Telpage
WebMail Guide

CHAPTER 1 *WebMail: Mailboxes*

One of the main functions of the Telpage WebUser Interface is Web Access to
user mailboxes. You can display the list of mailboxes in your account, create new mail-
boxes, rename and remove mailboxes, open and view mailbox, search mailboxes for cer-
tain data, etc.

Access to Mailboxes

The Mailboxes page displays your mailboxes. It allows the user to open the listed mailboxes and to create a new mailbox:

Create Mailbox		used 238K of 3M
Display	Filter:	3 selected

Mailbox	Size	Messages	New
INBOX	20K	5	2
Friends	200K	56	4
Friends/Family	18K	3	

The mailbox names are links to the WebUser pages displaying the mailbox contents.

You can open the Settings page and specify which mailboxes should be displayed in the Mailboxes page: Display All Account Mailboxes:

Display All Account Mailboxes:	Yes ▼
Display Subscribed Mailboxes:	Yes ▼

`Display All Account Mailboxes`
>   If this option is selected, all mailboxes created in your account are listed.

`Display Subscribed Mailboxes`
>   If this option is selected, the Mailboxes page lists all mailboxes your account is subscribed to (including foreign mailboxes).
>   If this option is selected, the newly created mailboxes are automatically added to the subscription list.

Mailbox Browsing

You can browse a mailbox by clicking its name (link) on the Mailboxes page. A mailbox page displays the messages stored in the mailbox, it provides checkboxes to select messages, and the controls for performing operations on the selected messages:

From	Subject	Size	Received
TestList administration	Welcome!	871	25-Nov-99
Technical Support	Fwd: [*] CommuniGate Pro 2.8b2 released	4K	25-Nov-99
Technical Support	TEST - text & 2 gifs	11K	25-Nov-99
Technical Support	Fwd: TEST - text & 2 gifs	13K	25-Nov-99
philip@node5.stalker.com	(no subject)	5K	25-Nov-99
Technical Support	FWD:(no subject)	5K	25-Nov-99
Technical Support	Fwd: HTML letter (alternative) (no subj	6K	25-Nov-99
John R. Smith	Re: Weird Problems	2015	03-Dec-99
Douglas M.	bad log file from our server	8K	11-Dec-99
U&B	LDAP	1575	21-Dec-99
James Green	design suggestion	3K	23-Dec-99
Adam Drake	Transmission problems between SIMS and	4K	05-Jan-00

Read: [Set] [Clear] [Copy to...] [Move to...] [Redirect to...] [Forward to...]
Flagged: [Set] [Clear] -- select mailbox -- ◆
Deleted: [Set] [Clear]
[Purge Deleted] **Mailbox Management**

For each message in the mailbox, several message header fields are displayed. The messages are sorted by the highlighted field. The field name (link) can be used to highlight a different field and to change the sorting order.

A message can be opened using a link in the first and/or highlighted columns.

`Display`
   This button tells the WebUser module to display not more than the specified number of the mailbox messages. If the Filter field is not empty, only the messages with the

highlighted field containing the filter string are displayed. If the Search field is not empty, only the messages containing the search string are displayed.

Read

The Set button can be used to mark the selected messages as "read", the Clear button can be used to mark the selected messages as "unread".

Flagged

The Set button can be used to mark the selected messages with a flag, the Clear button can be used to remove the flag marker from the selected messages.

Copy To

This button can be used to copy the selected messages into the specified mailbox.

Move To

This button can be used to copy the selected messages into the specified mailbox; the original message is deleted or it is marked as deleted (if the WebUser Interface Delete Mode is set to Marked).

Redirect To, Forward To

This button can be used to redirect or forward the selected messages to the specified addresses. The address field below the buttons should contain one or several addresses separated with the comma signs.

Mailbox Management

This link can be used to open the Mailbox Management page.

The following buttons appear if the WebUser Interface Delete Mode is set to Mark

Delete

The Set button is used to mark the selected messages as "deleted", the Clear button can be used to clear the "deleted" markers.

Purge Deleted

This button is used to remove the messages marked as "deleted" from the mailbox.

If the the WebUser Interface Delete Mode is set to Via Trash or Immediately, the following button appears:

Delete

Click this button to move the selected message(s) to the Trash mailbox (the Via Trash Delete Mode) or to mark all selected messages as "deleted" and remove all marked messages immediately (the Immediately Delete Mode).

You can open the Settings page and specify how mailboxes should be displayed:

Mailbox Viewer	Display: 100 ⬍	Refresh Every: 5 minutes
Default ⬍ Fields:	Status From Subject Size Received	Reverse
Sort:	○ ○ ○ ○ ◉	Yes

Display
> This option specifies how many messages should be displayed on one Mailbox page. If a mailbox has more messages than this option specifies, an arrow links appear to allow you to "page" the entire Mailbox.

Refresh Every
> This option specifies how often the Mailbox pages should be automatically updated.

Fields
> This set of options specifies the message fields to be displayed in the Mailbox pages. Select -nothing- and click the Update button to remove a field.

Sort
> This set of radio buttons allows you to select the field for initial (default) mailbox sorting.

Reverse
> This option specifies the initial (default) mailbox sorting order.

The WebUser Interface Settings page also allows you to specify the Delete Mode:

Miscellaneous
Message Delete Method: **Move To Trash** ⬍

Move To Trash
> The delete operation moves the selected message(s) to the Trash mailbox. This option available for multi-mailbox accounts only. If the Trash mailbox does not exist, the first delete operation creates it.

Mark
> The delete operation marks the selected message(s) as "deleted". The marked messages can be removed using the Purge Deleted operation.

Immediately
> The delete operation marks the selected message(s) as "deleted" and then immediately deletes all marked messages from the mailbox.

Mailbox Management

The Mailbox Management page allows you to set the ACL (Access Control List) settings for the selected mailbox, to rename, and to remove the mailbox.

To rename a mailbox, type the new mailbox name into the New Mailbox Name field and click the Rename Mailbox button. If the Rename Submailboxes option is selected, all sub-mailboxes of this mailbox will be renamed, too. If you are renaming the mailbox Sent into Sent in 2000, and you also have the Sent/customers submailbox, that submailbox is renamed into Sent in 2000/customers if the Rename Submailboxes option is selected.

Note: If you rename your INBOX, the new empty INBOX is automatically created.

To remove a mailbox, click the Remove Mailbox button. If the Remove Submailboxes option is selected, all submailboxes of this mailbox will be removed, too. If you are removing the mailbox Sent, and you also have the Sent/customers submailboxe, that sub-mailbox is removed, too - if the Remove Submailboxes option is selected.

Note: You cannot remove your INBOX.

To grant mailbox access rights to a user, enter the user name into the Identifier field, select the desired access rights, and click the Update button. To grant an access right to every-body, use the word anyone. To remove certain rights from a particular user, "grant" those rights to the identifier -username.

Access Control List									
Identifier	Lookup	Select	Seen	Flags	Insert	Post	Create	Delete	Admin
-badguy	☑	☑	☑	☑	☑	☑	☑	☑	☑
anyone	☑	☑	☐	☐	☐	☐	☐	☐	☐
susan	☑	☑	☐	☑	☑	☐	☐	☐	☐

CHAPTER 2   *WebMail:*

Messages

The Telpage WebUser Interface allows you to read messages stored in your account mailbox(es). To read ("open") a message, open the Mailbox page first and click on the message link.

Message Browsing

The WebUser Interface allows you to view messages in your mailboxes. It checks the MIME structure of a message and decodes its MIME parts.

A mailbox message is displayed as an HTML page, containing the important fields of the message header, the decoded message body, and the controls. Text, HTML, and graphics MIME parts are displayed, other parts (attachments) are shown as icon links that allow you to download these parts.

The multipart-messages are displayed according to the MIME multipart rules, and the nested messages (forwarded messages, reports, digests) are displayed, too.

The message header (and message headers of all embedded messages) has icon-links that allow you to view the complete header information, and to view the undecoded message body.

You can use the following controls (links/buttons) on Message pages:

Next Unread

> Click this control to open the next unread message (a messages without the read marker) in the mailbox.

Back to *mailboxname*

> Click this control to close the message and to open the mailbox page.

Close as Unread

> Click this control to mark this message as unread (removes the read marker), to close the message page, and to open the mailbox page.

Delete

> Click this control to mark this message as deleted (sets the deleted marker), to close the message, and to open the mailbox page.

Undelete

> Click this control to remove the deleted marker from the message.

Reply

> Click this control to open the Compose page and to send a reply message.

Reply To All

> Click this control to open the Compose page and to send a reply message. The pre-composed recipients list will include not only the author of the original message, but all message Cc: and To: recipients, too.

Forward

> Click this control to open the Compose page and to forward a message.

Set Flag

> Click this control to add the flag marker to the message.

Reset Flag

> Click this control to remove the flag marker from the message.

Copy To

> Click this control to place a copy of the message into the specified mailbox.

`Move To`

> Click this control to place a copy of the message into the specified mailbox and to remove the original message or to mark the original message as deleted (if the WebUser Interface Delete Mode is set to Marked).

`Redirect`

> Click this control to redirect the message to the specified address(es). If you need to type in several addresses, separate them with the comma sign.
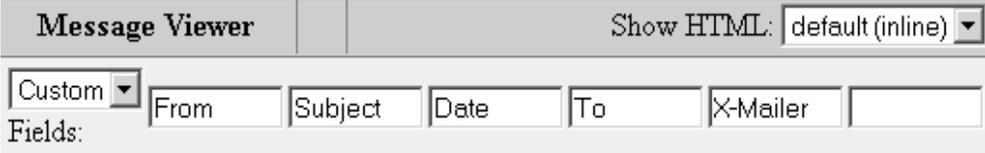
`Take Address`

> Click this button to add the message author (From:) address to the account Address Book.

`Edit Draft`

> This control appears only for draft messages; click this control to open the message in the Compose page, so you can complete it and send it to its recipients.

You can open the Settings page and specify how messages should be displayed

Message Viewer					Show HTML: default (inline) ▼
Custom ▼ Fields:	From	Subject	Date	To	X-Mailer

`Show HTML`

> This option specifies how the WebUser Interface should process messages in the HTML format:

`in frame`

> In this mode the HTML portions of messages are displayed in an embedded frame, providing complete separation of the message HTML code from the WebUser Interface Mailbox page code. If you use a browser that does not support embedded frames (Netscape 4.x), you will have to click a special link to open the HTML portion of the message in a separate window.

`inline`

> In this mode the HTML portions of messages are inserted into the WebUser Interface Mailbox page code. The WebUser Interface checks the message HTML portion code and removes some tags that may distort the entire WebUser Mailbox page.

Fields

The fields listed in this set are displayed in the message headers.

CHAPTER 3 *WebMail: Composing Messages*

The Telpage WebUser Interface allows you to compose E-mail messages and send them to one or several recipients - local and remote. You can use Address Book(s) to select message recipients.

Composed messages can contain one of several file attachments.

Composed messages can be saved as drafts, without actually sending them. Draft messages can be opened later, completed, and sent.

All sent messages can be stored in a designated mailbox.

Opening the Composer Page

The Composer page can be opened either directly, by clicking on the Compose link, or as a result of a Reply or Forward command.

The Composer Page contains the following panels:

- The message header panel with the `To, Subject, To, and Bcc fields, and option controls.`
- The message body text area.
- The attachment controls.

To send a message, fill the header panel fields, type the message text into the message body text area, and click the Send button.

Composer Settings

Each message you send using the Telpage WebUser Interface contains your address as the message `From address, and it can also contain your signature.`

Use the Settings page to specify the options that apply to all messages you compose and send using the TelpageWebUser Interface

`Text columns`

> This option specifies the width of the Composer field you use to enter your message texts.

`Auto Wrap`

> This option specifies if the composed text should be hard-wrapped (cut into individual lines) before sending. If you disable this feature, some recipients may see entire paragraphs of your messages as single, very long lines.

`From Address`

> This field allows you to specify the From: address for the messages you send using the WebUser Interface. By default, this address is set to the name of your Account on this Server.

`MIME-encode Headers`

> If this option is set, message header fields containing non-ASCII (national) symbols are sent using MIME encoding.

`Signature`

> This text is automatically added to all messages you compose using the WebUser Interface.

`Store Sent Messages in`

> If this option is selected, a copy of all messages you compose using the WebUser Interface is stored in the specified mailbox.

`Store Drafts in`

> If this option is selected, you can save partially composed messages in the selected mailbox. Later you can open these draft messages, complete, and send them.

Replying to Messages

When you read a message stored in your mailbox, you can click the Reply or Reply to All link/button. The Compose page appears and allows you to enter the text of your reply message.

If you click the Reply link/button, the original message Reply-To header field is automatically placed into the To field of your reply. If the original message did not have the Reply-To header, the original message From field is used.

If you click the Reply All link/button, the original message Reply-To/From address is copied to the To field of the reply message. Then all addresses from the original message To fields are added to the reply To field, and all addresses from the original message Cc fields are copied to the reply Cc field.

The text of the original message is formatted as a quotation and copied into the message body text area. The following Settings control the formatting process:

Message Composer		Auto Wrap: default (Yes) ⬍	Text columns: 72
Reply Header: On ^T^N ^F wrote:		^T: time, ^F: sender, ^N: new line	
Reply Quoting: >			

`Reply Header`

> This string as added in front of the quoted text of the original message. It can contain special symbol combinations which are substituted with the original message data: ^Tthe date and time when the original message was sent ^Fthe From address of the original message ^Nthe EOL (end of line) character(s)

`Reply Quoting`

> Each line of the copied original message text is prefixed with this string.

Note: If you set this option to an empty string, the original message text will not be included into a reply message.

Forwarding Messages

When you read a message stored in your mailbox, you can click the Forward link/button. The Compose page appears and allows you to specify the address(es) to which the message should be forwarded and a comment that will be sent along with the body of the forwarded message.

You can view the original message below the message body text area. The unmodified text of the original message is sent along with your comment, using the standard MIME format for message forwarding.

Attaching Files

You can attach one or several files to a message you want to send. Click the Browse button (or a similar button your browser displays for "file-type" fields) and select a file on

your local disk (i.e. on the disk attached to the computer that runs your Web browser software). The name of the selected file appears in the Attachment field. Use other Attachment fields to send several files with your message.

Note: you should attach files after all other message fields are filled. If you click any button (for example, a button that opens the Address Book), the file selection will be cleared and you will have to select the files again.

The Composer page allows a user to specify the message subject, to enter the recipient address(es), to specify if the DSN (Delivery Status Notification) is required, to enter the message text, and to attach files to a message.

Delivery Status Notification

You can request a Notification when your message is delivered to the recipients.

Select the Delivery Notification option to request DSN. DSN messages sent back to your INBOX tell you that your messages have been successfully delivered to the recipient mailboxes. They do not tell you if the recipient has actually seen/read your message.

Note: The DSN is guaranteed to work only when you send a message to other users on the same Telpage server. If a message is sent to a remote recipient, the remote server that serves that recipient account may or may not support the DSN feature. In many cases your Telpage server can detect that a remote server does not support DSN. In this case your server will send you a DSN message itself, telling you that your message has been relayed to a remote host.

Address Book

The WebUser Interface allows you to update and use the account Address Book - the addressbook dataset that can keep individual E-mail addresses, groups, and other (nested) address books.

You can open the Address Book panel in the Composer page by clicking the Address Book button:
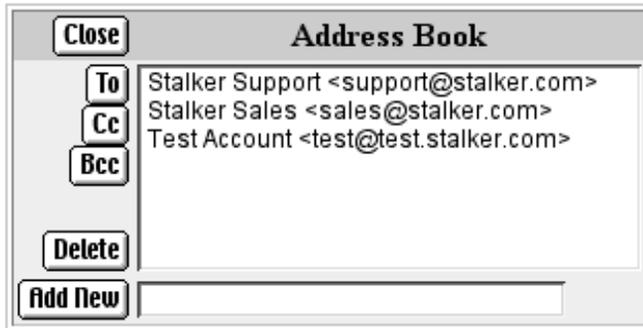
Close

    Click this button to close the Address Book panel.

To, Cc, Bcc

    Select one or several addresses in the list, and click one of these buttons to add the selected address(es) to the message you are composing.

Delete

    Select one or several addresses in the list, and click this button to delete the selected address(es) from the address book.

Add New

    Type or paste an E-mail address into the field on the right side, and click this button to add the address to the address book.

When you open any message, you can use the Take Address button to add the message author (From:) address to your Address Book.

The WebUser uses the ACAP-compatible format for the Address Book dataset, so the addresses entered via the WebUser interface can be used in any ACAP-savvy mailer, and the addresses added using such a mailer would appear in the WebUser Address Book panel.