OCTOBER 2004
LNA1000A

WebMail Usage Guide

for Black Box® IT Pro™ Powered by Nitix™

CUSTOMER SUPPORT INFORMATION

Order **toll-free** in the U.S.: Call 877-877-BBOX (outside U.S. call 724-746-5500)
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Mailing Address: **Black Box Corporation**, 1000 Park Drive, Lawrence, PA 15055-1018
Web site: **www.blackbox.com** • E-mail: **info@blackbox.com**

Table of Contents

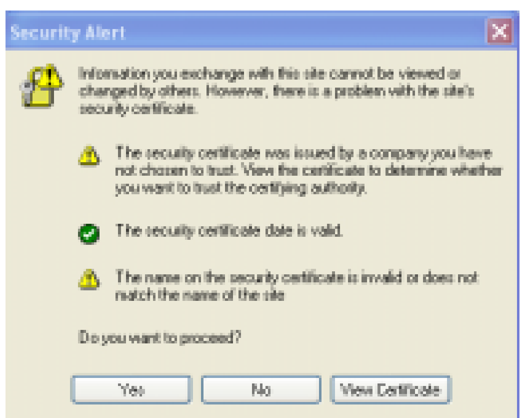
WebMail

Nitix operating system's WebMail server allows you to access your email using a standard web browser from any workstation connected to the Internet. Your communications are kept secure with SSL encryption. WebMail also provides tools such as notes, calendar, tasks and contacts to help manage and organize information.
NOTE: You need a 128-bit encryption-capable Internet browser.

Accessing WebMail

1. Open a web browser from any workstation that is connected to the Internet.
2. Enter the address of your Black Box® IT Pro™ into the browser's address bar.
   - If Nitix provides DNS resolution for your domain, enter information in the following format: http://server.domain.com/email. For example, if your server name is *alpha* and your domain name is *example.com*, enter http://alpha.example.com/email. You can also enter information in the following format: http://www.example.com/email.
   - If Nitix does not provide DNS resolution, enter your Black Box® IT Pro™ server's external IP address. To find the external IP address, select *Local* from the *Network Setup* menu. On the screen that displays, click on the *Advanced...* button. In the *Network Devices* section of the screen that displays, look at the IP address of the *eth1* interface. If the address is 204.1.30.12, enter http://204.1.30.12/email.

3. What happens next depends on how your web security certificate was generated. If your security certificate was generated by Nitix (and not assigned to you by a certificate authority), the following security alert may display when you login to WebMail: `



4. Click on the *Yes* button to continue. The following screen displays:

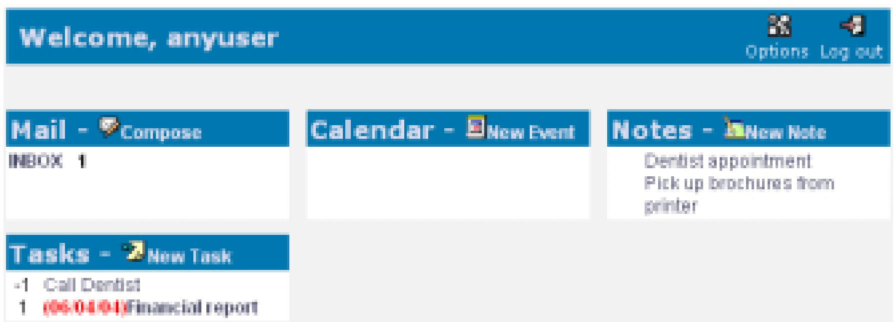
5. Enter the *Username* and *Password* that you use to login to Nitix. Click on the *Login* button. The *WebMail* screen displays.

On your first login, Nitix will take you to your *Inbox*. This is the default. (How to change this will be discussed later.)

NOTE: It is inadvisable to click on the *Back* and *Forward* buttons of your web browser while you are in WebMail. WebMail has its own Navigation Bar, which allows you to move to any of its pages from any other page within WebMail. The Navigation Bar is present most of the time. If the bar is not present, other options to get back to the main menu are available.

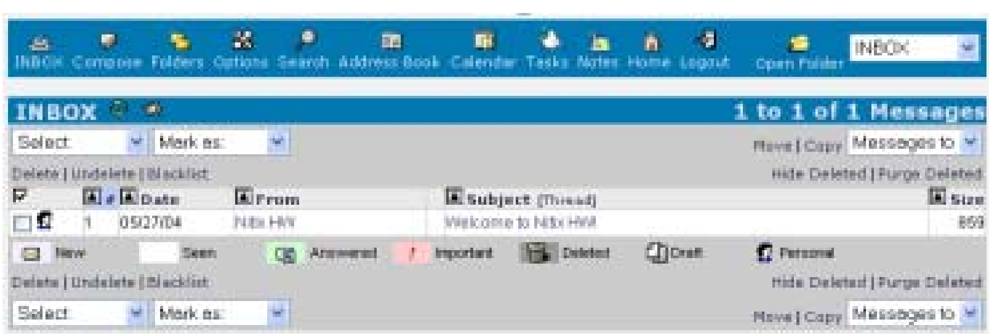
Home

The *Home* page (see below) is the top-level entry point of your WebMail. From this page, all other pages on WebMail, such as your *Inbox, Calendar, Notes* and *Tasks*, are accessible by following links from the *Home* page. You can reach the *Home* page by clicking on the *Home* button on the Navigation Bar.



Mail

You can reach the Mail page by clicking on *Mail* on the Home page or *Inbox* on the Navigation Bar. This will bring you to your *Inbox* folder (see below).



The *Inbox* is where all of your mail (email) is delivered to. There are several buttons relevant to *Mail* on the Navigator Bar, namely: *Inbox, Compose, Folders, Options* and *Search*.

NOTE: These will be explained in detail in later sections.

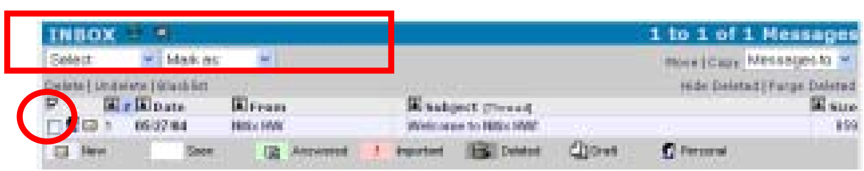
Inbox

Inbox brings you to the same page as clicking on *Mail* does. You can perform various operations on your email through the *Inbox* page.

Your email is colour-coordinated according to its status. For instance,

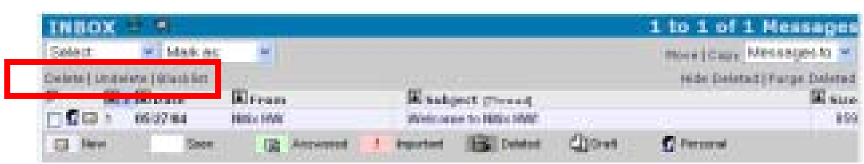
- **new** email has a light **purple** background colour with a Mail icon in the first column.
- email that has been **viewed** has a **white** background colour
- **important** email has a **red** background colour with an Exclamation mark in the first column.
- **regular (not important)** email has a **white** background colour
- **answered** email has a **green** background colour with a Mail icon with an arrow appears in the first column.
- **unanswered** email has a **white** background colour
- **deleted** email has a **gray** background colour and is struck-through. A Trashcan icon appears in the first column.
- **undeleted** email has a **white** background colour
- **draft** email has a **white** background colour and so do non-drafts. A Draft icon appears in the first column.

To mark any email as the above, you can check off the box next to the subject of the mail in your *Inbox* and click on the appropriate status from drop-down menu that displays *Mark as*: (see below). You can also select all emails by clicking on the *Checkmark* symbol.



Primary Inbox Functions

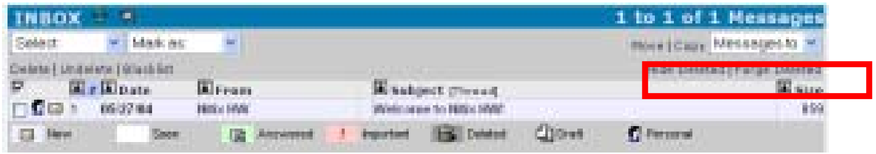
The *Primary Inbox Function* buttons, *Delete*│*Undelete*│*Blacklist,* can be found directly below the *Select* and *Mark As* drop down menus in the upper left-hand corner of the *Inbox* screen (see below). These functions give you the option to *Delete*, *Undelete* and *Blacklist* emails in your *Inbox*.



Delete

To delete an email from your *Inbox*, check off the box that appears next to it and click on the *Delete* link located slightly above the top-most email on the left side (see above).

Deleting an email does not erase it from the server; it appears in your *Inbox* with a line through it (strikethrough) and you can still read it. To actually erase the message from the server, click on the *Purge Deleted* link, which is also located above the top-most email but on the right side (see below).



Undelete

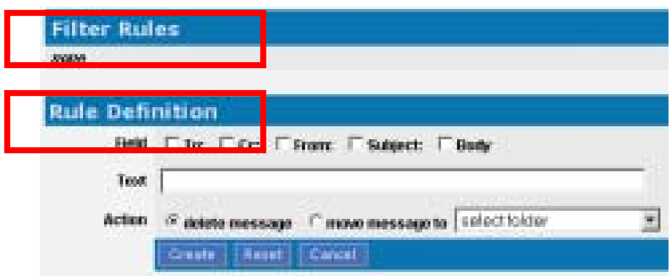
Undelete changes the status of selected deleted email to regular email.

To undelete a message, check off the box next to the message and click on *Undelete,* which is located just right of *Delete*.

Blacklist

Blacklist is a way to filter your email. You can use this utility to remove/delete junk mail and to sort your email into appropriate folders. In order to create rules, you will have to select an email (by checking off the box next to it) and then click *Blacklist*. If you do not select an email, "*You must select at least one message first*" will be displayed.

The *Blacklist* page is composed of two sections: **Filter Rules** and **Rule Definition**.



Filter Rules

The Filter Rules section displays the email filtration rules you currently have. If you do not have any rules then "*None"* is displayed. By default, when you enter the *Blacklist* page, the email that you have checked-off is selected for filtering.

NOTE: The default rule is "*Delete messages where the **From:** field contains **mailSendersAddress.***"

If you have more than one rule, you can move those rules up and down using the *Move up* and *Move down* buttons at the bottom of the *Filter Rule*s section (see below). To move a rule up or down you have to select it by clicking on the radial button next to it.

Moving a rule up increases its priority and moving a rule down decreases it. Priority is important when you have an email that falls under two different rules you have specified. WebMail will apply the rule that it finds first, starting from the top of the rules list.

Rule Definition

This section allows you to modify and create rules. To create a rule from scratch you will have to make sure that none of the radial buttons in the *Filter Rules* section are selected. If you try to create an empty rule, WebMail will display, "*Please fill in the text and choose a field and an action*".

Rule Examples

Example 1/ To create the rule: Any mail that has the text, "*how are you*" in its body should go into the *Personal* folder.

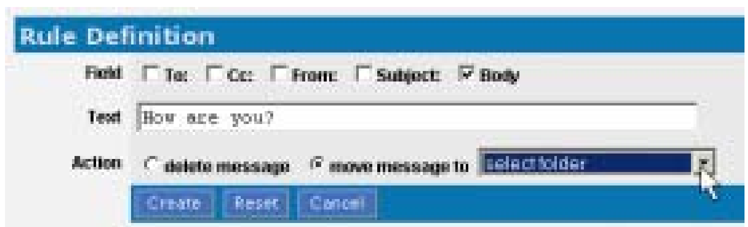
1. In the field option check off *Body*

2. In the *Text* field type in "*how are you*".

3. In the *Action* field, click on the *move message to* radial button and from the *select folder* drop down menu select *Personal*
   NOTE: the folder that you want the mail to go to must exist before you can create the rule.

4. Click on *Create.*

5. To start applying the newly created rule, click on *Apply All Rules*. Before applying all the rules, be sure that there are no incorrect rules in your list of rules.



Example 2/ To create the rule: Any mail that is from "*freeoffers@somesite.com*" should be deleted.

1. In the field option check off *From*

2. In the *Text* field put in "*freeoffers@somesite.com*".

3. In the action field, click on the *delete message* radial button.

4. Click on *Create*.

5. To start applying the newly created rule, click on *Apply All Rules*. Before applying all the rules, be sure that there are no incorrect rules in your list of rules.

Example 3/ To create the rule: Any mail that has "*Promotional Offers*" in its body and/or has the subject "*Promotional Offers*" should be deleted.

1. In the field option check off *Body* and *Subject*

2. In the *Text* field put in "*Promotional Offers*".

3. In the action field, click on the *delete message* radial button.

4. Click on *Create*.

5. To start applying the newly created rule, click on *Apply All Rules*. Before applying all the rules, be sure that there are no incorrect rules in your list of rules.

Modifying Rules

To modify a rule, select the rule that you want to modify using the radial button next to it (in the *Filter Rules* section). Its setting will automatically appear under the *Rule Definition* section. Modifying a rule is essentially the same as creating it. The only difference is that instead of clicking on the *Create* button, you will have to click on the *Modify* button when you are done.

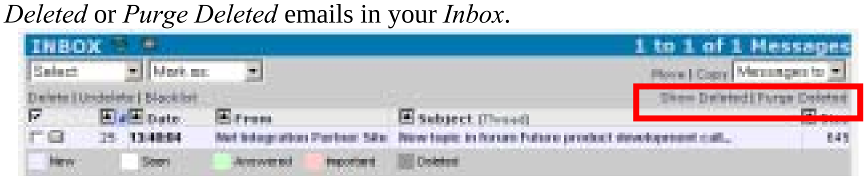
The *Reset* button clears all the fields in the *Rule Definition* section and unselects all selected rules in the *Filter Rules* section.

The *cancel* button takes you to the *Filters Option* page that will be discussed later under *Options*.

For these rules to actually work, you have to set a trigger through the *Mail Option* page. The *Mail Option* page will be discussed later.

Secondary Inbox Functions

The *Secondary Inbox Function* buttons can be found directly below the *Move* | *Copy Messages To* drop-down menu in the upper right-hand corner of the *Inbox* screen. These functions give you the option to *Hide Deleted/Show Deleted* or *Purge Deleted* emails in your *Inbox*.



Hide Deleted/Show Deleted

The *Hide Deleted* link hides all of your deleted email on the server. As soon as you click on this link, it turns into *Show Deleted*. Therefore, you can go back and forth between these settings.

Purge Deleted

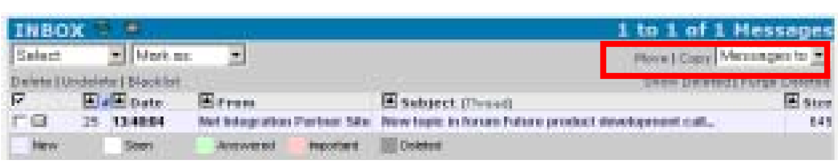
There are basically two levels of deletion in WebMail. One is to simply delete, which does not actually delete the email messages, but just marks them as deleted (strikethrough). The *Purge Deleted* link, the second level of deletion, permanently deletes email from the server.

Move/Copy Message

The *Move* and *Copy* links are located directly above the *Show Deleted* | *Purge Deleted* link. These links allow you to move your email from folder to folder.

Move:

To move an email, select it by checking-off the box next to it. From the drop-down menu labeled *Messages to*: select the name of the folder you want to move the message to and click on *Move*.



Copy:

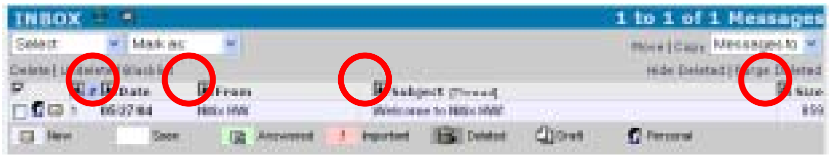
Copying messages is done the same way as moving messages, but instead of clicking on *Move* after selecting the name of the folder you have to click on *Copy*.

NOTE: If you do not select a message before clicking on *Move* or *Copy*, WebMail will pop up a warning message saying, "*You must select at least one message first*."

Sort Mail Function

You can sort your email by *Date*, *Recipient* (*From*), *Subject*, or *Size*.

To sort your email, select the *Sort* (arrow) button for the column (*Date*, *From*, *Subject*, or *Size*) you wish to sort by.



Date:

Sorts email by Date. If you click on the Date *Sort* button once, it will sort your email by date in reverse chronological order, starting with the most current email in you Inbox. If you click on the *Sort* button a second time, it will sort your email in chronological order, starting with the oldest email in your Inbox.

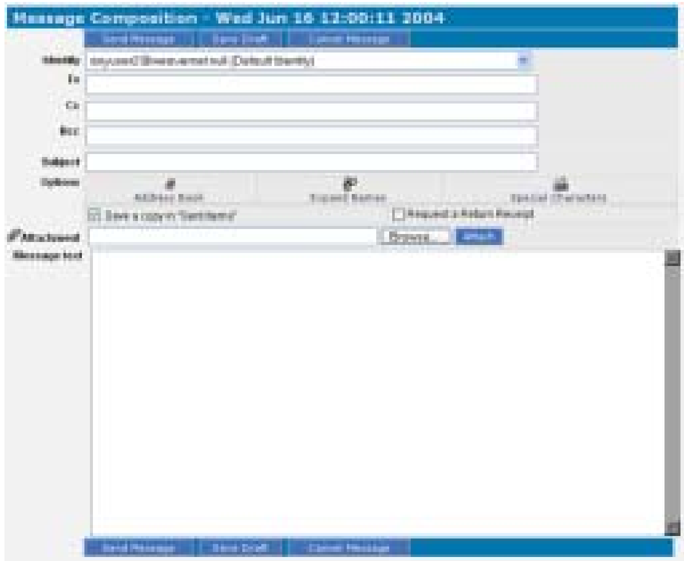
From:
Sorts email by sender. If you click on the From *Sort* button once, it will sort your emails by sender in alphabetical order. If you click on the *Sort* button a second time, it will sort your email in reverse alphabetical order.

Subject:
Sorts email by Subject. If you click on the Subject *Sort* button once, it will sort your email by subject in alphabetical order. If you click on the *Sort* button a second time, it will sort your email in reverse alphabetical order.

Size:
Sorts email by Size of email, which also includes attachments. If you click on the Size *Sort* button once, it will sort your email in order of size, starting with the largest email in your Inbox. If you click on the *Sort* button a second time, it will sort your email in order of size, starting with the smallest email in your Inbox.

Compose

Compose opens up a new web browser window by default unless selected otherwise under option settings (see below) so you can write an email.



The following explains the different fields in your Compose window:

Identity

The *Identity* field is the field that the receiver sees as your email address. You can setup multiple identities (discussed later in the *Options* section) so that your address appears different to different people. You can change your identity by clicking on your current identity and choosing from the drop-down menu.

To

In the *To*: field, you have to input the email address(es) of the addressee(s). You can specify multiple addresses by separating them with commas.

NOTE: All other addressees will be able to see persons listed in the *To*: field.

NOTE: This field will not warn you if you have invalid characters in your email addresses.

Cc

In the *Cc*: field, you can input the email address(es) of the addressee(s) you wish to send a carbon copy to. You can specify multiple addresses by separating them with commas.

NOTE: All other addressees will be able to see persons listed in the *Cc*: field.

Bcc

In the *Bcc*: field, you can input the email address(es) of the addressee(s) you wish to send a blind carbon copy to. You can specify multiple addresses by separating them with commas.

NOTE: No other addressees will be able to see persons listed in the *Bcc*: field.

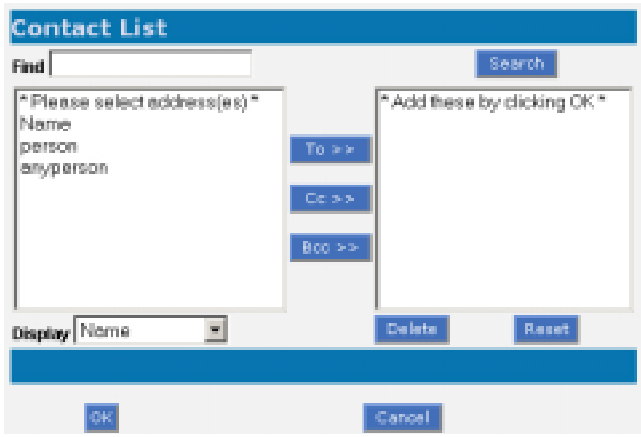
Subject

In the *Subject* field, you can input a subject for your email.

Options

Addressbook

Clicking on the *Addressbook* icon will open up a new window that is a search form for your *Addressbook*.



To search for an email address in your *Addressbook*:

NOTE: Only email addresses in your *Addressbook* will show up in your search.

1. Type in the *Name* (first, middle or last) of the user you want to input into the *Find* text field (see above).
   NOTE: If you want to search by email address, then select *Email Address* from the *Display* drop-down menu and type in the *Email Address* of the user you want to input into the *Find* text field.

2. Click on the *Search* button that is in the same line as the text field. All the matches of your search string will come up in the field that displays "*Please select address(es)*".

3. To add the matched address(es) to the *To*: field of your email, click on the *To* >> button between the two fields. To add them to the *Cc*: field, click on the *Cc* >> button located just below the *To* >> button. The same applies if you want to add an addressee to the *Bcc*: field. As you click on the buttons, your matches will be copied into the field on the right (It displays "*Add these by clicking OK"* on the top).
   NOTE: If at anytime you want to remove a particular address from the list of addressees on the right, click on the addressee and then click the *Delete* button just below the field. The *Reset* button clears all of the addressees on the right.

4. To exit this window and insert the matched addresses into the appropriate fields (*To, Cc, Bcc*) click on *OK*.

5. To exit this window without inserting the matches into your email click on *Cancel* at the bottom of the page.

Expand Names

You can input just the addressee's first or last name in the *To*:, *Cc*: and/or *Bcc*: fields, and click on *Expand Names* to have WebMail convert it to their full name and email address.

Special Characters

The *Special Characters* button opens up a new window titled *Home: Special Character Input*. It allows you to input special characters in your email that are not available on the standard 101-key keyboard.

You can select the special characters from the drop-down menus and they will appear in the text field within that window (There is only one text field in this window). From there, you can cut/copy and paste them to wherever you want in your email, or even to other applications. To exit this window, click on the *Close Window* button.

Save a Copy in "Sent-Items"

You can save a copy of the email you are composing in the *Sent-Items* folder by checking-off *Save a copy in Sent-Items*.

Request a Return Receipt

You can request that the receiver of the email send you a confirmation when he/she receives the email by checking-off *Request a Return Receipt*.

Attachment

The *Attachment* field allows you to attach files to your email.

To add an attachment:

Attach the file attachment to your email by either specifying the path to your file manually by entering it into the *Attachment* text field or by browsing for it by clicking on the *Browse* button located right by the text field.

To select the file using the *Browse* button:

1. Click on the *Browse* button.
2. A new window will open that will permit you to point WebMail to any file on your system (depending on your system configuration, you may or may not be able to see hidden files).
3. After you have reached the intended file, click on *Open*. The path to your file will now automatically appear in the *Attachment* field.
4. To attach the file to your email, click on *Attach*.

You will have to wait for the file to upload completely. After your file has finished uploading, WebMail will display, "*Added an attachment*" near the top of the composition window and the name of your file along with its size and type will be displayed below the *Attachment* field. A check box will also appear next to the name of the file.

NOTE: WebMail restricts the size of each individual attachment to fifty megabytes (50 MB), but allows you to send multiple attachments at fifty megabytes 50 MB each. There is no limit to the number of attachments that can be sent in one email.

To remove an attachment:

To remove an attachment,

1. Check-off the box that appears next to the name of the file and click on the *Remove Selected* link

(located directly above the *Message Text* field).
NOTE: The *Remove Selected* link will not appear unless you have at least one file attached.

2. If you key in the wrong path to your file, WebMail will display an error, "*There was a problem with the file upload. The file may have been larger than the maximum allowed size (50 MB)*."

Message Text

You can type your email message into this field.

Send Message

Click on the *Send* button to send your email.

WebMail will only prompt you if you do not have a recipient in the *To*: field. It lets you leave every other field at its default setting which may be empty.

Save Draft

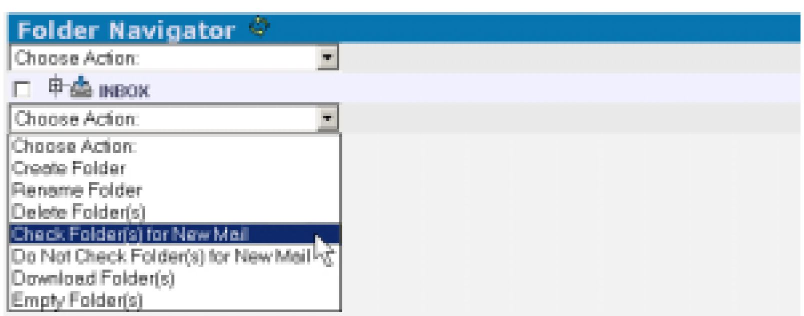
The *Save Draft* button closes the *Compose* window and saves your email in a folder called *Drafts*. *Drafts* is a subfolder of *Inbox*. By default, it does not exist; if it does not exist, WebMail creates one for you.

Cancel Message

The *Cancel Message* button closes the *Compose* window without sending or saving the email.

Folders

The *Folders* icon brings you to a section named *Folder Navigator* (see below).



The *Folders* section allows you to browse through your folders. You can also perform actions such as deleting, creating and renaming your folders from this page.

All the folders you create are subfolders of the *Inbox* folder.

You can go into the folder by clicking on its name.

You can expand a parent folder by clicking on the "+" sign next to it and collapse it by clicking the "-" sign.

From the *Choose action* drop-down menu you can perform the following operations:

Create Folder:

1. Choose *Create Folder* from the *Choose action* drop-down menu.

2. A new window titled *Explorer User Prompt* will open and ask you to enter the name of the folder that you want to create.

3. Type in the name of the folder and click on *OK*.

4. The new folder will now appear below your *Inbox*. WebMail will also display "*The folder 'Foldername' was successfully created*."

Click on *Cancel* to close the new window without creating the new folder.

NOTE: Avoid using periods when naming a folder.

Rename Folder:

1. Select the folder that you want to rename by checking-off the box to its left and select *Rename Folder* from the drop-down menu.
   NOTE: If you do not select a folder before choosing *Rename Folder* from the drop-down menu, WebMail will display "*Please select a folder before you perform any actions*".

2. You may rename multiple folder*s* by checking-off all of them and selecting *Rename Folder* from the drop-down menu.

3. A new window titled *Explorer User Prompt* will open and ask you to enter the new name for the folder.

4. Type in the new name of the folder and click on *OK*.

5. The renamed folder will now appear below your *Inbox*. WebMail will also display "*The folder 'Foldername' was successfully renamed to 'Newname'*."

Click on *Cancel* to close the new window without renaming the folder.

NOTE: The *Inbox* and *Trash* folders cannot be deleted.

Delete Folder:

1. Select the folder that you want to delete by checking-off the box to its left and select *Delete Folder* from the drop-down menu.
   NOTE: If you do not select a folder before choosing *Delete Folder* from the drop-down menu, WebMail will display "*Please select a folder before you perform any actions*".

2. A warning window will pop up asking, "*You are attempting to delete the following folders: foldername. Are you SURE you want to continue?"* To delete the folder click *on OK*, to abort the operation click on *Cancel*.

3. If you click on *OK* another warning will be displayed asking, "*All messages in the folder(s) will be lost ! Are you completely sure you wish to continue?"* Click on *OK* to complete the deletion, to abort the operation click on *Cancel*.

4. If you click on *OK,* the "*The folder foldername was successfully deleted*" message will display.

Check Folder(s) for New Mail:

By default, WebMail only checks your *Inbox* for new email.

To change this option,

1. Select the folder that you want to have checked for new email by checking-off the box to its left and select *Check folders(s) for new mail* from the drop-down menu.
   NOTE: If you do not select a folder before choosing *Check folders(s) for new mail* from the drop-down menu, WebMail will display "*Please select a folder before you perform any actions*".

2. You can check-off multiple folders at a time and perform the operation in one click
   NOTE: This applies to all of the operations that are performed from the *Choose Action*: drop-down menu.

3. WebMail will now keep checking whether there is new email in the selected folder(s) and prompt you if there is any.

Do Not Check Folder(s) for New Mail:

The *Do Not Check Folder(s) for New Mail* function disables the *Check Folders* feature (above).

The steps are identical to *Checking folders for mail*.

Download Folder(s):

You can download all the email you have in a certain folder to your local drive. They are downloaded in the form of a single file per folder, and have the extension *.mbox*.

1. Select the folder that you want to download by checking-off the box to its left and select *Download Folder(s*) from the drop-down menu.
   NOTE: If you do not select a folder before choosing *Download Folder(s)* from the drop-down menu, WebMail will display "*Please select a folder before you perform any actions*".

2. A warning will pop up asking, "*All messages in the following folder(s) will be downloaded into one MBOX file: foldername. This may take some time. Are you sure that you want to continue?"*

3. Click on *Ok* to start the download and *Cancel* to abort the download.

4. Another window will open asking you whether you want to *Open*, *Save*, *Cancel* or *Request* more info on file downloads.

5. Click on *Save* and save the file to whatever location you wish.

After the download has completed, you can view the file using any text editor such as WordPad or VI. It will have all the email in an MIME format.

Empty Folder(s):

You can delete all email in a particular folder without going into it.

1. Select the folder that you want to empty by checking-off the box to its left and select *Empty Folder(s)* from the drop-down menu.
   NOTE: If you do not select a folder before choosing *Empty Folder(s)* from the drop-down menu, WebMail will display "*Please select a folder before you perform any actions.*"

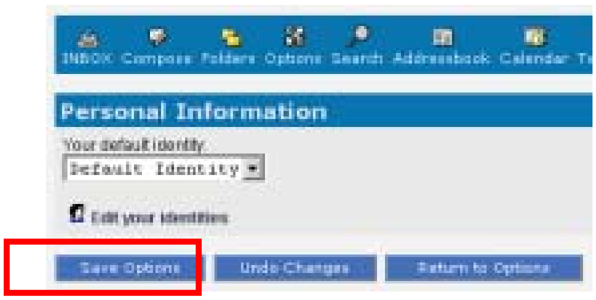
2. WebMail will pop-up a warning message saying, "*Are you sure you wish to PERMANENTLY delete all these messages?*" Click on *OK* to confirm deletion and *Cancel* to abort.

Expand all/Collapse All

You can expand or collapse all folders by clicking on the *Expand all/Collapse All* links that are located on the right side of the *Folder Navigator* section.

Options

The *Options* section allows you to customize many of WebMail's features, such as how your WebMail is displayed.



The features you can customize are listed below.

NOTE: The *Save Options* button at the bottom of each *Options window* (see below) will save the recently entered options and will then take you back to the main *Options* page. The *Undo Changes* button sets all options in a section to their previously saved version.

Personal Information

WebMail allows you to have multiple identities. This is primarily so that your outgoing email can appear to come from different email addresses or different names. You can choose your default identity from the drop-down menu that is located below *Your default identity* and click on *Save options* to make it the default.

If you have only one identity, the menu will show only *Default Identity*.

To create a new identity, click on the *Edit your identities*. This will take you to a new page labeled *Identities* (see *Edit your identities* section below).

Edit your identities

If you have more than one email address, you can set up a separate identity for each email address in WebMail.

For example: If you are part of a Nitix team, such as sales@anyserver.com, and a customer sends an email to that team, you can respond to that email from WebMail using your sales@anyserver.com identity so that the recipient does not see your personal email address in the "From:" field.

From the *Identities* page you can edit your current identities or create a new identity:

To Create a new identity:

1. Click on the *Edit your identities* link.

2. Make sure that the drop down menu below *Your identities*: displays *Select an identity*.

3. In the *Identity name*: text field type in the label you want for this identity.
   NOTE: This label will appear in the drop-down menu when you want to select an identity. Only you will see this label.

4. In the *Your full name*: text field type in your name as you want it to appear on your outgoing email for this identity.

5. In the *Reply to: address:* text field type in the email address that you want your recipients to see and reply to. If this field is left empty *youruserid@anydomain* will be displayed.

6. In the *Your signature:* text field you can enter an email signature that is automatically added to the end of an outgoing email message. If you want dashes (----) to appear before your signature, check-off *Precede your signature with dashes ('-- ')*. If you want your signature to appear before the text of a forward and/or a reply, check-off, *Place your signature before replies and forwards?*

7. To save all outgoing email, check-off *Save sent mail*. You can save the email to whatever folder you want by picking from the *Sent mail folder*: drop-down menu.

8. To save the new profile, click on the *Create* button.

To cancel the new profile, click on the *Cancel* button.

To clear all fields in the new profile, click on the *Reset* button.

To Modify an identity:

The steps to modify an identity are almost identical to when creating one (see above)

The two differences are:

1. Make sure the identity that you want to edit is selected from the drop-down menu below *Your identities*:

2. The *Create* button will turn into *Change*

To Delete an identity:

1. Click on the *Edit your identities* link.

2. Make sure that the drop down menu below *Your identities*: displays the identity that you want to delete.

3. Scroll down to the bottom of the page and click on the *Delete* button.

To Reset an identity:

The *Reset* button will set all drop-down menus to their default and erase all text in text fields.

Server Information

The *Server Information* page allows you to switch back and forth between using IMAP folder subscriptions.

If you want to be able to view only folders that you have subscribed to, check-off *Use IMAP folder subscriptions* (you will have to use another email client to subscribe).

NOTE: If you enable the *Use IMAP folder subscriptions* option, you may not be able to see all of your folders and you will have to enable the *Show un-subscribed folders* option by clicking on the link in your *Folder navigator* section.

Filters

From the *Filters Options* page, you can customize your *Filter Rules* settings. You have four settings: *Edit your filter rules, Apply filter rules upon logging on*, *Apply filter rules when mailbox is refreshed,* and *Display message when filters have been applied.*

You can edit your *Filter Rules* by clicking on *Edit your filter rules*. The procedure is explained above under *Blacklist*.

If you want your *Filter Rules* to be applied every time you logon to WebMail, check off *Apply filter rules upon logging on*.

If you want to apply your filter rules every time you refresh your mailbox or if WebMail is enabled to do it automatically, check-off *Apply filter rules when mailbox is refreshed*.

If you want to know exactly what actions the filter has taken based on the rules you specified, check-off *Display message when filters have been applied*.

Deleting and Moving Messages

If you want to automatically be returned to your mailbox when you delete/move/copy a message, check-off *Return to the mailbox listing after deleting, moving, or copying a message?*

If you don't want deleted messages to stay in the folder that they were delivered to, check-off *When deleting messages, move them to your Trash folder instead of marking them as deleted*. This will move all of your messages to the *Trash* folder instead of striking-out the message and leaving it in the folder.

Maintenance Operations

The *Maintenance Operations* options page is available to keep your folder*s* manageable and to conserve space.

To run all maintenance operations on login, check-off *Perform maintenance operations on login*.

Checking off *Rename Sent-Items folder at beginning of month* will rename the *Sent-Items Folder* to *Sent-Items-nameofmonth*.

To delete all old *Sent-Items Folders* (i.e. from older past months) at the beginning of the month, check-off *Delete old Sent-Items folders at beginning of month*.

The *Number of old Sent-Items folders to keep if deleting monthly*: field lets you choose how many folders to keep when deleting old *Sent-Items Folders*. Setting it to 12 will delete one year old failures since there is one *Sent-Items Folder* for one month (default).

Checking off *Purge old message in the Trash folder* will permanently delete all messages in the *Trash Folder*. You also have the option of regulating how often *Trash* will be permanently deleted and how old the email have to be if they are to be purged. You can select the frequency of purging from the drop-down menu that displays, *Purge Trash how often* and set the age of the email to the text fields next to Purge *messages in Trash folder older than this amount of days*. If you put a non-numerical character in this field WebMail will display an error saying, *This number must be at least one* and the number of days will be saved as thirty (30).

Display Options

Through the *Display Options* page you can change how your email appears in your folder*s*.

You can change the category by which email is sorted. Default is by *Date*. You can change it to *Arrival Time, From Address*, etc.... This can be chosen from the *Default sorting criteria* drop-down menu.

Ascending or descending sorting can be chosen from the *Default sorting direction* drop-down menu.

You can change the number of email messages that appear per page by changing the number in the *Messages per page in the mailbox view* field.

When viewing your folders (the *Folder Navigator* section) you can keep all folders expanded or collapsed or you can even remember the last value by selecting *Yes*, *No* or *Remember Last Value* from the drop down menu below *Expand the entire folder tree by default in the folders view*.

As explained earlier, email are colour-coded according to their status (i.e. Seen->white, Unseen->Blue, Important->Red, etc..). To enable the legend for the colors, check-off *Show legend in the mailbox view*.

For the purpose of making *Forwards*, *Replys*, *Re-Replys*, *Forwarded Forwards*, etc... WebMail can colour-code the quoted text. To enable this option, check-off *Mark different levels of quoting with different colors?*

To dim signatures in your email, check-off *Dim signatures*?

Message Composition

The *Message Composition* page lets you change the way your *Compose* window looks and feels.

If you want to wrap text at more than 80 characters then change the number in the text field marked *Wrap text at this many characters*. The limit for this is 999 characters.

To include original messages when you reply to an email, check-off *Include original message in a reply?*

You can change the way your messages are quoted when replying or forwarding by changing the character(s) in the *How to prefix quoted lines in a reply*: There is a limit of three characters in this. Any character is admissible. Most mail clients recognize ">" so it would be a good idea to keep the existing setting for this option.

By default a new window opens when you want to compose an email. You can change this setting by removing the check mark from *Compose messages in a separate window*.

To keep the compose window open after saving a draft, remove the check from *Should the compose window be closed after saving a draft?*

Login Tasks

To shown the *Time* and *Date* you last logged into WebMail, check-off the *Show last login time when logging in*.

After logging in, you can either be taken to your *Inbox* or to the *Folder Navigator* section from where you can go to any mail folder. This option can be changed by selecting either *Inbox* or *Folder Navigator* from the drop-down menu below *View or mailbox to display after login*:

New Mail

To automatically refresh whatever you are viewing after a certain time, you can choose a time- interval from the drop-down menu below *Refresh Folder Views*:

To get a pop-up alert when new email has arrived, check-off *Display pop-up notification of new mail*.

Addressbooks

You can customize your *Addressbook* searches from this page.

You can pick which *Addressbook* has priority over the other by transferring it from *Available Addressbooks:* to *Selected Addressbooks*: The exact steps are explained under the *Options* section of the *Addressbook*.

To change the search fields of the Addressbook, bring it into *Selected Addressbooks*. Its categories will appear in the field below *Selected Addressbooks....... select multiple fields*. To select these settings, hold down the *Control* key and use your left mouse button to select the appropriate fields and click on *Save Options*.

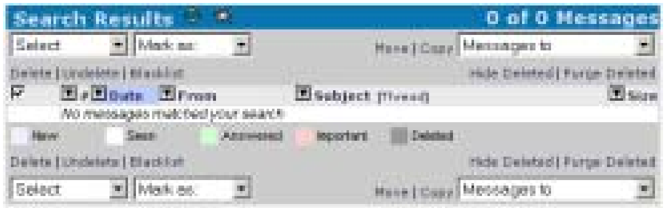
To choose the default *Addressbook* from which to add addresses into your email, pick an entry from the drop-down menu below *Choose the addressbook to use when adding addresses*.

Search Inbox/Folders

The *Search* option allows you to search through all of your email to locate one email or a group of email. This search function also allows you to search your calendar, contacts, Notes, sent items and tasks folders.

You can input search parameters into the various available fields such as *From, To, Cc, Subject*, etc.... Even the status of the email can be used as a search parameter. This can be done by clicking on the radial buttons in the *Message flags* subsection (see above).

You can also search selective Folder*s* by selecting the subfolder(s) below the *INBOX* icon located at the top right corner **(you may not be able to see all of them if IMAP subscription is enabled).**The *INBOX* folder expands(**+** sign) and collapses(**-** sign) to show these subfolders. When the *INBOX* folder is collapsed and selected then all folders will be searched. You have to have one of the text fields filled in before you can do a search. After searching, WebMail takes you to another page labeled *Search Results* where it displays all of the hits:



To go back to searching you can click on *Search* along the top Navigator Bar.

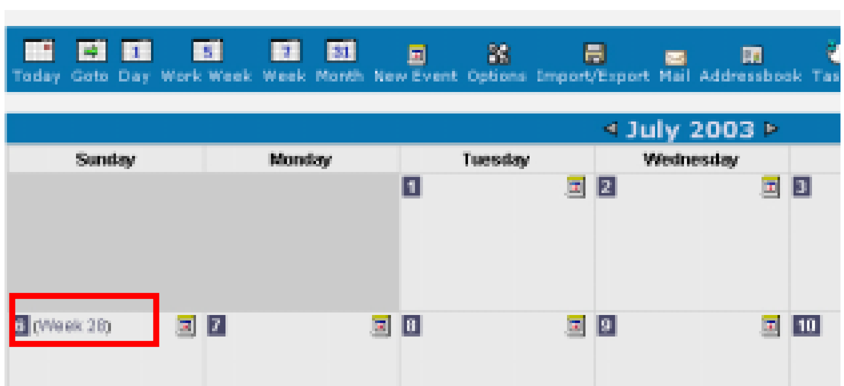
The *Reset* button sets all of the drop-down menus to their default values, all the text fields are blanked and all the radial buttons are switched to *Both*.

Calendar

To access your *Calendar* in WebMail, click on the *Calendar* button that appears on the Navigation Bar just below the Net Integration logo.

After clicking on the *Calendar* button, you will be brought to a page that will show you the current month's (current month as set on the Black Box® IT Pro™) calendar (see below).

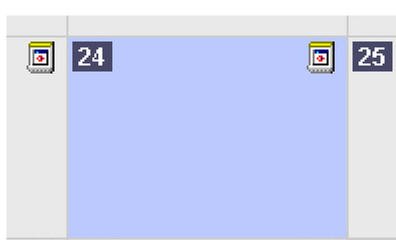
Along the top you will see more click-able buttons; the ones that apply to the calendar are: *Today, Goto, Day, WorkWeek, Week, Month, New Event, Options* and *Import/Export*. These will be explained in detail below.



Clicking on the Week # in brackets (as shown above) will take you to the *Week* view of that selected week.

Today

Today brings up a view of the current month with the current day highlighted in light-blue.



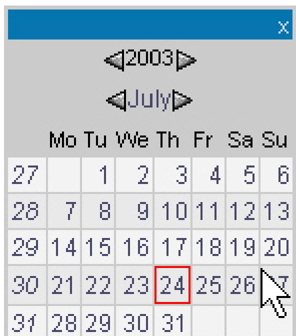
The *Day* cells have two links within them: One in the top left-hand corner (a number) and the other in the top right-hand corner (New Event icon).

The number is the day of the month (e.g. 7th day, 8th day, etc...). Clicking on the number will display the same view as clicking on *Day* on the Navigation Bar, which will be explained later.

Clicking on the calendar page icon on the right allows you to *Add an event* for that day. Adding events will be explained later.

Goto

Goto brings up a small window with a mini calendar and lets you go to any particular day in the past or future.



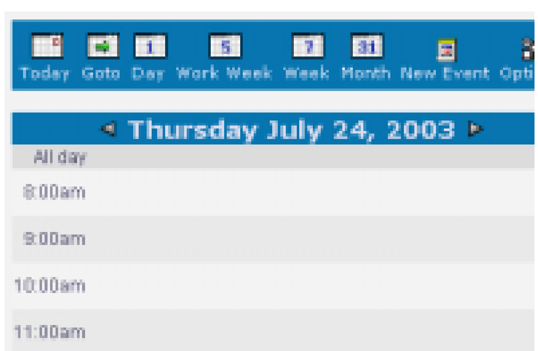
You can scroll back and forth by clicking on the small gray arrows to either side of the Month and the Year.

Clicking “>” next to Year (“2003” in example above) will take you forward one year. Clicking “<” will take you back one year.

Clicking “>” next to the Month (“July” in example above) will take you forward one month. Clicking “<” will take you back one month.

Day

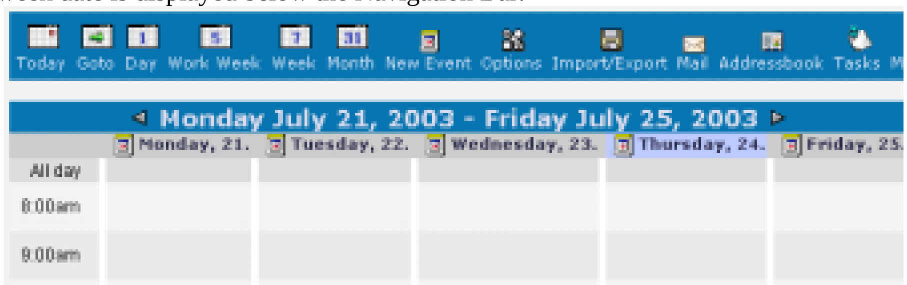
Day will bring you to the current selected date divided into hourly slots starting from 8am to 11pm (default). Just below the Navigation Bar the *Day* page shows the current day’s date in the format: Week Day, Month, Day, and Year.



To the left are hourly time slots which can be clicked. Upon clicking on a time, the *Add Event* page comes up with the *Time* you clicked on as the *Start Time* of the event. Adding events will be explained later.

Work Week

Work Week brings up Monday, Tuesday, Wednesday, Thursday and Friday for the current week in a column format. The week date is displayed below the Navigation Bar.



Next to the date are two buttons that look like “<” and “>”; clicking on them takes you backwards and forward to past weeks or future weeks respectively.

There is a small *New Event* icon at the top of every column. Clicking on the icon takes you to the *Add Event* screen for that day. Adding events will be explained later.

Week

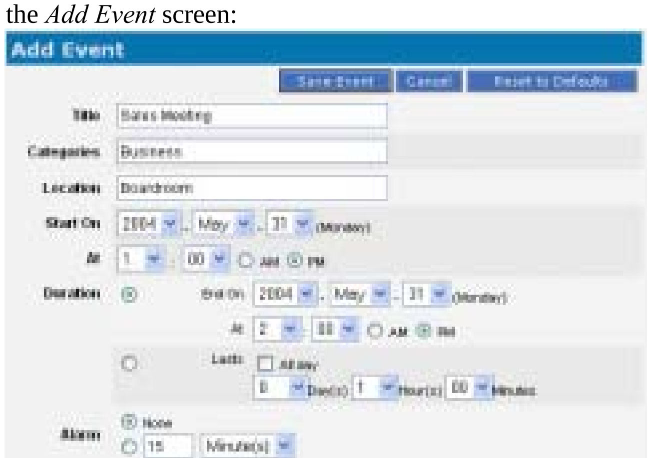
Week brings up all of the days of the week, according to the selected date, in a column format. Except for the addition of two extra columns for Saturday and Sunday, it is identical to the *Work Week* button.

Month

Month brings up the current month according to the selected date. This page is the same as the *Today* page.

New Event

New Event brings you to the *Add Event* screen:



There are several options available when adding an event:

Title

This is the label ("Sales Meeting" in example above) that shows up on the *Calendar* for an *Event*, so it should be kept brief.

Categories

This is the category ("Business" in example above) under which you want to file the *Event* and it should be kept brief.

Location

Location shows up on the *Calendar* in brackets next to the *Title* that you have put in ("Boardroom" in example above).

Start On

The *Start On* date is the date that the *Event* is scheduled to start.

Select the start date from the *Start On* drop-down menus. You can select the Year, Month and Day, as well as the Time. (In the example above, we have chosen "July 28, 2003 at 9:00am").

NOTES: The year field goes back one year from the current year and forward to five years.

The name of the day that shows up in brackets beside the *Start On* date is dynamic, i.e. it changes as you modify the day, month and year.

The start time is in 12-hour format and "AM" or "PM" is selected by a radial button.

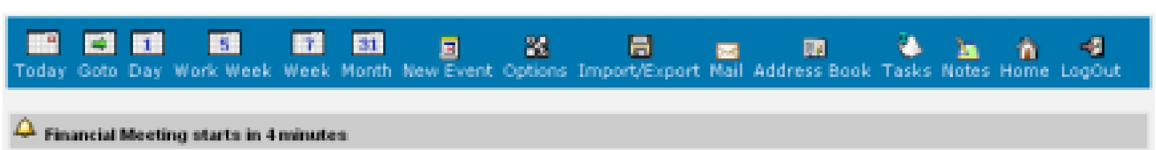
Duration

The duration of the event can be input in one of two ways:

1. You can input exactly when the *Event* will end by clicking on the *end on* radial button and specifying a particular time; or

2. You can specify how long it lasts and Nitix calculates the end of the *Event* automatically. If the *Event* lasts all day, there is a box that you can check off and Nitix fills in the duration fields automatically.

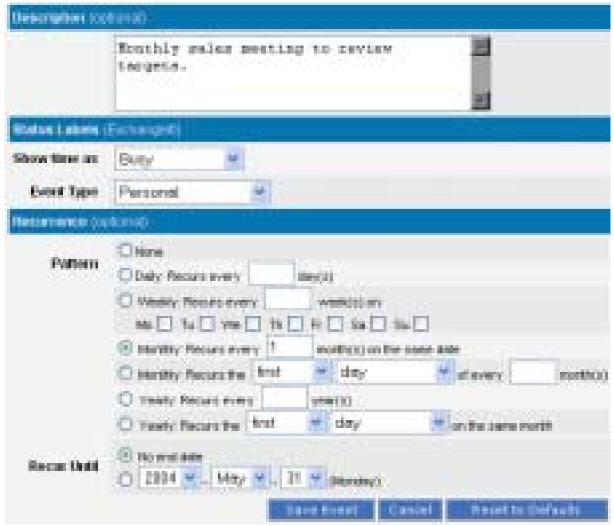
Alarm



The *Alarm* field is optional and allows you to set an alarm to alert you before the scheduled time of an event. A bell icon will appear beside your event description on the *Calendar* if an alarm has been set. An alert will be displayed below the Navigation bar (as shown above)in the left-hand corner.

Description

The *Description* field is optional and permits you to enter anything that you may not want in the title of the event. For example, in the image below the description is, “Monthly sales meeting to review targets.”



Status Labels

The *Status Labels* show the nature of your appointments.

These fields are used for *ExchangeIt!*; they synchronize with appointments that you make in Microsoft Outlook so that other users can view your availability.

There are four options for *Show time as*, namely, *Free*, *Tentative*, *Busy* and *Out of the Office*.

Event Type

The *Event Type* is a category for the type of event. Again, this is used for Microsoft Outlook synchronization. (“Personal” in the example above).

The available options are: *None*, *Important*, *Business*, *Personal*, *Vacation*, *Must Attend*, *Travel Required*, *Needs Preparation*, *Birthday*, *Anniversary* and *Phone Call*

Recurrence

Recurrence allows you to specify recurring events without the hassle of creating each one manually.

There are two pieces of information that Nitix needs to setup a recurring event.

1. **Pattern**: Events can be setup to recur after a certain number of days.

   For daily recurrence you must set the *Recurs every __ day(s)*: field to "*1*". The maximum value that this field can be set to is 2982616.
   NOTE: If you type in any non-numeric characters, the event will not be created.

   Events can also be set to recur on a weekly basis. They can be setup to recur every 1, 2, up to a maximum of 2982616 weeks.
   NOTE: If you type in any non-numeric characters into it, the event will not be created.

Monthly and *Yearly* recurrences are identical to the *Daily* and *Weekly* occurrences and the same type of limitations apply.

2. **Recur until**: You can setup an event to recur indefinitely by selecting the *no end date* radial button or you can specify a particular day for the recurrence to halt by selecting the other radial button and using the drop down menu to select a date.

Save Event

Clicking on *Save Event* saves your *Event* and displays it on the *Calendar* at the set date.
NOTE: If you just click on *Save Event* with all fields at their defaults, Nitix will save the event as [*Event*].

Cancel

The *Cancel* button has two functions, depending on the circumstances:

1. If you are creating an event, clicking on the *Cancel* button exits the *Add Event* screen without saving the event.

2. If you are modifying an event, clicking on the *Cancel* button exits the *Add Event* screen without saving any changes.

Reset to defaults

The *Reset* button has two functions, depending on the circumstances:

1. If you are creating an event, clicking on the *Reset to defaults* button will clear all of the fields and reset the drop-down menus to what they are set to when you click on *Add Event*.

2. If you are modifying an existing event, clicking on the *Reset to defaults* button will change all of the fields in the event to the values that had been saved previously.

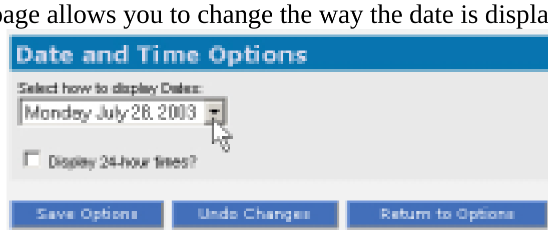
There are various places where you can click and get to the *Add Event* page. The *Add Event* page that you reach will be the same for the most parts except the start date.

Options

Options allow you to customize the look and feel of your *Calendar* interface.

The main categories in *Options* are: *Date and Time Options, User Interface, Summary,* and *Tasks.*

Date and Time Options:
The *Date and Time* options page allows you to change the way the date is displayed in WebMail.



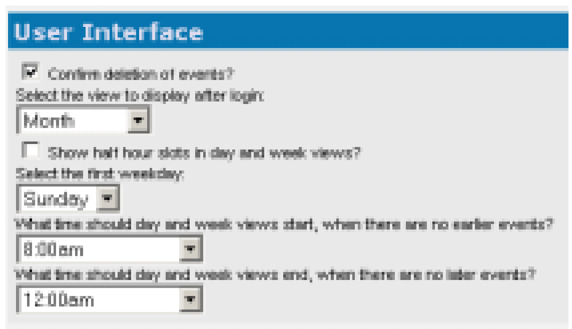
From this page, you can choose how you want the date to be displayed by choosing one of three date format options from the *Select how to display Dates:* drop-down menu, and you can enable 24-hour times by checking-off the *Display 24-hour times?* box.

The *Save Options* button saves the options. All saved options come into effect immediately.

Undo changes goes back to the last saved value; if there is no last saved value, then the options reset to the default.

Return to Options takes you back to the *Options* page.

User Interface:
The *User Interface* options page allows you to select confirmation options, customize different calendar views and choose default views.



From this page, you can select which day of the week your week starts on by selecting from the *Select the first weekday* menu.

Furthermore, you can change what time your day starts and ends on by choosing from the *What time should .... start , ...events* and *What time should .... end , ... events* drop down menus.

Checking off the *Confirm deletion of Events?* box ensures that the system will ask you for a confirmation before you actually delete an event.

Summary:
Through the *Summary* options page you can customize what time span your calendar is set to when you login to WebMail. For example, if you select a time span of 4 weeks, which is the maximum, the next time you login to WebMail you will see a summary of appointments and tasks you have setup for the next 4 weeks. If you change it to 1 day, you will only see the appointments and tasks for today.

Tasks:
On the *Tasks* option page, checking off *Show... calendar* allows you to see due tasks in the *Calendar* in WebMail.
NOTE: The task will only show up in the "Day" view and not in the “Month” view.

Import/Export

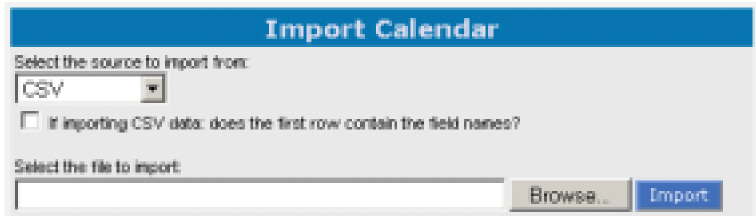
This feature allows you to import *Calendar* items from, and export *Calendar* items to, email applications such as MS Outlook, Netscape and Eudora.

Import Calendar

To import a *Calendar*, two sources are available: CSV (Comma Separated Value) and Outlook CSV. Outlook CSV is an export of *Calendar* items from Microsoft Outlook.

To import a calendar:

1. Select either *CSV* or *Outlook CSV* from the *Select the source to import from*: drop-down menu (see below).



2. In the *Select the file to import:* text field, you can either type in the path to the CSV file manually or click on *Browse* and search for it.

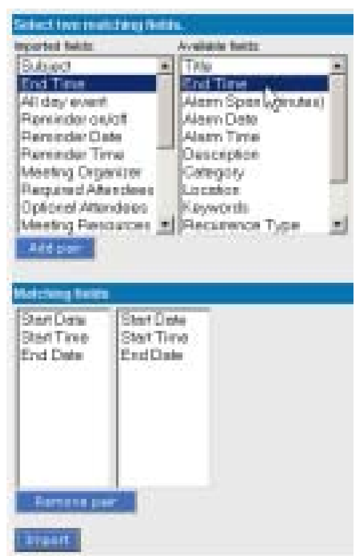
3. After you have located the file, click on the *Import* button next to the text field. If you have typed in the wrong path, WebMail will display an error message saying *Illegal or malformed form data*. NOTE: Your CSV file can be of any length and have any number of columns/fields.

4. After you click on *Import* you will be brought to another page named *Map Import Fields* (see below).

Map Import Fields

From the *Map Import Fields* page you can map fields from the CSV file you are importing into WebMail.

Your CSV fields will appear under *Imported fields* and WebMail fields will appear under *Available fields*. The mapping has to be one-to-one, meaning that one field from *Imported fields* can only be mapped to one field in *Available fields*.



To map fields,

1. Click on one field under *Imported fields* (see above) then click on the corresponding field under *Available fields*

2. Click on *Add pair,* which appears just above the *Matching fields* subsection.

3. Continue doing this until you have mapped all of the fields that you want. As you are adding mapped fields, they will keep appearing in the *Matching fields* section, which is a second subsection on the *Map Import Fields* page. If you add a pair accidentally, you can remove it from this subsection by

selecting the two fields and clicking on *Remove pair*.

4. After all of the appropriate fields have been selected, click on *Import* at the bottom of the page. This will take you to another page named, *Map Date and Time Fields* (see below).

Map Date and Time Fields

Importing an Outlook CSV file:

1. The *Map Date and Time Fields* page asks you to reconfirm the formatting of the CSV file. It will ask you to reconfirm the format of the time and date. This is mainly due the fact that your CSV file may have a start time in 24 hour format, whereas WebMail is currently using am/pm format.

2. Check your date format. Your dates might be in the DD/MM/YYYY format but WebMail cannot make the difference between that and the MM/DD/YYYY format, so it asks you to specify through this page.

3. After you have finished confirming all of the formats click on *Import* on the bottom of the page. This will take you back to the Navigation Bar where you can go to other parts of WebMail. If the import was successful, "*CSV file successfully imported*" will be displayed.

Importing a non-Outlook CSV file:

The procedure is slightly different than importing an Outlook CSV file.

The steps that need to be taken on the *Import Calendar* field are the same. When you get to *Map Import Fields* page, WebMail actually displays all of the data under *Imported fields* in the first row of your CSV file and asks you to map them to *Available fields*. From this point on the procedure is identical to importing Outlook CSV files which is outlined above.

Export Calendar

From the *Export Calendar* page you can export your *Calendar* items from WebMail.
NOTE: At the moment, WebMail only exports to CSV files. This can be accomplished through the *Export Calendar* subsection on the *Import/Export* page.

1. If you want to export all events in your calendar, click on the *All events* radial button.

2. If you want to limit the time span of events to export, click on the radial button between the *Start On* and *End On* drop-down menus. Use the drop-down menus to select a time frame.

3. Once selected, click on the *Export* button at the bottom of the page to export the events.

4. A new window will open up asking you whether you want to *Save, Open, Cancel or Want more information on downloading files.* Click on *Save*.

5. A new window will open asking you where you want to save your events. After selecting the right directory, click on *Open*. Time to download will depend on how many events you are exporting.

Addressbook/Contacts

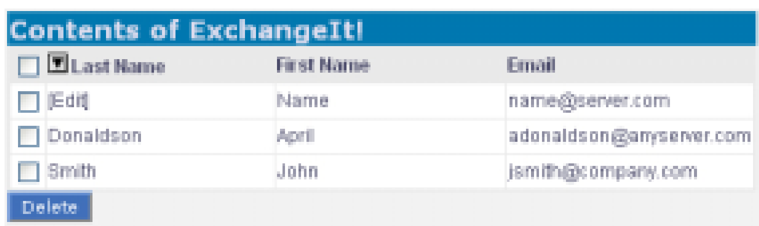
To reach the Addressbook/Contacts, click on the *Addressbook* button that appears on the Navigation Bar.

After clicking on the *Addressbook* button you will be brought to a page that will show you the contacts you currently have in your Addressbook. If you don't have any contacts then "*There are no entries in ExchangeIt*!" will be displayed.

Along the top you will see more click-able buttons, the ones that apply to the *Addressbook* are: *Browse, Add, Search, Advanced Search, Options* and *Import/Export*. These will be explained in detail below.

Browse

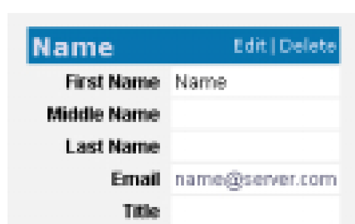
The *Browse* button basically brings up the same page as clicking on *Addressbook* did. It shows you a list of all of your contacts (see below).



As explained above, if you don't have any contacts, "*There are no entries in ExchangeIt*!" will be displayed. If you do have contacts, then they will be displayed under the heading *Contents of ExchangeIt!*. Three columns that are displayed by default are: *Last name*, *First name* and *Email*.

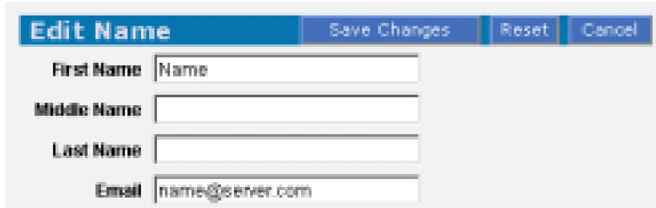
There are check boxes next to every contact. If you check the box of and click on the *Delete* button below, the corresponding contacts will be deleted.

If you click on the contact name on this page you will be brought to the details of that contact (see below).



On the contact details page you will see two buttons in the top right-hand corner next to the name of the contact that is written in bold. The two buttons are: *Edit* and *Delete*. *Delete* lets you delete the contact and *Edit* allows you to modify the already existing contact.

Clicking on *Edit* brings you to the *Edit Username* screen:



The *Edit* function is very similar to the *Add* function, so the details will be explained in the *Add* section (below).

The *Save Changes* button saves the changes you have made to the already existing contact.

Reset changes all of the fields to their last saved value; if there was no saved value, then *Reset* just blanks out all of the fields.

Add

Add allows you to add new contacts to your *Addressbook*.

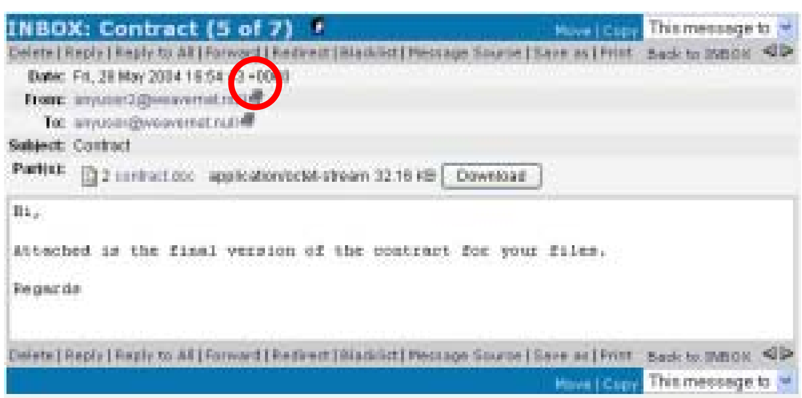
There are various fields available: *First Name*, *Last Name*, *Middle Name*, *Email*, *Title*, *Company*, *Home Phone*, *Work Phone*, to name a few.

The *Save* button saves the contact and *Reset* blanks out all the fields.

NOTE: There are no mandatory fields, so you can choose to fill in any or all of the fields. If you fill in none of the fields, then the contact shows up as [*Edit*] in your contact list (when you click browse).

NOTE: It is possible to have two or more identical contacts (all text fields are identical) in WebMail. Browse will display them separately.

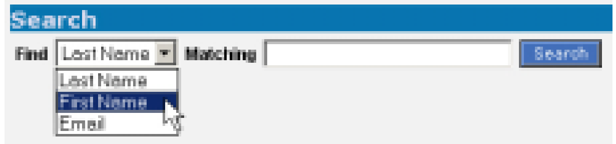
Add contact from E-mail



Another way is to auto-add a contact from a received email. You just have to click on the book icon beside the email address and it will be added to your *Addressbook*. It is also possible to add a contact from a received vcard in an email attachment.

Search

The *Search* page permits you to search through your contacts:



Search allows you to search for people's names by *last name*, *first name* and *email address*:

1. Select which field (*last name*, *first name* and *email address*) to search by from the *Find* drop-down menu (see above).

2. Type in the name or email address you are searching for in the *Matching* text field and click on the *Search* button.
   NOTE: you can input a partial or full name/email address and *Search* will pull up all matches.

3. The matches from your search will appear below under *Search* Matches. The current match will come up in a white background.

NOTE: The matches from your search for your current login session remain there until you log out or manually click on the *Clear Search* button that comes up on the same line as *Search Results*. If you have old searches they will appear below under *Search Results* with a gray background.

Advanced Search

Advanced search is a more powerful version of *Search*. It permits you to search for a contact using thirteen fields from *First Name* to *Notes* (see below).

The *Advanced Search* is similar to Search, but it allows you to search information in any field.

To conduct an *Advanced Search*:

1. Type in the information you are searching for in the appropriate field(s).

2. Click on the *Search* button.

3. The matches from your search will appear below under *Search* Matches. The current match will come up in a white background.

As in *Search*, the text that you input can be a partial match or full match of the target text.

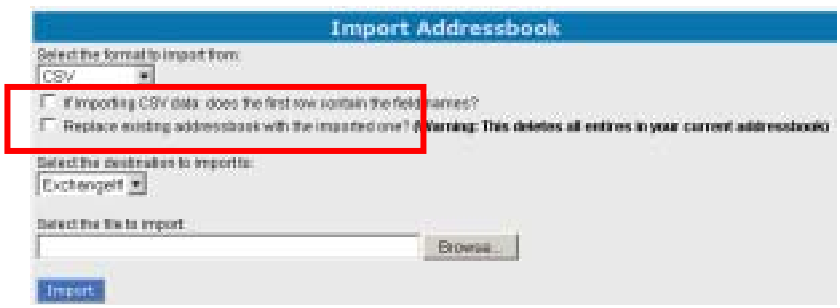
Clicking on *Reset to Defaults* will clear all the fields on the *Advanced Search* page.

Import/Export

Importing contacts is almost the same as importing Calendar items (see Import/Export in the *Calendar* chapter).

They differ in:

1. On the *Import Addressbook* page, you have an option of deleting all your current contacts and replacing them with the ones that you import. Simply check-off the *Replace existing addressbook with the imported one? box* (see below).



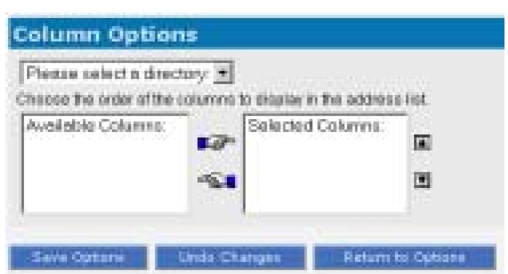
2. There is an option to import the *Addressbook* to different addressbooks. This can be specified from the *Select the destination to import to*: drop-down menu.

Options

Options allow you to customize displays related to *Contacts*. You can customize your *Column Options* and your *Default display.*

Column Options:

Column Options allows you to choose which columns are displayed when your contacts are listed and what order they appear in.



There are two fields on the *Column Options* page: *Available Columns* and *Selected Columns:*

To see what columns you currently have selected, choose a directory from the *Please select a directory* drop-down menu. (NOTE: For version 3.72 you will have to choose *ExchangeIt!)*. Once you select your directory, the columns that are currently displayed in your contact listing will appear under *Selected Columns*: The ones that are available for you to add appear under *Available Columns*:

To customize your columns:

1. You can transfer items back and forth by clicking on the hand icons. To transfer items from *Available Columns*: to *Selected Columns*: click on the *Add Column* hand icon that points to the right. Clicking on the hand that points left, the *Remove Column* icon, will do the opposite.

2. To move a particular column left in the listing you can bring it up by clicking on the up, or "move left" arrow button next to the selected columns. To move a column right in the listing you have to click on the down, or "move right" arrow button.

You can undo all of the swapping you have done by clicking on *Undo Changes;* this will reset the fields to the last saved value.

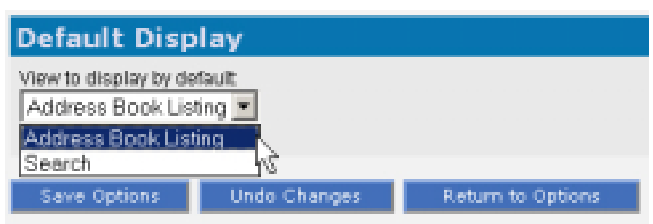
Save Options will save the column setup according to what you have input above.

Return to Options is the same as clicking on *Options*.

Default Display:

Default Display is the other link on the *Options* page.

Changing the *Default Display* changes the page that comes up when *Addressbook* is clicked.



If you want a listing of all your contacts to be displayed when you click on *Addressbook,* select *Address Book Listing* from the *View to display by default* drop-down menu.

If you want the contact search page (explained in the *Search*: section above) to come up when you click on *Addressbook*, select *Search* from the *View to display by default* drop-down menu.

Save Options saves the current setting selected from the drop-down menu. As before, *Undo Changes* resets the drop-down menu to the last saved value.

Tasks

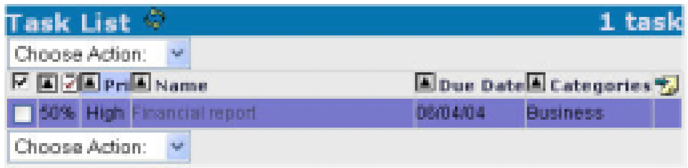
To reach your tasks, click on the *Tasks* button that appears on the Navigation Bar.

The *Tasks* page will contain the phrase *Task List* just below the Navigation Bar and will show you the tasks you currently have created.

Tasks that have been completed will be struck-through. If you don't have any tasks then *Your task list is* *empty* will be displayed. Overdue tasks are highlighted in red.

The buttons related to tasks on the Navigation Bar are: *List Tasks*, *New Task*, *Search* and *Options*.

If you click on the name of the task you will be bought to the Task Details page:

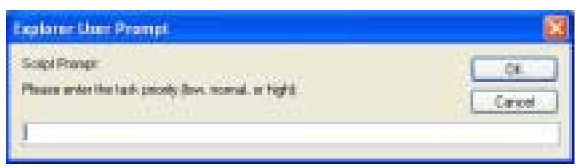


Details such as the *Name*, *Due Date* and the *Category* are displayed on this page.

The last column on the *Task List* page has a picture of a pinned-up paper indicating whether there is a description for the task or not. If there is no picture, then there is no description.

From the *Choose Action:* drop-down menu you can select from one of three action items: *Complete Tasks*, *Delete Tasks* and *Set Task Priority*.

- *Complete Tasks* labels the task as completed and the task will now be shown with strikethrough marks.
- *Delete Task* deletes the task from your *Task List*.
- *Set Task Priority* allows you to prioritize your task. When you click on *Set Task Priority*, an *Explorer User Prompt* displays asking you to enter a task priority, from low, normal or high (see below).



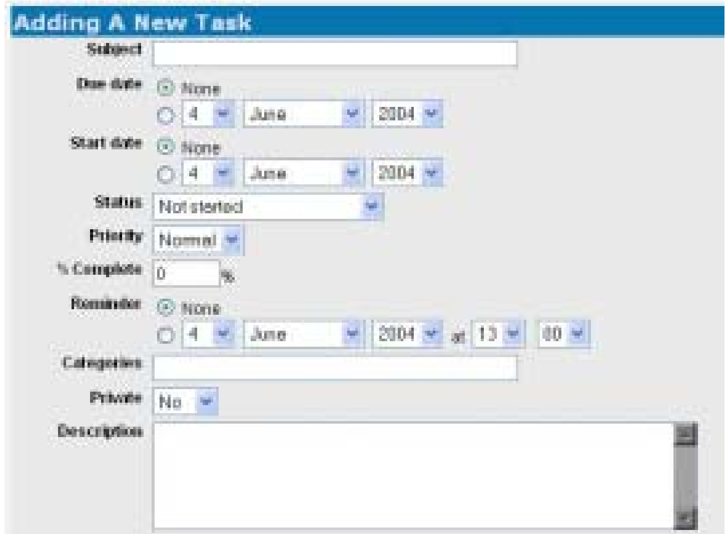
The *Task List* has a colour scheme. The darker the highlighted colour of the task, the higher the priority (for example, light purple indicates low priority and dark purple indicates high priority).

List Tasks

List Tasks brings you to the same page as clicking on *Tasks* does. It is described above.

New Task

Clicking on the *New Tasks* button brings you to the *Adding a New Task* page (see below) where you can add a task.



Subject: Enter a description of the task for the *Subject,* it should be kept short.

Due Date: A due date is optional. You can select the *None* radial button if you don't want to specify a date, or you can specify a date by selecting the date radial button and specifying the date and time using the drop-down menus.

Start Date: The option exists in *Start Date to* specify a date you started a new task. You can also select *None* if you don't want to specify a date.

Status: You can display the status of your task by selecting from *status* pull-down menu. The available options are: *Not Started, In progress, Completed, waiting on someone else, and Deferred.*

Priority: You can prioritize a task. As mentioned above, the task listing has a colour scheme with lighter tasks meaning they are more important. The priority rating is on a scale of low, normal or high.

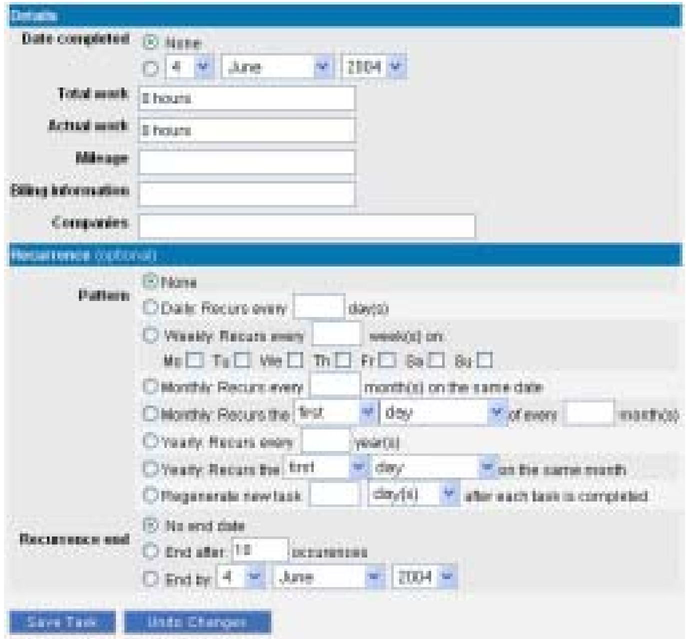
% Completed: This indicates the completion status of a task in a percentage. Specify a value between 0-100 to indicate the progress or completion of a particular task.

Reminder: The *Reminder* option allows you to pick a date and time for you to be reminded of a particular task. There is also the option of selecting *None*.

Categories: The *Categories* field allows you to assign a category or multiple categories to your task.

Private: Selecting Yes in the Private option hides the description when other people view the user's calendar, but this is not yet supported by WebMail.

Description: *Description* allows you to input a detailed description of the task.



Details

The *Details* tells you:

Date completed: Allows you to record the date you finished the task.

Total Work: Enter the number of hours that you expect the task to take in total.

Actual Work: Enter the number of hours for the actual work time for the task**.**

Mileage: Allows you to keep a record of the travel mileage occurred during this task.

Billing information: Enter the account to be billed or the amount of hours that will be billed for this task.

Companies: Allows you to enter the names of companies that are associated with task.

Recurrence: Recurrence allows you to specify recurring tasks without the hassle of creating each one manually.

There are two pieces of information that Nitix needs to setup a recurring task: *Pattern* and *Recurrence end*:

> **Pattern**: Tasks can be setup to repeat after a certain time interval.
>
> For daily recurrence you must set the *Recurs every* __ *day(s)*: field to "*1*". The maximum this field can be set to is 2982616.
> NOTE: If you type in any non-numeric characters, the event will not be created.
>
> Tasks can also be set to recur on a weekly basis. They can be setup to recur every 1, 2, up to a maximum of 2982616 weeks.
> NOTE: If you type in any non-numeric characters into it, the event will not be created.
>
> *Monthly* and *Yearly* recurrences are identical to the *Daily* and *Weekly* occurrences and the same type of limitations apply.

When the option *Regenerate* is selected, a new instance of the task will be automatically created after each task is completed. The new task's due date will be set a certain number of days, weeks, months, or years after the completion date.

Recurrence end: You can setup a task to recur indefinitely by selecting the *no end date* radial button or you can specify a particular day for the recurrence to halt by selecting the other radial button and using the drop down menu to select a date. There is also the option to have a task end after a certain number of occurrences.

Save Task: The *Save Task* button saves the new task that you have created.
NOTE: WebMail will allow you to create identical tasks and empty tasks (tasks that have all fields set to their default value).

Undo Changes: The *Undo Changes* button resets all fields to their last saved value. If there is no saved value then all text fields are cleared and the drop-down options are set to their default values.

Search

Search allows you to search for tasks.

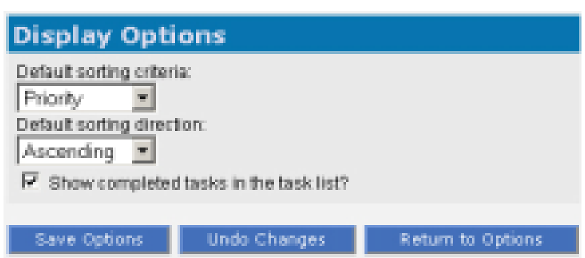
Two search parameters are available: *Name* and *Description*. As with other searches, your input may be a partial or full match of the target text.

To search only by *Name*, click on the check box directly next to *Name*. To search only by *Description,* click on the check box right next to *Description*. To search using both as parameters, check them both off. Search will commence your search with the parameter you have input into the *Search Text* text field.
NOTE: If you leave the *Search Text field* empty, WebMail will display all the tasks.

Clear Form removes all text from the *Search Text* field, checks off *Name* and un-checks d*escription*.

Options

The only option available for *Tasks* is *Display Options*. Within the *Display Options* there are three options: *Default sorting criteria, Default sorting direction,* and *Show completed tasks.*



Default sorting criteria: Tasks can be sorted according to *Priority, Task Name, Category, Due Date,* and *Completed*. You can select any of these options from the *Default sorting criteria* drop-down menu and your tasks will be listed according to those criteria.

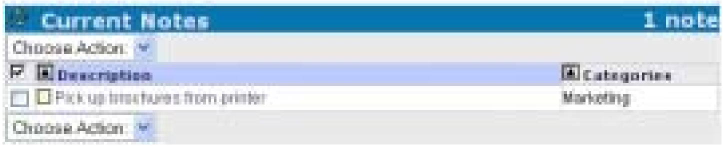
Default sorting direction: You can select your Tasks sorting direction to be either *Ascending* or *Descending*. When you select one of these directions from the *Default sorting direction* drop-down menu your tasks will be displayed accordingly.

Show completed tasks: Leaving the *Show completed tasks in the task list?* unchecked will prevent you from seeing tasks that have been completed. They will, however, remain in the database and will appear again if you check this option off.

Notes

To reach your *Notes*, click on the *Notes* button that appears on the Navigation Bar.

The *Notes* page will display *Current Notes* just below the Navigation Bar and show you the notes you currently have created.



To delete a note through this page,

1. Check-off the box next to the note you want to delete.

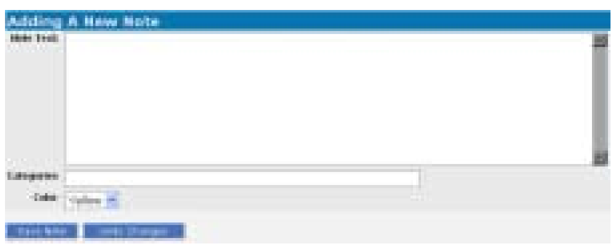
2. From the *Choose action* drop-down menu, select *Delete Notes*.
   NOTE: If no notes are selected, clicking on *Delete Notes* will display a warning saying "*You must select at least one note first*".

List Notes

List Notes brings you to the same page as clicking on *Notes* does. It is described above.

New Note

New Note allows you to create a note.



A Note is just a pool of text, so you will see one big text field called *Note Text* on the *Adding a New Note* page. This is where you can type in your note.

You can classify the note by typing a description (i.e. Business) in the *Categories* field.

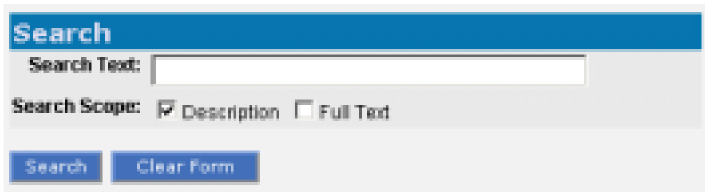
There is also the option of selecting a colour (pink, yellow, green, blue or white) to highlight each *Note* from the *color* menu pull down.

The *Save Note* button saves the Note that you have created.

To clear a Note, click on the *Undo Changes* button. The text field and drop-down menu will return to their default settings.
NOTE: It is possible to save an empty note. It appears as *None specified* on the Note listing.

Search

Search lets you conduct a search for Notes.



There are two possible search parameters: *Description* and *Full Text*.

To search through your Notes,

1. Type in the text you wish to search for in the *Search Text* text field.

2. Next, select where you wish to search for the text, in either the *Description* of the Notes (*Description* is the first 64 characters of the note) or in the *Full Text* of the Notes, by checking-off the box directly next to either *Description* or *Full Text*.
   NOTE: To search using both as parameters, check them both off.

3. Click on *Search* to commence your search with the parameter(s) you have typed into the *Search Text:* text field.
   NOTE: If you leave the *Search Text* field empty, WebMail will display all notes.

4. A summary of your search results will appear on the *Search Results* page.

5. To view the note(s), simply click on the note name under *Description* that you want to view.

6. To delete the note(s), check-off the box directly beside the note you want to delete and choose *Delete Notes* from the *Choose Action:* drop-down menu.

Clear Form removes all text from the *Search Text* field, checks off *Name* and un-checks *Description*.

As with the other searches, your input may be a partial or full match of the target text.

Options

The only option available for *Notes* is *Display Options*. Within the *Display Options* there are two options: *Default sorting criteria* and *Default sorting direction.*

Default sorting criteria: *Default sorting criteria* gives you the option of sorting your notes either according to *Note Description* or *Note Category*. You can select either option and your notes will be listed according to those criteria.

Default sorting direction: *Default sorting direction* gives you the option of sorting your notes in either *Ascending* or *Descending* order. You can select either option and your notes will be displayed accordingly.

Logout

Clicking on the *Logout* button on the Navigation Bar will log you out of WebMail.

Nitix Version 4.0

1000 Park Drive • Lawrence, PA 15055-1018 • 724-746-5500 • Fax 724-746-0746