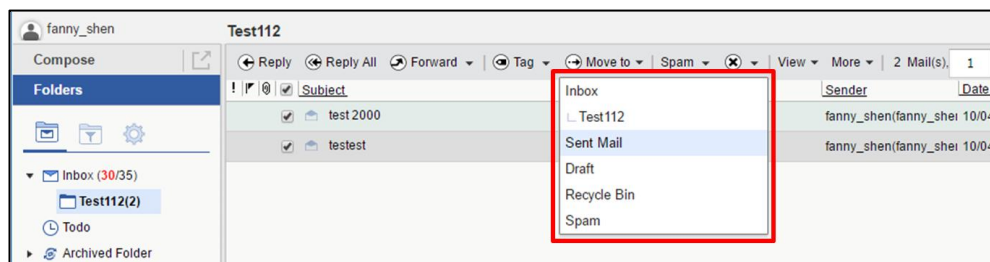
- **Drag and Drop**

- (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.



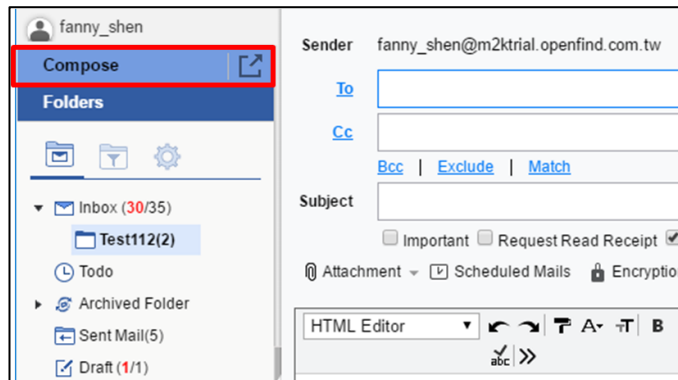
- **Select and Click**

- (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.



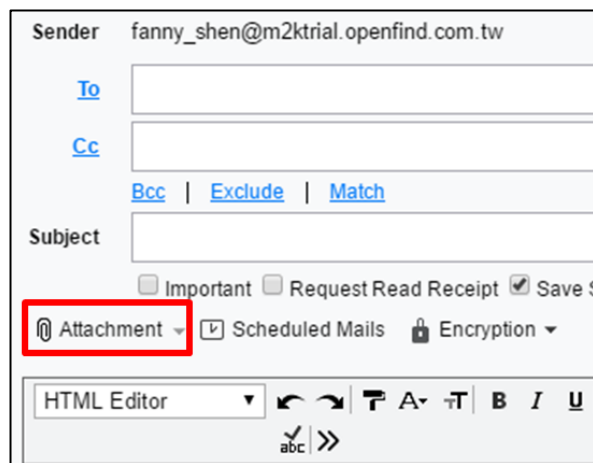
## 2.6 How to Add Attachments?

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



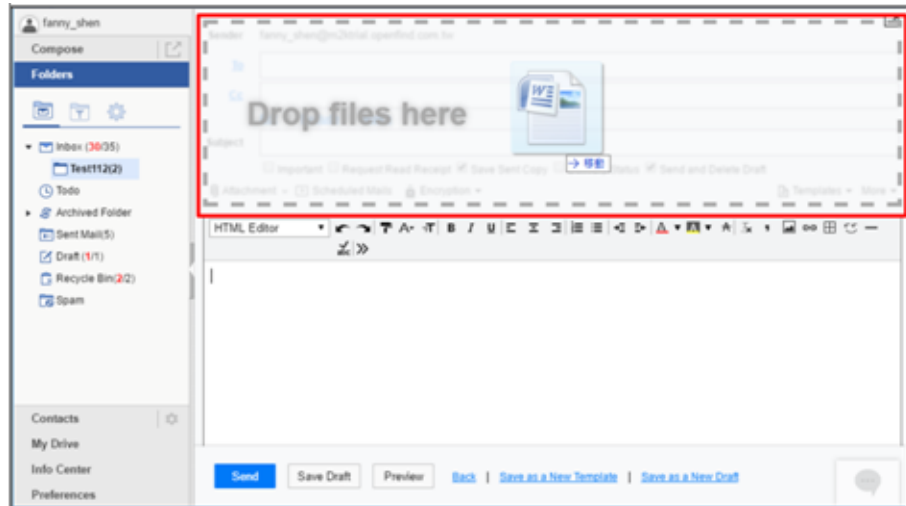
2. In the [Compose] page, there are four ways to add attachment to your email.

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

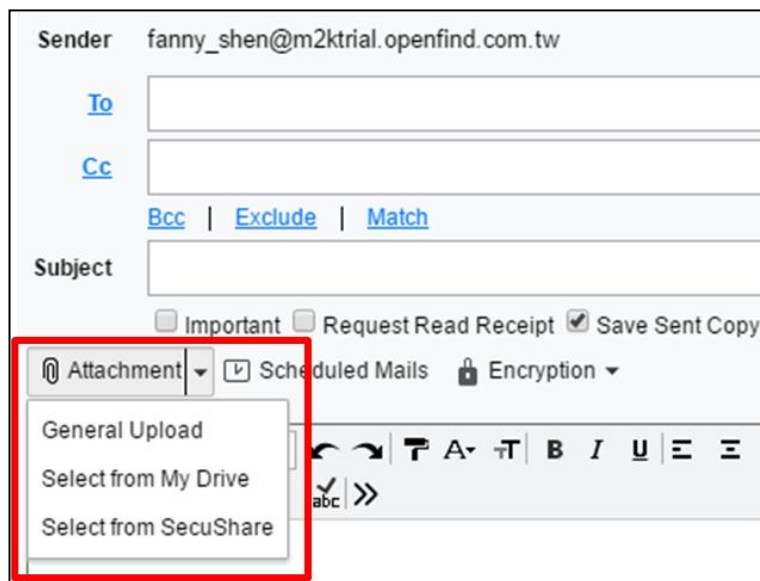


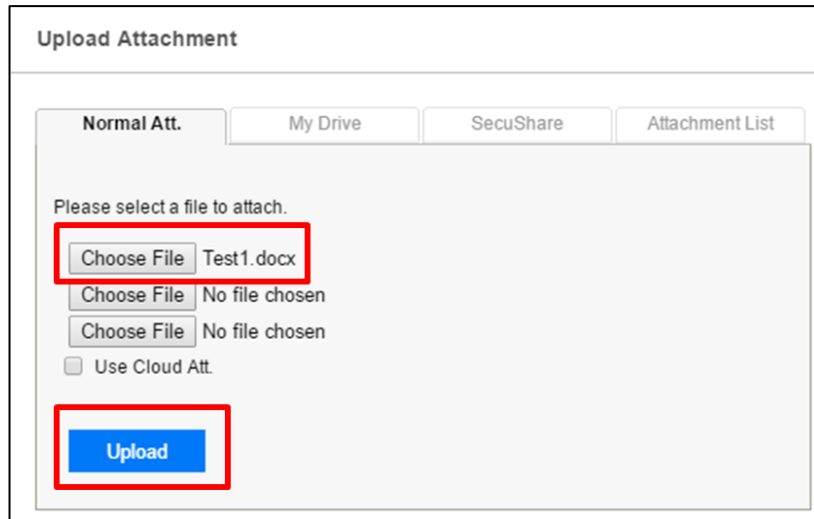
- (2) Users can drag and drop one or more files directly into **Attachment Block**.

*Notes:* Only support HTML5 browsers can use this function.

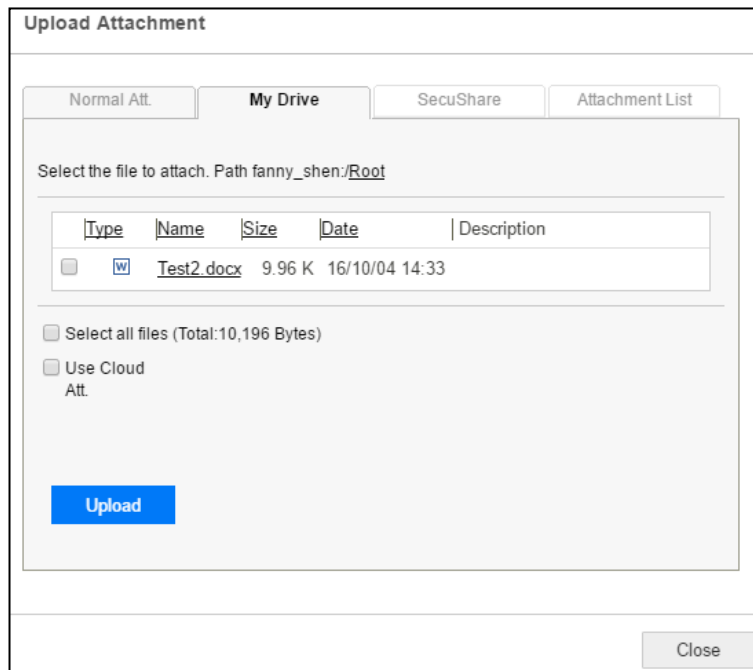


- (3) Click **Attachment** on the toolbar to open the drop-down menu, and click to select the file you want to attach on the mail, then click upload.





- (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.

Sender fanny\_shen@m2ktrial.openfind.com.tw

To

Cc

Bcc | Exclude | Match

Subject

Important  Request Read Receipt  Save Sent Copy  Delivery Status  Send and Delete Draft

Attach  Test2.docx (10KB)  UR 

Attachment Scheduled Mails Encryption Templates More

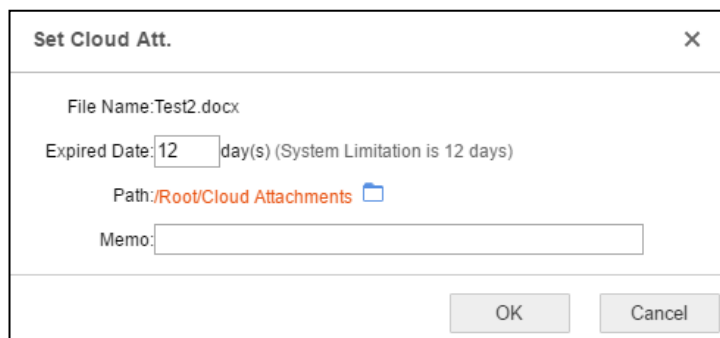
## 2.7 How to Add Cloud Attachments?

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

- If you upload files by clicking the Attachment 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 don't want your files transfer to the Cloud Attachment anymore, 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 files from My Drive:
  - (1) After you upload files or choose files from My Drive, click “Use Cloud Att.,” and the files will be sent as Cloud Attachment.

**Upload Attachment**

Normal Att. My Drive SecuShare Attachment List

Please select a file to attach.

Choose File Test1.docx

Choose File No file chosen

Choose File No file chosen

Use Cloud Att.

Expired Date: 12 day(s) (System Limitation is 12 days)

Path: /Root/Cloud Attachments

Memo:

Upload

**Upload Attachment**

Normal Att. My Drive SecuShare Attachment List

Select the file to attach. Path fanny\_shen:/Root

Type	Name	Size	Date	Description
Folder	Cloud Attachments		16/10/04 14:45	
File	Test2.docx	9.96 K	16/10/04 14:42	

Select all files (Total:10,196 Bytes)

Use Cloud Att. Expired Date: 12 day(s) (System Limitation is 12 days)



Memo:

Upload

- (2) Attachment List will list all files, you can change files settings here.

**Upload Attachment**

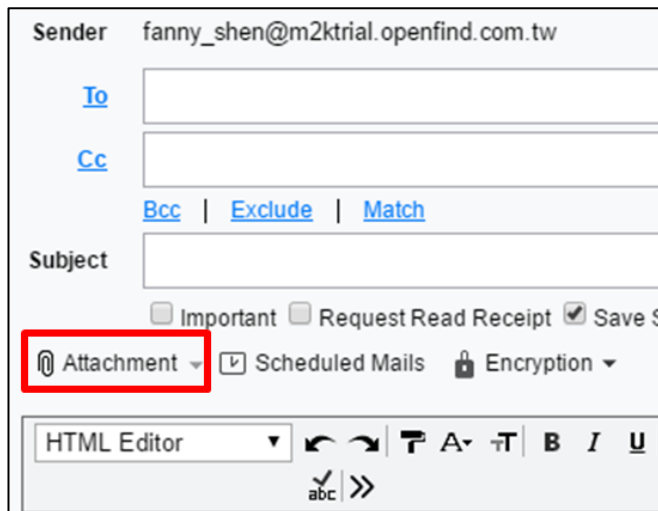
Normal Att.    My Drive    SecuShare    **Attachment List**

Normal Att.	Files: 1    Total Size: 10.0 KB
 Test1.docx (10.0 KB)	<a href="#">Cancel</a> <a href="#">URL</a>
Cloud Att.	Files: 1    Total Size: 10.0 KB
 Test2.docx (10.0 KB)	<a href="#">Set</a> <a href="#">Cancel</a> <a href="#">Att.</a>
SecuShare:	Files: 0    Total Size: 0 Bytes
None	

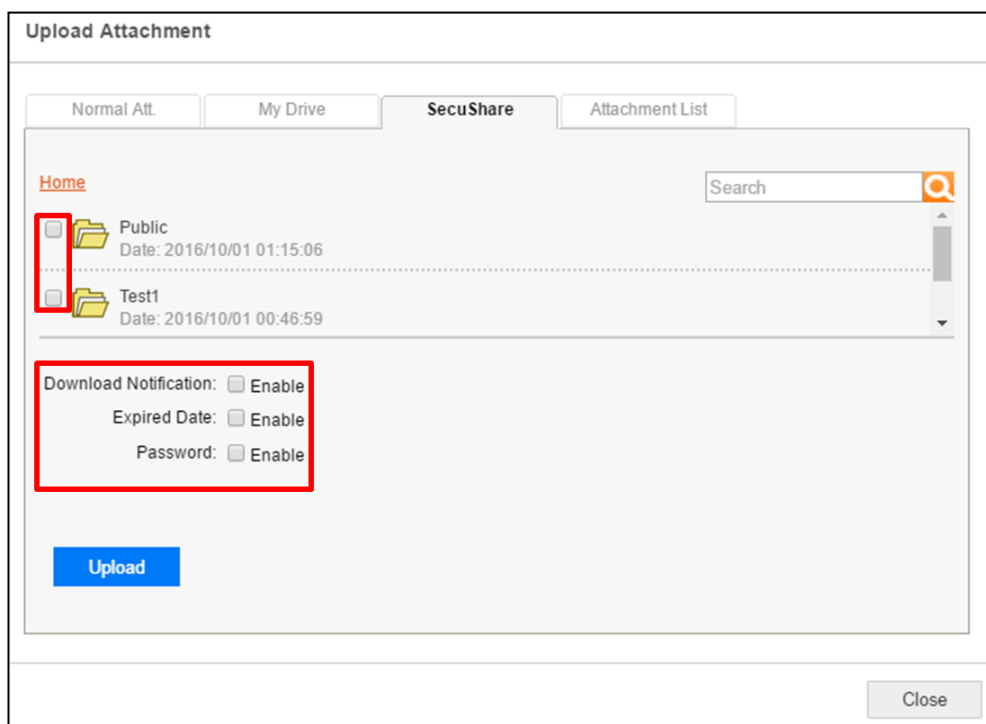
## 2.8 How to Add CloudShare Files?

Mail2000 system can integrate with CloudShare. User can share the files on the CloudShare by using URL link when composing mails.

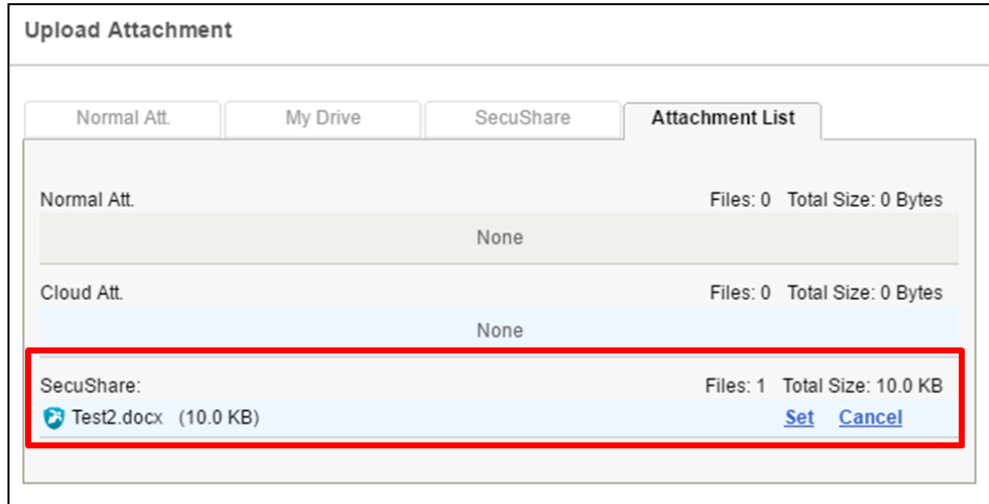
- (1) In the **Compose** page, you can click the **Attachement** to choose the CloudShare files.



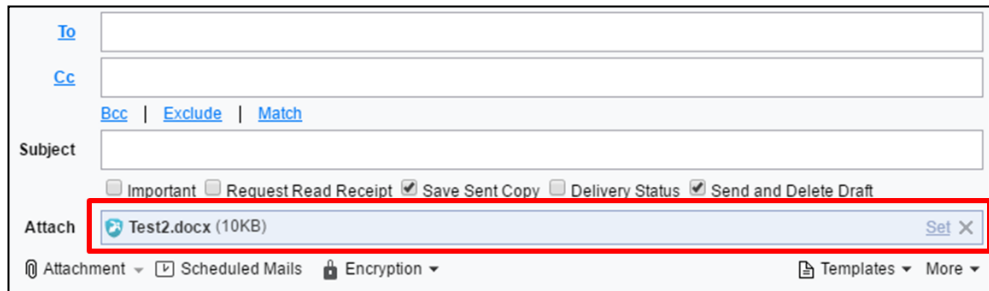
- (2) On the CloudShare tab, select the file you want to share, and set the "Download Notification", "Expired Date", and "Password" as needed.



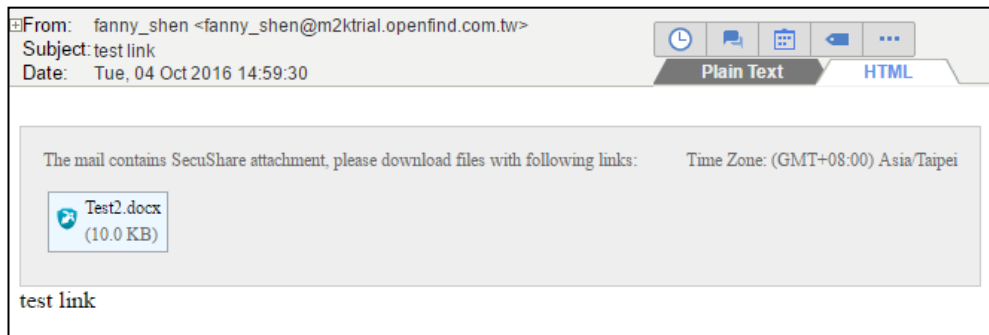
- (3) On the Attachment List tab, there are the files you attached. You also can change the setting here.



- (4) After all setting, CloudShare Files will be listed as attachment.



- (5) Click the **Send** Icon, the CloudShare file will be shared by URL link.



## 2.9 How to Check the Mail Delivery Status?

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

The screenshot shows the 'Delivery Status' page for user 'fanny\_shen'. The left sidebar has a 'Folders' section with a gear icon highlighted. Below it are links for 'General Folder Management', 'Virtual Folder Management', 'Scheduled Mails', 'Cloud Att. Status', and 'Delivery Status' (highlighted with a red box). The main content area shows a table of sent emails with the following data:

Time	Recipient	Size	Status	Subject
16/10/04 14:59	fanny_shen@m2ktrial.openfind.com.tw	4 KB	Delivery successfully	test link
16/10/04 13:49	fanny_shen@m2ktrial.openfind.com.tw	3 KB	Delivery successfully	test 2000
16/10/04 13:38	fanny_shen@m2ktrial.openfind.com.tw	1 KB	Delivery successfully	testest
16/10/04 11:49	fanny_shen@m2ktrial.openfind.com.tw	2 KB	Delivery successfully	Translation Test(Trad Chinese to Simp Chinese)
16/10/04 10:28	fanny_shen@m2ktrial.openfind.com.tw	2 KB	Delivery successfully	Fw: testest
16/10/04 10:25	fanny_shen@m2ktrial.openfind.com.tw	1 KB	Delivery successfully	testest

## 3. Retrieving and Sending Mails-Advanced

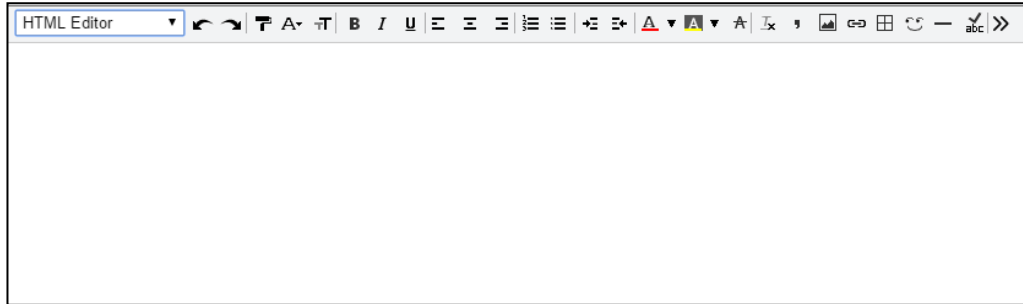
This chapter introduces the advanced mail functions, such as HTML Editor, Mail Templates, Automatic Filing, Scheduled Mails and Mail Search.

This chapter explains:

















- How to Use HTML Editor?
- How to Create Mail Templates?
- How to enable the Delivery Status function?
- 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 CloudBase 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, open the drop-down menu to chose 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 Editor	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

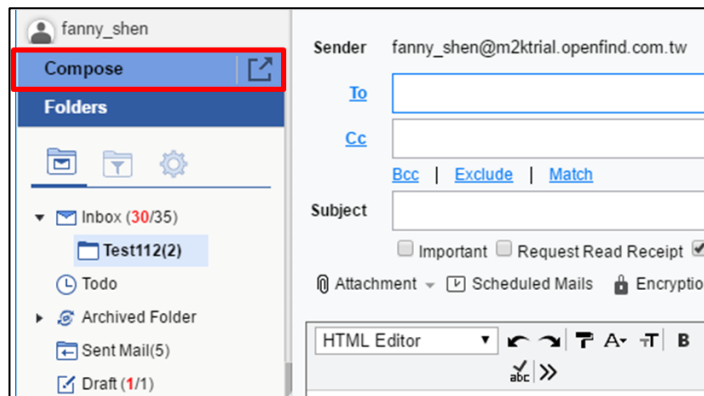
		lines/paragraphs.
	Bulleted list	Enable/Disable the bulleted list of the selected lines/paragraphs.
	Indent	Indent the selected paragraph.
	Outdent	Outdent the selected paragraph.
	Font Color	Change the font color of the selected text.
	Highlight	Change the background color of the selected text.
	Strike	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 <sub>2</sub> 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.
	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. <b>Notes:</b> This function is disabled by default. To enable the function, please contact System Administrator.

	Background Image	Insert an image file from your PC, My Drive or the Internet as the background image of the mail.
	Stationary	Apply stationery effects.

## 3.2 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.

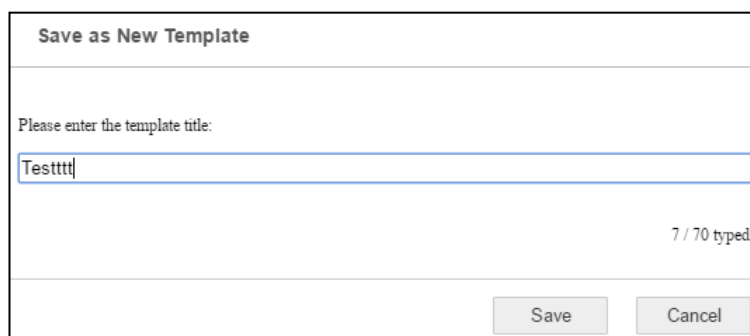
- (1) On the left menu, click **Compose** to go to the compose page.



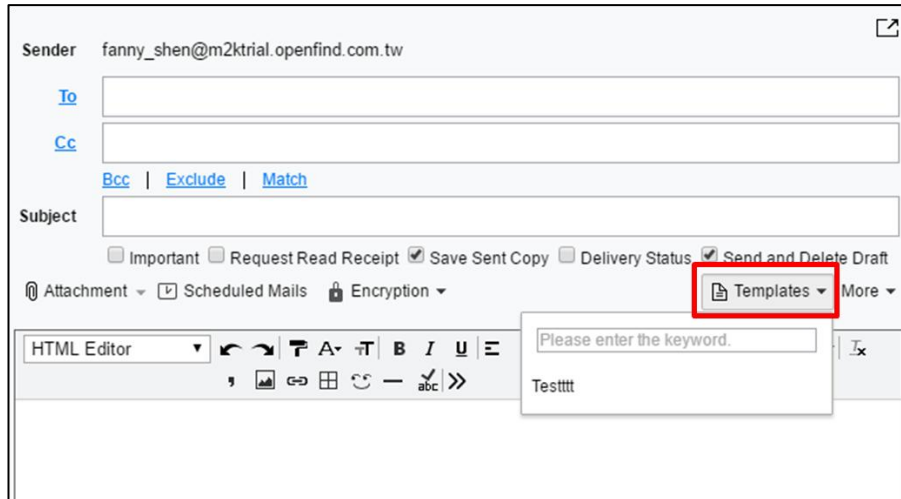
- (2) In the **Compose** page, begin editing the mail template such as entering the mail subject, setting the font family, inserting a background image and adding attachments.
- (3) When you finish compose mail, click Save as a New Template.



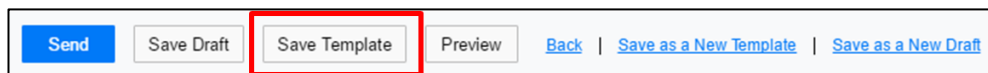
- (4) After that, on the Save as New Template window, you can name the template and click the save button to finish creating new template.



- (5) After saving the template, you can see the template you create on the template drop-down menu. You can easily choose the template you need when you compose mail.

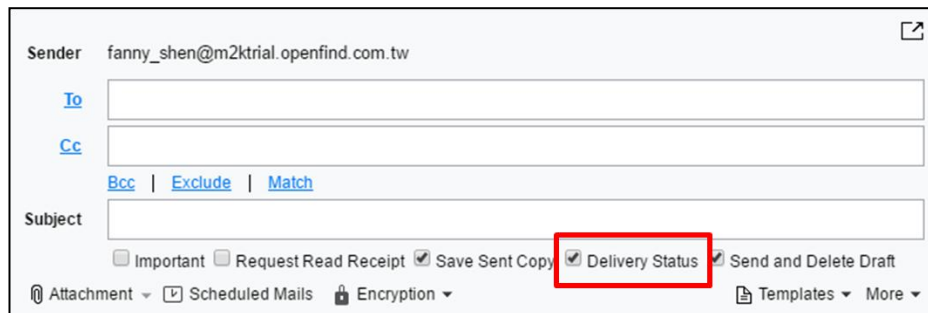



- (6) When you need to change or update the content of the template, you can click the Save Template button to save the new version of the template.

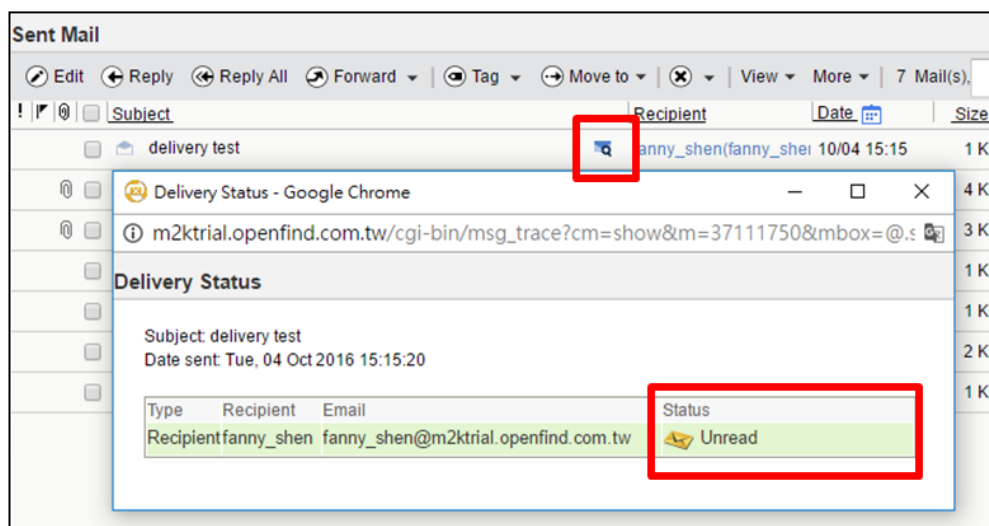


### 3.3 How to enable the Delivery Status function?

(1) When composing a mail, check Delivery Status



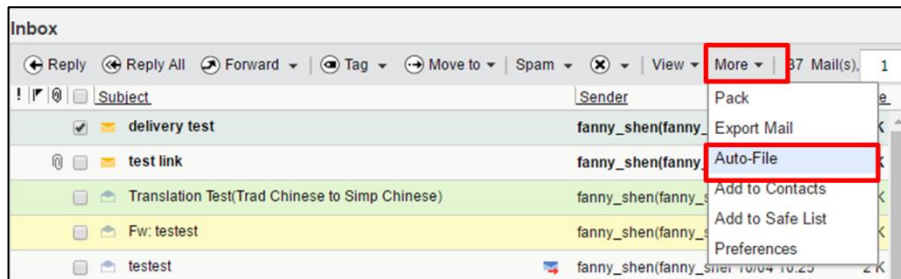
(2) After sending the email, you can check the email delivery status in the sent mail box page. Click the  button and you can see the delivery status of the mail.



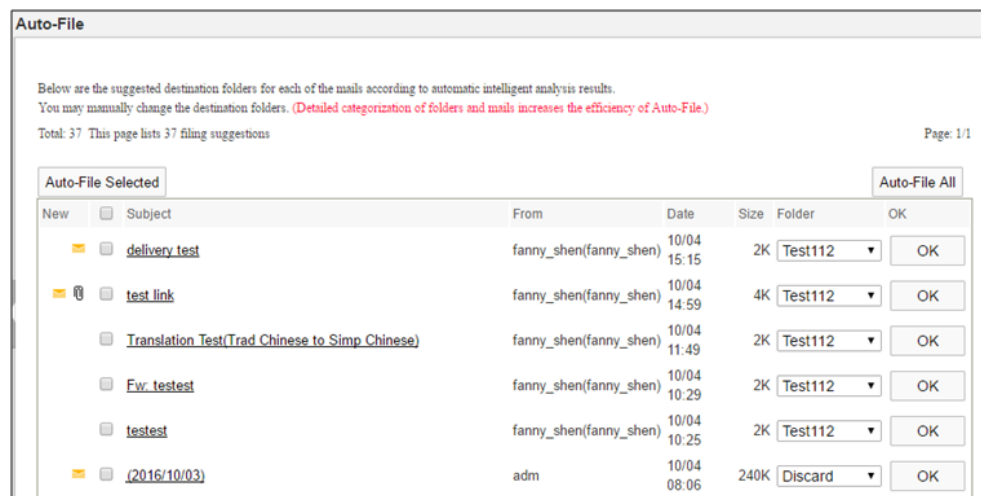
### 3.4 How to Auto-File Mails?

Auto-File function can help you automatically organize your mails.

- (1) In the [Inbox] mails list, open the **More** 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 destinations. 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**; to move only certain mails to their destination folders, select the mails and then click **Auto-File Selected**; to auto-file mails one by one, click the **OK** button next to the suggested destination folder.

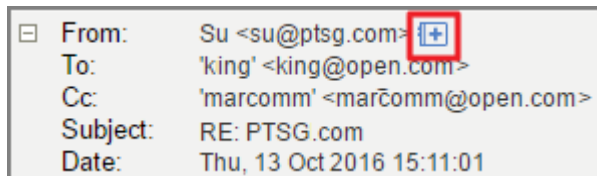
*Notes*

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

### 3.5 How to Add Sender to Contacts?

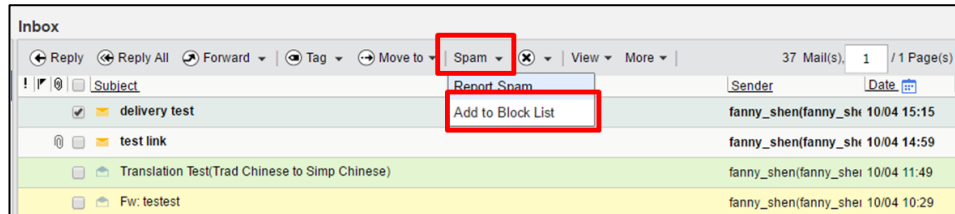
When you preview/read a mail, the  icon is shown at the end of the sender address if any of the listed email addresses is not in your Contacts.

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

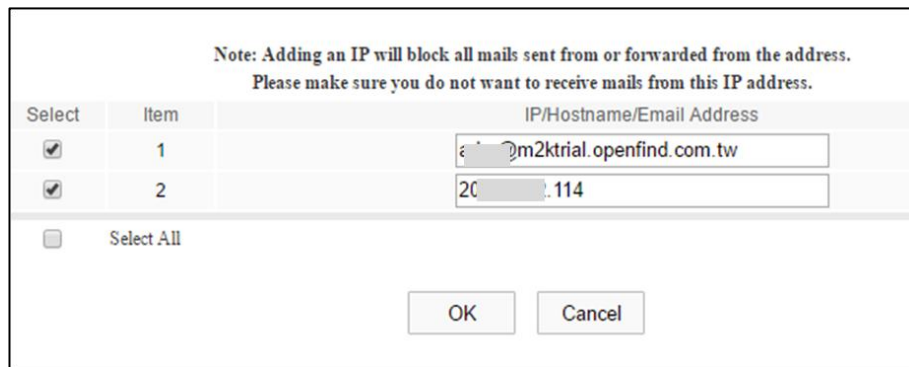


### 3.6 How to Add Sender to Block List?

- (1) In the mail 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) After that, you can see all IP, Hostname or Email Addresses of the selected mails. Select those you intend to block and click **OK**.

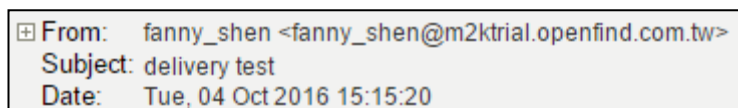


- (3) You will no longer receive mails from these IP, Hostname or Email addresses.

### 3.7 How to View Detailed Header Information?


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

- Before Expansion



✚ From: fanny\_shen <fanny\_shen@m2ktrial.openfind.com.tw>  
Subject: delivery test  
Date: Tue, 04 Oct 2016 15:15:20

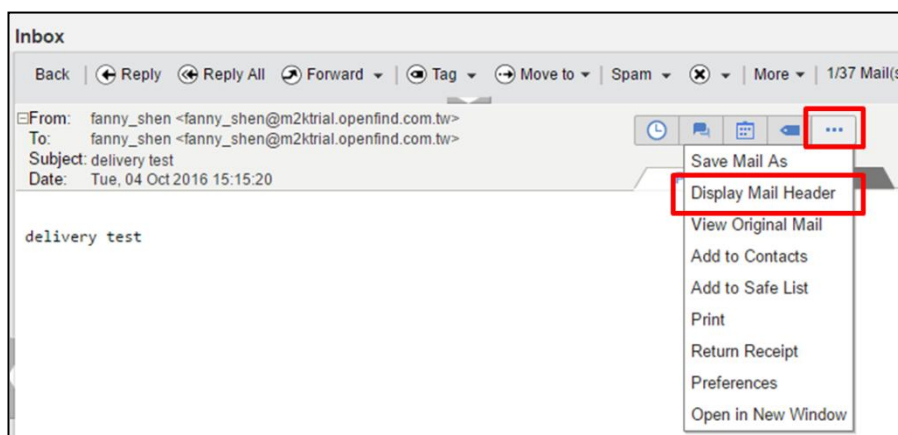
- After Expansion



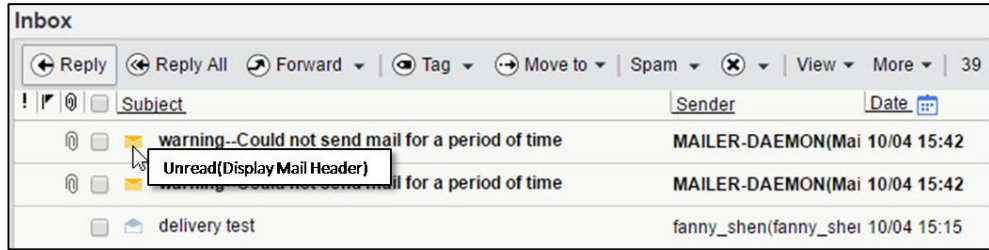
▣ From: fanny\_shen <fanny\_shen@m2ktrial.openfind.com.tw>  
To: fanny\_shen <fanny\_shen@m2ktrial.openfind.com.tw>  
Subject: delivery test  
Date: Tue, 04 Oct 2016 15:15:20

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

- (1) Open the Show Other Tools drop-down menu and 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.



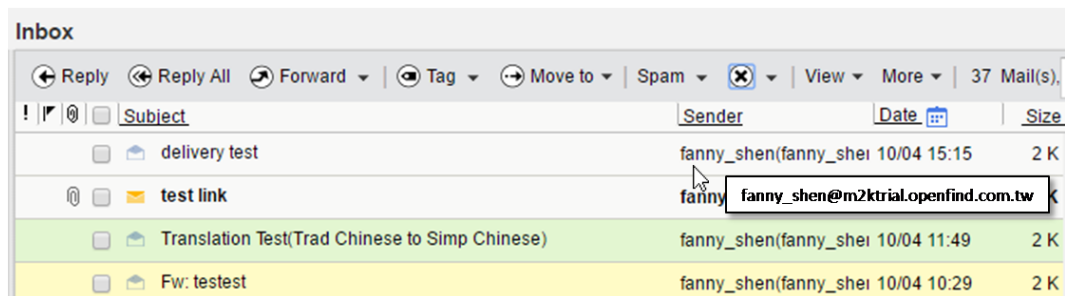
- (2) Click the mail icon in the mail list.



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

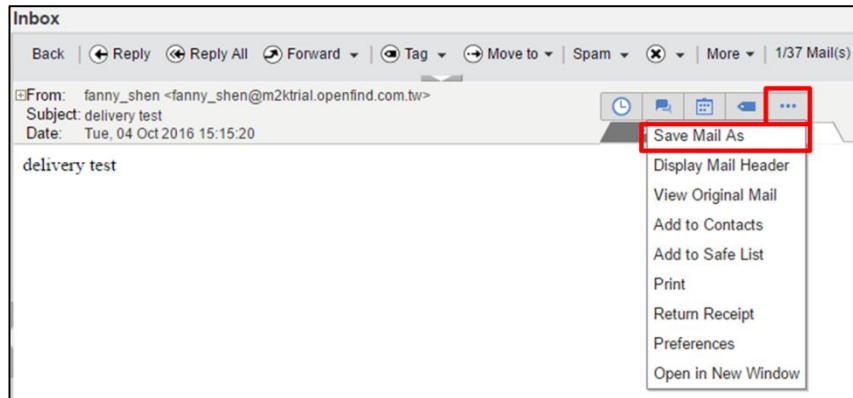


When you move your cursor to the sender, it will show the sender's complete email address.



### 3.8 How to Save Mail as a File?

- (1) In the mail content, open the **Open the Show Other Tools drop-down menu** and select **Save Mail As**.

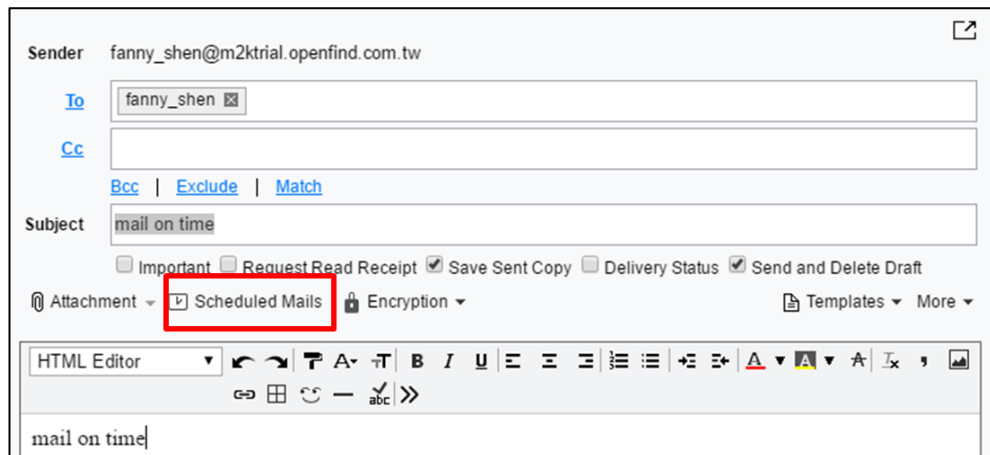


- (2) In the File Download popup window, click Save to save the mail.

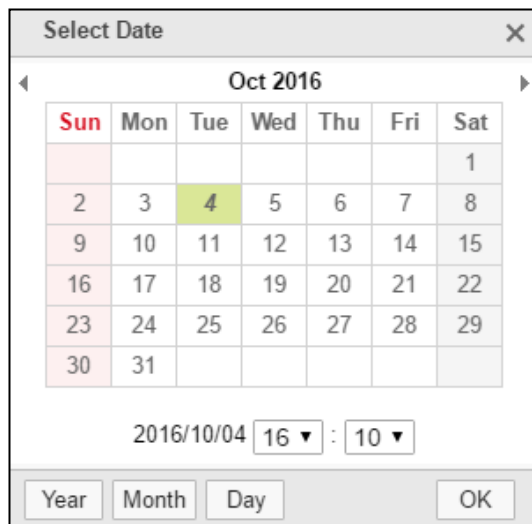
### 3.9 How to Set Scheduled Mails?

The **Scheduled Mails** function can help you send mails at specified time.

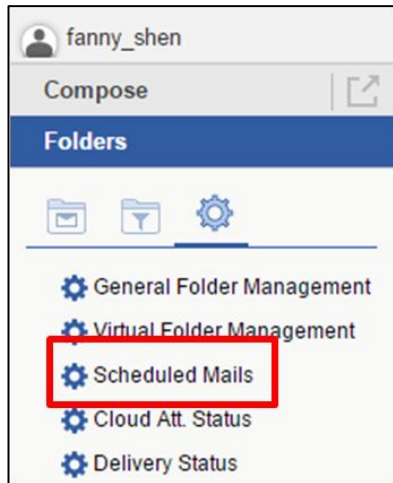
- (1) After composing the mail, click Scheduled Mails button.



- (2) Set the delivery time and click **OK**. To change the Schedule, please click Scheduled Mails to set another time.



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



- (5) In the [Schedule Mail] page, there will list all your schedule mails and you can make changes here.

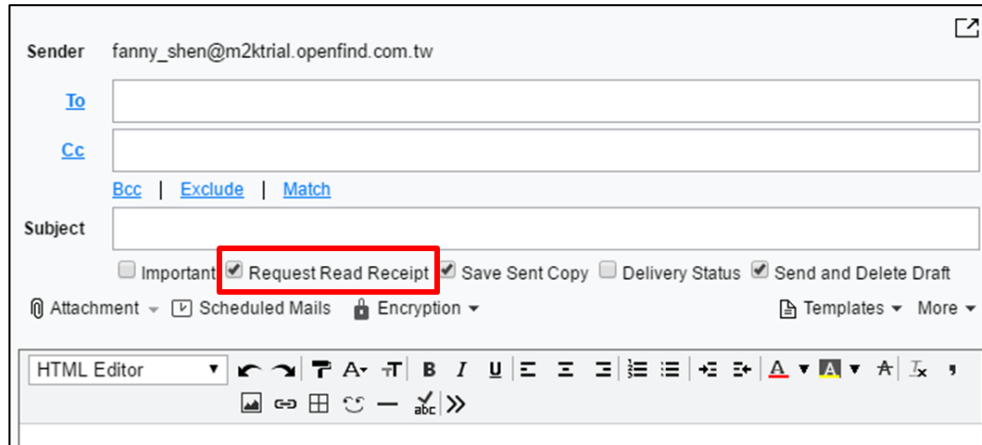
**Scheduled Mails**

Your scheduled mails are listed below:

Subject	All Recipients	Scheduled Time	Edit	Delete
mail on time	fanny_shen@m2ktrial.openfind.com.tw	2016/10/04 16:15		

### 3.10 How to Request Read Receipt?

When composing the mail, click **Request Read Receipt** before sending it.

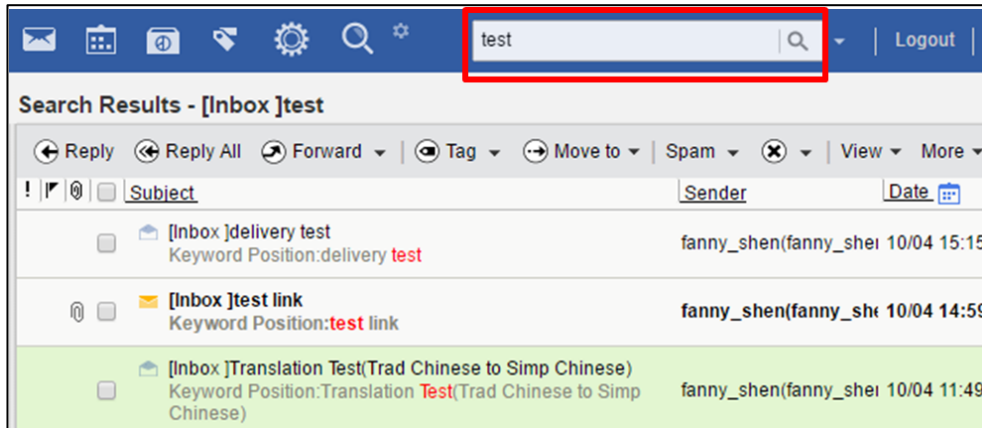


#### Notes


- (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.

### 3.11 How to Search Mails?



The **Search** function is located on the upper right side of the user interface.

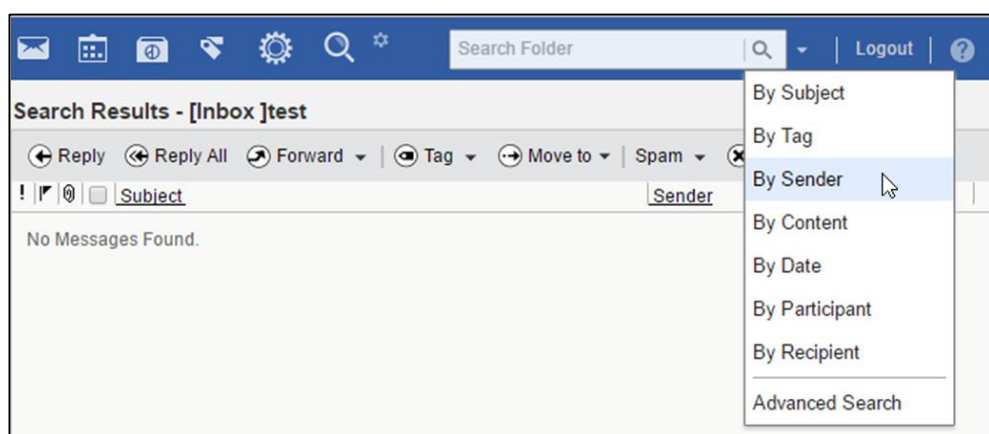


- **Basic Search**



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

- **Field Search**

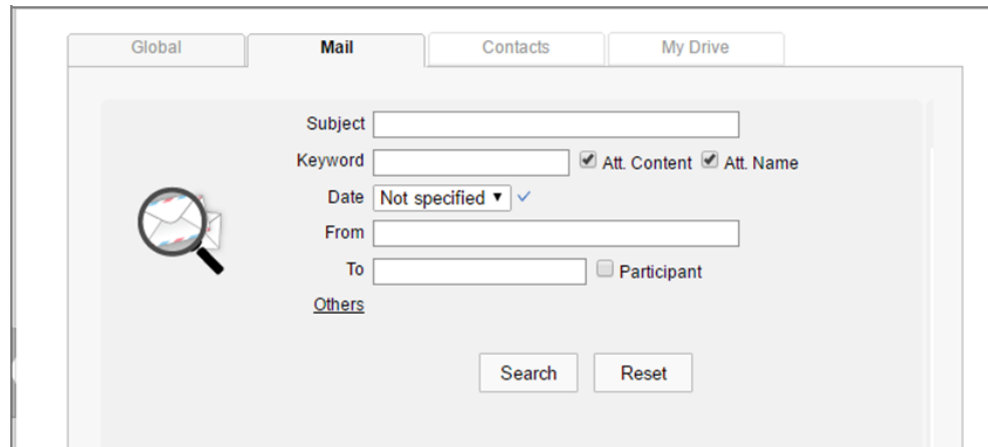
- (1) Enter keyword(s) in the search box and click the  button on the right side of the  icon.
- (2) In the drop-down menu that appears, select the field in which you intend to perform the search. The system will search for the keyword(s) in the field which you selected.



- **Advanced Search**

- (1) Enter keyword(s) in the search box and click the  button on the right side of the  icon.

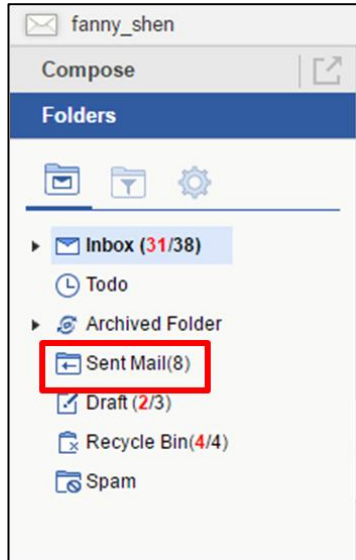
- (2) In the drop-down menu that appears, select **Advanced Search**.
- (3) In the [Search] page, specify the search field and scope and click Search to perform advanced search.



The screenshot displays the Gmail search interface. At the top, there are four tabs: "Global", "Mail", "Contacts", and "My Drive". The "Mail" tab is currently selected. Below the tabs, there is a search icon (a magnifying glass over an envelope) on the left. To the right of the icon are several search criteria fields: "Subject" (text input), "Keyword" (text input), "Date" (dropdown menu showing "Not specified" with a checkmark), "From" (text input), and "To" (text input). There are also two checkboxes: "Att. Content" (checked) and "Att. Name" (checked), and a "Participant" checkbox (unchecked). Below these fields is a link labeled "Others". At the bottom of the search area, there are two buttons: "Search" and "Reset".

### 3.12 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 **More** drop-down menu and click **Resend**.



### 3.13 How to Pack and Download Attachments?

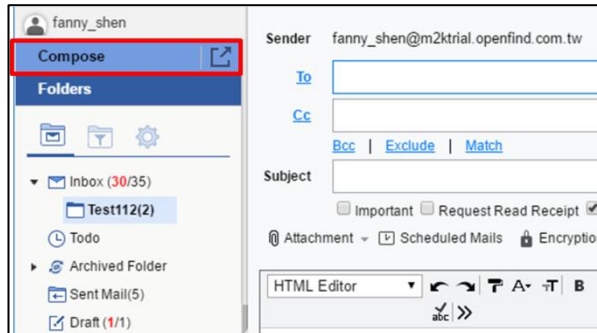
- (1) In the mail list, select the mails those have the attachments you intend to download and open the **More** drop-down menu and select **Pack**.



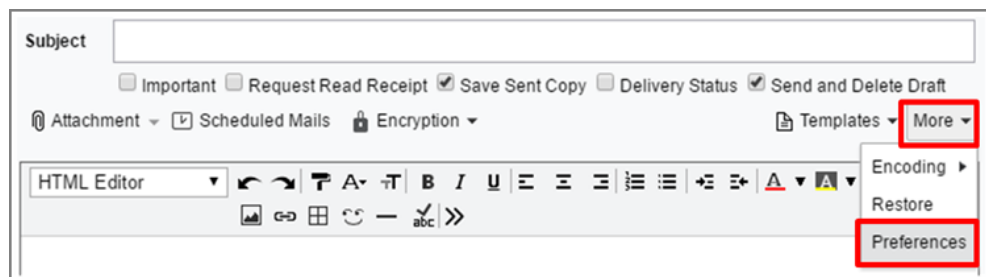
- (2) After that you will see the file download popup window, and you can save the attachments as a file.

### 3.14 How to Set Default Sender?

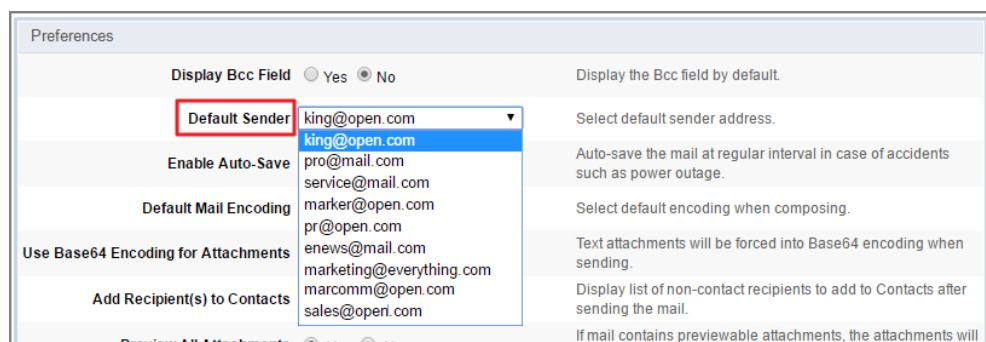
(1) On the left menu, click Compose to go to the [Compose] page.



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



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

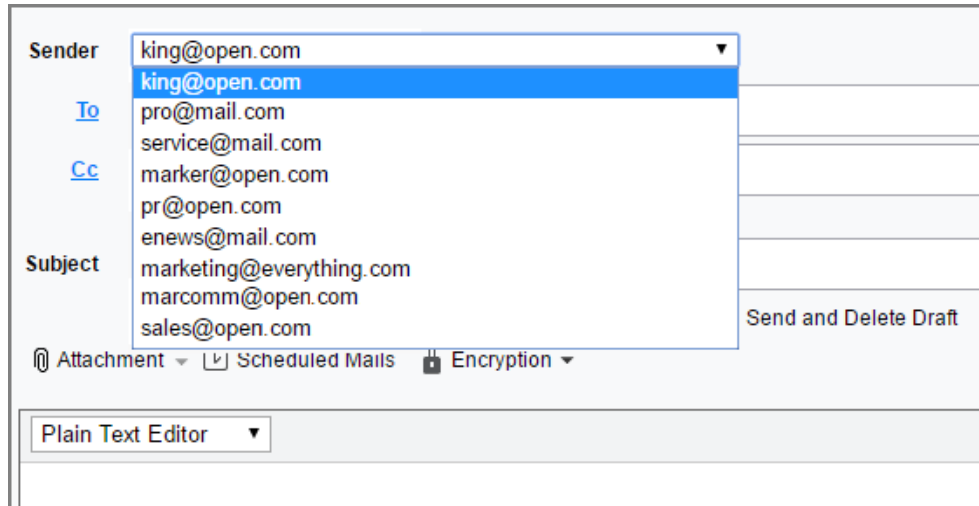


#### Notes

Before setting the **Default Sender**, please add a POP3 accounts first. For example, if you want to select pm@Mail2000.com as your default sender, you have to add this account in your POP3 accounts.

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

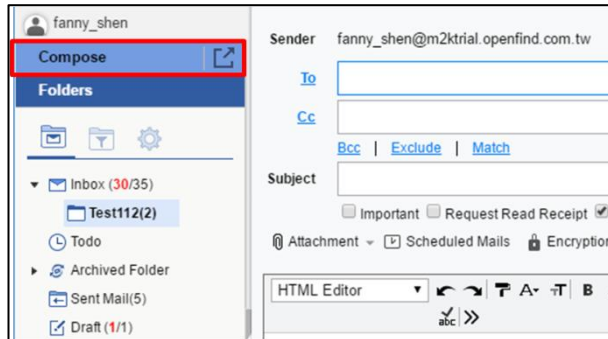
You can also select the sender on the Sender drop-down menu when you composing the mail.



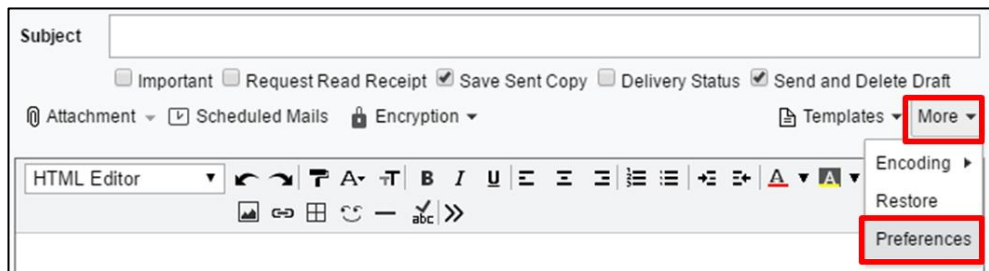
The screenshot shows an email composition interface. The 'Sender' field is set to 'king@open.com'. A dropdown menu is open, listing several email addresses: 'king@open.com' (highlighted in blue), 'pro@mail.com', 'service@mail.com', 'marker@open.com', 'pr@open.com', 'enews@mail.com', 'marketing@everything.com', 'marcomm@open.com', and 'sales@open.com'. Below the dropdown, there are buttons for 'Attachment', 'Scheduled Mails', and 'Encryption'. At the bottom, there is a 'Plain Text Editor' dropdown menu and a 'Send and Delete Draft' button.

### 3.15 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 More drop-down menu on the toolbar and select Preferences.



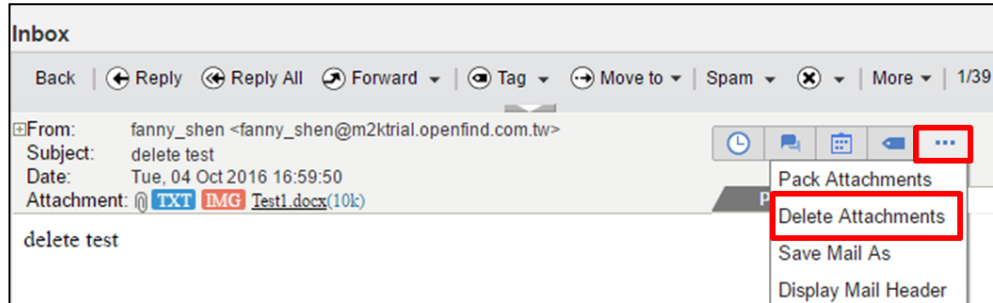
(3) In the [Preferences] page, options are provided for you to personalize your [Compose] page. You may change setting to display frequently used functions on the composing mail page.

- Display Bcc Field : Choose to hide or display the Bcc Field.
- 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.

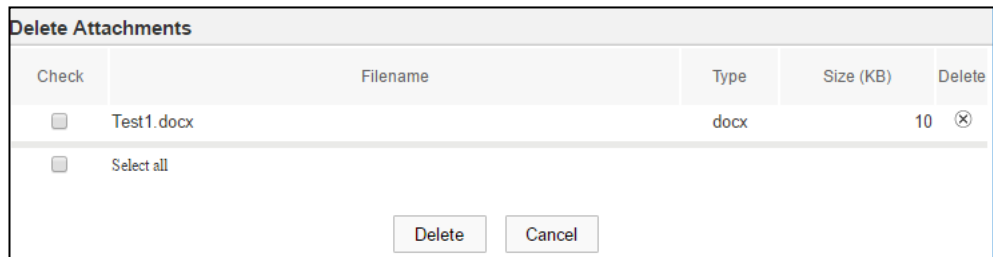
(4) When you are finished with the settings, click **OK**. All changes will be applied on your next login.

### 3.16 How to Delete Attachments?

- (1) In the mail content, Open the Show Other Tools drop-down menu and select **Delete Attachments**.



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



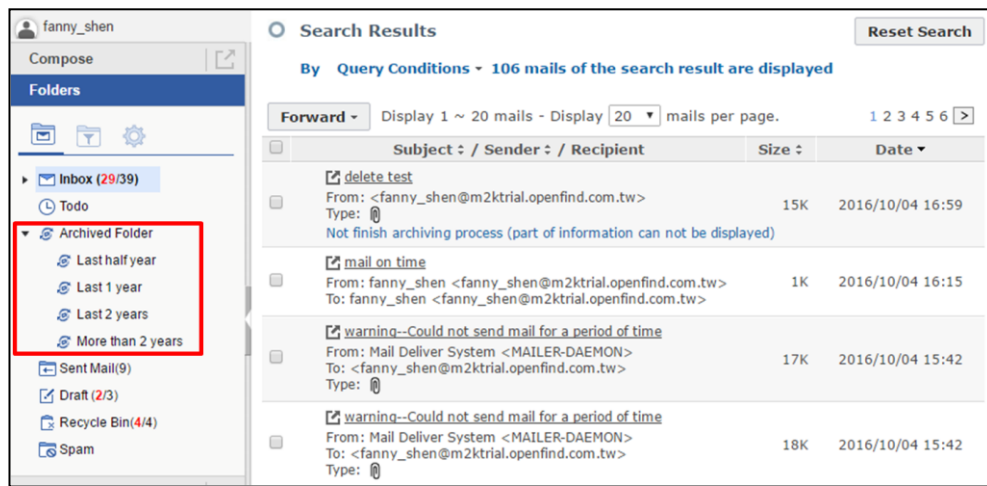
#### Notes

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

### 3.17 Integrate CloudBase Search Archive Function

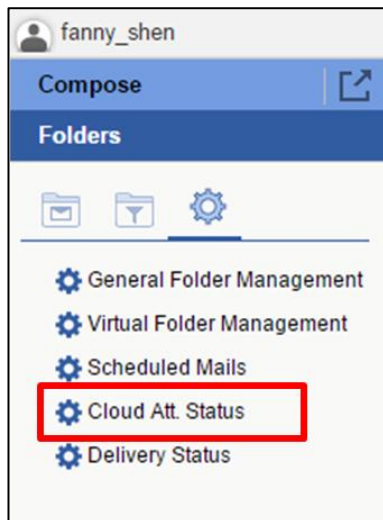
Mail2000 system can integrate with CloudBase Search Archive Function. User can search the archived mails in the CloudBase.

- (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 in the CloudBase.



### 3.18 How to Check the Cloud Att. Status?

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

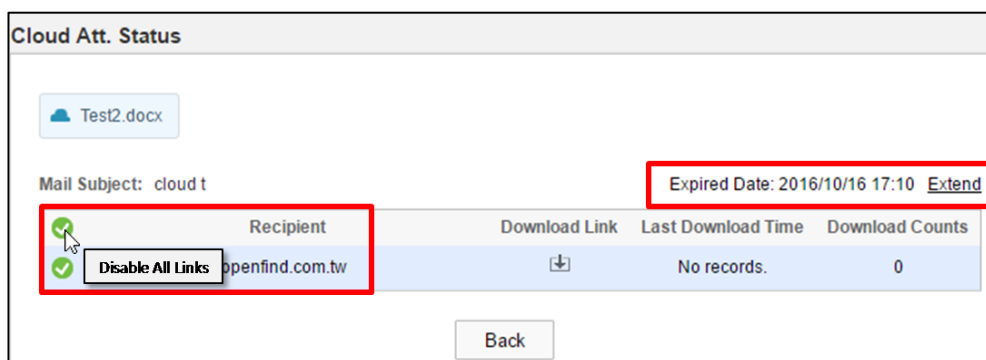


(2) You can see the mail list shows the mails those attach the Cloud Attachments.

The screenshot shows the 'Cloud Att. Status' page with a table of records. The table has columns: Time, Subject, Recipient, and Cloud Att. There are two records listed.

Time	Subject	Recipient	Cloud Att.
16/10/04 17:12	ttt	fanny_shen (fanny_shen...)	Test2.docx <a href="#">URL</a>
16/10/04 17:10	cloud t	cloud (cloud@m2ktrial.o...)	Test2.docx <a href="#">URL</a>

(3) You can click [URL](#) button to see the detail information for a Cloud Attachment.



## 4. Manage Folders

Manage Folders, similar to folder management on your PC, allow 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/Hide 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 Tags to Mails?
- How to Edit Folder Attributes?
- How to Publish Folders?
- How to Export Mails?
- 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

- **Todo**

For those mails are important but you can't deal with them right away, you can tag **Todo** on those mails. All those mails will automatically add to the Todo folder.

- **Sent Mail**

This folder stores copies of the sent mails.

- **Draft**

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

- **Recycle Bin**

This is where all the deleted mails are. When your Mailbox free space is under 2%, the system will automatically empty your recycle bin to make sure you have enough space to receive 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, you can click **Preferences**, expand **Spam Protection** and use the function **Safe Senders** or **Safe Recipients** to fix the problem.

### *Notes*

On the left menu under Folders, the numbers in the parentheses which next to each folder's name are signify as follow:

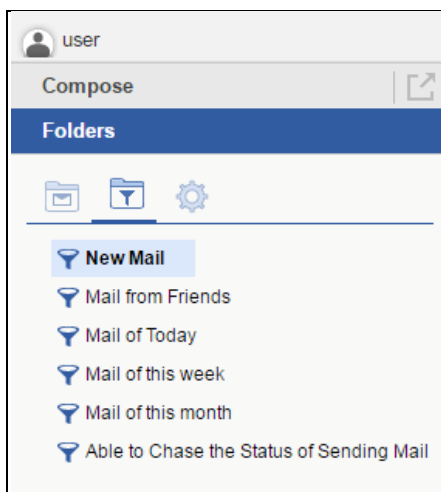
- In red (e.g. Inbox(6/99)): The color red indicates that there are unread mail(s).The numbers denote the number of unread mails and the total number of mails.
- In black (e.g. Inbox(66)): The color black indicates that there are no unread mails.

## 4.2 What are Virtual Folders?

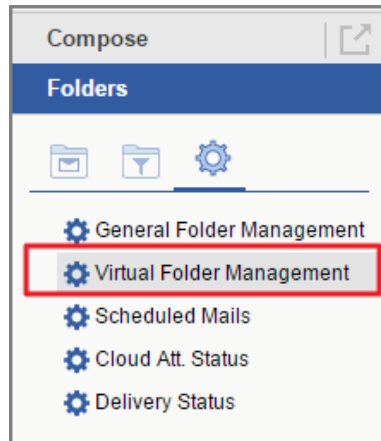
A virtual folder is a dynamic folder mapping mails from one or more real folders based on their attributes and matching rules. By default, the system features the following virtual folders:

- **New Mail:** Mails that are not yet read are included in the Unread folder.
- **Mail from Friends:** Mails from senders listed in Contacts are included in the Friends folder.
- **Mail of Today:** Mails received within today are included in the Today folder.
- **Mail of this week:** Mails received within this week are included in the This Week folder.
- **Mail of this month:** Mails received within this month are included in the This Month folder.

**Able to Chase the Status of Sending Mail:** 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** and choose **Manage** tab. After that, click **Virtual Folder Management**.




- (2) In the [Virtual Folder Management] page, click **Add** to create new virtual folder.
- (3) Enter a name, description and other detail information as you needed step by step to create new virtual folder.
  - Source Folders: Specify the folders which you intend to collect the mails for the virtual folder.
  - Time Interval: Set the time interval to make sure all the mail receive between specific times will be sort in to the virtual folder.
  - Flag Rules: Set the flag rule(s).
  - Color Label Rules: Set the color label rule(s).
  - Sender Rules: Set the sender rule(s).
  - Subject Rules: Set the keywords(s) to make sure those mail's subjects include these keywords(s) will be sort into the virtual folder.
  - Verification: Verify all the setting here.
- (4) After all settings, you will find the newly created virtual folder in the [Virtual Folders] page.


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

- **How to Create Folders and Sub-folders?**

In addition to the default folders, you can create new folders to make your mails more organized.

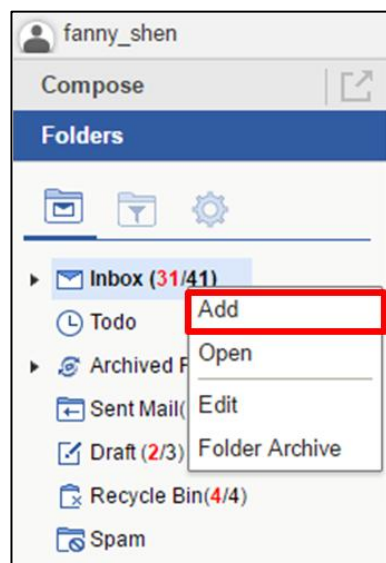
- (1) On the left menu, click Folders and then select **Manage** tab. After that click **General Folder Management**.
- (2) In the [Manage folders] page, click the  icon.



- (3) Enter a name for the new folder and then click OK to finish creating new folder.
- (4) After all, on the left menu, you will see the  icon. Click this icon and you will see the new folder you created.

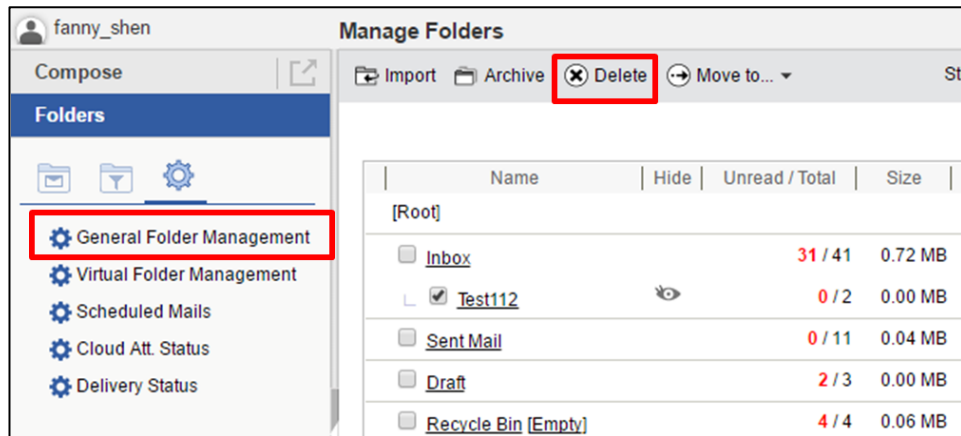
- **Quick-Create Sub-folders**

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




- **How to Delete Folders?**

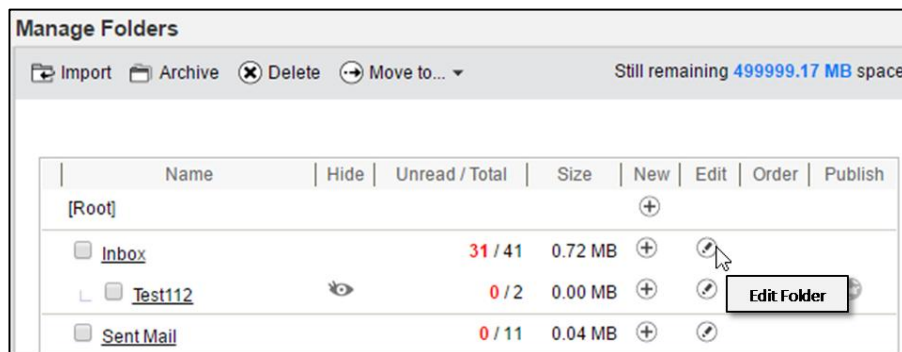
- (1) On the left menu, click **Folders**, select **Manage** tab and click **General Folder Management**.
- (2) In the [Manage Folders] page, select the folder you intend to delete and click the delete icon on the top of the page.



- (3) All the deleted mails and folders will be move to the Recycle Bin.

- **How to Edit Folders?**

- (1) On the left menu, click **Folders**, select **Manage** tab and click **General Folder Management**.
- (2) In the [Manage Folders] page, you can click the  icon on the right side of the folder you want to edit.

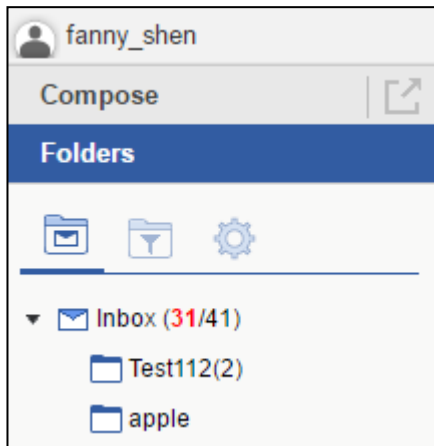


- (3) Enter a new name for the folder and then click OK.

- **How to Expand Folders?**

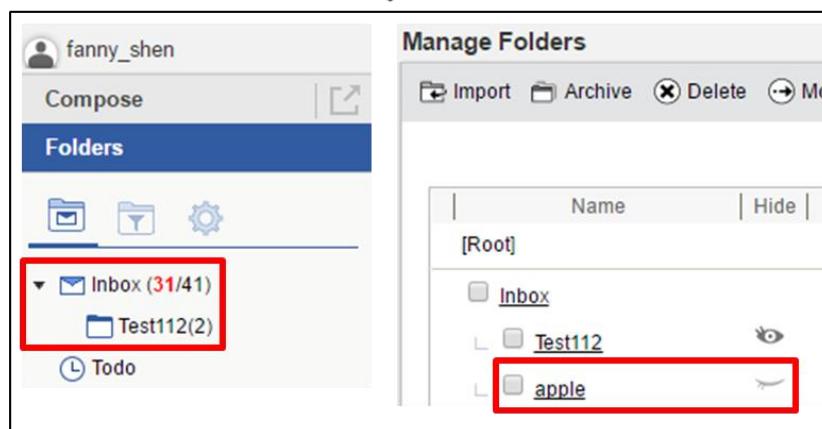
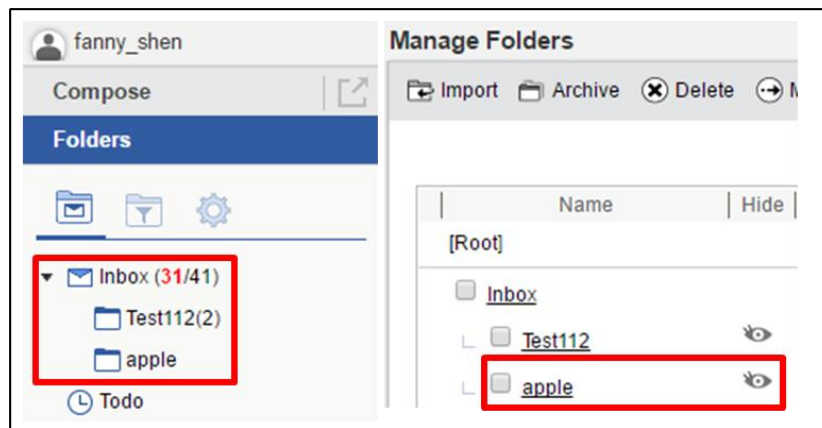
To expand a folder, click the ► icon on the left of the folder. To collapse a folder,

click the ▼ icon to the left of the folder.



- **How to Hide or Display the Folders?**

On the [Manage Folders] page, click the 👁 icon to display or hide the folders.



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

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

In the [Manage Folders] page, click ⇅ icon to move the folder forward or backward.

## Manage Folders

Import Archive Delete Move to... ▾

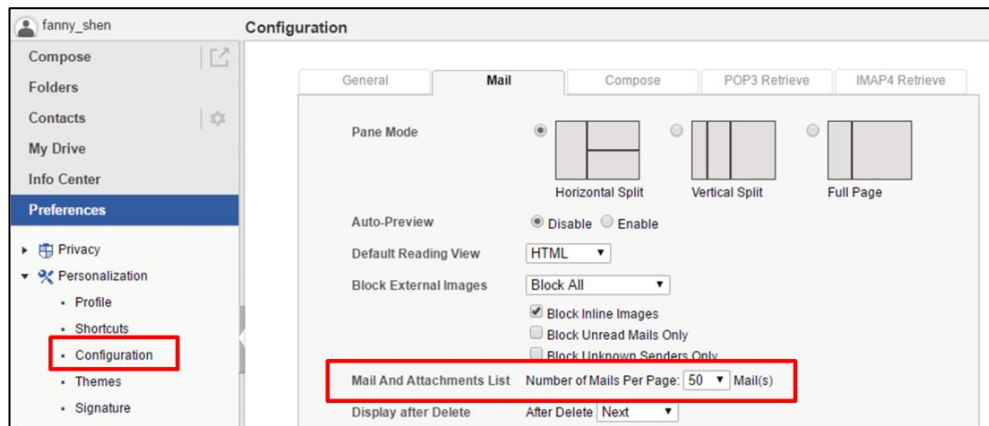
Still remaining 499999.17 MB space

Name	Hide	Unread / Total	Size	New	Edit	Order	Publish
[Root]				+			
<input type="checkbox"/> <u>Inbox</u>		31 / 41	0.72 MB	+	✎	↕	
<input type="checkbox"/> <u>Test112</u>		0 / 2	0.00 MB	+	✎	↕	
<input type="checkbox"/> <u>apple</u>		0 / 0	0.00 MB	+	✎		
<input type="checkbox"/> <u>Sent Mail</u>		0 / 11	0.04 MB	+	✎		
<input type="checkbox"/> <u>Draft</u>		2 / 3	0.00 MB	+	✎		
<input type="checkbox"/> <u>Recycle Bin (Empty)</u>		4 / 4	0.06 MB		✎		

Move Down  
Move to Bottom  
Move to...  
Cancel

## 4.4 How to Change the Number of Mails per Page?

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

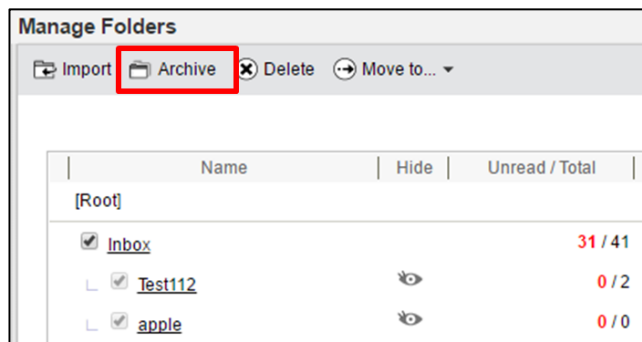


- (2) In the [Configuration] page, click the **Mail** tab. In the **Mail And Attachments List** section, select the number of mails you prefer to display per page.
- (3) Click **OK** to finish.

## 4.5 How to Archive and Export Mails?

The **Archive** function allows you to archive and export the mails of a designated folder. At first, the system converts the mails to a format that could be adopted by most of mail software. Then, the mails are compressed into one single file to make sure you can download easily.

- (1) On the left menu, click **Folders**, select **Manage** tab and click **General Folder Management**.
- (2) In the [Manage Folders] page, check the folder 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

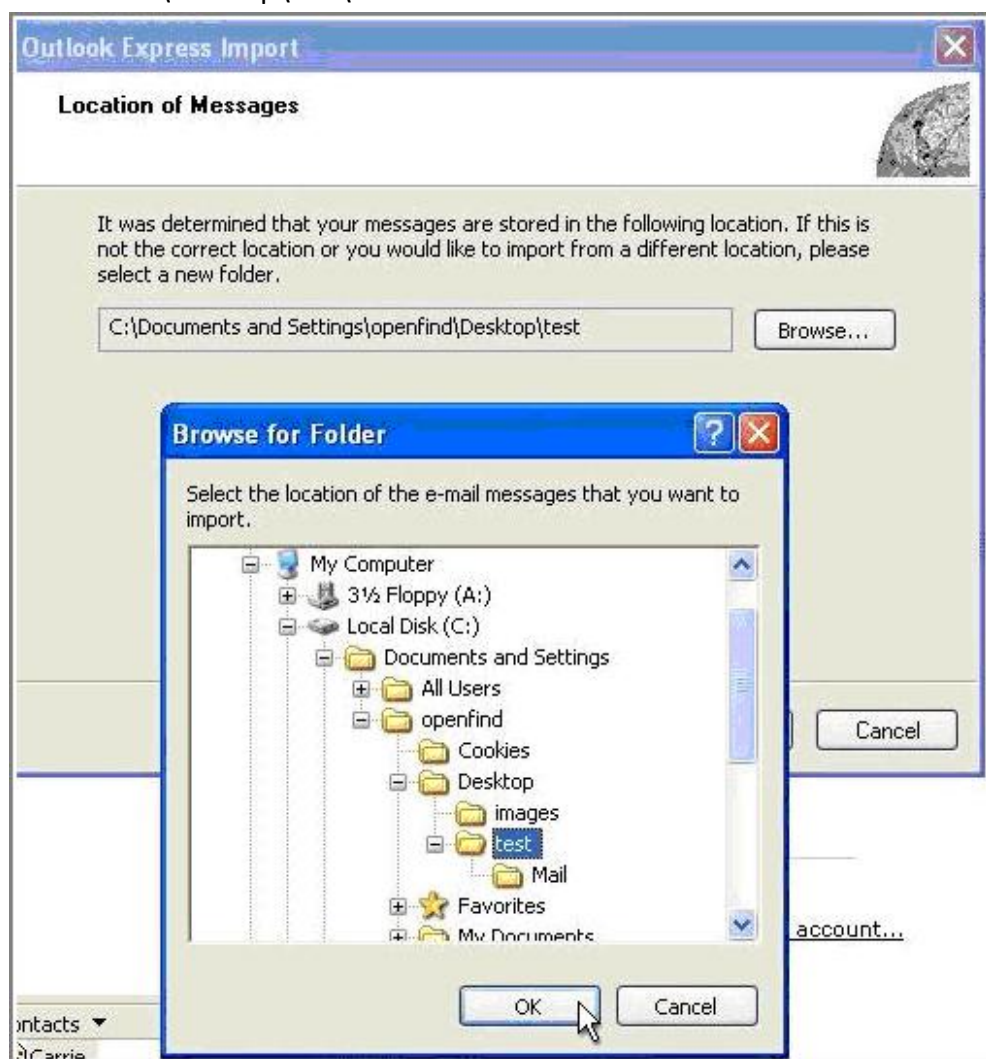
If the length of path of the archive folders is over 255 Bytes, the folders will be renamed. For example, it will be “mbox\_1”, “wm7\_2” and so on. The archive function won't be affected.

- File format
  - Microsoft Outlook Express 4 (\*.idx, \*.mbx)
  - Windows Live Mail / Windows Mail 7 (\*.eml)
  - UNIX MBOX (Berkeley UNIX Mailbox)  
If you want to import the file back to the Mail2000 system, please choose this format.
- Archive Options
  - All Mails
  - Non-archived Mails
  - Specify day range (Mails before certain date)

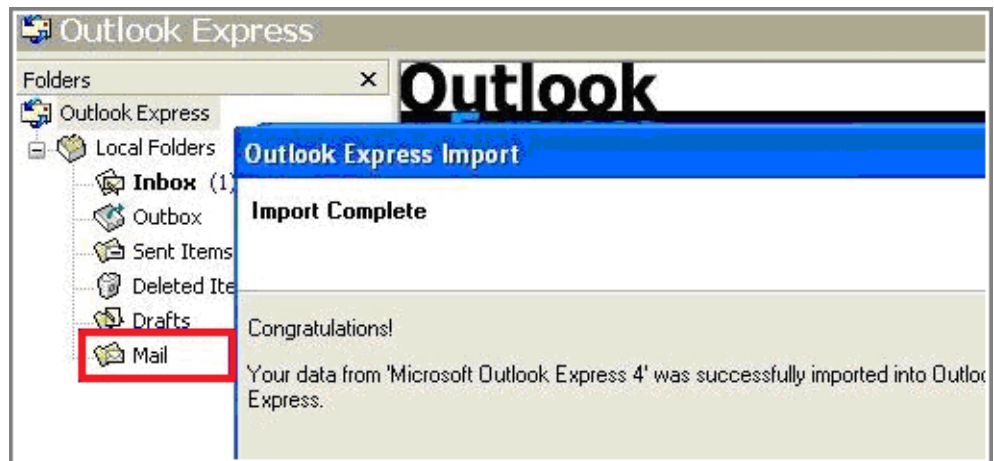
- (4) Click **OK** to begin archiving and exporting. In the File Download window, save the file to a temporary directory (e.g. ...\\Desktop\\test). Using any unzip software such as Winzip to decompress file and extract the "Mail" folder to the temporary directory (e.g. ...\\Desktop\\test\\Mail).
- (5) Using the Import function of MS Outlook Express 5. When selecting the location of the mails select the created temporary directory as the directory to be imported.

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

...\\Desktop\\test\\Mail - Incorrect



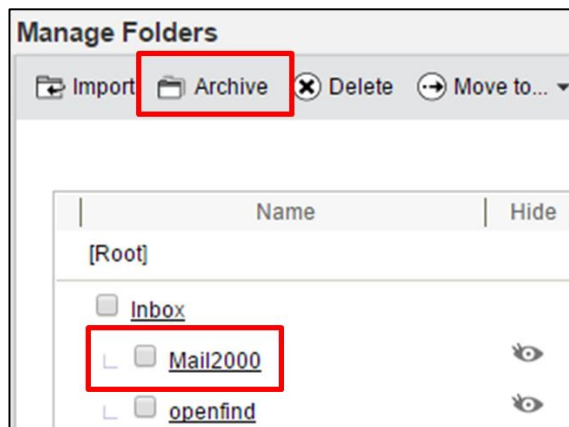
- (6) As the archived and exported mails are successfully imported to Outlook Express, you will find the new folder in the folders list.



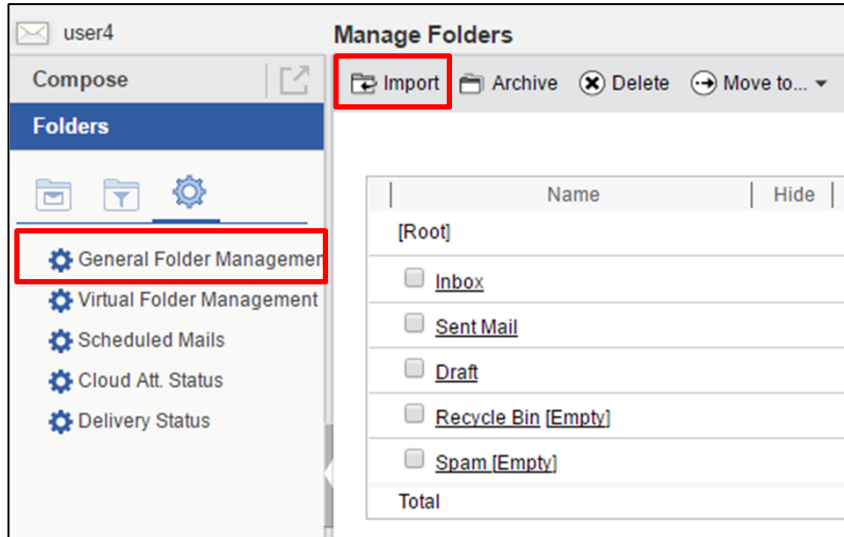
## 4.6 How to Import Mails?

**Import** allows you to import mails from other mail systems. These imported mails can 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 for various mail systems. The following example demonstrates import mails from Account A to Account B in Mail2000.

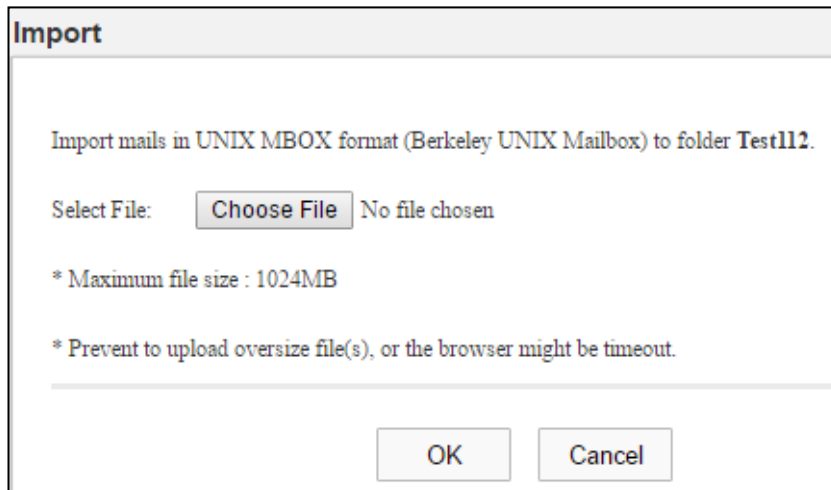
- (1) On the left menu, click **Folders**, select **Manage** tab and click **General Folder Management**. On the [Manage Folders] page, select the folder which you intend to archive and export and click **Archive**.



- (2) In the [Archive] page, choose UNIX Berkeley Mailbox as the download file format. After download the file, use any unzip software to decompress file.
- (3) Log in Account B. On the left menu, click **Folders**, select **Manage** tab and click **General Folder Management**. On the [Manage Folders] page, select the folder which you intend to import mails and click **Import**.



(4) In the [Import] page, choose the file you decompressed earlier.

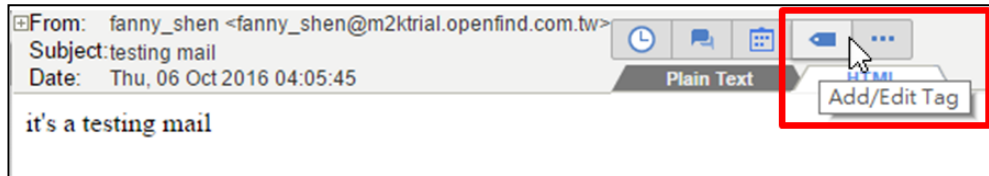


(5) Click **OK** to begin import.

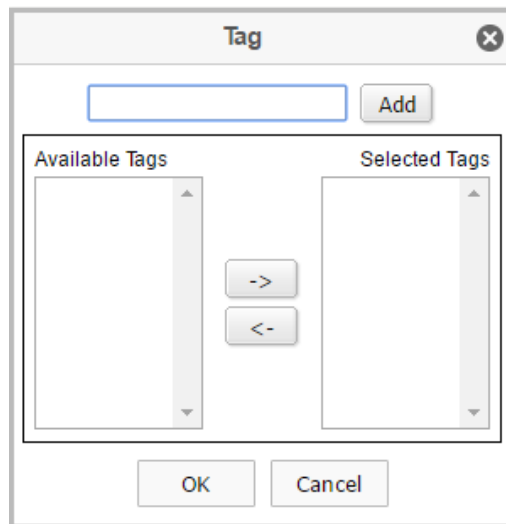
## 4.7 How to Add Tags to Mails?

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

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



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





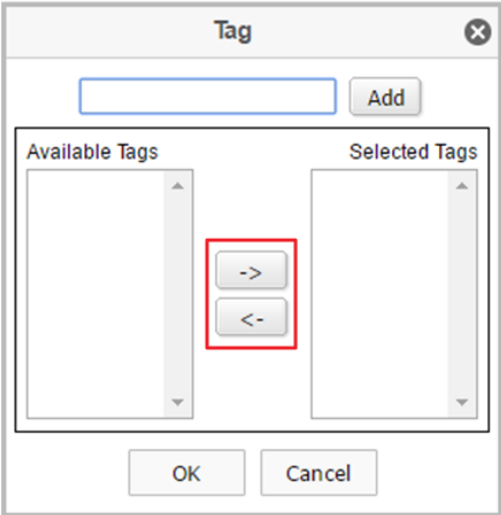
- (3) Click **OK** to add the tag(s).

- **How to Edit the Tag ?**

- (1) When reading the mail, click the **Add/Edit Tag** button.

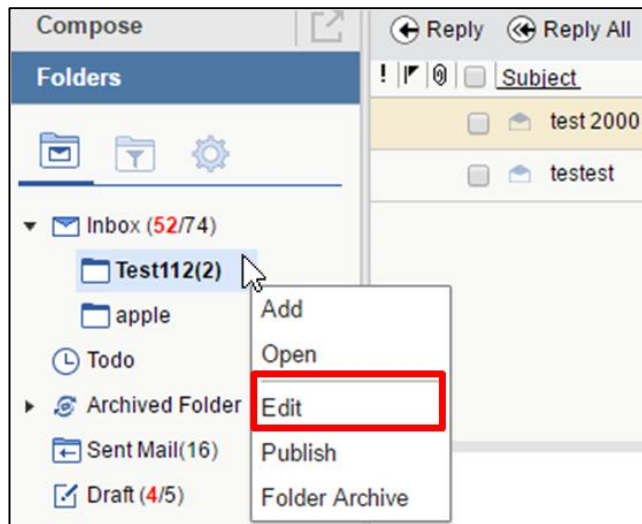


- (2) Use the  and  button to add or remove tags, and then click OK.

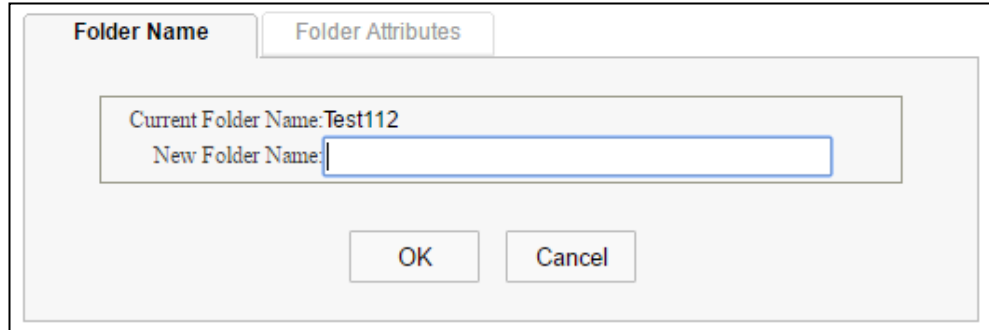


## 4.8 How to Edit Folder Attributes?

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



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



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

The image shows a dialog box titled "Folder Attributes" with two tabs: "Folder Name" and "Folder Attributes". The "Folder Attributes" tab is active. Inside the dialog, there are two sections: "General Settings" and "POP3 Settings".

- General Settings:** Contains a checked checkbox for "Check for New Mail", an unchecked checkbox for "Check for New Mail on Mobile Device", and a dropdown menu for "Sort Method" set to "Default".
- POP3 Settings:** Contains a dropdown menu for "Status" set to "Default".

At the bottom of the dialog are "OK" and "Cancel" buttons.

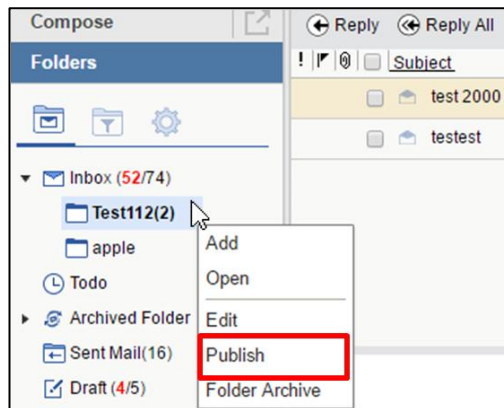
*Notes*

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

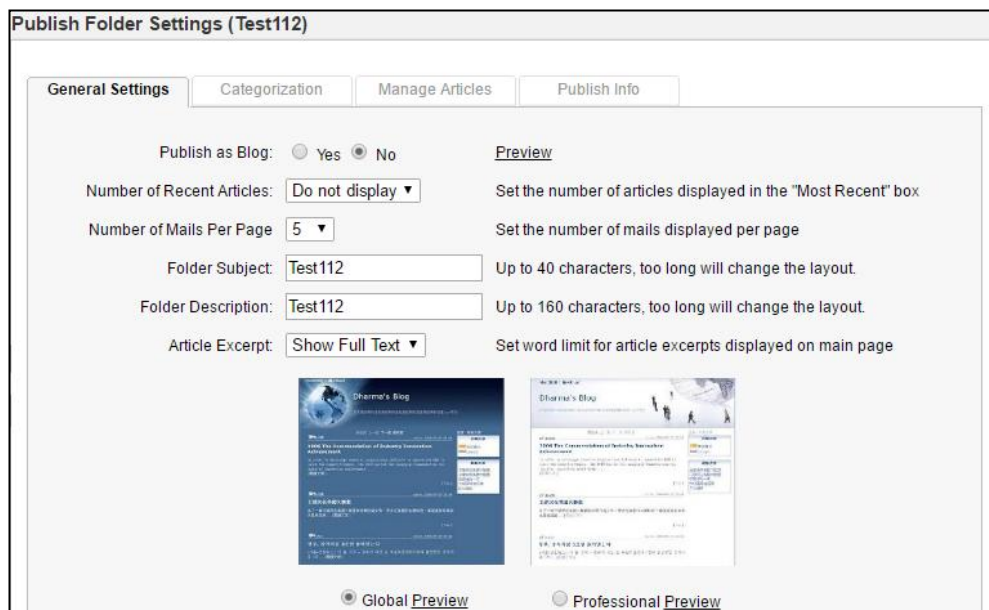
## 4.9 How to Publish Folders?

- **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, enter the subject, description, etc.



- (3) After that, Click **OK**.

- **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 that you want to enable RSS

subscription or not. Then, click **Add**.

General Settings | **Categorization** | Manage Articles | Publish Info

New Category:  Up to 50 characters

Enable RSS Subscription:  Yes  No Create RSS feeds for subscription

**Add** | Back

Category	RSS	Total Articles	Edit	Delete	Up	Down
No Categories.						

- (3) To categorize the articles in the folder, click the **Manage Articles** tab. Select the articles you intend to move to certain category. Use the **Move to** selection menu to select which category you prefer.

General Settings | Categorization | **Manage Articles** | Publish Info

<input type="checkbox"/>	Article Title	Date	Category	Edit
No Articles.				

First Prev [ 0 ] Next Last

**Move to:**   Show Articles in:

- (4) Then, click **OK** to move the articles.

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

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

General Settings | Categorization | Manage Articles | **Publish Info**

Blog Home: <http://m2ktrial.openfind.com.tw/blog/user1@m2ktrial.openfind.com.tw/01/>

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



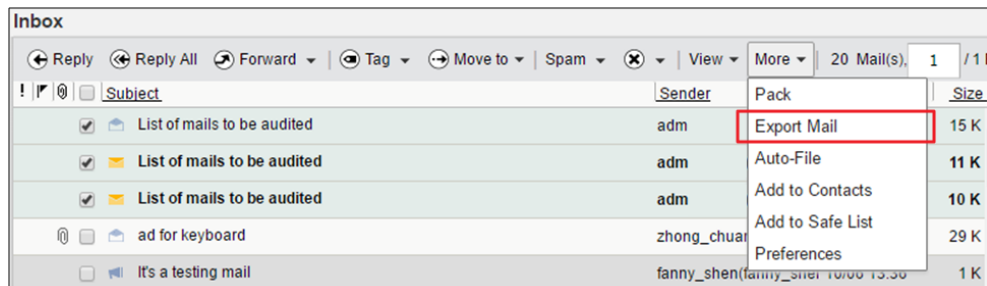
- **Quickly View Published Folder**

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 Mails?

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

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



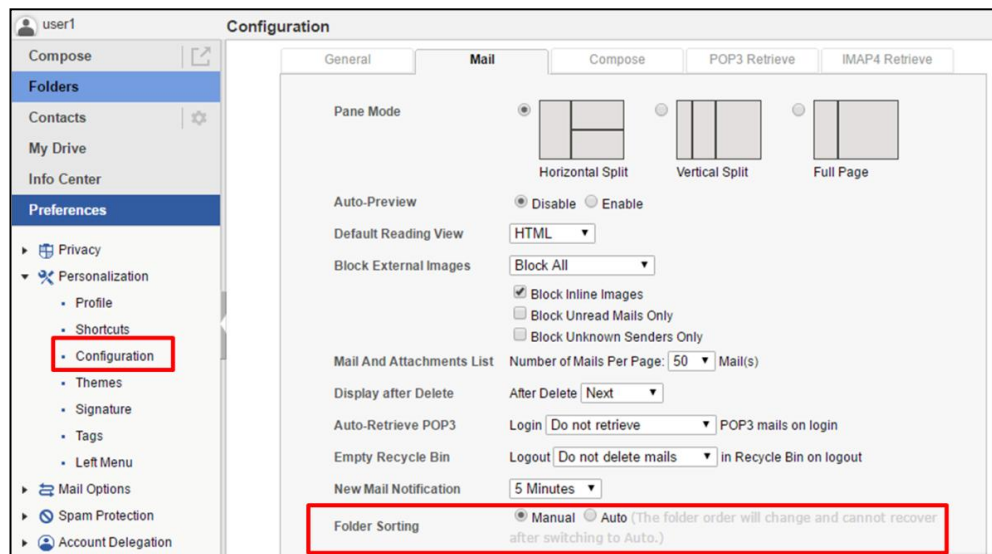
## 4.11 How to Set Folder Sorting?

Mail2000 provides two sorting methods for mail folders; those are auto sorting and manual sorting.

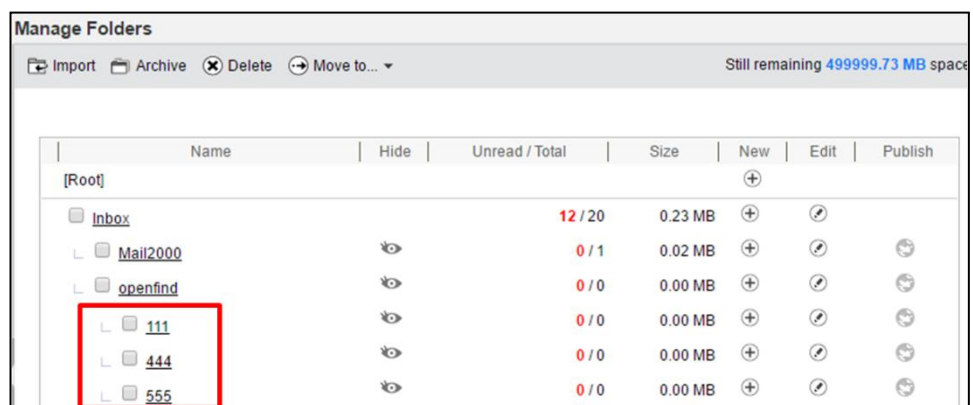
**Note:** It is disabled by default, please contact to your administrator to enable it.

### ■ Auto Sorting

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



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



### ■ Manual Sorting

You can move folders when you need.

**Manage Folders**

Still remaining 499999.73 MB space

Name	Hide	Unread / Total	Size	New	Edit	Order	Publish
[Root]				+			
<input type="checkbox"/> <u>Inbox</u>		12 / 20	0.23 MB	+	✓	↕	
<input type="checkbox"/> <u>Mail2000</u>	<input type="checkbox"/>	0 / 1	0.02 MB	+	✓	↕	<input type="button" value="Publish"/>
<input type="checkbox"/> <u>openfind</u>	<input type="checkbox"/>	0 / 0	0.00 MB	+	✓	↕	<input type="button" value="Publish"/>
<input type="checkbox"/> <u>111</u>	<input type="checkbox"/>	0 / 0	0.00 MB	+	✓	↕	<input type="button" value="Publish"/>
<input type="checkbox"/> <u>555</u>	<input type="checkbox"/>	0 / 0	0.00 MB	+	✓		
<input type="checkbox"/> <u>444</u>	<input type="checkbox"/>	0 / 0	0.00 MB	+	✓		
<input type="checkbox"/> <u>Sent Mail</u>		0 / 8	0.01 MB	+	✓		

Move Down

Move to Bottom

---

Move to...

Cancel

## 5. Spam Protection

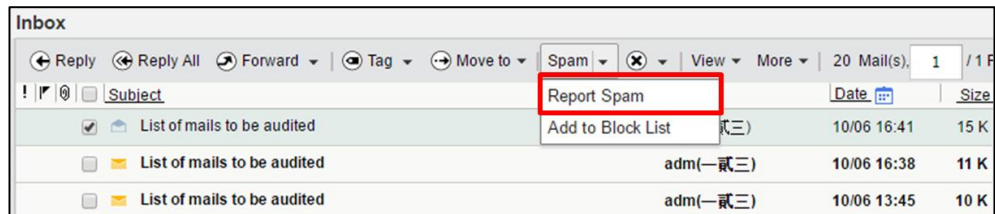
To block spam, Mail2000 not only provides Spam Auto Detection to scan the contents of all incoming mails, but the system also features the Spam Filter Mechanism to filter mails based on user-defined rules. This mechanism includes functions such as **Safe Senders List**, **Safe Recipients List**, and **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 mail list, select mails you intend to report as spam. After that, open the **Spam** drop-down menu and select **Report Spam**.



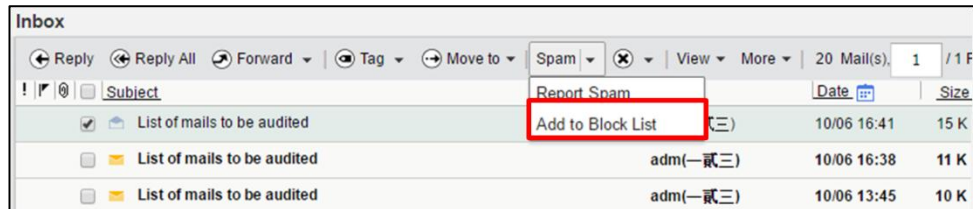
- (2) In the confirm window that appears, click **OK**.
- (3) The selected spam mails will be bounced to the system administrator and moved to Recycle Bin.

### *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?

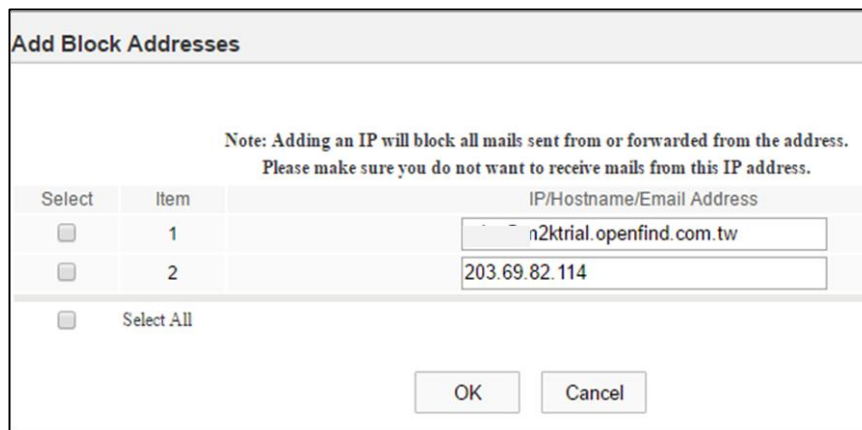
- (1) In the mail list, select mails you intend to report as spam and open the **Spam** drop-down menu and select **Add to Block List**.



- (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 anymore.



### 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

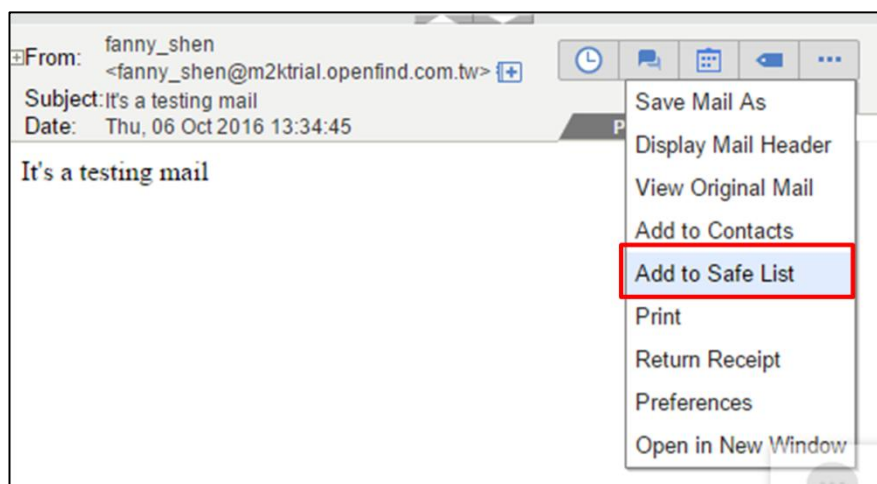
\*@\*.aaa.com

### 5.3 How to Add Mail Sender to Safe List?

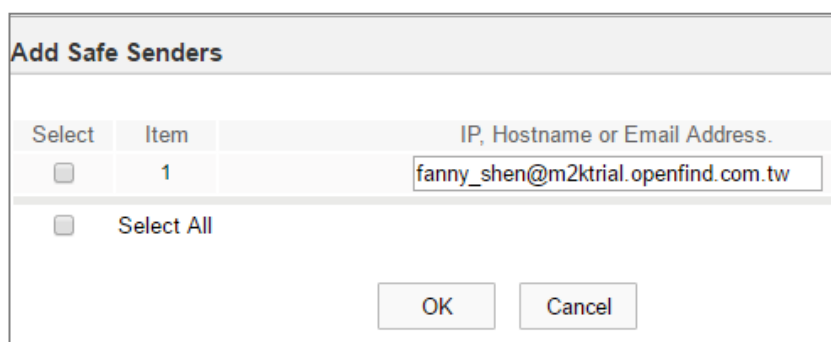
To prevent mails from friends being filtered as spam, you may add known senders to **Contacts**. However, for valid mails from non-Contacts (e.g. newsletters), how do you make sure that they reach your Inbox?

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 **Show Other Tools** 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.



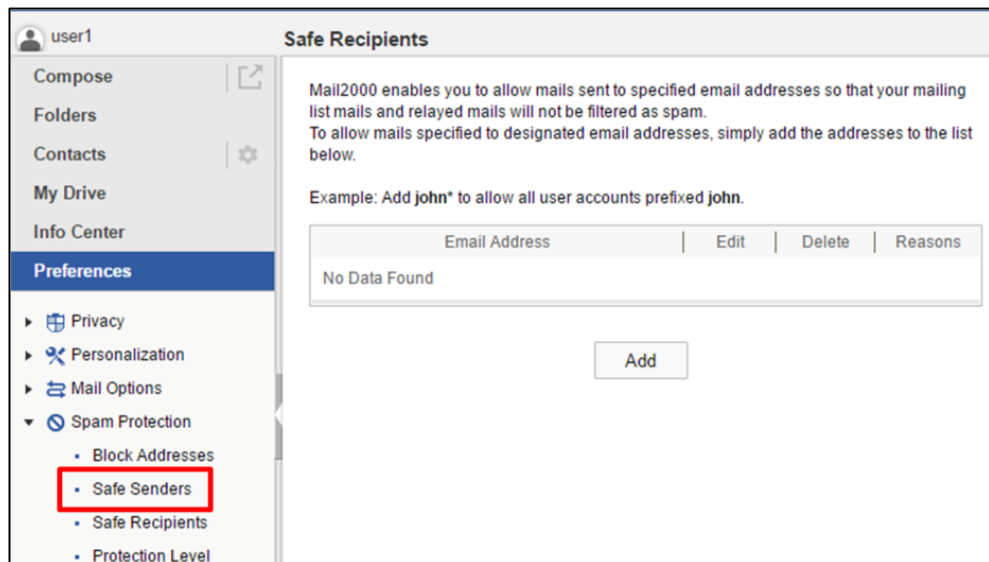
## 5.4 How to Add Safe Recipients?

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.

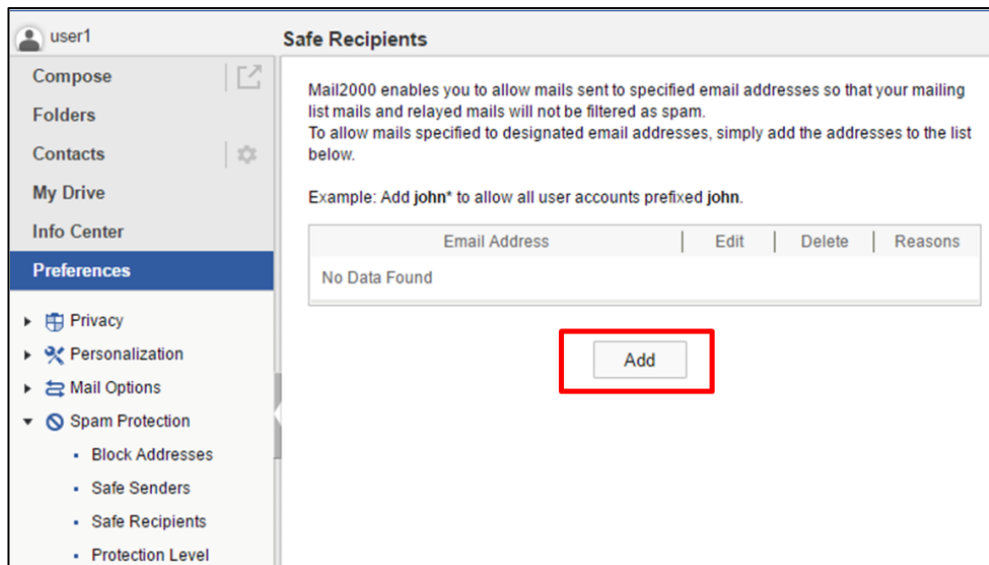
For example, assume that you have a primary account `primary@Mail2000.com.ng` and that you have enabled mail forwarding from a secondary account `secondary@Mail2000.com.ng`. Possibly, you log into the `primary@Mail2000.com.ng` account and do not receive the forwarded mails from `secondary@Mail2000.com.ng`. It is because the originally intended recipient of those mails, `secondary@Mail2000.com.ng`, cannot be recognized by the `primary@Mail2000.com.ng` system.

Thus, to ensure receiving the messages, it is recommended to add the recipient email address, `secondary@Mail2000.com.ng`, 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**.

### Add/Edit Safe Recipient Address

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:

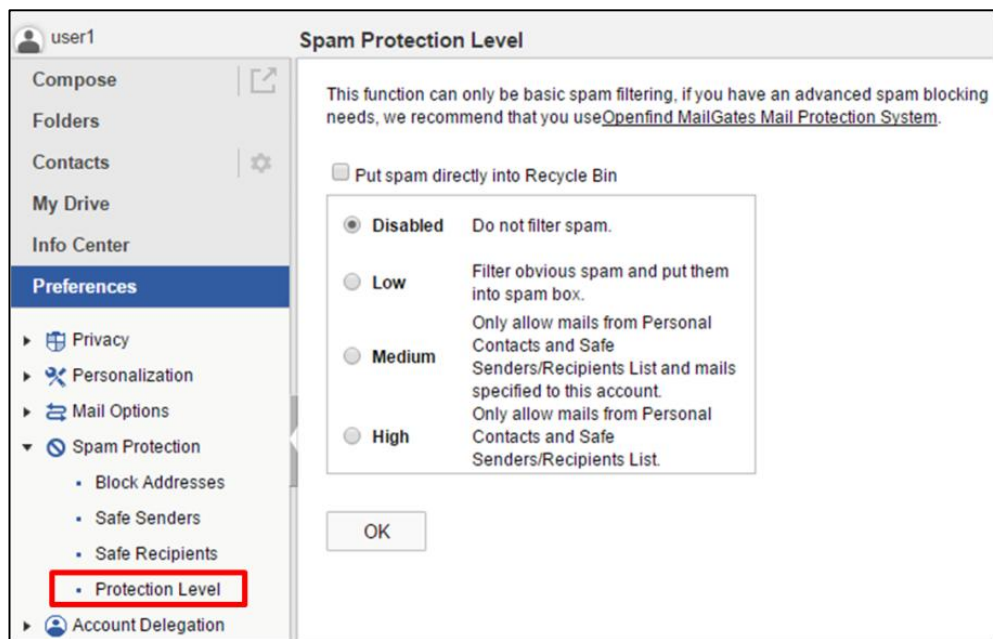
**Notes**

1. To edit a safe recipient, click the Edit button.
2. To delete a safe recipient, click the Delete 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 <b>Contacts</b> and <b>Safe Senders/Recipient List</b> and mails specified to this account.
High	Only allow mails from <b>Contacts</b> and <b>Safe Senders/Recipient List</b> .

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

*Tip:* Spam Keyword

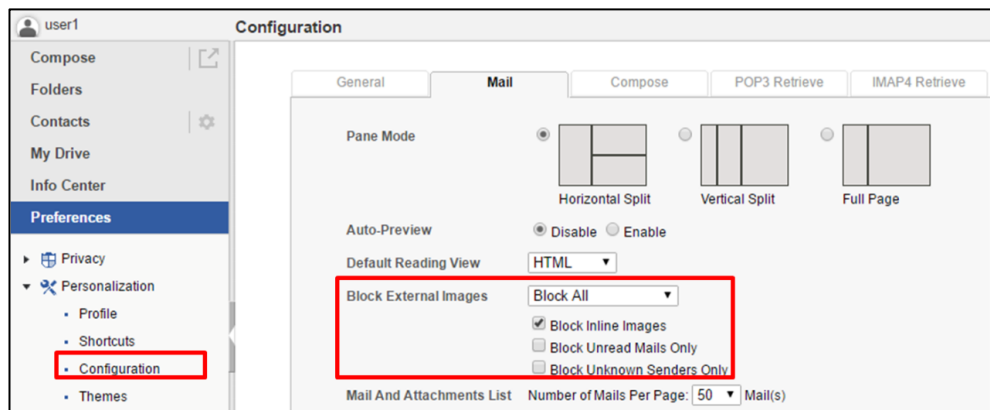
In addition to Block Addresses List, Safe Senders/Recipients List and Spam Protection Level, you may specify keywords commonly used in spam to filter spam mails. For instance, you can set to automatically delete those mails that contain the word "Free" or the phrase "Earn Million per Month." For further 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, Skype, 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?
- How to Sync Contacts to Mobile Device?

## 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:**

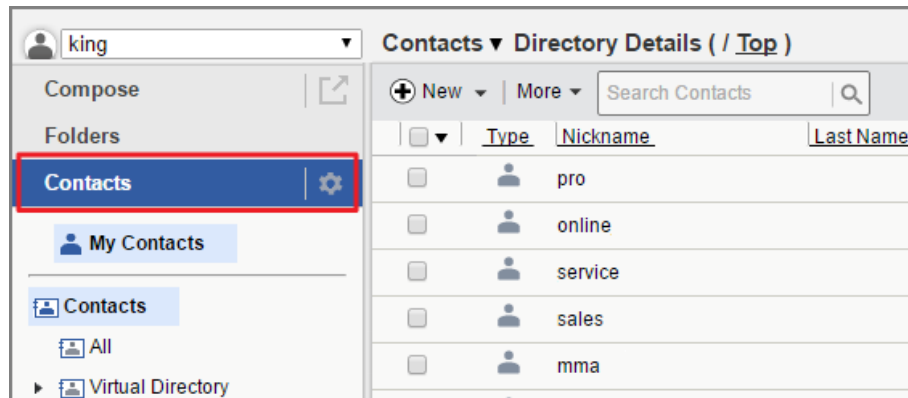
- (1) Contact: Contains personal information of an individual or an institution.
- (2) Directory: Contains categorized contacts. For example, you may categorize your co-workers into the "Colleague" folder and your friends into the "Friend" folder. Utilize directory to manage your contacts for later browsing 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?

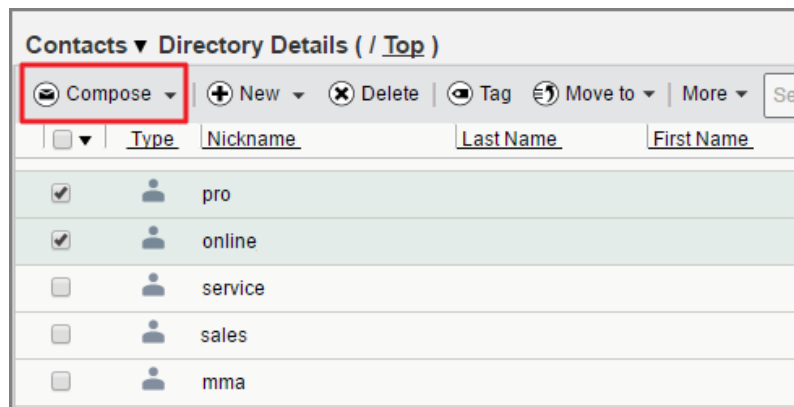
- **How to Add Contacts to the To Recipient Field?**

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

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

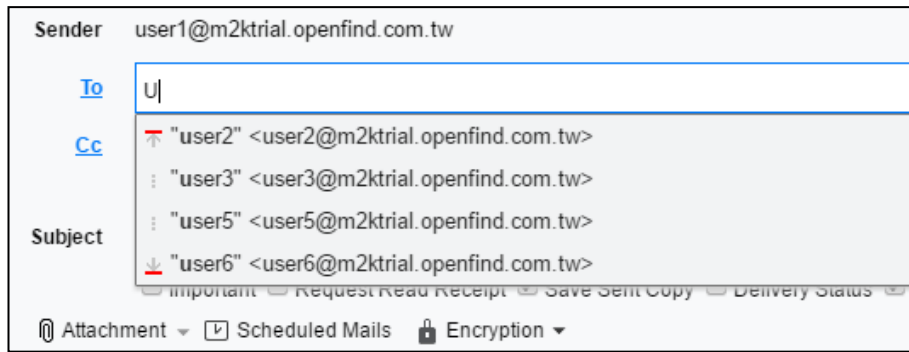


In the [Contacts] page, select the contact(s) to whom you intend to send mail. Then, click **Compose**.



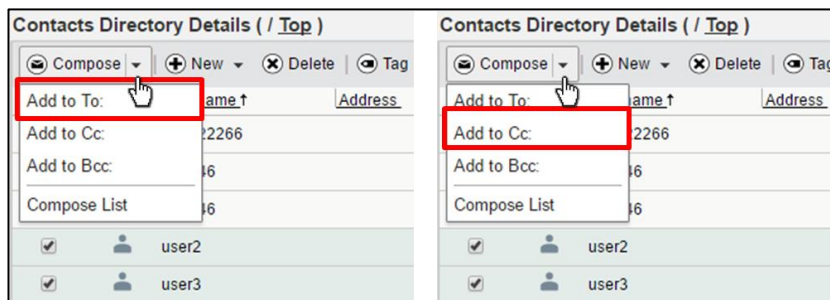
The system will direct you to the [Compose] page, in which the selected contact(s) are added as recipient(s). You may start composing the mail.

- (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 typed.

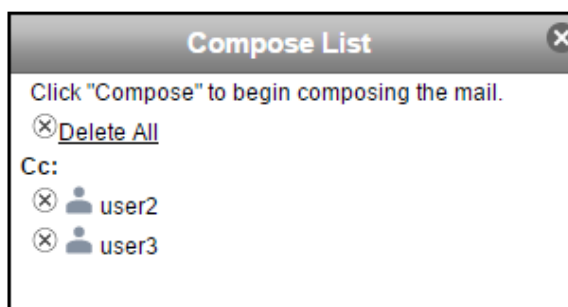


● **How to Add Contacts to Different Recipient Fields (To/Cc/Bcc)?**

- (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.

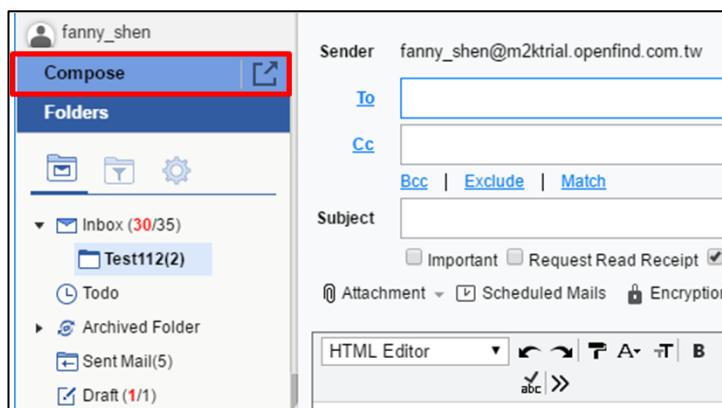
*Notes*

To remove a contact from the Compose List, click the delete button on the left side of the contact's name   user2.

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

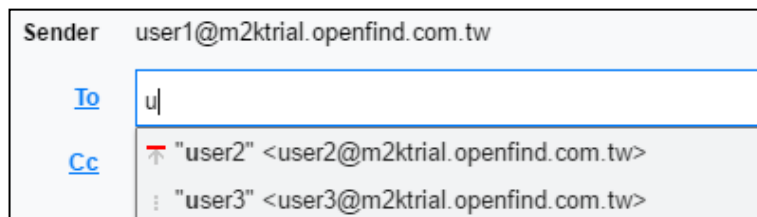
When composing, you may select recipient from Contacts so you do not have to manually enter email addresses.

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

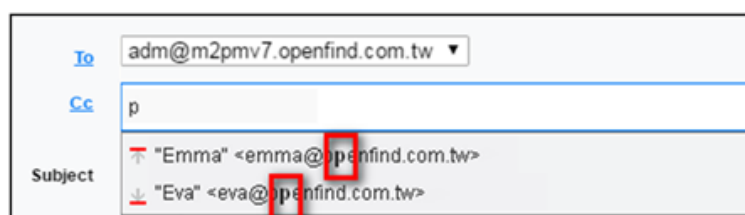


(2) In the composing page, you can enter the recipient's email address directly. If the recipient's address has already existed in the **Contacts**, the auto-complete function will display the full address according on those characters you typed. There are two kinds of comparison method about auto-complete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

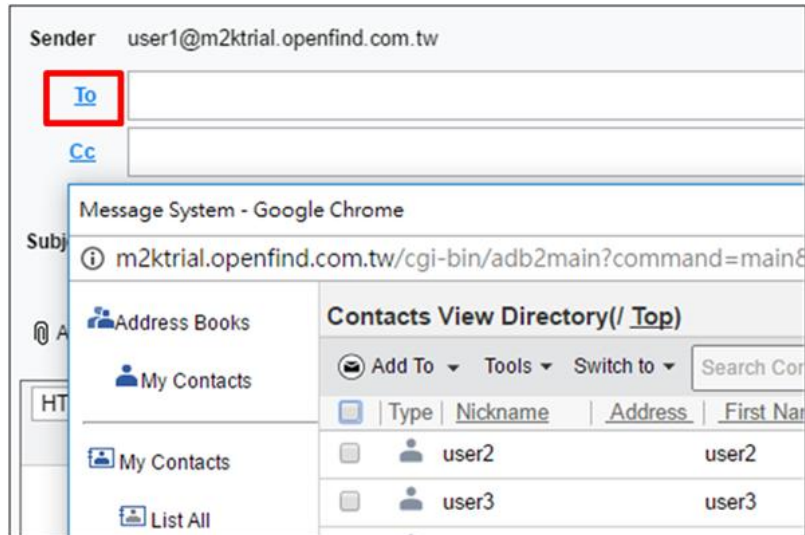
- Prefix-match auto-complete



- Partial-match auto-complete



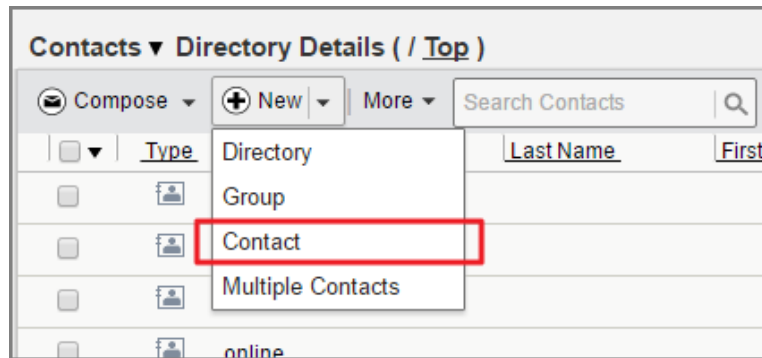
- (3) Click the **To**, **Cc**, or **Bcc** button and the **Contacts** will be in a new window. In **Contacts**, select the contacts you intend to add as recipients.



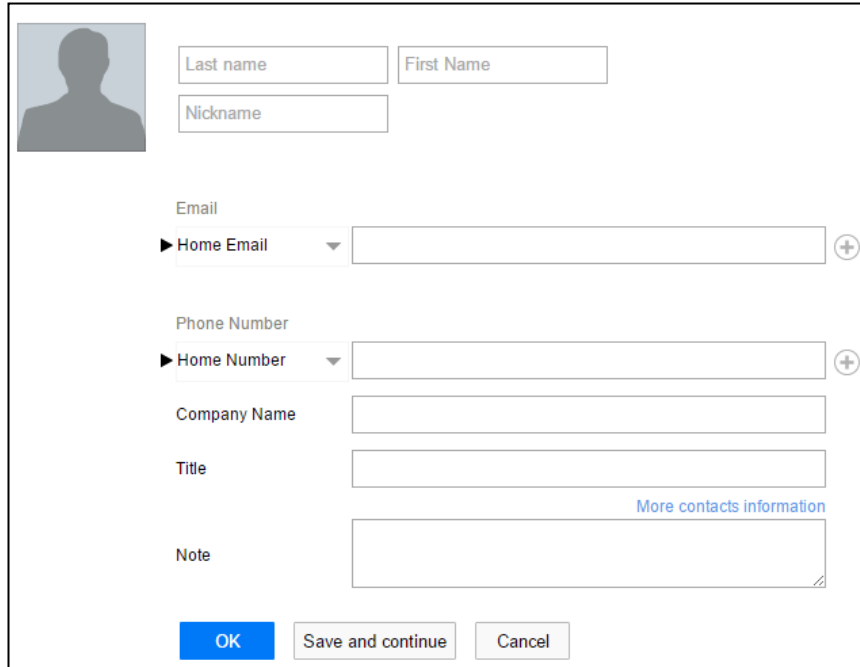
### 6.3 How to Add/Edit/Delete Contacts?

- **How to Add Contacts?**

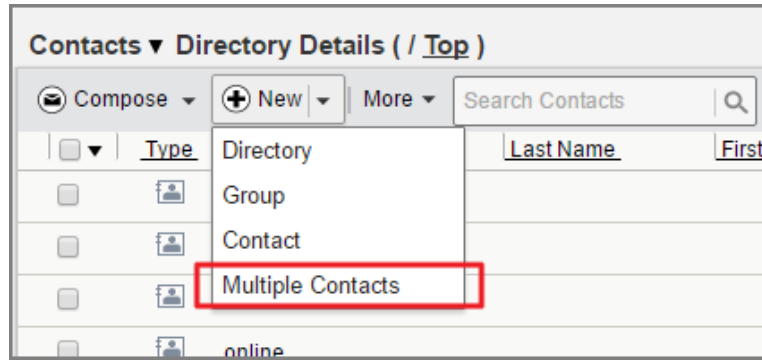
- (1) On the left menu, click **Contacts** and then select **Contacts**.
- (2) To add one single contact, open the **New** drop-down menu on the toolbar and select **Contact**.



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

A screenshot of the contact information form. It features a placeholder for a profile picture on the left. The form includes input fields for 'Last name', 'First Name', and 'Nickname'. Below these are sections for 'Email' and 'Phone Number', each with a dropdown menu (currently set to 'Home Email' and 'Home Number' respectively) and a text input field. There are also fields for 'Company Name', 'Title', and a 'Note' field with a 'More contacts information' link. At the bottom, there are three buttons: 'OK' (highlighted in blue), 'Save and continue', and 'Cancel'.

- (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.

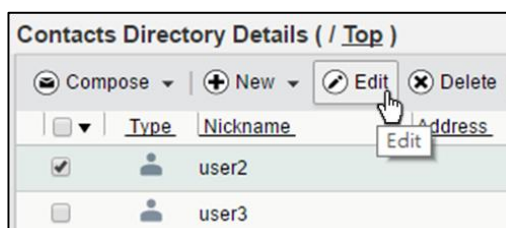
The screenshot shows a form for creating multiple contacts. It consists of several rows, each with a 'Nickname' field and an 'Email' field. The first row has 'Andy' in the Nickname field and 'andy@cloudmail.com' in the Email field. The second row has 'Bob' and 'bob@cloudmail.com'. The third row has 'Chris' and 'chris@cloudmail.com'. The fourth row has 'David' and 'David@cloudmail.com'. The remaining rows are empty. At the bottom of the form, there are 'OK' and 'Cancel' buttons.

**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, click **Edit** on the toolbar.



(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, click the  **Delete** button on the toolbar.

- **Search Contacts**

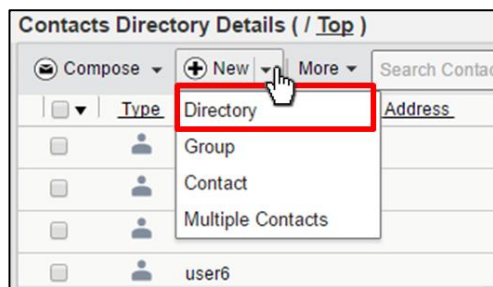
To search contacts, please locate the search box to the right of the toolbar. Enter the keyword(s) and then click Search.

## 6.4 How to Add/Edit/Delete Directories?

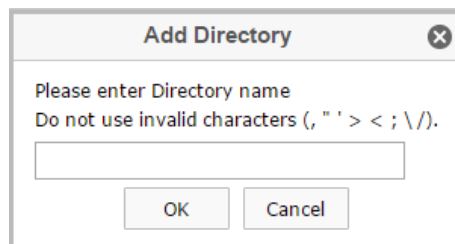
Directories can be used to categorize your contacts, enhancing contacts organization and retrieval.

- **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**.

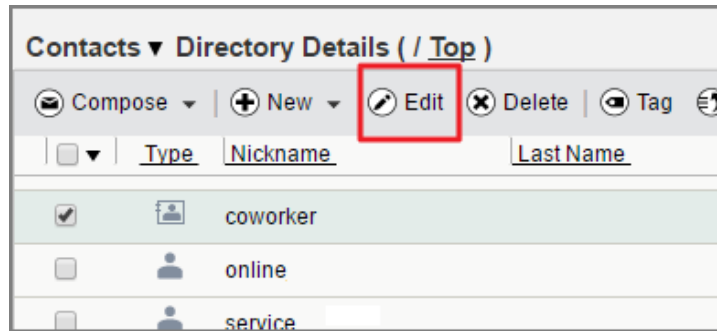


### *Notes*

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, click **Edit** on the toolbar.




Edit the directory name as needed and then click OK.

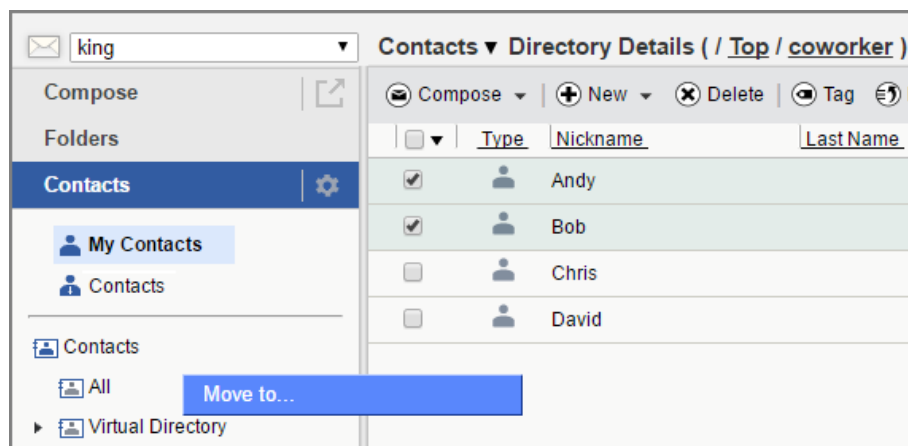
- (3) To edit the data of a directory, click the directory name to first access the data details.

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


- (4) To change the order of the data (sub-directories, groups, or contacts), use the **Move to** drop-down menus.

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

- (5) To move contacts to another directory, first select the contacts. Then, drag and drop these contacts to the new location on the left menu.



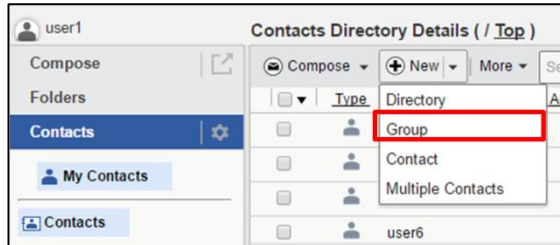
- **How to Delete Directories?**

- (1) On the left menu, click **Contacts** and then select **Contacts**.
- (2) Select the directories you intend to delete. Then, click the  **Delete** button on the toolbar.

## 6.5 How to Add/Edit/Delete Groups?

### ● How to Add Groups?

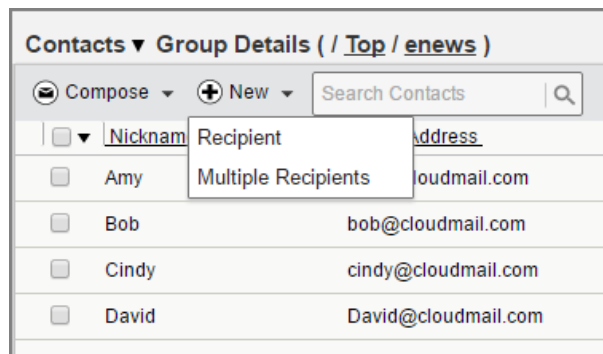
- (1) On the left menu, click **Contacts** and then select **Contacts**.
- (2) On the toolbar, open the **New** drop-down menu and select **Group**.



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

### ● How to Edit Groups?

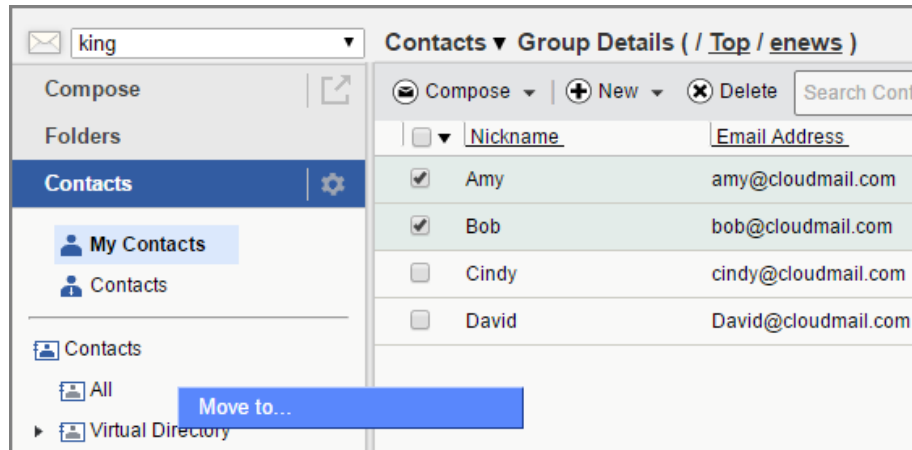
- (1) On the left menu, click **Contacts** and then select **Contacts**.
- (2) To edit the data of a group, click the group name to access the data details. To add contacts to the group, open the **New** drop-down menu on the toolbar and then select **Recipient** or **Multiple Recipient**.



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


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

- (3) To move contacts to another group, first select the contacts. Then, drag and drop these contacts to the new location 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  **Delete** button.

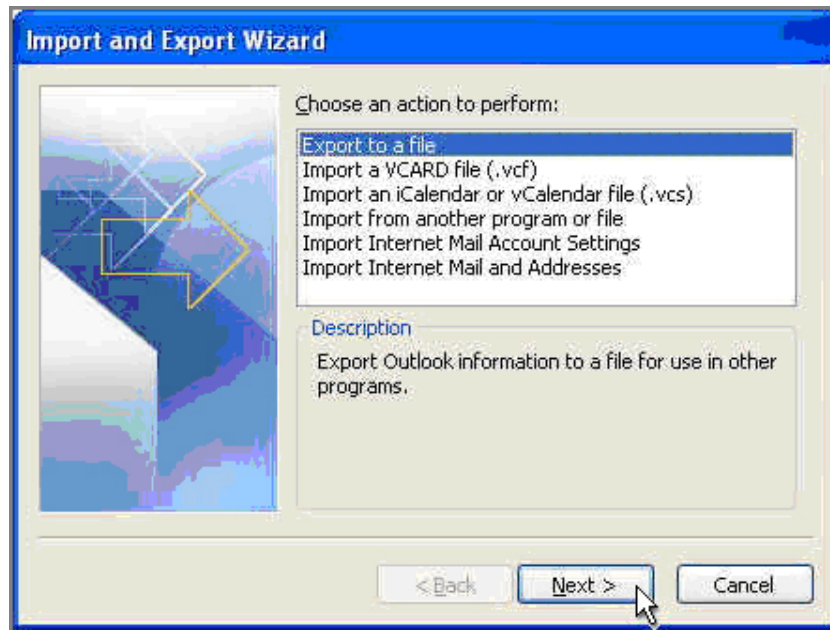
- **Locate Contacts**

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.

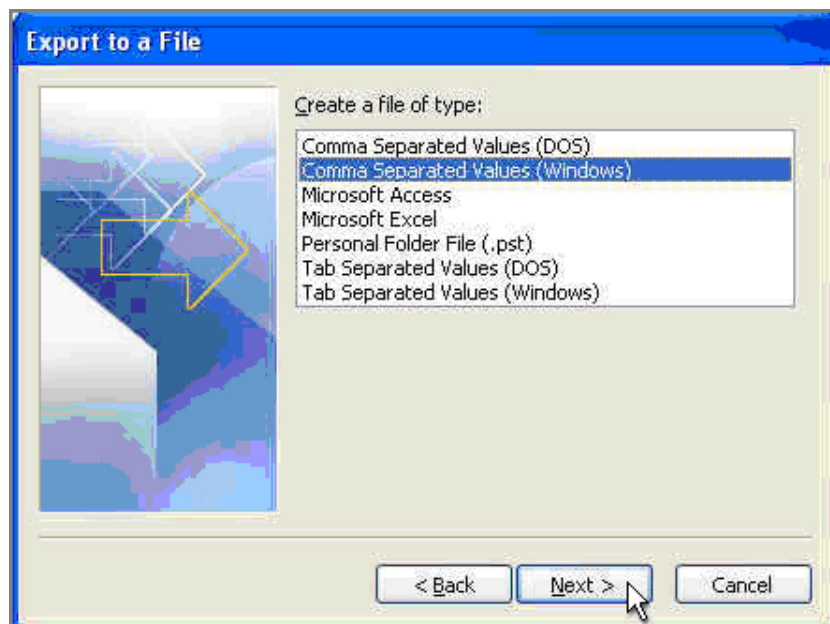
## 6.6 How to Import Contacts?

- **Outlook Users**

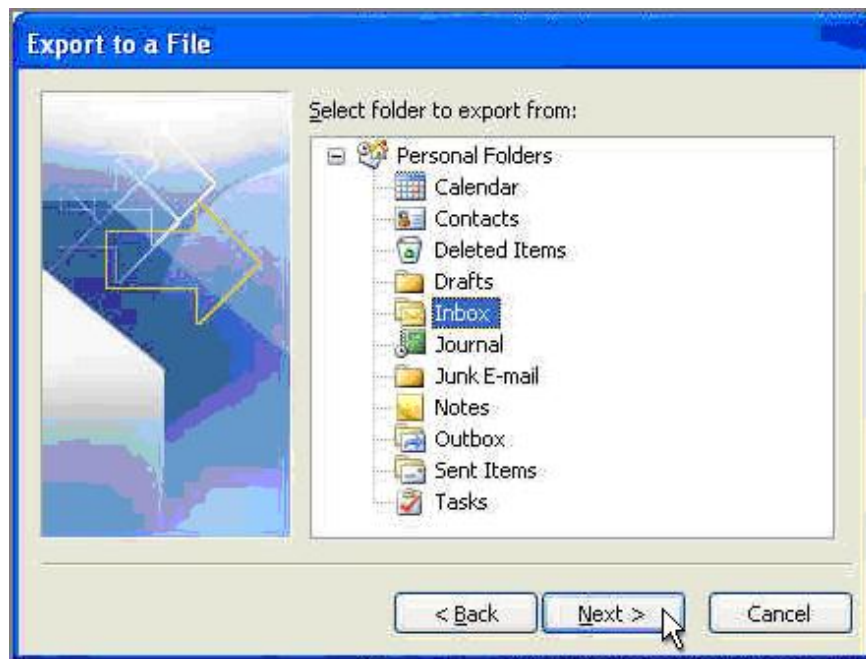
- (1) Start Microsoft Outlook. Open the **File(T)** menu and select **Export/Import**.
- (2) Select **Export to a File** and then click **Next**.



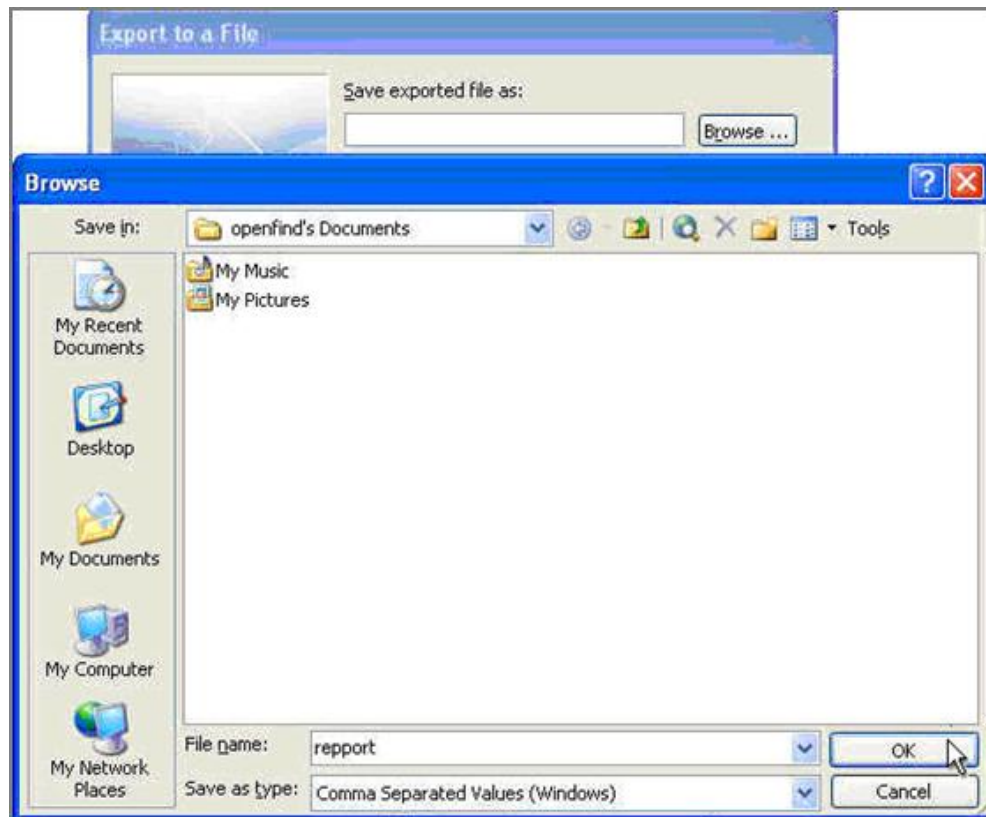
- (3) Select **Comma Separated Values (Windows)** as the file type and then click **Next**.



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



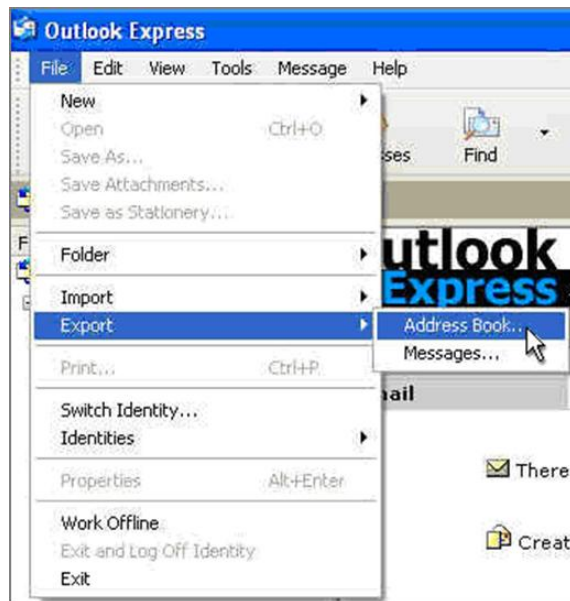
(5) Save the export file.



- **Outlook Express Users**

(1) Start Microsoft Outlook Express. Open the **File(T)** menu and select **Export**.

Then, select **Address Book**.



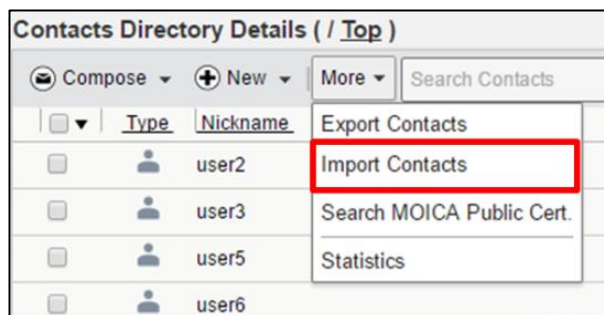
- (2) Select Text File (Comma Separated Values) as the file type and then click Export button.



- (3) Enter a name for the export file and then click **Next**.  
(4) Select 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 **Moare** drop-down menu and then select **Import Contacts**.



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

**Import Contacts**

1 Select the Contacts file to be uploaded:  
 No file chosen

2 Select the format of the Contacts file to be uploaded:

<b>Mail2000</b>	<input checked="" type="radio"/> Mail2000 V7 VCF <input type="radio"/> Mail2000 V6 CSV
<b>Microsoft Outlook</b>	<input type="radio"/> 2013 <input type="radio"/> 2010 <input type="radio"/> 2007 <input type="radio"/> 2003
<b>Microsoft Windows</b>	<input type="radio"/> Windows Live Mail CSV <input type="radio"/> Outlook Express 6 CSV
<b>Apple Address Book</b>	<input type="radio"/> Address Book Contacts VCF
<b>Mozilla Thunderbird</b>	<input type="radio"/> Thunderbird CSV

3 Import Configuration:  
Clear all data before upload  
 Yes  No

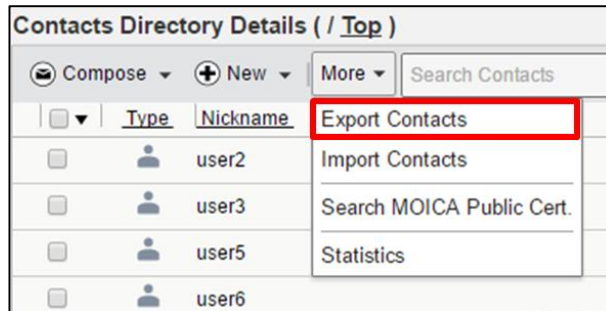
When the imported contacts is duplicate:  
 Replace contacts with the same nickname  
 Allow to add duplicate contacts  
 Not allow to add duplicate contacts

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

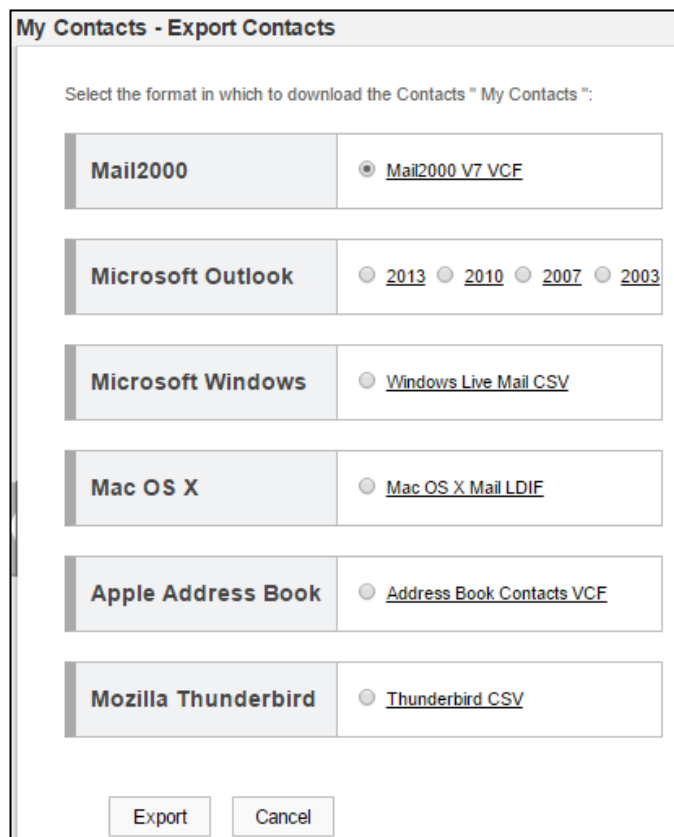
## 6.7 How to Export Contacts?

- **How to Export Contacts?**

- (1) On the left menu, click **Contacts** and then select **Contacts**.
- (2) Open the **Tools** drop-down menu and then select **Export Contacts**.



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

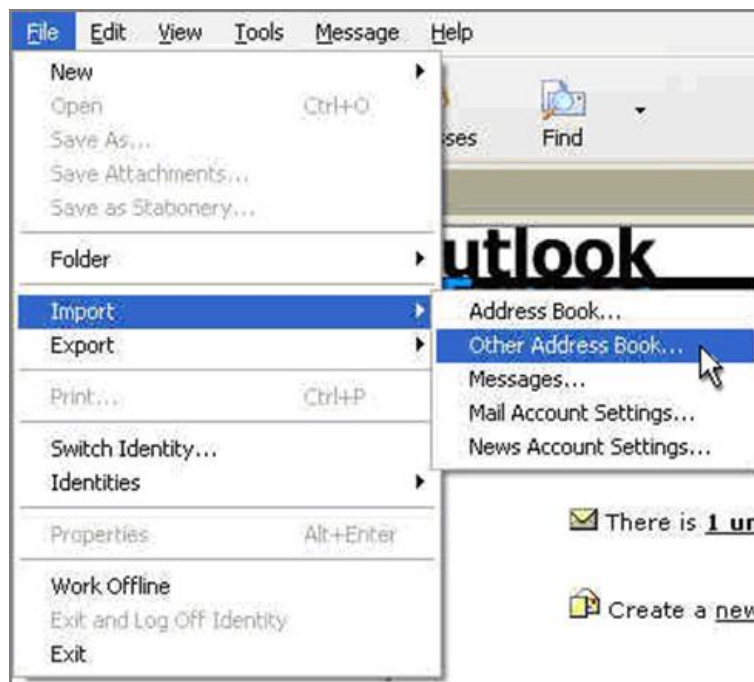


- (4) In the File Download window, click **Save**.

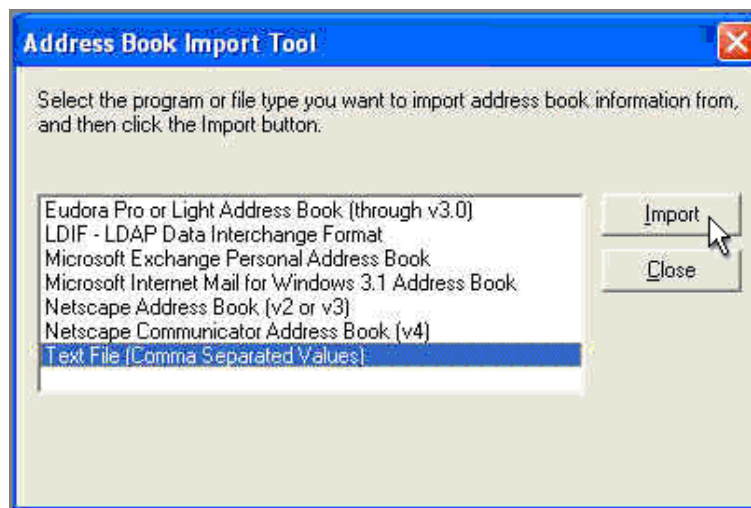
- **How to Import the Exported Contacts to Outlook Express?**

- (1) Start Microsoft Outlook Express. Open the **File(T)** menu and select **Import**.

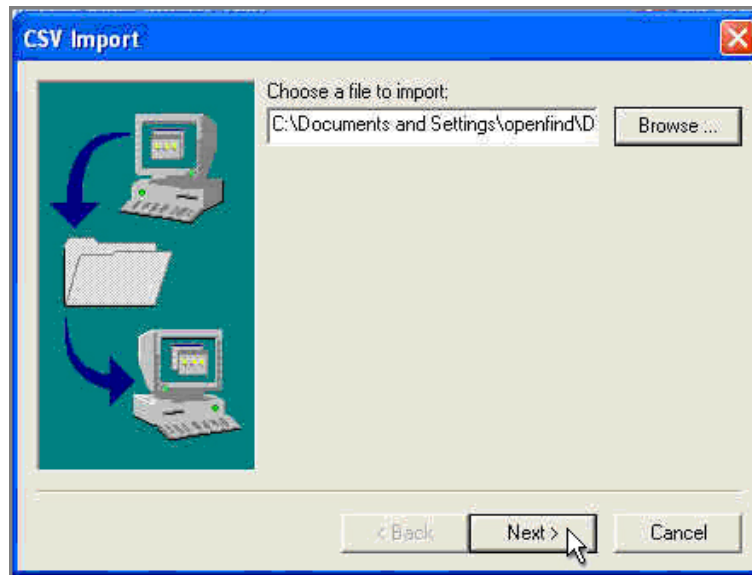
Then, select **Other Address Book**.



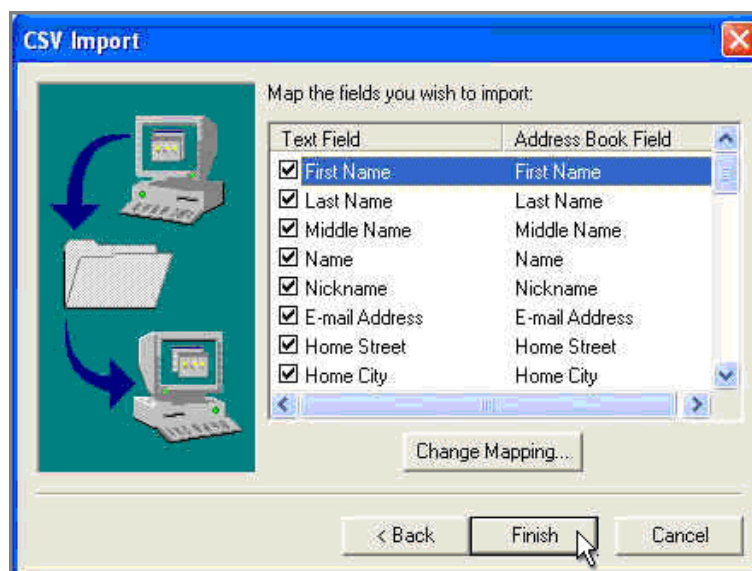
- (2) Select **Text File (Comma Separated Values)** as the file type and then click **Import** button.



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

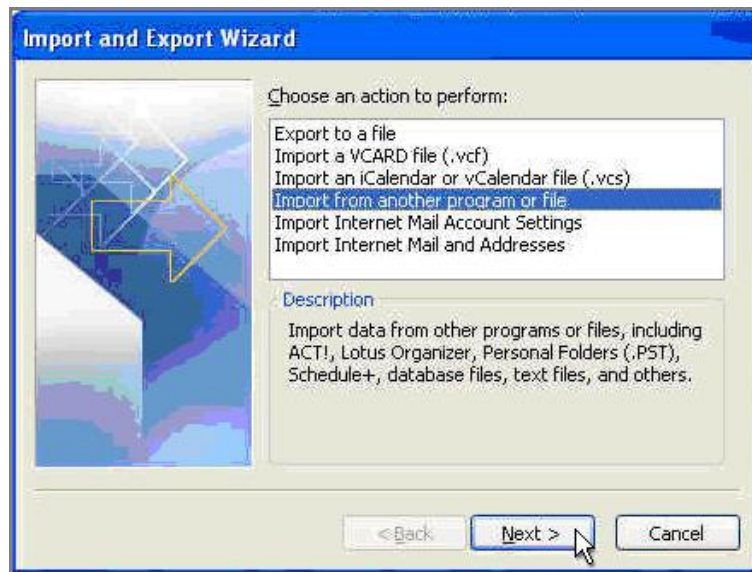


- (4) Check the fields you intend to import. Then, click **Finish**.

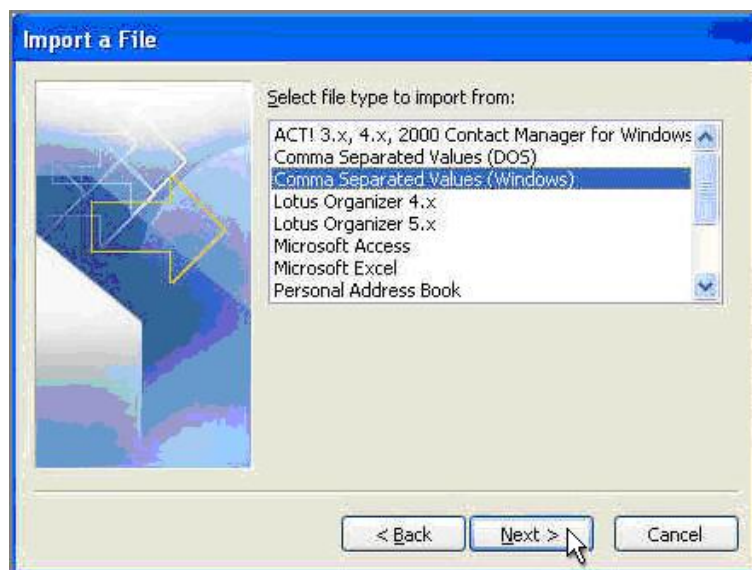


● **How to Import the Exported Contacts to Outlook?**

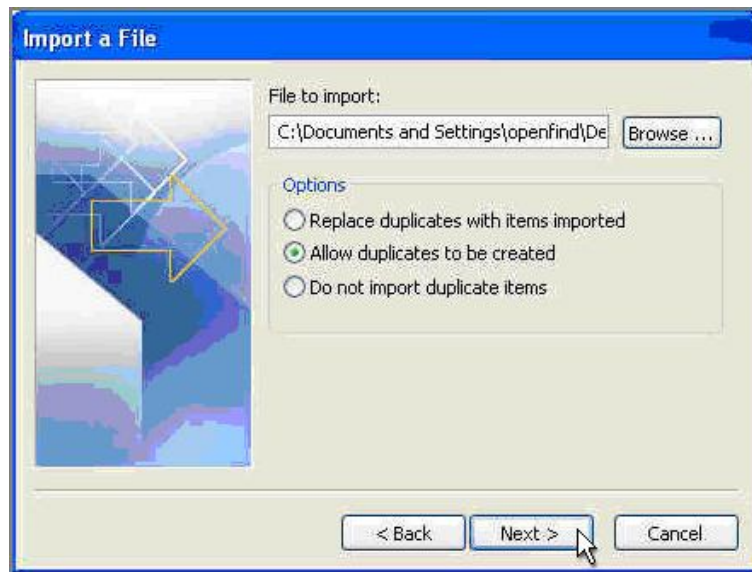
- (1) Start Microsoft Outlook. Open the **File(T)** menu and select **Export/Import**.
- (2) Select **Import from another program or file** and then click **Next**.



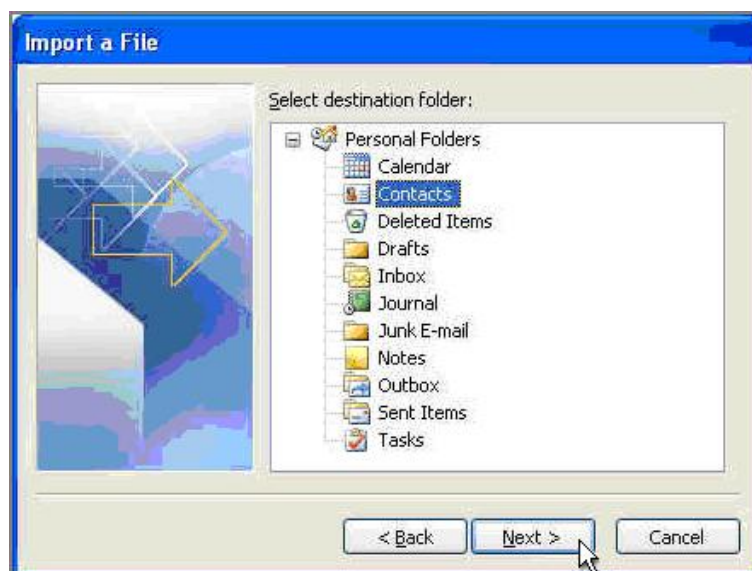
- (3) In the Import a File dialog box, select **Comma Separated Values (Windows)** as the file type and then click **Next**.



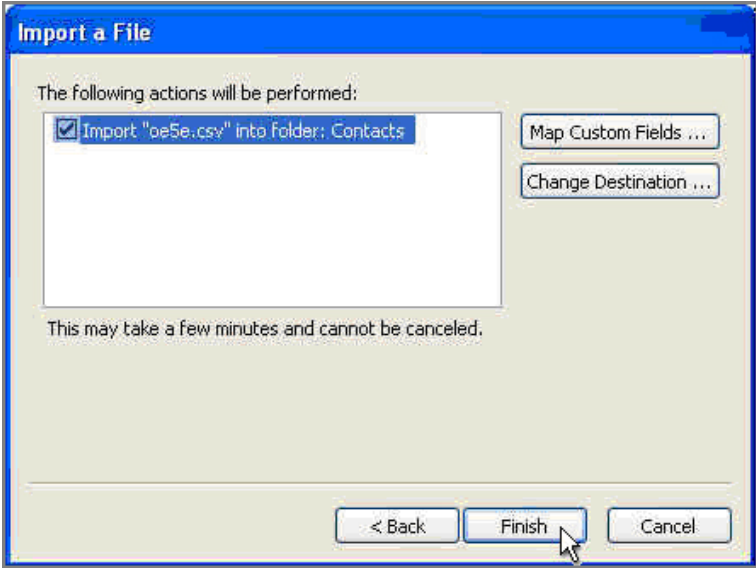
- (4) Enter the path and name of the import file or click **Browse** to select the import file. Then, click **Next**.



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



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

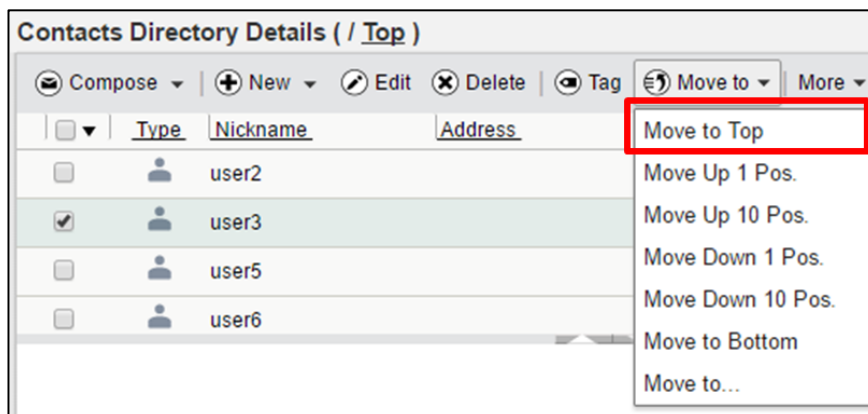


## 6.8 How to Move Contacts List?

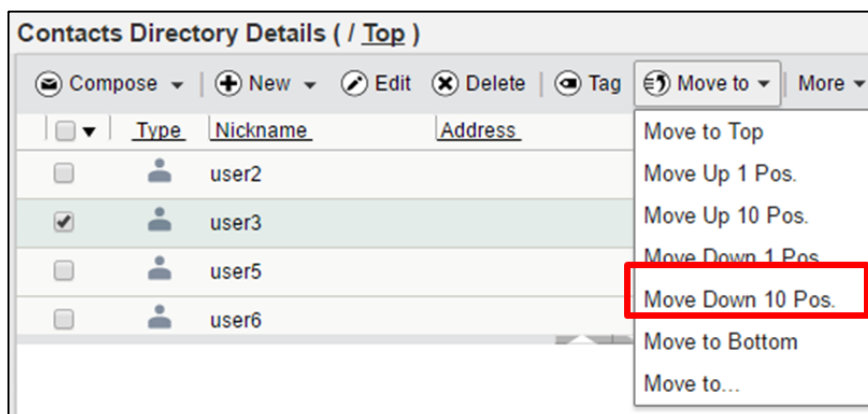
It's easily move your contacts, directories or groups to the specified position.

- **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 **Move to** drop-down menu on the toolbar. Then, select your desired move-up option from the menu.



To move the selected entries down, open the Move to 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.

user1

Contacts Directory Details ( / Top )

Compose | New | Delete

<input type="checkbox"/>	Type	Nickname	Ad
<input checked="" type="checkbox"/>		user2	
<input checked="" type="checkbox"/>		user3	
<input type="checkbox"/>		user5	
<input type="checkbox"/>		user6	

My Contacts


Contacts

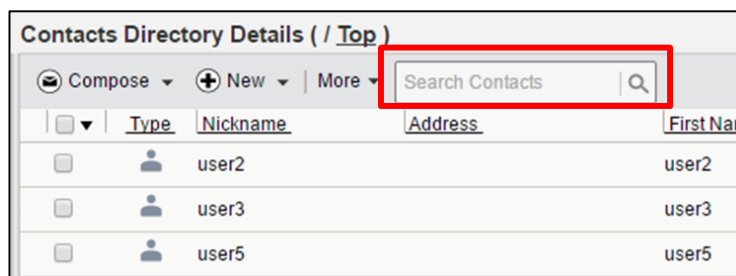
- All
- Virtual Directory
  - By Frequency
    - Contacted Today **Move to...**
    - Frequent C...
    - Contacted This Month

## 6.9 How to Search Contacts?

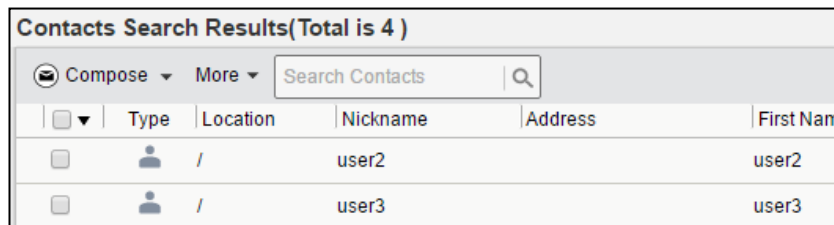
### - Quick Search

You can easily do **Quick Search** in **Contacts**. Enter keyword(s) to perform search, and the system 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) The system 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.



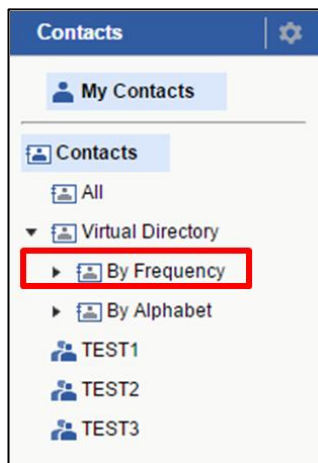
## 6.10 How to Use Virtual Directories to Quickly Locate Contacts?

Another way to manage your contacts is Virtual Directory. Upon system installation, system 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**.



Under **By Frequency**, you may select **Contacted Today**, **Frequent Contacts**, **Contacted This Month**, or **No Contact in 3 Months** to quickly browse contacts.

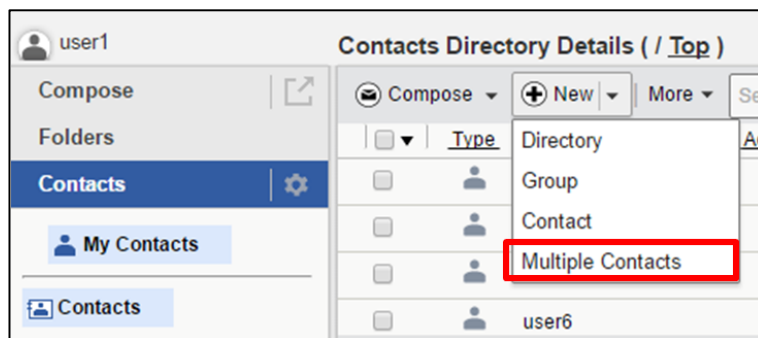
### - **By Alphabet**

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

Nickname	<input type="text" value="Andy"/>	Email	<input type="text" value="andy@cloudmail.com"/>
Nickname	<input type="text" value="Bob"/>	Email	<input type="text" value="bob@cloudmail.com"/>
Nickname	<input type="text" value="Chris"/>	Email	<input type="text" value="chris@cloudmail.com"/>
Nickname	<input type="text" value="David"/>	Email	<input type="text" value="David@cloudmail.com"/>
Nickname	<input type="text"/>	Email	<input type="text"/>
Nickname	<input type="text"/>	Email	<input type="text"/>
Nickname	<input type="text"/>	Email	<input type="text"/>
Nickname	<input type="text"/>	Email	<input type="text"/>
Nickname	<input type="text"/>	Email	<input type="text"/>
Nickname	<input type="text"/>	Email	<input type="text"/>

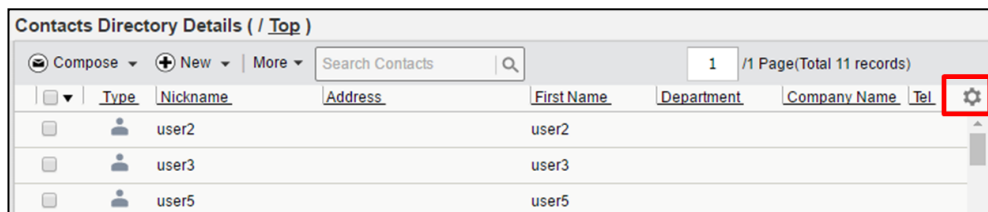
### *Notes*

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

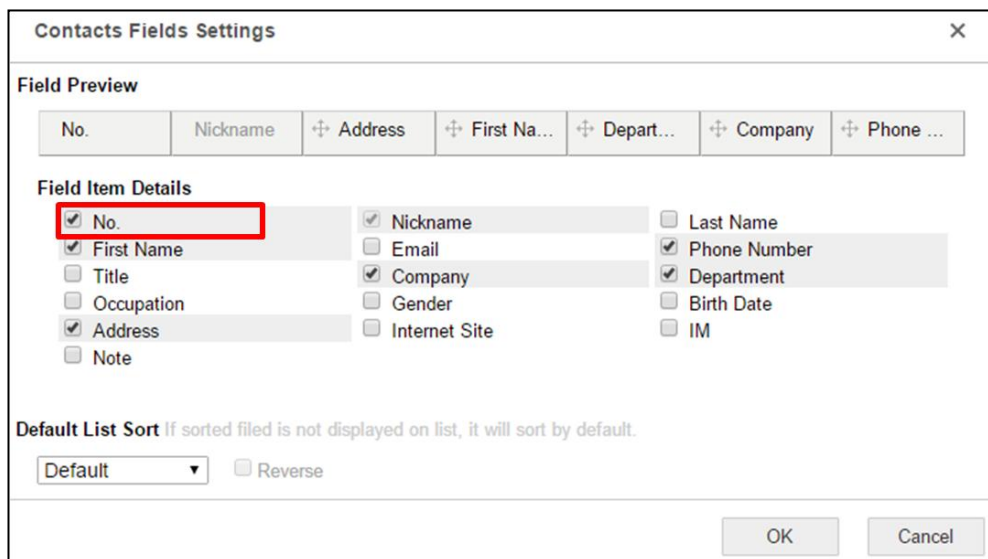
## 6.12 How to Show Line Numbers in Contacts?

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) Click the  button.







- (3) Select **No.** to show line number and click **OK** to save the settings.



- (4) The setting will be applied on your next access to **Contacts**.

**Contacts Directory Details ( / Top )**

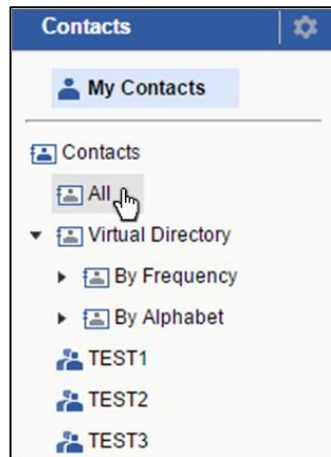
Compose ▾ | New ▾ | More ▾ | Search Contacts | 🔍

	▼	Type	Nickname	Address	First Name
1	<input type="checkbox"/>	 user2	user2		user2
2	<input type="checkbox"/>	 user3	user3		user3
3	<input type="checkbox"/>	 user5	user5		user5
4	<input type="checkbox"/>	 user6	user6		user6

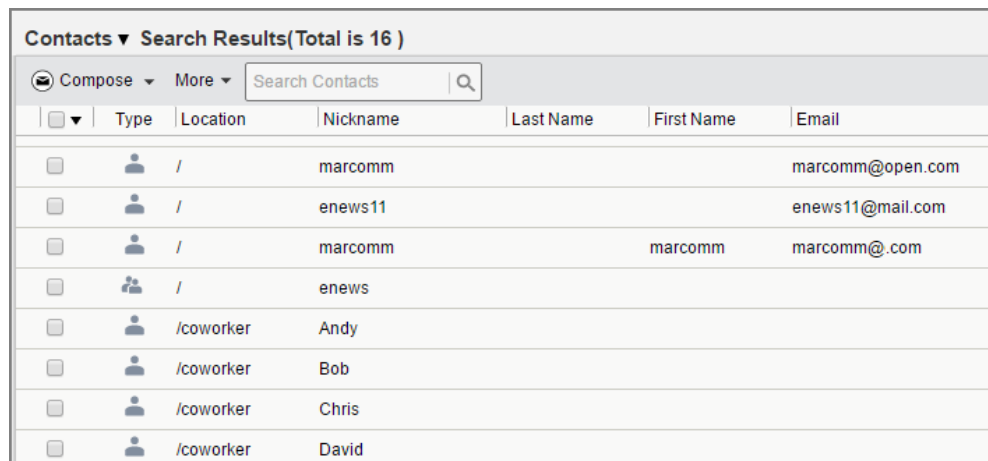
### 6.13 How to Use the List All Function?

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**.

A screenshot of the 'Contacts' application search results. The title bar is grey with the text 'Contacts Search Results(Total is 16 )'. Below the title bar is a search bar with a 'Compose' dropdown, a 'More' dropdown, and a 'Search Contacts' input field with a magnifying glass icon. Below the search bar is a table with the following columns: 'Type', 'Location', 'Nickname', 'Last Name', 'First Name', and 'Email'. The table contains the following rows:

	Type	Location	Nickname	Last Name	First Name	Email
<input type="checkbox"/>	Person	/	marcomm			marcomm@open.com
<input type="checkbox"/>	Person	/	enews11			enews11@mail.com
<input type="checkbox"/>	Person	/	marcomm		marcomm	marcomm@.com
<input type="checkbox"/>	Group	/	enews			
<input type="checkbox"/>	Person	/coworker	Andy			
<input type="checkbox"/>	Person	/coworker	Bob			
<input type="checkbox"/>	Person	/coworker	Chris			
<input type="checkbox"/>	Person	/coworker	David			


#### *Notes*

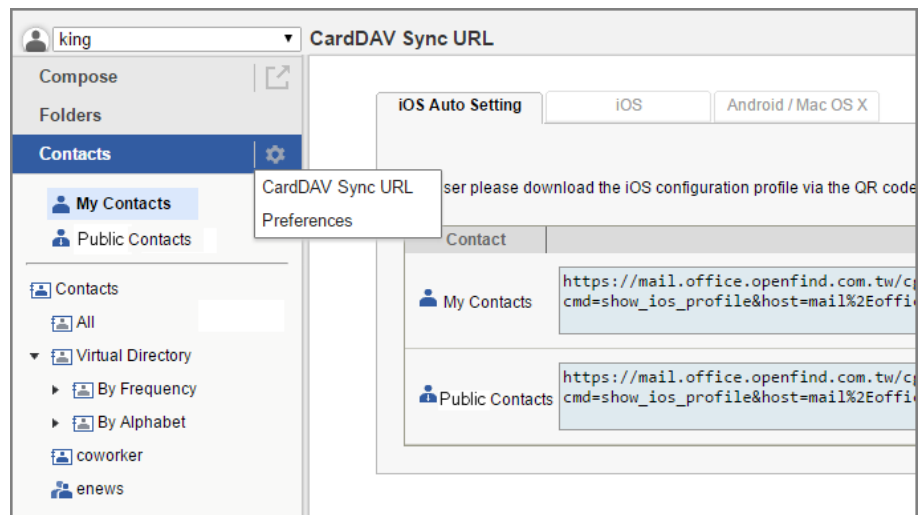
When your contacts list grows too big, for efficiency, it is recommended to use Virtual Directory to locate and to search contacts

## 6.14 How to Sync Contacts to Mobile Device?

Nowadays, people use mobile device at work or in the personal life. Sometimes we need to connect friends, customers or coworkers by computer but sometimes we need to connect them by our mobile device. It's important to sync your contacts.

To avoid the risk of editing contacts on the mobile device, Public Contacts can only do one way sync

- How to get the URL address or QR code for your contact.
  - (1) On the left menu, click Contacts. Then, click  icon.



- (2) Base on your mobile device, you can choose corresponding setting.

iOS Auto Setting	If you are using iOS device, you can use the URL address or scan QR code to download and install profile.
iOS	If you are using iOS device, you can add CardDAV account to your device manually.
Android / Mac OS X	Android users can add CardDAV account to your device manually.

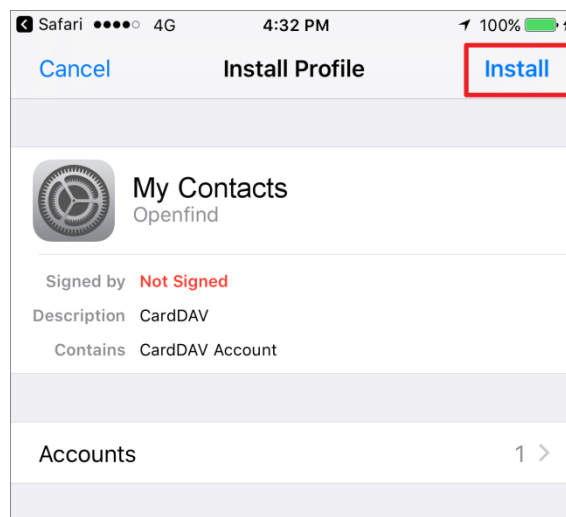
- (3) According to different contacts, the system will provide different URL address / QR code.



- How to do the setting on your mobile device.  
You can use the URL address or scan QR code to setup your mobile device or download Profile (iOS only) to do the settings.

- iOS Auto Setting

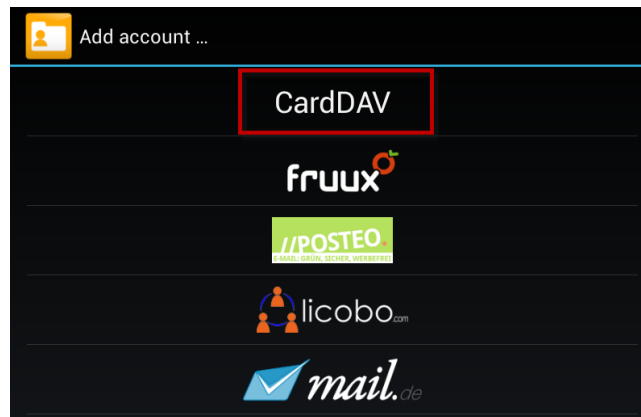
- (1) Choose **iOS Auto Setting**.
- (2) Enter the URL address to your browser on your iOS device or use your iOS device to scan the QR code.
- (3) Install profile and finish the setting.



- iOS Setting (manual)

- (1) Click Setting icon on your iOS device. Then, click Contacts / Account / Add Account / other / Add CardDAV Account.





(4) Enter the information as follow:

- a. Server name or URL: Enter the URL address on the web page or scan the QR code and copy the URL address.



- b. Use SSL: Click if you want to enable SSL.
- c. User Name: Enter your email address.
- d. Password: Enter your password.

Add CardDAV account

Enter account data

Server name or URL  
carddav.openfind.com.tw/cgi-bin

Use SSL

[Need help?](#)

Username  
mail2000\_pm@carddav.openfinc

Password  
.....

Next

(5) Enter the Account Name and check if you want to sync form server to phone only (recommended).

Add account ...

Please enter a name for your account.

Account Name

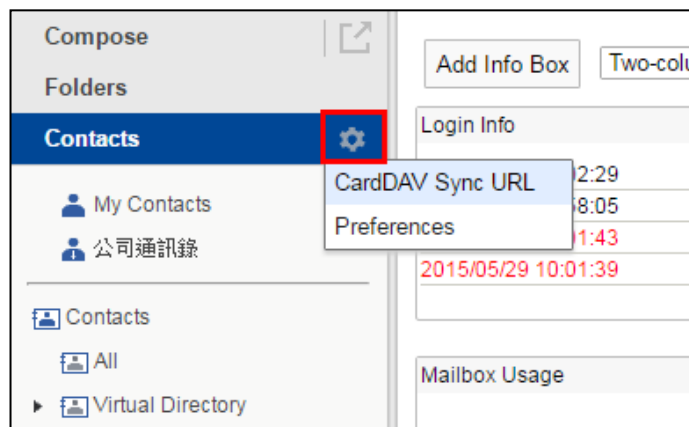
Sync from server to phone only

## 6.15 How to Sync Contacts to Mac Device?

The synchronized items contain the user's Personal Address Book and Public Address Book. Public Address Book provides only one-way sync because of the high risk of managing public address books on mobile devices.

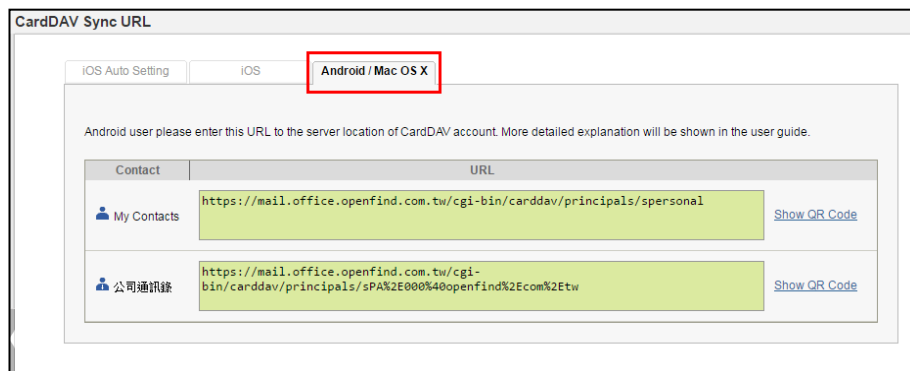
- **How to get the Contacts URL and QR code?**

- (1) On the left menu, click **Contacts** and then click **CardDAV Sync URL**.



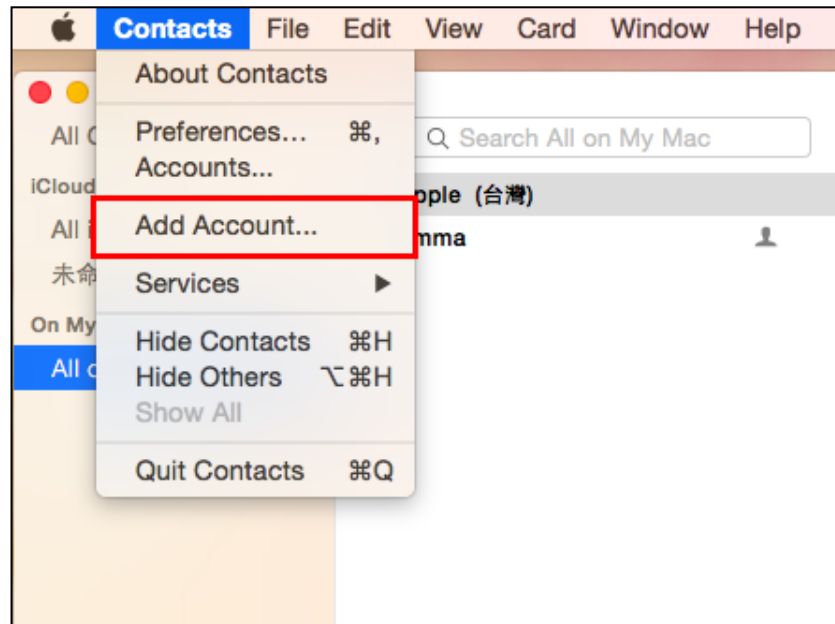
*Notes:* The **CardDAV Sync URL** is disabled by default. If you want to use, please contact to your administrator to enable it.

- **Set the Mac address book synchronization**

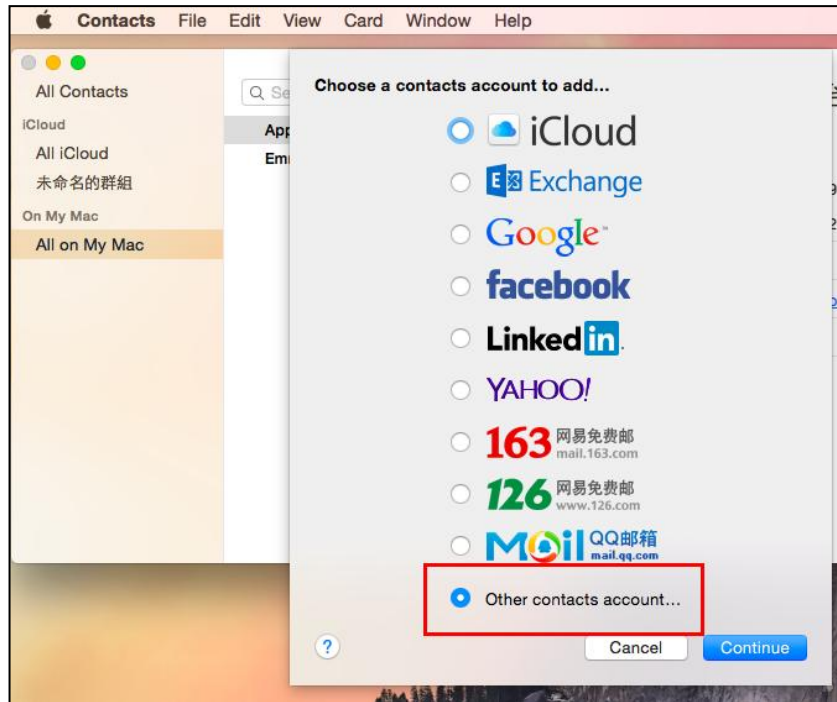


Manual setting via input URL and QR Code scanner scan:

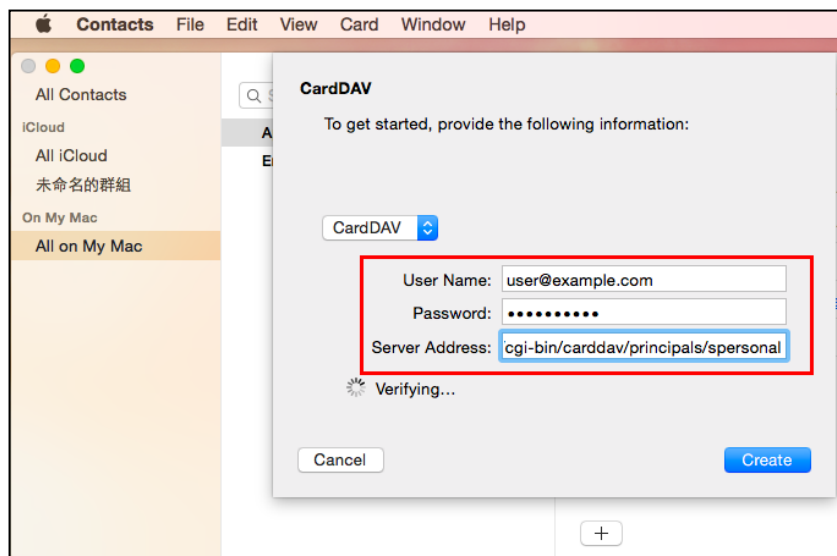
- (1) Select 「Android / Mac OS X」。
- (2) Copy the URL or scanned by QR code scanner.
- (3) Open Mac's address book and click "Contacts" then click "Add Account".



- (4) Click "Other contact account..." and press "Continue".



- (5) Enter the User Name and Password, and paste the URL in the "Server Address". Click "Create" to complete the address book synchronization.



**Notes:**

Some fields are changed to Mail2000 field names because different address books have different default fields. For example, "iPhone" syncs to "mobile phone", but does not affect synchronized content.

## 7. What is a Sticky Note?

We provide a floating, edit-in-place interface for users to create, edit, and save sticky notes anytime when using email system. Moving away from the click-to-reload paradigm, we aim to provide a desktop-like environment.

This chapter explains :

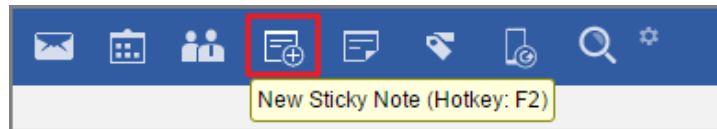
- How to Add/Edit/Delete Sticky Notes?
- How to Add Tags to Sticky Notes?
- How to Send Sticky Notes as Mail Attachments?

## 7.1 How to Add/Edit/Delete Sticky Notes?

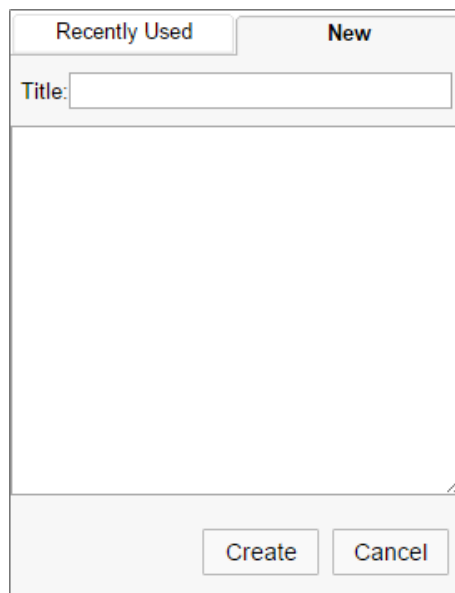
- **How to Add Sticky Notes?**

- **Method A:**

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



(2) In the box that appears, click the New tab.

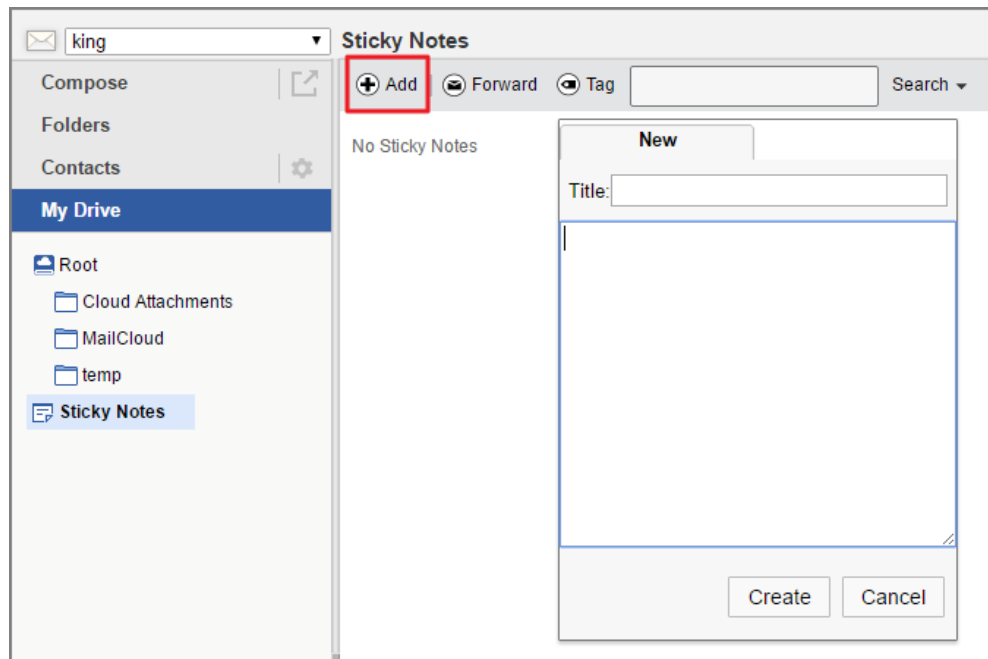


(3) Enter the title and content of the new sticky note. Then, click Create.

- **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.

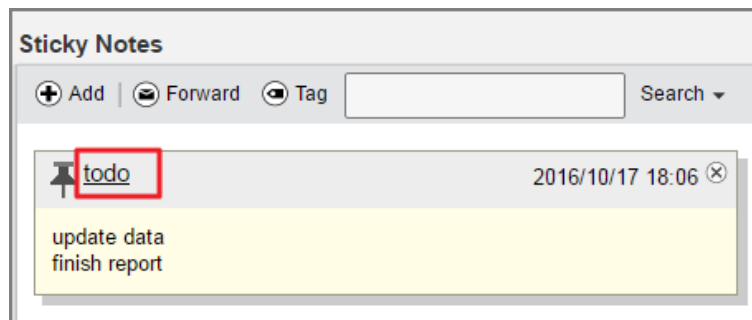


(3) In the box that appears, enter the title and content for the new sticky note. Then, click **Create**.

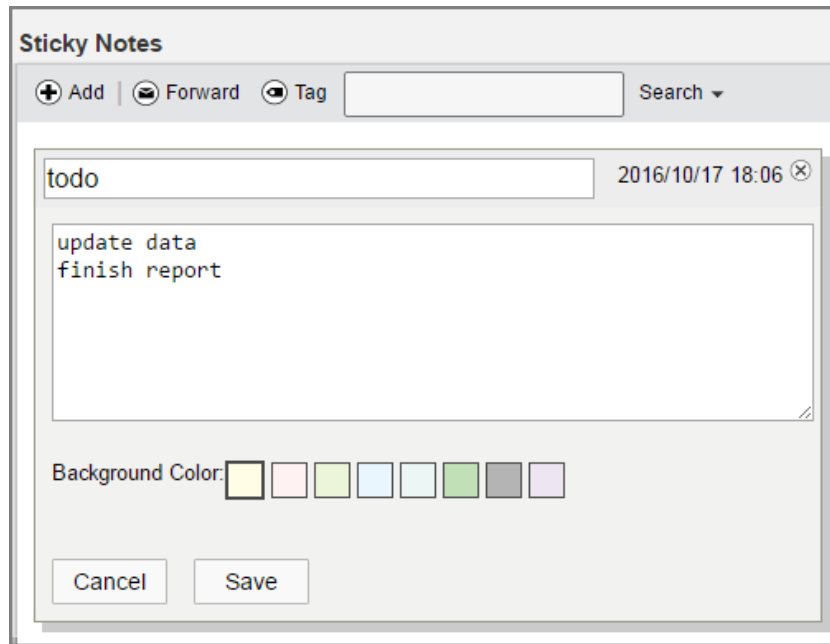
- **How to Edit Sticky Notes?**

(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.

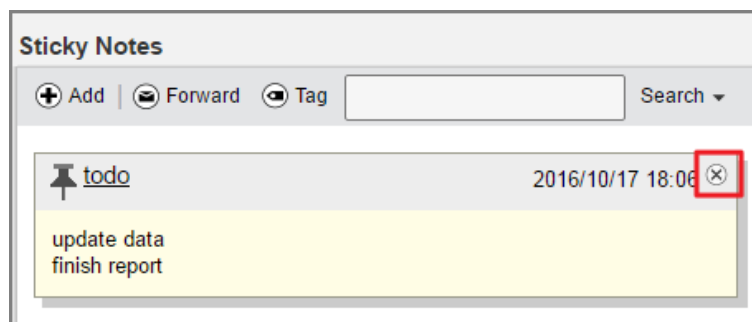


(3) Edit the sticky note's title and content as needed. Then, click **Save** to save the changes.



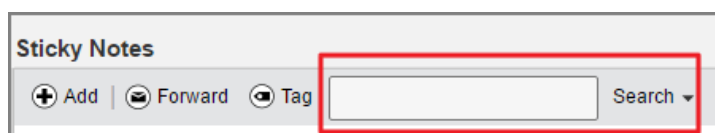
- **How to Delete Sticky Notes?**

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



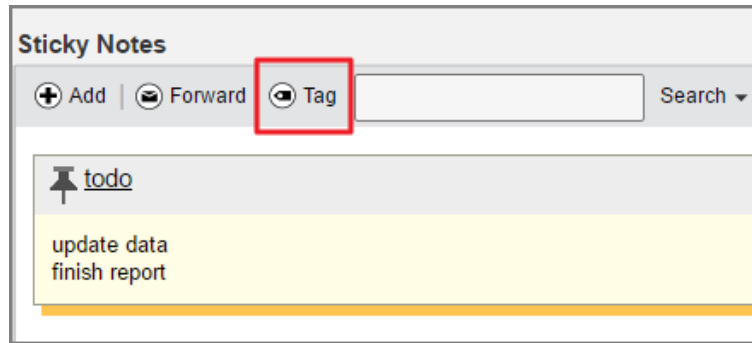
*Tip:* Search Sticky Notes

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

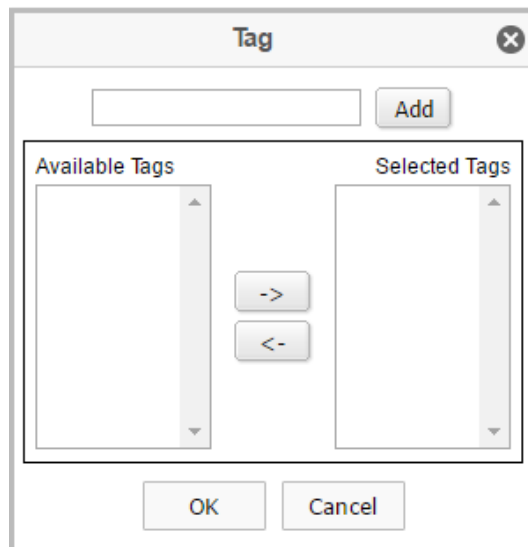


## 7.2 How to Add Tags to Sticky Notes?

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



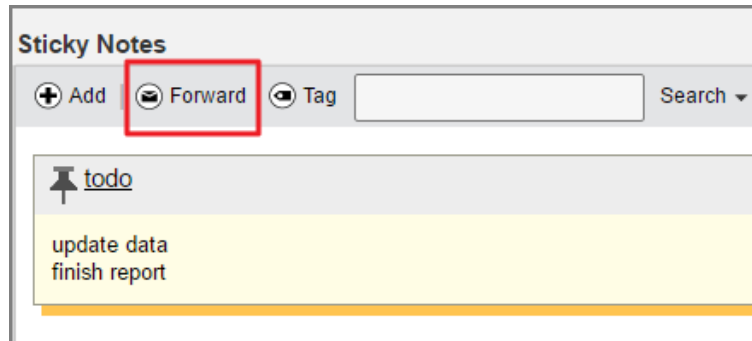
- (2) In the [Tag] window that appears, enter the tag(s) you intend to add. Or, you may select from existing tags.



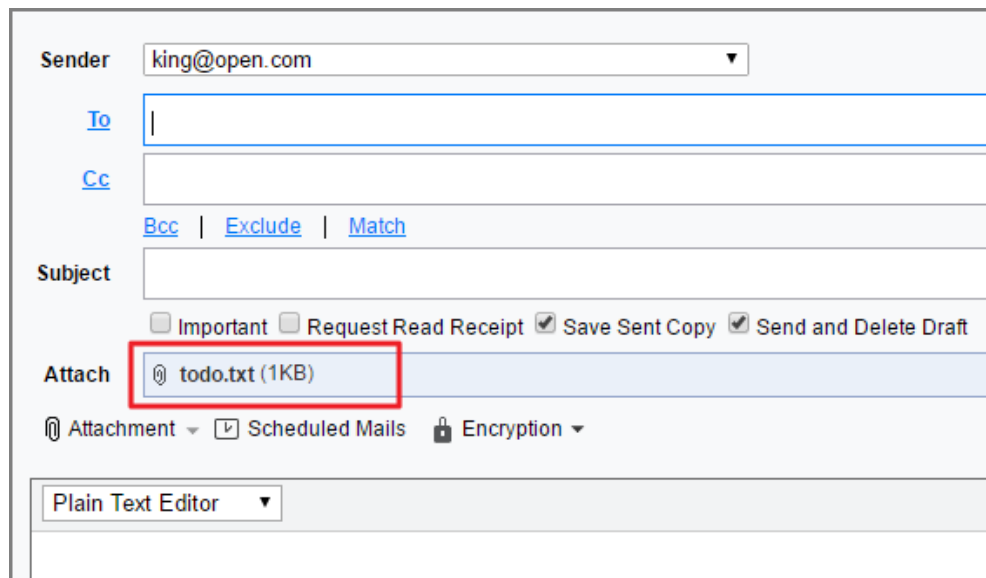
- (3) Click **OK** to add the tag(s).

### 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 click the **Forward** button on the toolbar.



- (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/Files?
- How to Upload/Download Files?
- How to Add New Files?
- How to Virus-Scan Files?
- How to Save Attachments to My Drive?
- How to Send File from My Drive as Attachments?
- How to Add/Edit 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.

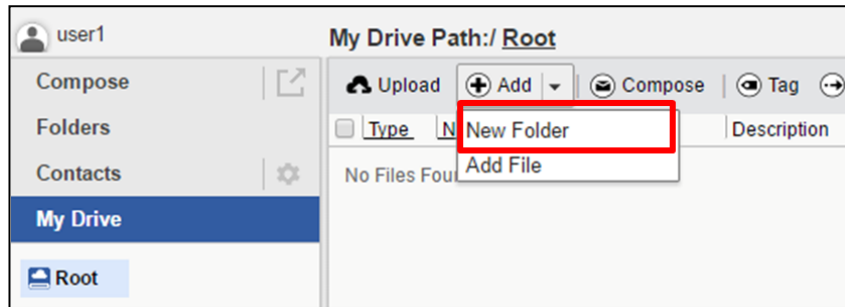
- **New File**

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.

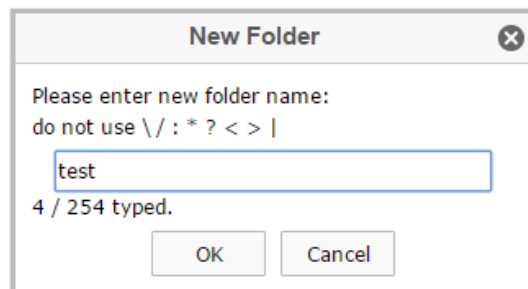
## 8.2 How to Add/Move/Delete Folders/Files?

### ● How to Add Folders?

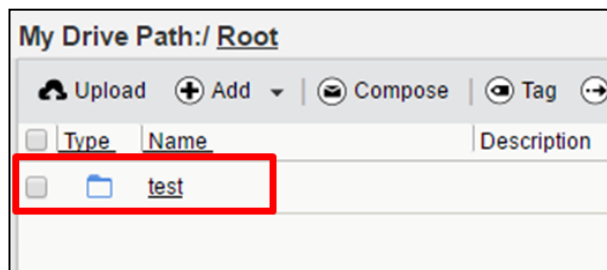
- (1) On the left menu, click **My Drive** and then select **Root** to go to the [My Drive] page.
- (2) On the toolbar, open the **Add** drop-down menu and select **New Folder**.



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

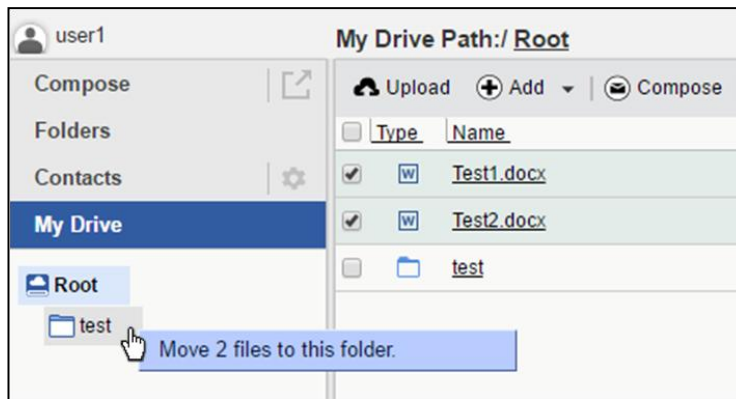


- (4) A new folder has been created under **Root**. You may now upload or move files to this folder.

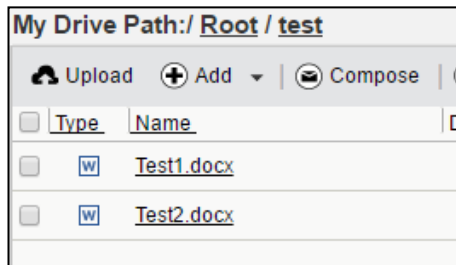


### ● How to Move Folders/Files?



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

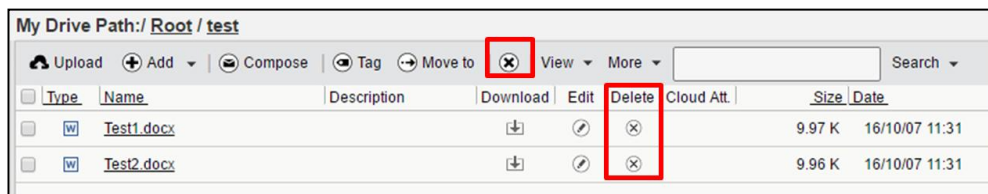


(2) You may see the folders/files move to the new place.



- **How to Delete Folders/Files?**

(1) Select the folder(s) you intend to delete and click the  button. You can also delete multiple folders/files by clicking the checkbox in front of the folders/files and clicking the  button on the toolbar.

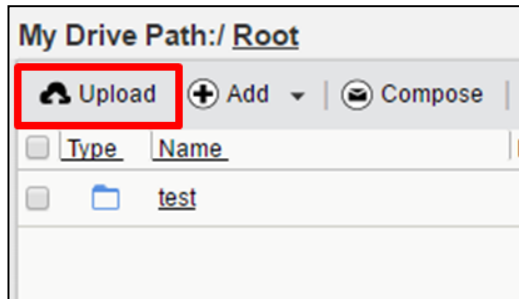


(2) In the confirm window that appears, click **OK**.

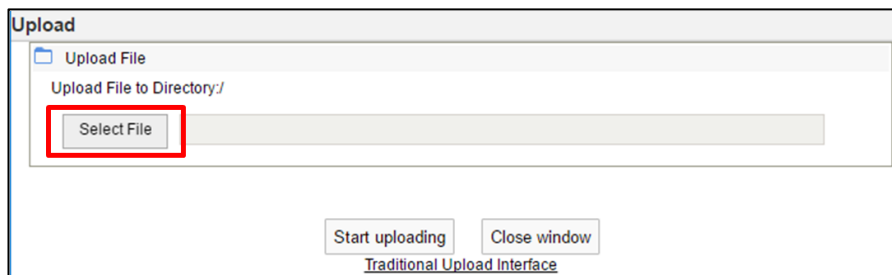
## 8.3 How to Upload/Download Files?

- **How to Upload Files?**

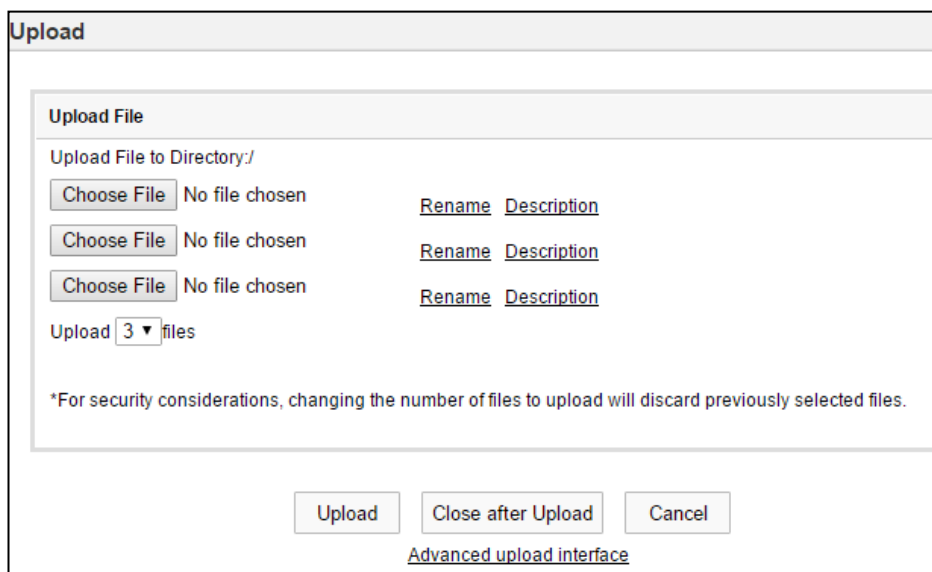
- (1) Click **Upload** on the toolbar,




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



You can also choose “Traditional Upload Interface” to upload file.



- **How to Download Files?**

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

My Drive Path: / Root / test

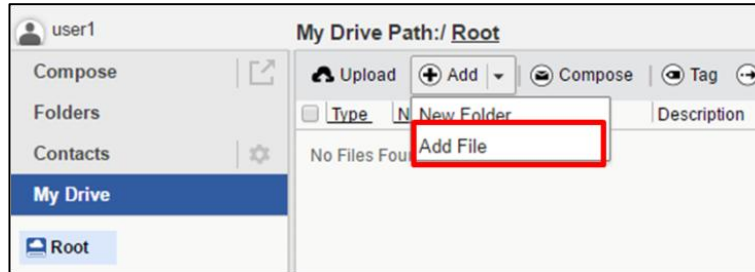
Upload Add Compose Tag Move to View More Search

Type	Name	Description	Download	Edit	Delete	Cloud Att.	Size	Date
	Test1.docx		Download	Edit	Delete		9.97 K	16/10/07 11:31
	Test2.docx		Download	Edit	Delete		9.96 K	16/10/07 11:31

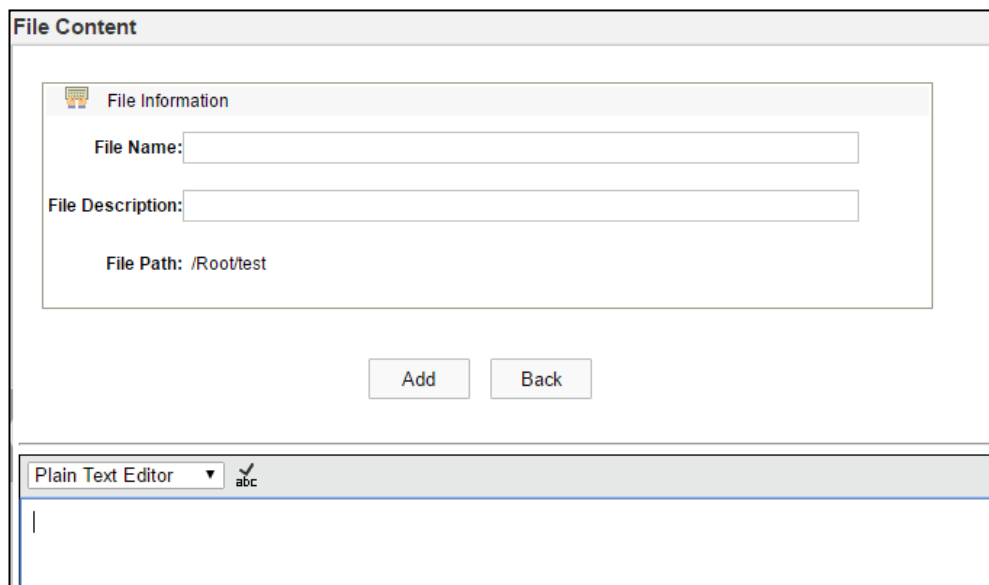
(2) Save the files you need.

## 8.4 How to Add New Files?

- (1) Open the **Add** drop-down menu and select **Add File**.

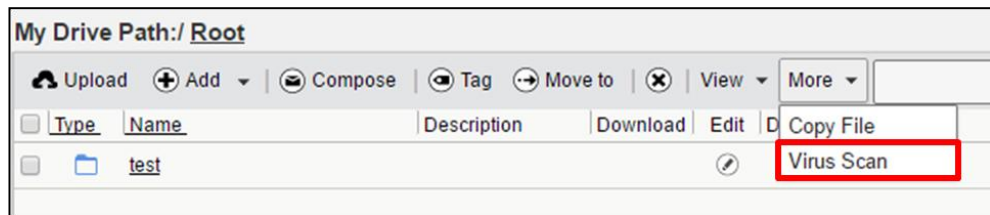


- (2) In the [File Content] page, enter a name for the file and briefly describe it (optional). Enter the file content and then click Add. To cancel adding the file, click Back.

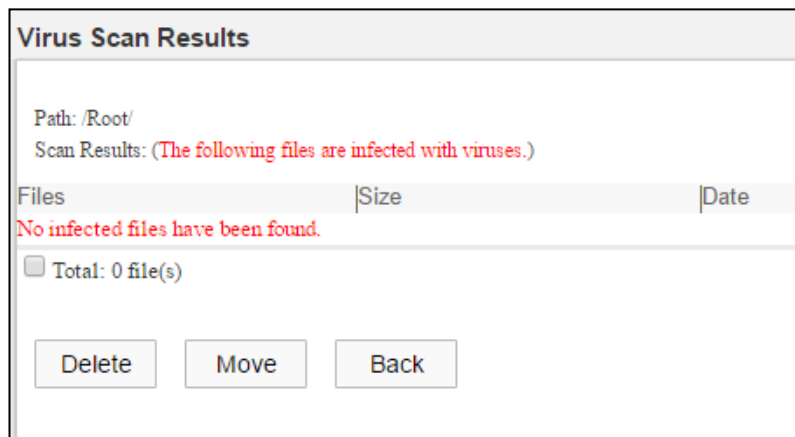
A screenshot of the 'File Content' page. The page has a title 'File Content' and a 'File Information' section. This section contains three input fields: 'File Name:', 'File Description:', and 'File Path: /Root/test'. Below the input fields are two buttons: 'Add' and 'Back'. At the bottom of the page, there is a text editor with a dropdown menu set to 'Plain Text Editor' and a checkmark icon.

## 8.5 How to Virus-Scan Files?

- (1) Open the **More** 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).

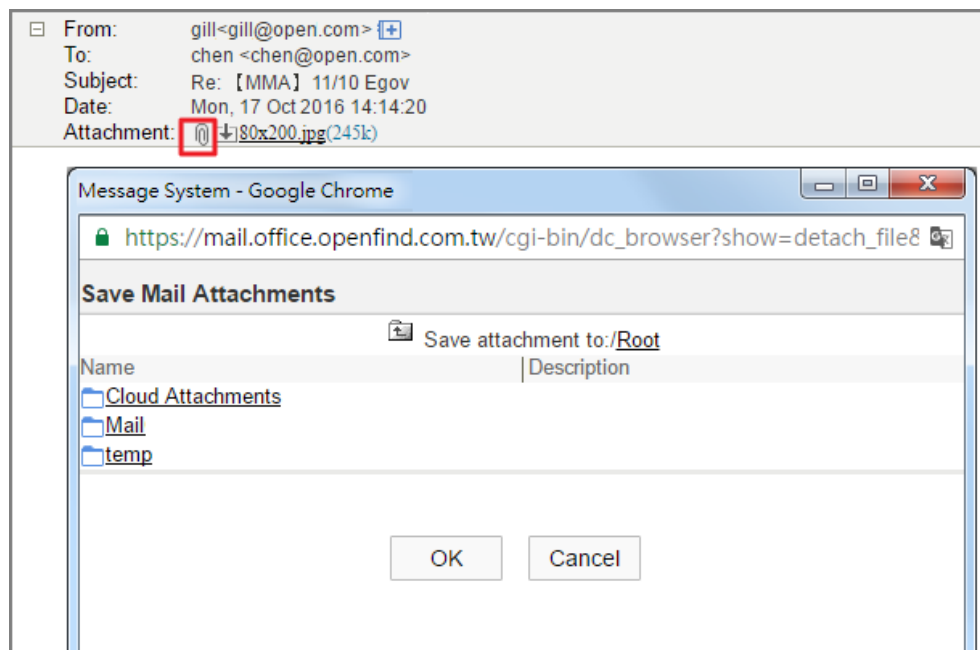


When you upload the file(s), system will also scan virus. The upload process will stop once the virus founded.

## 8.6 How to Save Attachments to My Drive?

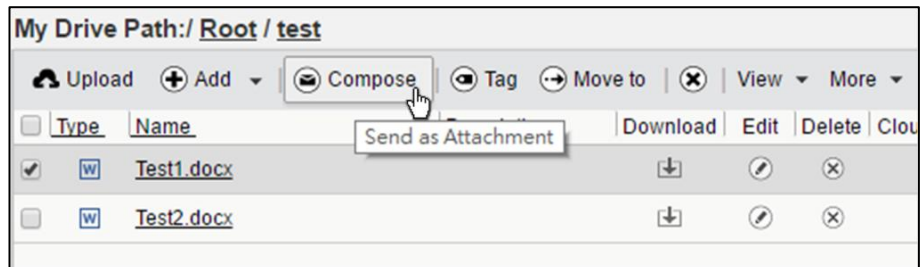
When previewing/reading a mail, a small icon (📎) is shown before each attachment in the Attachment field.

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

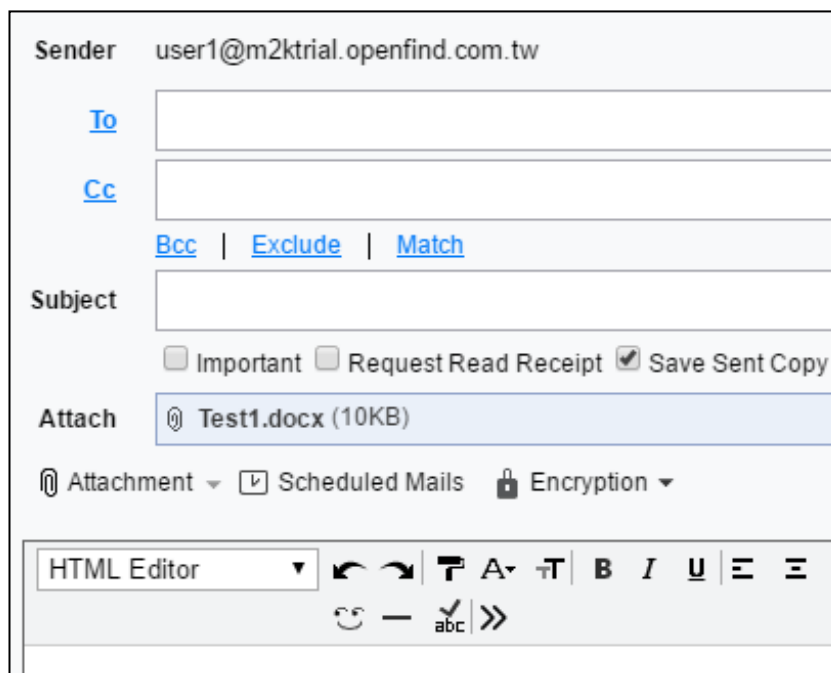


## 8.7 How to Send File from My Drive as Attachments?

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



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



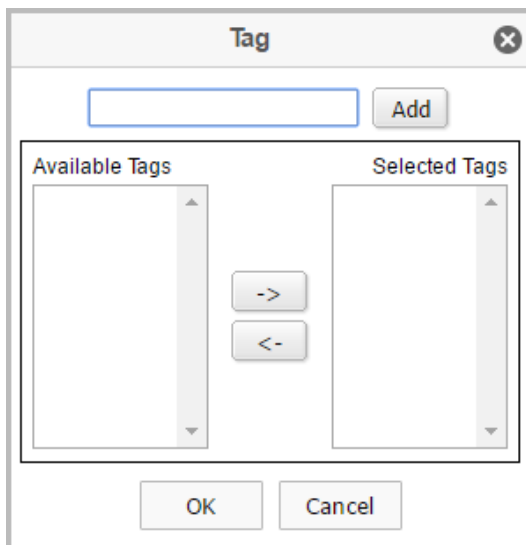
## 8.8 How to Add/Edit Tags to Files?

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

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



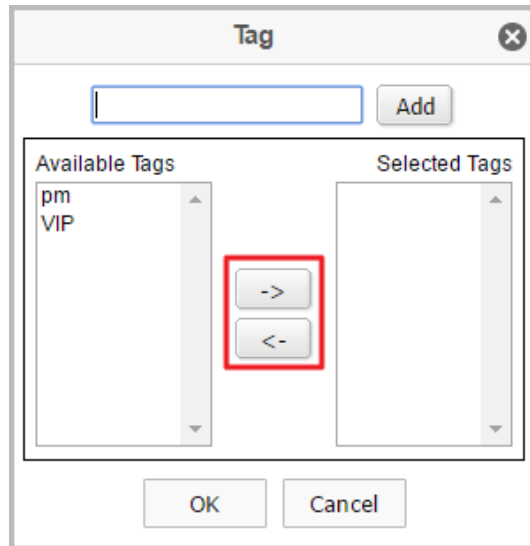
- (2) In the [Tag] window that appears, enter the tag(s) you intend to add. Or, you may select from existing tags.



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

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

- (1) Select the file you intend to edit tags and click **Tag** on the toolbar.
- (2) In the [Tag] window that appears, use the left and right arrow buttons to remove or add tags.

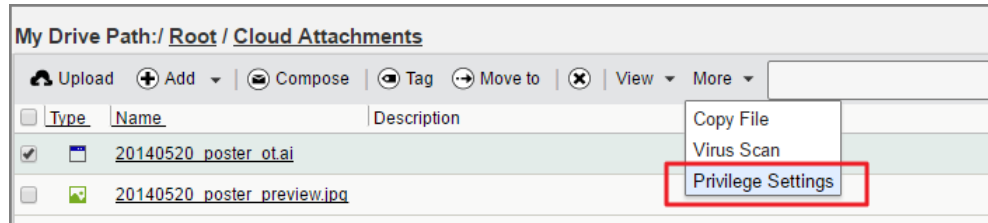


(3) Click **OK** to finish.

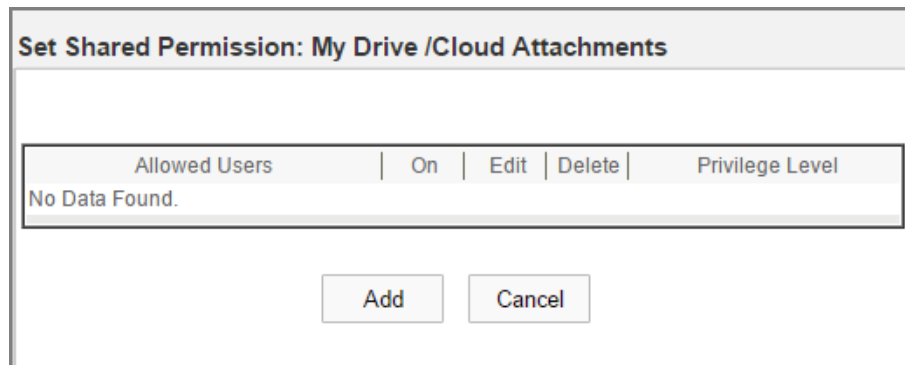
## 8.9 How to Share Files in My Drive?

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

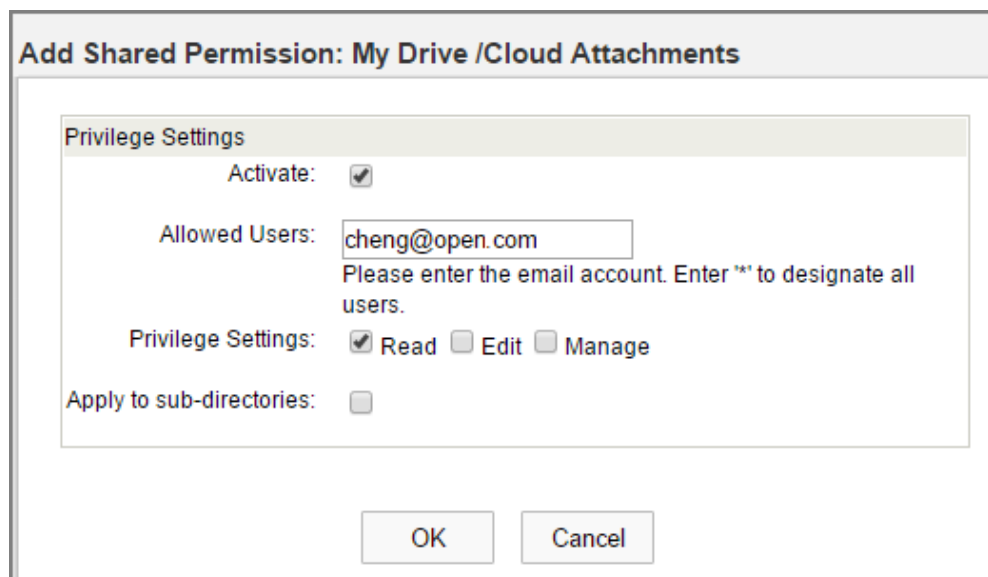
- (1) Select the folder(s) you intend to share. Then, on the toolbar, open the **More** drop-down menu and select **Privilege Settings**.



- (2) In the [Set Shared Permission] page, click **Add**.



- (3) Enter the user account that can access to your folder and check your desired options. After that, click **OK**.



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

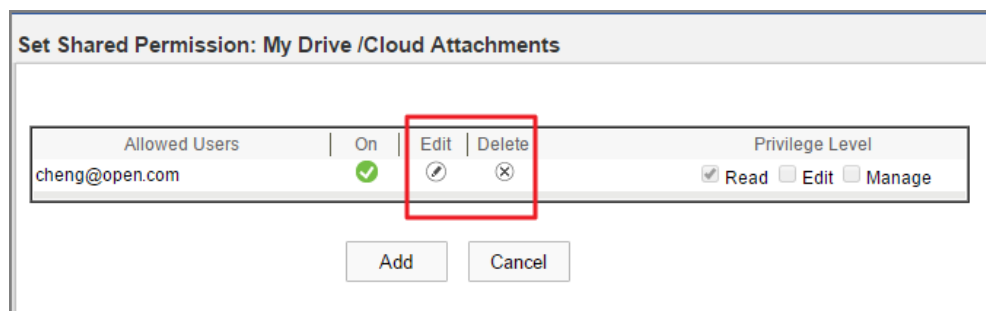
Manage	Able to run virus scan.
Edit	Able to edit the shared folder (i.e. upload files, add folders/bookmarks, edit/delete files). <i>Notes:</i> To allow users to add folders to the shared folder, you must enable the Apply to sub-directories option.
Read	Able to view, download, and copy files and to send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



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

- (4) The added privilege setting will be listed and the allowed user can now access your shared folder.

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

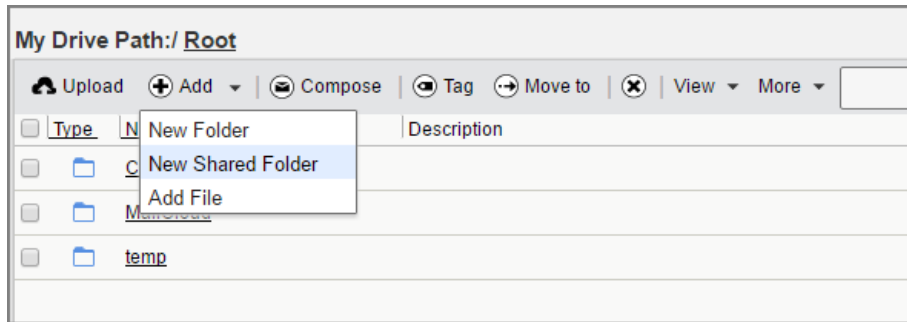
- (1) Select the shared folder you intend to edit and open the **More** drop-down menu and select **Privilege Settings**.



- (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.

- **How to Accept Shared Folder/File?**

- (1) Open **Add** drop-down menu and click **New Shared Folder**.



(2) On the [New Shared Folder] page, you need to do settings:

A screenshot of the "New Shared Folder" configuration page. The page title is "New Shared Folder". Below the title is a section titled "Shared Folder Information" containing several input fields: "Shared Folder Name:" with an empty text box, "Shared Folder Description:" with an empty text box, "Source of user account:" with a text box containing the placeholder "<user\_id>@open.com", and "Source Folder:" with a text box containing a slash "/". Below these fields, the "Source Path:" is displayed as "/Root/". At the bottom of the form are two buttons: "Create" and "Back".

Shared Folder Name: give this folder a name.

Shared Folder Description: enter the description if needed.

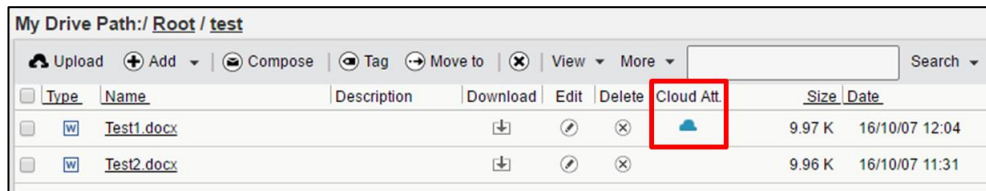
Source of user account: the email account that share the folder to you.

Source Folder: the path of the shared folder.


(3) You will see the new shared folder in the **Root** folder.

## 8.10 How to Check the Status of Cloud Attachment?

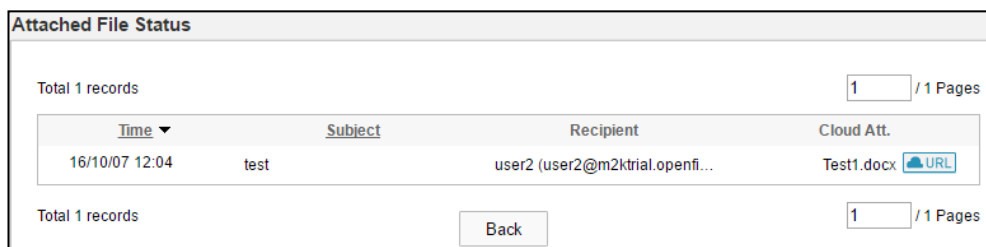
(1) In My Drive, the file with a cloud icon means which is a cloud attachment.



My Drive Path: / Root / test

Type	Name	Description	Download	Edit	Delete	Cloud Att.	Size	Date
[w]	Test1.docx		↓	✎	✕		9.97 K	16/10/07 12:04
[w]	Test2.docx		↓	✎	✕		9.96 K	16/10/07 11:31

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



Attached File Status

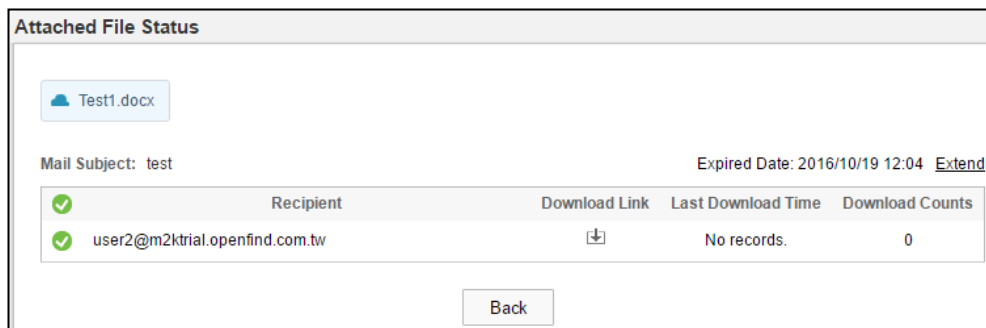
Total 1 records 1 / 1 Pages

Time	Subject	Recipient	Cloud Att.
16/10/07 12:04	test	user2 (user2@m2ktrial.openfi...	Test1.docx <a href="#">URL</a>


Total 1 records 1 / 1 Pages

[Back](#)

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



Attached File Status

 Test1.docx

Mail Subject: test Expired Date: 2016/10/19 12:04 [Extend](#)

✓	Recipient	Download Link	Last Download Time	Download Counts
✓	user2@m2ktrial.openfind.com.tw	↓	No records.	0

[Back](#)

## 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) Vote Management: Easily create a poll to make the survey more efficient.
- (5) Subscriptions: Provides information-subscription services including Newsletters and RSS Feeds.

This chapter explains :

- How to View Mailbox Information Page?
- How to Subscribe Newsletters?
- How to Read/Post/Delete Messages in Forum?
- How to Create a Poll for Voting?
- 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.

**Mailbox Info user1@m2ktrial.openfind.com.tw**

Add Info Box | Wide-thin Layout

**Login Info**

2016/10/07 12:00:00	Successful Web Login	180.176.124.44
2016/10/07 09:26:32	Successful Web Login	180.176.124.44
2016/10/05 09:35:51	Failed Web Login	180.176.124.44
2016/10/02 17:49:30	Failed SMTP Login	155.133.82.146

[All information](#)

**Mailbox Usage**

My Drive:	0.02 MB	0.00 %
Mails:	0.60 MB	0.00 %
Free Space:	499999.38 MB	100.00 %
Total:	500000.00 MB	100 %

**Forward Information**

Status: AutoForward Email  
No Data  
[AutoForward Setting](#)  
Status: FilterForward Email  
No Data  
[Filter Setting](#)

**Announcement**

-測試網站請注意!!!-

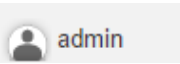
**RSS News**

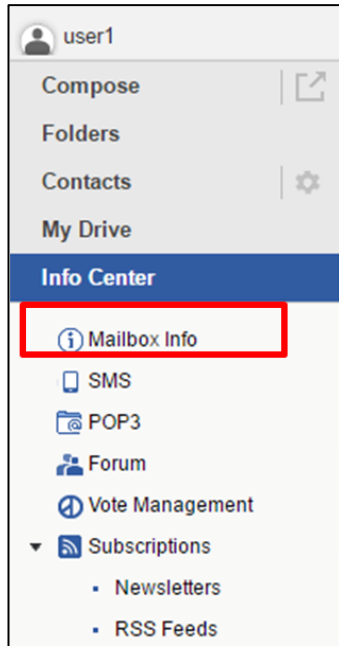
Click the Edit button to set RSS News source and subscribe to it.

**Folders Info**

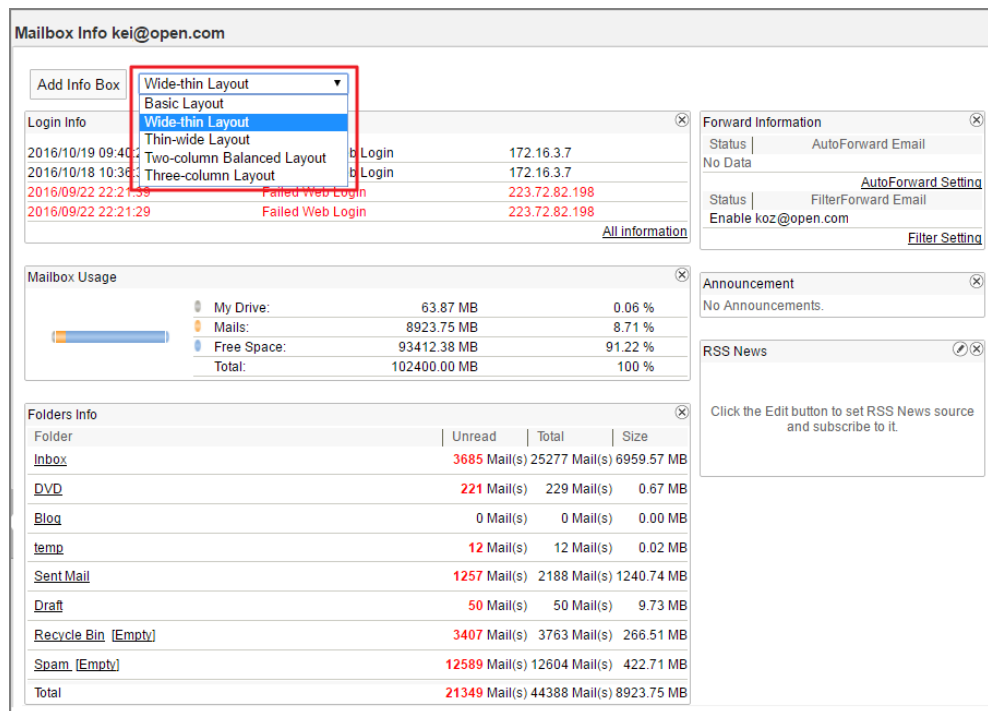
Folder	Unread	Total	Size
<a href="#">Inbox</a>	11 Mail(s)	22 Mail(s)	0.54 MB
<a href="#">Mail2000</a>	0 Mail(s)	1 Mail(s)	0.02 MB
<a href="#">openfind</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">111</a>	0 Mail(s)	0 Mail(s)	0.00 MB

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**.



(3) To change the page layout, use the drop-down menu on the upper left side.



(4) To add a new info box, click the **Add Info Box** button on the upper left side.

Mailbox Info kei@open.com

Add Info Box Wide-thin Layout

Login Info ×

2016/10/19 09:40:2	b Login	172.16.3.7
2016/10/18 10:36:3	b Login	172.16.3.7
2016/09/22 22:21:39	Failed Web Login	223.72.82.198
2016/09/22 22:21:29	Failed Web Login	223.72.82.198

[All information](#)

Forward Information ×

Status | AutoForward Email

No Data

[AutoForward Setting](#)

Status | FilterForward Email

Enable koz@open.com [Filter Setting](#)

Mailbox Usage ×

My Drive:	63.87 MB	0.06 %
Mails:	8923.75 MB	8.71 %
Free Space:	93412.38 MB	91.22 %
Total:	102400.00 MB	100 %

Announcement ×

No Announcements.

RSS News + ×

Click the Edit button to set RSS News source and subscribe to it.

Folders Info ×

Folder	Unread	Total	Size
<a href="#">Inbox</a>	3685 Mail(s)	25277 Mail(s)	6959.57 MB
<a href="#">DVD</a>	221 Mail(s)	229 Mail(s)	0.67 MB
<a href="#">Blog</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">temp</a>	12 Mail(s)	12 Mail(s)	0.02 MB
<a href="#">Sent Mail</a>	1257 Mail(s)	2188 Mail(s)	1240.74 MB
<a href="#">Draft</a>	50 Mail(s)	50 Mail(s)	9.73 MB
<a href="#">Recycle Bin (Empty)</a>	3407 Mail(s)	3763 Mail(s)	266.51 MB
<a href="#">Spam (Empty)</a>	12589 Mail(s)	12604 Mail(s)	422.71 MB
Total	21349 Mail(s)	44388 Mail(s)	8923.75 MB

To hide an info box, click the × button in the info box.

- (5) This page supports the drag-and-drop function. You may drag and drop the info boxes as you needed.

Add Info Box Wide-thin Layout

Login Info ×

2016/10/20 02:28:40	Successful Web Login	172.16.3.20
2016/10/19 04:59:46	Successful Web Login	172.16.3.20

[All information](#)

Forward Information ×

Status | AutoForward Email

No Data

[AutoForward Setting](#)

Status | FilterForward Email

[Filter Setting](#)

Mailbox Usage ×

My Drive:	0.00 MB	0.00 %
Mails:	0.03 MB	0.25 %
Free Space:	9.97 MB	99.75 %
Total:	10.00 MB	100 %

Announcement ×

No Announcements.

RSS News + ×

Click the Edit button to set RSS News source and subscribe to it.

Folders Info ×

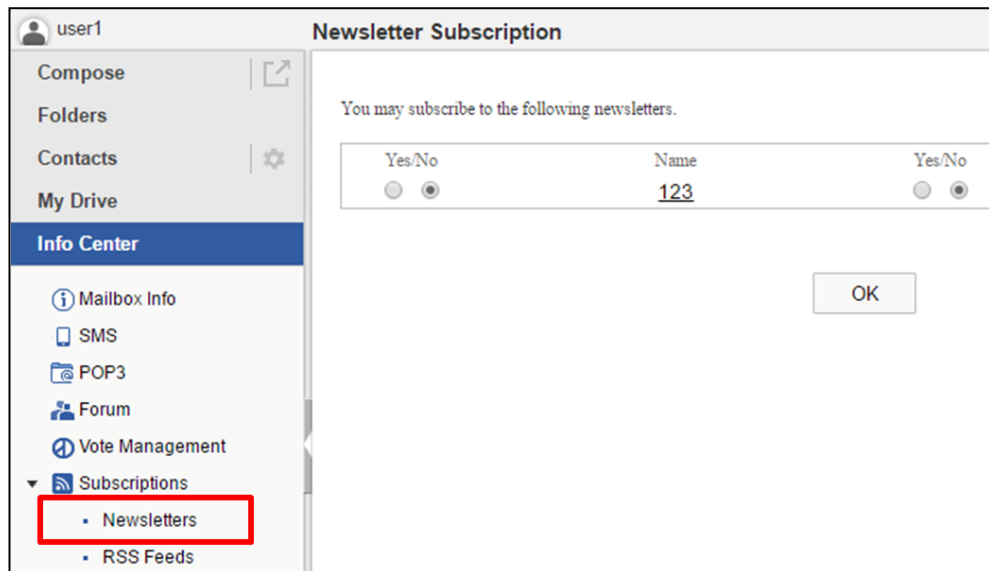
Folder	Unread	Total	Size
<a href="#">Inbox</a>	1 Mail(s)	1 Mail(s)	0.03 MB
<a href="#">Sent Mail</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">Draft</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">Recycle Bin (Empty)</a>	0 Mail(s)	0 Mail(s)	0.00 MB
<a href="#">Spam (Empty)</a>	0 Mail(s)	0 Mail(s)	0.00 MB
Total	1 Mail(s)	1 Mail(s)	0.03 MB

### Notes

In the [Mailbox Information] page, **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 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.

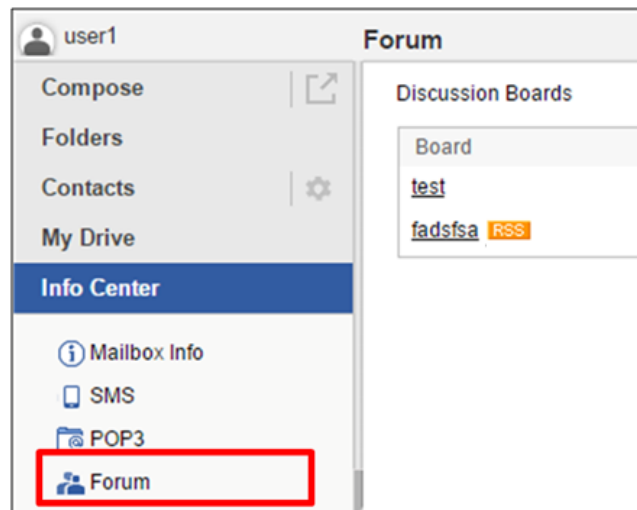
### Notes

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.

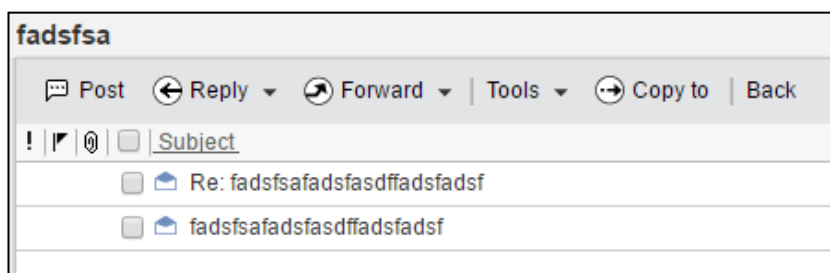
### 9.3 How to Read/Post/Delete Messages in Forum?

**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. You can choose which discussion board to you want to enter by click the name of the discussion board.
- (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 delete icon on the toolbar.

## 9.4 How to Create a Poll for Voting?

You can easily create a poll to make the survey more efficient.

- How to add a new vote?

- (1) On the left menu, click **Info Center** and select **Vote Management**.
- (2) On the [Voting Management] page, click **Add** on the toolbar. After that, you can do all the setting here.

### Voting Management

**Question \***

**Description**

**Options \***

Option

Option

Option


**Settings**

- **Deadline**  
 Select the date
- **Question Type**  
 Multiple Choice  Checkboxes (select at most )
- **Invite \***  
   
(Please use a "," to separate more than one Email.)  
[Hide Settings](#)
- **Only allow one response per person (if select "No" only the latest response is valid.)**  
 Yes  No
- **Public link to vote results**  
 No  Yes
- **Voting Receipt**  
 No  Yes


[Preview](#)

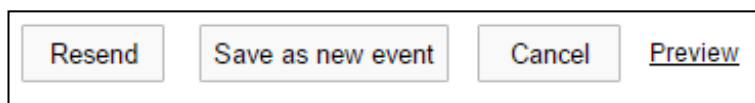
- How to edit the vote?


- (1) On the left menu, click **Info Center** and select **Vote Management**.
- (2) On the [Voting Management] page, click the vote that you intend to edit.

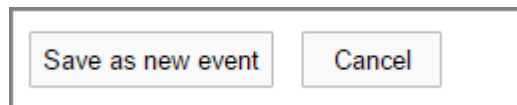
If the status shows the  icon (means this vote isn't started), after you edit this vote, you can click **Send** button to send the voting invitation or click **Save** button to save the changes.



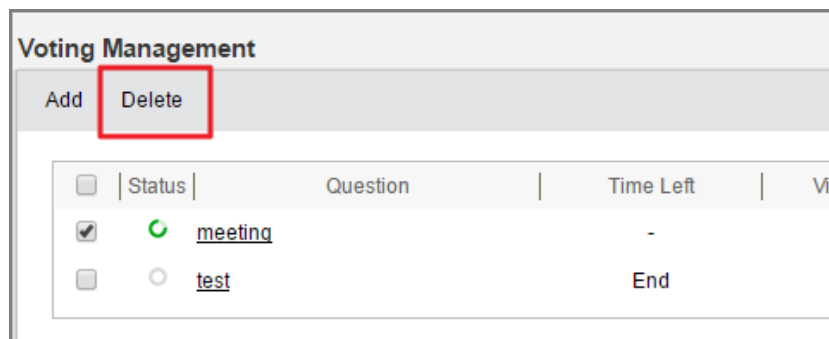
If the status shows the  icon (means this is an ongoing vote), after you edit this vote, you can click **Resend** or click **Save as new event** button.



If the status shows the  icon (means this vote is already finish), after you edit this vote, you can click **Save as new event** to start a new vote.



- How to delete the vote?
  - (1) On the left menu, click **Info Center** and select **Vote Management**.
  - (2) On the [Voting Management] page, click the vote that you intend to delete and click the **Delete** button to delete it.



- How to review the result?
  - (1) On the left menu, click **Info Center** and select **Vote Management**.
  - (2) Click the number in the View Results field and you will see the voting

result. You can also export the result as needed.

Voting Management					
Add		Delete		4 Voting event(s) 1 / 1 Page(s)	
<input type="checkbox"/>	Status	Question	Time Left	View Results	Deadline
<input type="checkbox"/>	<span style="color: green;">✔</span>	<a href="#">meeting</a>	-	<span style="border: 1px solid red; padding: 2px;">1/7</span>	Not Set
<input type="checkbox"/>	<span style="color: gray;">○</span>	<a href="#">test</a>	End	<span style="color: red;">0/5</span>	2016/01/22 17:15 (GMT+08:00)
<input type="checkbox"/>	<span style="color: gray;">○</span>	<a href="#">test</a>	End	<span style="color: red;">0/9</span>	2016/01/22 19:15 (GMT+08:00)
<input type="checkbox"/>	<span style="color: gray;">○</span>	<a href="#">Mail</a>	End	<span style="color: red;">1/1</span>	2016/01/19 18:30 (GMT+08:00)

## 9.5 How to Subscribe 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.



Board	Description	Posts
<a href="#">test</a>	test	1
<a href="#">fadsfsa</a> 	fadsfsa	2

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

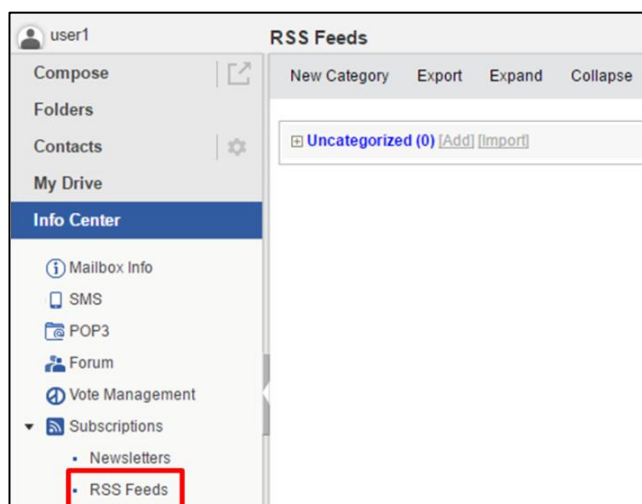
- **What is RSS?**

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.

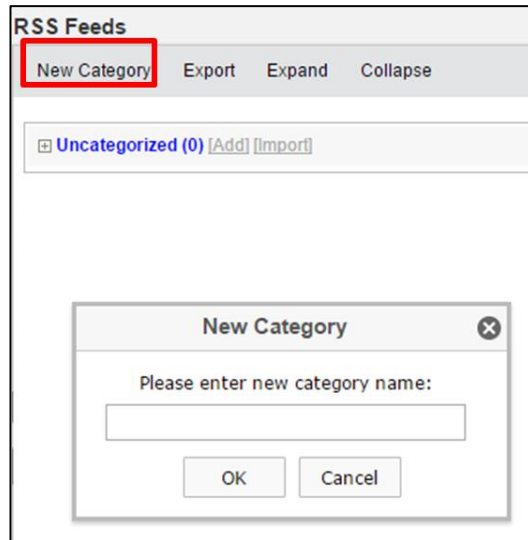
- **How to Create an RSS Category?**

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

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

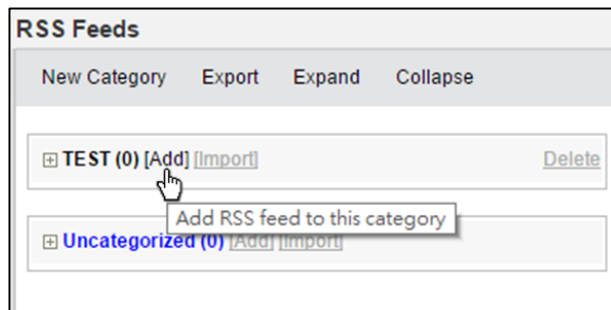


(2) Click **New Category** on the toolbar.



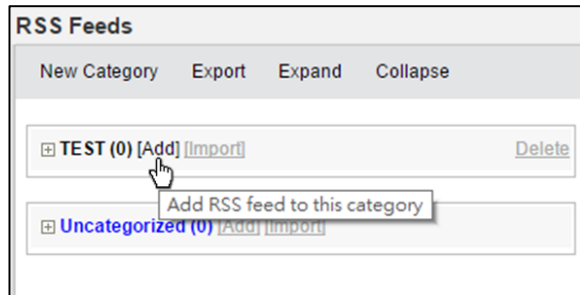
(3) In the [New Category] window that appears, enter a name for the category and then click **OK**.

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

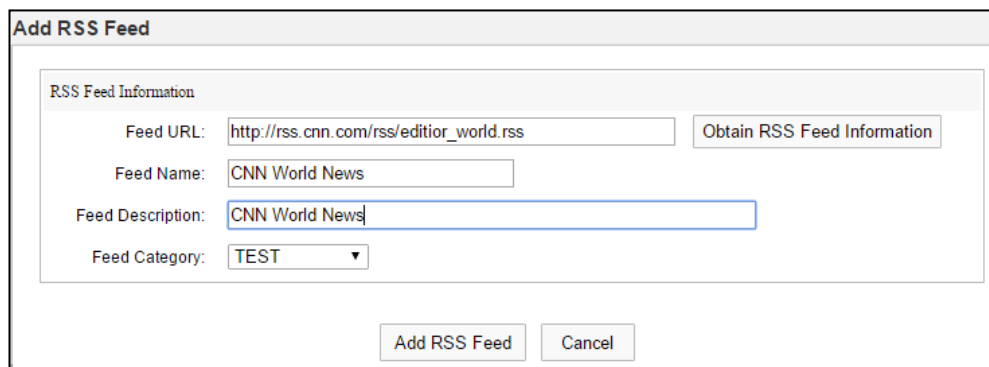


## 9.6 How to Subscribe RSS Feeds?

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



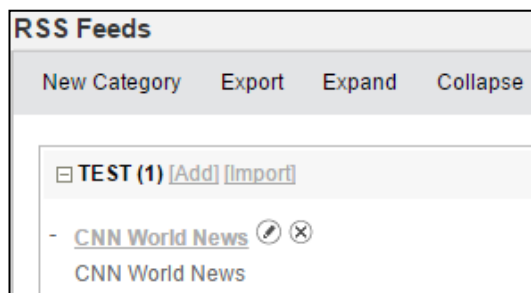
- (2) In the [Add RSS Feed] page, enter the Feed URL, name, and description. Then, click **Add RSS Feed** button.



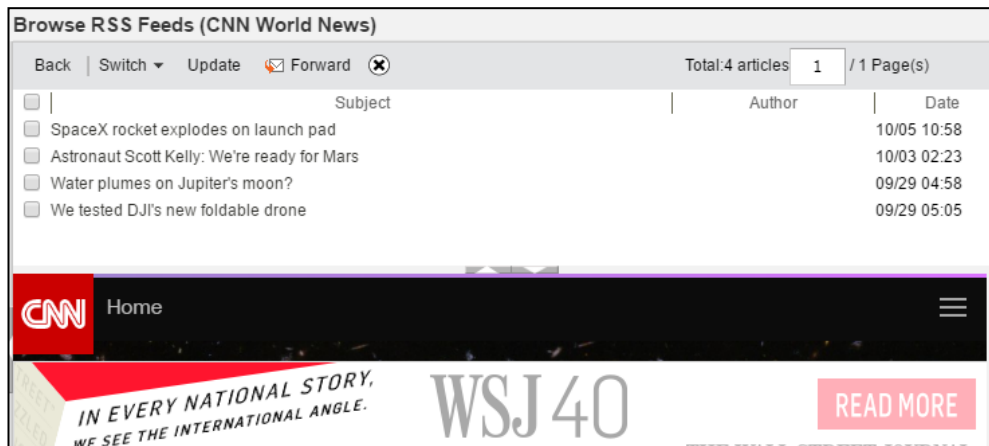
The screenshot shows the 'Add RSS Feed' form. It has a section titled 'RSS Feed Information' with the following fields: 'Feed URL' (containing 'http://rss.cnn.com/rss/editor\_world.rss'), 'Feed Name' (containing 'CNN World News'), 'Feed Description' (containing 'CNN World News'), and 'Feed Category' (a dropdown menu set to 'TEST'). There is an 'Obtain RSS Feed Information' button next to the Feed URL field. At the bottom of the form, there are 'Add RSS Feed' and 'Cancel' buttons.

### ● 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.

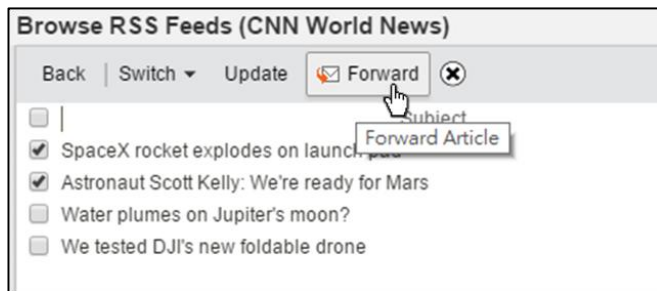


- (2) In the [Browse RSS Feed] page, all headlines of the feed are listed. Click on any of the headlines to access the content.

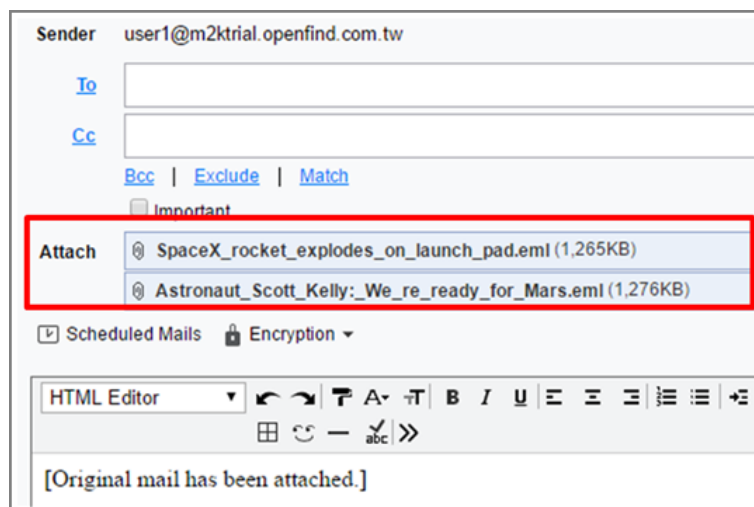


● **How to Forward RSS Feed Headlines?**

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



- (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.



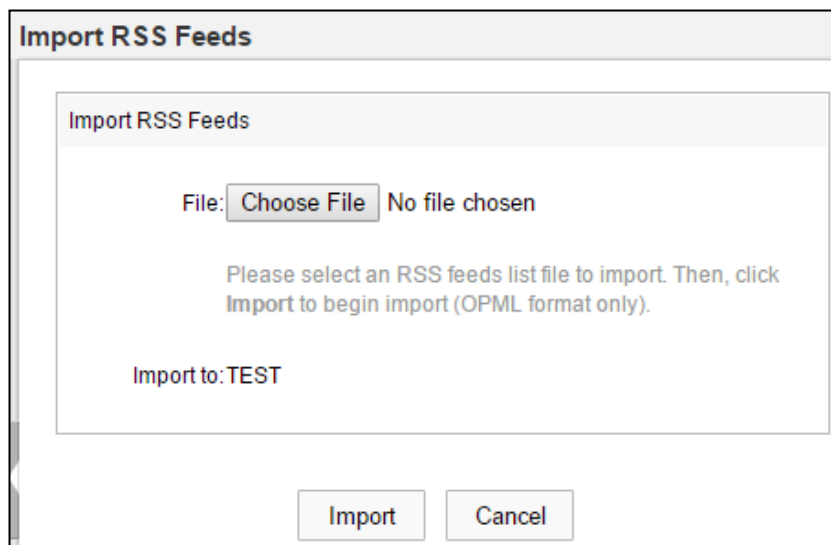
## 9.7 How to Import/Export RSS Feeds?

- **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**.

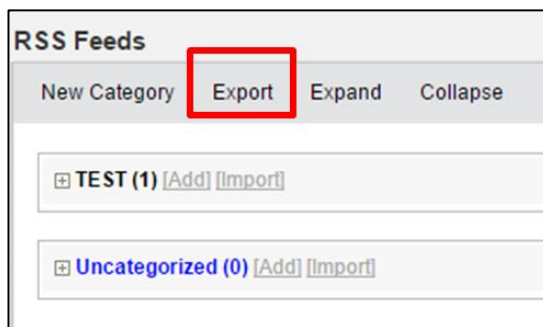


- (4) The RSS feeds will be listed. Check the feeds you intend to import and then click **Add RSS Feed**.



- **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
- **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.

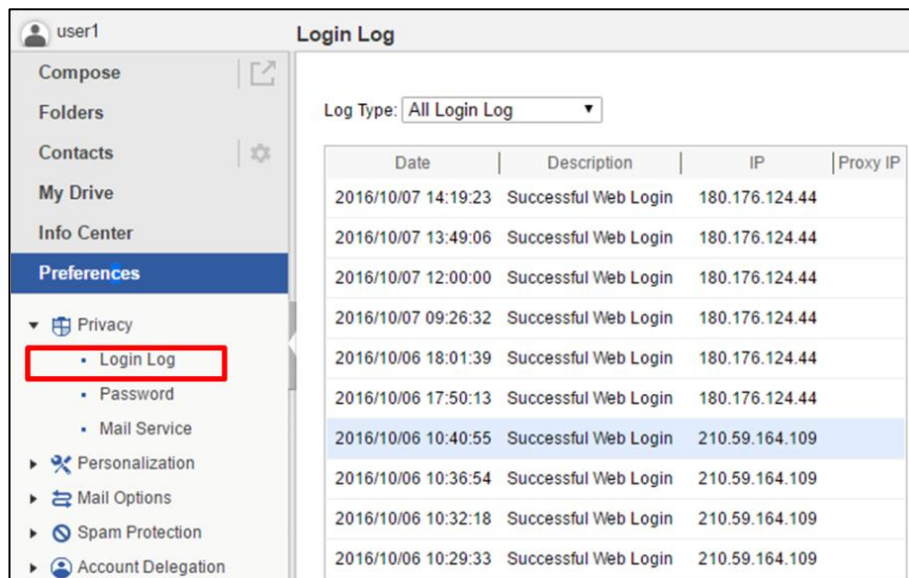
This chapter explains:

- 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 Configure User Environment?
- How to Change Theme?
- How to Create and Use Signature?
- How to Set Auto-Reply?
- How to Set Auto-Forward?
- How to use Account Delegation?
- How to Set Filters?
- How to Create/Delete/Manage Tags?
- How to Customize Left Menu?

## 10.1 How to View Login Log?

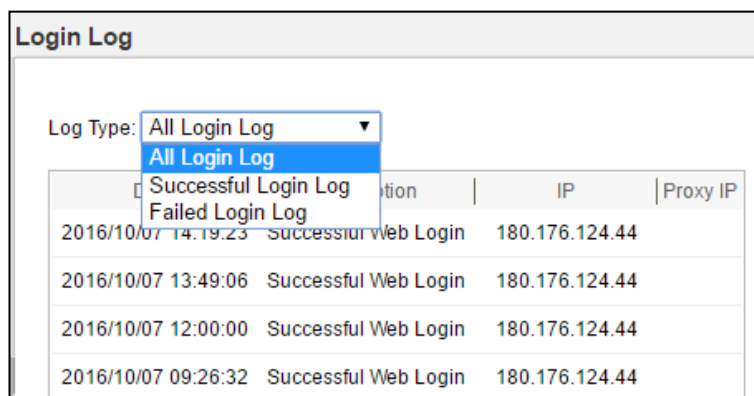
**Login Log** maintains records of your previous logins. If you find login(s) from a seldom used IP, or if you locate numerous login failures in the log, your account may have been invaded. It is recommended to change your password immediately to protect your mailbox

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



Date	Description	IP	Proxy IP
2016/10/07 14:19:23	Successful Web Login	180.176.124.44	
2016/10/07 13:49:06	Successful Web Login	180.176.124.44	
2016/10/07 12:00:00	Successful Web Login	180.176.124.44	
2016/10/07 09:26:32	Successful Web Login	180.176.124.44	
2016/10/06 18:01:39	Successful Web Login	180.176.124.44	
2016/10/06 17:50:13	Successful Web Login	180.176.124.44	
2016/10/06 10:40:55	Successful Web Login	210.59.164.109	
2016/10/06 10:36:54	Successful Web Login	210.59.164.109	
2016/10/06 10:32:18	Successful Web Login	210.59.164.109	
2016/10/06 10:29:33	Successful Web Login	210.59.164.109	

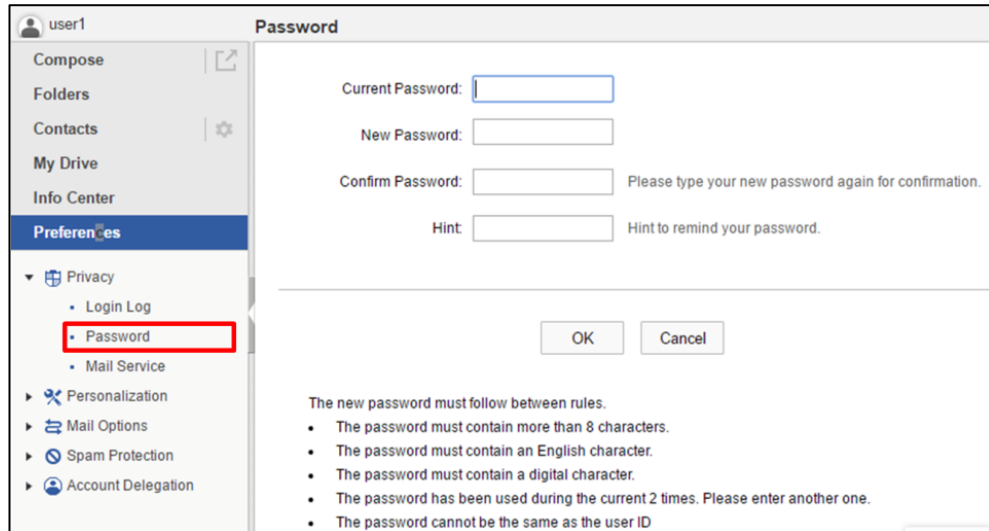
- (2) In the [Login Log] page, open the Login Type drop-down menu. You may select to view All Login Log, Successful Login Log, or Failed Login Log.



Date	Description	IP	Proxy IP
2016/10/07 14:19:23	Successful Web Login	180.176.124.44	
2016/10/07 13:49:06	Successful Web Login	180.176.124.44	
2016/10/07 12:00:00	Successful Web Login	180.176.124.44	
2016/10/07 09:26:32	Successful Web Login	180.176.124.44	

## 10.2 How to Change Password?

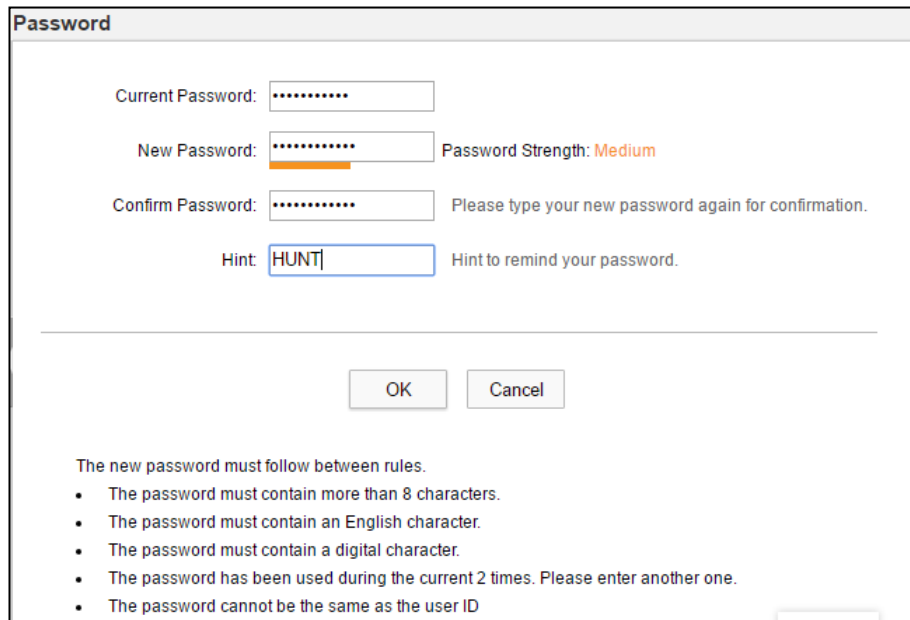
(1) On the left menu, click **Preferences**, expand **Privacy**, and select **Password**.



The screenshot shows a user interface for changing a password. On the left, a navigation menu is visible with the following items: Compose, Folders, Contacts, My Drive, Info Center, Preferences (highlighted), Privacy (expanded), Login Log, Password (highlighted with a red box), Mail Service, Personalization, Mail Options, Spam Protection, and Account Delegation. The main content area is titled "Password" and contains four input fields: "Current Password:", "New Password:", "Confirm Password:", and "Hint:". Below the "New Password:" field, there is a "Password Strength" indicator showing "Medium" in orange text. At the bottom of the main area, there are "OK" and "Cancel" buttons. A list of rules for the new password is displayed below the buttons:

- The new password must follow between rules.
- The password must contain more than 8 characters.
- The password must contain an English character.
- The password must contain a digital character.
- The password has been used during the current 2 times. Please enter another one.
- The password cannot be the same as the user ID

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



This screenshot shows the same "Password" change interface as the previous one, but with the password fields filled with dots. The "New Password:" field has an orange underline, and the "Password Strength" indicator is now "Medium" in orange text. The "Hint:" field contains the text "HUNT". The "OK" and "Cancel" buttons are still present at the bottom. The list of rules for the new password is also visible at the bottom:

- The new password must follow between rules.
- The password must contain more than 8 characters.
- The password must contain an English character.
- The password must contain a digital character.
- The password has been used during the current 2 times. Please enter another one.
- The password cannot be the same as the user ID

### **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

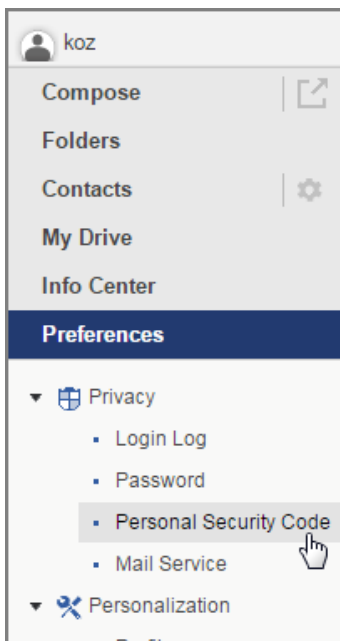
For example: If the password strength is set to **strong**, the length of password is required at least 8 characters and the password satisfies at least three of these conditions:

- lowercase (a~z)
- Uppercase (A~Z)
- Digital Characters (0~9)
- Symbols (“,!@#)

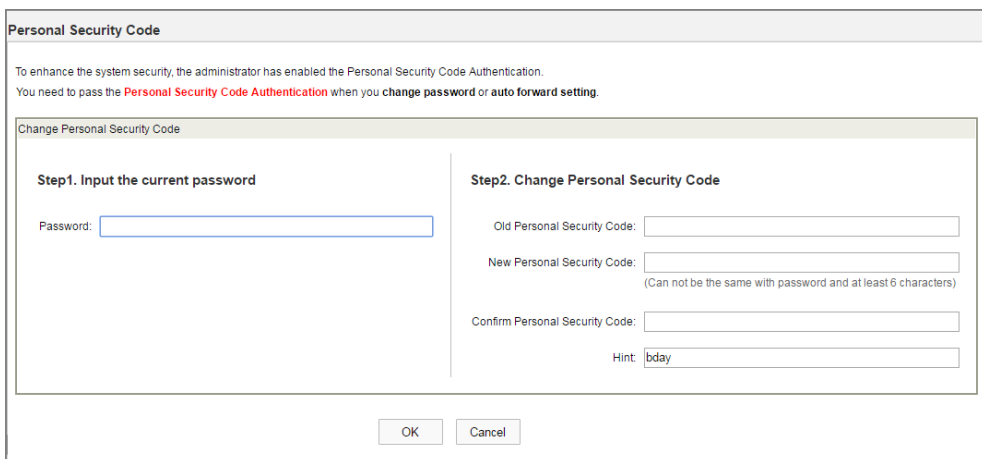
### 10.3 How to Create Personal Security Code?

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**.

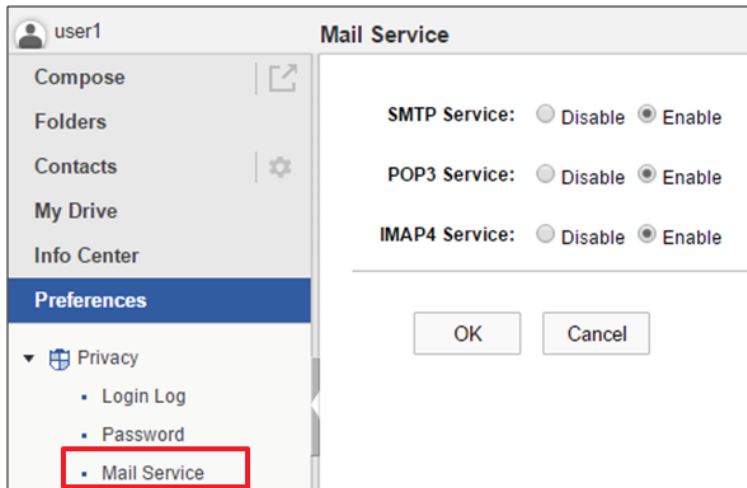


- (2) Input the Password first, then input the relative data of Personal Security Code, and click **OK**.

A screenshot of a dialog box titled 'Personal Security Code'. The dialog contains the following text: '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, there is a section titled 'Change Personal Security Code' which 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. Change Personal Security Code' and contains three text input fields: 'Old Personal Security Code:', 'New Personal Security Code:', and 'Confirm Personal Security Code:'. Below the 'New Personal Security Code' field, there is a note: '(Can not be the same with password and at least 6 characters)'. At the bottom of the right column, there is a 'Hint:' label followed by a text input field containing the value 'bday'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

## 10.4 How to Set Mail Service?

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



(2) Disable the function you do not need and click **OK**.



## 10.5 How to Create/Edit Personal Profile?

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

The screenshot shows the 'Edit Profile' interface. On the left, a sidebar menu is visible with 'Preferences' highlighted. Under 'Preferences', 'Personalization' is expanded, and 'Profile' is selected. The main area displays the 'Profile' form with the following fields:

- Account: user1
- Last Name:
- First Name:
- Email: user1@m2ktrial.openfind.com.tw
- Photo:  (Please enter the URL, and picture recommended size would be 80x90 pixels.)
- IM: Others
- Mobile Number:
- Gender:  Male  Female  Not specified
- Birth Date: Not selected
- Blood Type: Reserved


- (2) In the [Edit Profile] page, enter or edit your personal information. Then, click **Edit** button.

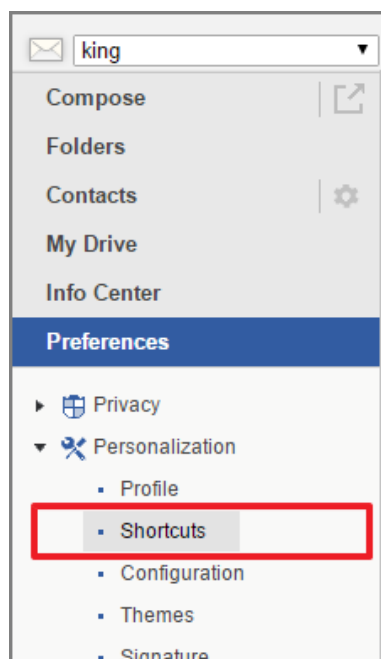
This screenshot shows the 'Edit Profile' page with the form fields. A placeholder image of a man and a woman is visible on the right side of the form. The fields are:

- Account: user1
- Last Name:
- First Name:
- Email: user1@m2ktrial.openfind.com.tw
- Photo:  (Please enter the URL, and picture recommended size would be 80x90 pixels.)
- IM: Others
- Mobile Number:
- Gender:  Male  Female  Not specified
- Birth Date: Not selected

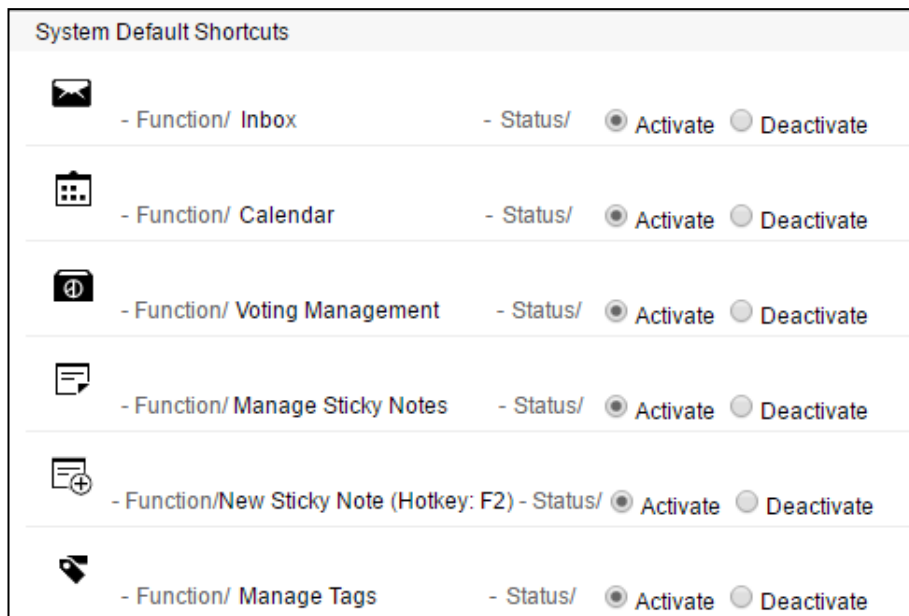
## 10.6 How to Customize Shortcuts?

To enable each user to quickly access frequently used functions, the system features the **Shortcuts** customization. Users may set up to 8 shortcuts to link to frequently used functions or web pages, saving time and facilitating navigation.

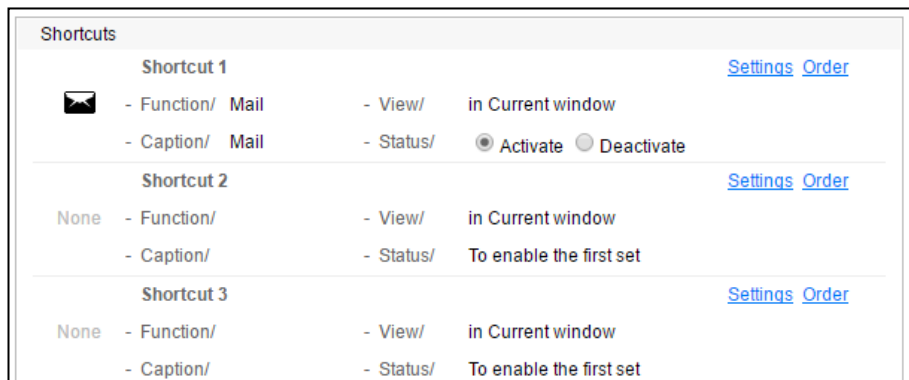
- (1) On the left menu, click **Preferences**, expand **Personalization**, and select **Shortcuts**. You can also click the  icon to do the settings.



- (2) In the [Shortcuts] page, 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.

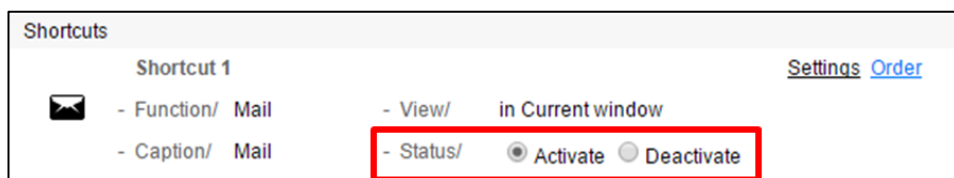


(3) Users can select the functions they want and put it on the shortcuts. Click **Settings** to go to shortcuts setting page.



(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**.



- How to Edit the Order of the Shortcuts?

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

- (2) Click the **Order** button, and select Move Up, Move Down, Move to Top, or Move to Bottom to edit the order of the shortcuts.

The screenshot shows a window titled "Shortcuts" with three entries:

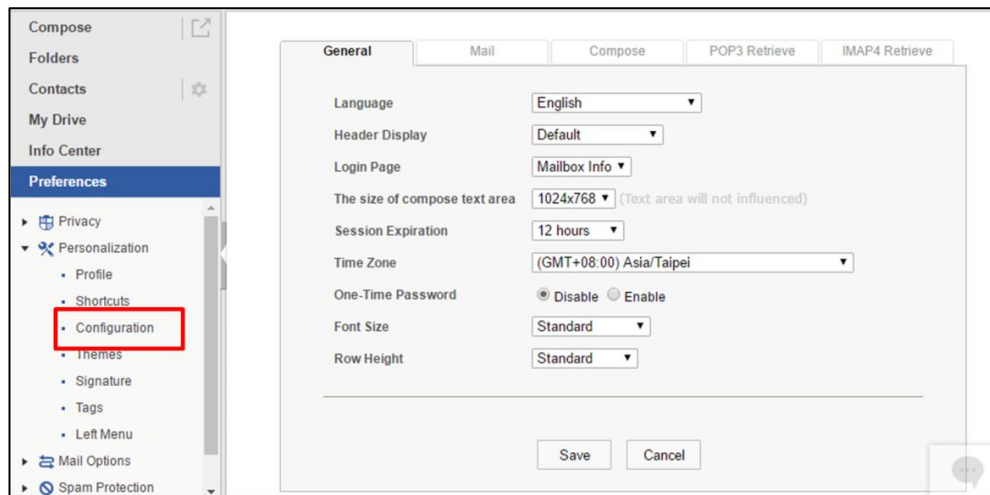
- Shortcut 1**: Function/ None, Caption/ None, View/ in Current window, Status/ To enable the first set. Links: Settings, Order.
- Shortcut 2**: Function/ Mail (with envelope icon), Caption/ Mail, View/ in Current window, Status/ Activate (selected) / Deactivate. Links: Settings, Order.
- Shortcut 3**: Function/ None, Caption/ None, View/ in Current window, Status/ To enable the first set. Link: Settings.

An "Order" dropdown menu is open over the "Order" link of Shortcut 2, containing the following options: Move Up, Move Down, Move to Top, Move to Bottom, and Cancel.

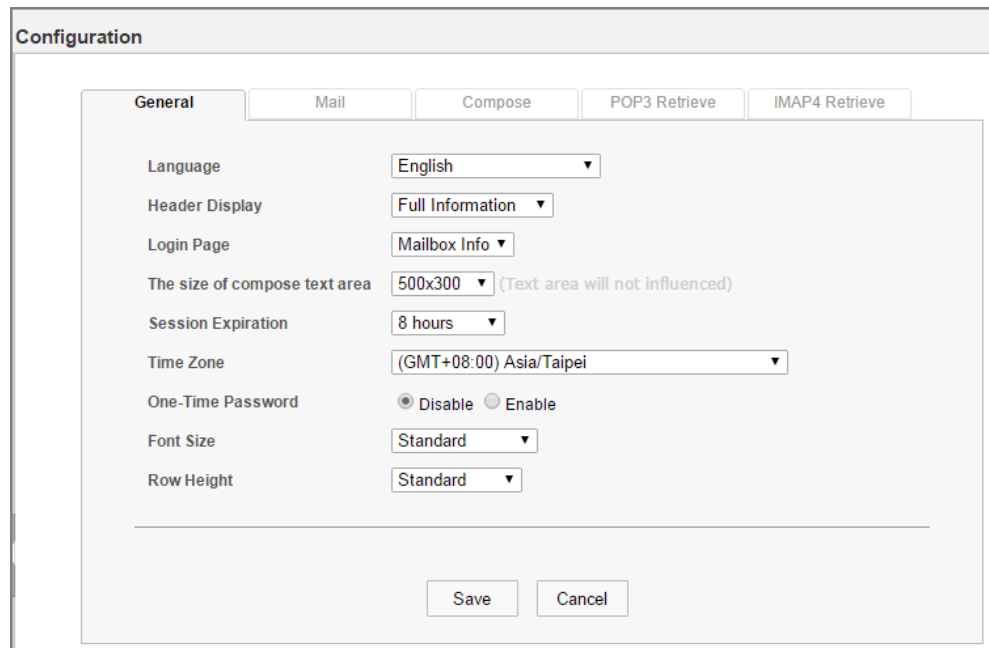
## 10.7 How to Configure User Environment?

As each user has different needs for his/her mailbox, the system 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.
- One-Time Password: Disable or enable one-time password function.
- Font Size: Select the font size in your mailbox.
- Row Height: Select the row height of you mail list.

(3) Click the **Mail** tab for advanced settings. When finished, click **Save** to save the settings.

**Configuration**

General **Mail** Compose POP3 Retrieve IMAP4 Retrieve

Pane Mode  Horizontal Split  Vertical Split  Full Page

Auto-Preview  Disable  Enable

Default Reading View HTML

Block External Images Only Block in Spam

Block Inline Images

Block Unread Mails Only

Block Unknown Senders Only

Mail And Attachments List Number of Mails Per Page: 50 Mail(s)

Display after Delete After Delete Next

Auto-Retrieve POP3 Login Do not retrieve POP3 mails on login

Empty Recycle Bin Logout Do not delete mails in Recycle Bin on logout

New Mail Notification 5 Minutes

Folder Sorting  Manual  Auto (The folder order will change and cannot recover after switching to Auto.)

Save Cancel

- Pane Mode: Select pane layout (Horizontal Split/Vertical Split/Full Page).
- Auto-Preview: Automatically preview mails upon entering [Inbox] or other mail folders.
- Block External Images: Select the rule of blocking images in mails.
- Mail And Attachment List: Select the number of mails to display per page.
- Display after Delete: Select the action after deleting the mails.
- Auto-Retrieve POP3: Select the rule of auto retrieve POP3 mails when you log in.

- 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 'Configuration' dialog box with the 'Compose' tab selected. The settings are as follows:

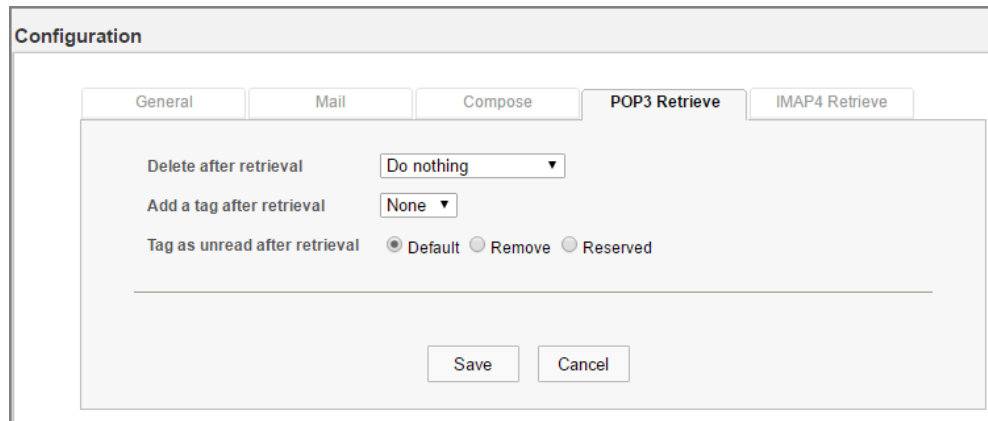
- Editor: Default HTML
- Copy Sent Mail:  Enable
- Send and Delete Draft:  Enable
- Request Read Receipt:  Disable
- Outgoing Name: user
- Outgoing Email: user@pctest.openfind.com.tw
- Reply Settings: Append Original Mail
- Quote Symbol: > (Sets the character used to quote the original mail when replying)
- Attach vCard:  Disable
- Forward .eml Mails Inline:  Enable

Buttons: Save, Cancel

- 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: Set to append the original mail content or not when replying mails.
- Quote Symbol: Set the character used to quote the original mail when replying mails.

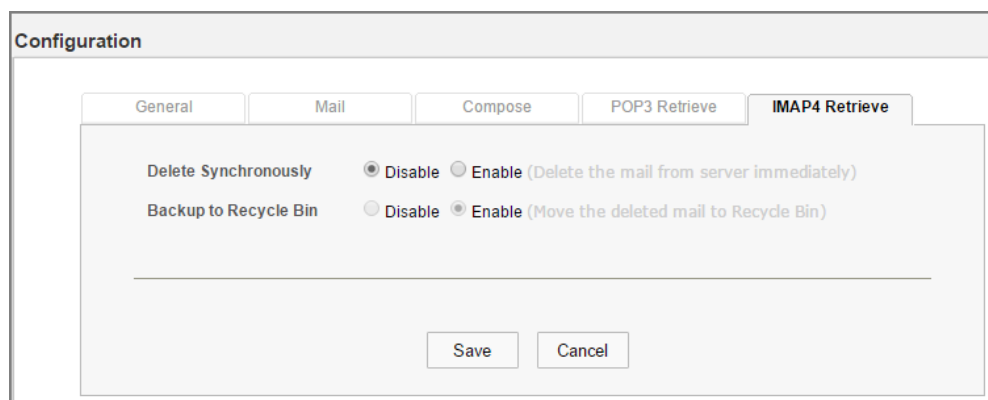
- Attach vCard: Attach the vCard when sending the mail.
- Forward .eml Mails Inline: Open the .eml attachment in reading pane when forwarding the email.

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



- 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.

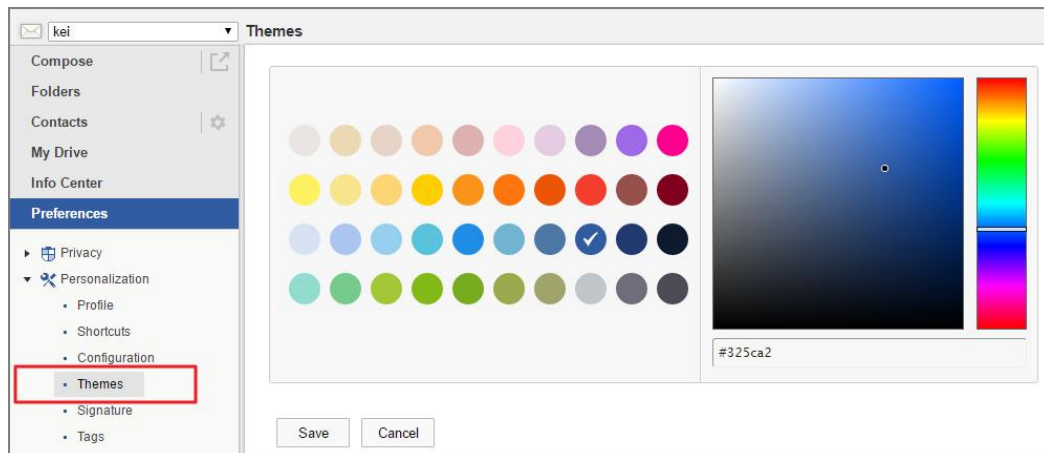


- Delete Synchronously: When you delete the mail, you also want to delete it from the server immediately or not.

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

## 10.8 How to Change Theme?

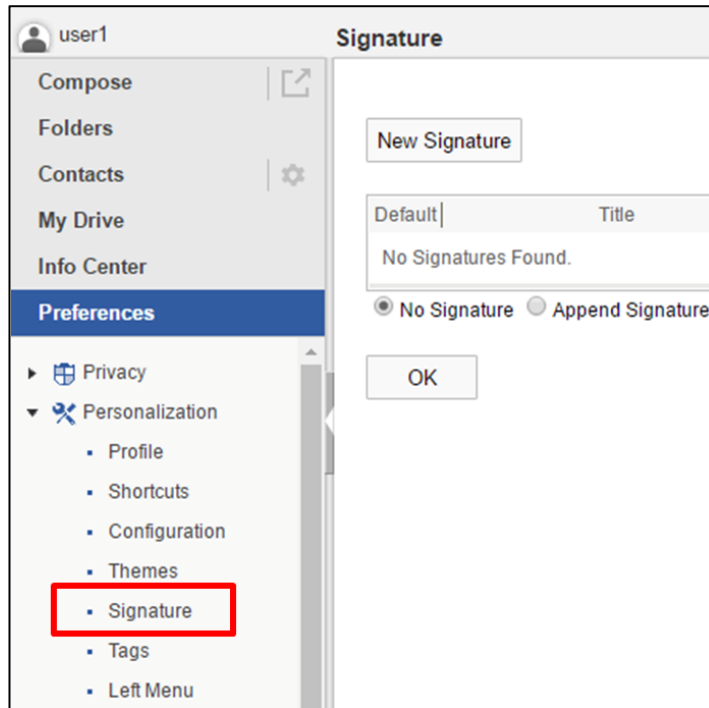
System provides different themes to users. Click **Preference** on the left menu, expand **Personalization** and click **themes** to the theme setting page. Users can choose different themes they want in this setting page.



## 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 [Add Signature] page, enter your signature title and edit your signature.

**Edit Signature**

Add signature to your outgoing mails.

Signature Title:

HTML Editor

TEST ONE TWO THREE  
TEL: 123456

(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.

In the [Signature] page, there are three options of using signature.

New Signature

Default	Title	Format	Size	Edit	Delete
<input type="radio"/>	TEST	HTML	252		

No Signature
  Append Signature
  Insert signature while composing

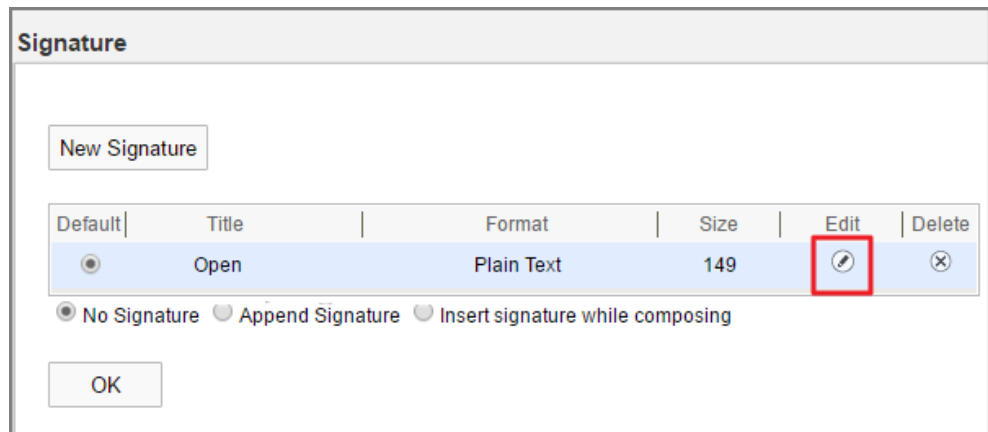
OK

- No Signature: The system will not add the signature to mails when you send or compose them.
- Append Signature: the system will add the signature to every mail when you send them.
- Insert signature while composing: when you composing mail, system will automatically insert the signature to your content.

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


● **How to Edit Signature**

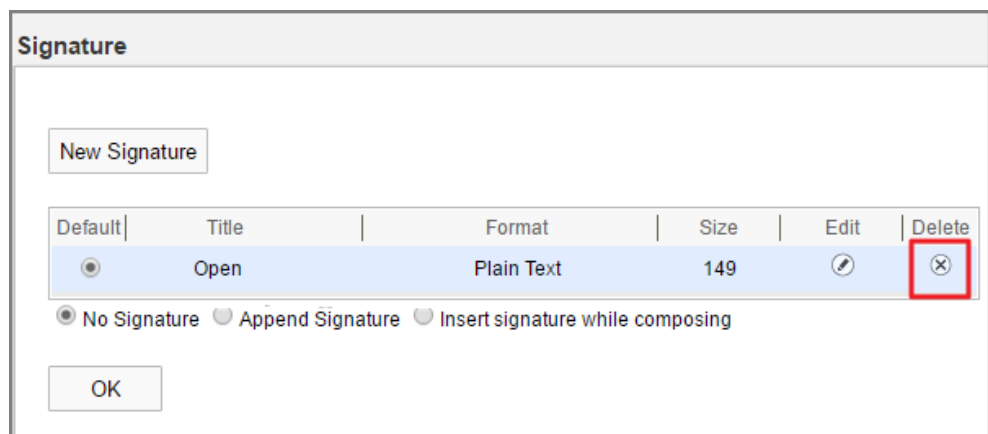
(1) You can click the button to edit the signature.



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

● **How to Delete Signature?**

(1) Click the  button to delete the signature.

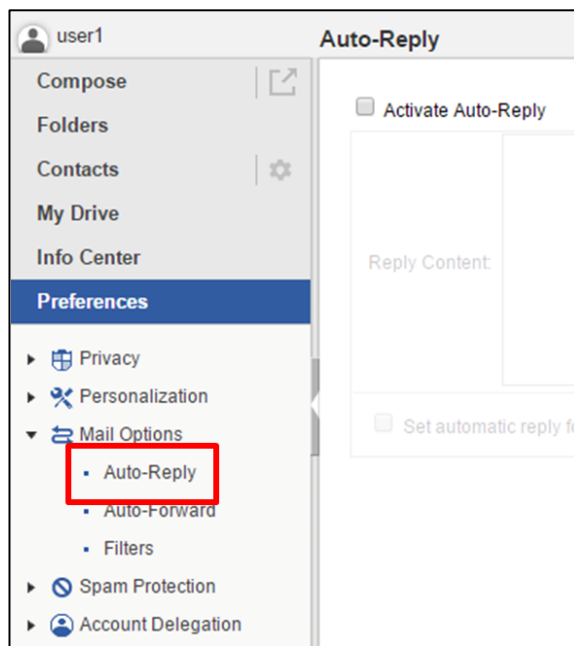


(2) In the confirmation window that appears, click **OK**.

## 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.

**Auto-Reply**

Activate Auto-Reply

Reply Content: I will be back in the office on 15th Oct.  
Please contact my coworker Mike.

Set automatic reply for specified period (GMT+08:00) Asia/Taipei

Daily Weekly Custom

2016/10/19 16:59 ~ 2016/10/20 16:59

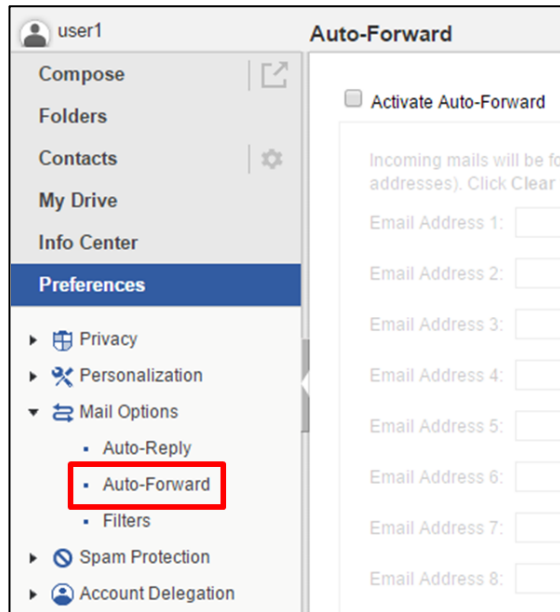
OK Cancel

- (3) Click **OK** to save settings.
- (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).

- (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.

**Auto-Forward**

Activate Auto-Forward

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

Set automatic forwarding for specified period (GMT-05:00) America/New\_York

Daily    Weekly    Custom

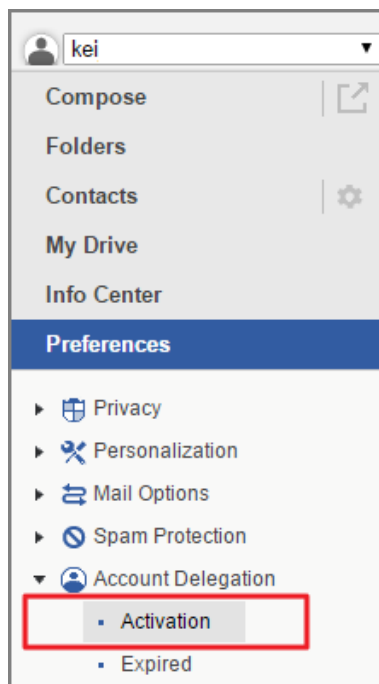
2016/10/24 02:17 ~ 2016/10/25 02:17

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

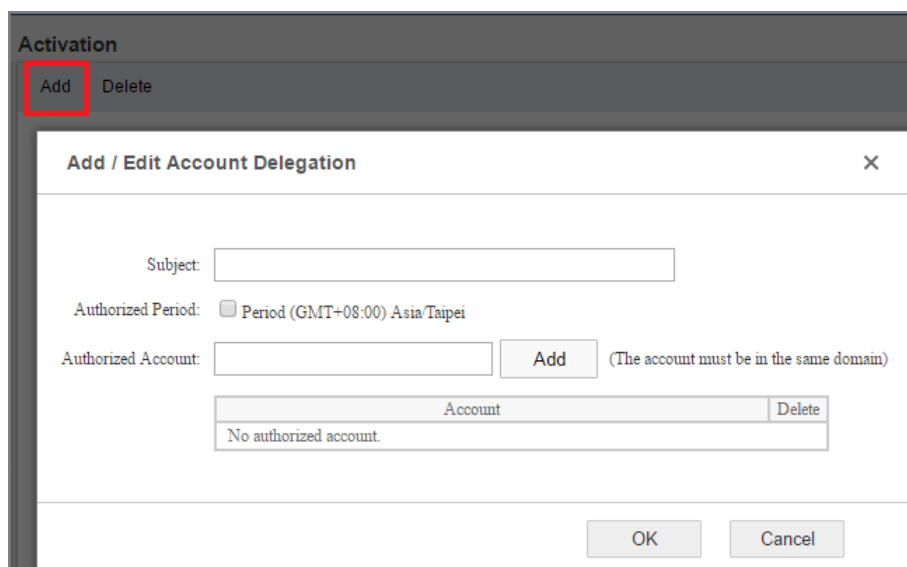
## 10.12 How to use Account Delegation?

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.

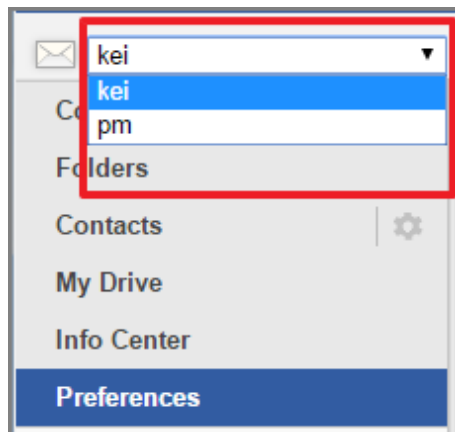


(3) You can edit the delegation rule by click the subject.

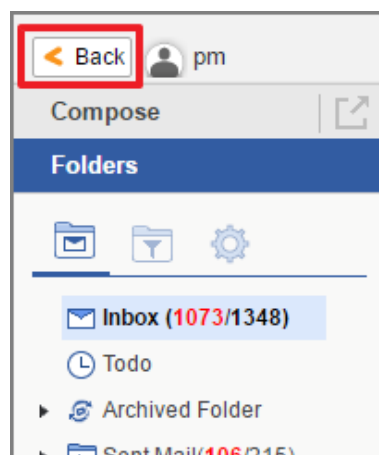
Status	Subject	Period	Authorized Account	Last Login Time / Account	Login (time)
<input type="checkbox"/>	<a href="#">account delegation</a>	All the time	zue		<a href="#">0</a>

● How to login the account which 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?

You can see the login times in the **Login** column, and you can see the login record by click the number.

**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	zue	2016/10/19 18:11 by zue	2

**Log Records** X

Subject: account delegation

Authorized Period: All the time

Activation Date: 2016/10/19 18:05

Expiration Date: Ongoing

Total: 2

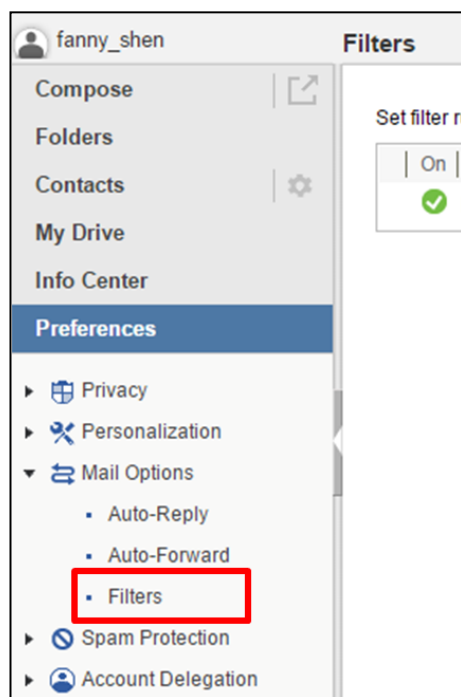
Account	Login Date	Logout Date	Last Used Time
zue	2016/10/19 18:11	2016/10/19 18:11	2016/10/19 18:11
zue	2016/10/19 18:10	2016/10/19 18:10	2016/10/19 18:10

## 10.13 How to Set Filters?

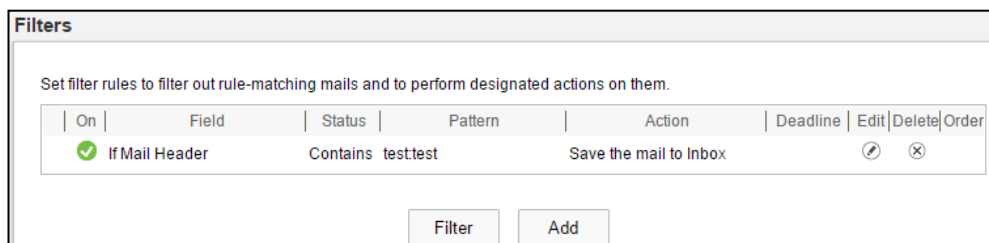
With **Filters**, you can establish a set of filter rules to manage and categorize your incoming messages based on their subject content, size, sender and/or other user-specified fields. For example, you can set Filters to automatically categorize those incoming mails whose subject contains the keyword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



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

On
  Manual
  Close

Set Filters

Match All
  Match Any

Subject  Contains

When meet the filter rules, let the mails

Move mails to  Inbox

Filter Reasons

Filter on Specified Interval

### Notes

- When you select Attachment Size condition, the system will filter all the attachments in the all mails.
  - The Content condition includes the signature appended to the mail; the Attachment Name and the Attachment Size conditions include the vCard attached to the mail.
  - The size unit for mails and attachments is "byte". You can enter a number + "k", or a number + "m" (e.g. 100 = 100 bytes, 100k = 100\*1024 bytes, 100m = 100\*1048576 bytes)
  - You can create a new folder for the filtered files.
- (4) To apply the filter on specified time interval, click the **Filter on Specified Interval** and specify the interval.

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

Daily
  Weekly
  Custom

2016/10/19 18:24 ~ 2016/10/20 18:24






- (5) Click **OK** to save settings.

### ● How to Edit/Delete or Change the Order of the Filter?

Filters

Set filter rules to filter out rule-matching mails and to perform designated actions on them.

On	Field	Status	Pattern	Action	Deadline	Edit	Delete	Order
<input checked="" type="checkbox"/>	If Subject	Contains	DVD	Save the mail to DVD		<input checked="" type="checkbox"/>	<input type="checkbox"/>	↑↓
<input checked="" type="checkbox"/>	If Subject	Contains	LifeType	Save the mail to Blog		<input checked="" type="checkbox"/>	<input type="checkbox"/>	↑↓

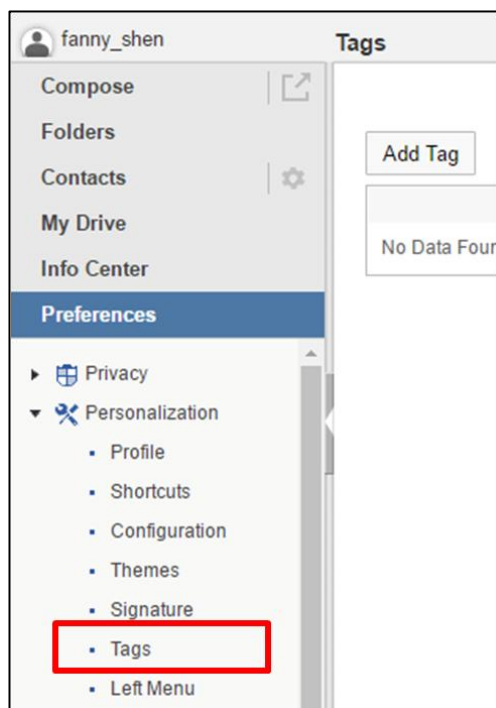
- (1) You can edit the filter by click the  icon.
- (2) You can delete the filter by click the  icon.
- (3) You can enable/disable the filter by click the  /  icon.
- (4) If you have multiple filter rules, the upper rule will be process first. You can change the order by click the  icon.

## 10.14 How to Create/Delete/Manage Tags?

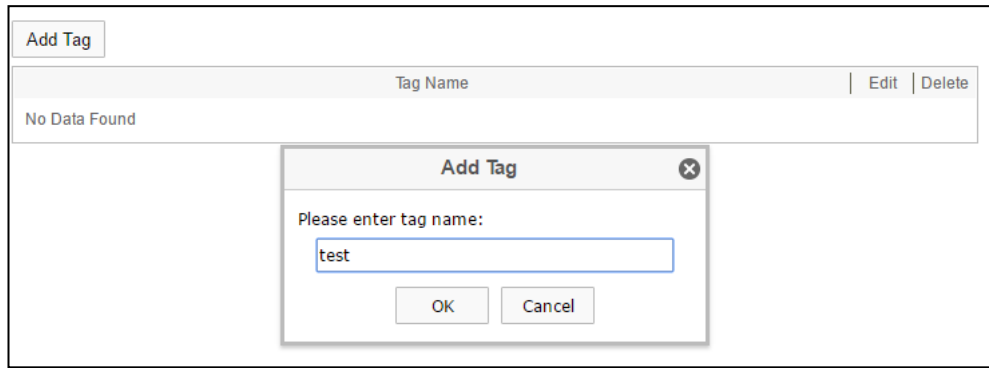
The **Tags** feature offers content-based categorization. Users may assign tags to mails, files, sticky notes and contacts with user-specified terms. In contrast to the rigid hierarchical categories, tagging enables multiple, overlapping associations that make the navigation of information increasingly 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 name 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.



- **How to Browse All Items Associated with a Tag?**

(1) In the [Tags] page, click on the name of the tag.



Or, when previewing/reading a mail/file/sticky note/contact, click the name of the tag.

From: fanny\_shen <fanny\_shen@m2ktrial.openfind.com.tw>  
 Subject: testest  
 Date: Thu, 06 Oct 2016 12:00:00  
 Tag: test

TODAY IS **NEW DAY**  
[Show all items using this tag](#)

- (2) All the mails, files, sticky notes, and contacts associated with the tag will be listed.

**Items Associated with Tag "test"**

Mails List

Folders	Subject	From	Date	Size
Inbox	<a href="#">test1111</a>	fanny_shen	16/10/07 15:25	1 K
Inbox	<a href="#">testest</a>	fanny_shen	16/10/06 20:00	1 K
Total Mails				2 mails / 2 K

[Back](#)

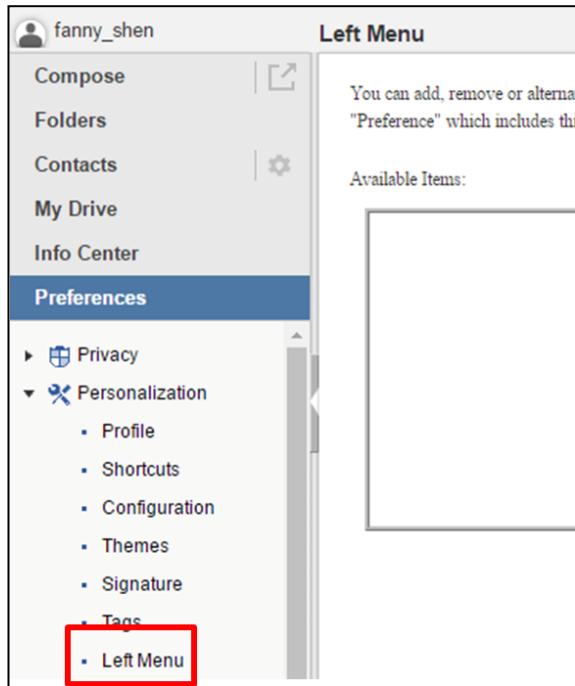
Contacts

Contacts	Type	Nickname	Mailbox
No Data Found			

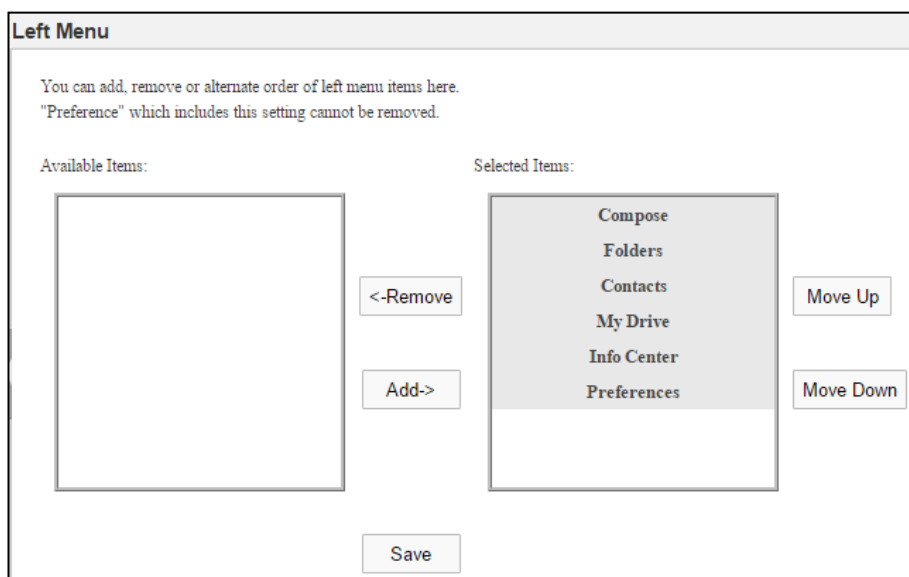
[Back](#)

## 10.15 How to Customize Left Menu?

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



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



- (3) Click **Save** to save the settings.

# 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.


This chapter explains:

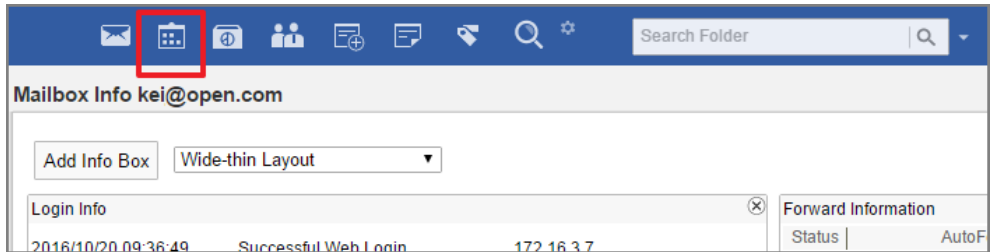
- How to Personalize Your Calendar?
- How to View Your Calendar?
- How to Schedule Events?
- How to Add Event from Mails?
- How to Send Event Invitation?
- How to View the Reply Status?
- How to Use Public Calendar?
- How to Export or Import the Calendar?
- How to Share Calendar?
- How to Subscribe to External Calendars?
- How to Use Meeting Schedule?
- How to Share a calendar by publishing it to a web page?
- How to Synchronize Calendar with Mobile Phone?
- Synchronize Calendar with Mobile Phone Using QR Code
- How to Read or Synchronize Calendar using other Platform?
- How to Add/Edit/Delete the Todo Tasks?



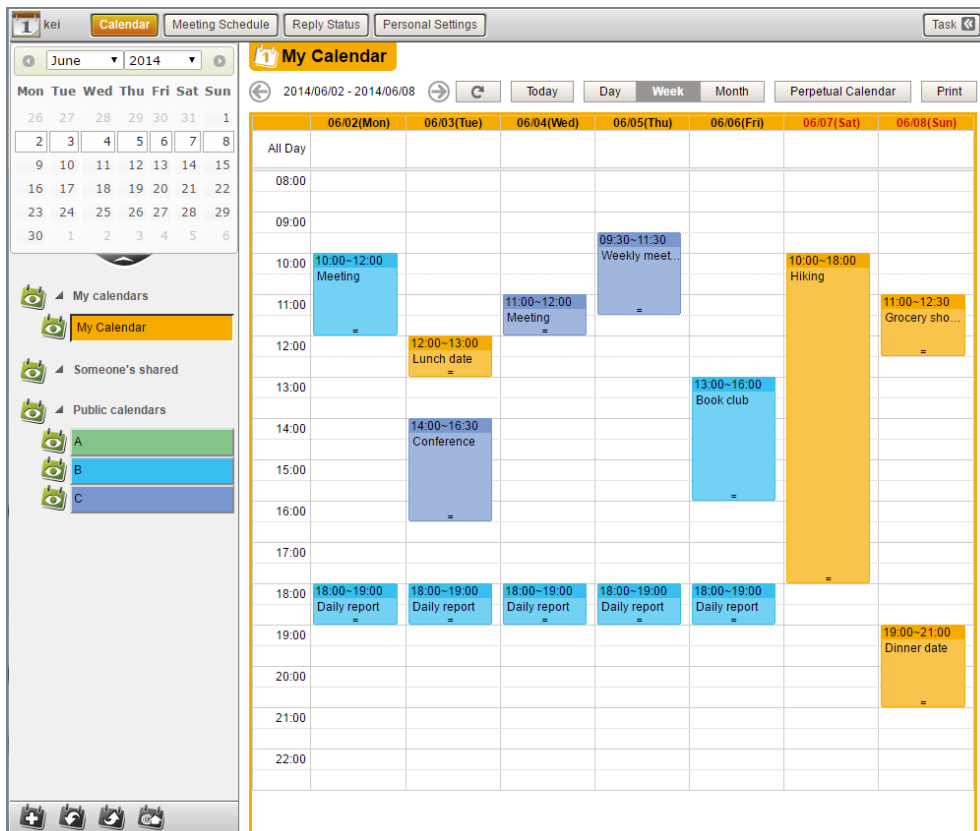
## 11.1 How to Personalize Your Calendar?

- How to Use Mail2000 Calendar?

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



(2) The Calendar preview:

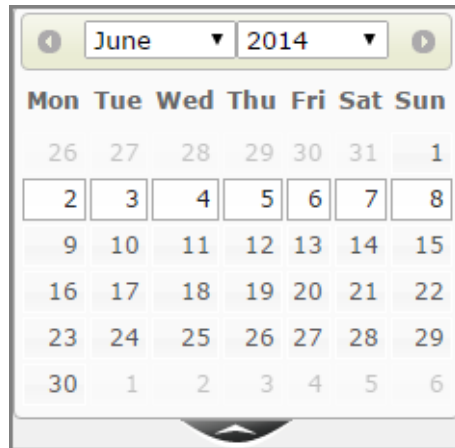


- Calendar User Interface Layout

(1) Mini Calendar:


Display 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 publish to specific groups.
- Add/Import/Export/Publish Calendar(s): Users can

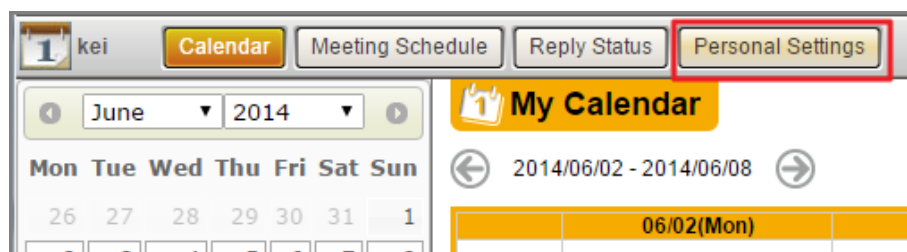
add/import/export/publish calendar(s) by click the  button in the left down corner.

(3) Main Calendar Content: 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, Reply Status, Personal Settings and 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**      Not display ▼

---

**Lunar calendar**       Display lunar calendar

---

**Meeting Schedule**

**Main scheduling calendar** My Calendar ▼

**Privacy Status**      Not publish ▼

---

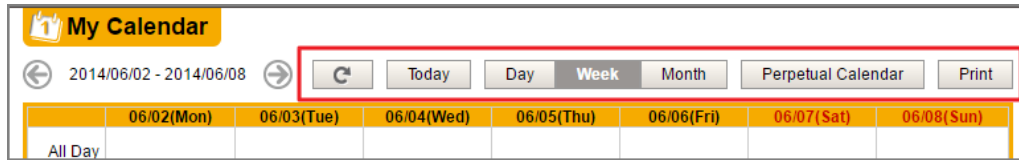
OK   Cancel

- **Default display:** Select the default display for your calendar (Daily/Weekly/Monthly/Yearly).
- **Week starts on:** Set the first day of the week.
- **Day view period:** Set the beginning and end of your day.
- **Display Holidays:** Not display Taiwan's holiday.
- **Lunar calendar:** Display lunar calendar.
- **Main scheduling calendar:** Select a calendar as the main calendar for Meeting Schedule.
- **Privacy Status:**
  - ▶ **Not publish:** No one can see your calendar besides yourself.
  - ▶ **Publish the status:** Viewers can only know when you are occupied.
  - ▶ **Publish all:** Viewers can read all the details of your event.


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

## 11.2 How to View Your Calendar?

The system provides different calendar views to users. You can change the view by click the button on the upper right side of the window.



- Refresh

Click the  button to update the latest information.

- Today

Display today's calendar.

- Week

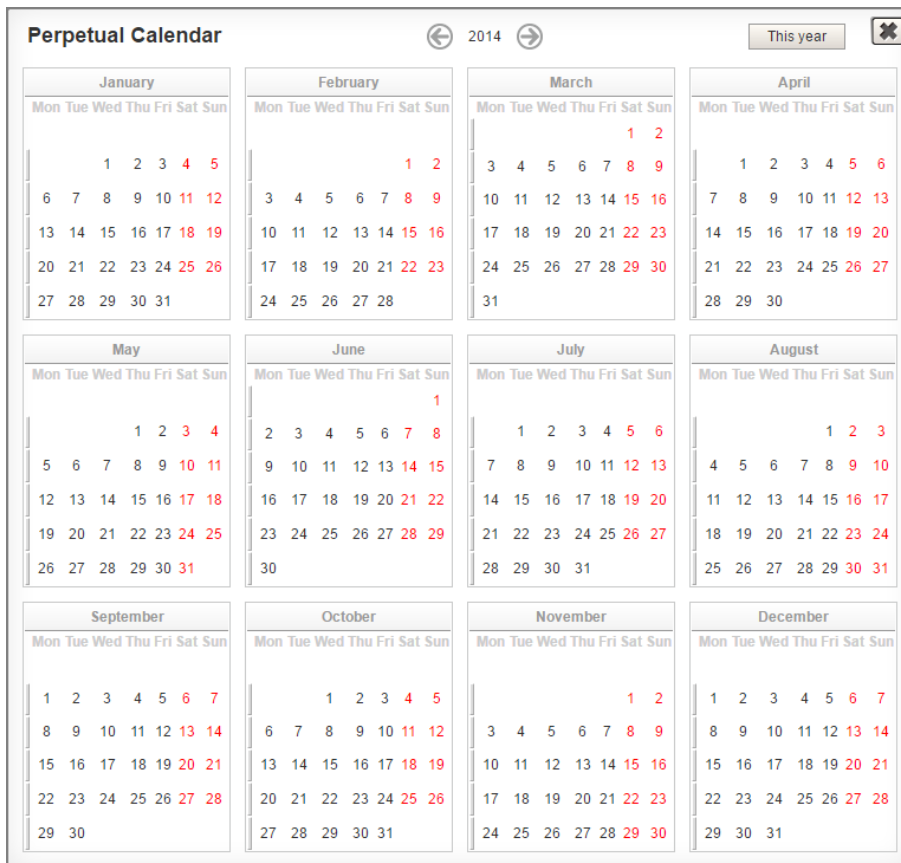
Display calendar by weekly.

- Monthly

Display calendar by monthly.

- Perpetual Calendar



Perpetual Calendar will display the whole year calendar. You can select certain day to view the calendar on that day.





- **Print**

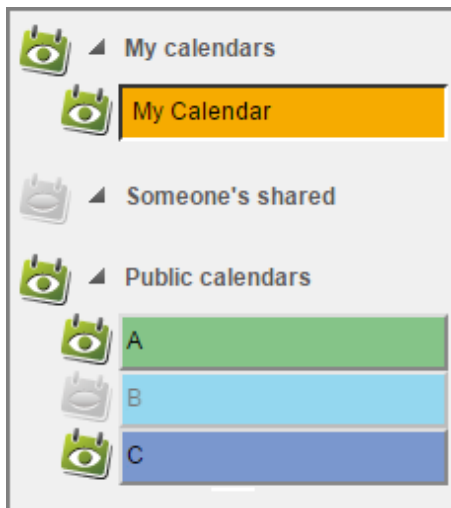
Click **Print** button to print the current calendar.



- **Calendar Visibility**

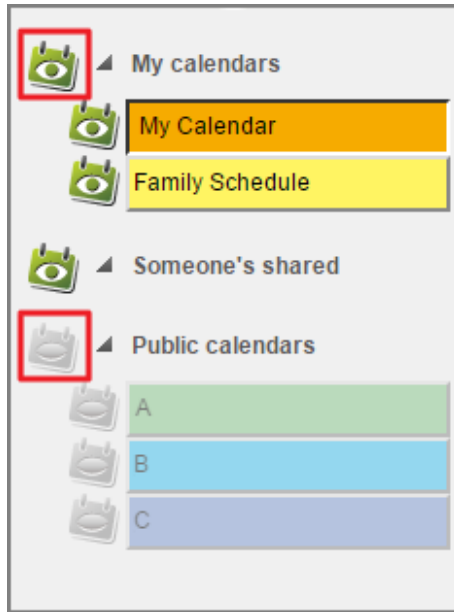
On the left menu, you can decide which calendar you want to display. Click the  icon or the  icon to display or hide the calendar.

 : Displayed the Calendar

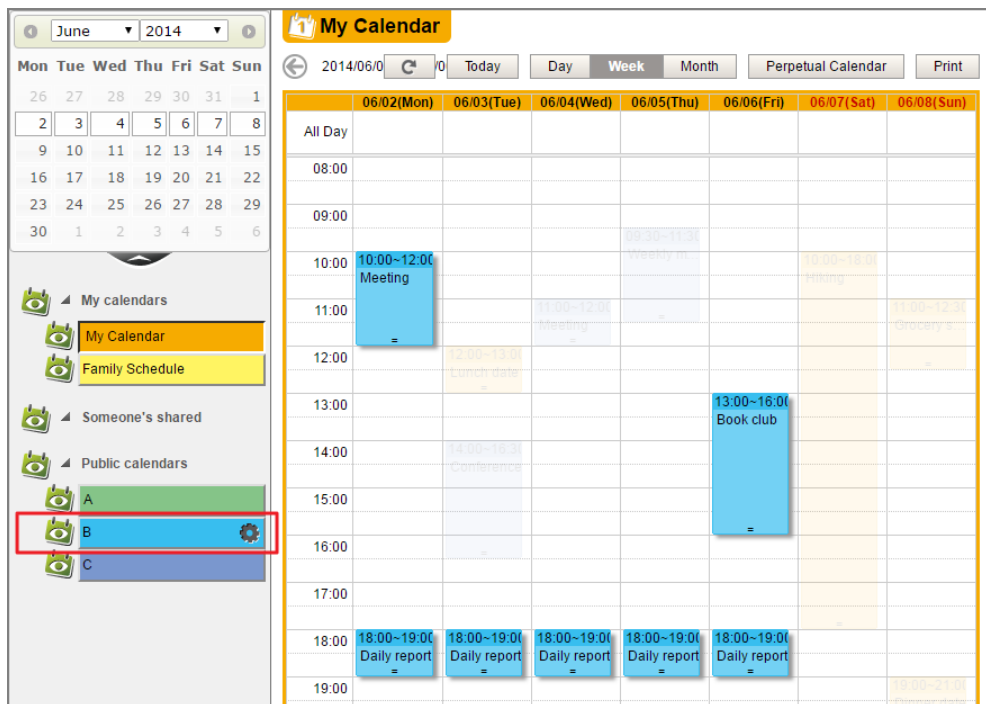
 : Hidden the Calendar



You can also click the  icon or the  icon on the on the first layer, and it will change the visibility of the second layer.



Or you can mouse over on the calendar you want to look at, and the calendar will be displayed.

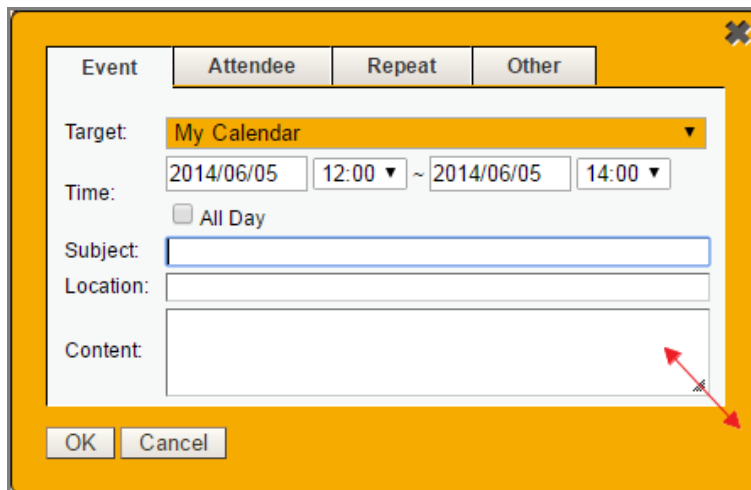


### 11.3 How to Schedule Events?

- (1) In the calendar page, select or click the date and time you want to schedule an event. After that, you will see the new event page.
- (2) In the new event page, you can set event, attendee, repeat and other settings.
  - Event
    - ◆ Target: Add the event to the selected calendar..
    - ◆ Subject: What the event is about.
    - ◆ Time: Set the start and end times. If you check the All day box, the event shows as a all day event
    - ◆ Location: Where this event will be held.
    - ◆ Content: Detailed information.

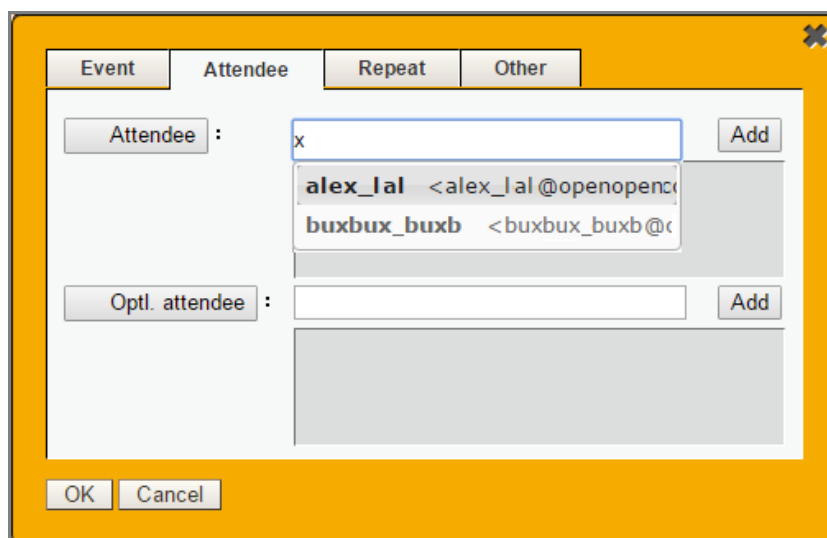
The screenshot shows a dialog box titled "Event" with a yellow background and a close button in the top right corner. The dialog has four tabs: "Event", "Attendee", "Repeat", and "Other". The "Event" tab is selected. The "Target" field is a dropdown menu showing "My Calendar". The "Time" field consists of two date-time pairs: "2014/06/05 12:00" and "2014/06/05 14:00", separated by a tilde (~). Below the time fields is an "All Day" checkbox, which is currently unchecked. The "Subject" field is a text input box. The "Location" field is a text input box. The "Content" field is a text area. At the bottom of the dialog are "OK" and "Cancel" buttons.

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




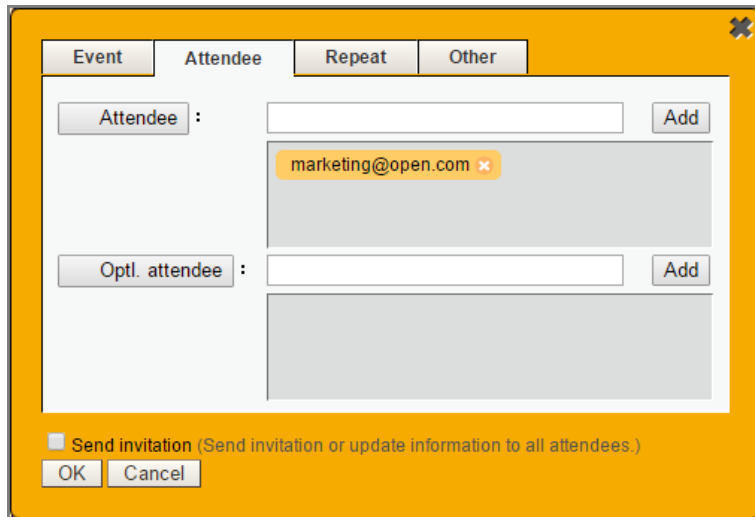
■ **Attendee**

If the attendee is in your contacts, when you entering attendee or Optl. attendee, type few characters will display a list that matched (auto-complete).

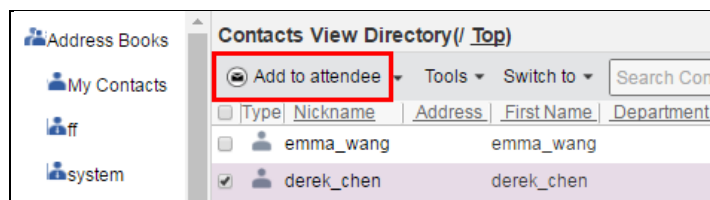
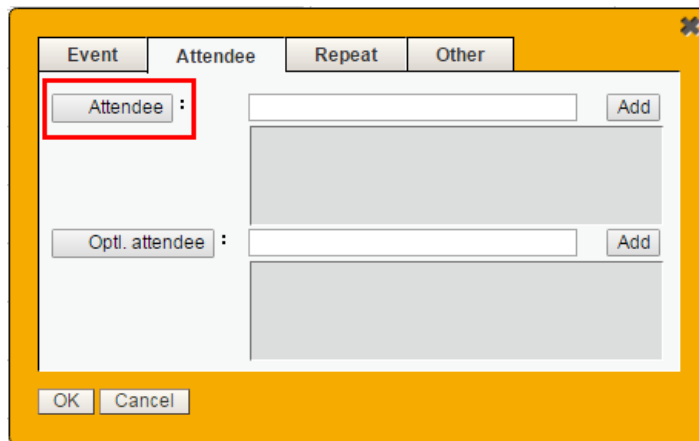


◆ **Attendee :**

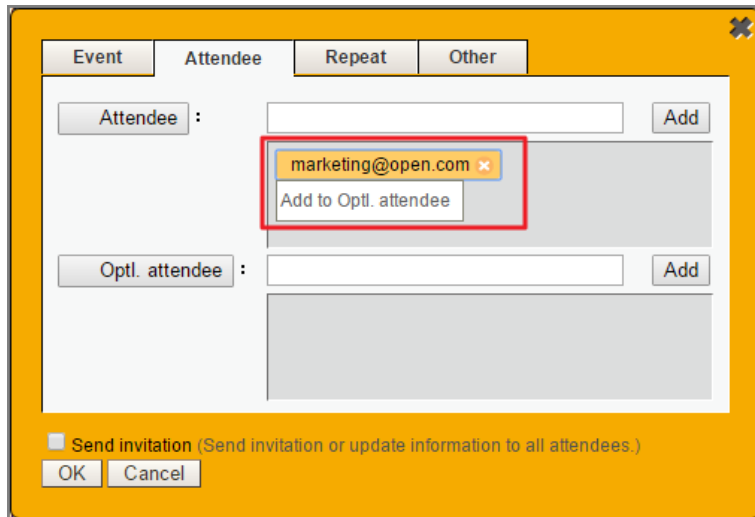
- Type the email address and click **Add** button, and the email address will be added as the event's attendee. If you want to delete the attendee, click the  button.




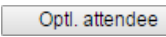
- With the function that calendar integrated with contacts, you can click the button **Attendee** and select attendee directly from contacts.

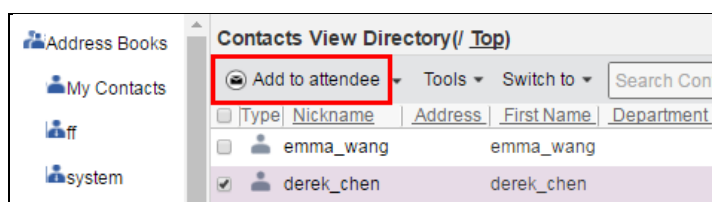
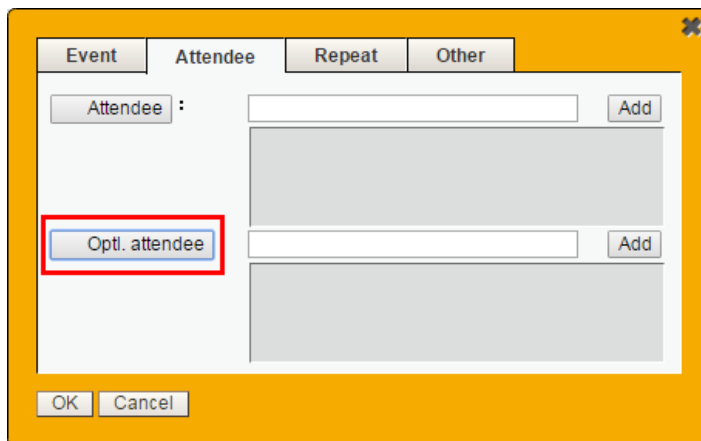


- If you want to change the attendee to Optl. attendee, click the account name and click **Add to Optl. attendee**, then the attendee will change to Optl. attendee.

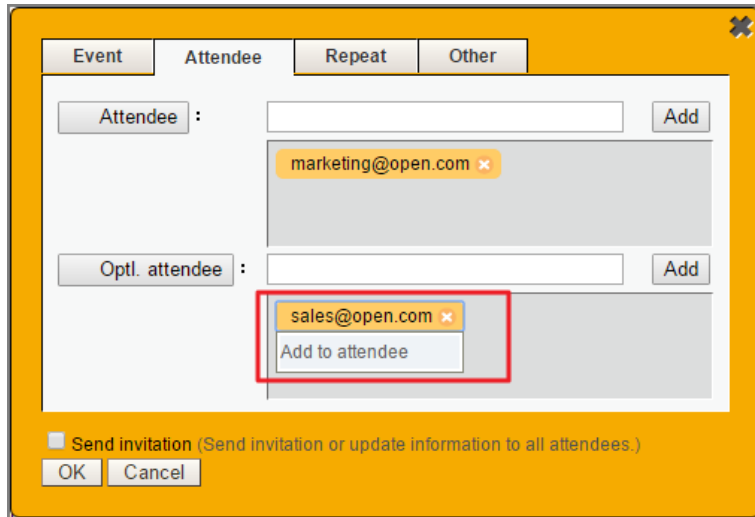


◆ Optl. attendees :

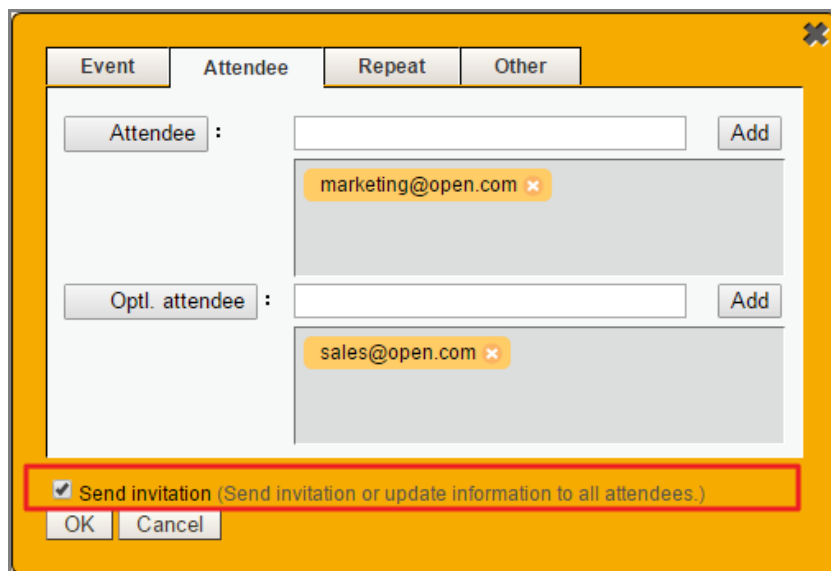
- Optional attendee means people can choose whether to attend this event or not. To add optl. attendees, enter the email address and click **Add** button, and the email address will be added as the event's optl. attendees. If you want to delete the optl. attendees, click the  button and the Optl. And the 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:** Schedule the event to repeat regularly. You can choose **Not repeat, Daily, Weekly, Monthly** or **Yearly**.
  - ◆ **On:** If you choose weekly or monthly repeat, you can make the event repeat on certain day.

- ◆ Starts on: The recurrence starts on this date.
- ◆ Ends: The recurrence ends on this date.

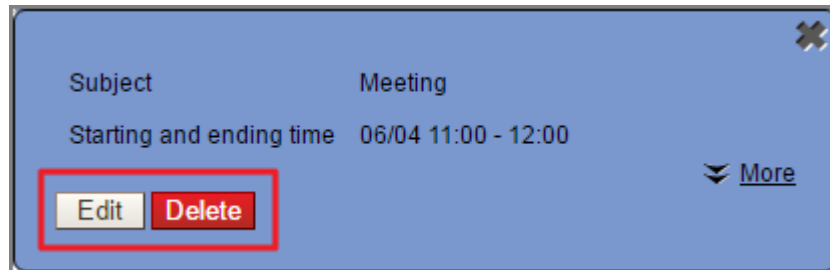
■ Other

- ◆ Time Zone: Select the time zone.
- ◆ Reminders: Remind you the event by sending reminder on specific time to your email, Smartphone (not SMS) and Browser Reminders.

(3) Click OK when finished.

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

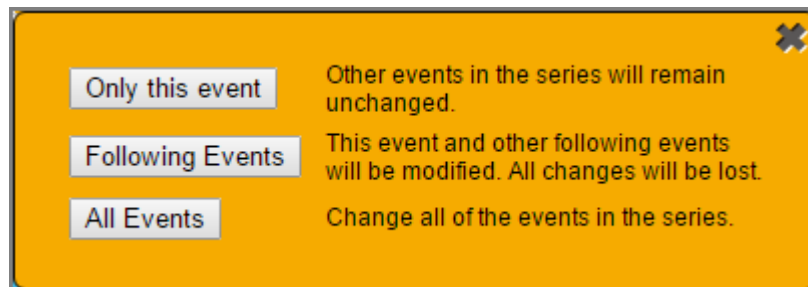
To edit or delete events, please click the event, and click **Edit** or **Delete** button.




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

To edit or delete repeated events, please click the event, and click **Edit** or **Delete** button. You have the options as follows:

- Only this event: Only do one time edit/delete.
- Following Events: This event and the recurrence in the future will all be edit/delete.
- All Events: edit/delete all events in the series.




## 11.4 How to Add Event from Mails?

- (1) When previewing/reading a mail, you can click the  icon to add event from mail.



- (2) In the [Create event to calendar] page, you can do the settings including Target, Time, Subject, Location and Content.



- Target: Add the event to the selected calendar. (Only list the calendar that you can edit)
- Subject: The subject for this event.
- Time: Set the start and end times. If you check the All day box, the event shows as a all day event
- Location: Where this event will be held.
- Content: Detailed information.
  - Plain Text.
  - Maximum Character is 4096.

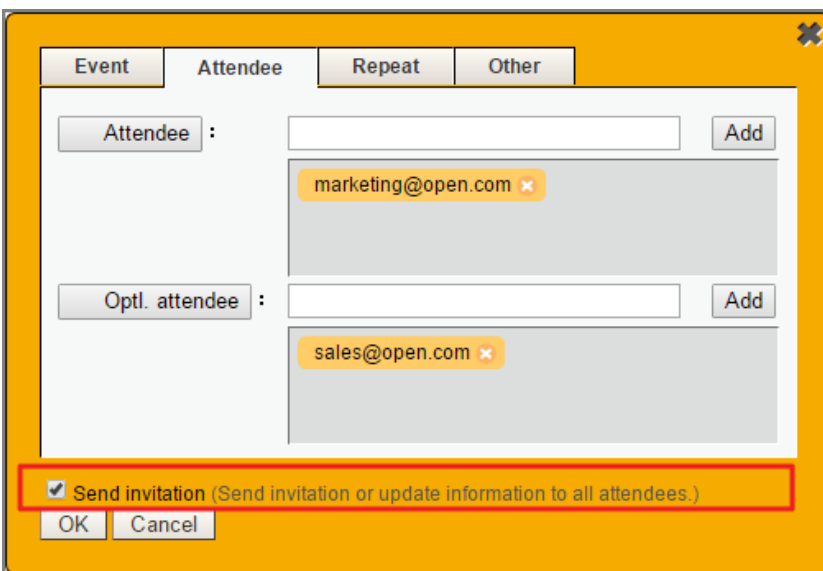
- The current characters **Characters 44 / 4096** displayed in the lower right

corner of the content.

- You can click the check box  **Reminder me** to remind you the event by sending reminder on specific time to your email, Smartphone (not SMS) and Browser Reminders.
- You can click the  button to view and edit more information on the calendar.

## 11.5 How to Send Event Invitation?

- (1) If you want to send the invitation, please click the **Send invitation** check box when adding new event. 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.



The screenshot shows a software window with a yellow border and a close button in the top right corner. It has four tabs: 'Event', 'Attendee', 'Repeat', and 'Other'. The 'Attendee' tab is active. Below the tabs, there are two sections. The first is labeled 'Attendee :' and has an input field and an 'Add' button. Below this is a list containing one item: 'marketing@open.com' with a small 'x' icon to its right. The second section is labeled 'Optl. attendee :' and also has an input field and an 'Add' button. Below this is a list containing one item: 'sales@open.com' with a small 'x' icon to its right. At the bottom of the window, there is a red-bordered box containing a checked checkbox and the text 'Send invitation (Send invitation or update information to all attendees.)'. Below this box are 'OK' and 'Cancel' buttons.

- (2) The invitation email
  - When receiving the invitation email, you can click **Add to Calendar** to add this event to your calendar.
  - You can click the **Yes, Maybe, No** button to reply your choose to attend the event.

Reply Reply All Forward Tag Move to Spam

**From:** kei <kei@open.com>  
**To:** chin@open.com  
**Subject:** Calendar Invitation - Meeting @ 2016/10/20 14:00:00(Asia/Taipei) ~ 2016/10/20 15:00:00(Asia/Taipei) (kei <kei@open.com>)  
**Date:** Thu, 20 Oct 2016 19:04:38  
**Attachment:** meeting.ics (1k)

---

**Calendar Invitation**  
**Meeting**

**Date** 2016/10/20 14:00:00(Asia/Taipei) ~ 2016/10/20 15:00:00(Asia/Taipei)

**Calendar** Invitor: kei <kei@open.com>, Attendee: chin <chin@open.com>,

**Location** office

**Content**

Attend this meeting?  -  -

Calendar

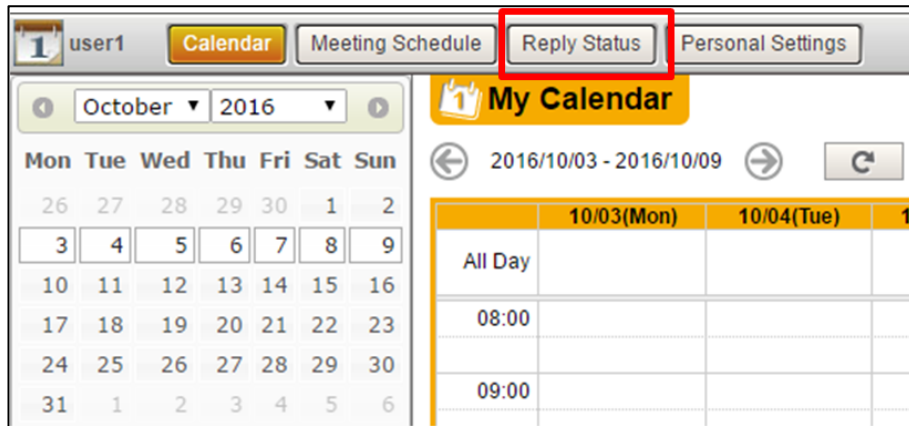
---

Subject: Meeting Date: 2016/10/20 Time: 14 : 00 - 15 : 00 Location: office	<input type="button" value="Add to Calendar"/>
---	--

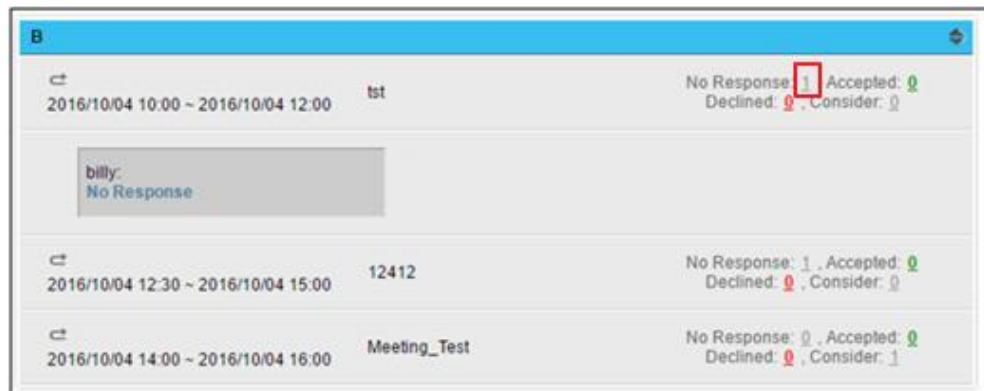
## 11.6 How to View the Reply Status?

The system offers you to view all invitation replies by attendees and optl. attendees.

- (1) In the calendar page and click **Reply Status** button.



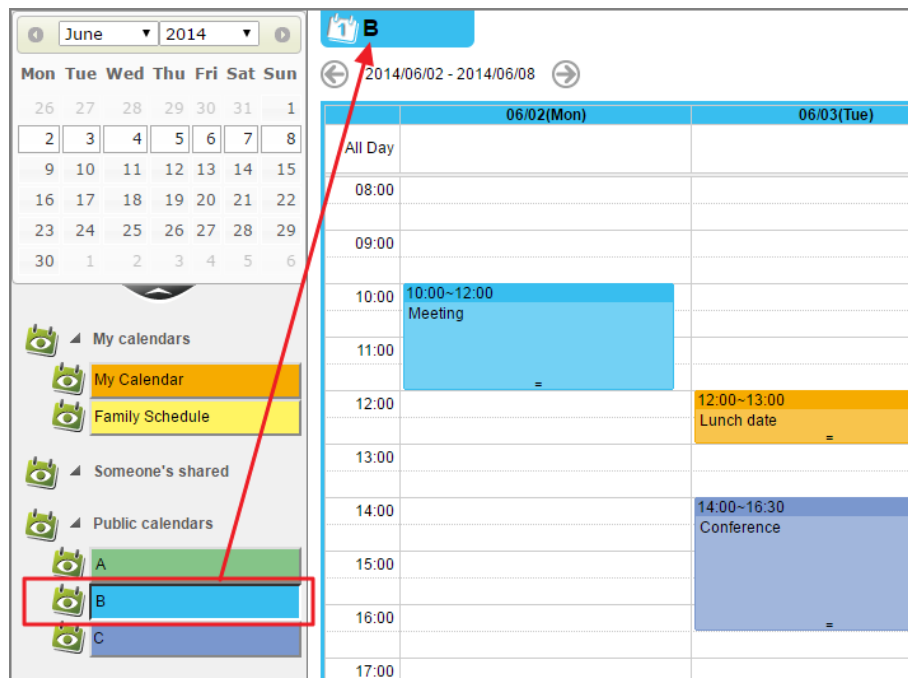
- (2) In the reply status page, you can see the status for every event. You can click the number on for each status for detail information.



## 11.7 How to Use Public Calendar?

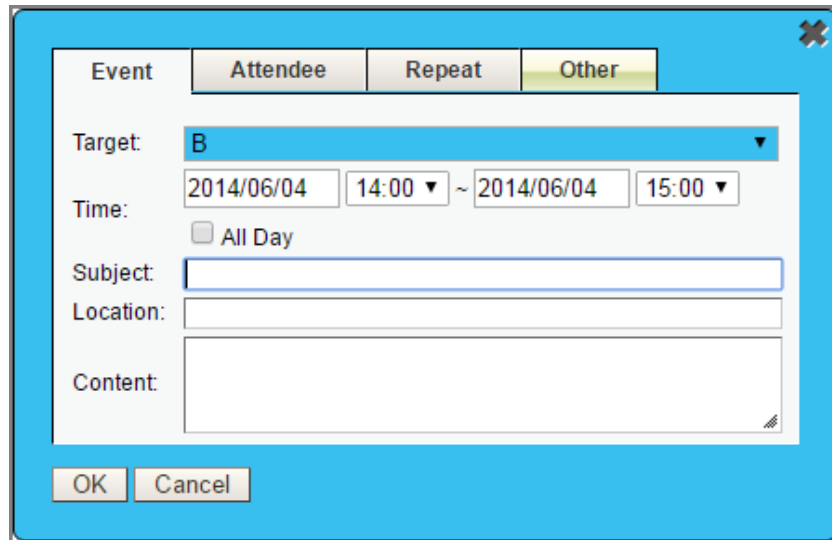
The system offers public calendar for administrator to arrange resources or announce public events.

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





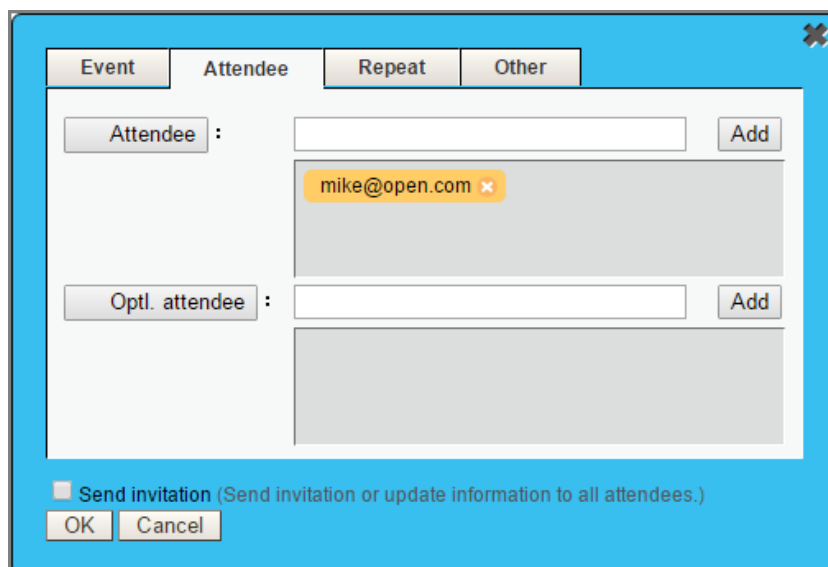
- (2) In the calendar page, select or click the date and time you want to schedule an event. After that, you will see the new event page. In the new event page, you can set event, attendee, repeat and other settings.

- Event
  - ◆ Target: Add the event to the selected calendar..
  - ◆ Subject: What the event is about.
  - ◆ Time: Set the start and end times. If you check the All day box, the event shows as a all day event
  - ◆ Location: Where this event will be held.
  - ◆ Content: Detailed information.



■ **Attendee**

- ◆ Attendee: Type 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.
- ◆ Optional attendee means people can choose whether to attend this event or not. 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. And the 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**.

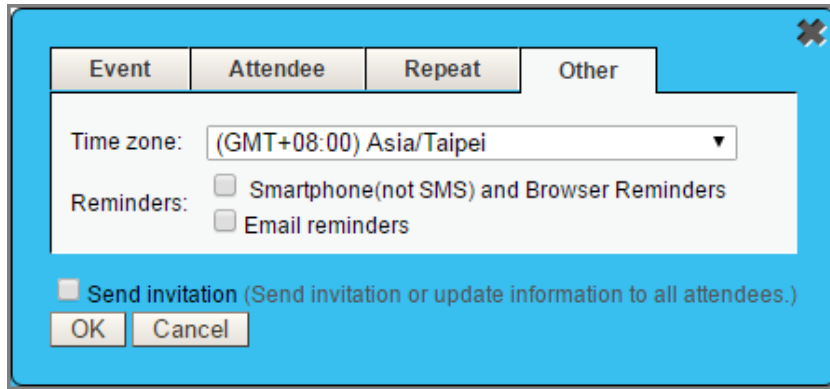


- Repeat
  - ◆ Repeat: Schedule the event to repeat regularly. You can choose **Not repeat, Daily, Weekly, Monthly** or **Yearly**.
  - ◆ On: If you choose weekly or monthly repeat, you can make the event repeat on certain day.
  - ◆ Starts on: The recurrence starts on this date.
  - ◆ Ends: The recurrence ends on this date.

The screenshot shows a dialog box with four tabs: 'Event', 'Attendee', 'Repeat', and 'Other'. The 'Repeat' tab is active. It contains the following fields and options:


- Repeat:** A dropdown menu set to 'Weekly'.
- Repeat every:** A text input field containing '1' followed by the word 'weeks'.
- On:** A section with checkboxes for the days of the week: Monday, Tuesday, Wednesday (checked), Thursday, Friday, Saturday, and Sunday.
- Starts on:** A text input field containing '2014/6/4'.
- Ends:** A section with three radio button options: 'Never' (selected), 'Repeat 10 occurrences', and 'On 2015/06/04'.
- Send invitation:** A checkbox with the text '(Send invitation or update information to all attendees.)'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

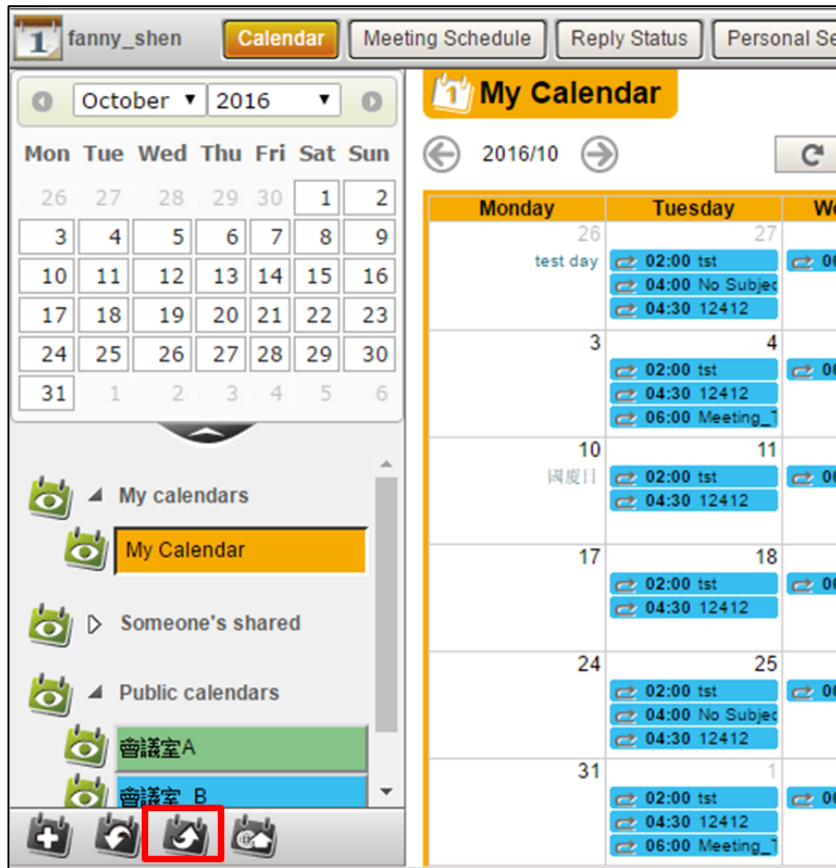
- Other
  - ◆ Time Zone: Select the time zone.
  - ◆ Reminders: Remind you the event by sending reminder on specific time to your email, Smartphone (not SMS) and Browser Reminders.




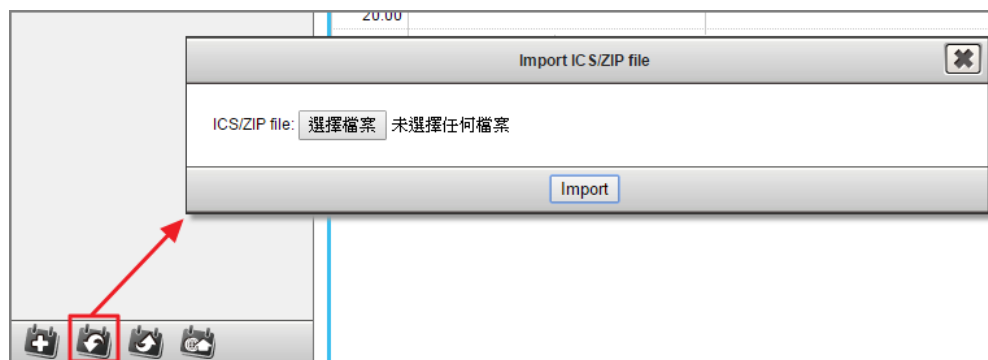
(3) Click **OK** after settings.

## 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.



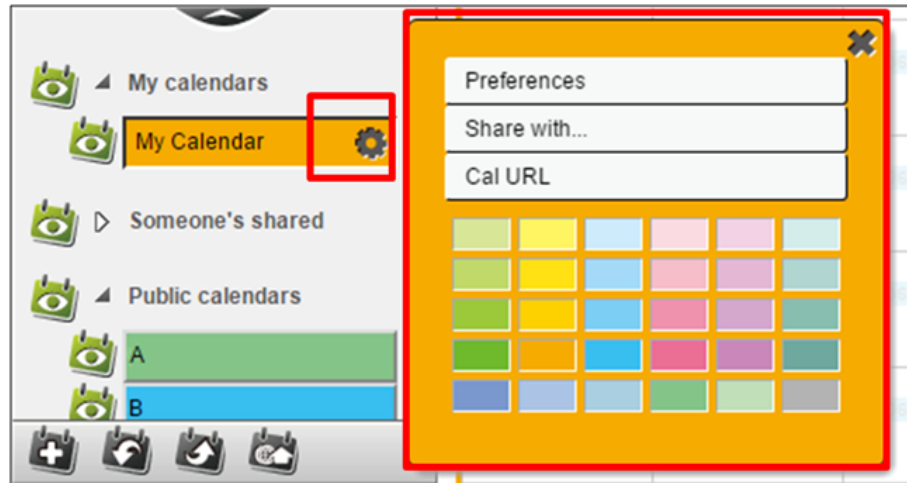
- (2) Click the  button on the left down corner. And in the [Import Files] page, choose the file you want to import and click **Import** button to import your calendar.



## 11.9 How to Share Calendar?

You can share your own calendar with others, and allow particular users to see and edit your calendar.

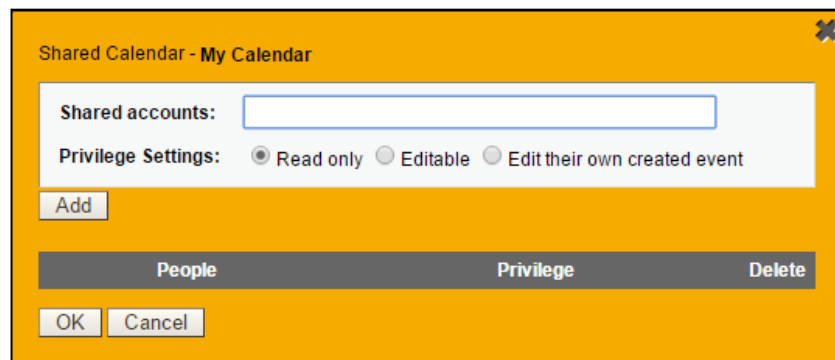
- How to Share Your Calendar to Others?
  - (1) In the calendar page, click the calendar you want to share from **My calendar**, and click the **Share With** button.



- (2) Enter the Shared accounts and select the privilege setting, and click the **Add** button to add shared account.

Privilege Setting:

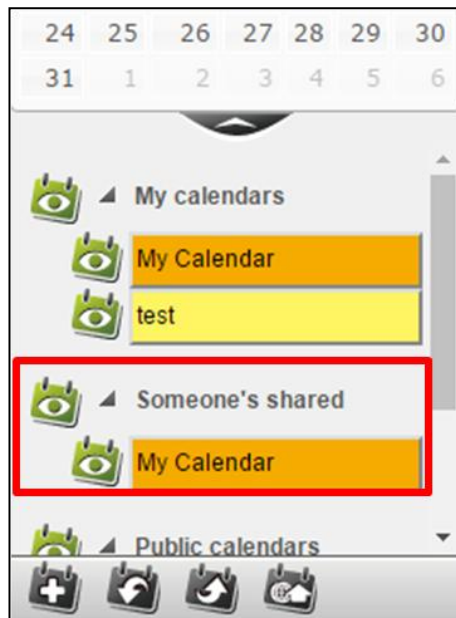
- ◆ **Read Only** means the shared account can only read your calendar.
- ◆ **Editable** means the shared account can read and edit your calendar.
- ◆ **Edit their own created event** means the shared account can read your calendar and edit/create events on your calendar.



- (3) Click OK when finished settings.


- How to Read or Edit other user's Calendar?

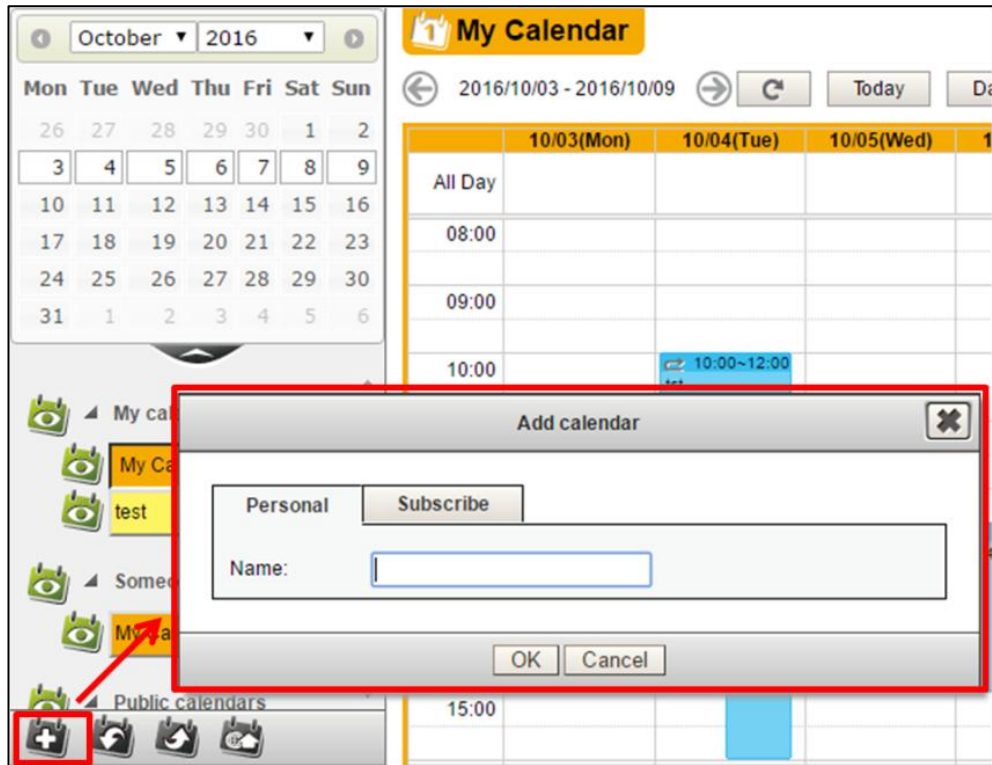
When other people share their own calendar with you, the shared calendar will appear in your **Someone's shared** calendar list. Click that calendar and you can start to read or edit it.



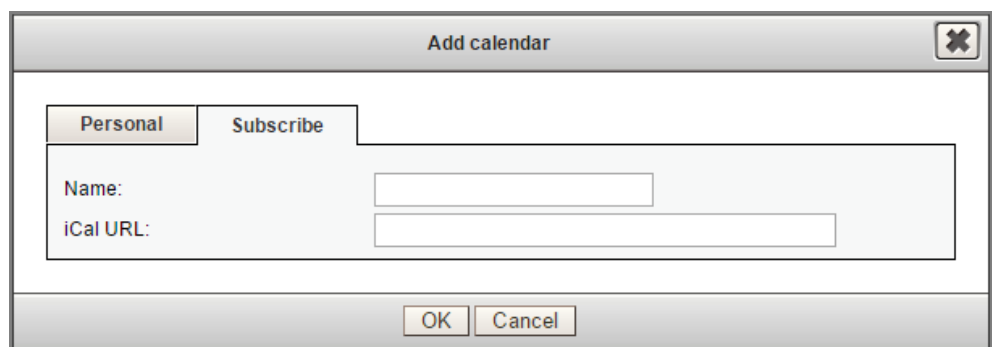
## 11.10 How to Subscribe to External Calendars?

User can subscribe to external calendars via iCalendar URL.

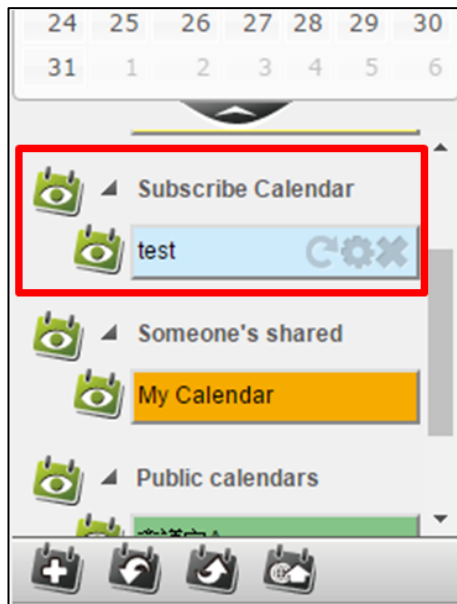
- (1) Click the  button on the lower left corner.



- (2) In the **Subscribe** tab, enter the **Name** and **iCal URL**.



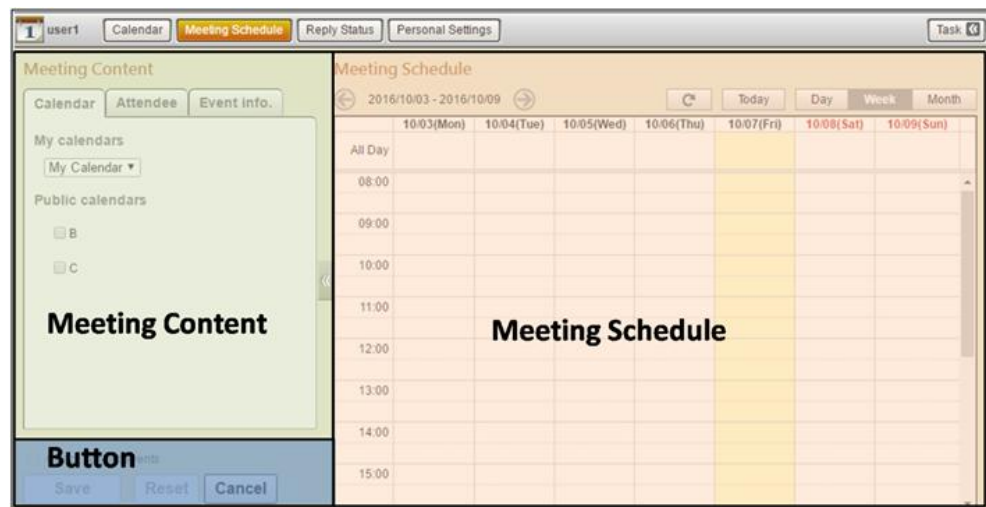
- (3) Click OK when finished.



## 11.11 How to Use Meeting Schedule?

When you want to schedule a meeting, you need to know attendees' schedule. You can view attendees' schedule via **Meeting Schedule**.

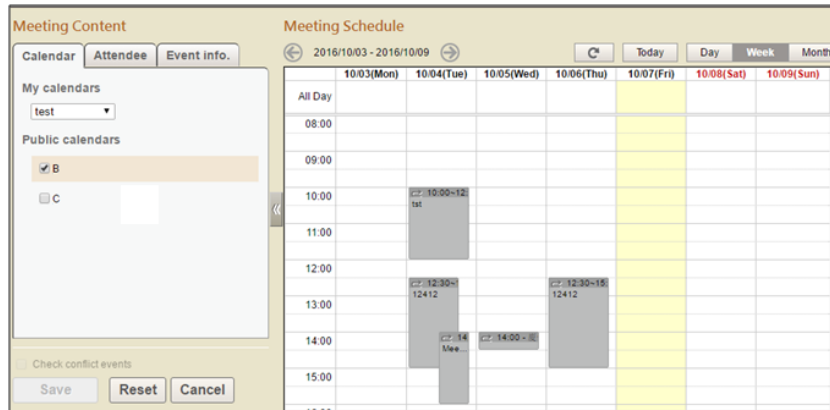
- Main screen introduction  
Click the **Meeting Schedule** button on the toolbar and you can see the meeting schedule page.



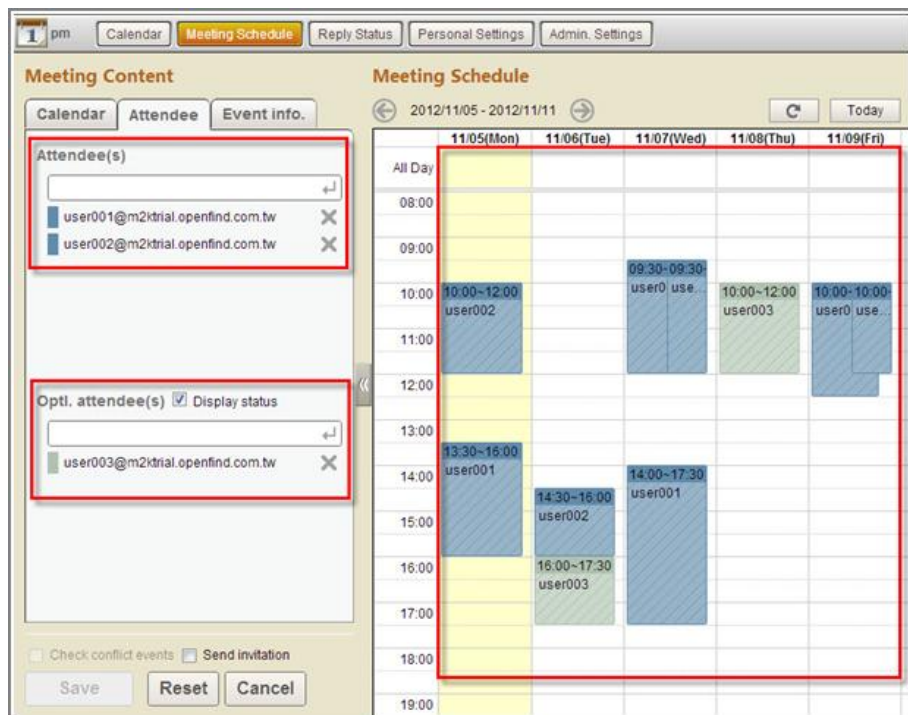
- (1) Meeting Content: You can do the settings for the meeting including selecting calendar, choosing attendees and optl. Attendees and entering event information.
  - (2) Meeting Schedule: You can find the best time for your meeting by analyzing when recipients and meeting resources, such as rooms, are available.
  - (3) Button: You can use **Check Conflict Events** to make sure all the attendees are available. You can also save, reset or cancel the meeting by clicking the button here.
- How to use meeting schedule?  
Meeting Schedule can help you reserve meeting resources or invite attendances.  
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. You can choose one of **My Calendars** or **Public Calendars**.
      - My Calendars: Select one of My Calendars as the main calendar

for Meeting Schedule.

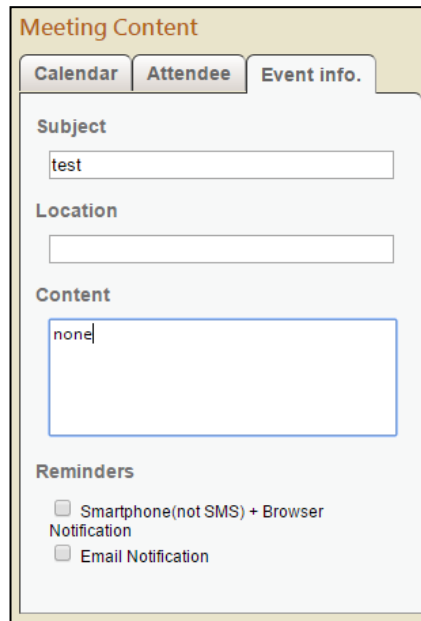
- **Public Calendars:** Select the meeting resources from the list of **Public Calendars**, e.g. projector, notebook, meeting room. You can see if the meeting resources are available or not by click their public colanders.



- (2) Click the **Attendee** tab and type emails of attendees and optl attendees. When the attendees or optl attendees set their Privacy Status as **Publish Status** or **Publish All**, you will see their calendar on the **Meeting Schedule** area.



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



The image shows a 'Meeting Content' dialog box with three tabs: 'Calendar', 'Attendee', and 'Event info.'. The 'Event info.' tab is active. It contains the following fields and options:

- Subject:** A text input field containing the word 'test'.
- Location:** An empty text input field.
- Content:** A larger text area containing the word 'none'.
- Reminders:** Two checkboxes, both of which are unchecked:
  - Smartphone(not SMS) + Browser Notification
  - Email Notification

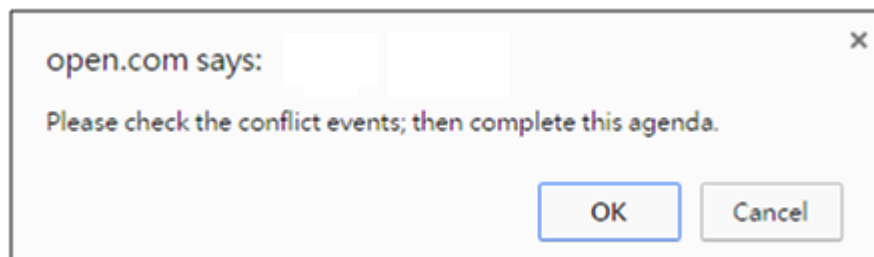
- (4) In the **Meeting Schedule area**, users can drag-and-drop or click the date you want to schedule a meeting, After that, you can edit the meeting information.



The image shows a yellow 'Meeting Schedule' dialog box with the following settings:

- Time:** Start date: 2016/10/05, Start time: 10:00, End date: 2016/10/05, End time: 10:30. There is an 'All Day' checkbox which is unchecked.
- Time zone:** (GMT+08:00) Asia/Taipei
- Repeat:** Not repeat
- Buttons: OK, Cancel

- (5) In the **Button area**, you can use Check Conflict Events to make sure all the attendees are available.




The image shows a white dialog box with a close button (X) in the top right corner. The text inside reads:

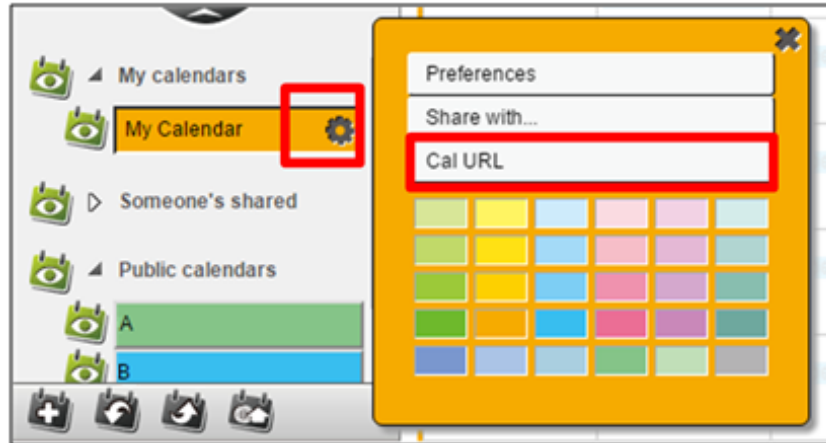
open.com says:  
Please check the conflict events; then complete this agenda.

Buttons: OK, Cancel

You can also save, reset or cancel the meeting by clicking the button here.

## 11.12 How to Share a calendar by publishing it to a web page?

- When I want to share one calendar, how do I know the HTML Calendar URL?
  - (1) In the calendar page, choose the calendar you want to publish, click  button and click **Cal URL**.



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



- (3) Select the **Privacy Settings**:




Status	Behavior
Not publish	No one can subscribe your calendar via this URL.
Show status only	Other users only see your free/busy time after they subscribe your calendar via this URL.
Publish all	Other users can check all the detail information of your schedule after they subscribe your calendar via this URL.

- (4) Select the HTML type of this calendar URL, and the system will shows you the calendar URL and QR Code. You can easily publish your calendar by sharing this calendar URL or QR Code.



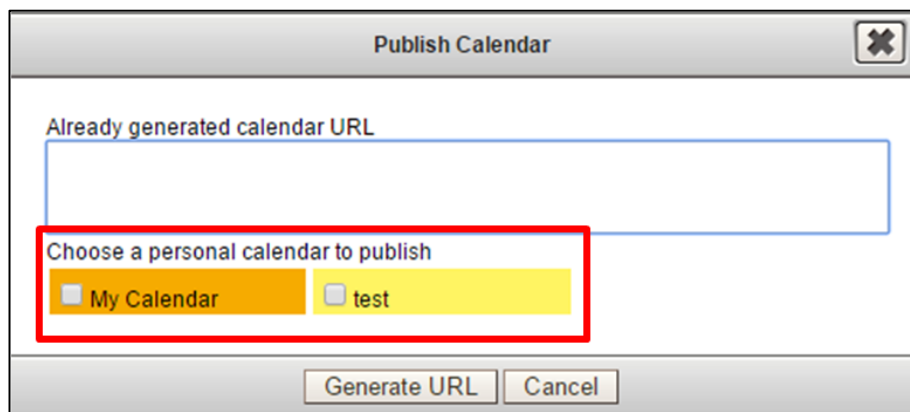
- When I want to share more than one calendar, how do I know the HTML Calendar URL?

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

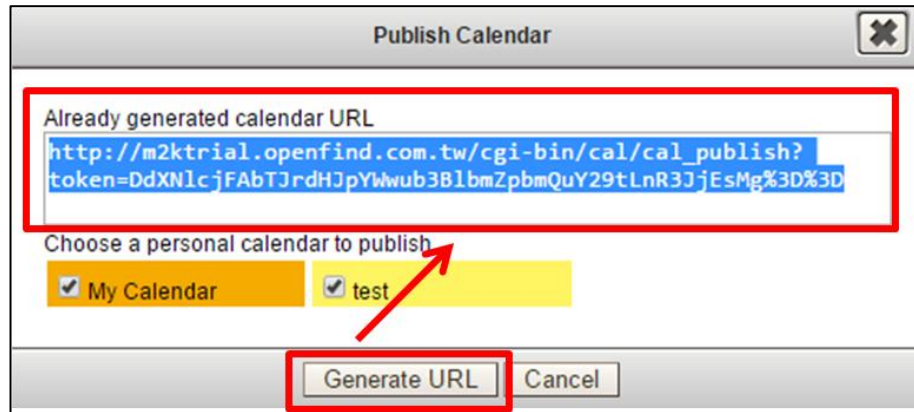


(2) In the **Publish Calendars** page, select one or more calendars that you prefer to publish.

*Notes:* You need to make sure your calendar's **Privacy Settings** as **Show Status Only** or **Publish All**.




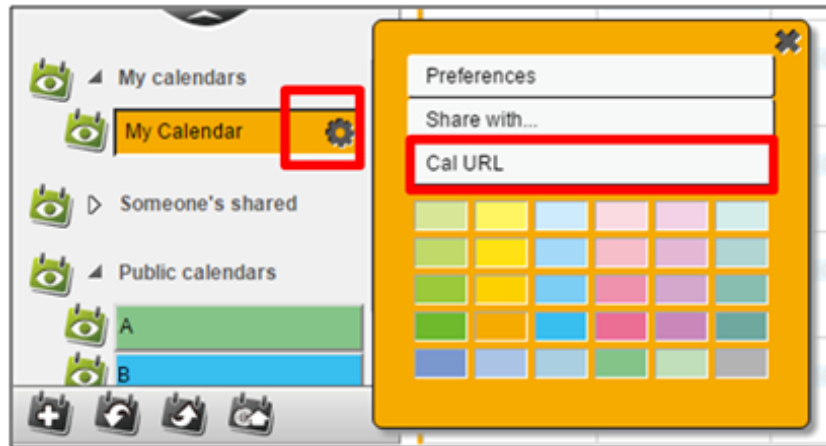
- (3) After click Generate URL button, you will see the calendar URL. You can easily publish more than one calendar by sharing this URL.



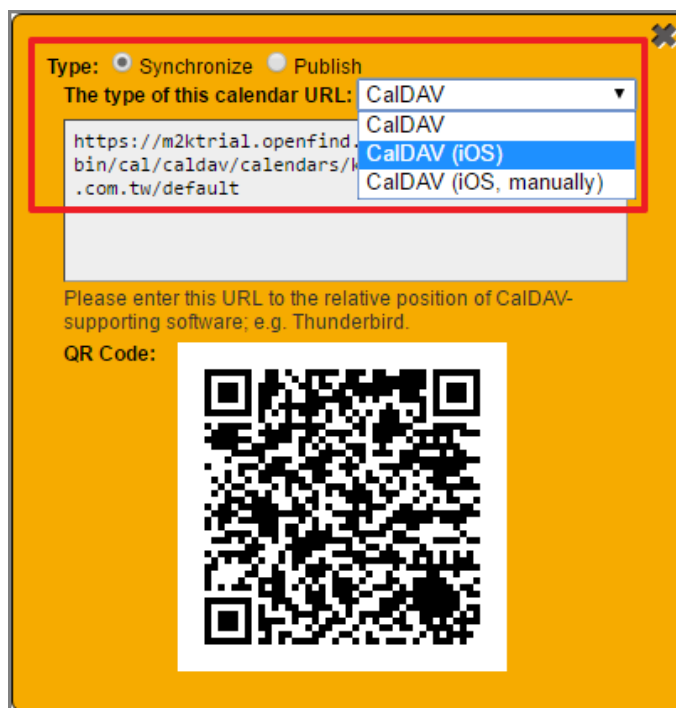
## 11.13 How to Synchronize Calendar with Mobile Phone?

If you want to sync your calendar with your mobile device, you need to know the URL for your calendar first.

- How do I know the Calendar URL or QR code?
  - (1) In the calendar page, choose the calendar you want to sync, click  button and click **Cal URL**.



- (2) Select the **Synchronize** type. For the type of this calendar URL, if you are using iOS device, please select CalDAV (iOS). After that, you can see the URL and QR code that you need.



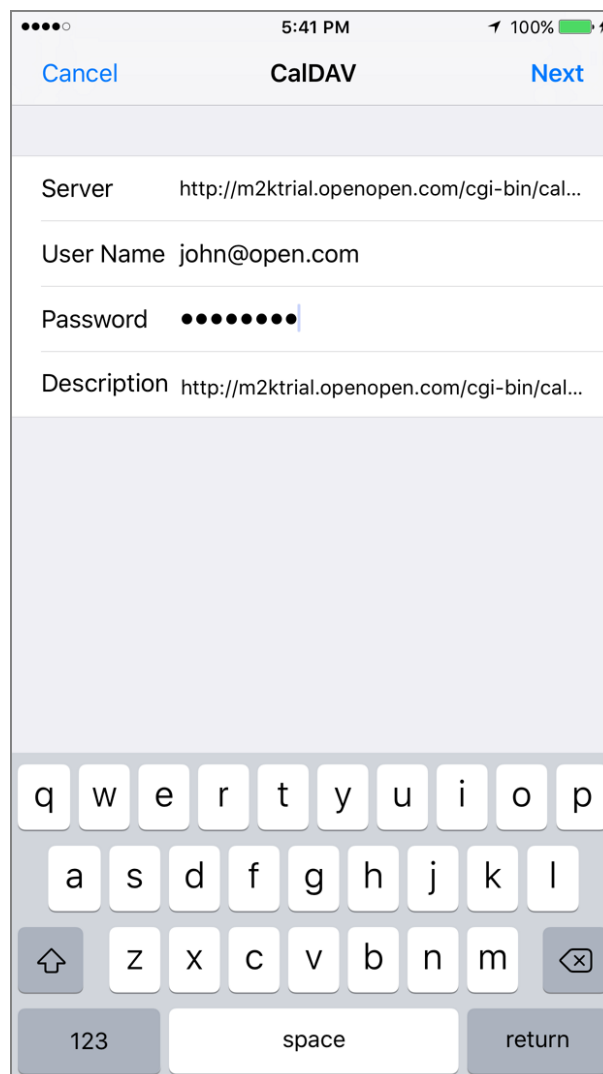
- How to synchronize mobile phone with calendar?

You can scan the QR code or do the following steps to finish the settings.

(1) Go into the **Settings/Calendars/Accounts/Add Account/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: Password for your email account



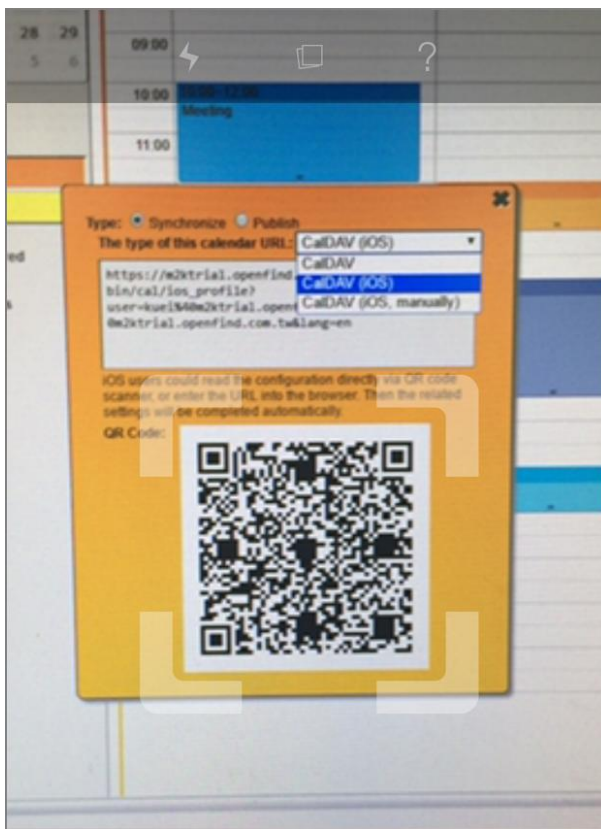
(3) After the verification, you can see the calendar in your mobile phone.

## 11.14 Synchronize Calendar with Mobile Phone Using QR Code

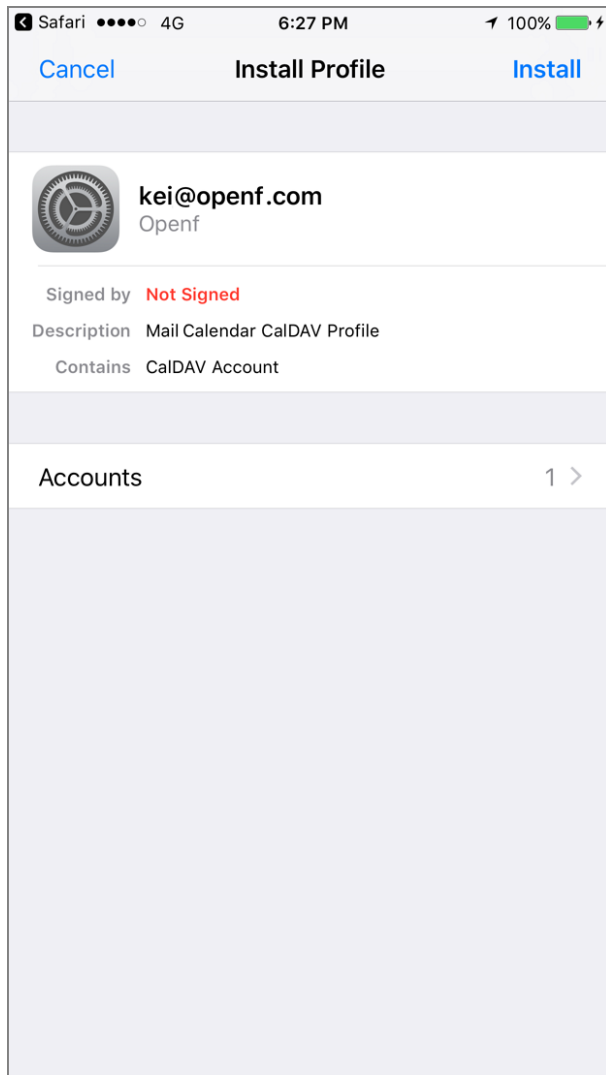
You can scan the QR code of calendar to complete synchronization with your iOS device.

*Notes:* We are currently only available in iOS devices for use QR Code.

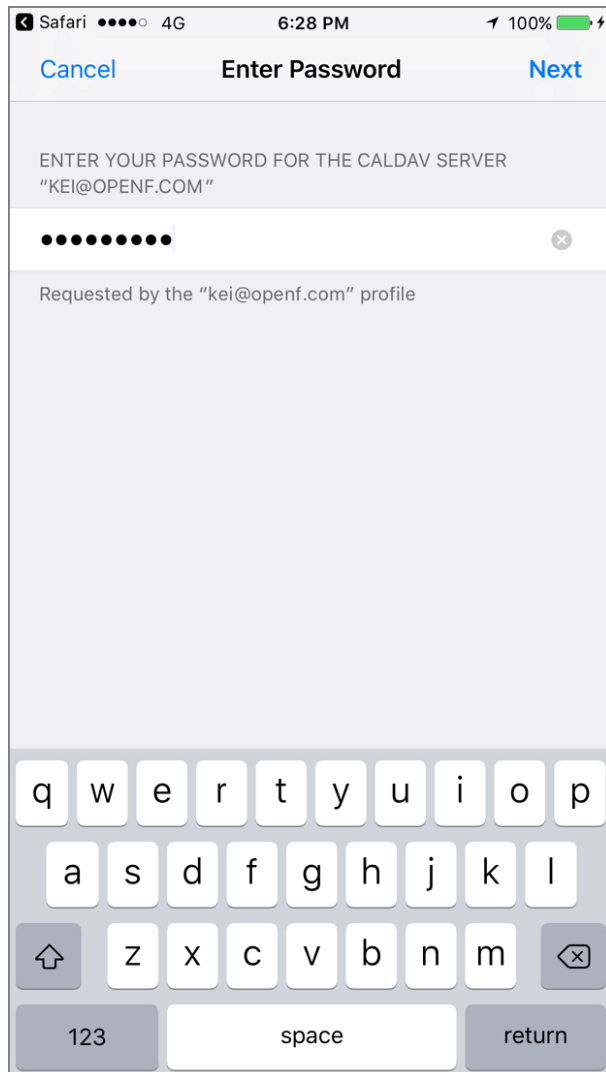
- (1) You can search and download the free QR Code Application in App Store.
- (2) Install the application, and open it.
- (3) After you open the **Scan App.**, aim the camera at the QR Code.



- (4) Select **Open in Safari.**
- (5) Install Profile.



(6) Enter Password.

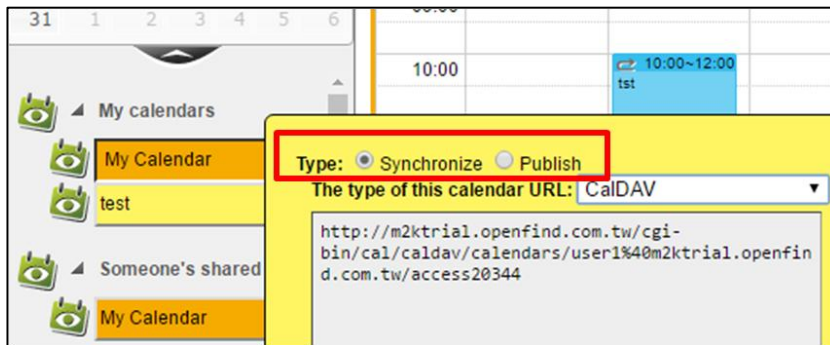


- (7) After you open your Calendar on your iOS device, you can start to synchronize it.

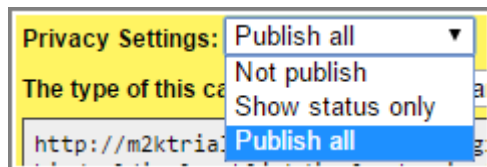
## 11.15 How to Read or Synchronize Calendar using other Platform?

The system support Outlook calendar, Google calendar and Thunderbird calendar.

Environment	Protocol	Type	Dataflow
Outlook	iCalendar	Publish	One way, read only
Google	iCalendar	Publish	One way, read only
Thunderbird	CalDAV	Synchronize	Two way



You can set the Privacy Setting when you using iCalendar to publish your calendar.



Status	Behavior
Not publish	No one can subscribe your calendar via this URL.
Show status only	Other users only see your free/busy time after they subscribe your calendar via this URL.
Publish all	Other users can check all the detail information of your schedule after they subscribe your calendar via this URL.

Type:  Synchronize  Publish


Privacy Settings: Publish all

The type of this calendar URL: iCalendar

`http://m2ktrial.openfind.com/bin/cal/ical_publish/ical?token=LdXN1cjFAbTJrdHJpYI%3D`

Please enter this URL to the relative position of software, which can support the one-side subscribing iCalendar; e.g. Outlook. More detailed explanation will be shown in the user guide. Through scanning QR Code on smartphone, you can copy the above URL.

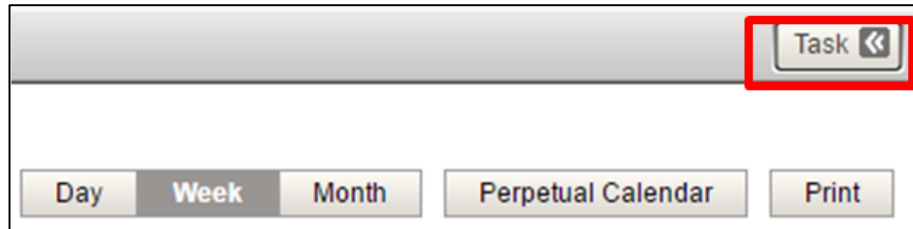
QR Code:



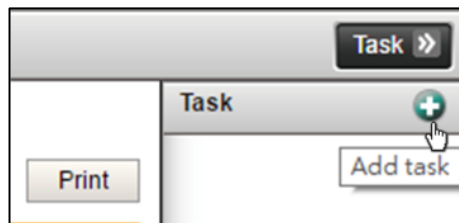
## 11.16 How to Add/Edit/Delete the Todo Tasks?

- How to Add Todo Task?

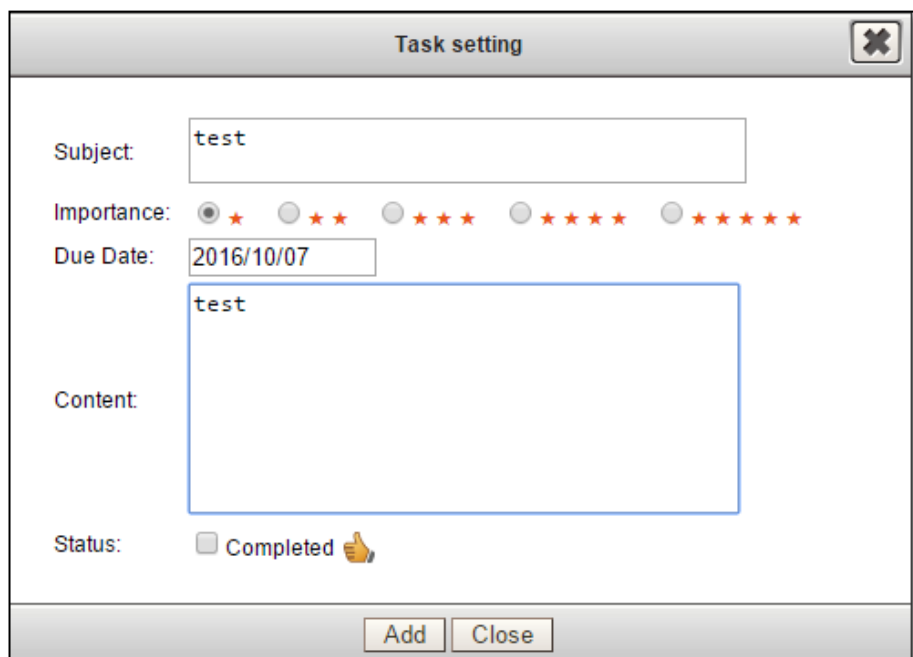
(1) In the calendar page, click the **Task** button.



(2) When expanding the Todo tasks, click the **+** button to do the settings.



(3) In the setting page, you can enter the subject, select how important is this task, set the due date and select the status.

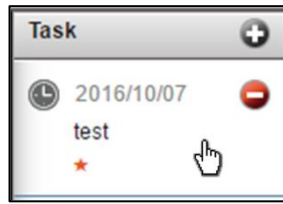
A screenshot of the 'Task setting' dialog box. The dialog has a title bar with 'Task setting' and a close button. The main area contains the following fields and options:

- Subject:** A text input field containing 'test'.
- Importance:** A row of five radio buttons, each followed by a different number of stars (1, 2, 3, 4, 5). The first radio button (1 star) is selected.
- Due Date:** A date input field containing '2016/10/07'.
- Content:** A large text area containing 'test'.
- Status:** A checkbox labeled 'Completed' with a thumbs-up emoji next to it. The checkbox is currently unchecked.

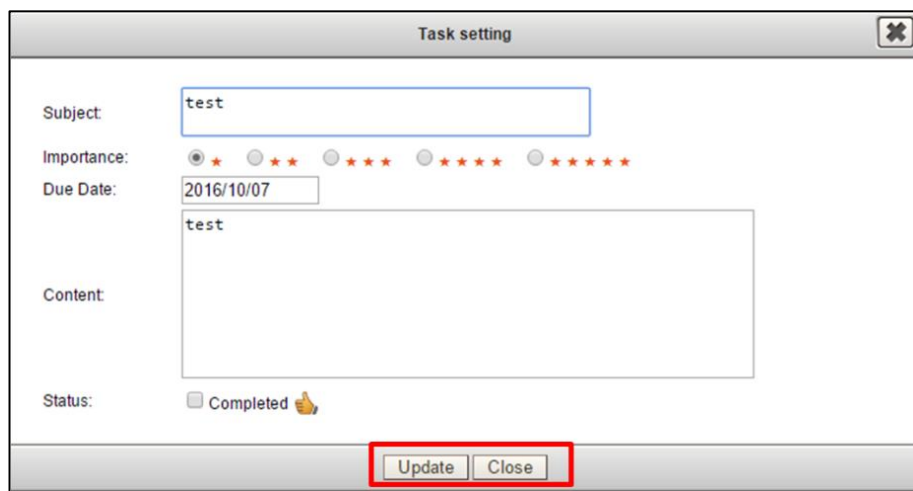
At the bottom of the dialog, there are two buttons: 'Add' and 'Close'.


- How to Edit/Delete Todo Tasks?

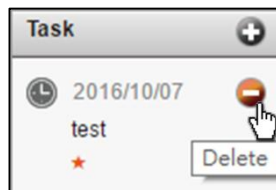
(1) You can click the task to edit it.



After you finish editing the task, click the **Update** button to save the changes.



(2) You can click the  button to delete the Todo task.



## 12. Smartphone Module

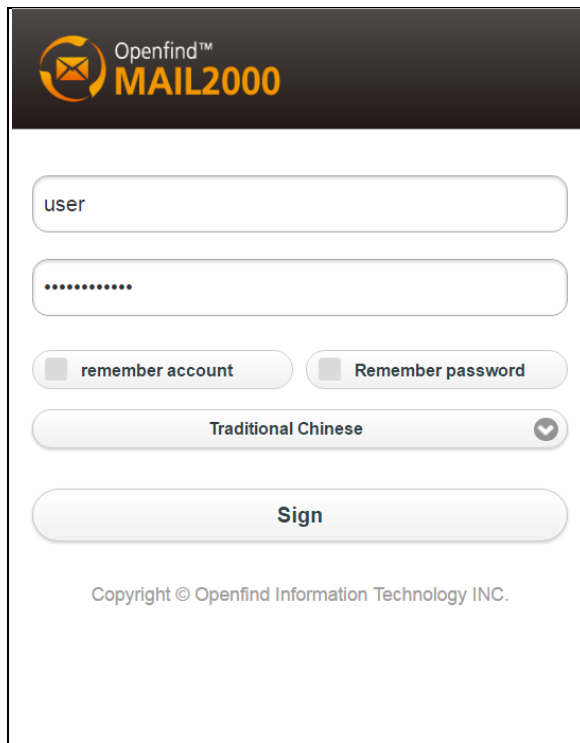
For the convenience of using email service on the smart phone, we provide smart phone users the web service and the application to connect email account to their Android device and iOS device.

This chapter explains:

- How to Starts Using Smartphone module?
- How to Use Your Mailbox on Smartphone?
- Composing a new Email on Your Smartphone
- Reading Email on Your Smartphone
- Searching Email on Your Smartphone
- Click the Phone Number in the Email to Make a Call
- How to use New Mail Notification?
- OTP Authentication with @Mail2000

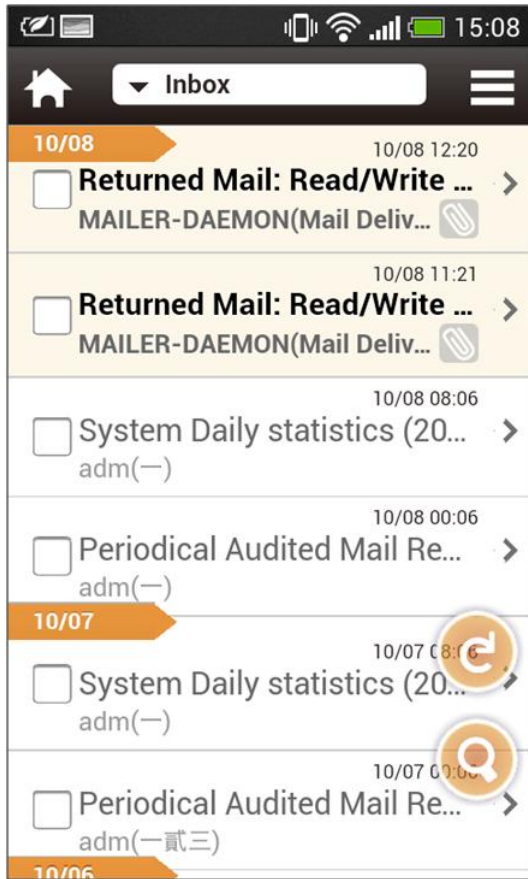
## 12.1 How to Starts Using Smartphone module?

- (1) Open the HTML-compatible browser on your smart phone.
- (2) Type in the URL that you usually login your email account and enter the login information.



The screenshot shows the Openfind MAIL2000 login interface on a smartphone. At the top, there is a dark header with the Openfind logo and the text "Openfind™ MAIL2000". Below the header, there are two input fields: the first is labeled "user" and the second is a password field with a masked password ".....". Under the password field, there are two checkboxes: "remember account" and "Remember password". Below these is a language selection dropdown menu currently set to "Traditional Chinese". A large "Sign" button is positioned below the language selection. At the bottom of the form, there is a copyright notice: "Copyright © Openfind Information Technology INC."



- (3) After that, you can start using your email on your smart phone.

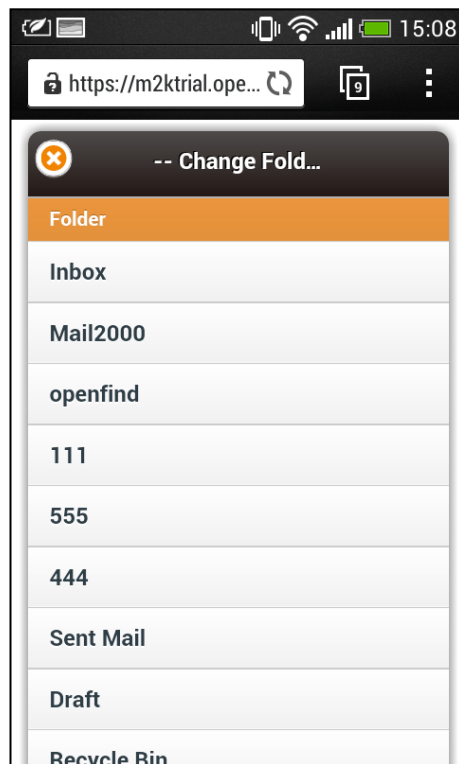


## 12.2 How to Use Your Mailbox on Smartphone?

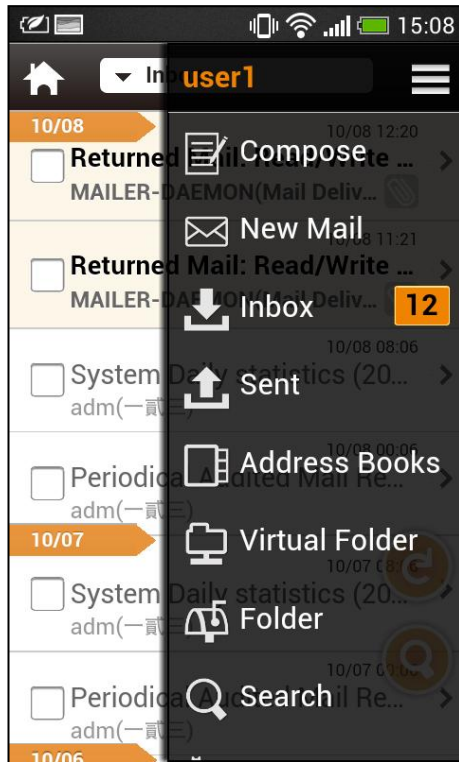
The “Default home page” is the first page after you login and you can change this setting as you need

The Folder operations are explained as follows.

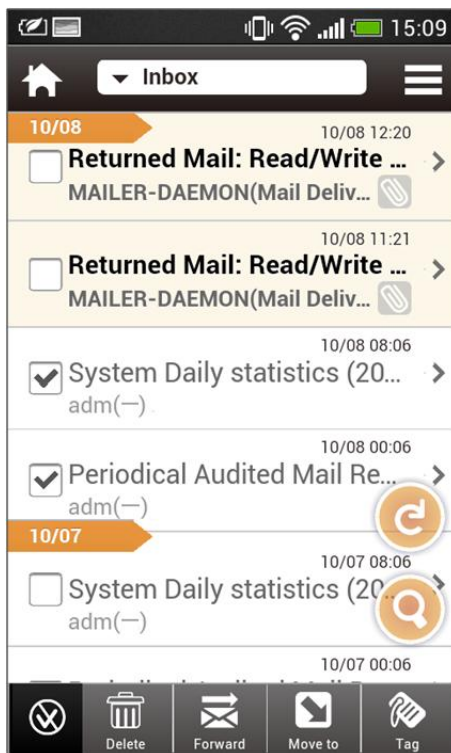
- (1) Tap the  button can go back to the default home page.
- (2) Change Folders: Click the  drop-down menu to change folders.




- (3) Main Menu: Tap the  button in the upper right corner.




- (4) Batch operation: You can select single or multiple mails and click the **Delete**, **Forward**, **Move to** and **Tag** button




- (5) Reload: Click the  icon to reload emails.

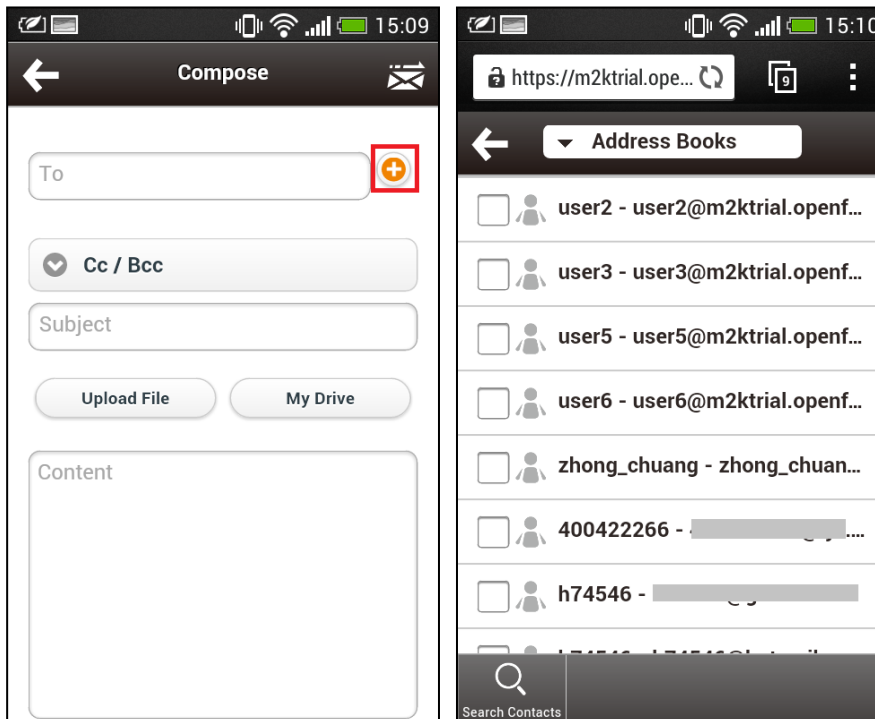
- (6) Search: Click the  icon to search emails.
- (7) Reading Email: click an email on the screen.

## 12.3 Composing a new Email on Your Smartphone

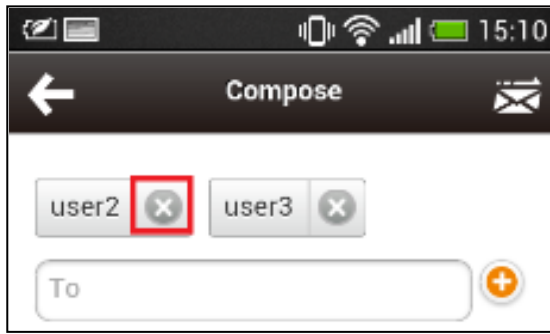
- (1) Tap the  button in the upper right corner to open Main Menu.
- (2) Tap the **Compose** button to compose a new email.
- (3) In the [Compose] page, enter the email address in the To, Cc and Bcc fields.  
When entering email address, type few characters will display a list that matched (auto-complete).



You may click the  button to add recipients from Contacts.




- (4) You can also click the  icon to remove recipient.

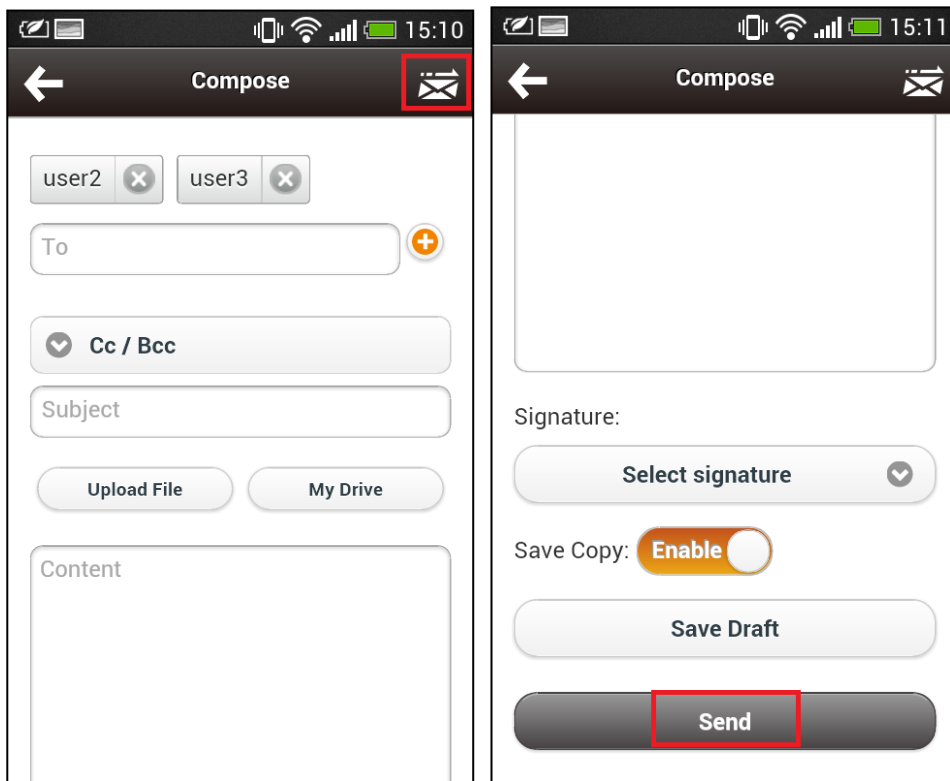


(5) Upload File: You can attach files from smart phone directly.

**Notes:** Because of the system limitation, only iOS6 and Android support "Upload File" function.

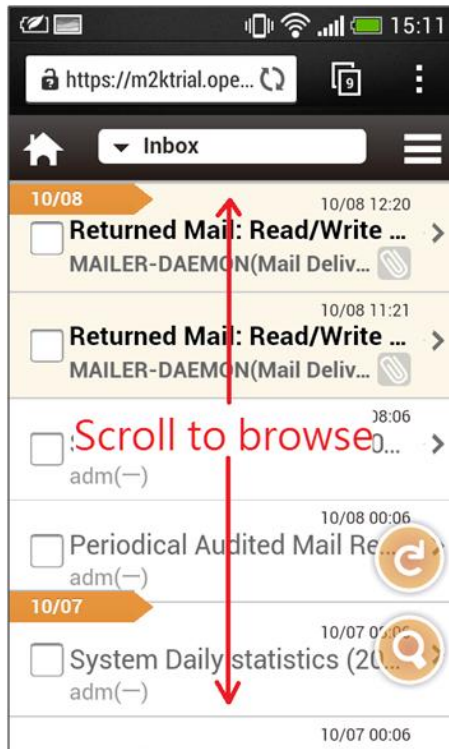
(6) My Drive: You can attach files from "My Drive".


(7) Click the  button on the upper right corner or **Send** button to send the email.

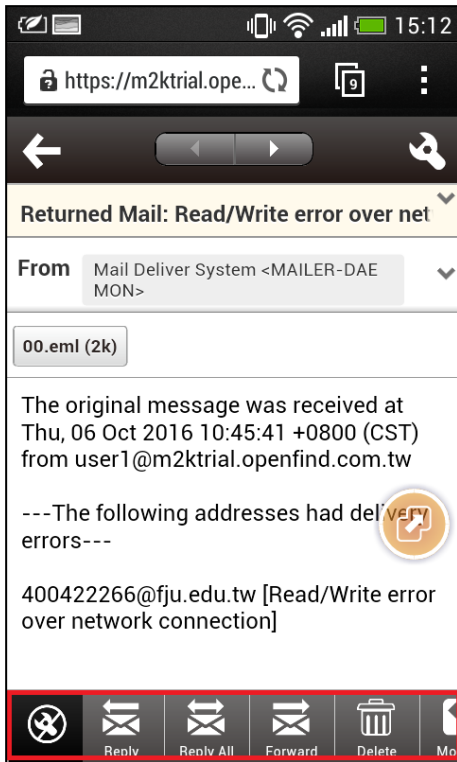


## 12.4 Reading Email on Your Smartphone

- You can scroll to browse the email list and click the mail you want to read.



- When reading an email, you can “Reply”, “Reply All”, “Forward”, “Delete”, “Move to” or “Tag” email, by clicking the  button.




- The system will hide the over length information (i.e. mail title and mail from). When you need to see the full information, please click it to see the detail information.

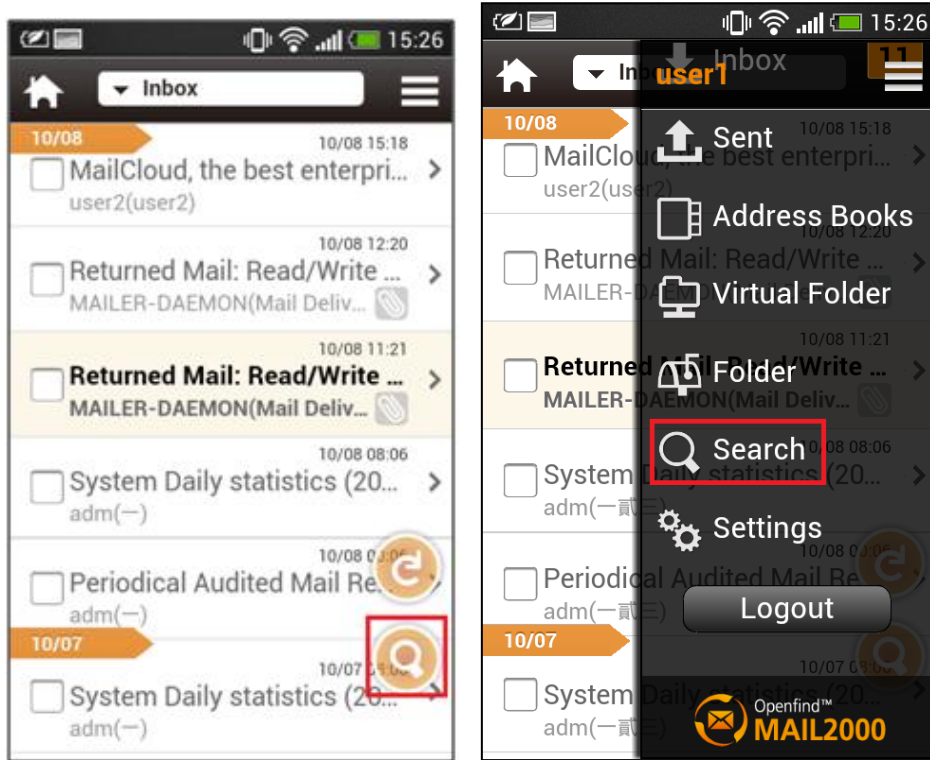


- Tap the  button to open the email in a new window, and you can zoom

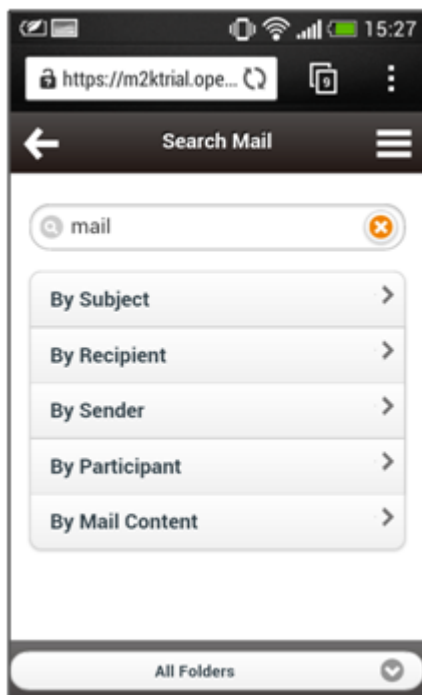
in or zoom out to see the email content.

## 12.5 Searching Email on Your Smartphone

- (1) Click the  icon or click the **Search** button in the Main Menu to enter searching page.



- (2) You can use keyword(s) to search emails in different folders.



## 12.6 Click the Phone Number in the Email to Make a Call

If you receive mails with legitimate phone number(s), you can click the phone number(s) to make a phone call directly. Only the Phone Number in Taiwan can be identified.

**Notes:** This function is only effective on Smartphone.



## 12.7 How to use New Mail Notification?

This application supports iOS and Android system.

When you want to use this application for the first time,

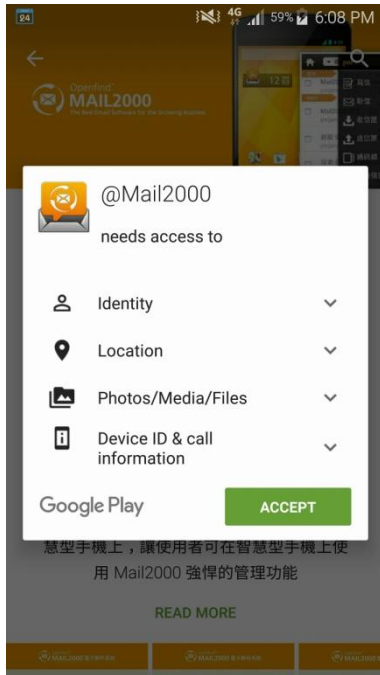
- (1) Download the application from [Android Market](#), or scan the QR code.



App Store, or scan the QR code.

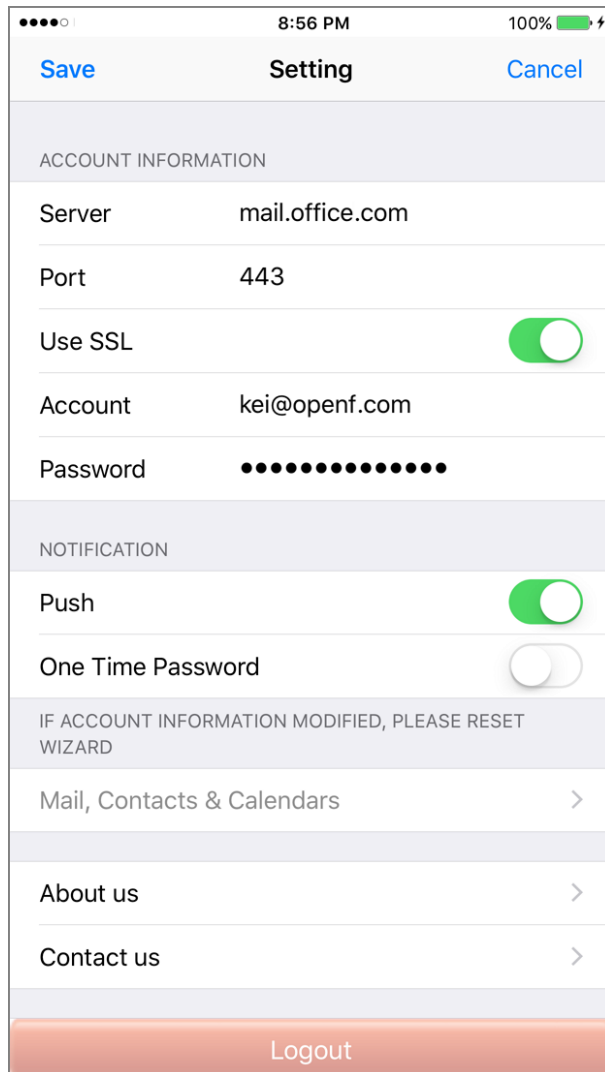


- (2) If you use iOS device you can use this application by opening it. If you use Android device make sure this application running with administrator privilege. Tap the Setup button to install.



(3) After the install the application, click the new icon on your mobile desktop and enter the login information

- iOS



- ◆ Server: Please enter your email server domain.
- ◆ Port: The default port number for mail server is 80 if you enable SSL, the port number will be 443.
- ◆ Use SSL: Enable SSL depends on your setting of mail server.
- ◆ Username: Please enter your email account.
- ◆ Password: Please enter password of your email account.
- ◆ Push: Enable the push function, you will automatically receive new mail notification from the application.

■ Android



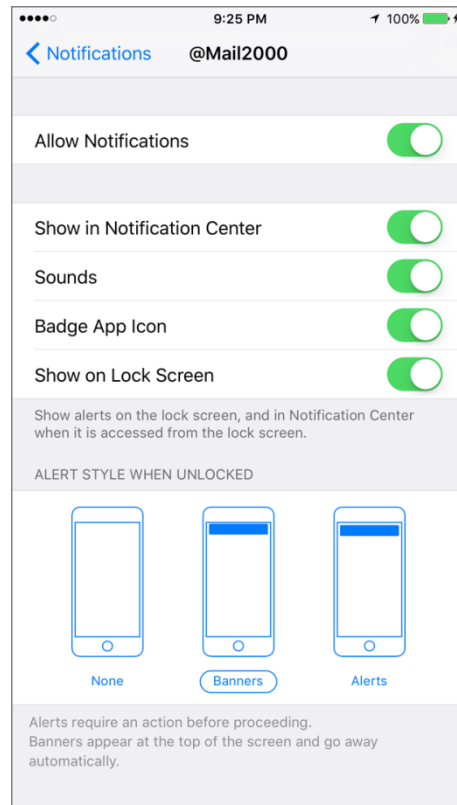
- ◆ Server: Please enter your email server domain.
- ◆ Username: Please enter your email account.
- ◆ Password: Please enter password of your email account.
- ◆ Use SSL: Enable SSL depends on your setting of mail server.
- ◆ Port: The default port number for mail server is 80 if you enable SSL, the port number will be 443.
- ◆ New mail notification: Enable the new mail notification and you will receive new mail notification from the application.
- ◆ New mail check frequency: You can select mail checking frequency (by minute, 5 minutes, 15 minutes, 30 minutes and hour).
- ◆ Notification bar: New mail notification will show in the notification bar on the top of screen.
- ◆ To start application: Start this application automatically when open your smart phone.

- New Mail Notification

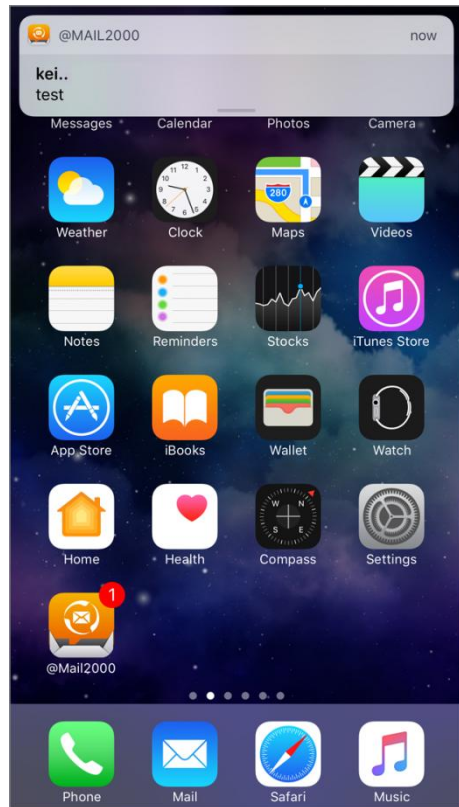
After setting your email account, you can login your account directly by clicking the application, or you can enable the new mail notification.

■ iOS

- ◆ Click Settings icon and click Notifications then find the application and enable the notification.



- ◆ When you receive and new email, you will see the notification and you can swap or click the icon to enter the application.



- Android
  - ◆ If you enable the “Display in the Notification Bar” function, it will display the message in the notification bar when you have a new mail.

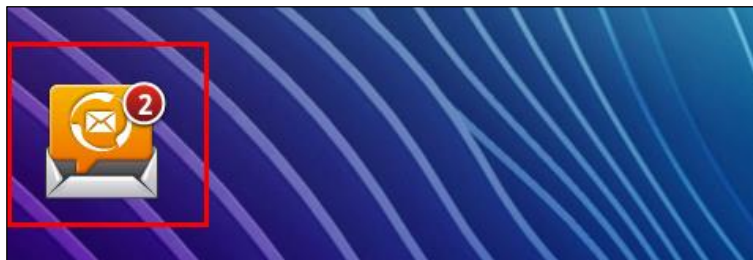


- ◆ Notification widget APP

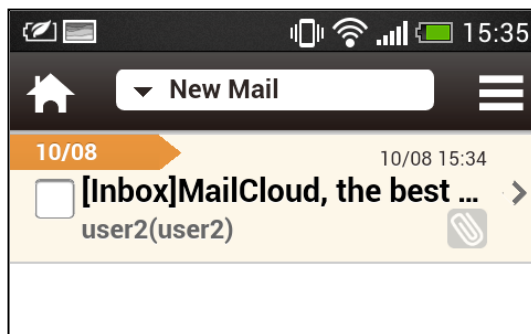
Touch the desktop of Android device for a few second, and add the @Mail2000 to the desktop.



After complete the settings, you will automatically receive new mail notification.



After you login the application, you will see the new mails.

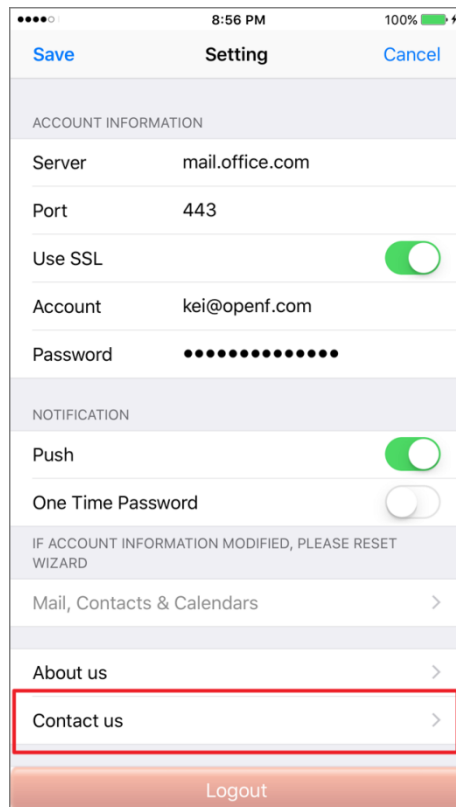


- Error Report

If you find any errors, please contact us.

- iOS

Enter the [Setting] page and click the **Contact us** button.



After that, you send us your error information.

■ Android

1. In the application configuration page, tap the “Menu” button and choose “Contact Us”.



2. Please choose “yes” to authorize application to transmit the necessary logs to us. The detail information will be in the next page.



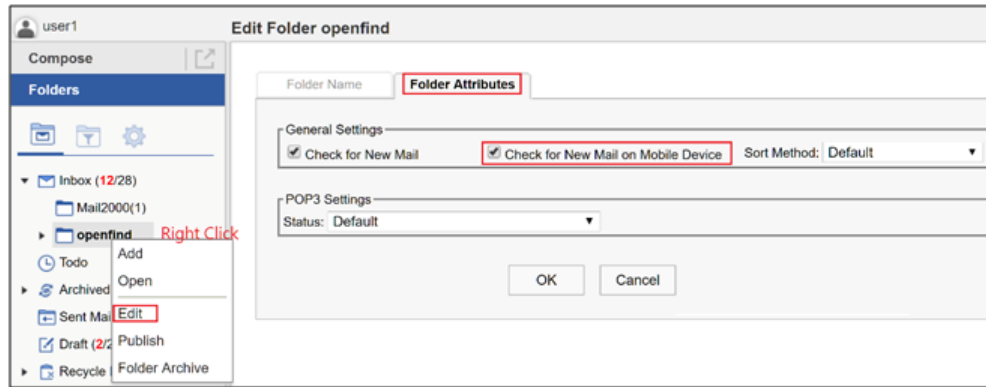
3. Please describe the problems and click “ok” to send to us.



- Setting/Filter the New Mail Notification

If you got too many emails, the new mail notification might annoy you. You can use mail filter to solve this problem and make sure the notification only alert you for the important emails.

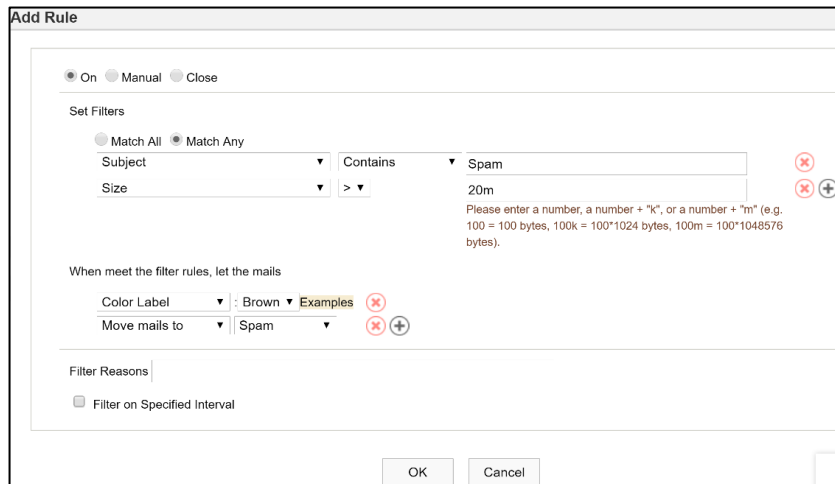
1. First, log in your email account. On the left menu, right click on the mail folder and select “Edit”.  
If you don't want to receive any the new mail notification from this folder, unclick “Check for New Mail on Mobile Device”.



2. In addition, you can set filter rules to manage and categorize your incoming emails based on their subject content, size, sender or other user-specified fields.

■ 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.



**Notes:**

When you select Attachment Size condition, the system will filter all the attachments in the all mails.

The Content condition includes the signature appended to the mail; the Attachment Name and the Attachment Size conditions include the vCard attached to the mail.

The size unit for mails and attachments is “byte”. You can enter a

number + "k", or a number + "m" (e.g. 100 = 100 bytes, 100k = 100\*1024 bytes, 100m = 100\*1048576 bytes)

You can create a new folder for the filtered files.

- (3) To apply the filter on specified time interval, click the Filter on Specified Interval and specify the interval.

Filter Reasons

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

Slider: [Progress bar with a green slider]

Daily      Weekly      Custom

From Mon ~ To Mon

From 00 Hour 00 Minute ~ To 23 Hour 59 Minute

- (4) Click OK to save settings.

## 12.8 OTP Authentication with @Mail2000

The system provides One-Time Password Authentication to protect your account. When you enable the OTP Authentication, you need to enter your account, password and OTP code when you log in. The OTP code will push to your mobile device which you registered as received device. You can register your device and enable OTP function in the application.

- How to Register the OTP Received Device?

(1) Download and install the APP from App Store or Google Play

- iOS : Download the App in App Store



- Android : Download the App in Google Play



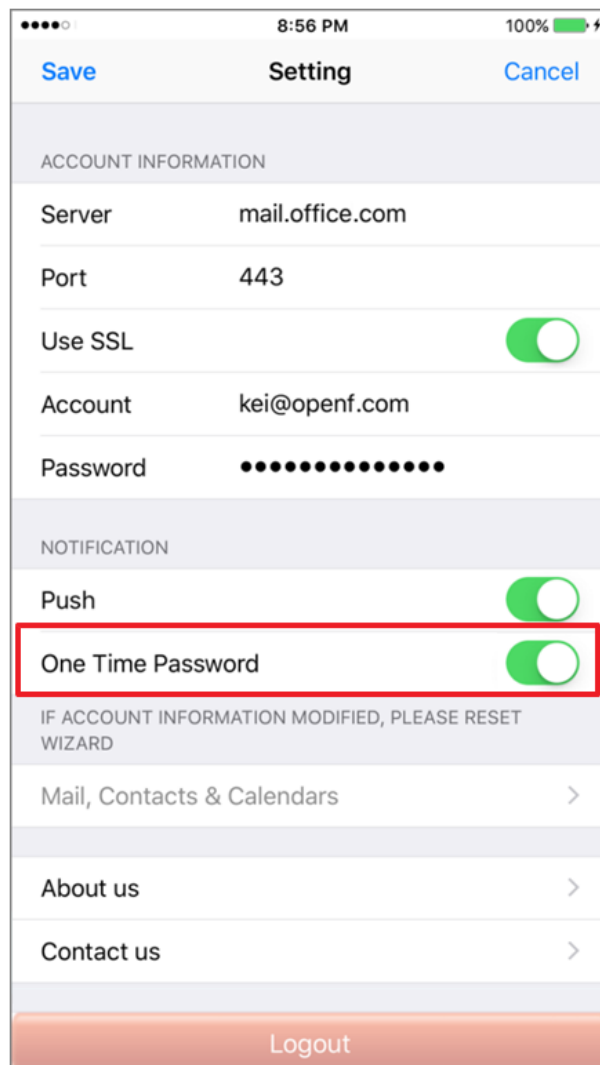
(2) After install the app, you can do the settings.

- iOS

- A. Click the App.



- B. Please set the login information and enable the OTP function, then save the settings.



- Android

- A. Click the App.



- B. Please set the login information and enable the OTP function, then save the settings.



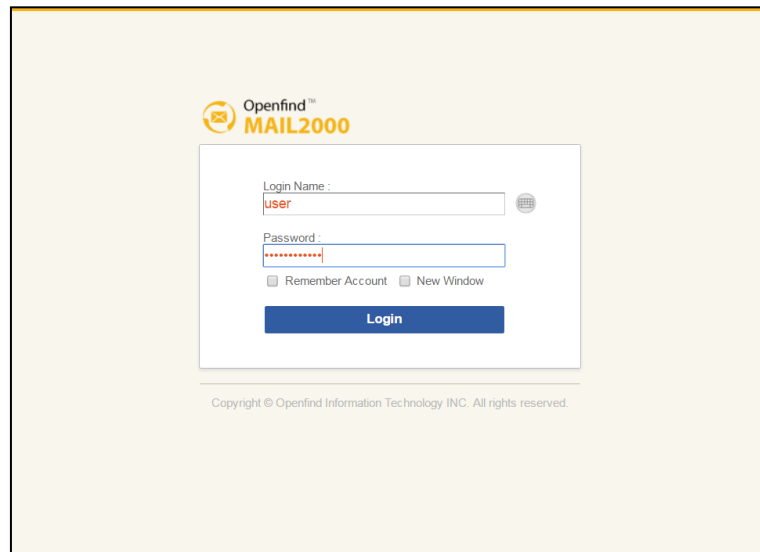
**Limitation:**

To ensure your account security, the OTP function only can register one device. If you want to change device, please cancel the registration at registered device.

- Start to Use OTP Authentication

The default setting of OTP Authentication is disabled. If you want to use this function, please contact to your administrator to enable it. If administrator let user use this function, please go to Preferences/Personalization/Configuration/General to enable the “One-time Password” function.

1. Enter your email account and password.



2. Enter the OTP code and then login to system.

