

MAILMAX/WEB

For Windows® 2000, NT

Administrator's Guide

SMARTMAX SOFTWARE, INC.

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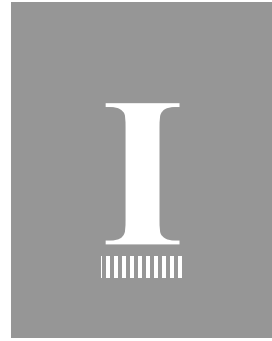
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TABLE OF CONTENTS

INTRODUCTION.....	1
WELCOME.....	1
FEATURES	1
PURPOSE AND DESIGN	3
CONVENTIONS	3
1 E-MAIL AND THE WEB.....	4
1.1 - OVERVIEW.....	4
1.2 - CLIENT/SERVER ARCHITECTURE	5
1.3 – WEB-BASED MAIL	6
2 INSTALLATION.....	7
2.1 – MAILMAX/WEB SYSTEM REQUIREMENTS.....	7
2.2 – SETTING UP YOUR MAILMAX/WEB.....	7
2.2.1 – <i>Installation Wizard Walkthrough</i>	8
2.2.2 – <i>IIS Setup</i>	9
2.2.3 – <i>Customizable Features of MailMax/WEB</i>	13
2.2.4 – <i>Allowing New Users to Sign Up Automatically</i>	16
3 NAVIGATING MAILMAX/WEB	18
3.1 – LOGGING IN	18
3.2 – NAVIGATING.....	19
3.2.1 – <i>MailMax/WEB Toolbar</i>	19
3.2.2 – <i>Message Area</i>	21
3.2.3 – <i>Viewing Messages</i>	22
Viewing Attachments.....	22
4 PERSONAL CALENDAR.....	23
4.1 – CALENDAR VIEWING	23
4.2 – USING THE CALENDAR.....	24
Adding Events.....	24
Modifying Events.....	25
Deleting Events.....	26
4.3 – CALENDAR SHARING	27
5 COMPOSING MESSAGES.....	28
5.1 – COMPOSING NEW MESSAGES.....	28
File Attachments	29
Sent Messages.....	30
6 ADDRESS BOOK.....	32

6.1 – USING THE ADDRESS BOOK	32
6.2 – CONTACT INFORMATION.....	34
E-mail Groups.....	35
Deleting Contacts.....	35
7 MAIL FILTERING	36
8 ACCOUNTS	37
9 ADVANCED ADMINISTRATION GUIDE	37
9.1 – QUICK GUIDE TO REGISTRY ENTRIES	37
9.2 – REGISTRY ENTRY VALUES	39



Introduction

A discussion of our software and the purpose of this manual

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Welcome

Thank you for your purchase of MailMax/WEB and welcome to our family of award-winning Internet server solutions! To ensure optimum productivity, we recommend that you carefully examine this manual in its entirety.

Features

MailMax/WEB offers powerful features to enhance your Web-based E-mail capabilities! Check out some these features:

NEW – Can now render HTML emails.

NEW – The system is now completely **IMAP based**, giving your users a centralized email solution. In other words, they can receive a new email while in MailMax/WEB and view that exact same email from their email client at home.
(The email always resides on the server)

NEW – **Virus scanning support**

NEW – The system is now completely run from an **ISAPI extension**, allowing it to be tightly integrated with Microsoft's IIS Server and eliminating the need for multiple CGI files.

NEW – **Zero administration** – All user restrictions and space requirements are managed at the MailMax level.

IMPROVED - **Built-in Shareable Calendar** to allow MailMax/Web users to publish their schedules to other MailMax/WEB users!

User Folder Management - This specially designed feature allows users ability to organize and store their mail in 'user defined folders'.

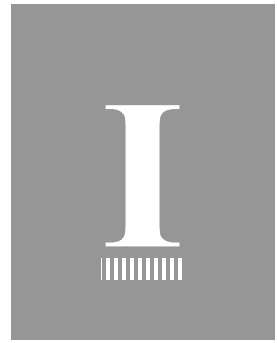
Enhanced Message Filtering to provide your users extensive options in handling their E-mail securely and effectively!

Web-based address book – Users can add, edit, delete individuals or groups from their personal address book.

Additional Email Accounts - This advanced option allows you to specify additional email POP accounts. These accounts can be checked in addition to your main email account.

Taglines – Administrators can specify a tagline that is attached to every outbound email.

Anonymous Open Subscription allows new users to instantly create and use new accounts over the Web!



Purpose and Design

The focus of this manual is to ensure that you have a comprehensive understanding of MailMax/WEB.

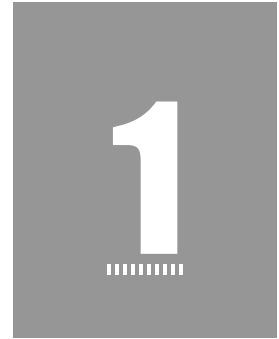
- Chapter 1 provides a synopsis of E-mail and web-based mail.
- Chapter 2 covers Installation and System Requirements.
- Chapters 3 – 9 explain using MailMax/WEB.

Conventions

The following conventions have been adopted to assist you in understanding the topics covered all through the user's guide.

Type & Styles

- The headers for each page will display the chapter and section title that you are currently viewing.
- Words that are in single quotes ('single quotes') are used to denote specific field names, headers, tab names and menu options in GUI applications.
- Words that are in double quotes ("double quotes") are used to denote example entries into fields, example names or other examples used throughout this documentation.
- The words "mail" and "message(s)" are synonymous with E-mail unless stated otherwise.



E-mail and The Web

A brief overview on Email and Web-based Email

.....

The following chapter provides a *brief* overview of the relationships between E-mail and how it relates to the Web. If you are familiar with the topic of E-mail, please feel free to skip over this discussion.

1.1 – Overview

Electronic mail, a.k.a. E-mail, has become a mainstay in many facets of our lives. Everyone, from top executives at major corporations to little kids, has made E-mail a regular means of communication. It is no longer unusual to hear “Did you get that E-mail...” in everyday conversation. Why has E-mail become so popular? Simply put, it is faster, cheaper and more efficient than traditional means of messaging (remember the postcard that finally got to your loved one, two days after you got back from your vacation).

Everything from formal letterheads to Post-it[®] notes served as a way to get a brief message to someone. The basic information usually enclosed is the ‘To’ and ‘From’ information (known as the message header or message envelope), which also includes the date and time the message was sent. The result is the message medium we know and love today, E-mail. And due to its incredible ease of use, the explosion of computers in the home and technological advances in audio/video transferability, E-mail has become more than a simple way to transfer messages, it has also become a viable alternative to traditional mail (now commonly referred to as snailmail) as well. You can send text messages, pictures, even videos through E-mail, just like you could with traditional mail. As more and more people log onto the Internet, E-mail will continue to evolve as a more effective way of messaging.

To support the high demand for electronic mail, many companies have sprung up to offer all kinds of software to send, view, and compose E-mail. The two basic types of software that propagate E-mail are *mail clients* and *mail servers*.

1.2 – Client/Server Architecture

The relationship between E-mail and E-mail servers is based on the Client/Server architecture used in networking. It is a fancy title that simply means, one computer (client) asks for something and another computer (server) looks for it and delivers (serves) it, if the requested item is available. The relationship is as follows; a *client* is the software application on your computer that requests information from the *server* and then processes it so that it can be displayed to you. Some examples of *mail clients* would be Microsoft Outlook, MailMax/WEB, Hotmail, etc. A *server* is a machine running *server* software that allows it to provide data to another computer. Your users' mail will reside on your server until they request (download) it. The *mail server* is the computer that is running your server software such as MailMax.

When your users check for E-mail, with Outlook or MailMax/WEB, their *mail client*, is having a conversation with the *mail server*. *Servers* and *clients* rely on a set of rules, kind of like grammar or etiquette that allows them to speak to one another. The set of rules that the server and client use is called a *protocol*. The basic conversation between your *mail client* and your *mail server* goes a little something like this:

Client: Hello. Are you there?
Server: Yes, I'm here.
Client: Can you give me my mail?
Server: Yes, here it is (if there is mail).

At this point, the *mail client* grabs the information from the *mail server* and puts it on your computer. You see the result of this transaction in your *mail client* (i.e. – your mail).

OR when sending mail:

Client: Hello. Are you there?
Server: Yes, I'm here.
Client: I have some mail to send.
Server: Okay send it my way and I'll take care of it!

At this point, the *mail client* transmits the messages the user wants to send to the *mail server*. The *mail server* then stores the mail until it is ready to send it (see Fig 1.3 for an illustration of how email travels).

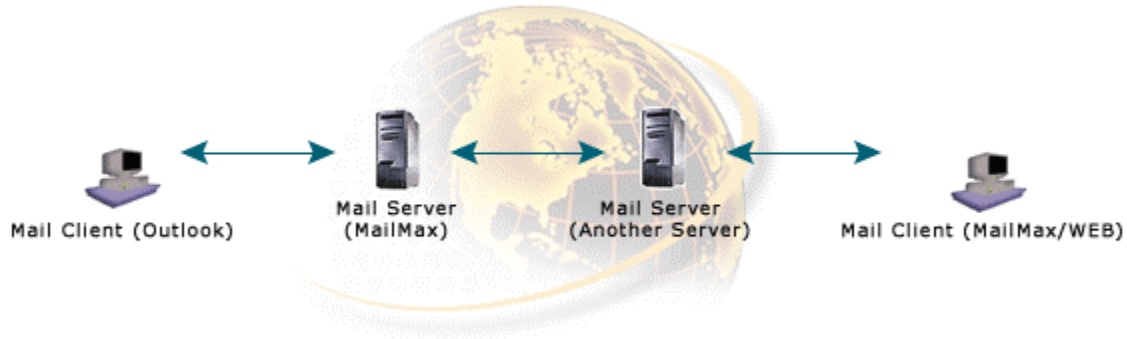


Fig. 1.3

Mail Client/Server Illustration. Blue arrows indicate the paths E-mails travel.

1.3 – Web-based Mail

Web-based E-mail is another version of an E-mail client. However, instead of the client software residing on a local machine, it exists exclusively in the realm of the Internet in the form of web pages. Web-based mail clients perform much of the same duties as many other “local” mail clients such as retrieving, composing and storing mail as well as maintaining address books, personal calendars and mail folders.

2

Installation

The fine details of getting your MailMax/Web up and running.

2.1 – MailMax/WEB System Requirements

To ensure optimal performance of your MailMax/WEB mail client we recommend the following minimum hardware and software requirements:

- ☉ Microsoft Windows NT 4.0 or Windows 2000
- ☉ MailMax 4.0 or greater
- ☉ Intel Pentium II 350 MHz or greater
- ☉ 128MB Ram
- ☉ Requires Microsoft Internet Information Server (IIS) version 4.0 or greater
- ☉ Network interface card configured to use TCP/IP
- ☉ Dedicated Internet Connection

2.2 – Setting up your MailMax/WEB

After you have purchased and received your MailMax/WEB installation files, double-click on the setup file '**MailMaxWEB4.EXE**'. This will initiate the MailMax/WEB installation wizard.



2.2.1 – Installation Wizard Walkthrough

Wizard Steps

- 1) Click on the ‘Next’ button (from the Introduction screen) to view the license agreement and read over it carefully. If you agree with the terms stated in the license agreement, select the ‘I agree’ dialogue box and click on the ‘Next’ button.
- 2) After you have accepted the license, you will see the registration information screen (see Fig 2.1). Enter an E-mail address where you can be contacted. Then enter the name MailMax/WEB will be registered under (this information should match the information you provided when you purchased your copy of MailMax/WEB. Next, enter your registration key that was provided in the ‘Registration Key’ field. *If installing as a demo, enter your email address only.*

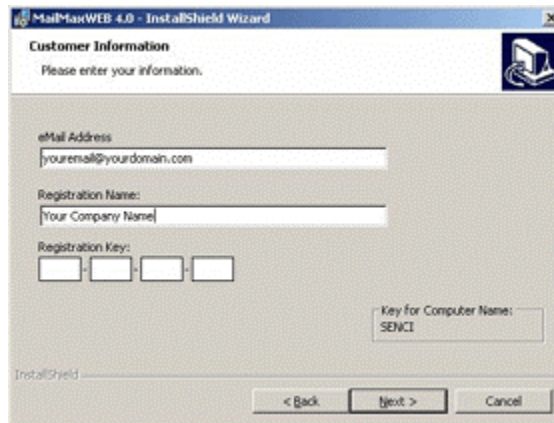
The image shows a screenshot of the 'MailMax/WEB 4.0 - InstallShield Wizard' window. The title bar includes the text 'MailMax/WEB 4.0 - InstallShield Wizard'. The main window has a header area with the text 'Customer Information' and 'Please enter your information.' Below this, there are three input fields: 'eMail Address' with the placeholder 'youremail@yourdomain.com', 'Registration Name:' with the placeholder 'Your Company Name', and 'Registration Key:' with four empty boxes. At the bottom right, there is a field for 'Key for Computer Name:' with the value 'SENCI'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

Fig. 2.1
Registration
Information

- 3) Now you will be prompted to save the MailMax/WEB to your hard drive. The default directory has been set to save the files in “C:\inetpub\wwwroot\Mailmaxweb”. You may save the files wherever you wish, just make note of where you save them. Once you have selected the file destination, click ‘Next’.
- 4) You will be asked what setup type you would like to run. The ‘Complete’ install will automatically install all the files for MailMax/WEB. The ‘Custom’ install will allow you to specify which components you would like to install. It is recommended that you use the ‘Complete’ setup type. Click ‘Next’ to continue.
- 5) Once you have finished the wizard setup, you can click the ‘Install’ button to complete the installation of MailMax/WEB. If you need to change any information, click on the ‘Back’ button until you reach the point you need to make adjustments. Click ‘Finish’ when the installation is complete.

2.2.2 – IIS Setup

Now you must setup your Windows Internet Information Services. To begin, open your IIS management console (“**Internet Services Manager**” icon). In Windows 2000 this is located in your Administrative Tools menu and in Windows NT it is located in your Option Pack 4 menu.

Steps

- 1) Double-click on your server. The server name should be listed in the left column. This should expand all available websites on the server.
- 2) Select the directory in which the MailMax/WEB pages have been installed. If you saved the files under the default directory (i.e. - you didn't change the install-to directory), the MailMax/WEB pages will be located under the 'Default Web Site' branch. The MailMax/WEB pages are located in the “**Mailmaxweb**” folder.

(For information regarding placing MailMax/WEB under another website, other than the default website, please refer to your IIS help documentation.)

- 3) Right-click on the 'Mailmaxweb' folder and select 'Properties' from the pop-up menu (see Fig 2.2).

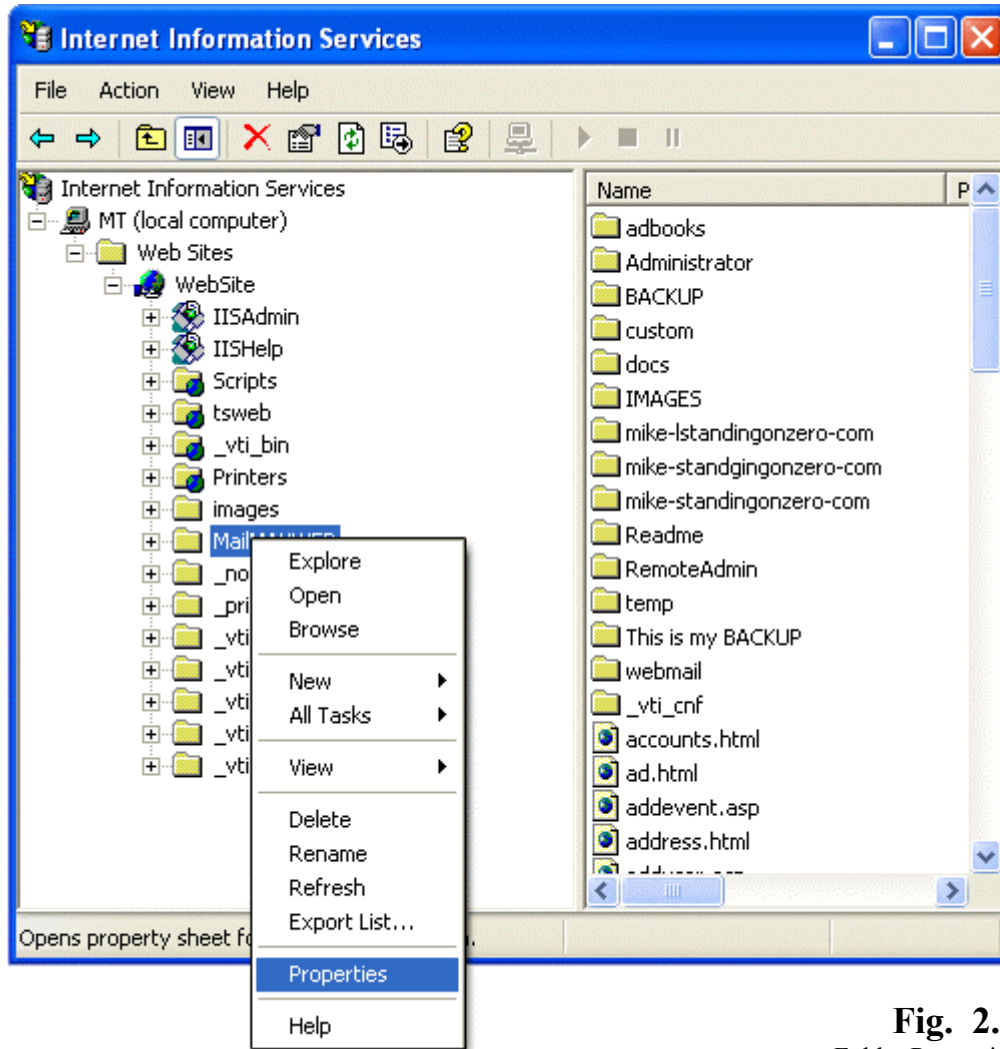


Fig. 2.2
Folder Properties

- 4) Once you have the ‘Mailmaxweb’ properties dialogue box open, select the ‘**Scripts and Executables**’ option from the ‘**Execute Permissions:**’ menu (see Fig 2.3). Make sure you **ONLY** have the Read checkbox selected. Then, go to the ‘Documents’ tabs and select ‘**Default.asp**’ as your default document. (You can check Log visits and Index this resource at your own discretion. It will not effect how MailMax/WEB operates.)

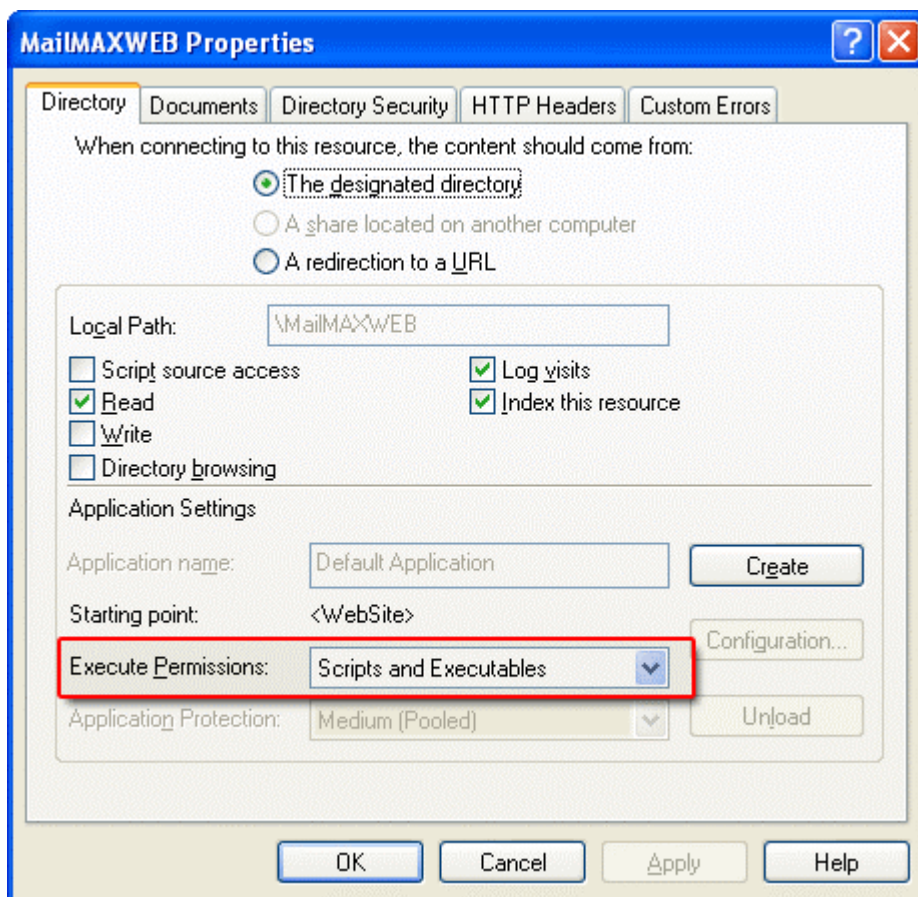


Fig. 2.3
MailMax/WEB
Properties

- 5) Now repeat the process for the ‘Temp’ folder (the folder under the ‘Mailmaxweb’ folder). Except, the ‘Execute Permissions:’ should read ‘Scripts Only’. There should be NO checkboxes selected for Script source access, Read, Write, and Directory browsing. (You can check Log visits and Index this resource at your own discretion. It will not effect how MailMax/WEB operates.)
- 6) Now check the securities on your NTFS permissions. Browse-out to the ‘Mailmaxweb’ folder (inetpub | wwwroot) via your ‘My Computer’ (see Fig 2.4). Right-click the folder and select ‘Properties’ from the pop-up menu.

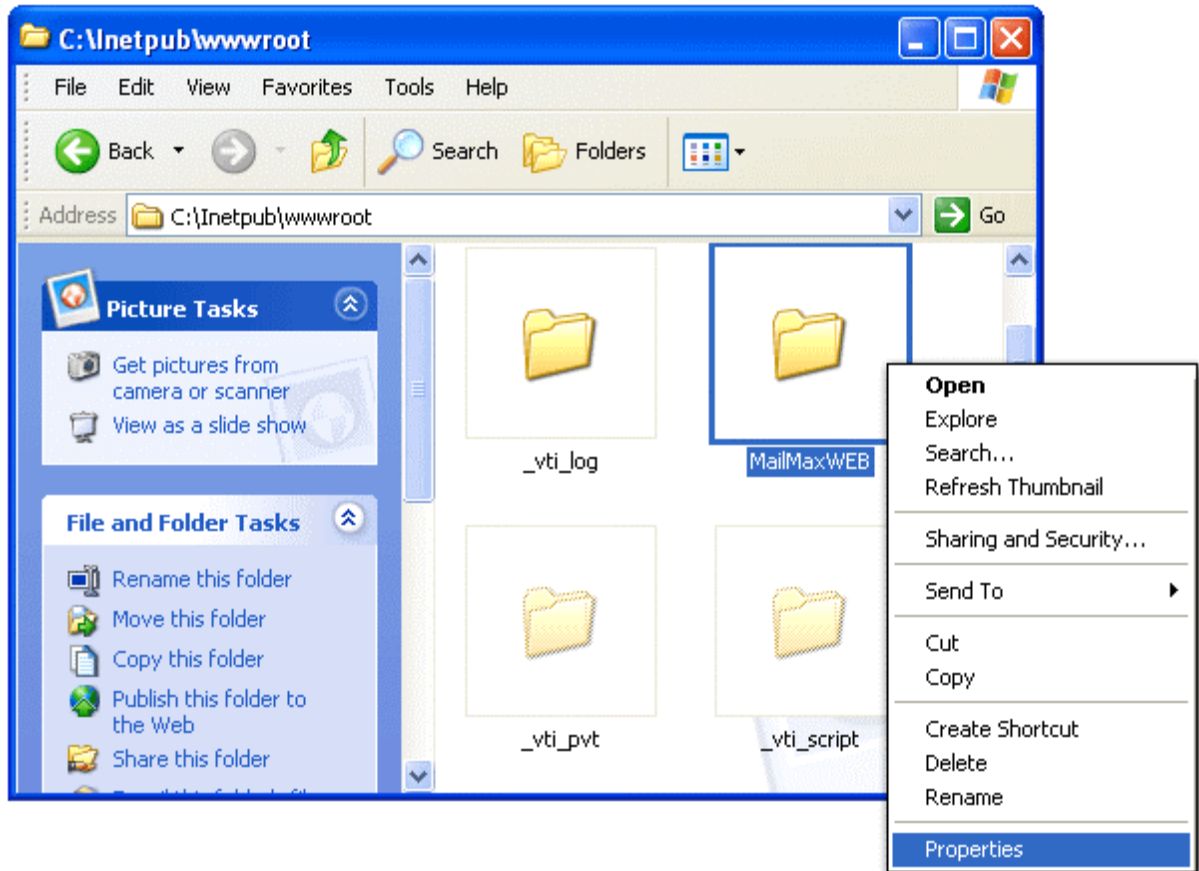
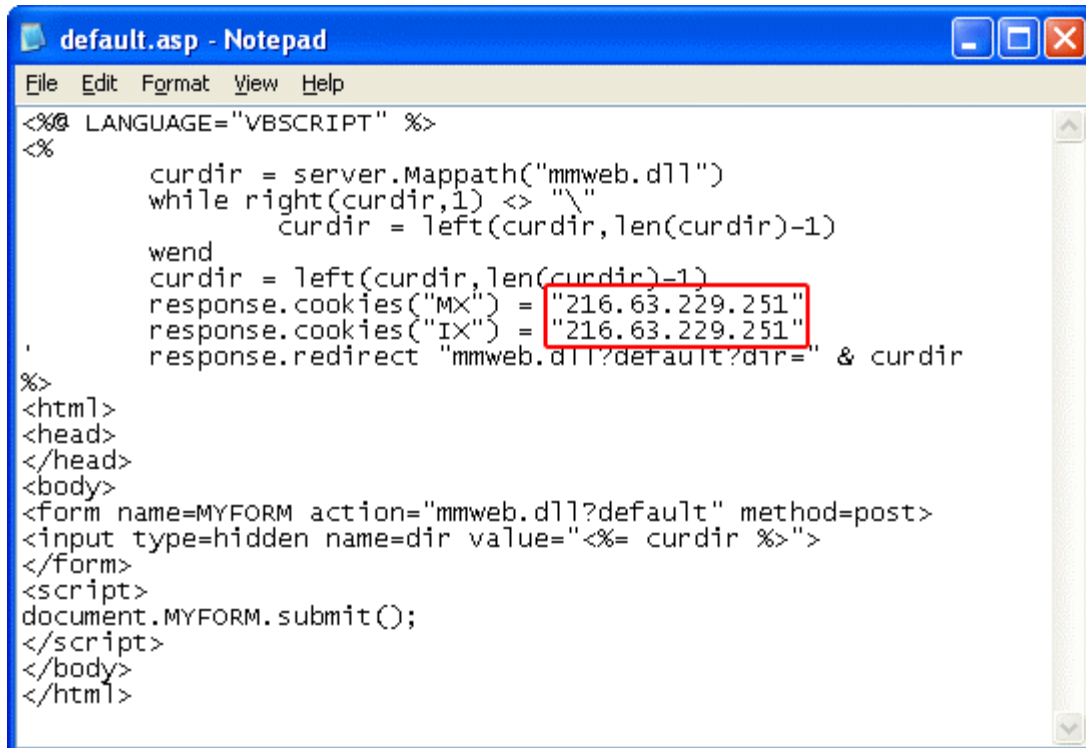


Fig. 2.4
MailMax/WEB NTFS

- 7) Go to the ‘Security’ tab (NT 4.0 users - click the Permissions button located on the Security Tab). Access your IUSR_(computer name) account depending on how your computer is set up (see Windows documentation for further details.) Set up the ‘Permissions’ so that the IUSR has **Full Control** for that directory and all of its children objects. (Full Control is required so that the MailMax/WEB application can create, delete, and modify files as needed.)

8) Once you have completed the previous steps, your MailMax/WEB pages are almost ready for use! The next step is to open default.asp in Notepad. (Default.asp is located in the root directory of where MailMax/WEB is installed.)

9) After you open default.asp, it should look similar to the screenshot below. The IP address next to ‘(“MX”) =’ represents the IP address of your **SMTP** server. Edit the IP address accordingly. The IP address next to ‘(“IX”) =’ represents the IP address of your **IMAP** server. Edit the IP address accordingly.



```
default.asp - Notepad
File Edit Format View Help
<%@ LANGUAGE="VBSCRIPT" %>
<%
    curdir = server.MapPath("mmweb.dll")
    while right(curdir,1) <> "\"
        curdir = left(curdir,len(curdir)-1)
    wend
    curdir = left(curdir,len(curdir)-1)
    response.cookies("MX") = "216.63.229.251"
    response.cookies("IX") = "216.63.229.251"
    response.redirect "mmweb.dll?default?dir=" & curdir
%>
<html>
<head>
</head>
<body>
<form name=MYFORM action="mmweb.dll?default" method=post>
<input type=hidden name=dir value="<%= curdir %>">
</form>
<script>
document.MYFORM.submit();
</script>
</body>
</html>
```

Once you have completed these steps, your MailMax/WEB pages are ready to go!

You may access the MailMax/WEB pages through a browser by entering the URL of where you have published them.

2.2.3 – Customizable Features of MailMax/WEB

The pages featured in MailMax/WEB are fully customizable allowing you to change the graphics and text according to your needs. You may change the graphics and text according to your needs. The basic functionality of the MailMax/WEB pages should be untouched; however, any cosmetic changes are completely under your control. See below for a detailed explanation of each .html page.

● ***I want to customize my MailMax/WEB with my own graphics, layout, colors, etc. How do I know the names of the HTML pages that are editable?***

Accounts.html - This advanced option allows you to specify additional email POP accounts. These accounts will be checked in addition to your main email account (unless the account is marked as disabled). You may specify a folder other than the default ("new") into which mail from the account will automatically be placed.

Ad.html - This is the banner located at the top center frame of the MailMax/WEB page. You can insert your own banner image or corporate logo. If more room is desired, just edit the frame definition in main.html to increase the size of the top frame.

Address.html - This contains the template for the personal address book display. Do not change any of the form elements, but you can rearrange them or add graphics to suit your needs.

Adduser.asp - Actual ASP file which adds a new user - receives data from Join.htm.

Book.html - This page is used to edit, add, delete individuals or groups of people from your personal address book. Do not change any of the form elements, but you can rearrange them or add graphics to suit your needs.

Boxes.html - This file defines the row of icons/buttons directly below the banner on the main MailMax/WEB page. These are the main buttons that operate MailMax/WEB. ('Go to', 'Calendar', 'Check Mail', 'Compose', 'Delete', 'Address Book', 'Filters', 'Accounts', 'Move To') Do not change any of the form elements, but you can change the button graphics to suit your needs.

Calhelp.html - This page displays instructions on how to use your personal calendar. If you would like to write/modify your own help file on using the basic functions of MailMax/WEB or change colors, feel free to do so.

Default.html - This page defines the primary entry point to your MailMax/WEB system and serves as the initial login screen. You should configure your web server (IIS) so that default.asp is the default page for the directory in which the MailMax/WEB files exist. Do not change any of the form elements, but you can change the button graphics to suit your needs.

Displaybox.html - This file is used to display who the message is "From", the "Subject", and "Time". It also displays the "No Messages" alert if there are no messages in the current mailbox. The point of editing this page is primarily to change the colors of the text displayed.

Groupinfo.html - This page displays instructions on how to use your personal address book.

Filter.html - Contains Filter form fields, and basic filter operation instructions. For example, this advanced option allows you to discard mail containing whatever phrases you feel are objectionable. If these words or phrases occur anywhere in an email, the email is

rejected. You can also define words or phrases which override the filters.

Help1.html - Online Help Pages

Help2.html

Help3.html

Join.htm - This HTML file permits the user to add themselves to a domain. As shipped, this file is not accessible from any of the other pages; you will have to add a link if you wish to support this functionality. You will need to replace the text 'mydomain.com' in the file with the domain to which the user will be added. Note, in the MailMax GUI, the domain must be configured to allow this function and is accomplished by checking the 'Add New Users Via Web' box.

List.html - Displays the table of messages. You can edit the table to define your own table/text colors. You can also change the buttons/graphics to suit your needs, but do not change any of the form elements. ('Delete Folder', 'Rename Folder', 'Help', 'Edit Primary Mail Account', 'Log Out')

Main.html - This file defines the main frame layout of the MailMax/WEB system. If you need to change the spacing of Boxes.html or Displaybox.html, you can do so here.

MessageTop.html - This page is displayed when you read individual messages. You can edit the color of the 'From', 'To', 'Date', and 'Subject' fields. You can also change the buttons/graphics to suit your needs, but do not change any of the form elements. ('Reply', 'Forward', 'Delete', 'Last Message', 'Next Message')

Pop.asp - This file, like default.asp, permits the user to enter or change information about their account and then check their mail.

Sm.html - This defines the layout of the 'Compose Message' page. Do not change any of the form elements, but you can rearrange them or add graphics to suit your needs.

Sm2.html - A counterpart to sm.htm, it is used by the reply and forward functions. If you change the look of sm.htm, you should also change Sm2.htm to match that look. Just leave the substitution variables (they start with a percent sign) alone.

Tagline.html - Edit this file to enter a tag line that gets attached to every message sent through MailMax/WEB. Adding a tagline is a great way to advertise your email service.

Up.html - This page is where the user will select the file to attach to the message being sent.

Up2.html - This page shows what files are going to be attached to the message being sent. From this page you can also add more files to be attached to the message.

Userinfo.asp - User account edit page, allows changing of passwords, forwards and mailbox properties.

Microsoft FrontPage Users!!!

Editing .html pages with FrontPage commonly breaks the code that interacts with the .asp pages and MailMax .dll's used to run MailMax/WEB v4.0. Please make sure you make backup files of all of the original files you modify.

2.2.4 – Allowing New Users to Sign Up Automatically

In order to allow new users the ability to automatically sign up to use your MailMax/WEB service, you need create a link that accesses the ‘**join.htm**’ page (see Fig 2.7). This page was installed automatically with your other MailMax/WEB files and is located in the root of the directory that you installed MailMax/WEB in.

Although you may create the link wherever you wish, it is recommended that you create it on the login page or the intro page that leads your users to your MailMax/WEB service.

You must also set up the default domain for the new user accounts. To do this you must open the source of ‘join.htm’ in Notepad. The line that reads:

“Domain value = “Put Your Domain Name Here.Com” (see Fig 2.8).

Fig. 2.7
Join.htm

This value sets the domain of the new user. So their E-mail address will read `newuser@yourdomain.com`

When you enter your domain name, be sure to include the “.com” or “.whatever”.

```
nt-size: 12.0pt; mso-fareast-font-family: Times New Roman; mso-bidi-language: AR-SA">Please note: The behavior contrived as unprofessional will compromise your address through this service.</span></font></span></font></pre><pre>order="0" bordercolorlight="#800000">
ser.asp" method="POST">
name=DOMAIN value="Put Your Domain Name Here.Com">
color="#EBEBEB"><font size="2" face="Verdana">Last Name:
color="#DFDFDF"><font size="2" face="Verdana">First Name:
color="#EBEBEB"><font size="2" face="Verdana">Address:</pre>
```

Fig. 2.8
Join.htm Source Code

Navigating MailMax/WEB

Getting started and moving around.


3.1 – Logging In

In order to start using MailMax/WEB, your users need to log in with their ‘Email Address’ and User password. The E-mail address will be their full address which includes user name, the “@” and the domain name of their account (see Fig 3.1). Their password will be one they specified when they first created their MailMax/WEB account or one that you, as the administrator, specified when you created the account.

When you’re users log in using MailMax/WEB, they will actually be checking their mail using the IMAP protocol. This means that if they wish to see the email that they see in MailMax/WEB, in their personal email client, they will need to configure their email client to utilize IMAP 4.

The ‘Optional Information:’ area allows your users to enter a long name description such as their first and last name for their account.

If your users have any difficulty logging in or with any other area of their MailMax/WEB account, they can click on the ‘Help’ icon for assistance. A new window will pop up providing them with additional information regarding the area where they are located.

Required Information:	
Email Address:	<input type="text" value="mike@standingonzero.com"/>
Password:	<input type="password" value="....."/>
 Help	<input type="button" value="Check Mail"/>

Optional Information:	
Long Name:	<input type="text" value="Michael Taylor"/>

Fig. 3.1
User Login Screen

3.2 – Navigating

After your users have successfully logged into their MailMax/WEB account, they will be directed to the ‘Inbox’ (see Fig 3.2). From this area they can view any new messages that they may have. The toolbar located across the top of the screen will give them access to the other features of their MailMax/WEB account such as their address book or personal calendar.

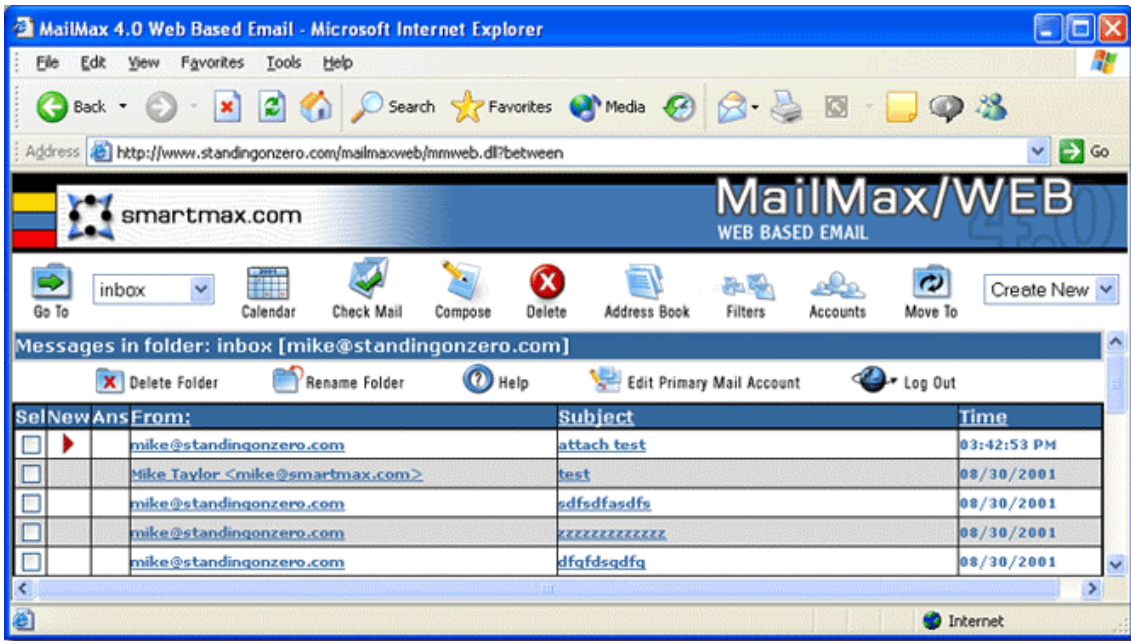


Fig. 3.2
Viewing Messages Area

3.2.1 – MailMax/WEB Toolbar

The MailMax/WEB toolbar provides your users the ability to quickly access the other areas of their mail account. As they move throughout their account, the toolbar will always be located across the top of area they are viewing.



The ‘Go To’ option allows your users to jump to specific folders in their account. They select the folder they wish to access from the drop down menu, and then click on the ‘Go To’ icon.

The '**Calendar**' option will open the personal calendar feature. Users click on the 'Calendar' icon to view their personal calendar (see CH 4 for a discussion on how to use the personal calendar).

The '**Check Mail**' option will take your users to their 'New Msgs' folder. Wherever they are in their MailMax/WEB session, clicking on the 'Check Mail' text will check to see if they have any new messages by displaying their 'New Msgs' folder ("Inbox").

The '**Compose**' option allows your users to compose a new message (see CH 5 – Composing New Messages). Click on the 'Compose' icon to open the 'Compose E-mail' window.

The '**Delete**' option allows your users to delete items that have been selected (checks in the check boxes). For example, to delete all the messages in a folder, click on the 'Select All Displayed Messages' and click on the 'Delete' icon. If they wish to delete certain messages, they simply check next to the messages they wish to delete, then click on the 'Delete' icon.

The '**Address Book**' option allows your users to open their address book to add, delete or modify contacts. Click on the 'Address Book' icon to open the address book (see CH 6 – Address Book).

The '**Filters**' option allows your users to access their MailMax/WEB account message filtering preferences (see CH 8- Filters). To set up or modify the filtering options, click on the 'Filters' icon.

The '**Accounts**' option allows your users to specify additional mail accounts that MailMax/WEB may pop (check) for new messages (see CH 9 – Accounts). Click on the 'Accounts' icon to open the account management page.

The '**Move To**' option allows your users to relocate selected messages to folders that they specify. In order to move a message, simply select it by checking the 'Sel' box next to the message. Now, go to the drop down list located next to 'Move To' in the toolbar. Here you may either create a new folder or select a folder that currently exists from the drop down menu. Once the folder has been selected, click on the 'Move To' button.

3.2.2 – Message Area

As mentioned before, your users will be automatically directed to their new messages folder when they log in. Additional information regarding their account will be displayed under the MailMax/WEB toolbar. The ‘Messages in folder’ heading will display the current folder that they are viewing. Other folder options are also displayed along this line (these options are discussed in more detail in CH 7 – Folder Management):

The ‘**Delete Folder**’ option lets users delete any folders that they have created.

The ‘**Rename Folder**’ option allows users to rename any folders that they created.

The ‘**Help**’ option will display help information in a pop-up window. The ‘Help’ link will provide information that pertains to the area that users are in. For example, if they are viewing a folder, the help information will show information regarding those folder options.

The ‘**Logout**’ option will log users out of their MailMax/WEB session.

A red arrow, pointing to the right under the ‘**New**’ column, marks new messages.

The check box under the ‘**Sel**’ column allows users to mark a message for a specific action such as deleting or moving to another folder.

The ‘**From**’ column will display who the message is from. It will display the long name of the sender (if supported by their client) and their E-mail address. Click on the sender’s name to view the message.

The ‘**Subject**’ column will display the subject of the E-mail message(s) that you have received. Click on the message subject to view the message.

The ‘**Time**’ column will display when you received the message. The most recent messages will have a time display. Older messages will display the received date.

3.2.3 – Viewing Messages

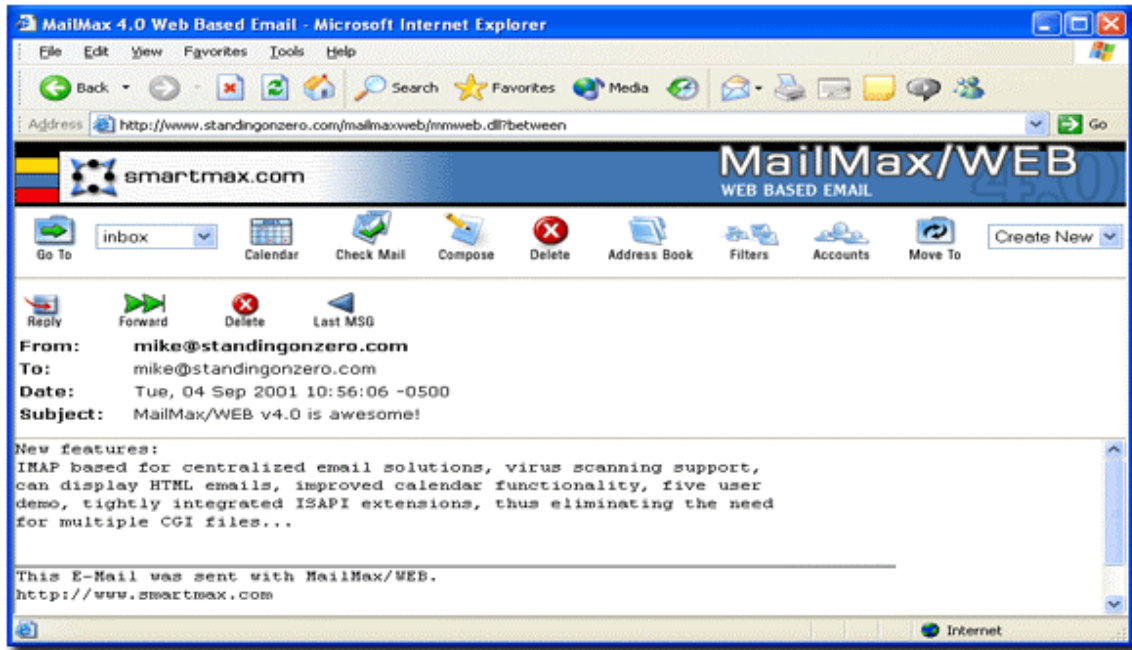


Fig. 3.5
Viewing a message

When you view a message, you will see the message header (From, To, Date, Subject) and a row of icons that allow you to reply, forward or delete the message. The contents of the message are displayed below the section break line. To view the next message in the folder you are in, click on the ‘Next Message’ icon (see Fig 3.5).

To *reply* to the message you are viewing, click on the ‘Reply’ icon.

To *forward* the message you are viewing, click on the ‘Forward’ icon.

To *delete* the message you are viewing, click on the ‘Delete’ icon.

Viewing Attachments

When your users receive any messages that contain files, they will be shown as hyperlinks just about the body of the message.

Personal Calendar

Planning your days on the Web.

4.1 – Calendar Viewing

The Personal Calendar feature provides your users the ability to maintain an online appointment book (see Fig 4.1). Users also have the ability to share their appointments with other MailMax/WEB users.

The current month, the following month and months at a glance (exploded view of the current month) are displayed on the left of the page, with the current day being highlighted in red. On the right, the current day's schedule is shown. When users first log into their personal calendar, the current day's schedule will be presented.

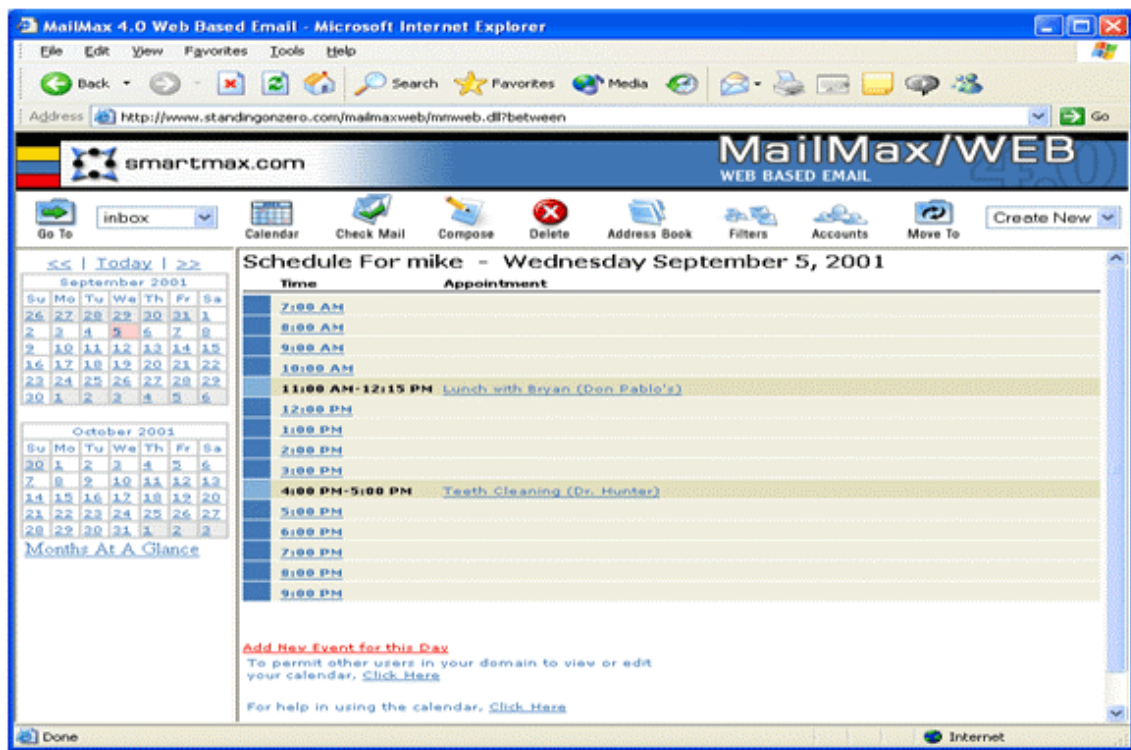


Fig. 4.1
Personal Calendar

4.2 – Using the Calendar

To view a date other than the current, the user has to click on the day of interest from the calendar located to the left. Clicking on the ‘Today’ link will bring the calendar back to the current month and the current day. They can use the arrows enclosing the ‘Today’ link to move through the months or you can click on months at a glance to see an exploded view of each month. While in this view, you can view details, modify, or delete that specific appointment by clicking on the underlined Event.

Adding Events

To add an event to the schedule the user needs to select a date to modify. By default, a blank day (no scheduled events) will display the hours of 7 a.m. to 9 p.m. However, events to be scheduled may be outside that range. Once a user has a date selected, they can click on the ‘Add New Event for this Day’ link, located just under the day schedule. This will open the ‘Add New Appointment’ page (see Fig 4.2). The user may also click on a time to add an appointment.

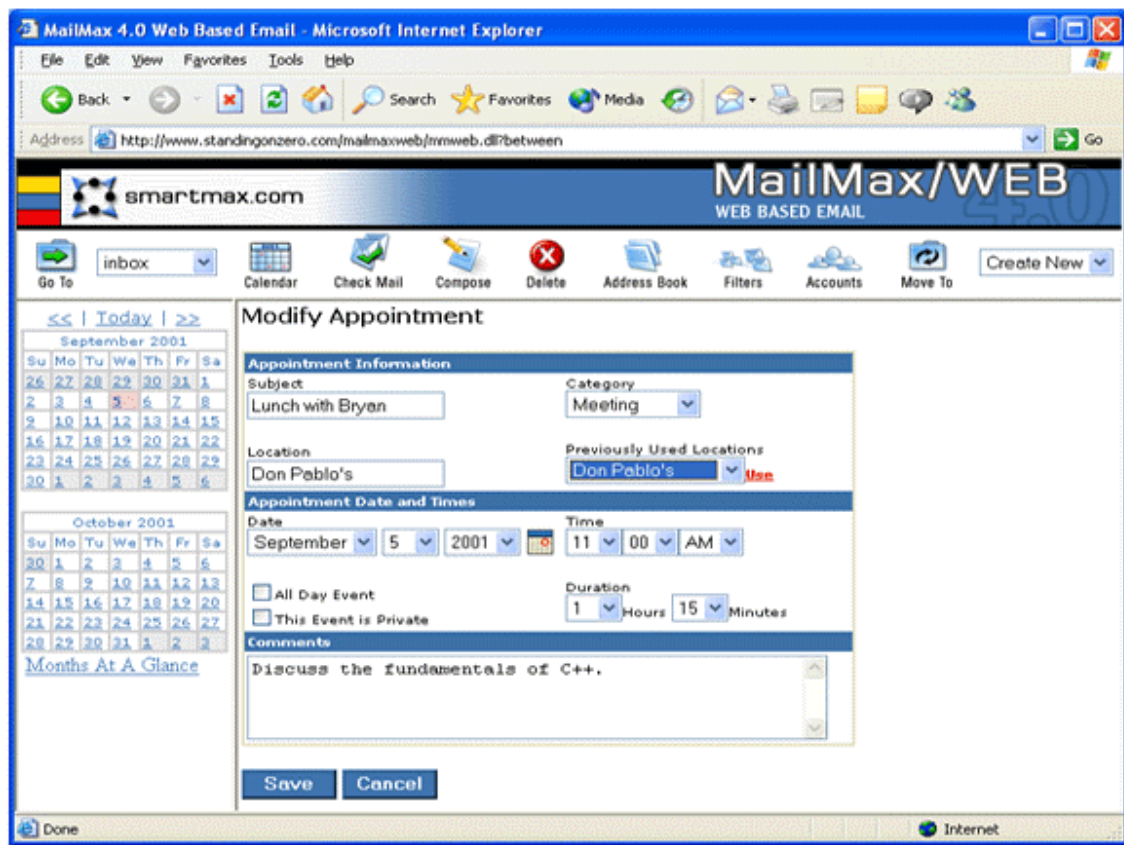


Fig. 4.2
Adding an Event

Once the user has the ‘Add New Appointment’ page up, they can begin to enter the specifics concerning that event. They can type in the ‘Subject’ of their meeting and specify the ‘Category’ of the meeting such as “Personal” or “Business” from the drop down menu.

The user can specify the location of the event in the ‘Location’ box. Any locations that have been entered and saved for other appointments will be saved in the drop down list under ‘Previously Used Locations’. To choose an already used location, select the location from the list and click on the ‘Use’ link. The location will be automatically entered into the ‘Location’ box.

Next, the user may specify the time and date of an event, as well as, its duration. If it is an all day event, the user may check the ‘All Day Event’ box.

The private event check box marks an event private and unavailable to anyone who has been given permission to see the user’s calendar.

Any special comments concerning the event may be typed into the ‘Comment’ box.

Once the user has entered all of the information concerning the event, they need to click on the ‘Save’ button to save the event in their calendar. The ‘Cancel’ button will discard any information and return to the calendar view without saving the event.

Modifying Events

To modify a saved event, the user needs to click on the scheduled event. The ‘View Appointment’ page will come up displaying the information of the selected appointment (see Fig 4.3).

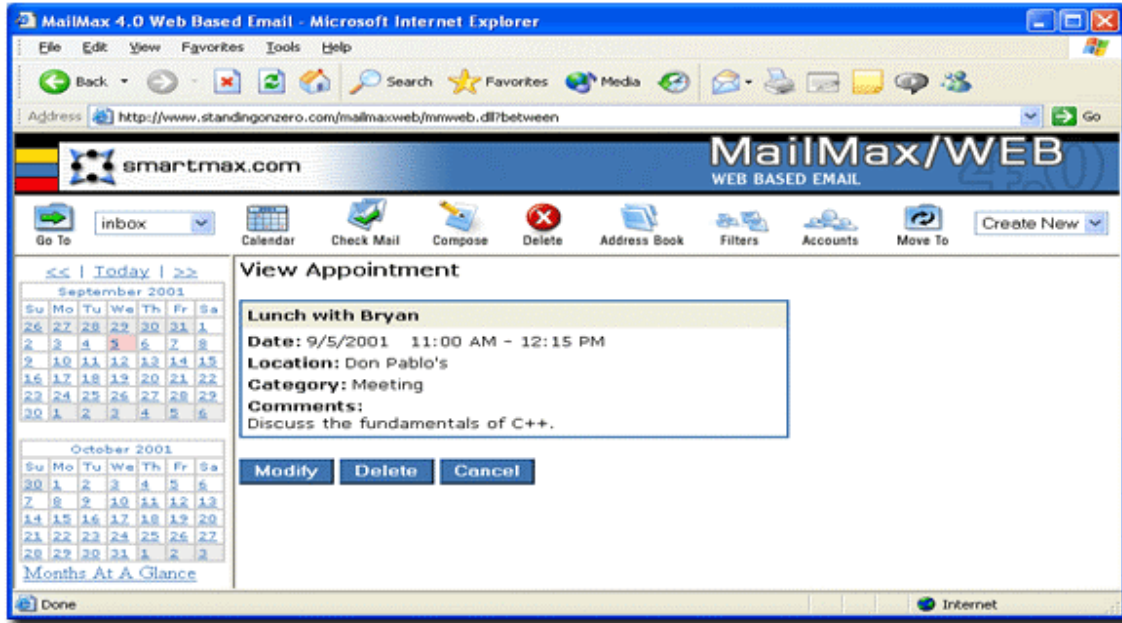


Fig. 4.3
Viewing an Event

Click on the 'Modify' button to modify the event information.

Deleting Events

To delete the event, click on the 'Delete' button.

4.3 – Calendar Sharing

Users have the option to share their calendars with other MailMax/WEB users. To share the calendar, click the sharing link under the ‘Add New Event for this Day’ link. This will bring up the sharing options page (see Fig 4.4).

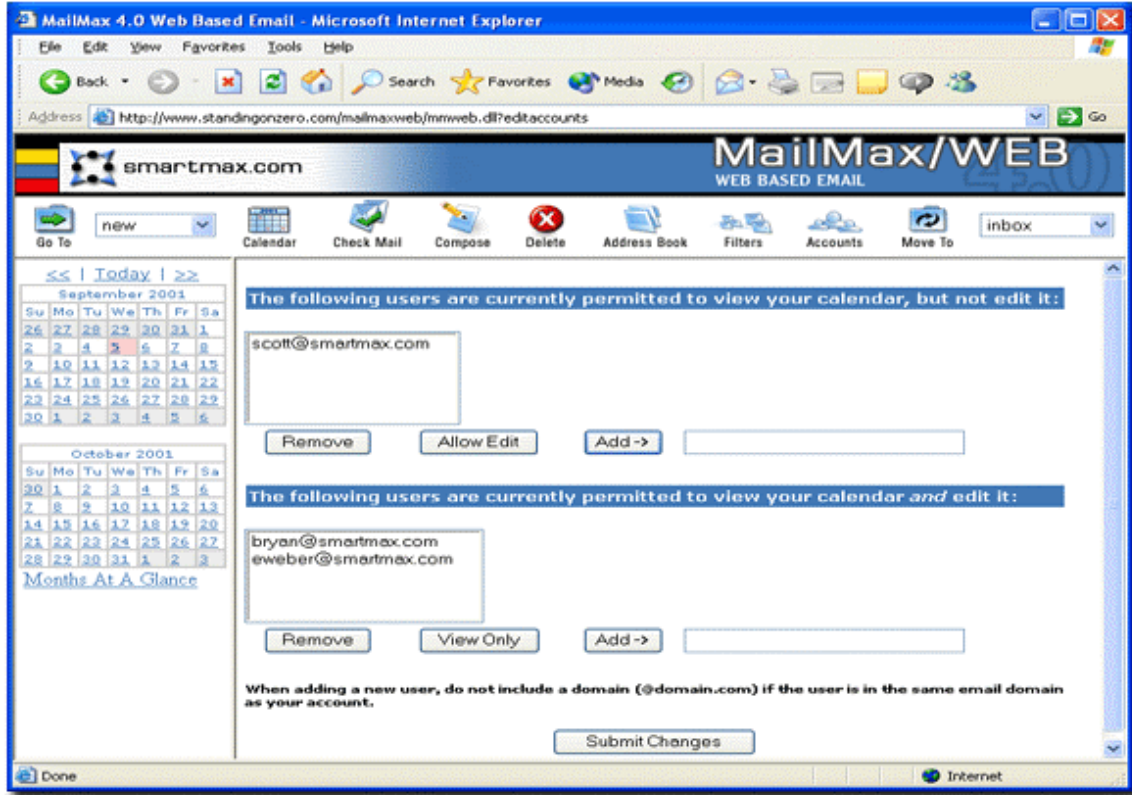


Fig. 4.4
Sharing your calendar

The user needs to enter the E-mail addresses of the persons they wish to allow access to their calendar (i.e. – bryan@smartmax.com). The user may also them editing permission or view-only permissions, entering should enter the addresses in the appropriate area.

By clicking on the name of a person in one list, you can switch them between permissions (i.e. – allow bryan@smartmax.com editing permissions). Click on the name of the person and click on the ‘Allow Edit’ button, then move down to the allow editing list. Use the same steps to only allow a person to view the calendar but not edit it.

Once the lists have been completed, click on the ‘Submit Changes’ button.

Composing Messages

Composing New Messages.

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5.1 – Composing New Messages

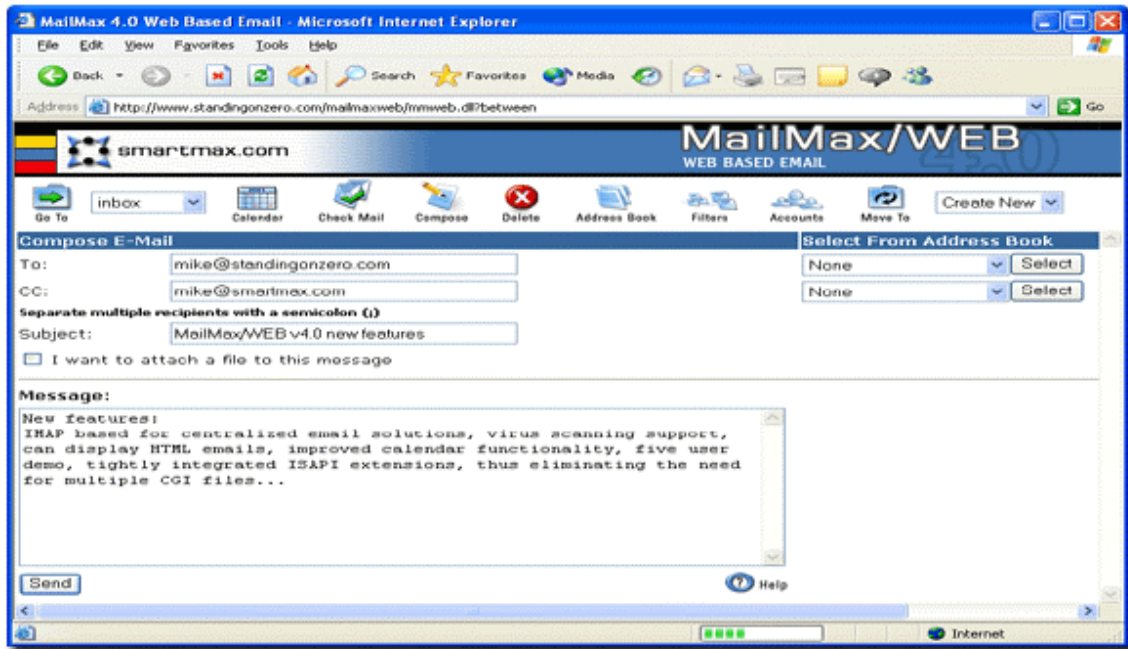


Fig. 5.1
Composing Messages

Composing a new message works much like every other E-mail client. Enter the recipient's address in the 'To:' field and recipients of copies in the 'CC:' field. Multiple recipients need to be separated by a semicolon (;).

Users may also select names from their address book to enter in the 'To:' and 'CC:' fields. Under the 'Select From Address Book' header are drop down menus that list all of the addresses that a user has saved into their address book. To select an address, click on the name from the menu and click on the 'Select' button.

Enter the subject of the message in the ‘Subject:’ field.

Users can compose their messages in the text box under the “Message:” header.

File Attachments

If the user wishes to attach files to their messages, they need to check the ‘I want to attach a file to this message’ box.

Once the user is finished composing the message and has selected to attach a file, they need to click on the ‘Send’ button. Upon sending a message with an attachment the confirmation screen will be displayed (see Fig 5.2).

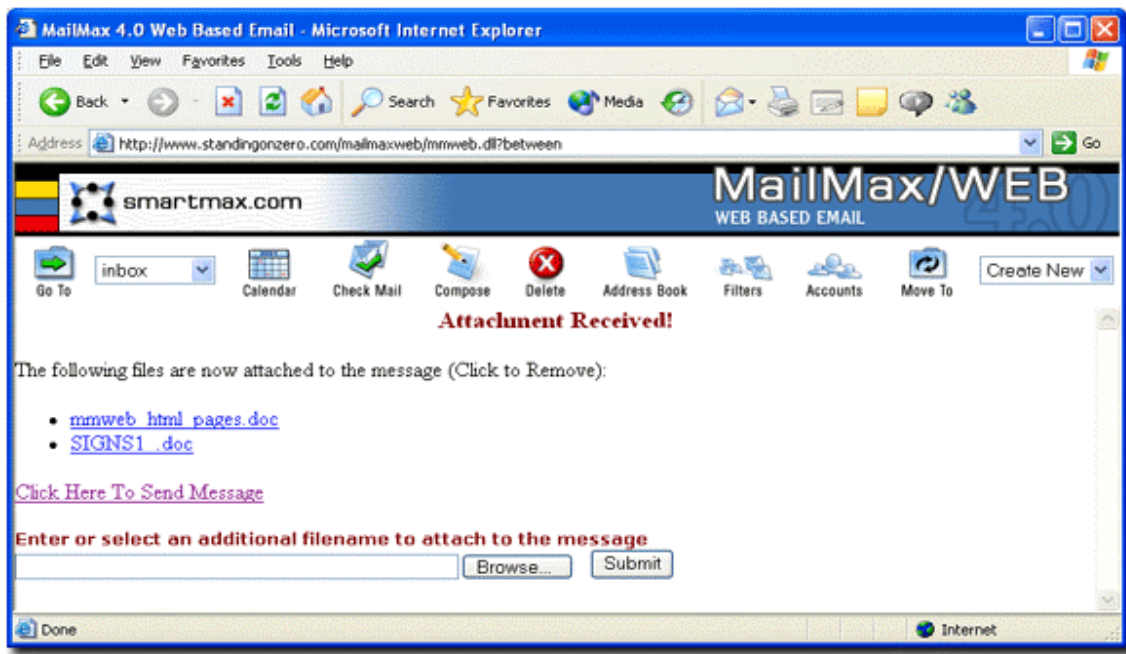


Fig. 5.2
Attaching Files

The user can select a file by clicking on the ‘Browse...’ button, which will open the ‘Choose File’ dialog box (see Fig 5.3). Once the user has selected the file they wish to attach, they need to click on the ‘Open’ button in the ‘Choose File’ dialog box. This will place the filename to be attached in the ‘attach to the message field’. Then the user needs to click on the ‘Submit’ button. Clicking on the ‘Submit’ button will confirm that the file has been attached to the message.

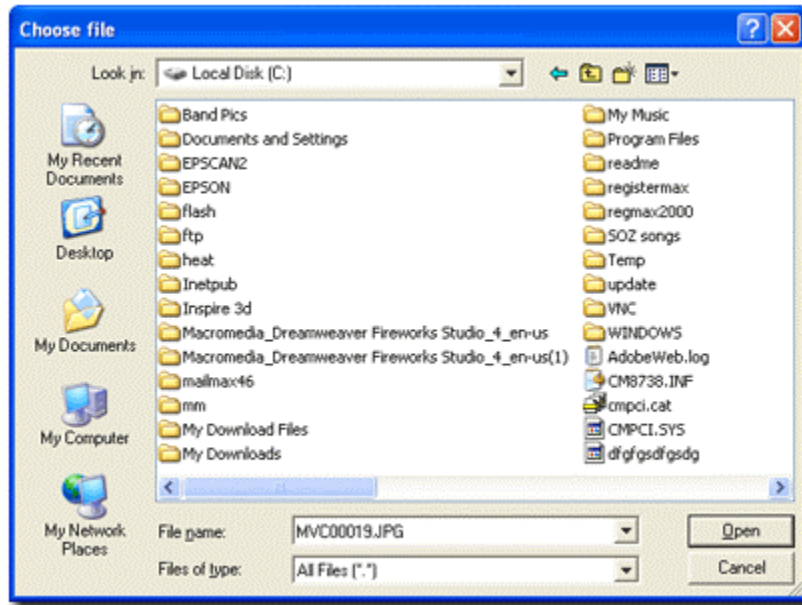


Fig. 5.3
Choosing Files

Files attached to the message will be shown above the ‘attach to the message field’ in a bulleted list. If the user wishes to send the message with the attached files, they need to click on the ‘Send Message’ link. If they do not want to attach the file, they need to click on the file name in the list and the file will be automatically removed.

Sent Messages

All sent messages are automatically saved in the ‘Sent Mail’ folder (see Fig 5.4).

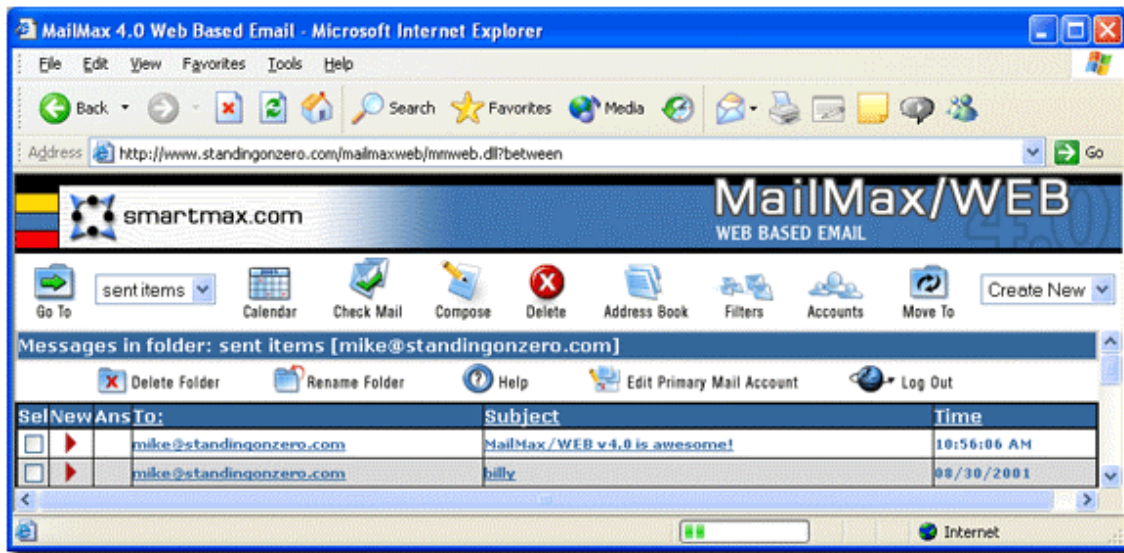


Fig. 5.4
Sent Mail Folder

Once a message has been sent, the user will be directed to the ‘New Msg’ folder, or the ‘Inbox’. If the user would like to check to make sure that they have sent their message, they can view the ‘Sent Mail’ folder.

Address Book

Online Address Book

6.1 – Using the Address Book

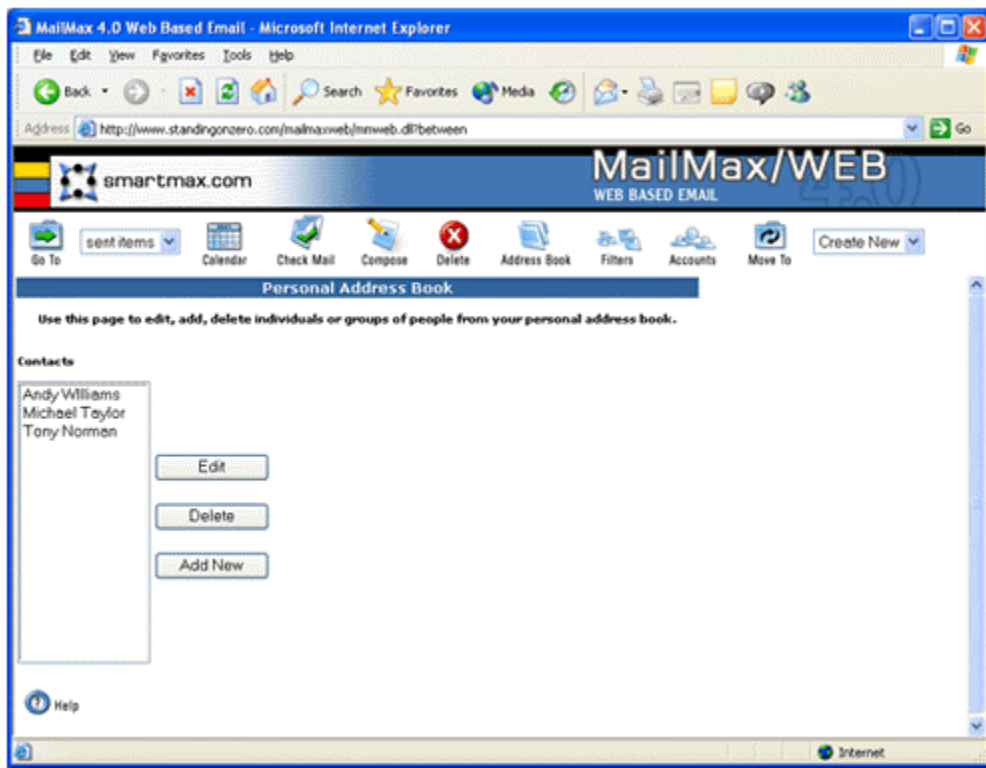


Fig. 6.1
WEB Address Book

The built-in address book in MailMax/WEB allows your users to keep track of their Contacts (see Fig 6.1). The 'Personal Address Book' page displays a list of contacts that your users have added.

The '**Edit**' button allows your users to make changes to the contact information.

The '**Delete**' button delete contacts from your users address book.

The '**Add New**' button allows your users to add new contacts to their address books.

6.2 – Contact Information

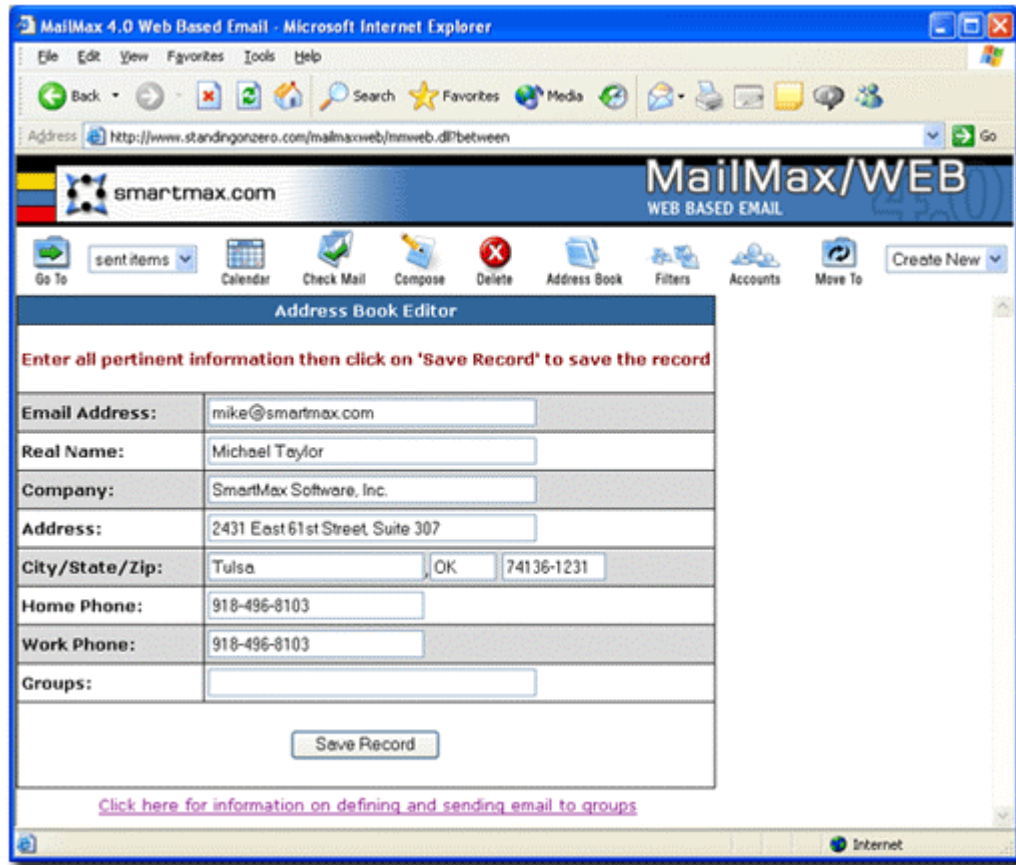


Fig. 6.2
Contact Information

The 'Address Book Editor' page allows your users to add and edit information pertaining to their contacts (see Fig 6.2).

The user can enter information about a contact based on the names of the fields provided. The 'Email Address' and 'Real Name' fields must have entries in order for the contact information to be saved correctly in the address book.

Contacts will be listed in the address book by the names entered in the 'Real Name' field. Messages will be addressed to the contact based on the email address entered in the 'Email Address' field.

Once a user has entered all their contact information, they need to click on the 'Save Record' button.

E-mail Groups

MailMax/WEB permits your users to define "groups" of users. This enables them to E-mail entire groups and saves them the effort of typing in or selecting all of their E-mail addresses separately.

The ability to E-mail groups of users is extremely flexible, and begins with the defining of the group names and selecting which users will be in what group. In order to assign a user to a group, enter the name of the group in the contact's "Group" field when editing their record. Any person in the address book can be a member of multiple groups, just separate the groups with a semicolon (;). For example, if you have a person in your address book that you wish to assign to two different groups like "family" and "humor", just type "family;humor".

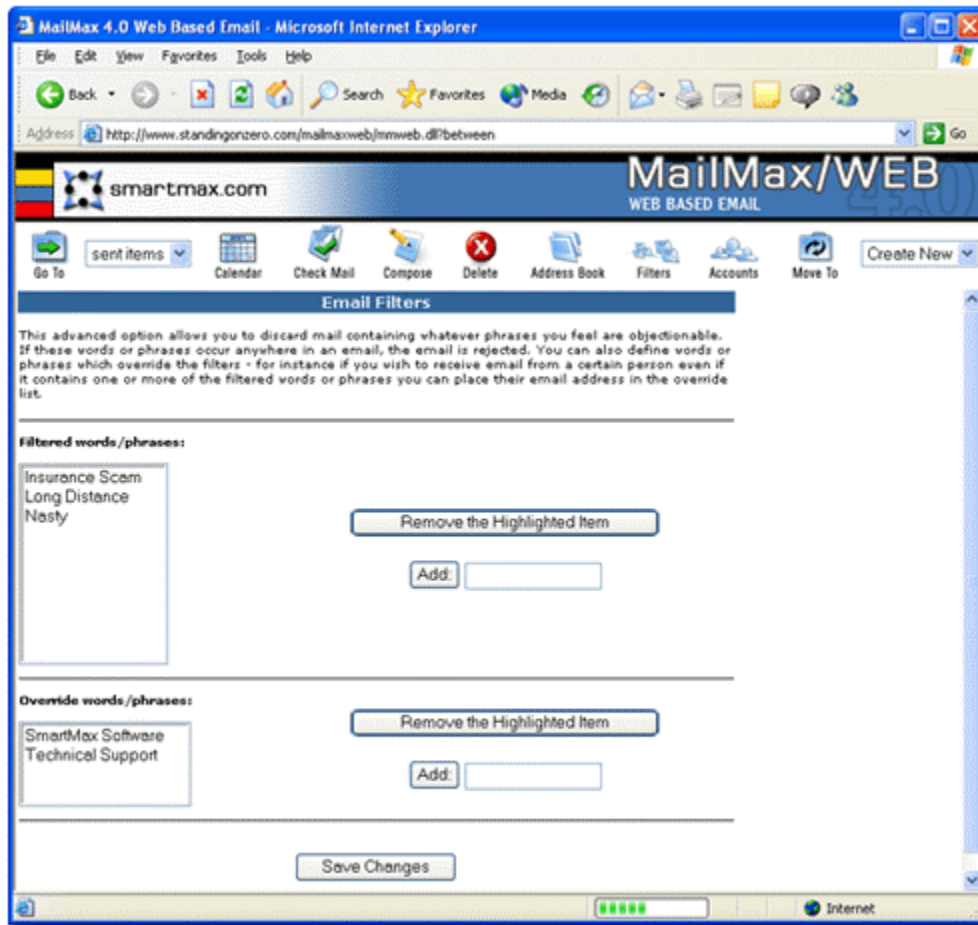
Once a group has been defined in the address book group, users may send E-mail to the entire group simply by typing in the group name in the recipient field. Specify the group name preceded by the '!' character in the "To:" field of the E-mail being composed. It is possible to use a mixture of groups and individuals by separating the names by semicolons (;). For example, to send E-mail to everyone in your "family" group, just enter "!family" in the "To:" field when composing the E-mail. If you wish to send the E-mail to both the "family" and "humor" groups, enter "!family;!humor": in the "To:" field.

Deleting Contacts

If users wish to delete contacts from their address book, they need to select the contact name from the 'Contacts' list and click on the 'Delete' button (see Fig 6.1).

Mail Filtering

Mail Filtering provided by MailMax/WEB



This advanced option allows your users to discard mail containing phrases they feel are objectionable. If these words or phrases occur anywhere in E-mail, the E-mail is rejected. They can also define words or phrases that override the filters. For example, if they wish to receive E-mail from a certain person even if it contains one or more of the filtered words or phrases they can place their E-mail address in the override list. Once the user has their mail filter configured, they need to click the 'Save Changes' button for the changes to take effect.



Accounts

Popping other accounts through MailMax/WEB

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MailMax/WEB allows your users to check mail accounts on external servers. In other words, MailMax/WEB will allow your users to pop their Hotmail account, their Yahoo mail account or any other E-mail POP accounts. In order for your users to set up this feature, they need have their other POP mail accounts set up.

The user needs to click on the 'Accounts' icon on the toolbar to access the 'Additional Email Accounts' page (see Fig 8.1). This page allows the user to set up MailMax/WEB to check other servers and retrieve mail whenever they login.

The 'Defined Accounts' box will display all of the accounts the user has set up to be popped by MailMax/WEB.

The full E-mail address of the user's external mail account (i.e. - "bob@mailserver.com") must be entered in the 'Name:' field.

The name of the user's POP3 mail server must entered in the 'Email Server:' field (i.e. - "mail.mailserver.com"). The user can obtain this information from their mail service provider.

The user's account name (the name they use to log in to the mail account) needs to be in the 'Username:' field. The password used to access the user's mail account must be entered in the 'Password:' field.

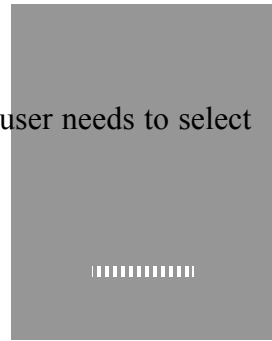
The 'Box Name:' field allows the user to specify where to direct mail retrieved from the external mail account. The user can use the default box, which the 'New Msg' folder or place the mail in another folder that they create. If they choose a folder that has not already been created, a new folder will be created with the box name they have entered.

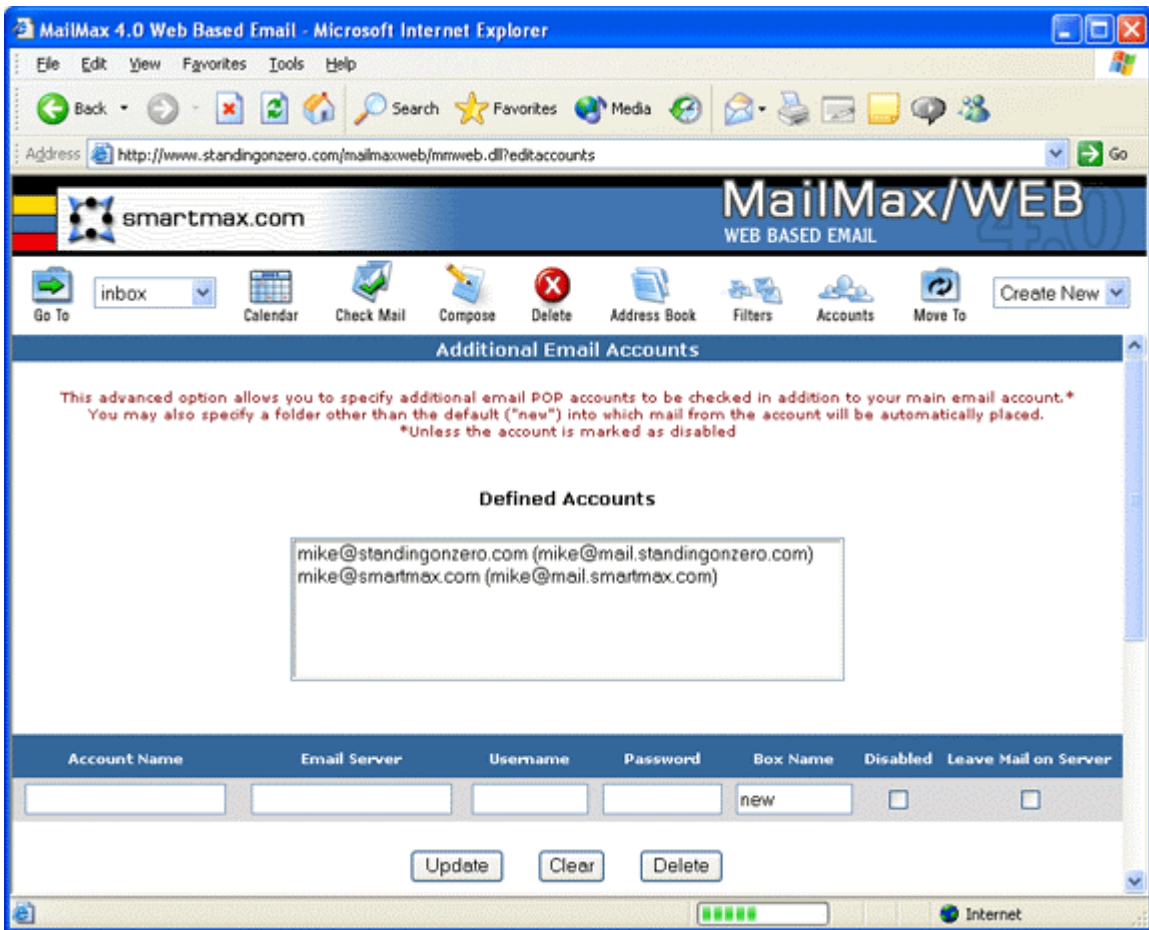
The 'Disabled' check box will give the user the option to not have MailMax/WEB check the external mail account.

The 'Leave Mail on Server' check box will have MailMax/WEB leave a copy of the mail received on the external mail server so that the default mail client may pop it.

Once the user has entered the correct information, they need to click on the 'Update' button to save the changes. To edit an entry, they need to click on the account in the list

and make the changes in the pertinent fields. To delete an entry, the user needs to select the account from the list and click the 'Delete' button.





See Chapter 2, for details on enabling this feature.

Fig. 8.1
Additional Accounts

Advanced Admin Guide

Advanced Administration Guide

9.1 – Quick Guide to Registry Entries

Skip ahead to section 9.2 if you are familiar with making registry entries.

1. Click on your START menu and hit RUN. Type Regedit and hit OK. (See Fig 9.1)

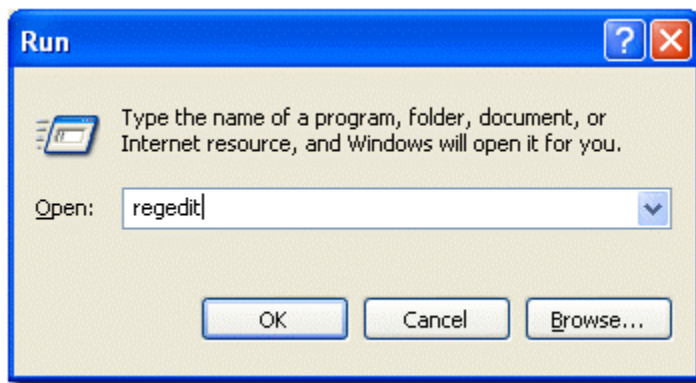


Fig. 9.1
Regedit

2. Once the regedit screen is open, drill down to the MailMaxWEB key located at:
MyComputer\HKEY_LOCAL_MACHINE\SOFTWARE\SmartMax
Software\MailMaxWeb

Once you have reached the MailMaxWEB key, your screen should look like Figure 9.2 below.

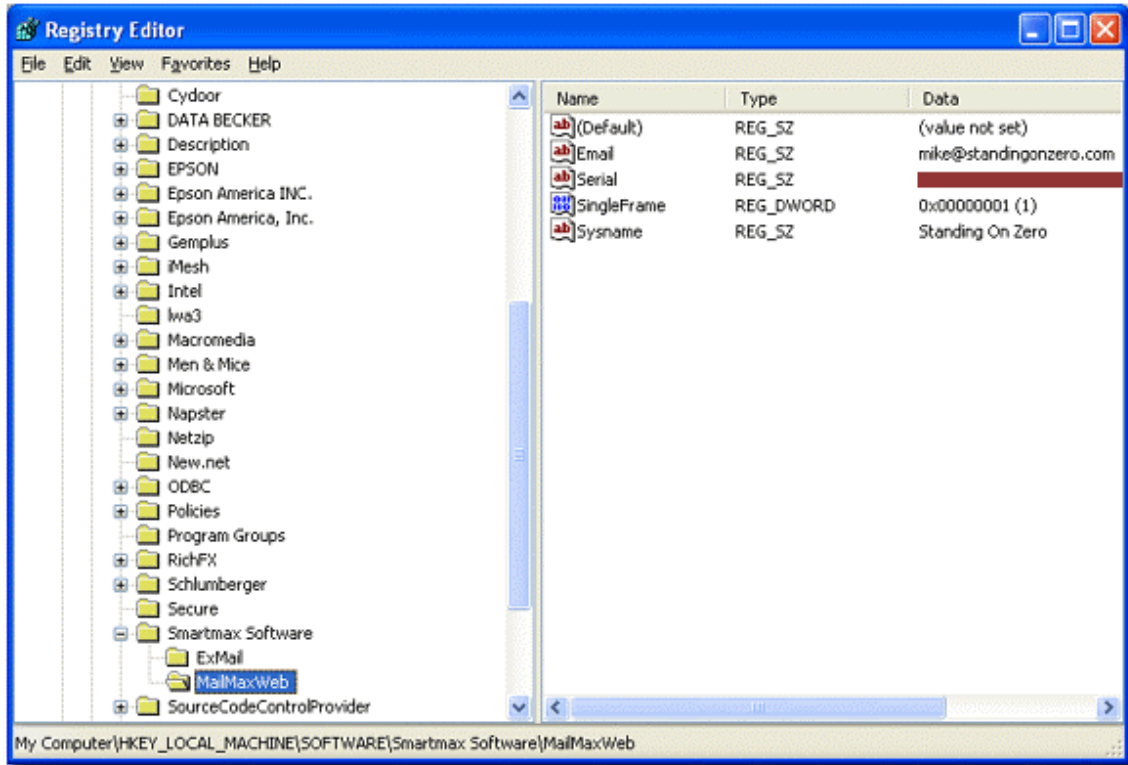


Fig. 9.2
Reg Key

3. To create one of the values specified in Section 9.2, simply right click in the right hand pane and choose the value type specified for that registry value. Then name it appropriately. After you have created and named the registry value, double click it and type in the value according to your needs. See Section 9.2 for details on names and actual values. (See Fig 9.3)

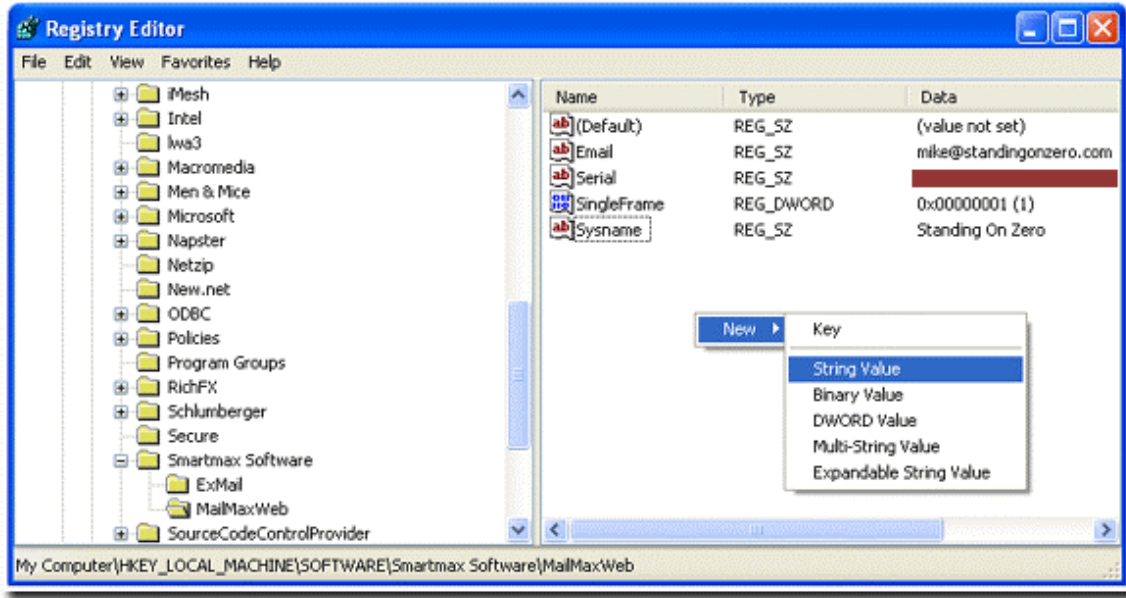


Fig. 9.3
Add New Reg Value

9.2 – Registry Entry Values

Value Name = **CleanUp**
Value Type = **DWORD**

When a user is using MailMax/WEB v4.0 and logs out, MailMax proceeds to delete all of the temporary files that were created during user’s session. If they simply close their browser, MailMax/WEB v4.0 never has a chance to perform this “cleanup” operation. However, the next time this user logs into the system, it will perform a “cleanup” before creating new temporary files.

If you wish to keep the TEMP files cleaned up on a daily basis (for users that don’t log out properly and may not use the system on a regular basis) you can set this value to equal 1. This will perform a “cleanup” on all of the folders for each user, once a day.

Set the value data to 0 to disable and 1 to enable it. When entering values into a DWORD, make sure you have the decimal radio button checked.

NOTE: You must use this in conjunction with the reg value, CleanUpDir.

Value Name = **CleanUpDir**
Value Type = **String**

This registry value is used in conjunction with CleanUp.

Enter the path to the root of your MailMax/WEB folder (i.e. - c:\inetpub\mailmaxweb) in the value data field. If you have multiple installs of MailMax/WEB on one machine, you can specify multiple paths separated by a semicolon.

NOTE: DO NOT use parentheses when entering the paths.

Value Name = **VirusScanner**
Value Type = **String**

This allows you to set an execution string in the value data field to allow an external virus-checker program.

You can specify an execution string (i.e. - c:\viruschecker\viruschecker.exe /FLAGS) Be sure to include any command line strings for your virus checking software. This execution string will be run against every attachment included in an email before it is read and before the user sends an email.

Value Name = **ReadFilter**
Value Type = **String**

This allows you to set an execution string in the value data field to have a program process an email before it is displayed. This is used in the same way as the VirusScanner value. It can be used to remove offensive content from emails or even insert contact information for technical support in every email. The possibilities are virtually limitless.

Value Name = **SendFilter**
Value Type = **String**

This allows you to set an execution string to have a program process an outgoing email file before sending it. If the external program deletes or renames the file, it is not sent. This value is used in the same way as the ReadFilter, except it is used to process outgoing email.

Value Name = **AddressBookDir**

Value Type = **String**

This specifies the root directory where user address books and external account information is kept. This defaults to the root MailMax/WEB directory. If you wish to have this information stored somewhere other than under the MailMax/WEB website, specify your preferred location here. To set this value, type in the value data field the path where you want this information stored. (i.e. – c:\address_books)



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