

# KerioMailServer6™

Kerio WebMail

Kerio Technologies

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Current release: *Kerio MailServer 6.0.2*. All additional modifications and updates reserved.

**libiconv** This library provides support for conversions between different encodings through Unicode conversion.

Copyright (c)1999-2003 Free Software Foundation, Inc.

Author: Bruno Haible ([bruno@clisp.org](mailto:bruno@clisp.org))

**myspell** Spellcheck library.

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All rights reserved.

**OpenLDAP** Freely distributable *LDAP (Lightweight Directory Access Protocol)* implementation.

Copyright (c)1998-2004 The OpenLDAP Foundation.

**OpenSSL** An implementation of *Secure Sockets Layer (SSL v2/v3)* and *Transport Layer Security (TLS v1)* protocol.

This product contains software developed by *OpenSSL Project* designed for use in *OpenSSL Toolkit* (<http://www.openssl.org/>).

**PHP** PHP is a widely-used scripting language that is especially suited for Web development and can be embedded into HTML.

Copyright © 2001-2004 The PHP Group.

**zlib** General-purpose library for data compressing and decompressing.

Copyright (c)1995-2003 Jean-Loup Gailly and Mark Adler.

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## Chapter 1

# Kerio WebMail

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The *Kerio WebMail* is a Web interface that allows users to access their email and work-group features from any location using a web browser. Users can read, write or delete messages, move them to and from folders, manage contacts, administer folders (create or delete them, set access rights, etc.) and change user settings such as passwords, message filters, *Kerio WebMail* appearance, work with calendar and tasks, etc.

## 1.1 Warning

### *Automatic logout*

For security reasons, *Kerio WebMail* logs off the user automatically after a certain time of inactivity (1 hour). After this time, clicking on any link or button returns the user to the login page and he/she has to log in again.

This can be quite annoying if the user writes a long message and exceeds the inactivity time or a communication error occurs. We therefore recommend copying the typed text into the clipboard if there has been an extended period of inactivity before sending a message.

### *Inactive buttons*

Also note that the *Back* and *Forward* buttons located in the toolbar of the web browser will be disabled in *Kerio WebMail*.

### *Pop-up killers*

If any application that blocks *Pop-up* windows is running, *Kerio WebMail* will not be fully functional.

### *Message size limits*

Each attachment appended must be smaller than 16 MB and the total size of a message must not exceed 20 MB, otherwise the particular message will not be delivered.

### 1.2 Web browsers

Almost any graphical web browser that provides support of JavaScript and cascade styles (CSS) can be used to access *Kerio WebMail*. The basic functions (i.e. logging, reading and writing messages) are available in all supported browsers. *Microsoft Internet Explorer* 6.0 or higher, *Mozilla* 1.3 or higher and *Safari* 1.2 or higher are required.

To use the secured access to the *Kerio WebMail* interface (by HTTPS protocol), the browser must support SSL encryption. If it can be configured (e.g. in *Microsoft Internet Explorer*), we recommend to enable support for SSL 3.0 and TLS 1.0 versions.

### 1.3 Authentication to Kerio WebMail

To access the HTTP service using a web browser, insert the IP address (or the name if it is contained in DNS) of the computer where *Kerio MailServer* is running. A protocol has to be specified in the URL — either HTTP for non-secured access or HTTPS for SSL-encrypted access. The URL can have one of the following forms: `http://192.168.1.1` or `https://mail.ourcompany.com`. We recommend using the HTTPS protocol for remote access to the service (simple HTTP can be tapped and the user login data can be misused). By default, the *HTTP* and *HTTPS* services use the standard ports (80 and 443). If these ports are changed, the port must be specified in the URL, e.g.: `http://192.168.1.1:8000` or `https://mail.ourcompany.com:8080` to access the service. If the URL has been entered correctly, a login page will be displayed in the browser. Enter the username and password on this page (if the user does not belong to the primary domain, a complete email address is required). After a successful login, the *INBOX* or “Today” page will be displayed (based on the settings).



**KerioMailServer6™**  
Login page

Enter your Username and Password below to login to your mailbox:

Username:

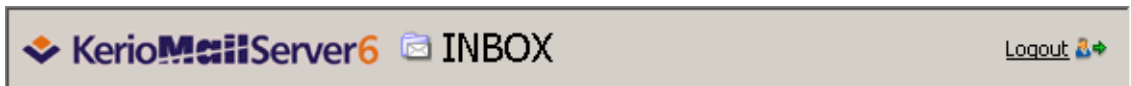
Password:

### *Log out*

Users should always log out when they finish working in *Kerio WebMail*. To log out, use the *Logout* link in the upper right corner of the window. The logout enhances the security of the data stored on the server when a user is properly disconnected from *Kerio MailServer*. This precaution eliminates the possibility of connection misuse.

## 1.4 Introduction

In the *Kerio WebMail* header, the name of the active folder and company logo is displayed. The *Logout* button in the upper right corner is used for logging out from the server where *Kerio MailServer* is installed.



The *Kerio WebMail* window is divided into three sections — one with a tree view of folders (remains unchanged), one with the contents of the folder currently selected (changes according to the type and contents of the folder) and the toolbar (its appearance depends on the folder type).

## 1.5 Folder administration

In the left section of *Kerio WebMail*, a tree view of folders is displayed. Here you can create, rename or remove any folder. Each folder is created as a sub-folder of a selected folder. If you wish to create a folder on the top level, create it as a sub-folder of the root folder. The root folder is the primary folder on the highest level (see below).

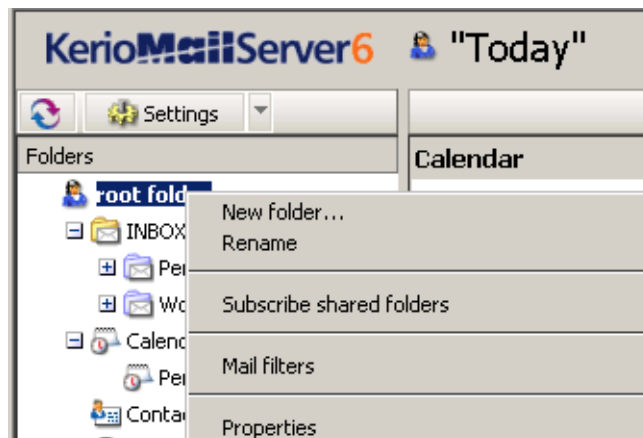
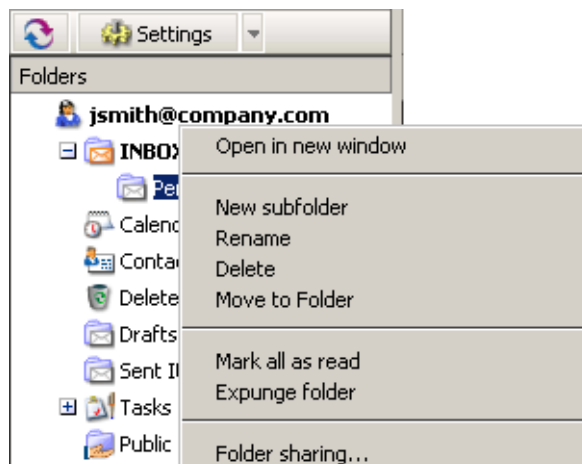
Each time a new folder is created, the folder type must be selected: *Mail* (for saving email messages), *Contacts* (for saving personal information), *Calendar* (for managing tasks and meetings) or *Tasks* (for saving tasks).

### *Root folder*

The root folder is the primary folder on the top level in the folder tree. Its default name usually consists of the username and the domain (see picture — `jsmith@company.com`). The root folder can be managed in the pop-up menu:

**New folder** Use this option to create a new folder.

**Rename** The root folder can be renamed.



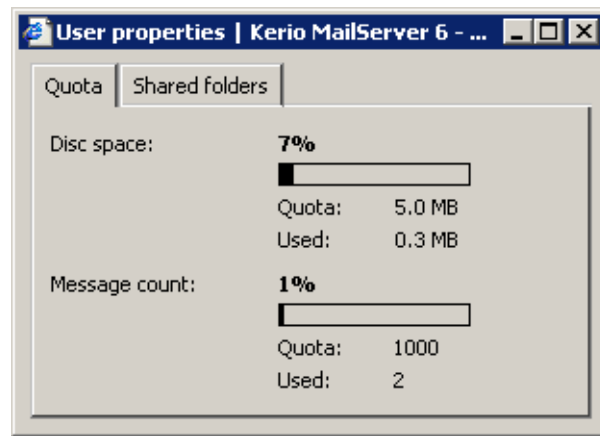
**Subscribe shared folders** This option allows connecting to the folders shared by other users (for detailed information about subscribing, refer to chapter 6.3).

**Mail filters** In *Kerio WebMail*, it is possible to create filtering rules for the incoming messages. For detailed information about filtering rules, refer to chapter 6.3.

**Properties** In *Kerio MailServer*, a limit for the message count and the disc space can be set. The *Quota* tab lists the quota along with the percentage already used. If the quota is reached, the user will be notified by email and advised to delete some of the messages in the mailbox. The user will not be able to receive any new messages, unless he/she deletes at least some of the messages in the mailbox. The quota information are also displayed on the “Today” page (chapter 1.7).

The *Shared folders* tabs lists all folders shared with other users.





## 1.6 The pop-up menu

Working with messages in *Kerio WebMail* is facilitated using the pop-up menu that can be opened upon right-clicking the selected object. Its contents depends on the cursor position. When users right-click a selected message, they can mark the message as read or unread, mark it as spam or restore the deleted message.

If you create a new contact, event or task using the pop-up menu, these items are automatically added to the default *Contacts*, *Calendar* or *Tasks* folders. The default folders are set automatically in *Kerio WebMail* and cannot be deleted (e.g. *INBOX* folder).

*Note 1:*

In *MyIE2* browser, the right mouse button has the same function as the left button. In order for the pop-up menu to work properly, the appropriate parameters have to be specified in the *Options* section.

*Note 2:*

If you use *Macintosh* computers, click the mouse button and hold the *Ctrl* key to simulate the right mouse button behavior (or use the left mouse button of the standard two-button mouse).

Open
Print
Reply
Reply all
Forward
Forward as attachment
Edit as new
Mark as read
Mark as spam
Move or copy
Delete
Add sender to address book
View source

### 1.7 “Today”

The “Today” page is a special folder that displays information about current events and tasks, number of unread messages and disk quota (if specified).

The “Today” page is divided into four parts. Each section lists the corresponding items (messages, events, tasks, quotas). Click any item in the first two sections (*Calendar* and *Tasks*) to open the editable form with its contents. The items can be edited directly from the “Today” page. In the *Messages* section, a number of unread messages in folders previously selected in *Settings* is listed (see chapter 7.1). By default, this section contains only the *INBOX* folder.

In *Kerio MailServer*, a quota for messages and disk space for each mailbox can be set. Information about the percentage of the mailbox quota already used is displayed in the *Quota* section. If this quota is exceeded, the user will be notified by email and advised to delete some of the messages in the mailbox. Users will not be able to receive any new messages, unless they delete at least some of the messages in the mailbox, because the mailbox is full.

The “Today” page is opened by clicking the root folder (in our case *jwayne@company.com*). You can also edit the *Kerio WebMail* settings so that the “Today” page is displayed immediately after *Webmail* is started. The settings are described in chapter 7.1.

1.7 "Today"

The screenshot displays the 'Today' dashboard in KerioMailServer6. The interface is divided into several sections:

- Header:** 'KerioMailServer6' logo and 'Today' user profile with a 'Logout' link.
- Navigation:** 'Settings' button.
- Folders:** A list of folders for 'jsmith@company.com', including INBOX (2), Calendar, Contacts, Deleted Items, Drafts, Sent Items, Tasks, and Public Folders.
- Calendar:** A view for 'Monday' with two events: 'Meeting' (17:00 - 17:30) and 'Dinner with Mr. Stone' (18:00 - 19:30).
- Tasks:** A list of tasks: 'Call Mrs. Wayne (06/15/2004)' and 'Contact Kerio managers (06/17/2004)'. A red exclamation mark icon is next to the first task.
- Quota:** Two progress bars showing usage. The first bar is for 'Disc space' at 7% (Quota: 5.0 MB, Used: 0.3 MB). The second bar is for 'Message count' at 2% (Quota: 1000, Used: 12).
- Messages:** A list showing 'INBOX' with a count of 2.



## Chapter 2

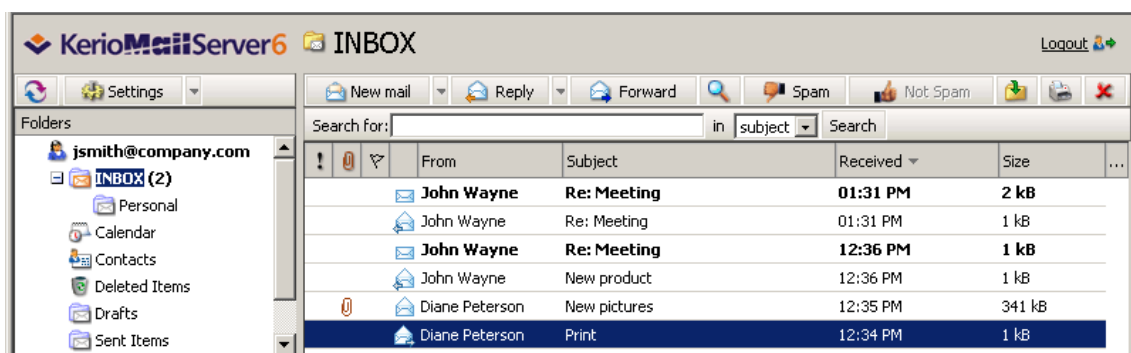
# Mail

*Kerio WebMail* enables users to work with email in a way similar to a mail client using the IMAP protocol (all messages are stored in folders on the server and the client opens only the selected message).

The mail folders are sorted in a table. Each row contains one message, as well as available information about the message. Information to selected messages are listed in the columns.

Users can use the individual columns for sorting messages. Click the header of the selected column to sort messages in ascending or descending order (note the arrow next to the column name) alphabetically, by numbers or by date (depending on the contents of the selected column).

Users can also customize the information to be displayed in the table. Double-click the three dots located in the right upper part of the table in the row with column names to open the *Select fields* window. Select the columns you want to include in the table. Checked columns will be displayed in the table, unchecked columns will be hidden.



All mail folders share the same toolbar:

**New mail** This button opens a form where new messages can be created and sent (for details, see chapter 2.2).

**Reply** A reply to the sender of the message (this option displays the message editor page; the original message text appears in the body of the reply message).

## Chapter 2 Mail

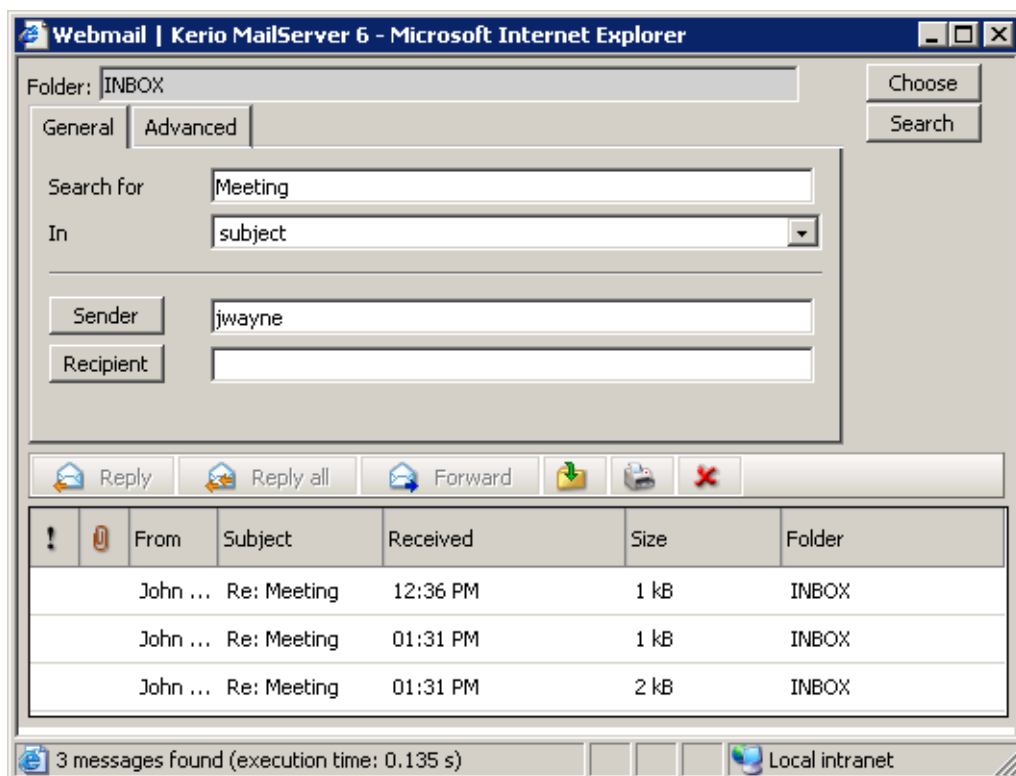
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**Reply all** A reply to the sender and all recipients of the original message; this option works similarly to the *Reply* option. This option can be found in the selection menu of the *Reply* button

**Forward** Click on this button to forward the message to another email address.

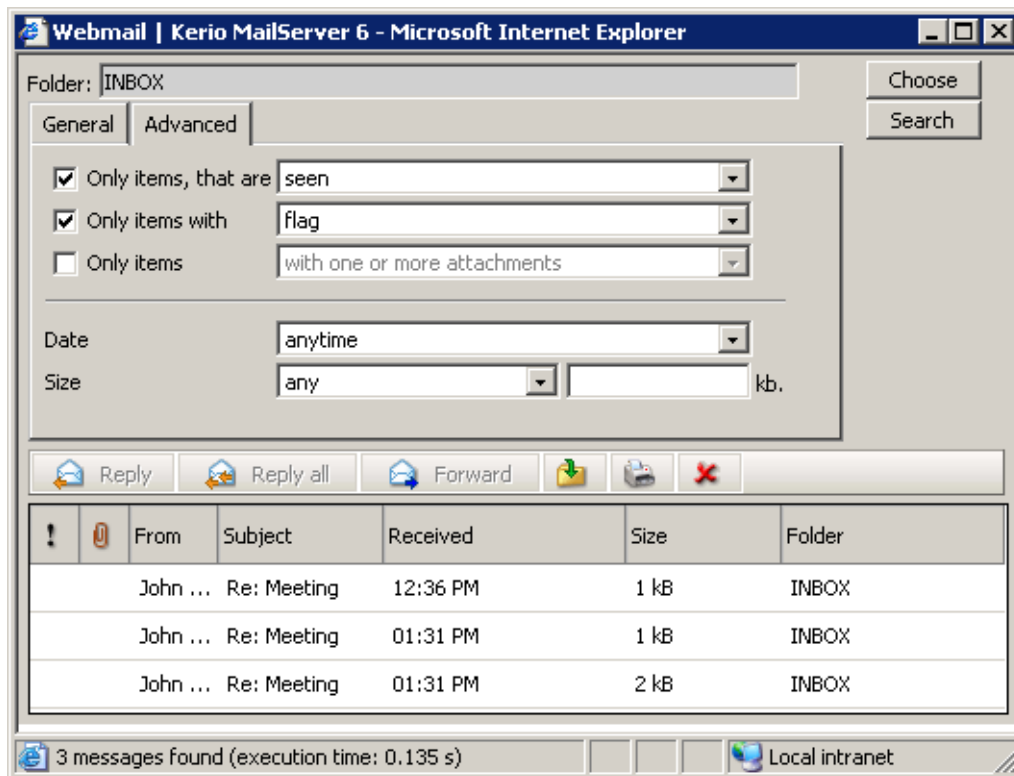
**Search** This icon opens a standard form called *Search* that allows the user to find one or more messages that meet the criteria entered. The form consists of two tabs:

The *General* tab enables users to search by text contained in the subject of the message or by the address of the sender/recipient.



The advanced search enables users to specify more search criteria using the following options:

- *Only items that are* — selects from read or unread messages.
- *Only items with* — selects from messages with/without flag.
- *Only items* — selects from messages with/without attachments.
- *Date* — searches the time span specified.
- *Size* — search messages according to their size.



**Spam** If a message is marked as spam, the *Kerio MailServer* spam detection tool will automatically mark all similar messages as spam.

**Not spam** The spam detection tool may occasionally mark a solicited message as spam. In such cases, it is recommended to use the *Not spam* option. The subsequent messages that are similar to the message above will be treated as non-spam (see chapter 2.4).

**Move or copy** Moves or copies the message to the selected folder — for more information, see chapters 10.1 and 10.11. You can also click the selected message and drag it to any of the mail folders in the folder tree.

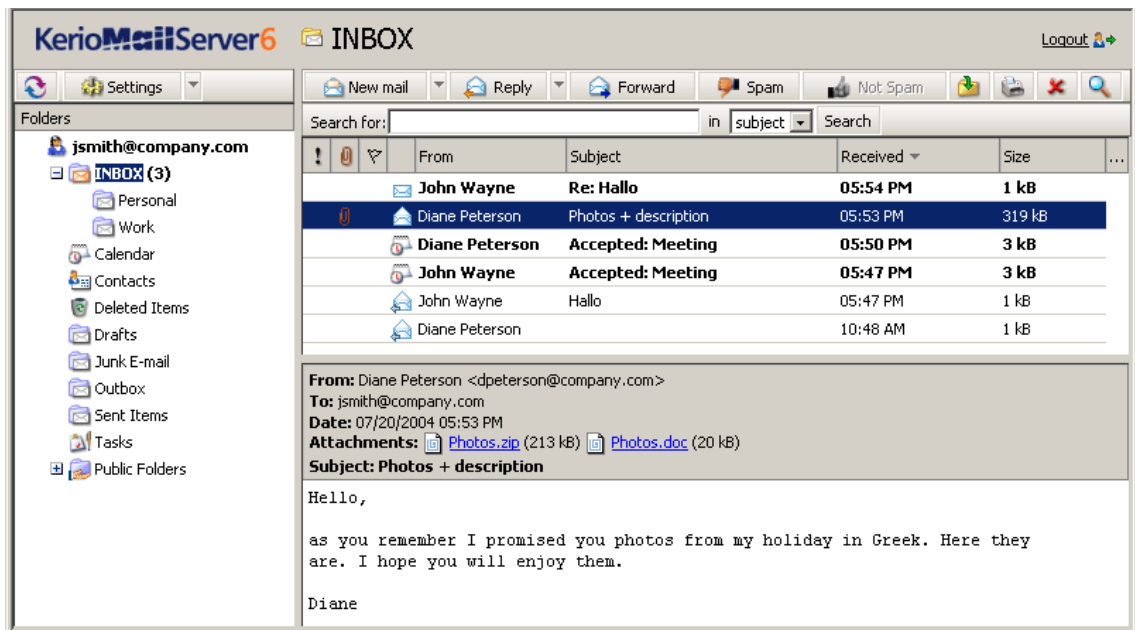
**Print** To print contacts, click the *Print* button. The print preview appears and the standard print dialog is opened.

**Delete** Click the *Delete* button to delete the message or move it to the *Deleted items* folder. Use the *Settings* option in the *General* tab to decide if the message should be deleted permanently or moved to the *Deleted items* folder (see chapter 7.1).

## Chapter 2 Mail

### 2.1 Mail reading

New messages are delivered to the *INBOX* folder by default (folders for incoming messages can be specified in the rules— see chapter 8). The unread messages are marked in bold. The number of unread messages is indicated in parentheses next to the folder name. Double-click selected message to open it in a new window (or select a message in the list and press *Enter*).



The body of the message is displayed in the reading pane (if used). The reading pane is an area where the message body is displayed. It can be located in the upper or lower part of the window or hidden. Use the *Settings menu* to specify the location of the reading pane— see chapter 7.1.

#### Attachments

Incoming messages can contain attachments. The attachments are files of various types (text, images, audio, video, compressed folder, etc.), that can be attached to a message and sent to the recipient. Click the blue link in the message title to open the standard dialog box and specify, if you wish to open or save the attachment. You can also use the pop-up menu of the link (the *Save as* option).

#### Warning:

Each attachment appended must be smaller than 16 MB. The total size of a message must not exceed 20 MB.



### *Reply to a message*

To reply to the message you received, click the *Reply* button and edit the message in the editbox. The email address of the person who has sent the original message is entered automatically in the *To* field. The *Reply* button contains a submenu with the *Reply all* option. In such case, the message is sent to all recipients of the original message (except you). Note also that the subject of the message now contains the *Re* string. This string indicates reply to previous message.

The message can be also forwarded to other recipients. Click the *Forward* button to edit the selected message; The

*To* and *Cc* fields are left blank. The forwarded message is indicated by *Fwd* string in the message's subject.

## 2.2 Mail writing

The editor window for creating a new message looks like a web-based form. It enables users to attach files to messages and save the messages in the *Drafts* folder, as well as to perform spellcheck in messages just written.

The form is divided into three sections. The first section enables users to specify the address of the recipient(-s) and the subject. This part of an email message is called header. The second section of the window contains a textbox for message editing as well as an icon for appending attachments. This part of message is called body. The third section is a small toolbar located in the upper part of the window.

The header contains the following items:

**From** The address displayed as the address of the sender. This item is not visible unless the user has specified aliases for his/her email account or default address of the sender (see chapter 7.1).

**To** A textbox for entering the email address of the recipient. More than one email address is allowed; the addresses must be separated by commas (see picture).

**Cc** Its function is analogous to the *To* item. Use this item to specify recipients that are to be notified only and are not expected to reply to the message.

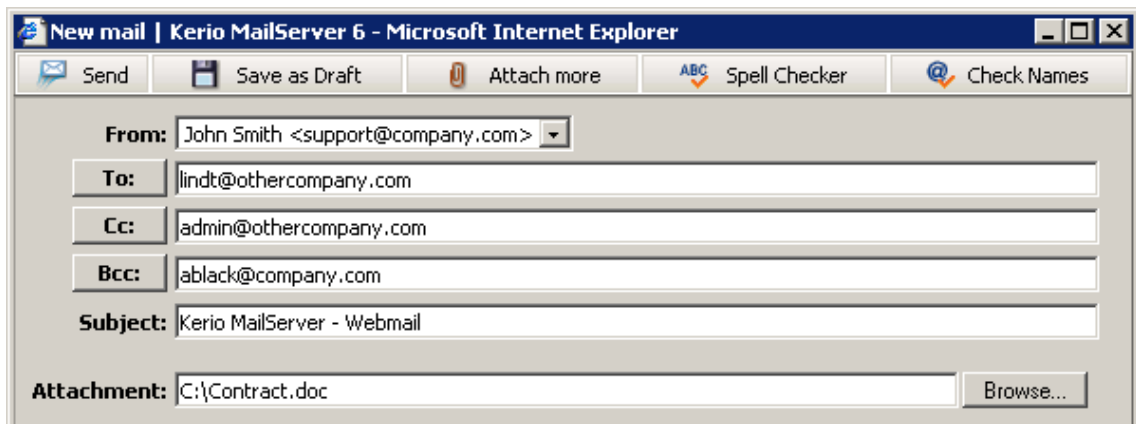
**Bcc** The email address entered in the *Bcc* field is not visible to other recipients of the message. This is useful especially when a message is sent to multiple addresses and it is necessary to respect the privacy of one or more recipients.

**Subject** A comprehensive summary of the contents.

The message body consists of text and attachments (if appended).

## Chapter 2 Mail

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The toolbar contains the following buttons:

**Send** The message will be sent to the recipient(s) specified in *To:*, *Cc:* and *Bcc:* boxes.

**Save as Draft** The message will be moved to the *Drafts* folder, where it can be later edited or sent.

*Warning:*

Each attachment appended must be smaller than 16 MB. The total size of a message must not exceed 20 MB.

**Attach** You can use this button to append files as attachments to the message. More than one file can be attached to the message. Simply press the *Attach more* button multiple times and select the files to append.

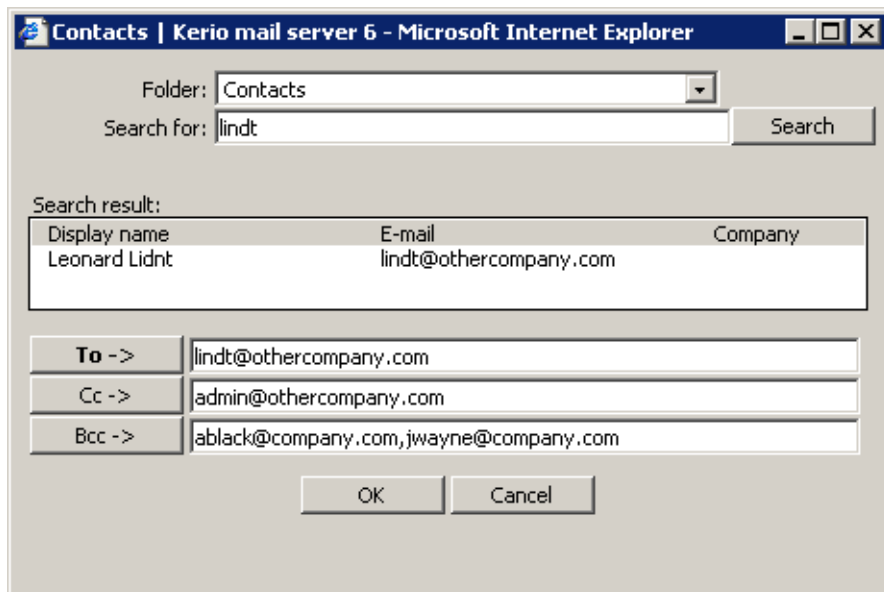
**Spelling** Use the *Spelling* button to perform a spellcheck of the written text (for more information, see chapter 2.3).

**Check** Click the *Check* button to fill in the missing part of the email address from the contacts. The check can be also performed automatically, when enabled in the *Settings* section (for details, see chapter 7).

Click on *To:*, *Cc:* and *Bcc:* buttons to open the window that can be used for searching for specific contacts or email addresses.

The addresses of recipients can be selected from the personal address book or from other contact folders that the user has connected to.

**Folder** This menu enables users to select whether the contact will be searched in all contact folders, in folders selected in the *Settings* menu (see chapter 7.1) or in a specific folder.



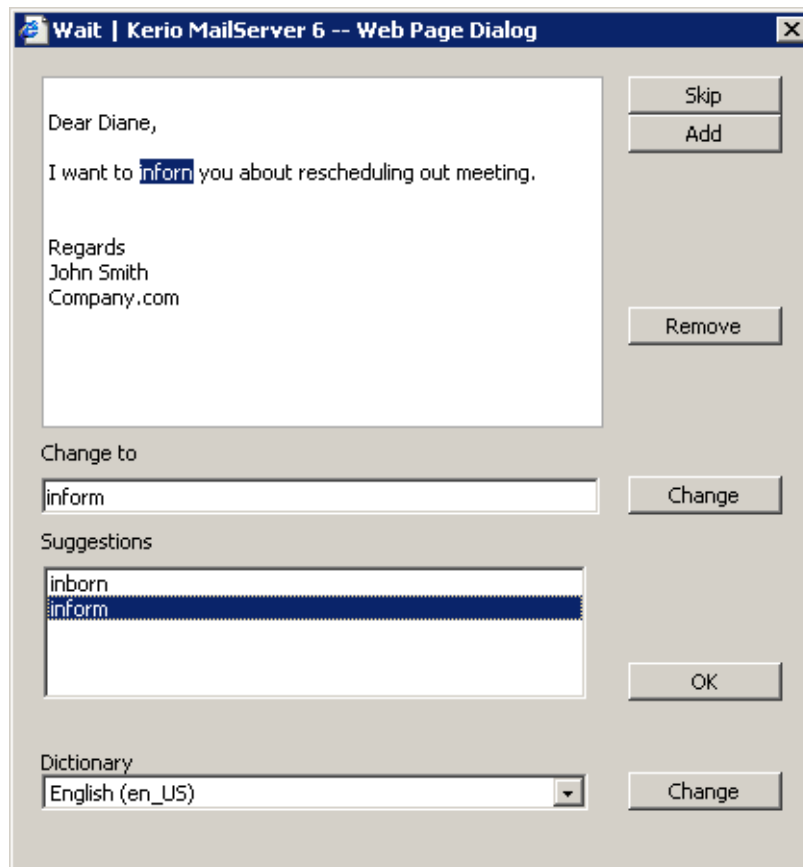
**Search for** Enter at least a part of the searched contact (first name, last name, a part of email address, etc.).

Click the *Search* button to start searching using the parameters previously defined.

### 2.3 Spellcheck

Use the *Spellcheck* button in the *New mail* toolbar to start the spellcheck. If an error is detected, a dialog is displayed with the incorrect phrase highlighted. The following options are available:

- select a correct phrase in the *Suggestions* dialog box and click *Change* to confirm.
- insert the correct phrase manually in the *Change to* dialog box and click *Change* to confirm.
- if the phrase was entered correctly, but you do not wish to save it in the dictionary, click *Skip* to skip the phrase
- click *Add* to add the phrase in the dictionary. New phrases can be also added using a special dialog box created for this purpose — see below.
- click *Delete* to delete the phrase



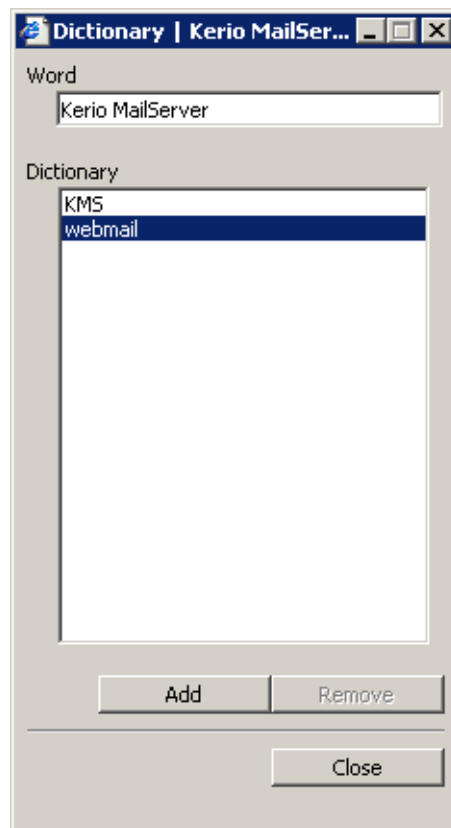
In order for the dictionary to work properly, select the correct dictionary for the written text. You can use either the *Dictionary* menu (the last item in the dialog) or *Settings* menu (chapter 7.1).

The spellcheck is based on comparing the phrases with the dictionary, it is therefore available only for the language versions available in the folder where *Kerio MailServer* is installed. Default language versions for the spellcheck dictionaries are English and Czech. The other language versions can be copied in the `/Kerio/MailServer/myspell` folder. The dictionaries must meet the `myspell` standard. They can be downloaded from the Internet for free. Use the *Settings* dialog to switch to a different language version of the dictionary (see chapter 7).

### **Dictionary**

*Kerio WebMail* contains a personal custom dictionary where unknown phrases not available in the default spellcheck dictionary can be entered. Each user can thus create his/her own dictionary.

The default dictionary used for spellcheck can be amended when needed. Select the *Dictionary* item from the *Settings* menu in the toolbar. You can add or delete words to and from the dialog box that is opened. New words can be also added to the dictionary directly during spellcheck.



## 2.4 Spam filter

Spam is an unwanted, usually advertisement email. Spams are usually sent in bulk and the recipient addresses are obtained by illegal means (e.g. by tapping the network communication).

*Kerio MailServer* includes the *SpamEliminator* antispam filter. *SpamEliminator* is designed so that it can recognize specific attributes of spam from the message contents (spam messages usually contain specific keywords that can be searched for and evaluated by the filter). Each message is assigned a numeric score; if this value exceeds the limit set in *Kerio MailServer*, the message is marked as spam. *SpamEliminator* may let some spam messages through from time to time by mistake (their score is low) and mark some regular messages as spam (their score is too high). For the reasons above, *SpamEliminator* allows modification to the database used for recognition of spam messages. This

## Chapter 2 Mail

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method, however, requires user input. Users have to reassign the incorrectly evaluated messages to correct types (spam / non-spam) so that the filter learns to recognize them in the future.

*Kerio WebMail* uses the *Spam* and *Not spam* buttons located in the toolbar to mark the messages correctly. Highlight the incorrectly marked message and click one of the buttons. The filter updates the database and the probability of incorrect evaluation decreases.

*Warning:*

Only one message at a time can be highlighted. When you attempt to highlight more messages, the *Spam* and *Not spam* buttons will be inactive. This prevents damage to the spam filter, because applying these buttons to more randomly selected messages at a time might lead to non-recoverable corruption of the filtering function.

### ***A rule for unwanted messages***

All messages marked as spam are moved to *Junk E-mail* folder, created in the folder tree for this purpose. The rule for unwanted emails can be created either automatically or manually in *Kerio WebMail*:

Select *Settings* → *Filters* to open the *Filters* dialog box and click *New* to create a new rule. For more information, see chapter 8).

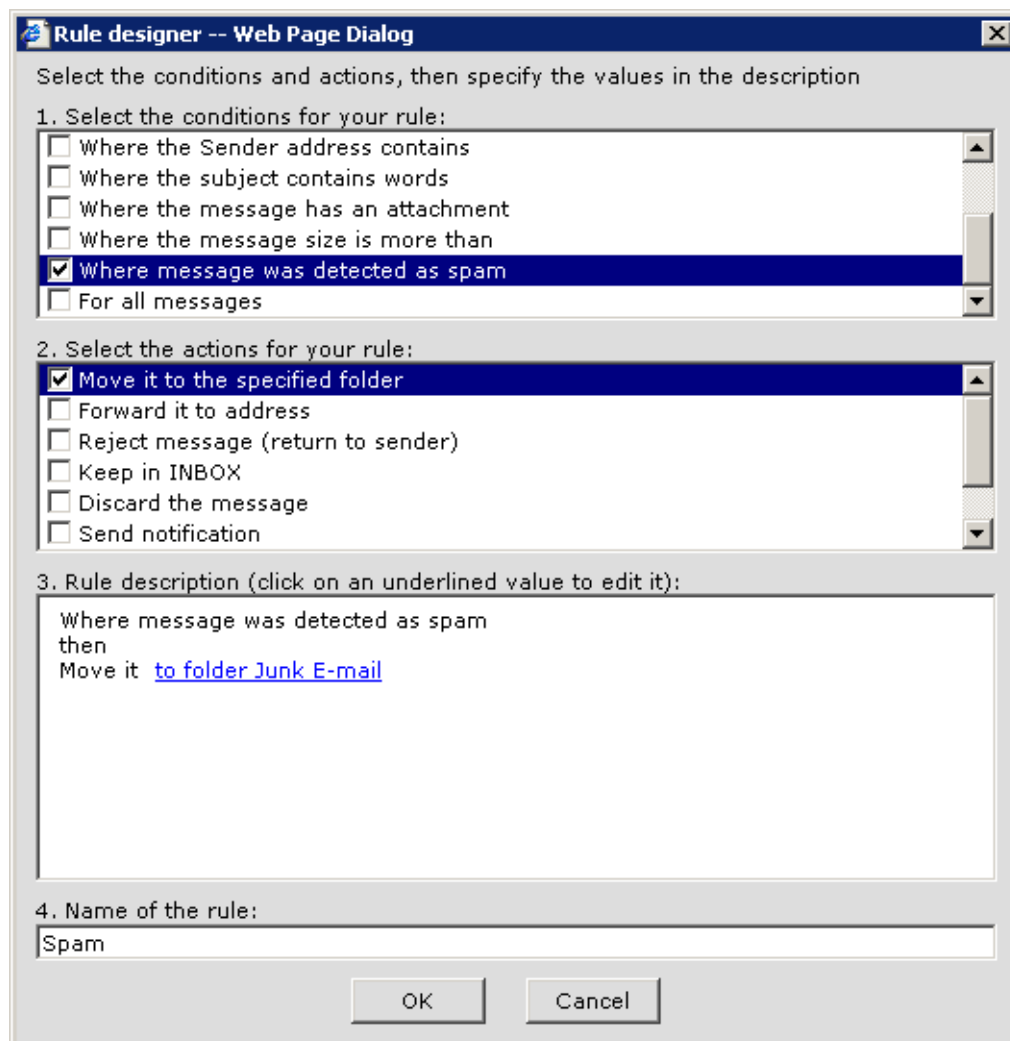
In the *Rule designer* dialog box, select a condition for your rule (*Where message was detected as spam*). In the second section of the window, select the action for the message that meets the above selected condition (*Move it to the specified folder*).

After the condition and action is selected, the rule appears in the last section of the window. Click the blue link in the text and select the *Junk E-mail folder*.

Enter the name of the rule in the *Name of the rule* textbox. The name will be displayed in the *Filters* dialog. It should be as brief and explicit as possible to facilitate the navigation in multiple rules (if available).

*Note:* Messages marked as spam can be also expunged all at once. However, we do not recommend to do this, since some messages may be marked as spam in error. It is therefore recommended to go through the spam folder and check for important messages that have been mistakenly marked as spam by the spam filter.

## 2.4 Spam filter







## Chapter 3

# Contacts

The *Contacts* folder is an electronic address book used for storing email addresses and keeping information about organizations and users.

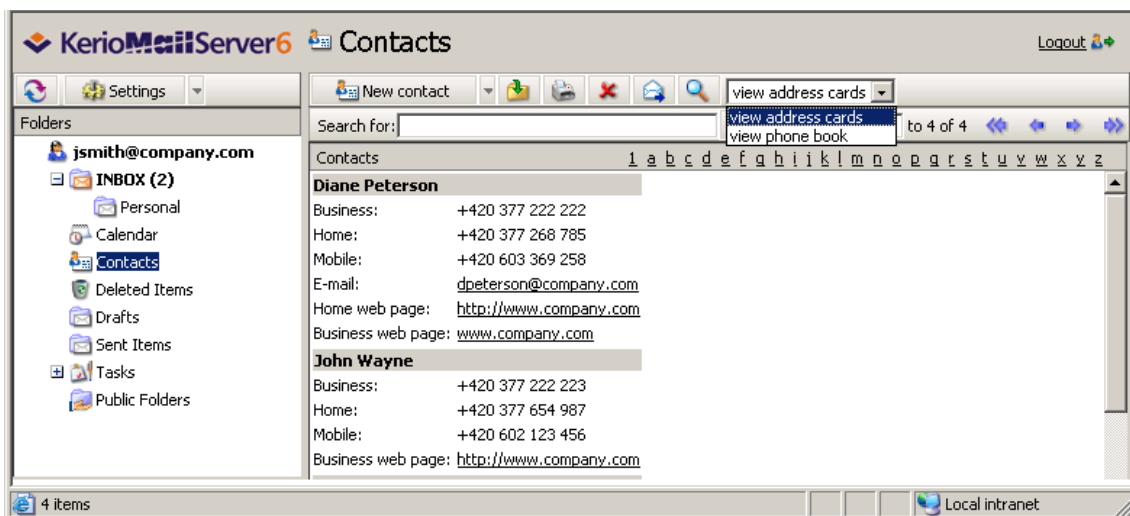
Individual contacts are organized and displayed as a list or as individual address cards. Each row contains one contact, as well as available information about it. Information to individual contacts are listed in the columns. Contacts can be sorted according to the information contained in the specific column. Click the header of the selected column to sort messages in ascending or descending order (note the arrow next to the column name) alphabetically, by numbers or by date (depending on the contents of the selected column).

Users can also customize the information to be displayed. The columns can be added or removed. Double-click the three dots located in the right upper part of the table in the row with column names to open the *Select fields* window.

The cards display enables users to search for contacts using the letters under the toolbar. By clicking a specific letter, the contacts starting with this character are highlighted. Use the arrows located in the upper right corner to navigate between the contacts pages.

Double-click the selected contact to open a form with details.

Users can work with *Contacts* folders the same way they work with other folders. The contacts can be shared or connected to shared folders. For details about shared folders, see chapter 6.



## Chapter 3 Contacts

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The toolbar for the *Contacts* folders contains the following icons:

**New contact** This button opens a form where you can create the contact.

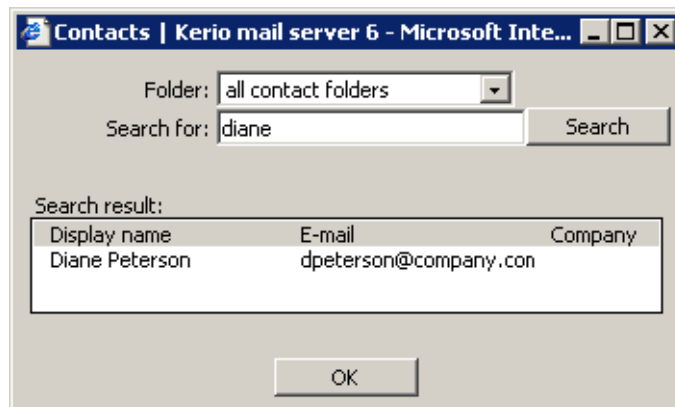
**Move or copy** Click this icon to move or copy the selected contact.

**Print** Click the *Print* button to print the selected contact. First, the printed page preview appears; then the standard Print dialog box is displayed.

**Delete** Use this icon to delete the selected contact.

**Forward** Click on this button to forward selected contacts. The contacts are forwarded in a special format that allows recipients to store them in the contacts folder. This is possible only when this format is supported by the recipient's client (Kerio WebMail, *MS Outlook* with *Kerio Outlook Connector*, etc.).

**Search** Click the *Search* button and specify criteria for message searching.



**View ...** Users can determine how the address list or address cards will be displayed.

### 3.1 Creating and editing contacts

Click the *New contact* button in the toolbar or use the *New contact* item in the popup menu to access a dialog box with three tabs where the information about a specific person can be entered.

The first tab, called *General*, contains textboxes where general data about a person (the first and last name, phone number, email address or personal web page URL) can be specified.

### 3.1 Creating and editing contacts

**New contact | Kerio MailServer 6 - Microsoft Internet Explorer**

Save and close    Mail to contact

General    Address    Details

**First name:** John    Joseph    **Last name:** Smith

**Company:** Company    **Job title:** Consultant

**File as:** John Joseph Smith

**Phone numbers:**    **Internet:**

Business: +420 222 333 221    E-mail: admin@company.com

Home: +420 222 666 598    Web page: http://www.company.com

Mobile: +420 777 269 457    Business:    IM address:

Business Fax: +420 222 333 222

**Categories:** Business; VIP

In the *Address* tab, home address data for each user are stored. In this tab, three different addresses — *Business*, *Home* and *Other* — can be specified. The address type can be selected in the *Address* menu. Check the *This is the postal address* option to select one of the addresses as primary.

**Edit contact | Kerio MailServer 6 - Microsoft Internet Explorer**

Save and close    Mail to contact

General    Address    Details

**Address:** Business

**Street:** 2041 Mission College Blvd. Suite 100

**City:** Santa Clara    **ZIP:** CA 95054

**State:** California

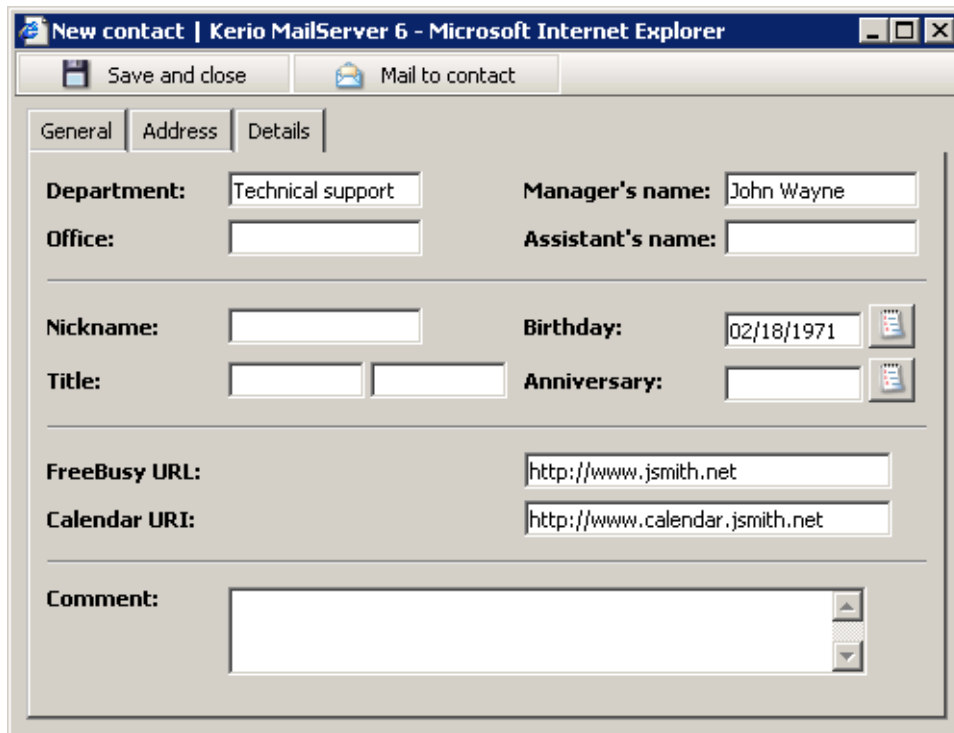
**Country:** USA

This is the postal address



## Chapter 3 Contacts

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The *Details* tab contains additional information about the contact, such as birthday, anniversary or title.



The screenshot shows a web browser window titled "New contact | Kerio MailServer 6 - Microsoft Internet Explorer". The browser's address bar contains "Save and close" and "Mail to contact" buttons. The main content area has three tabs: "General", "Address", and "Details", with "Details" selected. The form fields are as follows:

Department:	<input type="text" value="Technical support"/>	Manager's name:	<input type="text" value="John Wayne"/>
Office:	<input type="text"/>	Assistant's name:	<input type="text"/>
Nickname:	<input type="text"/>	Birthday:	<input type="text" value="02/18/1971"/> 
Title:	<input type="text"/>	Anniversary:	<input type="text"/> 
FreeBusy URL:	<input type="text" value="http://www.jsmith.net"/>		
Calendar URI:	<input type="text" value="http://www.calendar.jsmith.net"/>		
Comment:	<input type="text"/>		

On the *Details* tab, there are two options (*FreeBusy URL* and *Calendar URI*), where users can specify the URL or URI address of a calendar or the free/busy schedule of a contact. It is useful to know the contact's calendar, e.g. when scheduling a meeting.

### 3.2 Contacts forwarding

Contacts forwarding is similar to forwarding messages. Click the *Forward* button located in the toolbar of each contacts folder to forward a selected contact or use the pop-up menu. When a user selects a contact to be forwarded and clicks the respective icon, a message editor with the selected contact is displayed. The contact is automatically added as a *vCard (.vcf)* attachment. Further steps are equivalent to sending a new message (see chapter 2.2).

It is recommended to forward the contacts in the *vCard* format, because when a contact is opened in the client application that supports this format, it can be added to the contacts folder and the recipient does not have to add it manually. When a message that contains a contact in *vCard* format is received, the recipient can simply click the *Display contacts* link in the message and the contact is automatically opened in the standard form. The data must be confirmed using the *Save and close* button.

## Chapter 4

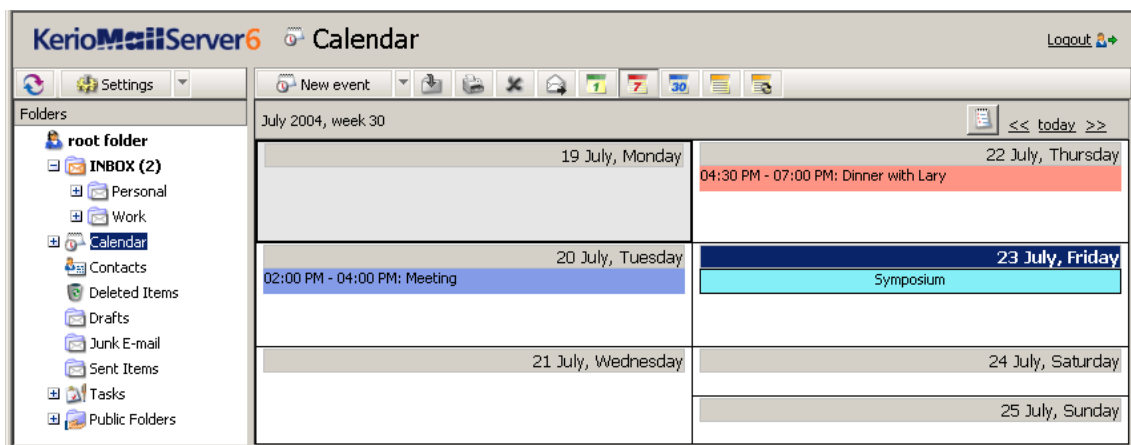
# Calendar

The *Calendar* folders allow users to manage and edit the events and meetings. An event is a time-bound item of the calendar. A meeting is a type of event participated by more people (participants).

The appearance of the calendar depends on the view type (day view, week view, month view or list view). Use the buttons in the toolbar to toggle the view type.

Use the mouse cursor to move (drag and drop) the events in the calendar, and thus change their date or time (depending on the view type).

The *Calendar* folders have the same structure and functions as other folders. They can be shared and mapped. For more details about shared folders, see chapter 6



All calendar folders share the same toolbar:

**New event** Click the *New event* button to open the empty event form (for details see chapter 4.1).

**Move or copy** Click the Move/copy icon to copy or move a selected event (for detailed information, see chapters 10.11 and 10.1).

**Print** Click on the *Print* icon to print the selected event. First, the printed page preview appears; then the standard *Print* dialog box is opened.

**Delete** Click the *Delete* button to delete the selected event permanently or move it to *Deleted items* folder. Use the *Settings* option on the *General* tab to decide whether

## Chapter 4 Calendar

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the events should be deleted permanently or just moved to the *Deleted items* folder (see chapter 7.1).

**Forward** Use this button to forward the selected event in a special *iCalendar* format. Users who receive this event via *Kerio WebMail* or any application that provides support for the *iCalendar* format, are able to open the event directly in *Calendar* type folder. For more information, see chapter 4.4.

**Day view** Events for a specific day. The next or previous day can be displayed using arrows in the upper right corner of the dialog box.

**Week view** Events for one calendar week including Saturday and Sunday. The next or previous week can be displayed again using arrows in the upper right corner of the dialog box.

If there are more events defined for one day, they are sorted by type: longer-range events, day-long events and other events. Only the events of the same type are sorted according to the planned time.

**Month view** Events for each day of the month. The next or previous month can be displayed using arrows in the upper right corner of the dialog box, as in the above views.

**List view** In this view, all events are listed (except repeated events), sorted by date by default. Events can be ordered and reversed by clicking on the header.

You can choose which events will be displayed. For better reference, add or remove columns by double-clicking on the three dots at the top of the list.

If there are more events defined for one day, they are sorted by type: longer-range events, day-long events and other events. Only the events of the same type are sorted according to the planned time.

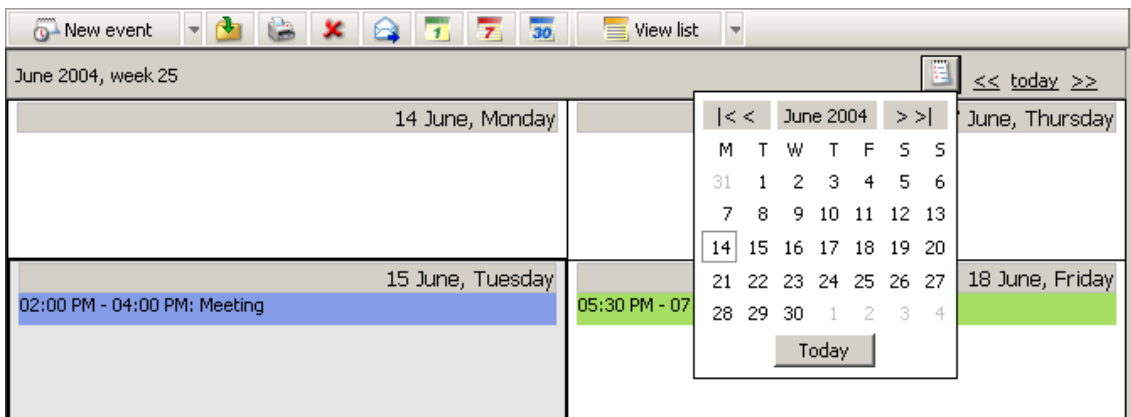
**Events with recurrency** All recurrent events sorted in a reference table by creation date. To change and to reverse order of events, click the column header.

You can choose which events will be displayed. For better reference, add or remove columns by double-clicking on the three dots at the top of the list. Double-click on the three dots at the top to select fields to be viewed. All selected items will be then displayed in the table.

**Today** Press the *Today* button to move the pointer to the current day. The following or previous day/week/month is displayed using sliders in the upper right corner of the dialog box.

## 4.1 Creating and editing events

**Calendar** Click the calendar icon in the upper right corner of the dialog box to open the month calendar. The present day is highlighted in the calendar. When you select a different day in the calendar, the view is updated accordingly. Use the *Today* button to return to the present day.



### 4.1 Creating and editing events

The items entered in the calendar are called events. Use the *New event* button to open the form for creating a new event or right-click anywhere in the window and select this option from the popup menu. *Meetings* are special events. This event is shared by multiple participants. For more information on how to create a meeting, refer to chapter 4.3.

Some events and meetings can be repeated in regular periods. To set periods of repetition for an event, click on *Recurrence*.

#### *Events settings*

Use the *General* tab to define basic configuration.

**Subject** The summary information about the event. This information will be displayed in the calendar window after the event is saved, therefore it should be as brief as possible.

**Location** Location of the event.

**Label** Use this menu to specify the type of event. A specific color next to the description represents the type of event. The same color will be also used to mark the event in the calendar.

The screenshot shows the 'Edit event' dialog box in Kerio MailServer 6. The window title is 'Edit event | Kerio MailServer 6 - Microsoft Internet Explorer'. The dialog has two tabs: 'General' and 'Invite attendees'. The 'General' tab is active. The fields are as follows:

- Subject:** Meeting
- Location:** Boardroom
- Label:** Important (with a red square icon)
- Start time:** 06/16/2004 at 05:00 PM
- End time:** 06/16/2004 at 05:30 PM
- All day event:**
- Reminder:**  15 minutes
- Priority:** high
- Show time as:** tentative
- Text area:** Board meeting (budget for the following year)
- Categories:** Business
- Private:**

**Begin** Start time of the event.

**End** End time of the event.

**Whole day** When the *Whole day* option is checked, the event is similar to the special event in *MS Outlook*. The special event has no start and end time. This means that this event will be in progress over the whole day, but the time-limited events can be still planned for this day.

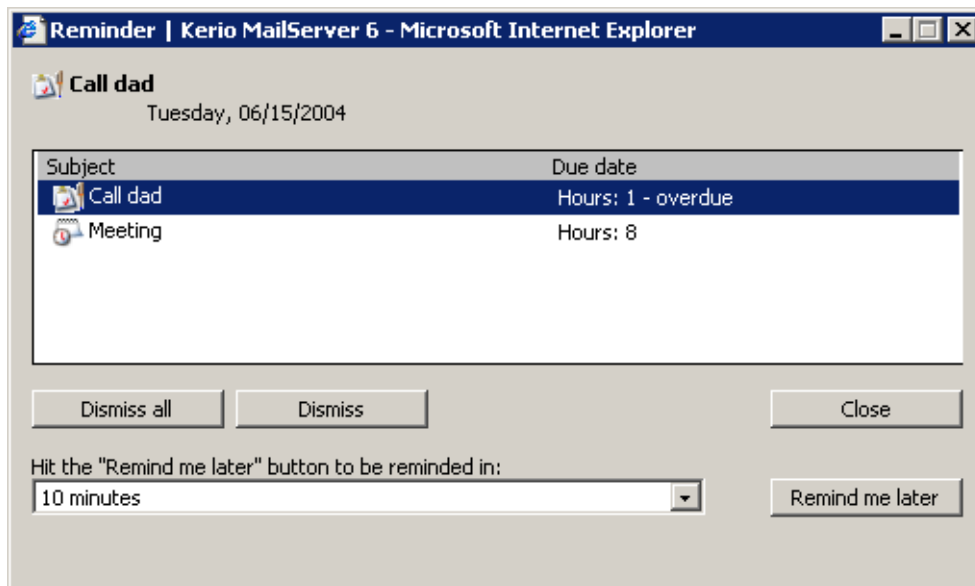
**Alarm** This feature reminds users of an upcoming event. The default alarm time is set to 15 minutes, but any different value can be selected from the drop-down list. The alarm can be disabled by unchecking this option.

The reminder is displayed as a popup window that lists the events and tasks to be reminded at that time. Each row contains the subject of the specific event (task) and time to the next reminder.

You can extend or reduce the time to next reminder of a specific event. Set the desired time to the next reminder (from five minutes to two weeks) in the pull-down menu in lower part of the window and click *Remind me later*.



## 4.2 Event recurrence



Click the *Dismiss all/Dismiss* buttons to cancel the selected reminder or all reminders. The dismissed reminder will not be displayed any more unless it relates to a repeated event or unless it is specified again in the event editing form.

**Priority** Use this item to set the priority of the event for better navigation in events.

**Show time as** In this item, users can select the state of the user during the time of the event. 4 state modes can be selected: free, *tentative*, busy and out of office. Selecting the state is useful e.g. in public or shared calendars because it shows if a specific co-worker or supervisor is available for the event at that time.

**Comments** Detailed information can be provided for each event.

**Private** A private event.

**Categories** The *Categories* item is useful only if the web interface is used in connection with *MS Outlook* with *Kerio Outlook Connector* preinstalled. Use the tools in this application to display the events in individual categories.

Click the *Categories* button to display the list of default categories. You can also create new categories that are more suitable for you.

## 4.2 Event recurrence

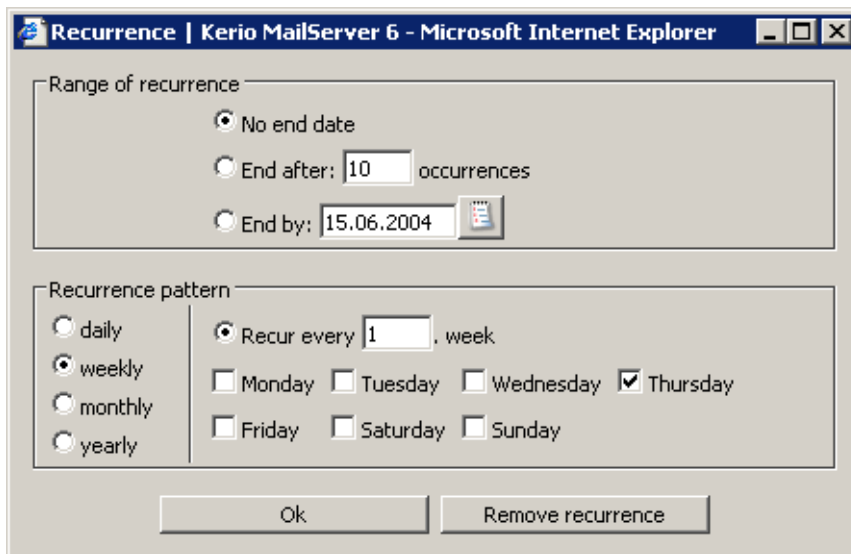
For periodically repeated events the *Repeat* mode can be set. Click the *Repeat* icon on the top of the *New event* window (or *Edit event* window). This feature enables for

## Chapter 4 Calendar

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example setting of regular company briefings or a regular Thursday Scrabble parties with friends. To set recurrence of an event, click the *Recurrence* icon in the top-left of the *Edit event* form.

Various types of recurrence periods are available —daily, weekly, monthly or every year. Range of the recurrence (validity) can be also set. Just set an initial and the final date.



**Recurrence pattern** Several recurrence patterns are available (*daily*, *weekly*, *monthly*, *yearly*). For each one, different parameters can be set in the right part of the dialog.

**Range of recurrence** Set the desired range of recurrence.

- *No end date* — the event will be repeated for an unlimited period (useful for birthdays, anniversaries, etc.).
- *End after ... occurrences* — the repeat stops when the specified number of event occurrences is reached.
- *End by* — the repetitions will occur during the specified time range (including the end date).

### 4.3 Meetings

Meeting is a special type of event shared by multiple participants. To create a meeting, follow the same steps as for creating of an event. This means, open a dialog where an event can be edited and specify corresponding parameters in the *General* tab (for more information, refer to chapter 4.1). In the *Attendees* tab to create a list of users who will

participate in the meeting. These participants will be invited to the meeting by an email message.

### Attendees

To add participants to a meeting, use the *Attendees* tab in the form for creating or editing events:

Name <email>	Role	Send email
John Wayne <jwayne@company.com>	chair	yes
jsmith@company.com <jsmith@company.com>	requested participant	yes
ablack@company.com <ablack@company.com>	optional participant	yes
notebook@company.com <notebook@company.com>	non participant (source)	yes

**Name** It is recommended to enter the participant's name as First name Last name <name@company.com>. The email address is sufficient.

**Role** The role of individual attendees is based on the importance of their participation to the meeting.

- *Chair*— initiator of the meeting.
- *requested participant* — attendees required for the meeting.
- *optional participant* — attendees that can participate in the meeting, but are not required.
- *non participant (source)* — e.g. projectors or notebook. It is useful to notify the administrator of such resources by email in order to book the device for the time of the meeting if necessary.

**Send email** An email message with details about the meeting can be sent to each attendee.

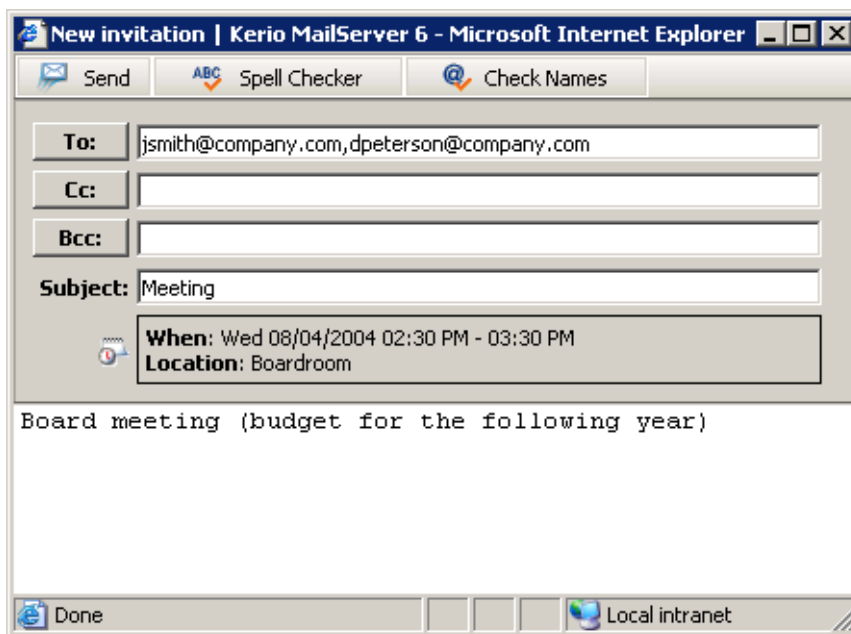
## Chapter 4 Calendar

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### Invitations

Invitations are email messages in the *ics* format generated by *Kerio WebMail* upon a meeting is saved that convey information on the meeting. After the meeting is confirmed by using the *Send* button, the invitation is sent to all participants set in the *Attendees* section.

Attachments and/or other addresses can be added to the message when edited. The subject which is identical with the subject of the *Event* is filled in automatically.



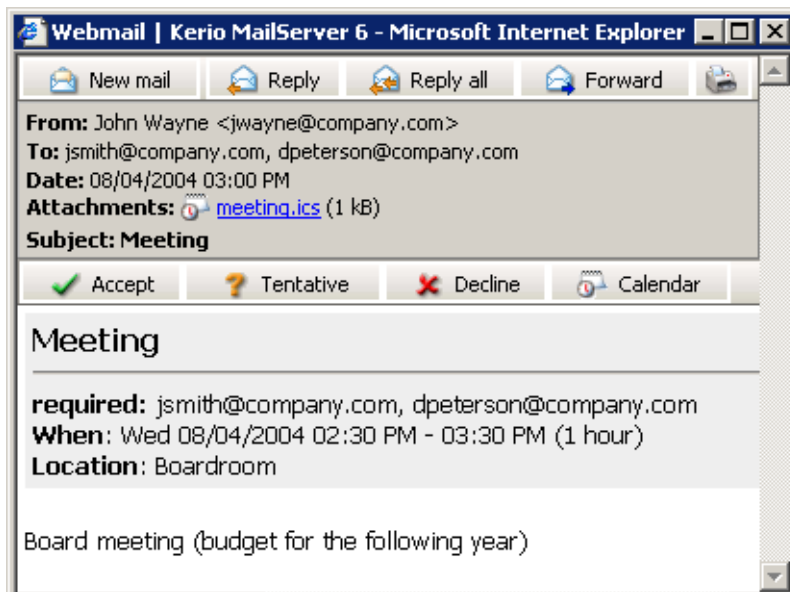
If *Kerio WebMail* or *MS Outlook* (via the *Kerio Outlook Connector*) is used, configuration of this feature allows to send invitations simply by adding a message with corresponding information into the calendar. Each invitation can be accepted by the *Accept* button, taken into the consideration by clicking on *Tentative* or rejected by the *Decline* button. These buttons open the email message editor. Just take a corresponding action to send a reply. Comments to the event can be added to the message body.

**Accept** Information that the meeting is accepted will be included in the subject of the message which will be sent to the meeting initiator.

**Tentative** This informs the initiator of the meeting that the participant has taken the event into the consideration but he/she is not sure about his/her presence yet.

**Decline** The initiator will be informed that the meeting has been rejected by the participant.

## 4.4 Events forwarding



**Calendar** Information about the meeting will be filled in the form of the event editor. To save the data, click *Save and close*.

### 4.4 Events forwarding

Events forwarding is similar to forwarding messages. Click the *Forward* button located in the toolbar of each events folder to forward a selected event or use the pop-up menu. When a user selects an event to be forwarded and clicks the respective icon, a message editor with the selected event is displayed. The contact is automatically added as a *iCalendar* attachment. Further steps are equivalent to sending a new message (see chapter 2.2).

It is recommended to forward the events in the *iCalendar* format, because when an event is opened in the client application that supports this format, it can be added to the events folder and the recipient does not have to add it manually. When a message that contains an event in *iCalendar* format is received, the recipient can simply click the *Display events* link in the message and the event is automatically opened in the standard form. The data must be confirmed using the

*Save and close* button.



## Chapter 5

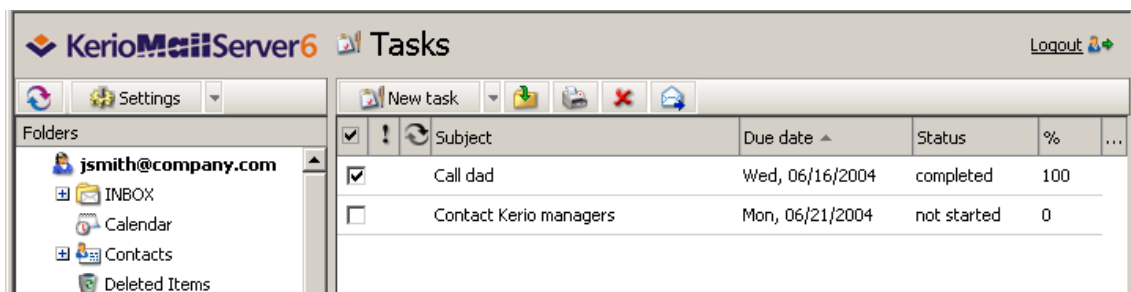
# Tasks

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Task folders are used to create and edit the task list. Individual tasks are organized in a table where users can mark them as completed. Each row contains one task, as well as available information about it. Information to individual tasks are listed in the columns. Tasks can be sorted according to the information contained in the specific column. Click the header of the selected column to sort messages in ascending or descending order (note the arrow next to the column name) alphabetically, by numbers or by date (depending on the contents of the selected column).

Users can customize the information to be displayed. The columns can be added or removed. Double-click the three dots located in the right upper part of the table in the row with column names to open the *Select fields* window. Checked columns will be displayed, unchecked ones will be hidden.

*Tasks* folders are equivalent to other folders. They can be shared, set as public or attached. For more details about shared and public folders, see chapter 6



The tasks folder toolbar contains the following options:

**New task** Click the *New task* button to display the form for creating the new task. You can also use the arrow located on the right from the

*New task* button to open the *New mail*, *New task* and *New contact* windows.

**Move or copy** This icon enables users to copy or move the selected task.

**Print** Click *Print* to print the selected task. First, the printed page preview appears; then the standard Print dialog box is displayed.

**Delete** Use this button to delete the selected task.

## Chapter 5 Tasks

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**Forward** Use this button to forward the selected task to other users.

### 5.1 Creating and editing tasks

The form for creating a new task (displayed upon clicking the *New task* button ) consists of two tabs:

#### *Task settings*

In the *Settings* tab, the following task details can be set:

The screenshot shows a web browser window titled "Edit task | Kerio MailServer 6 - Microsoft Internet Explorer". The window contains a form with two tabs: "General" and "Co-workers". The "General" tab is selected. The form fields are as follows:

- Subject:** Contact Kerio managers
- Location:** Santa Clara
- Due date:** 06/21/2004
- Start date:** 06/15/2004
- Date completed:** 06/30/2004
- Status:** not started
- Priority:** normal
- Complete %:** 0%
- Reminder:**  06/15/2004 01:00
- Categories:** Business
- Private:**

The task description text area contains: "Contact Kerio managers (KMS purchase)".

**Summary** Task description.

**Location** Task location. This item is optional, mostly not required.

**Due time** Time required for completion of the task.

**Begin, End** The initial time and end time of the work.

**Status** Each task goes through several stages during the process of its completion:

- *Not started* — the task has not been started yet.
- *Waiting for someone else* — useful in cases where the completion of the task depends on another person/other people).



## 5.1 Creating and editing tasks

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- *Completed* — the task is completed and 100% is automatically inserted in the *Finished* field.
- *In Progress* — the task is being solved. It is possible to enter a number specifying what percent of the task has already been completed in the *Done* field.
- *Deferred* — this item is used when the task cannot be completed right now, e.g. due to a task with higher priority. We recommend to set the *Alarm* so that the task is not marked as uncompleted in the task list.

**Priority** Using this option, the task priority can be defined. Tasks with highest priority are marked with a red exclamation mark, a low priority task is marked with an arrow.

**Alarm** This feature enables users to set a reminder to an upcoming due date. The alarm time can be set to a specific day and time. The option can be disabled by unchecking the box.

The reminder is displayed as a popup window that lists the events and tasks to be reminded at that time. Each row contains the subject of the specific event (task) and time to the next reminder.

You can extend or reduce the time to the next reminder of a specific event. Set the desired time of event recurrence (from five minutes to two weeks) and click *Remind me later*.

Click the *Dismiss all* or *Dismiss* buttons to cancel the selected reminder or all reminders. The dismissed reminder will not be displayed any more unless it relates to a repeated event.

**Finished** Shows what percent of the task has already been completed.

**Comment** Detailed information can be provided for each task.

**Categories** The *Categories* item allows sorting events in individual categories.

Click the *Categories* button to display the list of default categories. You can also create new categories that are more suitable for you.

**Private** A private task.

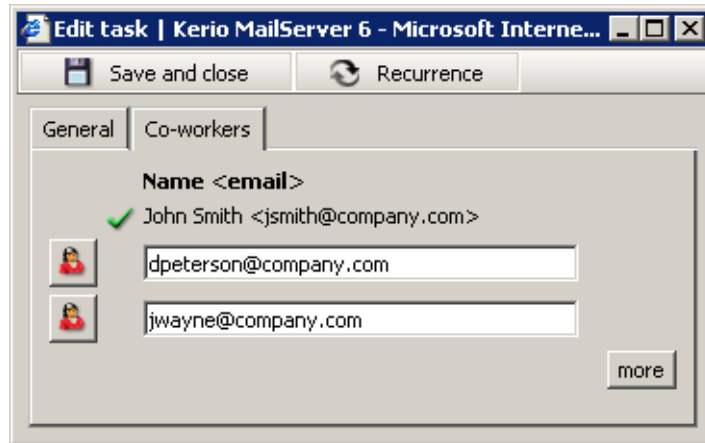
### *Co-workers*

There are several types of tasks that require cooperation with other colleagues. Use the *Co-workers* tab to create a list of task participants. When you create the list of co-workers, you will be prompted to send an automatically generated message to all

## Chapter 5 Tasks

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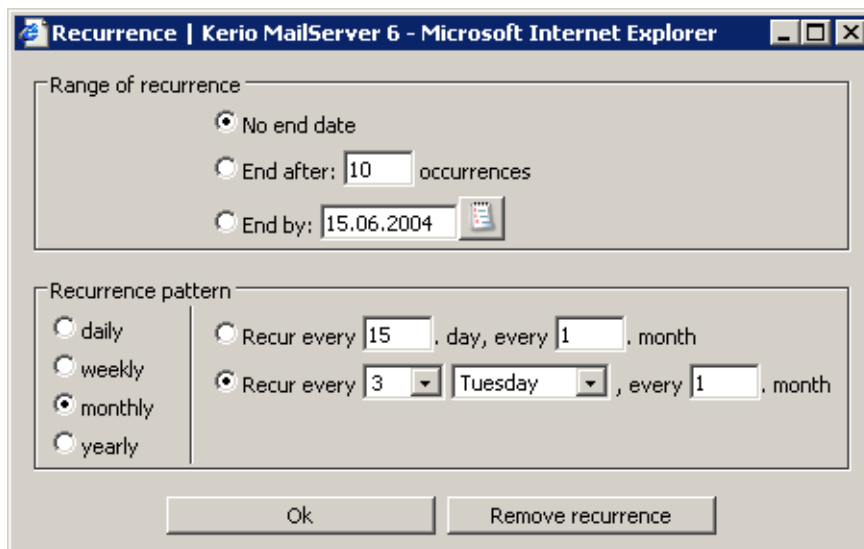
co-workers upon each task saving. When the message is delivered to the user via *Kerio WebMail*, he/she can save the task directly to the calendar and send the confirmation message. The task can also be rejected or confirmed tentatively.



You can add a co-worker to the list as *Firstname Lastname <name@company.com>*. The email address is sufficient.

### *Task recurrence*

Click the *Recurrence* icon at the top of the *New task* window (or the *Edit task* window) to set the recurrence pattern for periodically repeated tasks.



**Recurrence pattern** Multiple recurrence patterns are available (*daily, weekly, monthly, yearly*). Each of these patterns has different parameters.

## 5.1 Creating and editing tasks

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**Range of recurrence** Set the desired range of recurrence.

- *No end date* — the task will be repeated during an unlimited period.
- *End after ... occurrences* — the recurrence is over when the specified number of occurrences is reached.
- *End by* — recurrences happen in the specified time.

## Chapter 5 Tasks

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## Shared and public folders

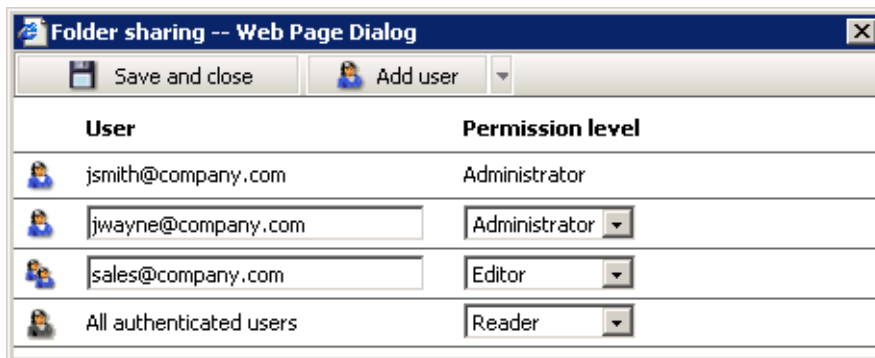
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*Kerio MailServer* enables creation of shared and public folders. A shared folder is any folder of any user who has decided to share it with other users (or groups of users) and grant specific rights to them. A public folder is a special folder accessible to all users. Read-only rights to this folder are granted to all users; higher-level rights are granted only to the folder administrator or users that have been granted these rights (the same as in case of shared folders).

### 6.1 Creating a shared folder

Each user can grant other users rights to any of his/her folders (we recommend careful consideration of this action — for example granting another user rights to your *INBOX* folder could have adverse implications).

Define access rights in the *Folder Sharing* dialog box which is opened upon right-clicking on a selected folder.



First, insert the email address of a specific user (or group of users) you want to specify the access rights for. If you want to share the selected folder with multiple users, click the *Add user* button and enter the email address of the new user to the textbox. A group of users or all users that are currently logged in (all users) can be also added.

*Warning:*

To allow for sharing, user accounts and groups selected for sharing must be defined in *Kerio MailServer*.

## Chapter 6 Shared and public folders

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To set user rights, select one of the options from the *Permission level* pull-down menu:

- *Administrator* — users with this level of rights can share a specific folder with other users. They can add items to the folder or remove them, as well as delete the folder. They cannot change the administrator rights of the user who has created the folder.
- *Editor* — users with this level of rights can make changes in the folder's contents (add or remove items, etc.).
- *Reader* — users with this level of rights can only view the folder's contents. They are not allowed to make changes in the folder.
- *None* — users with no rights (*None* item) will be removed from the list.

*Note:* Username is required when access rights to a particular user or group are being set. The selection of a user or a group from the list is not available for security reasons. It is not recommended to allow a common user to access the list of all users.

*Warning:*

When sharing rights for a folder are set, click *Save and close* to save the changes.

### *Shared folders list*

To facilitate orientation and control over folders already shared, *Kerio WebMail* contains a list of all folders you have shared to other users. Use the pop-up menu (*Properties* → *Shared folders*) tab of the root folder.

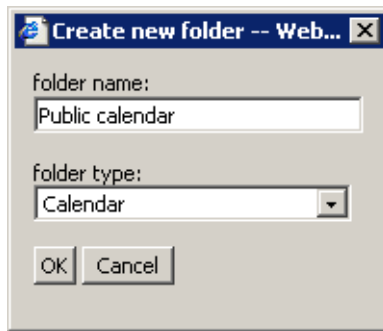


## 6.2 Creating a public folder

The administration rights are required for creation of a public folder. These rights are granted only to admin of the primary domain in *Kerio MailServer* by default. Admin is allowed to grant administrator rights to other users.

## 6.3 Folder mapping

To create a public folder, simply right-click the *Public folders* folder and select *New folder* in the pop-up menu. Specify the folder name and select the type in the dialog box — the following types are available: *Mail* (for storing email messages), *Contacts* (for storing personal information), *Calendar* (for calendar creation) or *Tasks* (for storing tasks).

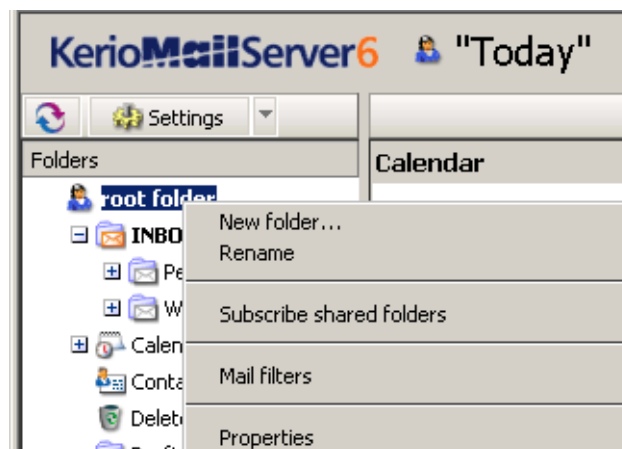


It is also necessary to set the user rights for all users that will access the public folder. Public folders are visible to all users of *Kerio MailServer*, however, they are inactive unless the users have the appropriate permissions specified. The rights to public folders are added the same way as in case of sharing (see chapter 6.1).

The public contacts folder is created in *Kerio MailServer* by default. It is visible to all users and contains the data of users created in *Kerio MailServer*. The permission to read is granted to all users by default.

### 6.3 Folder mapping

Shared folders can be connected in the root folder popup menu. Click *Subscribe shared folders* to open the dialog to enter the username of the person whose folder you want to subscribe to. This person must have an account in *Kerio MailServer*, otherwise the mapping will not work.



## Chapter 6 Shared and public folders

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If the username has been entered properly and the user has decided to share a folder with you, a dialog box with a list of shared folders will be opened. Check the folder to subscribe to a specific folder; clear the checkbox to unsubscribe. All shared folders will automatically appear in a tree view as subfolders of *Public folders*.



All public folders you have been granted administrator rights to, will automatically appear as subfolders of *Shared folders*.



## Kerio WebMail configuration

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### 7.1 User settings

In addition to working with messages in folders, the *Kerio WebMail* interface also enables modification of several user settings. A special dialog box is used for this purpose that is displayed upon clicking on the *Settings* button in the left part of the *Kerio WebMail* toolbar (above the folders list). The dialog box consists of several tabs.

If the user has made some changes to the settings, it is necessary to save them by clicking the *Save and close* button.

#### *General*

The *General* tab contains basic user settings for the *Kerio WebMail* interface:

**Preferred language** Selection of a language for the *Kerio WebMail* interface. *Kerio WebMail* is developed as a general-purpose interface and all the descriptions and button texts are saved in separate definition files in `webmail / translations` sub-directory (in the directory where *Kerio MailServer* is installed). These files have the `.def` extension and their name is created from the language abbreviation (e.g. `en.def` for English or `cs.def` for Czech). This means that another language can be added anytime by creating the relevant definition file. The administrator of *Kerio MailServer* can also create a custom language version by simply copying one of the definition files in a file with a new name and translating the texts contained within. The *Default* option sets the language automatically based on the client settings (i.e. the web browser or the system on which the browser is running).

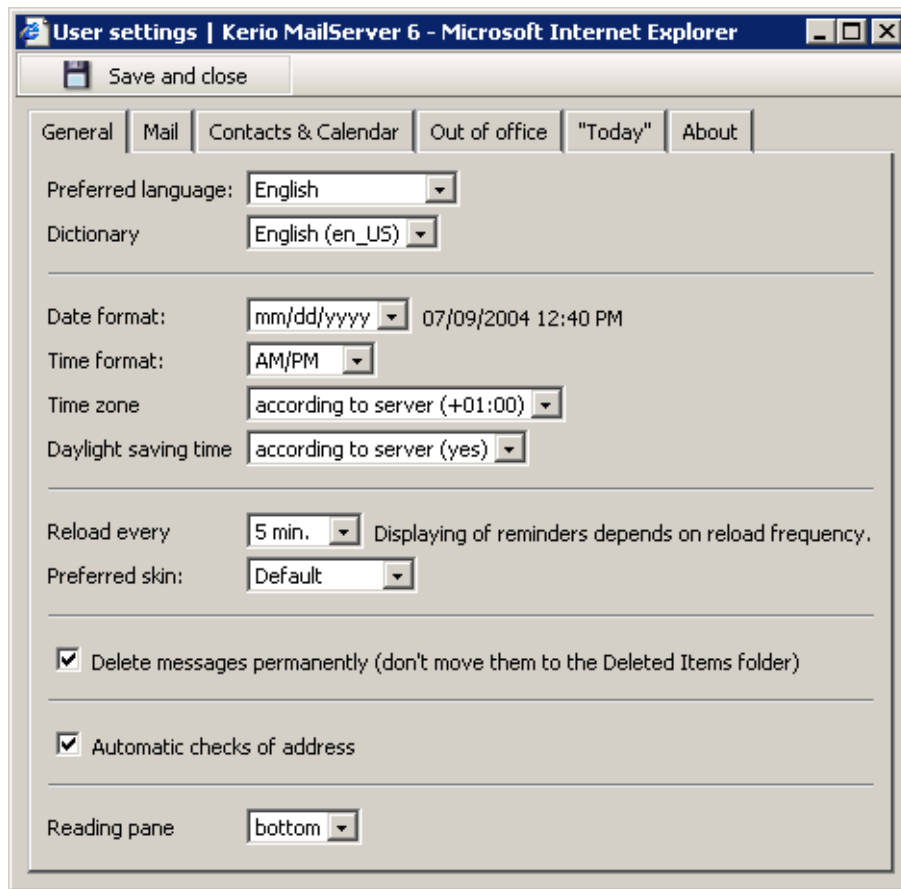
**Dictionary** Selection of a dictionary for spell checking. If you use the spellcheck function for the first time, the dictionary is loaded into memory, therefore the check can take some time.

**Date format** Selection of the date display. The date format consists of letters that stand for: `d` — day, `m` — month and `y` — year.

**Time format** Selection of the time display for messages and contacts folders.

## Chapter 7 Kerio WebMail configuration

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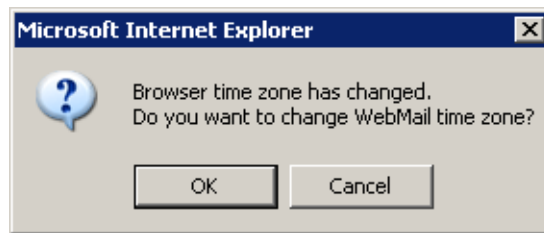
**Time zone** Time zone settings are based on *Kerio MailServer* by default. Users can re-define the time zone, if they plan to use *Kerio WebMail* in a time zone different from the server location.

These settings are especially useful in communication with people located in a different time zone. The communication will not be complicated by an incorrectly specified time of meeting or message.

If *Kerio WebMail* is opened in a browser with a different time zone, a dialog box appears with an information that the browser time zone has changed and a question whether you want to change the *Kerio WebMail* time zone. Click OK to save the browser time zone in *Kerio WebMail*. This is necessary for correct conversion of time zones in *Kerio WebMail*.

**Daylight saving time** Settings are based on *Kerio MailServer*. Users can re-define this item as they like.

**Reload every** This option controls the folder tree restore.



**Preferred skin** You can either select an existing skin or create your own — see chapter 7.3.

**Delete messages permanently** Check this option if you do not want to store deleted messages in

*Deleted items* folder.

**Automatic checks of address** When recognized, the address of the recipient is filled out automatically upon entering. The system browses through all contact folders.

**Reading pane** This type of window is available in mail folders only. It is an area where the body (text) of the message is displayed. The subwindow can be positioned either on the right or at the bottom of the active window or it can be hidden.

### *Mail*

Use the *Mail* tab to set parameters for mail folders. Mail folders are described in detail in chapter 2.

**Default From address** Email address used for message sending.

**Special Reply-To address** Address used for replies to sent messages (the Reply-To: field in the message).

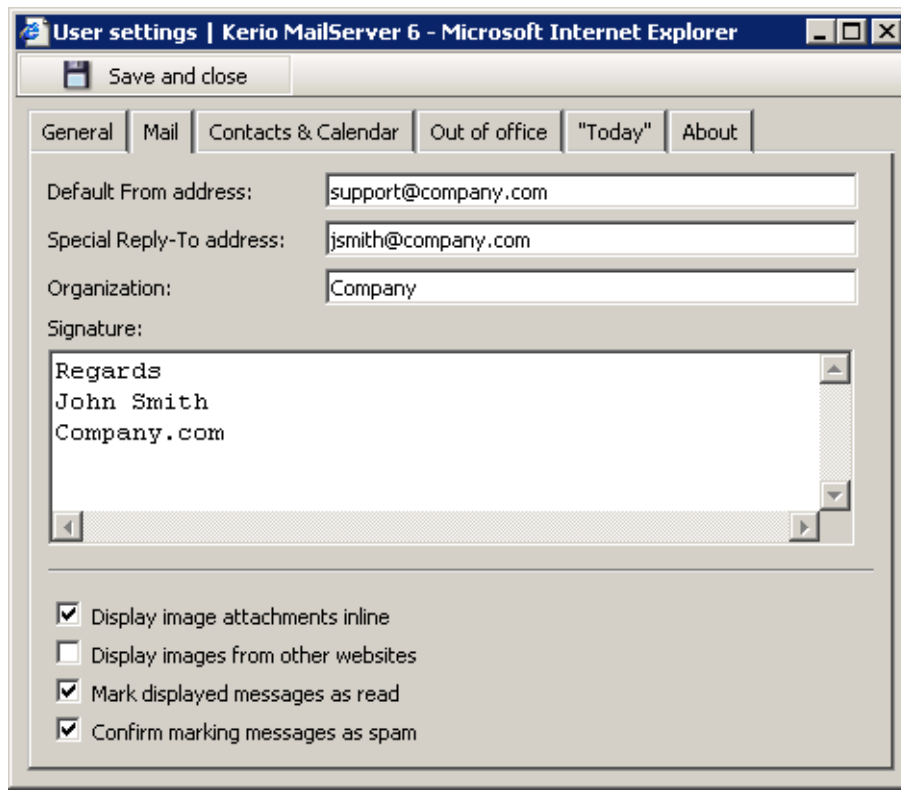
**Organization** Name of the company is included in the message as the Organization: header.

**Signature** The signature added automatically to all sent messages (including replies and forwarded messages).

**Display image attachments inline** The image attachments (GIF, JPEG) can be displayed directly in the message body. If this option is unchecked, only a hyperlink to the image is displayed. If you are connected to the *Kerio WebMail* interface via a slow line (e.g. modem), we recommend not to enable this option.

## Chapter 7 Kerio WebMail configuration

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**Display images from the web** Each message with HTML body can contain links to images stored on the server. If this option is enabled, the images will be downloaded from the server. This way, active mailboxes can be identified easily (and misused for the purpose of sending spam messages). Your computer can be also attacked due to browser security errors. For these reasons, it is recommended to leave this option inactive.

**Mark displayed messages as read** The displayed messages will be marked as read (in regular font). This option is enabled by default. If you do not want the messages to be marked as read upon opening, clear this option.

**Confirm marking messages as spam** Use this option to enable/disable the confirmation dialog box.

### *Contacts and calendar*

Settings for *Contacts* and *Calendar* folders can be changed on this tab.

## 7.1 User settings



**First day in week** Select the first day of the week from the pull-down menu.

**Number of displayed contacts** This option is available only for the *Contacts* folder. It allows users to specify a number of contacts (items in cards display) on one page.

**Search for contacts in selected folders** Check this option to speed up searching for contacts. The search engine goes through selected folders only.



### *Out of office*

Setting up the automatic reply sent during extended absence of the user.

### *"Today"*

The "Today" tab enables users to customize this page. For details about the "Today" page, see chapter 1.7.

## Chapter 7 Kerio WebMail configuration

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User settings | Kerio MailServer 6 - Microsoft Internet Ex...  
Save and close

General Mail Contacts & Calendar Out of office "Today" About

I am in office now.  
 I am not in office now

The text of the automatic reply will be sent just once to each user.:

Hello,  
I'm enjoying my vacance at the moment. My affairs will be managed by my colleague, John Smithers. Please contact him through

User settings | Kerio MailServer 6 - Microsoft Internet Ex...  
Save and close

General Mail Contacts & Calendar Out of office "Today" About

After login  Show "Today" page after login

Messages Show these folders: Choose

Calendar Show this number of days in calendar: 7

Tasks  Today tasks  
 All tasks

**After login** This option makes the “Today” window open after user login to the *Kerio WebMail* interface.

**Messages** Click *Choose* to display a dialog box where users can check corresponding folders.

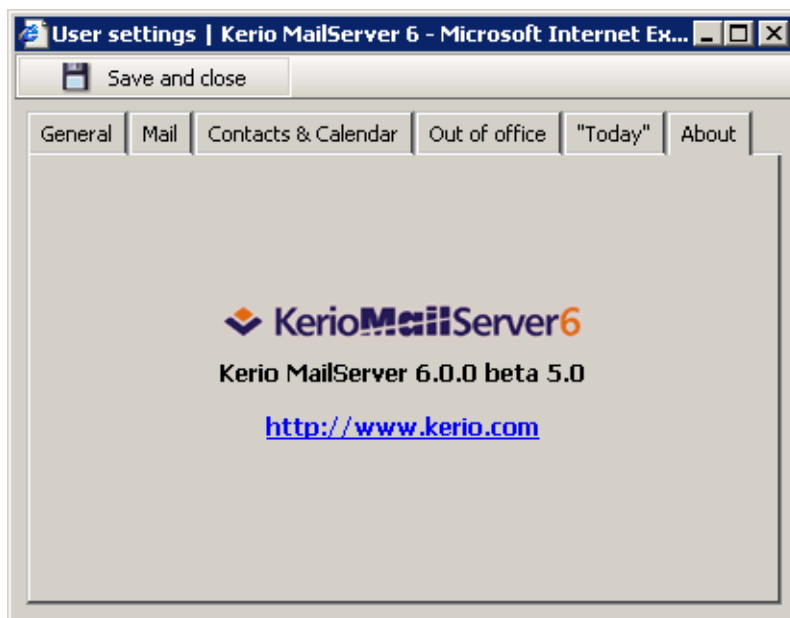
## 7.2 Change of password/PIN

**Calendar** Use this option to specify the number of days displayed on one page of the calendar folders.

**Tasks** On the “Today” page in the *Tasks* section, users can specify whether only the tasks that are due today (*Today tasks*) or all uncompleted tasks (*All tasks*) will be displayed.

### *About*

The *About* tab shows the current *Kerio MailServer* version and the link to website of the author.



## 7.2 Change of password/PIN

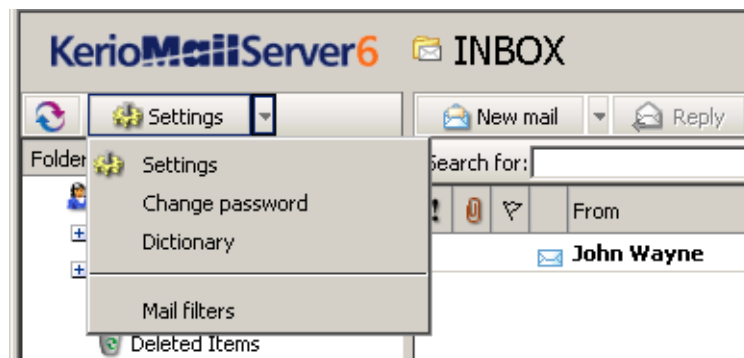
Password/PIN can be changed directly in the *Kerio WebMail* interface, without the need to contact the network administrator. Use the *Change password* option in the *Settings* menu of the toolbar.

For security reasons, it is necessary to use the secured HTTP for connecting to *Kerio WebMail*. The URL address used must be entered as follows: `https://`

### *Warning:*

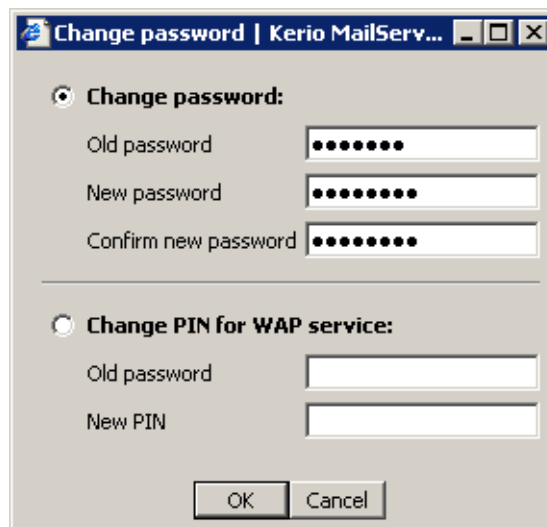
If you use the unsecured version of HTTP protocol, the password cannot be changed in the application.

## Chapter 7 Kerio WebMail configuration



The *Change password* dialog is divided into two sections. The first one is used to change the password for an account in *Kerio MailServer*, the other one is used to change PIN for WAP service.

The first section of the dialog contains only three fields to specify the old and the new password. The new password must be entered twice, to prevent typos. The other section contains two textboxes for entering the old and new PIN (applicable only if you are using WAP). This service must be permitted by the *Kerio MailServer* administrator.



### 7.3 Kerio WebMail customization

*Warning:*

*Kerio Technologies* does not provide technical support with regard to customization or modification to the *Kerio WebMail* interface. In case of problems, change the settings in the standard *Kerio WebMail* configuration first. If the problems persist, contact technical support.



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## 7.4 Keyboard shortcuts used in the Kerio WebMail

Only *Kerio MailServer* administrator is authorized to implement changes to *Kerio WebMail*.

### Logo

Page headers show the *Kerio Technologies* logo . You can replace it with your own logo or any other image. The parameters are as follows:

- Format: GIF
- Size: 200x40 pixels

To insert a logo, use *Kerio MailServer* administration interface (*Advanced options* → *Webmail logo*). The same applies to restoring the default logo. When *Kerio MailServer* is upgraded, the inserted logo does not change.

### Skin customization

The *Kerio WebMail* appearance can be customized by creating one's own skin available in the *Settings* menu (see chapter 7.1)..

*Kerio WebMail* contains a couple of default skins (skin = *Kerio WebMail*) appearance). These skins are stored in `\Kerio\MailServer\webmail\default\skins` directory. Skins consist of cascade styles (CSS) and images. Cascade styles (CSS) enable users to customize the appearance of web pages (colors, fonts, object offset, etc.). This way, you can change most of the *Kerio WebMail's* appearance accordingly to their liking.

If you are able to work with cascade styles and images, you can customize the most of *Kerio WebMail*. Users can either edit the default skins or create one's own. The new skin must be stored in `\Kerio\MailServer\webmail\default\skins\MySkin` directory.

## 7.4 Keyboard shortcuts used in the Kerio WebMail

Editing contacts, events, tasks:

- *Ctrl-S* — saves the data and closes the window.
- *Ctrl-N* — opens the *New contact*, *New event* or *New task* window.

Writing a message:

- *Ctrl-Enter* — closes and sends the message.
- *Ctrl-S* — saves the message to the *Drafts* folder

## Chapter 7 Kerio WebMail configuration

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List of messages:

- *Ctrl-R* — replies to the message.
- *Ctrl-F* — forwards the message.
- *Ctrl-N* — opens the *New mail* window.
- *Shift-Delete* — removes the message once for all (the message will not be moved into *Deleted items*).

## Chapter 8

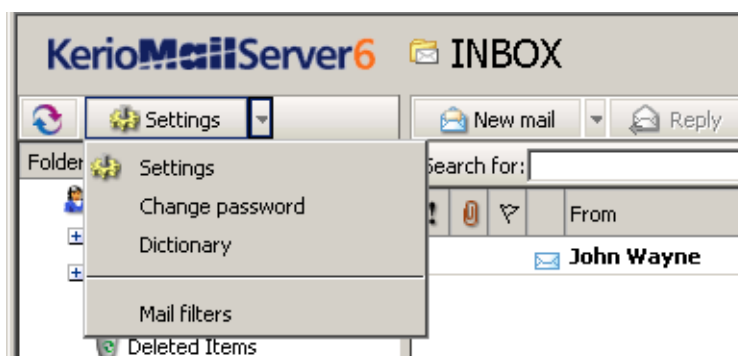
# Message filtering

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When a message is delivered to a local user of *Kerio MailServer*, it is stored in the *INBOX* folder. Each user can define a set of actions to be performed on all new incoming messages, as well as their conditions in the *Kerio WebMail* interface. These actions are called filters and are specified through filtering rules. Filtering does not mean merely refusing email messages or sorting them to folders, but it includes other actions such as notifications to cellular telephones, automatic replies, forwarding the message to a different email address, etc.

### 8.1 List of filtering rules

Define filtering rules in the *Mail filters* section. To open this section, click the *Settings* button in the toolbar.

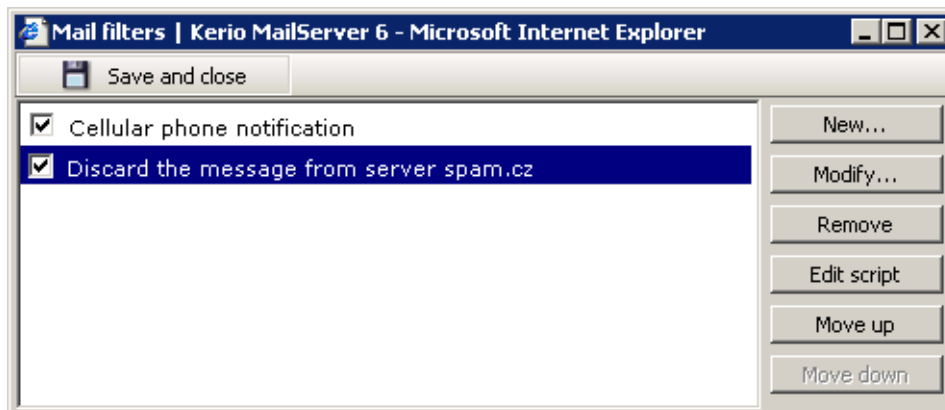


A list of defined filtering rules is displayed. Each message is checked against this list of rules (from top to bottom). If the message complies with any of the rules, a corresponding action defined for this rule is performed. If the message complies with more than one rule, all previously defined corresponding actions are performed (unless provided otherwise).

A check box next to each rule determines if the rule is active or not. The rule can be disabled temporarily without the need to delete it and create again.

Use the list buttons to perform the following:

**New** This option creates a new rule.



**Modify** Use this option to change (edit) the selected rule.

**Remove** This option removes the selected rule.

**Edit script** This option is used for editing the script (the filter source code). Filtering rules are created in the Sieve standard language. This means that the dialog window displayed after clicking on the *New* or *Edit* button is a graphic interface for the rules. The graphic dialog window enables setting of all conditions and functions offered by *Kerio MailServer*. Therefore, we recommend that only users who are familiar with the Sieve language and do not wish to use the graphic interface use the *Edit* function.

**Move up, Move down** Move the rules up or down. All rules are processed from top to bottom and should be sorted from the most specific to the most general ones. A rule can also stop processing of other rules (i.e. no more rules are processed, even though the message would comply with some of them). In such cases, consider carefully where the rule should be inserted.

**Save and close** This button saves all changes to the rule. This must be done every time you make changes to the rules (including their activation or deactivation using the checkbox) or all changes will be lost. If changes have not been saved, a warning message will be displayed under the rules list (*Your changes are not saved*).

After the rules are set, save the action with the *Save and close* button.

### 8.2 Creating or changing a rule

Click the *New* or *Modify* buttons to open a dialog window where you can define a rule. This window is divided into four parts:

1. *Condition* (that the message must meet)
2. *Action* (that will be performed)

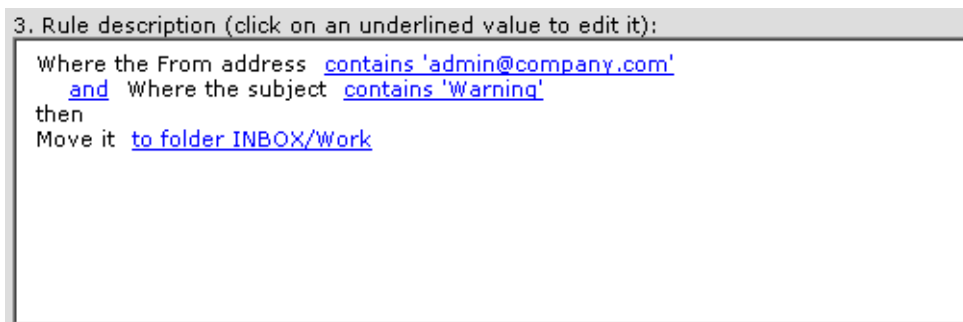
## 8.2 Creating or changing a rule

3. *Rule summary* (a text description that allows modification of some details)
4. *Name of the rule* (a name that will be displayed in the rule list)

### Conditions

The rule will be used if the selected conditions are met. The logical relationships *and* (i.e. all conditions must be met) / *or* (at least one of the conditions must be met) can be used in conditions. Selected conditions are displayed in the third section of the dialog window where you can specify the requested values and change the type of logical conjunction.

*Example:* We want to create the following condition: “If the sender’s address is `admin@ourcompany.com` or the message subject contains the word `Warning`”.



1. Select the *Where the From address is* condition.
2. In the third section, click the *Contains* link — this will open another dialog window where you can specify the address. Enter `admin@ourcompany.com`.
3. Select the *Where the subject contains the words* condition.
4. Upon clicking, the *and* conjunction will be changed to *or*
5. Click on the *contains* link to specify `Warning` (the entry is not case-sensitive).

*Note 1:* When specifying required content for a certain entry, several different strings can be defined — the condition will only be met if the entry contains at least one of them (*or* relation).

*Note 2:* The condition for the occurrence of a certain string in a given entry can be more general. Click the *Options...* button to specify its occurrence in the entry:

**is** The entry must exactly match with the specification.

**is not** The entry must not match with the specification.

## Chapter 8 Message filtering

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**contains** The entry must contain the (sub)string.

**does not contain** The entry must not contain the the specified (sub)string.

**matches** The entry must match the expression (the expression can contain the ? and \* wildcards that can represent one or more characters).

**does not match** The entry must not match the expression.

The default value is *contains*.

The following conditions are possible:

**Where the recipient's address (To or Cc line) is** The specified string must be included in the To or Cc line.

**Where the sender's address (From) is** The specified string must be included in the From entry.

**Where the To address is** The specified string must be included in the To address.

**Where the Cc address is** The specified string must be included in the Cc address.

**Where the Sender address is** The specified string must be included in the Sender address. This item can be usually found in automatically generated messages (email conferences etc.) where it replaces the To field.

**Where the subject contains words** The specified string must be included in the Subject entry.

*Kerio MailServer* spam filter can be set so that the Subject entry will include results of antispam tests (the value is represented by asterisks). Using this feature spams may be filtered easily. Simply insert the number of asterisks that will specify the rule. Messages that match this rule will accept this specification.

**Where the message has an attachment** At least one attachment must be appended to the message.

**Where the message size is more than** The message size exceeds the specified value. You can use the pre-set units of bytes (*B*), kilobytes (*KB*) or megabytes (*MB*).

**Where the message was detected as a spam** Spams are undesirable messages sent to users. You can use the *Kerio MailServer* antispam filter to protect your users from such messages. This filter uses special header items which include message evaluation and information about applied antispam testing.

## 8.2 Creating or changing a rule

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**For all messages** This rule is valid for all incoming messages.

### *Action to be performed*

In the second section of the dialog window, you can choose one or more actions that will be performed if the condition in section 1 is met:

**Move the message to a specified folder** Move the message to the selected folder (you can choose a folder from a list). You can also choose a shared or public folder (in the format `~user/shared_folder` or `#public/public_folder`), if the user has write access rights to this folder.

**Forward the message to an address** Forward to a specified address. In this case no other actions are performed.

**Reject message (return to sender)** The message will not be stored in a local mailbox and the user will never be informed about it.

**Keep in INBOX** This action is useless unless another action (e.g. *Move*, *Forward*, *Reject*, etc.) is specified. It cannot be combined with the *Discard the message* action.

**Discard the message** The message will not be stored in any local folder. This action cannot be combined with the *Keep in INBOX* action.

**Send notification** Sends notification (i.e. a short text message) to a specified address, typically to a cellular phone. For a cellular phone you must enter the whole email address, not just the telephone number (e.g. `john.wayne@t-email.com`. For details, see the following sections).

**Send autoreply** The automatic reply with a specified text. The automatic reply will be sent to each sender's address only once a week (so that the automatic reply does not create a loop in case there is an automatic reply set at the other end).

**Stop processing more rules** If the message complies with this rule, no more rules will be processed. This function allows users to create more complex rule sequences for different condition types. Always be careful about the order of the conditions (the rules are processed from top to bottom).

*Note:* Notifications and autoreplies are protected from loops. This means that the system does not send a notification in reply to received notification or automatic replies. The detection of notification or automatic replies is performed using special items in the message header. Only notifications and automatic replies generated by *Kerio MailServer* are detected.

## Chapter 8 Message filtering

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### *Rule revision*

In the third section of the dialog box, the user can review a summary of the created rule. Optional values are formatted as links and can be changed repeatedly. The conditions and actions can be easily removed or added by activation or deactivation.

### *Rule name*

Give the created rule a unique name (may be multiple words) that best describes the rule. Naming the rules “Rule 1”, “Rule 2”, etc. is not very helpful.

## 8.3 Cellular phone notification

When setting up the notification, a format of the message can be specified. In the notification text, special character sequences can be used which will be replaced by the corresponding parts of the original message.

**\$subject\$** Subject of the message

**\$from\$** Sender address (From field)

**\$env-from\$** SMTP envelope From address

**\$text\$** First 128 characters of the text (message body)

**\$text[N]\$** First N characters of a message body (N is an integer). The part of the message that will be sent to a cellular phone is determined by the SMS gateway (usually up to one SMS message).

The notification text can have the following form:

Message from: \$from\$, subject: \$subject\$. Message: \$text\$



## Chapter 9

# Accessing email using the WAP protocol

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*Kerio MailServer* enables access to email using a cellular telephone from the WAP protocol. This interface is called *WAPmail* and is combined with the *HTTP* service (it uses the same ports as *HTTP* and *Secure HTTP*).

Users must be authorized by the *Kerio MailServer* administrator to access email using *WAPmail*.

### *Warning 1:*

Some cellular phones support only the standard port 80. If there is another port specified in *Kerio MailServer*, you may have problems connecting to your account.

### *Warning 2:*

It is recommended to use the secured version of HTTP protocol only if the certificate used for verification of your SSL has been issued by a trusted certification authority. Many cellular network operators do not support self-signed certificates. If a self-signed certificate is used, the access to an email account over HTTPS protocol may not work properly.

## 9.1 Authentication to the WAPmail Interface

*WAPmail* interface enables access to email via cellular phones supporting WAP service.

To connect to *WAPmail*, your cellular phone must be set correctly (follow your cellular operator's instructions). Use one of the following URLs to access the *WAPmail* interface:

- [http://name\\_of\\_server/wap](http://name_of_server/wap) (if there is a DNS record for the server), or
- [http://server\\_ip\\_address/wap](http://server_ip_address/wap) (if there is no DNS record).

A particular address can use the following formats:

<http://mail.company.com/wap>

or

<http://212.20.198.40/wap>.

If the cellular operator supports secure transmissions, you can also use the secure HTTPS protocol (e.g.

## Chapter 9 Accessing email using the WAP protocol

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<https://mail.company.com/wap>.

After a successful connection to the server, the user must enter his/her username and a PIN instead of a password. This code is assigned by the *Kerio MailServer* administrator together with the permission to use *WAPmail*. The PIN code can be changed in *Kerio WebMail* using the *Settings* menu (for more information, refer to chapter 7.2).

### 9.2 Reading and writing messages

#### *Message reading*

Standard phone control buttons are used to control the phone (up/down scrolling, functional keys etc.). Details can be found in your cell phone documentation.

After a successful login to the WAPmail interface, the welcome page will be displayed. The user can select the list of folders or to log off. If one or more folders contain unread messages, the information about the number of unread messages (sum of all folders) is displayed at the top of the page.



The *Folders* option displays the list of user's folders. After one of the folders is selected, the list of messages in this folder is displayed. Messages are ordered with the most recent on top. Information about each message is displayed in the following format:



- [1\*] — number (order) of message in the folder. Asterisk means that this message is new (unread). The - (minus) sign can be sometimes used instead of (or in addition to) the asterisk symbol. The minus sign appears next to messages marked for deletion.
- 17 Jun 15:19 — date and time of message delivery

## 9.3 Using a WAP emulator

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- Warning — message subject. It works as a link to the message.
- (admin@company.com) — sender's name or email address
- -- — separator (next message follows)

### *Message writing*

You can create and send a new message using WAPMail. Select *New mail* to display the form with standard *To* (recipient's address), *Subject* (message subject) and *Text* (message body) fields. After these fields are filled in, the message is sent together with the signature previously set up in *Webmail* (for detailed description see the chapter 7.1).



### 9.3 Using a WAP emulator

Before you start using the *WAPmail* interface via a real cellular phone, we recommend trying a software emulator. An emulator enables access to the *WAPmail* service for free, in contrast to most cellular phone services. This can save a considerable amount of money that might have been spent for testing and troubleshooting the system.

One of the freeware WAP emulators is available at:

<http://www.gelon.net/>

*Note:* WAP emulators usually don't support secure access (i.e. using the HTTPS protocol).



## Chapter 10

# Working with Kerio WebMail is easy

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This chapter contains simple instructions to basic tasks performed in *Kerio WebMail*.

### 10.1 To move an item to a different folder

Highlight the selected item (message, contact, task or event) and use the *Move or copy* button in the toolbar. The same effect can be obtained by selecting the *Move or copy* option in the pop-up menu (for more information on the pop-up menu, see chapter 1.6).

Select the folder to move the item to and press the *Move* button located under the tree view of folders.

You can also click the selected message and drag it to the desired folder.

### 10.2 To connect to a shared folder

Open the popup menu of the root folder (see chapter 1.5) and click *Subscribe shared folders*. Enter the username and the domain (example: `user.name@domain.com`) of the person who created the folder (the owner) and press *OK*. In the lower part of the window, all folders shared by this user are listed. Check the folder to connect to it. After the dialog box is closed, the connected folder appears in the tree of folders.

The extent to which you can manipulate the folder depends on permissions granted by a folder administrator (for more information, see chapter 6.1).

### 10.3 To append an attachment

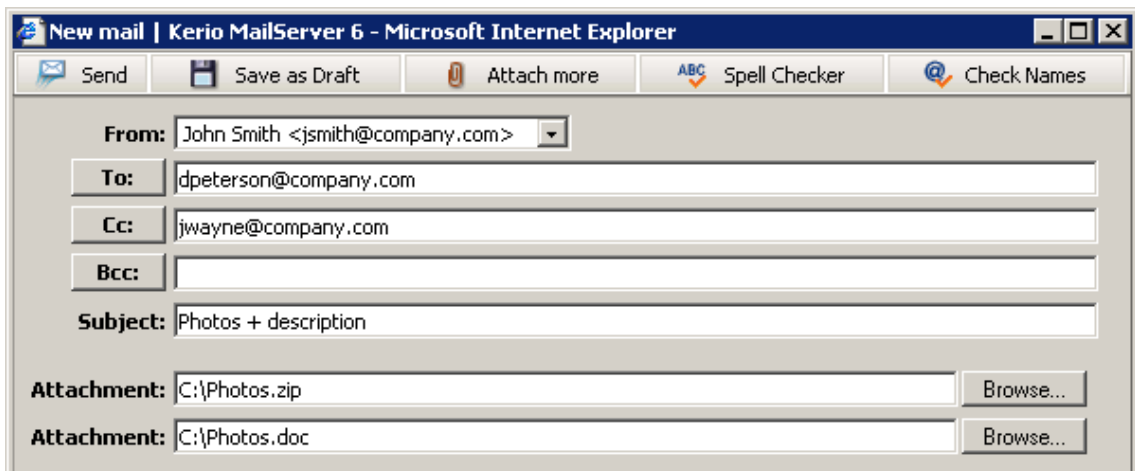
Use the *Attach* button in the toolbar of the *New mail* window to append an attachment to a message (see chapters 10.8 and 2.2). An empty textbox appears. Specify the file path to the file you wish to append or click on *Browse* and find the file in the dialog box.

You can attach more than one file to the message. Press the *Attach more* button multiple times and select the files you want to attach to the message.

*Warning:*

## Chapter 10 Working with Kerio WebMail is easy

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The screenshot shows a web browser window titled "New mail | Kerio MailServer 6 - Microsoft Internet Explorer". The toolbar contains buttons for "Send", "Save as Draft", "Attach more", "Spell Checker", and "Check Names". The form fields are as follows:

- From:** John Smith <jsmith@company.com>
- To:** dpeterson@company.com
- Cc:** jwayne@company.com
- Bcc:** (empty)
- Subject:** Photos + description
- Attachment:** C:\Photos.zip (with "Browse..." button)
- Attachment:** C:\Photos.doc (with "Browse..." button)

Each attachment appended must be smaller than 16 MB. The total size of a message must not exceed 20 MB.

### 10.4 To print a message

First, mark the message to be printed. Click the *Print* button located in the toolbar to open the standard print dialog. Set the print parameters and click *OK*.

### 10.5 To create a contact

Use the standard form to create a new contact (see chapter 3.1). Open the form by clicking the

*New contact* button located in the toolbar for *Contacts* folders or select the *New contact* option in the pop-up menu (see chapter 1.6). The *New contact* form consists of three tabs where you can enter different types of user details and save them with the *Save and close* button.

### 10.6 To create a folder

Use the window with a tree view of all folder types to manage all folders. First, select the parent folder for the folder you are about to create. Right-click the parent folder and select *New subfolder* in the pop-up menu to open a window where the folder type can be selected (*Mail*, *Contacts*, *Calendar* or *Task*.) After you are done, click *OK*.

### 10.7 To create a shared folder

Click the selected folder you want to share and choose *Share folder* from the pop-up menu to open a dialog box, where all users (their email addresses) that share the folder can be added. Enter the email address of the user you want to share the folder with in the *User* field (only users created in *Kerio MailServer*). Select the permission level in the *Permission level* menu (see chapter 6.1).

If you want to share a folder with more users, click the *Add user* button and enter his/her email address.

### 10.8 To create a message

A new message can be created in several ways. The easiest is to click the *New mail* button located in the toolbar. You can also use the *New mail* option in the pop-up menu (see chapter 1.6). Both methods open a window where the message can be written and sent.

The window for creating new messages is divided into two sections. The upper section contains a toolbar and fields for entering email addresses, appending an attachment (any file that is smaller than 16 MB) and specifying a subject of the message (the summary of the message contents). The lower part of the window consists of a textbox where the message is written.

Enter the email address of the recipient in the *To* section (e.g. `jsmith@company.com`). You can send the message to multiple recipients. In such case, enter all email addresses separated by commas in the *To* field (example: `jsmith@company.com,jwayne@company.com`).

After all email addresses are filled in, specify the *Subject*. You can also append an attachment (for details, see chapter 10.3).

Enter the text of the message in the lower part of the window and press the *Send* button in the toolbar. For more information on how to create new messages, see chapter 2.2.

### 10.9 To create an event

First, select the *Calendar* folder in the tree view and a type of calendar display. Double-click a specific day or hour (if the day view is selected) in the calendar. A form for creating an event is opened.

The form consists of two tabs. The first tab is used for handling items related to a specific event, the other tab manages a list of event participants. The events participated by more users are called meetings.

## Chapter 10 Working with Kerio WebMail is easy

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Select the first tab and specify the *Subject* and time range of the event.

Setting reminders for events or meetings is important. Select the appropriate time interval for displaying reminders in the reminder menu.

The large textbox in the lower part of the form is used for specifying additional information about an event, especially when this event is planned a long time in advance. The subject is usually not very specific.

Use the other tab to specify people who participate in the event (meeting). When the meeting is altered, all participants can be notified about the change.

Your email address is added automatically to the list of participants. To add other email addresses, click *More* and enter the address in the empty textbox that appears. When all users are added, the *New invitation* dialog box is displayed upon each change in the meeting. You can include additional text in the message and send it to all participants by clicking the *Send* button located in the toolbar.

For more information on how to create and edit events, refer to chapter 4.1.

### 10.10 To create a task

In the tree view of folders, switch to the *Tasks* folder. Click the *New task* icon in the toolbar. The same effect can be obtained by selecting the *New task* option in the pop-up menu.

The form for task management consists of two tabs. The first tab relates to the specific task, the other tab enables management of a list of task participants.

Specify the task subject and deadlines in the first tab. Use the *Start date*, *Due date* and *Date completed* options. *Start date* is set to the current date by default. It should be changed only when the task is entered in *Kerio WebMail* with a delay or in advance. *Date completed* is the date when the work was actually completed. This option is not set prior to task completion. Click on the icon next to the date to select a suitable *Due date* for the task. The other items are optional. The more options you specify, the more comprehensive task management system will be created.

Use the other tab to add people who participate in the task. When the task participated by more users is altered, all participants can be notified in bulk.

The email address of the task creator is added automatically to the list of participants. To add other email addresses, click *More* and enter the address in the empty textbox that appears. When all users are added, the *Send task* dialog box is displayed upon each change in the task. You can include additional text in the message and send it to all participants by clicking the *Send* button located in the toolbar.

For detailed information on how to create new tasks, see chapter 5.1.



## 10.11 To copy an item to a different folder

### 10.11 To copy an item to a different folder

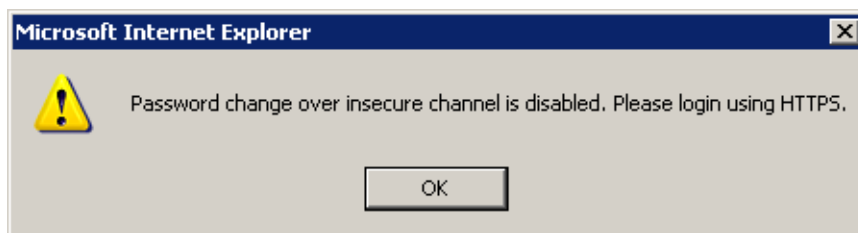
Highlight the selected item (message, contact, task or event) and use the *Move or copy* button in the toolbar. The same effect can be obtained by selecting the *Move or copy* option in the pop-up menu (for more information on the pop-up menu, see chapter 1.6).

Select the folder to copy the item to in the *Folder selection* dialog and press the *Copy* button located under the tree view of folders.

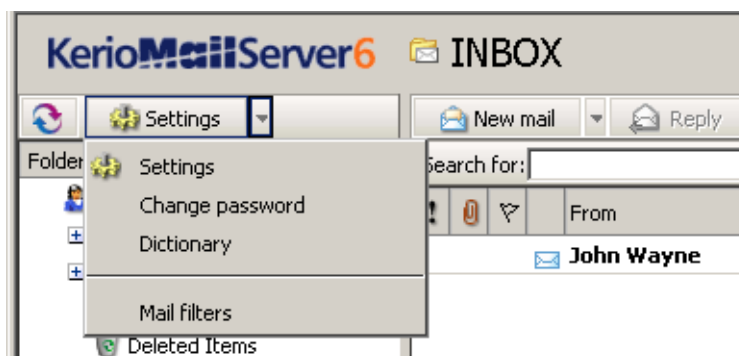
You can also click the selected message, press *Ctrl* and copy it to the desired folder.

### 10.12 To change a password

In order to change a password, you must log in to *Kerio WebMail* using the secured HTTP version (see chapter 1.3).



After a successful login click the *Settings* icon in the toolbar and select *Change password*.

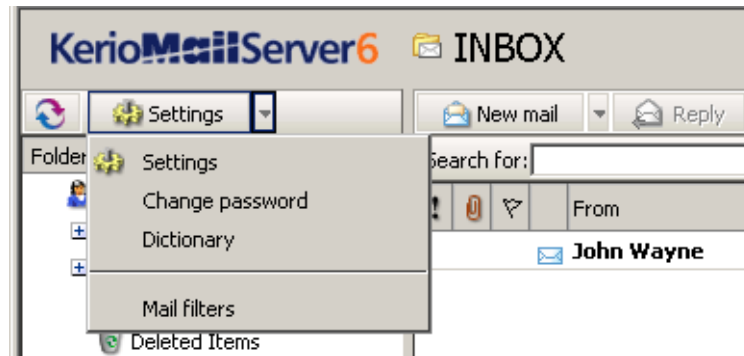


The *Change password* dialog consists of two sections. The first one, *Change password*, contains only three fields to specify the old and the new password. Enter the old password (the one currently used) in the first field. The new password must be entered twice, to prevent typos.

### 10.13 To change PIN for WAP service

To change PIN for WAP service, log in to *Kerio WebMail* using the secured HTTP (see chapter 1.3).

After a successful login, click the *Settings* button and select *Change password*.



The *Change password* dialog box is divided into two sections. The upper section is used for changing the password, the lower section allows changing the PIN code. Switch to *Change PIN for WAP service* and enter the old and new PIN code in the respective fields.

## Glossary of terms

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**DNS** DNS (Domain Name System) is a distributed database service used to convert domain names into corresponding IP addresses.

**Email Address** An email address determines the sender and recipient of a message in electronic communication. It consists of a local part (before the @ character) and a domain part (after the @ character). A domain specifies where email will be delivered to (a company), a local part specifies a particular recipient within this domain.

**HTTP(S)** HTTP (HyperText Transfer Protocol) is a simple application protocol used during transfer of files and images. HTTPS is a secured version of this protocol.

**IMAP** Internet Message Access Protocol (IMAP) enables clients to manage messages stored on a mail server without downloading them to a local computer. This architecture allows the user to access his/her mail from multiple locations (messages downloaded to a local computer would not be available from other locations).

**IP address** A unique 32-bit number that identifies a computer in the Internet or intranet.

**JavaScript** JavaScript is a programming language used for creating web pages.

**Notifications** Short message (notification) about a particular event — e.g. new email. It is usually sent as a text message (SMS) to a cellular phone.

**PHP** PHP is a programming language used for creating web pages.

**Port** 16-bit number used by TCP and UDP for application (services) identification on a given computer.

**Mailbox Account** A place where email is stored on a server. Clients can download emails from an account (using POP3 protocol) or work with messages directly at the server (using IMAP or Webmail).

The account is physically represented by a directory on a disk. The directory is created in the *Kerio MailServer* directory (mail/domain/username). Other subdirectories representing individual folders are created in this directory.

## Chapter 11 Glossary of terms

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Mailboxes are not created during the definition of users; the specific mailbox is created upon the first login to the mailbox.

**Spam** Unwanted, usually advertisement email. Spams are usually sent in bulk and the recipient addresses are obtained by illegal means (e.g. by tapping the network communication).

**SSL** A protocol used to secure and encrypt the TCP connection. Secure Socket Layer was originally designed by Netscape to secure transmission of web pages using HTTP protocol. Today it is supported by almost all standard internet protocols — SMTP, POP3, IMAP, LDAP, etc.

At the beginning of communication, an encryption key is requested and transferred using asymmetrical encryption. This key is then used to encrypt (symmetrically) the data.

A security protocol for the encrypted transfer of the data in the Internet (used in HTTPS).

**TLS** Transport Layer Security is the successor to SSL (version 3.1), which is used for encryption of data over networks. This version is approved by the IETF.

**URI** URI (Uniform Resource Identifier) is a standard that describes an Internet resource. It specifies an access mode (e.g. a protocol), the computer identity (e.g. DNS, IP), location of an object and the location of this object in the computer (usually path and filename). The subsets of URI are URL and URN.

**URL** URL (Unique Resource Locator) is a subset of URI, which uniquely describes the location of a specific file in a computer network.

**WAP** WAP (Wireless Access Protocol) is a protocol used for accessing Internet resources using a cellular phone.

**Kerio WebMail** Interface used by *Kerio MailServer* to enable access to email through a web browser. Several user settings (such as message filtering, password, etc.) can be also changed using *Kerio WebMail*.

**WWW** World Wide Web (the abbreviation WWW or web) is currently the most popular service offered in the Internet. It allows transferring multimedia files (texts, sounds, images).

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