User Guide Alinto Mail Server Pro

Alinto

Your contact	Telephone	Email
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Introduction

The user guide will help you to discover all the functionalities and possibilities of Alinto Webmail v5.

This document is concise and exhaustive, reviewing all the options this platform has to offer. If, even following this guide, you have any problem related with the platform, don't hesitate to contact your mail administrator.

1. Connecting to the Webmail

The webmail is accessible 24h/24 7j/7 with an internet connection and a web browser (Internet Explorer©, Firefox©, Chrome© or Safari©).

The connection URL and your access codes will be given to you. In case you lose or forget them, please contact with your administrator.

In order to connect to the Interface:

- **E-mail Address :** Enter your email address, ex : yourname@domain.com
- **Password:** Enter your password.

Click the button « connect » in order to enter to your space:

- **Language**: The webmail is available in 4 different languages (French, English, German and Spanish). By default the language will be the same that the one of your browser. You can change your language settings in the preferences menu... If you need a translation in another language, you can propose to your contact with Alinto.
- **Mobile Connection**: If you want to access to your Webmail interface with your smartphone, the correct URLs will be mentioned here.

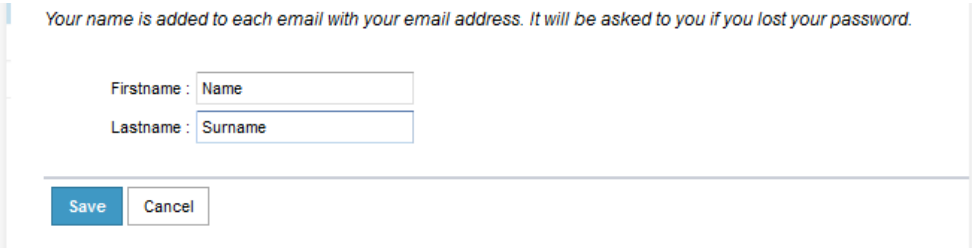
2. Using the Webmail

2.1. General parameters

In the « Settings » menu ( ) placed in the top-right corner of the 'interface, you will be able to modify the next settings:

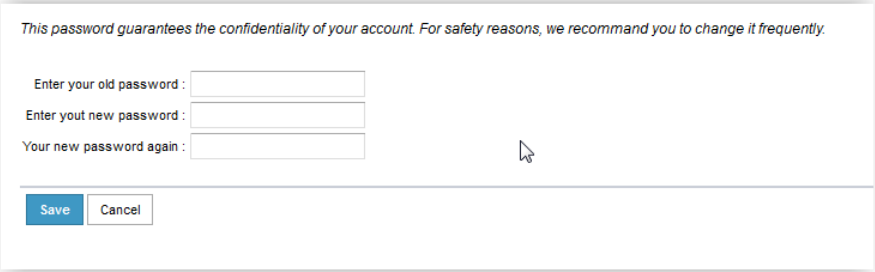
2.1.1. First and last name

The First and Last name informations represents the identity of the user and are displayed in the field "Sender" of a sent email. In order to modify this, click on the corresponding fields, and write the desired info. Then click the "Save" button.



2.1.2. Account's password

You can modify your account's password in any moment. In order to keep the security level, the password will not be showed.



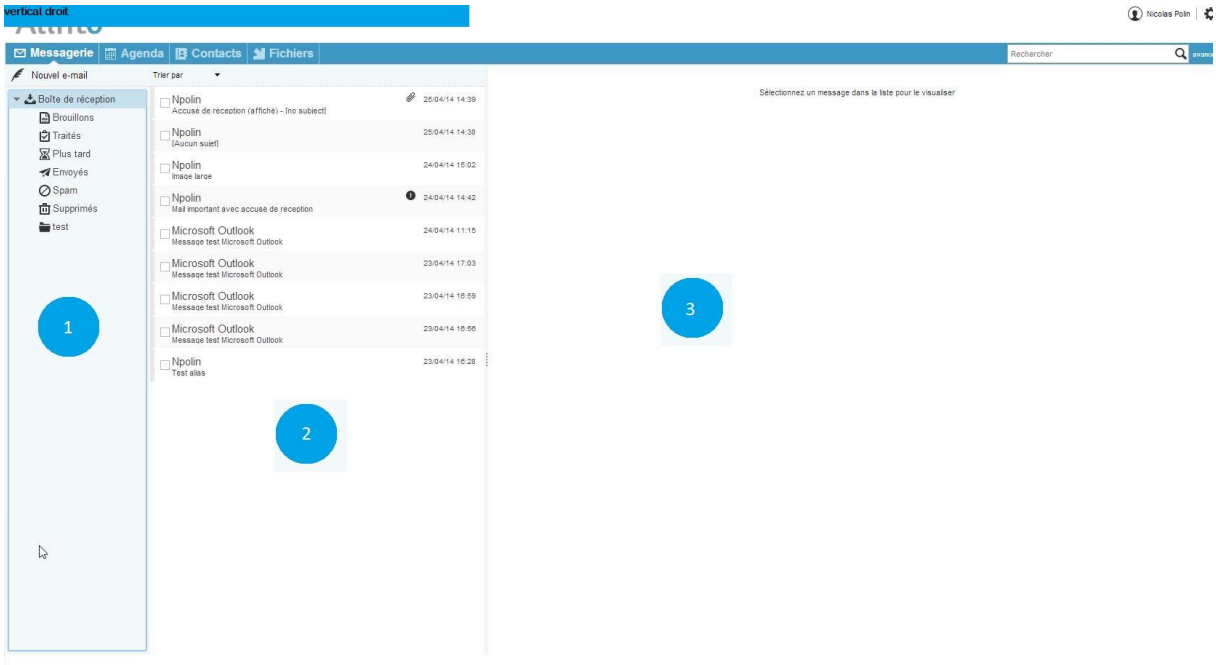
2.1.3. Interface's language

The webmail is available in 4 different languages (French, English, German and Spanish). By default, the selected language is the one of your browser. If you make any modification, you will need to restart your connection to the interface in order to apply the changes.

2.2. Messaging

2.2.1. Discover your new interface

The messaging interface is divided in 3 different areas:



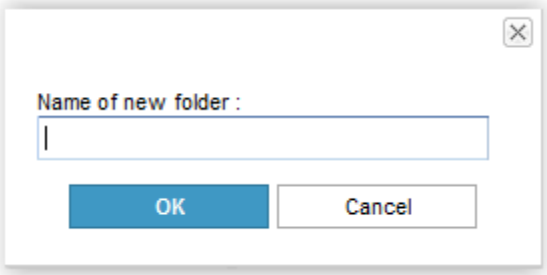
- **1/ The vertical space on your left will host the folder's arborescence.**

Once the account is created, you will see your folder *inbox*

The folders *sent, trash* and *draft* are created once you first send, delete and store a message as draft.

If you right-click on the folder « Inbox » you will access to a contextual menu, with the next options:

- *New folder*: The creation of new folders is unlimited. In order to create a dossier, right-click on an existing folder, and then select *New folder*. Enter the name you want to give to this folder, and then click *Ok*.



- *Refresh the tree structure*: To refresh all your interface and verify the reception of new messages in all the folders.
- *Mark all as read*: To mark all the messages from the folder as already read.
- *Delete*: To delete the folder and all its content…
- *Compact the folder*: To synchronize the Inbox of your webmail with the one of your messaging software (Outlook©, Thunderbird©, Mail©,…).If you delete, or move your messages from one to other folder, these will still appear at your webmail, but will be crossed out in your message list. Compacting the folder will refresh all the content of the dossier.
- *Get the new messages:* Update the display of the messages in the folder.

To quickly find any information from your message list, you can use the field *search* entering one or more keywords and just pressing "Enter". .

In order to recover the normal display, you can click on .

- **2/ The central vertical space (or upper-horizontal depending of the interface configuration) displays the received messages.**

The messages that you still haven't read are displayed in bold, and the subject is colored.

There are different icons, here the meaning of every one of them:

- The email has an attached file
- Email already answered back
- Email with high priority

Thanks to the menu bar you can:

- New email Create a new element : email, event, contact, fax (option) or SMS (option)

The emails can be sorted by increasing order, or decreasing just by clicking on the button:

Sort by by the next criteria:

- Date
- Subject
- Sender
- Size

- **3/ The right vertical space (or lower-horizontal depending on your configuration) opens the selected message**

Thanks to the tool menu you can:

- Answer back a message
- answerto all the addresses in copy.
- Forward a message.
- Identify a message as not desired and manage it as spam,
- Delete the selected messages.
- Complete the next options :
  - resume a drafted email and modify its content
  - mark the message/s as read
  - mark the message/s as non-read

- display the headers of a message
- print the selected message

The button placed over the content of the message allow you to increase the size of the display window...

2.2.2. Write an email and/or keep it as a draft

In order to write a new message, click New email on.

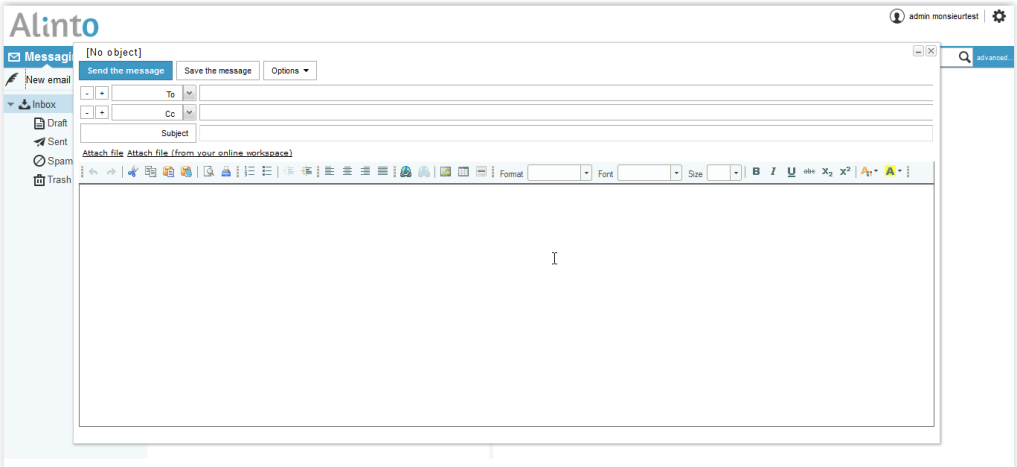
A composition window will be open over the webmail with the following content:

To: This field must be filled with the destination address you want to send the email. To add more destination addresses, modify the field below *CC* by selecting *to*. You can add more just by selecting +. To delete a line just click -.

CC: Field for secondary destination addresses.

BCC: To transmit a message to one or more addresses but making them invisible for the rest of destination addresses.

For the fields To, CC and BCC, the semi-automatic display, called auto-complete, makes it easier to introduce new addresses: when you introduce a name, surname or the email address of your addressee, the system will select from your address book the contacts that are more suitable to correspond your research.



Subject: Corresponds to the title of the message

The integrated toolbar allows you to personalize the way the email will be displayed. :

- Cancel the last modification
- Restore the last modification
- Cut the text
- Copy the text
- paste the text
- Paste the text without format
- Display a preview
- Print
- Insert a numerated list

Insert a list

Make the tabulation to the left

Make a tabulation to the right

Align the text to the left

Center the text

Align the text to the right

Justify the text

Insert a link

Delete one link

Insert an image

Insert a table

Insert a horizontal line

Police Arial Choose a writing policy

Taille 10 Choose the size of the text

Apply the bold format to the text

Apply Italic format to the text

Underline the text

Cross the text

Add index text

Add exponent text

Modify the color of the text

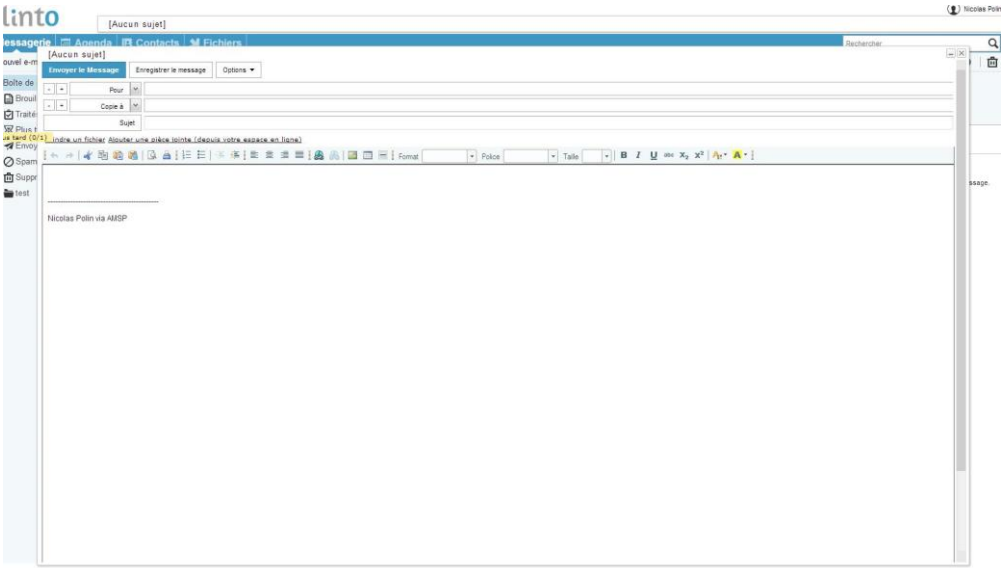
Apply a new background color

You can choose to immediately send your **Send the message** message or keep it as a draft **Save the message** to send it later.. These messages are stored in the folder *Draft*. In order to modify a drafted message, click on the button *Action* (or right click), and select the option *Resume mail edition*.

To exit the email redaction without t's possible to work on more than one draft messages simultaneously, your first message will be overlapped on the webmail, you can reduce the window size to adapt it to your needs, or just minimize by clicking and maximize with at the upper-right part of the window.

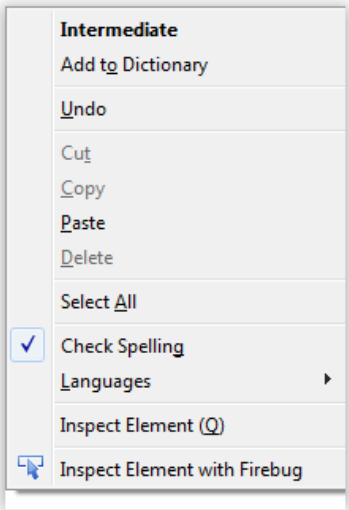
You can click again New email over to add a new composition window, then work in several different messages at the same time.

In this example you can see how it works with different messages at the same time :



2.2.3. The spelling checker

Depending on which browser do you use, you would be able to use a spelling checker (available on Firefox and Chrome). The grammatical errors will be marked with a red underline. To modify a word with the checker help, you have to do a right-click + CTRL key over the desired word. Then you will see the next menu, just click over the desired option.



2.2.4. Attached files

2.2.4.1. *Attach a file*

To add a document to your email, you will be able to select one from your computer(1), or from the webmail's online storage space(2).

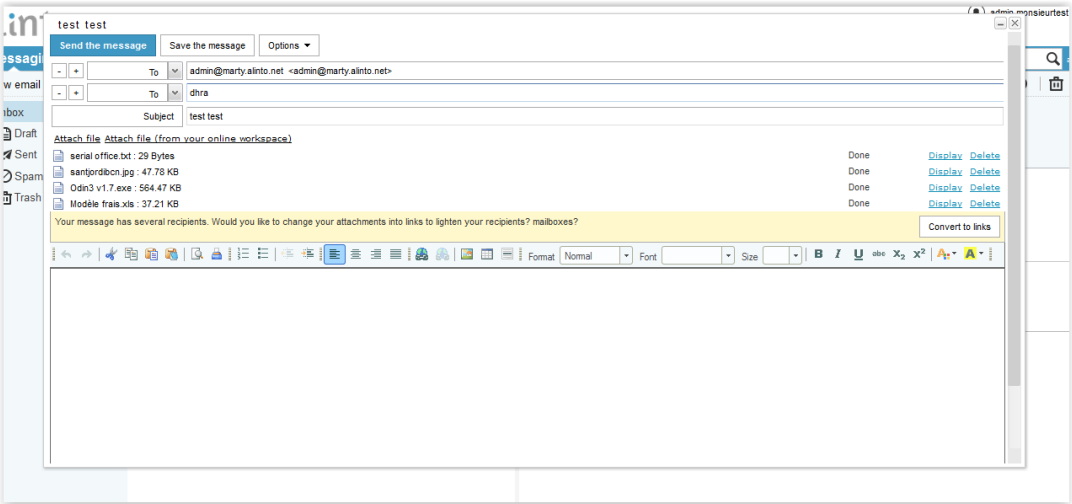
- *Attach a file* (1): Click on the link, and then on *Browse* to select the document to attach. Then click on *Add* to load the file.

In the case we have documents that weights more than 20MB, it's preferred to select the option *as a link* before making click on *Add*. The addressee will be able to download the file thanks to a download link placed in the body of the message.

- *Attach a file (from your online workspace)* (2): To attach a file to your message you can select a file from the online storage of your webmail. The file will be added to your message as a download link.

In case you want to send an email with attached files to more than one destination address, it's strongly recommended to make it as a download link, in order to optimize the sending time. Same when the attached file's weight is high.

See the examples here:



2.2.4.2. Recover the attached files

When you receive an email with more than one attached files, a button will appear:

The number tells us how many attached files there are in the email.

The list of the files will appear when you click the icon, then a window with all the attached files will appear.

You can choose to:

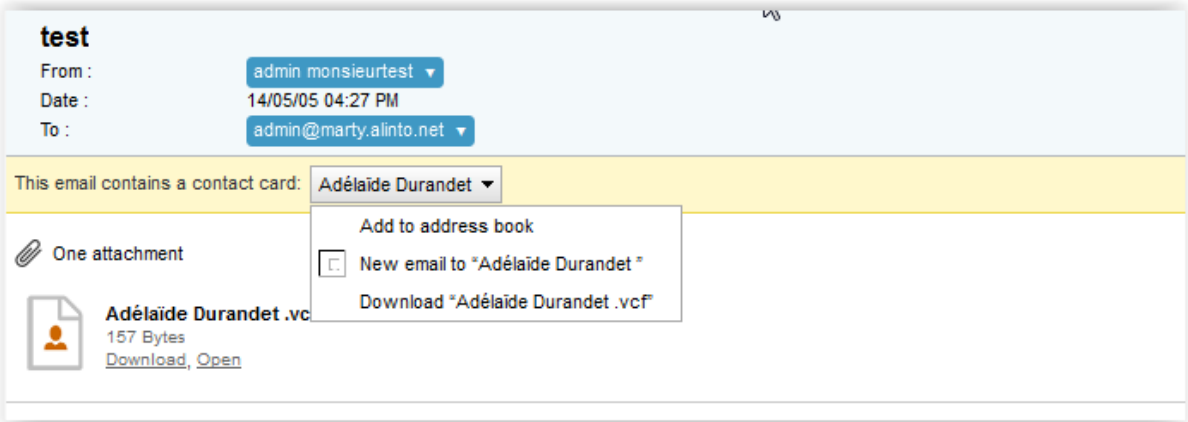
- Display every file individually.
- Download every file individually
- Download all files on a .zip file.

2.2.4.3. *Manage a vCard (.vcf file)*

One VCard is a virtual visit card. Once a VCard is detected inside an email, you will be informed with a banner with the text "This email contains one contact file".

If you click the name of the VCard you can:

- Save the contact on your address book, or update the information of a contact you already have.
- Send a message to this contact.
- Download the file to your computer.



2.2.5. Search a message

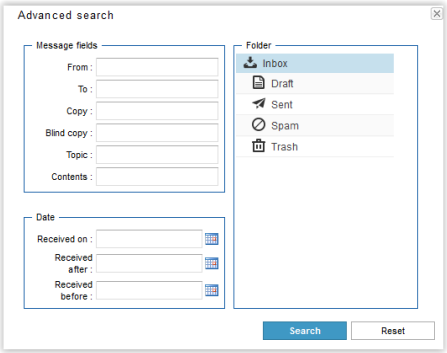
2.2.5.1. Quick search

After select a folder, you can write on your search field, placed just over your folder arborescence menu, in order to make a search of this keyword on the messages of that selected folder. To make it, after writing the word just click the lens icon or press "enter"

2.2.5.2. Advanced search

If you click the button *advanced* at the search bar, you can access to the next window:

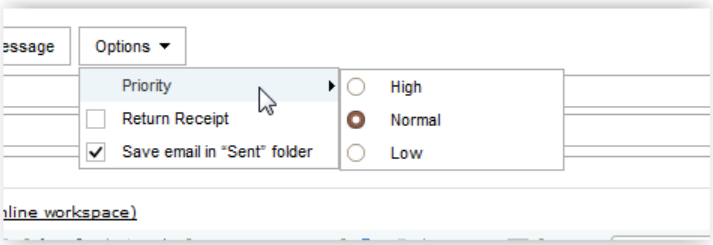
1. Complete one or more lines on *Message fields* with a word or exact expression (Ex: you look for an email with « Meeting confirmation appointment» if you write in the fields Subject or content « Meeting confirmation" without the word "appointment" the search engine will not return any message, then it's more recommended to write only "appointment" or "meeting")
2. Select one or more folders on *Folder*. To select more than one, just keep pressed the CTRL key, while click on the folders you want to select. If you hold the SHIT key, and select one folder, then click another one to select all the folders between this two selections.
3. Click on *Search.*



2.2.6. Manage the confirmation receipts

2.2.6.1. *Send an email with confirmation receipts*

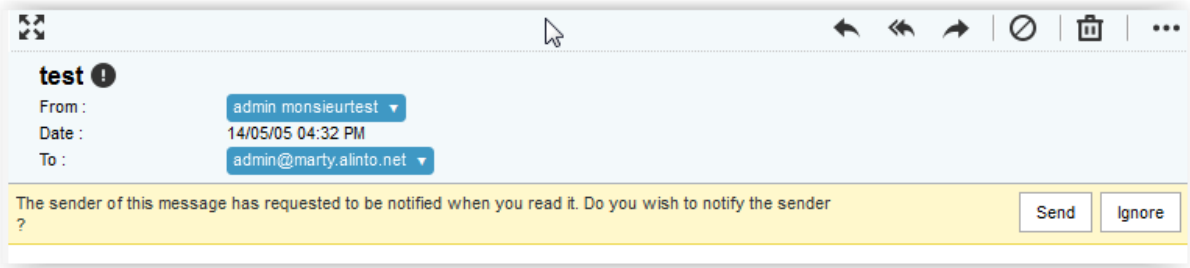
The sender of the email can ensure that the email has been opened by the addresses, by selecting the option **Return Receipt** on the **Options** menu.



Even if you demand a confirmation receipt, it's not completely sure you will receive one, even if the message has been read. Sometimes, the messaging software or the webmails cannot detect this option, and then are not managed, or even the addressee can decline to confirm it.

2.2.6.2. *Receive a confirmation receipt*

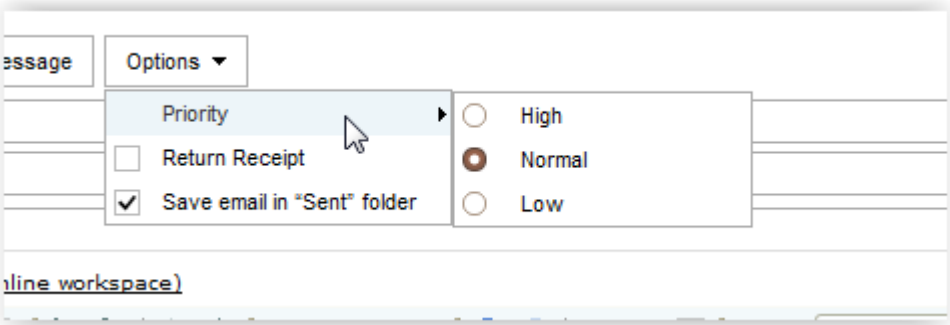
By default, your mail is configured in a way that let you choose to accept or refuse the reception confirmation.



On the Settings, option *messaging*, line *Customization*, you can select to automatically accept or refuse all the confirmation demands that you would receive.

2.2.7. Message priority

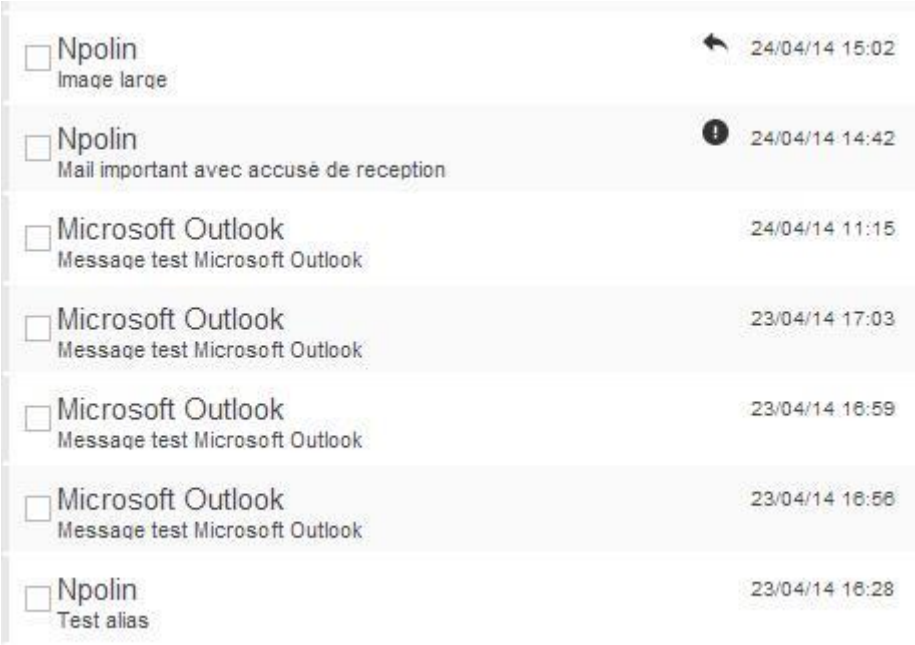
By default, all the sent messages have a « normal » priority. But, you can select manually the priority of a message, adjusting it to « high » or « low »This will indicate to your addressee that the message has more or less importance. In order to do this you have to click on *Options* and then select the *Priority*.



The priorities are marked with the next icons:

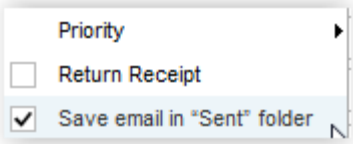
- Important priority
- Low priority

Apart from that, a small banner under the message will inform about the priority level.



2.2.8. Copy of sent emails

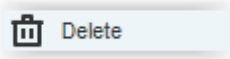
By default the sent emails let a copy stored on the folder *Sent*. If you don't need to keep a copy of all of this messages that you send, just un-select the option *save email in Sent folder"*.



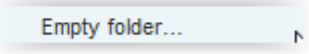
2.2.9. Delete one or more emails

In order to delete one or several emails, you need to select them and:

1st Possibility, click on

2nd Right click and then click on 

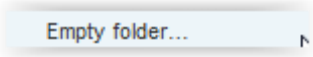
3rd Select the emails you want to delete and drag&drop them into the "thrash" folder

The elements you delete will be stored in the folder *Thrash*. To delete in a definitive way, right click on the folder, and choose to 

.

To recover the messages of this folder, you can drag them to another folder.

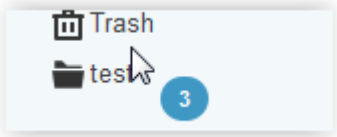
To eliminate all the messages from a folder you only need to use the option



The content of a folder that has been purged is immediately deleted, and is not possible to recover the content. Contrary to this, if we delete the messages with the button "Delete", the messages will go to the thrash folder.

2.2.10. Move the emails

In order to classify your emails, you can select them by checking the checkboxes at the left of every message, and then Drag&drop them in the desired folder. The next icon will appear, with the number of the messages you are moving:



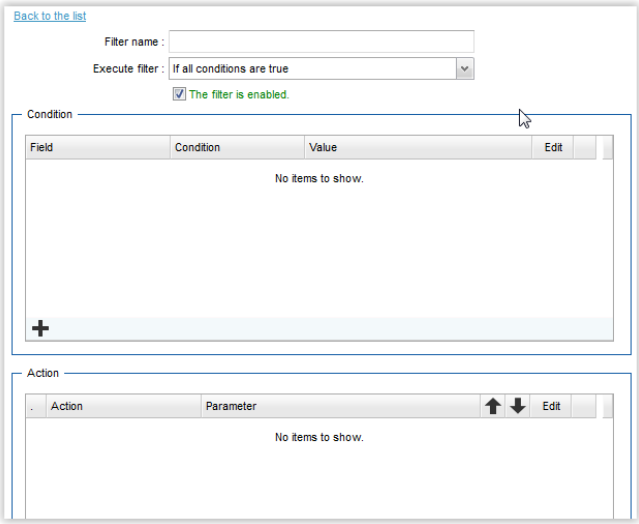
2.2.11. Configuring the mail

Clicking the button placed on the upper-right part of the webmail, option *messaging*, you can change the configuration of your inbox.

2.2.11.1. *Administrate your filters*

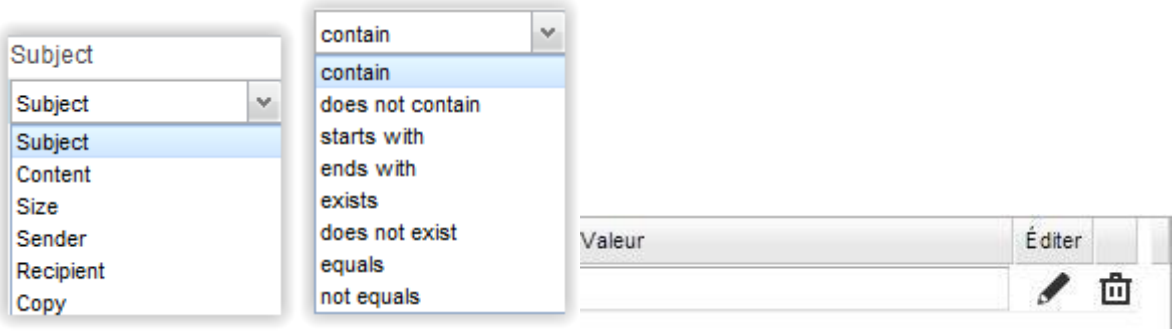
Your filters: In order to organize your new messages and classify them in a quick way you can administrate some filters.

Inside this option you can configure the forwards, automatic notifications, etc…

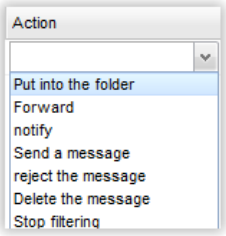


To create a new filter, you need to fill the next fields:

- *Filter name*: In order to organize your filters
- *Execute filter* : Conditions when the filer apply::
  - Always
  - If one condition is true
  - If all conditions are true
- *Active*: Check it to activate or deactivate your filter.
- *Condition* : To indicate that the filter applies on :



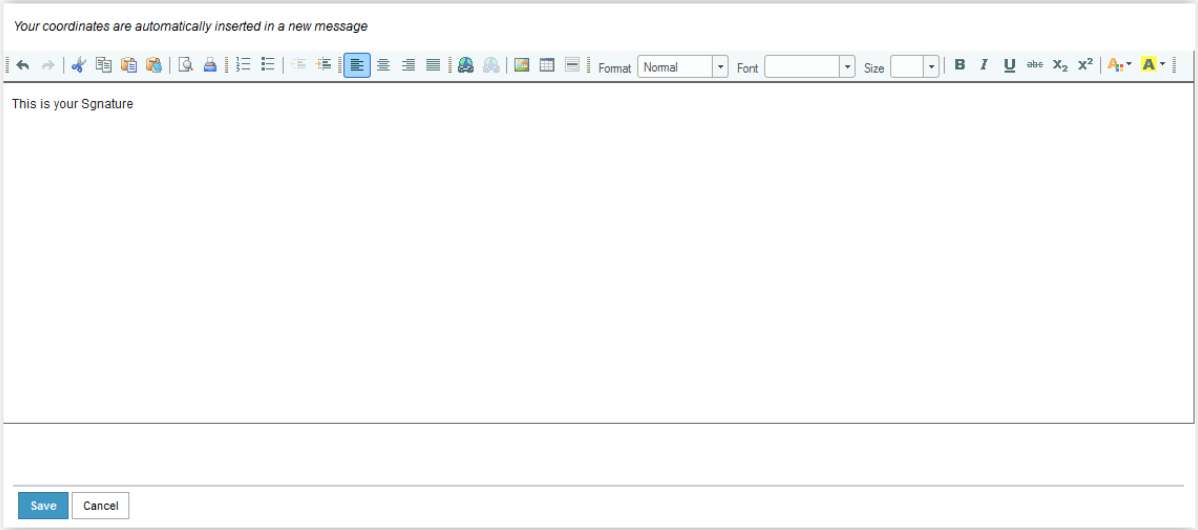
- *Action* : If the conditions are true, it will make the next action :



- *Put in the folder* the message in the folder you select
- *Forward* to your desired address
- *Notify* to your selected address
- *Send a message*
- *Reject the message*
- *Delete the message*
- *Stop filtering*

2.2.11.2. Email's signature

You can add a signature under all the messages you send. In order to help you to create your own signature, you can use the help of the toolbar.



If you want to put an image on your signature, you must insert the URL where the image is stored (ex. http://www.alinto.com/logo.png).

2.2.11.3. *Choose the display disposition of the interface*

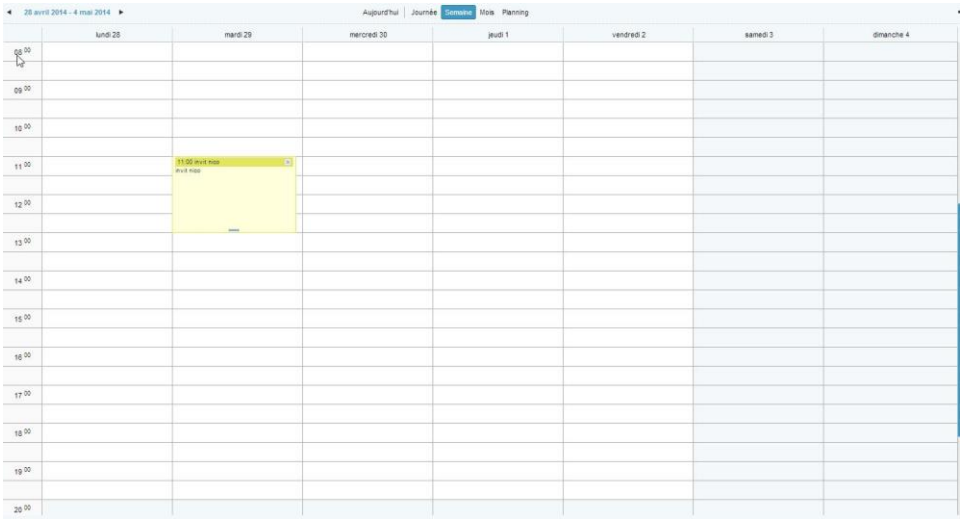
Customization: Choose between a horizontal or vertical display. In order to apply the changes, you must logout and login again to your webmail.

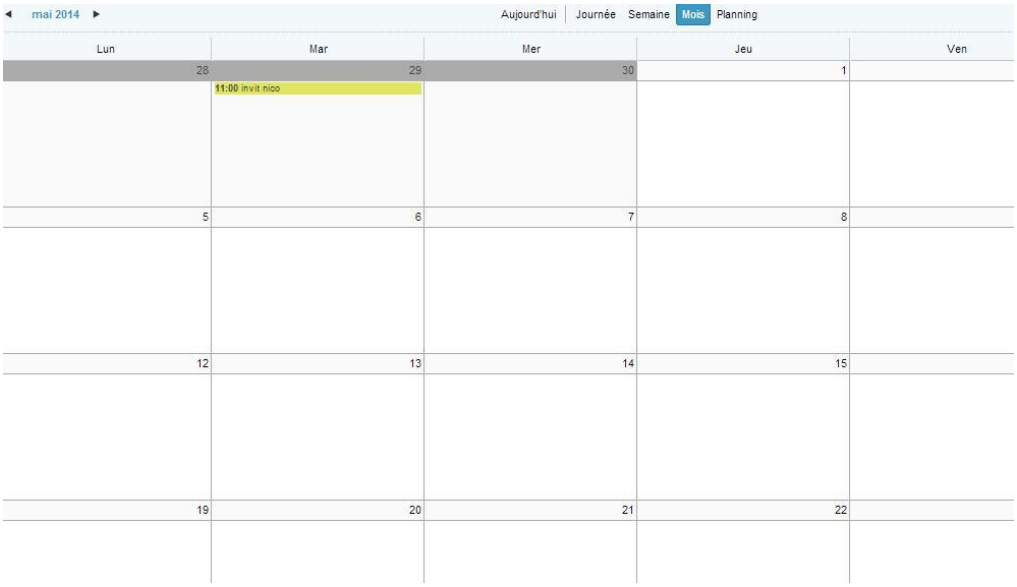
2.3. Calendar

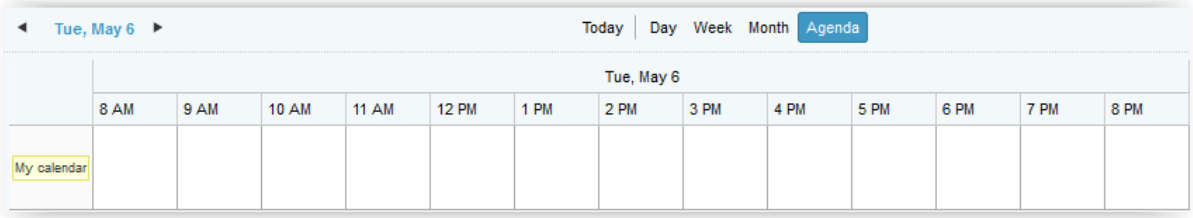
3 different displays are available for the calendar:

- Day
- Week
- Month
- Agenda

To change between them, just click on the tags at the upper right part of the calendar.



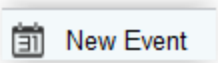




To recover a display of the current day, click on "Today"

It's possible to print your calendar. Click on the button ••• then select *print* located in the upper right part of the calendar.

2.3.1. Add an event

In order to add an event to your agenda, you can use the 

button and chose new event, or directly click on the time interval you desire. In order to select several hours or days, just hold the left click and drag your selection until you obtain the desired result.

The next window will open:

Only the essential fields will be opened, allowing you to administrate your events in a quick way:

- *Name*: Event title (ex : Work brunch)
- *Access* : The event can be :
  - Public can be seen by all the persons that has access to your agenda (via sharing agenda)
  - Confidential or private. It's only visible to the participants of the event. It will appear that you are not available during this time interval.
- *Agenda* : If you have access to others agendas via sharing, you can select to which agenda the event will belong (your agenda, or one of the shared ones)

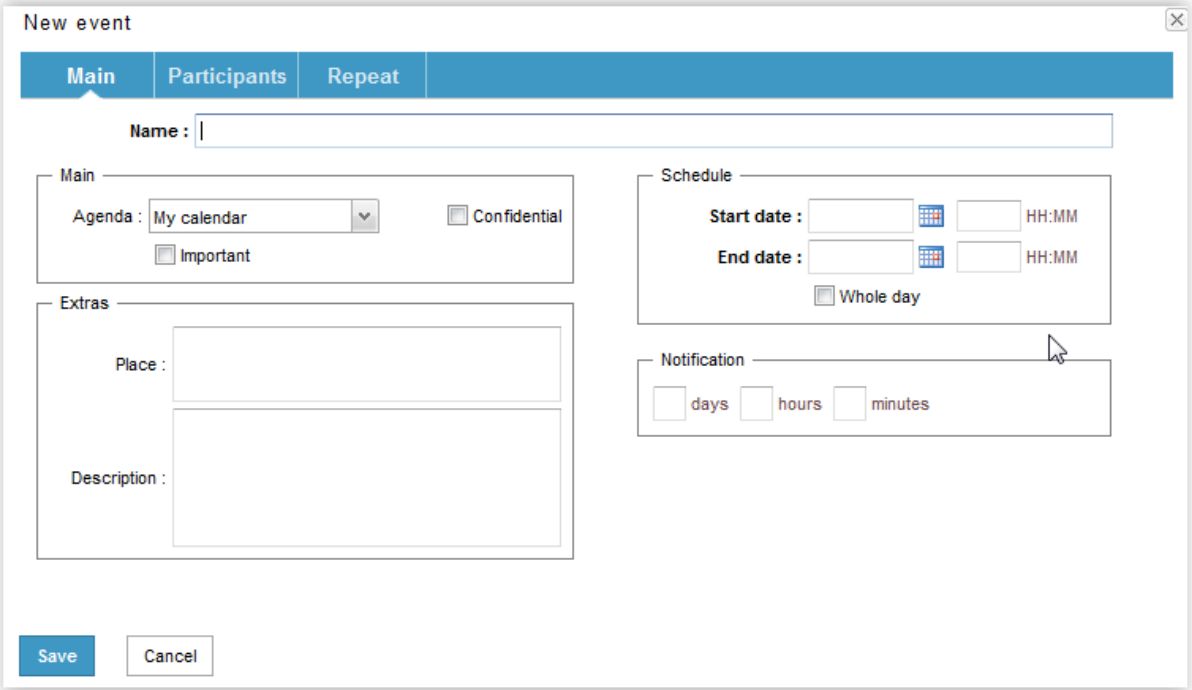
In order to validate your event, click on

.

To return to your agenda without keeping the changes you have done, click on .

To access to the advanced settings, click on *more details*. The next fields will appear:

- *Name*: Name of the event.
- *Starting date* / *end date* + times: you can introduce the exact date, or just select it with the help of a calendar.
- *Description*
- *Place*



- *Agenda* : (See above)

- *Whole day*: If you select this option, the time parameters will not be taken into account. Will be the starting and end dates configured into the Settings the ones that will be applied.

- *Notification*: This is a reminder of the event. Will be sent to all, the participants. Examples ::

  - 2 days before the event
  - 3 hours and 30 minutes before the event
  - 20 minutes before the event

- Tag *Participants*: To add one or more persons into the same event, You can select one contact from your address book or from your directory of your company. You can also directly add an e-mail address.

Once you have done this, the contacts will receive an invitation via email. With the column Status, you can see if the contacts will attend or not.

  - The contact will attend the event
  - The contact will not attend the event
  - The contact have not accepted or refused the invitation.

To remove a participant, you can click the next icon .

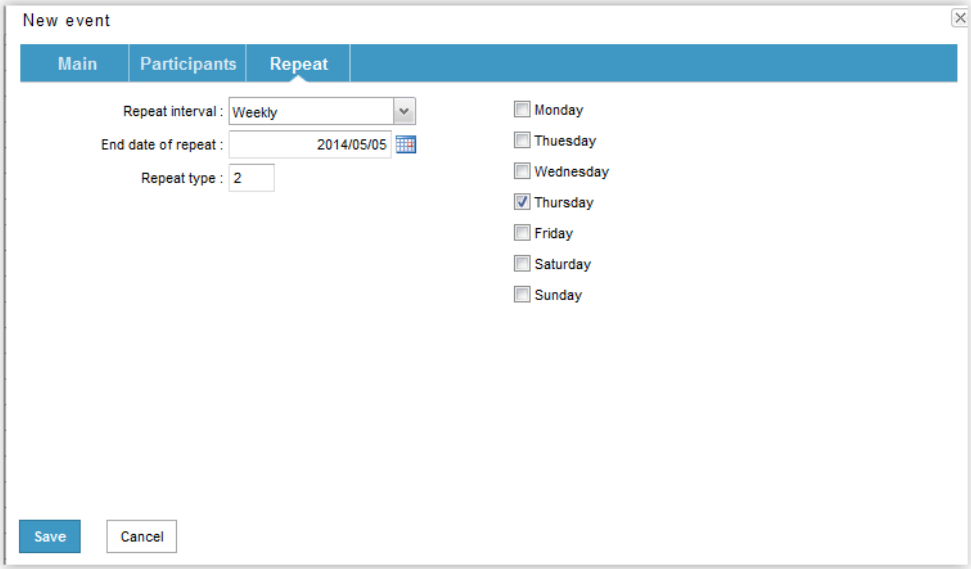
- Tag *Repeat*: This space allows you to configure a repetition in order to make an event recurrent.

- Type of repetition :
  - None
  - Daily
  - Weekly
  - Monthly (by day)

- Monthly (by date)
- Yearly

- End date of repeat
- Repeat type: This field represents the repetition interval of the event.

Example of one event that repeats every 2 weeks, on Thursday until 2015.

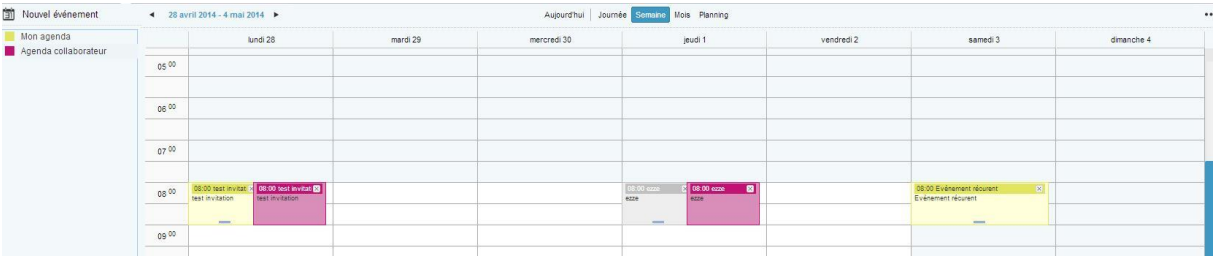


2.3.2. Shared agenda

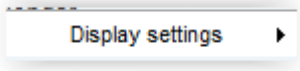
You can access to your colleagues planning if you have the rights to consult their agenda.

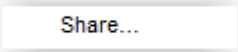
There are two different kind of rights :

- *Read*: This right only allows you to consult the agenda, but not to modify it.
- *Write* .: Apart from the read rights, this right allows you to create, end, and modify the events of this shared agenda.



To display or hide the agendas of your colleagues, activate or disactivate the checkboxes on the left side of every agenda title, or just right-click on your agenda, and then



To share your agenda with more people, just click on 

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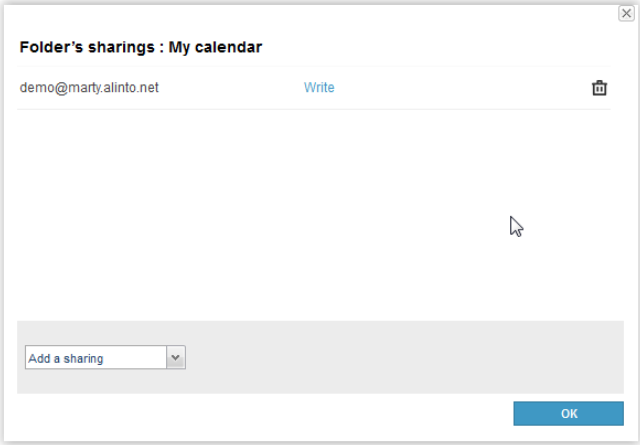
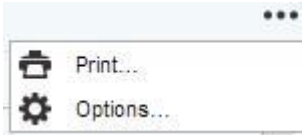
Click on Add to enter the e-mail address of one colleague, and give him the rights you want, read or write:

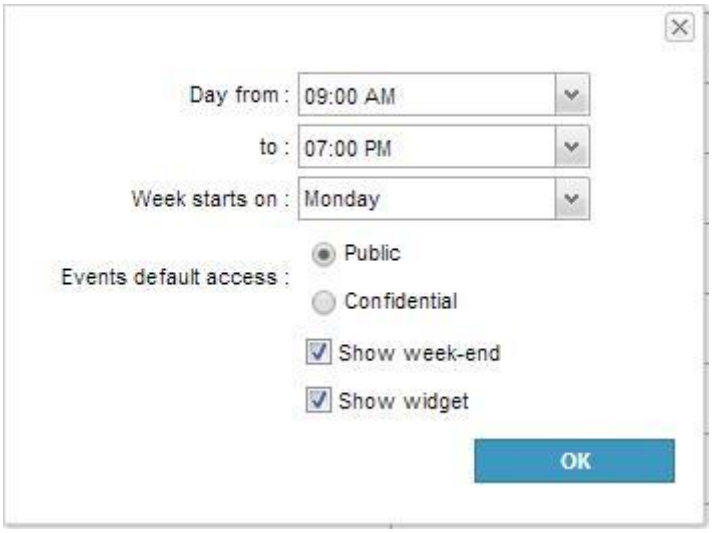


2.3.3. Settings

In order to access to the calendar settings, you must go to the upper-right part and click on:



Click on "Settings" to access to your calendar settings:



- *Day from*: Define the working day duration.
- *Week starts on*: Define the first day of the week.
- *Events default access* : Allows you to modify the default status of the events when you create them, between *public* or *confidential*
- *Show weekend*: Allows you to display or hide the weekend days.
- *Show widget*: Allows you to display or hide the mini-agenda.

2.4. Contacts

The tag contacts is organize in different levels (depending on the options you chose and the created groups):

- *Directory*: The directory reunites the common contacts of your company. The relative informations of every contact can be consulted by double clicking on them. The cards can only be read, not modified, removed or exported.
- *My contacts* This option has your personal contacts. In order to increase this ammount, you can create your own contacts, or import them via VCF files.
- *Shared contacts* : If you have the collaborative pack, you can access to the contacts of your colleagues, who previously shared them with you.

2.4.1. Create a contact

There are 3 different ways to create a new contact :

- Right-click on one sender allows you to display a menu, where you can select *Add a contact* Click it in order to display the card with the fields to fill.
- Clicking the button *New contact,*
- On the tag Contacts, then select *My contacts* or one of the displayed groups : then you can right-click and select the option *New contact*.

2.4.2. Administrate your contacts

Selecting a contact you will be able to :

- Modify (right-click on Éditer beside the names on the list)
- Move (moving the contact to a different folder). You will be able to move the contact (deleting him from the initial folder) or just copy the contact in the destination folder (keeping it on the initial folder also)
- Delete the contact (selecting it and then click on delete icon or by right-click)
- Print (Selecting the contact and then click on Print)
- Export by clicking on

Selecting more than one contact you will be able to:

- Move
- Delete the contacts (selecting them and then click on delete icon or by right-click)
- Print (Selecting the contact and then click on Print)
- Export by clicking on

2.4.3. Search a contact

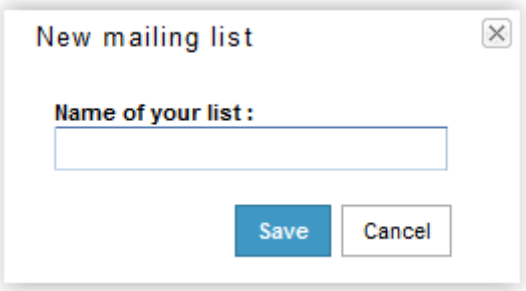
In order to access in a quick way to a contact, you can use the field Filter, at the upper-right part of the interface. This field will allow you to make a research of the info you want:

First select the fielder where you can make the search, then enter a keyword in the field filter) then click on the icon.

2.4.4. Create a mailing list

Each user can create and administrate their own unlimited amounts of mailing lists. Each one can have until 50 contacts (indicative, can be adapted if necessary).

To create one, select, *My Contacts* then right-click and select *new mailing list*. The next window will appear:



Enter the Title you want, then click on *Save.* Once your list is created, you will be able to add the contacts using one of the 3 methods we have seen before.

The names of your mailing lists are only visible if you put the address on the fields *to* or *CC when* you send a new message. If you put it in the field B*CC*, the title and the addresses will not be visible.

2.4.5. Copy of contact cards

You can also copy (using Drag&drop) the *Contact files* of your contacts from your shared agendas or directory to your own agenda.

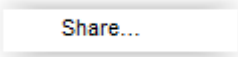
2.4.6. Share the contacts

Depending on the rights you have, you would be able to have access to the contacts of your colleagues.

There are 2 kind of rights:

- *Read*: You have access to consult an address book, but not to modify it.
- *Write*: Apart from consulting it, you can modify the contacts, or even delete them.

To authorise to share your agenda, make a right-click on your agenda, then click



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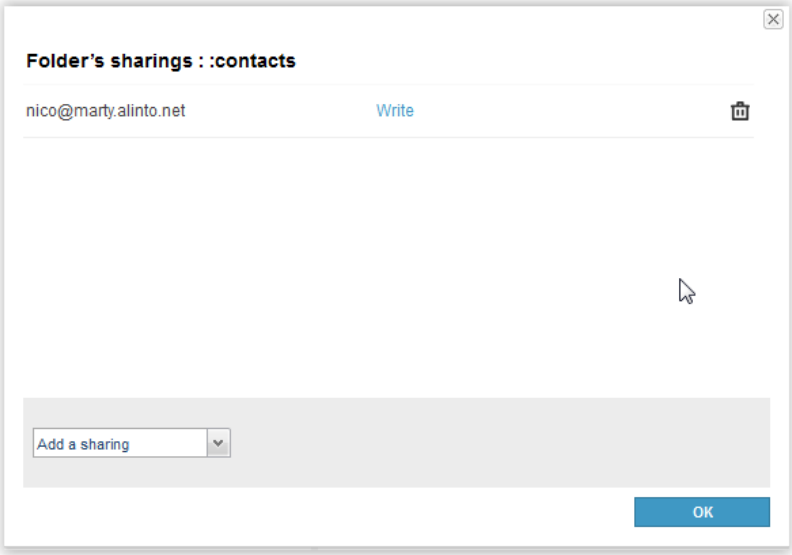
Click on Add and then introduce the e-mail address of the person with who you want to share your agenda (read or write right)



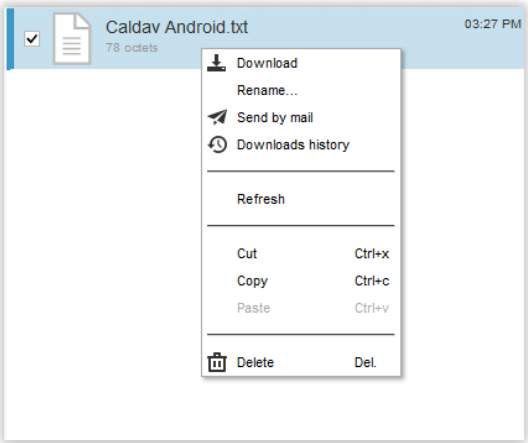
2.5. Files

This area, that can be reached clicking the tag with the same name, is a file storage space.

In this space you can:

- Keep in hand the documents you usually use.
- Easily send this documents via email (even heavy ones) as attached files.

Right-clicking over a file you will have several options:



To keep a file on your webmail, click on the button *Upload a file.* Then click on "Browse" and select a file from your computer. The file will automatically load.

Thanks to the progress bar , you can display the available space is left in the system. You can find this bar in the inferior-right corner.

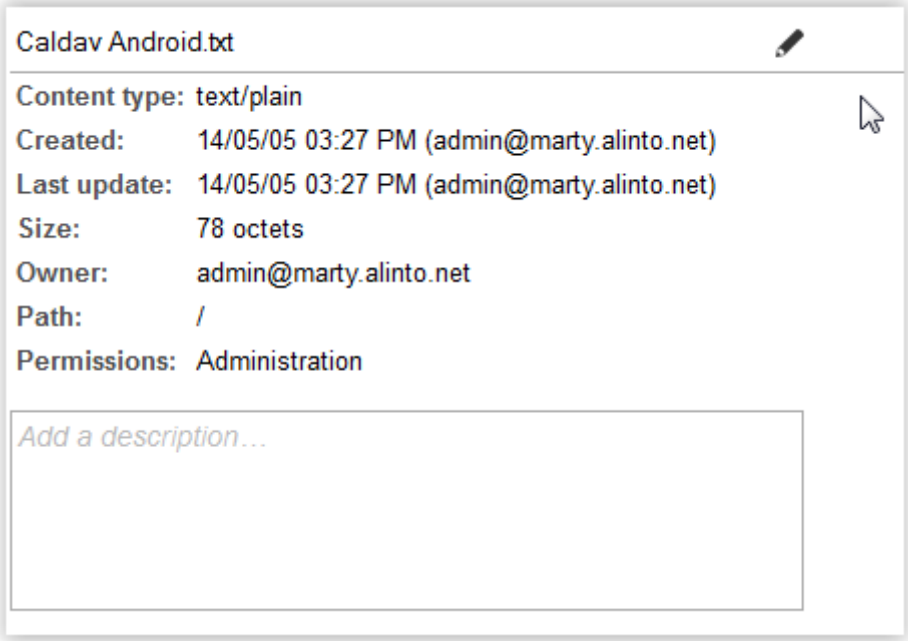
In order to improve the organization, you are able to create your own folders.

The *Attached files folder* has all the files that you have been sending as attached files in your emails, or the documents that you have downloaded, and then will be able to add as attached files in your emails.

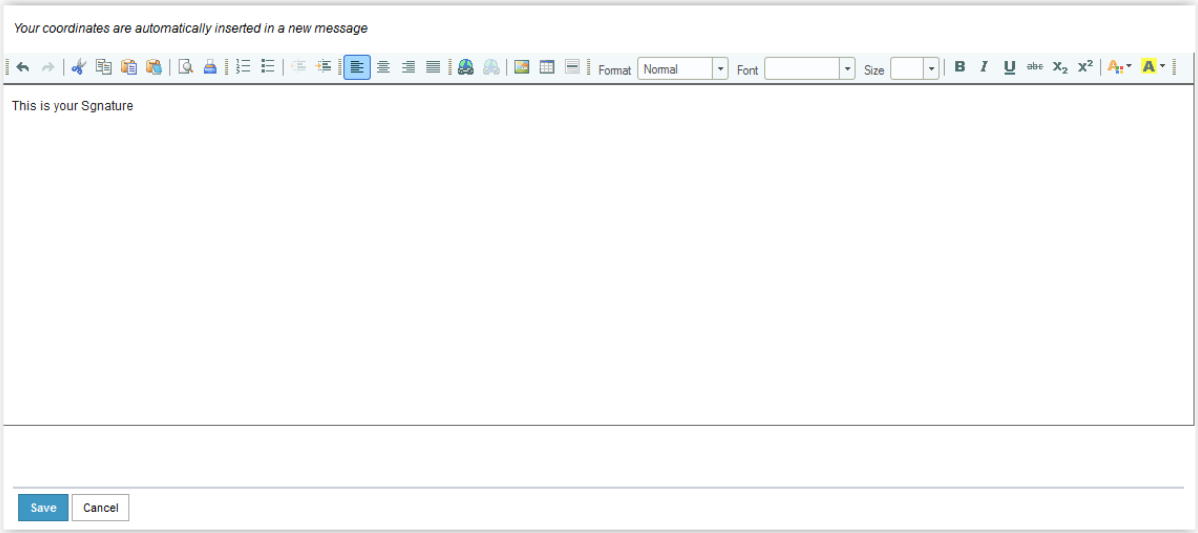
You can manage your dossiers, creating a hierarchy, creating a tree structure with them. You can move your files through them using Drag&drop method.

You can rename your folders and files, just by right-clicking and selecting "Rename".

Once you click on a file, one display window with the file details will open. You can also introduce a description for the file if you desire.



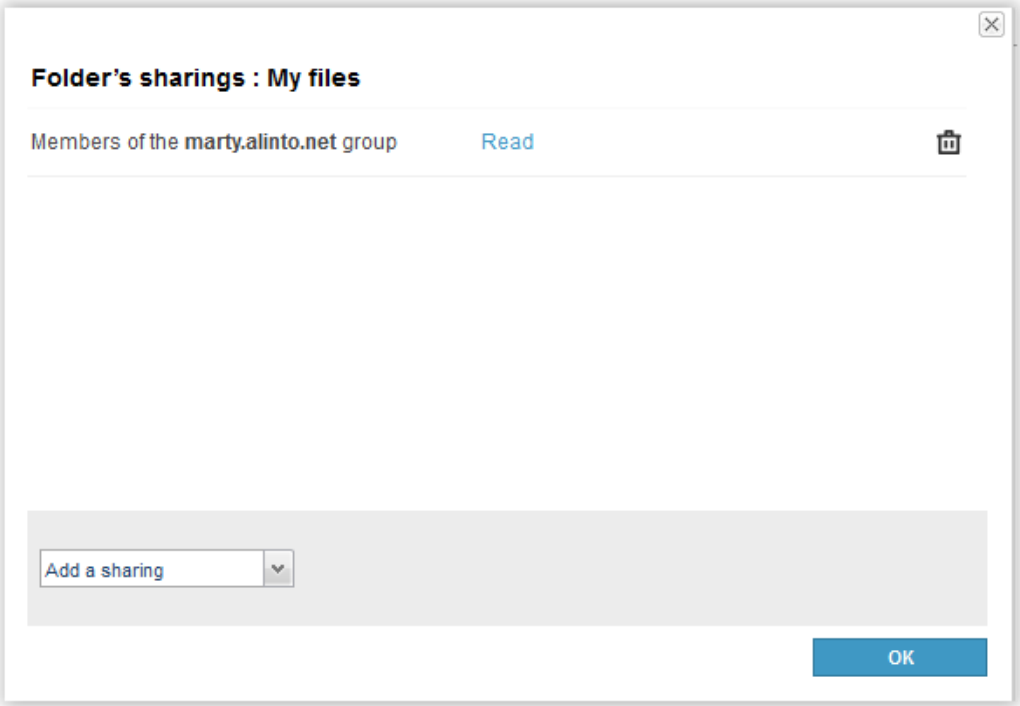
The download history from a file appears when you DoubleClick one file.



Shared files: You can access to the files of your colleagues, who previously shared this content with you using the option Partager...

As we seen before, there are 2 kind of sharing rights

- *Read*
- *Write*
- *Write + delete*
- *Administration*



3. Distant Access

The different services proposed by Webmail AMSP are equally available with other devices, like tablets or smartphones, but also on messaging clients (like Thunderbird or Outlook).

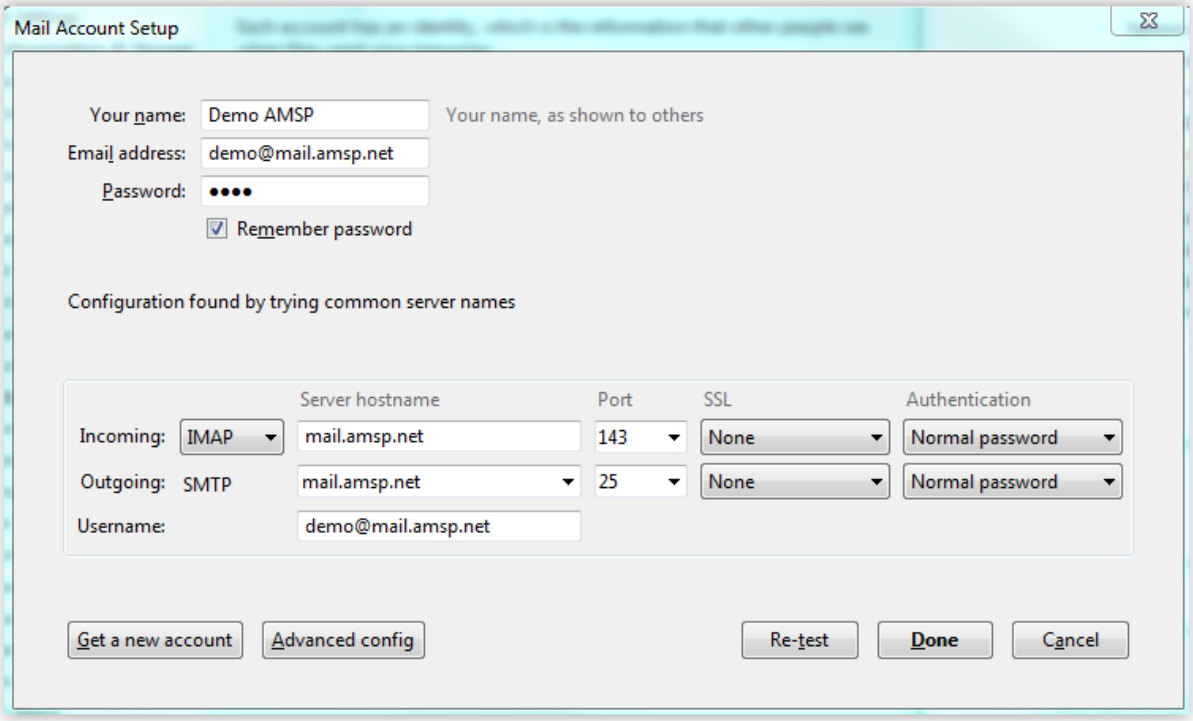
3.1. Access to the mail

The mail part, that is to say, the delivering of the messages via the POP or IMAP protocol and the sending of the messages via the SMTP protocol, can be used in the distance, with the mobile devices as tablets or telephones, or different software as messaging clients like Outlook or Thunderbird.

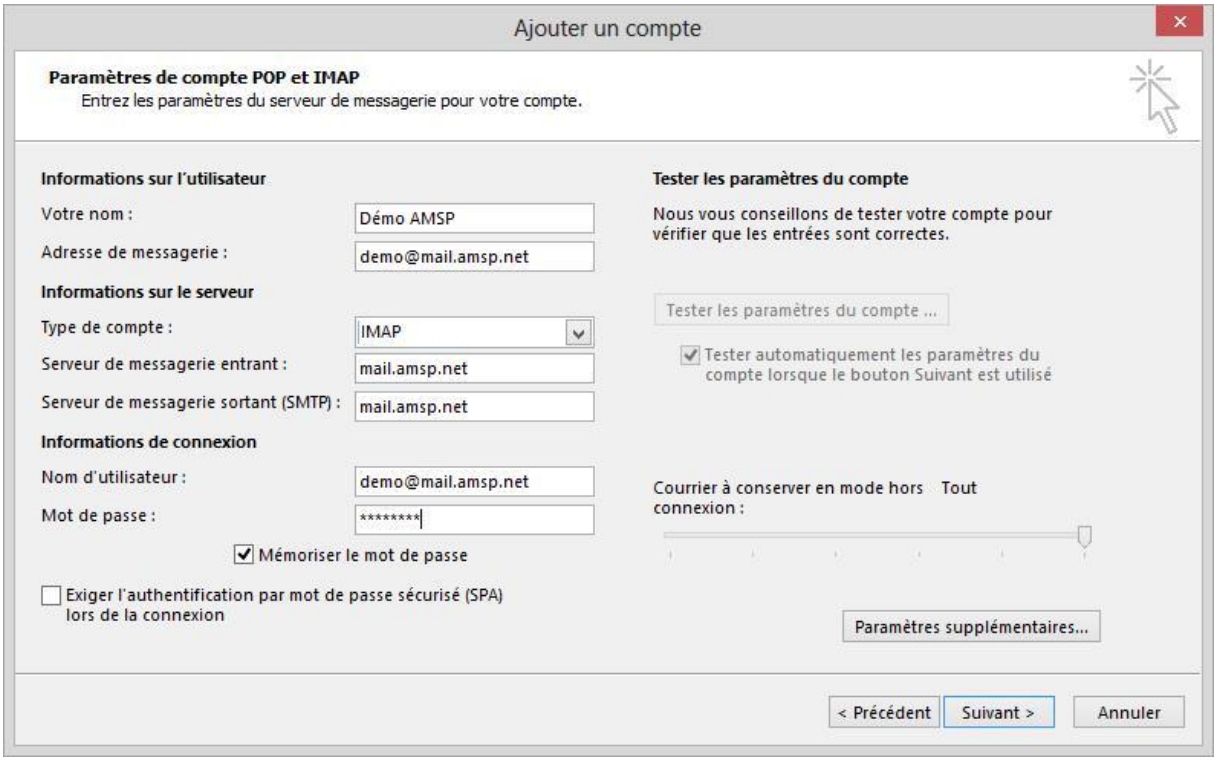
In order to connect you will need to know the URL of AMSP in order to configure the different servers. If you don't have this information, contact to your administrator.

Depending on the protocol (POP/IMAP/SMTP) the used port will be different, but the Virtual Machine address will remain the same. For example, if the URL of our VM Alinto Mail Server Pro is *mail.amsp.net* then the configuration will be:

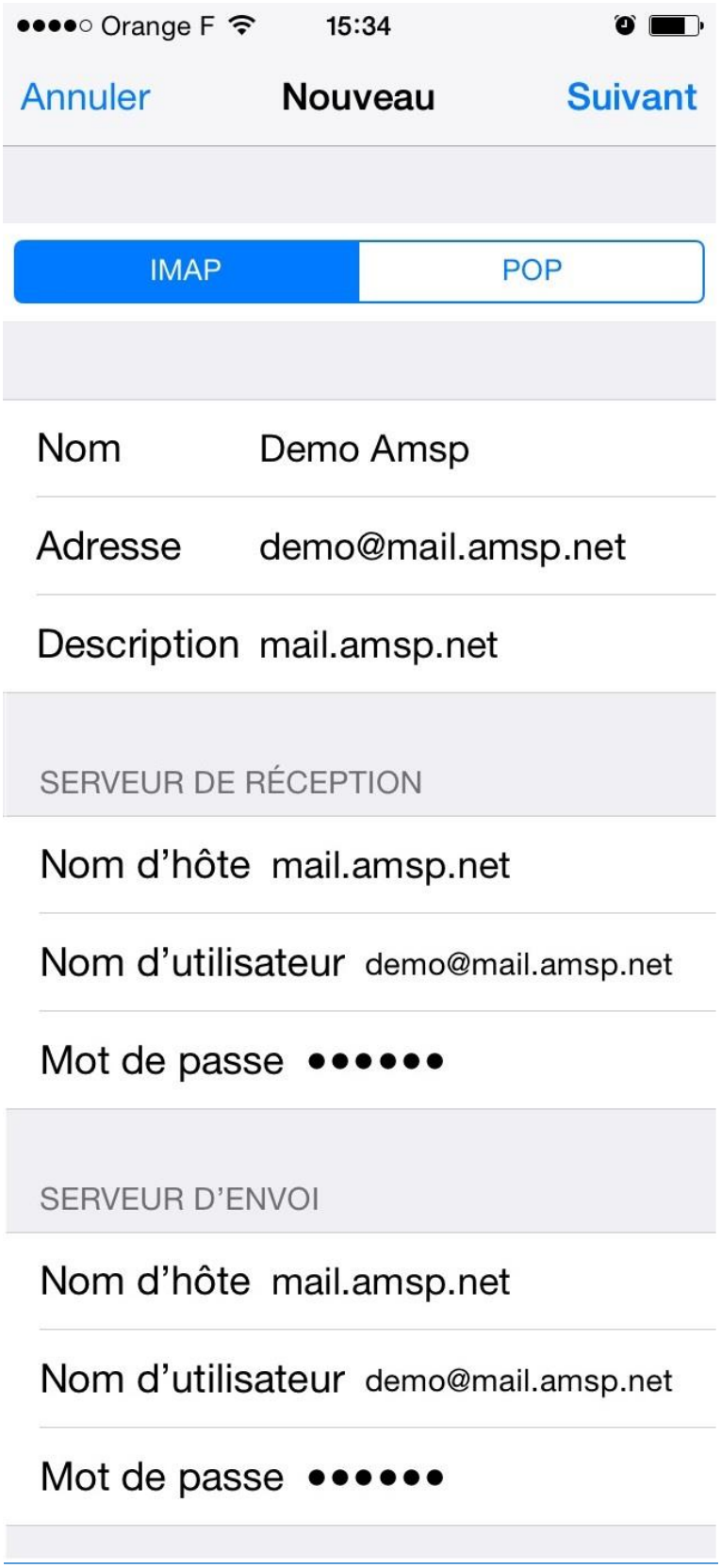
Thunderbird



Outlook



Mobile IOS

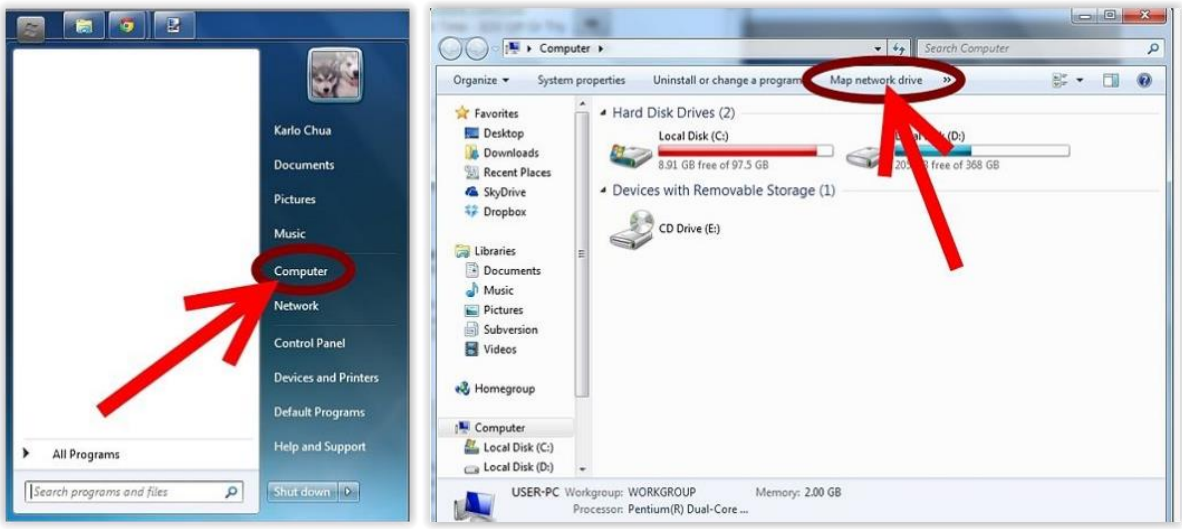

Orange F
15:34
Annuler
Nouveau
Suivant
IMAP
POP
Nom
Demo Amsp
Adresse
demo@mail.amsp.net
Description
mail.amsp.net
SERVEUR DE RÉCEPTION
Nom d'hôte
mail.amsp.net
Nom d'utilisateur
demo@mail.amsp.net
Mot de passe
SERVEUR D'ENVOI
Nom d'hôte
mail.amsp.net
Nom d'utilisateur
demo@mail.amsp.net
Mot de passe

3.2. Access to Drive

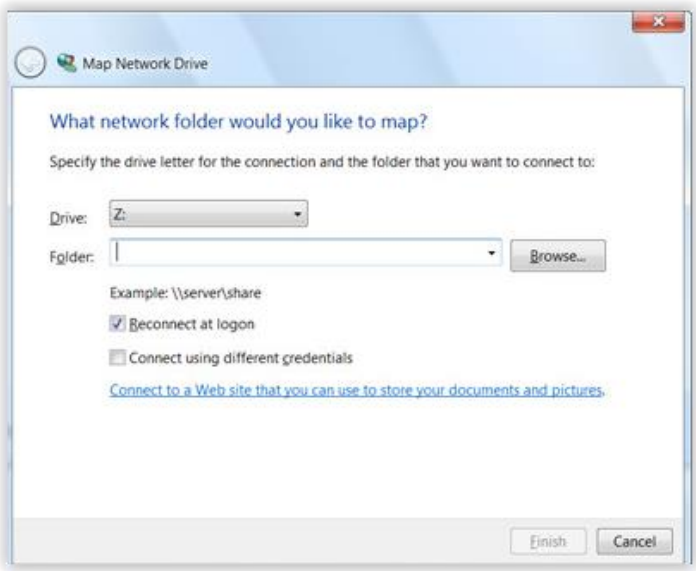
If your account has access to the file storage module Drive, you will be able to access to this space remotely. If you only has access to your mail and the Drive module is not active, please contact with your administrator.

This area can be reached remotely, here you have the process to configure it in windows.

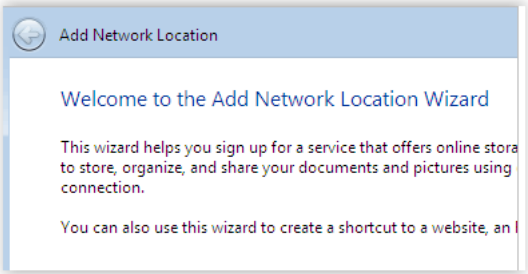
1. First we have to go to "Computer, then select "Map Network device"

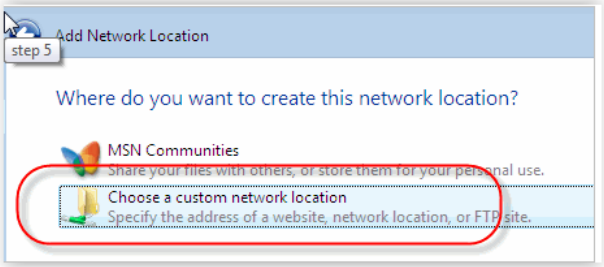


2. Click on the link "Connect to a Web Site that you can use to store your documents and pictures":



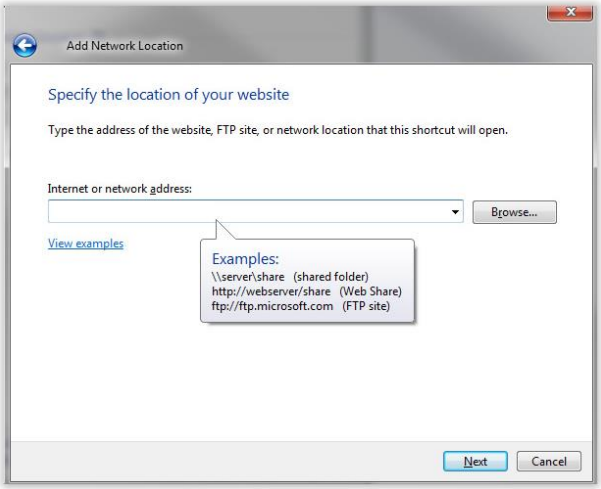
3. Follow the on-screen instructions and click next:





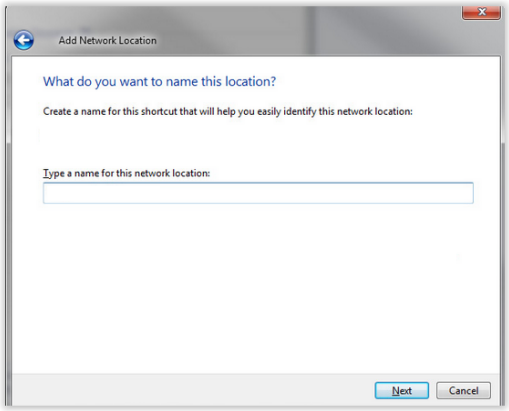
4. To the network address, insert the IP or the CNAME of the Virtual Machine AMSP (Contact with your administrator if you don't have this information), and right after this, write /webdav.

For example: ***https://CNAME/webdav***

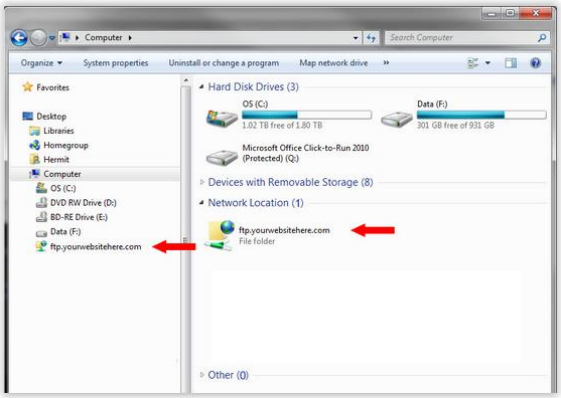


5. Click on "Next" and now you will need to insert your "User name" and "Password" that you normally use for login into Drive.

6. Select a name for your space:



7. Once you do this, you will be able to have access to your storing space Drive directly from "Computer", it will appear a new "Network Drive".



You will be able to access to your online space to add, modify or delete your files and folders inside there. Every action will be synchronized with the servers, and changes will be inmediatelly applied. You will be able to access to the server by using the module "*Folders*" in the Webmail.

IMPORTANT:

In order to access to your space Drive using this webdav protocol, the use of https:// is mandatory with Windows 7 and superior versions. Howevem each Virtual Machine AMSP is totally unique, then, we are not able to provide a unique certificate for every one of them,

Because of this, in order to make this work, you have a valid certificate for the CNAMe that you use for your Virtual machine AMSP. In caes you have any questions, contact your administrator.

If we don't have any valid certificate,nevertheless, it's possible to force the acceptation of your Webdav account in windows, by modifying a registry key.

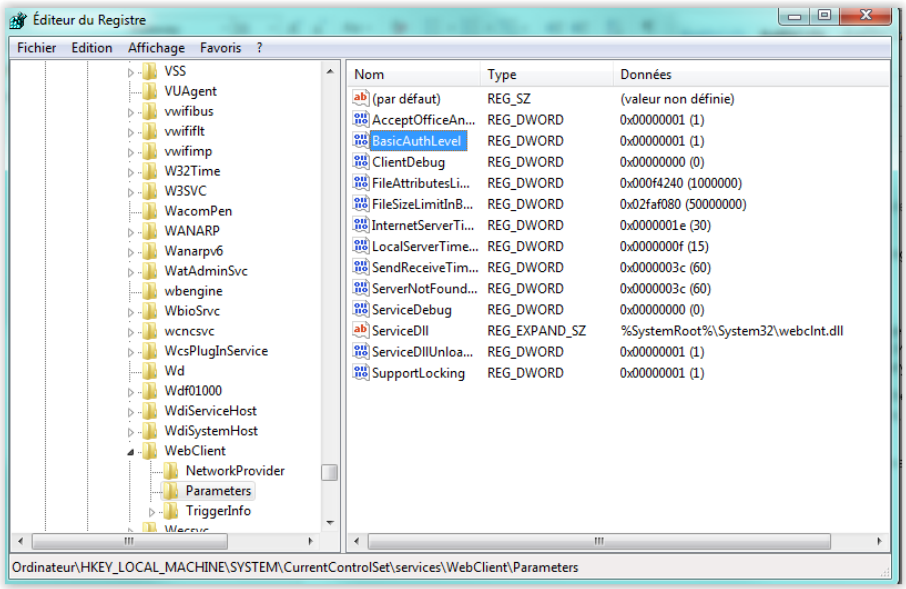
Click on the" Start" button, then enter "Regedit" on the search space:

Navigate until you reach the next registry:

[HKEY_LOCAL_MACHINE\SYSTEM\CurrentControlSet\services\WebClient\Parameters]

Modify the registry key:

BasicAuthLevel => replace the value 1 for 2

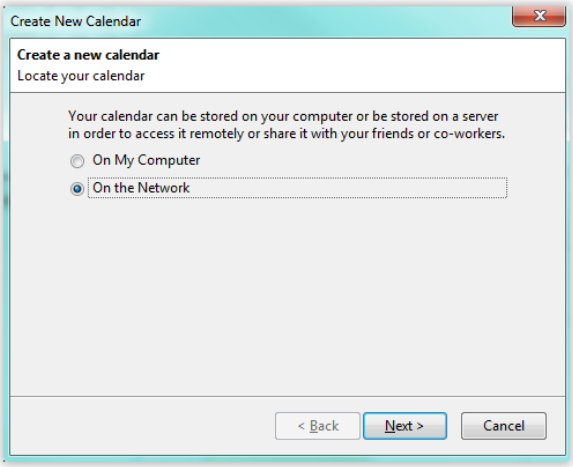


3.3. Calendar

Your calendar is available via Webdav protocol too. You can, for example, configure it on Thunderbird in order to synchronize your events with the server and consult them, or by the client or via Webmail.

In order to configure your calendar on Tunderbird, you need to have a plugin called "Lightning". The steps to follow are the next ones:

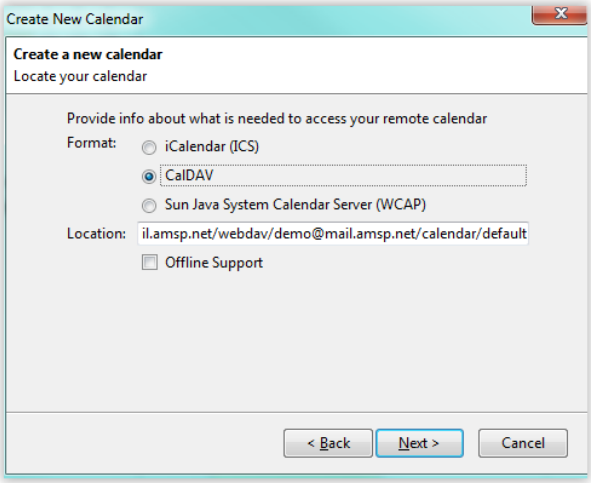
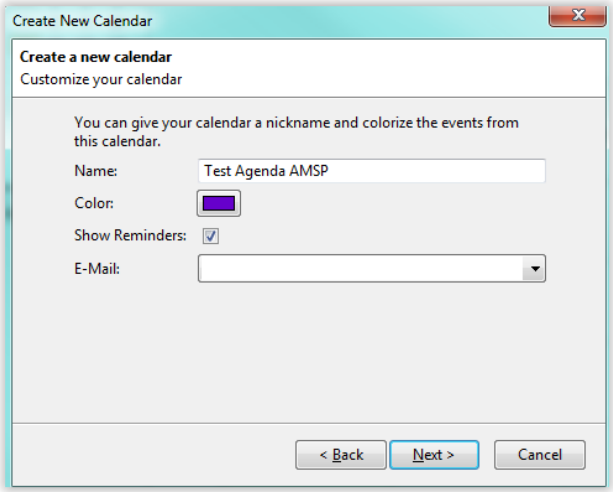
In the section "Calendar" right click and select "New calendar", then select "On the network":



Select "Caldav". The URL to introduce depends on the IP or the CNAME of the vVirtual Machine AMSP, if you don't have this information, contact your system administrator.

If our CNAME is mail.amsp.net, this URL will look like this:

https://mail.amsp.net/webdav/demo@mail.amsp.net/calendar/default



Click on "Next", then chose a name for your calendar, and a color that would represent your events in this calendar: