

Email Manager - User Guide

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1. Introduction

Figure 1. GUI Interface

Email Manager is an email and task manager app, specifically designed for NUS School of Computing students to manage their emails and busy schedules. As a text-based application, it is optimized for those who prefer typing and working with Command Line Interface (CLI). Email Manager also has a developed Graphical User Interface (GUI) that allows users to view email and task details in an appealing, well-organized format. If you can type fast, Email Manager can get your emails and tasks organized quickly and easily.

If you are a busy computing student who is tired of receiving too many emails, you may find this app useful. Jump to [Quick Start] to get started and enjoy!

2. About User Guide

This user guide shows you how to get started with Email Manager. It introduces you to the features of Email Manager and provides you with examples, that you will become an expert user very soon! Throughout this user guide, there will be various icons used, as shown below:

TIP

This is a tip. Following these suggestions will make using Email Manager much simpler!

NOTE

This is a note. Read these for additional information.

WARNING

This is a warning. Heed the warnings for Email Manager to work smoothly!

3. Quick Start

This section serves as a tutorial for a new user to Email Manager.

3.1. Installation

1. Ensure you have Java version 11 or later installed in your computer.
2. Download the latest email_manager.zip [here](#) and extract it to a folder.

3.2. Run Email Manager

WARNING

The program might freeze for a while when fetching and parsing the email. Please wait patiently.

3.2.1. Windows User

1. Double click the jar file in the extracted folder.
2. If any error occurs, try follow the mac/linux user instruction to run the program from command line.

3.2.2. Mac/Linux User

1. Open the command prompt.
2. Change the working directory of the command prompt to the extracted program folder using `cd` command.
3. Check java version using `java -version` command. It should be higher than java 11.
4. Run `java -jar duke-1.3.jar` and you are good to go.

WARNING

Make sure that your command prompt is at the directory of the folder extracted, otherwise the data structure might not be recognised. Creating data file structure coming in v1.4

TIP

Please send an email to jokeryan1997@gmail.com if you cannot successfully run the program.

3.2.3. Use and Test with/without Internet

Our product can automatically parse and manage the emails in your mailbox. It is best to be used and tested with Internet connection. If you do not have Internet connection, we have also prepared some data for you to test offline.

- If you have Internet connection:
 1. You will be directed to a web page to authorize our access to your mailbox. Please login to the **dummy email** we provided to you.
 2. Close the browser and return back to the Email Manager. Wait for a while for the email to be fetched and parsed.

WARNING

Our product does not support non UTF-8 characters. Using your own mailbox for testing may lead to redundant saving and loading with the current version. More charsets will be supported in v2.0

- If you do not have Internet connection:
 1. Paste everything under **test_data** file in the program folder, to the **data** folder. Replace all the files in the **data** folder.
 2. Close the Email Manager and Start it again.
 3. Wait for a while for all the emails to be parsed.

3.3. Introducing the Interface

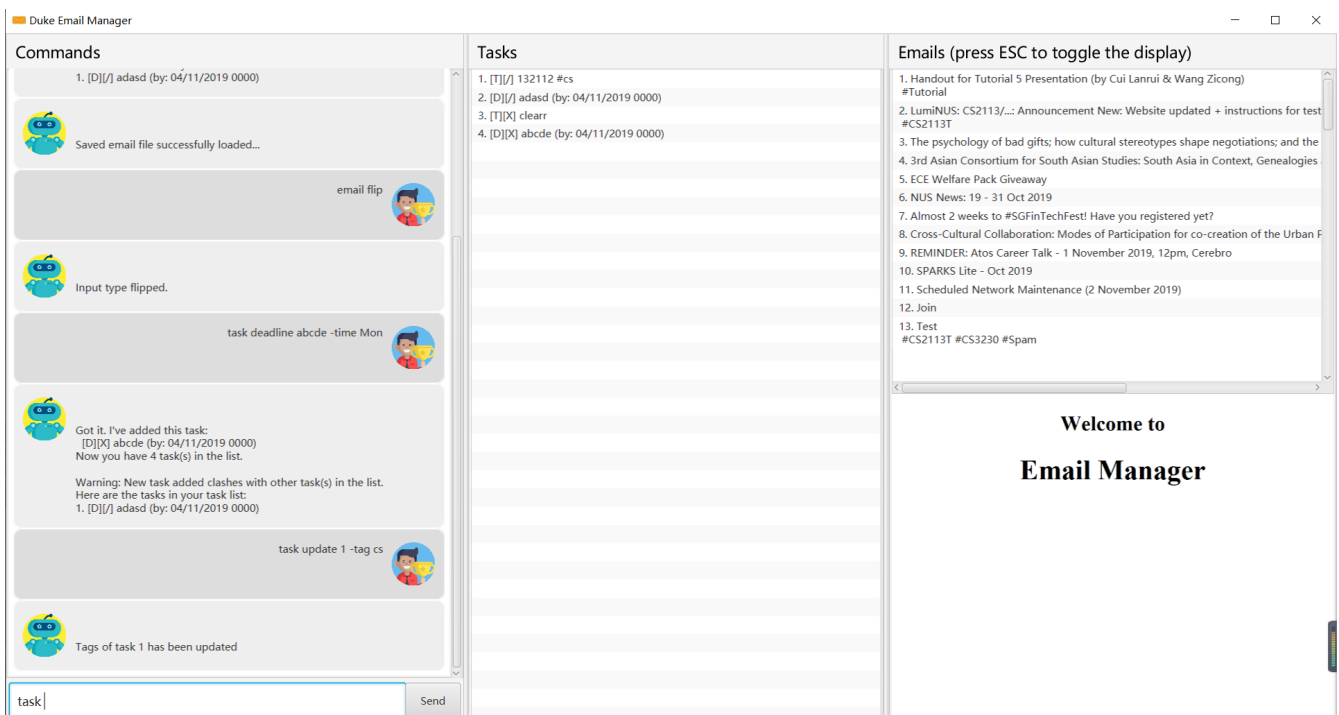


Figure 1: Main window of Email ManagerMain Window

As shown in Figure 1, the main window of Email Manager has three sections.

- On the left, it is the command interface, where you should be entering your command and get response from the Email Manager.
- In the middle, it is the task list, which displays all tasks information.
- On the right, it is the email list and content display. You can press **Esc** key on your keyboard any time to switch display between the list and content view of emails.

3.4. Try It Out!

Now that you understand the app's interface, you can now try keying in commands to interact with Email Manager.

Type the command in the command box and press Enter to execute it.

All commands have a prefix, indicating whether the command belongs to the **Email** Mode or the **Task** Mode. The default prefix is **Email** and you can always enter a **flip** command to toggle between **Email** and **Task**.

e.g. typing help and pressing Enter opens the help window.

Some example commands you can try in task mode:

- **list**: lists all tasks
- **deadline submit report -time 12/12/2019 2359**: adds a deadline task named submit report to your task list
- **event meeting -time 10/09/2019 1200 -tag work**: adds an event task named meeting to your task list.

Some example commands you can try in email mode:

- **list**: lists all the emails
- **show 3**: shows the 3rd email shown in the email list

Some example commands you can try in both modes:

- **flip**: toggle between email and task command
- **bye**: exits the app Refer to Features for details of each command.

4. Features

This section tells you about the features available in Email Manager and how to use them.

Command Format

- The main command is in lowercase.
- User data is in UPPERCASE, which are parameters to be inputted by the user. e.g. if the command states **-time TIME**, TIME is a parameter which can be used as **-time 12/12/2019 1200**.
- Items in square brackets are optional. e.g. **-time TIME [-tag TAG]** can be used as **-time 12/12/2019 1200 -tag urgent** or as **-time 12/12/2019 1200**.

NOTE

You are only allowed to enter alphanumeric (a-z, A-Z, 0-9), space and underscore () characters. All other symbols will not be accepted by Email Manager.

4.1. General Commands

General commands will work in either mode.

4.1.1. Viewing help: `help`

Format: `help`

A pop up window appears and gives information on what commands are available and its respective format. (The help page might be outdated, please use this guide instead.)

4.1.2. Change Mode: `flip`

Format: `flip`

Flips/toggles between email mode and task mode. The prefix of the command in the text box will also be changed.

4.1.3. Exiting the program: `bye`

Format: `bye`

Exits the program and closes the window.

4.1.4. Apply colour code: `colour` (coming in v2.0)

Format: `colour` `ITEM_NUMBER` `COLOUR`

The specified item will be shown in the colour from the command.

4.2. Task Mode

4.2.1. Add Tasks Commands

Adding a todo: `todo`

Format: `todo` `TASK_NAME` `[-doafter DOAFTER_TASK]` `[-priority PRIORITY_LEVEL]` `[-tag TAG1]`

Adds a task of todo type.

Adding an deadline: `deadline`

Format: `deadline` `TASK_NAME` `-time` `dd/mm/yyyy` `hhMM` `[-doafter DOAFTER_TASK]` `[-priority PRIORITY_LEVEL]` `[-tag TAG1]`

Adds a task that has a deadline. The task name and deadline are required. A doafter task, priority level or any number of tags are all optional. Order of the modifiers does not matter.

Adding an event: `event`

Format: `event` `TASK_NAME` `-time` `dd/mm/yyyy` `hhMM` `[-doafter DOAFTER_TASK]` `[-priority PRIORITY_LEVEL]` `[-tag TAG1]`

Adds a task of event type.

4.2.2. List Tasks Commands: `list`

Format: `list`

Gives a complete list of tasks.

4.2.3. Update Tasks Commands: **update**

Format: **update** ITEM_NUMBER [-time dd/mm/yyyy hhMM] [-doafter DOAFTER_TASK][-priority PRIORITY_LEVEL][-tag TAG1]

Updates attributes of the specified task. Requires minimum of one attribute to function.

TIP

Option parameters starting with - can be entered in any order, but all of them must be entered after the main command body. For example, **deadline 123 -time 11/11/2020 1100 -tag CS** and **deadline 123 -tag CS -time 11/11/2020 1100** are both valid, but **deadline -time 11/11/2020 1100 123 -tag CS** is not.

NOTE

If there are more than one **time**, **doafter** or **priority** parameters, only the last one will be valid.

WARNING

Any tags in the command will overwrite **all** current tags in the task

4.2.4. Delete Tasks Commands: **delete**

Format: **delete** ITEM_NUMBER

Deletes the item specified.

4.2.5. Find task(s) with keyword: **find**

Format: **find** KEYWORD

Returns a list of items that contains KEYWORD. This feature will search all the attributes of a task. Example: **find cat** will return cat, tabby #cat, SoCcat, concatenation.

4.2.6. Done a task: **done**

Format: **done** ITEM_NUMBER

Marks the item specified as done.

4.2.7. Reminder for upcoming task(s): **reminder**

Format: **reminder** [DAYS]

By default, it will show tasks due in the next 3 days. If the number of days N is specified at the **DAYS** field, it will show tasks due in the next N days.

4.2.8. Do after: **doafter**

Format: **doafter** ITEM_NUMBER

Marks the item specified as done.

NOTE

Only one **doafter** task can be added. To modify an existing **doafter** task, see the **update** command.

4.2.9. Snooze a task: **snooze**

4.2.10. Detect Anomalies

4.2.11. Tagging a task: **tag**

Format: **tag** ITEM_NUMBER -tag TAG1 [-tag TAG2]□

Tags the specified item with the tag(s) minimum number of tags is 1.

4.3. Email Mode

4.3.1. Listing all emails: **list**

Format: **list**

Gives a complete list of emails.

4.3.2. Showing an email: **show**

Format: **show** INDEX_NUMBER

Show the email at the index number in the email list.

4.3.3. Fetching emails from server: **fetch**

Format: **fetch**

Fetches email from Outlook.com.

4.3.4. Auto parsing and tagging of emails

This feature is automatically triggered by fetching emails from Outlook Server and adding new keyword. It will automatically parse "keywords" that might be shown in your emails in different forms/expressions.

For example, the keyword **CS2113T** might be in the expression of **CS2113T**, **CS2113**, **Akshay Narayan**, **Akshay** etc. All emails containing these expressions will be recognized as containing the keyword **CS2113T**. This helps the email manager to better categorize your emails. For example, some emails might not explicitly include the module code, still belong to that module as it is sent by the lecturer.

For easier usage and testing, we have prepared a few default keyword + expressions pair, which will be loaded when the program starts.

Keyword	Expressions
CS2113T	CS2113
	TAN KIAN WEI, JASON
	Leow Wei Xiang
	Akshay Narayan
	Akshay
CS2101	CS2101
	Anita Toh Ann Lee
CG2271	CG2271
	Djordje Jevdjic
CS2102	CS2102
	Adi Yoga Sidi Prabawa
CS3230	CS3230
	Divesh Aggarwal
CEG Admin	Low Mun Bak
SEP	SEP
	Student Exchange Programme
Tutorial	Tutorial
Assignment	Assignment
Spam	UHC Wellness
	luminus-do-not-reply
	NUS Libraries

If the email contains some expressions, the respective keyword will be used to tag that email. It can be seen from the # sign on the email list. When showing the email using `show` command, the parsed expressions will also be highlighted in yellow.

NOTE The parsing only allows exact matching of words, which means expression `2113` will not be matched with text `CS2113`. Any extra characters before and after the word will not be accepted. This is to avoid unintentional match for short expressions.

TIP To test this feature, you are recommended to use `addKeyword` command, or sending email to the dummy mailbox. Remember to call `fetch` command after sending and leave a few seconds for the email to be transmitted before calling the `fetch`.

4.3.5. Add Keyword: `addKeyword`

Format: `addKeyword KEYWORD -exp EXPRESSION1 [-exp EXPRESSION2]`

Adds a keyword or expressions to the keyword list. If the keyword is already in the list, the expression will be added to the expressions belonging to that keyword. So this is a command to add both keyword and expression.

TIP

The easiest way to verify whether this command is working properly is to check whether the email containing the expression has a tag of this keyword in the email list, or just use `show ITEM_NUMBER` command to see whether the expressions are correctly highlighted.

NOTE

All emails will be parsed again upon the updates in keyword and expression, so the window might freeze for a while. Please wait patiently.

4.3.6. Delete keyword (coming in v1.4)

4.3.7. Filtering email: `list`

Format: `list [-tag TAG1] [-tag TAG2]`

Gives a list of emails with the tags. Minimum number of tags is 1, and the maximum is 2.

4.3.8. Tagging Email: `update`

Format: `update ITEM_NUMBER -tag TAG1 [-tag TAG2]` Tags the specified item with the tag(s) minimum number of tags is 1.

4.3.9. Sending Email (coming in v2.0)

4.3.10. Auto delete emails (coming in v2.0)

4.3.11. Linking Tasks and Email

4.3.12. Apply priority level

4.4. Saving data

Data is automatically saved after any command modifies the file.

5. FAQ

Q: I cannot open the application correctly on my computer. What should I do? A: First ensure you have the correct Java version (JAVA 11) and followed the [Installation](#) and [Run Email Manager](#) guide correctly. If that still does not resolve your issue, please send an email to jokeryan1997@gmail.com with a description of your situation.