HKBN
Cloud Email Server User Manual

如何使用 WebMail (AJAX)
How to Make Use of WebMail (AJAX)

(Version 1.1)

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Overview | 概观

A carrier class messaging solution with outstanding technical support, CloudMail Email Server provides speed, security and reliability. A perfect answer to the complex challenges and requirements of a dynamic business environment, CloudMail features Groupware, Personal Organizer, Public Folders, Mail Lists, WebMail and much more.

CloudMail provides access to user accounts from anywhere through any web-browser or email client. The WebMail module allows users to read and compose messages, view and add events in the Calendar, accept or cancel Tasks, personalize the looks of the interface and many more account administration tasks.

一个运营商级數的信息传递解决方案與出色的技术支持，CloudMail 电子邮件服务器提供速度，安全性和可靠性。對於动态业务环境的复杂挑战和要求的一个完美答案，CloudMail 功能，群 件，个人信息管理，公共文件夹，邮件列表，邮局和更多。

CloudMail 从任何地方通过任何 Web 浏览器或电子邮件客户端提供用户帐户的访问。网页平 台模块允许用户阅读和撰写邮件，查看和添加日历中的事件，接受或取消任务，个性化的外观， 接口和多帐户管理任务。

Purpose of this Document | 本文档的目的

The purpose of this document is to provide a complete description of the CloudMail WebMail Service features and configuration. The manual will guide you through multiple basic tasks and detailed configuration options such as working with your emails, folders, Personal Organizer, setting filters and auto-responders etc.

本文件的目的是提供 CloudMail 完整的描述及邮件服务功能和配置。这本手册将引导您通过多个基本任务和详细的配置选项，例如您的电子邮件，文件夹，个人信息管理，设置过滤器和自动应答等工作

Chapter 1. Working with the WebMail Module in CloudMail | 第 1 章. 使用 CloudMail Webmail 模块

This section of the document presents the CloudMail WebMail Service features and configuration from a user's point of view. The following pages will present in detail how to connect to the WebMail interface, manage the respective user account, add contacts to the address book or create and manage email messages and WebMail folders.

When accessing the WebMail interface through a browser, the individual user can configure all parameters relative to their respective account, except for certain limitations imposed by the administrator (in terms of attachment size, mailbox quota, etc.).

本节的文档显示从用户的角度来看 CloudMail Webmail 服务的功能和配置。下面几页将详细展示如何连接到 Webmail 界面，管理相应的用户帐户，联系人添加到地址簿或创建和管理电子邮件和 Webmail 文件夹。

当通过浏览器访问 Webmail 界面，各自的账户可以配置相对于他们的所有参数，除了由管理员（附件大小，邮箱配额等方面）施加的局限性。

1.1. Accessing/Leaving the WebMail Interface | 进入/离开 Webmail 界面

Connecting to CloudMail WebMail

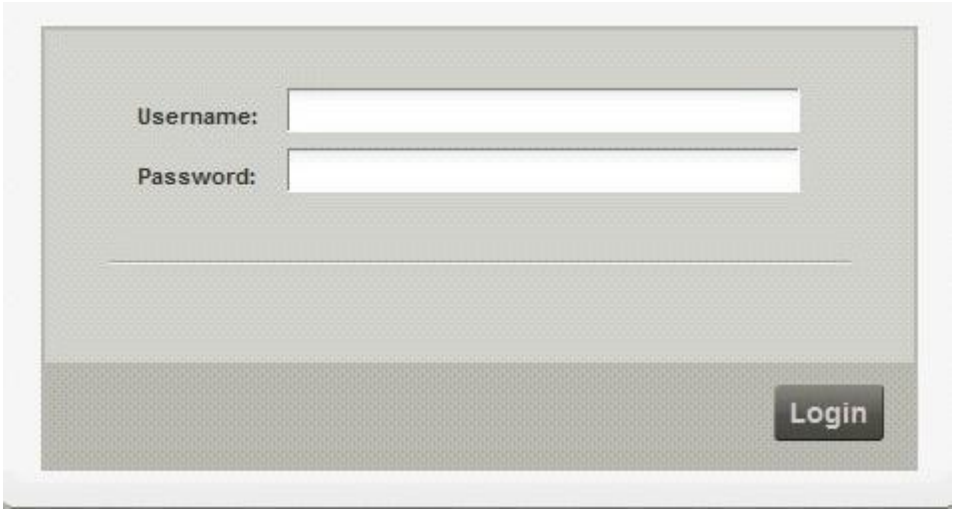
To connect to CloudMail WebMail, enter in your browser the URL http://cloudmail.hkbnes.net or the customized URL that your Webmail's DNS record pointed to CloudMail.

In the window thus displayed, enter the WebMail username and password provided by the system administrator.

连接到 CloudMail WebMail

要连接到 CloudMail WebMail ，在您的浏览器輸入 URL http://cloudmail.hkbnes.net 或 已指向 cloudmail DNS 我自定义 URL。

在显示窗口中，输入的 WebMail 系统管理员提供的用户名和密码。



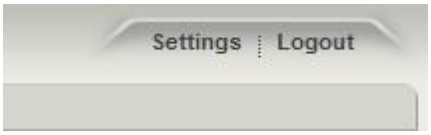
Click to **Standard interface** is able to switch to standard interface, please refer to Standard interface manual.
点击标准介面，可以切换到标准介面，請參考介面接口手冊。

Leaving CloudMail WebMail

To close the current WebMail session, click the Logout link (right upper corner, next to the Settings link).

离开 CloudMail 邮局

要关闭当前 WebMail 会话，请单击“注销”链接（右上角，旁边的“设置”链接）。



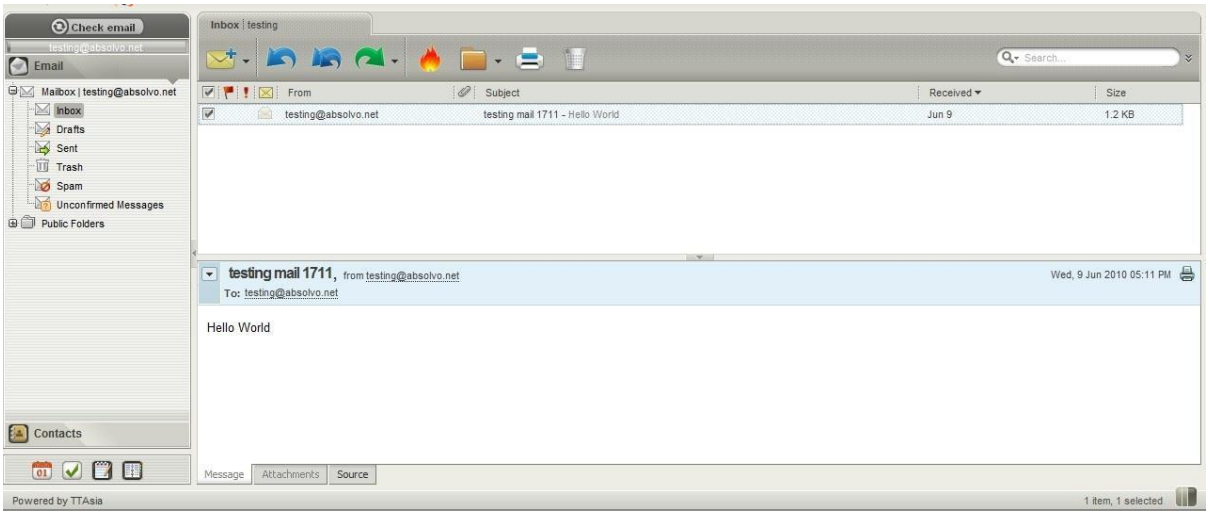
1.2. WebMail Features and Configuration | WebMail 功能和配置

Navigating in Your WebMail Account

The left panel of your WebMail account displays a tree structure containing the folders currently existing in your WebMail account. When first accessing your WebMail account, the structure looks like this:

Webmail 帐户导航

Webmail 左侧面板会显示一个树状结构，包含您的 Webmail 帐户目前现有的文件夹。当第一次访问您的 WebMail 帐户時，结构看起来像这样：



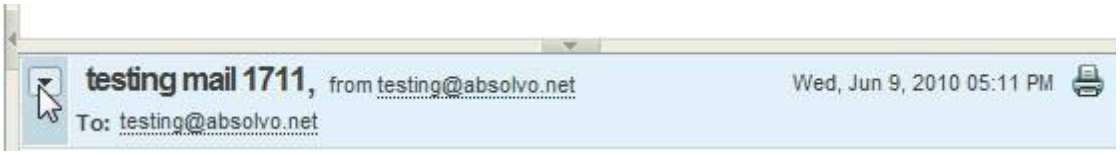
The folder structure helps you browse and manage the messages in your WebMail account:
文件夹结构，可以帮助您浏览和管理您的 Webmail 帐户中的消息：

The headers of the messages from the folder selected in the left panel are displayed on the upper right panel.

When selecting an email from the upper right panel by clicking on it, the message body will be displayed in the lower right Preview Pane. The Preview Pane can also be hidden by clicking "▾" icon above the Preview Pane. By default, the Preview Pane displays the subject, sender and date details of the email horizontally. To have them displayed vertically with recipient(s) detail, press the " ▼ " icon in front of the Subject line, as shown in the below picture.

在左边的面板中选择文件夹内的邮件會显示在右方的面板。

当从右上角的面板上选择一个电子邮件時，邮件正文将显示在右下方的预览窗格。点击“▾”图标可以隐藏“预览”窗格。默认情况下，在预览窗格中會以水平显示电子邮件的主题，发件人和日期的细节。如想垂直显示，可按主题行前面的 “▼”图标，如下面的图片所示。



Searching within your email account

You can search through the existing email messages stored in your account using the quick search option or the Advanced Search option.

搜索您帐户内的电子邮件

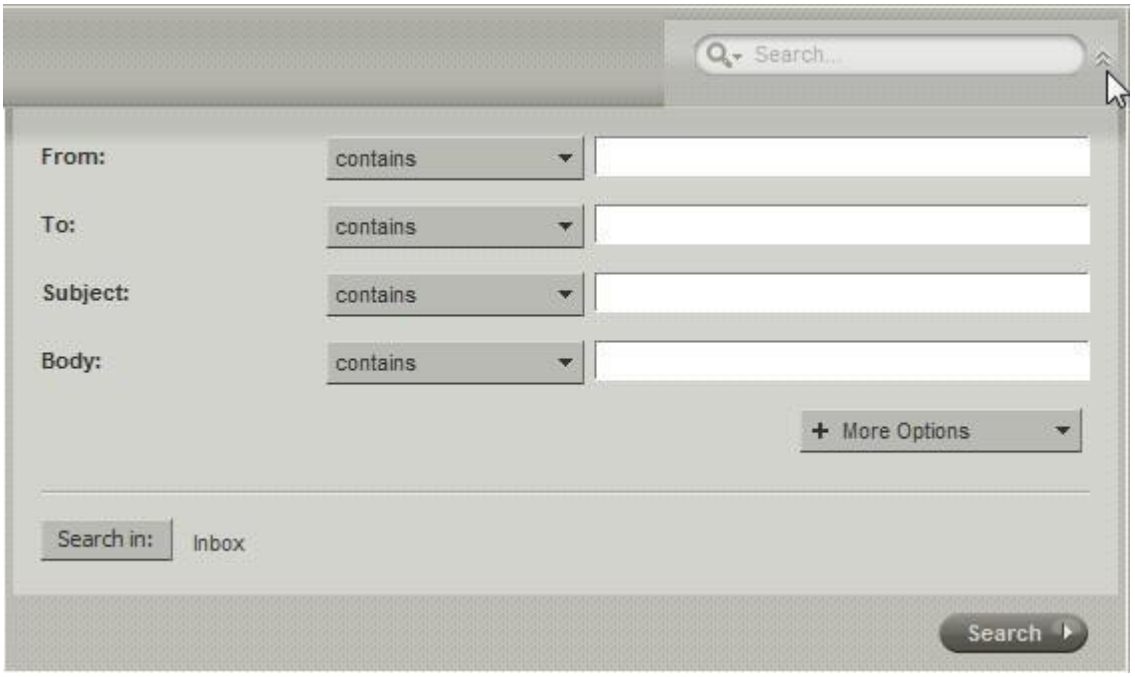
您可以使用快速搜索“选项或”高级搜索“选项搜索现有存储在您的帐户中的电子邮件信息。

For a quick search, go to the right upper corner of the WebMail page, type your query in the search filed and press the **“Enter”** button. The search results will be displayed in the same window and can be sorted by all fields displayed in the message list header (From, To, Subject, Date, Size).

For an advanced search, click the arrows on the right of Search box to use the Advanced Search option. In the new window choose whether the query should match all or just part of the specified search elements. Add as many search criteria as you need by clicking the “More Options”.

快速搜索，去 WebMail 页面的右上角“，键入您提交的搜索查询，然后按”Enter“键。搜 索结果将显示在同一窗口中，可以按照邮件头（发件人，收件人，主题，日期，大小） 段列显示。

对于高级的搜索，单击在右边的搜索框中的箭头可使用高级搜索选项。在新的窗口中选择“查询是否匹配所有或指定的搜索元素的只是其中的一部分。如需添加更多的搜索条件，請点击“更多选项”。



Use the drop-down menu to select the new search element type. Available options include setting search criteria relative to the subject, sender, body, date, send date, To, Cc, size of the email, flag, header or raw. To select the folders to search in click the **Search in:** button and in the new window select them, they will be displayed in the **Selected folders** section. Finally click the **Search** button to find the needed information.

NOTE: The Search function also supports internationalized searches. Having this feature, language-specific characters can now be used when running a search (i.e. using diacritics).

使用下拉菜单选择新的搜索类型。可用的选项包括设置搜索条件的主题，发件人，内文，日期，发送日期，收件人，抄送，电子邮件，标志，标头或原始的大小。要选择要搜索的文件夹，然后单击“搜索”：按钮，并在新窗口中选择它们，它们将显示在“选定的文件夹”部分。最后单击“搜索”按钮，找到所需要的信息。

注意：“搜索”功能还支持国际化的搜索。有了这个功能，现在可以使用特定语言的字符，运行搜索时（即使用附加符号）。

1.3. Working with Messages in WebMail | 使用 WebMail 信息

Main Button Bar

主按工具栏

Use the **New** button to create a new email message. The **Reply** and **Reply to All** buttons allow you to reply to a particular email message or to all previously selected messages. Use the **Forward** button to redirect a received email to a different recipient and the **Move** button to move an email message to a different folder. The **Delete** button allows you to delete previously selected messages.

The " ▼ " icon next with the button have drop down menu for more options to the button.

The **New** button has option to create contact or distribution list. The **Forward** button has option to forward inline or forward as attachment. The **Move** button has option to Move to or Copy to.

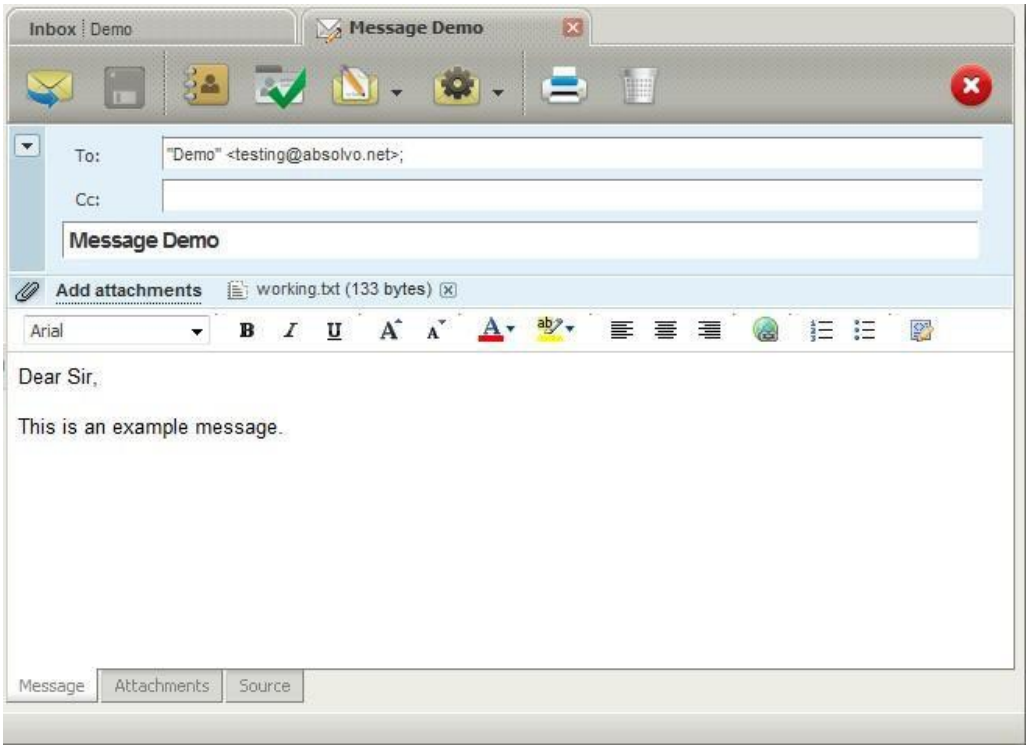
使用“新建”按钮可创建一个新的电子邮件。答复和答复所有的按钮可让你回复一个特定的电子邮件或 所有先前选中的消息。使用“转发”按钮，将收到的电子邮件重定向到不同的收件人和“移动”按钮移 动到不同的文件夹中的电子邮件。 “删除”按钮允许你删除先前选定的信息。 “▼”图标旁边的按钮有更多的选择按钮下拉菜单中。 “新建”按钮创建联系人或通讯组列表的选项。 “转发”按钮选项转发内嵌或作为附件。 “移动”按钮，选择移动或复制到。

Composing a new message

To compose a new message, press on the **New** button. A pop-up window similar to the one below is displayed.

撰写新邮件

要撰写新邮件，按“新建”按钮。弹出式窗口显示类似如下。

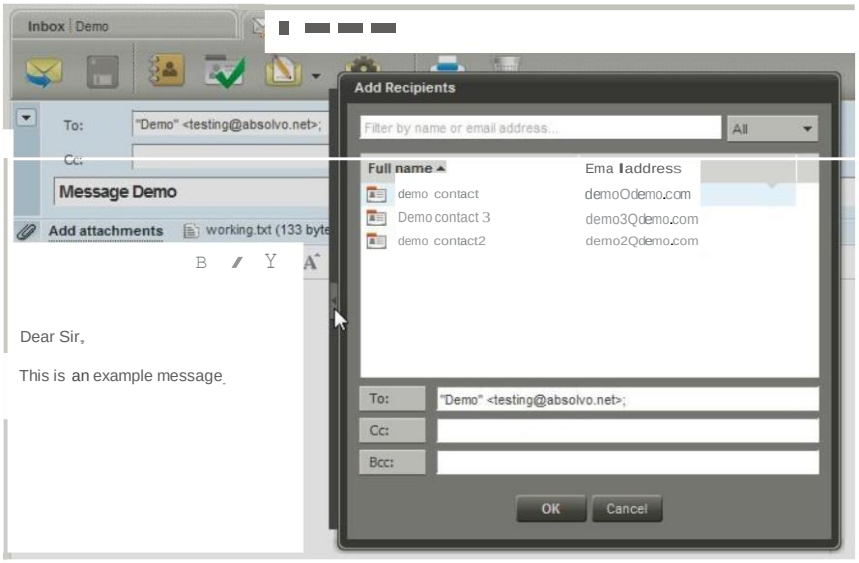


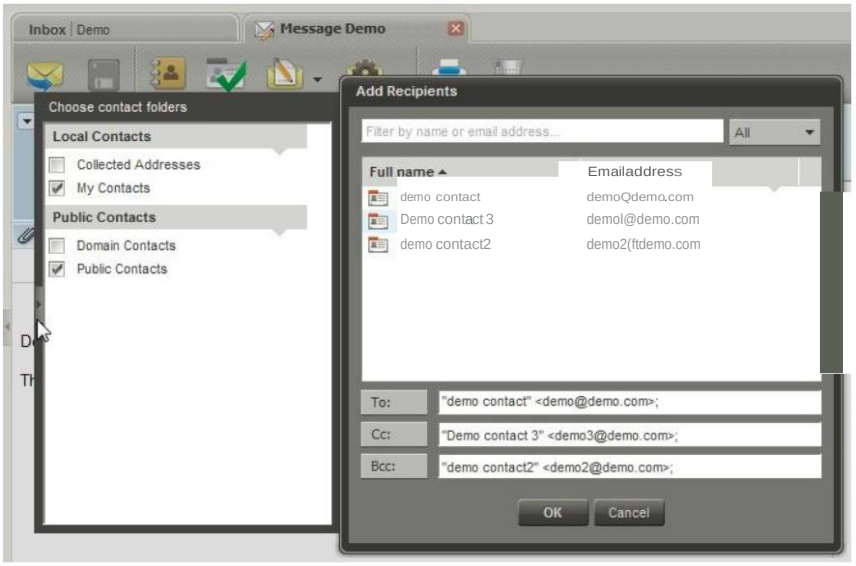
Steps for editing a new message in CloudMail WebMail |在 CloudMail WebMail 编辑新信息的步骤

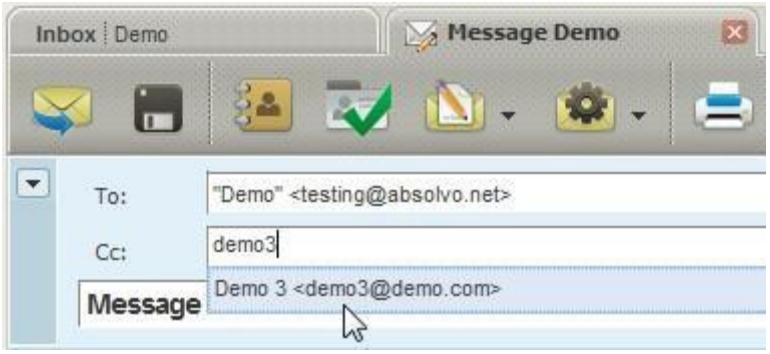
To edit an email message you need to take the following steps:
编辑电子邮件消息，需要采取以下步骤：

1. Enter the email addresses of the recipients in the To: field of the message (separated by commas if multiple) or add them from your existing address book by pressing the **Addressbook** button. The Addressbook gives users access to contacts defined for their account and also to Public and Domain contacts. First select the needed contact list, then select a specific one. There can select the contact folders by press the left arrow of the panel. Email addresses can be added automatically to the 'To', 'Cc' or 'Bcc' fields. To do so, click on the address to select it, then click the **To**, **Cc** or **Bcc** buttons. Press the **OK** button when you are done adding recipients or the **Cancel** button to quit.

   在“收件人”地址中输入电子邮件的收件人（如果有多个用逗号分隔），或按”通讯录“按钮，添加他们从现有的地址簿。地址簿，让用户定义他们的帐户，也给公共域联系人的联系人。首先选择需要的联系人列表，然后选择具体的联系人。按面板的左箭头可以选择联系人文件夹。电子邮件地址可以自动添加到“收件人”，“抄送”或“密件抄送”字段。要做到这一点，点击地址来选择它，然后单击“收件人”，“抄送”或“密件抄送”按钮。按“确定”按钮，当您完成添加收件人或“取消”按钮退出。


Inbox | Demo
Add Recipients
To: "Demo" <testing@absolvo.net>;
Cc:
Message Demo
Add attachments
working.txt (133 byte
Filter by name or email address...
All
Full name
Ema laddress
demo contact
demoOdemo.com
Demo contact 3
demo3Qdemo.com
demo contact2
demo2Qdemo.com
Dear Sir,
This is an example message.
To: "Demo" <testing@absolvo.net>;
Cc:
Bcc:
OK
Cancel

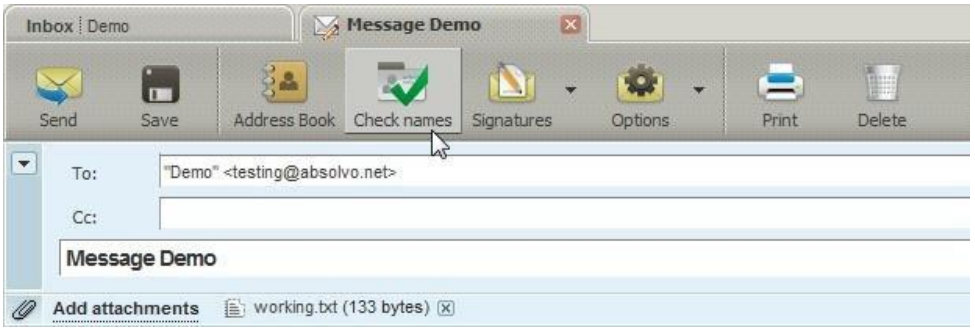

Inbox | Demo
Message Demo
Add Recipients
Choose contact folders
Local Contacts
Collected Addresses
My Contacts
Public Contacts
Domain Contacts
Public Contacts
Filter by name or email address...
All
Full name
Emailaddress
demo contact
demoQdemo.com
Demo contact 3
demol@demo.com
demo contact2
demo2(ftdemo.com
To: "demo contact" <demo@demo.com>;
Cc: "Demo contact 3" <demo3@demo.com>;
Bcc: "demo contact2" <demo2@demo.com>;
OK
Cancel



For any of these address fields, when typing the recipient addresses, if the respective addresses are already in your address book, the auto complete function will be enabled. Therefore, you can select the correct address and press Enter.

对于任何这些地址字段中，输入收件人地址时，如果相应的地址已经在您的地址簿，自动完成功能将被启用。因此，您可以选择正确的地址，然后按 Enter 键。

2. Use the **Check names** button to verify the validity of the email addresses you have inserted.
使用“检查名称”按钮可有效地對您插入的电子邮件地址进行验证。



3. Specify the subject of your message in the **Subject:** field.
在您我邮件主题中指定主题。

4. Use a different originating email address by clicking **Options** to select the **Show From** link and typing the address in the **From** field.
要使用不同的发送人电邮地址，单击“选项”，显示“发件人”並输入自定的地址。

WARNING! This option works only if the user has the 'Send Mail as' permission from the mailbox owner.
警告！此选项仅当用户的“发送邮件为”权限已被邮拥有者许可时才有效。

For information on how to define 'Send Mail as' permissions please see Sharing.
如何定义"发送邮件为“的权限，请参阅共享

5. Set the 'Reply-to' header for the email message. When clicking **Options** to select the '**Show Reply-To**' link, a new field appears containing your email address in default. When someone replies your email in the 'To' field the email address set here appears instead of the one in the 'From' header.

设置“回复”头的电子邮件消息。当单击“选项”，选择“显示回复”链接，在默认情况下会出现一个新的领域，其中包含您的电子邮件地址。当有人回复你的电子邮件的“收件人”字段

中的电子邮件地址集在这里，而不是一个出现在“发件人”头。

6. Edit your message in the message body. The user can now use rich text (Bold, Italic, Underline / Strike through, Different font face and size, Colors, Subscript, Superscript, Insert link, Bullets etc.) by HTML format. The user can select to **use plain text** in **Options** if do not need the formatting. There can switch to **use plain text** or **use HTML text** in the **Options**.

   在邮件正文中编辑您的信息。用户可以使用富文本格式（粗体，斜体，下划线/删除线，不同的字体和大小，颜色，下标，上标，下插入链接，子弹等），HTML 格式。如果不需要的格式用，户可以选择使用纯文本选项。可以切换到使用纯文本或 **HTML** 文本中的选项。

7. Add attachments to your message by pressing the **Add Attachments** button. To add an attachment, press on to browse, select the file and then press on the Open.. To add multiple attachments, repeat these actions as many times as you need.

   按“添加附件”按钮添附件加到您的邮件。要添加一个附件，按浏览，选择该文件，然后按就打开.. 如要添加多个附件，你需要多次重复这些动作。

8. After adding one or more attachments to a WebMail message, the attachment list is displayed on the right of **Add Attachments** button. You can delete the attachments one by one, by clicking on the corresponding [X] icon.

   當添加一个或多个附件到 WebMail 信息后，附件列表會显示在右边的“添加附件”按钮。您可以通过点击相应的[X]图标逐一删除附件。

9. You can save a draft of your current message at any time by pressing on the **Save** button and resume its editing at a later time.

   您可以在任何时候按“保存”按钮，保存草稿您目前的消息，并在以后的时间恢复它的编辑。

NOTE: The WebMail interface currently allows users to request '**Read Receipts**' when composing a new message as well as to optionally send a 'Read Receipt' when reading a message that was sent with the 'Request Read Receipt' option.

注： Webmail 撰写新邮件界面允许用户请求“已读回执”，以及可选发送“已读回执”阅读邮件时，发送的“请求阅读回执”选项。

10. You can access and change the Default ‘**Read Receipt**’ Settings by taking the following steps: in the ‘**Settings**’ tab, click on the ‘**Read receipts**’ option at the bottom of the ‘**Interface**’ pane, and on the bottom side of the option you will find both the ‘**Request Read Receipts**’ and ‘**Send Read Receipts**’ options, with the selectable values for the default settings.

    您可以访问和更改默认的“已读回执”设置采取以下步骤：在“设置”选项卡中，单击“已读回执”选项的“接口”窗格的底部，并在底部选项，你会发现“请求阅读回执”和“发送阅读收入”的选项，可选值的默认设置。

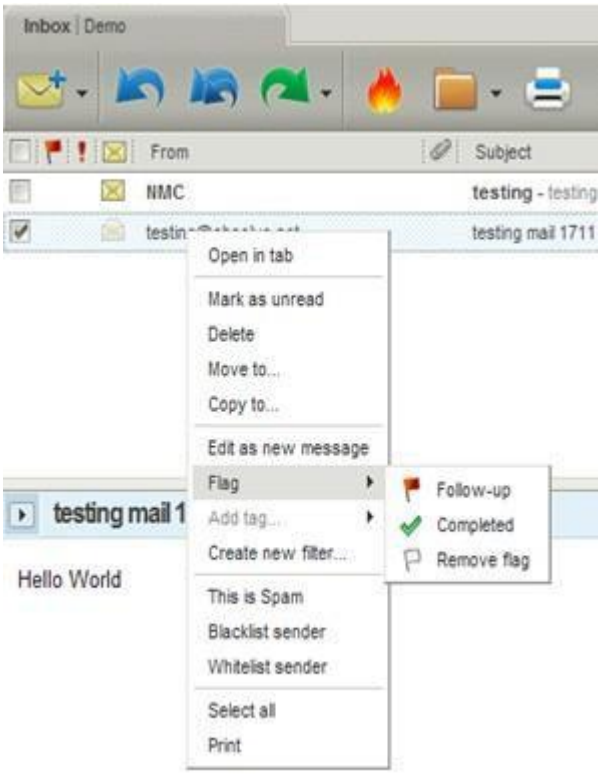
Marking messages |标记邮件

To mark a message, you must first select it in the upper panel by clicking on it. The selected message will have a tick in tick box. Multi-message selection is supported. Right click the selected message. Then choose one of the options displayed in the Mark as drop-down box:

- Select **Mark as read** to set the status of the currently selected message(s) to Read.
- Select **Mark as unread** to set the status of the currently selected message(s) to unread.
- Select **Flag > Follow-up** to add a Follow-up flag to the currently selected message(s).
- Select **Flag > Completed** to add a Completed flag to the currently selected messages(s).
- Select **Flag > Remove flag** to delete the flag for the currently selected message(s). This option is only available for previously flagged messages.

为了标记一个讯息，你必须首先选择在上方面板上按一下。选定的讯息将有打勾方框中打勾。支持多消息选择。右键单击选定的信息。然后选择标记为下拉框中显示的选项之一：

- 选择标记为已读的状态设置为当前选定的消息为已阅读。
- 选择“标记为未读的状态设置为当前选定的消息为未阅读。
- 选择标志>后续添加到当前选定的消息为一个后续标志。
- 选择标志>完成添加到当前选定的消息为已完成的标志。
- 选择标志>删除标记，删除当前选定的消息标志。此选项仅适用于先前标记的邮件。



Deleting messages | 删除信息

To delete one or more messages, select the message(s) and click on the Delete button (Trash icon) in the Main button bar or right click the selected message(s) to select Delete. Deleted messages will be permanently deleted or sent to the Trash folder depending on the user setting in Interface > Preferences or the `Move deleted emails to Trash` option set by the administrator in Account WebMail Options.

要删除一个或多个邮件，请选择消息，然后点击“删除”按钮（垃圾桶图标）在主按钮栏或右键单击选定的消息（S）中选择删除。删除的邮件将被永久删除，或根据用户的设置 界面>选项 ，或由管理员帐户邮箱管理设置将已删除的邮件发送到垃圾邮件选项。

1.4. WebMail Folders | WebMail 文件夹

Public Folders

Through the Public Folders, users may now share email messages, contacts, tasks etc. by simply copying and/or moving them to a public folder. System administrator can also associate a certain email address with a public folder. Thus, emails can be sent directly to the public folder, archiving options being also available.

Users can set other types of marking for their Public Folders, such as Read/Unread. These options affect the email messages of the respective individual account, not the actual content of the Public Folders.

公共文件夹

通过公共文件夹，用户可以通过简单的复制和/或将其移动到公共文件夹共享电子邮件，联系人，任务等。与公共文件夹中，系统管理员还可以特定电子邮件地址。因此，电子邮件可以直接发送到公共文件夹，也可存档选项。

用户可以设置其他类型的公共文件夹，如读/未读标记。这些选项会影响各自的个人帐户的电子邮件，而不是实际的公共文件夹的内容。

Special Folders

From both WebMail and Outlook, one can create a special type of folder: Mail, Calendar, Tasks, Journal, Contacts, Notes. Please click to corresponding folder type to create the specific Folder. Each special folder has type-specific view to display its contents (i.e. Calendar view(es) for calendar-type folders, Contacts view for contact-type folders and so on).

Aside from its specific view, each special folder type has a list view which consists of a list of objects in that folder. The list view has more pages so the user may view only a few items at a time. When editing an object in the list view, the user interface remembers the page so that after the object is updated the position in the list is not lost.

While in the list view special messages can be copied or moved from one special folder to another, if the folders have the same type. This action can also be performed in Outlook.

NOTE: After creation, the folder type cannot be modified.

For special public folders all action buttons are displayed, regardless of the permissions. When editing an item, the action buttons in the edit pop-up are displayed or not depending on the permissions. For example if the current user does not have 'Edit' (i.e. delete & create) permission, the 'Save' button does not exist; moreover, all input controls are disabled.

特殊文件夹

从 WebMail 和 Outlook，你可以创建一个特殊类型的文件夹：邮件，日历，任务，日记，通讯录，便笺。创建特定的文件夹，请单击相应的文件夹类型。每一个特殊的文件夹具有特定类型的视图来显示它的内 容（即日历视图（ES）的日历类型的文件夹，联系人查看接触式文件夹等）。

除了从特定的观点，每一个特殊的文件夹类型有一个列表视图，在该文件夹中的对象列表。列表视图中有更多的页面，这样用户可以只查看几个项目的时间。在列表视图中编辑对象时，用户界面还记得这样的对象被更新后，在列表中的位置不会丢失的页面。

在列表视图中的特殊信息可以被复制或从一个特殊的文件夹移动到另一个文件夹，如果有相同的类型。这个动作也可以在 Outlook 中完成。

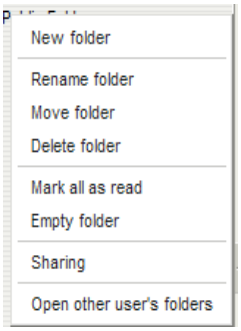
注：创建后，文件夹类型不能修改。

对于特殊的公共文件夹的权限，无论是显示所有的操作按钮。编辑一个项目时，动作按钮，在弹出窗口显示或不显示的权限。例如，如果当前用户没有“编辑”（即删除和创建）的权限，“保存”按钮不存在，而且，所有的输入控件會被禁用。

Managing Folders in WebMail | 在 WebMail 管理文件夹

Right click on any folder in the folder tree (be it personal, public or shared, mail, calendar, task, journal or notes) brings-up a context menu with the following options: New folder, Rename folder, Move folder, Delete folder, Mark all as read, Empty folder, Sharing, Open/Close other user's folder.

右键单击文件夹树中的任何文件夹（无论是个人，公共或共享，邮件，日历，任务，日记或笔记）带来了一个上下文菜单，下列选项：新建文件夹，重命名文件夹，移动文件夹，删除文件夹标记为已读，空文件夹，共享，打开/关闭其他用户的文件夹。



These options always appear in the context menu, if they work or not depends on the specific permissions set on the selected folders.

For example when creating a new folder a new window is displayed allowing you to specify the name of the new folder in the **Folder name** text area. To finish create press Enter or cancel press Esc if you changed your mind.

这些选项总是出现在上下文菜单中，如果他们的工作或不依赖于所选择的文件夹的具体权限设置。 例如，当创建一个新的文件夹，显示一个新的窗口，允许您指定的新文件夹，在文件夹名称的文本区域的名称。要完成创建按 Enter 键或如果你改变主意了可按 Esc 键取消。

All folder options: moving, deleting etc. can also perform by drag-and-drop.
通过拖拽和拖放也可以执行所有文件夹选项：移动，删除等。

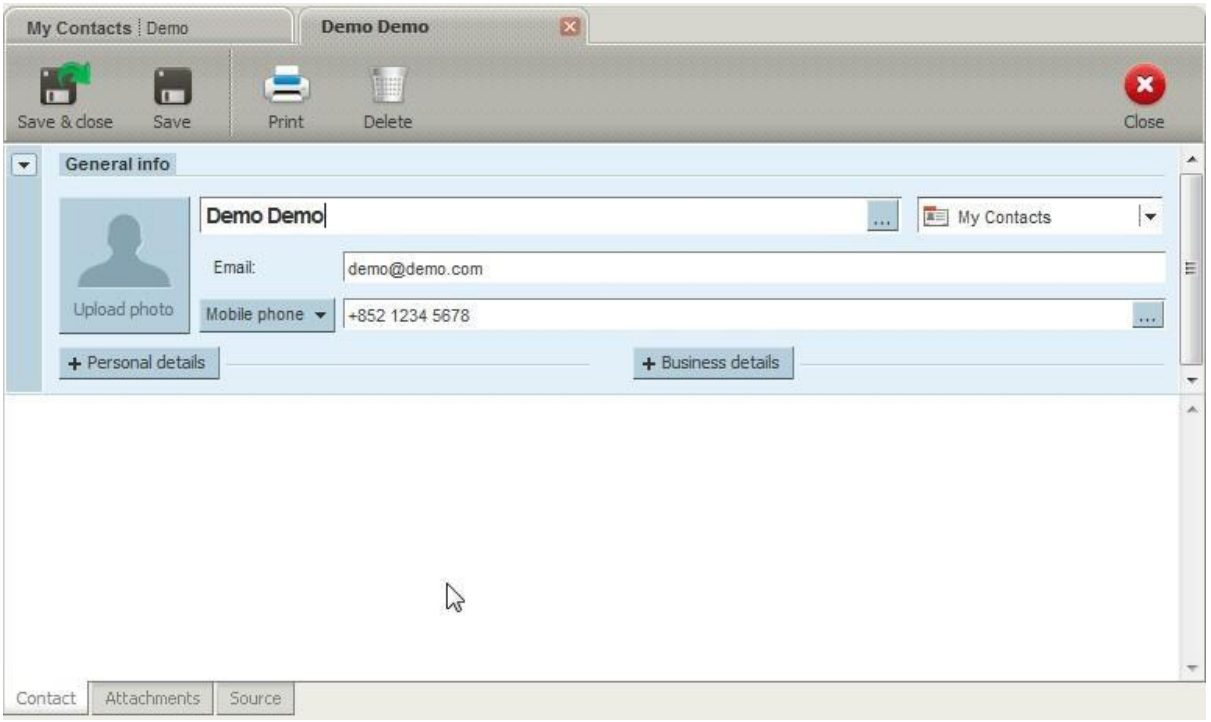
Managing Contacts in WebMail | 在 WebMail 管理联系人

To define your address book access the Contacts folder from the folder tree. You can either add them one by one or import an existing address book in Settings > Import/Export. 要定义你文件夹树的地址簿访问联系人。您可以逐一添加或导入一个现有的地址簿 设置>导入/导出。

Click the **New contact** button to create a new contact and fill in the details.

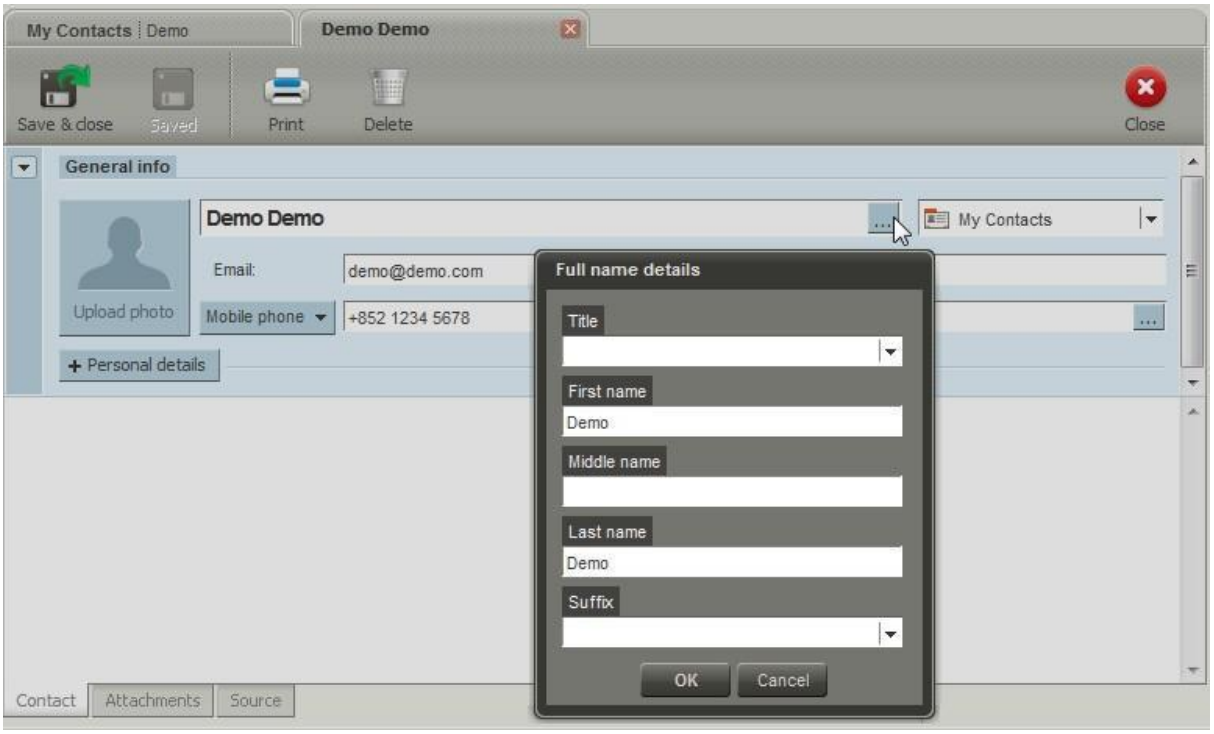
点击新联系人按钮，创建一个新的联系人，并填写详细资料。

General Details | 一般细节

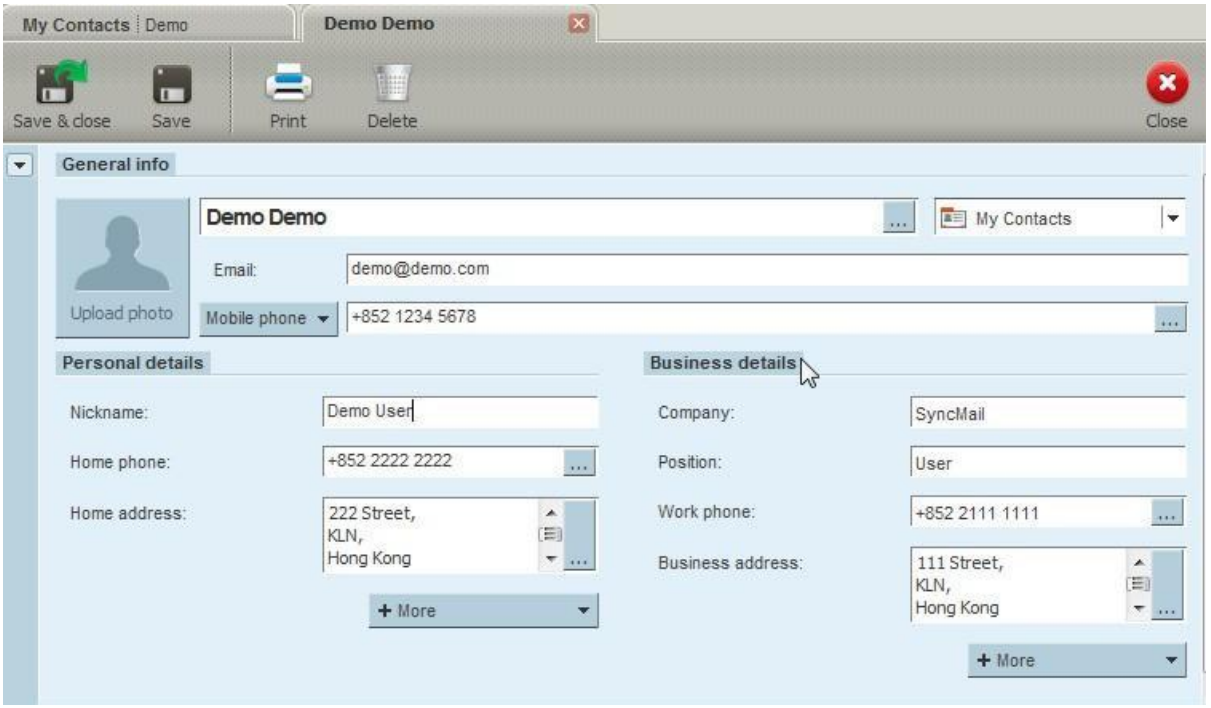


Use the **Name**, **Email and Phone** text fields to specify the name, email address and contact number of the new contact you want to add. To specify the contact's name detail, click to "…" to use **Full name details** field.

使用姓名，电子邮件和电话文字栏去指定你要添加新的联系人的姓名，电子邮件地址和电话号码。点击"**...**"可指定联系人的姓名资料及使用全名的详细信息字段。



Additional Info | 其它信息



You can specify a personal details by clicking " **+ Personal details**". Fill in the Nickname, Home phone and address fields. Use "**+ More**" for extra fields, i.e. Personal email, Messenger IDs..

Using the **"+ Business details"**, you can specify the business details for your new contact. Use the **Company** and **Work phone** fields to specify the office contact details. Use "**+ More**" for extra fields, i.e. Business email, Business Fax. Finally the **Notes** text field at the button of these details can be used to type any information regarding the currently edited contact.

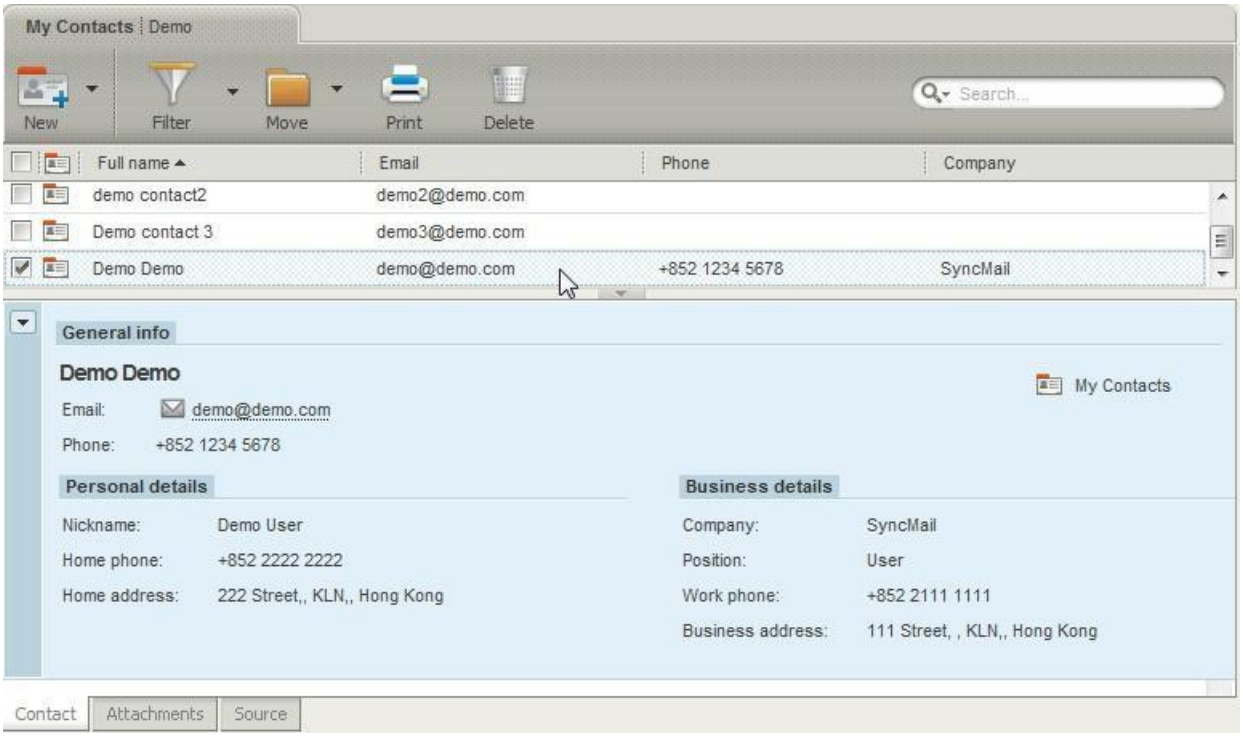
Make sure to press the **Save&Close** button to save the contact you just added or the details you changed.
Edit the contact by double clicking on it. To delete an existing contact, select the contact and use the **Delete** icon to remove selected contact. Multi contact selection is also supported. To send a new email to a contact, right click the selected contact(s) to select “Send new email”.
Click the Details icon (the triangle icon ▼on the left of General Info) to see/hide all the information regarding that contact.

通过点击“**+**个人详细资料”，您可以指定个人信息。填写昵称，家庭电话和地址字段。使用“**+**更多”额外的字段，如个人电子邮件，即时通讯的 ID..

使用“**+**业务细节”，您可以指定新联络人的业务细节。使用公司及工作电话字段指定办事处联系细节。使用“+ 更多”字段，例: 企业邮箱，商务传真。最后，在最下的注释文本字段中，这些细节可以用来 输入关于当前联络人的任何信息。

请务必按“保存并关闭”按钮以保存您刚才添加或改变细节的联系人。 双击可编辑联系人。要删除一个现

有的联系人，先选择联系人，并使用“删除”图标删除选定的联系人。
还支持多联系人选择。要发一个新电邮到联系人，右键单击选定的联系，选择“发送新邮件”。单击“详细信息”图标（三角形图标▼左边的基本信息）查看/隐藏所有有关联系人的信息“。



1.5. Working with the Personal Organizer in WebMail | WebMail 个人信息管理

Having time management and mobility needs in mind, the CloudMail Email Server comes with a Personal Organizer module available from both CloudMail's WebMail interface and Outlook email client. The Personal Organizer comprises tools such as calendar, tasks, journal, notes and collaborative support. Those functions will open in Standard Interface.

This section aims to explain how the new management tools can be used. Each of them - calendar, journal, notes, tasks - is described in a separate subsection, with all its features and usage alternatives.

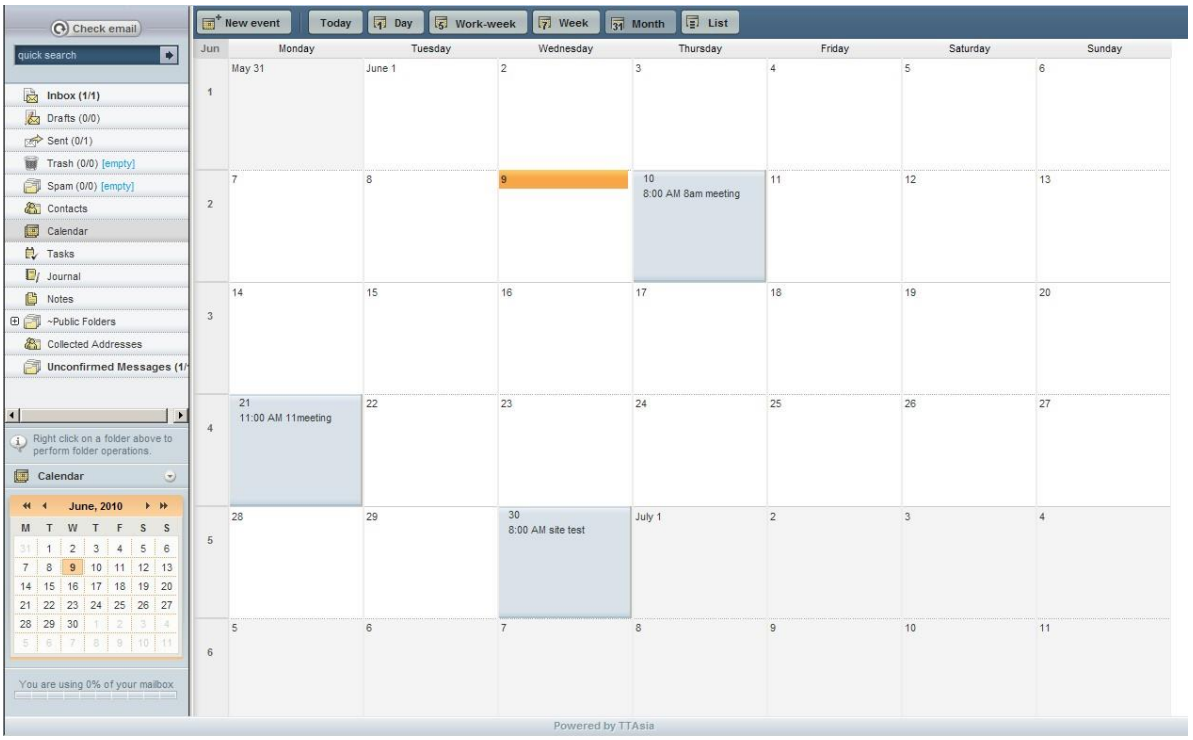
拥有时间管理和移动性的需求， CloudMail 邮件服务器擁有个人信息管理模块，在 CloudMail 的 WebMail 界面和 Outlook 电子邮件客户端中也有。个人信息管理包括工具，如日历，任务，日记，笔记和协作支持。这些功能将在标准页面。

本节旨在说明如何在新的管理工具可以使用。每个 - 日历，日记，笔记，任务 –分别会在单独的小节描述，其所有功能和替代用法。

1.5.1. Working with your Calendar | 使用日历

The Calendar helps users plan and schedule their work-related or personal events and to have a clear and detailed view of their work, thus enabling an improved time management. To access your Calendar, you can either click the **Calendar** folder in the folder tree structure placed on the left hand side of your WebMail account or click on any day of the calendar displayed in the lower left corner of the interface.

日历可以帮助用户计划和安排与工作有关的或个人的活动和他们工作的详细视图，从而使用户能够改进时间管理。要访问您的日历，你可以单击“日历”文件夹，日历放在您的 Webmail 帐户的左侧文件夹树结构或点击任左下角何一天的日历显示。

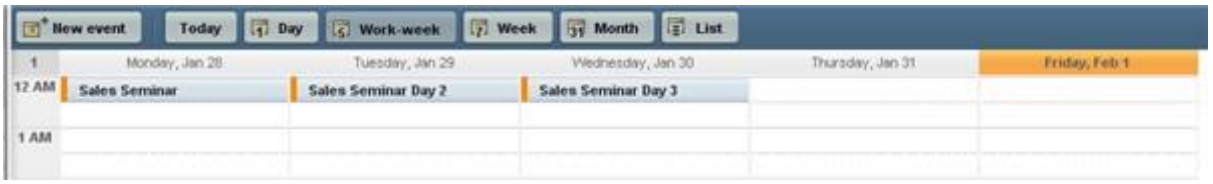


The upper button bar displayed when the Calendar is accessed gives access to the following options:

- **New event** - creates a new event. To create an event in a certain day, either select it first using the calendar displayed in the lower left corner. Use the left and right arrows to change months of the current year and the double right and left arrows to change the year.
- **Today** - when hit, it marks the current day events
- **Day view** - displays the events for one day at a time
- **Work-week view** - displays work days, Monday to Friday

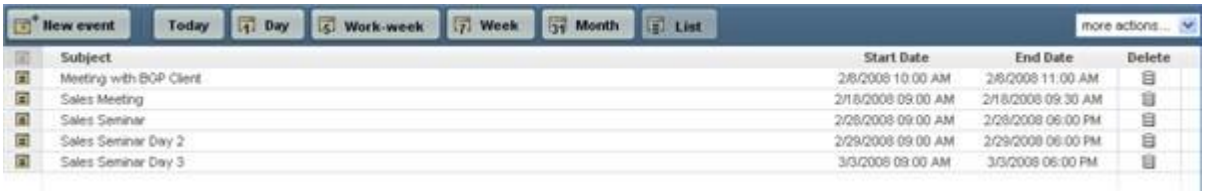
访问日历时显示的按钮栏上可以访问下列选项：

- 新事件 - 创建一个新的事件。要创建一个事件中的某一天，或者选择先用日历显示在左下角。使用左，右箭头来改变个月的本年度和双左，右箭头改变的一年。
- 今天 - 击中时，它标志着当前的全天事件
- 日视图 - 显示一天的事件
- 工作周视图 - 显示工作日，周一至周五



- **Week view** - displays the entire week
- **Month view** - displays the events for the whole month
- **List view** - displays the existing list of events.

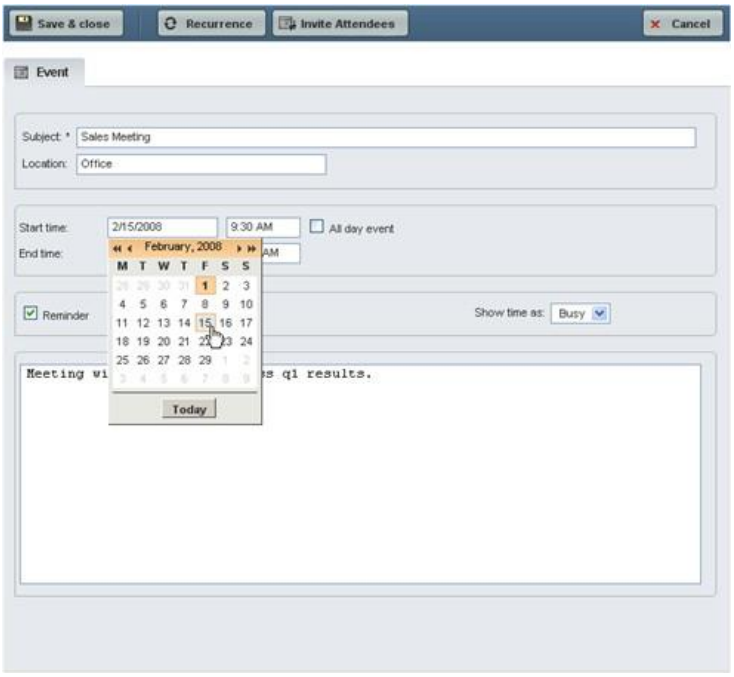
- 周视图 - 显示整个星期
- 月视图 - 显示整个月的事件
- 列表视图 - 显示现有的事件列表。



Creating a New Event |创建新事件

When creating a new event, you have to first type a **Subject** (required) and then a location, specifying where the event takes place. You can either create an event that lasts throughout the day by checking the **All day event** option, or you can specify limits for the new event. To do so, click the date and time selection boxes for both the **Start** and **End date** of your event.

当创建一个新的事件時，你必须先输入一个标题（必要的），然后指定事件发生的位置。您可以创建一个事件持续一整天的全日事件选项，您可以指定限制新的事件。要做到这一点，你的活动的开始和结束日期的日期和时间选择框。



Should you like to be prompted that a certain event is about to start, check the **Reminder** box and set your desired time interval. You can also use the available text field to type in any details or explanations regarding your current event. Set the events transparency to "Busy" or "Free" using the drop-down menu in the "**Show time as**" section. This option will affect the resource availability displayed in the Free/Busy tab. More information is available below on this page.

To save your event, press the **Save & Close** button. To abort configuring the event, hit **Cancel**. There can also use the **Invite** button to invite others to attend the event you are creating.

Existing events can be edited at any given later date. To do so, select the desired entry by double-clicking it, regardless of the selected view type. After making the needed alterations, hit the **Save & Close** button.

Should you like to delete the entry, press the **Delete** icon added to the editing window. Additionally, when using the List view, you can use the edit end delete icons appended to each event.

如果您想收到一个特定事件即将發生的提示，请选举提醒框，并设置所需的时间间隔。您还可以使用可用的文本字段中输入您的当前事件的任何细节或解释。使用下拉菜单中的“显示时间为”一节可设置事件的透明度为“忙”或“有空”。此选项会影响选项卡中显示的资源可用性的忙/闲。更多信息，请访问下面这个页面。

为了保存您的事件，按“保存并关闭”按钮。要中止配置的情况下，按下取消。也可以使用“邀请”按钮，邀请其他人参加你所创建的事件。

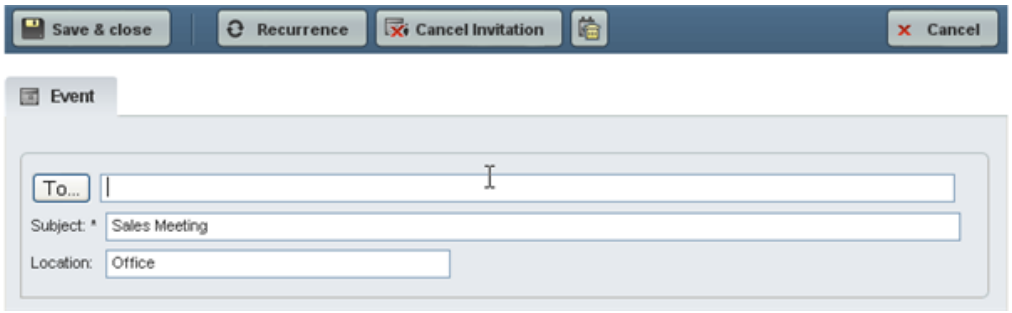
您可编辑现有的事件。要做到这一点，选择所需的条目，双击它，变更所需要的改变后，按保存并关闭按钮。

如果你想删除事件目，按“删除”图标添加到编辑窗口。此外，在使用列表视图中，您可以使用编辑结束删除图标添加到每个事件。

Inviting Attendees| 邀请出席者

When hitting the **Invite Attendees** button, a new text field and a To button are added in the upper side of the event editing window. If you want to abort inviting process, press the **Cancel Invitation** button that replaces the initial **Invite Attendees** option.

按“邀请出席者”按钮时，一个新的文本字段和一个收件人按钮會添加在事件编辑窗口的上部。如果你想中止邀请过程中，按“取消邀请”按钮，取代了最初的邀请出席者“选项。

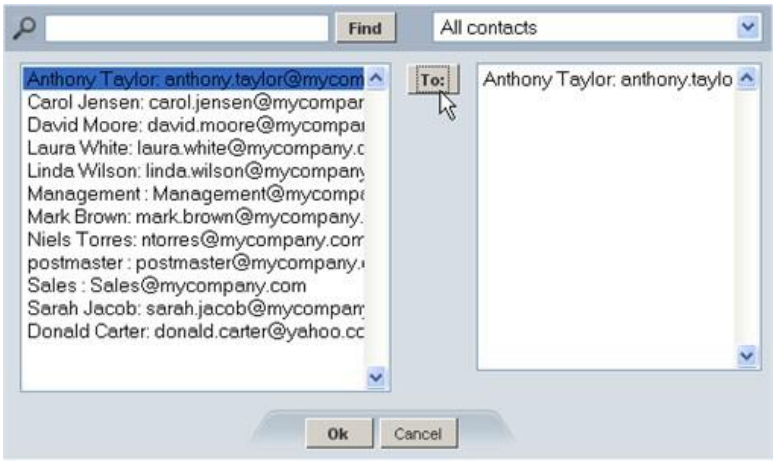


You can either type the email addresses of the persons you want to invite at the event, or you can access your existing contacts by hitting the **To** button. When accessing your contacts using the To button, a new pop-up window appears, allowing you to choose which contacts to display in the left hand pane, as shown below. Available options are 'All contacts', 'My contacts', 'Public contacts' and 'Domain contacts'.

您可以在事件中输入您想邀请的人的电子邮件地址，或按"收件人"按钮访问现有的联系人。当按"收件人"按钮访问您的联系人時，会出现一个新的弹出式窗口，让你选择哪一个显示在左侧窗格中的联系人，如下图所示。可用的选项是“所有联系人”，“我的联系人”，“公开接触”和“域联系人”。

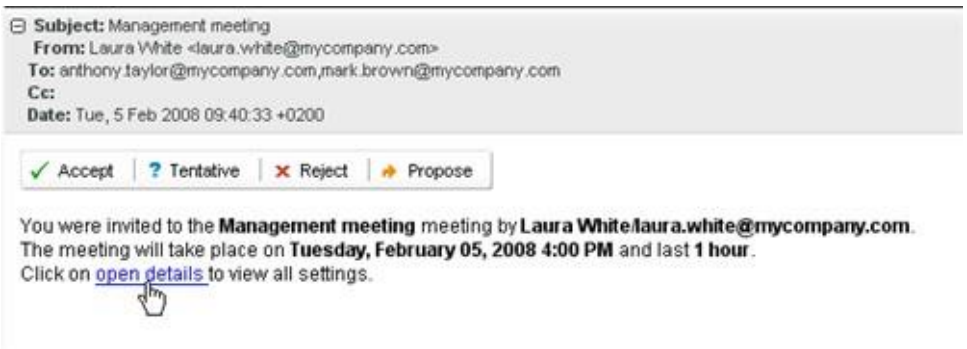
Select the email address of the contact you want to invite with a mouse click, then press the **To** button. To select several contacts, press **Ctrl** on your keyboard. To delete a contact from the list of attendees to be invited, click their email address in the right hand pane and press **Delete** on your keyboard. When you are done selecting attendees, press **OK** to have the email invitations sent to them. To discard the inviting process, hit **Cancel**.

选择用鼠标点击要邀请的联系人的电子邮件地址，然后按收件人按钮。要选择多个联系人，请按键盘上的 Ctrl 键。要删除联系人从被邀请的与会者列表，在右侧窗格中单击他们的电子邮件地址，然后按键盘上的 **Delete** 键。当您完成选择参加者，按 **OK** 键发送邀请。按下“取消”放弃邀请。



Attendees will then receive an invitation email in their Inboxes, prompting them to take action:

出席者会者将收到一封邀请电子邮件在收件箱中，促使他们采取行动：

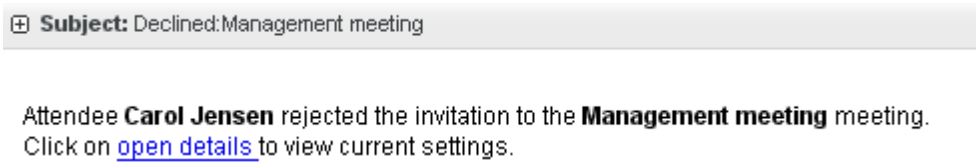


To view the details of the event they are invited to attend, users need to click on "open details". The available options are to **Accept** the meeting, to accept it without guaranteeing attendance - **Tentative**, **Reject** it, or **Propose** a change in the event details.

When an attendee takes a certain action, other than **Propose**, the organizer receives a notification email that requires no further action to be taken.

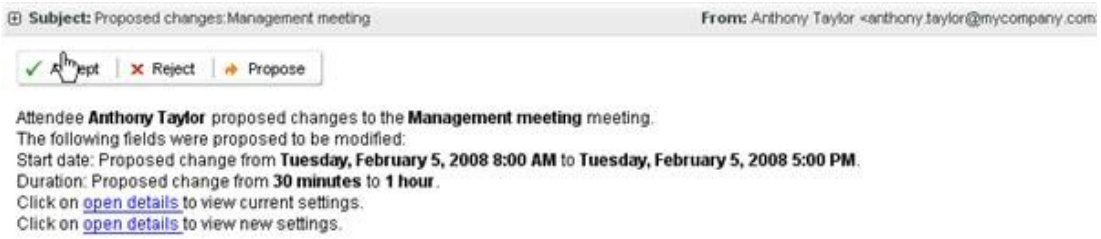
要查看邀请出席详细的事件信息，用户需要点击“查看详情”。可用的选项有接受会议，”接受但不保证出席”，“暂定”，“拒绝”，或提议改变事件的详细信息。

当出席者选了正確的動作而不是提议改变事件，主办单位將收到通知电邮，要求没有进一步要采取的行动。



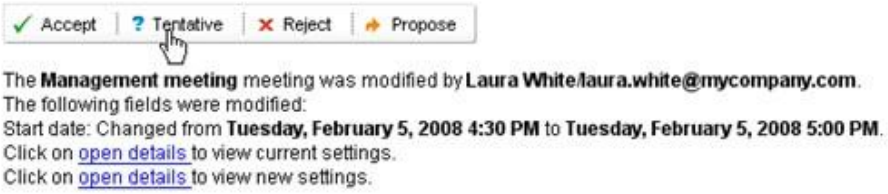
If, on the other hand, the invited attendees have proposed changes to the event, the organizer will receive an email prompting him/her to take action. The available options are **Accept/Reject** changes or **Propose** a new modification of the event specifics.

另一方面，如果被邀请的出席者提出变更事件，主办单位将收到一封电子邮件，提示他/她采取行动。可用的选项是接受/拒绝变化或事件的具体细节提出新的修改。



When dealing with proposed changes, attendees have one more option, **Tentative**, which gives them the possibility to accept the changes partially, without guaranteeing thy will actually take part in the event.

处理建议修改时，出席者有更多的选择，暂定給他们接受但没有保证，你将参加事件的可能性。



Important! If participants to a certain event take different actions when changes are proposed (i.e. some accept them, while others reject them), the organizer has the final say.

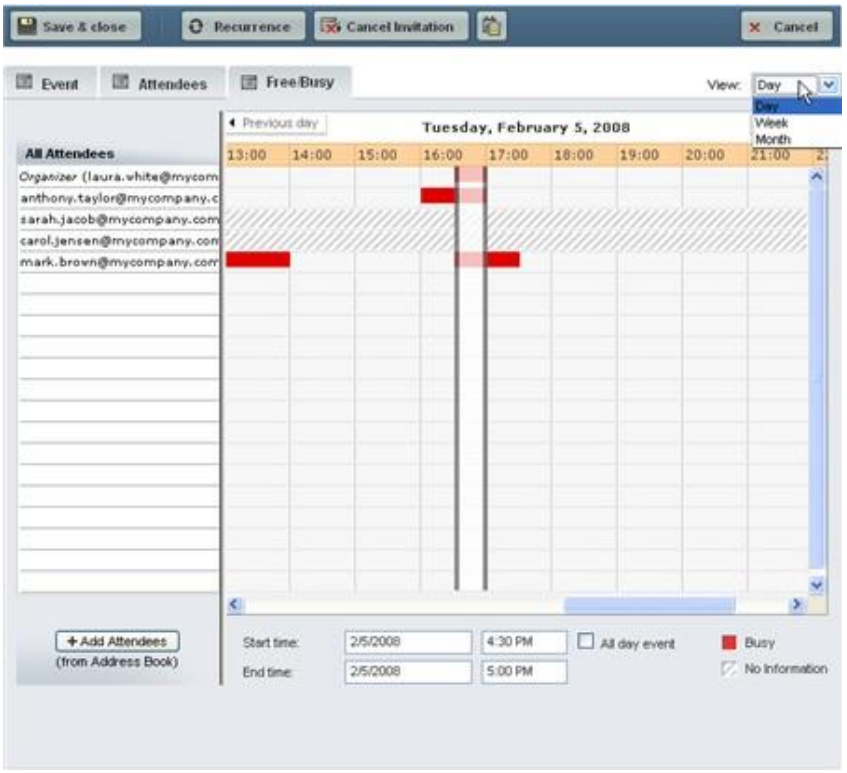
重要！如果参与者采取不同的行动提出更改事件时，（即一些接受但部份拒绝他的），主办单位拥有最终决定权。

When inviting others to take part in a certain event, the event editing window will also be modified. A new tab called attendees will be added, showing the course of action taken by those invited. The available status options are 'Accepted', 'Declined', 'Tentative' and 'need action'.

当邀请其他人参加一个特定的事件時，事件编辑窗口也将被修改。称为参与者将加入一个新的标签，显示过程中所采取的行动。可用的状态选择“接受”，“拒绝”，“暂定”和“需要采取行动”。

In the Free/Busy tab the attendee availability is displayed IF the user editing the event has the 'Read Free/Busy status' permission on the attendee's mailbox. This feature is available only in the WebMail interface.

用户编辑事件，忙/闲选项卡上會显示参与者的可用性“阅读参与者的邮箱忙/闲状态的权限”。此功能仅适用于 Webmail 界面。

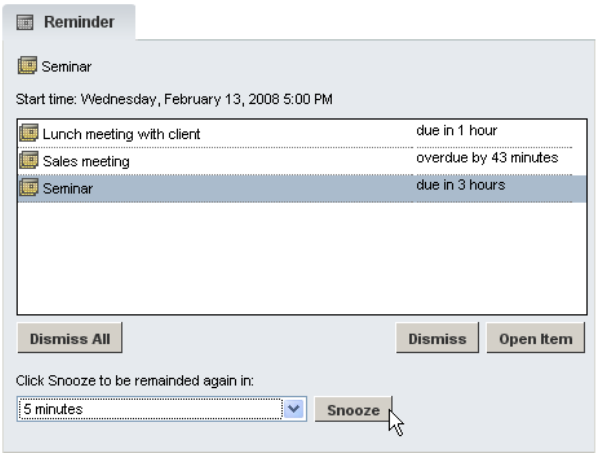


Reminder options | 提醒选项

If you have chosen to be reminded of a certain event, at the specified time, a pop-up will appear at the given time and date. If no action is taken, it will reappear each time the WebMail interface is automatically refreshed. Hence, it depends on the refresh settings configured in the **Settings > Webmail Data** page of **Standard Interface Settings**. Alternatively, you can have the reminder postponed using the available snooze options, by choosing a repeat interval in the corresponding drop-down menu and by hitting the Snooze button.

如果你已经选择了一个特定的事件，在指定的时间提醒，一个弹出窗口将出现在给定的时间和日期。如果不采取任何行动，它会重新出现於 Webmail 界面自动刷新時。因此，它依赖于标准介面设置**>WebMai** 资料內刷新的设置。或者，您可以延期功能选项，在相应的下拉菜单中选择重复间隔和按重响按钮的提示。

Important! If the auto-refresh option is disabled, reminders will not function.
重要！如果自动刷新选项被禁用，提醒将无法正常工作。



If you want to see the details of an event you are reminded of, press the **Open Item** button. To dismiss a certain task, select it and press the **Dismiss** button. Use the **Dismiss All** button to discard all pending events.

如果你想看到事件提醒的细节，按打开按钮。要关闭一个特定的任务，选择和按退出按钮。使用全部消除按钮，即可删除所有挂起的事件。

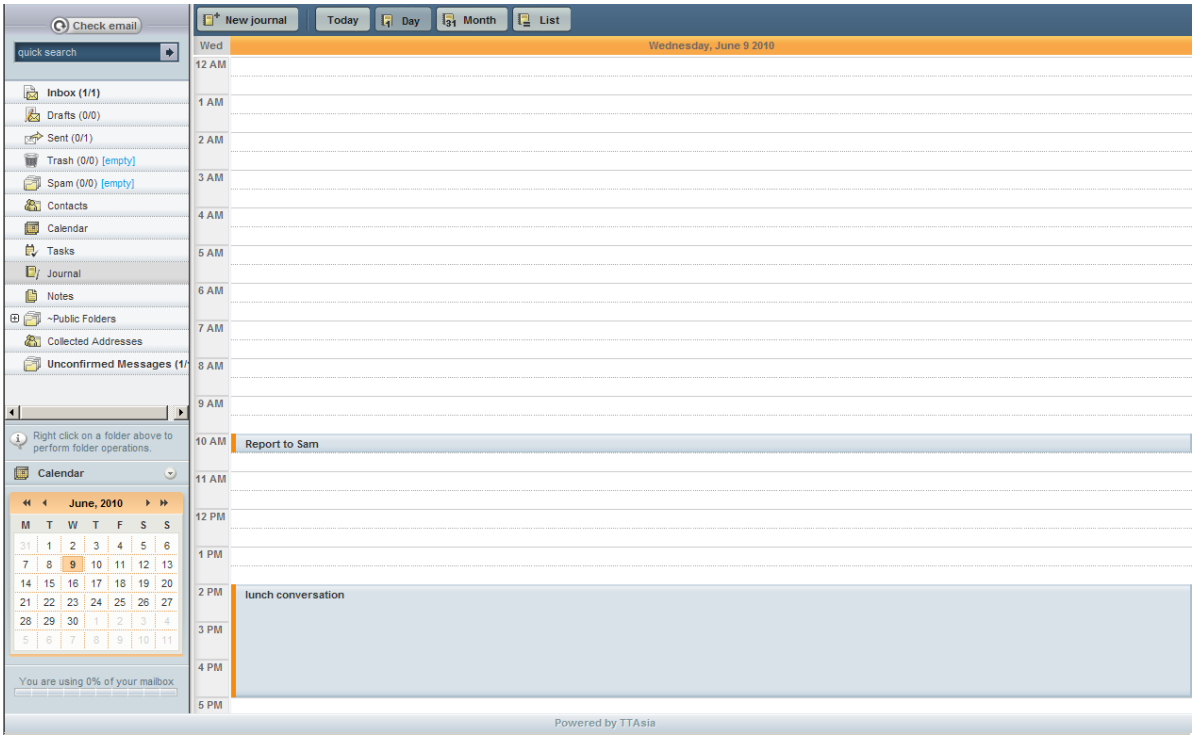
Important! Further settings that determine Calendar behavior need to be set on the Interface page. Each user needs to set the correct Time Zone and the Week start date in order to have deadlines and start times displayed correctly in their Calendar.

重要！在设置界面页面有日历内进一步的设置。每个用户都需要设置正确的时区和周的开始日期，才能有最后期限，并在日历中正确显示开始时间。

1.5.2. Working with your Journal | 使用日记

The Journal allows you to add entries that help you keep track of your day-to-day tasks and actions. To access your Journal, click the corresponding folder in the folder tree structure placed on the left hand side of your WebMail account.

日记允许您添加条目，帮助你跟踪每天的日常任务和行动。要访问你的日记，请单击放在您的 Webmail 帐户的左侧的树状结构相应文件夹中的文件夹。



The upper button bar displayed when the Journal is accessed gives access to the following options:

- **New journal** - creates a new journal entry.
- **Today** - when hit, it marks the journal entries for the current day
- **Day view** - displays journal entries for one day at a time
- **Month view** - displays journal entries on a monthly basis
- **List view** - displays the existing list of journal entries.

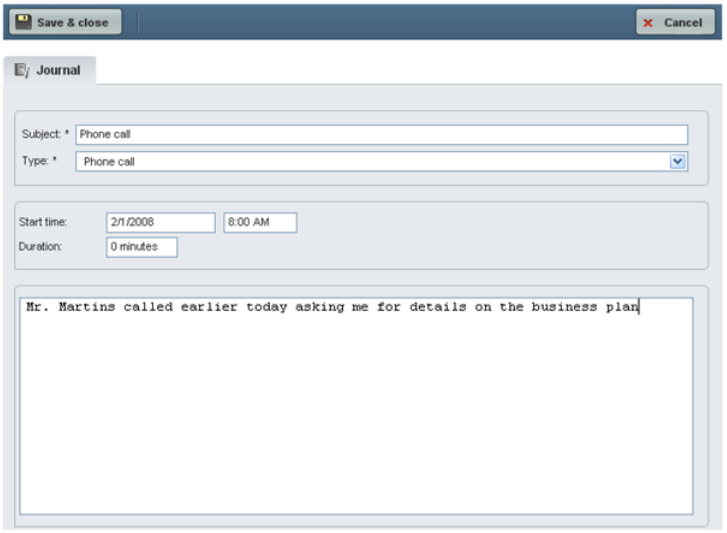
上方的按钮栏上显示日记访问时可以访问下列选项：

- 新的日记 - 创建一个新的日记。
- 今天 - 击中时，它标志着当天的日记
- 日视图 -显示按日分录的日记
- 月视图 - 显示按月分录的日记
- 列表视图 - 显示现有的日记分录。

Creating a New Journal Entry |创建一个新的日记

When hitting the **New journal** button, the options relative to the new entry are displayed in a pop-up window.

當点击新日记按钮时，相关的选项都會显示在一个弹出式窗口。

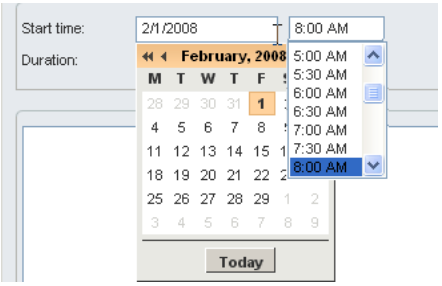


To add a new entry, you have to fill in the two required fields: **Subject**, referring to the entry description, and the **Type** drop-down menu. There are several available types of entries, such as Phone call, E-mail Message, Task, Conversation, etc:

要添加一个新条目，你必须填写两个必填字段：主题，指的描述，和类型下拉菜单中。有几个可用的类型的项目，如电话，电子邮件，任务，对话等：

Click the **Start time** selection boxes to set a starting date and time for your journal entry. In the displayed calendar, use the left and right arrows to change months of the current year and the double right and left arrows to change the year.

按一下开始时间选择框来设置日记的开始日期和时间。在显示的日历中，使用左，右箭头来改变个月的本年度和双左，右箭头改变的一年。



Click the **Duration** selection box to specify a time frame for your journal entry. You can then edit the actual journal note in the available text field. When you are done editing the entry,

hit the **Save & Close** button. If you want to discard the journal entry, press the **Cancel** button.

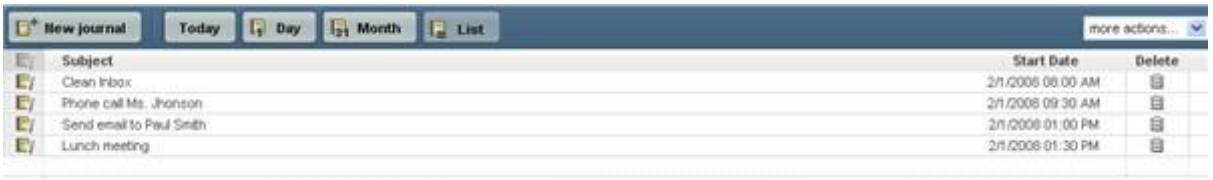
Existing Journal entries can be edited at any given later date. To do so, select the desired entry by double-clicking it. After making the needed alterations, hit the **Save & Close** button. Should you like to delete the entry, press the **Delete** icon added to the editing window.

单击“持续时间”的选择框来指定日记的时间范围为。然后，您可以在可用文本字段中编辑实际的日记本便笺。当您完成编辑条目，按保存并关闭按钮。如果你想放弃的日记帐分录时，按取消按钮。

现有的日记可以编辑任何的日期。要做到这一点，选择所需的条目，双击它。所需要的改变后，按保存并关闭按钮。如果你想删除的条目，按添加到编辑窗的“删除”图标。

When using the List view, journal entries can be edited by double clicking on them and deleted by clicking their corresponding delete icon.

当使用列表视图，日记条目可以通过双击进行编辑和通过点击相应的删除图标删除。

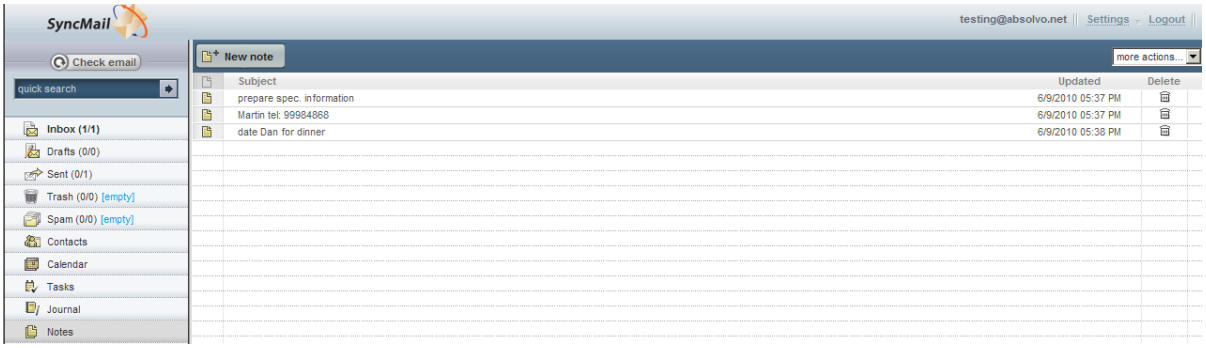


Important! Further settings that determine Journal behavior need to be set on the Interface page. Each user needs to set the correct Time Zone and the Week start date in order to have start and end times displayed correctly in their Journal.

1.5.3. Working with your Notes | 使用您的备注

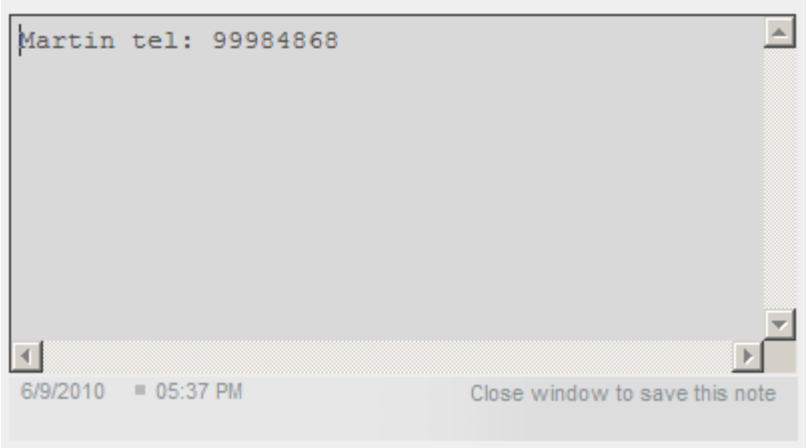
The Note tool allows you to add quick notes while working. Notes are best suited when one needs to write down something very quickly and has little time to add more details. To access your **Notes**, click the corresponding folder in the folder tree structure placed on the left hand side of your WebMail account.

工作时，备注工具允许你添加快捷的笔记。备注是最适合当當需要非常迅速很少有时间添加更多细节写下来的东西。访问您的笔记，请单击放在您的 Webmail 帐户左侧的文件夹树结构相应的文件夹。



When hitting the **New note** button a small pop-up window is displayed.

当按新的注释按钮時注释會弹出小窗口中显示。



Type the note in the given field and either close the pop-up window using your browsers "x" button, or hit the **Close window to save this note** link in order to have your text saved.

Notes can be edited by double clicking on them and deleted by clicking their corresponding delete icon.

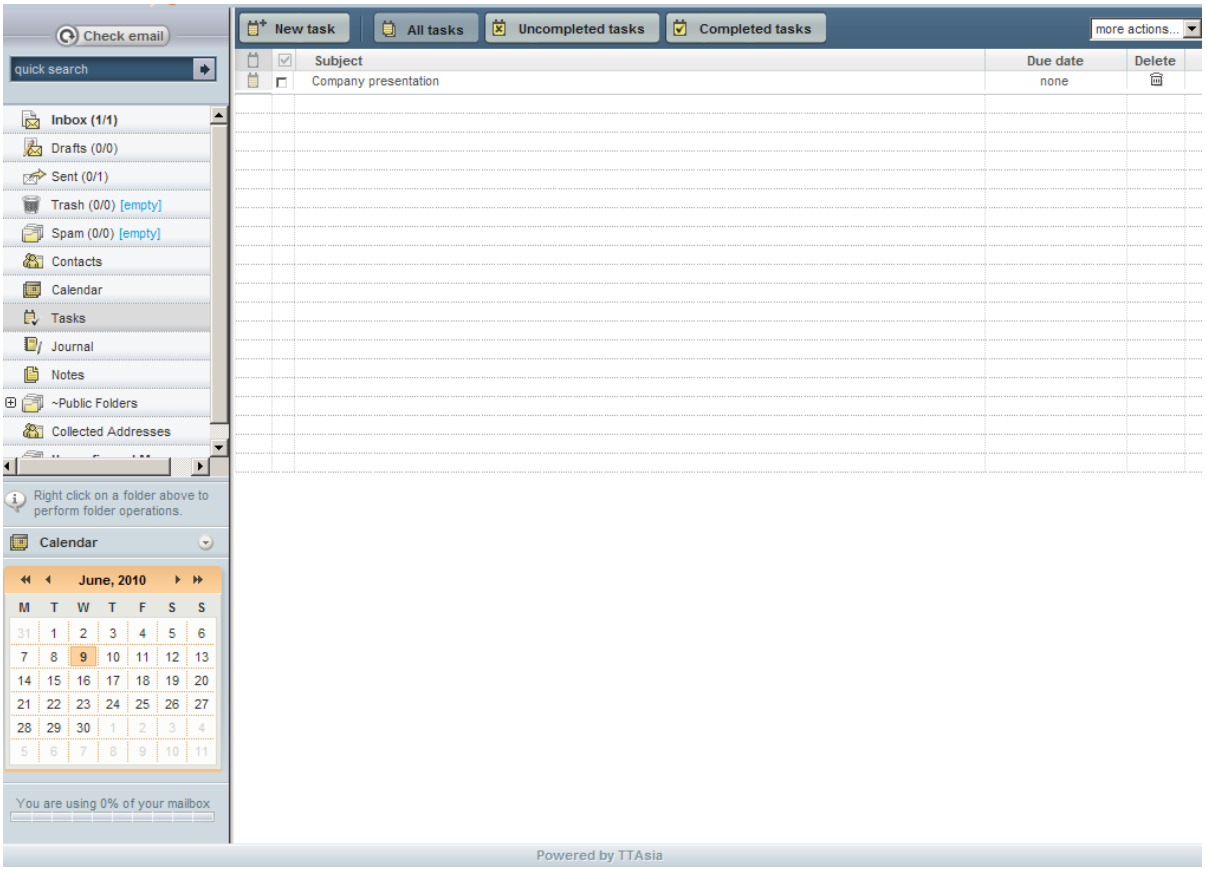
在给定的字段中键入注释和关闭使用您的浏览器的弹出窗口中的“x”按钮，或点击关闭窗口保存本附注以保存你的文字。

注意双击可以编辑和通过点击相应的删除图标删除。

1.5.4. Working with your Tasks | 使用任务

Tasks helps users organize their work-related tasks and collaborate with others on ongoing projects. By enabling them to permanently check the level of completion, tasks offer a clear and detailed view of their workload. To access your Tasks, click the **Tasks** folder in the folder tree structure placed on the left hand side of your WebMail account.

任务帮助用户组织自己的工作相关的任务与其他正在进行的项目。使他们能够完成进度检查，工作任务提供了明确和详细的工作量。要访问您的任务，单击放在您的 Webmail 帐户的左侧文件夹树结构内的“任务”文件夹。



The upper button bar displayed when the Tasks are accessed enables the following options:

- **New tasks** - creates a new event.
- **All tasks** - lists all your tasks
- **Uncompleted tasks** - displays the user's uncompleted tasks
- **Completed tasks** - displays the user's completed tasks

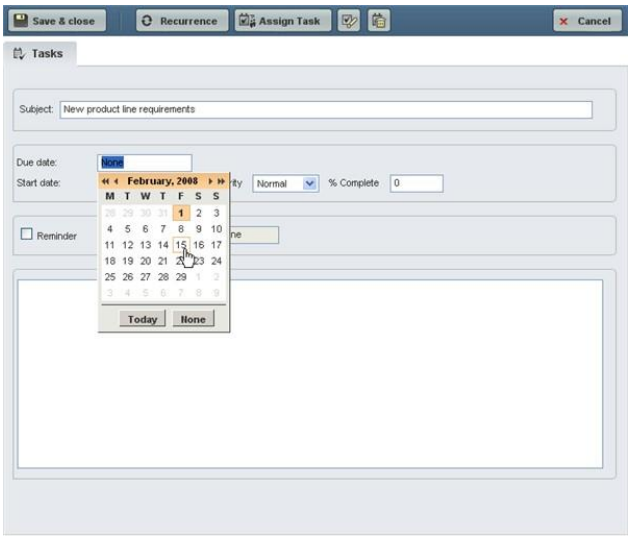
上方的按钮栏上显示下列启用任务访问时选项：

- 新的任务 - 创建一个新的事件。
- 所有任务 - 列出所有的任务
- 未完成的任务 - 显示用户未完成的任务
- 已完成的任务 - 显示用户已完成的任务

Creating a New Task | 创建新的任务

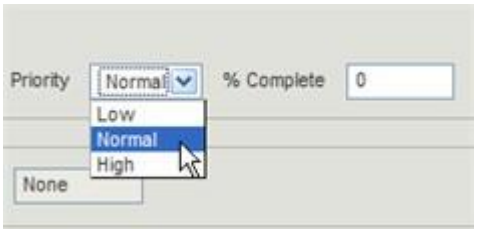
When creating a new task, first type a **Subject** in the corresponding text field, then set the task's completion deadline using the **Due Date** selection box. Use the left and right arrows of the selection calendar to switch between months of a certain year and the double left and right arrows to switch between different years.

当创建一个新的任务，首先在相应的文本字段中键入一个主题，然后在选择框设置任务的完成限期。选择日历某一年的月份，在不同年份之间使用左右双箭头进行切换。



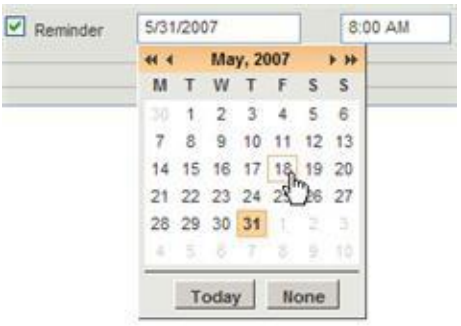
To successfully define a time frame for the task, also configure its **Start** date, using the corresponding selection box. Furthermore, you can prioritize tasks using the **Priority** drop-down menu. Available options are: 'Low', 'Normal' and 'High'. To keep track of the completion process, type a percentage in the **%Complete** text field.

使用相应的选择框可定义一个任务的起始时间日期范围。此外，您可以使用下拉菜单中任务的优先级。 可用选项有：“低”，“正常”和“高”。要跟踪的完成过程中，%完成的文本字段中键入一个百分比。



Should you like to be prompted that a certain event is about to start, check the **Reminder** box and set your desired time interval. You can also use the available text field to type in any details or explanations regarding your current task.

如果您想被提示一个即将启动的特定事件，请剔提醒框，并设置所需的时间间隔。您还可以使用可用的文本字段中输入关于当前任务的任何细节或解释。



To save your task, press the **Save & Close** button. To abort configuring the task, hit **Cancel**. To define a repeating scenario, hit **Recurrence** and use the **Assign task** button to have the respective task assigned to different users.

Existing tasks can be edited at any given later date by double clicking it. After making the needed alterations, hit the **Save & Close** button. To mark a task as completed, use the corresponding icon placed next to the **Assign task** button. Should you like to delete the entry press the **Delete** icon in the editing window. Additionally, you can use the delete icons appended to each task or check it as completed.

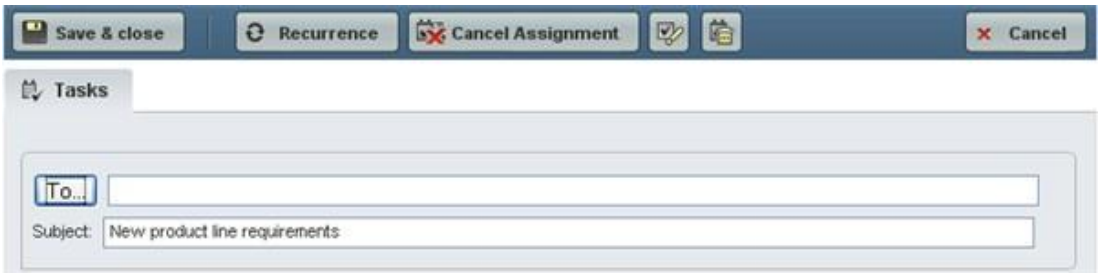
为了节省您的任务，按“保存和关闭”按钮。要中止配置的任务，按下“取消”。要定义一个重复的情况，打复发，并使用指定任务按钮分配相应的任务给不同的用户。

通过双击它，可以在任何给定的较后日期编辑现有的任务。所需要的改变后，按保存并关闭按钮。使用放在旁边指定任务的图标按钮将任务标记为已完成。如果你想删除该条目在编辑窗口中按“删除”图标。此外，您还可以使用附加到每个任务的删除图标或击它當已完成。

Assigning tasks |分配任务

When hitting the **Assign task** button, a new text field and a **To** button are added in the upper side of the event editing window. If you want to abort inviting process, press the **Cancel Assignment** button that replaces the initial **Assign task** option.

当按指定任务按钮時，新的文本字段和收件人按钮會添加在事件编辑窗口的上部。如果你想中止邀请，按下“取消分配“按钮。



You can either type the email addresses of the persons you want to assign the task to, or you can access your existing contacts by hitting the **To** button. When accessing your contacts using the To button, a new pop-up window appears, allowing you to choose which contacts to display in the left hand pane, as shown below. Available options are 'All contacts', 'My contacts', 'Public contacts' and 'Domain contacts'.

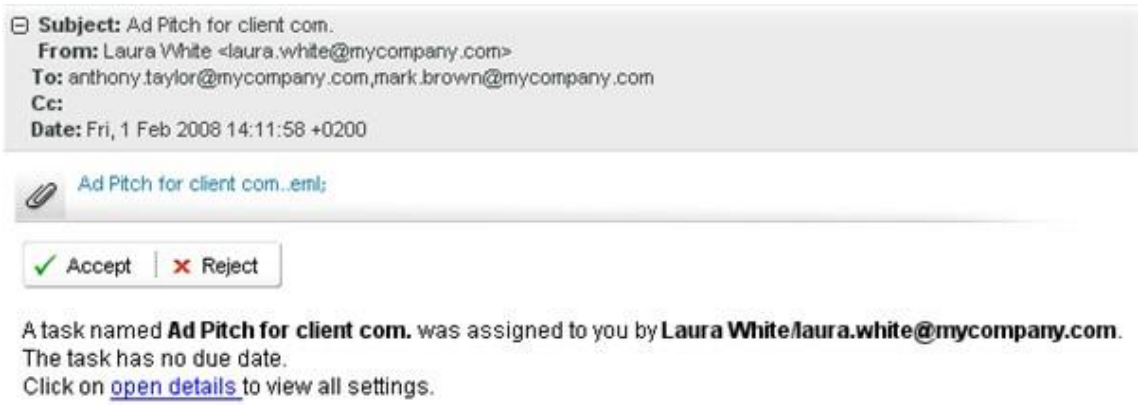
您可以键入你要分配任务的人的电子邮件地址，或您按收件人按钮可以访问现有的联系人。当使用收件人按钮访问您的联系人，会出现一个新的弹出式窗口，让你选择哪一个联系人显示在左侧窗格中，如下图所示。可用的选项是“所有联系人”，“我的联系人”，“公开接触”和“域联系人”。

Select the email address of the contact you want to have the task assigned to with a mouse click, then press the **To** button. To select several contacts, press **Ctrl** on your keyboard. To delete a contact from the list of assignees, click their email address in the right hand pane and press **Delete** on your keyboard. When you are done selecting assignees, press **OK** to have the email assignments sent to them. To discard the assigning process, hit **Cancel**.

用鼠标点击你要选择任务分配给的人的电子邮件地址，然后按收件人按钮。要选择多个联系人，请按键盘上的 **Ctrl** 键。要删除联系人列表中的受让人，在右侧窗格中单击他们的电子邮件地址，然后按键盘上的 **Delete** 键。当您完成选择受让方，按“确定”，以电子邮件发送给他们的任务。要放弃的分配过程，按下“取消”。

Assignees will then receive an assignment email in their Inboxes, prompting them to take action:

受让人将收到一封分配在他们的收件箱中的电子邮件，促使他们采取行动：



To view the details of the event they are invited to attend, users need to click on "open details". The available options are to **Accept** or **Reject** the task and the organizer receives a confirmation email.

When assigning tasks to others, the editing window will also be modified. A new tab called Attendees will be added, showing the course of action taken by those you have selected. The available status options are 'accepted', 'declined' and 'need action'.

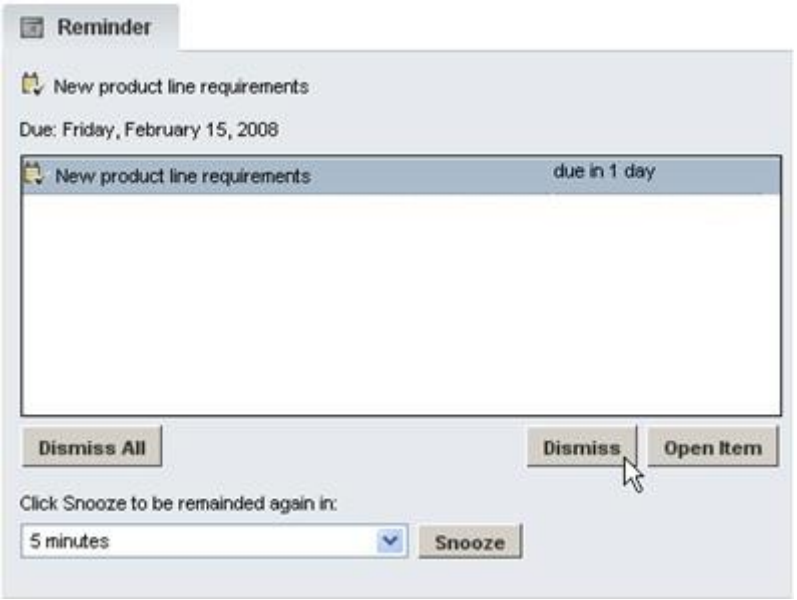
要查看被邀请出席的详细信息事件，用户需要点击“查看详情”。可用的选项有接受或拒绝任务，组织者会收到一封确认电子邮件。 當任务分配给其他人时，编辑窗口也将被修改。将加入一个称为与会者的新标签，显 示您选择过程所采取的行动。可用的状态选择“接受”，“拒绝”和“需要采取行 动”。

Reminder options |提醒选项

If you have chosen to be reminded of a certain task, at a specified time, a pop-up will appear at the given time and date. If no action is taken, it will reappear after the starting time each time the WebMail interface is automatically refreshed. Hence, it depends on the refresh settings configured in the **Settings > Webmail Data** page of **Standard Interface Settings**. Alternatively, you can have the reminder postponed using the available snooze options, by choosing a repeat interval in the corresponding drop-down menu and by hitting the **Snooze** button.

如果你已经在指定时间选择了一个特定任务提醒，一个弹出窗口将出现在给指定时间和日期。如果不采取任何行动，每次 Webmail 界面自动刷新時它会重新出现后起始时间。因此，它依赖于配置的设置在“设置”> “**Webmail** 资料页的标准介面设置刷新。或者，您可以延期使用可用的打盹选项，在相应的下拉菜单中选择重复间隔和打贪睡按钮的提示。

Important! If the auto-refresh option is disabled, reminders will not function.
重要！如果自动刷新选项被禁用，提醒将无法正常工作。



If you want to see the details of an event you are reminded of, press the **Open Item** button. To dismiss a certain task, click to select it, then press the **Dismiss** button. When a task is dismissed, it is also removed from the Reminder window. Use the **Dismiss All** button to discard all pending tasks.

如果你想看事件提醒的细节，按“打开项“按钮。要关闭一个特定的任务，单击以选中它，然后按下的辞退按钮。当一个任务被驳回，它也将在提示窗口中被删除。使用全部消除按钮，即可删除所有未完成的任务。

Important! Further settings that determine Tasks behavior need to be set on the Interface page. Each user needs to set the correct **Time Zone** and the **Week start date** in order to have their Tasks deadlines and start times displayed correctly.

重要！进一步决定任务的进行行为，需要设置界面的页面上设置。每个用户都需要设置正确的**时区**和**周的开始日期**，以有自己的任务期限和开始时间正确显示。

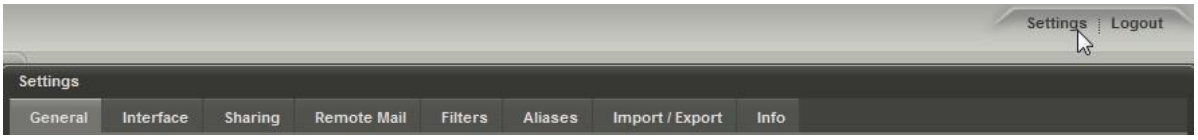
1.6. Configuring Account Settings in WebMail | 在 WebMail 中配置帐户设置

To access the WebMail account parameters, click Settings (right upper corner, WebMail upper right panel) next to the Logout link. In this section users are given access to eight configuration tabs:

- **General** - containing options relative to the user's personal details;
- **Interface** - gives access to settings managing the webmail account preferences;
- **Sharing permissions** - gives share access to your folders (allow other users to see your schedule or send emails in your name);
- **Remote Mail** - this feature allows you to organize user's communication by retrieving email from other remote POP3 accounts; (Only available if the service enabled by admin for the user)
- **Filters** - gives access to filter configuration using the CloudMail Rules Wizard;
- **Aliases** - request one or more temporary alias (email addresses) and view settings;
- **Import/Export** - gives access to import and export contacts;
- **Info** - quota related parameters and system shortcuts can be viewed in this page;

要访问 Webmail 帐户的参数，单击设置（右上角，WebMail 右上方）接近注销。在本节中，用户可访问以下 8 个配置选项：

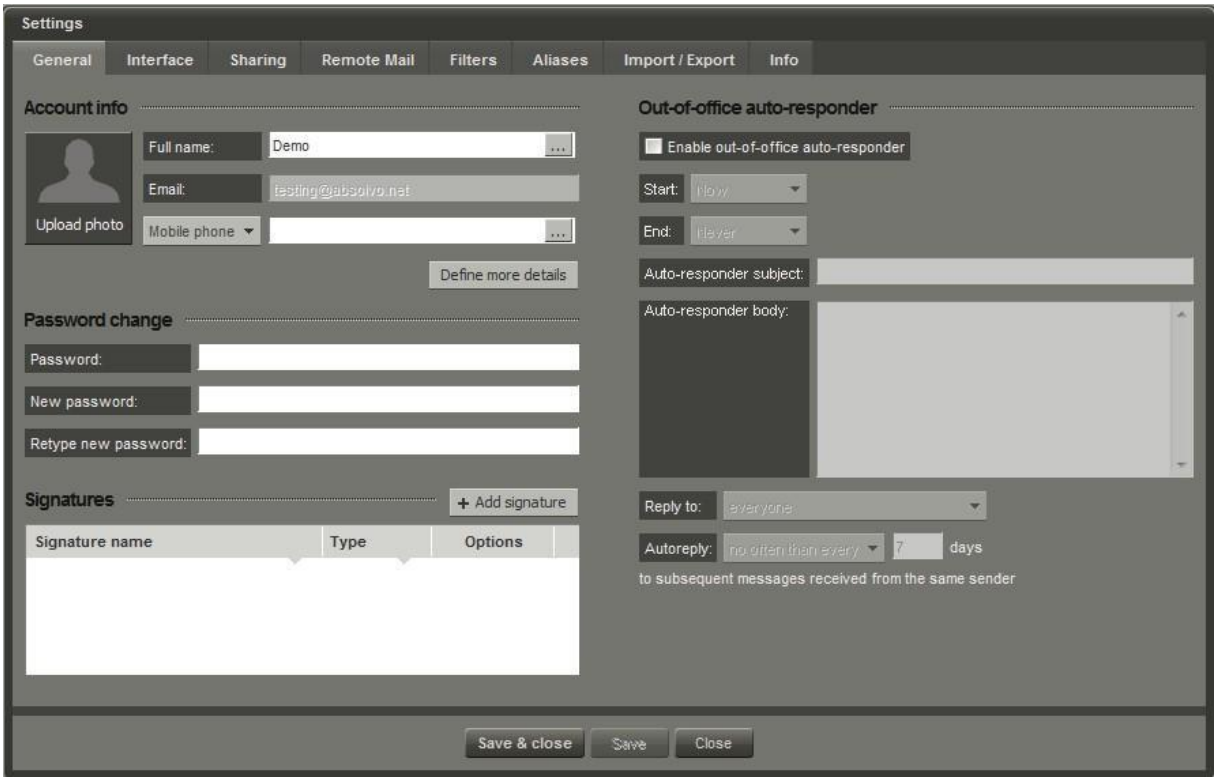
- 通用 - 含有关于用户的个人资料;
- 接口 - 可管理 Webmail 帐户首选项的设置;
- 共享权限 - 让你的文件夹被共享访问（让其他用户看到你的日程安排或以您的姓名发送电子邮件）;
- 远程邮件 - 此功能允许您组织从其他远程 POP3 帐户检索其他 POP3 电子邮件（仅当 admin 为用户启用这服务）
- 过滤器 - 使用 CloudMail 规则向导可以访问过滤器的配置;
- 别名 - 请求一个或多个临时别名（电子邮件地址）和视图设置;
- 导入/导出 - 可以导入和导出联系人;
- 信息 - 在此页面可以查看配额相关参数和系统快捷键;



1.6.1. General | 一般

While on the **Personal Data** page, users can define personal details such as their first and last name, change the current password to their WebMail account or fill in Business Details.

在“个人资料”页面，用户可以自定义个人资料，例如他们的姓氏和名称，改变目前他们的Webmail帐户的密码或填写业务详细信息。



Account info | 帐户信息

To set your **Full Name**, use the Full name text field. Press “**…**” icon of full name field can set the **Full name details**. To set your **Mobile phone**, use Mobile phone text field. Press on **Mobile phone** can switch to set the **Home Phone** and **Work Phone**. To set your **Personal details** and **Business details**, use the **Define more details**.

To choose a nickname, use the **Nickname** field in the personal details. You can specify a personal email, for non-professional purposes in the **Personal email** field. Use the **Business phone**, **Business address** and **Business email** fields to specify your office contact details.

要设置您的全名，在文本字段中使用全名。按“**...**”全名栏的图标可以设置姓名的详细信息。要设置您的手机，使用手机文本字段。按手机可以切换到设置家里的电话和工作电话。要设置您的个人信息和商业资料，可使用定义更多细节。

要选择一个昵称，请使用“昵称”字段中的个人详细资料。您可以指定一个个人电子邮件，非工作用途的个人电子邮件。使用业务电话，公司地址和商业电子邮件字段指定你的办公室详细联系方式。

Password change |密码更改

The password previously defined by the administrator when creating the account can be changed from the Personal Data page. To do so, first type the current password in the **Password** field, then type a new one using the **New Password** field and finally confirm the new selected password in the **Retype new password** field.

先前由管理员创建帐户时定义的密码，可以从“个人资料”页面中更改。要做到这一点，首先要在密码字段中键入当前的密码，然后键入一个新密码，并最终确认新选定的密码重新输入新密码字段中。

Signatures | 签名

To configure a signature that will be appended to all your outgoing emails, use the **Add signature**. When compose an email, you can select to use Signature in the Signature field. 要配置将被添加到您所有外发邮件的签名，使用添加签名。撰写电子邮件时，您可以选择使用签名的签名字段。

Out-of-office auto-responder | 自动回复

When user is out-of-office or on vacation, it may need to setup out-of-office notification email to corresponding sender. Enable out-of-office auto-responder will send email to sender automatically for this purpose. Tick the tick box of **Enable out-of-office auto-responder** and define the time period to turn it on.

The subject and content of the notification email can define in the **Auto-responder subject** and **Auto-responder Body**. You can specify the Auto-responder reply to users within your domain, outside your domain, or All users within and outside your domain (Everyone) by select in the **Reply to**. In the **Autoreply**, it can let you select the frequency for the Auto-responder to same sender.

After modifying any of these parameters, remember to press the **Save** button to save these changes. Use the **Cancel** button to undo the changes you have just made instead of saving them.

当用户离开办公室或度假时，它可能需要设置通知电子邮件到相应的发送者。启用自动应答将会自动发送电子邮件給发送者。勾选启用办公自动应答及定义时间段将其打开。

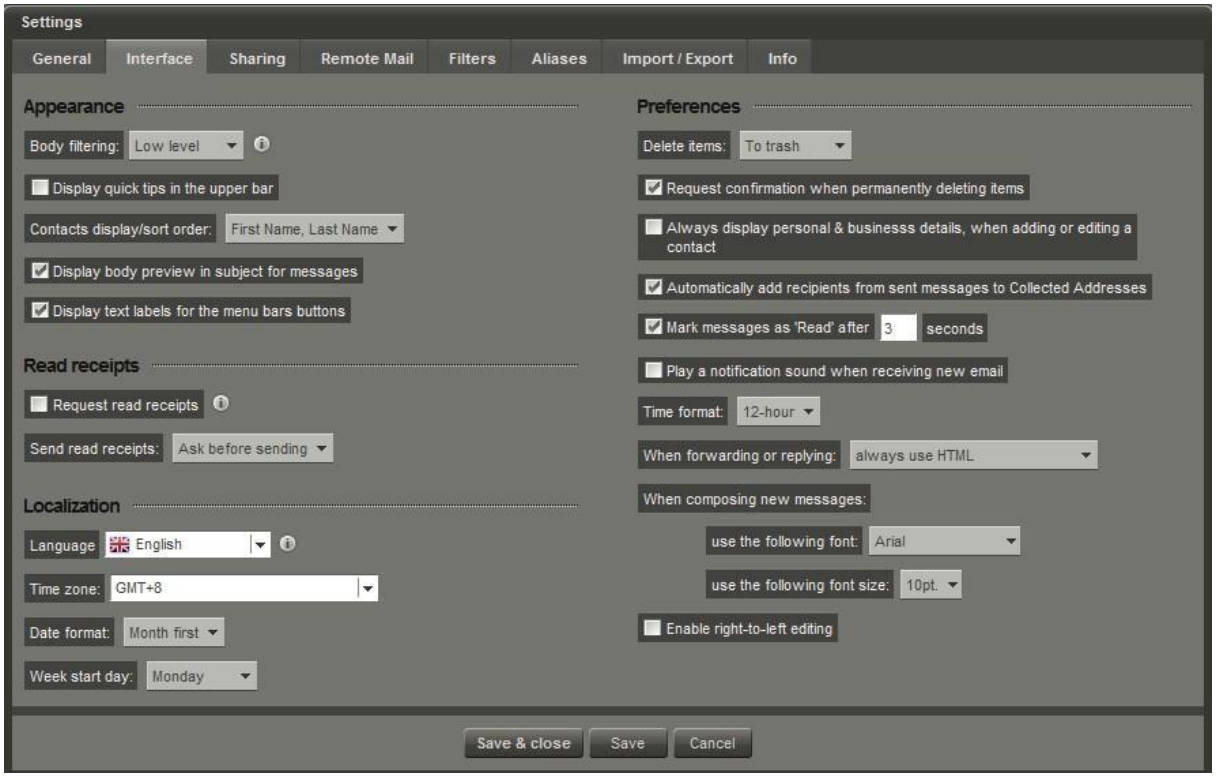
通知电子邮件的主题和内容可以定义自动回复的主题和自动应答内容。您可以指定自动应答回复您域内的用户，您的域名，所有内部和外部用户域（每个人）以外的选择回复。在自动回复中，它可以让你选择自动应答同一个发件人的频率。

修改这些参数后，请记得按“保存”按钮，保存这些更改。使用“取消”按钮，撤消您刚才所作的更改。

1.6.2. Interface | 接口

When accessing the **Interface** page, users have access to settings used to configure the behavior of their WebMail account.

当访问接口页面，用户可以访问用于配置他们的 Webmail 帐户的行为设置。



Appearance |外貌

The **HTML Body Filtering level** specifies which HTML filtering level will be used when displaying HTML format messages. The HTML filtering level stand for the following:

- No Filtering
- Low level filtering - converts the message to standard XHTML
- Medium level filtering - generates the email body based on a list of known/allowed attributes and tags. Anything that is not on this 'allowed list' is removed. This level removes java script, styles, etc.
- High level filtering - generates the email body based only on text components. This means that only plain text components remain in the message. This forth level is the strictest and may actually damage some formatting, but it is also the safest.

Use the **Display quick tips in the upper bar** to enable/disable the quick tips in WebMail panel. Use the **Contact display/sort order** to change the order of Name display.

Use the **Display body preview in subject for messages** to enable/disable the beginning texts of the body preview in subject line. Use the **Display text labels for the menu bars buttons** to enable/disable the text labels under the menu bars icon.

指定的 **HTML** 内容过滤级别时，當显示 HTML 格式的邮件将使用的 HTML 正文过滤级别。 HTML 过滤级别代表以下内容：

- 无过滤
- 低级别的过滤 - 邮件转换为标准的 XHTML
- 中等级别的过滤 – 内容/允许的属性和标签列表基础上生成的电子邮件。任何不上这个'允许列表中将被删除。此级别中删除了 java 脚本，样式等。
- 高层次过滤 - 仅基于文本组件生成电子邮件正文中。这意味着，只有纯文本组件留在该消息。这第四层是最严格的，可能会损害一些格式，但它也是最安全的。

使用在 WebMail 面板上部栏中显示快速提示可启用/禁用快速提示。使用联系人显示/排序以改变名称的显示顺序。

启用/禁用在主题行中的显示内容预览文本的消息可在主题栏中显示内容预览。使用菜单栏按钮的显示文本标签来启用/禁用的菜单栏图标下的文字标签。

Read receipts | 已读回条

The **Request read receipts** option will change the default setting of all compose message to request read receipts or not.

The **Send read receipt** option enable user to select the behavior when received message that request read receipts.

请求读取回条选项将改变所有撰写邮件已读回条的默认设置 发
送阅读回条选项當用户收到消息時能够选择已读回条行为。

Localization | 本土化

The **Language** drop down menu allows you to select the language of the WebMail account. Available choices are English (en), Romanian (ro), German (de), Norwegian (no), Dutch (nl), Spanish (es), Portuguese (pt), Italian (it), Danish (dk), Swedish (se), Chinese (cn), Persian (fa), French (fr), Greek (gr), Hungarian (hu), Macedonian (mk), Polish (pl), Russian (ru), Turkish (tr) and Czech (cz).

To specify your **Time Zone and Date format**, use the corresponding drop-down menu. Use the **Week start date** drop-down menu to select a day to be displayed first in the week for your calendar.

The date field is automatically adjusted according to the defined local time zone when displaying a message (in both the message list window and the open message popup).

语言下拉菜单让你选择 WebMail 帐户的语言。可用的选项有英语（en），罗马尼亚（ro），德国（DE），挪威（NO），荷兰（NL），西班牙语（es），葡萄牙语（葡萄牙），意大利（IT），丹麦（DK），瑞典（ SE），中国（CN），波斯（FA），法国（FR），希腊（GR），匈牙利（HU），马其顿语（MK），波兰（PL），俄罗斯（RU），土耳其（TR）和捷克（ CZ）。

使用相应的下拉菜单指定您的时区和日期格式。使用周开始日期下拉菜单可选择某一天显示为您日历第一周。

在显示的消息中根据自动调整定义本地时区 (在消息列表窗口和打开的消息弹出)。

Preferences | 首选项

Use the **Delete items** drop-down box to specify if a message deleted from your WebMail account is saved to Trash folder ("yes") or permanently deleted.

Choose to ask for a confirmation when an email message is deleted using the **Request confirmation when permanently deleting items** tick box.

Check the tick box if user set the **Always display personal & business details, when adding or editing a contact** as default setting. The messages can mark as 'Read' in specified seconds if selected. User can also **Play a notification sound when receiving new email** if needed.

The **Time format** can select 12-hour or 24-hour. User can specify the format in the drop-down box **when forwarding or replying emails**. The **font** and **font size** can is able to specified when compose new message.

If user needs to use right-to-left editing, please tick the **Enable right-to-left editing** tick box. The left-to-right and right-to-left option will available when editing.

使用删除项的下拉框来指定，當您从 Webmail 帐户中删除的消息保存到已删除邮件“文件夹（”是“）或永久删除。

當剔了永久删除项目勾选框時，选择永久删除一封电子邮件时會要求确认删除。 如果用户设置始终显示

个人和企业的详细信息時，当添加或编辑一个联系人作为默认设置，勾选这个选
项。这些消息可以选择在指定的秒数内标记为“读取”。接收新的电子邮件时，如果需要的话，用户还可以播放通知音。

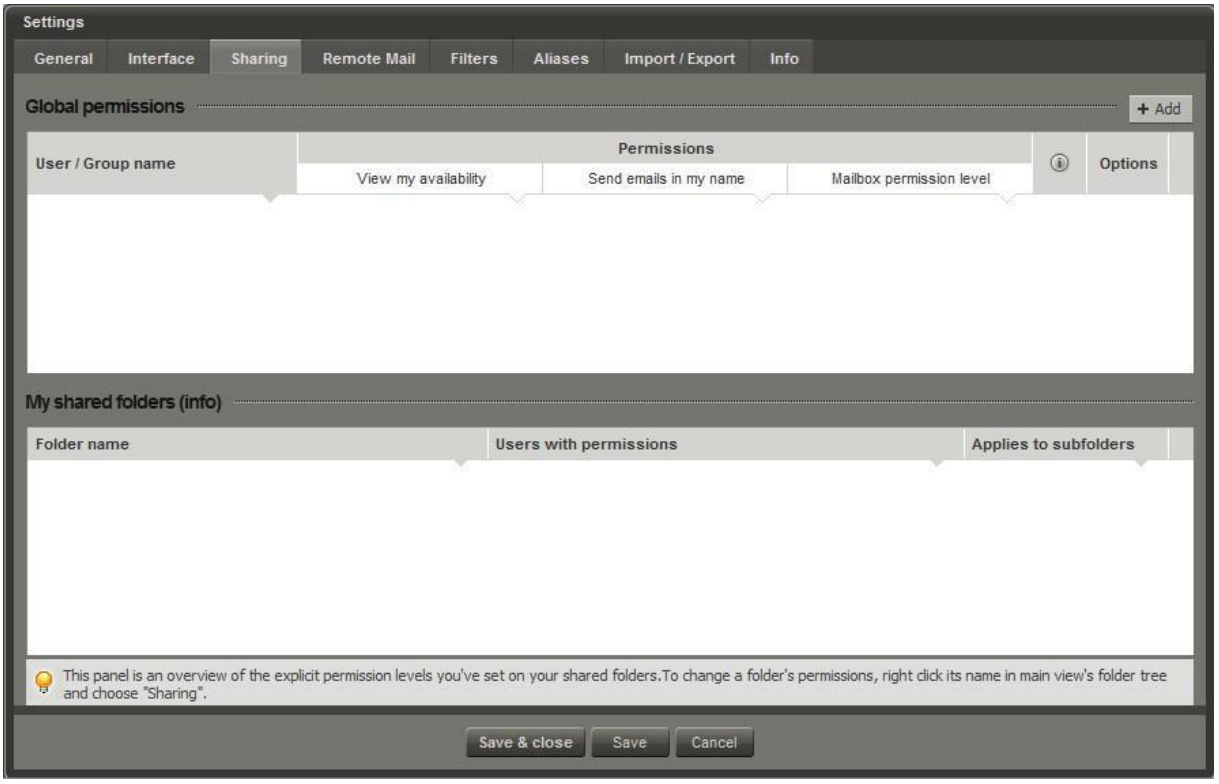
可以选择 12 小时或 24 小时时间格式。用户可以转发或回复电子邮件时，在下拉框中指定的格式。字体和字体大小可以是能够到指定当谱写新的消息。

如果用户需要使用从右到左的编辑，请选中启用从右到左的编辑框内划勾。左到右，从右到左的选项将提供在编辑的时候。

1.6.3. Sharing | 共享

In the Setting Sharing Permissions tab you can allow share access to your folders, access folders shared by other users, allow other users to see your schedule or send emails in your name.
在设置共享权限选项页中，您可以让您的文件夹的共享访问，访问其他用户共享的文件夹，让其他用户看到你的日程安排或发送电子邮件您的姓名。

Global Permissions | 全局权限



Click '**+ Add**' in the Global permissions to add a user or a group of users (only domain contacts are available) that you grant for the permission. After the selection, click Add and the setting details will display.

在全球的权限中点击“**+**添加”，添加您授用户或一组用户（仅域联系人）的权限。选择完毕后，单击添加和设置的详细信息将显示。

View my availability

If a user editing a calendar event has the 'Read Free-Busy' permission for the attendee's mailbox the availability is displayed..

Send Mail in my name

When sending a new email message, another 'From' address can be set if the user has the 'Send Mail in my name' permission for that mailbox.

查看我的可用性 如果用户编辑日历事件与会者的邮箱“阅读空闲忙碌”的权限
會马上显示出来。

我的名字发送邮件 另一个“发件人”地址发送一个新的电子邮件时，可以设定用户是否具有“在我的名，允许该邮箱发送 邮件。

Mailbox permission level (Share all folders) | 邮箱权限级别（共享所有文件夹）

To share the Mailbox permission (All Folders) to the specified user, select the permission level in the drop-down box. Select '**Custom…**' for special permissions. The user granted the permission can access the user's mailbox by 'Open other's folder' in the Folder Tree.

要共享邮箱权限（所有文件夹）到指定的用户，在下拉框中选择“权限级别。选择“自定义**...**”特殊权限。用户授予权限的用户可以访问用户的邮箱中在文件夹树中“打开其他的文件夹。

To edit an existing permission use its corresponding drop-down menu button, to remove Mailbox permission, select the 'Not set'. There are 6 levels to choose from:

- No access (all permissions are denied)
- Viewer (view and read folder is allowed)
- Contributor (view, read folder and add items is allowed)
- Editor (view, read folder, set/clear flags, add items, mark items as deleted/not deleted and expunge is allowed)
- Master (all permissions are allowed)
- Custom (each permission is defined individually according to your needs)

Each permission may be allowed explicitly, denied explicitly or not specified. Permissions act hierarchically (are inherited on the group hierarchy).

要编辑现有权限可使用相应的下拉式菜单按钮，删除邮箱的权限，选择“未设置”。有 6 个级别可供选择：

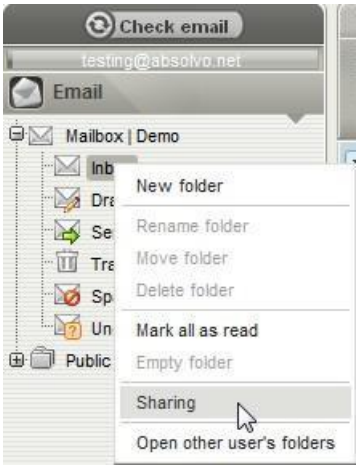
- 不能访问（权限被拒绝）
- 浏览器（文件夹被允许查看和阅读）
- 提供者（查看，阅读文件夹并添加允许的项目）
- 编辑器（浏览，阅读文件夹，设置/清除标志，添加项目，删除/删除标记项目，抹去被允许）
- 主（被允许的所有权限）
- 自定义（每个权限根据自己的需要单独定义）

每个权限明确，可能被允许否认明确或没有规定。权限的行为层次（组层次结构上继承）。

Share a Folder | 共享文件夹

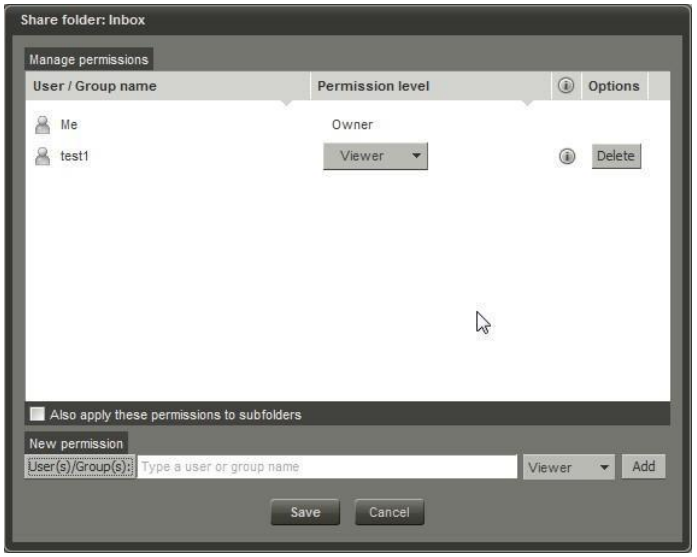
To control a folder's sharing permissions, go to the folder list on the left, right click on it and choose the Sharing option. When accessing **Sharing** options for a folder a list of the already defined permissions is displayed. If no permission has been previously set the list will be blank.

要控制共享文件夹的权限，请在左侧的文件夹列表中，右键单击它并选择“共享”选项。当访问共享的文件夹选项的列表显示已经定义的权限。如果没有权限已设置的列表是空白的。



Click ‘User(s)/Group(s):’ to select user or input the user/group name in the text field. Then select the permission and click ‘Add’ button. The user/group will add into manage permissions in the top.

点击“用户/组：”选择用户或在文本字段中输入的用户/组名。然后选择权限，然后点击“添加”按钮。用户/组添加到权限管理中最上。



To edit an existing permission use its corresponding drop-down menu button, to remove Folder permission, click **Delete** button.

Each permission may be allowed explicitly, denied explicitly or not specified. Permissions act hierarchically (are inherited on the group hierarchy). Additionally, resource hierarchies (a

folder being parent to another folder) also benefit from the inheritance algorithm. In the Effective Permissions tab you will be able to see what permissions are specifically allowed or not.

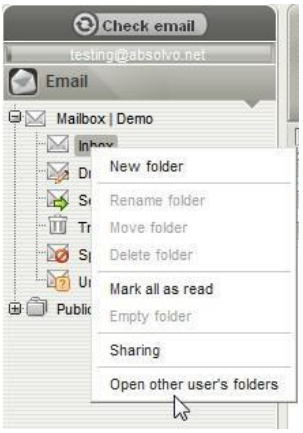
要编辑现有的权限可使用其相应的下拉式菜单按钮，删除文件夹权限，单击“删除”按钮。每个权限明确，可能被允许否认明确或没有规定。权限的行为层次（组层次结构上继承）。此外，资源层次结构（一个文件夹到另一个文件夹）也受益于遗传算法。在“有效权限”选项卡中，你将能看到什么权限，明确允许或没有。

IMPORTANT! In the same way domain Postmasters set permissions for Public Folders
重要！在以同样的方式域的邮政局长设置权限“公共文件夹”.

Open other user's folders | 打开其他用户的文件夹

Click the **Open other user's folders** button to have access to folders shared by other users. You can either type the email address in the **User** field or click the **User:** button to choose it from the contacts list in your domain.

单击打开其他用户的文件夹按钮可以访问其他用户共享的文件夹。您可以在用户字段中键入电子邮件地址，或从您的域名的联系人列表中单击用户名：按钮选择。



WARNING! This option works only for users in the same domain that have set one of the permissions level (except Not Set) described above.
警告！此选项仅适用于在同一个域中用户已设置上述的权限级别（除了未设置）。

The folder will appear in your folder tree with their username:

该文件夹将与他们的用户名會出现在您的文件夹树：

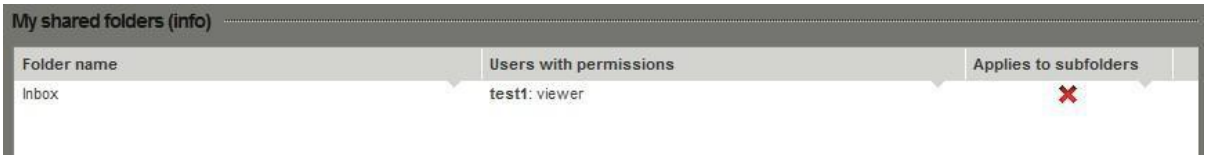
If you do not wish to see the folders shared by a certain user anymore close them by right clicking on the folder displaying the user's name or one of its subfolders and choosing the **Close this user's folder** option.

如果你不希望看到某个用户的共享文件夹，通过右键关闭它们单击显示用户名称或它的一个子文件夹，并选择关闭此用户的文件夹选项。

My shared folder (info) | 我的共享文件夹（信息）

In the info box, user can see shared folder info when folder name and shared to which users. These permissions are defined on folder level. This info box used to display the information only. To share a folder right click on it and choose share in the Folder List.

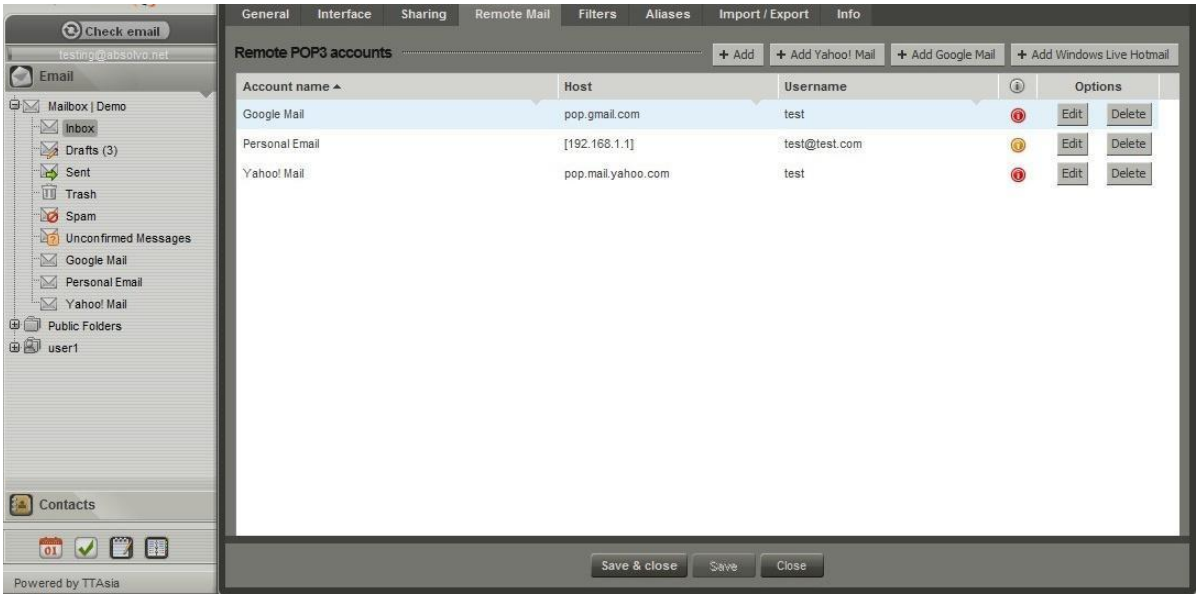
在信息框，用户可以看到共享文件夹的信息，文件夹名称和共享的用户。该信息框中显示文件夹级别上定义的权限信息。要共享文件夹，右键单击它，并在文件夹列表中选择“共享”。



1.6.4. Remote Mail | 远程邮件

When first accessing the Remote Mail tab, a list of the already defined connections is displayed. If no connections have been previously set, the list will be blank.

当第一次访问“远程邮件”选项卡，列表中显示的已定义的连接。如果没有连接，此前已设置的列表是空白的。



To delete a Remote POP3 (RPOP) connection, click the **Delete** icon corresponding to it. To edit a connection, click the **Edit** icon corresponding to its name. In order to add a new connection, press the **+Add** button. Whether you are adding or editing a Remote POP3 connection, the parameters you need to configure are about to the same.

要删除远程的 POP3（RPOP）连接，请单击与之相对应的“删除”图标。要编辑连接，请单击其名称对应的编辑图标。为了添加一个新的连接，按下“+”添加“按钮。无论您是在添加或编辑远程 POP3 连接，您需要配置的参数是相同的。

Specify the connection name in the Remote account name.

在远程帐户名称指定的连接名称。

Connection details |连接详细信息

Specify the hostname or IP address of the host from which the emails are retrieved using the **Server address** field. To set the port on which the retrieval from the desired server is made, use the **Port** field.

Select the desired type of encryption used on the Remote POP3 connection you are configuring from the **Encryption** drop-down menu. The available options are 'none', 'SSL' and "TLS'.

指定的主机的电子邮件使用的服务器主机名或 IP 地址的字段检索。要设置检索所需的服务器所使用的端口，使用“端口”字段中。

使用的加密遥控器上的 POP3 连接是否配置从加密下拉菜单中选择所需的类型。可用的选项是“无”，“SSL”和“TLS”。

Login |登录

Use the **Username** and **Password** fields to specify the authentication details needed to connect for email retrieval. Use the **Enable APOP** tick box to specify if you want to enable APOP authentication for the respective connection.

使用“用户名”和“密码”栏位指定需要连接的电子邮件检索认证信息。如果你要启用 APOP 验证各自的连接，使用启用 **APOP** 打勾的框来指定。

Email Retrieval | 电子邮件检索

Use the **Retrieval interval** field to specify the minimum interval in minutes between two email retrievals. Then specify a certain folder of your WebMail account where you want the emails stored using the **Place messages in** Folder field.

You can also select if email messages are deleted or not from the remote server after retrieval, using the **Keep a copy of the downloaded emails on the server** tick box. Please notice if you have enabled this option, it will keep the folder have same emails to the Remote POP3 server. It will re-download the missing message if you had moved or deleted any messages in this Remote POP3 Folder,

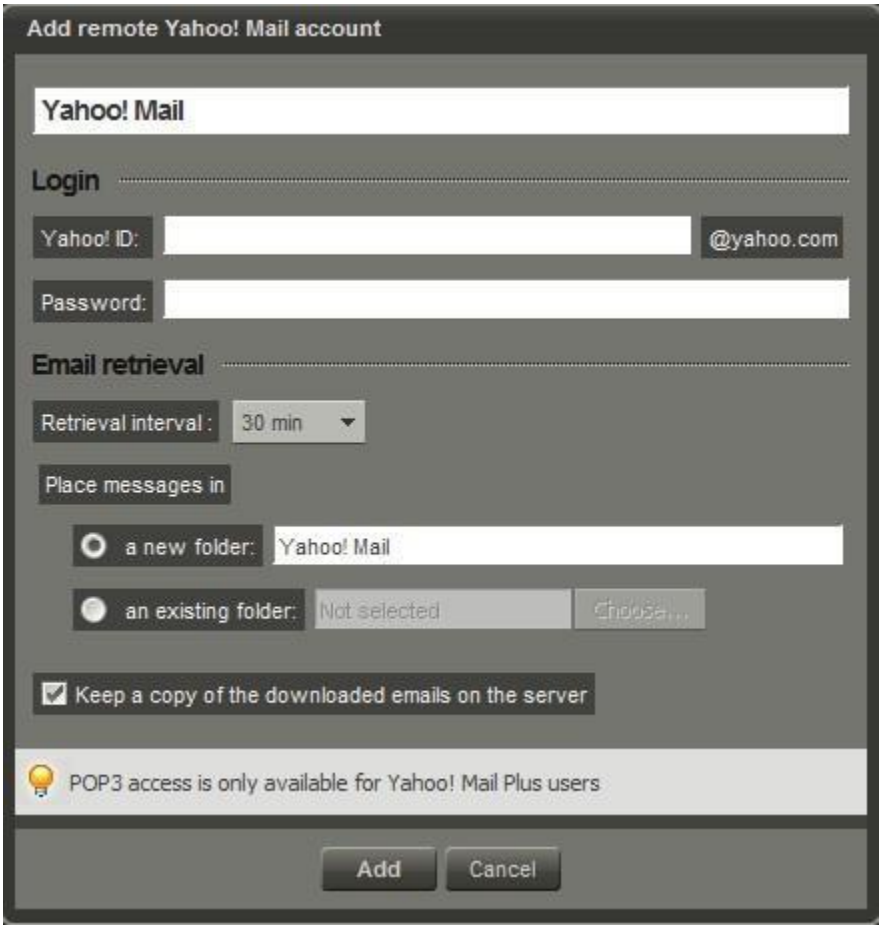
使用“提取间隔时间”字段中指定两个邮件检索的最小间隔时间以分钟为单位。然后指定一个特定的文件夹，您想要您的 Webmail 帐户中存储的电子邮件将消息放在文件夹“字段中。

您还可以选择是否删除的电子邮件或从远程服务器获取后，保留一份副本下载的邮件服务器上的勾选框。请注意：如果您启用了这个选项，它会保持到远程 POP3 服务器的文件夹中有相同的电子邮件。它会重 新下载，如果你移动或删除任何邮件在这个偏远的 POP3 文件夹丢失的消息，

Remote POP3 Templates |远程 POP3 模板

Emails from Yahoo, Gmail or Windows Live accounts are now available in your WebMail account with the Remote POP3 Templates. Click **Add Yahoo! Mail/Gmail/Windows Live Hotmail**, fill in the account name, password, set the retrieval settings and click the **Save connection** button to create a new Remote POP3 entry containing defaults for the selected email provider (Yahoo, Gmail, Hotmail).

您的 Webmail 帐户远程 POP3 模板中有雅虎，Gmail 或 Windows Live 电子邮件的帐户。单击“添加的 雅虎邮件/Gmail / Windows Live Hotmail，填写的帐户名，密码，设置检索设置，然后单击” 保存“连 接”按钮，创建一个新的远程默认为所选的电子邮件服务提供商（雅虎，Gmail，Hotmail 的 POP3 项目， 其中包含）。



By default, a new folder is created in Inbox named 'Gmail mail', 'Yahoo! mail' or 'Windows Live Hotmail'. The user can choose not to use the default by edit the Folder field or pick a folder from the list (in this case no new folder is created).

默认情况下會创建一个新的文件夹，收件箱名为“Gmail 邮箱”，“雅虎邮件“或”Windows Live Hotmail 的“。用户可以选择不使用默认的编辑“文件夹”字段中，或从列表中选择一个文件夹（在这种情况下，没有创建新文件夹）。

WARNING: POP3 access is only available for Yahoo! Mail Plus users.
警告：POP3 访问仅适用于雅虎邮件 Plus 的用户。

When you are done configuring these parameters, remember to press the **Save** button.

当您完成配置这些参数，请记得按“保存”按钮。

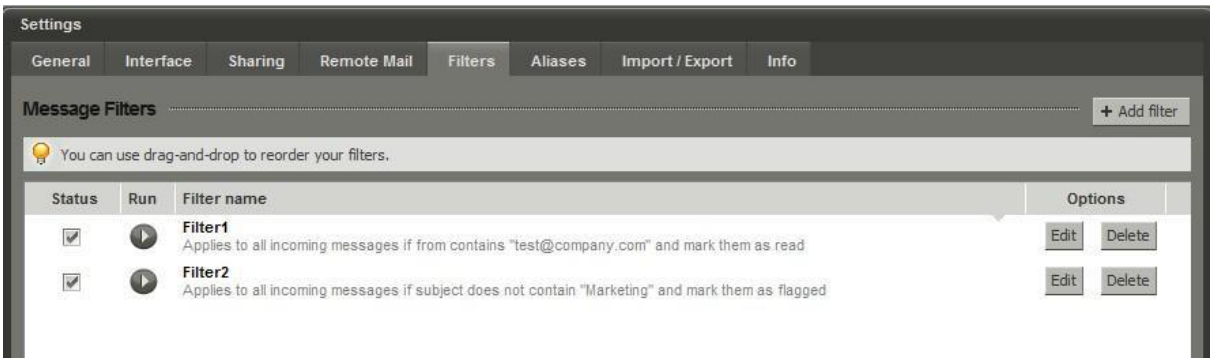
1.6.5. Filters | 过滤器

The filter wizard accessible from the **Filters** page allows users to easily create a filtering system to manage their email flow. Moreover, auto replies can be set for all or certain received email messages.

When first accessing the **Filters** page, a list of the already defined filters is displayed. If no filter has been previously set, the list will be blank.

从“过滤器”页面可访问过滤器向导使用户可以轻松地创建一个过滤系统，以管理他们的电子邮件流量。此外，可以设置自动回复，或收到的电子邮件。

当第一次访问过滤器页面时显示了已经定义的过滤器列表。如果没有过滤器已设置，列表将是空的。

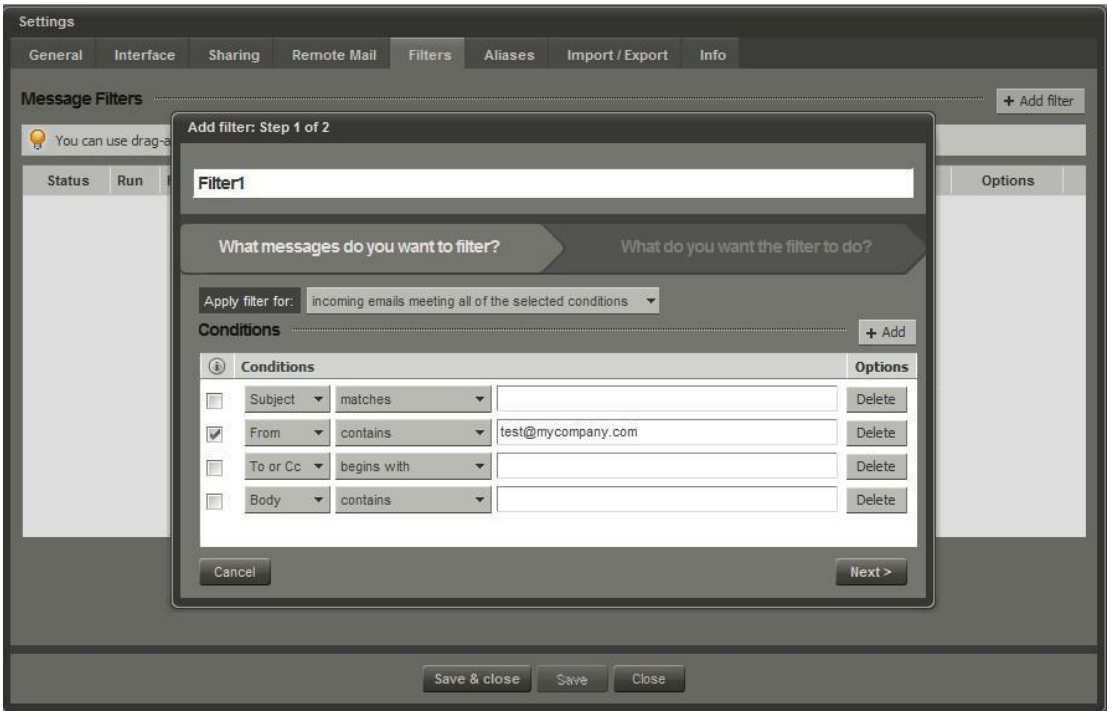


To delete a filter, use the **Delete** button on the right of the respective filter. To edit an existing filter, press its corresponding **Edit** button. Click the **Add filter** button to create a new filter.

Whether creating a new filter or editing an existing one the options displayed are the same.

要删除过滤器，请使用相应的过滤器在右边的“删除”按钮。要编辑现有的过滤器，按相应的“编辑”按钮。单击“添加”过滤器“按钮，创建一个新的过滤器。

无论创建一个新的过滤器或编辑一个现有的显示的选项是相同的。



There are 2 steps to create a filter, Step1 is specifying the **Conditions**, and Step2 defines the **Actions**.

Use the **name** text filed on the top to specify a name for the currently defined filter. You can further select if the messages filtered should match all or any of the defined criteria using the corresponding check boxes.

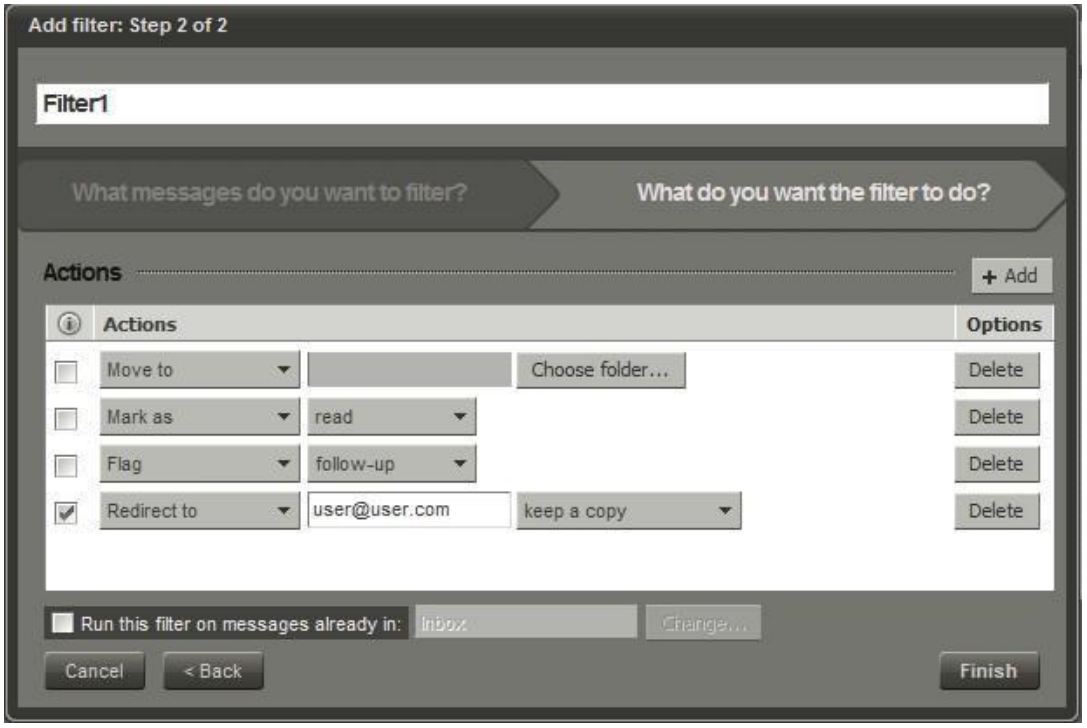
Next, use the drop-down menu to select what conditions should the messages meet for the filter to apply. Available options include setting conditions relative to the Subject, From, To, Cc, To or Cc, Size of the message, as well as a customization option accessible by choosing Custom.

Step2 use the **Actions** area to define the actions to be taken (i.e. moving, copying, deleting, or redirecting it to a certain email address etc.) if an email message matches the specified criteria.

创建一个过滤器有两个步骤，步骤（1）是指定的条件，和步骤（2）定义动作。指定一个名称为当前定义的过滤器使用的名称“文本提出的顶部。您可以进一步选择，如果邮件过滤全部或任何匹配的定义标准，使用相应的复选框。

接下来，使用下拉菜单选择什么样的条件的消息满足应用的过滤器。可用的选项包括设置的条件相对的 主题，发件人，收件人，抄送“，”收件人“或”抄送“，消息的大小，以及自定义选项，可通过选择”Custom“（自定义）。

步骤（2）使用操作区域，以确定应采取的行动（即移动，复制，删除，或重定向到一个特定的电子邮件地址等）的电子邮件，如果符合指定的条件。



Click **Finish** if you have completed.

To set the order in which defined filters should use drag-and-drop to reorder your filters.

When you are done configuring the filter, press the **Save** button.

如果你已经完成，单击“完成”。

要设置顺序定义的过滤器可使用拖放和拖放到你的过滤器进行重新排序。当您完成配置过滤器，按“保存”按钮。

1.6.5.1. WebMail Filters Overview | WebMail 滤器 概述

The mail filtering features allow users to create named filters and specify actions to be taken on the matching messages. A filter is composed of a set of 'filtering expressions' or "expressions" and a set of actions.

An expression (filtering expression) is composed of a header name, an operator and an optional value. The expression can be applied to a mail message and will give a matching/unmatching response.

A filter contains the following:

- Name
- Priority
- Enabled/Disabled state
- ExpressionOperator: operator to compose multiple filtering expressions (All/Any)
- Expressions
- Actions

A (filtering) expression contains the following

- Header: the mail message header the expression to witch the matching criteria will be applied
- Operator: operator specific to the header type
- Value(optional): a value that the operator may need (depends on the operator)

邮件过滤功能，允许用户创建命名的过滤器，并指定要采取的行动的匹配信息。过滤器是由一组“过滤表达式”或“表达”和一组动作。
（筛选表达式）表达式是由一个头名，运算符和一个可选的值。该表达式可以施加到邮件消息，并且将得到的匹配/不匹配的响应。

过滤器包含以下内容：

- 名称
- 优先级
- 启用/禁用状态
- Expression Operator：运营商组成多个过滤表达式（ALL / ANY）
- 表达式
- 操作

（过滤）的表达包含以下

- 标题：电子邮件标题的表达女巫的匹配条件将应用
- 动作：特定标题类型动作
- 值（可选）：一个值，可能需要动作（取决于动作）

香港寬頻
HONG KONG BROADBAND NETWORK

Supported Headers/Operators/Values |支持的标题/动作/值

Header(s) 标题	**Supported operators (negated or not)** 提供的动作 （否定或不是）	**Supported values** 提供的值	**Comments** 备注
Subject To To or Cc Cc Custom 主题 对 “ 收件人” 或 “抄送 抄送 自定	Contains Is Begins with Ends with 包含 是 开始与 完与	String 字串	When Custom is selected the name of the custom header must be specified 当选择了自定义時必须指定标头的名称.
From 从	Contains Is Begins with Ends with 包含 是 开始与 完与	String 字串	
Date 日期	Is Is since Is before 是 是由 是前	Select in the provided calendar 在所提供的日历中选择	
Size 大小	Is greater than Is lower than 大于 低于	String describing size, e.g.: 字符串描述大小,例如 : 1024 (bytes) 1K (1 kilobyte = 2^10 bytes 1M (1 megabyte = 2^20 bytes) 1.4G (1.4 gygabytes = 1.4 * 2^30 bytes)	

香港寬頻
HONG KONG BROADBAND NETWORK

Action Data | 操作数据

Action 动作	**Data** 资料	**Type** 类型	**Description** 描述
Move 移动	To 至	String 字串	The path to the location is given as UTF8 定为 UTF8 位置路径
Copy 拷贝	To 至	String 字串	The path to the location is given as UTF8 定为 UTF8 位置路径
Delete (move to trash) 删除（移动到回收站）	(none) （无）	(none) （无）	The message will be moved to trash. 该消息将被移至垃圾桶
Permanently Delete 永久删除	(none) （无）	(none) （无）	The message will be Permanently delete. 该消息将被永久删除。
Forward 转寄	To 至	email address 电子邮件地址	The message will be forwarded to the given email address. No copy will be saved. 该消息将被转发到指定的电子邮件地址。没有拷贝将被保存。
Redirect 重定向	To 至	email address 电子邮件地址	The message will be redirected to the given email address. No copy will be saved except the **Keep a Copy** option was selected. 该消息将被重定向到指定的电子邮件地址。除了保留一个副本“选项被选中，没有拷贝将被保存。
	subject 主题	string (utf8) 字符串（UTF8）	Alternate subject for response. If not given, the incoming mail's subject is used 备用主题的响应。 如果没有给出，使用收到的邮件主题
	Text 文本	string (utf8) 字符串（UTF8）	Body of the response message. 响应内容的消息。

Filter Container | 过滤容器

The FilterContainer is responsible for serializing an ordered collection of filters into a file and for parsing a sieve script that contains one or more filters.

The parts of the scripts that are not recognized are stored as raw text in memory. When doing the serialization, the container will reorder the scripts. The ones that were edited by WebMail will be written at the beginning of the file while all 'raw' scripts will be written at the end.

A script is recognized as being a WebMail script if:

- contains only directives that have been implemented in webmail filters
- has a header with the following data:
  - Name: user specified string
  - Id: internal integer to uniquely identify the script
  - Position: integer used for ordering the scripts
  - Enabled: boolean

If the script has a header but has been edited by hand to contain other directives it is rejected and put into the raw scripts collection.

If the script does not have a header but can be handled as a WebMail script it will be given an auto-generated id, a last position in the list and an auto-generated name.

过滤容器是负责序列化有序集合到一个文件中的过滤器用于解析筛脚本，它包含一个或多个过滤器。未确认的脚本存储在内存中的原始文本。做序列化时，容器会重新安排的脚本。开头的文件，而所有的“原始”的脚本将被写入结束时，那些编辑通过邮局将被写入。

被确认为是一个邮局的脚本，如果脚本：

- 仅包含已实施网络邮件过滤器的指令
- 有头以下的数据：
  - 名称：用户指定的字符串
  - ID：内部的整数唯一识别脚本
  - 位置：整数，用于订购的脚本
  - 启用：布尔

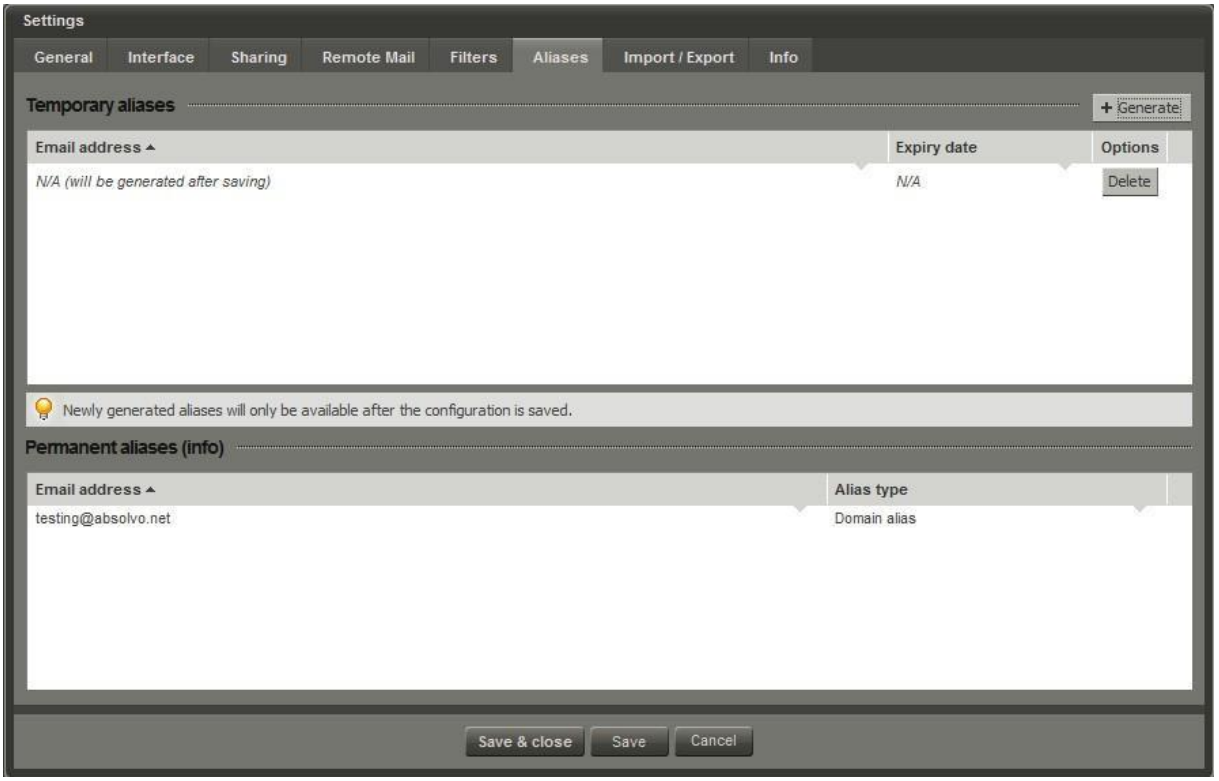
如果脚本有一个头，但已被手动编辑包含其他指令将被拒绝，投入的原始脚本的集合。 如果脚本没有

头，但可以作为一个邮局脚本处理，它会得到一个自动生成的 ID，最后一个列表中的位置，并自动生成的名称。

1.6.6. Aliases | 别名

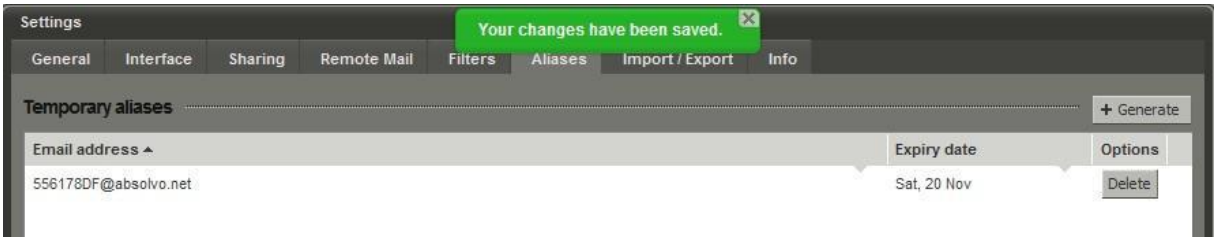
When accessing the **Aliases** tab you can request one or more temporary aliases that can be used for publishing on the web, subscribing to various sites etc.

当访问“别名”选项卡時，你可以申请一个或多个临时的别名，可用于在网络上发布，订阅各种网站等



When you click the **Generate** button the server automatically creates a random valid alias (out of letters and numbers, in the same domain as the user) and activates it. As long as the addresses exist they are treated as account aliases, meaning mail sent to those email addresses is received in the user's Inbox. It shows N/A at the beginning and confirm once you press the **Save** button.

当您单击“生成”按钮，服务器会自动创建一个随机的的有效别名（字母和数字，在同一个域中的用户），并激活它。只要存在的地址，他们被视为帐户别名，邮件接收这些电子邮件地址发送到用户的收件箱中。这表明 N / A 开头，并确认当您按下“保存”按钮。



They can be manually deleted by clicking the Recycle Bin button next to it or automatically expire after a specified period. The expiry period as well as the number of temporary email addresses you can request are set by the server administrator at domain or account level and cannot be modified by the user.

The **Permanent aliases (info)** will show your email address aliases list. You may have more than one entry if Domain Admin assigned user aliases to you.

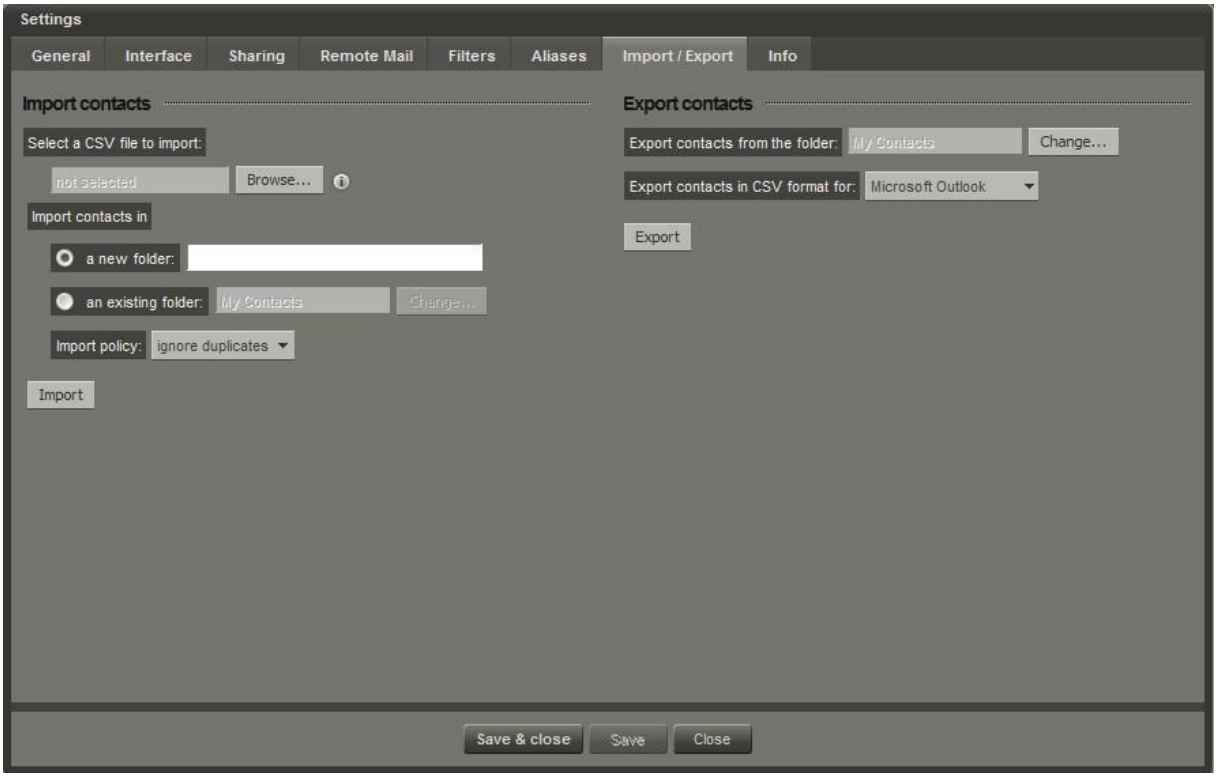
可以手动删除，单击“回收站”按钮旁边，或在指定时间后自动失效。由服务器管理员在域或帐户级别的到期时间以及一些临时的电子邮件地址，您可以要求，不能由用户修改。

永久别名（信息）将显示您的 e-mail 地址别名列表。如果域管理员分配的用户别名，您可能有一个以上的项目。

1.6.7. Import / Export | 导入/导出

Press the **Import / Export** button to import external contacts that were saved locally and export the contacts.

按“导入/导出”按钮，导入外部保存在本地的联系人和导出联系人。



Contacts files must be in CSV(Comma Separated Value) format!
联系人文件必须是 CSV（逗号分隔值）格式！

Import contacts: click the **Browse** button to specify the path to the desired external contacts, select to import contacts in a new folder or existing folder, and then click on the **Import** button. Should you choose to abort, press the **Cancel** button. **Import policy** can define the action for duplicates.

Any new created mailbox has by default two public folders in the root of the public folder: Domain Contacts and Public Contacts.

The **Domain Contacts** folder is read-only: no items can be modified or created in it, it cannot be deleted or renamed, no folders can be added to it, no permissions may be changed on it.

导入联系人：单击“浏览”按钮来指定所需的外部接触的路径，选择一个新的文件夹或现有的文件夹中导入联系人“，然后单击”导入“按钮。如果你选择放弃，按下“取消”按钮。导入策略可以定义为重复的动作。

任何新创建的邮箱默认情况下，公共文件夹的根目录下的公共文件夹：域名联系人和公共联系。

域“联系人”文件夹是只读的：没有任何项目可以被修改或创建的，它不能被删除或重命名，没有文件夹可以添加到它，没有权限可以改变它。

NOTE: This applies for all users in the domain, including postmaster!
注意：这适用于所有的域用户，包括 postmaster！

The content of this folder is automatically and dynamically updated by the server and contains all the email addresses for recipients in the domain.

Public contacts can be added only by the domain Postmaster in the same way explained above.

Export contacts: Select the contact folder and the export CSV format, and then click on the **Export** button to save locally.

此文件夹的内容，自动和动态更新的服务器，并包含所有域的收件人的电子邮件地址。
公开联系人可以仅由域邮政局长在上面所解释的相同的方式加入。 导出联系人：选择联系人文件夹导出 CSV 格式，然后单击“导出”按钮，在本地保存。

1.6.8. Info | 1.6.8. 信息

The **Info** page contains quota related parameters and system shortcuts details.

信息页面包含配额的相关参数和系统快捷键的细节。

Used quota | 使用配额

It allows users to view data relative to their mailbox quota. They can verify at any time the total quota of their mailbox, their used and remaining quota.

The Total Quota value is set by the server administrator and cannot be modified by the user. The used and remaining quota values change dynamically as the WebMail account total message size changes.

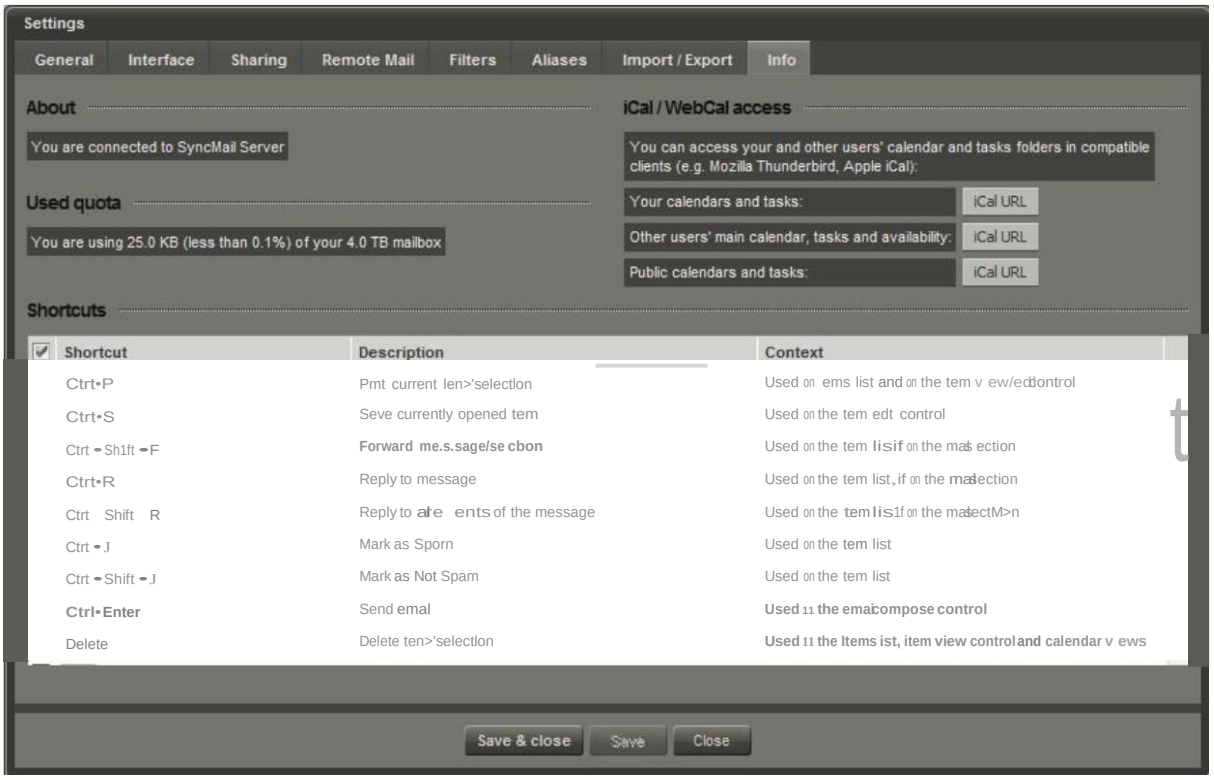
它允许用户查看数据他们的邮箱配额。他们可以在任何时候查看他们邮箱已使用的和剩余的配额配额总量。
配额总量值由服务器管理员設置，并不能由用户修改。使用剩余的配额值的变化动态取决於 WebMail 帐户邮件的总大小的变化。

iCal / WebCal access | iCal / WebCal 访问

It provided URL for iCal / WebCal access. User can setup in the mail clients that supported iCal / Web Cal.
提供 URL 給 iCal/ WebCal 访问。用户可以设置支持 iCal / Web Cal 的邮件客户端。

Shortcuts | 快捷

WebMail shortcuts can be viewed in this page. The shortcuts assist user access the function quickly.
WebMail 快捷键，可以在此页面查看。快捷键可以帮助用户快速访问功能。


Settings
General
Interface
Sharing
Remote Mail
Filters
Aliases
Import / Export
Info
About
You are connected to SyncMail Server
Used quota
You are using 25.0 KB (less than 0.1%) of your 4.0 TB mailbox
iCal / WebCal access
You can access your and other users' calendar and tasks folders in compatible clients (e.g. Mozilla Thunderbird, Apple iCal):
Your calendars and tasks:
iCal URL
Other users' main calendar, tasks and availability:
iCal URL
Public calendars and tasks:
iCal URL
Shortcuts
Shortcut
Description
Context
Ctrt•P
Pmt current len>'selectlon
Used on ems list and on the tem v ew/edtontrol
Ctrt•S
Seve currently opened tem
Used on the tem edt control
Ctrt • Sh1ft • F
Forward me.s.sage/se cbon
Used on the tem lisif on the mas ection
Ctrt•R
Reply to message
Used on the tem list, if on the masection
Ctrt Shift R
Reply to are ents of the message
Used on the tem lis1f on the masectM>n
Ctrt • J
Mark as Sporn
Used on the tem list
Ctrt • Shift • J
Mark as Not Spam
Used on the tem list
Ctrl•Enter
Send emal
Used 11 the emaicompose control
Delete
Delete ten>'selectlon
Used 11 the Items ist, item view control and calendar v ews
Save & close
Save
Close