

Dear User,

This is a small manual that should help you using the Webmail-Module.

Regards

Thomas Bley (mgw-dev team)

Index:

- [The maillist](#)
- [The toolbar](#)
- [The sidebar](#)
- [Compose an email](#)
- [Folders](#)
- [General settings](#)
- [Email accounts](#)

The maillist

The maillist shows a list of all emails in the current folder. Opening the webmail-module the maillist shows your inbox.

Admin - Inbox		Search for <input type="text"/>	in <div>this folder</div>	<div>OK</div>	<div>Next</div>	10 / 97 Messages
<input type="checkbox"/>	<u>ID</u>	<u>Subject</u>	<u>From</u>	<u>Account</u>	<u>Date</u>	
<input type="checkbox"/>		Small Webmail Manual #1	Thomas Bley		11:34	
<input type="checkbox"/>		Re: [debian-knoppix] Knoppix need more organisati ...	Arash Zeini		Sun, 20:23	
<input type="checkbox"/>		Re: [debian-knoppix] Knoppix need more organisati ...	Aryan Amani		Sun, 19:59	
<input type="checkbox"/>		[mgw-dev] php 4.3 and mgw 0-66	Thomas Bley		Sun, 19:16	
<input type="checkbox"/>		Re: [debian-knoppix] Knoppix need more organisati ...	Florent BERANGER		Sun, 18:59	
<input type="checkbox"/>		Re: [mgw-dev] Supporting non-MySql databases	Marc Logemann		Sun, 18:34	
<input type="checkbox"/>		[moregroupware-Feature Requests-659701] serch m ...	noreply@sourceforge.net		Sun, 17:01	
<input type="checkbox"/>		[mgw-dev] Supporting non-MySql databases	rgasch		Sun, 22:44	
<input type="checkbox"/>		[Moregroupware-user] Timezone Offset	Lance Pyzr		Sat, 21:08	
<input type="checkbox"/>		[Moregroupware-user] default date format	Brady Creel		Sat, 1:35	
<div><div>[1-10]</div><div>[11-20]</div><div>[21-30]</div><div>[31-40]</div><div>[41-50]</div><div>[51-60]</div><div>[61-70]</div><div>[71-80]</div><div>[81-90]</div><div>[91-97]</div></div>						







Important messages are flagged **red**, unread messages **bold**.

The top line contains the username and the name of the folder on the left, the number of messages in the list plus the total number of messages are shown on the right.




The middle is filled by the search form and "next", "previous"-links for navigating to the next or previous page of mails.

The **search function** tries to find the entered term in the columns subject, from and to. Select "local folders" to search for the entered term in all local folders, choose "public folders" to search in all public folders or "this folder" in order to search only in the current folder. To get a regular view of all emails in a folder, click "Cancel"

The message that is currently displayed is marked by a lightgreen background-color:

  	Small Webmail Manual #1	Thomas Bley	11:34
  	Re: [debian-knoppix] Knoppix need more organisati ...	Arash Zeini	Sun, 20:23






Clicking on the subject or the sender displays a message. Clicking on the background selects a message.

  	Re: [debian-knoppix] Knoppix need more organisati ...	Arash Zeini	Sun, 20:23
--	---	-----------------------------	------------






  	Re: [debian-knoppix] Knoppix need more organisati ...	Arash Zeini	Sun, 20:23
--	---	-----------------------------	------------

Symbols for emails:

-  A normal email
-  An email with one or more attachment(s)
-  You've replied to this mail
-  You've forwarded this mail
-  This mail has an attachment and you've replied and forwarded it

Other Symbols:











-  Click on this to mark an email as read / unread
-  Flags an email as important / unimportant
-  Only available for drafts: edit an email

The toolbar



Functions of the symbols at the top of the screen:

-  Compose an email (see "[Compose an email](#)")
-  Print the mail that is currently displayed in the preview pane
-  Delete all mails that are marked in the maillist (how to mark, see "[Maillist](#)")
Mails are first moved to the trash, deleting them in the trash removes them from the system
-  Reply to the mail shown in the preview pane
(The text of the mail gets included to the new mail, not the attachments)
-  Perform an (inline) forward of the mail
(The text of the mail is attached to the new mail, not the attached files)
-  Completely forward the mail
(The whole mail is included as one attachment to the new mail)
-  Receive new messages
(This requires an account to be set up, see "[Email Accounts](#)")
-  Open the tab for settings (see "[Email Accounts](#)", "[General Settings](#)")

The sidebar



Compose a new message



See what's in your **Inbox**

(All messages that are downloaded from a pop3/imap server are stored here.)



Manage your **Local Folders**



Drafts

(Messages being saved for modifying / sending them later)



Sent

(All messages sent by you)



Trash

(Deleted messages, deleting messages inside the trash removes them completely)



Public Folders

(Every user of mgw can access these folders)

Compose an email

Composing an email requires an account to be set up. (see "[Email accounts](#)")

Search for users, contacts:

To search for a special user you can type in the firstname, lastname or username.

To search for a contact you can type in firstname, lastname or email-address.

You can even search for groups or companies.

To copy an item of the search-box into the to-field click on "<<" (same with cc-, bcc-field)

Sending a message internally:

To send an email to a user simply type in the username in the to-field (or cc- / bcc-field)

To send an email to a group (defined in the group-manager) simply add a "@" to the beginning of a group name. (e.g. @default)

Some notes:

To send an email to more than one recipient, separate each one with a komma.

To send a copy or a blind copy click on "more" and fill in the fields "cc" and "bcc".

To add a file to the mail click on "Attachments".

In the next page click on "Browse ...", select a file, click on "Add to List".

(To attach a file bigger than 2 MB, you need to increase "upload_max_filesize" in your php.ini, default is "2M")

(btw. "file_uploads" must be set on "on" in your php.ini)

To store a mail for sending it later, click on "Save as Draft" instead of "Send E-mail".

Attention: To compose big mails it may be necessary to increase "memory_limit" in your php.ini (default is "8M")

Folders



To select a folder, click on the (white, empty) circle.
(the marked folder get highlighted blue)

Create a new folder:

Create New (Sub-)Folder:



Enter the name of the new folder,
select the parent-folder (select / if none),
click OK

Rename an existing folder:

Testfolder	0	Delete
/		

Create New (Sub-)Folder:

Rename Folder:

Select the specified folder, enter the new name, click OK

To **delete** a folder click "Delete" at the right of a foldername.

Folders are first moved to the trash. Deleting folders inside the trash removes them completely.

Public Folders:

Public folders are the same as normal folders, except they are accessible (and writeable) by every user.
Deleting emails / folders inside the public folders moves them to the public trash.

A public folder is automatically created for every user. (public folders/\$username)

General settings

You reach "General Settings" by clicking on Settings in the webmail-module, then click on "General Settings"

Sort E-mails by:

Message-ID | Sender | Subject | Date | Unsorted

Control how emails in the maillist are sorted.

- Sorting them by the "Message-ID" lists all mails in the order they were fetched, latest first.
- Sort by "Sender": all mails are sorted by the sender, alphabetical, beginning with 'a'
- Sort by "Subject": (same as "Sender") alphabetical, starting with 'a'

Sort by Account ?

Check this to sort all mails by the account from which they were fetched.

Short view in maillist for columns from / to:

The columns "from" and "to" are listed in a short way.
(e.g. long: Name <name@name.com>, short: Name)

Show the size of the mails in the maillist:

Display the size of each mail in the maillist
(if this is not checked: Then the size of the mail is displayed in the preview pane)

Number of E-mails to show per page:

Number of mails that are shown in the maillist on one page.

Time to wait after downloading / sending messages:	The time in seconds to wait after sending or receiving mails
Height of top-frame [pixel] (Use 104 for 800x600):	Control the height of the top-frame (includes the toolbar, links to other modules). Using 800x600 screen-resolution this frame gets displayed with scrollbars, therefore increase this value to 104 to be able to see the toolbar.
Notify me when new mails are available:	<p>When new mails are available on one of the accounts, a special symbol () appears in the toolbar. Clicking on it, a list of new mails is displayed. Then you are able to delete unwished mails before downloading them.</p> <p>(Attention: Notifying is only active when the webmail-module is opened in the browser)</p>
Time in seconds to look for new mails:	Defines how many seconds to wait until performing a new check.
Always compose E-mails in HTML:	Setting this a java-applet is loaded everytime you compose a new mail. (requires Sun Java Runtime Edition)
Always add signature to new E-Mails:	The "Add Signature" checkbox is automatically enabled when composing mails.
Signature:	Define your signature (this is a special text you can always add at the end of your mails)
Anti-Spam Functionality:	<p>In order to protect you from spam you can define some rules to detect spam. Those mails that are detected as spam are moved to the "Undesired"-folder (subfolder of trash).</p> <p>Defining rules: Every rule is written in one line.</p> <ul style="list-style-type: none"> • If you want to block a special sender type: name@domain • To block a whole domain type this: %@domain • Some spammers are using many different subdomains, to block all mails from "domain", "www.domain", "dns.domain", etc. use: %domain
Disabled file extensions:	<p>Most viruses are sent via email including infected attachments. To block attachments you don't need, you can define its extensions.</p> <p>e.g. to block all .exe and .vbs-files type: .exe, .vbs</p> <p>Be aware the whole email is still fetched from your mail-server to the mgw-server, the unwanted attachments are only blocked for downloading to your computer.</p>
Always recache E-mails (slower):	<p>Parsing emails can take a long time (especially for html-newsletters with many attached inline images). To parse big mails it may be necessary to increase "memory_limit" in your php.ini (default is 8M = 8 MByte).</p> <p>Therefore all emails are cached. In the first step of the caching-process all attachments are extracted from the mail and stored at cache/attachments (for normal attachments) or at cache/img (for images).</p> <p>In the second step the rest of the mail is filtered by some criteria (see next two options for this) and stored at cache/readmessage.</p>
Enable inline display of attachments such as images, text files, etc.:	<p>Using this option some attachments are displayed directly in the mail. This happens to images and text-files.</p> <p>(All known file-types are listed in /webmail2/inc/mime_types.php, all unknown file-types are treated as possible viruses => a warning message is displayed when downloading)</p>

Secure HTML E-mails:	<p>Filters all emails with inline html-content. Most viruses contain javascript-code or redirect using iframes, etc.</p> <p>That's why some tags are simply filtered with this option:</p> <ul style="list-style-type: none"> • All <script>*</script>, <applet>*</applet>, <object>*</object> • also <iframe>*</iframe>, <frame>, <frameset>*</frameset> • and <base> and <link> <p>If you are programming viruses and want to test them, please unset this option or use M\$ Outlook (Express).</p>
Show the Structure of an E-Mail:	Display the structure of a mail in the preview pane.
Enable Downloading a mail as .eml file.:	This enables the complete download of an email as .eml-file in the preview pane. (by clicking on structure inside the preview pane)
Scan all critical attachments for viruses:	<p>Perform a scan for viruses of all critical attachments before downloading them. (Those attachments that are critical or not are listed in modules/webmail2/inc/mime_types.php)</p>
System-path of your virus scanner:	<p>When scanning attachments for viruses you need to define the location of your virus-scanner.</p> <p>(e.g. /usr/local/f-prot/f-prot for windows & f-prot or c:/scan/scan.exe for McAfee-Commandline-Scanner for Windows)</p>
Virus Scanner:	<p>Defines the type of your virus-scanner.</p> <p>Supported Virus-Scanners are:</p> <ul style="list-style-type: none"> • F-Prot for Linux (executable: f-prot) • F-Prot for Windows (executable: fpcmd.exe) • McAfee for Linux (executable: uvscan) • McAfee for Windows (executable: scan.exe)

Email accounts

Display a list of all accounts:

Inside the webmail-module, click on  Settings, then click on "Account List".

To edit an account click on "edit" (if there is no edit- or delete-link contact your sysadmin)

For deleting an account, click on "delete".

If you want to verify your smtp-settings click on "Test SMTP".

Create a new account:

Inside the webmail-module, click on  Settings, then click on "New Account"

Account Name:	Enter the name of the account, should be unique.
From Name:	This name appears when sending mails e.g. name for "name" <email@gmx.de>
Reply-to Address:	This address appears when sending mails e.g. email@gmx.de for "name" <email@gmx.de>

Mailserver Type:	Use pop3 for fetching mails from a pop3-server or imap for fetching from an imap-inbox
POP3 / Imap Host:	Specify the hostname or ip of the server to fetch mails from
Username:	When fetching mails authenticate with this username
Password:	When fetching mails authenticate with this password
Leave messages on server:	Activate this to leave all messages on the mail-server instead of deleting them (recommended for imap)
Use mail-function:	PHP offers a mail()-function that calls sendmail (linux) or smtp (windows) as configured in php.ini
SMTP Host:	Instead of using the mail-function you can specify a smtp-hostname for sending mails
Pop before smtp:	Some smtp-servers require a successful pop-authentication before sending mails
SMTP needs authentication:	Instead of authenticating via pop-before-smtp you can use an extra username and password
Username:	Specify a username for smtp-authentication
Password:	Specify a password for smtp-authentication
Authenticate with POP3-username + Password:	Instead of using an extra username / password for smtp-authentication you can use the username / password form pop3 / imap-authentication
Activate Account:	Activate this option to fetch mails from this account

Additional options for user "admin":

As "admin" you can create accounts for other users and allow / disallow them to edit these accounts. To create a new account for another user simply choose the username above "account name". To restrict editing uncheck "User can edit this account".

When creating users as "admin":

- using \$username gets automatically replaced with mgw-username.
- using \$email is replaced with mgw-email
- using \$fullusername is replaced with "Firstname Lastname"

For changing mgw-username, -email and -fullusername take a look at the Admin-module (esp. user-manager)