Manual for the

FB-MailService WebServiceClient

FB Software, Stuttgart

FB-MailService WebServiceClient

This document describes the FB-MailService WebServiceClient software.

In order to use this software always follow the instructions, notes and information in this documentation.

Status of the document: September 23, 2023

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Contents

1 Requirements

To run the WebServiceClient, a current Java Runtime Environment (JRE) must be installed.

2 Start of the FB-MailService WebServiceClient

The WebServiceClient is started by starting the executable JAR file "WebServiceClient.jar". On Windows, this can be done by a simple double-click.
The general procedure is as follows:

- In the console, change to the directory where the JAR executable file "WebServiceClient.jar" is located.
- Run the WebServiceClient via the call `java -jar WebServiceClient.jar`. This works if the Java Bin directory has been added to the "PATH" environment variable. Otherwise, the call must be preceded by the path to the Java Bin directory:

  ```
  /path/to/Java/bin/directory/java -jar WebServiceClient.jar
  ```

  ```
  "C:\path to Java bin directory\java.exe" -jar WebServiceClient.jar
  ```

This will open the main screen of the WebServiceClient and the login mask.

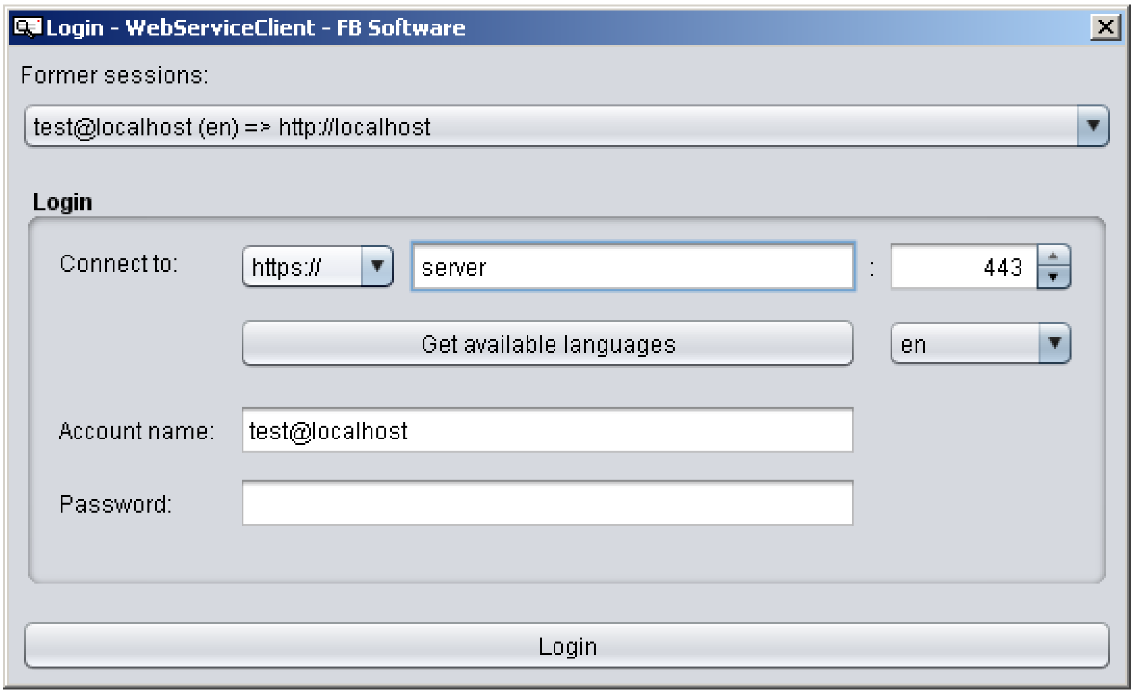
There the available languages for logging on to the FB-MailService can be called up without having to log in first with an account. For all other calls you must first have log in with an account.
To register, you must specify:

- The protocol for the connection (http or https; if the HTTPS server is offered by the FB-MailService, it is recommended to use this protocol as data transmission will then be encrypted)
- The network name of the machine running the FB-MailService to connect to
- The port on which the FB-MailService listens for the specified protocol (default 80 for http and 443 for https)
- The full name and password of the account you want to log in with.
  Note: Except for the `postmaster` account, the full account name is always a valid mail address, consisting of a local part, the `@` character, and a global part.
- Optional: A language from the previously retrieved available languages for the FB-MailService error messages. If the entry remains empty, the system language of the FB-MailService is used for the error messages.

Note: Multiple sessions can be logged in in parallel for the same FB-MailService account (meaning that two sessions for one account are not mutually exclusive), but only from different WebServiceClient instances. This means that several people can use one and the same FB-MailService account at the same time.

From the same WebServiceClient instance you can log in with as many accounts as you like. The sessions that you are logged in with are listed in the "Current sessions" combo box in the upper area and can be changed using this.
When the main window of the WebServiceClient is closed, any sessions that are still logged in are automatically logged out.
The WebServiceClient remembers sessions that you have already logged in with and lists them in the login mask at the top at **Former sessions**. If you find the session of the account with which

you want to log in, you can simply select this session and then only have to enter the password. The remaining fields are filled in automatically.



After logging in, the folders and mails are loaded from the server and displayed.

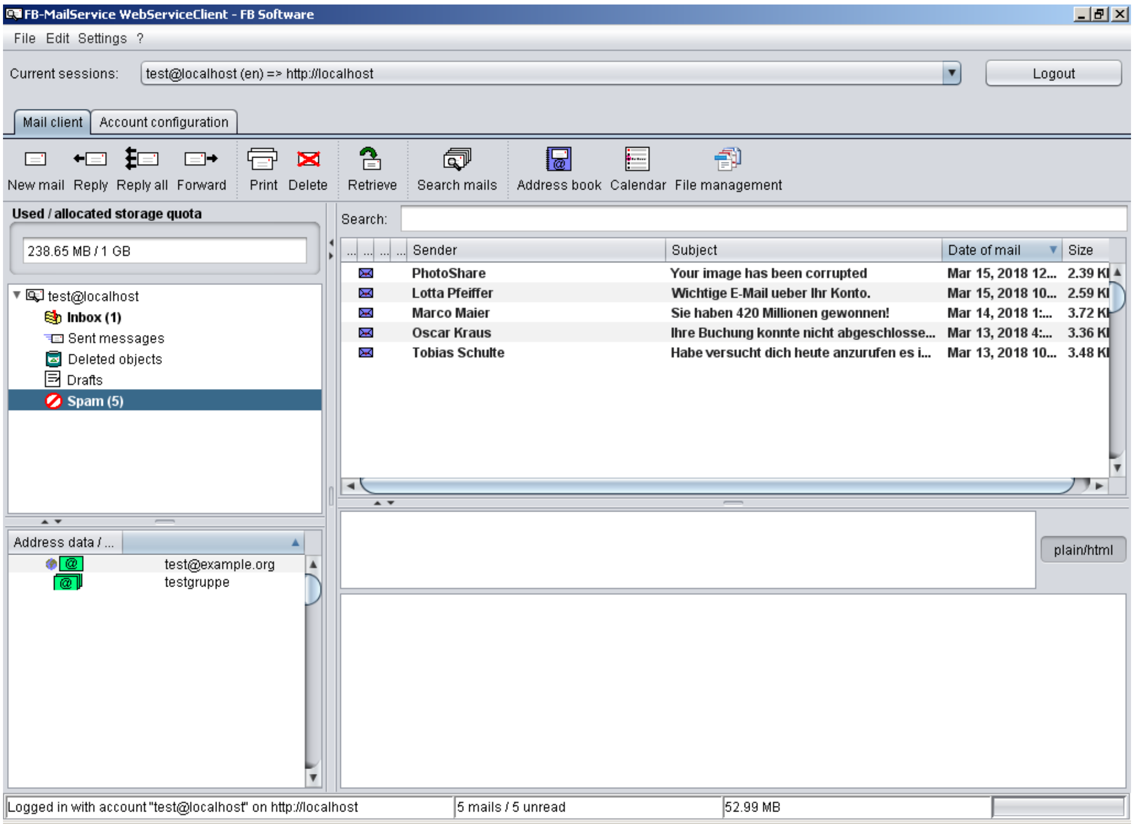
Note: If the connection to the FB-MailService is only very narrowband, it would take a long time for a folder containing a lot of mails until the folder was loaded. It is therefore advisable to set the mail period to a maximum of "last month", preferably "last week", **before** a folder is clicked on. This loads only the emails of the last month (last week). You can set the mail period in the mail client via the menu item **Settings** ⇒ **Period of mails**.

If the executable jar file of the WebServiceClient is in the `htdocs` folder of the FB-MailService, the WebServiceClient can be downloaded via the URL `http://[domain]/wsc` where `[domain]` is the name of the computer on which the FB-MailService is running and under which its HTTP server can be reached.
This will allow you to access your mails, addresses, appointments and files from any computer that has a current Java Runtime Environment installed.

Note: Only download WebServiceClient.jar files from URLs that you absolutely trust.

3 The mail client

All available folders are displayed in the upper left area. The lower left corner of the screen lists the mail addresses of the contacts stored in the address book and the groups available in the address book.
In the upper right area of the mask, the mails of the selected folder are listed. The bottom right shows the content of the currently selected mail.



3.1 The mail area

In the upper right area of the mail client there is the table containing the list of mails of the currently selected folder. The table contains the following columns (from left to right):

- Whether an email was answered or not; if answered, this is indicated by an arrow to the left.
- Whether an email was read or not: unread is indicated by a blue, unopened envelope (and bold); read is indicated by a gray, open envelope (and by normal font). Depending on the setting, an e-mail will be set to "read" (immediately; 1, 2, 3, 4 or 5 seconds after it has been marked; not automatically).
- Whether a mail has been forwarded or not; if forwarded this is indicated by an arrow to the right.
- Whether an e-mail has attachments or not; if it has attachments, this is indicated by a small paper clip icon.
- The name of the sender of the mail. If there is no sender name, the sender address of the mail.
- The subject of the mail.
- The date of the mail.
- The size of the mail.

The table can be sorted by these columns by clicking on the corresponding column header. Click again on the column header to reverse the sort order.

In the lower right area of the mail client there is the preview field. If an e-mail is selected in the mail listing, the content of this e-mail is displayed in the preview.
Between the mail list and the preview field is a field for the header data of the mail. It displays the date, subject, sender and recipient fields ("To", "CC" and "BCC" fields) of the mail.
To the right there is the **plain/html** button, with which can be switched between displaying the plain text portion of the selected mail (**plain**) and, if present, the formatted text portion of the selected mail (**html**).
If the marked mail has attachments, there is a button showing a paperclip symbol to the right. Left-clicking on this button opens a menu in which a separate menu item is listed for each attachment of the mail. If you move the mouse over such a menu item, a sub-menu opens containing the menu items **open**, **save as ...** and **upload** (for `.ics` files there is additionally the menu item **Add to calendar**). Just like clicking on the menu item of the name of an attachment. Clicking on the submenu item **Open** will open the attachment using the default program for that file, if there is one, otherwise the file will be tried in the standard editor to open.
By clicking on the submenu item **Save as ...** a "Save" dialog opens in which the storage location can be selected and the file name can be specified. Click on the **Save** button to save the file in the selected location of the specified file name.
Click on submenu item **Upload** to upload the attachment to the file management.
In addition to the list of attachments as menu items, there are the menu items **Save attachments ...** and **Upload attachments ...**. Right-clicking on the paperclip icon button displays only these two menu items.
If you want to save several attachments at the same time, you can click on the menu item **Save attachments ...**. The "Save attachments" mask opens. Here the desired attachments can be marked. Click on the **Save** button to save them in the specified directory.
If you want to upload multiple attachments to the file management at the same time, you can click on the menu item **Upload attachments ...**. This opens the "Upload Attachments" mask. Here the desired attachments can be marked. Clicking the **Upload** button will upload them to the file management.

Note: If there is a file attachment in the `iCalendar` format (file extension `.ics`), the menu item **Add to calendar** is also available. By clicking on this menu item, the `.ics` file is read in and recognized events are added to the calendar.

3.2 The folder area

The following folders are system folders and therefore can **not** be deleted, renamed or moved:

Inbox This is where new incoming mails arrive, which are **not** classified as spam.

Sent messages All sent mails are stored here, if sent mails of the account are to be stored.

Deleted Items Deleted mails and folders are moved here.

Drafts of mails are saved here.

Spam This is where new incoming mails arrive, that have been classified as spam.

The system folders **Deleted objects** and **Spam** can be emptied, ie. all emails contained therein can be irrevocably deleted by one call.
Subfolders can be created in each folder. Also at the highest level, ie. at the level of the system folders, new folders can be created. Such user created folders can be deleted, renamed, and moved to other folders, unlike the system folders mentioned above.
The creation, renaming, deleting, moving and emptying of folders is done by marking the desired folder, by right clicking on this folder the context menu is called up and there the corresponding menu item is clicked. To create folders at the system folder level, the context menu on the root node containing the account name at the top of the tree must be called .

Moving folders can also be done using the ”Drag & Drop” method, the renaming can be done directly on the folder by first marking the folder to rename, and then left-clicking on it for about one second. Then the new folder name can be entered at the folder itself. Press Enter to complete the process.

3.3 The quick search

The quick search is operated via a simple text field that can be found in each mask (mail client, address book, calendar, file management) above the table containing the list of the respective objects (mails, contacts, appointments, files).
In the quick search text field, you enter the text that the searched object / objects (mails, contacts, calendar entries or files) have in their various fields. The search is case insensitive. In the mail client, the quick search searches for the following mail fields:

- sender
- sender address
- Recipient fields (”To”, ”CC” and ”BCC” fields)
- subject
- date
- size specification

The search is carried out locally by the WebServiceClient across all listed mails of the current folder and is restarted by each change of the search text.

Operating examples:
For example, to get all mails of the current folder listed that have the date of March 2018, you would simply have to enter ”mar 2018” in the search box, because the date of a mail contains ”mar” and ”2018”, if their date is March 2018.

Note (1): If a mail of the folder happened to have the string ”mar” or ”2018” in the subject, this mail would also be listed, even if it does not have the date of March 2018.
If you know that the mail you are looking for has a very large attachment, and therefore is more than 1 MB in size, for example, you could simply type mb in the search box because the size of the mail MB would appear as the unit.

Note (2): Again, if mails happened to have the string ”MB” in the subject or any other field (sender, recipient), such mail would also be listed even if they are smaller than 1 MB. Such search texts can also be combined. In order to get all mails of the current folder, which have a date of March 2018 and are larger than 1 MB, the search text could look like this:
`mar 2018 mb`
or
`mb mar 2018`

Spaces in the search text are interpreted as separators between two keywords to be searched for. For an email to match the search criterion, all keywords must be found in the mail fields.

hint (3): If you do not want a space to be interpreted as a delimiter between two keywords, the words separated by spaces must be enclosed in quotation marks. So in order to have `return of 10/12/2017` interpreted as a single keyword, the search text should look like this:
`"return of 10/12/2017"`
`"return of" 10/12/2017` would be two keywords again.

Note (4): Since the quick search is restarted by each change of the search text, the terms do not usually have to be typed in completely in order to list the searched mails.

3.4 Buttons in the mail client

The following buttons are available in the mail client toolbar at the top of the screen:

New Mail To create a new mail, click on this button. The "Create mail" mask opens.

Reply To reply to the sender of a mail, click this button. The "Create Mail" mask opens, in whose "To" field the sender of the mail has already been entered.

Reply all To reply to an email replying to the sender and all original recipients of the mail, click this button. The "Create Mail" mask opens, in whose "To" field the sender as well as all original recipients of the mail have already been entered.

Forward To forward a message, click this button. The "Create mail" mask opens.

Print To print an e-mail, click on this button. The print dialog opens in which the printer can be selected and further print settings can be made.

Delete To delete a mail, click this button. If the current folder is not the "Deleted object" folder, the selected items will be moved to the "Deleted objects" folder by clicking this button.
If the current folder is the "Deleted objects" folder, the mails will be irrevocably deleted.

Retrieve To retrieve mail from all configured POP3 accounts, click this button. If you want to retrieve mails only for a specific POP3 account, right-click on this button and click on the desired POP3 account in the pop-up menu.

Search mails To search mails server-side, enabling more specific search criteria and, if necessary, also content-based, click on this button.

Address Book To open the address book, click this button.

Calendar To open the calendar, click on this button.

File Management To open the file management, click this button.

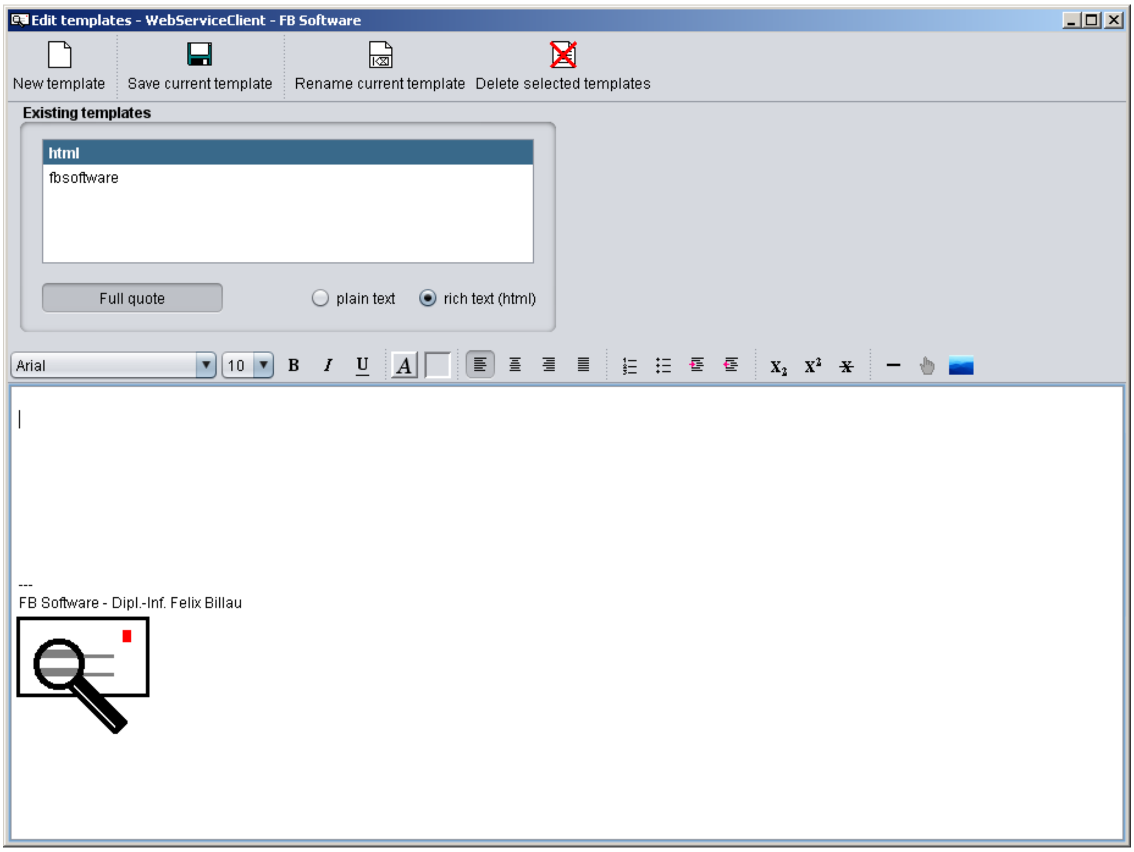
3.5 Template management

The template management is used to create and manage the templates for emails to be created. Template management is accessed via the menu item **Edit** ⇒ **Edit templates** from the mail client. The following buttons are available:

New template To create a new template, click on this button. A dialog appears in which the name of the template must be entered. Click on the button **OK** to create the template. If the template was created successfully, it appears in the list **Existing templates**. Otherwise an error message will be displayed.

Save current template To save the currently selected template after a change, click this button. The shortcut (if the editor has the focus) is: `Ctrl s`

Note:



- A modified but not yet saved template can be recognized by the **bold font** of the template name in the **Existing templates** list and the button **Save current template** is activated.
- Because the position of the caret is saved as well, a template is marked as changed if only the position of the caret has changed.

Rename current template To rename the currently selected template, click this button. An input dialog appears in which the new name of the template can be entered. Click on the **OK** button to rename the template.
Note: The template names must be unique and not empty.

Delete selected templates To delete templates, click this button. All templates selected in the **Existing templates** list will be deleted.
Note: The templates are deleted immediately and can not be restored afterwards.

For a template, the following two buttons are also available:

Full quote If this button is set, the entire text of the mail to be answered will be appended to the new mail to be created when replying to mails. Otherwise not.

plain text/rich text (html) option buttons These fields are used to specify whether the template is to consist only of plain text, or whether the template is to contain formatted text (including images, if desired). This setting also determines what format type mails created using this template will have.
Note: The format of a mail to be created can be changed at any time via the menu item **Options** ⇒ **Format** in the "Create Mail" mask.

If a template is to contain formatted text (that is, the ”formatted” option button is set), the formatting toolbar is available above the editor. The following formatting of the text can be made (described from left to right):

Font This combo box lists the names of all fonts available on the system and can be used for the template text.

Font size This combo box allows you to select the font size for the template text (8, 10, 12, 14, 18, 24, 36 points).

Bold Here you can choose whether the template text is to be displayed in **bold font**.

Italic Here you can choose whether the template text is to be displayed in *italic*.

Underline Here you can choose if the template text is to be displayed underlined.

Font color Here you can choose in which color the text is to be displayed: Right-click on the rectangle containing the ***A*** and click on the desired color.

Background color Here you can choose in which color the background is to be displayed: Right-click on the rectangle and click on the desired color.

Left-aligned Whether the template text is to be aligned left-aligned.

Centered Whether the template text is to be displayed centered.

Right-aligned Whether the template text is to be right-aligned.

Justified Whether the template text is to be displayed justified.

Ordered Enumeration Inserts an ordered (sorted) enumeration. By right-clicking on this button, the characters used for sorting can be selected in the context menu that opens (decimal numbers, uppercase letters, lowercase letters, Roman numerals (large) or Roman numerals (small)).

Unordered Enumeration Inserts a unordered (unsorted) enumeration. By right-clicking on this button, the characters used for the individual stitch points (points, circles or squares) can be selected in the context menu that opens.

Increase indent Enlarges the indent.

Decrease indent Reduces the indent.

Lower text Represents the text $_{\text{lower}}$.

Superscript text Provides the text $^{\text{higher}}$.

Strike out text Represents the text ~~struck out~~.

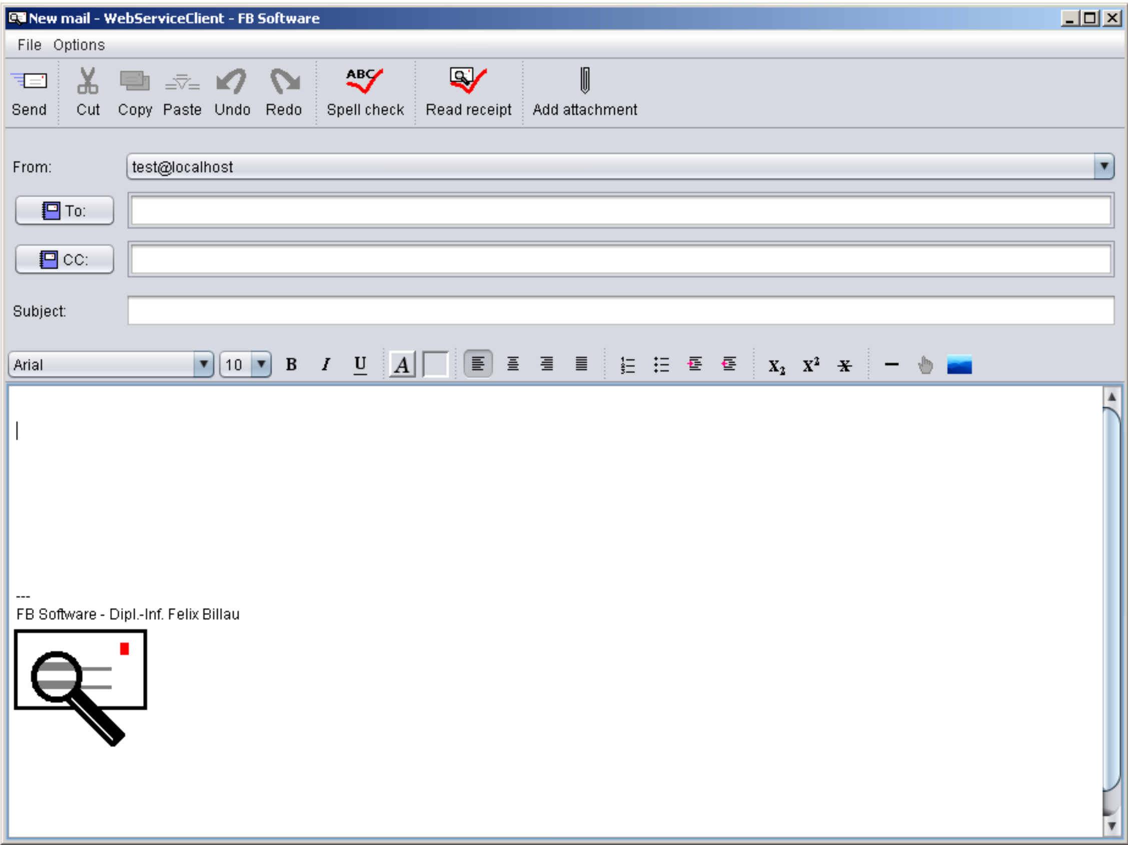
Insert horizontal line Inserts a horizontal line.

Insert hyperlink Inserts a hyperlink. For this, the text you want to make the hyperlink must have been marked beforehand. Click on the button to open the ”insert hyperlink” mask. Here the hyperlink destination can be entered. Clicking the **Insert hyperlink** button will create the hyperlink.

Insert image Inserts an image. Click on the button to open the ”Insert image” mask. Here you can enter an alternative text for the image (if the image source can not be loaded) and the URL of the image source. Click on the button **Browse** to open a file ”Open File” dialog. Here the desired image file (in `bmp`, `png`, `jpg` - or `gif` format) can be searched and opened on the local file system. By clicking on the button **Insert image** the picture will be inserted.

To use an existing template for newly created mails, right-click on the button that calls the "Create Mail" mask (ie either **New Mail**, **Reply**. **Reply all**, **Forward**) This will open the context menu and there click on the name of the desired template. This will save the template for this action as the default template, so the next time the "Create Mail" mask is invoked by a normal left click on this button, this template will be used.
Note: The last template is registered and stored separately for the four different ways of opening the "Create Mail"' mask (**New Mail**, **Reply**, **Reply all**, **Forward**). This makes it possible to save different templates as standard for each of these ways.

4 The "Create Mail" mask



In this mask, a mail is created. The following buttons are available:

Send After the mail has been created and is ready to be sent, click this button to send the mail.

Cut To cut the text selected in the editor and copy it to the clipboard, click this button. The shortcut for this is: `Ctrl x`

Copy To copy the text marked in the editor to the clipboard without cutting it, click this button. The shortcut for this is: `Ctrl c`

Paste To insert text from the clipboard into the editor at the caret position, click this button. The shortcut for this is: `Ctrl v`

Undo To undo an action in the editor, click this button. The shortcut for this is: `Ctrl z`

Redo To redo a previously undone action in the editor, click this button. The shortcut is: `Ctrl y`

Spell check To start the spell checker, click this button. The spell checker starts at the caret position. When the end of the text has been reached, the test will continue at the beginning of the text. During the spell check, the buttons **Ignore**, **Correct**, <, > and **Close** appear at the bottom of the form. Next to it is a list of suggestions for unknown words.
Clicking the **Ignore** button adds the currently criticized word to the dictionary and the spell checker jumps to the next unknown word. However, it remains in the dictionary only until the WebServiceClient is restarted. Until then, this word is not criticized anymore.
By clicking on the **Correct** button, the currently criticized word is replaced by the word marked in the suggestion list and the spell checker jumps to the next unknown word.
Click on the < button to jump back to the previous unknown word in the text.
Click on the > button to jump to the next unknown word in the text.
Clicking the **Close** button will stop the spell checker and hide the buttons and suggestion list.
Hint: A defaced word does not necessarily mean that it was misspelled, only that it was not found in the dictionary.

Read receipt If a read receipt is to be requested by the recipient, this button can be set.
Note: It is the recipient's decision whether or not to actually send the read receipt. Not getting a read receipt does not necessarily mean that the mail has not arrived.

Add attachment If you want to attach one or more files to the mail, click this button. This opens the "Attach files" dialog. Here the desired files can be selected and added to the list of files to be attached by clicking on the >> button. After clicking on the **OK** button, the attached files are listed at the bottom of the mask. There they can be marked and removed by pressing the `Del` key. By double-clicking on a files list entry, it can also be opened.
Note: Initially, only references to the files will be appended. By sending the mail first, the files are actually read in and attached to the mail. Changing a file between attaching to the mail and sending is reflected in the attached file. If a file is deleted between attaching to the mail and sending, an error message will be displayed.

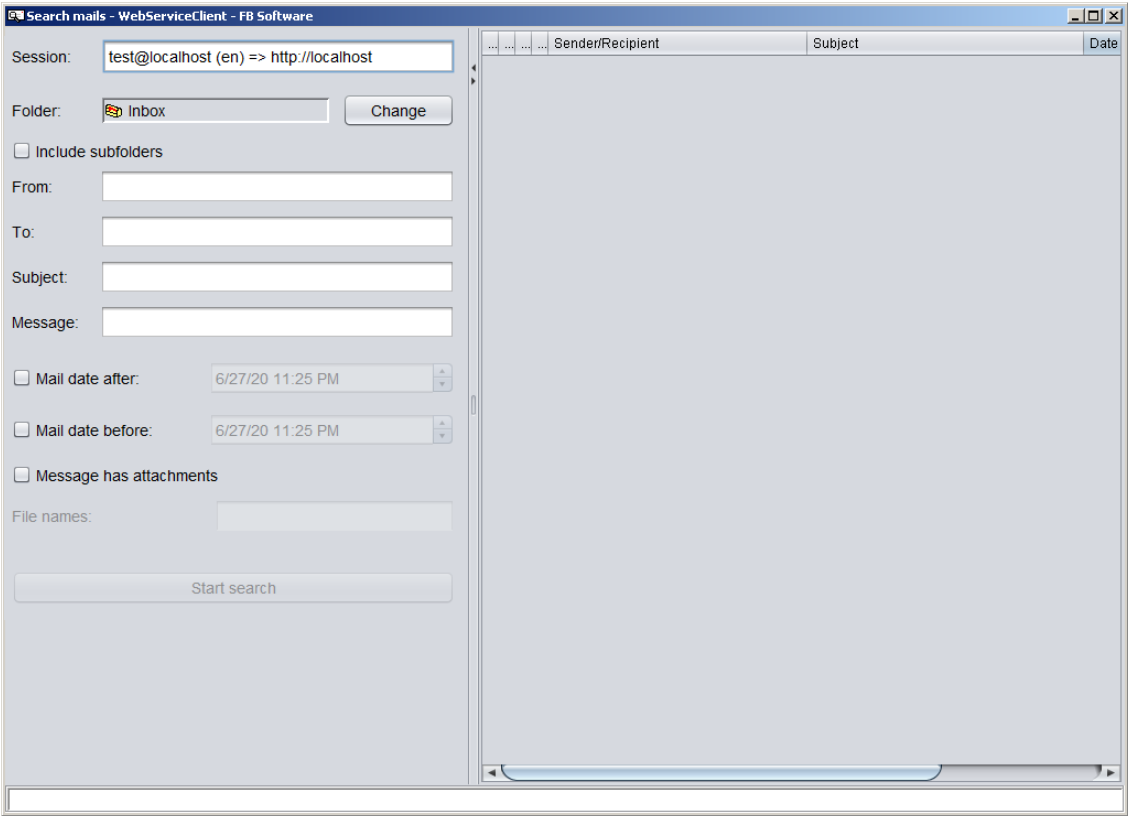
By default, the **To** and **CC** (Carbon Copy) fields are displayed for entering recipients. If you also want to use the **BCC** field (blind carbon copy for recipients that are not to be aware of the other BCC recipients), you can use this field via the menu item **Options ⇒ BCC field**
As soon as you type in one of the recipient fields, the address book is searched to make suggestions for the recipient. There are two types of proposals:

1. If address data records are found in the own address book whose **mail address** fields begin with the text currently typed in, the typed text is supplemented by the text extracted from this field of the address data records, as far as it matches.
   Example: If only the address records containing the mail addresses `administration@instance.com` and `administration@example.com` are in your address book and you enter `adm` in a recipient field, this text would be supplemented by `inistration@`, because there are no other address records whose **mail address** field starts with `adm` and then would be different up to this "@". However, from the "@" of `administration@`, the input is no longer unique, since both `instance.com` and `example.com` could be meant. In such a case you can now press the enter key to put the caret after the "@" of `administration@` and enter either a "i" or an "e". For a "i" the input `administration@i` would be supplemented by `nstance.com`, for an "e" the input `administration@e` would be supplemented by `xample.com`. If the desired address has been supplemented correctly or entered completely by hand, the entry can be terminated by pressing the Enter key. A ";" is added as a delimiter for entering the next recipient address.
   Note: The typed text is even compared to the names of address groups in your own address book, and, if appropriate, supplemented accordingly.

2. In addition, a list of possible address records is displayed. However, this is determined differently: The list is searched for all the fields of address records available in the own address book (with the exception of the fields **public** and **image**), depending on whether the field contains the typed text (and not if the field starts with the typed text). This has the advantage that if one does not remember the name of a recipient, but only has the company in mind, you can type in the company name and then get all the address records listed, in whose fields the company name appears. If an address record is selected from the list, the fields First Name, Last Name and Mail Address are entered in the recipient field, in the following format: "First Name Last Name <Mail Address>" . By pressing the Enter key, the input of the receiver is also completed here and a ";" is added as a delimiter for the input of the next recipient.

Using the shortcut `Ctrl s` (if the editor has the focus) or the menu item **File** ⇒ **Save**, to save the current state of the mail either in a local file or in the drafts folder on the server.

5 The "Search mails" mask



For specifying the criteria for a mail search broken down by fields and also to be able to search content-based, use the "Search mails" mask. At the top left, the folder to be searched for mails can be selected. If "Include subfolders" is checked, all subfolders of the selected folder will also be searched.
The fields by which the search criteria can be set are:

From If something is entered here, only those mails are contained in the search result whose sender or sender address contain the text entered here.

To If something is entered here, only those mails are contained in the search result whose recipient fields ("To", "CC" or "BCC") contain the text entered here.

Subject If something is entered here, only such mails are contained in the search result, whose subject contains the text entered here.

Message If something is entered here, only those mails are contained in the search result whose message body (ie the actual content of the mail) contains the text entered here.

Mail date after If this checkmark is set, only those mails will be included in the search result whose date is after the specified date.

Mail date before If this checkmark is set, only those mails will be included in the search result whose date is before the specified date.

Message has attachments If this checkmark is set, only those mails that contain file attachments are included in the search result.

File names If something is entered here, only those mails are contained in the search result whose attachments file names contain the text entered here.

After all the desired criteria have been specified, the search can be started by clicking on the "Start search" button.

Note: Unlike Quick Search, this search is not local, but server-side.
If a text box is left blank, it will not be used as a criterion for the search. So you can not search for mails that have a blank subject by leaving the subject field blank.

6 The Address Book

Clicking on the address book button in the mail client opens the address book. In the left area of the address book mask the own address book as well as the public address data of the own domain are listed (if there are such). Contacts and address groups can only be created, edited and deleted in your own address book. The public address data are not editable.
The following buttons are available for this purpose:

New contact To create a new address record (= contact) in your own address book, click on this button. The "Edit" mask appears, in which all fields of the new contact can be edited. By clicking on the button "Add" the contact is created and appears in the list.

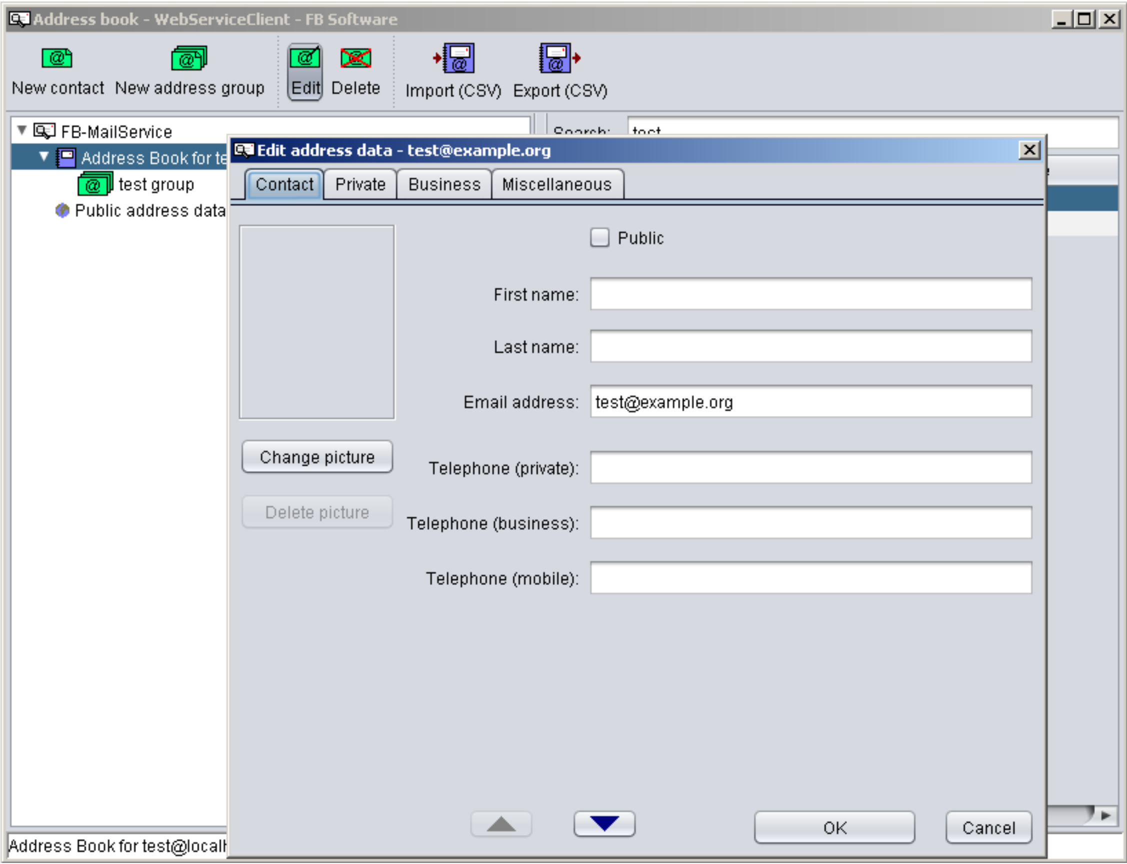
New address group To create a new address group in your own address book, click on this button. An input dialog appears in which the name of the group must be entered. An address group is referenced by its name, so all address group names must be unique. So there can not be two address groups having the same name. If the address group was created successfully, it appears as a subnode of the own address book. Otherwise, an error message appears.

Edit To edit an address record, highlight the desired record in the table and click this button. Alternatively, the records can also be edited directly in the table.

Delete To delete address records, highlight the desired records in the table and click this button. **Note:** The records are immediately deleted irrevocably and can not be restored afterwards.

Import To import address records stored in CSV format into a file, click this button.

Export To write address records in CSV format to a file, click this button.
Note: If no address records have been selected, the entire parent item (either the address group or the address book) will be exported, otherwise only the selected address records will be exported.



6.1 Address groups

Address groups are edited via the context menu. It is called by a right-click on an address group. Via the menu items **Duplicate selected address group**, **Rename selected address group**, **Delete selected address groups**, a marked address group can be duplicated or renamed and all marked address groups can be deleted.

By clicking on the menu item **Send mail to selected address groups ...** an email can be sent to all contacts contained in the selected address groups.

From any address book or group, contacts can be copied to a group of the own address book (or directly into the own address book) using the 'drag & drop' method:

- Select the desired contacts
- Hold them using the mouse by holding down the mouse button
- Move the mouse to the left to the desired address group or address book
- Release them there, ie. release the mouse button

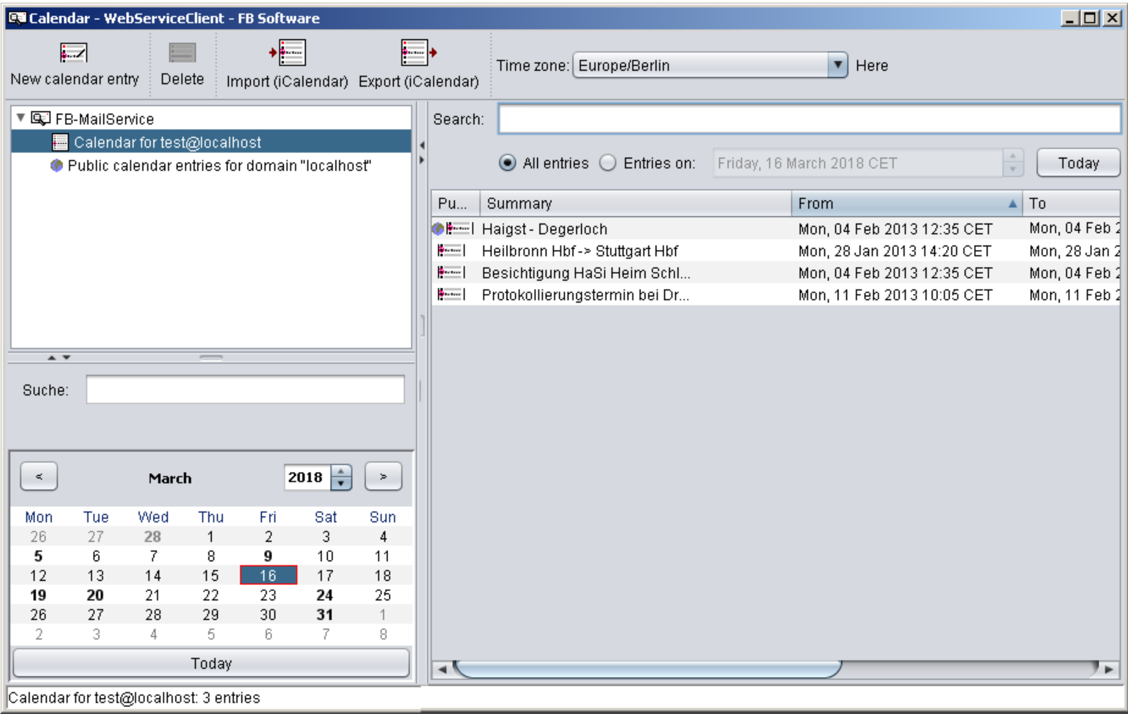
If a contact is added to an address group that is not yet in the parent address book, it will also be automatically added to the address book.
An address record itself can also be edited directly in the table. If the corresponding cell is empty or should be overridden, just highlight the cell and type in the desired text. Otherwise you can double-click in the desired cell to move the caret to the desired location.

By clicking on the green business card icon in the first column of the table, the status of the contact can be changed to ”public” or ”not public” (only if the function ”public address data” has been activated on the server side in the configuration file of the FB-MailService). The status ”public” is indicated by a small globe.

Note: The public status means that the address record is listed under ”Public address data for domain ”[...]”” (only if the function ”public address data” has been activated on the server side in the configuration file of the FB-MailService) and is thus visible to all other accounts of the same domain, but not editable.

For the address book there is a quick search as well. It is operated the same way and works the same way as the quick search of the mail client. It's searched across all fields of an address record except for the fields **public**, **image** and **account**.

7 The calendar



Clicking the Calendar button in the mail client opens the calendar. The left section of the calendar masks lists your own calendar as well as the public calendar entries of your own domain (if there are any).
Appointments can only be created, edited and deleted in your own calendar. The public calendar entries are not editable.
The following buttons are available for this purpose:

New calendar entry To create a new calendar entry (= appointment) in your own calendar, click on this button. An input dialog appears in which the summary for the appointment can be entered. If the appointment has been created successfully, it is added to the table and can be further edited there. Otherwise, an error message appears. Entering a meaningful summary makes it easier to find the new entry in the table if there are already many appointments. Where the new appointment appears in the table depends on the column currently being used for sorting and, if applicable, the current date. If the radio button **All entries** is selected, the new calendar entry will be filled with today's date in the From and To fields. If, on the other hand, the option field **Entries on** is marked, the new calendar entry will be filled with the date in the From and To fields, which is displayed next to the options button **Entries on**.

Delete To delete calendar entries, highlight the dates you want to delete in the table and click this button.
Note: The entries are immediately deleted irrevocably and can not be restored afterwards.

Import To import appointments saved in a file in iCalendar format, click this button.

Export To write appointments in iCalendar format to a file, click this button.
Note: If no appointments have been marked, the entire calendar will be exported, otherwise only the selected appointments will be exported.

From any calendar, appointments can be copied to your own calendar using the 'Drag & Drop' method:

- Mark desired appointments
- Hold them using the mouse by holding down the mouse button
- Drag the mouse to the left to your own calendar
- Release them there, ie. release the mouse button

A calendar entry is edited directly in the table. If the corresponding cell is empty or should be overridden, just highlight the cell and type in the desired text. Otherwise you can double-click in the desired cell to move the caret to the desired location.
For the fields **From** and **To** the time and date are set via a special control. This control ensures the correct format of the inputs. Double-clicking displays this control. Clicking the up arrow in the control will jump to the next time of the unit where the caret is.
Example: If the caret is in front of the year, a click on the up arrow jumps to the next year, a click on the down arrow to the previous year.
On the other hand, if the caret is in front of the day of the week, a click on the up arrow will jump to the next day of the week, a click on the down arrow to the previous day of the week.
The same applies for month and for hour or minute.
For the changes to take effect, you must click in another cell.

The value of the **Reminder (before start)** field is selected from a combo box. Possible values are:

- No reminder
- At start time
- 1, 5, 10, 15, 30, 45 minutes
- 1, 2, 3, 4, 5, 6, 12 hours
- 1, 2, 3, 4, 5, 6 days
- 1, 2, 3 weeks
- 1, 6 months
- 1 year

Again, you have to click in another cell for the changes to take effect. If you are not logged in at the time a reminder is due, the reminder will be displayed as soon as you sign in again with this account.

If an appointment is to be reminded, in the column ”Reminder by mail to” additional mail addresses can be specified to which the reminder is to be sent by mail. This is done on the server side.

By clicking on the calendar section in the first column of the table, the status of a calendar entry can be changed to ”public” or ”not public” (only if the function ”public calendar entries” has been activated on the server side in the configuration file of the FB-MailService). The status ”public” is indicated by a small globe.

Note: The public status means that the calendar entry is listed under ”Public calendar entries for Domain ”[...]” (only if the function ”public calendar entries” has been activated on the server side in the configuration file of the FB-MailService) and is thus visible to all other accounts of the same domain, but not editable.

In order to edit the recurrence of appointments, there is the function ”Edit recurrence”. To do this, it is best to mark all calendar entries having the same cycle and then open the context menu by right-clicking on a marked calendar entry. Click on **Edit recurrence**.
The ”Edit recurrence” mask will open. There the recurrence can be specified (hourly, daily, weekly, monthly, yearly). By clicking the button ”Apply and close” the specified recurrence will be set for all listed entries and the mask will close.

Appointments entered in the calendar can also be sent as a `.ics` file (that is, in `iCalendar` format) by mail attachment. To do this, highlight the desired appointments in the table and open the context menu by right-clicking on a selected appointment. Click on the menu item **Send selected calendar entries by mail**. This will open the ”Create Mail” mask, with the `.ics` files of the marked appointments listed as file attachments at the bottom of the form.
For the calendar there is a quick search as well. It is operated the same way and works the same way as the quick search of the mail client or address book. It’s searched across all fields of an address record except for the fields **public** and **account**.

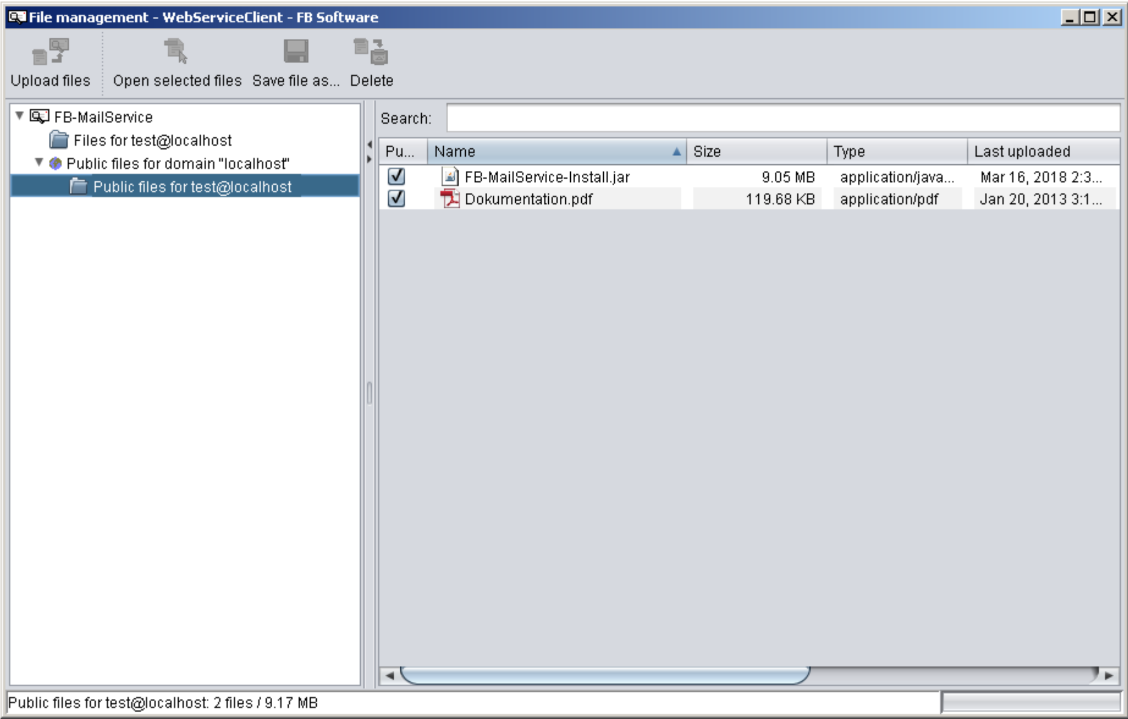
8 The File Management

Click on the **File management** button in the mail client to open the file management. In the left area of the file management mask the own file folder as well as the public files of the own domain are listed (if there are such). Files can only be uploaded to the own file folder, edited there and deleted from it. The public files are not editable.
The following buttons are available for this purpose:

Upload files To upload one or more files to the file management, click this button. An ”Open File” dialog opens. There you can select the desired files.

Note:

- All uploaded files receive a unique server-side identifier. That’s why you can upload multiple files of the same name. This opens up the possibility of versioning by date when a file was uploaded. Unlike a normal file system, existing files can not be replaced by files of the same name. If only one file with a specific name is to exist in the file management, the other files of this name must be deleted manually.
- Files that were previously copied to the clipboard can also be uploaded by simply ”inserting”, either via the context menu (right-click in the table ⇒ menu item **Paste files from clipboard**) or the shortcut `Ctrl v`



Open selected Files To open selected files, click this button. If not already done, the files are downloaded from the server, stored in a temporary directory, and then opened using the program associated with the respective file extension. If there is no such program, the file can also be opened using the standard editor.
To open a file, it's possible to simply double-click on the desired file in the list.

Save file as ... To save a marked file from the file management to a local directory, click on this button.

Note:

- Files opened from the file management are monitored for changes. If the WebService-Client detects a change to an open file, a dialog appears asking if the file should be re-uploaded to the file management.
- A file can also be copied from the file manager to the clipboard (via the context menu: right-click in the table ⇒ menu item **Copy selected files to the clipboard** or via the shortcut `Ctrl c`) and then pasted in the desired directory (again either via the context menu: right-click in the directory and menu item **paste** or by using the shortcut `Ctrl v`)

Delete To delete files, highlight the desired files in the table and click this button or press the `Del` key.
Note: The files are deleted immediately and can not be restored afterwards.

From any file folder, files can be copied to the own file folder using the "Drag & Drop" method:

- Mark desired files
- Hold them using the mouse by holding down the mouse button

- Drag the mouse to the left to your own file folder
- Release them there, ie. release the mouse button

A file itself is edited directly in the table. However, only the ”public” status and the description can be edited. The file name, file type, and date when the file was uploaded are fixed and can not be edited.
To change the description of a file, double-click in the appropriate cell. Then the caret can be set to the desired position and the description can be edited. By clicking on the checkbox in the first column of the table, the status of a file can be changed to ”public” or ”not public” (only if the function ”public files” has been activated on the server side in the configuration file of the FB-MailService). The status ”public” is indicated by a check mark.

Note: The public status means that the file is listed under ”Public files for domain ”[...]”” (only if the function ”public files” has been activated on the server side in the configuration file of the FB-MailService) and is thus visible to all other accounts of the same domain, but not editable.

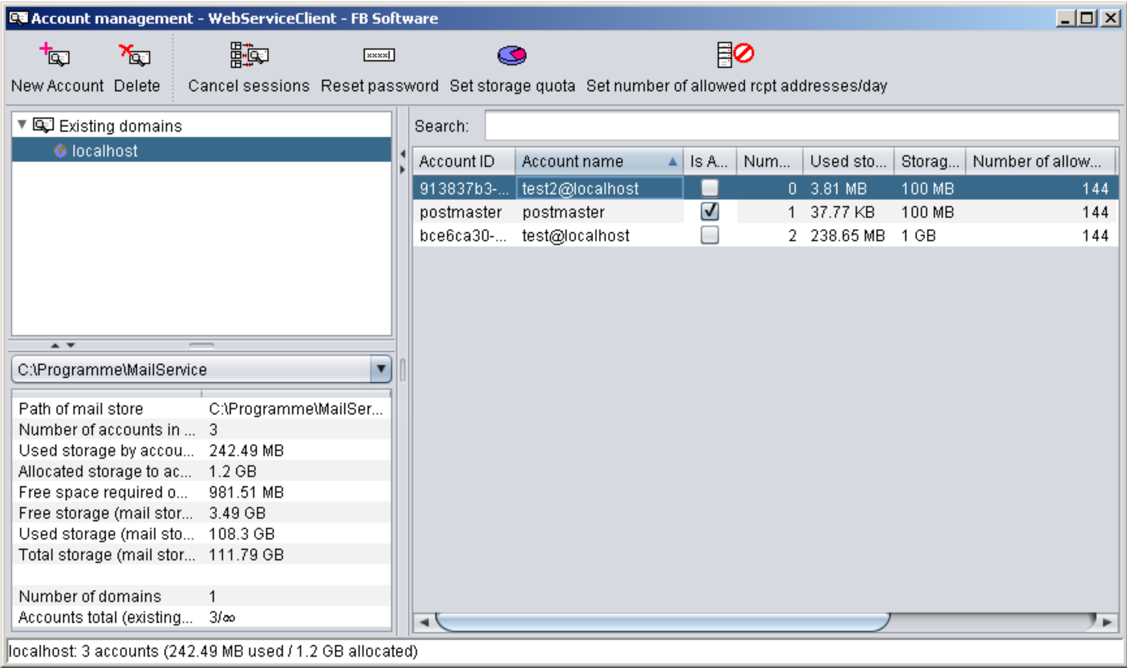
For the file management there is a quick search as well. It is operated the same way and works the same way as the quick search of the mail client, the address book or the calendar. It’s searched across all fields of an address record except for the fields **public** and **account**.

With the WebServiceClient you can use the menu item **Upload** to ”upload” emails and mail attachments by a simple click to the file management. In order to ”upload” selected mails to the file management, select the desired mails in the mail list of the mail client and call the context menu by right clicking on a marked mail. Click on the menu item **Upload**.
To ”upload” mail attachments to the file manager, click on the button showing the paperclip icon located below the mailing list on the right. A menu opens in which a separate menu item is listed for each attachment of the mail. If you move the mouse over such a menu item, a sub-menu opens containing the menu items **Open**, **Save as ...** and **Upload** (for `.ics` files there is additionally the menu item **Add to calendar**). Click on the menu item **Upload** to upload the attachment to the file management.
If you want to upload multiple attachments to the file manager at the same time, you can click on the menu item **Upload attachments ...**. This opens the ”Upload Attachments” mask. Here the desired attachments can be marked. By clicking on the button **Upload** they are uploaded to the file management.

9 Account Management (account postmaster only)

If you’re logged in with the postmaster account, the Account management button is displayed in the mail client to the right of the File management button. On the left side of the account management mask the existing domains of a mail store are listed. In the table below a small statistic provides information about:

- The path of the currently selected mail store
- The number of accounts in the mail store
- The storage space currently used by these accounts
- Storage space allocated to these accounts
- The storage space required for these accounts
- The currently available free space on the mail store partition (if more space is required than is available, this line will be displayed in red)
- The currently used storage space on the mail storage partition



- The total storage space that the mail store partition has
- The number of currently existing domains
- The total number of accounts created / the number of accounts covered by the license

There is a combo box above the statistics in which the mail stores specified in the configuration file of the FB-MailService are listed. This combo box can be used to switch between the mail stores.

Above this the domains in the currently selected mail store are displayed. The domain of the `postmaster` account is always displayed. The domain of this account is the name under which the SMTP server of the FB-MailService is reached. This is set in the configuration file of the FB-MailService. Default is `localhost`.
The table on the right lists the accounts for the selected domain. The status bar at the bottom of the screen displays the number of accounts in the currently selected domain, as well as the storage quota assigned to those accounts.
To manage the accounts, the following buttons are available:

New account To create a new account, click on this button. The "Create account" mask appears. The following specifications about the new account to be created have to be made:

- The account name as a complete mail address (ie. local part plus global part), for example, `administration@example.com`. The account name defines the domain to which an account is assigned.
- The password of the account
- The confirmation of the password
- Whether the user must change the password at the next logon. This is useful if only one default password has been assigned.
- The storage quota to allocate to the account
- The number of different recipient addresses that can be contacted with the account per day. This is an anti-spam measure.

By clicking on the button **Create account** the account will be created. If the account was successfully created, it will be added to the account listing for its domain and will be listed in the table on the right when the domain is selected. If there was no domain of this name, a new domain will be created. If the creation of the account was unsuccessful, an error message will be displayed.

Delete To delete accounts, highlight the desired accounts in the table and click this button or press the `Del` key.

Note:

- The accounts are immediately deleted irrevocably and can not be restored afterwards. If, after deleting the accounts, there is no longer an account having the currently selected domain, the domain is removed from the domain listing on the left.
- The `postmaster` account can not be deleted.

Cancel sessions To cancel current sessions of accounts, click this button. The number of all currently running sessions for an account can be found in the table in the "Number of sessions" column. Clicking on this button aborts the sessions for all selected accounts. Users who are currently logged in will notice that their sessions have been aborted by an "Invalid Session" error message.

Reset password To reset the password of an account, click this button. Clicking on this button will reset the password for the highlighted account and the field **User must change password** will be set to `true`, ie. the user must change the password again at the next login.
The new password is assigned and displayed by the system.
Note: The user of this account must of course be informed about resetting the password.

Set storage quota To change the storage quota of accounts, click this button. The "Change storage quota" dialog opens. Here the storage quota and the unit (byte, KB, MB, GB) can be specified. Clicking the **OK** button changes the storage quota for all the selected accounts. The storage quota can also be changed directly in the table.

Set number of allowed rcpt addresses/day To change the number of allowed recipient addresses per day and account for the selected accounts, click on this button. The "Change number of allowed recipient addresses" dialog opens. Here the number of allowed recipient addresses can be specified. Clicking the **OK** button changes the number of allowed recipient addresses for all selected accounts.

Note:

- This is the number of different recipient addresses that can be contacted with one FB-MailService account per day.
- The default setting for this setting is 144. This means that one account is allowed to address its mails to 144 different recipients per day .
- This is an anti-spam measure to ensure that the FB-MailService can not be used as a spam slipper if one of its accounts has been hacked. This setting should therefore only be increased if it is not sufficient, ie. legitimately more than 144 different recipients are contacted per day.
- This setting can also be changed directly in the table.

In the table directly, as already described, the allocated storage quota and the number of permitted recipient addresses can be changed. It can also be set whether the user must change the password at the next logon.

The account ID is the name of the account folder in the ”accounts” folder of the mail store.

For the account management there is a quick search as well. It is operated the same way and works the same way as the quick search of the mail client, the address book, the calendar or the file management. It’s searched across all fields of an address record except for the fields **account name**, **storage quota**, **number of allowed recipient addresses** and **aliases**.

10 The Account Configuration

Next to the **Mail client** tab in the main screen of the WebServiceClient there is the **Account configuration** tab. Here you can make settings for your own account.
The account configuration is divided into five additional tabs:

General configuration General account settings can be made here.

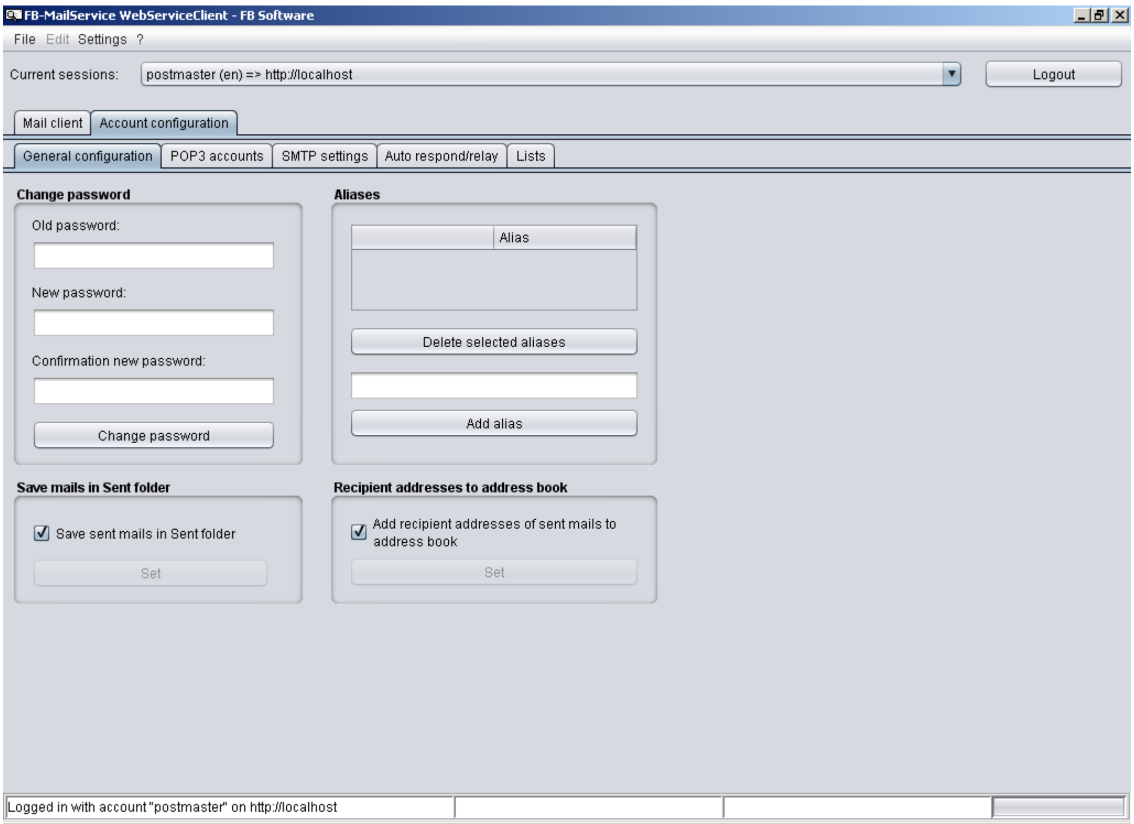
POP3 accounts Here you can configure POP3 accounts from which you want to retrieve mails.

SMTP settings Here you can configure how the FB-MailService should deliver emails: either directly or via an SMTP account that can be configured on this tab.

Auto respond/relay If you will be absent, here you can set the automatic responding of incoming mails during the absence and/or relaying of these mails to a local account.

Lists Here mail addresses can be added to the blacklist or whitelist or deleted from these lists.

10.1 The General configuration tab



The following account settings can be made on this tab:

Change password To change the password, the previous password must be entered in the **Old password** field. In the field **new password** the new password must be entered, in the field **Confirmation new password** this password must be entered a second time to avoid typos. To make the change, click the **Change password** button. If the password has been changed successfully, a success message appears, otherwise an error message is output.

Aliases To delete aliases, highlight them in the first column of the list and click the **Delete selected aliases** button.
To add an alias to the account, enter the alias in the text box above the **Add alias** button and then click this button. If the alias was successfully added, a success message will appear and the alias will be added to the alias list, otherwise an error message will be displayed. By creating an alias, the account can also be addressed via the alias.
Example: If the alias `admin` is created for the account `administration@example.com`, this account would also be addressable via the mail address `admin@example.com`.

Note:

- Aliases must be valid local parts of an e-mail address (that is, no umlauts may be present in it, for example).
- Aliases must be unique. If there is already an account name or an alias having this name (within the domain of the account), an error message will be returned.
- The local part ”postmaster” is reserved for the admin account and therefore can not be used as an alias.

Save sent mails in Sent folder Here you can set whether to save copies of sent mails in the **Sent messages** folder.

Recipient adresses to address book Here you can set whether the recipient addresses of sent mails are added to the address book of this account.

10.2 The POP3 accounts tab

On this tab POP3 accounts can be configured, from which mails are to be retrieved. Already configured POP3 accounts are listed in the combo box above.
Click on the **Delete current POP3 account** button to delete the POP3 account currently selected in the combo box.
If a POP3 account is selected in the combo box, its properties will appear in the **POP3 account** fields below. If it has been changed there, the changes can be saved by clicking on the **Save changes** button.
Clicking the **Add POP3 account** button will create a new POP3 account having the properties specified in the **POP3 account** fields. If the creation was successful, a success message will be displayed, otherwise an error message will be displayed.

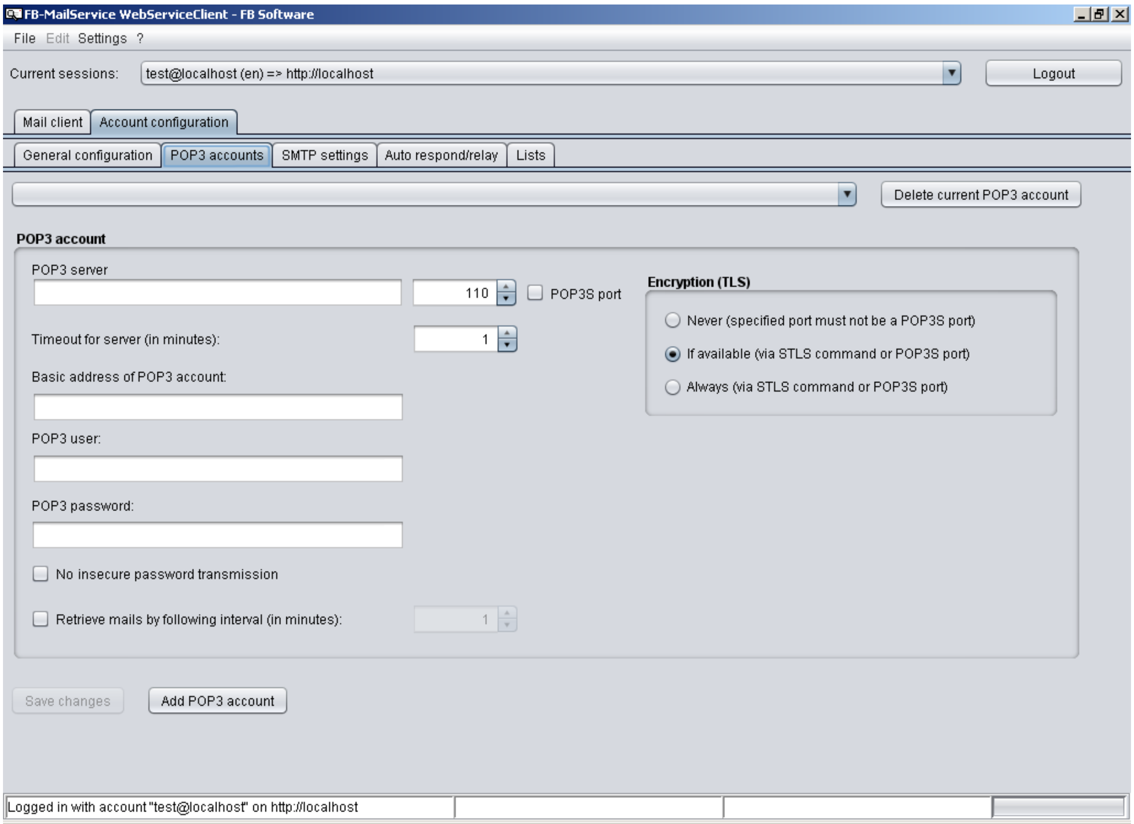
A POP3 account is specified by the following information:

POP3 server The name of the POP3 server from which to retrieve mail for this POP3 account.

POP3 port The port of the POP3 server from which to receive mail for this POP3 account. Valid specifications range from 1 - 65535.

POP3S port Specifies whether the POP3 port is a POP3S port.

Timeout for server Specifies how long to wait for a response from the server. If a response from the server is longer than the time specified here, the mail retrieval for this POP3 account will be aborted. Valid specifications range from 1 to 10 minutes.



Basic address of POP3 account The basic address of the POP3 account must be specified here.

POP3 user The user name used to authenticate to the specified POP3 server.

POP3 password The password used to authenticate to the specified POP3 server.

No insecure password transmission Specifies that no insecure password transfer is to take place. This option can be used to ensure that the password is transmitted encrypted only using a secure method. If no encrypted connection can be established and the server doesn't offer any of the implemented methods for secure password transfer (CRAM-MD5, APOP), there will be no mail retrieval for this POP3 account, when this option is set.

Mail retrieval interval Here you can specify whether emails are to be retrieved automatically from the server at a certain interval and, if so, at which interval this is to take place. Valid specifications range from 1 to 1440 minutes.

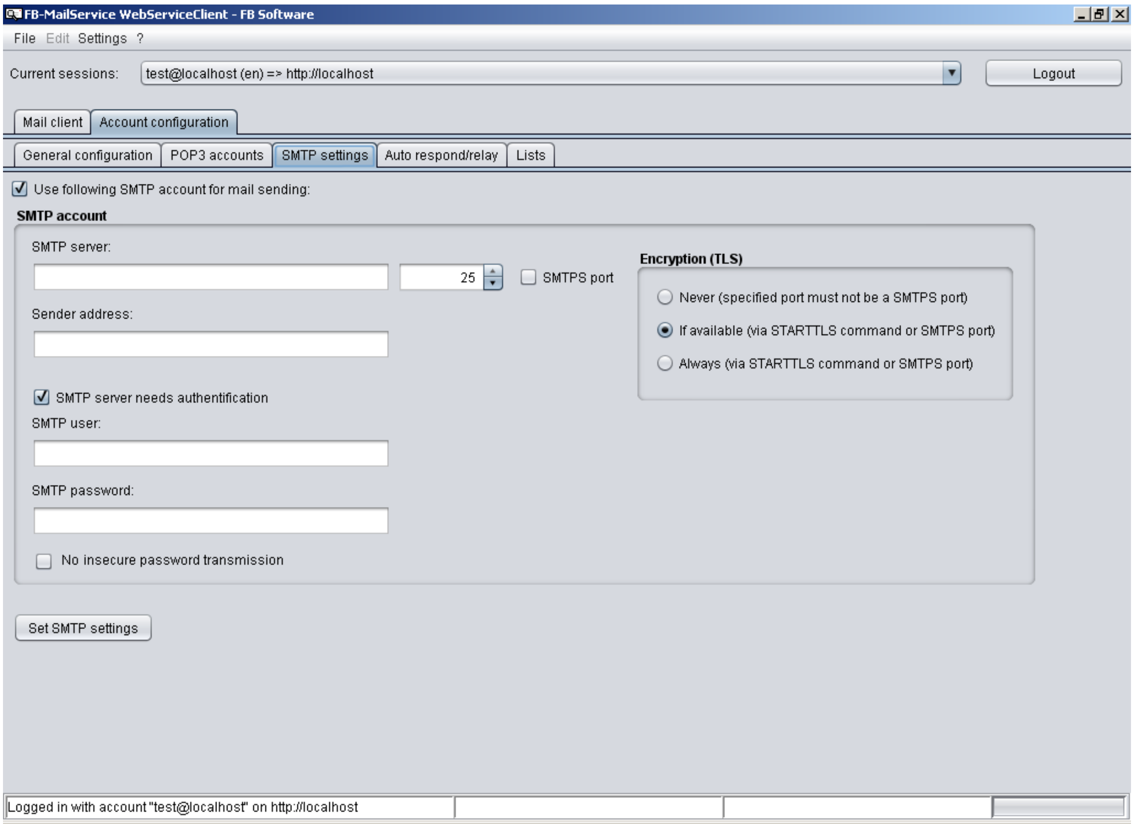
Specification of encryption The following specifications can be made here:

Never Using this setting, the connection to the server is never encrypted, ie. the STLS command is not used. That means, the specified POP3 port must not be a POP3S port.

If available This setting encrypts the connection to the server if it offers the STLS command, or if the specified POP3 port is a POP3S port (then it must be marked as such). If no encryption is established, the mail retrieval takes place over an unencrypted connection.

Always Using this setting, mail retrieval takes place only if the connection to the server could have been encrypted, either through the STLS command or if the specified POP3 port is a POP3S port (then it must be marked as such).

10.3 The SMTP settings tab



Here you can configure how the FB-MailService is to deliver mails: either directly or via an SMTP account that can be configured on this tab.
Note: If the checkmark in **Use following SMTP account for mail sending** is **not** set, emails sent from this account will be delivered directly by the FB-MailService to the responsible SMTP server of the recipient mail addresses. In order to reject as many illegitimate mails (spam, etc.) from the outset, however, these mail servers only accept mails if the delivering server fulfills certain requirements.
In general, these are the following:

- The mail server needs a fixed IP address
- The IP address of the mail server must be able to be resolved to the name of the mail server (that is, the DNS PTR resource record for this IP address must exist and correspond to the name of the mail server)
- The `HELO` or `EHLO` entry that the mail server uses when connecting to other mail servers must match the name of the mail server

If one of these requirements is not met, mails will usually be rejected by mail servers. For such a case, an SMTP account can be specified on this tab, ie. an SMTP server and the necessary authentication data for this server.

The emails sent by this account are forwarded by the FB-MailService to this SMTP server, which then has to take care of the further delivery of the emails.

The SMTP settings are displayed in the **SMTP account** fields and can be edited there (if a specific SMTP account is to be used for SMTP transmission).
Click on the **Set SMTP settings** button to save the current settings.

An SMTP account is specified by the following information:

SMTP server The name of the SMTP server over which the mail is to be sent if an SMTP account is to be used.

SMTP port The port of the SMTP server over which the mail is to be sent if an SMTP account is to be used. Valid specifications range from 1 - 65535.

SMTPS port Specifies whether the SMTP port is an SMTPS port.

Sender address The sender's address to use when sending mail via this SMTP account. Can be left blank if the SMTP server does not require a specific sender address.

SMTP server needs authentication If the SMTP server requires username and password authentication, check this box.

SMTP user The SMTP user name, if authentication is required.

SMTP password The SMTP password, if authentication is required.

No insecure password transmission Specifies that no insecure password transmission is to take place if authentication is required. This option can be used to ensure that the password is transmitted encrypted only using a secure method. If no encrypted connection can be established and the server doesn't offer any of the implemented methods for secure password transfer (CRAM-MD5), there will be no mail sending via this SMTP account, when this option is set.

Specification of encryption The following specifications can be made here:

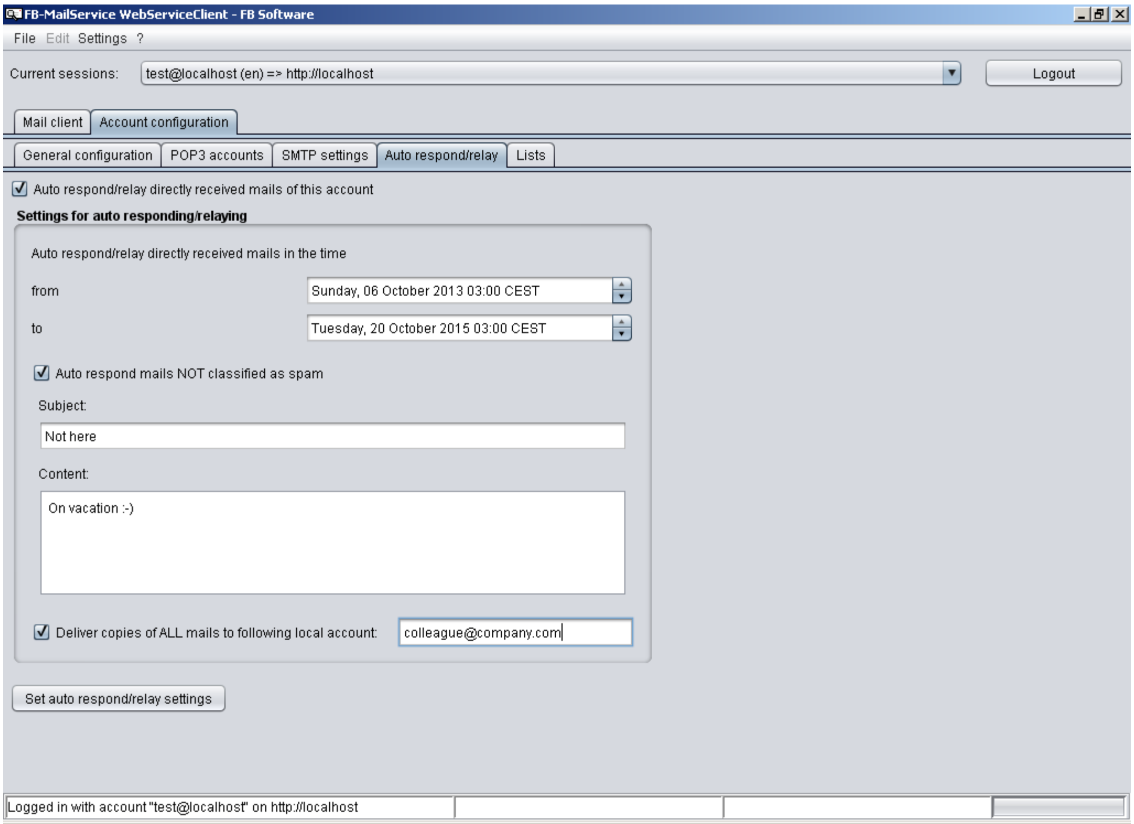
- **Never** Using this setting, the connection to the server is never encrypted, ie. the STARTTLS command is not used. That means, the specified SMTP port must not be an SMTPS port.
- **If available** This setting encrypts the connection to the server if it offers the STARTTLS command or if the specified SMTP port is an SMTPS port (then it must be marked as such). If no encryption is established, the mail is sent via an unencrypted connection.
- **Always** Using this setting, mail will only be sent if the connection to the server could have been encrypted, either via the STARTTLS command or if the specified SMTP port is an SMTPS port (then it must be marked as such).

Note: Even if the connection between the FB-MailService and the SMTP server specified here is encrypted - the further delivery of the mail usually takes place unencrypted.

10.4 The Auto respond/relay tab

If you will be absent, here you can set the automatic responding of incoming mails during the absence and/or relaying of these mails to a local account.
The Auto respond/relay settings are displayed in the **Auto respond/relay** fields and can be edited there (if Auto respond/relay is to take place).
Click on the **Set Auto respond/relay settings** button to save the current settings.

The following specifications can be made to set up auto responding/relaying:



From The start time from which auto responding/relaying of directly received mails is to take place.

To The time up to which auto responding/relaying of directly received mails is to take place.

Auto respond mails NOT classified as spam If incoming **non** spam mails are to be automatically responded during the specified period, check this box.

Subject If mails are to be responded automatically, the subject of these auto responded mails must be specified here.

content If mails are to be responded automatically, the content of these auto responded mails must be specified here.

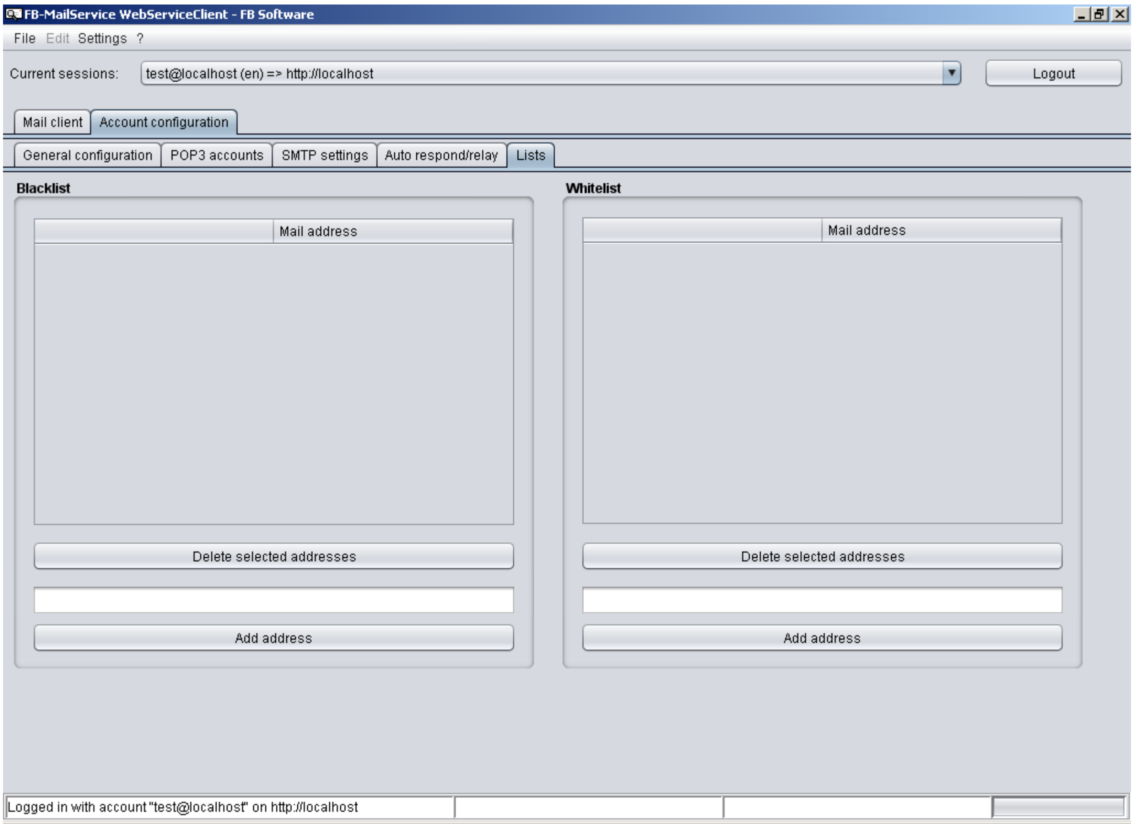
Deliver copies of ALL mails to local account If copies of **all** incoming mails during the specified period are to be relayed, check this box. If so, a local account must be specified in the text box next to the check box to which a copy of the mail is to be relayed. "Local Account" means an account the FB-MailService is responsible for. This does not necessarily have to be an account of the same domain as this account.

Note:

- The settings made here are only effective for directly received mails, **not** for mails retrieved from POP3 servers.
- Only mails that are **not** spam are automatically responded. However, the delivery of copies of directly received mails to a local account takes place for **all** mails, even for mails classified as spam.

- The automatic responding and/or the relaying of copies can be recognized in the account of the actual recipient by the fact that the respective mails have the status ”answered” and/or ”forwarded”.

10.5 The Lists tab



Blacklist and whitelist allow the user to classify mails as spam or as non-spam based on the mails sender addresses:

- All mails whose sender addresses are on the blacklist are classified as spam, unless the sender address is also on the whitelist.
- All mails whose sender addresses are whitelisted are classified as non-spam.

Note:

- Blacklist and whitelist need only be edited by hand in exceptional cases.
- The whitelist is automatically filled by using the FB-MailService over time:
  - All recipient addresses of self-sent mails are whitelisted to prevent that reply mails from these recipients are classified as spam.
  - If false positives (that is, messages that are erroneously classified as spam) are moved from the spam folder to another folder, the WebServiceClient asks if the sender addresses should be whitelisted.