

Account  
cccc





***Welcome to the***  
**PHOENIX MAIL**  
***Help System***

Phoenix Mail is Freeware, (c)1998-99 Michael Haller, Licensed under the GPL.

Please choose a topic you want to learn more about:

[Introduction](#)

**Features:**

[Address Book](#)

[Selective Mail Download](#)

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[Message Properties Dialog](#)

[Folder Properties Dialog](#)

[Customizable Toolbar](#)

[Repository and Trash Bag](#)

[Mail Filters](#)

[Attachments](#)

**Getting Started:**

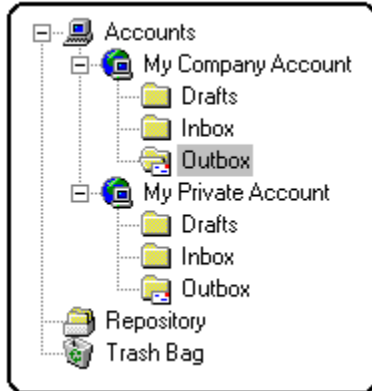
[Account Properties Dialog](#)

[Environment Options Dialog](#)

[Feature List](#)



With **Phoenix Mail** you can set up multiple accounts which are shown in a tree structure on the left side of the screen:



To set up a new account, follow these steps:

Click on "Accounts" in the menu bar and select "New...".

Select a tab in the account properties window and enter the required information. Choose a tab you would like to learn more about:

[General] [Receive] [Send] [Filter] [Signature]

**Please Note:** If you are using a Proxy Server, please [read this](#).



## (General)

The environment Options dialog allows you to change the environment settings of Phoenix Mail. Go to the bottom of this page to switch between the different tabs.

### Start

**Start Phoenix Mail at Windows Start:** Run Phoenix Mail minimized in the tray when Windows is started.

**Fetch and send mail at startup:** When Phoenix Mail is started, automatically fetch and send mail.

**Select language at startup:** Display the "Select language" dialog when Phoenix Mail is started.

**Check for Standard Mail Program:** Check at startup if Phoenix Mail is the standard email program of your Windows system.

### Online

**List mails before downloading them:** If checked, on the occasion of new mail Phoenix Mail will only retrieve the message headers so you can check them for spam etc. For example, you can delete a message from your server without even downloading it. See [Selective Mail Download](#) for more details.

**View status at the end of the online session:** The status window shows how many messages have been received/sent.

**Ask to go offline:** After you fetched or sent mail, Phoenix Mail can ask you to quit the online connection.

**Create protocol:** Creates a protocol when Phoenix Mail fetches or sends mail (useful for error analysis).

**Confirm before deleting message from server:** Confirm before a mail message is deleted from the server.

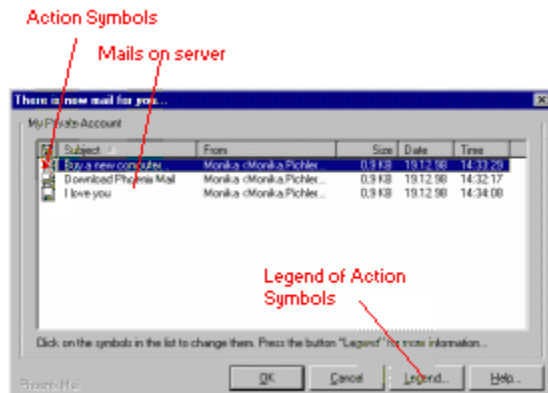
Go to:

[General] [[Paths](#)] [[Enhanced](#)] [[DUN](#)] [[Schedule](#)] [[Sounds](#)] [[Toolbar](#)] [[Style](#)]





Before downloading new mail to your hard disk, Phoenix Mail can retrieve only the headers of the messages from your server, leaving it up to you what to do with the mails (see [Environment Options Dialog](#) for how to toggle this feature). By clicking on the *action symbols* displayed next to each message header in the "New Messages" window you can tell Phoenix Mail how to handle the message that are waiting on your server.



New Messages Window.

Along with mail filters, this feature guarantees a maximum control of what is to be copied to your hard disk. The default download type is specified in the **Filters** section of the account properties dialog.

Related Topics:

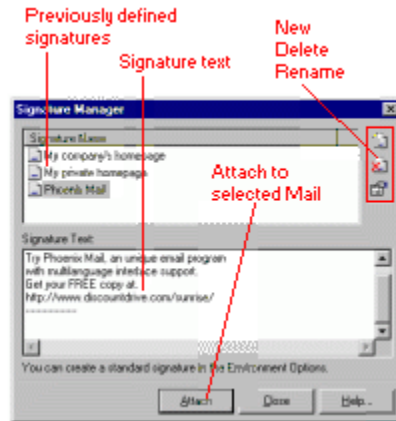
[Environment Options Dialog](#)

Account Properties Dialog: [Filter](#)

[Mail Filters](#)



In addition to the standard signature (see "Related topic"), you can add extra signatures you have previously defined in the signature manager window:

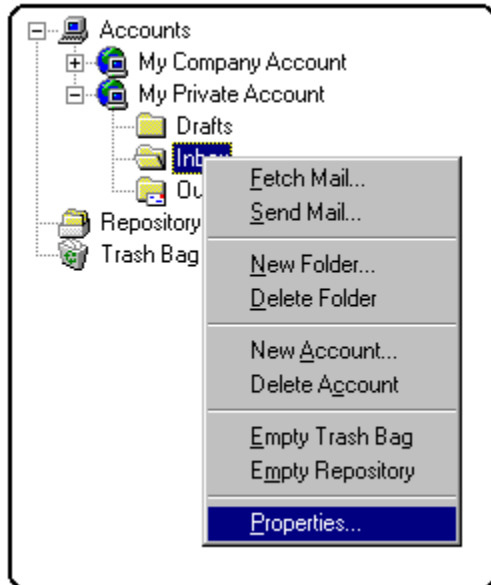


Signature Manager

Related Topic:  
Account Properties Dialog / [Signature](#)



Wherever you right-click on a mail message, account folder etc., a context menu will appear, allowing you to access all the relevant commands:

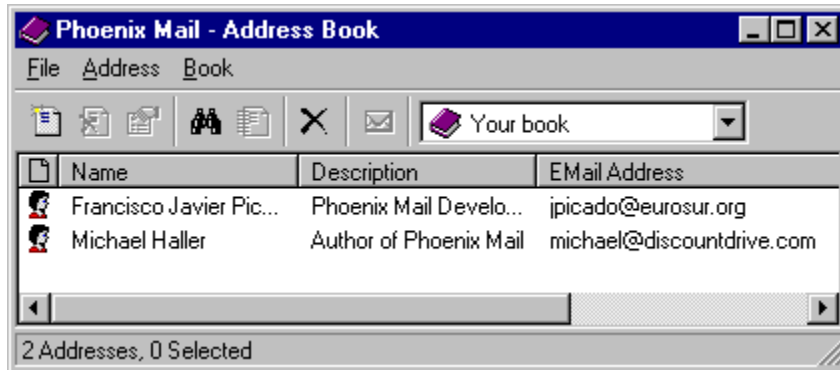


Context Menu


Depending on where you are, you can also access the Folder Properties Dialog, the Account Properties Dialog and the Message Properties Dialog.



Phoenix Mail comes with a built-in address book:



Address Book

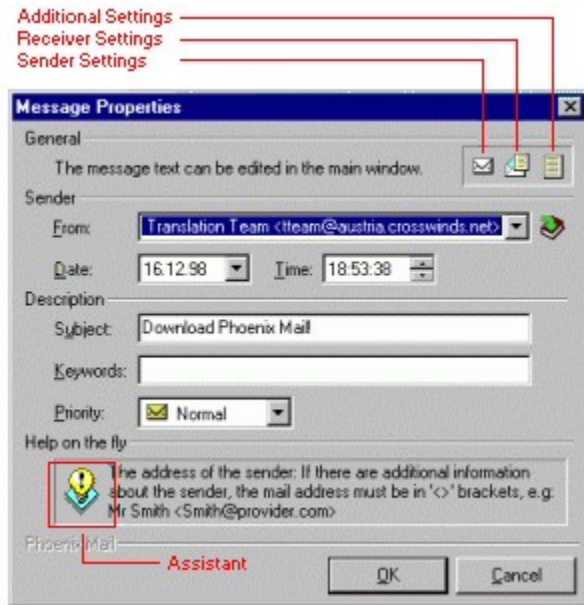
The address book is relatively easy to handle. To enter a new address, just click on the  button and enter the required information.

You can even add an address to the address book by simply right-clicking on a message and selecting "Add to Addressbook..." in the Context Menu.





You can change the settings of a message whenever you want. Just right-click on a message and select **Properties**. The following windows will appear:



In the program, just move your mouse over a field in order to get a hint ("Help on the fly").



In the upper-left corner of the window there are three symbols:



Click on them to switch between the "mail sender", "mail receiver" and "additional settings" window. In the latter, advanced information about the message are displayed. You can, for instance, even check what e-mail client the sender is using (section "X-Mailer").



Your mails are stored and managed in folders. Each folder may be divided into subfolders. In order to access the Folder Properties Dialog, right-click on a folder and select **Properties**.



Folder Properties Window

## Folder

**Name:** The name of the folder will be displayed in the tree-view on the left side screen.

**Normal folder:** A folder where you can store your mails.

**Outbox:** Phoenix Mail will check this folder for outgoing mails.

**Inbox:** Fetched mails will be moved to this type of folder.

**Sorting filters:** Phoenix Mail will store incoming mails to this folder according to the keywords specified.

Related Topics:

[Repository and Trash Bag](#)

[Message Properties Dialog](#)

[Mail Filters](#)

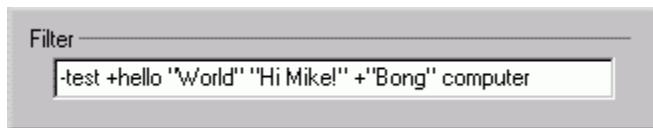


You can set up **mail filters** in the section Account Properties/[Filter](#) or in the [Folder Properties Dialog](#) by specifying filter keywords. Use filter keywords the same way as keywords in a www search engine like AltaVista or InfoSeek. Keywords have to be separated by a blank space.

**How to use keywords:**

- + Enforce Keyword
- Forbid Keyword
- "<text> " exact phrase

Example:



This filter definition is successful if there is not the word "test" but the word "hello" with ignored case and the word "Bong" with an upper-B. The filter result gets a higher priority than other filters if there is the word "World" with a upper-W or the expression "Hi Mike!", or the word "computer" with ignored case.

**Please note:**

Filters are applied to the sender, the subject or the keywords of a mail message.

Use the folder filters if you want to get your mails sorted. Phoenix Mail makes out the folder with the highest filter priority and saves the mail there.

Related Topics:

[Filter](#)

[Folder Properties Dialog](#)



**Phoenix Mail has the following outstanding features:**

- ✓ easy to use interface
- ✓ multiple mail accounts supported
- ✓ drag 'n drop
- ✓ automatic DUN connections
- ✓ customizable toolbar
- ✓ context menus
- ✓ offline reading and printing
- ✓ schedules
- ✓ MIME, POP3 and SMTP
- ✓ works with proxy servers
- ✓ filtering system / spam protection
- ✓ preview list before downloading mails
- ✓ supports virus scanners
- ✓ spell checker add-on
- ✓ fetch and send mails (all accounts) with ONE click
- ✓ built-in address book
- ✓ ...
  
- ✓ IT'S FREE!





Compose new message  
g



Fetch and send mail from all active accounts  
automatically.  
xx



Fetch mail from the selected account.

g



Send mail from selected account.  
d





Reply to the selected message.  
d



Delete selected message.  
s



Open signature manager.  
m



Open address book.  
d





Start spell checker.  
f



Exit Phoenix Mail.  
d



## (Paths)

### Virus Scanner:

**Scanner:** The path of your favorite virus scanner.

**Parameter:** If your virus scanner needs any command line parameters, then specify them here.

**Run minimized:** Runs your virus scanner minimized (does not work with all scanners).

#### **Please note:**

The virus checker will only be applied to attachments of unread messages (this is actually the only occasion where it makes sense).

Go to:

[\[General\]](#) [\[Paths\]](#) [\[Enhanced\]](#) [\[DUN\]](#) [\[Schedule\]](#) [\[Sounds\]](#) [\[Toolbar\]](#) [\[Style\]](#)



## (Enhanced)

### Printer:

**Friendly Printer:** The printer wishes you a nice day after printing a document.

### Editor:

**Font:** The fontype, the fontsize and the codepage of the message editor.

### Message:

**Mark message as read after...seconds:** Marks the currently selected message as "read" after the specified number of seconds.

### Captions:

Names of the **Account Tree**, **Repository** and **Trash Bag** as they will appear in the left panel of the Poenix Mail main window.

### Go to:

[[General](#)] [[Paths](#)] [Enhanced] [[DUN](#)] [[Schedule](#)] [[Sounds](#)] [[Toolbar](#)] [[Style](#)]





## (DUN)

Here you can specify what Phoenix Mail does when you are offline and you start performing a transaction:

**Connection:** No automatic connection will be established if "No automatic connection" is selected. If you want, however, you can tell Phoenix Mail to go online without even having to enter your password or press the "Connect" button of your DUN dialog box. Just select your DUN connection from the menu and enter the required information in the fields below:

**User Name:** User Name of your modem account.

**Password:** Your login password.

**Prompt for password:** This will cause Phoenix Mail to open a window where the user is required to enter the correct password before connecting to a server.

Go to:

[\[General\]](#) [\[Paths\]](#) [\[Enhanced\]](#) [\[DUN\]](#) [\[Schedule\]](#) [\[Sounds\]](#) [\[Toolbar\]](#) [\[Style\]](#)



## (Schedule)

### Fetch and send mails...

**...in intervals...:** Fetch and send mails regularly every x minutes.

**...at appointed times:** Fetch and send mails at the given times.

**...only if an online connection already exists:** If checked, Phoenix Mail will not build up an automatic online connection to fetch and send mails if your PC is currently offline.

**Quit the connection automatically:** Phoenix Mail will automatically log off after the mail transactions.

**Hang up the connection radically...:** Phoenix Mail will automatically log off after the given time has elapsed.

Go to:

[\[General\]](#) [\[Paths\]](#) [\[Enhanced\]](#) [\[DUN\]](#) [\[Schedule\]](#) [\[Sounds\]](#) [\[Toolbar\]](#) [\[Style\]](#)



## (Sounds)

Here you can specify which sound to play on the occasion of **new mail**, if an **error occurs** and when the **status is displayed**. If you do not want to play any sounds, leave the fields blank.

Go to:

[\[General\]](#) [\[Paths\]](#) [\[Enhanced\]](#) [\[DUN\]](#) [\[Schedule\]](#) [\[Sounds\]](#) [\[Toolbar\]](#) [\[Style\]](#)



Account:

**Name:** This is the caption of your account as it will appear in the account tree.

From:

**E-Mail Address:** Your address.

**Real Name:** Your name.

**Organization:** Your company, university etc. (optional)

Reply to:

**E-Mail Address:** This is the address the recipient's mail is sent to when he replies to your message.

**Real Name:** Name that appears with the above address.

Go to:

[General] [[Receive](#)] [[Send](#)] [[Filter](#)] [[Signature](#)]

[[Account Properties Dialog](#)]





SMTP:

**"Send mail to this server"**: If checked, the account is active.

**Server**: Name of the server that handles your outgoing mail (SMTP).

**Port**: Port number of the server (use default, it'll work in most cases).

Go to:

[\[General\]](#) [\[Receive\]](#) [\[Send\]](#) [\[Filter\]](#) [\[Signature\]](#)  
[\[Account Properties Dialog\]](#)



POP3:

**"Fetch mail from this server"**: If checked, mail will automatically be fetched whenever you "Go Online".

**Server**: Name of the server that handles your incoming mail (POP3).

**Port**: Port number of the server (use default, it'll work in most cases).

**User name**: Your user name given by your provider.

**Port**: Port number. Leave the default settings (works in most cases).

**Password**: Your login password.

**"Prompt for password"**: If checked, Phoenix Mail will ask you to enter your password before connecting to the server.

Go to:

[\[General\]](#) [\[Receive\]](#) [\[Send\]](#) [\[Filter\]](#) [\[Signature\]](#)

[\[Account Properties Dialog\]](#)



**Default Download Type:** Select the way you want Phoenix Mail to handle incoming mail by default. See [Selective Mail Download](#) for more details.

**Keep on server / Delete from server:** Specify keywords (see examples) for mail messages to be kept/deleted on/from the server.

Go to:

[\[General\]](#) [\[Receive\]](#) [\[Send\]](#) [\[Filter\]](#) [\[Signature\]](#)  
[\[Account Properties Dialog\]](#)



**Signature:** Enter the text you want Phoenix Mail to attach to each outgoing message (for example the URL of your homepage, address, alternative e-mail address...)

You can change these settings by right-clicking on an account and selecting "*Properties...*" in the Context Menu.

Go to:

[\[General\]](#) [\[Receive\]](#) [\[Send\]](#) [\[Filter\]](#) [\[Signature\]](#)  
[\[Account Properties Dialog\]](#)

Related topic:

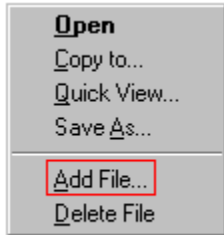
[Signature Manager](#)






You can attach a file (or even more) to every mail message.  
There are 3 ways to do so:

1. Right-click on the attachment panel right below the message window (where the currently selected message is displayed) and choose "Add File..." from the context menu:



Attachment Context Menu

Equally, you can open a file with the associated program ("**Open**" from context menu or double-click on the icon), copy the file to a certain location ("Copy to..."), open the file in QuickView ("Quick View..."), save the file under a different filename ("Save as...") or delete the file from the attachment panel ("Delete File").

2. You can access the same commands by clicking on the  in the upper left corner of the attachments window or
3. by selecting "Messages / Attachments" in the menu bar.



### Repository

The **Repository** is a mail folder in which all outgoing messages are automatically stored. This is especially useful if you want to check what you have written some days ago, or if you want to send the same message again. You can delete all messages stored in the repository by right-clicking on the repository folder and selecting "Empty Repository", or by selecting "Empty Repository" from the "Enhanced" menu item.

### Trash Bag

The **Trash Bag** stores all deleted messages. You may remove these mails by either right-clicking on the Trash Bag folder and selecting "Empty Trash Bag", or by selecting "Empty Trash Bag" from the "Enhanced" menu item.



**Phoenix Mail** is a totally free e-mail program. It has an easy to use interface and supports multiple mail accounts, drag'n drop, context menus, offline reading, printing, schedules, replys, forwarding, MIME, POP3 and SMTP. You can manage your mail in different folders and have powerful filters for sorting them and for spam protection. You get a preview list before downloading mails and you even may include a Virus Scanner for an automatic virus protection. You can fetch and send mails from ALL your accounts with ONE simple mouseclick! An address book is also included.

**Phoenix Mail** is freeware and you may freely copy it.  
Please read the conditions specified in the licence.txt file.

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**Contact the author of Phoenix Mail:**

Select Help from the menu bar and "Phoenix Mail Homepage".

**Contact the author of this help file:**

Phillip Perkmann  
[csab3666@uibk.ac.at](mailto:csab3666@uibk.ac.at)  
<http://mitglied.tripod.de/~PhillipPerkmann/>





## (Toolbar)

The toolbar allows you to quickly access all important commands.

**Please note:** The spell checker button will not be shown unless you have the spell checker add-on installed. You can download it at the Phoenix Mail Homepage (see menu item "Help").

You can fully customize your toolbar. Configuration is as simple as this:

In the "Toolbar" tab of the Environment Options, just drag and drop the toolbar button you want to add/remove between the "Available Symbols" window and the "Current Toolbar" window.

Click on a button to see the respective command:



Go to:

[\[General\]](#) [\[Paths\]](#) [\[Enhanced\]](#) [\[DUN\]](#) [\[Schedule\]](#) [\[Sounds\]](#) [\[Toolbar\]](#) [\[Style\]](#)





Add selected message to Address Book.  
This will launch the "New Adress" Dialog where you  
can specify the settings of the new address.  
f



Forward selected message.

c



Redirect selected message to the sender.

c



Attach file(s) to the selected message.  
c





Search for specific text / find e-mail.  
d



Print selected message.  
d



Cancel transactions (sending/fetching).  
d



Users have reported that Phoenix Mail perfectly works with *Proxy Servers*. These are the settings:

**Under Account/Properties Tab:**

**General:**

Nothing Changes, standard settings are fine

**Receive:**

**Server:** IP Address of the Proxy Server (Gateway machine)

**Port:** 110

**Username:** user#domain.com (Replace user with your actual POP account userid) the Delimiter "#" MUST be used instead of the "@" symbol.

**Password:** Your POP account password

**Send:**

**Server:** IP Address of Proxy Server (Gateway machine)

**Port:** 25

Go (back) to: [Account Properties Dialog](#)





## (Style)

Here you can set up the style of Phoenix Mail.

**Please Note:**

The background bitmap feature is only enabled if you have HiColor or higher AND if the "Use flat buttons" box is checked.

[\[General\]](#) [\[Paths\]](#) [\[Enhanced\]](#) [\[DUN\]](#) [\[Schedule\]](#) [\[Sounds\]](#) [\[Toolbar\]](#) [\[Style\]](#)





