
Mail Manager – User Manual

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USER MANUAL

1 Introduction

The Mail Manager for Mac OS allows users to automatically save email attachments to their computer.

We have tried to make the program as user friendly as possible. With the code we developed, it is possible to save email attachments from Gmail and Yahoo accounts. New emails are automatically recognised by the program and the attachments are embedded in a predefined folder structure.

In the following, the setup and functionality of the Mail Manager will be explained.

2 Environment Setup

Mail Manager was developed to run on Mac OS but should also function on Linux due to similar file paths. To use Mail Manager, the following environment setup must be made.

SOFTWARE SETUP

To run Mail Manager, Python 3 must be installed on your computer. Python is downloaded and installed on Mac OS in the following manner:

1. Open this link:
<https://www.python.org/downloads/>
2. Then click on "Download the latest version for Mac OS X"
3. Install the program

MAIL ACCOUNT SETUP

For Mail Manager to be able to access your email inbox, the security policies of the respective mail providers (Gmail, Yahoo) must be lowered. Access by less secure apps is activated as follows:

Gmail:

1. Open this link:
<https://myaccount.google.com/security?ar=1>
2. Scroll down to "Less secure app access"
3. Then click "Turn on access" and activate access for less secure apps.
4. You may receive a security alert by Google.

Yahoo:

1. Sign in to Yahoo Mail.
2. Go to your "Account security" settings.
3. Turn on "Allow apps that use less secure sign in".
4. More detailed instructions can be found at the following link:
<https://help.yahoo.com/kb/SLN2779.html>

3 Mail Manager Setup

You have to download Mail Manager from our repository at GitHub. We recommend saving Mail Manager in a separate folder, as the program will create several '.txt' files while it runs.

1. Open this link:
<https://github.com/Sebastiangerl/Coding-HSG>
2. Download "MailManager.py"
3. Create a new folder in a desired location and move the downloaded "MailManager.py" into the folder

ACCESSING MAIL MANAGER

1. Open a Terminal window.
2. Enter "cd " and drag & drop the folder in which you have stored "MailManager.py" into the Terminal window. Press [Enter].
3. Now, type "python3 " and drag & drop "MailManager.py" into the Terminal window. Press [Enter]. Leave the window open - you can hide it if you like.

4 Functionality

Mail Manager is designed to be as user friendly and customisable as possible. Upon the first launch, Mail Manager will automatically download the required packages for operation. Whenever you start Mail Manager, you will be asked the following series of questions:

1. First, you will be asked to enter your email address or continue with the saved email address.
2. Then, you will be asked to enter your password. Don't worry - the entry will be hidden. You can also choose to save your password.
3. Next, you can choose the location to which your attachments will later be saved automatically and name the attachment folder.
4. Then, you get to choose the criterion by which the downloaded attachments will be sorted. Subfolders will be created automatically.
5. By default, Mail Manager will check for new emails every minute. You can choose to "continue" or "change" this setting according to your preference.
6. Lastly, you can choose to receive attachment reports. You can receive reports every hour, day or week.

Mail Manager will now automatically run in the background according to your preference. A status bar will display the waiting time until the next run. To terminate the program you can press [ctrl]+[c].