HKBN
Cloud Email Server User Manual

如何使用 WebMail
How to Make Use of WebMail
(Version 2.0)

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Overview | 概觀

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, 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.

一個運營商級數的資訊傳遞解決方案與出色的技術支援，CloudMail 電子郵件伺服器提供速度，安全性和可靠性。對於動態業務環境的複雜挑戰和要求的一個完美答案，CloudMail 功能，群件，個人資訊管理，公共資料夾，網路郵件和更多。

CloudMail 從任何地方通過任何 Web 流覽器或電子郵件用戶端提供使用者帳戶的訪問。網頁平台模組允許使用者閱讀和撰寫郵件，查看和添加日曆中的事件，接受或取消任務，個性化的外觀，介面和多帳戶管理任務。

Purpose of this Document | 本文檔的目的

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.

本檔的目的是提供 CloudMail 完整的描述及郵件服務功能和配置。這本手冊將引導您通過多個基本任 務和詳細的配置選項，例如您的電子郵件，資料夾，個人資訊管理，設置篩檢程式和自動回應等工作

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

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.).

本節的文檔顯示從使用者的角度來看 CloudMail Webmail 服務的功能和配置。下面幾頁將詳細展示如何連 接到 Webmail 介面，管理相應的使用者帳戶，連絡人添加到地址簿或創建和管理電子郵件和 Webmail 文 件夾。

當通過流覽器訪問 Webmail 介面，各自的帳戶可以配置相對於他們的所有參數，除了由管理員（附件大小，郵箱配額等方面）施加的局限性。

1.1. Accessing/Leaving the WebMail Interface | 進入/離開 Webmail 介面
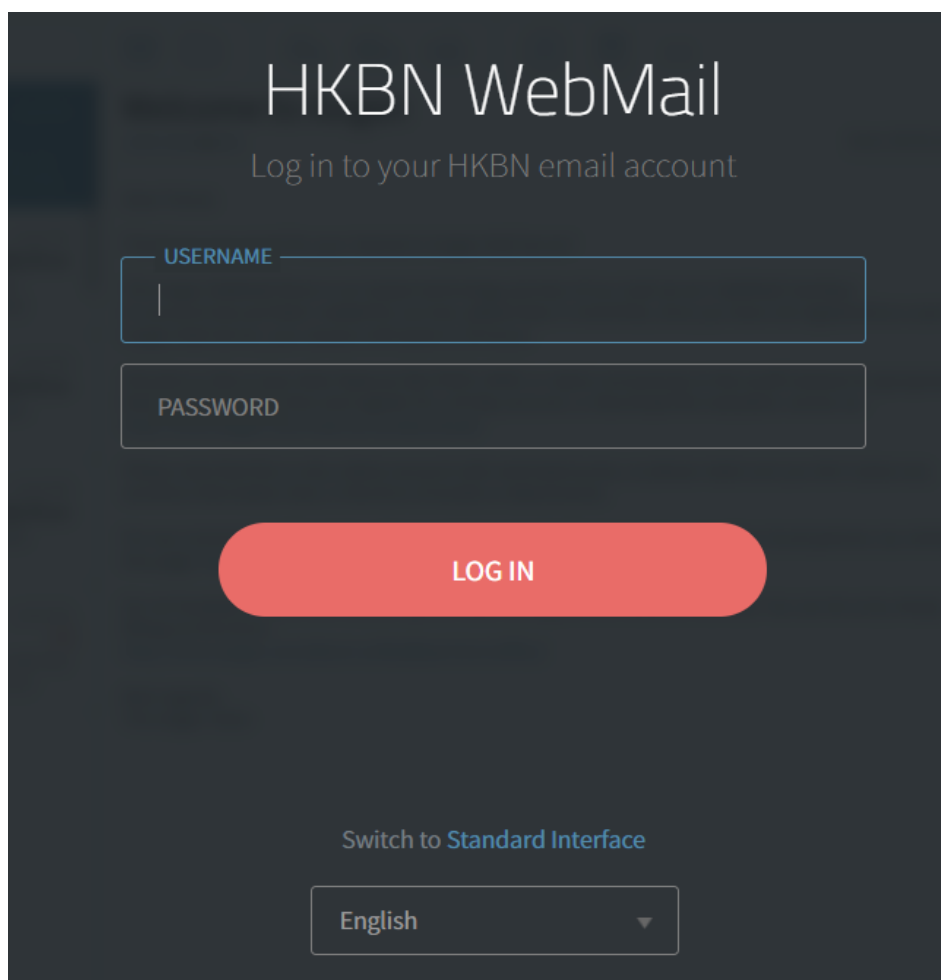
Connecting to CloudMail WebMail

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.

連接到 CloudMail WebMail

要連接到 CloudMail WebMail，在您的流覽器輸 URL http://cloudmail.hkbnes.net 或已指向
cloudmail DNS 我自訂 URL。

在顯示視窗中，輸入的 WebMail 系統管理員提供的用戶名和密碼。

Click to **Standard interface** is able to switch to standard interface.
點擊標準介面，可以切換到標準介面。

Leaving CloudMail WebMail

To close the current WebMail session, click the Logout link (right upper corner, next to the Settings link). click the **Settings** Icon (left bottom corner) and click "Log out".

離開 **CloudMail** 郵局

要關閉當前 WebMail 會話，請按一下"設置" 圖示（左下角），然後按一下"註銷"。
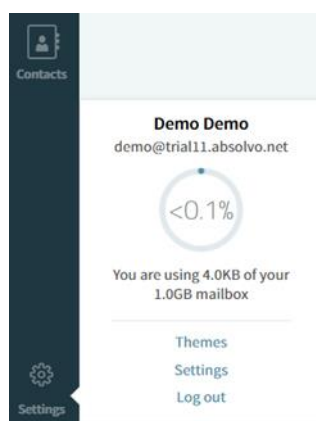
## 1.2. WebMail Features and Configuration | WebMail 功能和配置

## 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 帳戶導航

Webmail 左側面板會顯示一個樹狀結構，包含您的 Webmail 帳戶目前現有的資料夾。當第一次訪問您的 WebMail 帳戶時，結構看起來像這樣：
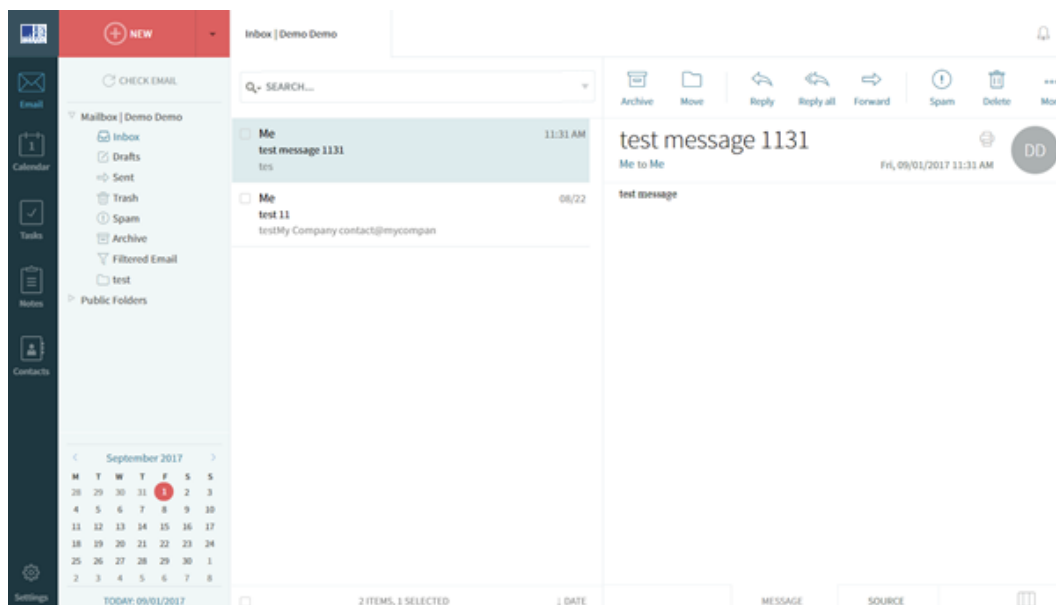
The folder structure helps you browse and manage the messages in your WebMail account:
資料夾結構，可以説明您流覽和管理您的 Webmail 帳戶中的消息：
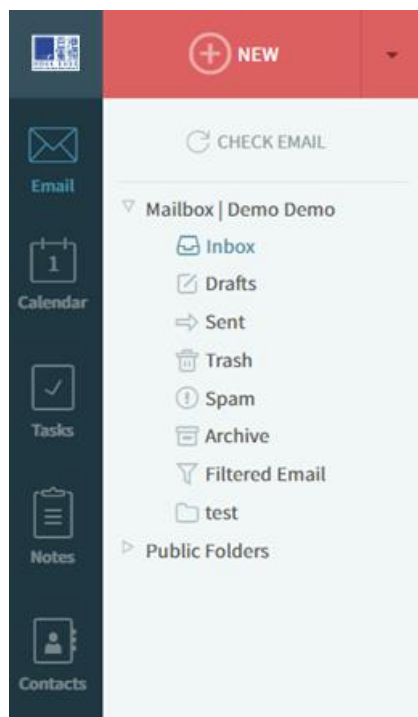
Searching within your email account

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

搜索您帳戶內的電子郵件

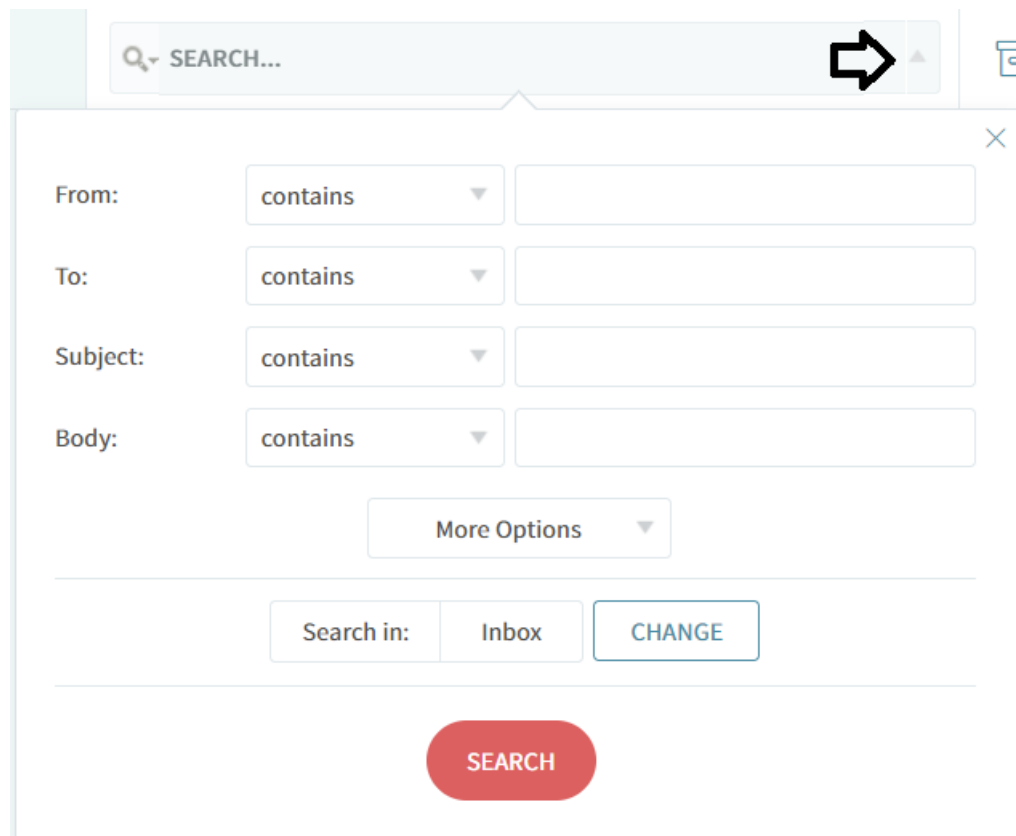您可以使用快速搜索"選項或"高級搜索"選項搜索現有存儲在您的帳戶中的電子郵件資訊。

For a quick search, go to the top of message list (Reading Panel – Right) or right upper corner (Reading Panel – Bottom) 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).

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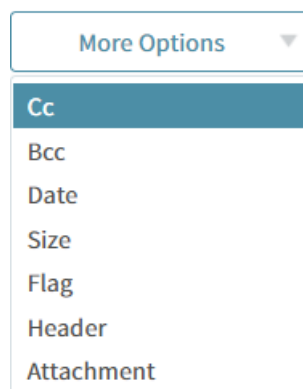
For an advanced search, click the arrows on the right of Search box to use the Advanced Search option. In the new window choose whether the query should match all or just part of the specified search elements. Add as many search criteria as you need by clicking the "More Options".

快速搜索，去 WebMail 頁面的消息清單（閱讀面板－右）或右上角（閱讀面板－底部）的頂部，鍵入您提交的搜索查詢，然後按"Enter"鍵。搜 索結果將顯示在同一視窗中，可以按照郵件頭（寄件者，收件人，主題，日期，大小） 段列顯示。

對於高級的搜索，按一下在右邊的搜索框中的箭頭可使用高級搜索選項。在新的視窗中 選擇"查詢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 條件，請點擊"更多選項"。

Use the drop-down menu to select the new search element type. Available options include setting search criteria relative to the From, To, Subject, Body. You can also click "**More Options**" to include more criteria. You can also see selected folder you **Search in**. You can click "**CHANGE**" if you want to change the folder to search. 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).
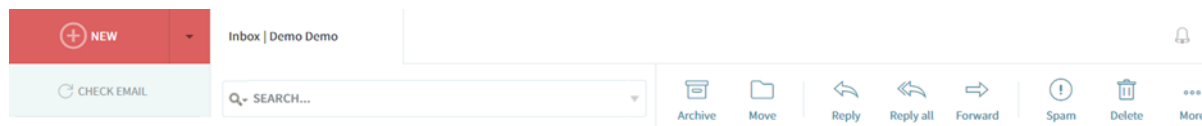
使用下拉式功能表選擇新的搜索類型。可用的選項包括設置搜索條件的寄件者，收件人，主題，內文。您還可以按一下"更多選項"以包括更多條件。您還可以查看您搜索的所選資料夾。如果要更改要搜索的資料夾，可以按一下"更改"。最後按一下"搜索"按鈕，找到所需要的資訊。

> 注意："搜索"功能還支援國際化的搜索。有了這個功能，現在可以使用特定語言的字元，運行搜索時（即使用附加符號）。

1.3. *Working with Messages in WebMail | 使用 WebMail 資訊*

Main Button Bar

主按工具列

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 **Archive** button to move message to "Archive" email folder. The " … " **More** button has more options for the Print, Copy to, or forward as attachment.

The " ▼ " icon next with the **New** button have drop down menu for more options to the button. The New button has option to create contact or distribution list…etc.

使用"新建"按鈕可創建一個新的電子郵件。答覆和答覆所有的按鈕可讓你回復一個特定的電子郵件或 所有先前選中的消息。使用 "轉發" 按鈕，將收到的電子郵件重定向到不同的收件人和 "移動" 按鈕移 動到不同的資料夾中的電子郵件。 "刪除" 按鈕允許你刪除先前選定的資訊。 存檔按鈕將消息移動到 "歸檔" 電子郵件資料夾。 "..." 更多按鈕具有列印，複製或轉發作為附件的更多選項。
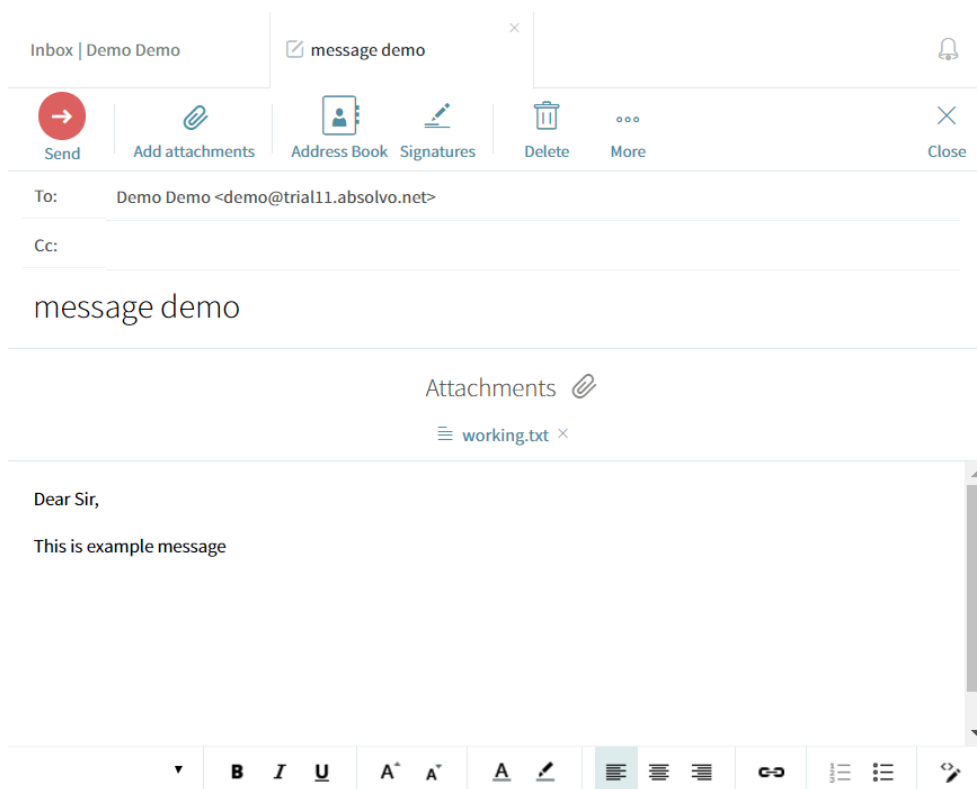"新建"圖示旁邊的 "▼" 按鈕具有下拉式功能表，可為該按鈕提供更多選項。新建按鈕具有創建連絡人或通訊群組清單等的選項。

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.

撰寫新郵件

要撰寫新郵件，按"新建"按鈕。彈出式視窗顯示類似如下。

Steps for editing a new message in CloudMail WebMail |在 CloudMail WebMail 編輯新資訊的步驟

To edit an email message you need to take the following steps:
編輯電子郵件消息，需要採取以下步驟：

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. 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"位址中輸入電子郵件的收件人（如果有多個用逗號分隔），或按"通訊錄 "按鈕，添加他們從現有的地址簿。地址簿，讓用戶定義他們的帳戶，也給公共域連絡人的聯系人。電子郵寄位址可以自動添加到"收件人"，"抄送"或"密件副本"欄位。要做到這 一點，點擊位址來選擇它，然後按一下"收件人"，"抄送"或"密件副本"按鈕。按"確定"按鈕，當您完成添加收件人或"取消"按鈕退出。

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.

對於任何這些位址欄位中，輸入收件人位址時，如果相應的位址已經在您的位址簿，自動完成功能將被啟用。因此，您可以選擇正確的位址，然後按 Enter 鍵。

2. Specify the subject of your message in the **Subject:** field.
   在您我郵件主題中指定主題。

3. Use a different originating email address by clicking **"…" (More)** to select the **Show From** link and typing the address in the **From** field.
要使用不同的發送人電郵位址，按一下"…"(更多)，顯示"寄件者"並輸入自定的位址。

WARNING! This option works only if the user has the 'Send Mail as' permission from the mailbox owner.
警告！此選項僅當使用者的"發送郵件為"許可權已被郵擁有者許可時才有效。

For information on how to define 'Send Mail as' permissions please see [Sharing](#).
如何定義"發送郵件為"的許可權，請參閱 [共享](#)

4. Set the 'Reply-to' header for the email message. When clicking **"…" (More)** 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.

設置"回復"頭的電子郵件消息。當按一下"…"(更多)，選擇"顯示回復"連結，在預設情況下會 出現一個新的領域，其中包含您的電子郵寄位址。當有人回復你的電子郵件的"收件人"欄位中的電子郵寄地址集在這裡，而不是一個出現在"寄件者"頭。

5. 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 **"…" (More)** if do not need the formatting. There can switch to **use plain text** or **use HTML text** in the **Options**.

在郵件正文中編輯您的資訊。使用者可以使用富文本格式（粗體，斜體，底線/刪除線，不同的字體和大小，顏色，下標，上標，下插入連結，子彈等），HTML 格式。如果不需要的格式用，戶可以選擇在"…"(更多) 使用純文字選項。可以切換到使用純文字或 **HTML** 文本中的選項。

6. 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"按鈕添附件加到您的郵件。要添加一個附件，按流覽，選擇該檔，然後按就打開.. 如要添加多個附件，你需要多次重複這些動作。

7. 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.

當添加一個或多個附件到 WebMail 資訊後，附件清單會顯示在右邊的"添加附件"按鈕。您可以通過點擊相應的[X]圖示逐一刪除附件。

8. 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.

您可以在任何時候按"保存"按鈕，保存草稿您目前的消息，並在以後的時間恢復它的編輯。

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 撰寫新郵件介面允許使用者請求"讀信回條"，以及可選發送"已讀 回執"閱讀郵件時，發送的"請求閱讀回執"選項。

9. 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 '**General**' 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.

您可以訪問和更改默認的"讀信回條"設置採取以下步驟：在"設置"選項卡中，按一下"已 讀 回執"選項的"一般"窗格的底部，並在底部選項，你會發現"請求閱讀回執"和"發送 閱讀 收入"的選項，可選值的默認設置。

Marking messages |標記郵件

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.

為了標記一個訊息，你必須首先選擇在上方面板上按一下。選定的訊息將有打勾方框中打勾。支援 多消息選擇。按右鍵選定的信息。然後選擇標記為下拉清單中顯示的選項之一：
· 選擇標記為已讀的狀態設置為當前選定的消息為已閱讀。
· 選擇"標記為未讀的狀態設置為當前選定的消息為未閱讀。
· 選擇標誌>後續添加到當前選定的消息為一個後續標誌。
· 選擇標誌>完成添加到當前選定的消息為已完成的標誌。
· 選擇標誌>刪除標記，刪除當前選定的消息標誌。此選項僅適用於先前標記的郵件。
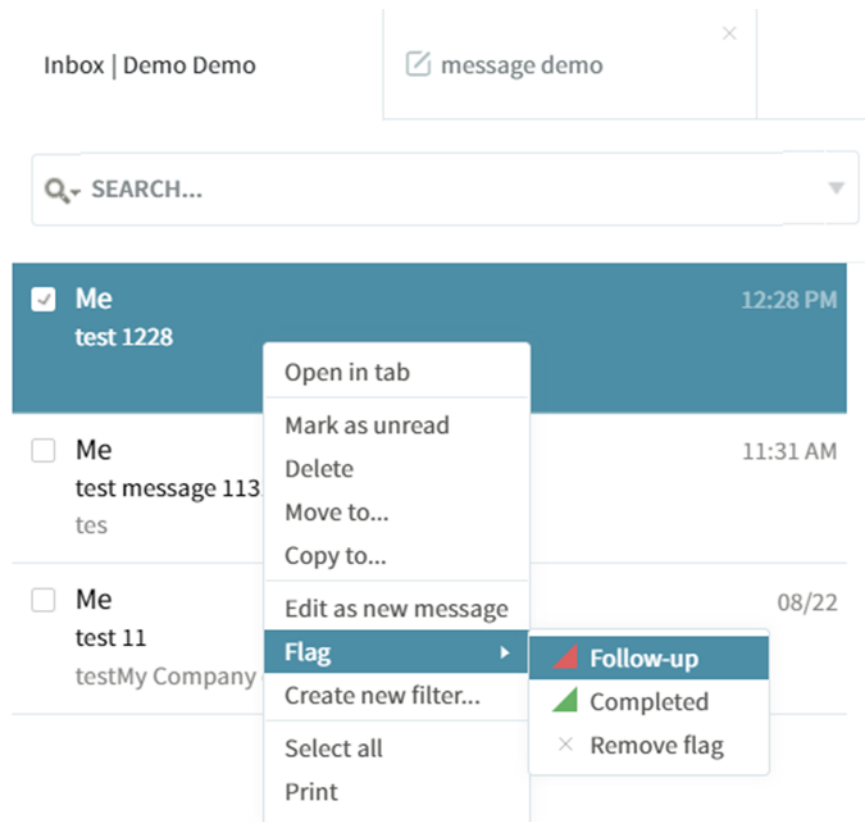
Deleting messages | 刪除資訊

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.

要刪除一個或多個郵件，請選擇消息，然後點擊"刪除"按鈕（垃圾桶圖示）在主按鈕欄或按右鍵選定的消息（S）中選擇刪除。刪除的郵件將被永久刪除，或根據使用者的設置 介面>選項 ，或由管理員帳戶郵箱管理設置將已刪除的郵件發送到垃圾郵件選項。

1.4. WebMail Folders | WebMail 資料夾

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.

公共資料夾

通過公共資料夾，用戶可以通過簡單的複製和/或將其移動到公共資料夾共用電子郵件，連絡人，任務等。與公共資料夾中，系統管理員還可以特定電子郵寄位址。因此，電子郵件可以直接發送到公共檔 夾，也可存檔選項。
用戶可以設置其他類型的公共資料夾，如讀/未讀標記。這些選項會影響各自的個人帳戶的電子郵件，而不是實際的公共資料夾的內容。

Special Folders

From both WebMail, one can create a special type of folder: Mail, Calendar, Tasks, 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.

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.

特殊資料夾

從 WebMail，你可以創建一個特殊類型的資料夾：郵件，日曆，任務，通訊錄，便箋。 創建特定的資料夾，請按一下相應的資料夾類型。每一個特殊的檔夾具有特定類型的視圖來顯示它的內 容（即日曆視圖（ES）的日曆類型的資料夾，連絡人查看接觸式資料夾等）。

除了從特定的觀點，每一個特殊的資料夾類型有一個列表視圖，在該資料夾中的物件清單。清單視圖中有更多的頁面，這樣使用者可以只查看幾個項目的時間。在清單視圖中編輯物件時，使用者介面還記得這樣 的物件被更新後，在列表中的位置不會丟失的頁面。

在清單視圖中的特殊資訊可以被複製或從一個特殊的資料夾移動到另一個資料夾，如果有相同的類型。

注：創建後，資料夾類型不能修改。

對於特殊的公共資料夾的許可權，無論是顯示所有的操作按鈕。編輯一個專案時，動作按鈕，在快顯視窗 顯示或不顯示的許可權。例如，如果當前用戶沒有 "編輯" （即刪除和創建）的許可權，"保存"
按鈕不存
在，而且，所有的輸入控制項會被禁用。

Managing Folders in WebMail |在 WebMail 管理資料夾

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.

按右鍵資料夾樹中的任何資料夾（無論是個人，公共或共用，郵件，日曆，任務，日記或筆記）帶來 了一個上下文功能表，下列選項：新建資料夾，重命名資料夾，移動資料夾，刪除資料夾標記為已讀，空資料夾，共用，打開/關閉其他用戶的資料夾。
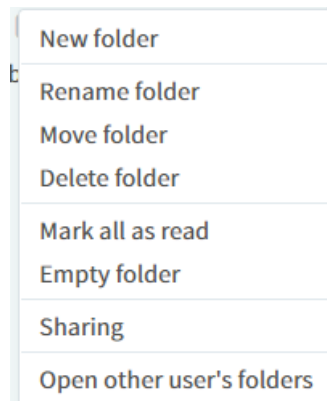
These options always appear in the context menu, if they work or not depends on the specific permissions set on the selected folders.

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.

這些選項總是出現在上下文功能表中，如果他們的工作或不依賴於所選擇的資料夾的具體許可權設置。例如，當創建一個新的資料夾，顯示一個新的視窗，允許您指定的新資料夾，在資料夾名稱的文本區域的名稱。要完成創建按 Enter 鍵或如果你改變主意了可按 Esc 鍵取消。
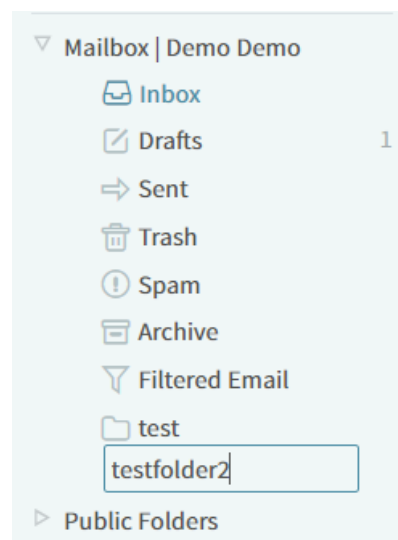
All folder options: moving, deleting etc. can also perform by drag-and-drop.
通過拖拽和拖放也可以執行所有資料夾選項：移動，刪除等。

Managing Contacts in WebMail | 在 WebMail 管理連絡人

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 <u>Settings > Import/Export</u>. 要定義你

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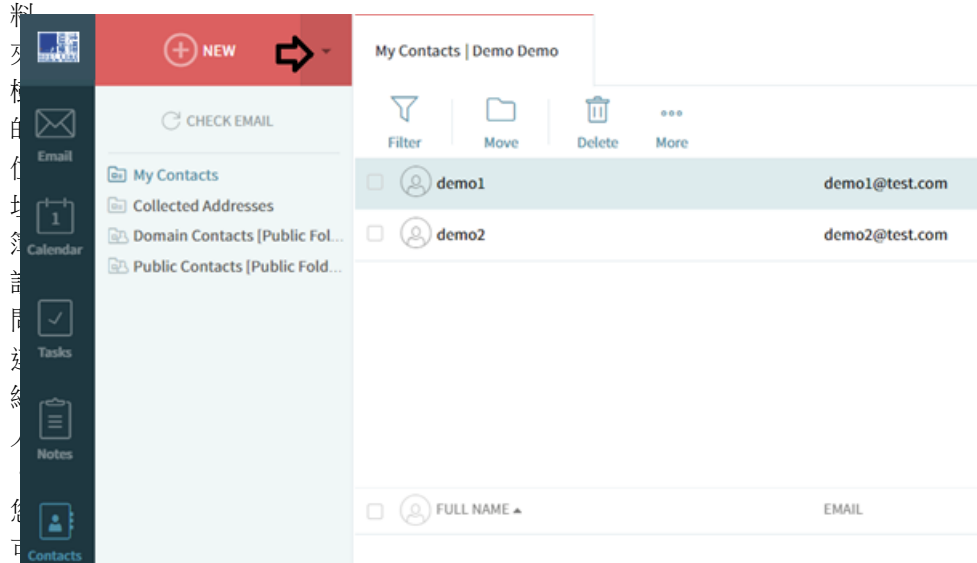
Click the **New contact** button to create a new contact and fill in the details.

點擊新連絡人按鈕，創建一個新的連絡人，並填寫詳細資料。

添
加
或

General Details | 一般細節
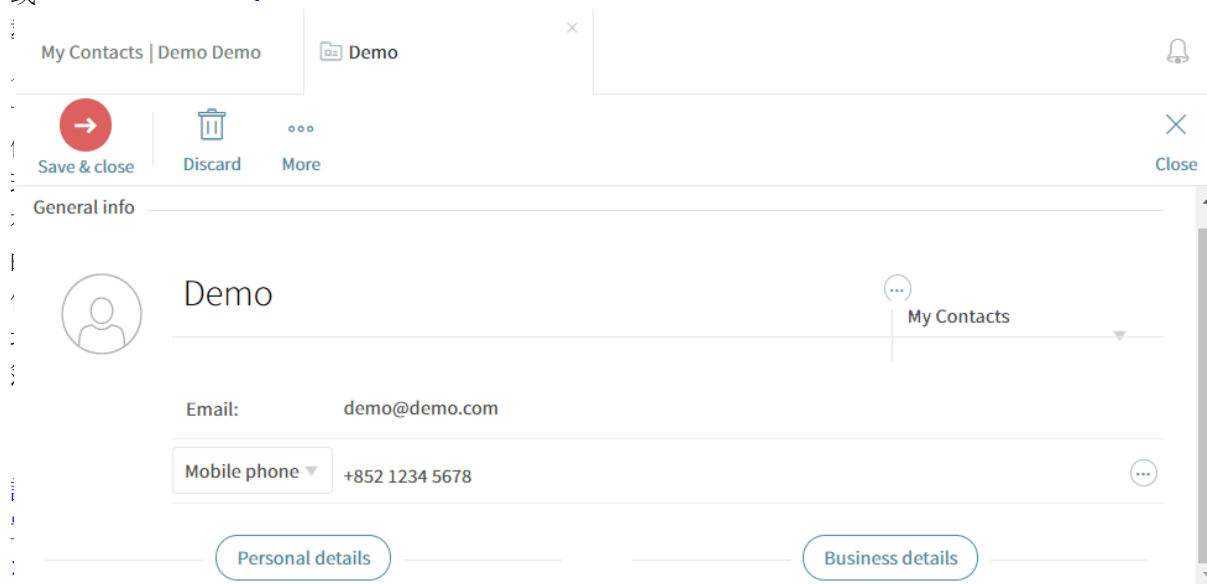
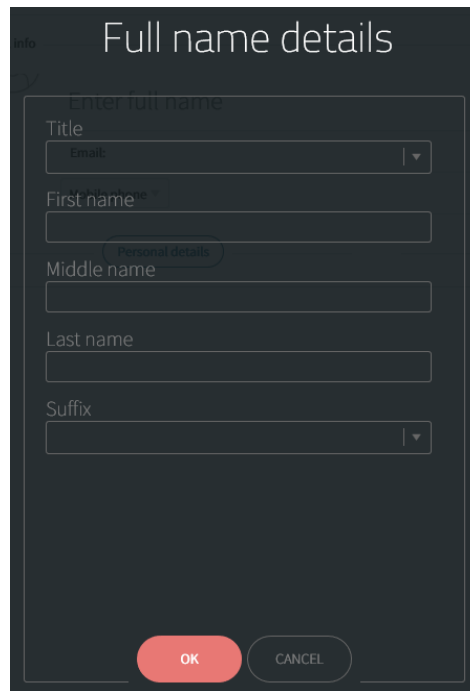Use the **Name**, **Email and Phone** text fields to specify the name, email address and contact number of the new contact you want to add. To specify the contact's name detail, click to "…" to use **Full name details** field.

匯
出

使用姓名，電子郵件和電話文字欄去指定你要添加新的連絡人的姓名，電子郵寄地址和電話號碼。點擊
"**…**"可指定連絡人的姓名資料及使用全名的詳細資訊欄位。

Additional Info | 其它資訊

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".

通過點擊"**+**個人詳細資料",您可以指定個人資訊。填寫昵稱,家庭電話和位址欄位。使用"更多"額外的欄位,如個人電子郵件,即時通訊的 ID..

使用"**+**業務細節",您可以指定新聯絡人的業務細節。使用公司及工作電話欄位指定辦事處聯繫細節。使用"更多"欄位,例: 企業郵箱,商務傳真。最後,在最下的注釋文本欄位元中,這些細節可以用來 輸入關於當前聯絡人的任何資訊。

請務必按"保存並關閉"按鈕以保存您剛才添加或改變細節的連絡人。 按兩下可編輯連絡人。要刪除一個

現有的連絡人,先選擇連絡人,並使用"刪除"圖示刪除選定的連絡人。
還支持多連絡人選擇。要發一個新電郵到連絡人,按右鍵選定的聯繫,選擇"發送新郵件"。

1.5. *Working with the Personal Organizer in WebMail | WebMail 個人資訊管理*

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.

擁有時間管理和移動性的需求， CloudMail 郵件服務器擁有個人信息管理模塊，在 CloudMail 的 WebMail 介面和 Outlook 電子郵件用戶端中也有。個人資訊管理包括工具，如日曆，任務，日記，筆記和協作支援。這些功能將在標準頁面。

本節旨在說明如何在新的管理工具可以使用。每個 - 日曆，日記，筆記，任務 -分別會在單獨的小節描述，其所有功能和替代用法。

1.5.1. Working with your Calendar | 使用日曆

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** icon 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.

日曆可以幫助用戶計畫和安排與工作有關的或個人的活動和他們工作的詳細視圖，從而使用戶能夠改進時間管理。要訪問您的日曆，你可以按一下"日曆"資料夾，日曆放在您的 Webmail 帳戶左側的圖示或點擊任左下角何一天的日曆顯示。
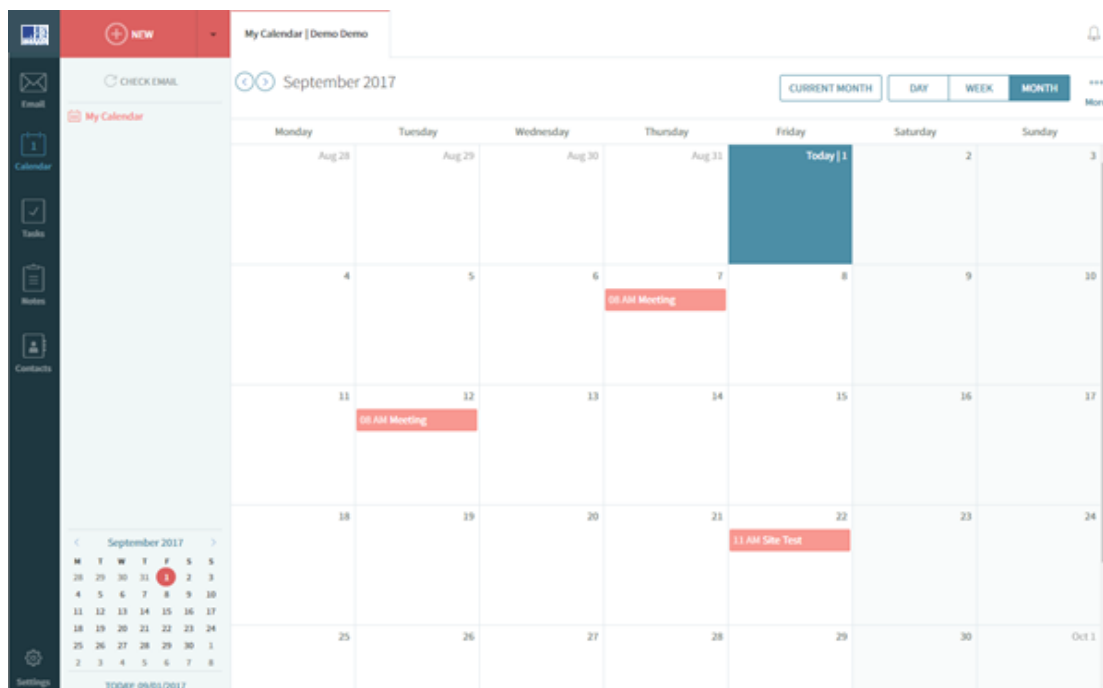
The upper button bar displayed when the Calendar is accessed gives access to the following options:

> **New meeting** - creates a new meeting. To create an event in a certain day, either select it first using the calendar. Use the left and right arrows to change months
> **Today / Current Week or Month** - display the current events in specific view
> **Day view** - displays the events for one day at a time
> **Week view** - displays the entire week
> **Month view** - displays the events for the whole month

訪問日歷時顯示的按鈕欄上可以訪問下列選項：

> 新會議‐創建一個新的會議。要創建一個事件中的某一天，或者選擇先用日曆顯示在左下角。 使用左，右箭頭來改變月。
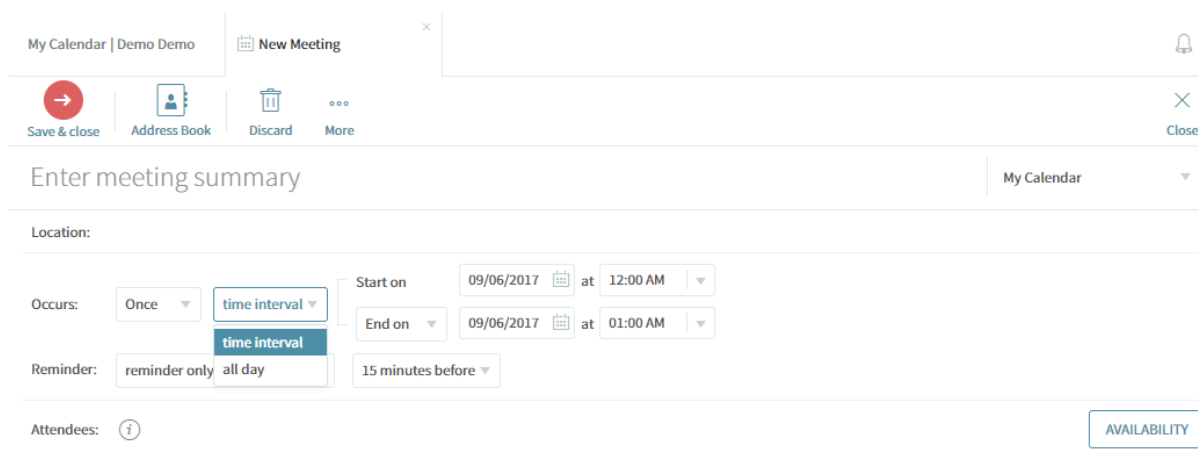> 今天/ 當前周/月‐ 顯示當前的全天/周/月事件
> 日視圖‐ 顯示一天的事件
> 周視圖‐ 顯示整個星期
> 月視圖‐ 顯示整個月的事件

Creating a New Meeting |創建新會議

When creating a new meeting, you have to first type a **Meeting Summary** (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 in **Time Interval**, or you can specify time period for the new event. To do so, click the date and time selection boxes for both the **Start** and **End date** of your event.

當創建一個新的會議時，你必須先輸入一個會議總結（必要的），然後指定事件發生的位置。您可以在時間間隔創建一 個事件持續一整天的全日事件選項，您可以為新的事件指定時間段。要做到這一點，你的活動的開始和結束 日期的日期和時間選擇框。

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 **"…" (More)** Icon drop-down menu in the "**Show as**" section. This option will affect the resource availability displayed in the Free/Busy tab. More information is available below on this page.
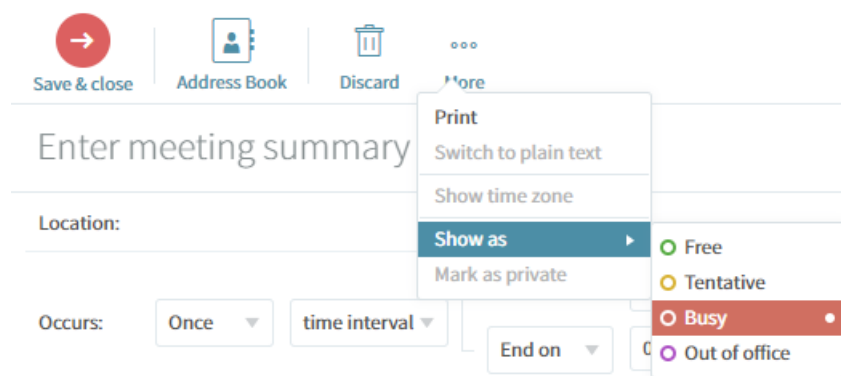
To save your event, press the **Save & Close** button. To abort configuring the event, hit **Discard**. There can also use the **AddressBook** button or input email address in **Attendees** button to invite others to attend the event you are creating.

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.

如果您想收到一個特定事件即將發生的提示，請選擇提醒框，並設置所需的時間間隔。您還可以使用可 用的文本欄位元中輸入您的當前事件的任何細節或解釋。使用 "…"(更多)的 "顯示為" 一節可設置事 件的透明度為 "忙" 或 "有空"。此選項會影響選項卡中顯示的資源可用性的忙/閑。更多資訊，請訪 問下面這個頁面。

為了保存您的事件，按 "保存並關閉" 按鈕。要中止配置的情況下，按下**丟棄**。也可以使用位址簿按鈕或在 "出席者" 按鈕中輸入電子郵寄位址，邀請其他人參加你所創建的事件。

您可編輯現有的事件。要做到這一點，選擇所需的條目，按兩下它，變更所需要的改變後，按保存並關閉按鈕。

如果你想刪除事件目，按 "刪除" 圖示添加到編輯視窗。

Inviting Attendees| 邀請出席者

To invite Attendees for the meeting, you can also use the **AddressBook** button or input email address in **Attendees** to invite others to attend the meeting.

要邀請出席者參加會議，您還可以使用位址簿按鈕或輸入參加者的電子郵寄位址邀請其他人參加會議。

You can also check the Free/Busy status by hitting the "**AVAILABILITY**" on the right in the same line of **Attendees**. The attendee availability will display if the user editing the meeting has the 'Read Free/Busy status' permission on the attendee's mailbox. This feature is available only in the WebMail interface.

您還可以通過在出席者的右側點擊"可用性"來檢查忙/閑狀態。如果用戶編輯會議對參加者的郵箱有"讀取/忙碌狀態"許可權，則會顯示出席者的忙/閑狀態。此功能僅在 WebMail 介面中可用。

You can Enter the Attendees / Resource email address on the left and hit (+) to add the attendee to check the availability. To remove the attendee, you can hit the "Trash" icon in the Options at the right of attendee name. If the time slot is occupied by meeting for the attendee, it will show the Busy status during the time range.

Press **OK** and it will fill the Attendees in the meeting.

Hit the **Save & Close** button, it will send the invitation to Attendees.

您可以輸入左側的出席者/資源電子郵寄地址，並點擊（+）添加與會者以檢查可用性。要刪除出席者，您可以在出席者名稱右側的選項中點擊"垃圾桶"圖示。如果會議時間段出席者已佔用時間，則會在時間段內顯示忙碌狀態。
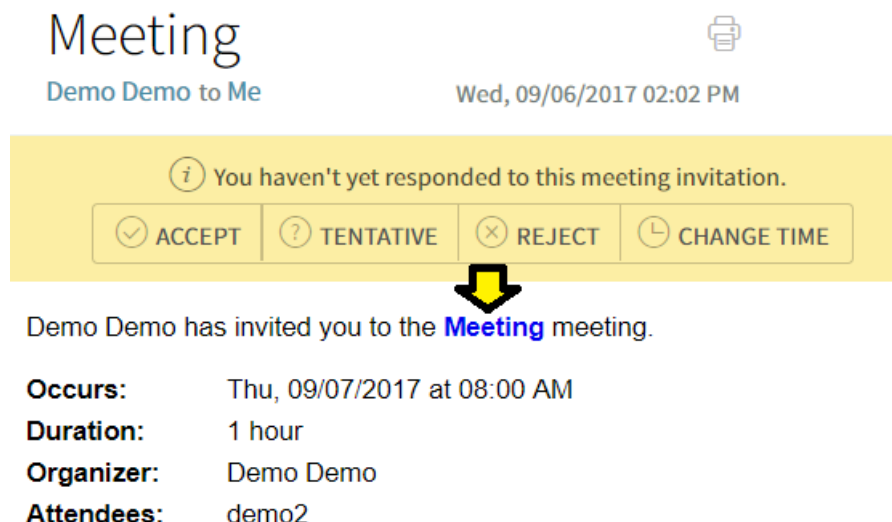按 OK，它將加入會議中的出席者。
點擊保存並關閉按鈕，它將向出席者發送邀請。

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

出席者會者將收到一封邀請電子郵件在收件箱中，促使他們採取行動：

The available options are to **Accept** the meeting, to accept it without guaranteeing attendance - **Tentative**, **Reject** it, or propose another time by **Change Time** in the event details. You can also view the details of the event by click on **Subject** of the meeting.

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

可用的選項有接受會議，"接受但不保 證出席"，"暫定"，"拒絕"，或通過 "更改時間" 提議另一個時間。您還可以通過點擊會議主題查看活動的詳細資訊。

當出席者選了正確的動作 (除了 "更改時間")，發起人將收到通知電子郵件，不需要採取進一步措施。
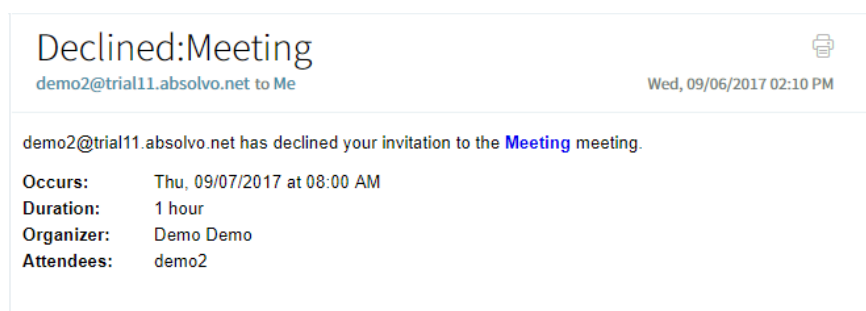
If, on the other hand, the invited attendees have proposed changes to the meeting, the organizer will receive an email prompting him/her to take action. The available options are **Accept/Reject** changes or **Change Time** to propose a new time of the meeting.

另一方面，如果被邀請的出席者提出變更會議，發起人將收到一封電子郵件，提示他/她採取行動。可用的選項是接受/拒絕變更或更改時間提出會議的新時間。

Proposed changes:Meeting

demo2@trial11.absolvo.net to Me   Wed, 09/06/2017 03:37 PM

| ⊘ ACCEPT | ⊗ REJECT | ⏱ CHANGE TIME |

demo2@trial11.absolvo.net has proposed changes to the **Meeting** meeting.

Occurs: From Thu, 09/07/2017 at 08:30 AM to Thu, 09/07/2017 at 11:30 AM
Duration: 1 hour

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 meeting.

處理建議修改時，出席者有更多的選擇，暫定給他們接受但沒有保證，你將參加會議的可能性。

Meeting

Demo Demo to Me   Wed, 09/06/2017 02:13 PM

ⓘ You haven't yet responded to this meeting invitation.

| ⊘ ACCEPT | ? TENTATIVE | ⊗ REJECT | ⏱ CHANGE TIME |

Demo Demo has invited you to the **Meeting** meeting.

Occurs: Thu, 09/07/2017 at 08:30 AM
Duration: 1 hour
Organizer: Demo Demo
Attendees: demo2

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！如果參與者採取不同的行動提出更改事件時，（即一些接受但部份拒絕他的），發起人擁有最終決定權。

When inviting others to take part in a certain event, the event editing window will also be modified. You will able to check the ⓘ icon for **Attendees**, showing the course of action taken by those invited. The available status options are 'Accepted', 'Declined' and 'Tentative'.

當邀請其他人參加一個特定的事件時，事件編輯視窗也將被修改。您將可以查看出席者的圖示ⓘ，顯示過程中所採取的行動。可用的狀態選擇"接受"，"拒絕" 和"暫定"。

Reminder options | 提醒選項

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. Alternatively, you can have the reminder postponed using the available snooze options 🕐 in the right of the meeting, by choosing a repeat interval in the corresponding drop-down menu and by hitting the Snooze button. Use the **Snooze All** button to snooze all pending events.

如果你已經選擇了一個特定的事件，在指定的時間提醒，一個快顯視窗將出現在給定的時間和日期。如果不采取任何行動，它會重新出現於 Webmail 界面自動刷新時。或者，您可以在會議的右邊使用延期功能選項🕐，在相應的下拉式功能表中選擇重複間隔和按 重響按鈕的提示。使用**全部延期**按鈕來延期所有待處理的事件。
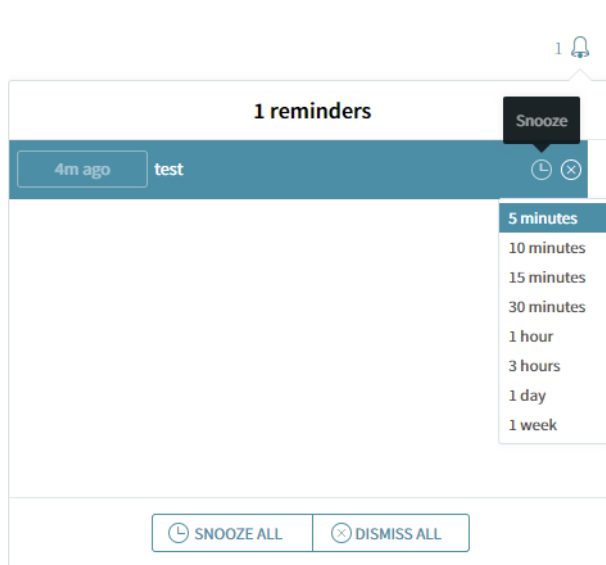
If you want to see the details of an event you are reminded of, click on the specific meeting. To dismiss a specific task, press the ⊗ dismiss option at the right of the event. Use the **Dismiss All** button to discard all pending events.

如果你想看到事件提醒的細節，點擊特定的會議。要關閉一個特定的任務，按任務右邊的消除 ⊗ 按鈕。使用全部消除按鈕，即可刪除所有掛起的事件。

> **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！在設置介面頁面有日曆內進一步的設置。每個使用者都需要設置正確的時區和周 的開始日期，才能有最後期限，並在日曆中正確顯示開始時間。

1.5.2. Working with your Tasks | 使用任務

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** icon on the left hand side of your WebMail account.

任務說明使用者組織自己的工作相關的任務與其他正在進行的專案。使他們能夠完成進度檢查，工作任務
提供了明確和詳細的工作量。要訪問您的任務，按一下放在您的 Webmail 帳戶的左側的 "任務" 圖示。
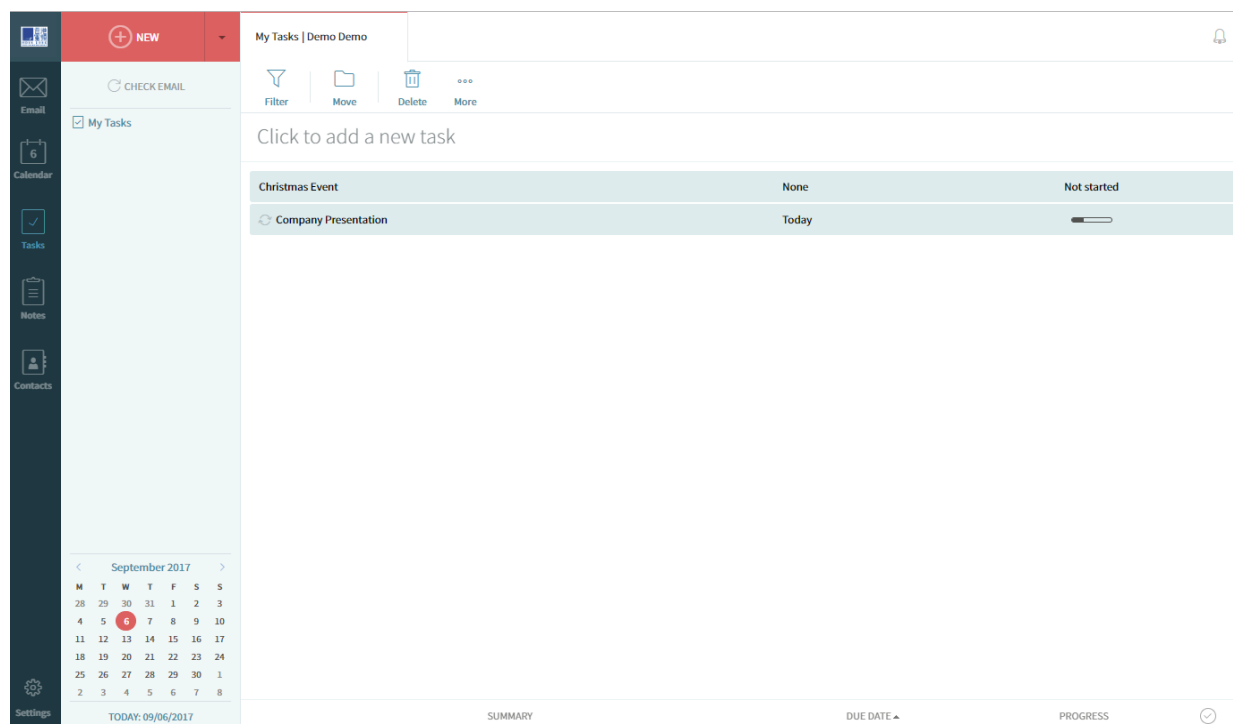
The upper button bar displayed when the Tasks are accessed enables the following options:

> **New tasks** - creates a new task.
> **Filter** - filter the lists of your tasks
> **Move -** move the selected task to another task folder
> **Delete** – remove the selected tasks

You can also use the task bar "**Click to add a new task**" to click and input a new Task Summary. Press "**Enter**" to create a new task.

上方的按鈕欄上顯示下列啟用任務訪問時選項：

> 新的任務－創建一個新的任務。
> 過濾－過濾您的任務列表
> 移動－將所選任務移動到另一個任務資料夾
> 刪除－刪除所選任務

您還可以使用工作列 "按一下以添加新任務" 按一下並輸入新的任務摘要。按 "輸入" 鍵創建新任務。

Creating a New Task | 創建新的任務

When creating a new task, first type a **Task Summary** in the corresponding text field, then set the task's completion deadline using the **Due** selection box. If you set a due date, you can use the option **Due on** and click on the calendar icon, you will able to use the left and right arrows to switch between months, and select the specific due date for the task. You can also use the option "**Daily, Weekly, Monthly** or **Yearly**" to define a repeating scenario.

當創建一個新的任務，首先在相應的文本欄位元中鍵入一個任務摘要，然後在選擇框設置任務的完成限期。如果您設置到期日期，您可以使用"到期"選項，然後按一下日曆圖示，您可以使用左右箭頭在幾個月之間切換，並選擇該任務的特定到期日。您還可以使用"每日，每週，每月或每年"選項來定義重複的場景。

Furthermore, you can prioritize tasks using the **... More -> Priority** drop- down menu. Available options are: 'Low', 'Normal' and 'High'. To keep track of the completion process, scroll the **Progress** bar to update the percentage of completion.

此外，您可以使用下拉式功能表中任務的 "…"(更多) -> 優先順序 設置優先順序。
可用選項有："低"，"正常"和"高"。要跟蹤的完成過程中，滾動進度欄以更新完成百分比。
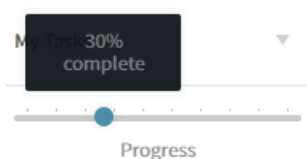
Should you like to be prompted a reminder on/before the due date. Use the **Reminder** option and set your desired time interval. You can also use the available text field to type in any details or explanations regarding your current task.

如果您希望在到期日之前接收提示,請使用提醒設置,並設置所需的時間間隔。您還可以使用可用的文本欄位元中輸入關於當前任務的任何細節或解釋。

To save your task, press the **Save & Close** button. To abort configuring the task, hit **Close** or **Discard**. Use the **Assign to** option to have the respective task assigned to specific user. In order to receive future updates about its progress, you should assign the task to one user only.

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 **Progress** status icon.

為了節省您的任務,按"保存和關閉"按鈕。要中止配置的任務,按下"關閉"或 "丟棄"。使用 "分配到"選項將相應的任務分配給特定用戶。為了接收有關其進度的未來更新,您應該將任務分配給一個用戶。

通過按兩下它,可以在任何給定的較後日期編輯現有的任務。所需要的改變後,按保存並關閉按鈕。使用指定任務進度狀態圖示旁邊的相應圖示標記為已完成。

Should you like to delete the entry press the Delete icon in the editing window. Additionally, you can use the delete icons on the menu bar or check it as completed.

如果你想刪除該條目在編輯視窗中按"刪除"圖示。 此外，您還可以使用附加到每個任務的刪除圖示或擊它當已完成。

Assigning tasks |分配任務

You can use the **Assign to** option to have the respective task assigned to specific user. Input the email address in the **Assign to** field. It will also have auto complete feature to check the email address in your contact or domain contract list.

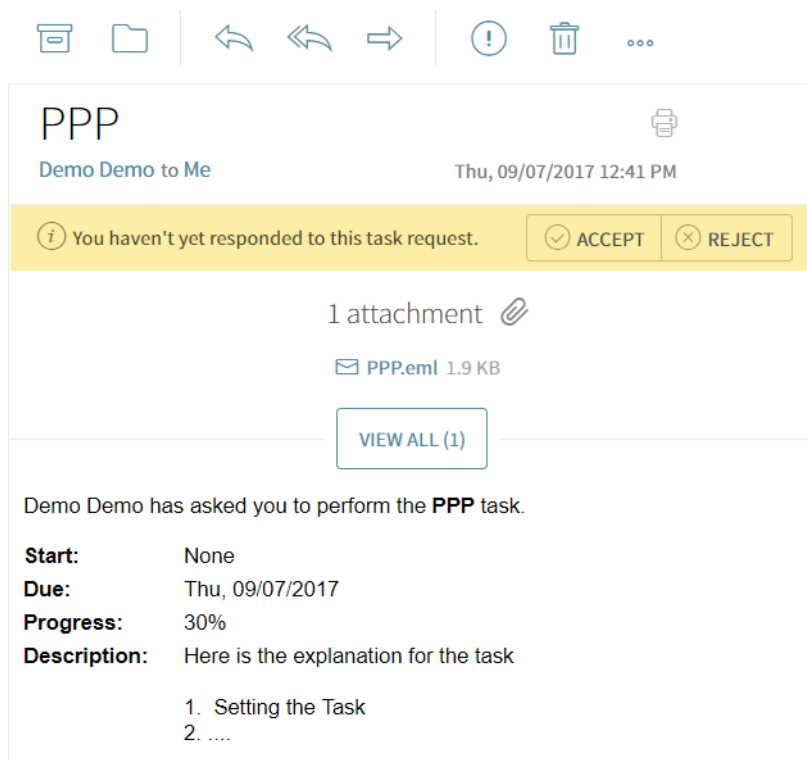您可以使用"分配到"選項將相應的任務分配給特定的用戶。在"分配到"欄位中輸入電子郵寄地址。它還將具有自動完成功能，以檢查您的連絡人或域合同清單中的電子郵寄地址。

Press the **Save & Close** button and send the task request.

按保存並關閉按鈕並發送任務請求。

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

受讓人將收到一封分配在他們的收件箱中的電子郵件，促使他們採取行動：

The available options are to **Accept** or **Reject** the task and the organizer receives a confirmation email.

Assignees will found the task will saved a copy in their task list when Accepted the task. They can update the task and press Save & Close. It will send the update to all assignees.

可用的選項有接受 或拒絕任務，組織者會收到一封確認電子郵件。
受讓人會發現任務會在接受任務時將副本保存在任務列表中。他們可以更新任務，然後按保存並關閉。
它會將更新發送給所有受讓人。

Reminder options |提醒選項

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 the WebMail interface is automatically refreshed. Alternatively, you can have the reminder postponed using the available snooze options ⏰ on the right of the task, by choosing a repeat interval in the corresponding drop-down menu and by hitting the **Snooze** button. Use the **Snooze All** button to snooze all pending events.

如果你已經在指定時間選擇了一個特定任務提醒，一個快顯視窗將出現在給指定時間和日期。如果不采取任何行動，每次 Webmail 介面自動刷新時它會重新出現。或者，您可以使用打盹選項 ⏰ 延期，在相應 的下拉式功能表中選擇重複間隔和打貪睡按鈕的提示。使用**全部延期**按鈕來延期所有待處理的事件。
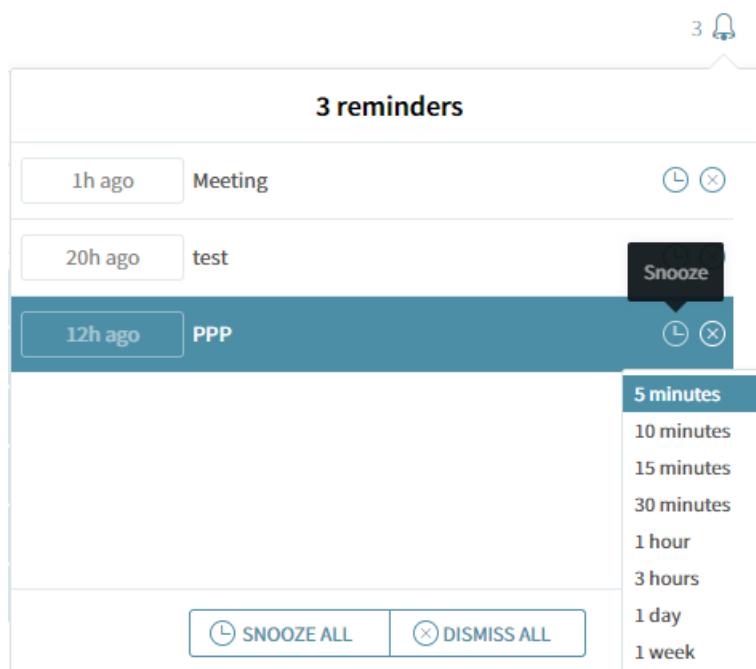
If you want to see the details of an event you are reminded of, click on the specific task. To dismiss a specific task, press the ⊗ dismiss option at the right of the event. Use the **Dismiss All** button to discard all pending tasks.

如果你想看事件提醒的細節，按一下打開任務。要關閉一個特定的任務，按下任務右邊的的辭退 ⊗ 按鈕。使用全部消除按鈕，即可刪除所有未完成 的任務。

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！進一步決定任務的進行行為，需要設置介面的頁面上設置。每個使用者都需要設置正確的時區和周的開始

1.5.3. Working with your Notes | 使用您的筆記

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** icon on the left hand side of your WebMail account.

工作時，備註工具允許你添加快捷的筆記。備註是最適合當當需要非常迅速很少有時間添加更多細節寫下來的東西。訪問您的筆記，請按一下放在您的 Webmail 帳戶左側的圖示。
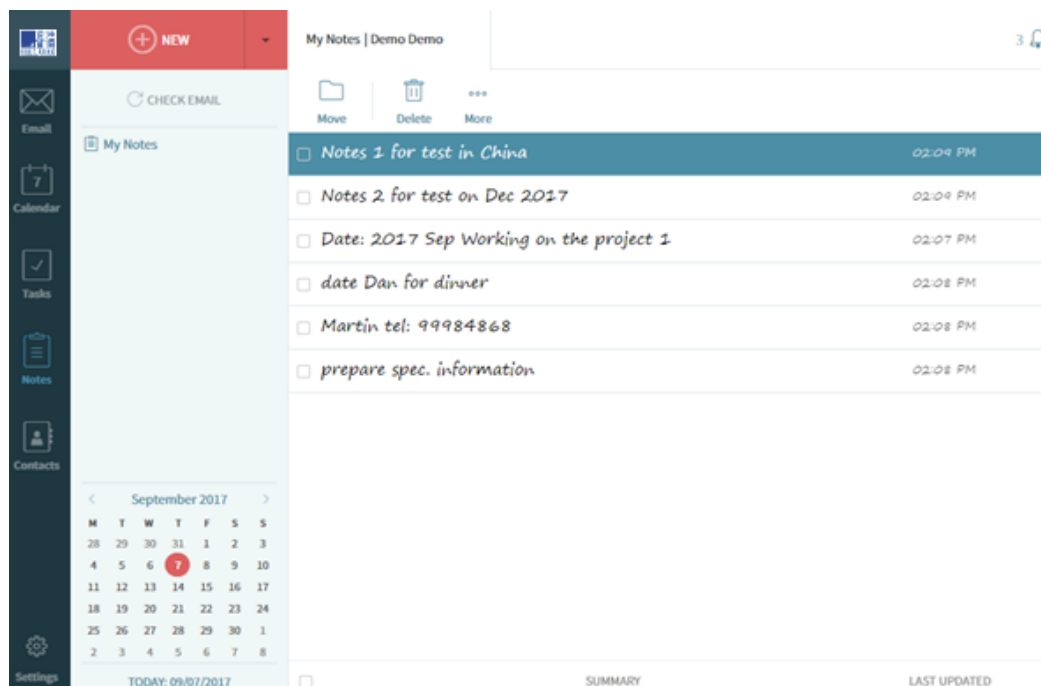
When hitting the **New note** button a small pop-up window is displayed.

當按新的筆記按鈕時注釋會彈出小視窗中顯示。
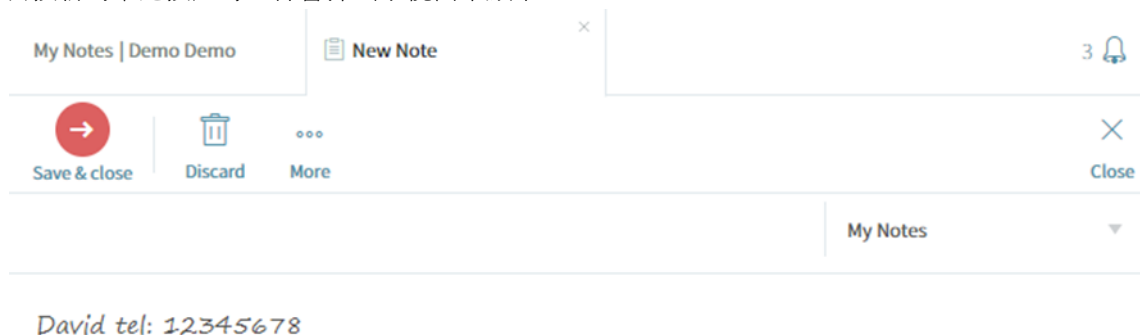
Type the note in the given field and press **Save & close** to save your notes.

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

在給定的欄位中鍵入筆記，點擊保存和關閉以保存你的筆記。

注意按兩下可以編輯筆記和通過點擊相應的刪除圖示刪除筆記。

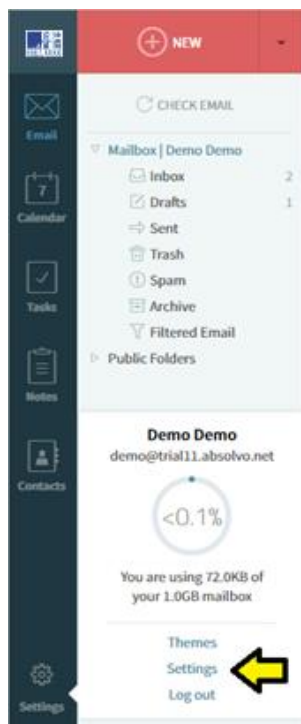### 1.6. Configuring Account Settings in WebMail | 在 WebMail 中配置帳戶設置

To access the WebMail account parameters, click **Settings** icon (left bottom corner), and click **Settings**.

要訪問 Webmail 帳戶的參數，按一下設置圖示（左下角），點擊設置。

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;

在本節中，用戶可訪問以下 8 個配置選項：

> 通用 - 含有關於用戶的個人資料;
> 介面 - 可管理 Webmail 帳戶首選項的設置;
> 共用許可權 - 讓你的資料夾被共用訪問（讓其他用戶看到你的排程或以您的姓名發送電子郵件）;
> 遠端郵件 - 此功能允許您組織從其他遠端 POP3 帳戶檢索其他 POP3 電子郵件（僅當 admin 為使用者啟用這服務）
> 篩檢程式 - 使用 CloudMail 規則嚮導可以訪問篩檢程式的配置;
> 別名 - 請求一個或多個臨時別名（電子郵寄地址）和視圖設置;
> 導入/匯出 - 可以導入和匯出連絡人;
> 資訊 - 在此頁面可以查看配額相關參數和系統快速鍵;
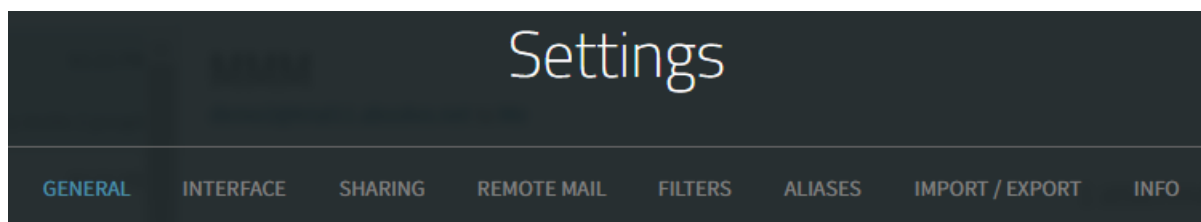
1.6.1. General | 一般

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"個人資料"頁面，使用者可以自訂個人資料，例如他們的姓氏和名稱，改變目前他們的 Webmail 帳戶的密碼或填寫業務詳細資訊。

Account info | 帳號資訊

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 **MORE** icon.

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 **Work phone**, **Business address** and **Business email** fields to specify your office contact details.
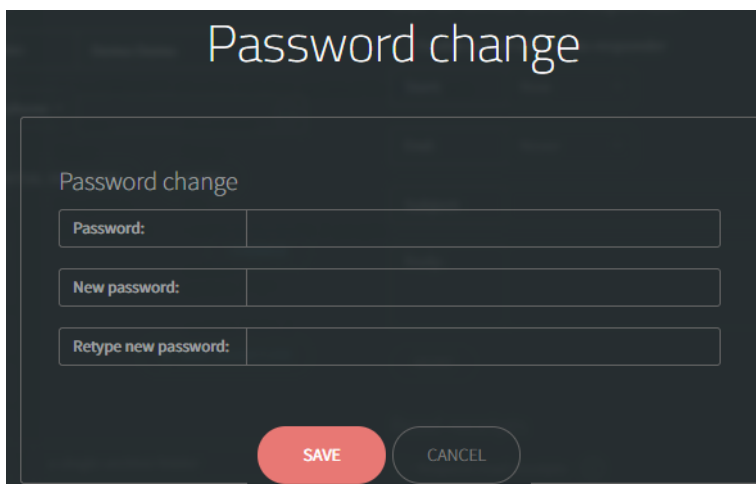
要設置您的全名，在文本欄位元中使用全名。按"**…**"全名欄的圖示可以設置姓名的詳細資訊。要設置您的手機，使用手機文本欄位元。按手機可以切換到設置家裡的電話和工作電話。要設置您的個人資訊和商業資料，可使用"更多"。

要選擇一個昵稱，請使用"昵稱"欄位中的個人詳細資料。您可以指定一個個人電子郵件，非工作用途的個人電子郵件。使用業務電話，公司位址和商業電子郵件欄位指定你的辦公室詳細聯繫方式。

Password change |密碼更改

The password previously defined by the administrator when creating the account can be changed from the Personal Data page. To do so, first click the **CHANGE** icon next with **Password change**. It will pop up the window for the password change. 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.

先前由管理員創建帳戶時定義的密碼，可以從"個人資料"頁面中更改。要做到這一點，首先按一下 **密碼更改** 旁邊的 **更改** 圖示。它會快顯視窗來更改密碼。要在密碼 欄位中鍵入當前的密碼，然後鍵入一個新密碼，並最終確認新選定的密碼重新輸入新密碼欄位中。
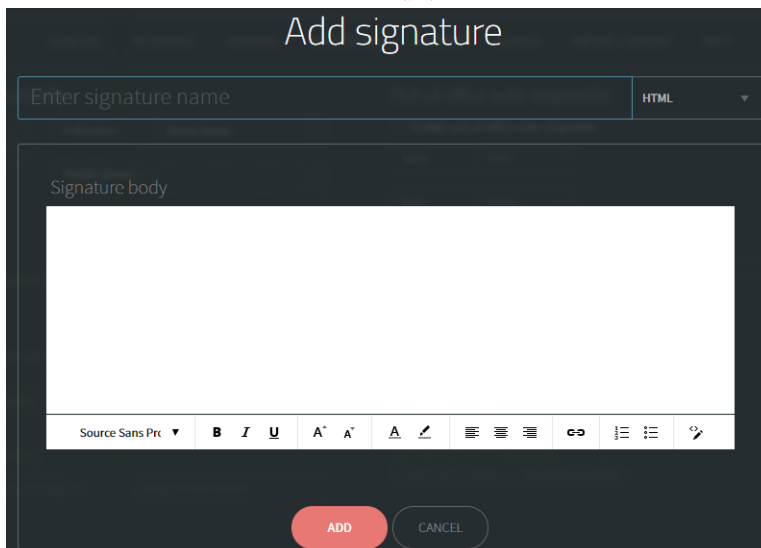

Signatures | 簽名

To configure a signature that will be appended to all your outgoing emails, use the **Add signature**. Enter the **Signature Name** and add the signature in **Signature Body**. Once finished, click **ADD** and you will see the signature name in the list. Remember to **Save** or **Save & Close** to preserve the setting in the setting tab. When compose an email, you can select to use Signature in the Signature field.

要配置將被添加到您所有外發郵件的簽名，使用添加簽名。輸入簽名名稱，並將簽名添加到簽名正文中。完成後，按一下添加，您將在列表中看到簽名名稱。記住保存或保存並關閉以保留設置選項卡中的設置。撰寫電子郵件時，您可以選擇使用簽名的簽名欄位。

Out-of-office auto-responder | 自動回復

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 **Subject** and **Body** in Out-of-office auto-responder. You can use the **MORE** icon under the **Body** will pop up the option to 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. Press **Save** to remember the Auto-responder option.

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.

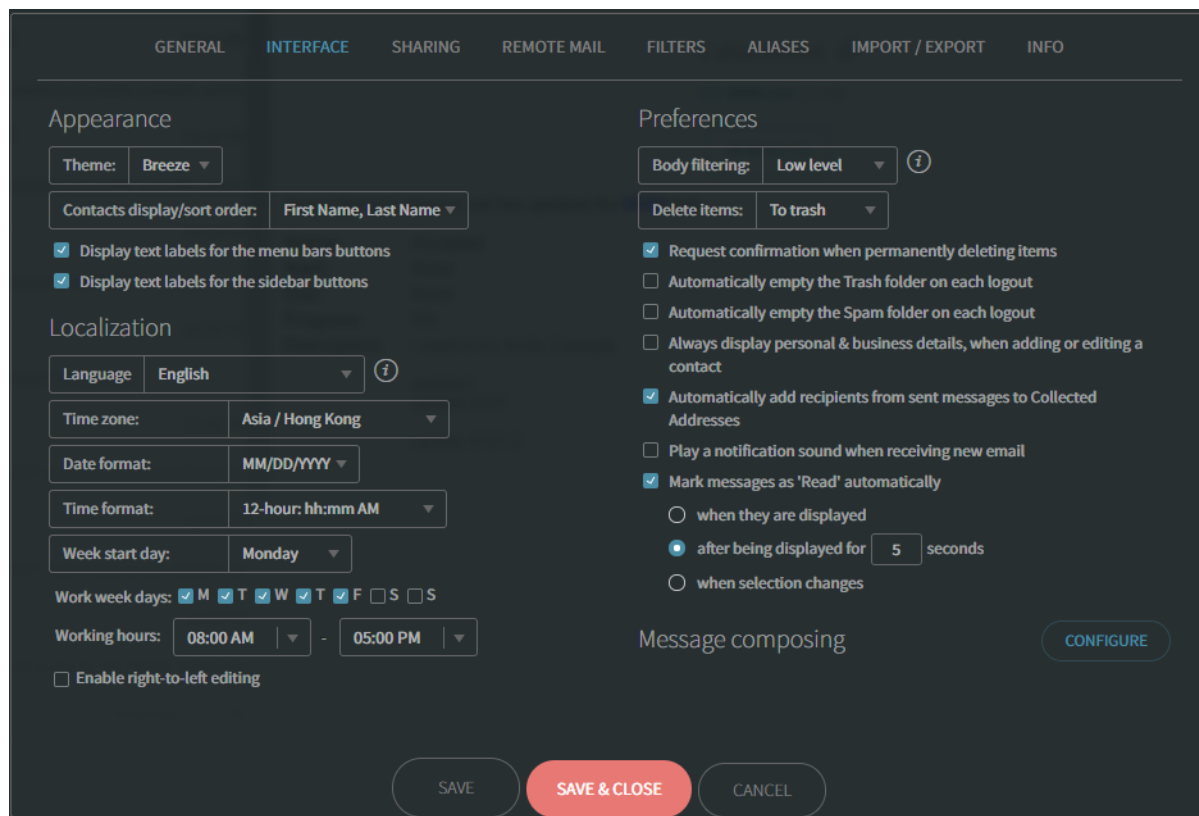當使用者離開辦公室或度假時，它可能需要設置通知電子郵件到相應的發送者。啟用自動回應將會自動發 送電子郵件給發送者。勾選啟用辦公自動回應及定義時間段將其打開。

通知電子郵件的主題和內容可以定義自動回復的主題和內容。您可以使用自動回應內容下的 更多圖示的彈出選項，以通過在 "回復給" 中選擇來指定自己的域，域外用戶或域內外的所有用戶（Everyone）中的自動回復者給予回復。在自動回復中，它可以讓你選 擇自動回應同一個寄件者的頻率。按保存以記住自動回應選項。

修改這些參數後，請記得按 "保存" 按鈕，保存這些更改。使用 "取消" 按鈕，撤銷您剛才所作的更改。

1.6.2. Interface | 介面

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

當訪問介面頁面，使用者可以訪問用於配置他們的 Webmail 帳戶的行為設置。

Appearance | 外貌

The **Theme** drop down menu allows you to select the theme of the WebMail account. You can also use the option to display text labels for the menu bars and sidebar buttons.

主題下拉式功能表允許您選擇 WebMail 帳戶的主題。您還可以使用該選項來顯示功能表列和側邊欄按鈕的文本標籤。

Read receipts | 已讀回條

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.

請求讀取回條選項將改變所有撰寫郵件已讀回條的默認設置 發送閱讀回條選項當使用者收到消息時能夠選擇已讀回條行為。

Localization | 本土化

The **Language** drop down menu allows you to select the language of the WebMail account.

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. The **Time format** can select 12-hour or 24-hour.

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.

語言下拉菜單讓你選擇 WebMail 帳戶的語言。

使用相應的下拉式功能表指定您的時區和日期格式。使用周開始日期下拉式功能表可選擇某一天顯示為您日曆第 一周。當顯示消息時，根據定義的本地時區自動調整日期欄位。時間格式可以選擇 12 小時或 24 小時。

如果使用者需要使用從右到左的編輯，請勾選啟用從右到左的編輯勾選框。編輯時，從左到右和從左到左的選項將可用。

Preferences | 首選項

The **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 **Delete items** drop-down box to specify if a message deleted from your WebMail account is saved **to Trash** folder 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.

指定的內容過濾級別時，當顯示 HTML 格式的郵件將使用的 HTML 正文過濾 級別。
HTML 過濾級別代表以下內容：

> 無過濾
> 低級別的過濾 - 郵件轉換為標準的 XHTML
> 中等級別的過濾 – 內容/允許的屬性和標籤清單基礎上生成的電子郵件。任何不 上這個'允許列表中將被刪除。此級別中刪除了 java 腳本，樣式等。
> 高層次過濾 - 僅基於文本元件生成電子郵件正文中。這意味著，只有純文字組 件留在該消息。這第四層是最嚴格的，可能會損害一些格式，但它也是最安全 的。

使用“刪除專案”下拉清單可指定從 WebMail 帳戶中刪除的消息是否保存到“垃圾桶”資料夾或“永久刪除”。

選擇在永久刪除專案勾選框時使用請求確認刪除電子郵件時要求確認。

如果使用者設置始終顯示個人和業務詳細資訊，請在添加或編輯連絡人作為默認設置時勾選勾選框。如果選擇，消息可以在指定的秒鐘內標記為“讀取”。使用者還可以在需要時收到新郵件時播放通知聲音。

Message composing | 撰寫信息

User can press **CONFIGURE** to specify the format in the drop-down box when **forwarding or replying emails**. The **font** and **font size** is able to specified when compose new message. Press **Save** to remember the Message composing option.

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

轉發或回復電子郵件時，使用者可以按 配置 指定下拉清單中的格式。撰寫新消息時，可以指定字體和字體大小。按保存以記住消息組合選項。

修改任何這些參數後，請記住按設置頁面中的保存按鈕保存這些更改。使用“取消”按鈕來撤銷您剛才所做的更改，而不是保存它們。

1.6.3. Sharing | 共用

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.

在設置共用許可權選項頁中，您可以讓您的資料夾的共用訪問，訪問其他用戶共用的資料夾，讓其他用戶

看到你的排程或發送電子郵件您的姓名。

Global Permissions | 全域許可
權

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.

在全球的許可權中點擊 "**+**添加"，添加您授用戶或一組用戶（僅域連絡人）的許可權。選擇完畢後，按一下 添加和設置的詳細資訊將顯示。

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..

查看我的可用性 如果用戶編輯日曆事件與會者的郵箱 "閱讀空閒忙碌" 的許可權
會馬上顯示出來。

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.

我的名字發送郵件 另一個 "寄件者" 位址發送一個新的電子郵件時，可以設定用戶是否具有 "在我的
名，允許該郵箱發送 郵件。

Mailbox permission level (Share all folders) | 郵箱許可權級別（共用所有資料夾）

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.

要共用郵箱許可權（所有資料夾）到指定的用戶，在下拉清單中選擇 "許可權級別。選擇 "自訂..." 特
殊權 限。用戶授予許可權的用戶可以訪問用戶的郵箱中在資料夾樹中 "打開其他的資料夾。

Permissions		
View my availability	Send emails in my name	Mailbox permission level
Allow ▼	Not set ▼	Not set ▼
Allow ▼	Allow ▼	Viewer ▼
		Not set
		No access
		Viewer
		Contributor
		Editor
		Master
		Custom...

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).

要編輯現有許可權可使用相應的下拉式功能表按鈕，刪除郵箱的許可權，選擇 "未設置" 。有 6 個級別
可供選 擇：

> 不能訪問（許可權被拒絕）
> 流覽器（資料夾被允許查看和閱讀）
> 提供者（查看，閱讀資料夾並添加允許的項目）
> 編輯器（流覽，閱讀資料夾，設置/清除標誌，添加專案，刪除/刪除標記專案，抹去被允許）
> 主（被允許的所有權限）
> 自訂（每個許可權根據自己的需要單獨定義）

每個許可權明確，可能被允許否認明確或沒有規定。許可權的行為層次（組層次結構上繼承）。

Share a Folder | 共用資料夾

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.

要控制共用資料夾的許可權，請在左側的資料夾清單中，按右鍵它並選擇"共用"選項。當訪問共用的資料夾選項的清單顯示已經定義的許可權。如果沒有許可權已設置的列表是空白的。
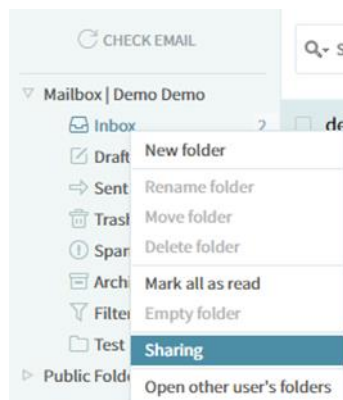
Click 'User(s)/Group(s):' to select user or input the user/group name in the text field. Then select the permission and click 'Add' button. The user/group will add into manage permissions in the top.

點擊"用戶/組："選擇使用者或在文本欄位元中輸入的使用者/組名。然後選擇許可權，然後點擊"添加"按鈕。 用戶/組添加到許可權管理中最上。
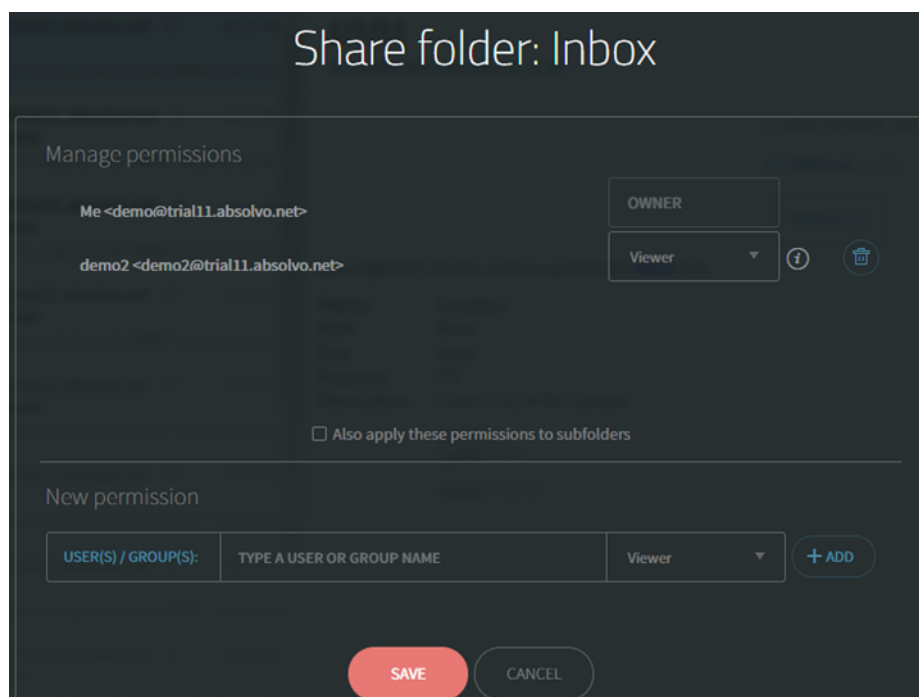
To edit an existing permission use its corresponding drop-down menu button, to remove Folder permission, click the **Trash** icon to delete.

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.

要編輯現有的許可權可使用其相應的下拉式功能表按鈕，刪除資料夾許可權，點擊 垃圾桶圖示 刪除。每個許可權明確，可能被允許否認明確或沒有規定。許可權的行為層次（組層次結構上繼承）。此外，資源層次結構（一個資料夾到另一個資料夾）也受益於遺傳演算法。在"有效許可權"選項卡中，你將能看到什麼許可權，明確允許或沒有。

IMPORTANT! In the same way domain Postmasters set permissions for Public Folders
重要！在以同樣的方式域的郵政局長設置許可權 "公共資料夾".

Open other user's folders | 打開其他用戶的資料夾

You can right click any folder in the folder list and 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. Press **Open** to open the user's folder in your WebMail.

您可以按右鍵資料夾清單中的任何資料夾按 "打開其他使用者的資料夾" 按鈕，可以訪問其他使用者共用的資料夾。您可以在使用者欄位中鍵入電子郵件地 址，或從您的功能變數名稱的連絡人列表中按一下用戶名：按鈕選擇。按 打開 以在 WebMail 中打開用戶的資料夾。
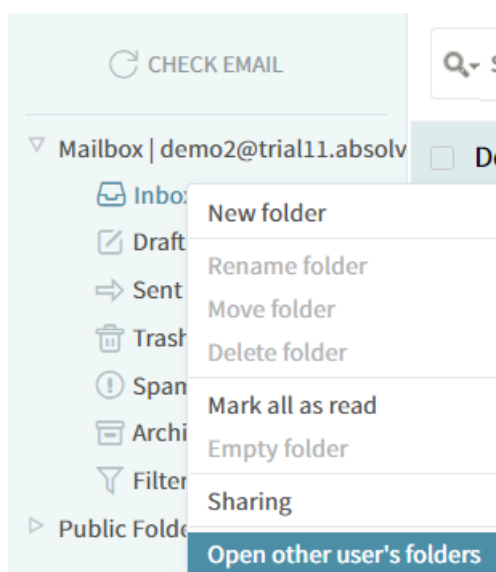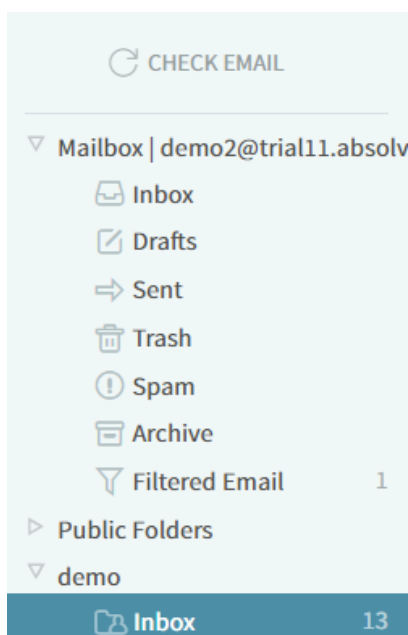
> **WARNING!** This option works only for users in the same domain that have set one of the permissions level (except Not Set) described above.
> 警告！此選項僅適用於在同一個域中用戶已設置上述的許可權級別（除了未設置）。

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

該資料夾將與他們的用戶名會出現在您的資料夾樹：

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個用戶的共用資料夾，通過右鍵關閉它們按一下顯示用戶名稱或它的一個子資料夾，並選擇關閉此使用者的資料夾選項。

My shared folder (info) | 我的共用資料夾（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.

在資訊框，使用者可以看到共用資料夾的資訊，資料夾名稱和共用的用戶。該資訊框中顯示資料夾級別上 定義的許可權資訊。要共用資料夾，按右鍵它，並在資料夾清單中選擇"共用"。

1.6.4. Remote Mail | 遠端郵件

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.

當第一次訪問 "遠端郵件" 選項卡，清單中顯示的已定義的連接。如果沒有連接，此前已設置的列表是空白的。
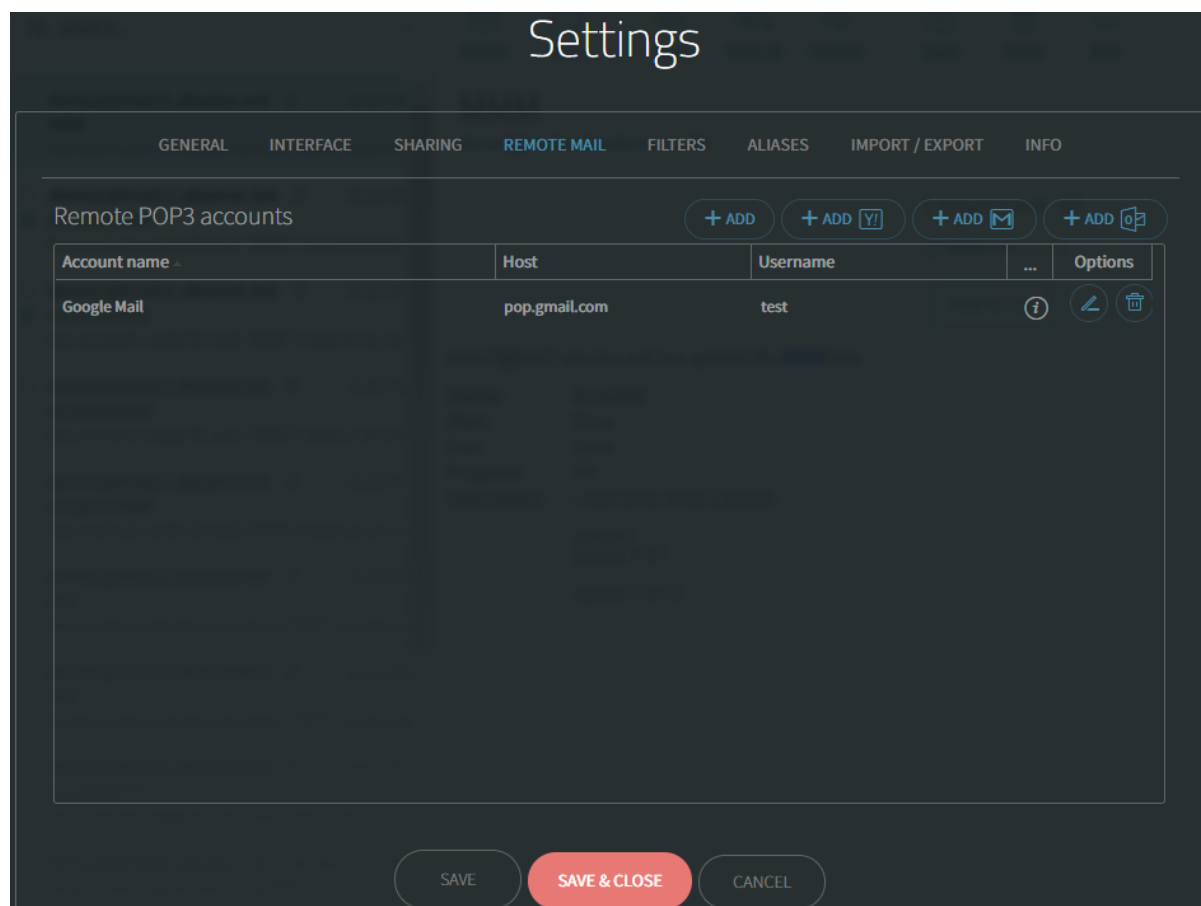
To delete a Remote POP3 (RPOP) connection, click the **Trash** icon corresponding to it. To edit a connection, click the **Edit** icon corresponding to its name. In order to add a new connection, press the **+Add** button. Whether you are adding or editing a Remote POP3 connection, the parameters you need to configure are about to the same.

要刪除遠端的 POP3（RPOP）連接，請按一下與之相對應的 "垃圾桶" 圖示。要編輯連接，請按一下其名稱對 應的編輯圖示。為了添加一個新的連接，按下 "+" 添加 "按鈕。無論您是在添加或編輯遠端 POP3 連 接，您需要配置的參數是相同的。

Specify the connection name in the Remote account name.

在遠端帳戶名稱指定的連接名稱。

Connection details |連接詳細資訊

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'.

指定的主機的電子郵件使用的伺服器主機名稱或 IP 位址的欄位檢索。要設置檢索所需的伺服器所使用的 埠，使用"埠"欄位中。

使用的加密遙控器上的 POP3 連接是否配置從加密下拉式功能表中選擇所需的類型。可用的選項是"無"，"SSL"和"TLS"。

Login |登錄

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"用戶名"和"密碼"欄位元元指定需要連接的電子郵件檢索認證資訊。如果你要啟用 APOP 驗證各自 的連接,使用啟用**APOP** 打勾的框來指定。

Email Retrieval | 電子郵件檢索

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,
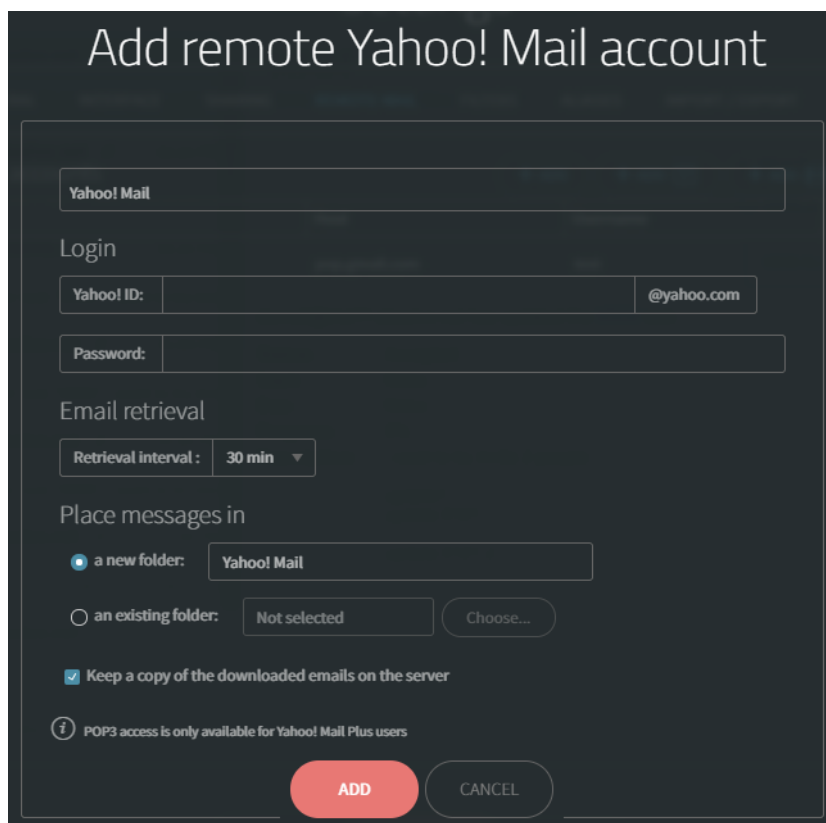
使用"提取間隔時間"欄位中指定兩個郵件檢索的最小間隔時間以分鐘為單位。然後指定一個特定的文件夾,您想要您的 Webmail 帳戶中存儲的電子郵件將消息放在資料夾"欄位中。

您還可以選擇是否刪除的電子郵件或從遠端伺服器獲取後,保留一份副本下載的郵件伺服器上的勾選框。請注意:如果您啟用了這個選項,它會保持到遠端 POP3 伺服器的資料夾中有相同的電子郵件。它會重 新下載,如果你移動或刪除任何郵件在這個偏遠的 POP3 資料夾丟失的消息,

Remote POP3 Templates | 遠端 POP3 範本

Emails from Yahoo, Gmail or Windows Live accounts are now available in your WebMail account with the Remote POP3 Templates. Click the representing icon for the Add button, 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, Windows Live).

您的 Webmail 帳戶遠端 POP3 範本中有雅虎,Gmail 或 Windows Live 電子郵件的帳戶。按一下添加按鈕的代表圖示,填寫的帳戶名,密碼,設置檢索設置,然後按一下"保存"連 接"按鈕,創建一個新的遠端預設為所選的電子郵件服務提供者(雅虎,Gmail,Windows Live) 的 POP3 項目。

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).

預設情況下會創建一個新的資料夾，收件箱名為 "Gmail 郵箱" ， "雅虎郵件 "或 "Windows Live Hotmail 的 "。用戶可以選擇不使用默認的編輯 "資料夾" 欄位中，或從列表中選擇一個資料夾（在這種情況下，沒有創建新資料夾）。

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

當您完成配置這些參數，請記得按 "保存" 按鈕。

1.6.5. Filters | 篩檢程式

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.

從 "篩檢程式" 頁面可訪問篩檢程式嚮導使用戶可以輕鬆地創建一個過濾系統，以管理他們的電子郵件流量。 此外，可以設置自動回復，或收到的電子郵件。
當第一次訪問篩檢程式頁面時顯示了已經定義的篩檢程式列表。如果沒有篩檢程式已設置，列表將是
空的。
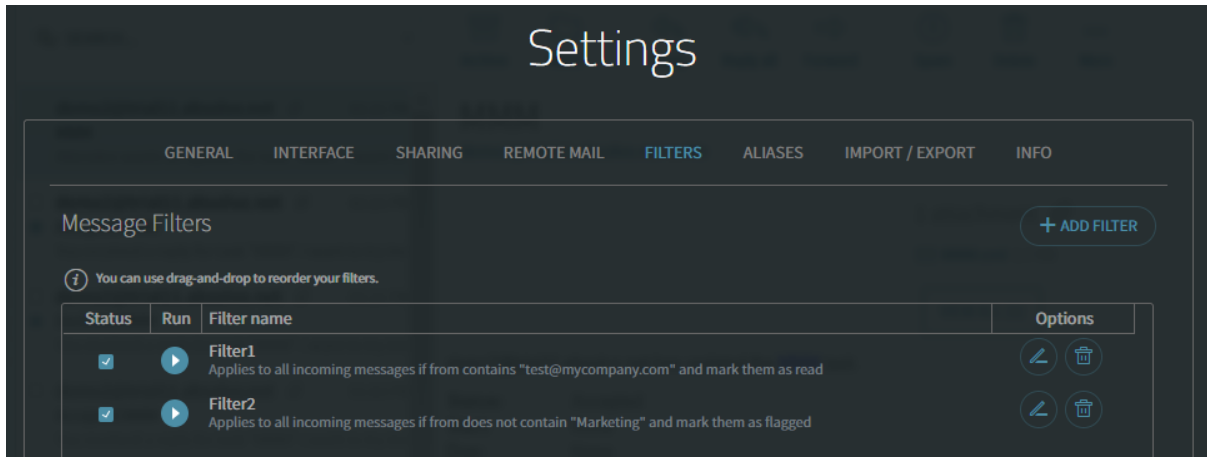
To delete a filter, use the **Trash** icon button on the right of the respective filter. To edit an existing filter, press its corresponding **Edit** button. Click the **+Add filter** button to create a new filter.

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

要刪除篩檢程式，請使用相應的篩檢程式在右邊的 "垃圾桶" 圖示。要編輯現有的篩檢程式，按相應的 "編輯" 按鈕。按一下 "+添加" 篩檢程式 "按鈕，創建一個新的篩檢程式。

無論創建一個新的篩檢程式或編輯一個現有的顯示的選項是相同的。

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

Step 1 Use the **Enter filter name** text filed on the top to specify a name for the currently defined filter.

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.

You can further select if the messages filtered should match all or any of the defined criteria using the corresponding check boxes in **Apply filter for**.

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.

創建一個過濾器有兩個步驟，步驟（１）是指定的條件，和步驟（２）定義動作。

步驟（１）使用輸入篩檢程式名稱為當前定義的篩檢程式使用的名稱。

接下來，使用下拉式功能表選擇什麼樣的條件的消息滿足應用的篩檢程式。可用的選項包括設置的條件相對的 主題，寄件者，收件人，抄送 "，" 收件人 "或" 抄送 "，消息的大小，以及自訂選項，可通過選擇" Custom "（自訂）。

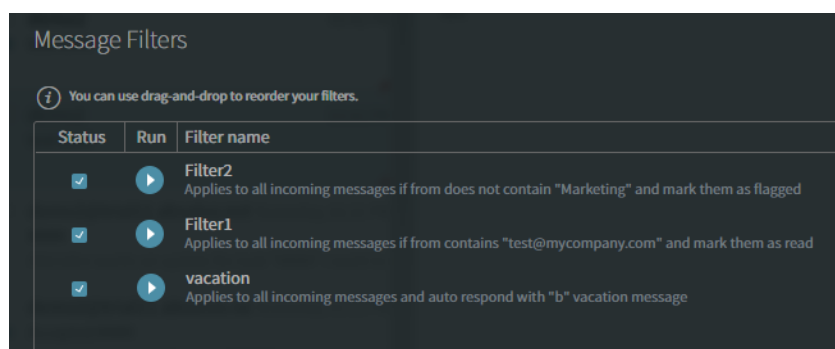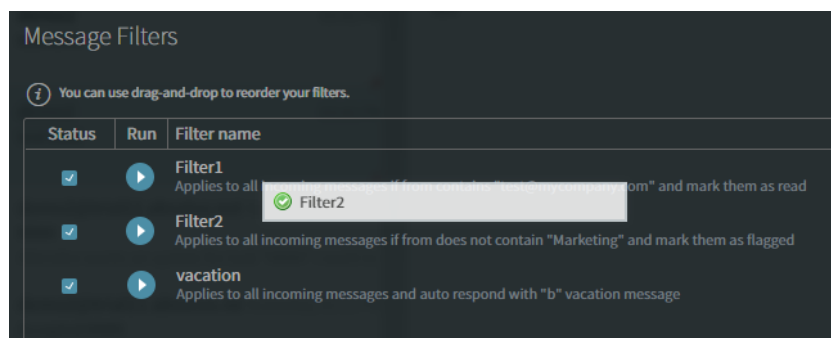您可以進一步選擇，如果郵件過濾 全部 或 任何 匹配的定義標準，使用相應的核取方塊。

步驟（２）使用操作區域，如果符合指定的條件，以確定電子郵件應採取的行動（即移動，複製，刪除，或重定向到一個特定的電子郵 件位址等）。

Click **Finish** if you have completed.

如果你已經完成，按一下"完成"。

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

要 設 置 順 序 定 義 的 過 濾 器 可 使 用 拖 放 和 拖 放 到 你 的 過 濾 器 進 行 重 新 排 序 。

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

當您完成配置篩檢程式,按"保存"按鈕。

1.6.5.1. WebMail Filters Overview | WebMail 篩檢程式 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 Conditions and a set of Actions.

A filter contains the following:

>Name
>Priority
>Enabled/Disabled state
>Conditions Operator: operator to compose multiple filtering expressions (All/Any)
>Conditions
>Actions

A filtering conditions contains the following

>Header: the mail message header the expression to which 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)

郵件過濾功能，允許用戶創建命名的篩檢程式，匹配指定的資訊，採取指定的操作。篩檢程式是由一組條件和一組操作組成。

篩檢程式包含以下內容：

>名稱
>優先順序
>啟用/禁用狀態
>條件應用：應用組成多個過濾運算式（ALL / ANY）
>條件
>操作

（過濾）的表達包含以下

>標題：電子郵件標題頭將要應用匹配條件的運算式
>操作：特定標題類型動作
>值（可選）：一個值，可能需要動作（取決於動作）

Supported Headers/Operators/Values | 支持的標題/動作/值

Header(s) 標題	Supported operators (negated or not) 提供的動作 （否定或不是）	Supported values 提供的值	Comments 備註
Subject To To or Cc Cc From Body Custom 主題 收件人 收件人或抄送 抄送 從 內文 自定	Contains Matches Is Begins with Ends with 包含 匹配 是 開始與 完與	String 字串	When Custom is selected the name of the custom header must be specified 當選擇了自定義時必須指定 標頭的名稱.
Date 日期	Is Is since Is before 是 是由 是前	Select in the provided calendar 在所提供的日曆中選擇	
Size 大小	Is greater than Is lower than 大於 低於	String describing size, e.g.: 字串描述大小,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)	

Action Data | 運算元據

Action 動作	Data 資料	Type 類型	Description 描述
Move 移動	To 至	String 字串	The path to the location is given as UTF8 定為 UTF8 位置路徑
Copy 拷貝	To 至	String 字串	The path to the location is given as UTF8 定為 UTF8 位置路徑
Delete (move to trash) 刪除 （移動到回收站）	(none) （無）	(none) （無）	The message will be moved to trash. 該消息將被移至垃圾桶
Permanently Delete 永久刪除	(none) （無）	(none) （無）	The message will be Permanently delete. 該消息將被永久刪除。
Forward 轉寄	To 至	email address 電子郵寄地址	The message will be forwarded to the given email address. No copy will be saved. 該消息將被轉發到指定的電子郵寄地址。沒有拷貝將被保存。
Redirect 重定向	To 至	email address 電子郵寄地址	The message will be redirected to the given email address. No copy will be saved except the **Keep a Copy** option was selected. 該消息將被重定向到指定的電子郵件地址。除了保留一個副本"選項被選中，沒有拷貝將被保存。

1.6.6. Aliases | 別名

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.

當訪問〝別名〞選項卡時，你可以申請一個或多個臨時的別名，可用於在網路上發佈，訂閱各種網站等

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.

當您按一下〝生成〞按鈕，伺服器會自動創建一個隨機的的有效別名（字母和數位元，在同一個域中的用 戶），並啟動它。只要存在的位址，他們被視為帳號別名，郵件接收這些電子郵寄位址發送到使用者的收 件箱中。這表明 N / A 開頭，並確認當您按下〝保存〞按鈕。

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.

Please notice that you need to notice your server administrator to add the address in Sentry-EDS to receive external messages.

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.

可以手動刪除，按一下"回收站"按鈕旁邊，或在指定時間後自動失效。由伺服器管理員在域或帳戶級別 的到期時間以及一些臨時的電子郵寄位址，您可以要求，不能由用戶修改。

請注意，您需要告知您的服務管理員在 Sentry-EDS 中添加位元址以接收外部消息。

永久別名（資訊）將顯示您的 e-mail 位址別名列表。如果域管理員分配的用戶別名，您可能有一個以 上的項目。

1.6.7. Import / Export | 導入/匯出

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

按"導入/匯出"按鈕，導入外部保存在本地的連絡人和匯出連絡人。

| Contacts files must be in CSV(Comma Separated Value) format! |
| 連絡人檔必須是 CSV（逗號分隔值）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.

導入連絡人：按一下"流覽"按鈕來指定所需的外部接觸的路徑，選擇一個新的資料夾或現有的資料夾中 導入連絡人"，然後按一下"導入"按鈕。如果你選擇放棄，按下"取消"按鈕。導入策略可以定義重複時的動作。

任何新創建的郵箱，預設情況下會有公共資料夾的根目錄下的公共資料夾：功能變數名稱連絡人和公共連絡人。

域"連絡人"資料夾是唯讀的：沒有任何專案可以被修改或創建的，它不能被刪除或重命名，沒有檔 夾可以添加到它，沒有許可權可以改變它。

> **NOTE:** This applies for all users in the domain, including postmaster!
> 注意：這適用於所有的域用戶，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.

此資料夾的內容，自動和動態更新的伺服器，並包含所有域的收件人的電子郵寄位址。

公開連絡人：可以僅由域郵政局長在上面所解釋的相同的方式加入。

匯出連絡人：選擇連絡人資料夾匯出 CSV 格式，然後按一下"匯出"按鈕，在本地保存。

1.6.8. Info | 信息

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

資訊頁面包含配額的相關參數和系統快速鍵的細節。

Used quota | 使用配額

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.

它允許使用者查看資料他們的郵箱配額。他們可以在任何時候查看他們郵箱已使用的和剩餘的配額配額總 量。

配額總量值由伺服器管理員設置，並不能由用戶修改。使用剩餘的配額值的變化動態取決於 WebMail 帳戶郵件的總大小的變化。

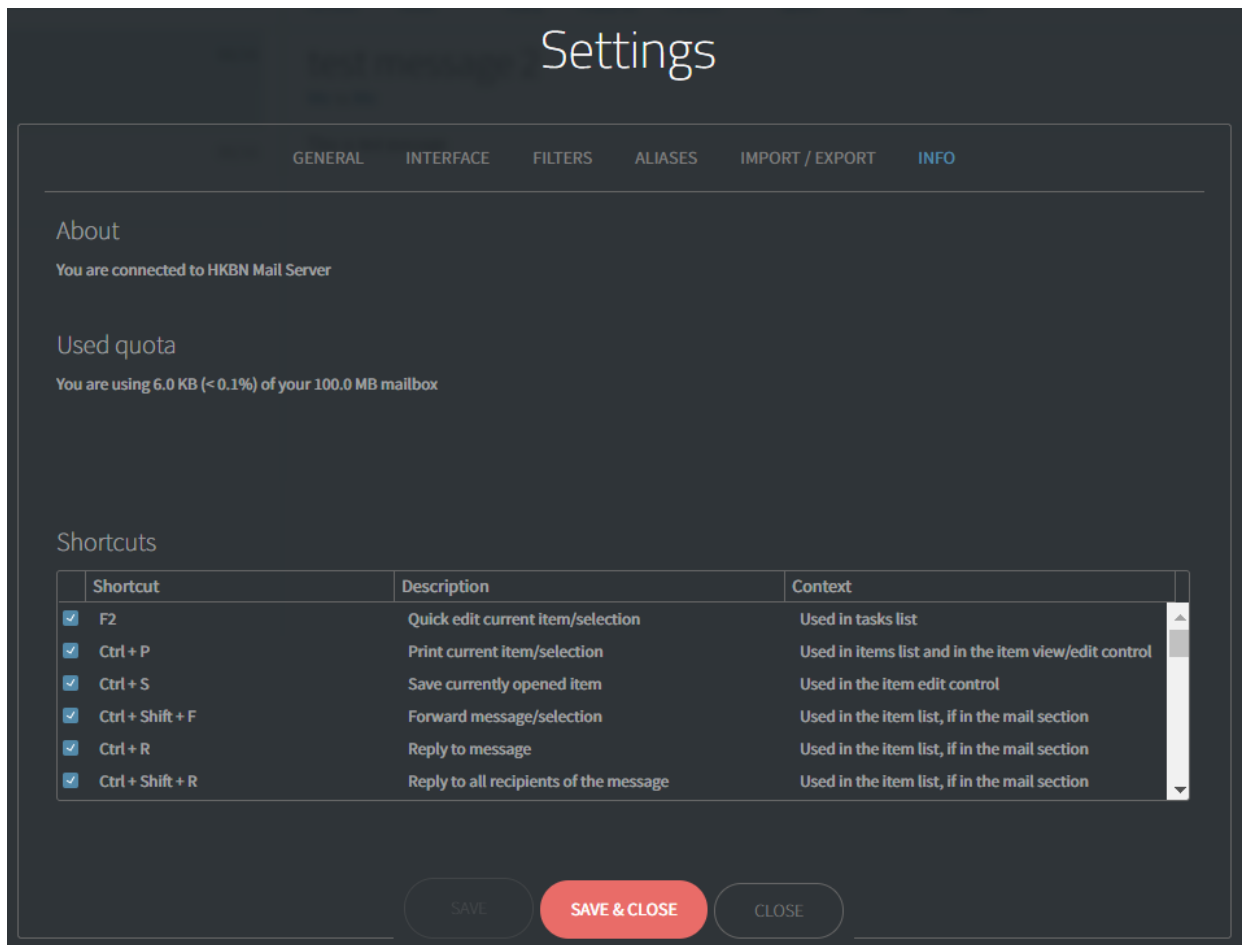## iCal / WebCal access | iCal / WebCal 訪問

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 訪問。用戶可以設置支援 iCal / Web Cal 的郵件用戶端。

Shortcuts | 快捷

WebMail shortcuts can be viewed in this page. The shortcuts assist user access the function quickly.

WebMail 快速鍵，可以在此頁面查看。快速鍵可以幫助用戶快速訪問功能。