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# WebMail Documentation

Version 5.4.0

(c) IceWarp Ltd.

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# Introduction

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## About this document

This document was designed for both common users of WebMail and for administrators of WebMail. It consists of 2 chapters.

**Interface** (on page 3) chapter can be used as a Reference Manual. It describes features of WebMail and relations between them. Last section in this chapter is only for administrators with explanation of all the options.

Next chapter, **Advanced Configuration** (on page 87), should help administrators for better understanding of particular options including the configuration files.

If you are a common user of WebMail only **Interface** (on page 3) chapter without the last section Administrator Settings in it can be useful for you. On the other hand, if you are an administrator, it would be useful to read **Interface** (on page 3) chapter completely for better understanding of all features.

This document but in HTML Help form is included also in Merak\HTML\Mail\Help\ folder.

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# About WebMail

WebMail provides users with the ability to access their email via a browser using a "Hotmail-like" or "Outlook 2003 like" interface, or via their Wireless WAP enabled device.

## Features Overview

SMTP/IMAP/POP3 Protocol Support	HTML/Plain Text Message Composing
Nested IMAP Folders Support	Private & Global Address Book
Secured (SSL) and Regular Web Access	Calendar with Outlook 2003 Like Features
SSL Digital Certificates Support - Signing & Encrypting	Automated Import from Outlook, Outlook Express, Netscape Address Book
Multi Domain Support	User Definable Signature
Multi Language Support	User Definable White & Black List
Multi Charset Support	Max. Message Size Quota
Multi Skins Support	Disk Quota
User Definable Folders	User Definable Logo for Each Domain
User Definable Rules for Automated Moving Messages to Specified Folders	Multiple File Attachments
User Account Sign - Up	Merak Mail Server Direct Folder Sharing
All Folders Messages Search	Inbox Messages Sorting
Auto Responder	Web Based Administration
Auto Forwarder	User Definable Level of AntiSpam
JWChat	Multiple Accounts per User

# Interface

User's can access WebMail using the default URLs:

<http://IP:32000/mail>

or

<http://hostname:32000/mail>

where IP is an IP address of the server where Merak is running and hostname is a DNS A record which is pointing to the IP address.

Alternatively, as an administrator, you can access WebMail via localhost instead of hostname or 127.0.0.1 instead of the IP address if you wish to access it directly from the machine where Merak WebMail is running.

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PDA Clients can access WebMail via the same URL by adding "/pda" at the end. i.e.  
<http://hostname:32000/mail/pda> There is a special skin developed for PDA Clients using this extension.

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You can change these URLs allowing your users access to WebMail via e.g.  
<http://webmail.yourdomain.com> These changes are described in sections:

How to Set Virtual Hosts

How to Run WebMail in Power Pack without 32000 in the URL

Should a user type these URLs in his/her browser, the login page will be shown and user can fill in their username and password.


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All the examples and screenshots included in this document are performed with an account with administrator permissions. Some parts which will be described in this document can't be accessed by accounts which don't have administrator permissions. In such a case, there will be a note that it can be accessed only by administrator level accounts.

This document includes screenshots obtained using our Outlook 2003-Like skin because it is our latest version and it allows for the best performance of WebMail.

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## Login page



The image shows a screenshot of the IceWarp Web Mail login page. At the top, there is a logo for "IceWarp Web Mail" with a yellow envelope icon. Below the logo, the text "IceWarp Web Mail" is displayed in a blue header. The main content area is light blue and contains the following elements:

- A message: "User has been logged out."
- Input fields for "User name :" (containing "admin") and "Password :" (containing "\*\*\*\*\*").
- A "Login" button and a checkbox labeled "Encrypted login".
- Links for "[Forgot your password?](#)" and "[Click here for fast login](#)".
- Footer text: "Powered by [IceWarp Software Merak Email Server](#)  
IceWarp Web Mail 5.4.0 (Expires in 30 days)".

Each User will have several ways to log on from this page.

If the Encrypted login checkbox is checked, the authentication against the server is done by a SHA1 algorithm.

The SSL Mode link will take the user to the same page but via https instead of http. i.e. the communication is encoded by SSL and the SSL port from the *Administrator Settings* (on page 75) will be used. Of course, the link is not shown if the user has already accessed the Login page via https.

User can use Forgot your password link to show a special dialog where they can fill in their account and their password will be sent to both specified account and their alternative email address (See Settings -> Accounts -> Modify). This feature can be disabled in *Administrator Settings* (on page 75).

The Sign-up for a new account link is there only in case the Allow sign-up process option in the *Administrator Settings* (on page 75) is enabled. It allows users to create new accounts without any effort from the Administrator of server. It will take the user to a new dialog:



The screenshot shows a web-based sign-up form titled "IceWarp - Sign-up Process". The form has a light blue background and a dark blue header. It contains the following fields and elements:

- User name :** A text input field containing "newuser".
- Password :** A password input field with seven black dots.
- Confirmed password :** A password input field with seven black dots.
- Name :** A text input field containing "New User".
- Word verification :** A grid of 10x4 characters containing "Z3T0N-PO0VX". Below the grid is a text input field containing "Z3T0N-PO0VX".
- Create Account :** A blue button with white text.
- Footer :** Text at the bottom reads "Powered by [IceWarp Software](#) [Merak Email Server](#)".

All the fields except the Name have to be filled properly. The Word verification feature restricts spammers and other unwelcome "users" from creating accounts automatically with robots.

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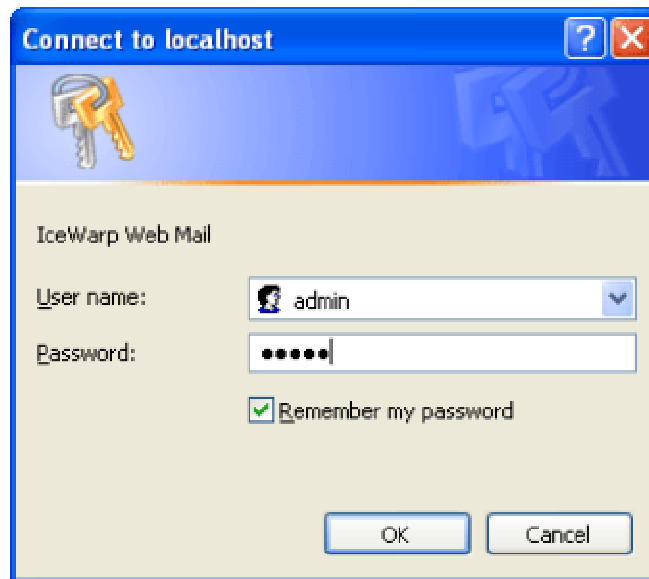
The SMTP service has to be started, otherwise the image will not be generated. The Administrator of the server may also change the font and size of the generated letters in Merak\Spam\spam.dat file using the SpamChallengeFont and SpamChallengeFontSize parameters.

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If the Complete Merak mail server integration option in *Administrator Settings* (on page 75) is enabled, the account is created under the primary domain with the same default settings as the account created via Merak Config.

The Administrator can change the default settings for account creation.

The last feature on the Login page is Fast Login.



If user fills in their username and password in the dialog, they are saved by his/her browser and next time he/she clicks on this link he/she is logged on automatically. It is valid until user closes their browser.

This option is not recommended because of security issues involved.

## Get Message

After logging into WebMail, the Read Message dialog will be shown. It is a default page which is shown after logging on.

You can also set your own welcome page which can be shown before the Read Message dialog.

By default, three sub-windows are shown:

- § Folders List
- § Messages List
- § Message Preview

If the user selects any message in the Messages List, the selected message is previewed in the bottom sub-window.

The screenshot displays the 'Get Message' interface with the following details:

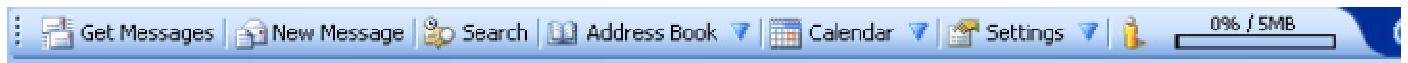
- Message List:**

<input type="checkbox"/>	Subject	From	Time	Length
<input checked="" type="checkbox"/>	attachment	Full Administrator	12:26	3.18 kB
<input type="checkbox"/>	Next attempt	Full Administrator	02.01.05 20:17	0.63 kB
<input type="checkbox"/>	Attached file	Full Administrator	02.01.05 20:13	980.96 kB
<input type="checkbox"/>	Demonstration Message	user@merakdemo.com	02.01.05 12:50	0.32 kB
- Message Headers:**


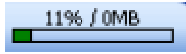


**From :** "Full Administrator" <admin@merakdemo.com> [+]  
**To :** admin [+]  
**Cc :** user [+]  
**Subject :** attachment
- Message Content:**

This is a demonstration message.  
Please, enjoy using Merak Mail Server.  
Best regards  
IceWarp Team
- Attachments:**
  - kodovani.txt (1.64 kB)
  - Show attached pictures

## Top Menu

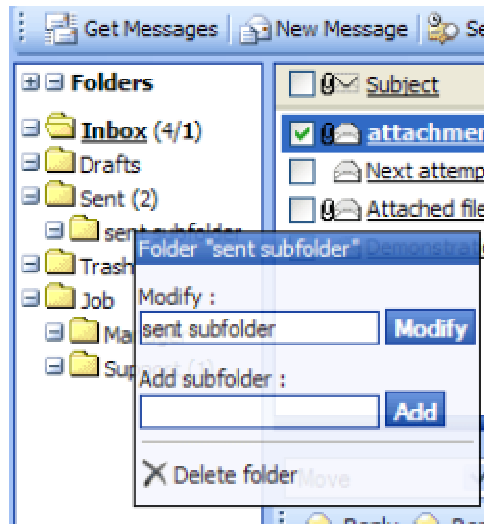


You can also use Short-cuts to access particular dialogs. To know all possible short-cuts, look at our complete list of short-cuts.

Icon	Description
Get Messages Ctrl+Shift+G	Downloads messages for all <b>accounts</b> (on page 51) which are set by the user and refreshes the page
<b>New Message</b> (on page 14) Ctrl+Shift+N	Opens a New Message window
<b>Search</b> (on page 19) Ctrl+Shift+S	Opens a Search Engine window
<b>Address Book</b> (on page 20) Ctrl+Shift+A	User can manage their complete Address Book - Private Address Book, Global Address Book, Groups
<b>Calendar</b> (see "Calendar Options" on page 27) Ctrl+Shift+C	Complete Calendaring Interface - Calendar with Events, Tasks, Notes
<b>Settings</b> (on page 45) Ctrl+Shift+O	Opens complete settings for whole WebMail (only with Administrator level accounts) and for user settings such as Certificates, Challenge Response, etc.
 <b>JWChat</b> (on page 42)	Opens web client for Instant Messaging.
 Usage Indicator	If the Administrator has established a Disk Quota option and checks Use Disk Quota option in Administrator Settings this Usage Indicator will be shown for each users.
 Help	Opens a HTML help
 Logout	Logs out user

Some icons in the Top Menu can be disabled by the Administrator. Those are: Calendar and JWChat. So if any icon is missing in your Top Menu you have to contact your administrator to find out why he/she has disabled the feature.

## Folders sub-window



Each user can manage his/her own folders. A tree structure is used. Each User can manage the folder/sub-folders easily by right-click on appropriate folder. A special dialog will be open. This is done via JavaScript.

The content of a chosen folder is shown in the Message List sub-window. Each User's own folders can be integrated with Drafts, Sent and Trash folders too. See Settings - **Folders** (on page 55) section. Administrator can also change the icons for folders.

### Messages List sub-window

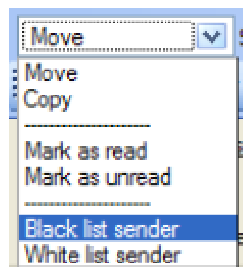
<input type="checkbox"/> Subject	From	Time	Length
<input checked="" type="checkbox"/> attachment	Full Administrator	12:26	3.18 kB
<input type="checkbox"/> Next attempt	Full Administrator	02.01.05 20:17	0.63 kB
<input type="checkbox"/> Attached file	Full Administrator	02.01.05 20:13	980.96 kB
<input type="checkbox"/> Demonstration Message	user@merakdemo.com	02.01.05 12:50	0.32 kB

This sub-window shows a complete list of messages from the chosen folder. Unread messages are shown with a bold font. The User can select by which column the displayed messages are to be sorted and displayed. Last column, "!", represents a priority message.

Each User can change the number of shown messages per list in *Settings* (see "Default page - Account Settings" on page 46) by changing the Messages parameter.

On the image above, notice the differences in the Time column. These differences are caused by different settings for messages received today versus those emails received prior to today. This can be also set in *Settings* (see "Default page - Account Settings" on page 46).

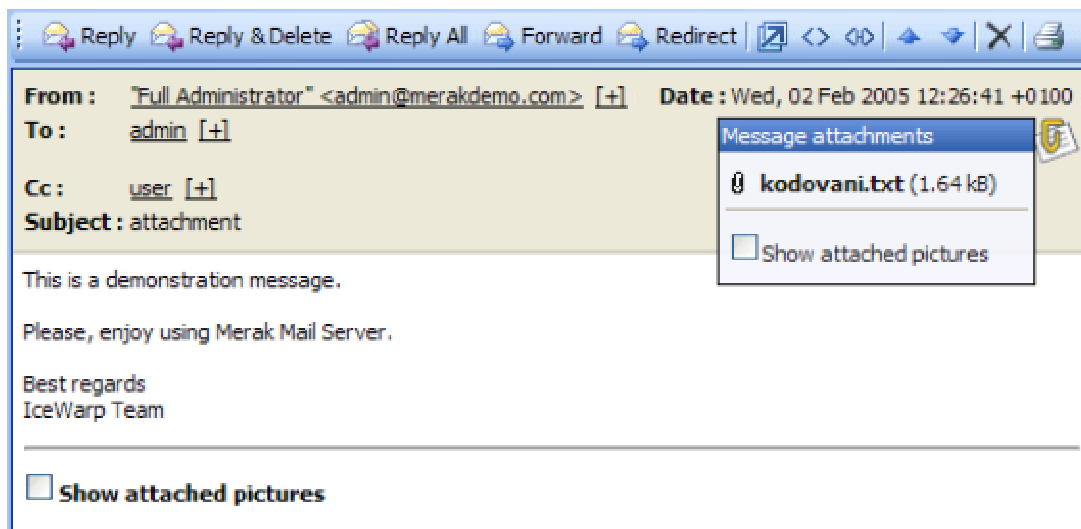
The User can choose any message and after the message is displayed in the Message Preview sub-window, they can choose which action should be performed with the chosen message(s):










It serves also for blacklisting/whitelisting. The procedure is simple - just check the messages whose sender you want to black/white list, choose appropriate action in this pull-down menu, and click OK button. You can see all your blacklisted/whitelisted records in *Settings - Server Rules* (see "Server Rules" on page 67).

Other icons are self-explanatory.

### Message Preview sub-window



If any message is chosen in the Messages List, the text of the selected message is shown in the Message Preview sub-window. The dialog window that shows a list of attachments is shown after clicking the attachment icon in the right top corner.

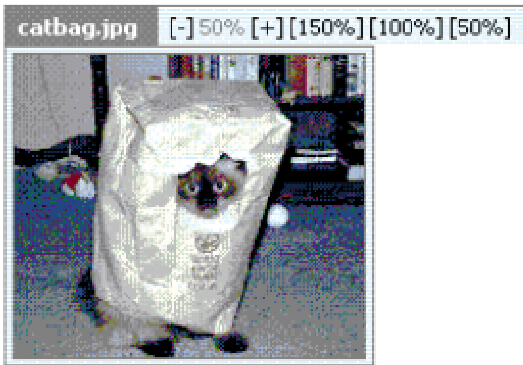
Icon	Description
Reply	Opens a <i>New Message</i> (on page 14) window with filled To: field by the sender of the chosen email.
Reply & Delete	Same as Reply with the Delete Message checkbox enabled in the <i>New Message</i> (on page 14) dialog.
Reply All	If the original message has more than a single recipient, a <i>New Message</i> (on page 14) dialog will have all these recipients plus the sender in the To: field filled in automatically.
Forward	Opens a <i>New Message</i> (on page 14) dialog where the original message is pre-defined automatically and user will be shown in the From: header.
Redirect	The same as Forward except that the sender of original message will be shown in the From: header.
 Enlarge Mail	Opens a special window with the message.
 Source	Shows the source of message
 Full Headers	Shows all message headers
 Previous	Shows previous message
 Next	Shows next message
 Delete	Deletes shown message
 Print	Sends the message to a printer

The next feature will automatically add any email address to the Address Book by clicking the [+] symbol next to the email address. If message was digitally signed, the sender's certificate is added automatically as well.

If any picture is in the email as an attachment, the user can use Show attached pictures checkbox to view them directly in Message Preview Sub-window.

Show attached pictures

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## New Message

A New Message dialog appears after clicking either the **New Message** button within the Top Menu or by using the Reply, Reply All, Redirect or Forward icons.

This will allow the user to compose either an HTML message or a message in plain text and set all the common properties which are common with all Mail Clients such as Encryption, Priority, Notification, etc.

If the user uses the Reply feature, a '>' symbol will be placed at the beginning of each line of quoted message text. This symbol can be changed in *Settings* (see "Default page - Account Settings" on page 46).

IceWarp Web Mail (Zbynek Erneker) - Write Message - Microsoft Internet Explorer

Send Message Save to drafts Spell Checker Priority : High

To : user@merak.demo.com

Cc : domainadmin@merakdemo.com Bcc : admin@merakdemo.com

Subject : Notification

**B** *I* U [List Icons] [Text Icons] [Link Icon] [Image Icon] [Table Icon] [Code Icon]

Dear user,  
the meeting was moved on **Tuesday 4 P.M.**

HTML message Charset : None Encrypt  Sign

Send Message Save to drafts Spell Checker

Attachment : c:\list.txt Browse... More

Save copy to Sent folder  Read confirmation

A User can choose between Send Message and Save to drafts which both have clear meaning.

The Spell Checker button allows the user to open a special window where all misspelled or unknown words will be highlighted and user can choose to correct words from a suggested list of words from the included dictionary.

In the top right corner, the user can set the priority to either high or normal.

## Recipients

The To: header is clear, it is the main recipient of the new email. The Cc: header means the Carbon Copy recipient(s) of the new email. The Bcc: header has a similar purpose (notification) but the recipient(s) who are in the Bcc: header will know who was included in the To: and Cc: header fields but the recipients which are in the To: and Cc: header fields will not know about the recipient(s) who are in the Bcc: header.

The User can specify as many recipients as they wish by using ";" or "," as a delimiter.

If the user wants to use any contact from his/her Address Book, he/she can click on the **To:**, **Cc:** or **Bcc:** buttons and a new window with the Address Book will appear.

The screenshot shows the 'Address Book' window. At the top, there are links for 'Private address book', 'Global address book', 'Import contacts', and 'Export contacts'. Below these is a 'Contacts' dropdown menu, a search bar with 'All' selected and an alphabetical index 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z', and a '- Category -' dropdown. The main area is a table with columns: 'To Cc Bcc', 'Full name', 'Organization', and 'E-mail address'. A single contact is listed: 'Common User' with a green checkmark in the 'To' column and the email 'user@merakdemo.com'. Below the table are several buttons: 'Insert Contacts & Close', 'Insert Contacts', 'Add New Address', 'Delete', 'Modify', a dropdown menu '----- New group -----', and 'Add to Group'.

To Cc Bcc	Full name	Organization	E-mail address
<input checked="" type="checkbox"/>	Common User		user@merakdemo.com

The user can then chose the Contacts which should be added into the To:, Cc: and Bcc: headers.

## Editor

The text editor window is located under the headers and, by default, is a plain text editor (without all the icons for font, etc.). If the user checks the HTML message checkbox at the bottom of the window, this text editor will change to a HTML editor, allowing the user to compose HTML messages.

The Administrator can change the default editor or moreover disable the HTML editor possibility in the *Administrator Settings* (on page 75).

## Attachment

The User can attach any file by filling the path to that file in the Attachment text area. If he/she wants to attach more files, they should use the More button and more text areas for file names will appear. There is also a option to change the number of these text areas which are shown by default in *Account Settings* (see "Default page - Account Settings" on page 46).

## Encrypt & Sign

These features allow the user to use personal SSL certificates to increase the security within the message being sent. Encrypt means that only the right recipient will be able to read the message and Sign means that the recipient will be able to verify that the message was really sent by the user who signed the message.

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Encrypt can be used only if user has a public certificate from the recipient saved in the Address Book by the recipient Contact.

Sign can be used only if user has his/her own certificate (both private and public) saved in the Settings - *Certificates* (on page 50).

---

## Charset

Sometimes, the user may want to write a message using a different charset then his/her default one. For such purpose, there is an option to select an alternate charset.

## Other Features

Feature	Description
HTML message	enable/disable the HTML editor
Save copy to ..... folder	user can choose if the a copy of the written message is to be saved to folder and also to which folder it is to be saved

Read Confirmation	if checked, a receipt confirmation will be requested from the recipient when the message is shown in recipient's Mail Client
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User can use the shortcut Ctrl+Enter to send a message.

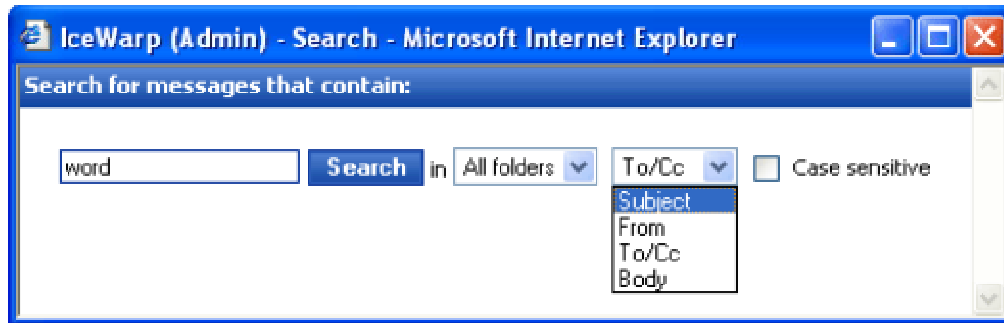
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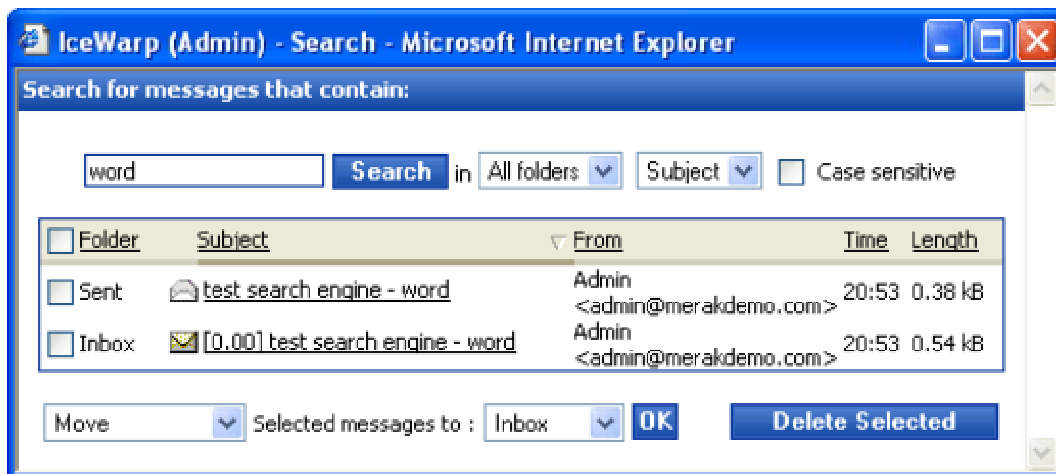
## Search

One of the features of WebMail is our Search Engine with which users can search through all the messages in all of their folders for a keyword.

The Search engine dialog will open after clicking the Search button in the Top Menu.



The User can choose to search with Case sensitivity and/or which parts of the messages should be searched. If the searched word is actually found in any message, a list of such messages will be shown and user can choose what he/she wants to do with the messages.

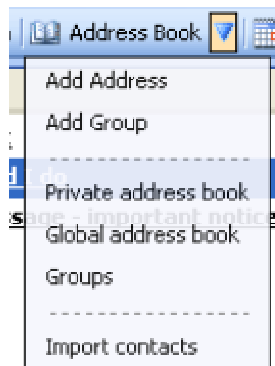


## Address Book

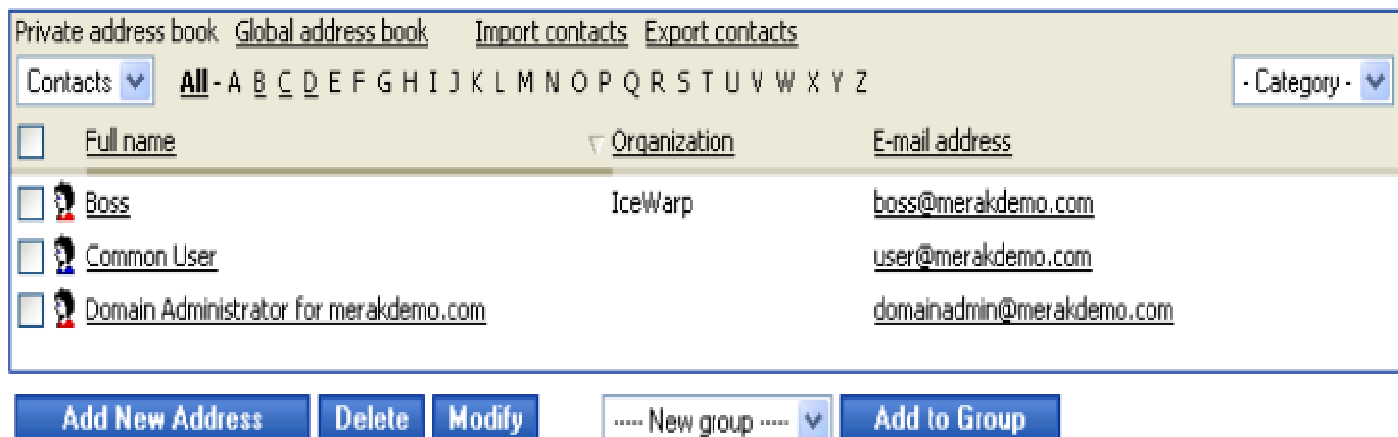
Address Book allows users:

- § to manage all of their personal Contact entries that contain Personal, Organizational and other information (e.g. certificates information)
- § to sort these entries in Groups or Categories
- § to Import/Export Contact entries from/to CSV files

The User can access their Address Book by clicking on their Address Book button in the Top Menu and choose which dialog he/she wants to access directly:



The default dialog follows:



All the options are self explanatory. Only a few additional notes:

There is a flag that indicates which column and in which direction the Contacts are sorted (changed by clicking on the headings of columns).

The User can choose which contacts are shown, if Groups or Contacts are used, in left-upper pull-down menu.

Left **Add** button is for adding a new Contact entry, and the right side **Add** button is for adding a Contact to an existing or a new Group (users may do that by marking appropriate Contacts, choosing the Group in the drop menu, and then clicking on the right **Add** button)

- Category - drop menu determines which Category is currently shown.

---

A User can change the number of Contacts displayed on a page by Addresses parameter in Account Settings. It is set to 20 by default.

---

### Defining New Contact

The User may add a new Contact entry by clicking on the left **Add** button. The following dialog appears:

IceWarp Web Mail (Zbynek Erneker) - Address Book - Microsoft Internet Explorer

**Contact name**  Category

Name

Title	First name	Middle name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Nick name

**E-mail address**

I.

II.

III.

**Organization [+]**

**Phones [+]**

**Other addresses [+]**

**Other [+]**

**Public Certificate (PEM Format) [+]**

Save as  Database  Text file

Sharing  Private  Public

Sharing settings (Friends)

Option	Description
Contact Name	displayed in Address Book dialog as Full Name
Category	allows user to categorize the Contacts
Name & Nickname	allows user to provide a name and nickname
E-mail address	allows user to specify three e-mail addresses for each Contact entry. They are shown in a pull-down menu in the Address Book dialog for the user to add to the: To:, Cc: or Bcc: headers.
Organization	allows user to specify Name, Job, Profession, Department, Assistant, Manager, Office Location and complete Address to store more details about Contact person and his/her organization
Phones	option to specify four phone numbers with short description and with the ability to sort them according to other criteria (e.g., Home, Work, ISDN, etc.
Other Addresses	allows user to store two complete addresses
Other	this option allows users enter complete information about the Contact person e.g.(Gender, Spouse, Birthday, Anniversary, URL, Calendar URL and a Note)
Public Certificate (PEM format)	if user wants to send encrypted e-mails to this Contact person he/she needs to have a Public certificate for that person saved here.

Save as  Database  Text file

Sharing  Private  Public

Sharing settings (Friends)

"Save As" has two different options. The Text file option is for the purpose of providing backwards compatibility. If Text file is selected, the Sharing and Sharing Settings options disappear because sharing is possible only in database mode.

Save as  Database  Text file

Sharing and Sharing Settings options enable users to share Events/Tasks/Notes.

## Import/Export Contacts

The User can use the Import Contacts link at the top of the page. Upon filling in the .CSV file name, the following dialog appears:

**Step 1**

Enter full path to a valid **.CSV** file with comma / semi-colon as delimiter

**Step 2**

Select columns for import ("First name", "Surname" or "Contact name" columns are compulsory)

.....	Email 1	.....	.....	.....	.....	.....
Name	Email@address.com	Organization	Nick	Address	City	ZIP
..	..	..	..	..	..	..

Skip 1st Row (Contains column titles)

Save as  Database  Text file

Sharing  Private  Public

Sharing settings (Public & friends)

Here the user may choose which columns should be imported.

Skip 1st Row option serves to exclude the first line where the titles of Columns are often defined.

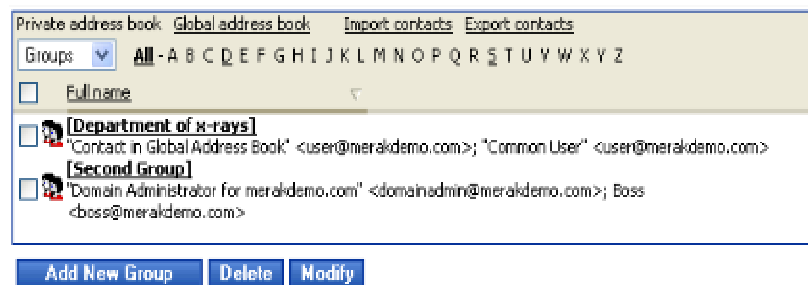
The Save As, Sharing and Sharing Settings options work in the same way like for adding a new Contact and it affects all imported entries.

The User can also export all the Contact entries to a CSV file. The default file name is Addressbook\_MMDDYYYY.csv and the format of the exported file follows:

ContactName,Email1@address.cz,Name,Category,NickName,OtherStreet,OtherCity,OtherZIP,OtherState,OtherCountry,BirthDay(inJulianCalendar),1or2(MaleOrFemale),Note,Title,FirstName,MiddleName,Surname,job,profession,department,OfficeLocation,assistant,Manager,URL,CalendarURL,Spouse,Anniversary(inJulianCalendar),email2@address.cz,email3@address.cz,HomeStreet,HomeCity,HomeZIP,HomeState,HomeCountry,AddressStreet,AddressCity,AddressZIP

## Groups

The User can sort their Contacts into their Groups and then use these Groups in the To:, Cc: or Bcc: headers so that the message would be sent to all the members of an appropriate Group. The User can either edit any already existing Group by clicking it in the Groups list or create a new Group by clicking Add new Group button at the bottom.



**Groups**

Private address book

Common User <user@merakdemo.com>

Global address book

Contact in Global Address Book <user@merakdemo.com>

Group name

Second Group

Your group contains

Boss <boss@merakdemo.com>  
Domain Administrator for merakdemo.com <domainac

Add other contact

Save as  Database  Text file

Sharing  Private  Public

Sharing settings (Public & friends)

## Calendar Options

The WebMail Calendar interface allows users to completely manage their Calendars. It enables them to:

- § Add/Modify/Delete Events, Tasks and Notes
- § show Days/Weeks/Months/Years in user's Calendar
- § show lists of Events, Tasks or Notes
- § show Shared Calendars

## Calendar View

One possible default interface is illustrated, below:

The screenshot displays a WebMail Calendar interface. At the top, there are navigation tabs for 'Day', 'Week', 'Month', 'Year', 'Event List', 'Tasks', and 'Notes'. The main calendar view shows February 2004, with the 28th highlighted. Below the calendar is a 'Today 26.2.2004' indicator and three buttons: 'Add Task', 'Add Event', and 'Add Note'. A 'Tasks' section lists 'Not done Tas...' and 'Second Task' with a 'Delete' and 'Mark Done' button. A 'Shared calendars' section lists 'calendar@merakdemo.com', 'merak@merakdemo.com', and 'imap@merakdemo.com' with a 'View' button. The right side shows a detailed event view for Saturday, February 28, 2004, with a time axis from 0:00 to 12:00. Events include 'All day Event Title' (with a [Delete] button), '6:00-8:00 Concurrent Event' (with a [Delete] button and a 6:00-7:00 concurrent event), and '9:00-12:00 More Time Demanding Event' (with a [Delete] button and a bell icon).

Several explanatory notes follow:

The screenshot shows a webmail calendar interface for February 2004. The interface includes a calendar grid on the left, a navigation bar at the top, and a main calendar view on the right. Annotations point to various features:

- Navigation Bar:** Shows views for Day, Week, Month, Year, Event List, Tasks, and Notes. The current view is Saturday 28. February 2004.
- Calendar Grid:** Shows dates from 1 to 28. The current date is 28. A note points to the 28th, stating "Actually shown day".
- Time Slots:** The main view shows time slots from 0:00 to 12:00. Annotations include:
  - 0:00: "Start of the day (changeable in Calendar Settings)"
  - 12:00: "End of the day (changeable in Calendar Settings)"
- Events:** Several events are shown:
  - "All day" event with a "[Delete]" button.
  - "Concurrent Event" from 6:00-8:00 with a "[Delete]" button.
  - "More Time Demanding Event" from 9:00-12:00 with a "[Delete]" button and a bell icon.
  - "Title of Event" from 6:00-7:00 with a bell icon and a refresh icon.
- Tasks:** A section titled "List of Not Done Tasks" shows a table with columns for Title and Date. It contains two tasks: "Not done Tas..." and "Second Task" (dated 29/2/04). Buttons for "Delete" and "Mark Done" are present.
- Shared Calendars:** A section titled "Shared calendars" shows a list of calendars with email addresses: "user@domain.com", "calendar@merakdemo.com", "merak@merakdemo.com", and "imap@merakdemo.com". A "View" button is next to "user@domain.com". A note at the bottom states "Shared Calendars (can be Modified in the Calendar Settings)".
- Buttons:** "Add Task", "Add Event", and "Add Note" buttons are visible in the left sidebar.

Highlighted in blue are the days where an Event is defined.

It is also possible to show the Calendar using Weekly, Monthly or Annual views.

## Events & Event List

An Event is an entry with a defined Start and Stop time which can be categorized and specified exactly according to the user.

## Defining Events

There are several ways for a user to add an Event:

- § by clicking on Add Event button
- § by clicking on an [Add] link in Weekly/Monthly view
- § by clicking on a Time in a Daily view

The following dialog will appear:

Day
Week
Month
Year
Event List
Tasks
Notes

Add Event

Save
Save And Add Another
Cancel

**Primary Information**

Title

Category

Date    Calendar

Time  This is all day event

Starts at  Hours  Minutes

          Ends at  Hours  Minutes    Calendar

          Duration  Hours  Minutes  Days

Location

Sharing  Private  Shows as busy  Public

Sharing settings (Friends)

Note

**Repeating [+]**

**Related Email Addresses [+]**

**Reminders [+]**

Save
Save And Add Another
Cancel

Most of the options are self-explanatory but there is a short description:

Option	Description
Title	will be inserted into the user's Calendar
Category	allows user to Categorize their Events
Date	will be already set to either the present day (if user uses Add Event button) or to the day where user clicked the [Add] link
Time Zone	user's site's default Time Zone is set by his/her Administrator, but the user can change the Zone in their Settings option if their Event will be occurring in a different Time Zone
Duration	allows the user to block out appropriate amount of time
Location	provides the user with an additional field to define the place where their Event should occur

## Sharing

Sharing  Private  Shows as busy  Public

Option	Description
Private	only the owner and Friends with Full Control permissions may view this Event regardless of whether the Calendar is set to be viewed by Friends or Public
Shows as busy	if the user allows someone else to see his/her Calendar, the Event will be shown as Busy in case the appropriate user has only View or View/Modify permission. Friends with Full Control permission can see all details of this Event.
Public	if the user allows someone else to check his/her Calendar the Event will be shown as it is

See How to share own Calendar section for more information.

## Sharing Settings

Sharing settings ([Friends](#))

This shows users' current sharing settings which he/she can set in the *Calendar Settings* (on page 56)

The example above was created with Sharing Settings set to Friends and with Sharing set to Private for this Event. It can provide the user with the exact information with which users of the Event has shared. If the user set the Sharing for this Event to Shows As Busy or to Public, it will provide him/her with the appropriate information.

Sharing  Private  Shows as busy  Public  
Sharing settings ([Friends](#)) Object shared with Friends, edit [Settings](#).

This means that users specified in My Friends which have set the permission to View or to View/Modify can see this Event but only as Busy so they don't know exact details about this Event and users specified in My Friends with Full Control permission can also see the details for this Event (provided that Sharing Settings in Calendar Settings is set to Friends or Friends & Public). No one can see this Event with Sharing Settings (in Calendar Settings) set to Private.

If this Event's Sharing is set to Public, and Sharing Settings in Calendar Settings remain the same (Friends),

Sharing  Private  Shows as busy  Public  
Sharing settings ([Friends](#)) Object shared with Friends, edit [Settings](#).

then ALL users specified in My Friends can see this Event with all the details without any regard to the permission which is set for these users.

For more information on how to set the Sharing and Sharing Settings see Sharing Concept chapter or Sharing Settings section

Option	Description
Note	providing you with an additional field to clearly define your Event

## Repeating

This feature can save a lot time by allowing the user to set the Rules when this Event should be repeated. The user may specify this Event only once (e.g. every week).

### Repeating [-]

This event does not repeat.

Repeat this event every:

Days

Su  Mo  Tu  We  Th  Fr  Sa

Weeks

Week of month

Month

Month of year

Year

### End Date:

No end date

Until

It can be ended according to the Date information.

## Related Email Addresses

### Related Email Addresses [-]

[Address Book](#)

Send invitations

This field provides an opportunity to list related email addresses with an appropriate Event. If Send Invitations option is checked, a new message to all specified addresses will be sent as invitations for this Event.

## Reminders

### Reminders [-]

Do not send a reminder.

Send a reminder

I.  Hours  Minutes  Days **(0:00 - 29.February 2004)**

IM  (Empty = Settings default)

E-mail address

II.  Hours  Minutes  Days

IM  (Empty = Settings default)

E-mail address

This feature allows the user to specify two reminders for an Event. Users may use both ways:

§ Instant Messaging message

§ Email message

Reminder provides an alert at a specified time prior to the actual event time.

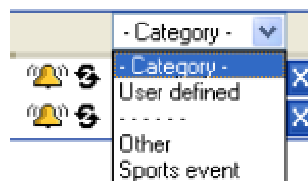
## Event List

By clicking on the Event List link, the following dialogue appears:

The screenshot shows the 'Event List' interface. At the top, there are navigation tabs: Day, Week, Month, Year, **Event List**, Tasks, and Notes. Below the tabs is a blue header bar with the text 'Upcoming Events'. Underneath the header bar are two buttons: 'Delete' and 'Add Event'. Below the buttons is the text 'View: All | Upcoming | Past'. The main content area is a table with the following structure:

<input type="checkbox"/>	Date	Time	Event	
<input type="checkbox"/>	28/2/04	06:00	<b>Title</b>	6
<input type="checkbox"/>	28/2/04	06:00	<b>Title of Event</b>	6

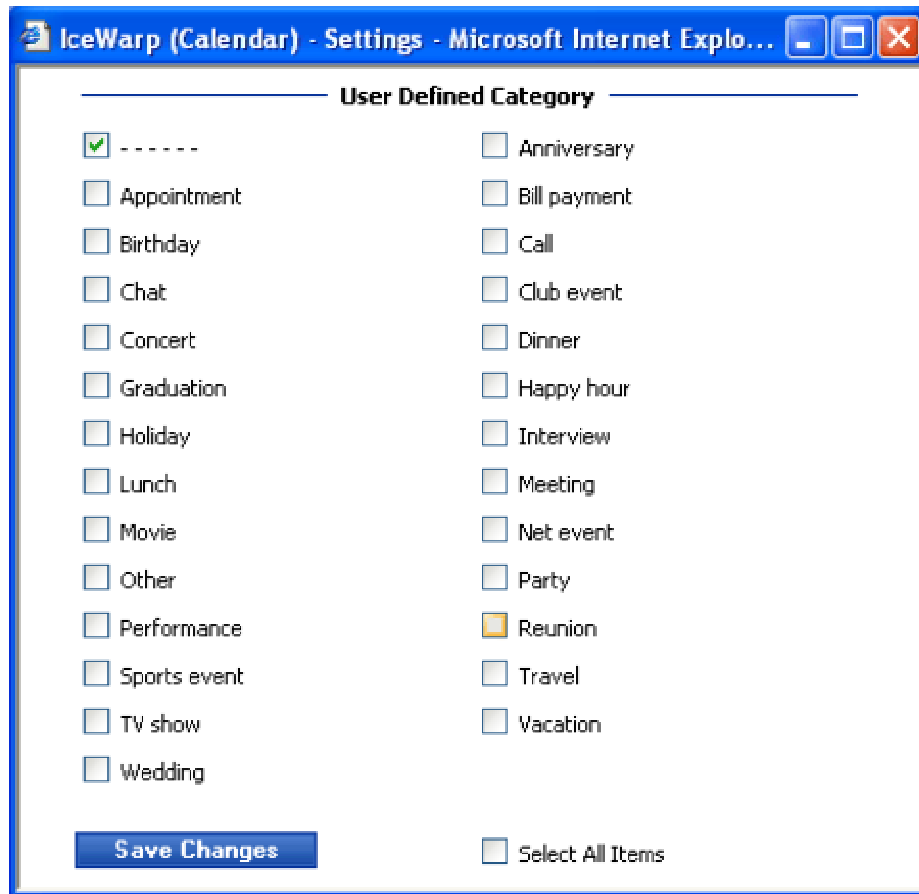
Below the table are two buttons: 'Delete' and 'Add Event'.



If the - Category - item is selected, all the Categories will be shown. If User defined is chosen, a new **Edit** button will appear.



After clicking on it, the user may choose which Categories should be displayed.



The "-----" item will show the uncategorized Events.

The User may choose which Events are shown:

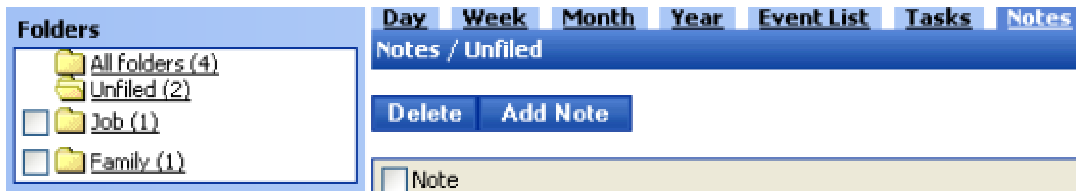
- § All
- § Upcoming
- § Past

The default value for this option can be set in the *Calendar Settings* (on page 56)

All the Events can be sorted according to the Date, Time, or Event title simply by clicking on the appropriate heading.

## Notes

A 'Note' is an entry without any date specification. The view of the small calendar on the left panel is substituted by a Task folders panel.



Folders allow users to sort Notes and manage them in groups. e.g. the user can delete one folder with all the Notes in this folder.

By clicking on the Add Note button, the following dialog appears:

The 'Add Note' dialog box has a blue header bar with the title 'Add Note' and tabs: Day, Week, Month, Year, Event List, Tasks, and Notes. Below the header, there are three buttons: 'Save', 'Save And Add Another', and 'Cancel'. The dialog contains the following fields and options:
 

- Title: A text input field.
- Folder: A dropdown menu currently set to 'Unfiled', followed by the text 'or' and another empty text input field.
- Sharing: Two radio buttons, 'Private' (selected) and 'Public'.
- Sharing settings (Friends): A label for the sharing settings.
- Content Area: A large empty rectangular area for the note's content.

 At the bottom of the dialog, there are three buttons: 'Save', 'Save And Add Another', and 'Cancel'.

Title, Sharing and Sharing Settings are the same as *Tasks* (on page 38).

The 'Folder' option is used for sorting the Notes. The existing folders can be selected from a drop-down menu or a new one can be created by filling the folder name in the field behind "Or".

A list of Notes can be shown by clicking on the Notes link at the top.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Day, Week, Month, Year, Event List, Tasks, and Notes. The 'Notes' tab is selected. Below the navigation bar is a header 'Notes / All folders'. Underneath are two buttons: 'Delete' and 'Add Note'. The main content area displays a list of notes, each with a checkbox on the left and a link on the right. The notes are: 'Note' (link: Folde), 'one note' (link: Unfile), 'next note' (link: Unfile), 'finish the docs :-)' (link: Job), and 'install computers' (link: Famil). At the bottom of the list are two more buttons: 'Delete' and 'Add Note'.

<input type="checkbox"/> Note	Folde
<input type="checkbox"/> <u>one note</u>	<u>Unfile</u>
<input type="checkbox"/> <u>next note</u>	<u>Unfile</u>
<input type="checkbox"/> <u>finish the docs :-)</u>	<u>Job</u>
<input type="checkbox"/> <u>install computers</u>	<u>Famil</u>

## Tasks

A New Task may be created by clicking on the Add Task button. The following dialogue will appear:

**Day** **Week** **Month** **Year** **Event List** **Tasks** **Notes**

**Add Task**

**Save** **Save And Add Another** **Cancel**

**Primary Information**

Title

Due

Starts    **Calendar**

No start

Ends    **Calendar**

No end

Status  Not done  Done

Sharing  Private  Public

Sharing settings (Friends)

Note

**Repeating** [+]

**Reminders** [+]

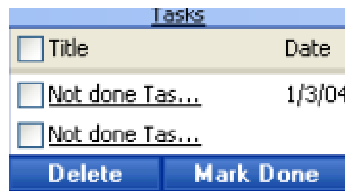
**Save** **Save And Add Another** **Cancel**

The meaning of the fields is the same as for the Event section

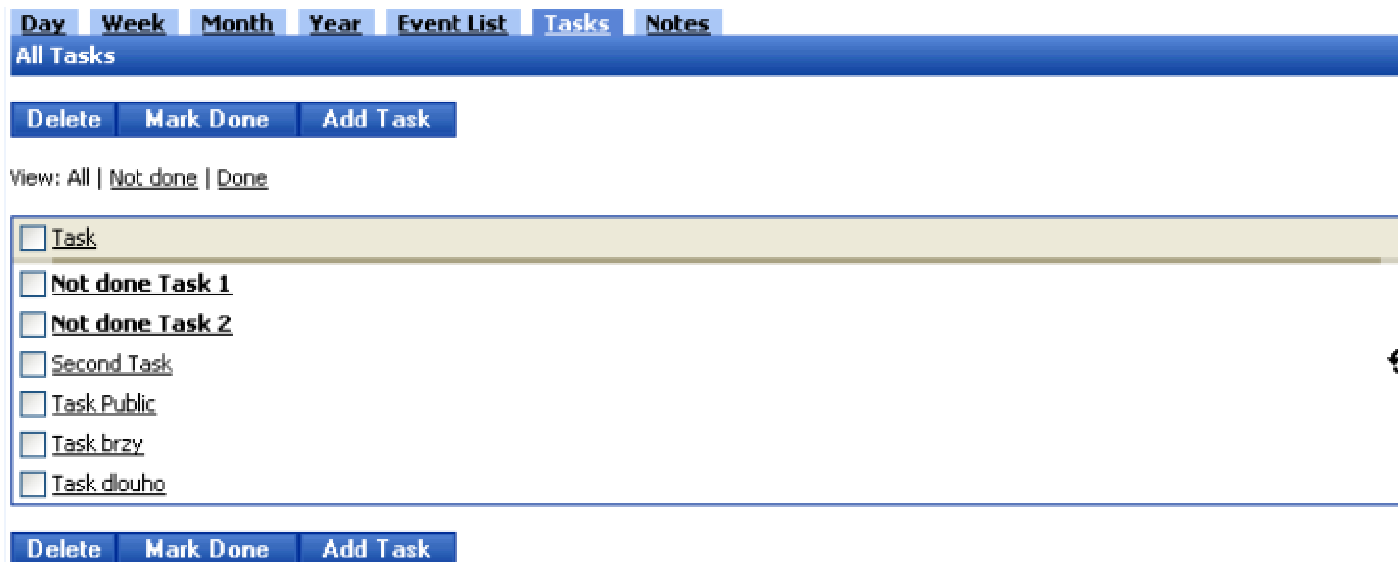
The only differences are:

Option	Description
Status	enables the user to specify if the Task is already done or not done yet
Sharing	the same as for an Event, only the Shows As Busy is not available
Repeating	working only for reminders - the remind email / IM message will be sent repeatedly

The panel with "Not Done Tasks" is shown in the Calendar interface in all screens on the left side.



The list of Tasks may also be viewed by clicking on the Tasks link. The following dialogue will appear:



The "Not Done Tasks" are shown in bold.

Users have the following choices regarding which Tasks are shown:

- § All
- § Not Done
- § Done

The default value for this option can be set in the *Calendar Settings* (on page 56)

All the Tasks can be sorted according to the "Task Title", "Done" status or "Due Date" simply by clicking on the appropriate heading.

## Shared Calendars

The last section on the Calendar interface is the Shared Calendar panel.



Any address may be provided here, and if the owner of the address has allowed the user to see their Calendar, then their Calendar will be shown here.

Example:

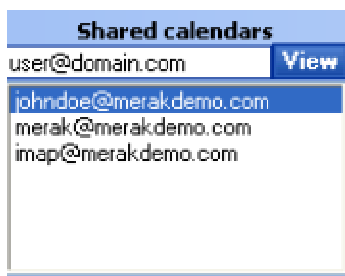
Two users: [JohnDoe@merakdemo.com](mailto:JohnDoe@merakdemo.com) and [merak@merakdemo.com](mailto:merak@merakdemo.com)

[JohnDoe@merakdemo.com](mailto:JohnDoe@merakdemo.com) filled in [merak@merakdemo.com](mailto:merak@merakdemo.com) address to Friends and set the Sharing Settings option in Calendar Settings to Friends or to Public & Friends.

[merak@merakdemo.com](mailto:merak@merakdemo.com) user logged into WebMail and filled in [JohnDoe@merakdemo.com](mailto:JohnDoe@merakdemo.com) to the Shared Calendars field. After clicking on View button the Calendar of [JohnDoe@merakdemo.com](mailto:JohnDoe@merakdemo.com) account will be displayed.

For more examples and a better understanding of Sharing for Calendars and Contacts see Sharing Concept

The Shared Calendars panel may be changed in the *Calendar Settings* (on page 56), so often-used addresses can be pre-defined in a window:



The first item is always the address of the current user. The others are the addresses which are filled in Calendar Settings -- Shared Calendars. The User may simply change the shown Calendar by clicking on appropriate address.

---

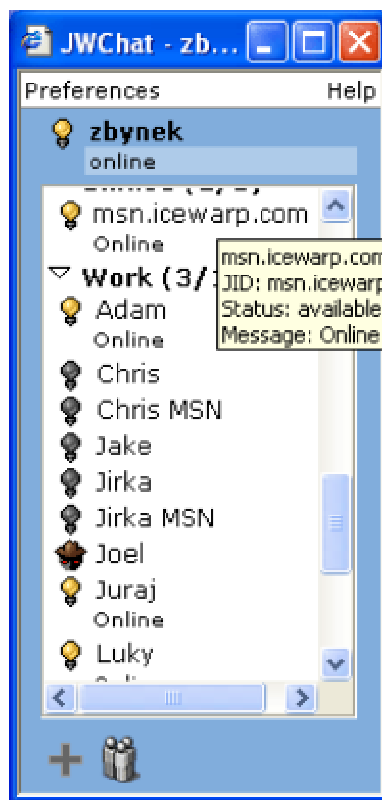
# JWChat

For Administrators: Be sure you have set the Non SSL Port option in *Administrator Settings* (on page 75) in case any of your users run WebMail via SSL. JWChat can not run via SSL so this port must be filled to turn a connection for JWChat on a Non SSL connection.

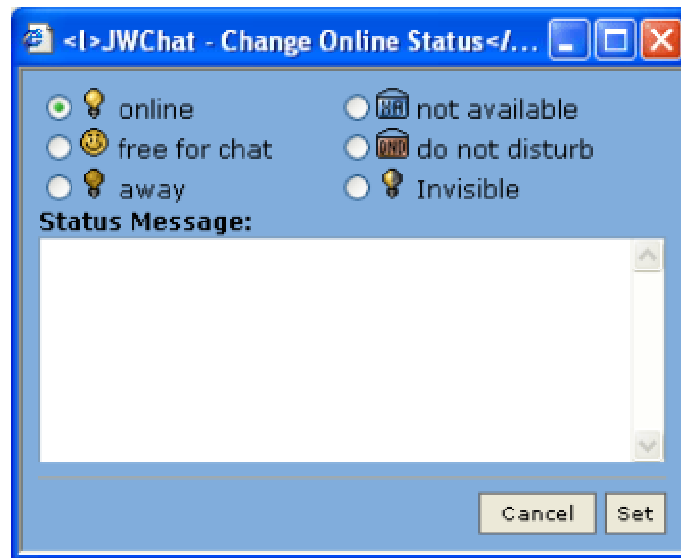
JWChat is a perfect option to use for an Instant Messaging service on-line, without the need to have your own IM client installed. JWChat needs only a browser with support of:

- § HTML
- § JavaScript

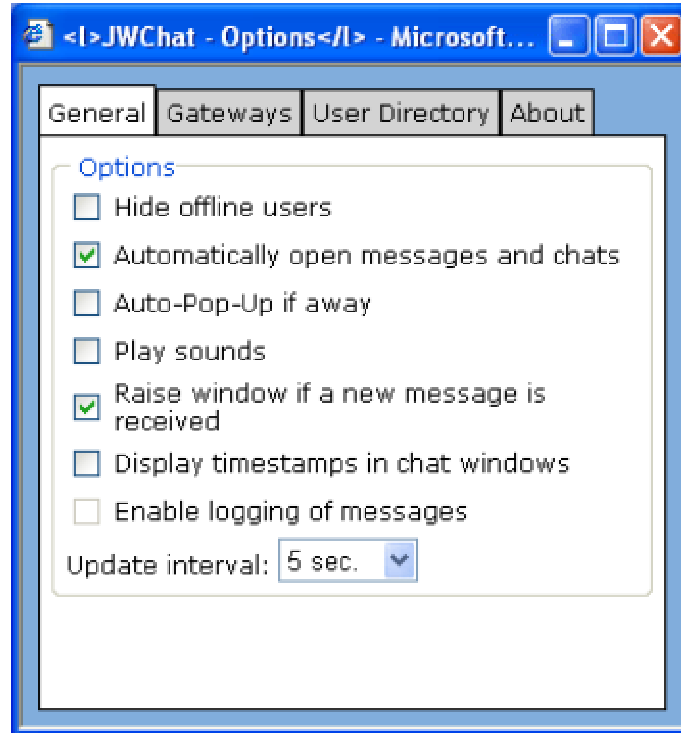
It does not need any further configuration from the user side as it is synchronized with Merak Mail Server. The User can only click the JWChat icon and it automatically loads all his/her settings from Merak Mail Server.



The User can change their status by clicking a bulb icon at the top of the rooster. A new dialog where they can choose their status will appear:



Alternatively, the User can load their settings for this web client using the Preferences link at the top of the rooster. Here the user can also register a gateway to MSN, ICQ, etc. All the options are self-explanatory:



A message can be sent simply by clicking any contact in the roster:



---

A homepage of the project of JWChat is *here* <http://jwchat.sourceforge.net/download.shtml>.

---

---

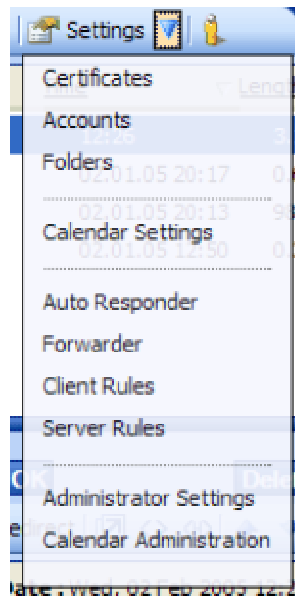
# Settings

Settings contain great possibilities to customize WebMail and also the features such as Challenge Response for instance can be managed there.

Last two items: *Administrator Settings* (on page 75) and *Calendar Administration* (on page 87) are not available to non-administrator accounts.

If you use WebMail without full integration with Merak Mail Server you will have also Accounts Administration item there.

All other items are available also for common users.



## Default page - Account Settings

This is the main settings for particular user. It lets user to customize his interface and makes the usage of WebMail more friendly according to the specific needs of each user.

**Personalities**

Alternate email addresses :   
Eg: Admin <admin@domain.com>;User...

Reply to :   
Eg: admin@domain.com

Number of attachments :

Time zone :  ▾

Signature :

Best regards

IceWarp Technical Support  
www.icewarp.com

Signature at the top :

Option	Description
Alternate email addresses	Allows user to send messages with different From than the default one. User can fill more addresses using the ";" as a delimiter but the format should be the same as on the image above: "Name" <email@address> Filling this option a new pull-down menu will be shown in the <i>New Message</i> (on page 14) dialog where user can choose which From should be used
Reply to	Allows user to specify a Reply-to: message header which will be used in composed messages. That means if recipient uses Reply feature of his/her Mail Client this address will be used.
Number of attachments	Lets user to define the default number of fields for attachments which are in the <i>New Message</i> (on page 14) dialog
Time zone	This option doesn't have a special function at the moment. the function will be assigned by the time.
Signature	User can specify a special signature which will be used anytime a new message is composed.
Signature at the top	Specified signature will be above the text which could be filled automatically when features such as Reply or Forward are used.

---

**Messages**

Reply symbol :

Move deleted messages to trash :

Messages :

Addresses :

Full headers

Option	Description
Reply symbol	In case user uses Reply feature this symbol will be assigned at the beginning of each line of text in original message
Move Deleted messages to trash	If user deletes any message it is moved to Trash folder instead of definitive deletion
Messages	The number of shown messages in one dialog in Message List.
Addresses	The number of shown addresses in one dialog in Address Book.
Full headers	If checked, all headers are shown by default when user reads a message.

---

**Visuals**

---

Auto hide (MSIE +5.0 only!) :	<input checked="" type="checkbox"/>
Confirmation dialogs :	<input checked="" type="checkbox"/>
Date format :	MM.DD.YY HH:MM <input type="button" value="v"/>
Today date format :	HH:MM <input type="button" value="v"/>
Refresh interval (Min) :	0 <input type="button" value="v"/>
Web mail layout :	Outlook 2003 Like <input type="button" value="v"/>
Web mail language :	English <input type="button" value="v"/>
Charset :	None <input type="button" value="v"/>

Option	Description
Auto hide	<p>Enables the collapses system in the Calendar - Add Event, etc. Internet Explorer 5 or higher is needed to have correct functionality of this feature.</p> <p><b>Repeating [+]</b></p>
Confirmation dialogs	<p>Enables/disables the dialog in some risky situations so user can not lost some data/messages by mistake. e.g. it requires confirmation when user wants to delete any message.</p>
Date format	<p>Determines in which format the Date in the Message List is shown. It is not applied to messages which were received the same day when user browses them. See next option.</p>
Today date format	<p>User can set specific date format for messages which were received the same day when user browses them.</p>
Refresh interval	<p>It is the time specified in minutes after which the Message List is automatically refreshed. "0" means no refresh.</p>
Web mail layout	<p>User can choose any skin he/she wants. Additional skins can be purchased in special Skin Pack. It is also possible to buy custom skin according to your wishes. If you want such skin contact us at <a href="mailto:info@icewarp.com">info@icewarp.com</a></p>
Web mail language	<p>User can choose the language in which the WebMail interface will be shown to him/her.</p>
Charset	<p>Chosen charset is used in message headers and when the incoming messages should be decoded. If "none" is chosen the charset which is set in user's browser is used to decode incoming messages and "us-ascii" is used in composed messages.</p>

## Certificates

User can load his/her personal digital certificate which he/she can use to sign the messages so recipients can verify that the message was sent really by the user.

**Certificates**

Public & private certificate (PEM Format) :

```
-----BEGIN CERTIFICATE-----
MIICvDCCArWgAwIBAgIBATANBgkqhkiG9w0BAQQFADCBmTElMAkGA1UEBhMCQ1ox
FzAVBgNVBAGTDKN6ZWNoIFJlcHVibGJlMQ8wDQYDVQQHEWZQcmFndWUxHTAbBgNV
BAoTFFRlY2huaWNhbcBTdXBwb3J0IENBMQwwCgYDVQLewNEb2MxEDAObGVBAMT
BONBIHRlY2gxITAFBgkqhkiG9w0BCQEWEnpieW5la0BpY2V3YXJwLmNvbTAeFw0w
NDA1MTgyMDE5MDNaFw0wNTA1MTgyMDE5MDNaMDwwFjAUBGNVBAMTDUFkbWluaXN0
cmF0b3IxiAgBgkqhkiG9w0BCQEWZ2FkbWluQG1lcmFrZGVtby5jb20wgZ8wDQYJ
KoZlIhvcNAQEBBQADgY0AMIGJAoGBA0A8MItzI2cQADq0oOD9odLTkOOJ6mN/+wY8
V2nF2NUJ4ZR5IEo4qrEtdxq9IbkIOCr9UgFNNXzscWg7d7JWct0M8W0sdTpeSPye
kyyRmA7gFkYpFH5v0NSSkWrhtYwmv7YHw+D9eYOF2XWW65R3n+Y0fjh0xtbaeV+
```

Load from file (.pem) :

Private certificate passphrase :

Default encrypt :

Default sign :

**Certificate info**

/CN=Administrator/emailAddress=admin@merakdemo.com

Administrator  
admin@merakdemo.com

CZ  
Czech Republic  
Prague  
Technical Support CA  
Doc  
CA tech  
zbynek@icewarp.com

040518201903Z  
050518201903Z

User can load certificate either from file or manually paste the certificate to the appropriate dialog. The certificate has to be in the following format:

```
-----BEGIN CERTIFICATE-----
```

public certificate according to the X.509 standard encoded in Base64 Encoding

```
-----END CERTIFICATE-----
```

```
-----BEGIN RSA PRIVATE KEY-----
```

private certificate according to the X.509 standard encoded in Base64 Encoding

```
-----END RSA PRIVATE KEY-----
```

Private certificate password option has to be filled by the password which user filled during the acquire process of certificate from Certification Authority.

Default Encrypt and Default Sign options affect options Encrypt and Sign in the *New Message* (on page 14) dialog.

Certificate Info dialog is generated automatically according to the filled certificate.

After loading the certificate user can sign composed messages by checking the Sign checkbox in the *New Message* (on page 14) dialog and special hash generated from his public and private keys and content of message is attached to the message and recipient can verify whether the hash is correct by the Certification Authority which signed the personal certificate used by user.

## Accounts

IceWarp WebMail allows users to download messages also from other accounts from different servers than the default one. User can set these accounts in the Accounts section in Settings.

<p><b>Add</b> <b>Modify</b> <b>Delete</b></p> <p>merakdemo.com/admin (admin@merakdemo.com)  <b>User (user@localhost)</b></p>	<p><b>Account Information:</b></p> <p>Email: <b>user@localhost</b>          Default mail account: <b>No</b>          Account color: <input type="color" value="#D2B48C"/></p> <p><b>Receiving Mail:</b></p> <p>Server: <b>localhost</b>          Username: <b>user</b>          Protocol: <b>POP3</b>          Port: <b>110</b></p> <p><b>Test Connection</b></p>
--	---

There is only one (default) account at the beginning and user can set a new one to download messages from other IMAP or POP mailboxes on any server.

After clicking **Add** button a new dialog with account properties appears.

**Account**

Account name :

---

Incoming mail server :


Protocol :  ▼

User name :

Password :

Confirmed password :

Color :



Leave messages on server :

Delete messages from server when deleted locally\* :

Delete messages when deleted from server\* :

---

Option	Description
Account name	The name will be shown in the list of accounts
Incoming mail server	To which server WebMail engine should connect to download messages for this account
Protocol	POP or IMAP protocol according to the type of mailbox which should be downloaded from
User name	This username will be used during the connection to remote server
Password and confirmed password	This password will be used during the connection to remote server
Color	This allows user to differentiate messages for each account. He/She can set different color for each account and then in Get Message dialog the messages are colour-coded
Leave messages on server	If checked the messages stay in the remote mailbox even though they are downloaded by WebMail engine
Delete messages from server when deleted locally	This and the following option allow user greater synchronization. If user deletes message in WebMail this appropriate message is deleted from remote server during next connection
Delete messages when deleted from server	If the message is deleted on remote server and it was already downloaded to WebMail it is deleted from WebMail during next connection

**Account**


Account name : merakdemo.com/admin  
 E-mail address : admin@merakdemo.com

Enter new password :   
 Confirm new password :

Name : Full Administrator  
 Eg: Admin

Alternate email address :

Color :



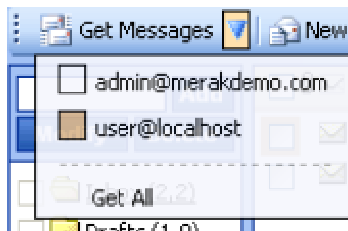
Here you can change password for your default account and also define your Alternate email address. To this address is send your password in case you use Forgot your password feature at login page.

In *Get Message* (on page 7) dialog colour-coded messages can seem like this:



After adding a new account user should verify if the account is set correctly by the **Test Connection** button. If everything is alright a Successful will be shown next to the button.

Also a new pull-down menu will be shown in the Get Message button after any account is created. User can choose which accounts should be downloaded at the moment there.



## Folders

Folders section is useful mainly for IMAP accounts because it allows to change the name of folders as the external Mail Clients perceive the Sent, Drafts and Trash folder. It allows users to integrate the Sent folder from WebMail with e.g. the Sent Items folder in Outlook Express.

**Folders**

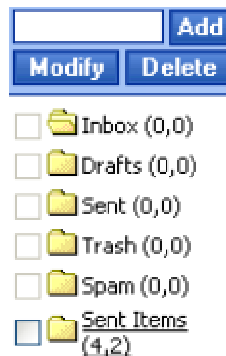
Sent folder :   
 Eg: sent

Trash folder :   
 Eg: trash

Drafts folder :   
 Eg: drafts

By default, all folders are linked to the same names. If user needs to store sent messages in other folder because his/her Mail Client uses different name for such folder he/she has to change it in WebMail.

Small example in Outlook Express. After synchronization from Outlook Express when all the folders in WebMail are linked to the default names a new folder called Sent Items appears in the Folder List after logging to WebMail.

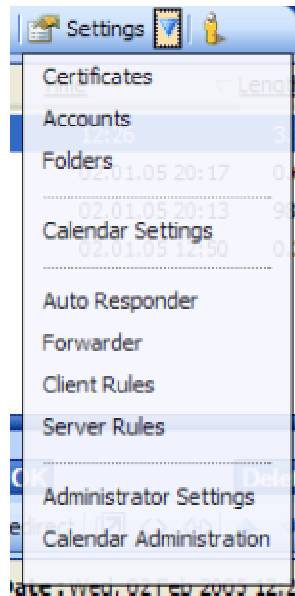


And the problem is that if user sends message from WebMail and checks 'Sent copy to sent folder' option the message is still stored to the 'Sent' folder and on the other hand if user sends message from Outlook it is saved to the 'Sent Items' folder. To integrate these two folders user has to change the Sent folder option in WebMail from 'sent' to 'Sent Items'. Then the 'Sent Items' folder disappears from WebMail and only 'Sent' is shown but if user synchronizes the 'Sent Items' folder from Outlook Express is synchronized with 'Sent' folder in WebMail.

The same can be done with Drafts and Trash folders.

## Calendar Settings

The Calendar Settings dialog is accessible via Settings -> Calendar Settings



This enables users to configure the Calendar WebMail interface to be displayed according to his/her preferences, and to set the Sharing settings for Calendar. Understanding thoroughly the sharing process is vitally important, so more details are found in the Sharing chapter of Calendar Settings. Some of the options are self explanatory. The description of those which are not, follows:

---

**Main Settings**

---

Working hours :	Start day at : 8
	End day at : 16
Week begins on :	Sunday
Date format :	MM.DD.YYYY
Time format :	HH.MM
Default page :	Day
Week starts on the first day of the week :	<input type="checkbox"/>

Option	Description
Working hours	allows user to customize his/her Daily View Calendar Interface as it is shown in <i>Calendar View part</i> (see "Calendar View" on page 27).
Default page	determines the default dialog displayed when user sees the Calendar interface.

**Events**

---

Default view :

Default sharing option :

**Tasks**

---

Default view :

Default sharing option :

**Notes**

---

Default sharing option :

Option	Description
Default sharing option	a set value will be used by default when users Add Event/Task/Note in Sharing option
Default view	allows users to set that which is to be displayed in Events/Tasks/List by default

**Reminders**

---

Daily calendar reminders :

Daily notification email 1 :

Eg: admin@domain.com

Daily notification email 2 :

Eg: myim@domain.com

Default reminders :

I.  Hours  Minutes  Days

II.  Hours  Minutes  Days

Option	Description
Daily calendar reminders	summary email is sent to the user; all Events which are scheduled for the day are recorded in that email
Daily notification email	the addresses are used for Events where the fields for reminder addresses are empty

---

**Holidays**

Swiss Holidays
  Czech Holidays & Day Titles
  German Holidays

Show Selected Holidays :

Day  
 Week  
 Month

User can choose which national holidays will be shown in his/her Calendar interface and additionally in which views.

The Sharing and Export/Import details are explained in following sections.

## Export/Import

---

**Backup**

Export to XML :

Import from XML :

This feature allows users to backup their Calendar. All the Events, Tasks, and Notes are exported/imported to/from the XML file. The default name of the exported file is "Cal\_MMDDYYYY.xml".

## Sharing Settings

This part of Calendar Settings allows users to set the mode in which their Calendar is shared with others. It also allows user to specify particular accounts with which the Calendar is shared, and to assign permissions to these accounts.

The dialog will appear as follow:

---

**Sharing**

Sharing settings :

Private

Friends

Public & friends

Public URL : <http://webmail.icewarp.com/schedule.html/zbynek%40icewarp.com>

**My Friends**

martin@icewarp.com; merak@icewarp.com

Shared calendars :

calendar@icewarp.com

[Address Book](#)

## Sharing Settings & Public URL

Option	Description
Private	None of the Events/Notes/Tasks/Contacts are shared. No one is allowed to see the user's entries even though the account is set in Friends with Full Control permission.
Friends	Accounts specified in user's Friends are allowed to see the entries in dependence on the assigned permissions (see My Friends for more information)
Public & Friends	This is the same as the Friends option, however anyone can see user's Calendar via a Public URL (specified below) over the Internet. Users who access a Calendar via a Public URL view the calendar in the same manner as a Friend with View permission only.
Public URL	On this URL anyone can access user's Calendar with View permission if user set Sharing Settings to Public & Friends.

If Public URL doesn't work this is due to Anonymous Access being disabled by the server Administrator

## My Friends

### **My Friends**

merak@icewarp.com; **martin@icewarp.com**

A user's Friends are shown here. Friends with View/Modify or with Full Control permission are shown in bold text. Users can manage the list of Friends after clicking on the My Friends link. The following dialog appears:

**Add Friends**

**Address Book**

Calendar privileges :

---

**Friends**

<b>E-mail address</b>	<b>Calendar privileges</b>
merak@icewarp.com	<input type="text" value="View"/> <input type="button" value="X"/>
martin@icewarp.com	<input type="text" value="Full control"/> <input type="button" value="X"/>

Users can use their Address Book to Add Friends or they can add addresses manually. If users need to add more than one address, they can use a semi-colon as a delimiter. Each Friend must be assigned a permission:

**Add Friends**

**Address Book** added@address.com

Calendar privileges : View

- View
- View/Modify
- Full control

Option	Description
View	Friend with this permission can see only Events/Tasks/Notes which have Sharing option set to Public or Events which have Sharing option set to Shows as busy
View/Modify	Friend with this permission can see/modify all Events/Tasks/Notes which have Sharing option set to Public or Events which have set it to Shows as busy. Can't see Private entries.
Full Control	Friend with this permission have the same rights as the user itself. Friend can View/Modify also the Private entries.

Already defined Friends are in the lower part of dialog. User can change the permission or delete the Friends easily there.

### Shared Calendars

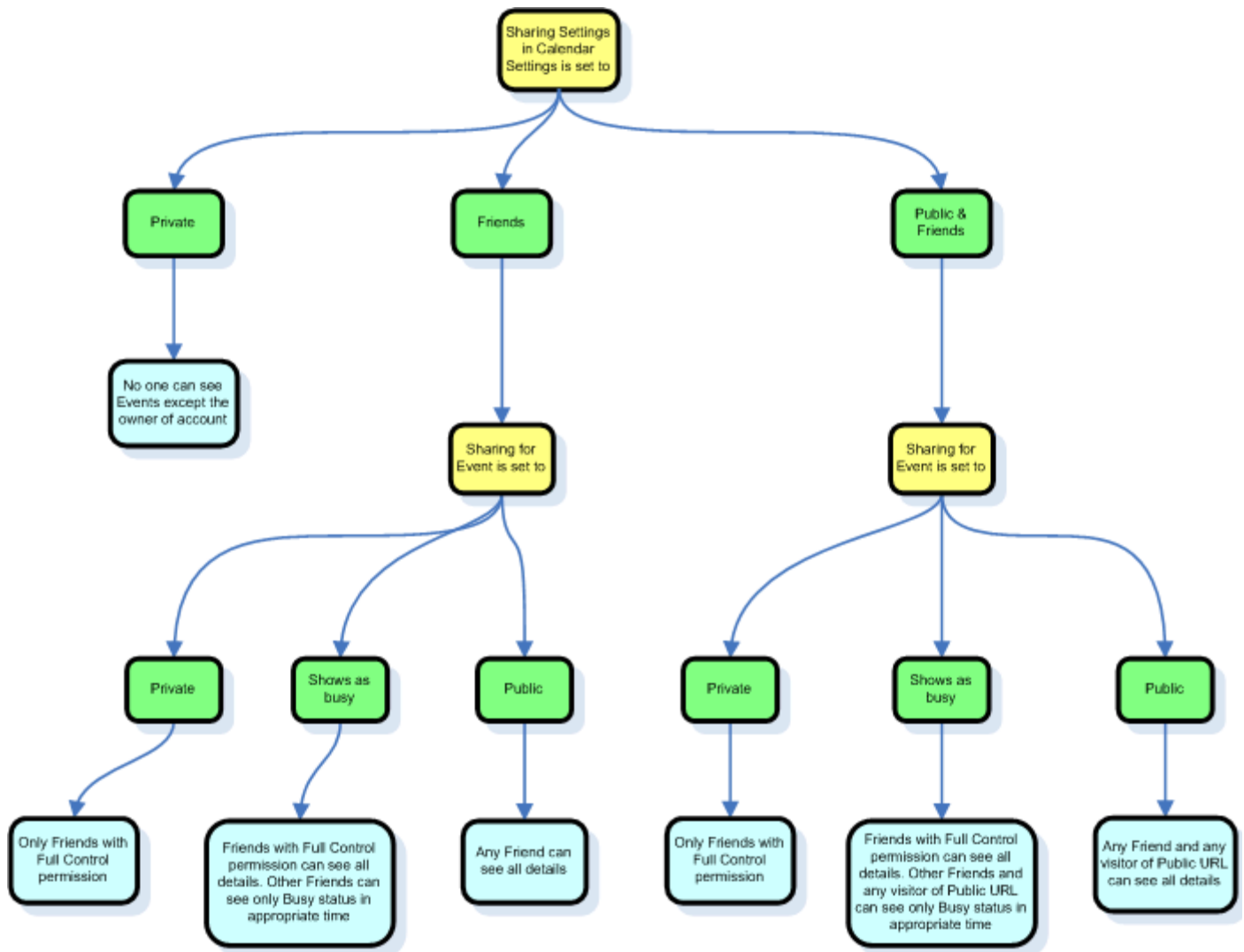
Shared calendars :

calendar@icewarp.com

This option allows user to pre-define addresses for the Shared Calendar feature in the Calendar Interface. This is described in the Shared Calendars section. Additional addresses can be specified by using semi-colons as delimiter.

### Sharing Example

Here are several possible scenarios. This is shown on the Event example but Private Tasks and Private Notes are the same as Private Events (this means that Sharing for Event is set to Private) and on the other hand, Public Tasks and Public Notes are the same as Public Events(it means that Sharing for Event is set to Public).It is only a different form of first chart.



## Anti Spam

This part is shown only when the "Enable Anti Spam user self control" option is checked in Administrator Settings.

It allows user to control his/her own settings of Anti Spam engine so he/she can manage this settings according to the Anti Spam efficiency, etc.

For Administrators: Also the Processing Mode for Instant Anti Spam and Challenge Response has to be set to selected accounts only or to all accounts except selected in Merak Config to have a proper functionality of this feature

**Anti Spam**

Instant Anti Spam :

Challenge Response :

Spam Folder : Default ▼

**Spam Detection Level**

Default :

Low :

Medium :

High :

Save Changes

Instant Anti Spam checkbox enables/disables Anti Spam engine for appropriate user completely. This is also the point why the Processing Mode for Instant Anti Spam can't be set to Process All.

Challenge Response checkbox do the same but for Challenge Response instead of Instant Anti Spam.

Spam Folder mode determines if the Spam folder will be created in user mailbox and if messages marked as Spam will be placed to that folder instead of Inbox folder. If default is chosen the settings which is set for whole Instant Anti Spam engine is used.

Spam Detection Level determines how strict is Instant Anti Spam engine in marking messages as Spam. In other words, if only low probability is needed to recognize message as Spam (High level) or if the message has to have high probability to be marked as Spam (Low level). If default option is chosen the default Instant Anti Spam settings of this feature will be used.

---

For Administrators: The score for each level can be set in spam.dat file in Merak\Spam\ folder.

---

## Auto Responder

In Auto Responder user can set an automatic message replies. It can be greatly used when users are on vacations, etc.

**Auto Responder**

Hello,  
this is automatically generated response message. Your message was successfully received and after I will come back from my vacation (26/6/2004) I will answer it.

Best regards

Status : Respond Once 0

Reply only between dates : 2004/06/22-2004/06/25

Reply only if to me :

Save Changes

There can be used the variables (%%From\_Name%%) to customize the reply message. Any text which is in the text area will be in the body of reply message. User can also choose from four modes:

Mode	Description
No Responder	Even though the text is filled in the text area automatic replies are not generated - this option disables Auto Responder completely
Respond Always	Automatic reply is composed when any message arrives. If anyone sends more messages to that account more automatic replies are generated
Respond Once	Automatic reply is composed to each sender only once. If anyone sends more messages to that account automatic reply is generated only to the first of such messages
Respond After A Period	Automatic reply is generated after a specified number of days from the receipt of message

Reply Only Between days option lets you specify exactly time period for auto-responder. The syntax is shown in the image above.

If Reply only if to me option is checked the response message is generated only in case the email address of appropriate account is in the To: header of received message.

## Forwarder

This feature allows user to send received messages automatically to any addresses they want. They can specify more addresses with ';' as a delimiter and if there is any address in this field any message received by that account will be sent to specified address.

**Forwarder**

colleague@icewarp.com

Eg: mail1@domain.com; mail2@demo.com; mail3@demo.com; ...

**Save Changes**

Sometimes a loop can be set in this way if the specified account has also set Forwarder back to that address or if the Auto Responder is set by the specified account.

## Client Rules

Client Rules are there to sort/delete incoming messages to folders according to the user specified conditions.

They work only and only when user logs on WebMail. In other words, rules are processed at the moment when user logs on so user can't expect that the messages will be sorted according to the rules if he/she downloads the messages to his/her Mail Client and he/she didn't log on WebMail before that. To sort message even without logging on WebMail, user has to set Server Rules instead.

Enable client rules

**Add** **Modify** **Delete**

Spam (ON)  
Merak.demo.com (ON)

↑  
↓

**IF...**

Subject contains "[Spam]"

**Then...**

Move message to trash folder

The interface has two main parts. Left window shows a list of all rules which were already defined and their status - if they are ON or OFF. And the right window shows the rule which is chosen at the moment in the Rules List. If there are more conditions it is like they are linked with logical AND - all of them has to be fulfilled to process appropriate action.

User can disable all the rules by the Enable Client Rules checkbox.

New rule can be simply designed after clicking the **Add** button.

Filter name:   Active

---

**If all of the following rules are true...**

---

From :	<input type="text" value="contains"/>	<input type="text" value="spammer@merakdemo.com"/>	<input checked="" type="checkbox"/> match case
To/Cc :	<input type="text" value="does not contain"/>	<input type="text" value="admin@merakdemo.com"/>	<input type="checkbox"/> match case
Subject :	<input type="text" value="begin with"/>	<input type="text"/>	<input type="checkbox"/> match case
Body :	<input type="text" value="end with"/>	<input type="text"/>	<input type="checkbox"/> match case

---

**Then...**

---

Move message to :

Filter name and Active status are shown in the Rules List window. Then user can set conditions for different types of headers or for Body of message. If more conditions are filled all has to be fulfilled to process the action. As an action is the move message to and user can choose to which folder he/she wants to move the message. In the folder pull-down menu there is also a special action !! Delete message !! but user should be careful if he/she sets all the conditions correctly in case he/she want to set this action.

After settings all the options and using the **Save Changes** button this rule will be added to the Rules List and will be processed each time user logs on WebMail.

## Server Rules

Server Rules allow user to filter all incoming messages. It is different of Client Rules because these filters are processed everytime they are enabled. User doesn't need to log on WebMail to process these filters as it is in the Client Rules feature.

The main advantage is that this settings can override the global settings of whole Mail Server and user can white list some special addresses which are trusted for him even though the main Mail Server AntiSpam engine recognized the message as Spam. Or on the other hand user can black list addresses which send him Spam messages but such messages are not recognized as Spam by the Mail Server AntiSpam engine.

There are two modes of Server Rules:

- § Basic View
- § Advanced View

### Basic View

The interface of Basic View is very similar to Client Rules interface:

Function	String
No items	

There are some rules not compatible with the basic view, use the [advanced view](#) to edit them.

#### If all of the following rules are true...

Item :    
 NOT  
 String :

#### Then...

Action :    E-mail  Instant Messenger  
 Address :

Look at the table at bottom of this topic to find explanation for particular options.

## Advanced View

**Basic view** | **Advanced view**
Enable

Function	String
<input checked="" type="checkbox"/> <b>Specified Header Contains String</b>	From: icewarp.com
<input type="checkbox"/> [AND] Specified Header Contains String	X-Internal: password

**Condition**

Item :

Function :   NOT

String :

Case sensitive

AND

Item :

Function :   NOT

String :

Case sensitive

X

**+ condition**

**Action**

Action :

E-mail  Instant Messenger

Address :

**Add**
**Modify**
**Delete**
**Up**
**Down**
**Edit File...**

### Explanation for Both Views

The Enable checkbox enables/disables whole Server Rules engine so user doesn't have to delete filters if he/she wants to deactivate all of them.

It offers four actions which can be done with message according to the condition - if it was fulfilled or not.

Field	Description
-------	-------------

Action	<p>Actions specify the particular action that will be taken when the filter returns a positive result based on the condition of the message content.</p> <p><b>Reject</b></p> <p>Rejects the message so the message will not be received and all following filters will not be processed.</p> <p><b>Accept</b></p> <p>This action clears the spam flag and immediately accepts the message and all following filters will not be processed. It is a white listing action.</p> <p><b>Delete</b></p> <p>The delete action is something between the Reject and Accept. It does not accept and deliver the message but also does not reject it. It accepts the message but does not return any false response and does not deliver it.</p> <p><b>Mark as spam</b></p> <p>This action sets the Spam flag of the message so it will be processed according to the Instant Anti Spam settings of the user.</p> <p><b>Forward</b></p> <p>In such case, user has to fill also an Address option by email account to which the message should be sent and choose the type of message - whether email message or a message to IM.</p> <p><b>Notify</b></p> <p>This is similar as the Forward action but you can specify different content of sent message. You can even use variables in the message.</p> <p>Fill complete message with headers to the Message text area. Additionally, you do not have to specify some specific format in Message text area. Only a text of message which should be sent.</p> <p>It should look like this:</p> <p>From: <u>sender@domain.com</u></p> <p>To: <u>recipient@anydomain.com</u></p> <p>Subject: Some Subject</p> <p>[blank line]</p> <p>Text of Message Body</p>
--------	---

Item	<p>The item field specifies what type of the message should be checked. It can be the headers, body, attachments or even the sender and recipient.</p> <p><b>All</b></p> <p>It is like all the items are checked.</p> <p><b>Any header</b></p> <p>All headers of the message will be searched for the string below.</p> <p><b>Specified Header</b></p> <p>The header item specifies a message header condition. The first string you should specify is the header name including the colon and then the string condition itself.</p> <p><b>Body</b></p> <p>Checks the whole body for some content.</p> <p><b>Attachment name contains</b></p> <p>A condition for attachment names. Most likely you will use only the file types here.</p> <p><b>Size Greater</b></p> <p>This condition is true if a message size is greater than a number (kB) in String field.</p> <p><b>Size Lower</b></p> <p>This condition is true if a message size is lower than a number (kB) in String field.</p> <p><b>Email is Spam</b></p> <p>A condition which is true if a message was recognizes as Spam by Merak Instant AntiSpam engine.</p> <p><b>IP Address</b></p> <p>The IP address item lets you check the IP address of the originating server the message was sent from.</p> <p><b>SMTP Sender</b></p> <p>Lets you check the envelope sender of the message.</p> <p><b>SMTP Recipient</b></p>
------	--

Function	<p>The function specifies what string function should be called against the item from the message.</p> <p><b>Contains string</b></p> <p>The item is checked for the list of strings separated with semicolon.</p> <p><b>Regex</b></p> <p>The item is checked using the regular expression. See the RegEx tutorial.</p> <p><b>Starts with</b></p> <p>The string starts with the following text.</p> <p><b>Ends with</b></p> <p>The string ends with the following text.</p> <p><b>Is string</b></p> <p>A complete string comparison</p> <p><b>Contains list from file</b></p> <p>The same as Contains string except the strings are located in a text. In this case the String field contains the path to the filename.</p>
NOT	Negates the function result.
String	Specifies the particular string to be checked using the function above.
Case sensitive	Specifies whether the string case should be considered or not.
Condition	<p>Allows you to define more conditions for one filter item.</p> <p>Maximum number of conditions per filter is three.</p>

## Challenge Response

Challenge Response feature is very effective against spammers. It has to be enabled by the administrator of Mail Server but in case user has it enabled by administrator the WebMail lets user to manage his/her personal Challenge Response settings and authorize messages or to assign any action to any sender. e.g. reject messages from [spammer@merakdemo.com](mailto:spammer@merakdemo.com), etc.

Challenge Response system engine receives messages and doesn't deliver the message to the user's mailbox until the sender of message is authorized. There are two ways of authorization:

§ sender can be authorized by user

§ sender can authorize himself/herself by going to generated web page and copying special code there

Challenge Response engine generates a special web page to any received message from sender who is not authorized already. And it generates also special message to sender where the URL of such web page is written so sender can authorize himself/herself.

If user wants to authorize any sender or any pending message, WebMail allows a great interface for this.

Display messages:  Pending  Rejected  Accepted  Deleted  Marked as spam  All

Search sender:

<input type="checkbox"/>	Status	Senders	Pending subject	Date
<input type="checkbox"/>	!	<a href="mailto:ernekerzbynek@seznam.cz">ernekerzbynek@seznam.cz</a>	[0.00] SMTP Server Test!!!!	05.19.04
<input type="checkbox"/>	!	<a href="mailto:ernekerzbynek@seznam.cz">ernekerzbynek@seznam.cz</a>	[0.00] SMTP Server Test	05.19.04
<input type="checkbox"/>	!	<a href="mailto:ernekerzbynek@seznam.cz">ernekerzbynek@seznam.cz</a>	[0.00] SMTP Server Test	05.19.04
<input type="checkbox"/>	U	<b><a href="mailto:knownspammer@merakdemo.com">knownspammer@merakdemo.com</a></b>		05.19.04
<input type="checkbox"/>	X	<a href="mailto:spammer@merakdemo.com">spammer@merakdemo.com</a>		05.19.04
<input type="checkbox"/>	U	<a href="mailto:virussender@merakdemo.com">virussender@merakdemo.com</a>		05.19.04
<input type="checkbox"/>	✓	<a href="mailto:zbynekerneker@seznam.cz">zbynekerneker@seznam.cz</a>		05.19.04
<input type="checkbox"/>	✓	<a href="mailto:zbynekerneker@seznam.cz">zbynekerneker@seznam.cz</a>		05.19.04
<input type="checkbox"/>	✓	<a href="mailto:zbynekerneker@seznam.cz">zbynekerneker@seznam.cz</a>		05.19.04

Authorize pending

---

**Add / Modify**

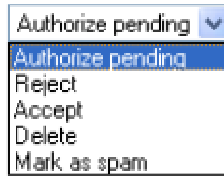
E-mail:

Import from file:

As:  Reject  Accept  Delete  Mark as spam

The top of this dialog allows user to choose which messages/senders should be shown and user can also specify any word in Search sender field and then only senders containing specified word will be shown.

In the table the senders/messages can be selected and user can choose the action which should take place:



Of course, any record can be deleted too.

The bottom part of dialog allows user to easily change the Action which is assigned to particular sender. Senders can be loaded also from file. The structure of file has to be one address per line.

---

# Administrator Settings

This is a section which only accounts with Administrator permissions can see and manage. It is divided to several logical parts according to the meaning of individual options. Since version 8, you can use UNC path in any field where you define path. e.g. Logging path, etc.

## Main Settings

---

**Main Settings**

Virtual host :	<input type="text" value="Default"/> <input type="button" value="Go"/>
Outgoing mail server :	<input type="text" value="localhost"/> Eg: localhost
Domain :	<input type="text"/> Eg: domain.com
Users path location :	<input type="text" value="C:\Data\Webmail\"/> Eg: c:\merakusers\
Content-type charset :	<input type="text" value="us-ascii"/> Eg: us-ascii
Content-transfer-encoding :	<input type="text" value="7bit"/> Eg: 7bit
Allow sign-up process :	<input checked="" type="checkbox"/>
Account creation notification :	<input checked="" type="checkbox"/>
Send create notificaton to :	<input type="text" value="admin@newdomain.com"/> Eg: admin@domain.com

Option	Description
Virtual host	<p>This option is shown only if you have already set Virtual Host (see How to create VH). You can set different settings for each virtual host and customize it according to the domain for instance.</p>
Outgoing mail server	<p>The hostname or IP address of the SMTP server that WebMail will use to send messages.</p> <p>If you run Power Pack version (not WebMail stand alone version) use "localhost", unless you binded Merak to some IP address.</p>
Incoming mail server	<p>The hostname or IP address of mail server for account management.</p> <p>If you run Power Pack version (not WebMail stand alone version) use "localhost", unless you binded Merak to some IP address.</p>
Domain	<p>This option is kept for back compatibility with the old Web Mail versions only. Do not fill it for new installations. The multi- domain setup in the recent version is provided by more effective way.</p>
	<p>If filled, Web Mail will be integrated with specified domains. Separate domains with a semicolon.</p> <p>If multiple domains are specified, the user is asked to pick one from a list box at login only when not using Complete Merak Mail Server Integration option.</p>

Users path location	<p>Default Users Path location is \Merak\WebMail\Users\. There are stored all the configuration data and messages except messages which are in Inbox folder. Such messages are stored in Merak\Mail\ by default.</p> <p>By filling this option you can change the location where WebMail stores such data.</p> <p>Example:</p> <p>For the demo domain merakdemo.com will be created folder:</p> <p>\Merak\WebMail\Users\MerakDemo.com\</p> <p>You can also use Store Mail Folders in Merak Mail Folder option to automatically store all mail folders (including messages) to the same folder as the Inbox is stored so only configuration files for WebMail accounts are stored in specified location.</p>
Content-type charset	<p>A default character set can be specified here which will be entered into the MIME headings. Character sets for countries with special national characters should be entered here.</p> <p>Example: ISO-8859-2</p>
Content-transfer-encoding	<p>A default encoding can be set. Value is either 7bit or 8bit. If you set it to 7bit and you don't use any charset the special characters can be lost (unreadable) in the message. The 8bit encoding will maintain even the special characters.</p>
Allow sign-up process	<p>This allows a visitor to Web Mail to create their own account.</p> <p>If using integration, this will only work if Merak is the mail server</p> <p>The default values for new users are given by the content of the file /Merak/Config/Default.ini. This file can be edited manually or via the Merak Configuration Program, Menu - Accounts - Options - Accounts Defaults.</p> <p>The values from the Default.ini file are used only if the Use Account Defaults option is checked.</p>
Account creation notification	<p>It has sense to enable this option only if the sign-up process is enabled. In such case, a notification containing Username and date of creation is sent to address which is specified in next field.</p>
Send create notification to	<p>To which address the creation notification should be sent.</p>

## Integration

---

### Integration

---

Integrate with a mail server :



Complete Merak mail server integration :



Login with E-mail address :



Store mail folders in Merak mail folder :



Global groupware account :

Eg: globaluser@domain.com

Option	Description
Integrate with a mail server	<p>This links Web Mail into the account management of an existing mail server.</p> <p>Integration specifies that no accounts need to be created manually in Web Mail and will inherit from any mail server. You should realize that logging in with a non-existing user on the mail server will not work.</p> <p>Make sure the default Incoming Mail Server is correctly set, particularly if mail server IP binding is used.</p>
Complete Merak mail server integration	<p>This option specifies complete Merak integration. If checked:</p> <p>Merak Mail Server users will be the same as WebMail users. The new user created in the WebMail will be also the Merak Mail Server user and vice versa.</p> <hr/> <p>The user folders created by the user in the WebMail are still stored under the /merak/WebMail/Users/ folders - unless you will not check option Store Mail Folders In Merak Mail Folder (see below).</p>
Login with E-mail address	<p>If checked, the full email address must be used as the User Name during login.</p> <p>This option will significantly speed up log-in process for the mail servers with number of users (5000 and more).</p> <p>There is the same option in the Merak Mail Server (Merak Configuration - Option - Other Options) but if you check it only in WebMail it is not inherited by the Mail Server. It means that full e-mail address will be required only accessing WebMail. If you check it in Merak Mail Server it affects WebMail even all other services - POP3, SMTP, etc.</p>
Store mail folders in Merak mail folder	<p>The Web Mail user folders and configuration (language, skin, address book) are stored by default at location:</p> <p><code>\Merak\WebMail\Users\[domain name]\[user name]</code></p> <p>If you check this option, only the configuration files will stay stored at the path above - all user folders will be stored at the same location as messages for regular Merak users.</p> <p>It is recommended to check this option.</p>

Global groupware account	It allows you to link some special account's private Address Book as Global Address Book. Any Contact from Address Book of specified account will be shown in Global Address Book to all users. It is also the way how to show Global Address Book in MS Outlook via Outlook Connector.
--------------------------	---

## Security

**Security**

Allowed domains :

Cookie checking :

Logging :

Logging path :

Eg: c:\meraklogs\webmail\

Option	Description
Allowed domains	<p>If using "Complete Merak Mail Server Integration" you might want to allow only certain domains to log in.</p> <p>List names of the allowed domains separated by the semicolon.</p>
Cookie checking	<p>If checked, a cookie is sent to user during login process and it is checked and refreshed during whole session.</p> <p>This feature increases security a lot. However, the problem can occur when user has forbidden the cookies in his/her browser.</p>
Logging	Enables/disables logging of users who were logged on/off.
Logging path	You can specify the path where such logs should be stored. If no path is specified the default one is used - Merak\WebMail\Log\

## SSL Mode

**SSL Mode**

SSL login only :


SSL port :

Non SSL port :

Option	Description
SSL login only	If checked, the only access through the https is allowed.
SSL port	<p>Port used for https access. The option is not filled by default. You have to fill it according to your settings in Merak Config - System Tab - Control SSL Port. If port 443 is used the port number hasn't to be specified in the URL accessing WebMail.</p> <p>Example:</p> <p>if port 32001 is used user will have to access WebMail on URL <code>https://IP:32001/mail/</code></p> <p>if port 443 is used user can use only <code>https://IP/mail/</code></p> <p>Of course, there can be hostname of your server instead of IP.</p>
Non SSL port	Port used for common access. The default one is 32000, but you have to change this if you change it in Merak Config - System Tab - Control Port. This option is needed because of JWChat which can transmit only via non SSL TCP/IP connection.

## Restrictions

<b>Restrictions</b>	
Disable max message size :	<input type="checkbox"/>
Max message size (kB) :	<input type="text" value="5000"/>
Display disk quota :	<input type="checkbox"/>
Delete trash messages older than (Days) :	<input type="text" value="0"/>
Enable Anti Spam user self control :	<input type="checkbox"/>
Disable calendaring :	<input type="checkbox"/>
Disable server addressbook :	<input type="checkbox"/>
Disable instant messaging :	<input type="checkbox"/>
Disable word verification :	<input type="checkbox"/>
Disable user password changing :	<input type="checkbox"/>
Disable forgotten password retrieval :	<input type="checkbox"/>
Disable other Accounts :	<input type="checkbox"/>
Disable HTML composing :	<input type="checkbox"/>

Option	Description
Disable max message size	If checked message size restriction from WebMail is not applied. It doesn't mean the restrictions which can be set in Merak Config are disabled too.
Max message size	The value in kiloBytes which can't be exceeded by message size sending from WebMail (in case the previous option is not checked).
Use disk quota	If checked, users have only restricted space for their emails according to the value which is set in next option. Also a new bar showing available space will be added in the interface. 
Disk quota size	A value in MegaBytes which can each user use.
Delete trash messages older than	If set messages in Trash folder older than specified number of days are deleted automatically at midnight. If set to 0 the option is disabled.
Enable Anti Spam user self control	If checked users will see a special subsection in Settings where they can manage their personal Anti Spam settings.
Disable calendaring	A Calendar button in Top Menu is not shown at all if this option is checked.
Disable server addressbook	This is not the same as previous option. If checked users still can see and access Address Book but not the records which are stored in GroupWare database. And newly created records will be saved only to text file even though users choose database.
Disable instant messaging	A JWChat button in Top Menu is not shown at all if this option is checked.
Disable word verification	If checked and if you have allowed Sign-up process users will not need to retype word verification.
Disable user password changing	By default users can change their password via WebMail. By enabling this option the possibility will not be shown to users.
Disable forgotten password retrieval	Disables the Forgot your password link on the login page which can be used to retrieve forgotten password to alternative email address and to the account itself.

Disable other Accounts	If checked users can only modify the current account (the default one) but they can't create any new accounts (remote accounts) via WebMail.
Disable HTML composing	The option HTML message in New Message dialog is hidden in case this option is enabled. Users can compose only messages in plain text.

## Visuals

---

**Visuals**

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Background color :	<input type="text" value="#FFFFFF"/> Eg: #FFFFFF
Title text :	<input type="text" value="IceWarp"/> Eg: IceWarp WebMail
Logo file :	<input type="text" value="images/logo.gif"/> Eg: images/logo.gif
Web mail layout :	<input type="text" value="Outlook 2003 Like"/>
Web mail language :	<input type="text" value="English"/>
Charset :	<input type="text" value="None"/>
Use header/footer :	<input checked="" type="checkbox"/>
Header file :	<input type="text" value="c:\about.html"/> Eg: c:\header.html
Footer file :	<input type="text" value="c:\about.html"/> Eg: c:\footer.html
Welcome page :	<input checked="" type="checkbox"/>

Option	Description
Background color	This specifies the background color of the Web Mail pages. Use hex notation (#FFFFFF is white), or use words such as: "white", "red".
Title text	Alternative text, which is displayed over the log-in screen logo. The default one is "IceWarp Web Mail".
Logo file	
Web mail layout	<p>Select the default layout there. This layout will be used as the default layout for new users.</p> <p>Users can change this default layout to any other in their own settings</p> <p>There are six simple layouts that come with Web Mail. The most recommended layout for Explorer users is Outlook Like.</p> <p>If you are using another browsers, like Opera, Netscape, etc., you can use any of the others layouts.</p> <p>To get more layouts, you can purchase the Skin Pack for Merak Mail Server Power Pack, see <a href="http://icewarp.com/purchase/">http://icewarp.com/purchase/</a></p> <hr/> <p>If you wish to design a custom layout just for your company, contact us at: <a href="mailto:info@icewarp.com">info@icewarp.com</a></p>
Web mail language	<p>Select the default Web Mail language. This language will be used during login and for the new users.</p> <p>Users can change this default language to any other in their own settings.</p>
Charset	<p>If NONE (default) is selected, the emails in the Web Mail interface are displayed with the charset of the browser. To force encoding in another charset, select one from the pull-down menu.</p> <p>The selected charset will be used as the default layout for new users.</p> <p>Users can change this default charset to any other in their own settings.</p>

Use header/footer	<p>Specifies that Web Mail should attempt to attach the contents of the header/footer files to outgoing email. The files should contain the exact plain text or exact html text that will be attached to every message.</p> <p>It is not so strong feature as the Header/Footer which is available in Merak Config - Other Tab. It doesn't recognize if the message is HTML or plain text and it adds specified files without any regard on the message type.</p>
Header file	The full name of the file containing the header text. If this field is empty no header will be attached. Only one file can be specified there.
Footer file	The full name of the file containing the footer text. If this field is empty no footer will be attached. Only one file can be specified there.
Welcome page	<p>When this option is checked a welcome page welcome.inc will be shown after each login to the system.</p> <p>You should create the welcome page yourself and store it to the location:</p> <p>merak/html/mail/</p> <p>Welcome page is displayed at the top of the Web Mail menu after the login only.</p>

## Default

---

Default	
Default HTML composing :	<input type="checkbox"/>
Default save sent messages to sent folder :	<input type="checkbox"/>
Default move deleted messages to trash :	<input type="checkbox"/>

Default HTML composing enables/disables the HTML editor in New Message dialog automatically. The others options are self-explanatory.

---

## Calendar Administration

This option is available only for administrator accounts and all contained options are included also in Calendar Settings for each individual user.

The only difference is that these options are used as default values for any user who did not save his/her own Calendar Settings or for any newly created user.

Additionally, you can specify different default Calendar Settings for each Virtual Host. Only choose a Virtual Host you want to modify in a pull-down menu and change whatever you want.

Virtual host :

## Advanced Configuration

See *Calendar Options* (on page 27) chapter for details about meaning of the options.

This chapter contains information about WebMail file structure, its configuration files and mainly some information about settings for WebMail which can be done in Merak Administration Console.








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## WebMail in Merak Administration Console

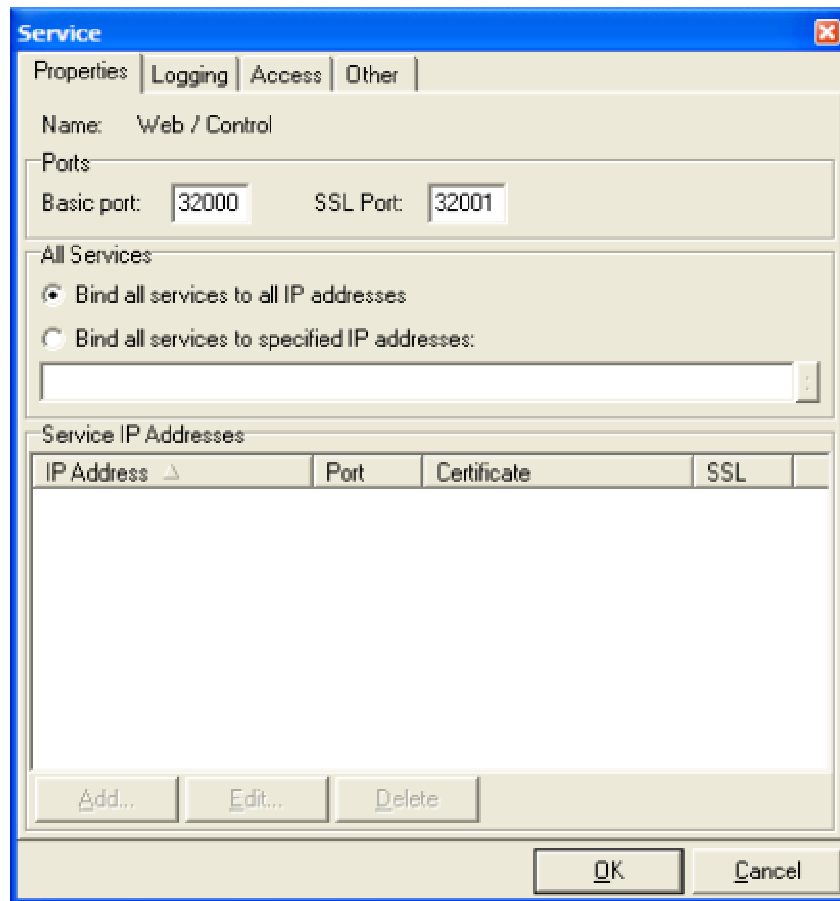
There are only a few options which can be set from Merak Administration Console but they are very important.

### Web / Control Service

WebMail is running under Web / Control service in Merak mail server so the service has to be running if you want to access WebMail. You can check the service status in the System - Services section in Merak Administration Console.

General		LDAP				
Service	State	Running Time	Connections	Peak	Data Transferred	
 SMTP	Running	3:20:07	0	2	4.03kB	
 POP3	Running	3:20:05	0	0	0.00kB	
 IMAP	Running	3:20:05	0	0	0.00kB	
 Instant Messaging	Running	3:20:01	0	0	0.00kB	
 GroupWare	Running	3:20:00	0	0	0.00kB	
 Control	Running	3:20:02	0	3	130.24kB	
 LDAP	Stopped					

Also the port on which WebMail is running can be changed there. Edit the properties of Web / Control service and here is the port settings. It is 32000 for WebMail via http and 32001 via https by default:



If you do not want to see the port number in URL you have to use 80 for service without SSL and 443 for service with SSL.

## Web Server Engine Settings

The IceWarp Web Server under which the WebMail is running has all the administration options accessible at Web Service section in Merak Administration Console.

Web Site	Description	Path	Default Settings
[Default]			N
webmail.merakdemo.com	Webmail for merakdemo.com domain	G:\Merak\Installation\html\mail	Y

You can easily set Virtual Host by adding a new site (e.g. `webmail.merakdemo.com`) and pointing it to `Merak\HTML\Mail\` folder. If you set the DNS A record for `webmail.merakdemo.com` to the server where Merak is running, users will be able to see WebMail on this URL. To change also settings for this Virtual Host, you have to define it in `virtualhosts.dat` file in `Merak\webmail\config\` and then you can change any settings when you log into WebMail go to Settings -> Administrator Settings.

For more information about particular options in Web Service see the Merak Windows Administration Guide manual downloadable from our web site or use the F1 context sensitive help directly in Merak Administration Console.

## SSL Certificates

SSL is an encryption method based on public and private keys. It ensures that information being transferred between a web server and a web browser cannot be seen by anyone and thus ensures privacy.

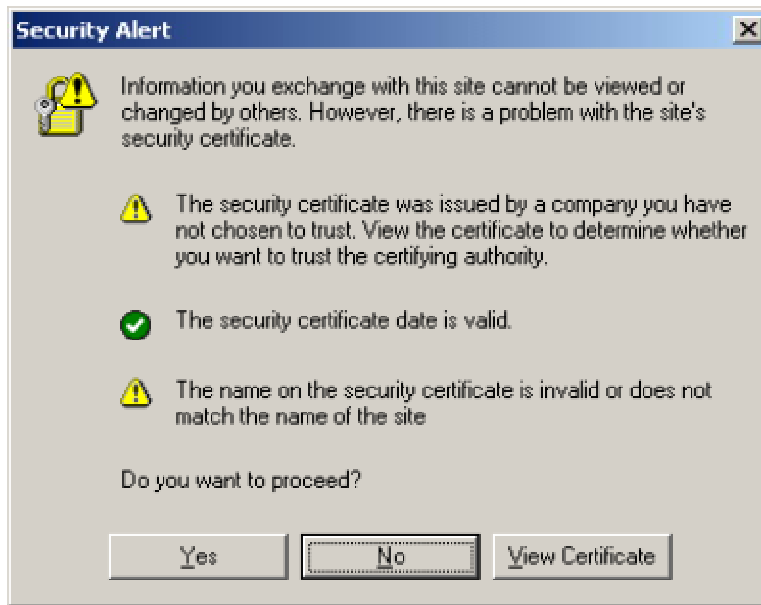
IceWarp Web Mail uses its own built-in web server. This fully supports SSL standards, once SSL support has been enabled.

### Testing Secure Socket Layer

Test out your installation by connecting to SSL port 32001 (or any else if you change the port in System Tab). Ensure that HTTPS is specified instead of HTTP.

<https://127.0.0.1:32001/mail/>

If everything is working properly, you will be greeted with a warning:



What does the warning mean ?

An SSL certificate requires 3 conditions to be met :

- § That it has been issued by a company who is trusted.
- § That the date on the certificate is valid
- § That the website name matches the name on the certificate.

At the certificate warning proceed by clicking on the 'Yes' button. The IceWarp Web mail login screen will be shown.

For Internet Explorer Users or NetScape, in the bottom of the web browser status bar towards the right the secure symbol will be shown :



This confirms to the user that the connection is secure.

---

It is only the connection between the web browser and the webserver that is secure. The encryption during the sending message to the another mail server depends on the recipient server features. However Merak is always trying to send message by using TSL/SSL.

---

There are only a few companies in the world who issue certificates that are automatically trusted by web browsers (e.g. Verisign and Thawte). As this certificate is issued by IceWarp software the web browser does not 'trust' it.

To resolve this, click on the 'View Certificate' button and then 'Install Certificate'. Follow the prompts. This tells the web browser that the certificate can be trusted.

Unfortunately it is not possible easy to fix point (3). A certificate is matched to a website address at creation. To fix this point you have to use officially purchased certificate and convert it to the Merak Mail Server form.

SSL and Certificates is a highly complex subject. Trusted certificates that do not have warnings have to be paid for from an issuer like Verisign or Thawte. If you wish to pursue obtaining your own certificate from a trusted issuer then contact IceWarp software who will be able to assist.

The certificate is kept in the file cert.pem.

You can create and use your own certificate. Our SSL system has the great advantage of having multiple SSL certificates on one system. Each certificate can be used for a different IP address. The cert.pem is used as a default certificate.

To create own certificate and to assign it to some IP address use Merak Administration Console, go to System -> Advanced -> Certificates tab.



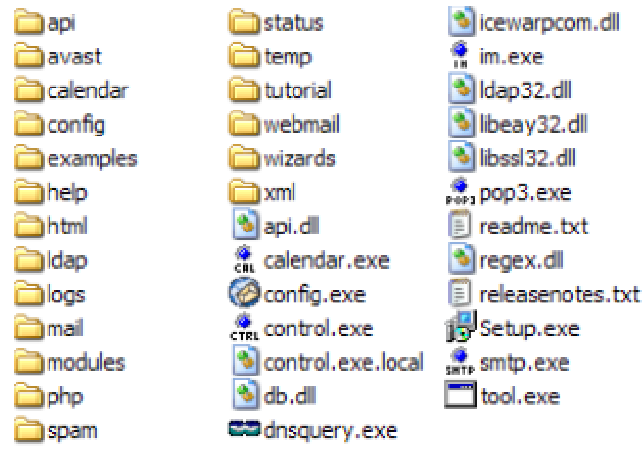
IP Address <small>▲</small>	Certificate
193.179.195.74	c:\certificates\icewarpcert.pem
193.179.195.75	c:\certificates\merakcert.pem

Here is the Create SSL Certificate button at the bottom which allows you to create your own SSL certificate. After creation, you just have to assign it to appropriate IP address in the dialog above.

---

## WebMail Files

If the Merak Power Pack (WebMail is included) is installed on the server the default folder structure is following:



For managing WebMail these folders are important:

- § html
- § mail
- § WebMail

There are also `webserver.cfg` file in Config folder and `spam.dat` file in Spam folder by which some settings for WebMail can be set.

### HTML folder

It contains all the `.html` files with the source code of WebMail pages and also WebAdmin. Specifically WebMail `.html` files are in the `HTML\Mail` folder. As sub-folders there are also Lang and Skins folders which are important if administrator wants to set a new language or to create a new skin.

Since version 7.5.1 there is also Help folder which completely includes this document in HTML Help form.

### Mail folder

This folder contains all the Inboxes by default. Each user on the server can have as many folders in WebMail as he/she wants but the Inbox is always stored in this folder. The structure is hierarchic:

`domain\user\e-mails`

e-mails are saved with `.tmp` (in POP3 mailbox) or `.imap` (in IMAP mailbox) extension.

Other folders than Inbox are stored in `Merak\WebMail\Users` (this path can be changed too - see below) folder by default but administrator can change this in Administrator settings by enabling the Store mail folders in Merak mail folder option. Then also other folders created in WebMail are stored in the `Mail` folder.

### WebMail folder

This one contains more seven sub-folders:

Config - contains most of the *configuration files* (on page 96)

Examples - contains example files for configuration files. These files are should help you to understand the structure of configuration files if you want to set it manually. Be aware of editing configuration files without knowing exactly what you are doing.

Logs - logs of WebMail (users which were logged on/off) are stored there by default if the logging is enabled in the Administrator settings (also the path can be changed there)

Projects - this folder contains two open source projects used in IceWarp WebMail - HTML Area and JWChat.

Sessions - the records about each connection to WebMail

Spellchecker - by default only english.dat and english.dic are included; administrator can set there new dictionaries which can be used by spellchecker feature in New Message dialog

Users - by default all the e-mails except Inboxes and also the configuration files for particular users are included there. Administrator can change the location for this folder in the Administrator Settings by Users path location option and also the storage location for e-mails can be changed there by Store mail folders in Merak mail folder option.

---

## Configuration files

Complete settings for each virtual host is stored in `settings.virtualhostname.dat` file in `WebMail\Config\` folder. By default (if none virtual host is set) only `settings.dat` file stores the settings. See `Merak\Webmail\Config\Examples\settings.dat` file for exact structure of this configuration file.

Next file is `calendar.cfg`. It contains complete settings for Calendaring in WebMail. Its structure is described in `Examples` folder too.

Next important file is `virtualhosts.dat` file that is used to defined virtual hosts for WebMail on your server. Just specify each virtual hosts on a separate line and next time you will log on WebMail, go to Administrator Settings you will see a pull-down menu with a list of Virtual hosts you can configure there.

Please, edit this file only if you are experienced with text configuration files and you are sure it will not harm your settings.

Syntax and exact meaning of other configuration files will be added here soon too.

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