

# Smail Installation Guide

DACA Software Solutions

## Windows Installation guide

1. Extract the **.zip** file, containing the program as well as the 4 reports.
2. Open the folder "smail", that came with the associated **.zip** file.
3. Run the executable **smail.exe**.

## Firewall

Your PC may block the application, and prompt you to allow the application to run. In this case, simply click the "Allow access" button and continue using Smail.

## Logging in with Google

When logging in with **Google**, your browser may warn you that the app is not yet verified. To use the app, simply click "Advanced settings", and "Continue to DACA". Next, tick all boxes, allowing the application to manage your email, before proceeding. This should authenticate your account and let you log in using your google account.

## Logging in with Outlook

When logging in with **Outlook**, your browser may warn you that your connection isn't private. To use the app, simply click "Advanced", and "Continue to localhost". This should authenticate your account and let you log in using your Outlook account.



"A mail is never late, nor is it early. It arrives precisely when it means to"

Department of Electrical and Computer Engineering  
Aarhus University

## Advanced Usage

### Rules

You can access the rules tab, by navigating into **Settings > Rules**. Here you can add, or delete rules. Rules are defined by "Name", "Conditions", and "Actions". An example of a rule might be:

**Name:**

Important Client Emails

**Conditions:**

```
{"senderContains": ["CLIENT@EXAMPLE.COM"]}
```

**Actions:**

```
{"stopProcessingRules": true, "forwardTo": [{"emailAddress": {"name": "Alex Wilbur", "address": "AlexW@contoso.onmicrosoft.com"}}]}
```

### Folder management

Folders can be added or delete from the side panel. Simply click the "add folder", or "delete folder" buttons above the folder window.

Adding an email to a folder is done by clicking on the email, and clicking the "move to folder" button located above the view panel. Next, pick the folder you want the email moved to.

### Filtering emails

You can access the filter tab, by clicking on the filter icon, next to the search bar, located in the top left corner. Here you can specify various filtering parameters that will be applied to your inbox.