

# PenMail 1.0 Manual

What is PenMail.....	2
System Requirements .....	2
Install PenMail .....	2
Use PenMail for the First Time .....	3
PenMail Main Interface.....	5
Send & Receive Emails .....	6
Compose New Email .....	7
Choose Outgoing Server.....	8
Choose Recipients, CC, and BCCs.....	8
Add Attachments .....	8
Remove Attachments .....	8
Reply Email.....	9
Forward Email.....	10
Print Email .....	11
View the Print Preview.....	11
Use Address Book .....	12
Add New Contact.....	13
Remove Contact.....	13
Modify Contact Information .....	13
Import and Export Address Book.....	13
Export Address Book.....	13
Import Address Book .....	14
Manage Multiple Mail Accounts .....	14
Add Mail Account.....	15
Remove Mail Account.....	15
Modify Mail Account Information .....	15
Folder Management .....	16
Create Folder.....	16
Delete Folder .....	16
Rename Folder.....	16
Mail Management .....	17
Move Mails .....	17
Copy Mails.....	18
Delete Mails.....	18
Sort Mails.....	18

## What is PenMail

PenMail is a lightweight Email client bundled with PenDrive using Phison's hardware solutions. It is meant to be run from the PenDrive itself and aims to replace the need to use full-blown Email clients such as Outlook Express or Outlook. It has an easy to use interface and all the functionalities you expect to find in a normal email client; such as an address book, multiple folders to organize your emails, previewing ability, ability to create multiple mail accounts, and more.

## System Requirements

Microsoft Windows Platform

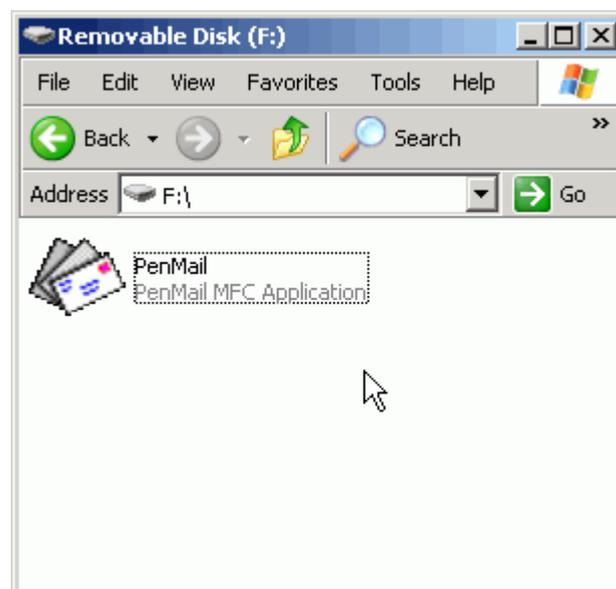
PenDrive using Phison's solutions

Mail servers that provide SMTP or POP3 service

Internet Explorer 5.0 or above

## Install PenMail

You do not need to install PenMail to use it. The program consists of a single executable file that can only be run directly from a PenDrive using Phison's hardware solutions. To start using the program, simply download the PenMail program from Phison's web site to your PenDrive, and double click on the PenMail icon to start using the program.

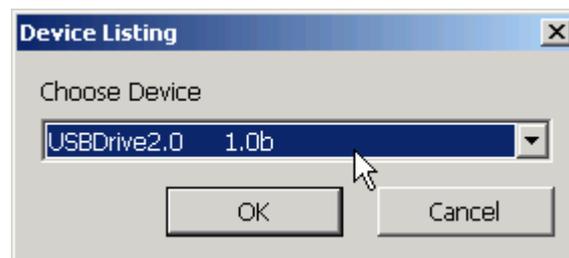


## Use PenMail for the First Time

When you start using PenMail for the first time, the program should ask to you to provide a hardware locking device.



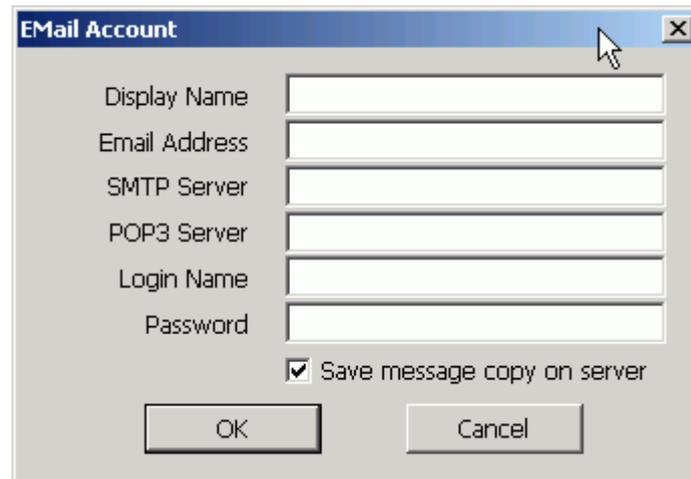
PenMail needs to run on Pen Drive using Phison's hardware solution, so please choose the Pen Drive device from the list that uses Phison's hardware solution and click on the OK button to continue.



Next, the program should notify you that you need to create a mail account first before using the program:



Click on the OK button to continue, and you will be prompted to enter the information for the new account. The Account Editor Window looks like the following should appear:



The screenshot shows a dialog box titled "EMail Account". It has a standard Windows-style title bar with a close button (X) in the top right corner. The dialog contains six text input fields, each with a label to its left: "Display Name", "Email Address", "SMTP Server", "POP3 Server", "Login Name", and "Password". Below the "Password" field is a checkbox labeled "Save message copy on server" which is checked. At the bottom of the dialog are two buttons: "OK" on the left and "Cancel" on the right.

The following are some short explanations of the fields that you can enter in this window:

**Display Name:** This is the name that you see in the PenMail's main interface differentiating among the multiple accounts you have (if you choose to create more). People receiving your emails will see the mails as sent out by the string you entered here. For example: Enter "David at Work" if you wish to set up this email account to connect to the email server at work.

**Email Address:** This is the email address that the recipients of your emails will use when they reply your emails.

For example: Enter "davidpeterson@hotmail" if you want other people to reply to this email address.

**SMTP Server:** This is the SMTP server's IP address or FQDN. Contact your mail server administrator if you do not know your SMTP server name.

**POP3 Server:** This is the POP3 server's IP address or FQDN. Contact your mail server administrator if you do not know your POP3 server name.

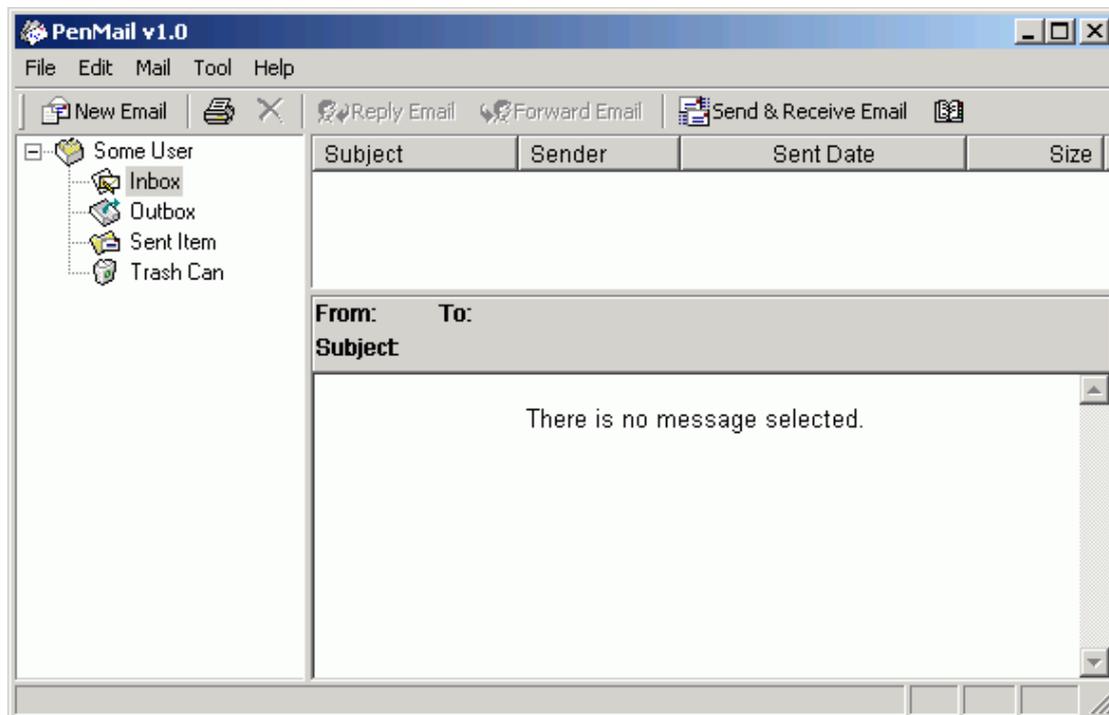
**Login Name:** This is the username you use to login to the POP3 server. Contact your mail server administrator if you do not know your user name.

**Password:** This is the password you use to authenticate yourself to the POP3 server. Contact your mail server administrator if you do not know your password.

Click on the OK button after you entered the above information. You should now see PenMail's main interface.

# PenMail Main Interface

The following is a sample screenshot of the PenMail's main interface.



As you can see, the interface is very similar to that of Outlook Express and Outlook. This is intentional, since many people are already familiar with this particular interface.

On the top of the window is the menu bar. Most of the functionalities of the PenMail program can be accessed from here.

Below the menu bar is a toolbar containing some common functions that you will use frequently; these include Composing New Mail, Replying Mail, Forwarding Mail, Sending and Receiving Mails, etc...

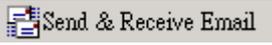
Below the toolbar, to the left side of the window is the folders and accounts tree. Any new mail accounts you added will be shown here. You can also create and delete folders here to organize your emails. As you can see, 4 folders -- **inbox**, **outbox**, **sent**, and **trash can** -- are automatically created when you add a new account and you will not be able to delete or rename them like you can with other folders. (See "Folder Management" section for more information on how to create / delete / rename folders)

The top right panel of the window is the mail listing of the selected folder. If you wish to see the mail listing of a particular folder, simply click on that folder in the folder tree, and the mail listing of that folder will be shown here.

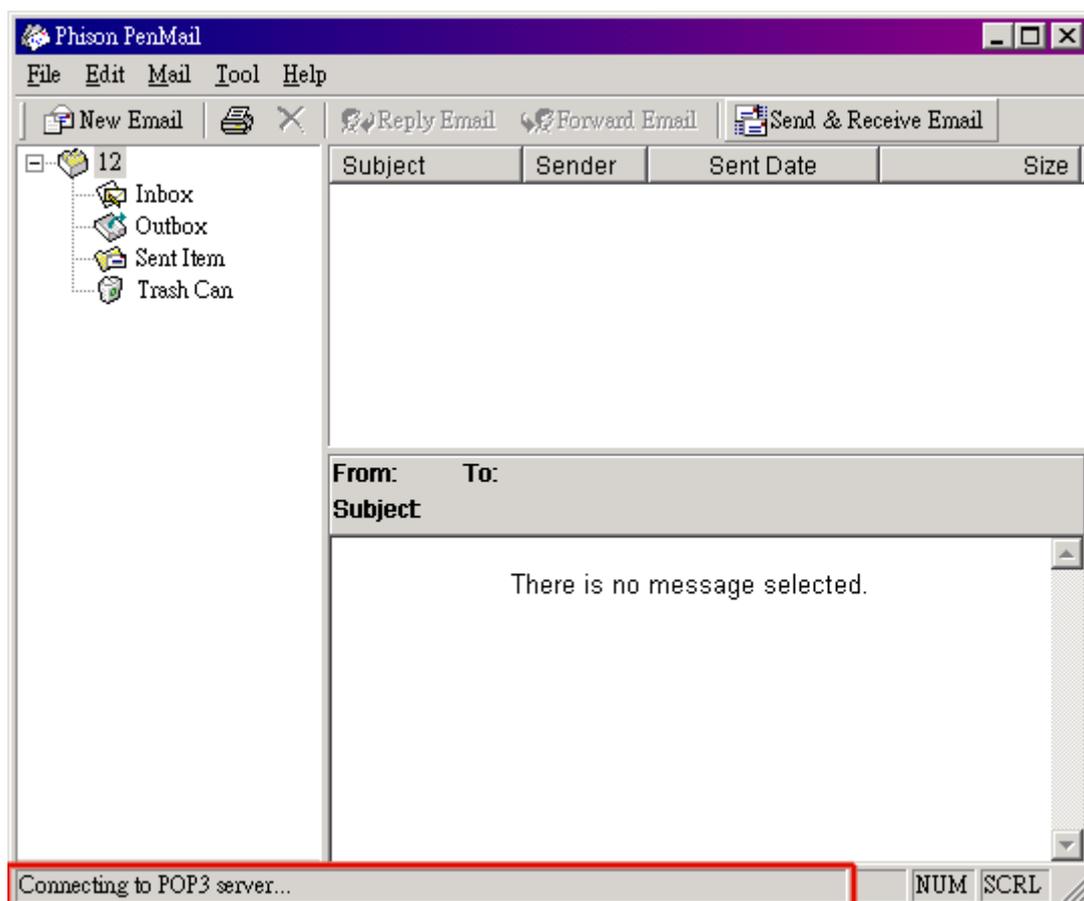
The bottom right panel of the window is the preview panel of the selected email. If you select a downloaded email in the mail listing, the email preview of that email will be shown here.

## Send & Receive Emails

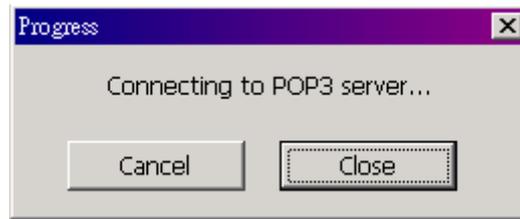
There are 2 ways to send and receive emails from all your accounts:

1. Click on the Send & Receive button  in the toolbar to send AND receive mails from all your accounts.
2. Choose Mail from the menu, and then Receive Mails or Send Mails to receive or send mails from all your accounts.

While PenMail is processing your requests, the status bar will show what PenMail is currently doing:



Click on the status bar if you wish to see a message box showing the current progress:  
(Or you can click on the Send & Receive button in the toolbar to see the progress dialog)



You can click on the Cancel button to cancel the network activity, or the Close button to simply close the progress dialog.

After the mails are received, go to the Inbox to see the newly downloaded emails.

## Compose New Email

There are 4 ways to start composing a new email:

1. Click on the New Email button  New Email in the toolbar
2. Choose Mail from the menu bar, and then New E-Mail
3. Choose File from the menu bar, and then New E-Mail
4. Press the Ctrl+N hot key

Either way, the Email Composer Window will be shown:

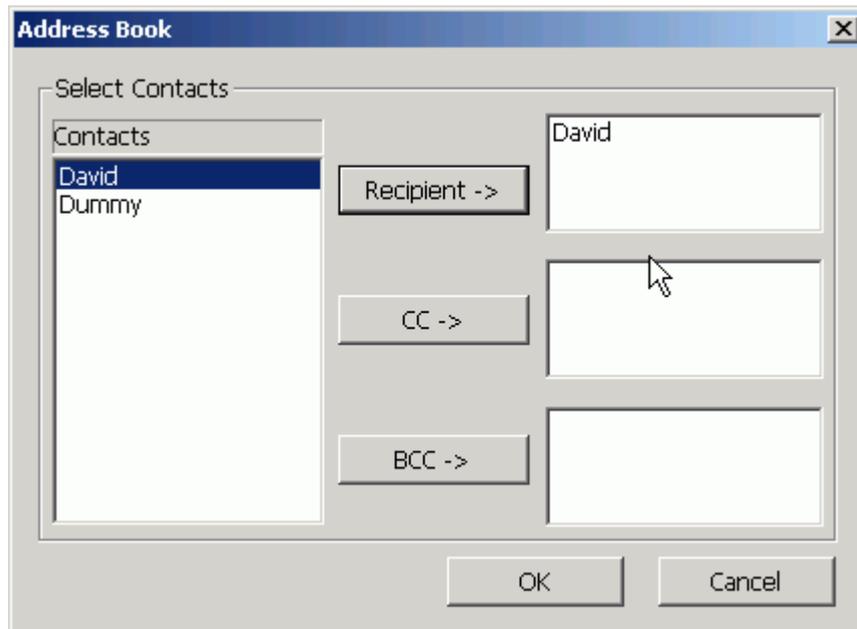


## Choose Outgoing Server

If you have multiple accounts setup, you can choose which server you want to send out your email by using the Sender's pull down box.

## Choose Recipients, CC, and BCCs

You can enter the recipients, CC, BCC's email addresses directly in the respective fields, or use a previously entered nick names. If you choose to use the previously entered nickname, click on the address book button , and you should see the following window:



Choose the contacts you wish to send email to, and click on the Recipients, CC, or BCC button to add them to the respective field. Click on OK to return to the Mail Composer.

## Add Attachments

To add attachments, click on the paper clip button  to open the File Chooser dialog, and choose the files you wish to attach to the message.

## Remove Attachments

To delete an added attachment, select the attachment you wish to delete in the list box shown, and press the DEL key to delete it from the list.

When you finish composing the email, click on the Send button to send the email.

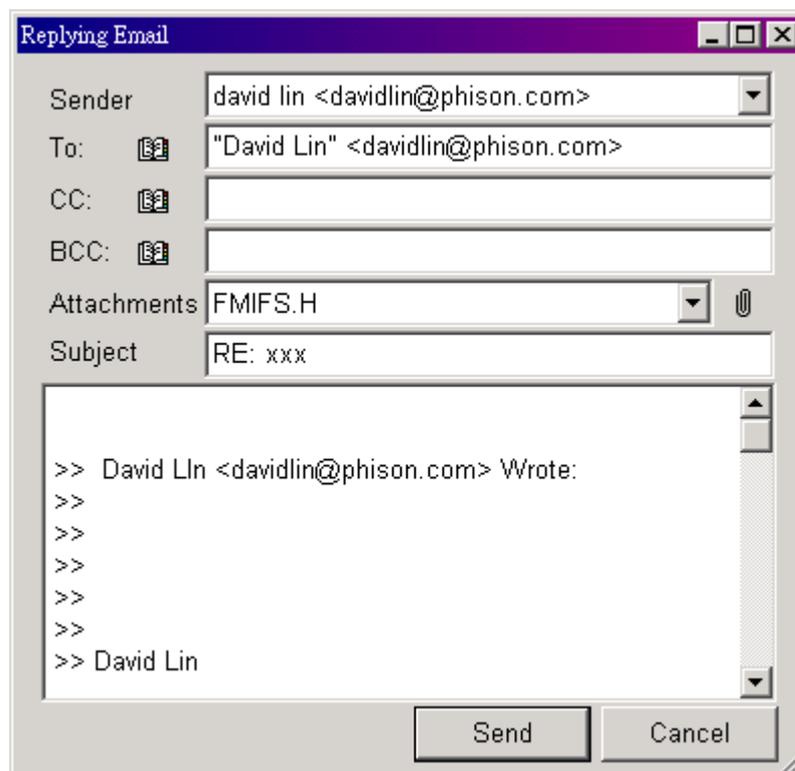
Note that PenMail caches send requests to improve efficiency. Your newly composed email will first be saved to the outbox folder, and it's sent by PenMail, it will be moved to the send folder.

## Reply Email

There are 3 ways to reply an email:

1. Click on the Reply Email button  Reply Email in the toolbar.
2. Choose Mail from the menu bar, and then Reply
3. Press the Ctrl+R hot key

In either case, a partially filled Mail Composer window will be shown, as follows:



You could click on Send to reply the email as it is, but usually you want to edit the message body to add some messages you want to reply to the sender.

Note that any original attachments will be attached and replied to the sender as well.

Refer to the “Compose New Email” section for a more detail description on how to use the Mail Composer interface.

## Forward Email

There are 3 ways to forward an email:

1. Click on the Forward Email button  Forward Email in the toolbar.
2. Choose Mail from the menu bar, and then Forward
3. Press the Ctrl+F hot key

In either case, a partially filled Mail Composer window will be shown, as follows:



Note that you still need to fill in to whom you want to forward this email before you can send it.

Note that any original attachments will be attached and forward to the recipients as well.

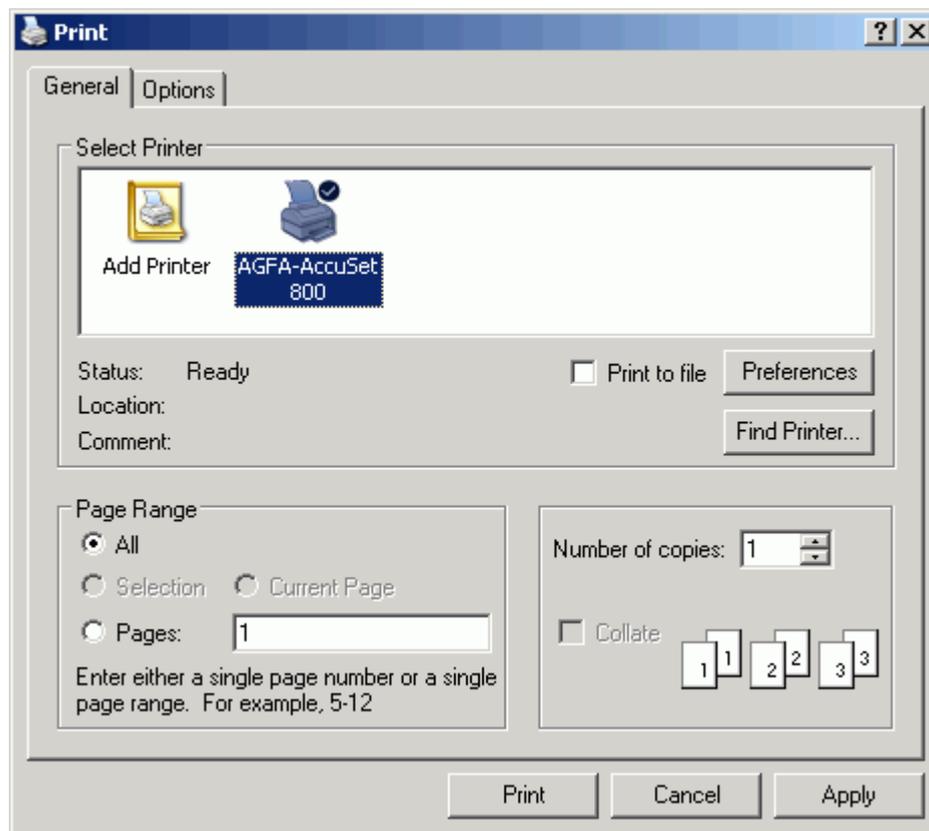
Refer to the "Compose New Email" section for a more detail description on how to use the Mail Composer interface.

## Print Email

There are 3 ways to print an Email

1. Click on the Print Email button  in the toolbar.
2. Choose File from the menu bar, then Print
3. Press the Ctrl+P hot key

In either case, the Print dialog box will be shown:

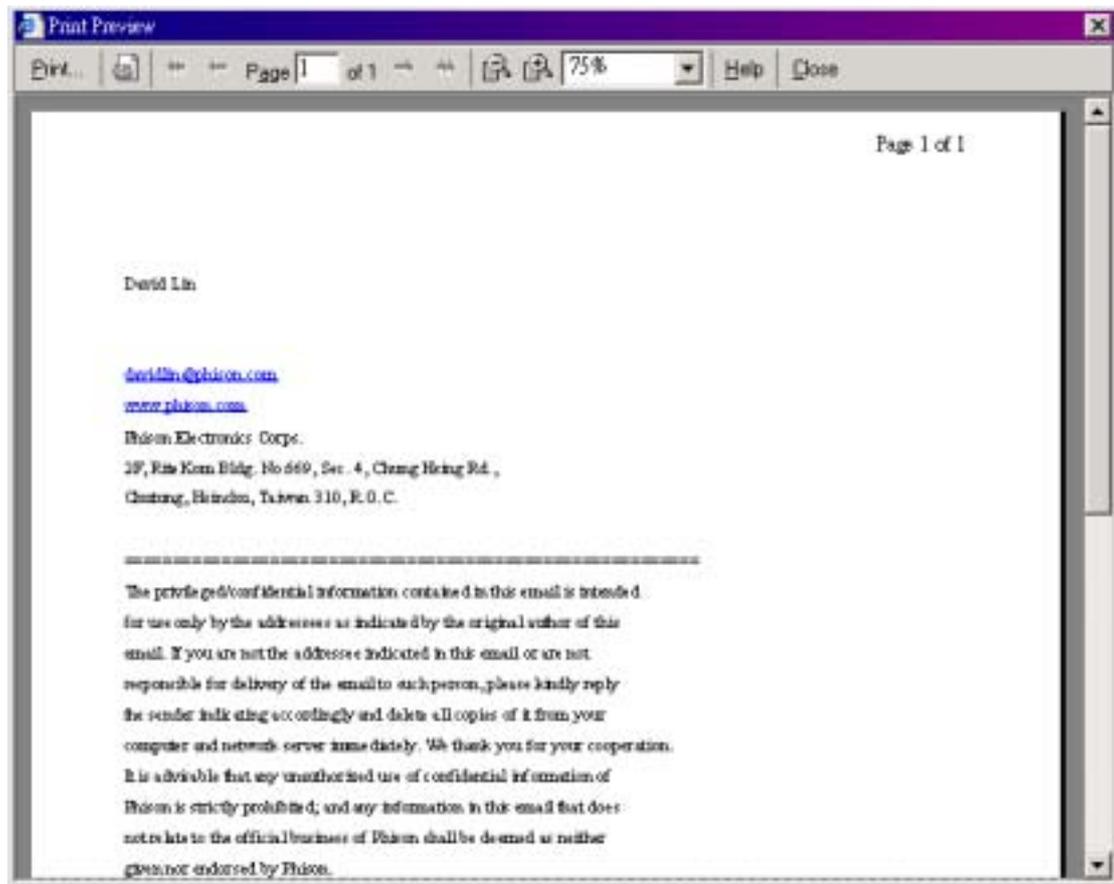


You can set up various printing parameters here. When you are satisfied with your settings, click on the Print button to start printing.

## View the Print Preview

To view the Print Preview, choose File from the menu bar, and then Print Preview.

The print preview window that looks like the following should be shown:



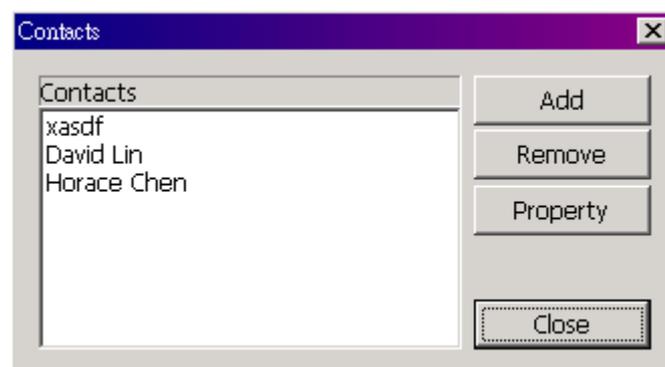
You can click on the Print button if you wish to print out the email.

## Use Address Book

There are 2 ways To access the address book:

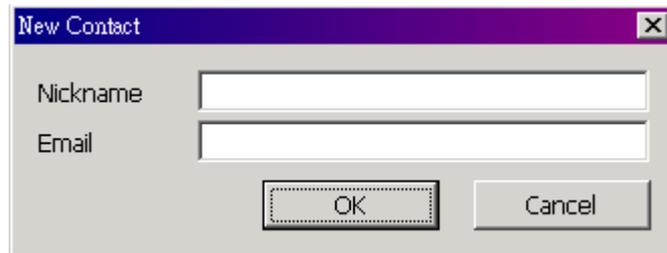
1. Choose Tool from the menu bar, then Address Book.
2. Click on the address book button  in the toolbar

You should see the address book manager that looks like the following:



## Add New Contact

To add a new contact, click on the Add button, and you should see the following dialog box:



The image shows a standard Windows-style dialog box titled "New Contact". It features a purple title bar with a close button (X) on the right. The main area is light gray and contains two text input fields. The first field is labeled "Nickname" and the second is labeled "Email". Below these fields are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a dotted border.

Enter the nickname and the email address of your new contact, and click on the OK button to save the new contact info.

## Remove Contact

To remove one or more contacts from the address book, first choose the contacts you wish to delete from the left hand side contact listing, and click on the Remove button.

You will be warned about that you will not be able to remove the contacts you deleted. Click on OK to confirm the deletion.

## Modify Contact Information

To change a contact's info, first choose the contact you wish to change from the left hand side contact listing, and click on the Property button. The contact editor dialog box should pop up again, this time with the selected contact's info filled in. Change the contact info as you desire, and click on the OK button to confirm the change.

# Import and Export Address Book

## Export Address Book

To export your address book to be used in other email client program such as Outlook Express and Outlook, choose File from the menu bar, then Export Address Book.

You will be prompted to enter a file name for the exported file. Click on the OK button when you are done to export your address book.

The exported address book is in the standard Comma Separated File format. Both Outlook Express and Outlook can handle the format.

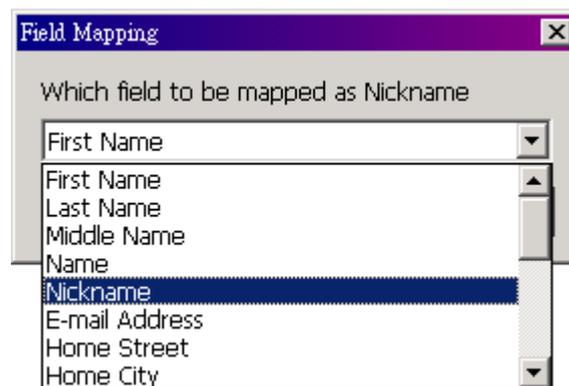
## Import Address Book

To import address book from Outlook Express and Outlook, first export the address book of Outlook Express and Outlook in the standard Comma Separated File format. For detail information on how to do this, please refer to the Outlook Express and Outlook manual.

To import the exported address book from Outlook Express and Outlook, choose File from the menu bar, then Import Address Book.

You will be prompted to choose the Comma Separated File containing the address book data; choose the one you exported from Outlook or Outlook Express.

Then PenMail will ask you which field you want to be mapped as the nickname field in the PenMail address book and which one to be mapped as the email address:

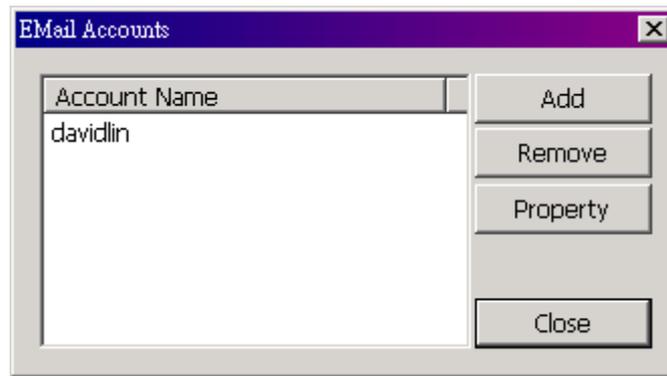


Choose carefully from the fields presented. The field mapping should be quite self-evident.

## Manage Multiple Mail Accounts

To use the Mail Account Manager, choose Tool from the menu bar, then Mail Accounts.

You should see the Mail Account Manager window:

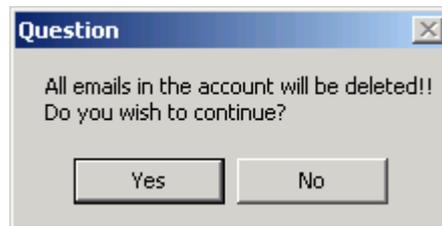


### **Add Mail Account**

To add a new mail account, click on the Add button; you should then see the New Account Editor dialog box that you see when you first using the program. Please refer to the “Using PenMail for the First Time” section if you need information on using the New Account Editor dialog box.

### **Remove Mail Account**

To remove an account, first select the account you wish to remove from the account listing, and click on the Remove button. You will be warned about losing all your emails in that account if you delete the account. Click on the OK button to confirm the deletion.



Note that if you have only one account left, you cannot delete that account, as PenMail needs at least one account to function properly.



### **Modify Mail Account Information**

To edit account information, first select the account you wish to edit from the account listing, and click on the Property button. You will see the Edit Account Dialog again, with fields filled in with appropriate information. Edit the fields as you like, and click on the OK button to confirm your change.

# Folder Management

## Create Folder

You can create folders to organize your emails. There are 3 ways of doing this:

1. With the parent folder selected, choose File from the menu bar, then Create New Folder.
2. Right click on the parent folder, and choose Create New Folder.
3. With the parent folder selected, press F3.

In either case, you will be prompted to enter the name for the new folder:



Note that you need to enter a valid folder name in Windows. So for example, you cannot have invalid characters such as “|” in the folder name.

## Delete Folder

You can also delete folders you don't need anymore; there are 2 ways of deleting folders:

1. Right click on the folder you wish to delete, and choose “Delete”
2. With the folder you wish to delete selected, press the DEL key

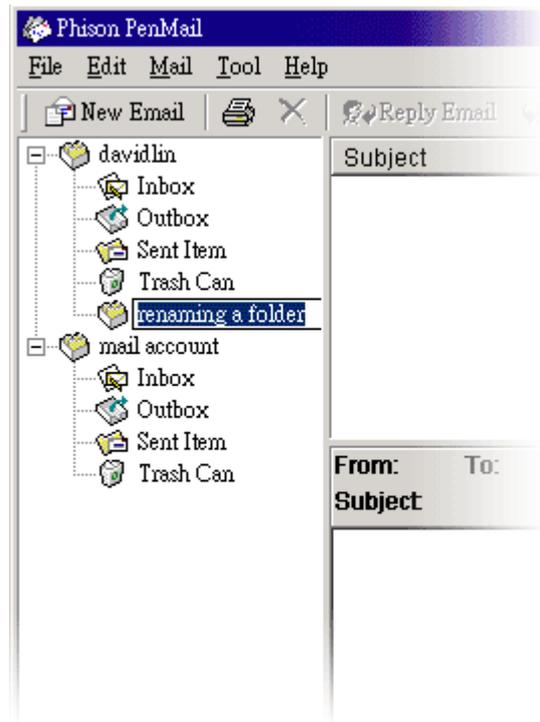
In either case, you will be warned that all mails in the deleted folder will be lost forever. Click on OK to confirm the deletion.

## Rename Folder

You can also rename a folder if you wish to; there are 2 ways of renaming a folder:

1. Right click on the folder you wish to rename, and choose “Rename”
2. With the folder you wish to rename selected, press F2

In either case, the label of the folder will become an edit box to allow you to change the folder name. Press ESC if you wish to cancel the renaming process:



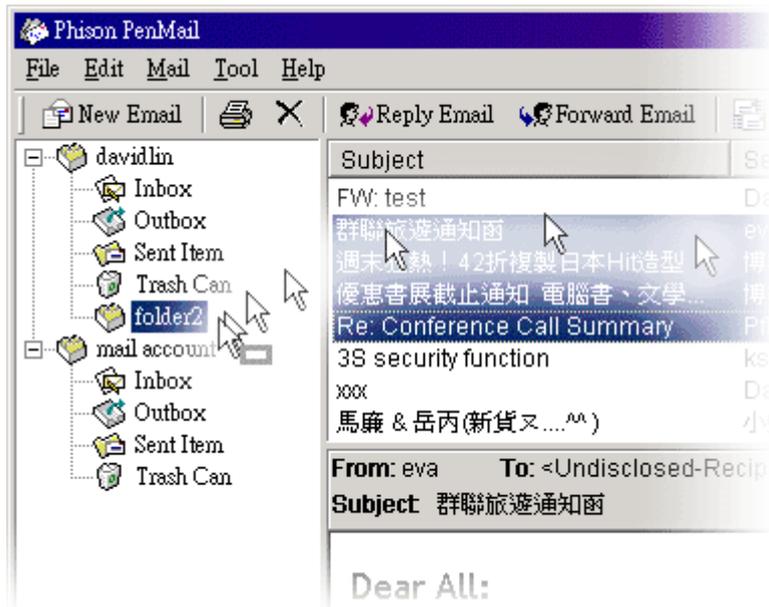
## Mail Management

You can move and copy mails between folders quite easily.

### Move Mails

There are 2 ways to move mails from folder1 to folder2:

1. In folder1, select the mails you wish to move, press CTRL+X to cut them, move to folder2, and press CTRL+V to paste them. (You can also use the other Cut / Paste hot key and menu item to achieve the same goal)
2. In folder1, select the mails you wish to move, then Drag and Drop them on to the folder you wish them to go in the folder list to the left.



## Copy Mails

To copy mails from one folder to another, first select the mails you wish to copy, and press CTRL+C to copy them. Go to the folder you wish to copy the mails to, and press CTRL+V to paste them in. (You can also use the other Copy / Paste hot key and menu item to achieve the same goal)

## Delete Mails

There are 3 ways to delete mails:

1. Select the mails you wish to delete, and press the DEL key.
2. Select the mails you wish to delete, and click on the Delete button  in the toolbar.
3. Select the mails you wish to delete, and choose Edit from the menu bar, and then Delete.

If you delete mails outside of the trashcan, they will simply be sent to the trash can instead, available for later recovery if so desired.

If you delete mails inside the trashcan, you will be warned that these mails will be lost forever. Click on OK to confirm the deletion.

## Sort Mails

You can click on the header bar to sort the mails in the respective fields. Click on the header bar again to sort the other way.