

# Email Manager - User Guide

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Since: Nov 2019

## 1. Introduction

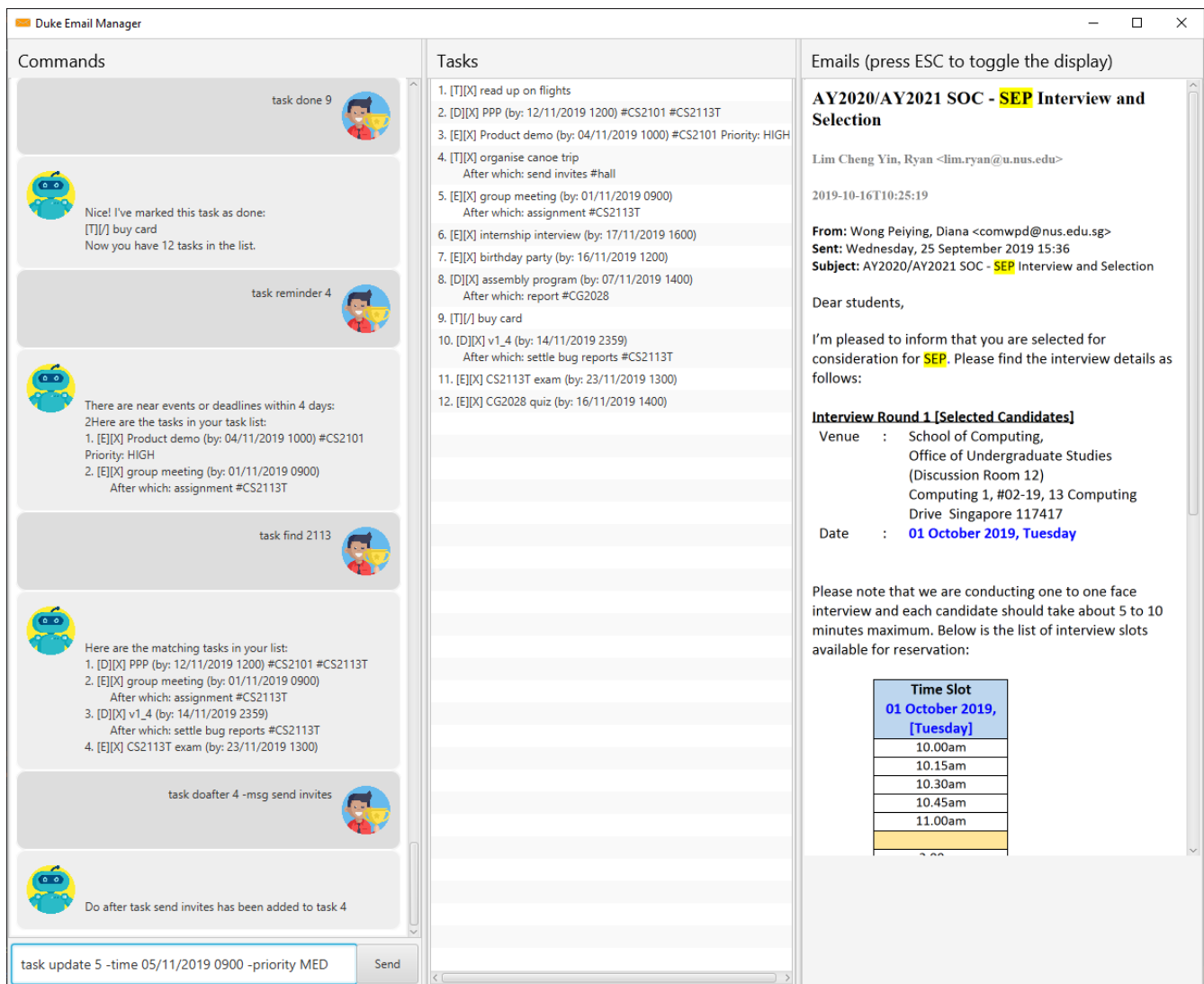


Figure 1: GUI interface of Email Manager GUI Interface

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. If the download is too slow, please download it from [google drive](#).

### 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 to follow the mac/linux user instructions 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 java 11.
4. Run `java -jar email_manager-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](mailto: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. (Dummy email account: [cs2113t@outlook.com](mailto:cs2113t@outlook.com), Password: nusf11-3)
  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.

#### WARNING

Any hanging or "not responding" when first launch the app is normal, please wait for the app to get ready.

## 3.3. Introducing the Interface

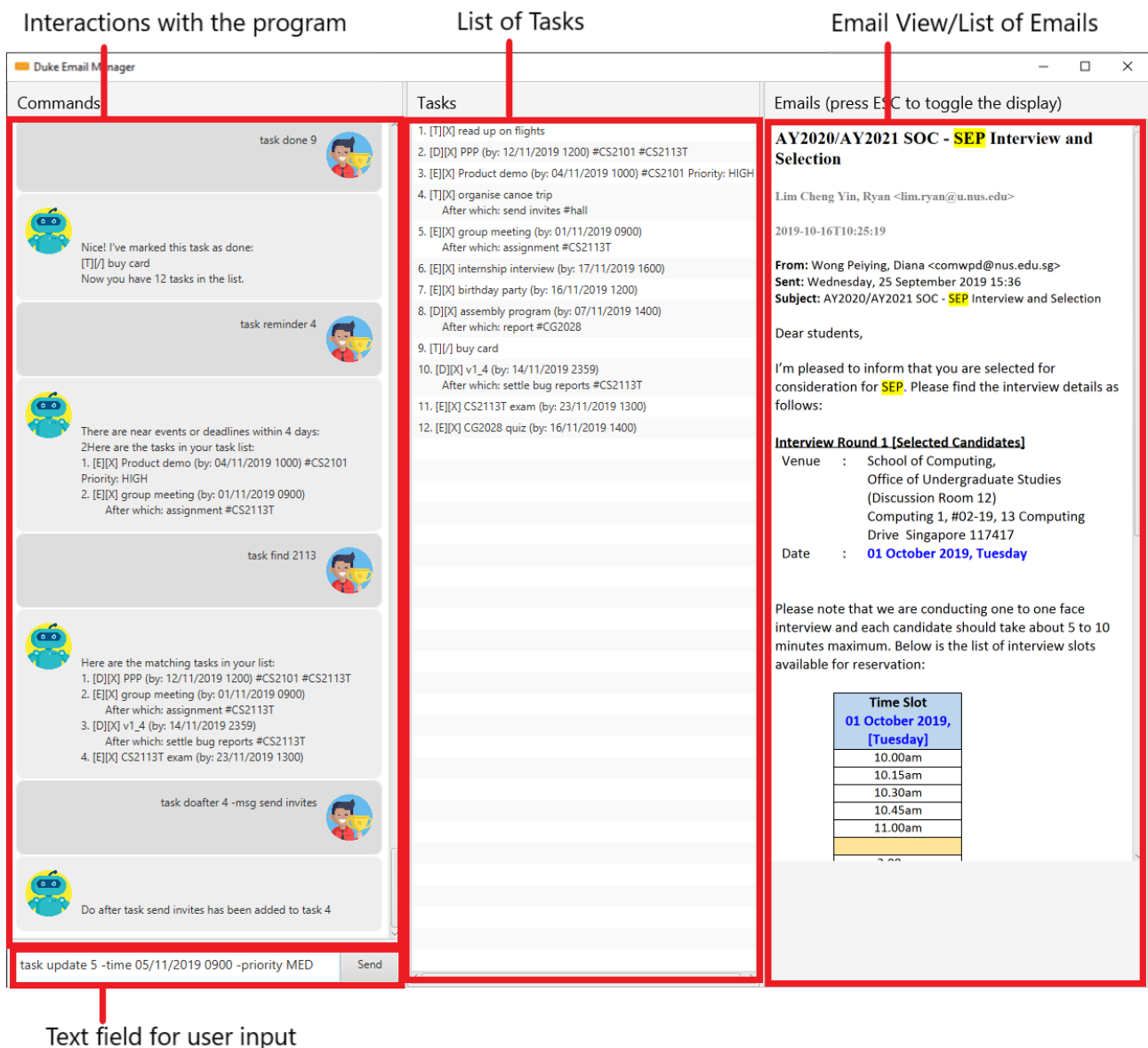


Figure 2: Main window of Email ManagerMain Window

As shown in Figure 2, 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.

#### TIP

You can press **UP** key to show previous input in the text box.

### 4.1. General Commands

#### NOTE

Any negative input of number will not be accepted, but since it will contain the negative sign -, it will be considered as an invalid command argument in the first place.

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.

In task mode, the text box will display **task** as a prefix. In email mode, the text box will display **email** as a prefix.

### 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 specified in the command.

## 4.2. Task Mode

#### NOTE

To enter task commands, please ensure you are in task mode. If not, see [Section 4.1.2](#) for change mode command using **flip**.

### 4.2.1. Add Tasks Commands

The following commands in this section allows you to add tasks to Email Manager. They will appear in the centre pane.

#### NOTE

To help you be more organised, each task is able to contain optional parameters. These parameters are a 'doafter' task, a priority level and multiple tags. To learn more about these parameters, go to their respective sections: [Section 4.2.7](#), “Do after: **doafter**”, [Section 4.2.8](#), “Set Priority Command: **set**”.

#### TIP

For the following commands, you are able to enter the optional parameters in any order as long as they are entered after the compulsory parameters.

## Adding a todo: `todo`

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

Adds a task of todo type.

Examples:

```
todo buy milk
```

```
todo take cat to vet -priority High -tag pet
```

```
todo coding -doafter math -priority high -tag fun
```

|            |  |
|------------|--|
| <b>TIP</b> | Parameters other than item number can be entered in any order. |
|------------|--|

|             |   |
|-------------|---|
| <b>NOTE</b> | PRIORITY_LEVEL is restricted to <b>high</b> , <b>med</b> , <b>low</b> . Any other PRIORITY_LEVEL will be invalid. |
|-------------|---|

## 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 do not matter.

Examples:

```
deadline categorise -time 31/11/2019 2359
```

```
deadline submission -time 31/10/2019 2359 -doafter coding -priority high -tag fun
```

```
deadline submission -time Thu 2359
```

|            |   |
|------------|---|
| <b>TIP</b> | Parameters other than item number can be entered in any order.<br>Natural date format can be used instead of ISO date format. |
|------------|---|

|             |  |
|-------------|--|
| <b>NOTE</b> | Valid ISO date format is in the form of <code>dd/mm/yyyy hhMM</code> , input such as <code>dd/m/yyyy hhMM</code> for example <code>1/3/2019</code> is invalid. |
|-------------|--|

|             |   |
|-------------|---|
| <b>NOTE</b> | PRIORITY_LEVEL is restricted to <b>high</b> , <b>med</b> , <b>low</b> . Any other PRIORITY_LEVEL will be invalid. |
|-------------|---|

|             |   |
|-------------|---|
| <b>NOTE</b> | Deadline with time prior to the current time is allowed to be added, but will be marked as <b>Overdue</b> . |
|-------------|---|

## 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.

Example:

```
event PE -time 31/10/2019 2359 -doafter coding -priority high -tag fun
```

```
event PE -time Thu 2359
```

|            |  |
|------------|--|
| <b>TIP</b> | Parameters other than item number can be entered in any order. |
|------------|--|

|             |   |
|-------------|---|
| <b>NOTE</b> | PRIORITY_LEVEL is restricted to <b>high</b> , <b>med</b> , <b>low</b> . Any other PRIORITY_LEVEL will be invalid. |
|-------------|---|

|             |  |
|-------------|--|
| <b>NOTE</b> | Similar to the deadline, event with time prior to the current time is allowed to be added, but will be marked as <b>Past</b> |
|-------------|--|

#### 4.2.2. List Tasks Commands: **list**

Format: **list**

Gives a complete list of tasks.

#### 4.2.3. Delete Tasks Commands: **delete**

Format: **delete** ITEM\_NUMBER

Deletes the item specified.

Example:

```
delete 1
```

#### 4.2.4. Find task(s) with keyword: **find**

Format: **find** KEYWORD

Returns a list of items that contains KEYWORD. This feature will search through the displayed string of the task including all the attributes and signifier. (Case insensitive)

Example: **find** cat will return cat, tabby #cat, SoCcat, concatenation

|            |   |
|------------|---|
| <b>TIP</b> | <b>find</b> command has a lot of flexibility in usage. If the user wants to find all deadlines, they can search using <b>find by</b> : since all deadlines will contain a <b>by</b> : as shown in the list. This is also applicable to keywords like <b>Overdue</b> and <b>Past</b> . |
|------------|---|

#### 4.2.5. Done a task: **done**

Format: **done** ITEM\_NUMBER

Marks the item specified as done.

Example:

```
done 1
```

#### 4.2.6. Reminder for upcoming task(s): **reminder**

Format: **reminder** NO\_OF\_DAYS

Shows the deadline or event tasks for the next NO\_OF\_DAYS days.  
Only positive integers from 1 to 99999 are accepted for NO\_OF\_DAYS.

Example:

```
reminder 4
```

#### 4.2.7. Do after: **doafter**

Format: **doafter** ITEM\_NUMBER -msg ACTIVITY

Records an activity to be done after the original task is completed. This parameter will accept any valid string and will not be connected to other tasks in the list.

Examples:

```
doafter 2 -msg work on project
```

```
doafter 5 -msg homework
```

##### NOTE

Only one 'doafter' task can be added. If you execute another valid **doafter** command for the same task, it will overwrite any existing 'doafter' task.

##### TIP

You can change or add multiple parameters for a single task in one command using the **update** command. To learn more, go to [Section 4.2.10, “Update Tasks Commands: update”](#).

#### 4.2.8. Set Priority Command: **set**

Format: **set** ITEM\_NUMBER -priority PRIORITY

Sets a priority to a task.

Examples:

```
set 1 -priority high
```

```
set 2 -priority med
```

##### NOTE

The PRIORITY input is restricted to only **high**, **med** or **low** (case insensitive). Any other PRIORITY inputted will be invalid.

**WARNING**

This command can override the priority set to a task by the command `update ITEM_NUMBER -priority PRIORITY` and vice versa.

#### 4.2.9. Snooze a task: `snooze`

Format: `snooze ITEM_NUMBER [-by NO_OF_DAYS]`

Snoozes the task by the NO\_OF\_DAYS.

Examples:

```
snooze 3
```

```
snooze 1 -by 4
```

**NOTE**

If the NO\_OF\_DAYS is not input, the `snooze` command will automatically snooze the task by 3 days. Only tasks of type `deadline` and `event` can be snoozed.

#### 4.2.10. 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.

Examples:

```
update 1 -time Mon
```

```
update 1 -priority low -doafter eat dinner -tag food
```

**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

#### 4.2.11. Linking tasks to emails: `link`

Format: `link ITEM_NUMBER [-email EMAIL_NUMBER]`

Notes which email is related to the task specified. If there is no email parameter, the command will return a list of the emails linked to the task.

Examples:

`link 2` will give a list of all emails that is linked to task 2.

`link 2 -email 2 -email 4` will link emails 2 and 4 to task 2.

#### NOTE

Any links created will only be visible from the task it is added to. Emails will not be able to show any links to tasks.

### 4.2.12. Clear task list: `clear`

Format: `clear`

This command deletes all tasks in the list.

#### WARNING

Once executed, you will not be able to undo this command.

#### TIP

If you execute this command by accident, you may return to your last saved state by closing *Email Manager* without using the `bye` command.

### 4.2.13. Detect Anomalies (coming in v2.0)

## 4.3. Email Mode

#### NOTE

To enter email commands, please ensure you are in email mode. If not, see [Section 4.1.2](#) for change mode command using `flip`.

### 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 content of the email at the index number in the email list.

Example: `show 3`

#### TIP

You can press `Esc` key on your keyboard any time to switch display between the list and content view of emails.

### 4.3.3. Fetching emails from server: `fetch`

Format: `fetch`

Fetches email from Outlook.com.

## WARNING

The window might freeze for a while as it is fetching and parsing emails. Please wait patiently.

### 4.3.4. Fuzzy search on emails

Format: `fuzzySearch TARGET`

This feature searches for the target string across all emails including their subject, sender and body, with some tolerance of difference. This tolerance is represented by the **edit distance** between two words. For more details about the **edit distance**, you can find more details [here](#). The lower the **edit distance** is, the more similar are these two strings. This helps you to search through the emails even if you made some typos or when you are not sure about some names.

This fuzzy search functionality tolerates up to an **edit distance** of 2 and is insensitive to cases. This means "CS2102" will match to "CS2100" and "S210" but not "CS2211".

It will list all the emails which contain words that match the target string in their subject, sender or body. Emails are listed in descending order of a **relevance score**. The general idea is, the higher the score, the more relevant is the email. Lower **edit distance**, more occurrence, or occurrence in subject and sender will all contribute to a higher **relevance score**.

## NOTE

For performance reasons, fuzzy search will only be done word by word. For example, if "project demo" is to be searched through a sentence "This is a project demo", both "project" and "demo" will be compared against "this", "is", "a", "project", "demo" and produce a relevance score.

## NOTE

Using short target string like "is" is not recommended, since it can be matched to many other words like "a", "I", "am" etc, which appears in almost every email.

Examples:

`fuzzySearch project demo`

### 4.3.5. 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 as shown in Figure 3, 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 (except for SPAMs).

|      |  |
|------|--|
| NOTE | The parsing only allows exact matching of words, which means expression <code>2113</code> will not be matched with text <code>CS2113</code> . Any extra characters before and after the word will not be accepted. This is to avoid unintentional match for short expressions. Please add more expressions if you want more matching patterns. |
| NOTE | Some emails have pictures in it, and obviously we do not intend to capture the words in those pictures.  |
| TIP  | To test this feature, you are recommended to use <code>addKeyword</code> command, or sending email to the dummy mailbox. Remember to call <code>fetch</code> command after sending and leave a few seconds for the email to be transmitted before calling the <code>fetch</code> .   |

#### 4.3.6. 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.

Examples:

```
addKeyword Project -exp project -exp demo
```

```
addKeyword Notice -exp announcement
```

**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. Please call the `show` command again after adding the keyword if you have already opened an email.

**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.

### 4.3.7. Listing all keywords: `listKeyword`

Format: `listKeyword`

Gives a list of all keywords with the relevant expressions.

### 4.3.8. Delete keyword (coming in v1.4)

### 4.3.9. 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. Tags without duplication will be added.

Examples:

```
update 1 -tag CS2113T
```

```
update 2 -tag Tutorial -tag Spam
```

### 4.3.10. Listing all tags: `listTag`

Format: `listTag`

Gives a list of all existing tags in the list of emails.

### 4.3.11. 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 number of tags is 2.

Examples:

```
list -tag CS2113T -tag Tutorial
```

```
list -tag Spam
```

#### 4.3.12. Deleting email: **delete**

Format: **delete** ITEM\_NUMBER

Deletes the item specified.

Examples:

**delete** 1: deletes the first email

##### NOTE

If you enter **show** ITEM\_NUMBER, then followed with **delete** ITEM\_NUMBER, the content of email at ITEM\_NUMBER will still remains displayed although the email has been deleted.

#### 4.3.13. Clear email list: **clear**

Format: **clear**

This command deletes all emails in the list.

##### WARNING

Once executed, you will not be able to undo this command.

##### TIP

After clearing all the emails, you can enter **fetch** to retrieve latest emails from server.

#### 4.3.14. Sending email (coming in v2.0)

#### 4.3.15. Auto delete emails (coming in v2.0)

#### 4.3.16. Linking emails to tasks (coming in v2.0)

#### 4.3.17. Apply priority level (coming in v2.0)

### 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](mailto:jokeryan1997@gmail.com) with a description of your situation.