
Mail-Gear Web Client

Overview

The Mail-Gear Web Client provides dependable email access to users without dedicated desktop computers and without having to install anything more than a web browser. The Mail-Gear Web Client features an easy-to-use interface from which users can access their mailboxes, address book, and compose messages. Mail-Gear's web-based interface permits the user to access email wherever that user has Internet access. The user can use an Apple Macintosh® then move to a Windows® 95 based computer at another location and still access their email via the Mail-Gear Web Client.

Requirements

The Mail-Gear Web Client requires the use of a browser that supports tables. Netscape Navigator® 2.0 or later and Microsoft® Internet Explorer 3.0 or later are suitable browsers.

The Mail-Gear Web Client

Access the Mail-Gear Web Client by way of the following URL:

`http://<servername>:8003/`

The <servername> is the host name or IP Address of the server running Mail-Gear. The <servername> for your network can be obtained from the network administrator.

Note - Your network administrator may have chosen a port number other than 8003. Consult your network administrator for the specific URL you should use.

A user that has not logged in will be required to provide a username and password. After logging in, the user will be presented with a display of their Mailboxes.

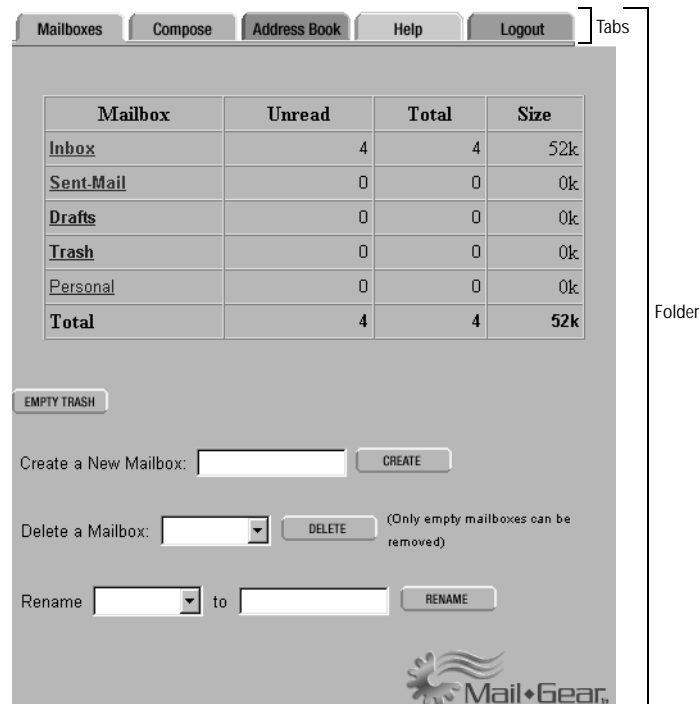
FIGURE 1.



The login screen for Mail-Gear. At the top, there are five tabs: Mailboxes, Compose, Address Book, Help, and Logout. Below the tabs is the Mail-Gear logo, which consists of a gear icon and the text "Mail-Gear". Under the logo, there are two input fields: "Name:" with the value "jamieux" and "Password:" with a masked password "*****". Below these fields is a "LOGIN" button. At the bottom, there is a text input field containing "brightcorp.com".

The Mail-Gear user interface consists of five (5) virtual file folders that represent the various Mail-Gear Web Client functions. To access a different Mail-Gear function, select the appropriate tab at the top of the file folder.

FIGURE 2.



The Mailboxes screen in the Mail-Gear interface. At the top, there are five tabs: Mailboxes, Compose, Address Book, Help, and Logout. A bracket on the right side of these tabs is labeled "Tabs". Below the tabs is a table with four columns: Mailbox, Unread, Total, and Size. The table lists several mailboxes: Inbox, Sent-Mail, Drafts, Trash, and Personal, each with its respective unread, total, and size values. A "Total" row is at the bottom of the table. To the right of the table, a bracket is labeled "Folder". Below the table is an "EMPTY TRASH" button. Underneath that, there are three sections: "Create a New Mailbox:" with a text input field and a "CREATE" button; "Delete a Mailbox:" with a dropdown menu, a "DELETE" button, and a note "(Only empty mailboxes can be removed)"; and "Rename" with a dropdown menu, a "to" text input field, and a "RENAME" button. At the bottom right, there is the Mail-Gear logo.

Mailbox	Unread	Total	Size
Inbox	4	4	52k
Sent-Mail	0	0	0k
Drafts	0	0	0k
Trash	0	0	0k
Personal	0	0	0k
Total	4	4	52k

Mail-Gear Functions

Mailboxes

Select the **Mailboxes** tab to display the list of your mailboxes. Mail-Gear automatically provides four (4) mailboxes: **Inbox**, **Sent-Mail**, **Drafts** and **Trash**; you can, however, create your own mailboxes. The **Inbox** is the mailbox in which your new mail is automatically placed. The **Sent-Mail** mailbox contains any messages that you have mailed and have specified also to be copied to your **Sent-Mail** mailbox. The **Drafts** mailbox contains messages that you have composed and are saving for future modifications. The **Trash** mailbox contains messages that you have deleted from other mailboxes. Messages must be placed in the **Trash** before they are irrevocably deleted from the system. The four (4) mailboxes predefined by Mail-Gear are listed in bold while user-defined mailboxes are not.

FIGURE 3.

MailboxesComposeAddress BookHelpLogout

Mailbox	Unread	Total	Size
Inbox	4	4	52k
Sent-Mail	0	0	0k
Drafts	0	0	0k
Trash	0	0	0k
Personal	0	0	0k
Total	4	4	52k

EMPTY TRASH

Create a New Mailbox:

CREATE


Delete a Mailbox:

DELETE

(Only empty mailboxes can be removed)

Rename to

RENAME

Mail-Gear

Mailboxes

Remove all of the messages in the Trash mailbox by clicking Empty Trash.

Enter a new mailbox name and click Create.

Select a mailbox from the pull-down menu and click Delete.

Select a mailbox from the pull-down menu, enter a new name for that mailbox, and click Rename.

Create a Mailbox

To create a new mailbox, type in the name of the new mailbox and click the **Create** button. Once the new mailbox is created, it will be listed with the other mailboxes.

Note - Mailbox names must be greater than zero (0) characters in length and less than one hundred twenty-eight (128) characters in length. Mailbox names can only be composed of: letters, numbers, underscores, spaces, periods, and hyphens.

Delete a Mailbox

Only empty user-defined mailboxes can be deleted. The mailboxes provided by Mail-Gear cannot be deleted. Select a mailbox to delete from the pull-down menu and click the **Delete** button. (FIGURE 3.)

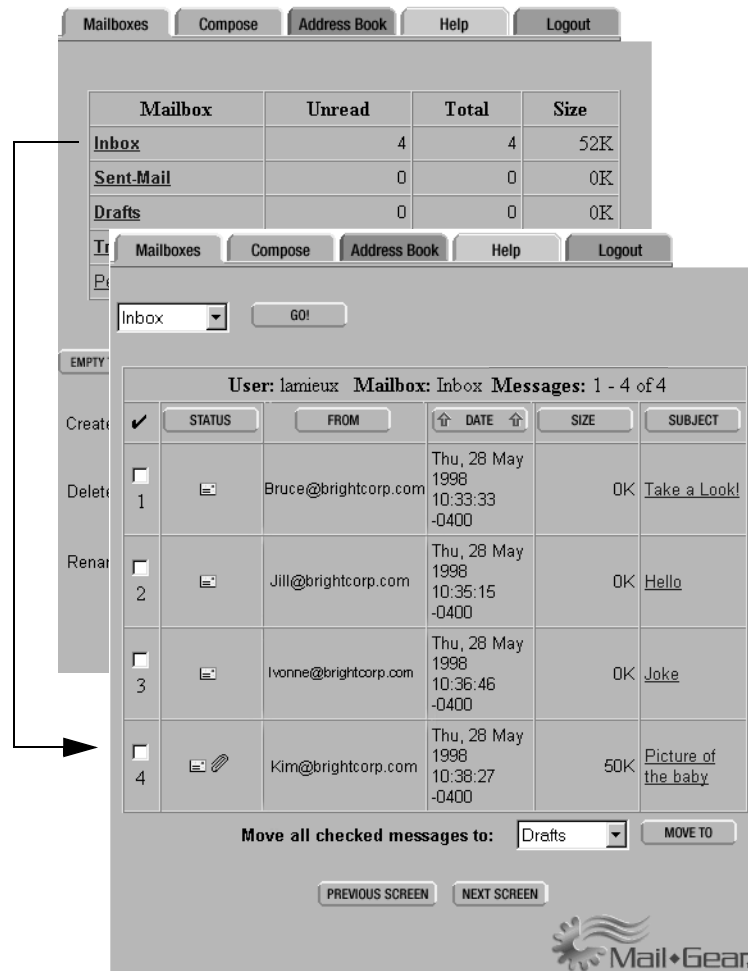
Rename a Mailbox

Only user-defined mailboxes can be renamed. Select the mailbox to rename from the pull-down menu, enter the new name in the input field to the right, and click the **Rename** button. The list of mailboxes at the top of the page will be updated. (FIGURE 3.)

Access a Specific Mailbox

Each mailbox name is a hypertext link. Click on the name of a mailbox to view the messages in that mailbox.

FIGURE 4.



If a mailbox contains more than fifty (50) email messages, the messages will be displayed over multiple pages. The first fifty (50) messages are displayed first. To access the next set of fifty (50) messages, click the **Next Screen** button at the bottom of the page. To go back to the previous fifty (50) messages, click the **Previous Screen** button.

Since the Administrator is able to establish filtering rules, some email messages which you had previously received may not be accessible always. Although you will not be able to access the filtered messages, Mail-Gear will still record those messages as in your mailbox, but as unavailable.






FIGURE 5.

User: lamieux Mailbox: Inbox Messages: 1 - 3 of 4 (1 unavailable)

In the previous figures, user Lamieux had 4 email messages and was able to view all four messages. In Figure 5, however, one of the messages which user Lamieux had received has been filtered. Since user Lamieux had already retrieved this message, the message still exists, but is not currently available.

Each email message has a status field associated with it. The status of a message is represented by one or more of the following icons:

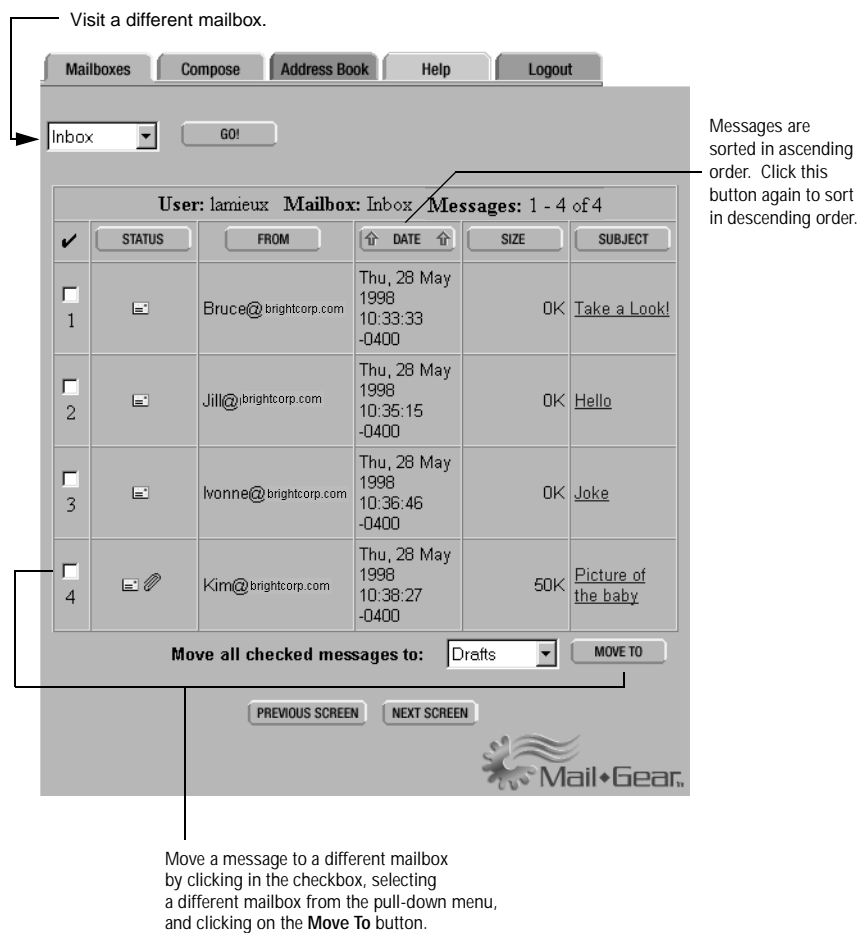
TABLE 1.

ICON	STATUS	DEFINITION
	Unread	This message has not been read by the user.
	Replied	The user has responded to the sender of this email message.
	Forwarded	The user has sent this message to another user.
	Attachment(s)	A file(s) is added to this email message.
	Edited	The user has modified this email message.

Sort Messages

Click the header of either the Status, From, Date, Size, or Subject column to sort your messages by that column. Arrows will appear in that column header to indicate whether the information is sorted in ascending or descending order. The first time that you click on one of the headers to sort your email messages, the messages will be sorted in ascending order by that column; click the header again and your email messages will be sorted in descending order by that column.

FIGURE 6.



Move Messages to Other Mailboxes

Messages may be moved from the current mailbox to another mailbox. To move a message to another mailbox, click the checkbox field to the left of the message or messages you want to move. Then, from the pull-down menu in the lower right hand corner of the window, select the mailbox you want to move the message or messages to, and click the **Move To** button. The message or messages will be moved to the specified mailbox. (FIGURE 6.)

Note - All messages which are checked will be moved to the specified mailbox when the Move To button is clicked.

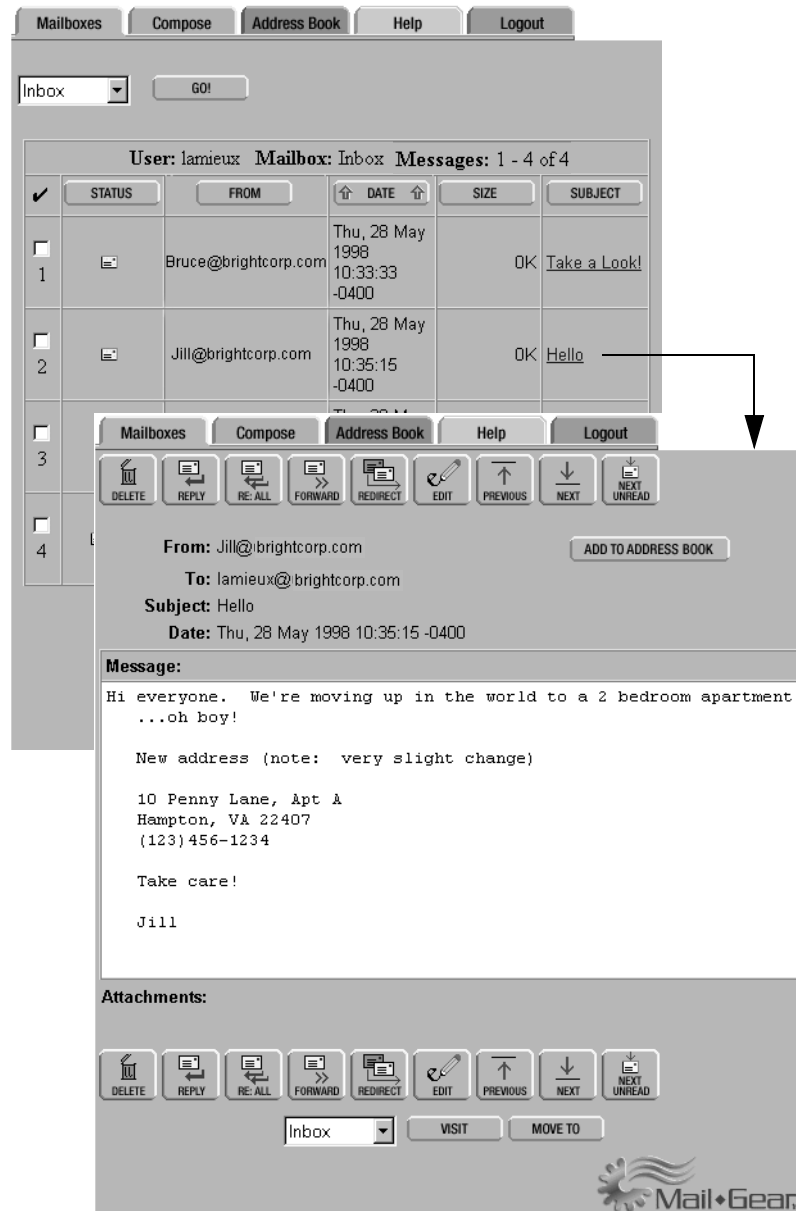
Visit Different Mailboxes

To access the messages contained in other mailboxes, select the desired mailbox from the pull-down menu on the top left hand corner of the window then click the **Go!** button. (FIGURE 6.) The content of the selected mailbox will be displayed.

Open and Read Email Messages

To view a message, click the subject field of that email message.

FIGURE 7.



Several operations can be performed on the message being read:



The Delete operation moves the current message to the Trash Mailbox. The message remains in the system until you either Delete the message from the Trash mailbox or click the **Empty Trash** button on the mailboxes page. (FIGURE 3.)



The Reply operation opens a composition window with the **To** field pre-addressed to the sender of the original message, the **Subject** field pre-filled with the subject of the original message, and the original message is quoted in the **Message** field. See the Compose section of this manual for more information on composing and sending messages.



The Reply To All operation opens a composition window with the **To** field pre-addressed to the sender as well as all of the other recipients of the original message. The **Subject** field pre-filled with the subject of the original message, and the original message is quoted in the **Message** field.



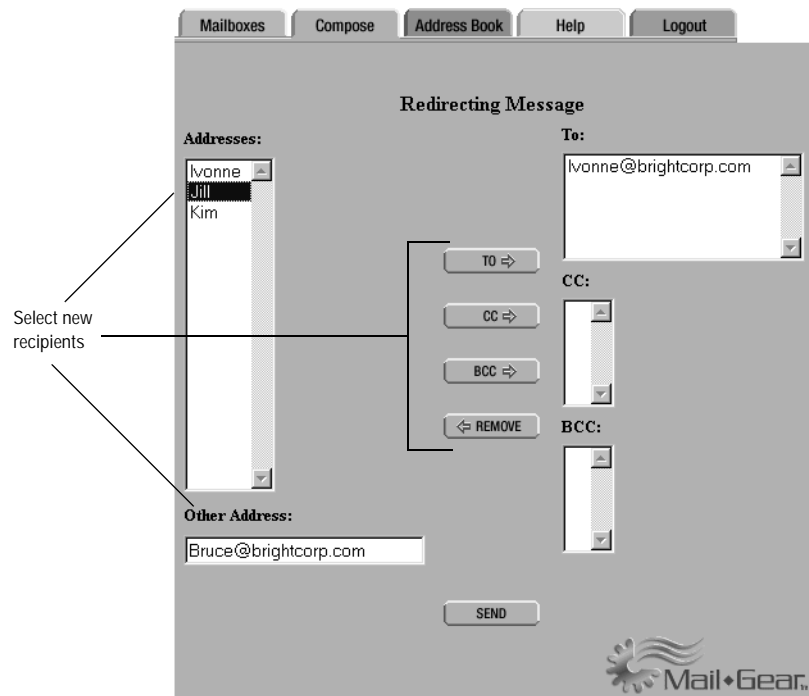
The Forward operation opens a composition window with the **Subject** field pre-filled with the subject of the original message, and the original message in the **Message** field.



The Redirect operation opens a window for selecting the intended email recipients of this email message. You can select the recipients of this email message from your address book as well as enter addresses not in your address book. After selecting the

intended recipients, clicking the **Send** button sends the current message to the recipients exactly as it appears in your mailbox.

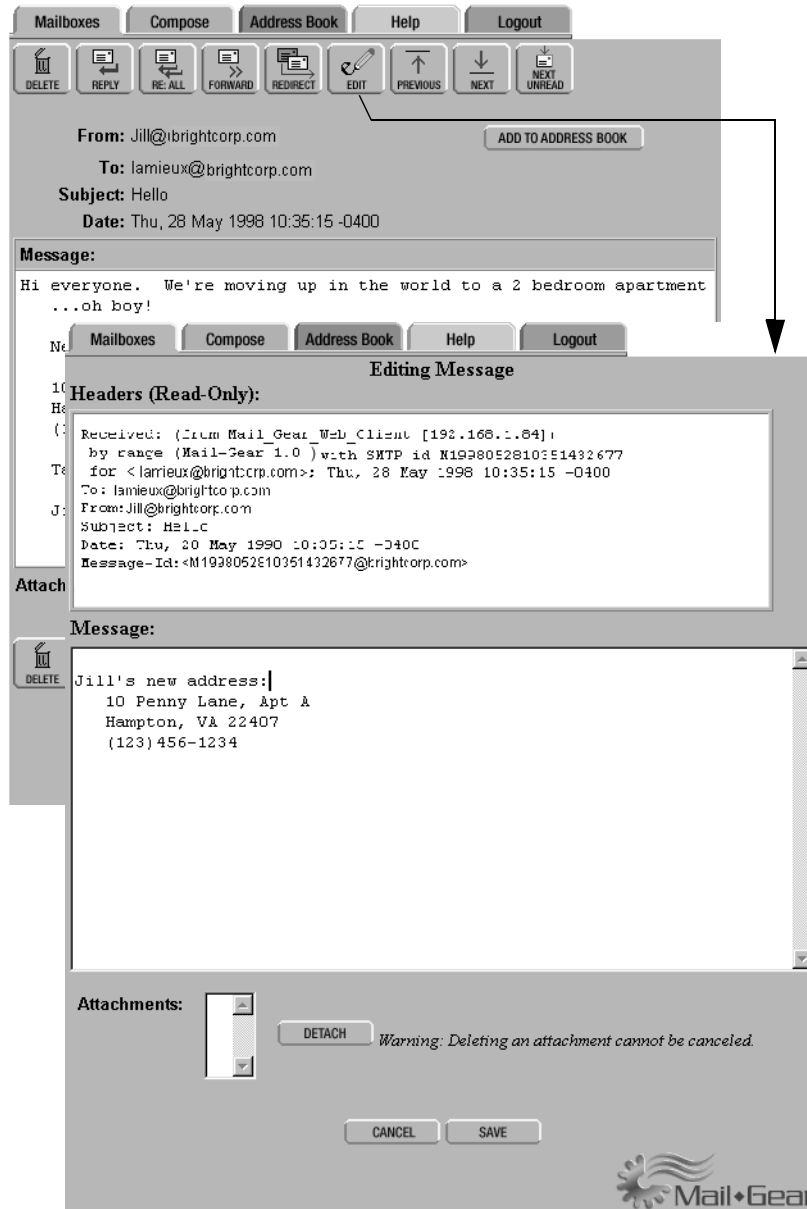
FIGURE 8.





The Edit operation allows you to make changes to the email message itself. The email message's headers may not be modified.

Make any desired changes to the message and click the **Save** button. The message will be saved in the mailbox with your changes.



You can also navigate to other messages:



View the preceding email message in this mailbox. If there are no messages preceding this message, this button will take you back to this message's mailbox index.



View the next email message in this mailbox. If there are no messages following this message, this button will take you back to this message's mailbox index.

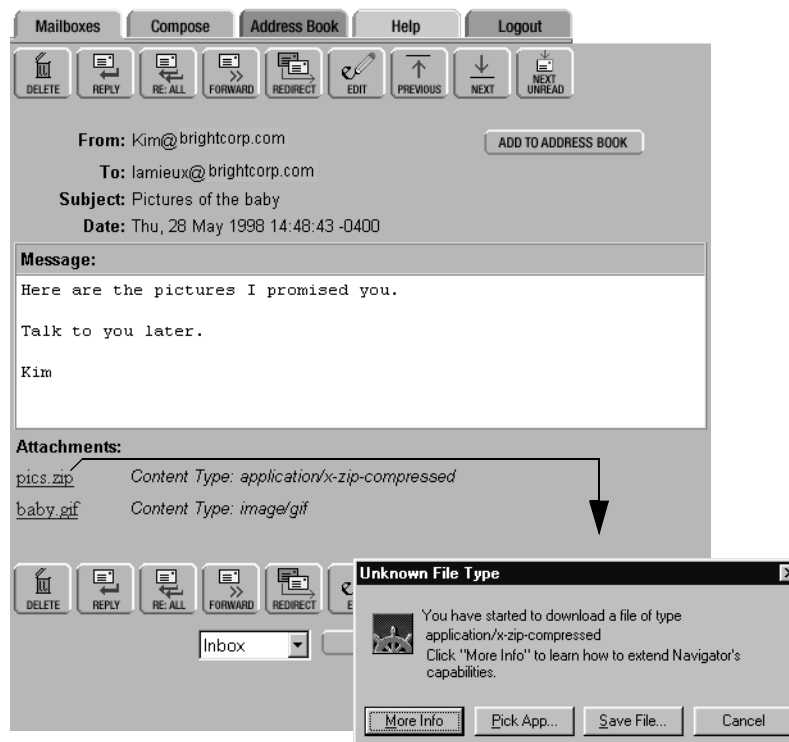


View the subsequent unread email message in this mailbox. If there are no unread messages following this message, this button will take you back to this message's mailbox index.

View an Attachment

Attachments are listed as hypertext links after the message text. The Content-Type of each attachment is also listed next to the name of the attachment. Click the attachment's name to view the attachment in the browser. If the browser does not recognize the attachment's file type, you will be given the opportunity to save the file to a disk. This behavior, the opportunity to save the file to a disk, is browser dependent.

FIGURE 9.

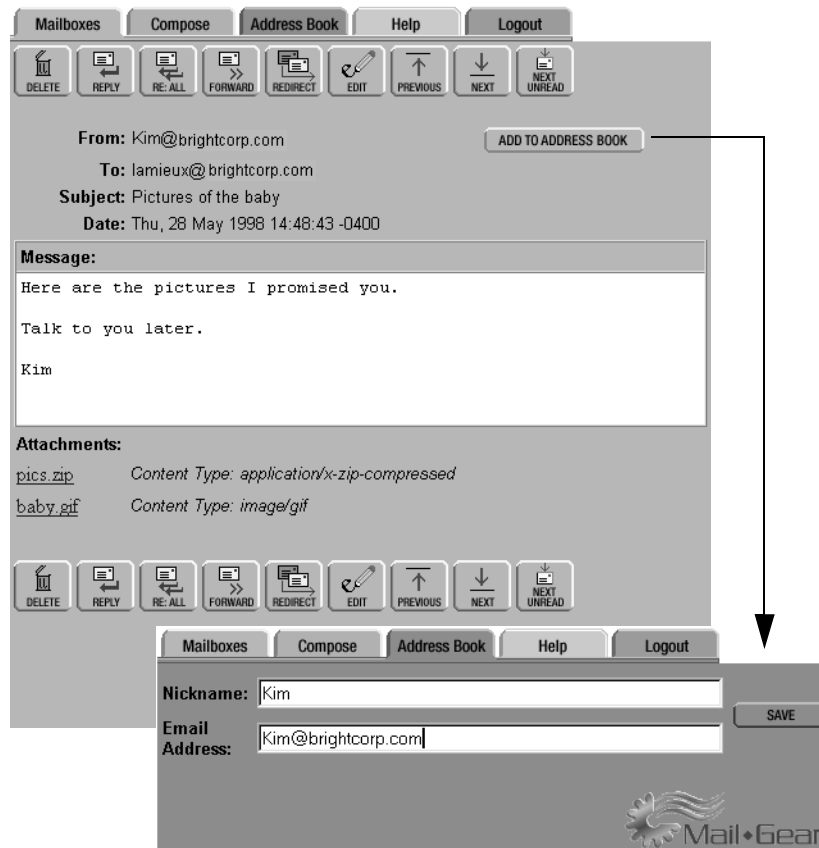


Add to Address Book

Quickly and easily add the email address of the sender of an email message to your address book by clicking the **Add to Address Book** button. A new window will open with nickname and email address fields. Edit

the values in these fields if necessary and click the **Save** button. Clicking the **Save** button will place this person in your address book.

FIGURE 10.



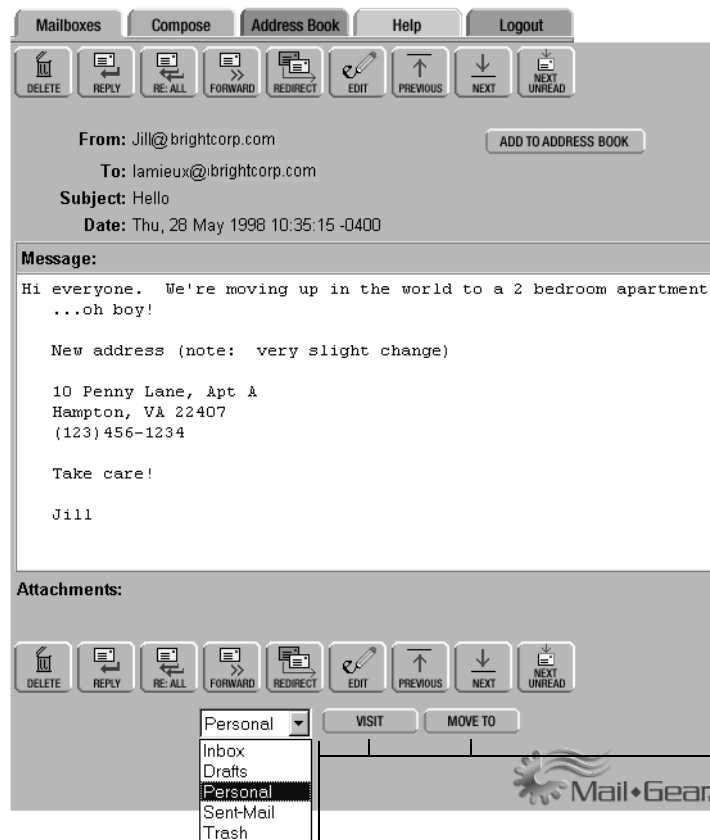
Visit Different Mailboxes

To leave this mailbox, select the mailbox you wish to visit from the pull-down menu and click **Visit**.

Move Messages to Another Mailbox

To move this message to another mailbox, select a mailbox from the pull-down menu and click the **Move To** button.

FIGURE 11.



Visit a different mailbox or move this message to a different mailbox.

Compose

Select the **Compose** tab to begin sending a new message. The **From** field is always pre-addressed with your address.

The **To**, **CC**, and **BCC** fields may be filled in by typing directly into the fields or by clicking the **Address Book** button.

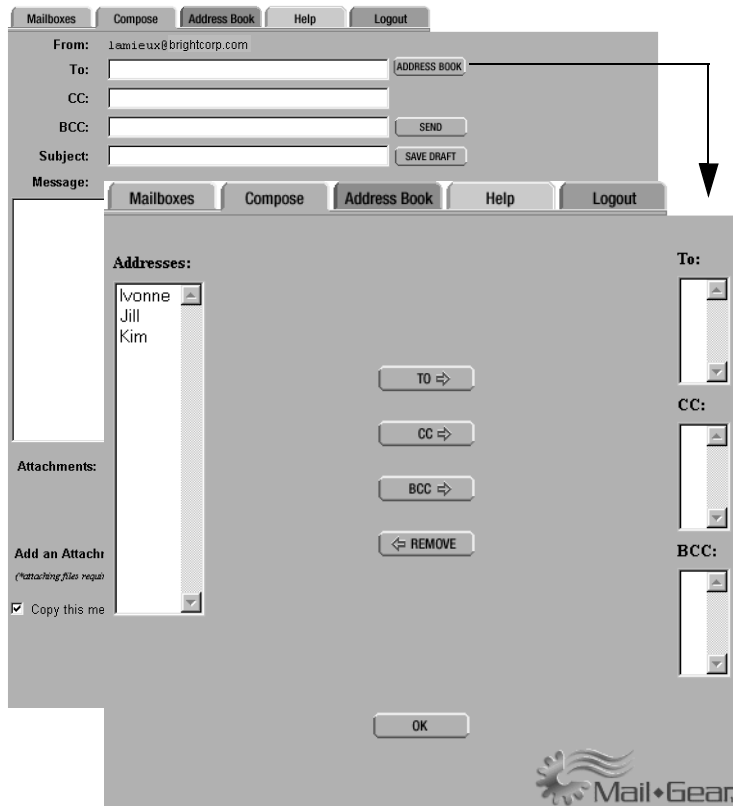
TABLE 2.

Term	Definition
CC	Carbon Copy - A copy of the message will be sent to the person or persons listed in the CC field. All other recipients will be able to see the address of the person or persons carbon copied.
BCC	Blind Carbon Copy - A copy of the message will be sent to the person or persons listed in the BCC field. All other recipients will not be able to see the address of the person or persons blind carbon copied.

Address Book Button

To add recipients from your Address Book to your email message, click the **Address Book** button.

FIGURE 12.



The left-most box contains the list of all email addresses in your Address Book. Select all email addresses to which the message is to be addressed and click the **To** button.

Select all email addresses to which the message is to be carbon copied and click the **CC** button.

Select all email addresses to which the message is to be blind carbon copied and click the **BCC** button.

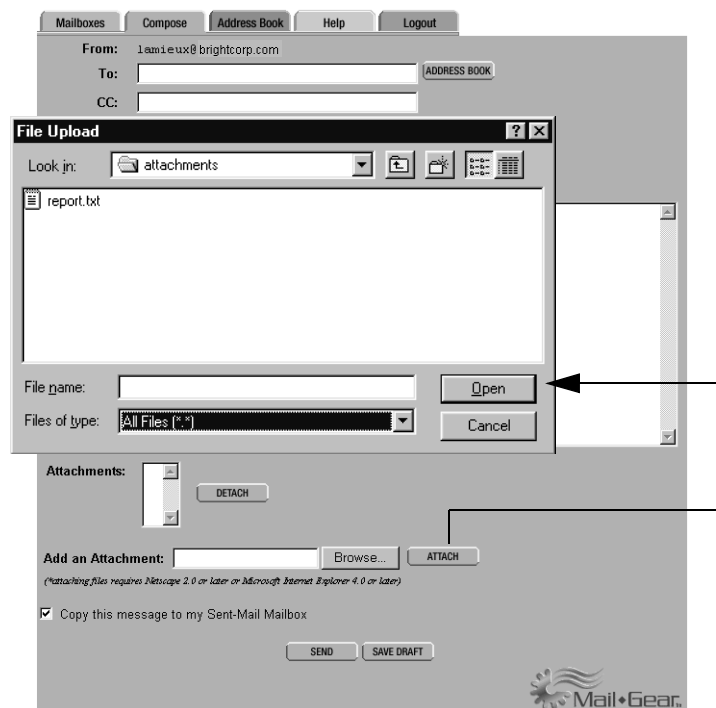
To remove any email addresses from the **To**, **CC**, or **BCC** fields, select the email address from the appropriate box on the right and click the **Remove** button.

Once you have made all of your selections, click the **Ok** button to return to the composition window.

Attachments

To add an attachment to your message, either type the complete path of the file to attach in the **Add an Attachment** field or click the **Browse...** button and find the file. Once you have found the file, click the **Attach** button to attach the file to the email. The new attachment will be listed in the Attachments box.

FIGURE 13.



To remove an attachment from the message, highlight that attachment in the Attachments box and click the **Detach** button.

Send a Message

Once your message is completed, click the **Send** button to have the message delivered to the recipients.

If you have not finished composing your message, click the **Save Draft** button and the message will be automatically saved in the Drafts mailbox. You can then revisit, continue composing, and send this message at a later date.

FIGURE 14.

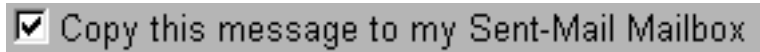
The screenshot shows the Mail+Gear compose window. At the top are tabs: Mailboxes, Compose, Address Book, Help, and Logout. The 'Compose' tab is active. The form includes fields for 'From:' (pre-filled with 'lamieux@brightcorp.com'), 'To:', 'CC:', 'BCC:', and 'Subject:'. To the right of these fields are buttons for 'ADDRESS BOOK', 'SEND', and 'SAVE DRAFT'. Below these is a large text area for the 'Message:'. At the bottom left, there is an 'Attachments:' section with a 'DETACH' button. Below that is an 'Add an Attachment:' section with a 'Browse...' button and an 'ATTACH' button. A note below this section states: '(Attaching files requires Netscape 2.0 or later or Microsoft Internet Explorer 4.0 or later)'. At the bottom left, there is a checkbox labeled 'Copy this message to my Sent-Mail Mailbox' which is checked. At the bottom right, there are 'SEND' and 'SAVE DRAFT' buttons. The Mail+Gear logo is in the bottom right corner. A callout box points to the 'SAVE DRAFT' button with the text: 'Save this message to the Drafts folder instead of sending.'

Note - Any buttons selected in the compose window prior to selecting the Send button will result in the message be saved in the Drafts mailbox. Once you select the Send button, the message will be deleted from the Drafts mailbox.

By default, copies of all your outgoing messages are saved in the Sent-Mail mailbox when you click the **Send** button. If you do not want a

copy of the current message to be saved in the Sent-Mail mailbox, deselect the checkbox:

FIGURE 15.



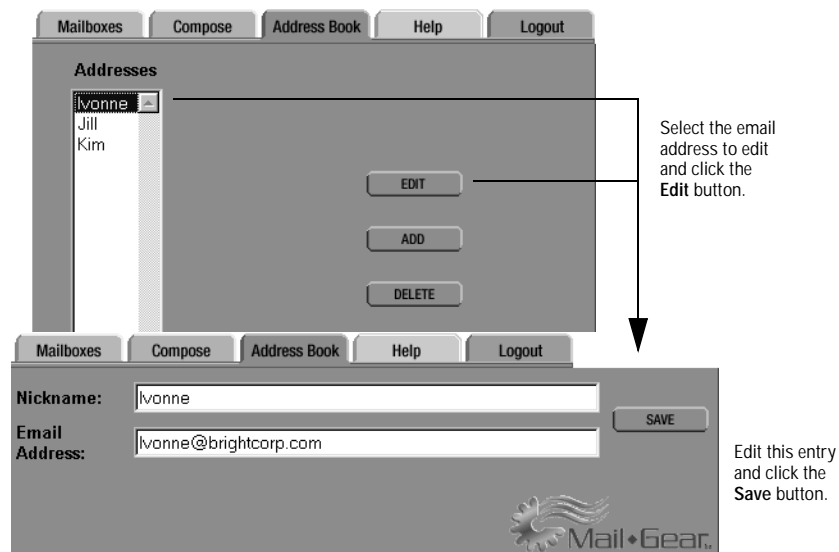
Address Book

Select the **Address Book** tab to view, edit, add or delete the entries in your Address Book.

Edit an Email Address

Highlight the email address to edit and click the **Edit** button. The new page displayed will be pre-filled with the current nickname and email address of the address you have chosen. Make any desired changes and click the **Save** button. The address book will be updated.

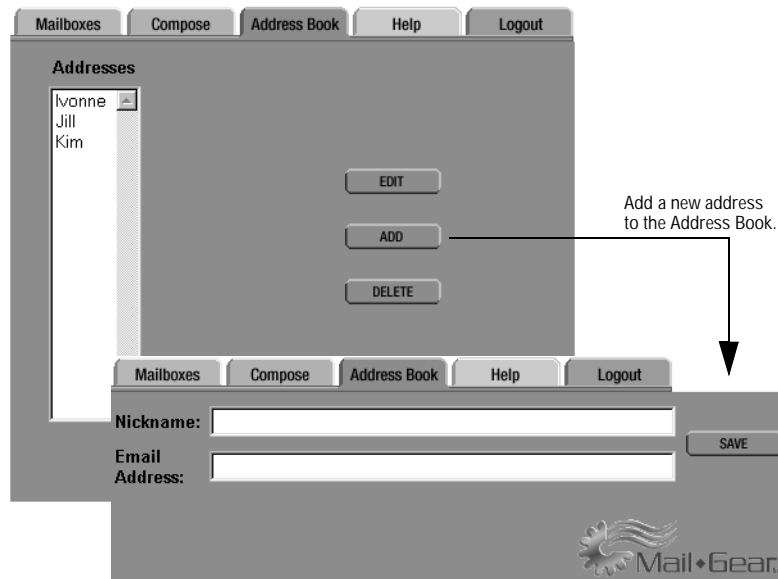
FIGURE 16.



Add an Email Address

Clicking the **Add** button will display a new page with two (2) empty fields. Enter an individual's nickname and email address, and click the **Save** button. The address book will be updated.

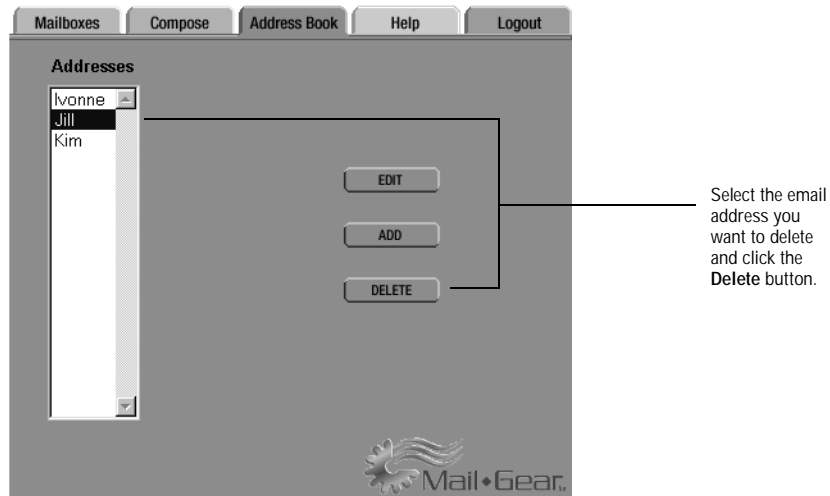
FIGURE 17.



Delete an Email Address

Highlight the email address you would like to delete and click the **Delete** button. The address book will be updated.

FIGURE 18.

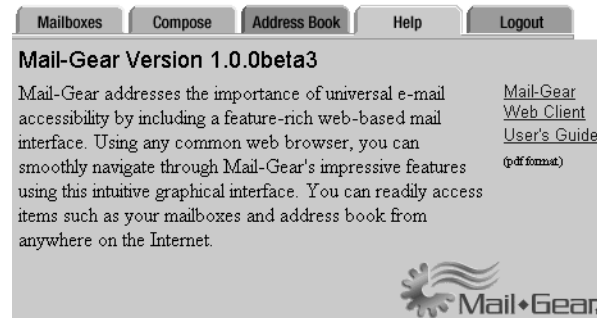


Help

Select the Help tab to access this manual, the Mail-Gear Web Client User Manual, in pdf format. Access the manual by clicking on the *Mail-Gear Web Client* hypertext link. The Acrobat Reader® is needed for reading the online documentation. If you do not have the Acrobat

Reader®, it can be obtained from the Adobe website at:
www.adobe.com.

FIGURE 19.



Logout

Select the **Logout** tab to logout of Mail-Gear. Logging out ensures that subsequent users of the computer you are currently using will not be able to send out email as you or receive your email. If you have logged out and would like to log back in, the logout page gives you the ability to enter your username and password and begin using Mail-Gear again.

FIGURE 20.



Additionally, Mail-Gear will automatically time out after a certain period of time specified by your network administrator. The automatic time out ensures that if you have left the computer and have forgotten to logout, you will be automatically logged out. If you are still using the product after the time out period, reenter your username and password to continue using Mail-Gear.

Mail-Gear Web Client

Version 1.0

User Manual



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