MailNow! 6

New features introduction

InternetNow!

www.Internetnow.com.my

What is new in MailNow! 6

Table of Contents

No	Title	Page No
	WebMail	4
1	Main Menu	4
1.1	Messenger	4
	Messenger Notification	6
	Single Chat Window	6
	Group Chat	7
1.2	Calendar	8
	Upcoming Events Notifications	9
	Share Your Calendar	9
	Calendar Main Menu	12
	New Appointment	13
	Calendar's View	14
	Display Specific Date	15
2	Quick Reply	16
3	Email Attachments	17
4	Insert Image	18
5	Recall Emails	19
6	Desktop Notifications	20
	WebAdmin	21
7	Search Settings	21
8	Setting Level	21

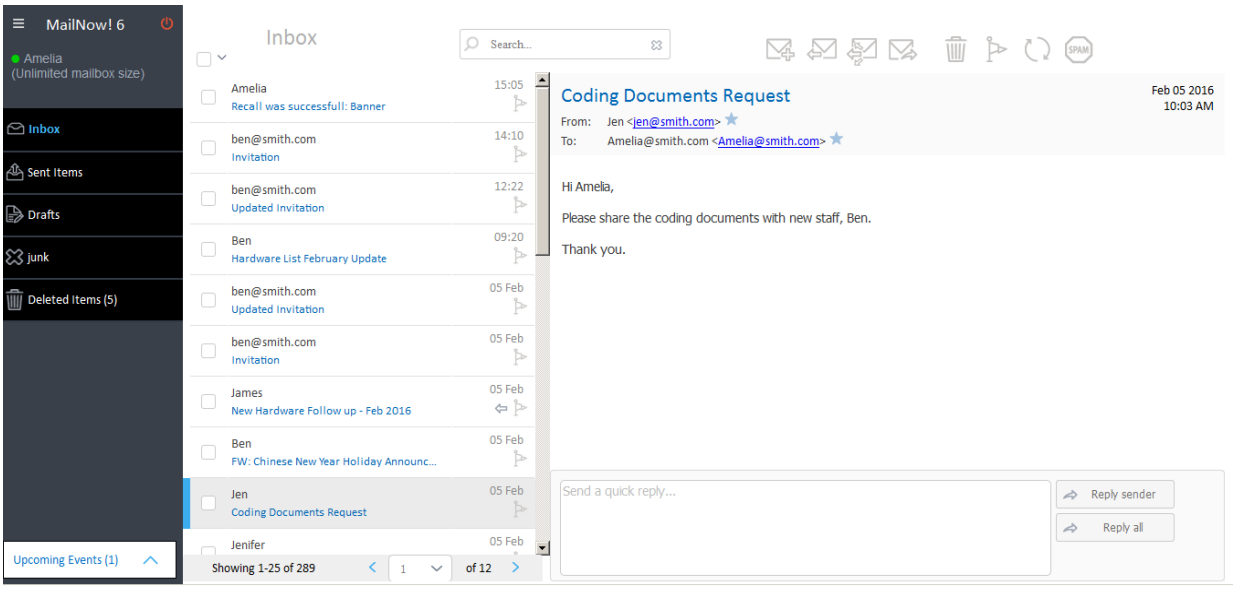
9	Settings Information	22
10	Setting Management	23
11	Server	23
11.1	Server Activities	24
12	Domain	24
12.1	Add New User	24
13	Protocols	25
13.1	Active Directory	25
13.2	Test Active Directory	25
14	SMTP	26
14.1	SMTP Chainig	26
15	Messages	26
15.1	Message Recall	26
16	Scheduler	27
16.1	SMTP Chaining	27
16.2	Hardware Report	28
17	Webmail	28
17.1	Webmail Composing	28
18	Reports	29
18.1	Report Dashboard	29
18.2	Message Traffic	29
19	Calendar	30

What is new in MailNow! 6

WebMail:

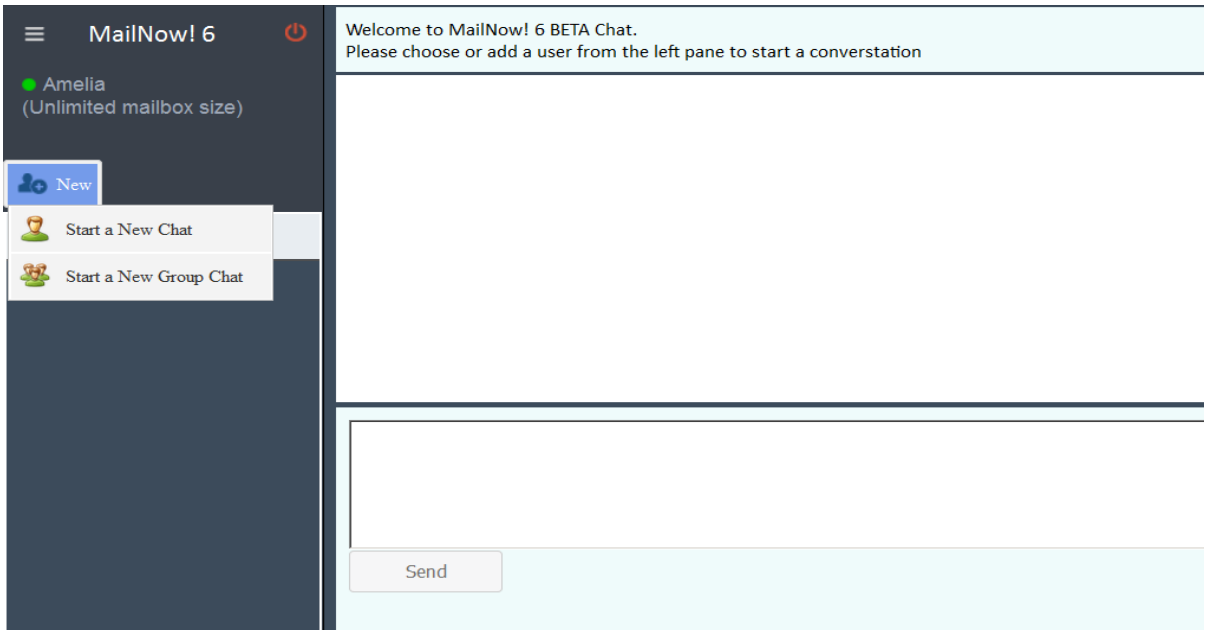
1 Main Menu

The webmail now has a new “Main Menu” button on the top left. By clicking on this menu, you will be able to access six main options: Messenger, Mail, Contacts, Settings, Calendar and Report. If the user is a Domain or System Administrator, the menu will have an additional button named “Admin” to switch to Web Admin.

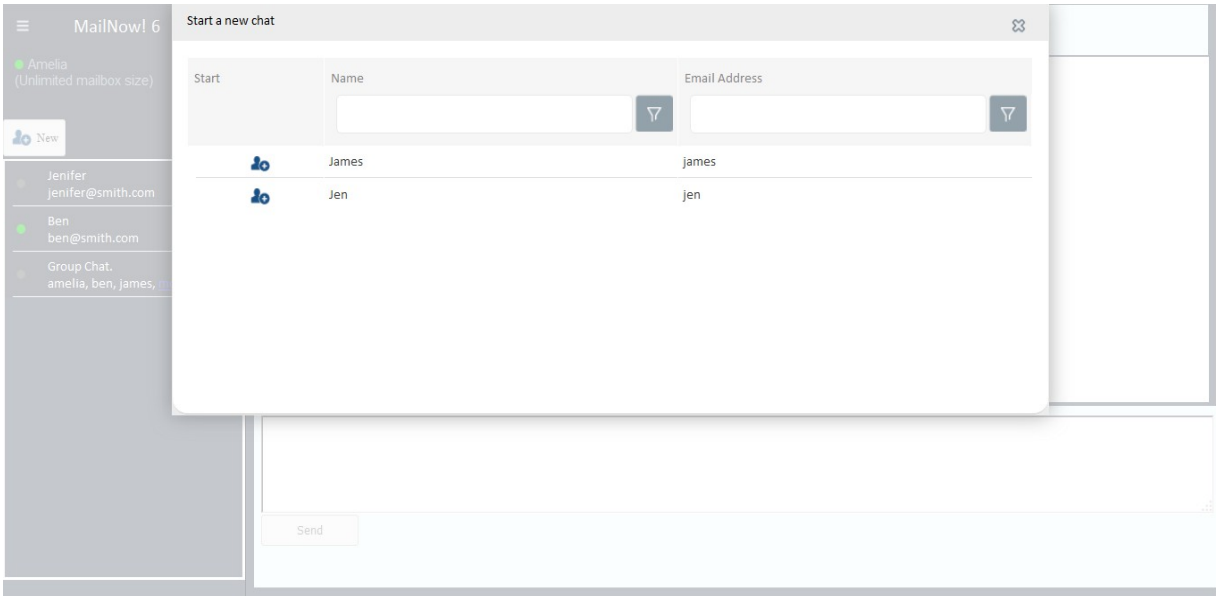


1.1 Messenger

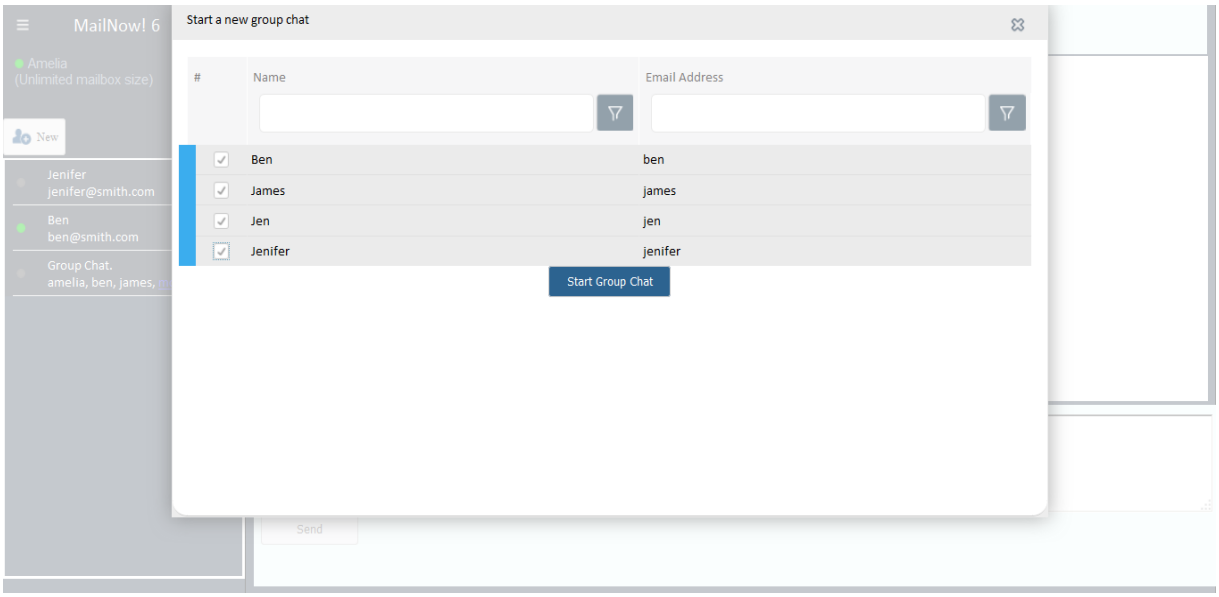
The MailNow! 6 Messenger keeps encrypted history of the conversations. All the associated communications can be conducted in a single window.



The Messenger provides options to chat with selected contacts privately:

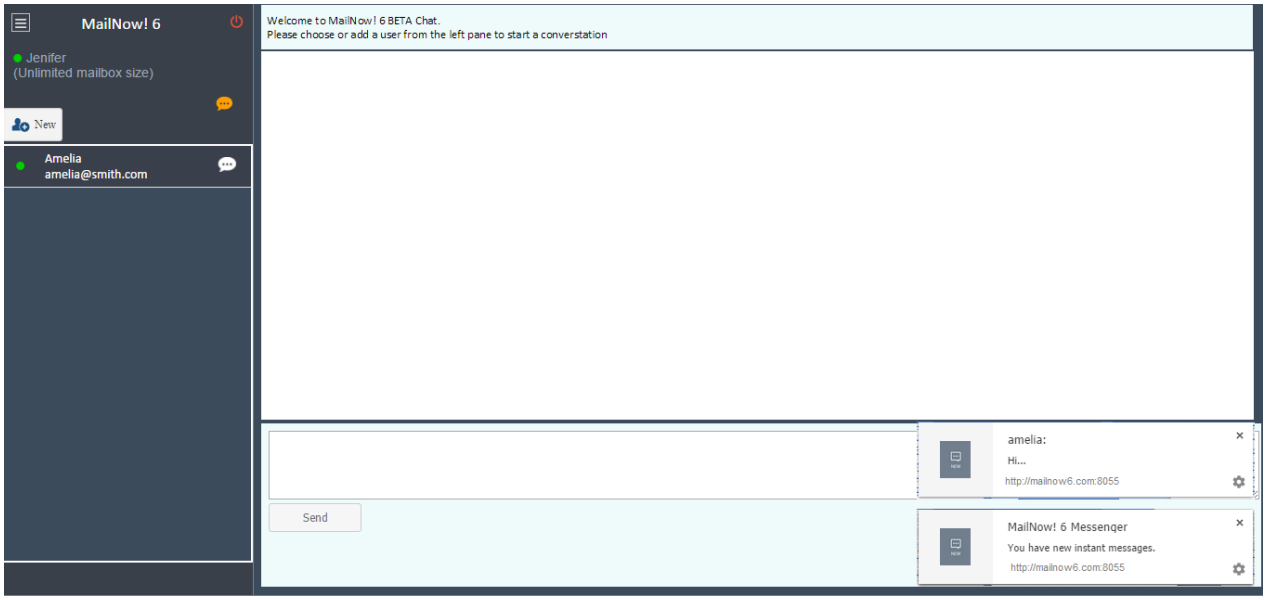


or create a group of contacts to chat.



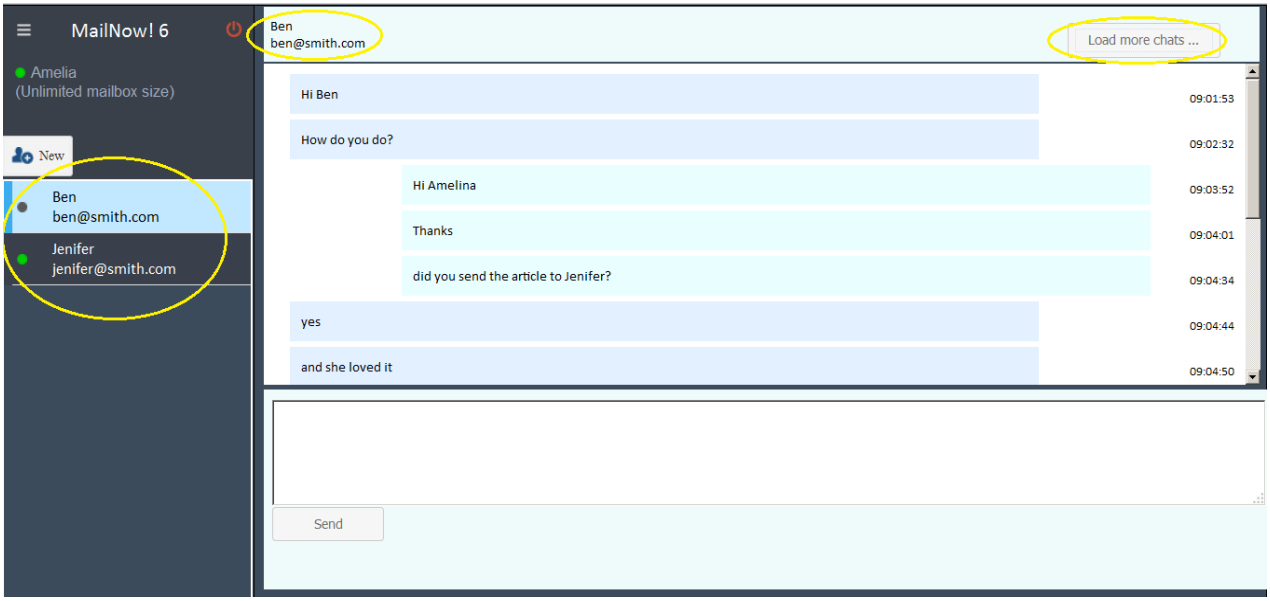
✓ Messenger Notification

Once selecting a contact from “Start a New Chat” list and send an instant message, a notification window will pop up on the bottom right corner of recipient’s screen to notify the user.



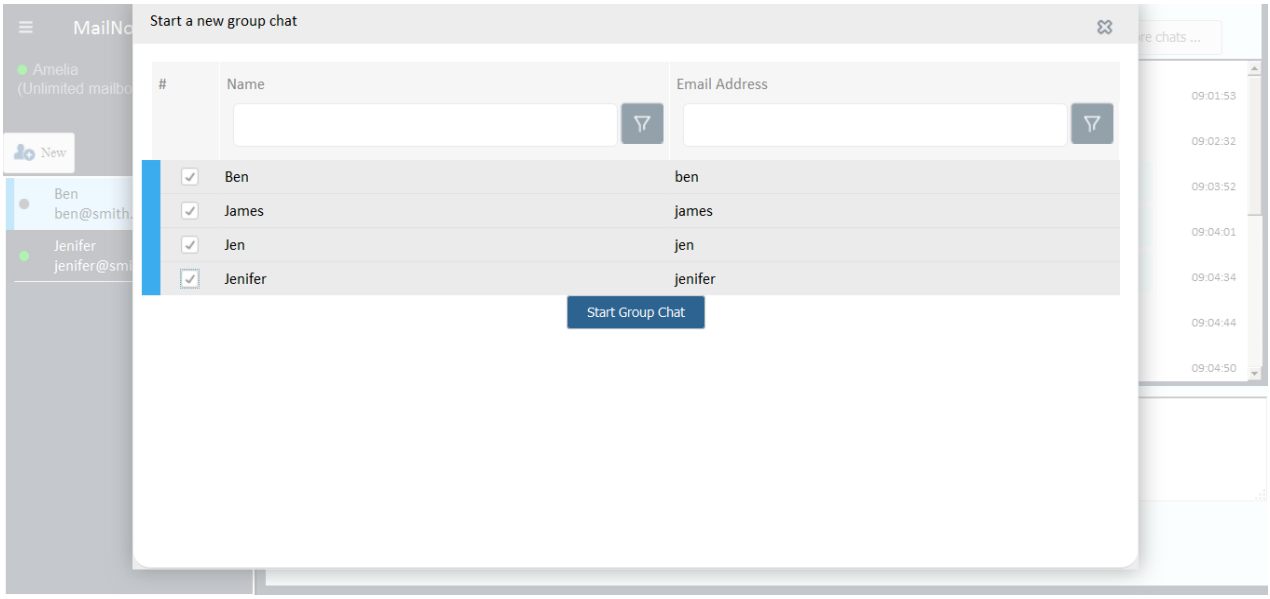
✓ Single Chat Window

There is a single window to display contacts' conversations. By selecting a specific contact or group from the list in the left side of screen, the conversation window will display the associated conversations. Moreover, there is an option named “Load more chats...” to load the earlier messages of the selected conversation.

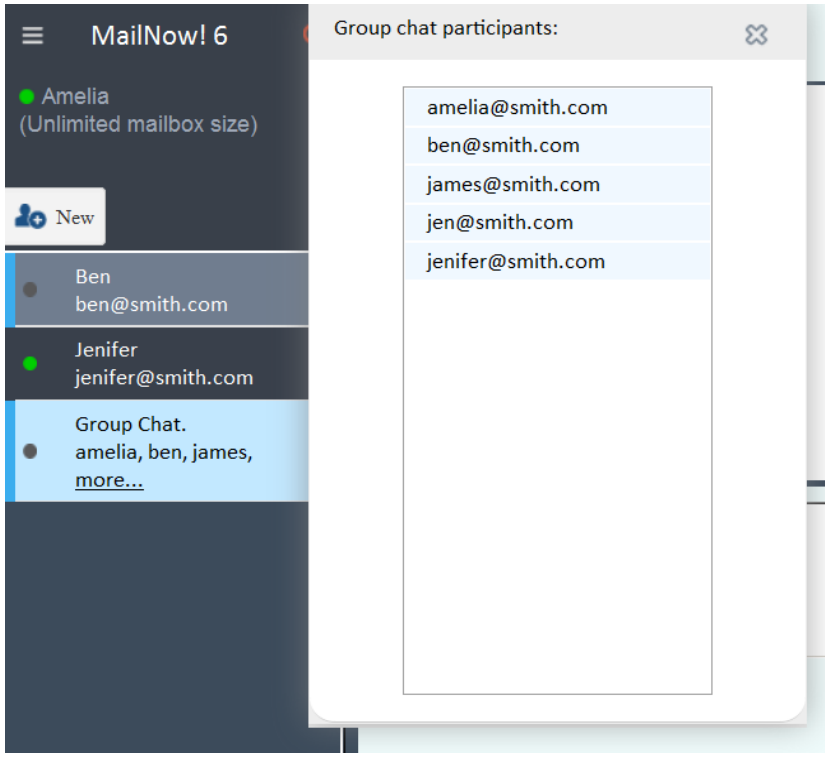


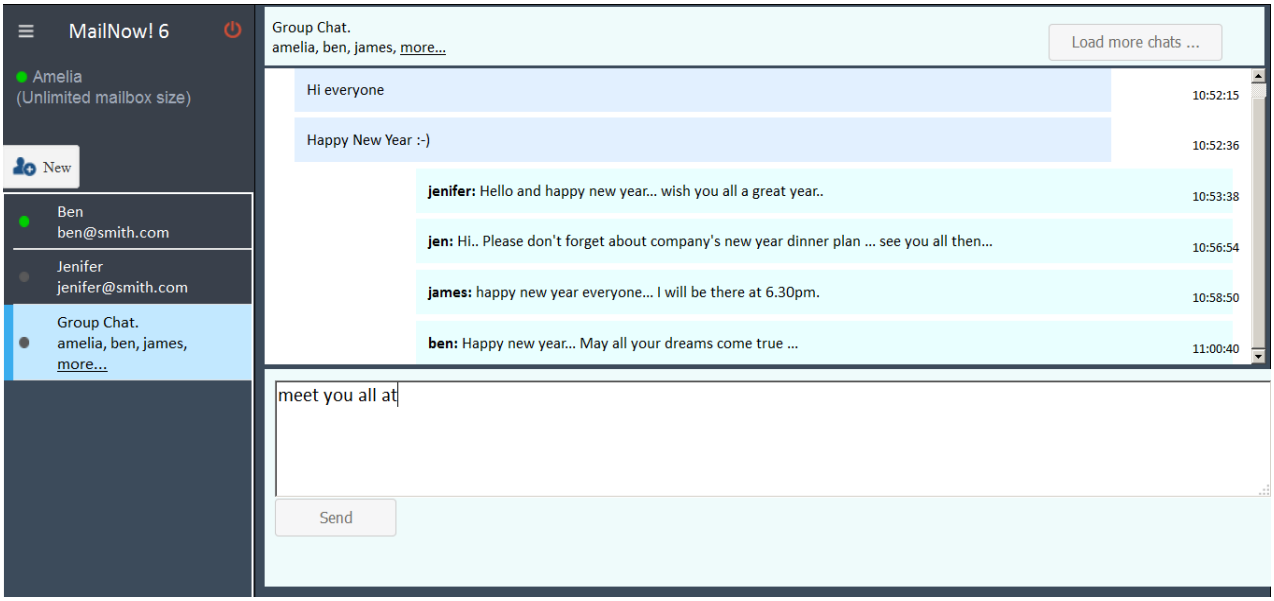
✓ Group Chat

There is an option to select a few numbers of contacts to have group chat.



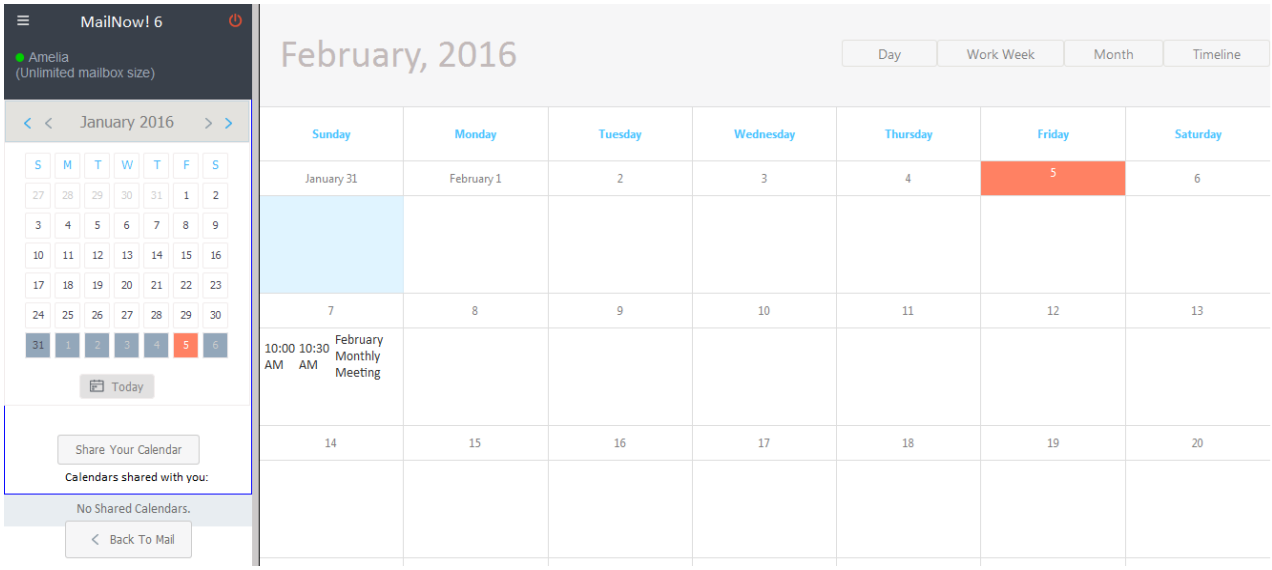
Clicking on the 'more…' button will display a list of the group chat participants.



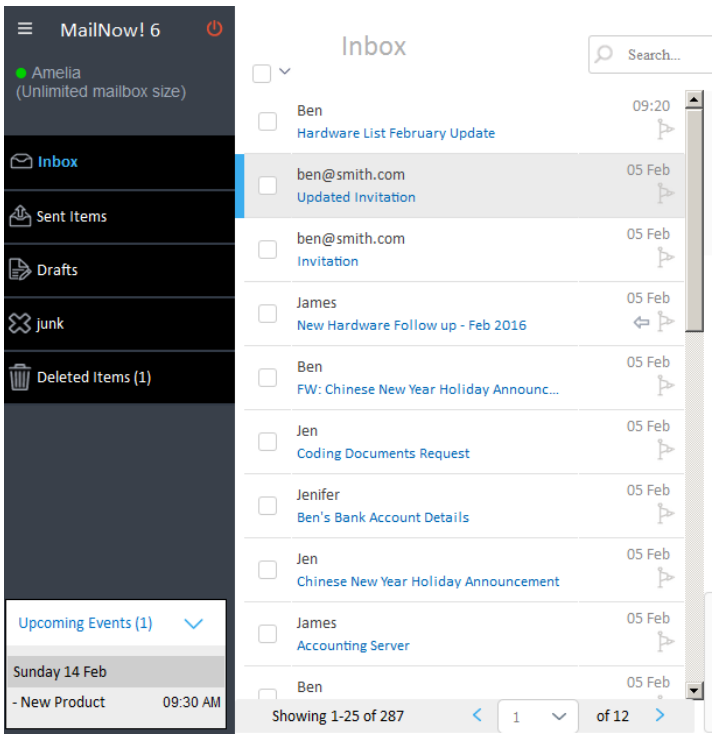


1.2 Calendar

Calendar is a new feature created in MailNow! 6 to keep records of all the registered events and appointments. The Calendar has the ability to be synced with various email and calendar clients including Thunderbird, Microsoft Outlook, Em Client, Android (on Exchange) and etc.



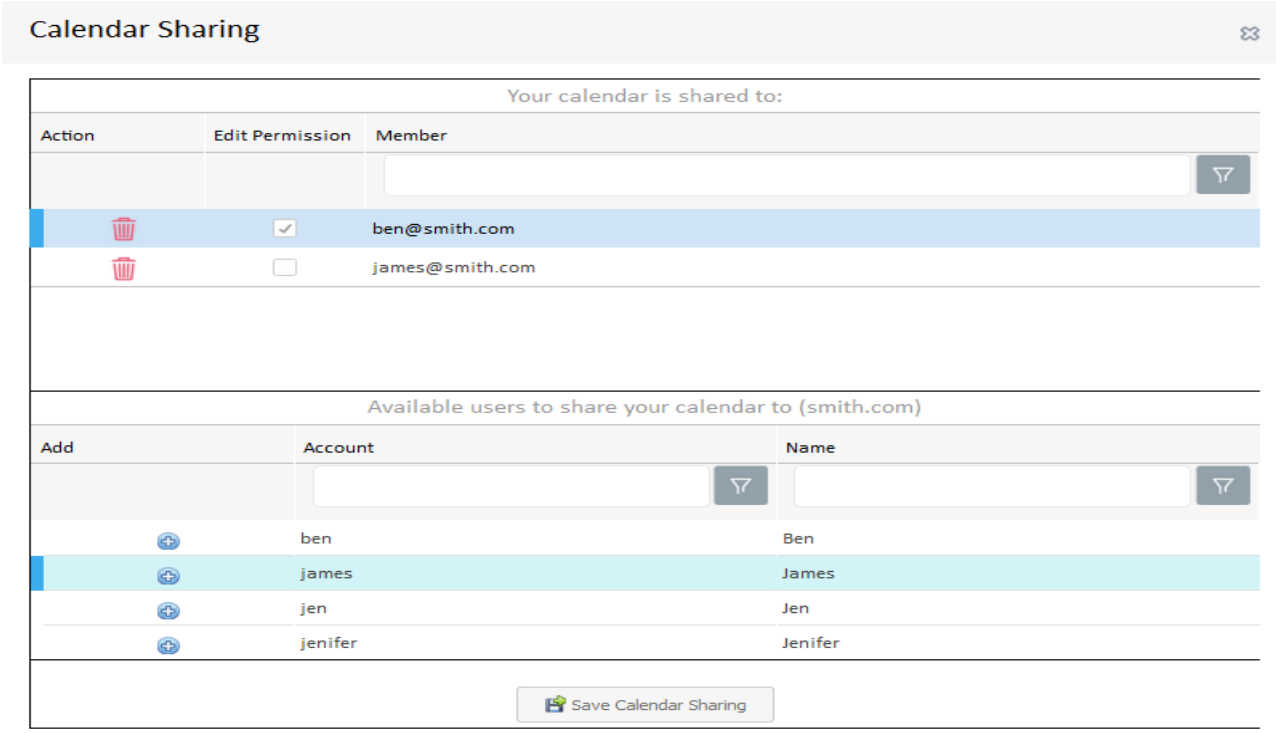
✓ Upcoming events notification

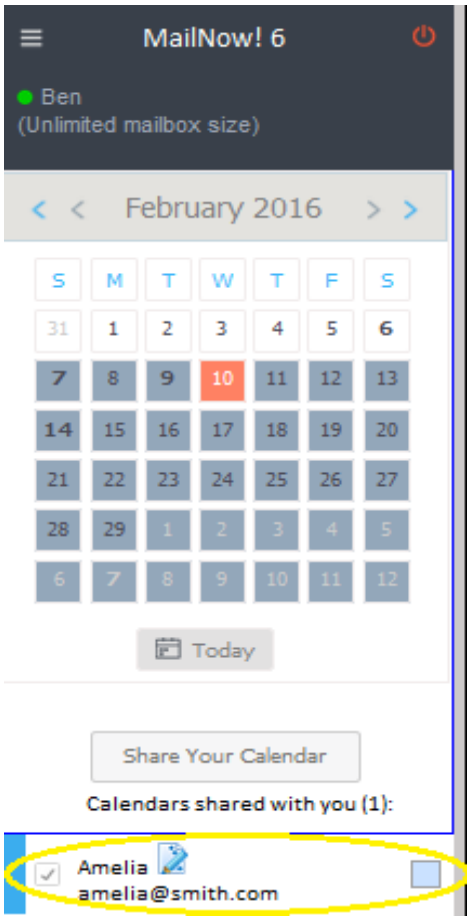


It will be displayed in the bottom left corner of the screen displaying a list of all the upcoming events.

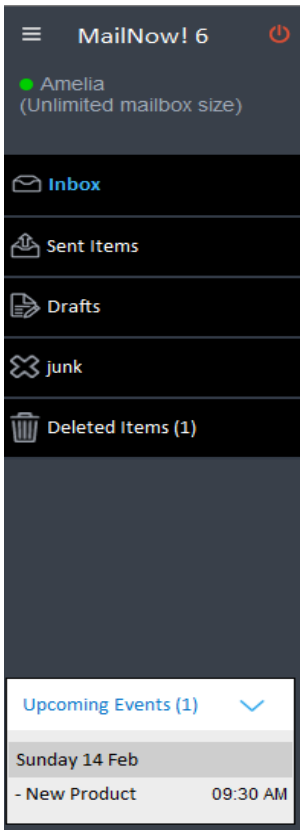
✓ Share Your Calendar

All MailNow users are able to share their calendar with other users in the same domain. Moreover, Edit Permission is an option which may be given to the target users. Sharing calendar with another user with 'Edit' permission will enable them to add, edit and remove events from the calendar.

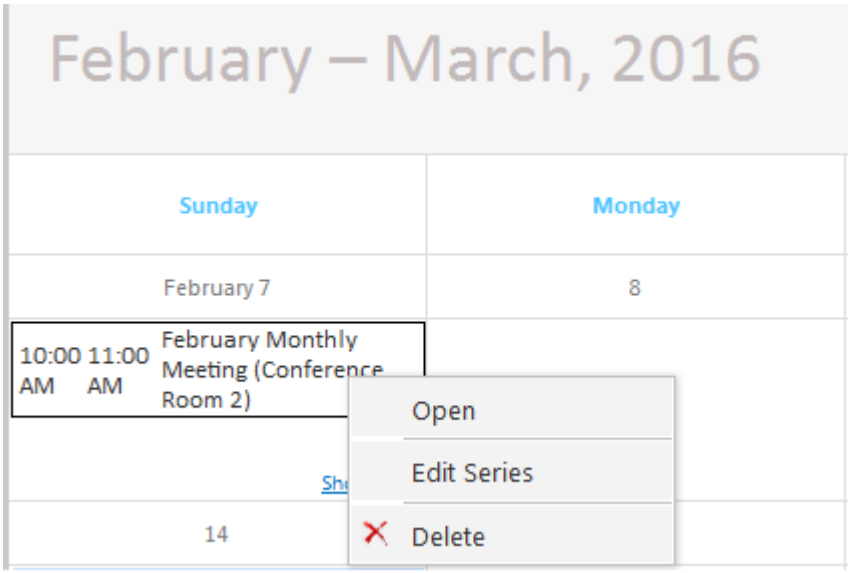


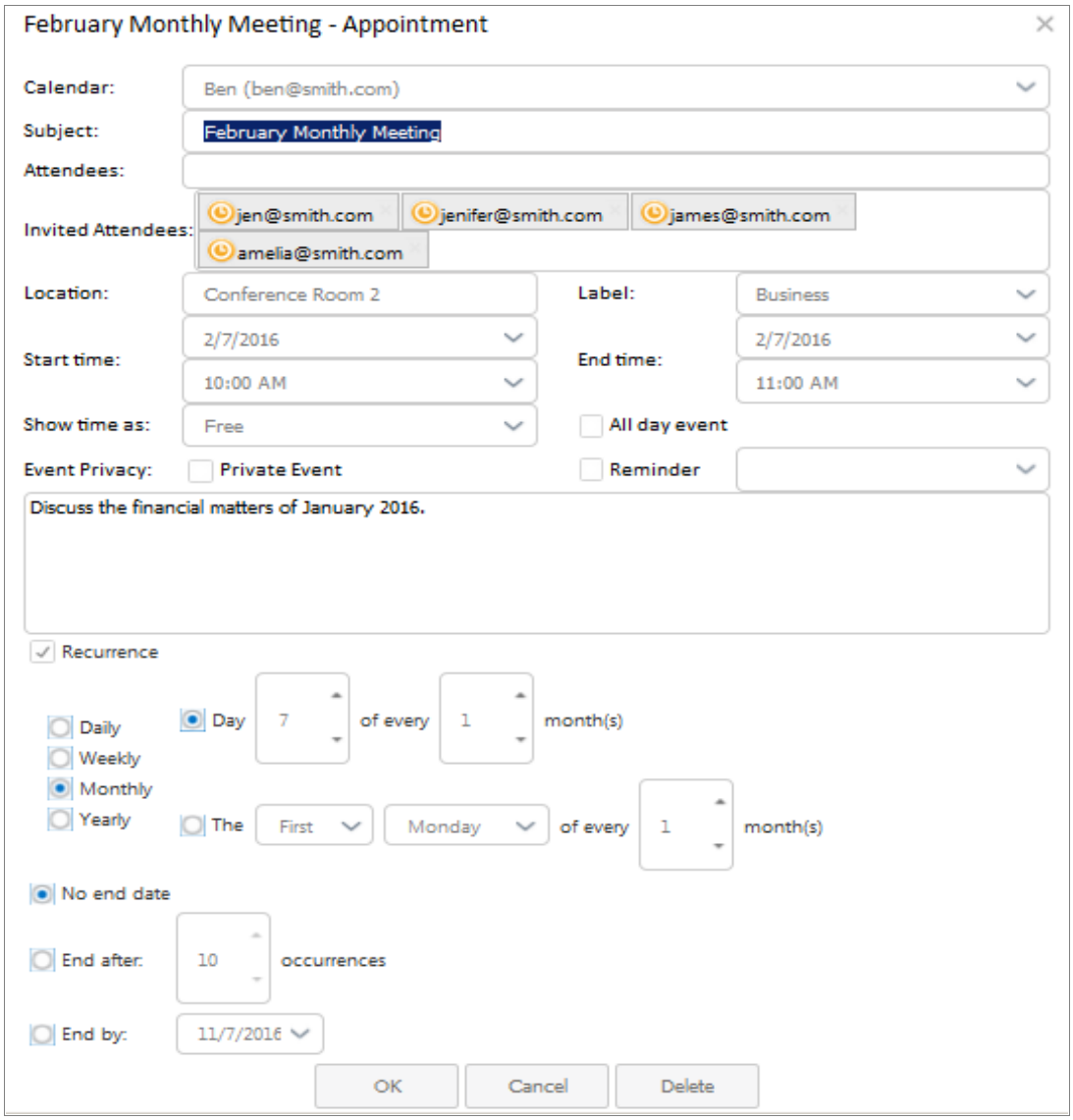


The new events will be added into user's Upcoming Events pop up window.

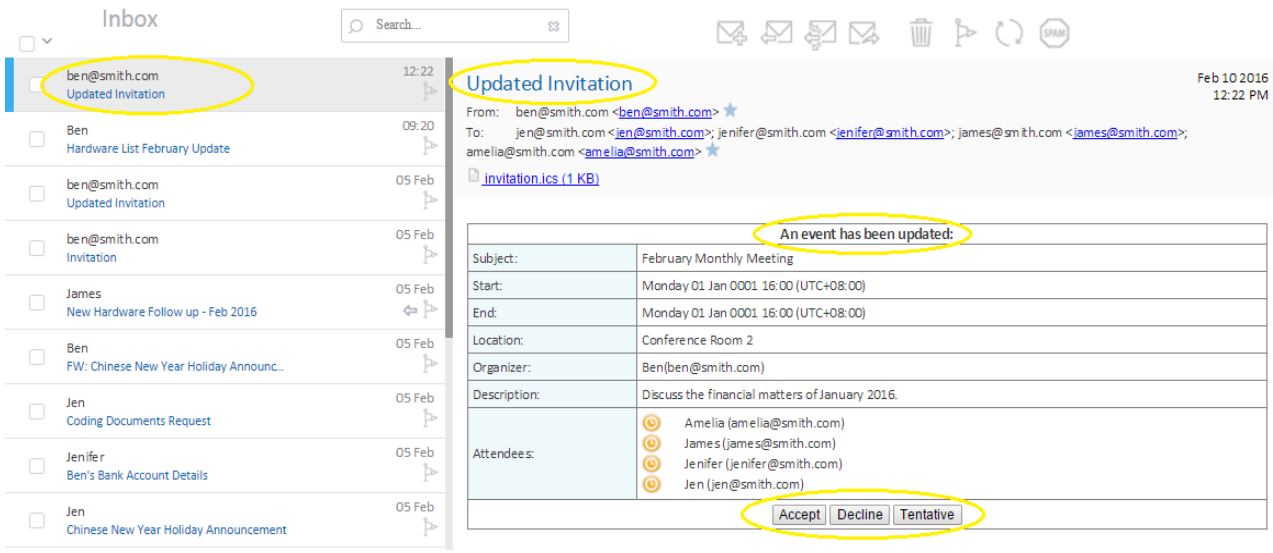


Edit Permission enables the user to right click on the event and either delete or open the event to modify the details.



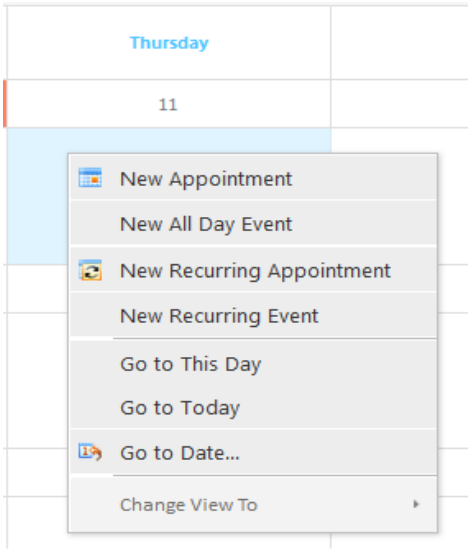


Once the event owner update the event, an email will be sent to the attendees to inform the modifications.



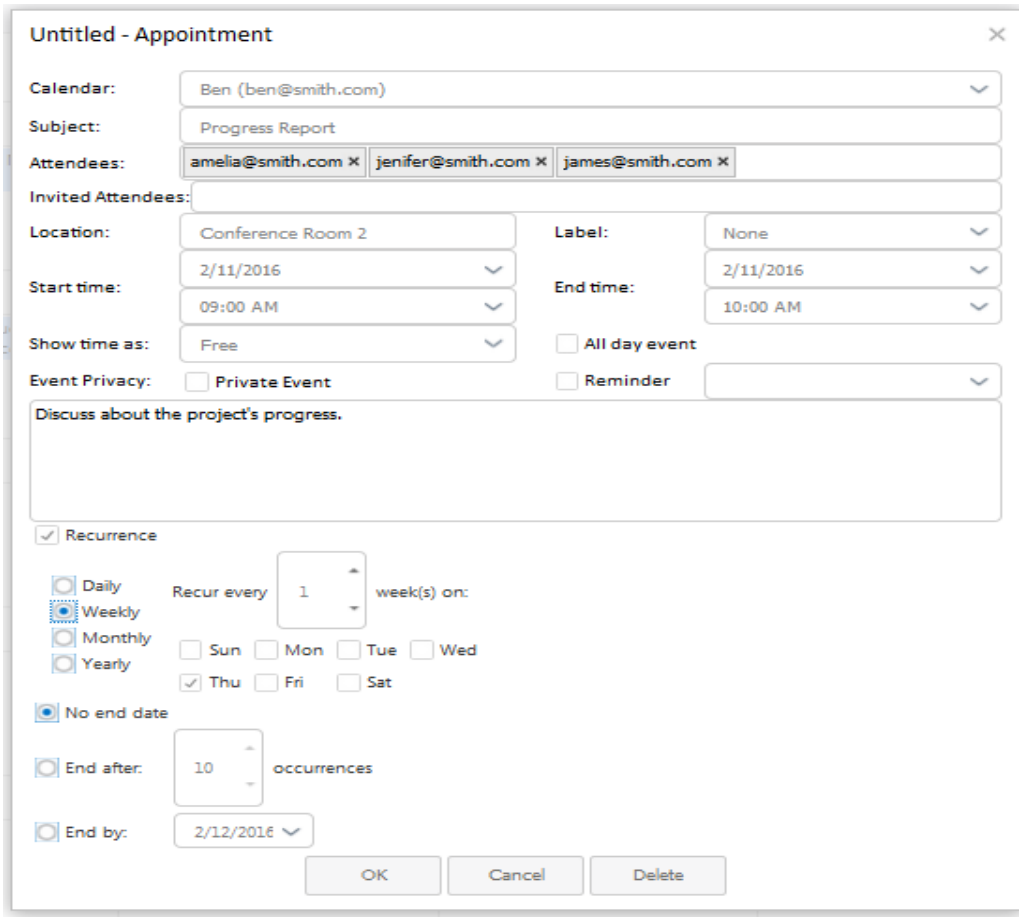
✓ Calendar's Main Menu

A menu will pop up once right clicking on a specific date. The menu is included eight options with associated functionality.

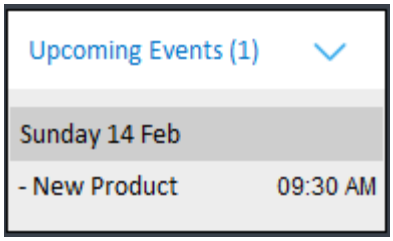


✓ New Appointment

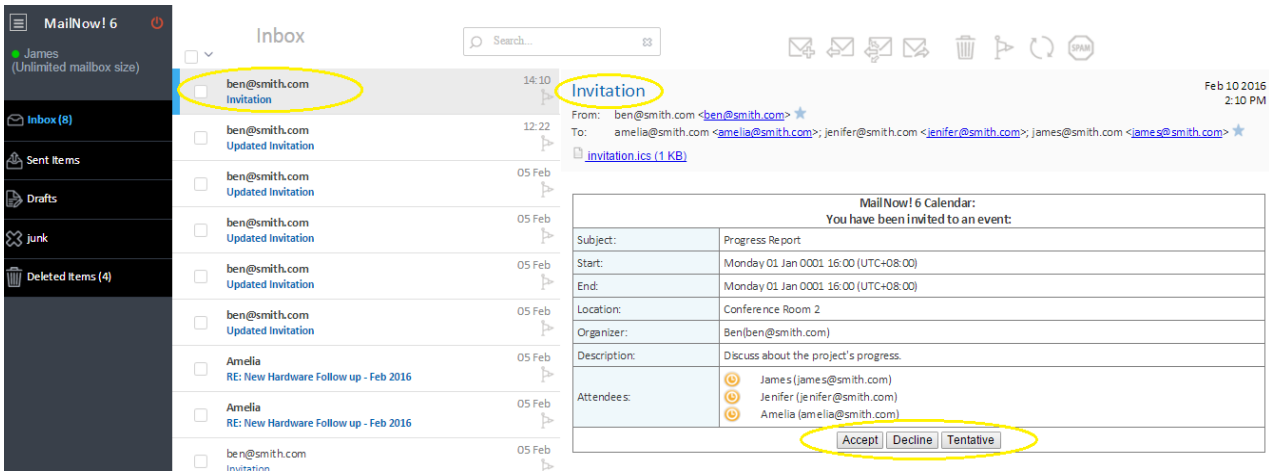
To make a new appointment the following form will be displayed to fill up.



The new appointment will be added into Upcoming Events notification window.

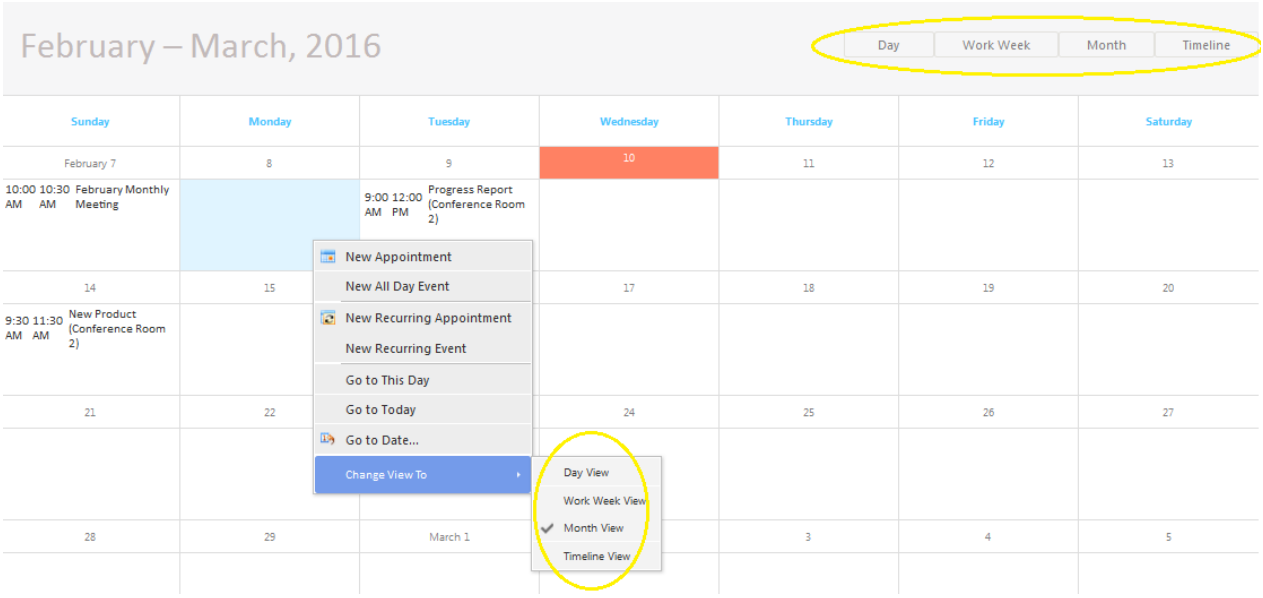


An invitation email will be sent to the attendees including the details of the appointment.



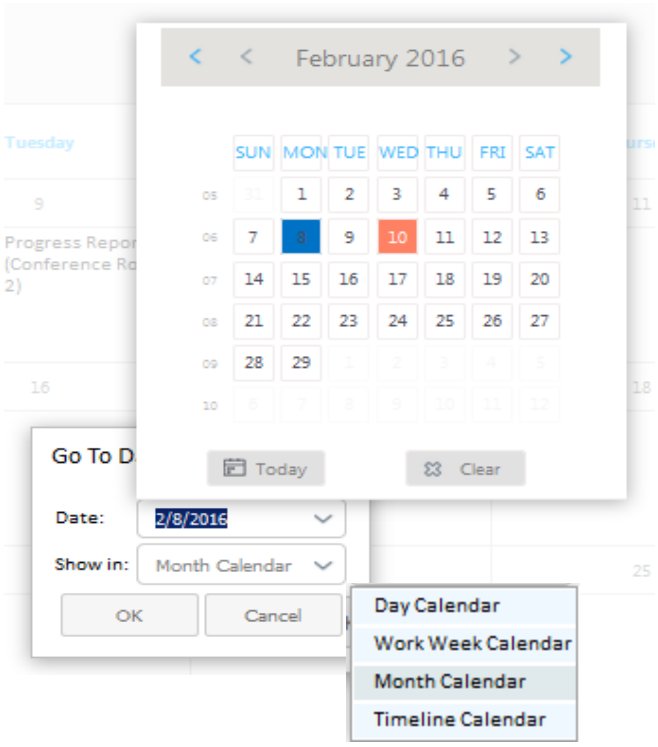
✓ Calendar's View

The calendar's view can be displayed based on Days, Work Weeks, Month and Timeline.



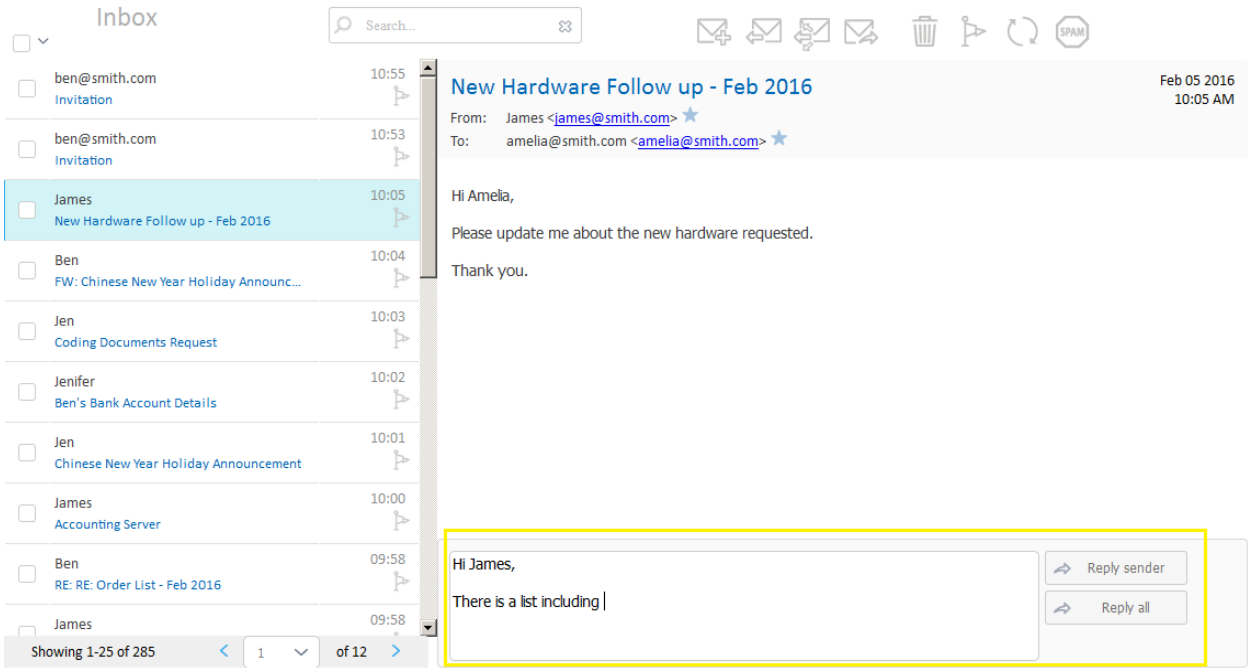
✓ Display Specific Date

Calendar's main menu provides options to pick a specific date and insert desired event/appointment details.

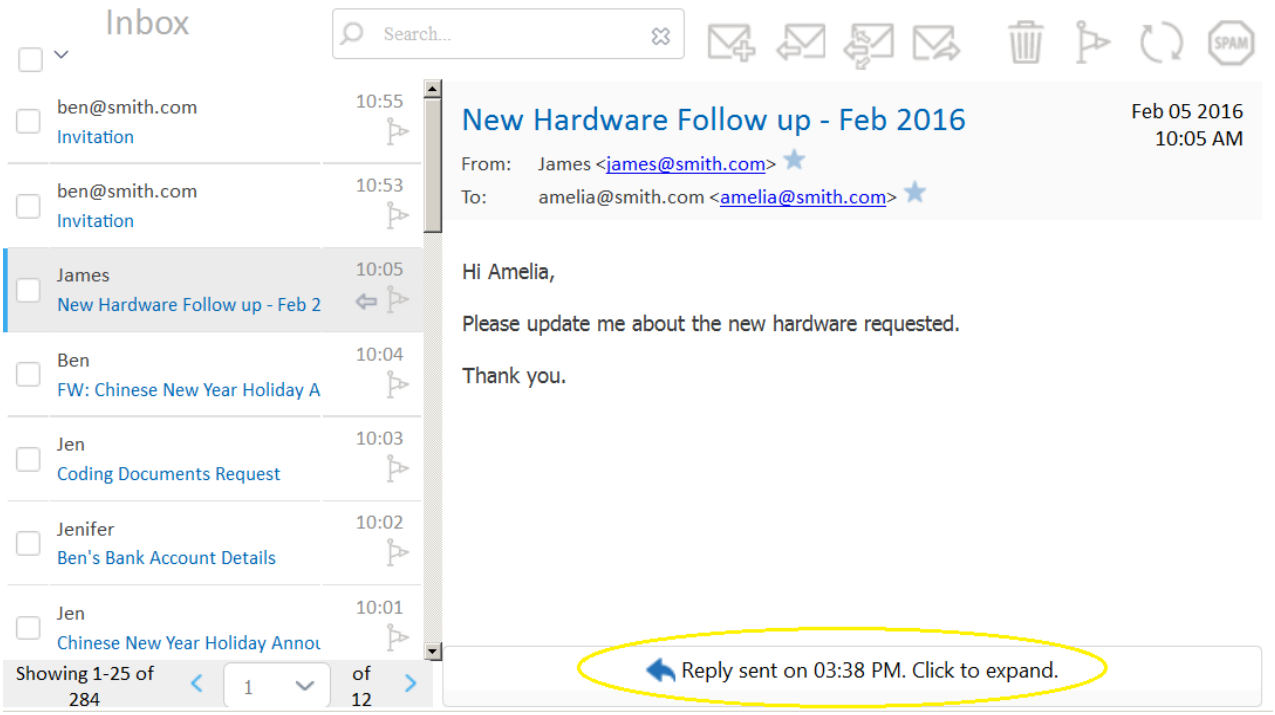


2 Quick Reply:

The Quick Reply box is available at the beneath of each email in the preview pane, ready to type into it and send out the reply immediately.

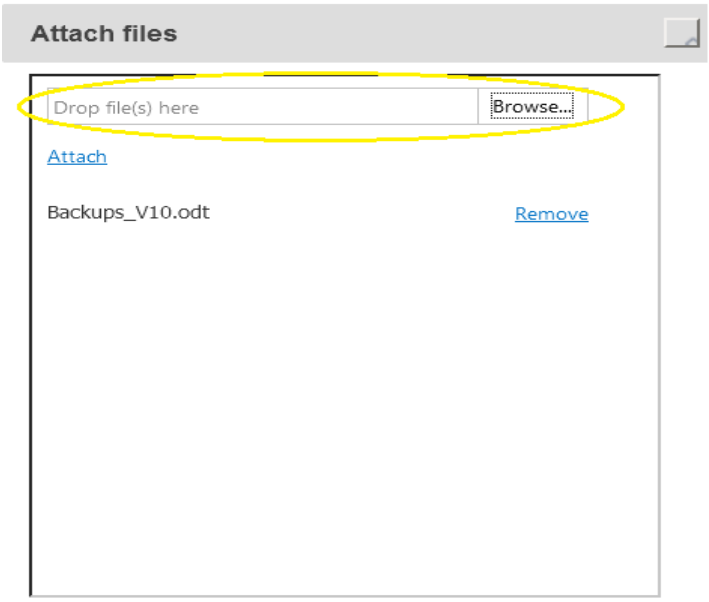


There will be a notification after sending the reply email and the quick reply pane will hide. To send another quick reply, a click on the header will open the pane again.



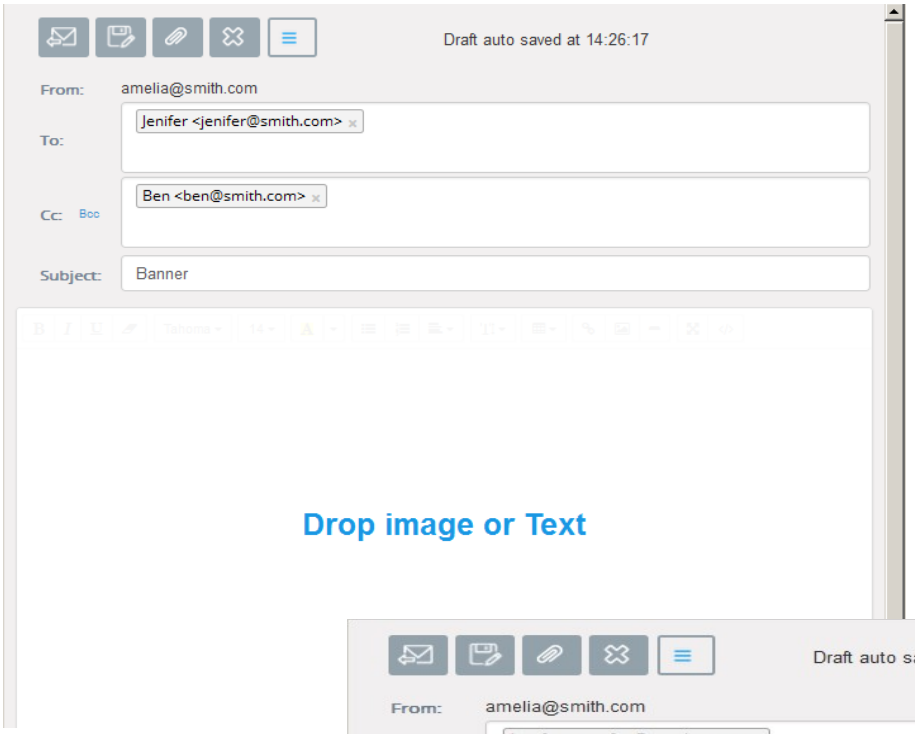
3 Email Attachments

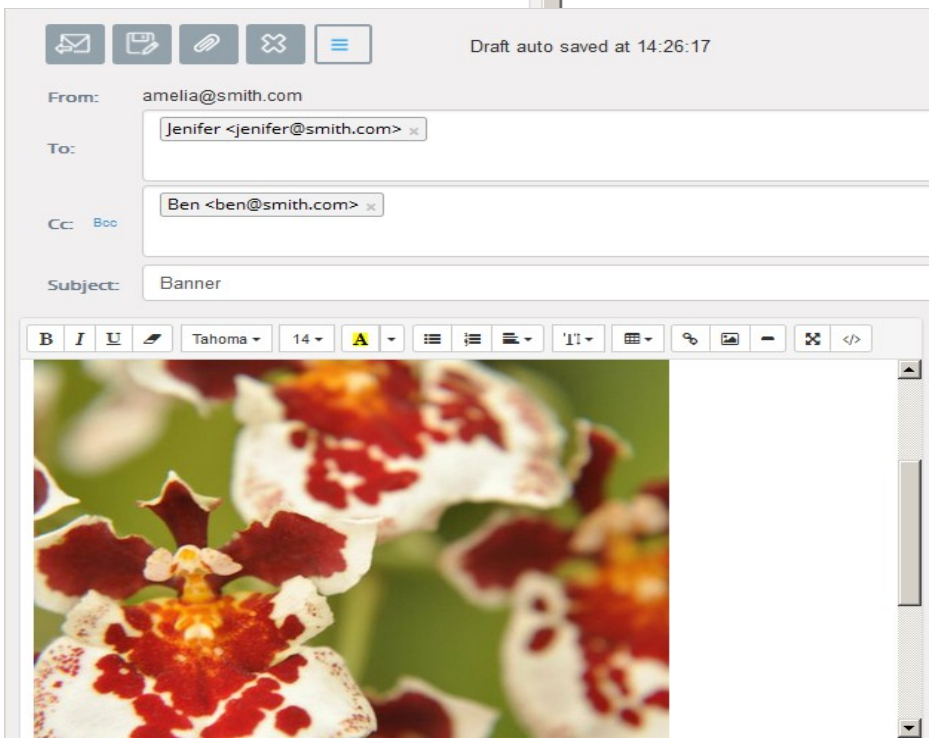
When composing an email, clicking on the Attachment button from the top bar will open the 'Attach files' window. To attach a file, you can either Browser the file or drag and drop it in the box, and then click on Attach.



4 Insert Image

To insert image into the composing email, the user can either drag the image into the email or paste the image directly into the email.

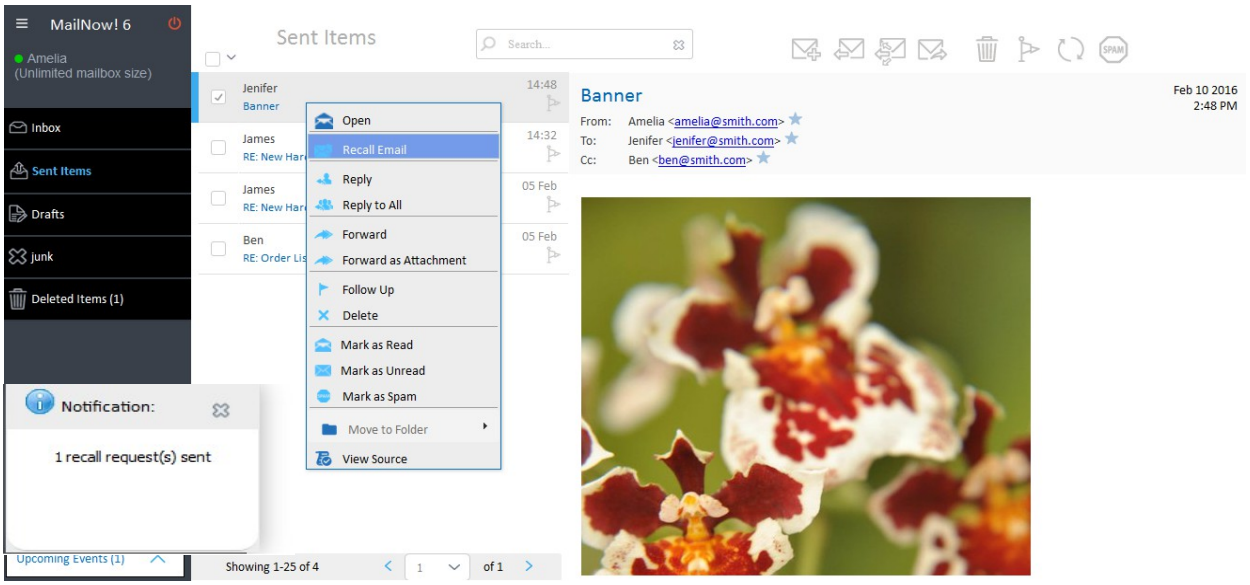


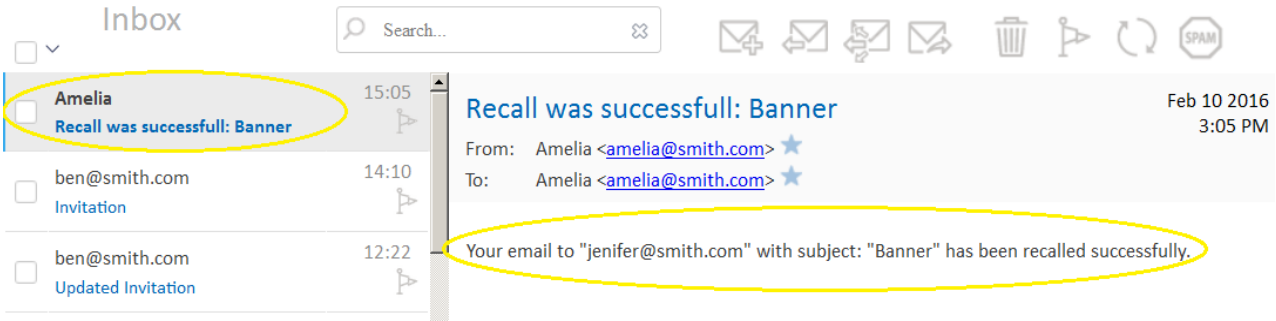


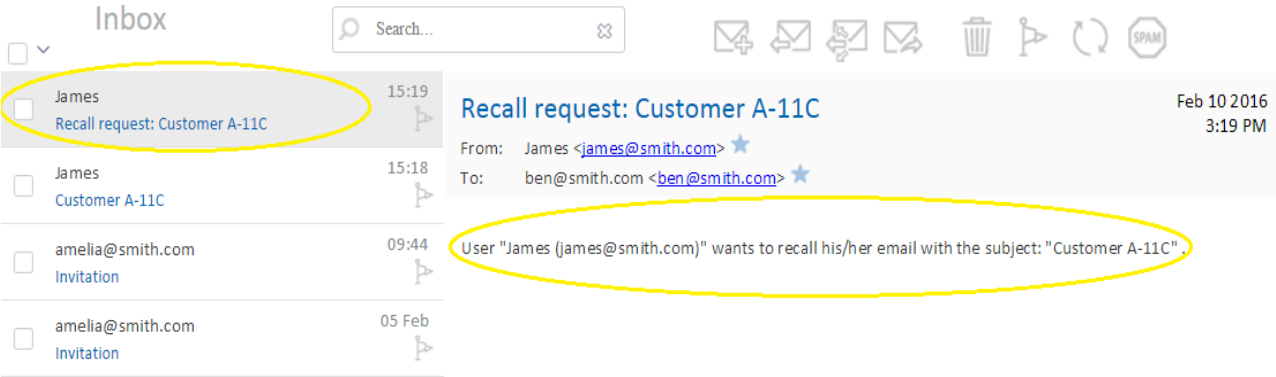
5 Recall Emails:

If the sent out email has to be recalled, there is an option to provide this function. By right clicking on the email in the Sent Items folder, the recall option is available in the pop up menu.

In local network, by 30 seconds after sending an email, it can successfully be recalled. If the due time is expired, the email can be recalled as long as it is in the recipient Inbox and is unread. Otherwise, an email will be sent to the recipient and indicates the sender wants to recall the email. About external emails, by 60 seconds after sending an email, the Recall option can undo the process. If the due time is expired, an email will be sent to the recipient stating that the email has been recalled. The time limits can be changed from the WebAdmin system settings.

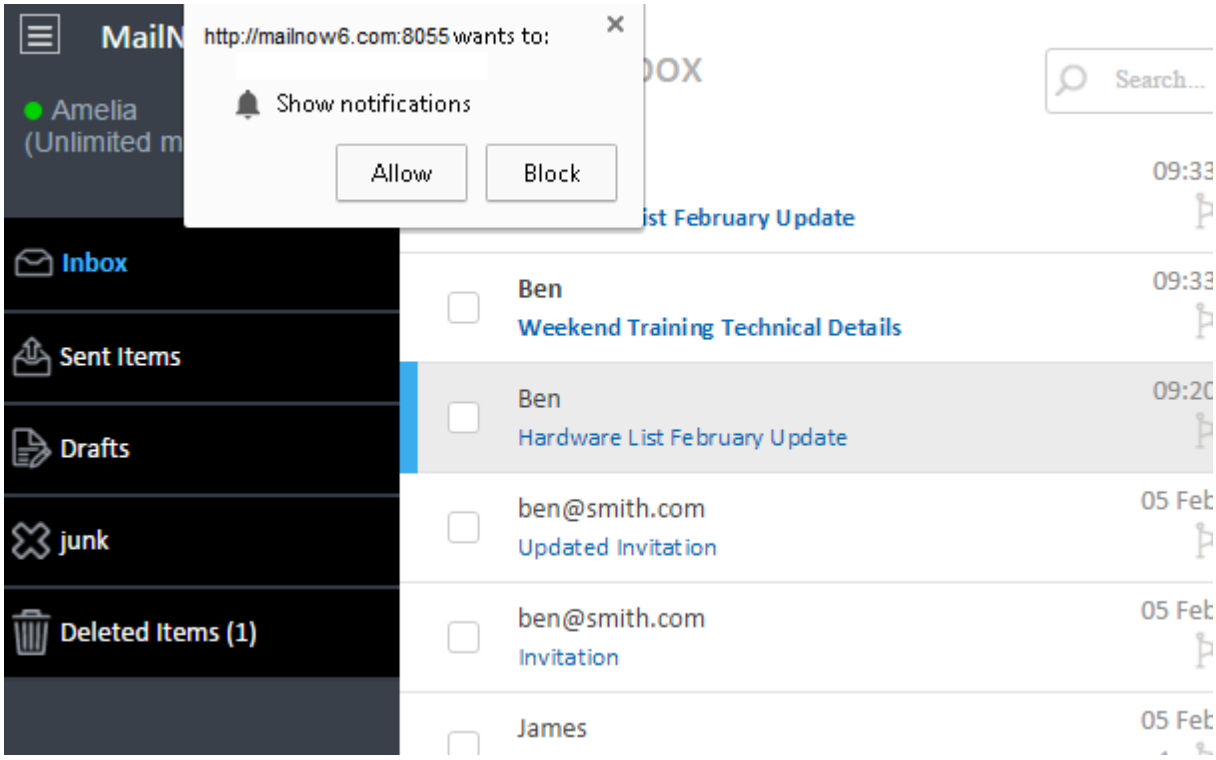


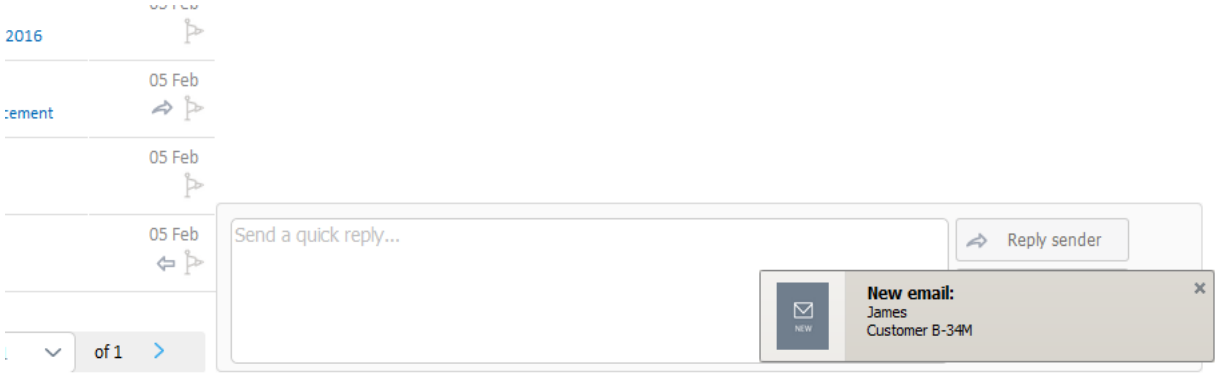




6 Desktop Notifications

Desktop Notification is an option to inform the user about all the incoming new emails and chat messages as long as the user is logged in, even if the browser window is minimized. Just for the first time, the browser asks for permission if the user would like to activate this option. Afterward, on receiving every single email or instant message from the messenger, a desktop notification will inform the user about the details.



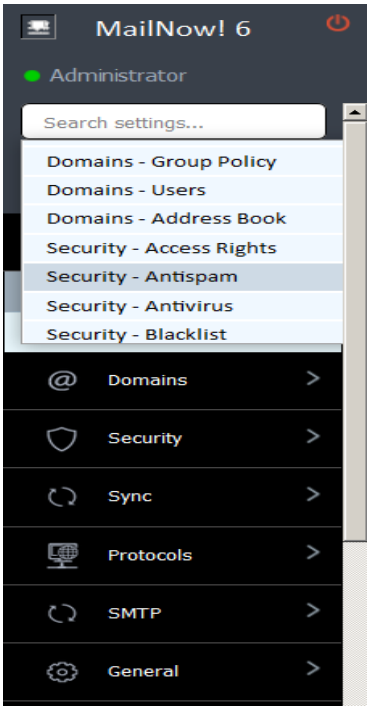


This feature can be enabled or disabled from Settings, WebMail, Reading page.

WebAdmin:

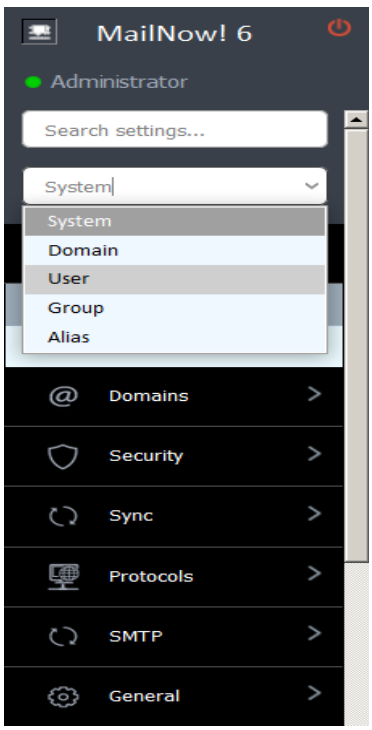
7 Search Settings

WebAdmin has categorized the available settings under variety of headlines. Moreover, a new feature is provided to allow users to search the settings right away without going through the categories.

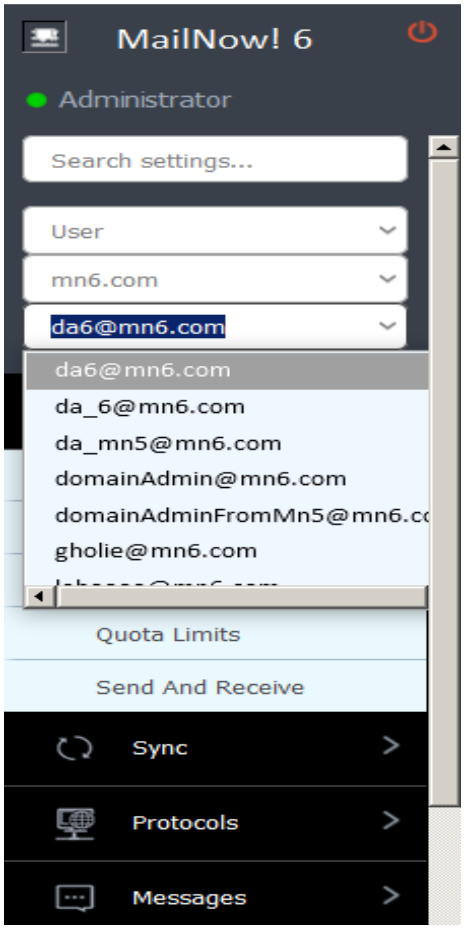


8 Setting Level

The default setting level is System. The associated combo box provides other four options to change the setting level.

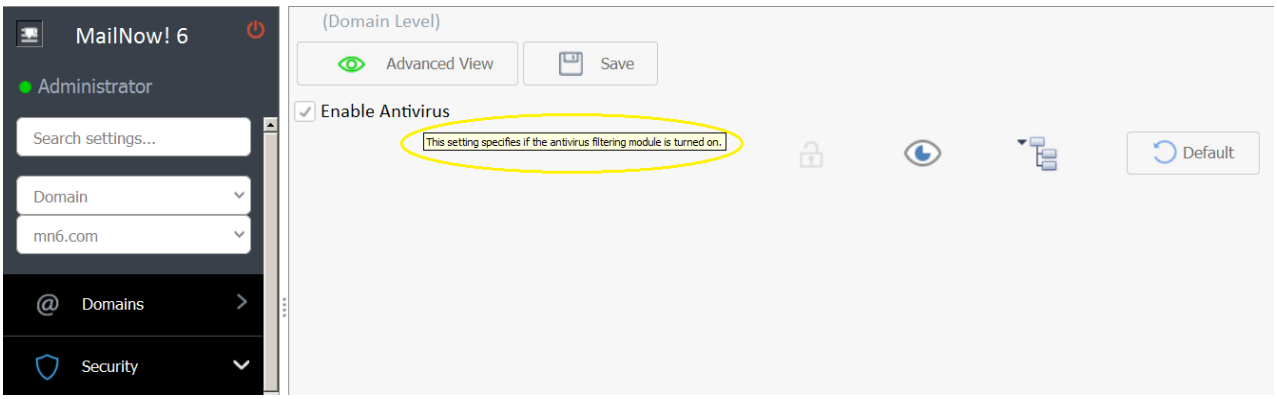


By selecting each of the setting levels, the options to choose the desired domain and/or specific User/ Group/ Alias will be available.



9 Settings Information

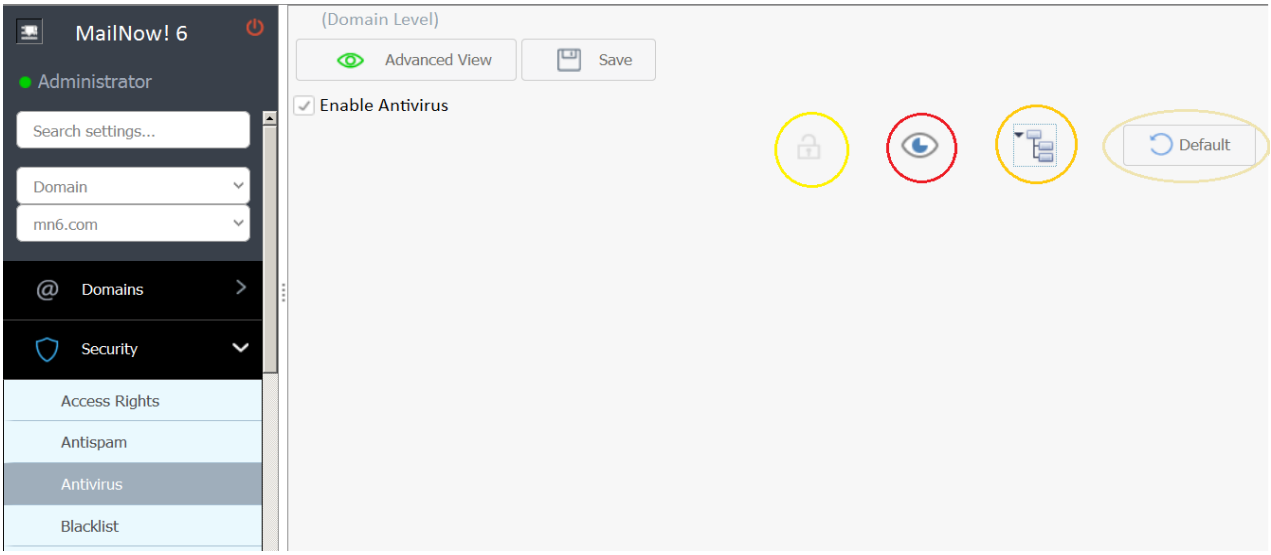
Brief explanations about each object's functionality will be displayed by hovering the mouse over the specific icon.



10 Setting Management

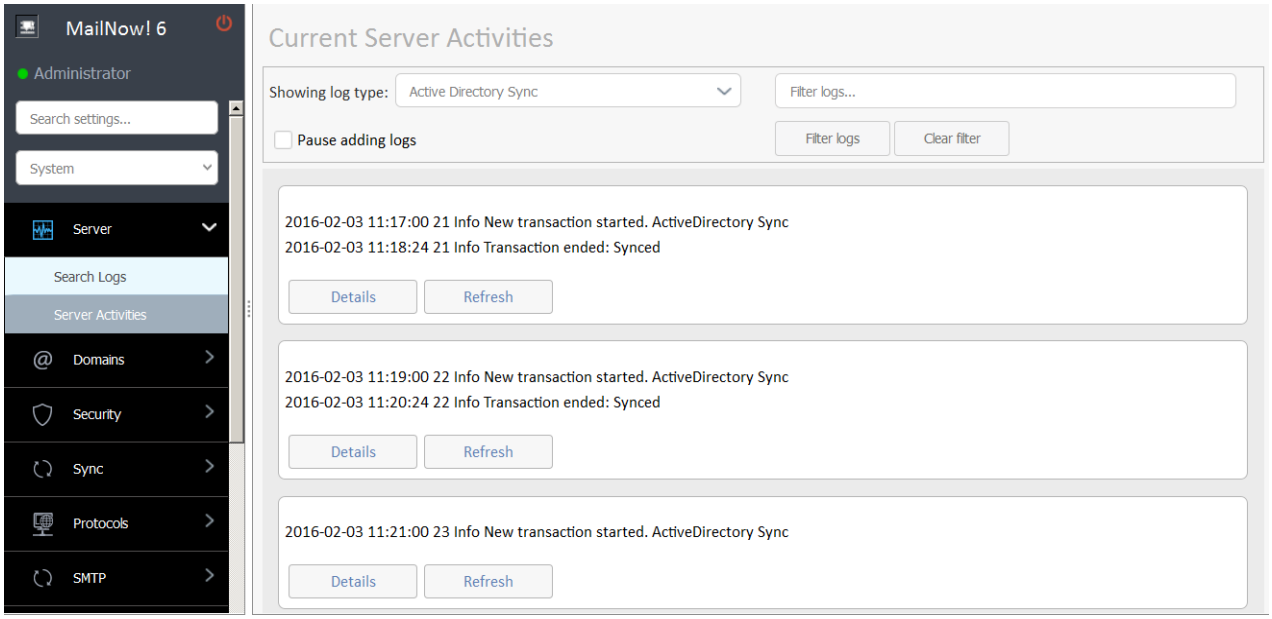
Each setting can be managed through three options as:

- ✓ Lock: to lock the setting for lower levels.
- ✓ Visibility: to define setting's visibility for lower levels.
- ✓ Inheriting mode: to define inheriting or overriding mode.
- ✓ Default button to set the default value for the specific setting.



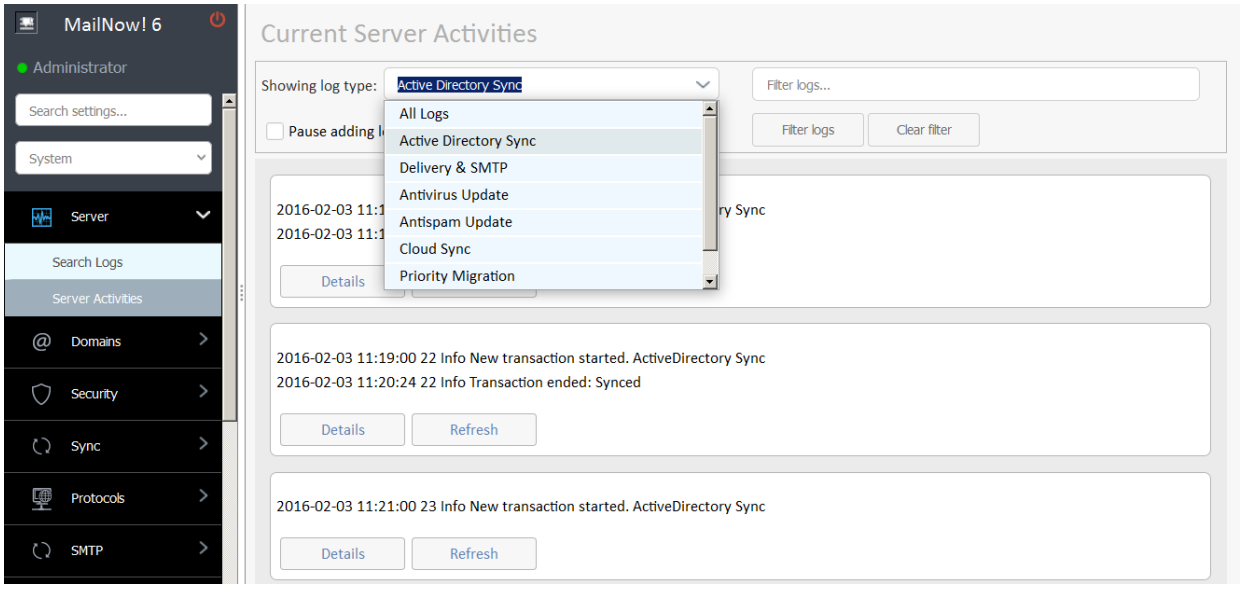
11 Server

Current activities of the server and the associated logs will be available and displayed through this option.



11.1 Server Activities

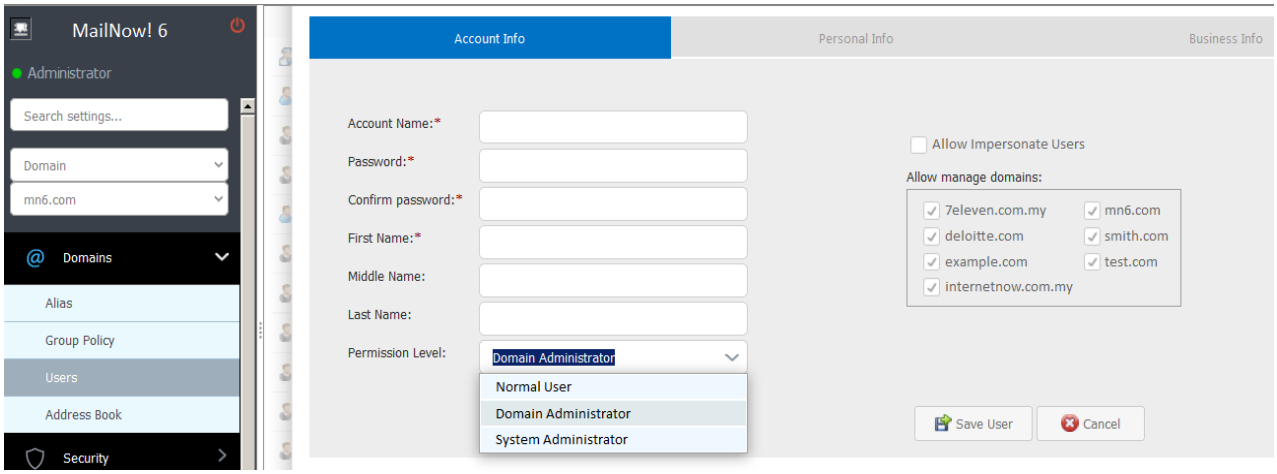
Server's logs are categorized into seven main categories in which all or one of them can be selected to display.



12 Domain

12.1 Add New User

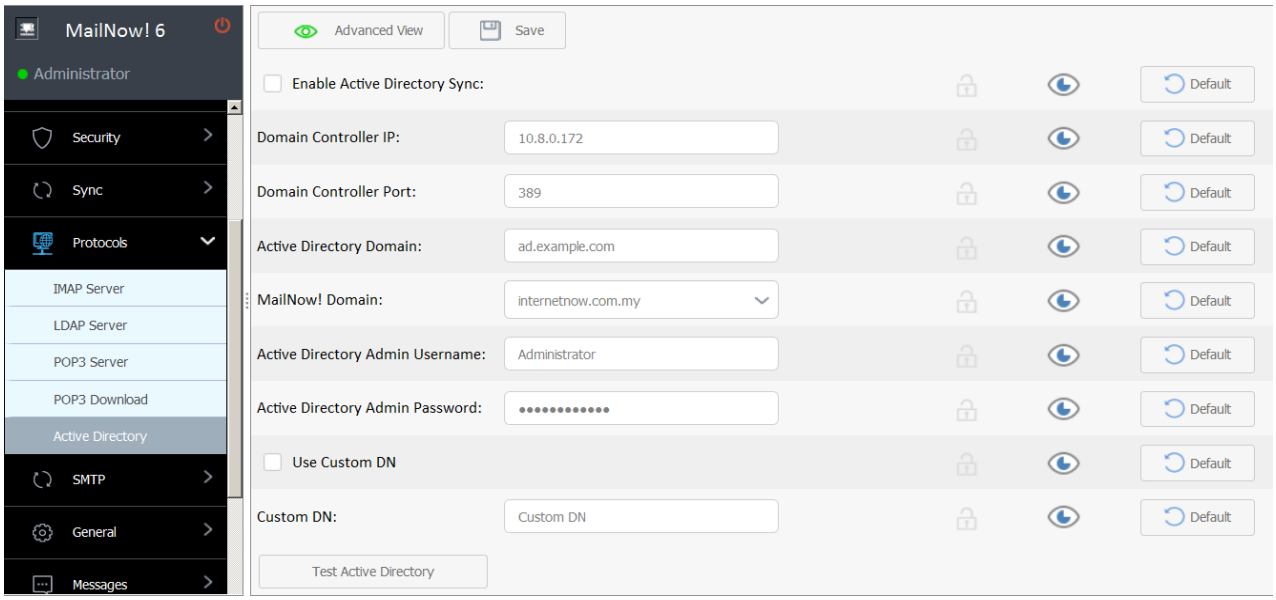
To add new users under Domain setting level, there is a new option to assign permission level to the user. In Domain Administrator level there is the possibility to manage the incorporated domains. Moreover, the user may or may not be authorized to have an option for impersonating user.



13 Protocols

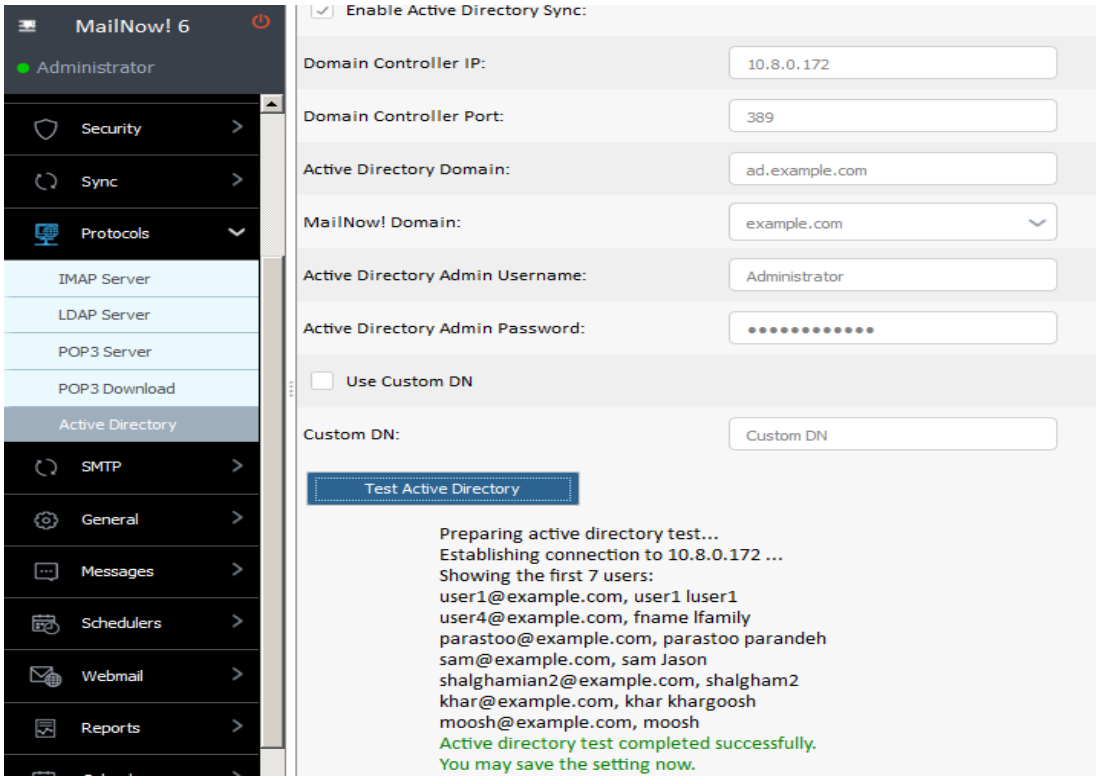
13.1 Active Directory

It is a directory service which centralizes domain management including user data, authentication, distributed resources, and enables interoperation with other directories. This option aims synchronizing Active Directory's data with MailNow! server.



13.2 Test Active Directory

The option to test Active Directory's functionality.

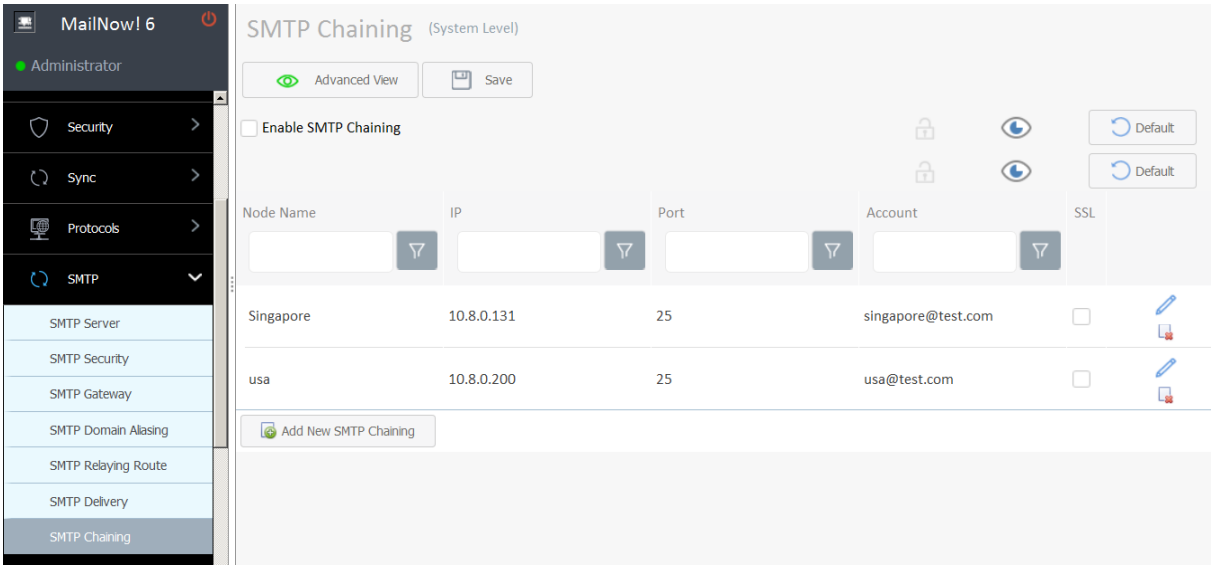


14 SMTP

14.1 SMTP Chaining

SMTP Chaining allows you to:

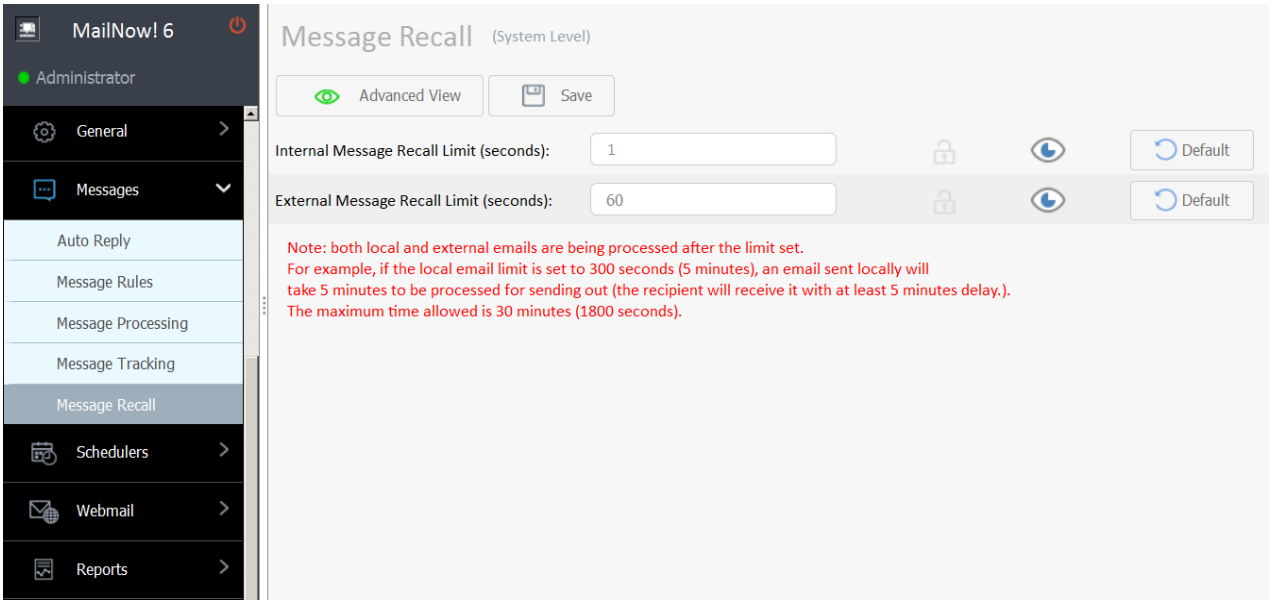
- Build a distributed MailNow! system. This caters for companies that need to have multiple MailNow! in multiple offices. Using this feature, all the different offices can host the mailboxes for their local users yet still share the same corporate domain. This is made possible by SMTP Chaining which effectively connects all the MailNow! server together to act as one single distributed system.
- Spread the load of your email server across multiple system. If you have many users in your company, you might want to segregate them into multiple servers to ensure better reliability and speed.



15 Messages

15.1 Message Recall

Configuring the time limit to recall the outgoing local or external emails can be set by this option.

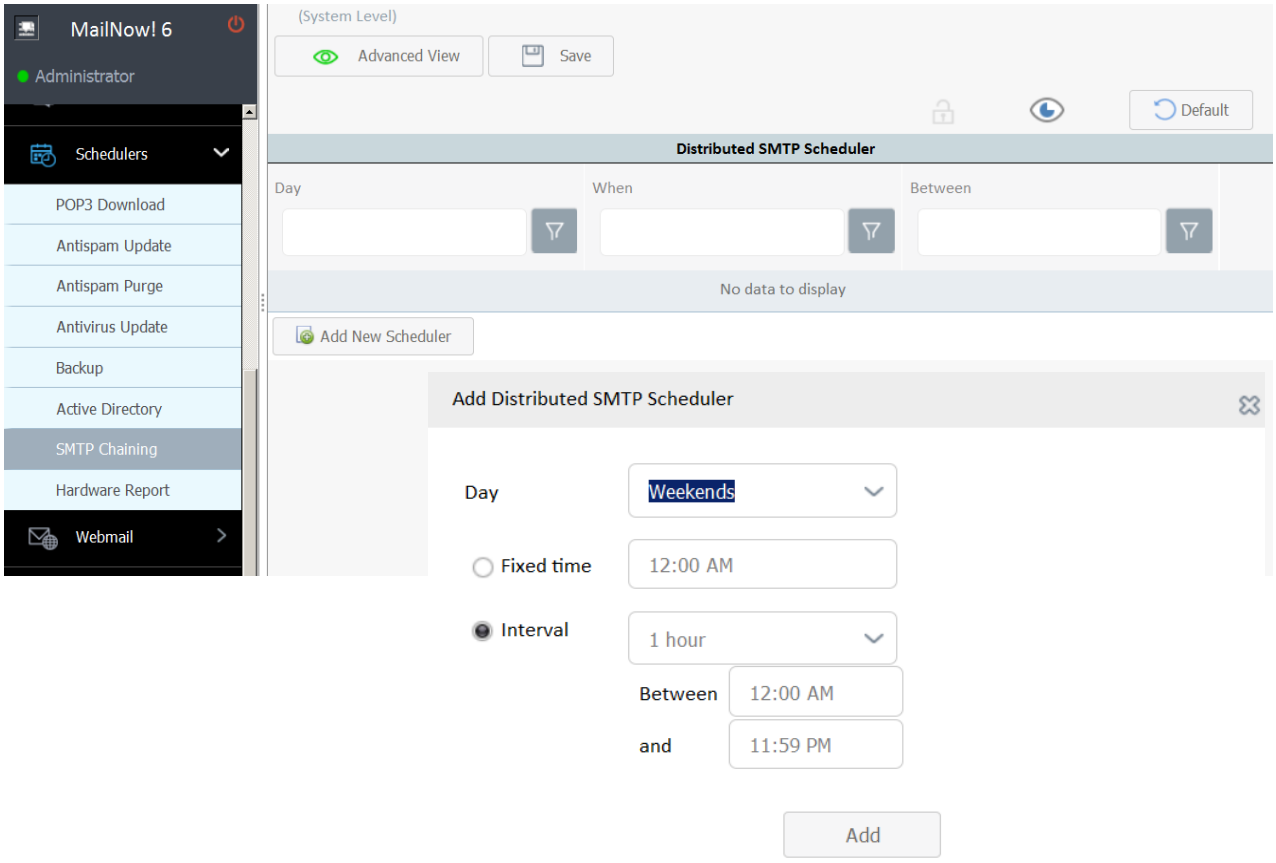


16 Scheduler

This is an option to define timely intervals for specified tasks to be completed.

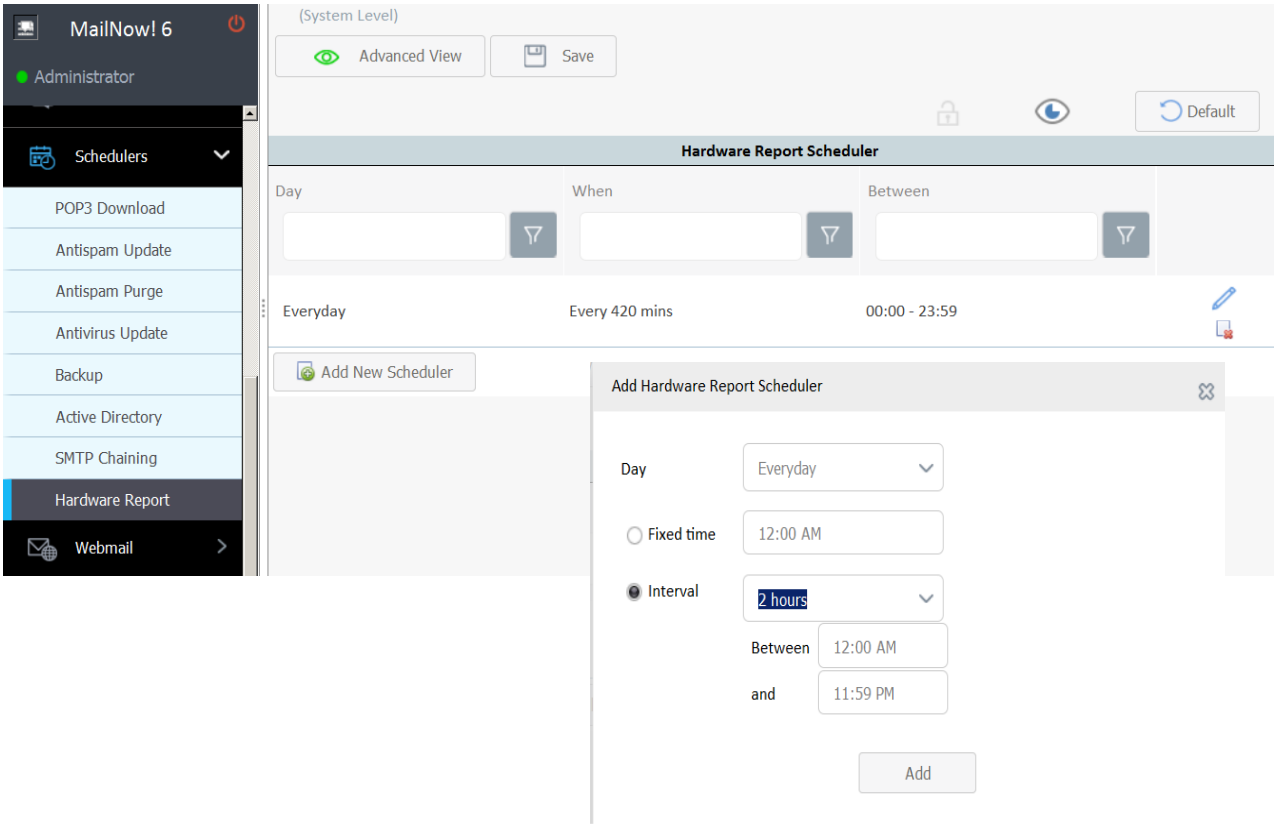
16.1 SMTP Chaining

Time intervals for SMTP chaining can be set by this option.



16.2 Hardware Report

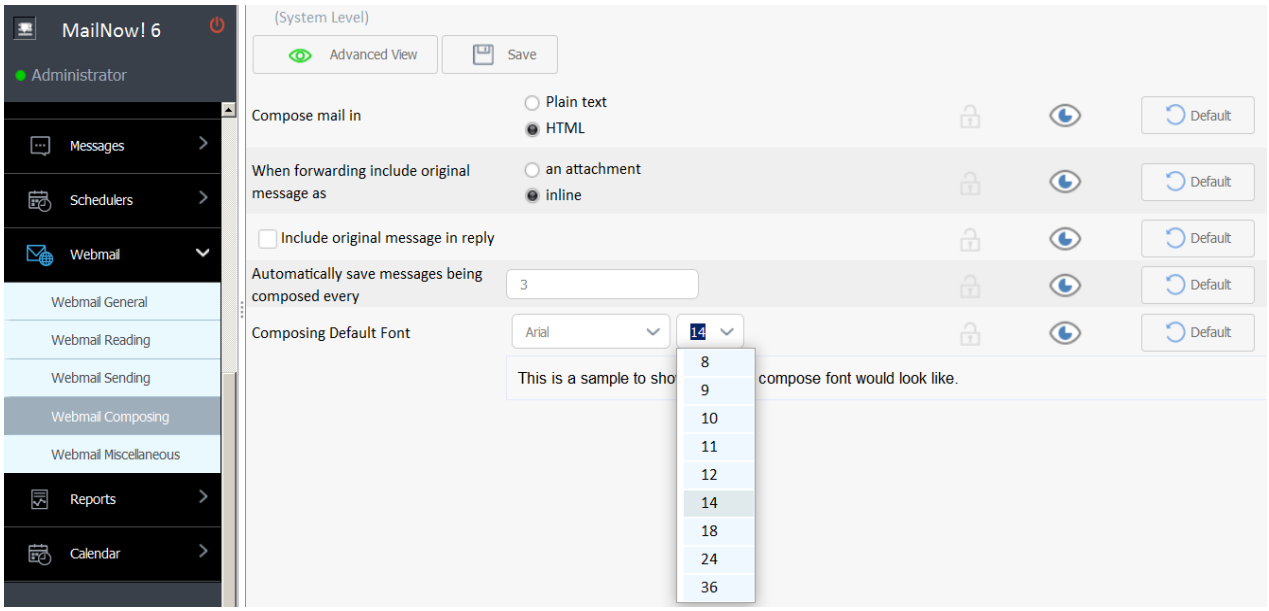
Time intervals to develop reports from server's hardware performance can be set by this option.



17 Webmail

17.1 Webmail Composing

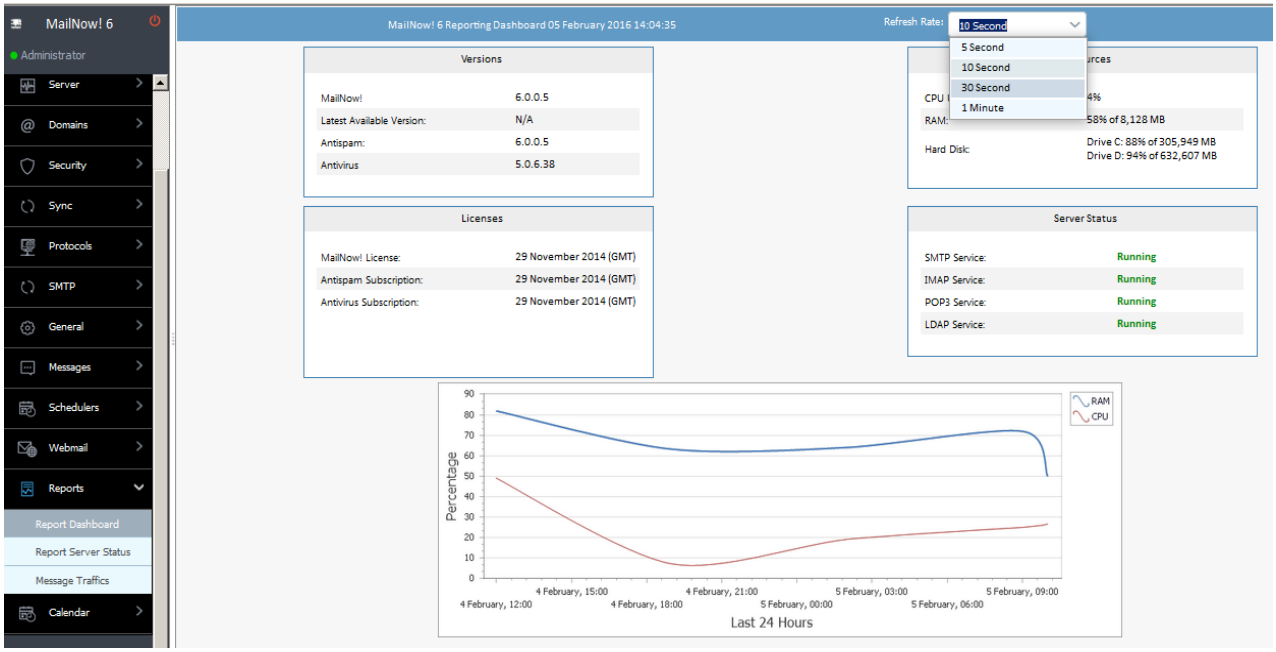
The associated configurations to compose emails can be set in this tab. The font's type and size of composing emails also can be defined here.



18 Reports

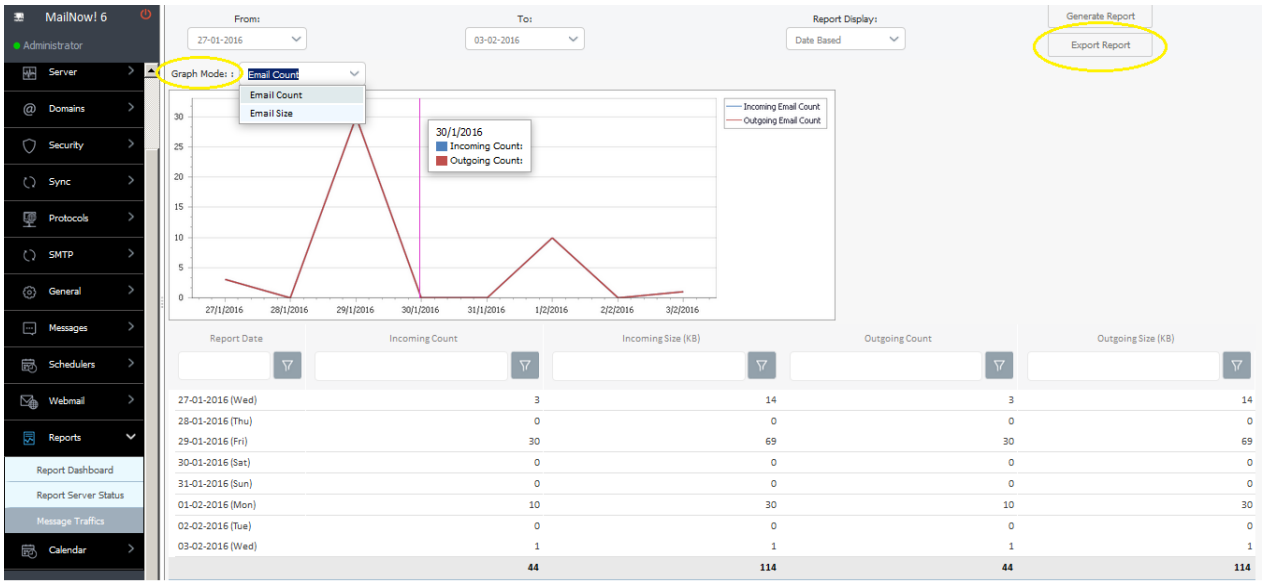
18.1 Report Dashboard

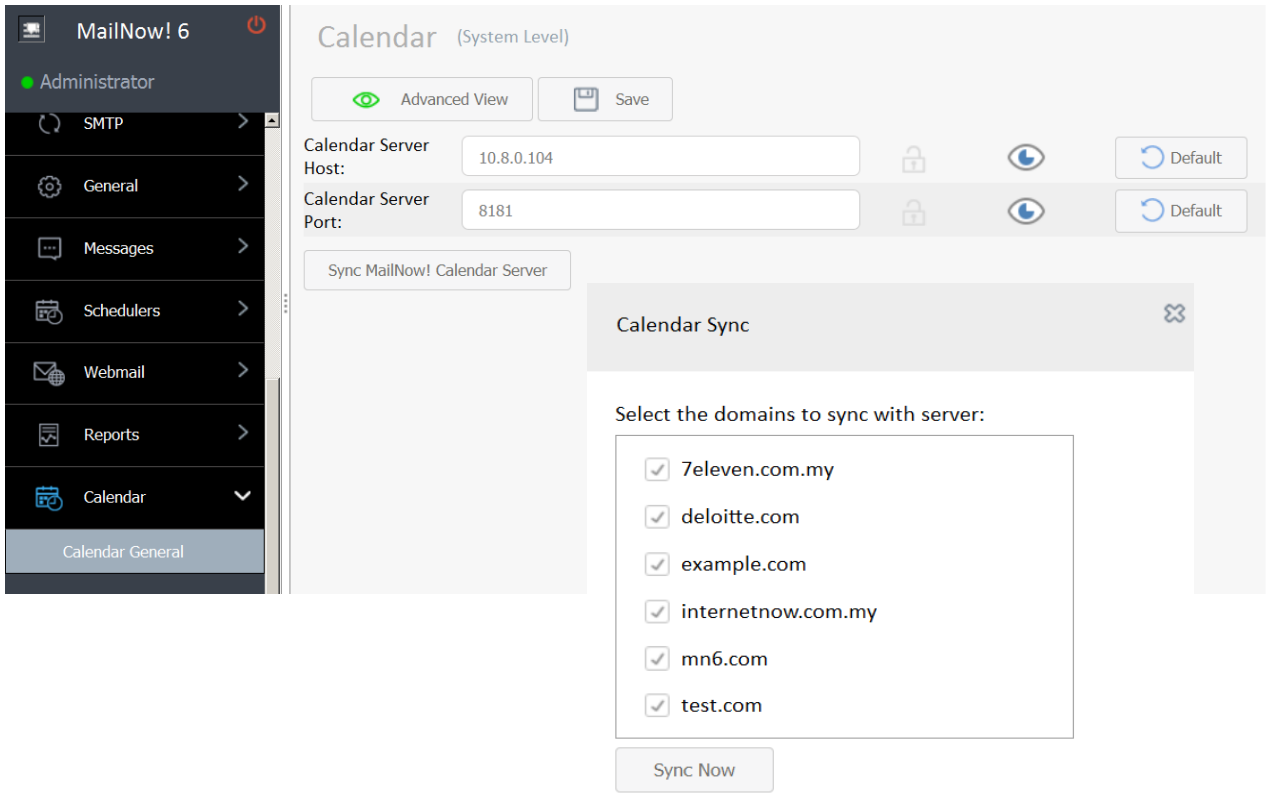
This tab provides real-time detailed information about MailNow! server's current version, resources, licenses, server status as well as a graph to display the report of last 24 hours resource performance. Moreover, the refreshing time intervals can be configured by the associated drop box.



18.2 Message Traffic

A report of all the incoming and outgoing emails traffic during specific duration will be developed. In the 'Graphic Mode' drop box there is an option to develop the reports based on emails count or size. Moreover, a pdf file of the report's current view can be printed by 'Export Report' option.



19 Calendar

Calendar's configuration can be defined in this tab. 'Sync MailNow! Calendar Server' provides the option to update the defined domains with MailNow! Server. The MailNow! Calendar server's records have higher priority rather other domains'.