



# Java Desktop System Email and Calendar User Guide

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# Preface

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This guide describes how to use Email and Calendar. Most of the information in this guide is generic to all releases of the Java™ Desktop System Release 3. Where the information is not generic, the platform is indicated.

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## Supported Systems

This release of the Java Desktop System supports the following systems:

- Systems running Linux on Intel-compatible hardware, including most desktop and laptop systems from most vendors.
- Systems running the Solaris™ 10 Operating System on SPARC® platforms.
- Systems running the Solaris 10 Operating System on x86 platforms.

Table P-1 describes where you can find information about systems that are supported by the Solaris Operating System, relevant to this product release. In the Java Desktop System documentation, the term *x86* refers to the processor families shown in Table P-1.

**TABLE P-1** Supported Solaris Systems

Architecture	Processor Families	Solaris Systems
SPARC	<ul style="list-style-type: none"><li>■ SPARC64</li><li>■ UltraSPARC</li></ul>	See the <i>Solaris 10 Hardware Compatibility List</i> at the following location:  <a href="http://www.sun.com/bigadmin/hcl">http://www.sun.com/bigadmin/hcl</a>

**TABLE P-1** Supported Solaris Systems (Continued)

Architecture	Processor Families	Solaris Systems
x86	<ul style="list-style-type: none"><li>■ AMD64</li><li>■ Pentium</li><li>■ Xeon</li></ul>	See the <i>Solaris 10 Hardware Compatibility List</i> at the following location: <a href="http://www.sun.com/bigadmin/hcl">http://www.sun.com/bigadmin/hcl</a>

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## Who Should Use This Guide

This guide is for users who want to use Email and Calendar for the following applications:

- Email client
- Calendar
- Task manager
- Contacts manager

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## Before You Read This Guide

Familiarize yourself with the following topics:

- Email applications
- Calendar applications

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## How This Guide Is Organized

This guide is organized as follows:

- [Chapter 1](#) provides an introduction to the major components and functions of Email and Calendar.
- [Chapter 2](#) provides information about how to get started with Email and Calendar.
- [Chapter 3](#) describes how to use your **Summary**.
- [Chapter 4](#) describes how to use Email and Calendar to compose, send, receive, and manage email messages.
- [Chapter 5](#) provides information about how to use advanced email features of Email and Calendar.

- [Chapter 6](#) describes how to use **Calendar** to schedule appointments, meetings, and tasks.
- [Chapter 7](#) describes how to use **Tasks** to manage the work tasks that you perform.
- [Chapter 8](#) describes how to use **Contacts** to create an address book of your contacts.
- [Chapter 9](#) provides information about how to use the Sun Java System Calendar Server connector to access your Sun Java System Calendar Server information.
- [Chapter 10](#) provides information about how to access your Microsoft Exchange information from Email and Calendar.
- [Chapter 11](#) describes how to use PDAs with Email and Calendar on Java Desktop System on Linux systems.
- [Chapter 12](#) provides information about how to configure the various components of Email and Calendar.
- [Chapter 13](#) provides information about how to import data into Email and Calendar.
- [Appendix A](#) provides information for troubleshooting Email and Calendar.
- [Appendix B](#) lists the icons that are displayed in the message pane.
- [Appendix C](#) describes how to navigate Email and Calendar from the keyboard only.
- [Glossary](#) is a list of terms used in this guide, and definitions of the terms.

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## Associated Documentation

The following guides are associated with this guide:

- [Java Desktop System Release 3 Accessibility Guide](#)
- [Java Desktop System Release 3 Administration Guide](#)
- [Java Desktop System Release 3 User Guide](#)

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## Documentation CD

The accompanying Java Desktop System Release 3 Documentation CD contains files or links for those manuals directly-related, or closely associated with, the Java Desktop System Release 3 on Linux.

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## Accessing Sun Documentation Online

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## Typographic Conventions

The following table describes the typographic changes that are used in this book.

**TABLE P-2** Typographic Conventions

Typeface or Symbol	Meaning	Example
AaBbCc123	The names of commands, files, and directories, and onscreen computer output	Edit your <code>.login</code> file. Use <code>ls -a</code> to list all files. <code>machine_name%</code> you have mail.
<b>AaBbCc123</b>	What you type, contrasted with onscreen computer output	<code>machine_name%</code> <b>su</b> Password:
<i>AaBbCc123</i>	Command-line placeholder: replace with a real name or value	The command to remove a file is <code>rm filename</code> .

**TABLE P-2** Typographic Conventions (Continued)

Typeface or Symbol	Meaning	Example
<i>AaBbCc123</i>	Book titles, new terms, and terms to be emphasized	Read Chapter 6 in the <i>User's Guide</i> . These are called <i>class</i> options. Do <i>not</i> save the file. (Emphasis sometimes appears in bold online.)

---

## Shell Prompts in Command Examples

The following table shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

**TABLE P-3** Shell Prompts

Shell	Prompt
C shell prompt	machine_name%
C shell superuser prompt	machine_name#
Bourne shell and Korn shell prompt	\$
Bourne shell and Korn shell superuser prompt	#

---

## Mouse Usage Conventions

The following table lists the conventions for mouse usage in documentation for the Java Desktop System.

Action	Definition
Click	Press and release the left mouse button, without moving the mouse.
Click-and-hold	Press and do not release the left mouse button.

---

<b>Action</b>	<b>Definition</b>
Left-click	Same as <i>click</i> . Left-click clarifies the action when there might be confusion with <i>right-click</i> .
Middle-click	Press and release the middle mouse button, without moving the mouse.
Right-click	Press and release the right mouse button, without moving the mouse.
Double-click	Press and release the left mouse button twice in rapid succession without moving the mouse.
Drag	Click-and-hold a mouse button, then move an object. For example, you can drag a window or an icon. The left and middle mouse buttons can perform drag actions.
Drag-and-drop	Click-and-hold a mouse button, then move an object. For example, you can drag-and-drop a window or an icon. Release the mouse button to place the object in a new location.
Grab	Point to an item that you can move, and click-and-hold on the mouse button. For example, you can grab the titlebar of a window, then drag the window to a new location.

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## Overview of Email and Calendar

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This chapter provides an overview of Email and Calendar.

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### Introduction to Email and Calendar

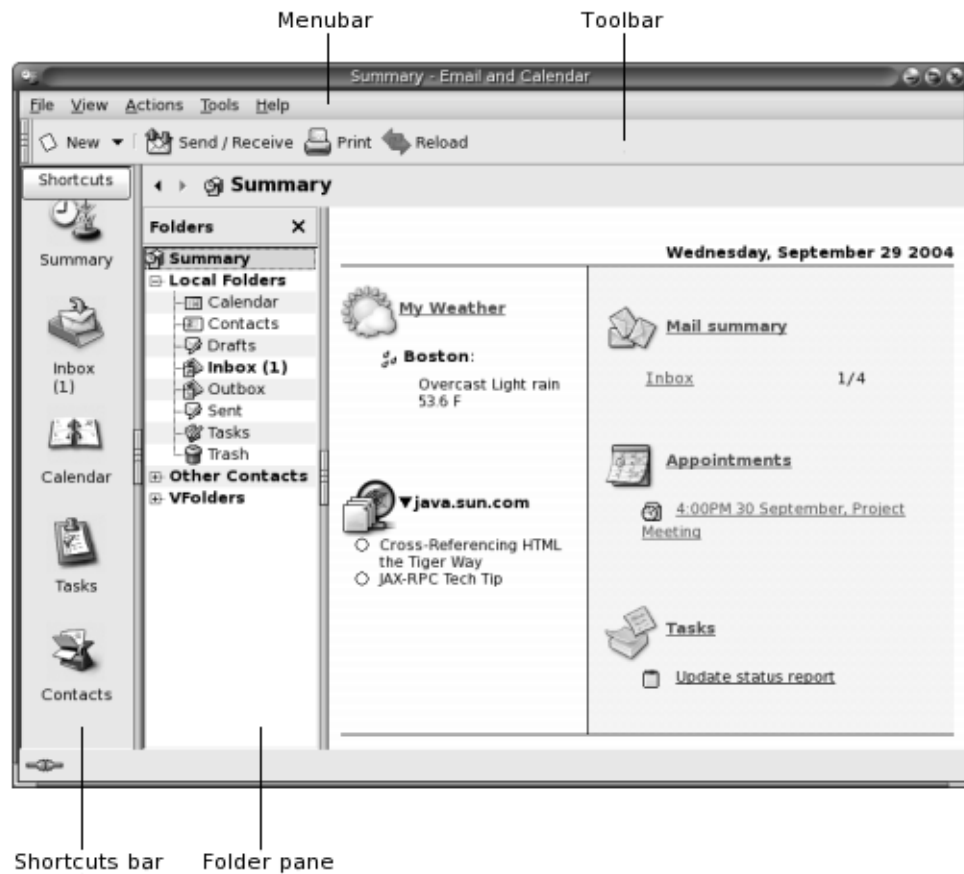
Email and Calendar is an advanced personal information management system that integrates with email servers and calendar servers. Email and Calendar contains the following component applications:

- |            |   |
|------------|---|
| Calendar   | You can use Calendar to schedule appointments, meetings, and tasks.   |
| Contacts   | You can use Contacts to create an address book of your contacts.  |
| Email      | You can use Email and Calendar to compose, send, receive, and manage email messages.  |
| Summary    | Summary gives you an overview of your day. Summary displays an overview of your email messages, and your appointments, meetings, and tasks. |
| Tasks      | You can use Tasks to manage the work tasks that you perform.  |
| Connectors | You can use connectors to connect to other email and calendar servers.  |

Email and Calendar is based on the Evolution 1.4 application, developed by Novell, Inc.

To start Email and Calendar, click Launch, then choose Email and Calendar.

[Figure 1-1](#) shows an Email and Calendar window that displays Summary.



**FIGURE 1-1** Email and Calendar Summary Window

The Email and Calendar window contains the following items:

- Menubar      Contains menus that you use to perform tasks in Email and Calendar. Different menu items are available, depending which application you use.
- Toolbar      Contains buttons that you use to perform tasks in Email and Calendar. Different toolbar buttons are available, depending which application you use.
- Shortcuts bar      Displays your shortcuts. Shortcuts are icons that provide quick access to your folders. The shortcuts bar is located at the extreme left side of the Email and Calendar window.

To display the shortcuts bar, choose View → Shortcut Bar so that the Shortcut Bar menu item is selected.

To hide the shortcuts bar, choose View → Shortcut Bar again, so that the Shortcut Bar menu item is deselected.

Folder pane Displays a list of your folders. The folder pane is located at the left side of the Email and Calendar window.

To display the folder pane, choose View → Folder Bar so that the Folder Bar menu item is selected. Alternatively, click on the name of the current folder at the top of the message list.

To hide the folder pane, choose View → Folder Bar again, so that the Folder Bar menu item is deselected. Alternatively, click on the Close button at the top of the folder pane.

Most Email and Calendar components also contain a searchbar. You can use the searchbar to perform simple searches. For example, you can search an email folder such as **Inbox** for a message that contains a particular text string.

---

## Accessing Email and Calendar Applications

To display one of the component applications in Email and Calendar, perform one of the following actions:

- Click on the appropriate shortcut in the shortcuts bar. For example, click on the **Calendar** shortcut to display your calendar.  
To display the shortcuts bar, choose View → Shortcut Bar.
- Choose a folder for the application from the folder pane. For example, choose an email folder such as **Inbox** to display the messages in the folder.  
To display the folder pane, choose View → Folder Bar.
- Choose File → Go to Folder. Select the folder for the application from the **Go to folder** dialog, then click OK. Alternatively, double-click on the folder.

---

## Using the Shortcuts Bar

By default, Email and Calendar contains shortcuts for the following component applications: Calendar, Contacts, Email, Summary, Tasks.

You can open shortcuts from the shortcuts bar in any of the following ways:

- Click on the shortcut.
- Right-click on the shortcut, then choose Open from the popup menu.
- To open the shortcut in a new window, right-click on the shortcut, then choose Open in New Window from the popup menu.

You can also customize the shortcuts bar. The following sections describe how to customize the shortcuts bar.

## Working With Shortcuts Groups

You can create groups of shortcuts in the shortcuts bar. By default, the shortcuts bar contains one group which is represented by the Shortcuts button at the top of the shortcuts bar.

To open a group, click on the button that represents the group.

### To Create a Shortcuts Group

Right-click on a vacant space on the shortcuts bar, then choose Add Group from the popup menu. A **Create New Shortcut Group** dialog is displayed. Type a name for the new group in the dialog, then click OK. A button that represents the group is added to the shortcuts bar.

### To Rename a Shortcuts Group

Right-click on the button that represents the group, then choose Rename this Group from the popup menu. A **Rename Shortcut Group** dialog is displayed. Type a new name for the group in the dialog, then click OK. The text on the button in the shortcuts bar that represents the group is updated.

## To Remove a Shortcuts Group

Right-click on the button that represents the group, then choose Remove this Group from the popup menu. A **Remove Shortcut Group** dialog is displayed. Click Delete to remove the shortcuts group.

---

**Note** – You cannot remove the **Shortcuts** group.

---

## To Change the Size of Icons in a Shortcuts Group

Right-click on the button that represents the group, then choose Small Icons or Large Icons from the popup menu.

## Working With Shortcuts

You can add, rename, and remove shortcuts from your shortcuts groups. The following sections describe how to work with shortcuts.

### To Add a Shortcut

To add a shortcut to a shortcuts group, perform the following steps:

1. Open the shortcuts group to which you want to add the shortcut.
2. In the folder pane, select the folder for which you want to add a shortcut, then choose File → Folder → Add to Shortcut Bar. The folder is added to the shortcuts group as a shortcut.

### To Add Default Shortcuts

You can add the default shortcuts to a shortcuts group. To add the default shortcuts to a shortcuts group, perform the following steps:

1. Open the shortcuts group to which you want to add the default shortcuts.
2. Right-click on a vacant space on the shortcuts bar, then choose Create Default Shortcuts from the popup menu. The default shortcuts are added to the shortcuts group.

## To Rename a Shortcut

Right-click on the shortcut, then choose Rename from the popup menu. A **Rename Shortcut** dialog is displayed. Type a new name for the shortcut in the dialog, then click OK. The text on the shortcut is updated.

## To Remove a Shortcut

Right-click on the shortcut, then choose Remove from the popup menu.

---

# Using Folders

In Email and Calendar, you store your information in folders. For example, the default location for your incoming messages is the **Inbox** folder.

You can use the following user interface components to work with your folders:

- File menu
- Folder pane

## To Open a Folder

Choose File → Go to Folder. Select the folder that you want to open from the **Go to folder** dialog, then click OK.

Alternatively, click on the folder in the folder pane.

To open the current folder in a new window, choose File → Folder → Open in New Window.

Alternatively, right-click on the folder in the folder pane, then choose Open in New Window from the popup menu.

## To Create a New Folder

Perform the following steps:

1. Choose File → Folder → New Folder. Alternatively, right-click in the folder pane, then choose New Folder from the popup menu. A **Create New Folder** dialog is displayed.
2. Enter the details of the folder that you want to create in the **Create New Folder** dialog. The following table describes the elements on the **Create New Folder** dialog:

Element	Description
<b>Folder name</b>	Type a name for the folder in the text box.
<b>Folder type</b>	Select the type of folder from the drop-down list.
<b>Specify where to create the folder</b>	Use the tree to select the location where you want to create the new folder.

3. Click OK.

## To Move a Folder

Perform the following steps:

1. Open the folder that you want to move, then choose File → Folder → Move. Alternatively, right-click on the folder that you want to move in the folder pane, then choose Move from the popup menu. A **Move Folder** dialog is displayed.
2. Use the tree in the **Move Folder** dialog to select the location where you want to move the folder.

To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see [“To Create a New Folder” on page 22](#).

3. Click OK.

## To Copy a Folder

Perform the following steps:

1. Open the folder that you want to copy, then choose File → Folder → Copy. Alternatively, right-click on the folder that you want to copy in the folder pane, then choose Copy from the popup menu. A **Copy Folder** dialog is displayed.
2. Use the tree in the **Copy Folder** dialog to select the location where you want to copy the folder.

To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see [“To Create a New Folder” on page 22](#).

3. Click OK.

## To Rename a Folder

Perform the following steps:

1. Open the folder that you want to rename, then choose File → Folder → Rename. Alternatively, right-click on the folder that you want to rename in the folder pane, then choose Rename from the popup menu. A **Rename Folder** dialog is displayed.
2. Type a new name for the folder in the dialog, then click OK.

## To Delete a Folder

Open the folder that you want to delete, then choose File → Folder → Delete. Alternatively, right-click on the folder that you want to delete in the folder pane, then choose Delete from the popup menu. A confirmation dialog is displayed. Click Delete to delete the folder.

---

# Performing Actions in Email and Calendar

In Email and Calendar, you can perform the same action in several ways. For example, you can delete a message from your **Inbox** in the following ways:

UI Component	Action
Menubar	Choose Edit → Delete.
Toolbar	Click on the Delete toolbar button.
Popup menu	Right-click on the message, then choose Delete from the popup menu.
Shortcut keys	Press Ctrl + D.

This guide describes functionality from the menubar.



---

## Sorting Items

You can sort items in Email and Calendar to arrange the items in the order that you prefer. You can sort messages, tasks, and contacts.

You can sort items by the fields that relate to the item. For example, you can sort tasks by their **Summary** field.

You can sort items in ascending or descending order. For example, you can sort your messages by date in descending order, so that the most recent messages are at the top of the message list.

You can sort items in Email and Calendar in any of the following ways:

- To sort the items in ascending order, click on the column heading that represents the field by which you want to sort the items. A down arrow is displayed in the column heading.  
Alternatively, right-click on the column heading, then choose Sort Ascending from the popup menu.
- To sort the items in descending order, click twice on the column heading that represents the field by which you want to sort the items. An up arrow is displayed in the column heading.  
Alternatively, right-click on the column heading, then choose Sort Descending from the popup menu.
- You can also unsort the items. That is, you can return the items from the current sort order to the default sort order. To return your messages to the default sort order, right-click on the column heading, then choose Unsort from the popup menu.

The default sort order for email messages is sorted by received date in ascending order. The default sort order for tasks is sorted by summary in ascending order. The default sort order for contacts is sorted by organization in ascending order.

---

## Using Views

A *view* is a particular arrangement of the items in a folder. Views enable you to look at items in different ways.

Standard views are available from the View menu. To use a standard view, choose View → Current View, then select the view that you require. For example, you can choose to view your calendar with one of the following views:

- **Day View**
- **Work Week View**
- **Week View**
- **Month View**

You can modify the current view, then save the current view. You can also create custom views for messages, tasks, and contacts. The following table shows the characteristics that you can modify for message, task, and contact views:

Characteristic	Description
Fields	You can specify the fields that you want to display in the view. For example, an <b>Inbox</b> view might display only the <b>From</b> , <b>Subject</b> , <b>Date</b> , and <b>Follow Up Flag</b> fields.
Groups	You can group the items in a view by particular fields. For example, an <b>Inbox</b> view might group messages by the <b>Follow Up Flag</b> field.
Sort order	You can specify the order in which the items in the view are sorted. For example, an <b>Inbox</b> view might sort messages by the <b>Date</b> field, within the group.

## To Format the Columns in a View

You can format the display of columns in the current view in the following ways:

- To add a column to the view, right-click on any column heading, then choose Add a Column from the popup menu. An **Add a column** dialog is displayed.  
To add a column, drag the column from the dialog to the position in which you want the column to appear.
- To move a column, drag the column heading. Drop the column heading at the position in which you want the column to appear.
- To remove a column, right-click on the column heading, then choose Remove This Column from the popup menu.
- To adjust the width of the columns, point to the edge of the column that you want to change. A resize table column pointer is displayed. Drag the edge of the column to the size that you want.

Alternatively, you can automatically adjust the width of the columns to fit the contents. To automatically adjust the width of the columns, right-click on the column heading, then choose Best Fit from the popup menu.

For information about how to save the current view, see [“To Save a View” on page 28](#).

## To Customize a View

To customize the current view, except for calendar views, perform the following steps:

1. Right-click on any column heading, then choose **Customize Current View** from the popup menu. A **Customize Current View** dialog is displayed.
2. To specify the fields displayed in the view, click on the **Fields Shown** button. A **Show Fields** dialog is displayed.

To add a field to the view, select the field in the **Available Fields** list box, then click **Add**. The field is moved to the **Show these fields in order** list box.

To remove a field from the view, select the field in the **Show these fields in order** list box, then click **Remove**. The field is moved to the **Available Fields** list box.

To change the position of a field in the view, select the field in the **Show these fields in order** list box. Click the **Move Up** button or **Move Down** button to change the position of the field. Repeat these steps until the field is in the required position.

Click **OK** to close the **Show Fields** dialog.

3. To specify how items are grouped in the view, click on the **Group By** button. A **Group** dialog is displayed.

Select the first field by which you want to group items from the **Group Items By** drop-down list. Use the **Ascending** or **Descending** options to select the order in which you want to display the items in the group. To display the name of the field by which the items are grouped, select the **Show field in View** option.

To group items by additional fields, use the **Then By** drop-down lists and the associated options.

To clear all the settings in all the elements in the **Group** dialog, click on the **Clear All** button.

Click **OK** to save your settings and close the **Group** dialog.

---

**Note** – You cannot specify how to group items in **Inbox** views.

---

4. To specify how the fields are sorted in the view, click on the **Sort** button. A **Sort** dialog is displayed.

Select the first field by which you want to sort items from the **Sort Items By** drop-down list. Use the **Ascending** or **Descending** options to select the order in which you want to display the items in the view.

To sort items by additional fields, use the **Then By** drop-down lists and the associated options.

Click **OK** to close the **Sort** dialog.

5. Click **OK** to close the **Customize Current View** dialog.

For information about how to save the current view, see [“To Save a View”](#) on page 28.

## To Save a View

To save the current view, perform the following steps:

1. Choose View → Current View → Save Custom View.
2. To create a new view, select the **Create New View Named** option. Type a name for the new view in the text box under the **Create New View Named** option.  
Alternatively, to overwrite the current view, select the **Replace Existing View** option.
3. Click OK.

## To Create a Custom View

Perform the following steps:

1. Choose View → Current View → Define Views. A **Define Views for component** dialog is displayed.
2. To create a new view, click New.
3. Type a name for the view in the **Name of new view** text box. Select a type of view from the **Type of view** list box. Click OK. A dialog is displayed that you can use to define the characteristics of the view.
4. To specify the fields displayed in the view, click on the Fields Shown button. A **Show Fields** dialog is displayed. For information about how to specify the fields displayed in the view, see [“To Customize a View”](#) on page 27.
5. To specify how the items are grouped in the view, click on the Group By button. A **Group** dialog is displayed. For information about how to specify how the items are grouped in the view, see [“To Customize a View”](#) on page 27.
6. To specify how the fields are sorted in the view, click on the Sort button. A **Sort** dialog is displayed. For information about how to specify how the fields are sorted in the view, see [“To Customize a View”](#) on page 27.
7. Click OK on the define views dialog to create the view.  
To revert to the default view settings, click on the Revert button.
8. Click OK on the **Define Views for Mail** dialog to close the dialog.

## Getting Started

---

The information in this chapter describes how to use the Setup Assistant to get started with Email and Calendar. This chapter contains information about how to configure your email account, and how to import data from other applications.

---

### To Start Email and Calendar

To start Email and Calendar, click Launch, then choose Email and Calendar.

---

### Using the Setup Assistant

When you start Email and Calendar for the first time, the Setup Assistant guides you through the initial configuration process for Email and Calendar. In the initial configuration process, you do the following:

- Enter identity information.
- Create an email account.
- Select your time zone.
- Import data from other applications.

The Setup Assistant displays pages where you enter the configuration information. The first page displays a welcome message. To begin the initial configuration process for Email and Calendar, click on the Forward button on the **Welcome** page.

The Setup Assistant window contains the following buttons:

**Forward**     When you have entered the required information in the page and you are ready to continue to the next page in the configuration process, click on the Forward button.

- Back**      If you want to return to the previous page, click on the Back button.
- Cancel**      To stop the Email and Calendar configuration process and close the Setup Assistant, click on the Cancel button .

The following sections describe the information that you need to enter in the Setup Assistant. If you are unsure what information to enter, contact your system administrator.

---

## Entering Your Identity Information

Enter your identity information in the **Identity** page in the Setup Assistant. [Table 2-1](#) lists the identity settings that you can configure.

When you complete your identity information, click on the Forward button.

**TABLE 2-1** Identity Settings

Element	Description
<b>Full name</b>	Type your full name.
<b>Email address</b>	Type your email address.
<b>Reply-To</b>	Optional. Type the email address to which to send replies to your messages. When someone replies to your messages, the reply goes to this address. If you do not type an address in this text box, the address in the <b>Email address</b> text box is used as your reply-to address.
<b>Organization</b>	Optional. Type the name of the organization for which you work.

---

## Configuring a Mail Server From Which to Receive Email

Enter your receiving mail server information in the first **Receiving Mail** page in the Setup Assistant.

Email and Calendar can receive email in several ways. Select the type of server from which you want to receive email from the **Server Type** drop-down list. Select one of the following options:

- **IMAP:** Internet Message Access Protocol (IMAP) servers receive and store your messages. When you log in to an IMAP server, you can view header information for your messages. You can open the messages that you want to read, and you can also create and use folders on the IMAP server.

Select this option if you want to access your email from multiple systems.

- **Microsoft Exchange:** Exchange servers receive and store your messages. When you log in to an Exchange server, you can view header information for your messages. You can open the messages that you want to read, and you can also create and use folders on the Exchange server.

Select this option if you want to access your Exchange account from Email and Calendar.

- **POP:** Post Office Protocol (POP) servers store your messages until you log in to the server. When you log in to the POP server, all your messages are downloaded to your local system and are deleted from the POP server. You work with your messages in your local system. Typically, a POP server has a permanent connection to the Internet, and the clients of the server connect occasionally to the Internet.

Select this option to download your messages to your local system.

- **Local delivery:** The `mbox` format stores your messages in one large file on your local file system. This file is called a *mail spool*.

Select this option if you want to store email from the mail spool in your home directory.

- **MH-format mail directories:** Mail servers that use `mh` format store messages in individual files. Select this option if you want to use an application that uses the `mh` format.

- **Maildir-format mail directories:** Mail servers that use `maildir` format also store messages in individual files. The `maildir` format is similar to the `mh` format. Select this option if you want to use an application that uses the `maildir` format, for example, `qmail`.

- **Standard Unix mbox spool or directory:** This option uses `mbox` format. Select this option if you want to store email from the mail spool in a directory other than your home directory.

- **None:** Select this option if you do not want to use this email account to receive email messages.

When you select an option from the **Server Type** drop-down list, more options are displayed in the **Receiving Email** page. Different options are displayed, depending on the option that you select. [Table 2-2](#) lists the receiving mail server settings that you can configure.

When you complete the receiving mail server information, click on the Forward button.

**TABLE 2–2** Receiving Mail Server Settings

Element	Description
<b>Host</b>	Enter the host name of the mail server.  <b>IMAP, POP</b> options only.
<b>Exchange Server</b>	Enter the Domain Name Service (DNS) name or the Internet Protocol (IP) address of the Exchange server. A <i>DNS name</i> is a unique alphabetic identifier for a computer on a network. An <i>IP address</i> is a unique numeric identifier for a computer on a network.  <b>Microsoft Exchange</b> option only.
<b>Username</b>	Type the username for your account on the mail server.  <b>IMAP, POP</b> options only.
<b>Windows Username</b>	Type your username for the Exchange server. If you do not know your Exchange username, contact your Exchange system administrator.  <b>Microsoft Exchange</b> option only.
<b>Use secure connection (SSL)</b>	Select when to use the <i>Secure Sockets Layer (SSL)</i> protocol to connect to the Exchange server. Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>Always:</b> Select this option to always use SSL to connect to the Exchange server.</li> <li>■ <b>Whenever Possible:</b> Select this option to use SSL to connect to the Exchange server only if you are not in a secure environment.</li> <li>■ <b>Never:</b> Select this option to never use SSL to connect to the Exchange server.</li> </ul> <p><b>Note</b> – If the Exchange server uses form-based authentication, then you must select the <b>Always</b> option or the <b>Whenever Possible</b> option.</p> <b>IMAP, Microsoft Exchange, and POP</b> options only.
<b>Authentication type</b>	Select a type of authentication to use for the account.  <b>IMAP, Microsoft Exchange, and POP</b> options only.
Check for supported types	Click on this button to check what types of authentication the server supports. The types of authentication that the server supports are added to the <b>Authentication type</b> drop-down list.  <b>IMAP, Microsoft Exchange, and POP</b> options only.



**TABLE 2-2** Receiving Mail Server Settings (Continued)

Element	Description
<b>Remember this password</b>	Select this option if you want to connect directly to the mail server, rather than enter your password each time you connect.  <b>IMAP, Microsoft Exchange, and POP</b> options only.
<b>Path</b>	Enter the path to the location where you want to store your email.  Valid only for the following options: <ul style="list-style-type: none"><li>■ <b>Local delivery</b></li><li>■ <b>MH-format mail directories</b></li><li>■ <b>Maildir-format mail directories</b></li><li>■ <b>Standard Unix mbox spool or directory</b></li></ul>

---

## Configuring How to Receive Email

Specify your receiving email settings in the second **Receiving Email** page in the Setup Assistant. [Table 2-3](#) lists the settings for receiving email that you can configure.

When you complete the receiving email settings, click on the Forward button.

**TABLE 2-3** Receiving Email Settings

Element	Description
<b>Automatically check for new mail every</b>	Select this option if you want Email and Calendar to check for new messages automatically. Use the spin box to specify how often to check for new messages, in minutes.
<b>Check for new messages in all folders</b>	Select this option if you want Email and Calendar to check for new messages in all your IMAP folders.  <b>IMAP</b> option only.
<b>Show only subscribed folders</b>	Select this option to view only the IMAP folders to which you have subscribed, not all of your IMAP folders.  <b>IMAP</b> option only.
<b>Override server-supplied folder namespace</b>	An <i>IMAP namespace</i> is a directory where your messages are stored. Select this option if you want to store your messages in a namespace other than the default namespace that the IMAP server provides.  <b>IMAP</b> option only.

**TABLE 2-3** Receiving Email Settings (Continued)

Element	Description
Namespace	<p>If you select the <b>Override server-supplied folder namespace</b> option, enter the namespace in which you want to store your messages in this field.</p> <p><b>IMAP</b> option only.</p>
Apply filters to new messages in INBOX on this server	<p>Select this option to apply your message filters to messages that are delivered to your <b>Inbox</b> folder on the IMAP server, as well as to messages that you download to your local area.</p> <p><b>IMAP</b> option only.</p>
Global Catalog server name	<p>Enter the name of your global catalog server, if this is different from your Exchange server.</p> <p><b>Microsoft Exchange</b> option only.</p>
Limit number of GAL responses	<p>Select this option to restrict the number of items that Email and Calendar finds when you search the <i>global address list (GAL)</i>. If you restrict the number of items to find, this decreases the workload of the server.</p> <p>Use the spin box to specify the maximum number of items that you want Email and Calendar to find.</p> <p><b>Microsoft Exchange</b> option only.</p>
Mailbox name	<p>If your mailbox name in Exchange is different to your Windows username, type the mailbox name in the text box.</p> <p><b>Microsoft Exchange</b> option only.</p>
OWA path	<p>Enter the Outlook Web Access (OWA) path in this field. <i>OWA</i> is a feature in Exchange that allows users to access their Exchange information from a web browser. The OWA URL is the URL that you use to access Exchange from a web browser. The <i>OWA path</i> is appended to the OWA URL.</p> <p>Typically, the value for this field is <code>/exchange</code>.</p> <p><b>Microsoft Exchange</b> option only.</p>
Public Folder server	<p>If your public folders are located on a different server to your personal folders, enter the name of the public folder server in this field.</p> <p><b>Microsoft Exchange</b> option only.</p>

**TABLE 2-3** Receiving Email Settings (Continued)

Element	Description
<b>Apply filters to new messages in Inbox on this server</b>	Select this option to apply your message filters to messages that are delivered to your <b>Inbox</b> folder on the Exchange server, as well as to messages that you download to your local area.  <b>Microsoft Exchange</b> option only.
<b>Leave messages on server</b>	Select this option to store copies of your messages on the POP server.  <b>POP</b> option only.
<b>Apply filters to new messages in INBOX</b>	Select this option to apply your message filters to your <b>Inbox</b> folder.  Valid only for the following options: <ul style="list-style-type: none"><li>■ <b>Maildir-format mail directories</b></li><li>■ <b>Standard Unix mbox spool or directory</b></li></ul>
<b>Store status headers in Elm/Pine/Mutt format</b>	Select this option if you want to use the X-Status message header format.  Select this option if you use email applications that use the X-Status message header format. For example, Elm, mutt, and Pine use the X-Status message header format.  <b>Standard Unix mbox spool or directory</b> option only.
<b>Use the '.folders' folder summary file (exmh)</b>	Select this option if you want Email and Calendar to use the folder summary file that is generated by the exmh application.  <b>MH-format mail directories</b> option only.

---

## Configuring How to Send Email

Enter your sending email configuration information in the **Sending Email** page in the Setup Assistant. Email and Calendar can send email in several ways. Select the type of server that you want to use to send email from the **Server Type** drop-down list. Select one of the following options:

- **Microsoft Exchange:** Exchange servers send your messages.  
Select this option if you want to access your Exchange account from Email and Calendar.
- **SMTP:** Uses Simple Mail Transfer Protocol (SMTP) to forward messages to a server. The server sends the messages.
- **Sendmail:** Uses the `sendmail` program to send email from your system.

When you select an option from the **Server Type** drop-down list, more dialog elements are displayed in the **Sending Email** page. Depending on the option that you select, different elements are displayed in the page. [Table 2-4](#) lists the sending email settings that you can configure.

When you complete the configuration information for sending email, click on the Forward button.

**TABLE 2-4** Sending Email Settings

Element	Description
<b>Host</b>	Enter the DNS name or the IP address of the mail server in this field.  SMTP option only.
<b>Server requires authentication</b>	Select this option if the server requires you to authenticate when you log in to send email.  SMTP option only.
<b>Authentication Type</b>	Select a type of authentication to use for the account.  SMTP option only.
Check for supported types	Click on this button to check what types of authentication the server supports. The types of authentication that the server supports are added to the <b>Authentication Type</b> drop-down list.  SMTP option only.
<b>Username</b>	Enter your username for your account on the mail server in this field.  SMTP option only.
<b>Remember this password</b>	Select this option if you want to connect directly to the mail server, rather than enter your password each time you connect.  SMTP option only.

---

## Configuring Account Management Settings

Enter your account management information in the **Account Management** page in the Setup Assistant. [Table 2-5](#) lists the account management settings that you can configure.

When you complete the account management information, click on the Forward button.

**TABLE 2-5** Account Management Settings

Element	Description
Name	Type a name for this email account in the text box.
Make this my default account	Select this option to make the new account your default email account.

---

## Selecting a Time Zone

Select your time zone in the **Timezone** page in the Setup Assistant. The **Timezone** page shows a map of the world. The red dots on the map represent major cities and other locations.

Use your mouse to select a time zone, as follows:

- Mouse Point to a red dot on the map to display the name of the location. The name is displayed under the map.
- Left mouse button Click on an area on the map to zoom in to that area and to select that time zone.
- Right mouse button Click the right mouse button on the map to zoom out.

When you select a time zone, click on the Forward button.

---

## Importing Data

Email and Calendar searches for email and contact data to import.

If Email and Calendar finds email or contact data on your system, the Setup Assistant displays an **Importing Files** page. The **Importing Files** page displays a list of the applications for which Email and Calendar has found email or contact data.

To import data, select the data that you want to import, then click on the Import button.

When you complete the import, click on the Forward button.

When you complete entering configuration information, click on the Apply button.

---

**Note** – If you do not want to import data when you do the initial configuration of Email and Calendar, you can use the Import Assistant to import data at a later time. For more information about how to import data, see [Chapter 13](#).

---

---

## Other Getting Started Tasks

You might want to perform other tasks before you start to work with Email and Calendar. For information about optional getting started tasks, see the following information:

- [Chapter 13](#)
- [“Configuring Java System Calendar Server Accounts” on page 161](#)
- [“Configuring LDAP Servers” on page 163](#)

# Using Summary in Email and Calendar

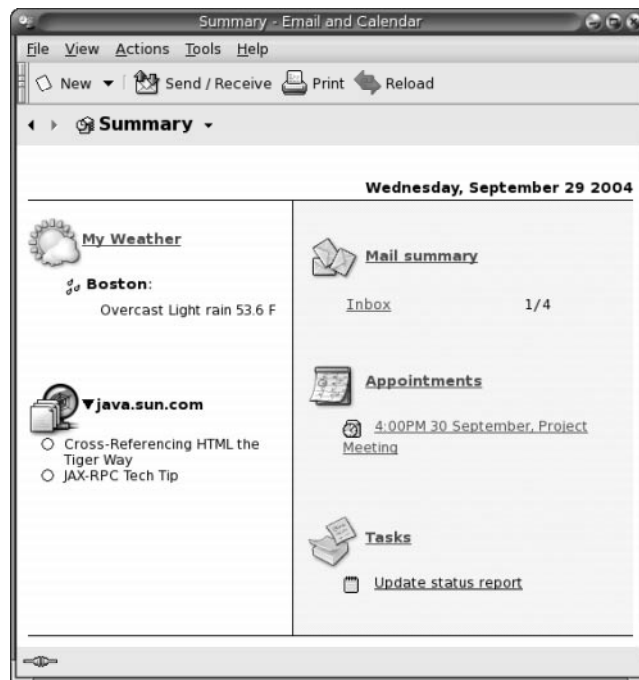
---

The information in this chapter describes how to use **Summary** in Email and Calendar.

---

## Introduction to Summary

**Summary** gives you an overview of your day. [Figure 3-1](#) shows a typical **Summary** window.



**FIGURE 3-1** Typical Summary Window

The **Summary** window shows the following information:

- |                     |  |
|---------------------|--|
| <b>My Weather</b>   | Displays weather information from the Internet. To view the website that provides the weather information, click on the <b>My Weather</b> link. You can customize your summary to show weather information for different locations.  |
| News feeds          | Displays news headlines from websites that provide news feeds. To view a story, click on the headline for the story. To view the website that provides the news headlines, click on the link at the top of the news headlines.   |
| <b>Mail summary</b> | Shows the number of new messages in your folders, and the total number of messages in your folders. To display your email, click on the <b>Mail summary</b> link. If your <b>Mail summary</b> displays other folders, click on the link to the folder to display the folder. |
| <b>Appointments</b> | Shows your appointments and meetings. To display your calendar, click on the <b>Appointments</b> link.   |
| Tasks               | Shows your tasks that are not completed. Tasks that are overdue are displayed in different color than tasks that are in progress. To display your tasks, click on the <b>Tasks</b> link.   |



To reload your summary display, click on the Reload button.

You can perform some common actions from **Summary**, such as updating your appointments and tasks.

You can customize what information is displayed in your summary. For example, you can specify which folders to show in your mail summary. You can also specify the number of days for which you want to display appointments and tasks. For more information about how to customize your summary, see [“Setting Summary Preferences” on page 166](#).

---

**Note** – By default, **Summary** displays only the appointments, meetings, and tasks, that are in your local folders. You can customize Email and Calendar to display appointments, meetings, and tasks from your Sun Java System Calendar Server account. For more information about how to customize Email and Calendar to display information from your Java System Calendar Server account, see [“Configuring Java System Calendar Server Accounts” on page 161](#).

---

---

## To Print Your Summary

Click on the Print button. A **Print Summary** dialog is displayed. Select the options that you require from the **Print Message** dialog, then click on the Print button.

If you want to preview how the message looks when printed, click on the Print Preview button in the **Print Summary** dialog.

---

## To Update Appointments and Tasks

To update an appointment from **Summary**, click on the appointment. An **Appointment** window is displayed. Modify the details of the appointment in the **Appointment** window, choose File → Save. For more information about working with appointments, see [Chapter 6](#).

To update a task from **Summary**, click on the task. A **Task** window is displayed. Modify the details of the task in the **Task** window, choose File → Save. For more information about working with tasks, see [Chapter 7](#).



## Using Email

---

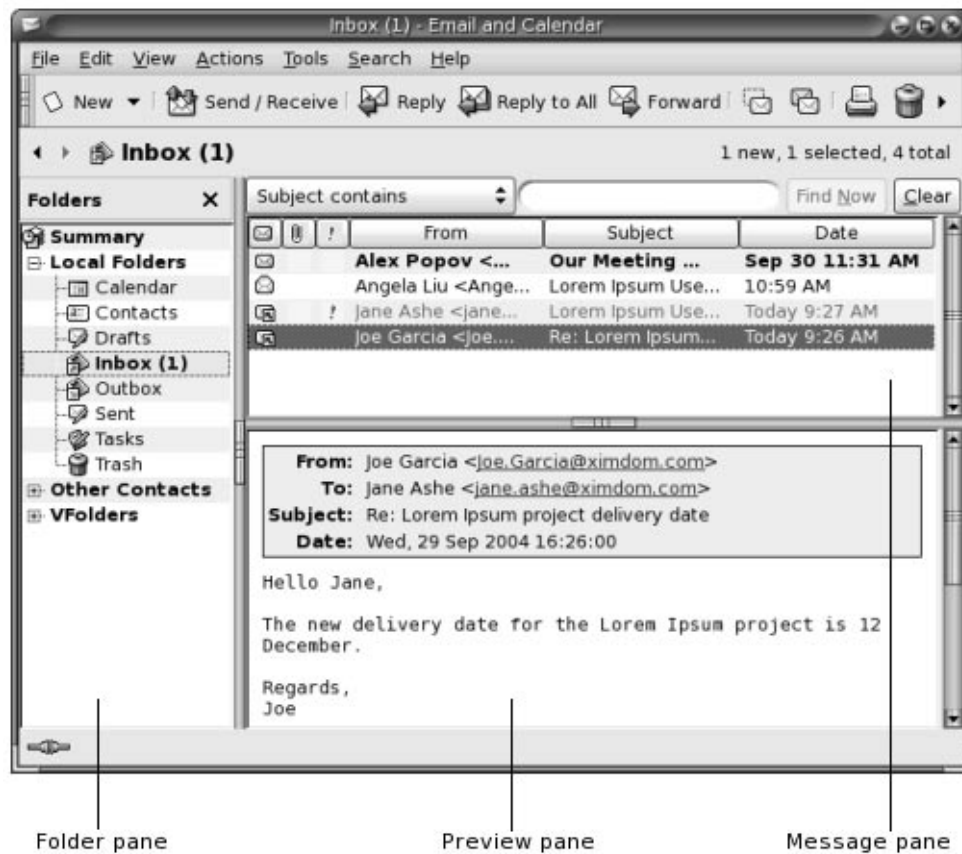
The information in this chapter describes how to use Email and Calendar to compose, send, and receive email messages.

---

### Introduction to Using Email

You can use Email and Calendar to compose, send, and receive email messages. You store your email messages in email folders. For example, the default location for your incoming messages is the **Inbox** folder. Other default email folders include the **Drafts**, **Outbox**, and **Sent** folders.

When you display an email folder in Email and Calendar, an email window is displayed. The email window contains menu items, toolbar buttons, and panes that you can use to work with your email messages. [Figure 4-1](#) shows a typical email window.



**FIGURE 4-1** Typical Email Window

Email windows contain a folder pane. The folder pane displays the folders in which you can store your messages. To show or hide the folder pane, choose View → Folder Bar.

Email windows also contain a message pane and a preview pane. In the upper part of the window, the message pane displays a list of the messages in the folder. In the lower part of the window, the preview pane displays a preview of the currently selected message. To show or hide the preview pane, choose View → Preview Pane.

Figure 4-2 shows a typical message pane and preview pane.

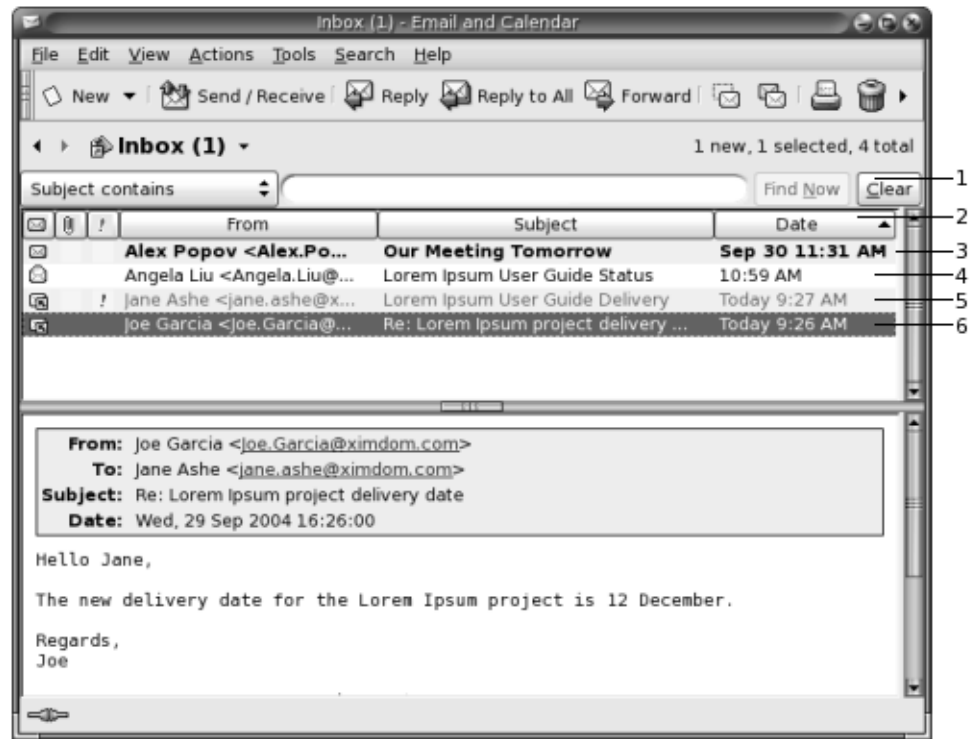


FIGURE 4-2 Typical Message Pane and Preview Pane

The following table lists the message pane interface components that are in [Figure 4-2](#):

Number	Description
1	Searchbar. You can use the searchbar to perform a simple search of all messages in the current folder. For example, you can search for a message that contains a particular text string.
2	Column headings. In the message pane, your messages are organized as a table. The rows of the table contain header information for your messages. The columns represent information fields of your messages, such as the sender of the message, the subject of the message, and so on. By default, the message pane displays the following columns, from left to right: <ul style="list-style-type: none"> <li>■ Status</li> <li>■ Attachment</li> <li>■ Important</li> <li>■ From</li> <li>■ Subject</li> <li>■ Date</li> </ul>

The message header information is displayed in different formats in the message list, depending on the status of the message. [Figure 4–2](#) illustrates these formats in the message list. The following table lists and describes the formats in which the message header information is displayed:

Number	Format	Description
3	Bold	This message has not been read.
4	No formatting	This message has been read.
5	Red color	This message is marked as important.
6	Highlighted	This message is currently selected.

You can use email windows to perform all of your email-related tasks, such as reading, composing, and sending messages. Email and Calendar enables you to organize your messages into folders. For information about the icons in the message pane, see [Appendix B](#).

For more information about advanced email features in Email and Calendar, see [Chapter 5](#).

---

## Receiving Your Messages

To receive your messages, choose **Actions → Send/Receive**. Typically, your new messages are displayed in your **Inbox**. If you have new messages, the title of your **Inbox** is displayed in bold. The number of new messages is displayed beside the **Inbox** title.

---

## Displaying Your Messages

You can save and print your messages. You can also change how your messages are displayed.

### To Open a Message

Double-click on the message in the message list. Alternatively, select the message that you want to open in the message list, then choose **File → Open Message**.

## To Save a Message

To save a message as a file, open the message, then choose File → Save As. Enter a name for the file in the **Save Message As** dialog, then click OK.

## To Print a Message

To print a message, open the message, then choose File → Print. Select the options that you require from the **Print Message** dialog, then click Print.

To preview how the message looks when printed, choose File → Print Preview.

## To View an Attachment

An *attachment* is a file that is included in a message. If you want to send a file to someone, you can attach the file to the message. If a message contains attachments, a button for each attachment appears at the bottom of the message. If your system recognizes the file type of the attachment, the icon for that file type is displayed in the button.

You can perform the following actions on an attachment:

Action	Instructions
View the attachment in the message	<p>Click on the right arrow icon at the left side of the button. Alternatively, click on the down arrow at the right side of the button, then choose View Inline from the popup menu.</p> <p>If the attachment is already displayed in the message, click on the down arrow icon at the left side of the button to hide the attachment. Alternatively, click on the down arrow at the right side of the button, then choose Hide from the popup menu.</p>
Save the attachment	<p>Click on the down arrow at the right side of the button, then choose Save Attachment from the popup menu. A <b>Save Attachment</b> dialog is displayed. Use the <b>Save Attachment</b> dialog to save the attachment.</p>
Open the attachment in an application	<p>If your system recognizes the file type of the attachment, you can open the attachment in an application. To open the attachment, click on the down arrow at the right side of the button, then choose Open in <i>application-name</i> from the popup menu.</p>

---

## Sending Messages

You can send messages, reply to messages that you receive, or forward messages that you receive. You can enter addresses to which you want to send messages in the following fields in the message window:

- To** Enter the addresses to which you want to send the message in this field.
- Cc** To *cc* a message means to copy the message to another address. Enter the addresses to which you want to copy the message in this field. To display the Cc field, choose View → Cc Field in the message window.
- Bcc** Enter the addresses to which you want to *blind-copy* the message in this field. When you blind-copy a message, the addresses that you blind-copy do not appear in the delivered message. To display the **Bcc** field, choose View → Bcc Field in the message window.

You can also use the To, Cc, and Bcc buttons to select contacts to send your message to.

## To Send a Message

To compose and send a message, perform the following steps:

1. Choose File → New → Mail Message. Alternatively, choose Actions → Compose New Message.
2. Use the **Compose a message** window to compose your message. The following table describes the elements in the **Compose a message** window:

Element	Description
<b>From</b>	If you have more than one email account, use this drop-down list to select which email address to put in the <b>From</b> field of the message.
<b>Signature</b>	If you want to add a signature to your message, use this drop-down list to select the signature to add. You can select a signature that is generated automatically from your email account details. You can also create custom signatures.  For more information about signatures, see <a href="#">“Setting Composer Preferences” on page 155</a> .



Element	Description
<b>To</b>	<p>Enter the email address to which you want to send the message. If you want to send the message to more than one address, separate the addresses with a comma.</p> <p>For information about how to add contacts from your contacts list to the <b>To</b> field, see <a href="#">“To Select Contacts for a Message”</a> on page 51.</p>
<b>Subject</b>	Type a brief summary of the topic of your message in this text box.
Content	<p>Type the text of your message in the area of the window under the <b>Subject</b> field and the format toolbar.</p> <p>You can format messages that you send. For more information, see <a href="#">“Composing Messages”</a> on page 52.</p>

3. You can attach a file to the message. To attach a file to the message, perform the following steps:
  - a. In the **Compose a message** window, choose Insert → Attachment. An **Attach file(s)** dialog is displayed.
  - b. Use the dialog to select a file to attach to the message. When you select a file, click OK. The attachment is displayed as an icon in an attachments pane on the **Compose a message** window.
4. To send the message, choose File → Send.

## To Reply to a Message

Perform the following steps:

1. Open the folder that contains the message to which you want to reply. In the message list, select the message to which you want to reply.  
Alternatively, open the message to which you want to reply.
2. To reply to the sender of the message, choose Actions → Reply to Sender.  
To reply to the sender of the message, and everyone copied on the message, choose Actions → Reply to All.  
You can reply to a message from a mailing list, so that your reply is sent only to the mailing list, but not sent to the sender, or to individuals copied on the message. To do this, choose Actions → Reply to List.  
A new message window is displayed. Depending on your preference settings, the new message might contain the original message.
3. Type the text of your message in the area of the window under the **Subject** field and the format toolbar.

4. To send the message, choose File → Send.

## To Forward a Message

You can forward a message to other addresses. You can forward a message in several ways. The following table describes the ways you can forward a message:

Forward As	Description
An attachment	Attaches the forwarded message as a file to the new message.
Inline	Inserts the forwarded message in the body of the new message. This style is useful if you want to quote from the forwarded message.
Quoted	Inserts the forwarded message in the body of the new message, and inserts characters, such as greater-than signs (>), before each line of the forwarded message. This style is useful if you want to quote from the forwarded message, and want to visually mark the lines from the forwarded message.
Redirect	Forwards the message and preserves the message header information. For example, imagine that you receive a message from Alex Popov, then redirect the message to Joe Garcia. When Joe Garcia opens the message, Alex Popov appears as the sender of the message.  This style is useful if you receive a message for which you are not the most appropriate recipient. For example, if you work in customer service, and the message is a sales inquiry.

To forward a message, perform the following steps:

1. Open the folder that contains the message that you want to forward. In the message list, select the message that you want to forward.  
Alternatively, you can open the message that you want to forward.
2. Choose Actions → Forward Message. A new message window is displayed.  
Alternatively, you can use the Actions → Forward menu to forward the message in another style. The following table describes how to forward a message in other styles:

To Forward a Message as ...	Choose ...
An attachment	Actions → Forward → Attached
Inline	Actions → Forward → Inline
Quoted	Actions → Forward → Quoted

To Forward a Message as ...	Choose ...
Redirect	Actions → Forward → Redirect

- In the **To** field, enter the email address to which you want to forward the message. If you want to forward the message to more than one address, separate the addresses with a comma.

For information about how to add contacts to the **To** field, see [“To Select Contacts for a Message” on page 51](#).

- If you want to add more text to the message, type the text in the area under the **Subject** field and the format toolbar.
- To send the message, choose File → Send.

You can specify a default forward style. For more information, see [“Setting Composer Preferences” on page 155](#).

## To Select Contacts for a Message

You can add contacts from your contacts folders to the **To**, **Cc**, and **Bcc** fields of your message.

To add contacts to a message, perform the following steps:

- To add contacts, click on the **To**, **Cc**, or **Bcc** buttons in your message. A **Select Contacts from Addressbook** dialog is displayed.
- Use the **Select Contacts from Addressbook** dialog to add contacts to your message. The following table describes the elements in the **Select Contacts from Addressbook** dialog:

Element	Description
<b>Folder</b>	Click on the folder selector button to select a contacts folder from which you want to select the contacts.  For information about how to specify a default contacts folder, see <a href="#">“Setting Folders Preferences” on page 149</a> .
<b>Category</b>	Select a category to which the contact belongs from the drop-down list. The list of contacts in the lower part of the dialog displays all contacts in that category.  To display contacts in all categories, select <b>All Categories</b> .
Name text box	Type the name of a contact to search for, then click on the Find button to find the contact in the list of contacts.

Element	Description
List of contacts	Displays a list of the contacts and contact lists in the current folder. The contents of the list depend on the following factors: <ul style="list-style-type: none"> <li>■ The folder that you select.</li> <li>■ The category that you select.</li> <li>■ Whether you search for names.</li> <li>■ Whether you add contacts to the <b>To</b>, <b>Cc</b>, <b>Bcc</b> fields.</li> </ul>
To	To add a contact to the <b>To</b> field of your message, select the contact in the list of contacts, then click on the To button.
Cc	To add a contact to the <b>Cc</b> field of your message, select the contact in the list of contacts, then click on the Cc button.
Bcc	To add a contact to the <b>Bcc</b> field of your message, select the contact in the list of contacts, then click on the Bcc button.

3. Click OK to add the contacts to the **To**, **Cc**, and **Bcc** fields of your message, and close the dialog.

## Composing Messages

You can cut, copy, and paste the content of messages that you compose. You can search for text and replace that text. You can check the spelling of your message. You can also save drafts of your messages.

### Editing the Content of a Message

You can edit the content of a message when you work in the message composition window. You can edit the content of a message as follows:

- To select all the text in a message, choose Edit → Select All.
- To remove text from a message and place the text on the clipboard, select the text in the message, then choose Edit → Cut.
- To copy text from a message to the clipboard, select the text in the message, then choose Edit → Copy.
- To paste text from the clipboard into a message, position the cursor in the message where you want to insert the text. Choose Edit → Paste.
- To paste text from the clipboard into a message as a quotation, position the cursor in the message where you want to insert the text. Choose Edit → Paste Quotation. The text is inserted into the message, with greater-than signs (>) before each line of

the inserted text.

## Using Undo

To undo the last edit action, choose Edit → Undo.

If you later decide that you do not want to undo the action, choose Edit → Redo.

## To Check the Spelling in a Message

To check the spelling in a message, choose Edit → Spell Check Document.

When the spellchecker encounters a misspelled word, the **Spell checker** dialog displays a list of suggestions to replace the misspelled word. You can perform the following actions from the **Spell checker** dialog:

- To replace the misspelled word with one of the suggestions in the **Spell checker** dialog, select the suggestion, then click on the Replace button.
- To ignore the misspelled word, click on the Ignore button. The spellchecker no longer identifies the word as a misspelled word.
- To move to the next misspelled word and make no change to the current word, click on the Skip button.
- To return to the previous misspelled word and make no change to the current word, click on the Back button.
- To add the misspelled word to a dictionary, select the dictionary from the **Add to dictionary** drop-down list, then click on the Add word button.

Email and Calendar checks the spelling of your messages against the languages that you have enabled in your Email and Calendar preferences. To use another language to check the spelling of your message, choose Edit → Current Languages, then select the language you require.

For information about how to modify the default spellchecker languages, see [“Setting Composer Preferences” on page 155](#).

## To Save a Draft of a Message

If you want to save a message that you do not want to send yet, you can save a draft of the message. To save a draft of a message that you are composing, choose File → Save Draft. The message is saved in your local **Drafts** folder.

To continue to compose a draft message, open the message from your local **Drafts** folder, then complete

To send a draft message, open the message from your local **Drafts** folder. Complete the message in the composition window, then choose File → Send.

---

## Deleting Messages

When you delete a message, the following events occur:

- The message is moved to your **Trash** folder.
- If your **Inbox** is configured to show deleted messages, the message appears in your message list, in strikethrough format. To show deleted messages, choose View → Hide Deleted Messages so that the Hide Deleted Messages menu item is deselected.

If you need to retrieve a message from **Trash**, you can undelete the message. When you undelete a message, the message is restored to the folder from which you deleted the message.

You can *expunge* a folder to remove permanently from the folder the messages that you deleted.

You can empty your **Trash** folder to delete the contents of **Trash** permanently. That is, when you empty **Trash**, you expunge all your folders.

### To Delete a Message

Select the message that you want to delete in the message list, then choose Edit → Delete.

### To Undelete a Message

Select the message that you want to undelete in the **Trash** folder, then choose Edit → Undelete.

### To Expunge a Folder

To delete permanently the messages from a folder, open the folder, then choose Actions → Expunge.

### To Empty Trash

Choose Actions → Empty Trash.

---

# Managing Your Messages

The following sections describe how you can navigate and select your messages.

## Navigating Messages

You can navigate the messages in your message list in several ways. [Table 4-1](#) describes how to navigate messages in a message list.

**TABLE 4-1** Navigating Messages

Task	Action
Go to the first message.	Press Home.
Go to the last message.	Press End.
Move up a page in the message list.	Press Page Up.
Move down a page in the message list.	Press Page Down.
Go to the next message.	Choose Actions → Go To → Next Message.
Go to the next unread message.	Choose Actions → Go To → Next Unread Message.
Go to the next message that is marked as important.	Choose Actions → Go To → Next Important Message.
Go to the first message of the next thread.	Choose Actions → Go To → Next Thread.
Go to the previous message.	Choose Actions → Go To → Previous Message.
Go to the previous unread message.	Choose Actions → Go To → Previous Unread Message.
Go to the previous message that is marked as important.	Choose Actions → Go To → Previous Important Message.

## Selecting Messages

You can select messages in several ways in a message list. [Table 4-2](#) describes how to select messages in a message list.

**TABLE 4-2** Selecting Messages in a Message List

Task	Action
Select a message	Click on the message.
Select a group of contiguous messages	Press-and-hold Shift. Click on the first message in the group, then click on the last message in the group.
Select multiple messages	Press-and-hold Ctrl. Click on the messages that you want to select.
Select all messages in a folder	Choose Edit → Select All.
Invert the selection of messages	Choose Edit → Invert Selection. The messages that are currently selected become deselected, and the messages that are not selected become selected.

---

**Note** – Do not click on the icon in the status column to select a message.

---

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## Using Mail Folders

You can store your messages in folders. By default, Email and Calendar provides the following folders for your messages:

Folder	Description
<b>Drafts</b>	The default folder for draft messages. When you compose a message, then choose File → Save Draft, the message is saved in this folder. When you complete and send the message, the message is deleted from this folder.
<b>Inbox</b>	The default location of your incoming messages.
<b>Outbox</b>	Contains messages that you sent, but which Email and Calendar has not sent yet because you have not connected to the mail server.
<b>Sent</b>	The default folder for messages that you send.
<b>Trash</b>	Contains messages that you deleted.

To organize your messages, you can create folders, and move or copy messages from your **Inbox** folder to the other folders.



## To Move a Message

Perform the following steps:

1. Select the message that you want to move, then choose Actions → Move to Folder.
2. Use the tree in the **Move message(s) to** dialog to select the folder to which you want to move the message.

To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see [“To Create a New Folder” on page 22](#).

3. Click OK.

Alternatively, display the folder pane, then drag the message to the folder in the folder pane.

## To Copy a Message

Perform the following steps:

1. Select the message that you want to copy, then choose Actions → Copy to Folder.
2. Use the tree in the **Copy message(s) to** dialog to select the folder to which you want to copy the message.

To create a new folder, click on the New button. A **Create New Folder** dialog is displayed. For more information, see [“To Create a New Folder” on page 22](#).

3. Click OK.

---

## Searching Your Messages

Email and Calendar enables you to search your messages. You can search for text in individual messages. You can use the searchbar to perform a simple search of all messages in a folder. For example, you can search for a message that contains a particular text string.

You can perform advanced searches that use more complex search criteria. For example, you can search for messages that include an attachment, that are flagged, and that you received on a particular date. You can also save your searches, then use the searches later from the Search menu. For information about how to perform an advanced search and how to save searches, see [“Using Advanced Searches” on page 76](#).

## To Search a Message

Perform the following steps:

1. Open the message that you want to search.  
Alternatively, check that the preview pane is displayed, then select the message that you want to search.
2. Choose Edit → Search Message.
3. Type the text that you want to search for in the **Find** text box in the **Find in Message** dialog. To make the search case sensitive, select the **Case Sensitive** option.
4. Click Find. The matches are highlighted in the message. The total number of matches is displayed in the **Find in Message** dialog.
5. To close the **Find in Message** dialog, click Close.

## To Search All Messages in a Folder

Perform the following steps:

1. Display the folder that contains the messages that you want to search.
2. Select the message component in which to search from the drop-down list in the searchbar.
3. Type the text that you want to search for in the text box on the searchbar.
4. Click on the Find Now button. Alternatively, choose Search → Find Now. The messages that match the search criteria are displayed in the message list.  
To save the search, choose Search → Save Search. A **Save Search** dialog is displayed. Type a name for the search in the **Rule name** text box, then click OK.  
To clear the search criteria and display all the messages in the folder, choose Search → Clear. Alternatively, click on the Clear button in the searchbar.

## Using Advanced Email Features

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The information in this chapter describes how to use advanced email features of Email and Calendar.

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### To Add a Sender to Your Contacts

You can add the sender of a message to your list of contacts. To add a sender to your contacts, perform the following steps:

1. Open the folder that contains the message whose sender you want to add to your list of contacts. In the message list, select the message.

Alternatively, open the message whose sender you want to add to your list of contacts.

2. Choose **Actions** → **Add Sender to Addressbook**. A **Sender** window opens. The **Sender** window displays the details for the contact.
3. Click on the **Add to Contacts** button. A **Contact Quick-Add** dialog is displayed.
4. To add the contact to your list of contacts, click **OK**.

Alternatively, to add more information for the contact, click on the **Edit Full** button. A **Contact Editor** window opens. For more information about how to complete the details in this window, see [“To Add a Contact” on page 117](#).

---

## To Clear Passwords

When you configure how your email accounts receive messages, you can select a **Remember this password** option. You select this option if you want to connect directly to the mail server, rather than enter your password each time you connect. Email and Calendar stores your password, and enters the password to the mail server for you.

You can clear your password or passwords from Email and Calendar. To clear your passwords, choose Actions → Forget Passwords.

---

## Advanced Features for Displaying Messages

This section describes how to use advanced features in Email and Calendar when you display messages.

### To View Images in Messages

You might receive messages that contain images in the body of the message. You might also receive messages that contain links to images on the Internet. Linked images might be slow to load, and in some cases might provide information to senders of *spam* email. By default, Email and Calendar does not display linked images in messages.

To display a linked image in a message, open the message, then choose View → Message Display → Load Images.

### To Change the Size of Text in Messages

You can change the size in which text is displayed in messages. You can change the size of text in a message window or in the preview pane.

To reduce the size of the text, choose View → Text Size → Smaller. To increase the size of the text, choose View → Text Size → Larger.

To return the size of the text to the default size, choose View → Text Size → Original Size.

## To Change the Display of Messages

You can change the way in which your messages are displayed. You can change the message display in a message window, or in the preview pane.

To display full header information for your messages, choose View → Message Display → Show Full Headers. The header information contains technical details of the message, such as the server that delivered the message, the format of the message, and so on.

To display the full source for the message, choose View → Message Display → Show Email Source. The full source for the message is the source code for the message.

To return to normal display, choose View → Message Display → Normal Display.

---

## Advanced Features for Sending Messages

This section describes how to use advanced features in Email and Calendar when you send messages.

### To Resend a Message

Perform the following steps:

1. Open the folder that contains the message that you want to resend. In the message list, select the message that you want to resend.  
Alternatively, open the message that you want to resend.
2. To resend the message, choose Actions → Resend. A new message window is displayed.
3. To send the message, choose File → Send.

### To Post a Message to a Folder

You can post a message to a folder. Email and Calendar sends the message to users who have subscribed to the folder, and stores a copy of the message in the folder.

To compose and post a new message to a folder, perform the following steps:

1. Choose File → New → Post Message. Alternatively, choose Actions → Post New Message. A **Compose a message** window is displayed.

2. Use the **Compose a message** window to compose your message. For information about the elements in the **Compose a message** window, see [“To Send a Message” on page 48](#).
3. To select a folder to which to post the message, click on the folder selector button in the **Post To** field. A **Posting destination** dialog is displayed. Select the folder in which to store your post messages from the **Posting destination** dialog, then click OK.
4. To post the message to the selected folder, choose File → Send.

---

## Advanced Message Composition Features

You can cut, copy, and paste the content of messages that you compose. You can search for text and replace that text. You can check the spelling of your message. You can also save drafts of your messages.

You can use the following formats for your messages:

- **HTML format**

You can apply formatting to text in HTML format, as follows:

Font formatting	Bold, italic, underline, font size, font color, and other font formatting.
Paragraph formatting	Paragraph styles, including heading styles, bulleted list styles, and numbered list styles. You can also specify paragraph alignment and indentation.
Page formatting	Enables you to select a message template, to set a document, to specify a background image, and other page formatting.

You can also insert *emoticons* into your messages. An emoticon is an icon that represents a facial expression.

- **Plain text format**

You cannot apply any formatting to plain text messages.

## Finding and Replacing Text in a Message

When you compose a message, you can search for text in the message. You can also replace the text you search for.

## To Find Text in a Message

To search for text in a message, perform the following steps:

1. Choose Edit → Find. Type the text to search for in the text box of the **Find** dialog.  
Alternatively, you can use a *regular expression* to search for text. A regular expression is a way to specify a text pattern to search for. For example, the regular expression `t*e` finds the text `the`, `time`, `table`, and so on.  
To use a regular expression to search for text, choose Edit → Find Regular Expression. Type the regular expression to search for in the text box of the **Find Regular Expression** dialog.
2. Select the **Backward** option to begin the search from the end of the message, or from the cursor location, and proceed towards the start of the message.
3. Select the **Case sensitive** option to find occurrences only of the text that match the case of the text that you type in the dialog.
4. Click on the Find button. If the text is found in the message, the first match is highlighted in the message.
5. To find the next occurrence of the text, choose Edit → Find Again.

## To Replace Text in a Message

To search for text, and replace the text with alternative text, perform the following steps:

1. Choose Edit → Replace.
2. Type the text to search for in the **Replace** text box.
3. Type the text to use to replace the text that you find, in the **With** text box.
4. Select the **Search backward** option to begin the search from the end of the message, or from the cursor location, and proceed towards the start of the message.
5. Select the **Case sensitive** option to find occurrences only of the text that match the case of the text that you type in the dialog.
6. Click on the Find and Replace button. If the text is found in the message, a **Replace confirmation** dialog is displayed. Use the buttons on the **Replace confirmation** dialog to replace the text in the message, as described in the following table.

Button	Function
Replace all	Replaces all occurrences of the search text with the replacement text.
Next	Skips the current occurrence of the search text, and finds the next occurrence.

Button	Function
Close	Closes the <b>Replace confirmation</b> dialog, and does not replace any text.
Replace	Replaces the current occurrences of the search text with the replacement text, and finds the next occurrence.

## To Create a Message in HTML Format

To create a message in HTML format, choose File → New → Mail Message. In the **Compose a message** window, choose Format → HTML so that the HTML menu item is selected.

## To Apply Font Formatting to Messages

To apply font formatting to messages in HTML format, perform the following steps:

1. Select the text that you want to format.
2. To format the selected text, perform one or more of the following actions:

Format	Action
Plain text	Choose Format → Style → Plain text.
Bold	Choose Format → Style → Bold.
Italic	Choose Format → Style → Italic.
Underline	Choose Format → Style → Underline.
Strikethrough	Choose Format → Style → Strikeout.
Font size	Choose Format → Font Size, then select the font size from the submenu. You must specify the size of the text in relation to the size of normal text. The options that you can select include <b>+2</b> , <b>+1</b> , <b>-1</b> , <b>-2</b> , and so on.
Font color	Choose Format → Text. Click on the arrow in the <b>Color</b> drop-down list. Select a color from the color table.  Alternatively, to specify a custom color, click on the Custom Color color selector button. Use the color wheel or the spin boxes to select the color. Click OK to add the new color to the color table.  Click OK to apply the font color formatting, and close the dialog.

You can also use the format toolbar to format text. To use the format toolbar to format text, click on the button that represents the format that you want to apply.



## To Apply Paragraph Formatting to Messages

To apply paragraph formatting to messages in HTML format, perform the following steps:

1. Click in the paragraph that you want to format.
2. To format the selected paragraph, perform one or more of the following actions:

Format	Action
Style	<p>Choose Format → Paragraph. Select the style that you want from the <b>Style</b> drop-down list. The styles that you can select include the following:</p> <ul style="list-style-type: none"><li>■ Normal</li><li>■ Preformatted text</li><li>■ Heading styles</li><li>■ Address style</li><li>■ Bulleted lists</li><li>■ Ordered lists</li></ul> <p>Click OK to apply the style and close the <b>Properties: Paragraph</b> dialog.</p>
Alignment	<p>Choose Format → Paragraph. Select the alignment from the <b>Left</b>, <b>Center</b>, or <b>Right</b> options.</p> <p>Click OK to apply the alignment and close the <b>Properties: Paragraph</b> dialog.</p>
Indentation	<p>To increase the indent in the paragraph, choose Format → Increase Indent. To decrease the indent in the paragraph, choose Format → Decrease Indent.</p>

You can also use the format toolbar to format paragraphs. To use the format toolbar to format paragraphs, click on the button that represents the format that you want to apply.

## To Apply Page Formatting to Messages

To apply page formatting to messages in HTML format, perform the following steps:

1. Choose Format → Page.
2. Select a template for the page from the **Template** drop-down list in the **Properties: Page** dialog.
3. Type a name for the page in the **Document Title** text box.
4. Enter the name of the image file that you want to use for the message background in the **Background Image** drop-down combination box.

Alternatively, click Browse to display a **Background Image** dialog. Use the dialog to specify the image file that you want to use.

5. To select a color for the text, links, or message background, click on the arrow in the appropriate drop-down list in the **Colors** group. Select a color from the color table.

Alternatively, to specify a custom color, click on the **Custom Color** color selector button. Use the color wheel or the sliders to select the color. Click OK to add the new color to the color table. Click OK to apply the color and close the dialog.

6. Click OK to apply the formatting to the message and close the **Properties: Page** dialog.

## To Insert an Emoticon Into a Message

To insert an emoticon into a message, choose Insert → Smiley, then select the emoticon that you require.

## Customizing the Message Composition Window

You can customize which message elements are displayed in a message composition window. The following table describes how to display message elements in a message composition window:

To Display ...	Choose ...
Attachments pane	View → Show attachments
<b>From</b> field	View → From Field
<b>Reply-To</b> field	View → Reply-To Field
<b>Cc</b> field	View → Cc Field
<b>Bcc</b> field	View → Bcc Field

---

## Sending and Receiving International Messages

Each message that you send and receive is in a particular *character encoding*. Character encoding is the method by which a message is converted into characters. For example, the **Greek** character encoding converts messages into Greek-language characters.

Email and Calendar displays messages that you receive in the character encoding in which the message was sent. However, some messages do not contain enough information in the message header to identify the character encoding in which the message was sent. Email and Calendar enables you to change the character encoding for individual messages that you receive.

You can change the character encoding in a message that you send. When you reply to a message, the message is sent in the character encoding of the original message. If you change the character encoding in your reply, the characters of the original message might not display properly.

## To Change the Character Encoding for a Message You Receive

To change the character encoding of a message that you receive, open the message. Choose View → Character Encoding, then select the character encoding that you require.

For information about how to set a default character encoding for messages that you receive, see [“Setting Mail Preferences” on page 151](#).

## To Change the Character Encoding for a Message You Send

To change the character encoding of a message that you send, open a new message, or reply to a message that you receive. In the message composition window, choose Edit → Character Encoding, then select the character encoding that you require.

For information about how to set a default character encoding for messages that you send, see [“Setting Composer Preferences” on page 155](#).

---

## Working Offline

If you receive your messages from an IMAP server, you can work in offline mode. You can work in offline mode to reduce the amount of time that you spend online.

When you switch to offline mode, Email and Calendar creates a local copy of folders that you have selected for offline use. You can read and respond to the messages in the folders in offline mode. When you send a message, Email and Calendar stores the message in your **Outbox** folder until you switch to online mode again.

Offline mode is not the same as being disconnected. Email and Calendar does not attempt to connect when you work offline. Instead, Email and Calendar completes all actions that you performed offline when you return to online mode.

To specify which folders to create copies of when you are in offline mode, see [“Setting Folders Preferences” on page 149](#).

To switch to offline mode, choose File → Work Offline. Alternatively, click on the connected cables icon at the bottom left of the Email and Calendar window. A cross appears through the connected cables icon.

To switch to online mode, choose File → Work Online. Alternatively, click on the connected cables icon. The cross disappears from the connected cables icon.

---

## Working With Secure Messages

Email and Calendar includes security features that you can use to ensure that messages are not forged, and that the content of your messages cannot be read by anyone other than the intended recipient. Email and Calendar uses *Pretty Good Privacy (PGP)* and *GNU Privacy Guard (GPG)* to implement security features.

PGP and GPG use public key encryption. That is, PGP and GPG use two keys, as follows:

**Public key**      You give this key to anyone who wants to send you an encrypted message, or to whom you want to send encrypted messages. Messages are encrypted with this key.

You exchange public keys with anyone to whom you want to send and receive signed messages or encrypted messages. The public key is used to sign or encrypt your messages, and your recipients need the public key to verify or decrypt your messages. When you receive a public key from someone, you import the public key to your *public keyring*. A public keyring is a file that lists all of the public keys that you know.

**Private key**      This is your secret key. You do not disclose your private key to anyone. Encrypted messages are decrypted with this key.

You can use security features with your messages in the following ways:

- Add an encrypted signature to a message that you send. The message is not encrypted, but the receiver can use the signature to verify that the message is from you.
- Encrypt a message that you send.
- Verify a signed message that you receive.

- Decrypt a message that you receive.

When you create your public key and private key, you create a *security passphrase*. You use the security passphrase when you use the security features in Email and Calendar.

## To Sign a Message

To sign a message that you send, choose Security → PGP Sign from the message composition window. When you send the message, an **Enter Password** dialog is displayed. Enter your security passphrase in the dialog, then click OK.

## To Send an Encrypted Message

To encrypt a message that you send, choose Security → PGP Encrypt from the message composition window, before you send the message. When you send the message, an **Enter Password** dialog is displayed. Enter your security passphrase in the dialog, then click OK.

## To Verify a Signed Message

To verify a signed message that you receive, open the message and scroll to the end of the message. Click on the lock icon. If the sender is in your public keyring, a message is displayed that confirms that the sender of the message is authentic. If the sender is not in your public keyring, a message is displayed that says that the security features cannot authenticate the sender of the message.

## To Decrypt a Message

To read a message that has been sent to you and encrypted with your public key, you must provide your security passphrase. When you open the message, an **Enter Password** dialog is displayed. Enter your security passphrase in the dialog, then click OK.

---

## Advanced Message Management Features

The following sections describe advanced features that you can use to help manage your messages.

### Viewing Messages by Thread

You can display your messages by thread. A message thread is a set of emails, composed of an initial email message about a subject and all responses to that message. A message thread is created when you send a message, and you receive a number of replies to the message. When you display your messages by thread, you can view the messages on a particular subject in chronological order. In this way, you can follow an email conversation from one message to the next message.

To display your messages by thread, choose **View → Threaded Message List**.

### Marking Messages as Read or Unread

When you receive a message, the message is marked as unread. In your message list, the message header information is displayed in bold, and the message icon shows a closed envelope. After you open the message, or display the message in the preview pane, the message is automatically marked as read. The message header information is displayed in normal text, and the message icon shows an open envelope.

You can mark messages that you have read as unread, and you can mark messages that you have not read as read.

To mark a message as unread, select the message in the message list. Choose **Edit → Mark as Unread**.

To mark a message as read, select the message in the message list. Choose **Edit → Mark as Read**.

To mark all messages in a folder as read, select the folder in the folder pane. Choose **Edit → Mark All as Read**.

## Marking Messages as Important

You can mark messages that you receive as important, to visually mark the message in your message list. When you mark a message as important, the message header information changes color, and an exclamation-point icon is displayed in the Important column.

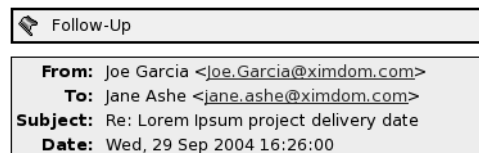
To mark a message as important, select the message in the message list. Choose Edit → Mark as Important.

To mark a message as normal, select the message in the message list. Choose Edit → Mark as Unimportant.

## Flagging Messages for Follow Up

You can add a follow-up flag to a message in your Inbox. A flag can specify a follow-up action for the message, and a due date and due time for the action. Use flags to remind yourself to follow up on issues that arise from your messages.

Flags are displayed at the top of messages. The following figure shows a **Follow-Up** flag in a message:



Hello Jane,

The new delivery date for the Lorem Ipsum project is 12 December.

Regards,  
Joe

When the action associated with a flag is completed, you can set the status of the flag to completed. You can also clear a flag from a message.

You can display the following flag-related fields in your message list:

- **Flag Status**
- **Follow Up Flag**
- **Due By**

For more information, see [“To Customize a View”](#) on page 27.

## To Flag a Message

Perform the following steps:

1. Select the message or messages that you want to flag in the message list.
2. Choose Actions → Follow Up.
3. Enter the details for the flag in the **Flag to Follow Up** dialog. The following table describes the elements on the **Flag to Follow Up** dialog:

Element	Description
<b>Flag</b>	Select the flag that you want to add to the message or messages from the drop-down combination box. For example, if you want to remind yourself to reply to a message, select the <b>Reply</b> flag.  Alternatively, you can type a new flag name in the text box.
Clear	Click on this button to remove the flag from the message.
<b>Due by</b>	Use the drop-down combination boxes to specify the date and time by which the task associated with the flag is due to be completed.
<b>Completed</b>	Select this option to indicate that the action specified by the flag is completed.

4. Click OK.

## To Set a Flag to Completed

Right-click on the message in the message list, then choose Flag Completed from the popup menu. The flag is removed from the top of the message.

Alternatively, select the message in the message list, then choose Actions → Follow Up. On the **Flag to Follow Up** dialog, select the **Completed** option.

## To Clear a Flag

To remove a flag from a message, right-click on the message in the message list. Choose Clear Flag from the popup menu.

Alternatively, you can select the message, then choose Actions → Follow Up. In the **Flag to Follow Up** dialog, click on the Clear button.



## Labelling Messages

You can add a color label to messages in the message list. The label changes the color of the message header information in the message list to visually mark the message. For example, to mark a message as personal, you can add a Personal label to the message.

To label a message, right-click on the message in the message list. Choose Label from the popup menu, then select the label that you require from the submenu.

You can customize labels and the color associated with labels. For more information, see [“Setting Mail Preferences” on page 151](#).

## Hiding Messages

You can hide messages in a message list. To hide messages, select the messages that you want to hide, then choose View → Hide Selected Messages.

To hide messages that you have read, choose View → Hide Read Messages.

To show hidden messages, choose View → Show Hidden Messages. When you show hidden messages, Email and Calendar does not show deleted messages.

To show deleted messages, choose View → Hide Deleted Messages. The deleted messages appear in strikethrough format in the folder from which you deleted the messages.

---

## Advanced Mail Folder Features

The following sections describe advanced features that you can use to work with your mail folders.

### To Open the Folder of Another User

You can open the folders of other users, if you have the appropriate permissions. To open the folder of another user, perform the following steps:

1. Choose File → Open Other User’s Folder.
2. Enter the details of the folder that you want to open in the **Open Other User’s Folder** dialog. The following table describes the elements on the **Open Other User’s Folder** dialog:

Element	Description
<b>Account</b>	Use the drop-down list to select the email account that contains the folder that you want to open.
User	In the field, type the name of the user who owns the folder that you want to open. Alternatively, to select a user from a list of contacts, click on the User button. Use the Select Contacts from Addressbook dialog to select a user.
<b>Folder Name</b>	Use the drop-down combination box to specify the name of the folder that you want to open.

3. Click OK.

To close the folder of the other user, choose File → Remove Other User's Folder.

## To View the Properties of a Folder

To view the properties of a folder in your local system, open the folder, then choose File → Folder → Properties for *"folder-name"*. You can view the properties of the folder in the properties dialog.

## To Subscribe to a Folder

To subscribe to a folder on a mail server, perform the following steps:

1. Choose Tools → Subscribe to Folders.
2. Enter the details of the folder to which you want to subscribe in the **Folder Subscriptions** dialog. The following table describes the elements on the **Folder Subscriptions** dialog:

Element	Description
<b>Server</b>	Use the drop-down list to select the mail server that contains the folder to which you want to subscribe.
Folder tree	Select the folder to which you want to subscribe from the tree.
Subscribe	To subscribe to the selected folder, click on the Subscribe button.
Unsubscribe	To unsubscribe from the selected folder, click on the Unsubscribe button.

## To Change the Format of a Folder

You can change the email format of your local mail folders to one of the following email formats:

- maildir
- mbox
- mh



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**Caution** – If a problem occurs when you convert from one format to another, you might not be able to recover your data.

---

To change the email format of a local mail folder, perform the following steps:

1. Right-click on the folder whose format you want to change, then choose Properties from the popup menu.
2. Select the email format that you require from the **New store format** drop-down list in the **Reconfigure** dialog.
3. If you want to index the contents of the bodies of the messages in the folder, select the **Index body contents** option.

---

## Organizing Your Messages

You can use the following Email and Calendar features to help you to organize your messages:

**Views** Views enable you to look at your messages in different ways. A view specifies which columns are displayed in a message list, and by which fields the messages are sorted. You can use standard views, or you can create custom views. For more information about views, see [“Using Views” on page 25](#).

**Searches** Email windows contain a searchbar. You can use the searchbar to search the contents of the messages in your message list. You can also perform advanced searches.

Email and Calendar enables you to save your searches. The saved searches are added to the Search menu, and you can choose the searches from this menu. Email and Calendar also contains a search editor that you can use to add, edit, and delete searches. For more information about searches, see [“Searching Your Messages” on page 57](#) and [“Using Advanced Searches” on page 76](#).

Filters	A <i>filter</i> is a tool that you can use to test your messages for specific conditions, then perform actions on the messages that meet the conditions. For example, you can use a filter to automatically move email that you receive from a specific address to a folder. For more information about virtual folders, see <a href="#">“Using Filters” on page 79</a> .
Virtual folders	A <i>virtual folder</i> represents messages that might reside in more than one folder. Virtual folders enable you to view messages that are located in several folders, as if the messages are in one folder. For more information about filters, see <a href="#">“Using Virtual Folders” on page 82</a> .

---

## Using Advanced Searches

You can perform advanced searches that use complex search criteria. For example, you can search for messages that include an attachment, that are flagged, and that you received on a particular date. You can also save your searches, then use the searches later from the Search menu.

For information about how to perform simple searches, see [“Searching Your Messages” on page 57](#).

### To Perform an Advanced Search

Perform the following steps:

1. Display the folder that contains the messages that you want to search.
2. Choose Search → Advanced. Alternatively, select **Advanced** from the drop-down list in the searchbar.
3. Use the **If** group box in the **Advanced Search** dialog to create criteria for the search. To create criteria, perform the following steps:
  - a. From the first drop-down list, select the message component in which to search. For example, select **Message Body** to search the text in the body of the message.
  - b. From the second drop-down list, select the relationship between the message component and the search text. For example, to search for messages whose body includes the search text, select **contains** from the second drop-down list.
  - c. In the text box, type the search text. This text is not case sensitive.
  - d. To add more criteria, click on the Add button. To remove a criterion, click on the Remove button beside the criterion.

4. Select the appropriate option from the **Execute actions** drop-down list. Select one of the following options:
  - **if any criteria are met:** Select this option if you want the search to return matches where any of the specified criteria are met.
  - **if all criteria are met:** Select this option if you want the search to return only matches where all of the specified criteria are met.
5. Click OK to perform the advanced search. The messages that match are displayed in the message list.
 

Alternatively, to save the search, type a name for the search in the **Rule name** text box, then click Save. Choose Search → *search-name* to perform the search.

To clear the advanced search criteria and display all the messages in the folder, choose Search → Clear.

## Using the Search Editor

Email and Calendar enables you to save your searches. The saved searches are added to the Search menu, and you can choose the searches from this menu. Email and Calendar contains a search editor to enable you to add, edit, and delete your searches. You can also rearrange the order of the searches in your Search menu.

### To Add a Search

Perform the following steps:

1. Choose Search → Edit Saved Searches.
2. Click Add in the **Search Editor** dialog.
3. Enter the details for the search in the **Add Rule** dialog. The following table describes the elements on the **Add Rule** dialog:

Element	Description
<b>Rule name</b>	Type a name for the search in the text box.
Add	Click this button to add more criteria.
<b>Execute actions</b>	Use the drop-down list to specify whether the search returns a message if the message meets all, or any, of the criteria in the search.
First drop-down list	Select the message component in which to search. For example, select <b>Message Body</b> to search the text in the body of the message.

Element	Description
Second drop-down list	Select the relationship between the message component and the search text. For example, to search for messages whose body includes the search text, select <b>contains</b> from the second drop-down list.
Text box	Type the search text. This text is not case sensitive.
Remove	To remove a criterion, click on the Remove button beside the criterion.

4. Click OK. The search is added to the Search menu.

You can also save searches that you perform from the searchbar. For more information, see [“To Search All Messages in a Folder” on page 58](#). You can also use the **Advanced Search** dialog to save a search. For more information, see [“To Perform an Advanced Search” on page 76](#).

## To Edit a Search

Perform the following steps:

1. Choose Search → Edit Saved Searches.
2. In the **Search Editor** dialog, select the search that you want to edit, then click Edit. An **Edit Rule** dialog is displayed. Modify the details for the search in the **Edit Rule** dialog. For more information about the elements in the dialog, see [“To Add a Search” on page 77](#).
3. Click OK to save your changes and close the **Edit Rule** dialog.
4. Click OK to close the **Search Editor** dialog.

## To Delete a Search

Perform the following steps:

1. Choose Search → Edit Saved Searches.
2. In the **Search Editor** dialog, select the search that you want to delete, then click Remove.
3. Click OK. The search is removed from the Search menu.

## To Arrange the Searches in the Search Menu

Perform the following steps:

1. Choose Search → Edit Saved Searches. The **Search Editor** dialog displays your searches in the same order as the Search menu.

2. Select a search whose position you want to change, then click Up button or Down button until the search is in the required position.
3. Click OK. The position of the search is updated in the Search menu.

---

## Using Filters

You can use filters to perform actions on your incoming and outgoing email. For example, you can create a filter that automatically moves email that you receive from a particular address to a particular folder.

Use filters to deal with spam email. For example, you can create a filter to delete messages from a particular address. You can also create filters to delete messages that contain particular terms in the **Subject** field or in the message body.

## Using the Filter Editor

You can use the filter editor to add, edit, and delete message filters. You can also use the filter editor to rearrange the positions of your filters in the filter editor.

## To Add a Filter

Perform the following steps:

1. Choose Tools → Filters.
2. From the drop-down list at the top of the **Filters** dialog, select whether you want the filter to apply to incoming or outgoing email.
3. Click Add.
4. Enter the details for the filter in the **Add Rule** dialog. Enter the criteria for the filter in the top section of the dialog. The following table describes the elements in the top section of the **Add Rule** dialog:

Element	Description
Rule name	Type a name for the filter in the text box.
Add	Click this button to add more criteria to the filter.

Element	Description
<b>Execute actions</b>	Use the drop-down list to specify whether to perform the filter actions if the message meets all, or any, of the criteria for the filter.
First drop-down list	Select the message component to use for the criterion. For example, if you want the filter to search the text in the body of the message, select <b>Message Body</b> .
Second drop-down list	Select the relationship between the message component and the search text. For example, if you want the filter to search for messages whose body includes the search text, select <b>contains</b> from the second drop-down list.
Text box	Type the search text. This text is not case sensitive.
Remove	To remove a criterion, click on the Remove button beside the criterion.

5. Enter the actions to take if the criteria are met, in the bottom section of the dialog. The following table describes the elements in the bottom section of the **Add Rule** dialog:

Element	Description
Add	Click this button to add more actions to the filter.
Drop-down list	Select an action to perform from the drop-down list. Depending on the action that you select, another control might appear beside the drop-down list. For example, if you select the <b>Move to Folder</b> action, a button is displayed. Click on the button to open a dialog from which you can select a folder.
Remove	To remove an action, click on the Remove button beside the action.

6. When you have entered the details for the filter, click OK on the **Add Rule** dialog.  
7. Click OK to close the **Filters** dialog.

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**Note** – You can create a filter that copies messages that match your criteria to more than one folder.

---



## To Edit a Filter

Perform the following steps:

1. Choose Tools → Filters.
2. From the drop-down list at the top of the **Filters** dialog, select whether the filter that you want to edit is for incoming or outgoing email.
3. Select the filter that you want to edit, then click Edit. An **Edit Rule** dialog is displayed.
4. Modify the details of the filter in the dialog as required. For more information about the dialog, see [“To Add a Filter” on page 79](#).
5. When you have modified the details for the filter, click OK on the **Edit Rule** dialog.
6. Click OK to close the **Filters** dialog.

## To Delete a Filter

Perform the following steps:

1. Choose Tools → Filters.
2. From the drop-down list at the top of the **Filters** dialog, select whether the filter that you want to delete is for incoming or outgoing email.
3. Select the filter that you want to delete, then click Remove.
4. Click OK to close the **Filters** dialog.

## To Change the Position of a Filter

To change the position of a filter in the **Filters** dialog, perform the following steps:

1. Choose Tools → Filters.
2. From the drop-down list at the top of the **Filters** dialog, select whether the filter whose position you want to change is for incoming or outgoing email.
3. Select the filter whose position you want to change.
4. Click the Up button or the Down button to change the position of the filter. Repeat this step until the filter is in the required position.
5. Click OK to close the **Filters** dialog.

## To Create a Filter From a Message

Perform the following steps:

1. Select the message from which you want to create a filter in the message list.

2. Choose Tools → Create Filter From Message, then choose one of the following menu items:
  - Filter on Subject: Creates a filter from the subject of the selected message.
  - Filter on Sender: Creates a filter from the sender of the selected message.
  - Filter on Recipients: Creates a filter from the recipients of the selected message.
  - Filter on Mailing List: Creates a filter from the mailing lists in the **To** and **Cc** fields of the selected message.

An **Add Filter Rule** dialog is displayed. The dialog contains criteria for the filter, depending on which menu item you chose.

3. Modify the details of the filter in the dialog if required. For more information about the dialog, see [“To Add a Filter” on page 79](#).
4. Click OK. The filter is added to your list of filters.

## To Apply Filters to Selected Messages

You can apply all the filters in the filter editor to messages that you select. You can use this function to check that a filter works.

To apply filters to messages, perform the following steps:

1. Select the message or messages to which you want to apply filters.
2. Choose Actions → Apply Filters.

If messages meet the criteria in your filters, the actions that are associated with the filters are performed.

---

## Using Virtual Folders

Virtual folders enable you to use one folder to view messages that are located in several folders. Your virtual folders are listed in **VFolders** in your folder pane. To display a virtual folder, select the virtual folder from the **VFolders** item in your folder pane.

If your folder pane is not displayed, choose View → Folder Bar.

Use virtual folders to organize messages that are located in more than one folder. For example, imagine your company has a product that is called Lorem Ipsum. You have a client called Ximdom.Com. Employees of Ximdom.Com send you messages regularly about Lorem Ipsum, and about other products. You store the messages in many folders.

You can use virtual folders to organize messages from Ximdom.Com that are related to the Lorem Ipsum product, and that are not related to the product. To organize messages in this way, you might create the following virtual folders:

Ximdom.Com (Lorem Ipsum)	Displays messages from all folders that are from addresses that contain <i>@ximdom.com</i> , and that have the text <i>lorem ipsum</i> in the message body.
Ximdom.Com (Other)	Displays messages from all folders that are from addresses that contain <i>@ximdom.com</i> , and that do not have the text <i>lorem ipsum</i> in the message body.

You can create virtual folders in the following ways:

- Use the virtual folder editor.
- Use a message in your message list to automatically generate the virtual folder.
- Perform a search, then use the search to automatically generate the virtual folder.

## Using the Virtual Folder Editor

You can use the virtual folder editor to add, edit, and delete virtual folders. You can also use the virtual folder editor to rearrange the positions of your virtual folders in the folder pane.

### To Add a Virtual Folder

Perform the following steps:

1. Choose Tools → Virtual Folder Editor.
2. Click Add on the **vFolders** dialog.
3. Enter the details for the virtual folder in the **Add Rule** dialog. The following table describes the elements on the **Add Rule** dialog:

Element	Description
<b>Rule name</b>	Type a name for the virtual folder in the text box.
Add	Click this button to add more criteria to the virtual folder.

Element	Description
<b>Execute actions</b>	<p>Use the drop-down list to specify whether a message must meet all, or any, of the criteria, to be added to the virtual folder. You can select the following options:</p> <ul style="list-style-type: none"> <li>■ <b>if all criteria are met:</b> Select this option to specify that the message must meet all of the criteria in the search.</li> <li>■ <b>if any criteria are met:</b> Select this option to specify that the message must meet at least one of the criteria in the search.</li> </ul>
First drop-down list	Select the message component to use for the criterion. For example, if you want the virtual folder to search the text in the body of the message, select <b>Message Body</b> .
Second drop-down list	Select the relationship between the message component and the search text. For example, if you want the virtual folder to search for messages whose body includes the search text, select <b>contains</b> from the second drop-down list.
Text box	Type the search text. This text is not case sensitive.
Remove	To remove a criterion, click on the Remove button beside the criterion.
<b>vFolder Sources</b>	<p>From the drop-down list, select the folders from which you want to create the virtual folder. Select one of the following options:</p> <ul style="list-style-type: none"> <li>■ <b>specific folders only:</b> Select this option to create the virtual folder from folders that you specify. To specify a folder, click Add. Select the folder that you want to add from the <b>Select Folder</b> dialog, then click OK. To remove a folder, select the folder, then click Remove.</li> <li>■ <b>with all local folders:</b> Select this option to create the virtual folder from all folders on your local system.</li> <li>■ <b>with all active remote folders:</b> Select this option to create the virtual folder from all folders on the mail server to which you are connected.</li> <li>■ <b>with all local and active remote folders:</b> Select this option to create the virtual folder from the following: <ul style="list-style-type: none"> <li>■ All folders on your local system.</li> <li>■ All folders on the mail server to which you are connected.</li> </ul> </li> </ul>

4. When you have entered the details for the virtual folder, click OK on the **Add Rule** dialog.
5. Click OK to close the **vFolders** dialog.

## To Edit a Virtual Folder

Perform the following steps:

1. Choose Tools → Virtual Folder Editor.
2. In the **vFolders** dialog, select the virtual folder that you want to edit, then click Edit.
3. Modify the details of the virtual folder in the **Edit Rule** dialog as required. For more information about the dialog, see [“To Add a Virtual Folder” on page 83](#).
4. When you have modified the details for the virtual folder, click OK on the **Edit Rule** dialog.
5. Click OK to close the **vFolders** dialog.

## To Delete a Virtual Folder

Perform the following steps:

1. Choose Tools → Virtual Folder Editor.
2. In the **vFolders** dialog, select the virtual folder that you want to delete, then click Remove.
3. Click OK to close the **vFolders** dialog.

## To Change the Position of a Virtual Folder

To change the position of a virtual folder in your folder pane, perform the following steps:

1. Choose Tools → Virtual Folder Editor.
2. In the **vFolders** dialog, select the virtual folder whose position you want to change.
3. Click the Up button or the Down button to change the position of the virtual folder. Repeat this step until the virtual folder is in the required position.
4. Click OK to close the **vFolders** dialog.

## To Create a Virtual Folder From a Message

Perform the following steps:

1. Select the message from which you want to create a virtual folder in the message list.
2. Choose Tools → Create Virtual Folder From Message, then choose one of the following menu items:
  - VFolder on Subject: Creates a virtual folder from the subject of the selected message.
  - VFolder on Sender: Creates a virtual folder from the sender of the selected message.
  - VFolder on Recipients: Creates a virtual folder from the recipients of the selected message.
  - VFolder on Mailing List: Creates a virtual folder from the mailing lists in the To and Cc fields of the selected message.

A **New VFolder** dialog is displayed. The dialog contains criteria for the virtual folder, depending on which menu item you chose.

3. Modify the details of the virtual folder in the dialog if required. For more information about the dialog, see [“To Add a Virtual Folder” on page 83](#).
4. Click OK. The virtual folder is added to the list of virtual folders in the folder pane.

## To Create a Virtual Folder From a Search

Perform the following steps:

1. Perform the search from which you want to create a virtual folder. For more information, see [“Using Advanced Searches” on page 76](#).
2. After you perform the search, choose Search → Create Virtual Folder From Search. A **New VFolder** dialog is displayed. The dialog contains the search criteria for the search you performed.
3. Modify the details of the virtual folder in the dialog if required. For more information about the dialog, see [“To Add a Virtual Folder” on page 83](#).
4. Click OK. The virtual folder is added to the list of virtual folders in the folder pane.

## Using Calendar

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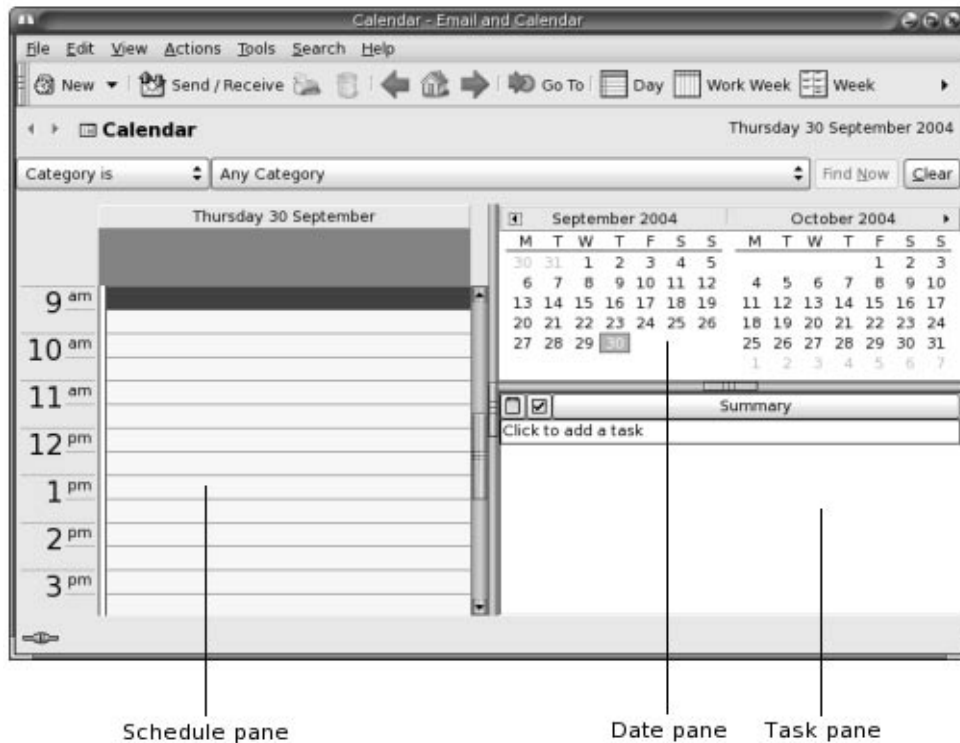
The information in this chapter describes how to use the calendar features in Email and Calendar.

---

### Introduction to Calendar

You can use **Calendar** to schedule appointments, meetings, and tasks. This chapter describes the features of a local calendar. Most of the features in a Sun Java System Calendar Server are the same as those in a local calendar. See [Chapter 9](#) for more information about the differences between a local calendar and a Java System Calendar Server calendar.

[Figure 6-1](#) shows a typical **Calendar** window.



**FIGURE 6-1** Typical Calendar Window

The **Calendar** window contains the following panes:

Pane	Description
Schedule pane	The schedule pane is the largest pane in the <b>Calendar</b> window. The schedule pane displays the schedule for the selected dates, using the specified view.
Date pane	In the upper right area of the <b>Calendar</b> window, the date pane displays all of the dates in the current month as dark numerals. Dates in the previous month and next month, if included, are shown as light numerals. The date for today is outlined with a red box. Dates on which an appointment is scheduled are displayed in bold type. Currently selected dates are highlighted.
Task pane	In the lower right area of the <b>Calendar</b> window, the task pane displays the task list from the default tasks folder.



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## Viewing Your Calendar

You can change the view that Email and Calendar uses to display the schedule, as follows:

View	Description
View → Current View → Day View	Displays the schedule for a single day. By default, Email and Calendar displays the daily schedule divided into thirty-minute segments. The time segments for work hours have a light background, the time segments for nonwork hours have a dark background. The single-day view is the default view.
View → Current View → Work Week View	Displays the schedule for a work week. By default, this view displays the schedule for Monday to Friday inclusive.
View → Current View → Week View	Displays the schedule for a week.
View → Current View → Month View	Displays the schedule for a month.

---

## Navigating Your Calendar

Email and Calendar automatically displays the schedule for today. You can navigate to another date to display the schedule for that date.

### To Go to a Particular Date

Perform the following steps:

1. Choose View → Go to Date, to display the **Go To Date** dialog.
2. Use the month drop-down list to select the required month.
3. Use the year spin box to select the required year, or type the year in the text box. Email and Calendar displays the dates in the specified month, in the main section of the **Go To Date** dialog.
4. Select the required date. Email and Calendar closes the **Go To Date** dialog, then displays the schedule for the selected date.

## To Return to the Schedule for Today

Choose View → Go to Today.

---

## Creating an Appointment

You can use **Calendar** to create an all-day appointment, or an appointment of short duration. You can create a standalone appointment, or a series of appointments.

### To Create a Standalone Appointment

Perform the following steps:

1. Choose File → New → Appointment.
2. Enter the appointment details in the **Appointment** tabbed section. The following table describes the elements in the **Appointment** tabbed section:

Element	Description
<b>Summary</b>	Type a short description of the appointment.
<b>Location</b>	Type the location of the appointment.
<b>Start time</b>	Use these drop-down combination boxes to specify the appointment start date and time.
<b>End time</b>	Use these drop-down combination boxes to specify the appointment end date and time.
Globe button	To specify a time in a different time zone, click on the globe button to the right of the drop-down combination boxes. Click on the map in the <b>Select a Time Zone</b> dialog to select a time zone, or select a time zone from the drop-down list, then click OK.
<b>All day event</b>	Select this option to create an all-day appointment. To create an appointment of shorter duration, deselect this option.
Details text box	Type the details of the appointment.

Element	Description
<b>Classification</b>	Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>Public:</b> Select this option to enable other users on your network to see all details of this appointment in your schedule.</li> <li>■ <b>Private:</b> Select this option to specify that other users on your network cannot see any details of this appointment in your schedule.</li> <li>■ <b>Confidential:</b> Select this option to allow other users on your network to see only that this appointment is in your schedule. The other users cannot see the appointment details.</li> </ul>
<b>Show Time As</b>	Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>Free:</b> Select this option to indicate to other users on your network that you are free to attend another meeting during the time specified for this appointment.</li> <li>■ <b>Busy:</b> Select this option to indicate to other users on your network that you are not free to attend another meeting during the time specified for this appointment.</li> </ul>
Categories and text box	Type the category name to assign a category to this appointment. If you want to assign more than one category, separate the categories with a comma.  Alternatively, click on the Categories button. Use the Edit Categories dialog to select a category.

3. To schedule an alert to remind you about the appointment, click on the **Reminder** tab. The following table describes the elements in the **Reminder** tabbed section:

Element	Description
<b>Basics</b>	Displays the date, start time, and end time of the appointment.
<b>Display a Message</b>	Select one of the following alert types from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>Display a message</b></li> <li>■ <b>Play a sound</b></li> <li>■ <b>Run a program</b></li> <li>■ <b>Send an Email</b></li> </ul>
Time-units spin box	Use the spin box to specify the number of time units.
<b>minute(s)</b>	Select one of the following time-unit types from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>minute(s)</b></li> <li>■ <b>hour(s)</b></li> <li>■ <b>day(s)</b></li> </ul>
<b>before</b>	Select one of the following options from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>before</b></li> <li>■ <b>after</b></li> </ul>

Element	Description
<b>start of appointment</b>	Select one of the following options from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>start of appointment</b></li> <li>■ <b>end of appointment</b></li> </ul>
Options	Click on the Options button to display an <b>Alarm Options</b> dialog. For more information about the <b>Alarm Options</b> dialog, see <a href="#">“Alarm Options Dialog” on page 92</a> .
Alarm list	This element displays a list of the alarms that are set for the currently selected appointment.
Add	Click Add to add the specified alarm to the <b>Reminders</b> list.
Remove	Click Remove to remove the selected alarm from the <b>Reminders</b> list.

---

**Note** – Email and Calendar uses time zone settings from various sources. In each of these sources, the time zones must be set to the same value for reminders to function correctly. For more information about how to set time zones, see [“Setting Calendar and Tasks Preferences” on page 158](#).

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4. To save the appointment, choose File → Save.  
To save the appointment and then close the **Appointment** window, choose File → Save and Close.  
To save the appointment in a file, choose File → Save As to display the **Save as** window. Type the filename, then click OK.  
To close the **Appointment** window without saving the appointment, choose File → Close.
5. To preview the details of the appointment, choose File → Print Preview.  
To print the details of the appointment, choose File → Print.

## Alarm Options Dialog

Use the **Alarm Options** dialog to specify additional options for an alarm. The following table describes the elements in the **Alarm Options** dialog:

Element	Description
<b>Repeat the alarm</b>	Select this option to show the alarm more than once.
<b>extra times</b>	Use this spin box to specify the number of times to repeat the alarm.

Element	Description
every	Use this spin box to specify the number of time units between each repeated alarm.
minutes	Select one of the following time-unit types from the drop-down list: <ul style="list-style-type: none"> <li>■ minutes</li> <li>■ hours</li> <li>■ days</li> </ul>
text box	The title of the text box depends on the alarm type, as follows: <ul style="list-style-type: none"> <li>■ <b>Display a Message:</b> Type the message text in the <b>Message to Display</b> text box.</li> <li>■ <b>Play a Sound:</b> Enter the name of the sound file in the <b>Play sound</b> drop-down combination box. Alternatively, click Browse to display a <b>Select file</b> dialog. Use the dialog to specify the sound file that you want to use.</li> <li>■ <b>Run a Program:</b> Type the program name in the <b>Run program</b> text box. Type the program arguments in the <b>With these arguments</b> text box.</li> <li>■ <b>Send an Email:</b> Type the email addresses to which you want to send the email reminder, in the text box beside the Send To button. If you want to send the reminder to more than one address, separate the addresses with a comma. Alternatively, click on the Send To button. Use the <b>Select Contacts from Addressbook</b> dialog to select addresses. Type the message text in the <b>Message to Send</b> text box.</li> </ul> <p><b>Note</b> – The <b>Alarm Repeat</b> functionality is not supported in this release.</p>

## To Create an All-Day Appointment

Perform the following steps:

1. Choose File → New → All Day Appointment. An **Appointment** window is displayed, with the **All day event** option selected. The **Appointment** window is similar to that displayed when you choose File → New → Appointment, except that the start time and end time are not displayed.
2. Enter the appropriate details in the **Appointment** window, as described in “To Create a Standalone Appointment” on page 90.
3. Choose File → Save and Close. Email and Calendar saves the all-day appointment and then closes the **Appointment** window.

## To Create a Recurring Appointment

Perform the following steps:

1. Create an appointment as described in [“To Create a Standalone Appointment”](#) on page 90.
2. In the **Appointment** window, click on the **Recurrence** tab to display the **Recurrence** tabbed section. The following table describes the elements in the **Recurrence** tabbed section:

Element	Description
<b>Basics</b>	Displays the date, start time, and end time of the appointment.
<b>Recurrence Rule</b>	Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>No recurrence:</b> Select this option to schedule one appointment only.</li> <li>■ <b>Simple recurrence:</b> Select this option to use predefined settings to schedule a series of appointments.</li> <li>■ <b>Custom recurrence:</b> If this option is selected, the appointment contains recurrences that you cannot edit in Email and Calendar.</li> </ul>
<b>Every</b>	Use this spin box to specify the number of time units between each appointment in the series.
<b>day(s)</b>	Select one of the following time-unit types from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>day(s)</b></li> <li>■ <b>week(s)</b></li> <li>■ <b>month(s)</b></li> <li>■ <b>year(s)</b></li> </ul>
<b>forever</b>	Select one of the following options from the drop-down list, to specify when the series of appointments ends: <ul style="list-style-type: none"> <li>■ <b>forever:</b> Select this option to specify that the series of appointments continues indefinitely.</li> <li>■ <b>for:</b> Select this option to display the <b>occurrences</b> spin box. Use the spin box to specify the number of appointments in the series.</li> <li>■ <b>until:</b> Select this option to display a drop-down combination box. Use the drop-down combination box to specify the date of the last appointment in the series.</li> </ul>
<b>Exceptions</b>	Use this drop-down combination box to specify the dates in the series when you do not want to schedule an appointment.
<b>Add</b>	Click Add to add the specified date to the list of exceptions.
<b>Modify</b>	Click Modify to make the specified changes to the selected date in the list of exceptions.
<b>Remove</b>	Click Remove to remove the selected date from the list of exceptions.

Element	Description
<b>Preview</b>	<p>The <b>Preview</b> section displays all of the dates in the current month. The current date is outlined in red. Dates on which an appointment is scheduled in the current series are displayed in bold. Figure 6-2 shows a typical <b>Preview</b> section.</p> <p>Click on the left arrow, to the left of the month name in the <b>Preview</b> section, to display the previous month. Click on the left arrow several times to scroll back through several months.</p> <p>Click on the right arrow, to the right of the month name in the <b>Preview</b> section, to display the next month. Click on the right arrow several times to scroll forward through several months.</p>

3. Choose File → Save and Close. Email and Calendar saves the series of appointments and then closes the **Appointment** window.

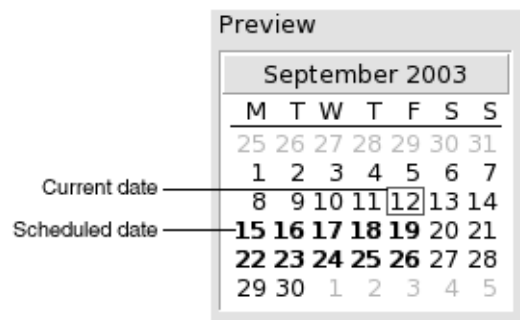


FIGURE 6-2 Typical Preview Section

## Deleting an Appointment

You can delete a standalone appointment, a series of appointments, or an appointment within a series of appointments.

### To Delete a Standalone Appointment

Perform the following steps:

1. Double-click on the appointment in the schedule pane, to open the **Appointment** window.

2. Choose File → Delete.
3. If a confirmation alert appears, click Yes.

## To Delete a Series of Appointments

Perform the following steps:

1. Double-click on any appointment in the series, in the schedule pane, to open the **Appointment** window.
2. Choose File → Delete.
3. If a confirmation alert appears, click Yes.

## To Delete an Appointment Within a Series of Appointments

Perform the following steps:

1. Choose View → Current View → Day View.
2. Right-click on the appointment that you want to delete, in the schedule pane.
3. Choose Delete this Occurrence from the popup menu.

---

## Creating a Meeting

You can use Email and Calendar to create a meeting, to invite others to the meeting, and book the necessary resources for the meeting.

## To Create a Meeting

Perform the following steps:

1. Choose File → New → Meeting. An **Appointment** window is displayed similar to that when you choose File → New → Appointment, except that the window contains two additional tabs: **Scheduling** and **Meeting**.
2. Enter the appropriate details in the **Appointment**, **Reminder**, and **Recurrence** tabs in the **Appointment** window, as described in [“To Create a Standalone Appointment” on page 90](#) and [“To Create a Recurring Appointment” on page 93](#).
3. To enter more details about the meeting, click on the **Meeting** tab to display the **Meeting** tabbed section.



4. Select the organizer of the meeting from the **Organizer** drop-down list.  
 Email and Calendar automatically enters the name of the current user in the **Organizer** text box. If you maintain several Email and Calendar accounts, select the appropriate account from the drop-down list.
5. The meeting attendees are listed in table format. From left to right, the meeting attendees table contains the following columns by default:

Column	Description
<b>Attendee</b>	<p>Email and Calendar automatically enters the current user as the first entry in the attendee list.</p> <p>To add another attendee to the list, click on the <b>Click here to add an attendee</b> text below the attendee list. Type the name or email address of the person or group that you want to invite to the meeting, or the name of the resource or room that you want to book for the meeting. If you want to send the meeting information to the attendee, you must type the email address of the attendee in this field.</p>
<b>Type</b>	<p>Click on the field under the <b>Type</b> column header, to activate a drop-down list. Select one of the following types from the drop-down list:</p> <ul style="list-style-type: none"> <li>■ <b>Individual</b></li> <li>■ <b>Group</b></li> <li>■ <b>Resource</b></li> <li>■ <b>Room</b></li> <li>■ <b>Unknown</b></li> </ul>
<b>Role</b>	<p>Click on the field under the <b>Role</b> column header, to activate a drop-down list. Select one of the following roles from the drop-down list:</p> <ul style="list-style-type: none"> <li>■ <b>Chair</b></li> <li>■ <b>Required Participant</b></li> <li>■ <b>Optional Participant</b></li> <li>■ <b>Non-Participant</b></li> <li>■ <b>Unknown</b></li> </ul>
<b>RSVP</b>	<p>Click on the field under the <b>RSVP</b> column header, to activate a drop-down list. Select one of the following options from the drop-down list, to specify whether a reply should be sent to the meeting organizer:</p> <ul style="list-style-type: none"> <li>■ <b>Yes</b></li> <li>■ <b>No</b></li> </ul>
<b>Status</b>	<p>Click on the field under the <b>Status</b> column header, to activate a drop-down list. Select one of the following status options from the drop-down list:</p> <ul style="list-style-type: none"> <li>■ <b>Needs Action</b></li> <li>■ <b>Accepted</b></li> <li>■ <b>Declined</b></li> <li>■ <b>Tentative</b></li> <li>■ <b>Delegated</b></li> </ul>

Press Return to add the new entry to the attendee list.

To delete an attendee from the list, right-click on the entry in the attendee list, then choose Delete from the popup menu.

For information about how to change the current view, save the current view, or create custom views, see [“Using Views” on page 25](#).

6. Click on the **Invite Others** button to create a new entry in the table. Email and Calendar also displays the **Select Contacts from Addressbook** dialog, which you can use to select attendees.
7. Click on the **Scheduling** tab to display the **Scheduling** tabbed section. You can use the **Scheduling** tabbed section to identify a time period when all attendees are free to attend the meeting, and when the necessary resources are available for the meeting. The following table describes the elements in the **Scheduling** tabbed section:

Element	Description
Attendee list	Displays the list of meeting attendees. This attendee list is the same as that in the <b>Meeting</b> tabbed section, except that the <b>Role</b> and <b>RSVP</b> columns are not displayed. You can customize the contents of this table, as described in <a href="#">“Using Views” on page 25</a> .
Legend	Describes the color codes that are used in the schedule to indicate the following: <ul style="list-style-type: none"><li>■ <b>Tentative:</b> The attendee has another appointment but has marked the time as free, so the attendee might be able to attend this meeting at the indicated time.</li><li>■ <b>Busy:</b> The attendee has another appointment and cannot attend this meeting at the indicated time.</li><li>■ <b>Out of Office:</b> The attendee is out of the office and cannot attend this meeting at the indicated time.</li><li>■ <b>No Information:</b> The attendee has not published their free or busy information, so Email and Calendar cannot determine whether the attendee can attend this meeting at the indicated time.</li></ul>
Schedule	Displays the schedule for each of the meeting attendees. The time segments for the currently selected time period have a light background, all other time segments have a dark background. The free or busy time for each attendee is indicated by colored squares.
Invite Others	Click on the <b>Invite Others</b> button to create a new entry in the attendee list. Email and Calendar also displays the <b>Select Contacts from Addressbook</b> dialog, which you can use to select attendees.

Element	Description
Options	<p>Click on the <b>Options</b> button to display a popup menu that contains the following menu items:</p> <ul style="list-style-type: none"> <li>■ <b>Show Only Working Hours:</b> Select this option to change the schedule to show only the work hours in each day. Deselect this option to show all hours in each day. Work hours are defined as the hours between <b>Day begins</b> and <b>Day ends</b>.</li> <li>■ <b>Show Zoomed Out:</b> Select this option to change the schedule to show a summarized schedule for several days. Deselect this option to show a detailed schedule for each day.</li> <li>■ <b>Update Free/Busy:</b> Choose this menu item to update the free or busy information in the schedule, for each attendee in the attendee list.</li> </ul>
<< button	Click on the << button to highlight in the schedule the previous time period that meets the selected <b>Autopick</b> criteria. Email and Calendar automatically updates the <b>Meeting start time</b> and <b>Meeting end time</b> values.
Autopick	<p>Click on the Autopick button to display a popup menu that contains the following menu items:</p> <ul style="list-style-type: none"> <li>■ <b>All People and Resources:</b> Choose this menu item to highlight a time period when all of the specified people and all of the specified resources are free.</li> <li>■ <b>All People and One Resource:</b> Choose this menu item to highlight a time period when all of the specified people and any of the specified resources are free.</li> <li>■ <b>Required People:</b> Choose this menu item to highlight a time period when all of the required people are free.</li> <li>■ <b>Required People and One Resource:</b> Choose this menu item to highlight a time period when all of the required people and any of the specified resources are free.</li> </ul>
>> button	Click on the >> button to highlight in the schedule the next time period that meets the selected <b>Autopick</b> criteria. Email and Calendar automatically updates the <b>Meeting start time</b> and <b>Meeting end time</b> values.
<b>Meeting start time</b>	Use these drop-down combination boxes to specify the meeting start date and time.
<b>Meeting end time</b>	Use these drop-down combination boxes to specify the meeting end date and time.

8. Choose File → Save and Close. Email and Calendar creates the meeting and then asks if you would like to send the meeting information.
9. Click Yes to send the meeting information to the specified mail addresses.

Click No to save the meeting information without sending the information to the specified mail addresses. You can send the meeting information at a later time, as described in [“Sending Meeting Information” on page 100](#).

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## Sending Meeting Information

To send meeting information, perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.
2. Choose Actions → Forward as iCalendar to display an email message window, similar to the **Inbox Compose a message** window. Email and Calendar automatically inserts text in the **Subject** text box and in the message content area. Email and Calendar includes the meeting information in the message body.
3. Enter the email addresses to which you want to send the meeting information, in the **To** field. If you want to send the information to more than one address, separate the addresses with a comma.

For more information about the elements in the message window, see [“To Send a Message” on page 48](#).

4. Choose File → Send to send the meeting information to the specified email addresses.
  5. Choose File → Close to close the **Appointment** window.
- 

## Canceling a Meeting

You can cancel a meeting, or revoke an invitation to a meeting for individual attendees.

### To Cancel a Meeting

Perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.
2. Choose Action → Cancel Meeting to display a confirmation alert.
3. Click Yes to cancel the meeting. Email and Calendar sends a cancellation notice to the specified mail addresses.

## To Revoke an Invitation to a Meeting

Perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.
2. Click on the **Meeting** tab to display the **Meeting** tabbed section.
3. Right-click on the attendee whose invitation you want to revoke, then choose **Delete** from the popup menu. Email and Calendar deletes the attendee from the attendee list.

Repeat this step for each additional attendee whose invitation you want to revoke.

4. Choose **File → Save and Close**. Email and Calendar asks if you would like to send the updated meeting information.
5. Click **Yes** to send the updated meeting information to the specified mail addresses:
  - A message with the subject `Cancel :Calendar Information` is sent to the attendees whose invitation is revoked.
  - A message with the subject `Calendar information` is sent to the attendees who remain on the attendee list.

Click **No** to save the updated meeting information without sending a message to the specified mail addresses.

---

## Replying to a Meeting Invitation

Email and Calendar sends meeting invitations to your **Inbox**, as attachments to email messages. To reply to a meeting invitation, perform the following steps:

1. Open the email message to which the meeting invitation is attached.
2. Open the meeting invitation by viewing the attachment in the message, as described in [“To View an Attachment” on page 47](#).
3. Select one of the following options:
  - **Accept**
  - **Tentatively Accept**
  - **Decline**

If you accept the invitation, Email and Calendar adds the event to your calendar when you close the meeting invitation.

4. Select the **RSVP** option to specify that you want to reply to the meeting organizer. If you select the **RSVP** option, Email and Calendar sends an email to the meeting organizer with the details of your reply, when you close the meeting invitation.

If you do not select the **RSVP** option, Email and Calendar does not send a reply to the meeting organizer.

5. Click on the calendar button to display a popup menu that lists your calendar folders. Select the calendar where you want to save the details of this invitation.
6. Click OK to close the meeting invitation.
7. Close the email message.

---

## Updating a Meeting Based on Invitation Replies

When a meeting attendee replies to your meeting invitation, you receive an email with the reply attached. To update the meeting based on the reply, perform the following steps:

1. Open the email message to which the reply is attached.
2. Open the reply by viewing the attachment in the message, as described in “[To View an Attachment](#)” on page 47.
3. Click OK to close the reply. Email and Calendar updates the attendee list, based on the details of the reply.
4. Close the email message.

---

## Refreshing the Meeting Details

When you accept a meeting invitation, you add the meeting to your calendar. You might want to check that the meeting details are still up-to-date. To do this, perform the following steps:

1. Double-click on the meeting in the schedule pane, to open the **Appointment** window.
2. Choose Actions → Refresh Meeting to send an email message to the meeting organizer. The subject of the email is **Refresh: Calendar information**.
3. The organizer decides whether to send you the latest meeting details.

Only the organizer can change the details of a meeting. Any changes made by a meeting attendee are ignored.

---

## Publishing Free or Busy Information

You can publish the free or busy information for an account, so that other users on the network can consult the schedule for that account when they want to organize a meeting.

### To Publish Free or Busy Information

To publish the free or busy information for an account, perform the following steps:

1. Choose **Actions** → **Publish Free/Busy Information**, to display the **Calendar information** window. The **Calendar information** window is an email window, similar to the **Inbox Compose a message** window. Email and Calendar automatically inserts text in the **Subject** text box and in the message content area. Email and Calendar includes the free or busy information as an attachment to the email.
2. Type, in the **To** text box, the email addresses to which you want to send the free or busy information. If you want to send the information to more than one address, separate the addresses with a comma.

Alternatively, click on the **To** button. Use the **Select Contacts from Addressbook** dialog to select addresses.

For more information about the elements in the **Calendar information** window, see [“To Send a Message”](#) on page 48.

3. Choose **File** → **Send** to send the free or busy information to the specified email addresses.





## Using Tasks

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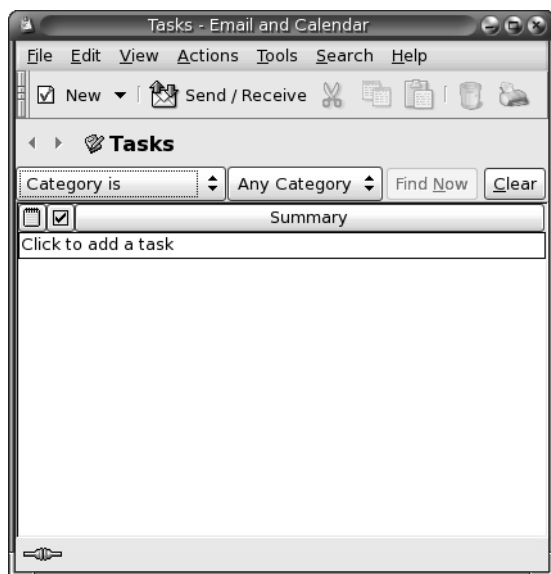
This chapter provides information about how to work with tasks in Email and Calendar.

---

### Introduction to Tasks

You can use **Tasks** to create a task, view existing tasks, sort the task list, or change the status of a task.

[Figure 7-1](#) shows a typical **Tasks** window.





**FIGURE 7-1** Typical Tasks Window

In the **Tasks** window, your tasks are organized as a table. The rows of the table display information about your tasks. The columns represent information fields for your tasks, such as the completed status of the task, the summary of the task, and so on. From left to right, the **Tasks** window displays the following columns by default:

- **Type**

The task type is indicated by an icon. The following table lists and describes the task-type icons:

Icon	Description
	Task is unassigned.
	Task is assigned.

- **Complete**

The completion status is indicated by an icon. The following table lists and describes the completion-status icons:

Icon	Description
<input type="checkbox"/>	Task is incomplete.
<input checked="" type="checkbox"/>	Task is complete.

#### ■ Summary

The **Summary** is a short text description of the task.

For information about how to change the current view, save the current view, or create custom views, see [“Using Views” on page 25](#).

Tasks are displayed in different formats in the **Tasks** window, depending on the status of the task. The following table lists and describes the task formats:

Format	Description
Normal	Task is not started or is in progress.
Highlighted	Task is currently selected.
Strikethrough	Task is completed.
Colored	Task is overdue or is due today.

## To Create a Task

Perform the following steps:

1. Choose File → New → Task.
2. Enter the task information in the **Basic** tabbed section in the **Task** window. The following table describes the elements in the **Basic** tabbed section:

Element	Description
<b>Summary</b>	Type a short description of the task.

Element	Description
<b>Due Date</b>	Use the drop-down combination boxes to specify the date and time by which to complete the task.
<b>Start Date</b>	Use the drop-down combination boxes to specify the date and time at which to start the task.
Globe button	To specify a time in a different time zone, click on the globe button to the right of the drop-down combination boxes. A <b>Select a Time Zone</b> dialog is displayed. Click on the map to select a time zone, or select a time zone from the drop-down list, then click OK.
Description	Type a detailed description of the task.
<b>Classification</b>	Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>Public</b>: Select this option to enable other users on your network to see all details of this task in your schedule.</li> <li>■ <b>Private</b>: Select this option to prevent other users on your network from seeing any details of this task in your schedule.</li> <li>■ <b>Confidential</b>: Select this option to allow other users on your network to see only that this task is in your schedule. The other users cannot see the task details.</li> </ul>
Categories and text box	Type the category name to assign a category to this task. If you want to assign more than one category, separate the categories with a comma.  Alternatively, click on Categories. Use the <b>Edit Categories</b> dialog to select a category.

3. To enter more details about the task, click on the **Details** tab. The following table describes the elements in the **Details** tabbed section:

Element	Description
<b>Status</b>	Select one of the following status options from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>Not Started</b></li> <li>■ <b>In Progress</b></li> <li>■ <b>Completed</b></li> <li>■ <b>Cancelled</b></li> </ul>
<b>Priority</b>	Select one of the following priority options from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>Undefined</b></li> <li>■ <b>Low</b></li> <li>■ <b>Normal</b></li> <li>■ <b>High</b></li> </ul>

---

Element	Description
% Complete	<p data-bbox="683 369 1330 422">Use the spin box to specify how complete the task is, or type the percentage in the text box.</p> <p data-bbox="683 443 1370 495">Depending on the value that you enter, Email and Calendar updates several other elements, as follows:</p> <ul data-bbox="683 499 1427 984" style="list-style-type: none"><li data-bbox="683 499 1427 615">■ 100:<ul data-bbox="721 527 1325 615" style="list-style-type: none"><li data-bbox="721 527 1268 548">■ Selects <b>Completed</b> from the <b>Status</b> drop-down list.</li><li data-bbox="721 558 1325 615">■ Inserts the current date and time in the <b>Date Completed</b> drop-down combination boxes.</li></ul></li><li data-bbox="683 621 1427 793">■ 1–99 inclusive:<ul data-bbox="721 653 1427 793" style="list-style-type: none"><li data-bbox="721 653 1268 674">■ Selects <b>In Progress</b> from the <b>Status</b> drop-down list.</li><li data-bbox="721 684 1427 737">■ Inserts <b>None</b> in the first <b>Date Completed</b> drop-down combination box.</li><li data-bbox="721 747 1386 793">■ Clears the contents of the second <b>Date Completed</b> drop-down combination box.</li></ul></li><li data-bbox="683 800 1427 984">■ 0:<ul data-bbox="721 831 1427 984" style="list-style-type: none"><li data-bbox="721 831 1268 852">■ Selects <b>Not Started</b> from the <b>Status</b> drop-down list.</li><li data-bbox="721 863 1427 915">■ Inserts <b>None</b> in the first <b>Date Completed</b> drop-down combination box.</li><li data-bbox="721 926 1386 984">■ Clears the contents of the second <b>Date Completed</b> drop-down combination box.</li></ul></li></ul>

---

Element	Description
<b>Date Completed</b>	<p>Select a date from the first drop-down combination box, and a time from the second drop-down combination box, to specify the date and time at which the task was completed.</p> <p>Depending on the value that you enter, Email and Calendar updates several other elements, as follows:</p> <ul style="list-style-type: none"> <li>■ <i>date</i>: <ul style="list-style-type: none"> <li>■ Selects <b>Completed</b> from the <b>Status</b> drop-down list.</li> <li>■ Inserts 100 in the % <b>Complete</b> text box.</li> <li>■ Inserts the selected date in the first <b>Date Completed</b> drop-down combination box.</li> <li>■ Inserts the current time in the second <b>Date Completed</b> drop-down combination box.</li> </ul> </li> <li>■ <b>Now</b>: <ul style="list-style-type: none"> <li>■ Selects <b>Completed</b> from the <b>Status</b> drop-down list.</li> <li>■ Inserts 100 in the % <b>Complete</b> text box.</li> <li>■ Inserts the current date in the first <b>Date Completed</b> drop-down combination box.</li> <li>■ Inserts the current time in the second <b>Date Completed</b> drop-down combination box.</li> </ul> </li> <li>■ <b>Today</b>: <ul style="list-style-type: none"> <li>■ Selects <b>Completed</b> from the <b>Status</b> drop-down list.</li> <li>■ Inserts 100 in the % <b>Complete</b> text box.</li> <li>■ Inserts the current date in the first <b>Date Completed</b> drop-down combination box.</li> <li>■ The contents of the second <b>Date Completed</b> drop-down combination box remain unchanged.</li> </ul> </li> <li>■ <b>None</b>: <ul style="list-style-type: none"> <li>■ If the status of the task is <b>Not Started</b>, no elements are affected.</li> <li>■ If the status of the task is <b>In Progress</b>, Email and Calendar inserts 50 in the % <b>Complete</b> text box.</li> <li>■ If the status of the task is <b>Completed</b>, Email and Calendar updates several elements, as follows: <ul style="list-style-type: none"> <li>■ Selects <b>Not Started</b> from the <b>Status</b> drop-down list.</li> <li>■ Inserts 0 in the % <b>Complete</b> text box.</li> <li>■ Inserts None in the first <b>Date Completed</b> drop-down combination box.</li> <li>■ Clears the contents of the second <b>Date Completed</b> drop-down combination box.</li> </ul> </li> </ul> </li> </ul>
<b>URL</b>	Type the URL associated with the task, if any. Click on the connect button to open the specified URL in the default web browser.

4. To save the task, choose File → Save.

To save the task and then close the **Task** window, choose File → Save and Close.

To save the task details in a file, choose File → Save As to display the **Save as** window. Enter the filename, then click OK.

To close the **Task** window without saving the task, choose File → Close.

5. To preview the details of the task, choose File → Print Preview.

To print the details of the task, choose File → Print.

---

## To Assign a Task

You can only assign a task from a local folder. You cannot assign a task from a Sun Java System Calendar Server folder.

To assign a task, perform the following steps:

1. Double-click on the task in the **Tasks** window to open a **Task** window containing the tabbed sections described in [“To Create a Task” on page 107](#).
2. Choose Actions → Assign Task to display the **Assignment** tabbed section.
3. Select the organizer of the task from the **Organizer** drop-down list.
4. The task assignments are listed in table format. You can customize the table by adding or removing columns, as described in [“Using Views” on page 25](#). By default, the task assignments table contains the columns described in the following table:

Column	Description
<b>Attendee</b>	Email and Calendar automatically enters the current user as the first entry in the attendee list.  To add another attendee to the list, click on the <b>Click here to add an attendee</b> text below the attendee list. Type the name of the person, group, resource, or room to which you want to assign the task. If you want to send the task information to the attendee, you must type the email address of the attendee in this field.
<b>Type</b>	Click on the field under the <b>Type</b> column header to activate a drop-down list. Select one of the following types from the drop-down list: <ul style="list-style-type: none"><li>■ <b>Individual</b></li><li>■ <b>Group</b></li><li>■ <b>Resource</b></li><li>■ <b>Room</b></li><li>■ <b>Unknown</b></li></ul>

Column	Description
<b>Role</b>	Click on the field under the <b>Role</b> column header to activate a drop-down list. Select one of the following roles from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>Chair</b></li> <li>■ <b>Required Participant</b></li> <li>■ <b>Optional Participant</b></li> <li>■ <b>Non-Participant</b></li> <li>■ <b>Unknown</b></li> </ul>
<b>RSVP</b>	Click on the field under the <b>RSVP</b> column header to activate a drop-down list. Select <b>Yes</b> or <b>No</b> from the drop-down list to specify whether to send a reply to the meeting organizer.
<b>Status</b>	Click on the field under the <b>Status</b> column header, to activate a drop-down list. Select one of the following status options from the drop-down list: <ul style="list-style-type: none"> <li>■ <b>Needs Action</b></li> <li>■ <b>Accepted</b></li> <li>■ <b>Declined</b></li> <li>■ <b>Tentative</b></li> <li>■ <b>Delegated</b></li> </ul>

5. Click on the **Invite Others** button to create a new entry in the assignments table. Email and Calendar also displays the **Select Contacts from Addressbook** dialog, which you can use to select attendees.
6. Choose File → Save and Close. Email and Calendar creates the task assignments and then asks if you would like to send the task assignment information.
7. Click Yes to send the task assignment information to the specified mail addresses. Click No to save the task assignment information without sending to the specified mail addresses. You can send the task assignment information at a later time, as described in [“To Send Task Information”](#) on page 112.

---

## To Send Task Information

Perform the following steps:

1. Double-click on the task in the **Tasks** window to open a **Task** window.
2. Choose Actions → Forward as iCalendar to display a task information window. The task information window is an email message window, similar to the **Inbox Compose a message** window. Email and Calendar automatically inserts text in the **Subject** text box and in the message content area. Email and Calendar includes the task information as an attachment to the message.



3. Type the email addresses to which you want to send the task information, in the **To** text box. If you want to send the information to more than one address, separate the addresses with a comma. Alternatively, click on the **To** button. Use the **Select Contacts from Addressbook** dialog to select addresses.

For more information about the elements in the task information window, see [“To Send a Message” on page 48](#).

4. Choose **File** → **Send** to send the task information to the specified email addresses.
5. Choose **File** → **Close** to close the **Task** window.

---

## To Mark a Task as Complete

Perform the following steps:

1. Select the task in the **Tasks** window.
2. Choose **Edit** → **Mark as Complete**.

---

## Deleting Tasks

You can delete individual tasks, or all tasks marked as complete.

### To Delete Individual Tasks

Perform the following steps:

1. Select the tasks in the **Tasks** window.
2. Choose **Edit** → **Delete** to display a confirmation alert.
3. Click **Yes** to delete the selected tasks.

### To Delete All Tasks Marked As Complete

Perform the following steps:

1. Choose **Actions** → **Expunge** to display a confirmation alert.
2. Click **Yes** to delete all tasks marked as completed.



## Using Contacts

The information in this chapter describes how to use Email and Calendar to manage your contact information.

### Introduction to Contacts

Email and Calendar enables you to store information about your contacts in contacts folders. For each contact, you can store the name, job title, telephone numbers, email addresses, and so on. You can also create contact lists. You can use a contact list to send a message to many of your contacts at one time.

Figure 8–1 shows a typical contacts window.

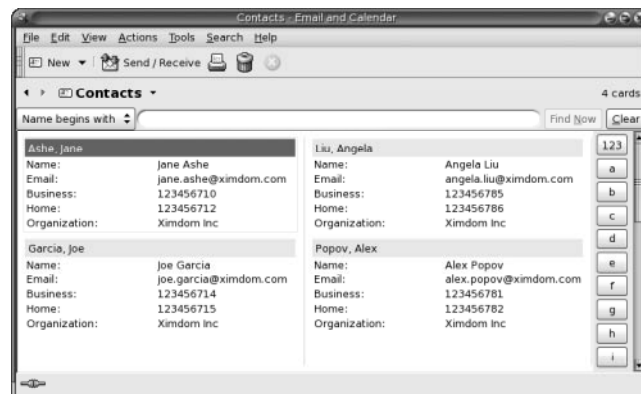


FIGURE 8–1 Typical Contacts Window

Email and Calendar uses the Vcard format for contact information.

Email and Calendar also enables you to use an LDAP server for your contact information. For more information about how to configure an LDAP server, see [“To Add an LDAP Server”](#) on page 164.

---

## Searching Your Contacts

Email and Calendar enables you to search your contacts. You can use the searchbar to perform a simple search of all contacts in a folder. For example, you can search for a message that contains a particular text string. You can use the alphabetic index buttons to search for a contact whose name begins with a particular letter.

You can also perform advanced searches that use more complex search criteria. For example, you can search for contacts by email address or category.

### To Search All Contacts in a Folder

Perform the following steps:

1. Display the folder that contains the contacts that you want to search.
2. Select the contact component in which to search from the drop-down list in the searchbar.
3. Type the text that you want to search for in the text box on the searchbar.
4. Click on the Find Now button. Alternatively, choose Search → Find Now. The contacts that match the search criteria are displayed.

To clear the search criteria and display all the contacts in the folder, choose Search → Clear. Alternatively, click on the Clear button in the searchbar.

You can also use the alphabetic index buttons at the right side of the window to search for contacts. To search for a contact whose name begins with a particular letter, click on that letter. To search for contacts whose name begins with a number or another non-alphabetic character, click on the 123 index button.

### To Perform an Advanced Search on Your Contacts

Perform the following steps:

1. Display the folder that contains the contacts that you want to search.
2. Choose Tools → Search for Contacts. Alternatively, select **Advanced** from the drop-down list in the searchbar. An **Advanced Search** dialog is displayed.

3. Use the **If** group box to create criteria for the search. To create criteria, perform the following steps:
  - a. From the first drop-down list, select the contact component in which to search. For example, select **Email** to search the text in the email address of the contact.
  - b. From the second drop-down list, select the relationship between the contact component and the search text. For example, to search for contacts whose email address includes the search text, select **contains** from the second drop-down list.
  - c. In the text box, type the search text. This text is not case sensitive.
  - d. To add more criteria, click on the Add button. To remove a criterion, click on the Remove button beside the criterion.
4. Select the appropriate option from the **Execute actions** drop-down list. Select one of the following options:
  - **if any criteria are met**: Select this option if you want the search to return matches where any of the specified criteria are met.
  - **if all criteria are met**: Select this option if you want the search to return only matches where all of the specified criteria are met.
5. Click OK to perform the advanced search. The contacts that match are displayed in the contacts folder.

To clear the advanced search criteria and display all the messages in the folder, choose Search → Clear.

---

## Managing Your Contacts

The following sections describe how to perform the following tasks:

- Add contacts and contact lists.
- Edit contacts and contact lists.
- Delete contacts and contact lists.
- Save contacts and contact lists.
- Forward contacts and contact lists.
- Save contacts and contact lists.
- Move and copy contacts and contact lists.
- Send messages to contacts and contact lists.
- Select multiple contacts and contact lists.

### To Add a Contact

Perform the following steps:

1. Choose File → New → Contact. A **Contact Editor** window is displayed.

2. Enter the contact details in the **General** tabbed section. The following table describes the elements in the **General** tabbed section:

Element	Description
Full Name	Type the full name of the contact.  Alternatively, click on the Full Name button. Use the <b>Full Name</b> dialog to create the full name of the contact.
Job title	Type the job title of the contact.
Organization	Type the organization to which the contact belongs.
File as	Use the drop-down list to select how to file the contact in your list of contacts. The options in the drop-down list are generated from the full name that you enter.
Business, Home, Business fax, Mobile	Use these elements to enter the telephone numbers of the contact, and other information.  Select the category of information that you want to enter from the category drop-down list to the left of the text box. For example, to enter the business telephone number of the contact, select <b>Business</b> from the drop-down list. To enter the pager number of the contact, select <b>Pager</b> , and so on.  Type the contact information for the category that you selected in the text box.
Primary email	Type the primary email address for the contact.  To enter another email address, select <b>Email 2</b> or <b>Email 3</b> from the category drop-down list to the left of the text box. Type the other email address for the contact in the text box.
Wants to receive HTML mail	Select this option if this contact wants to receive email in HTML format. If you do not select this option, when you send email in HTML format to this contact, Email and Calendar converts the email to plain text format.
Business	Select the category of address that you want to enter from the category drop-down list to the left of the address text area. For example, to enter the home address of the contact, select <b>Home</b> from the drop-down list.
Address field	Enter the address of the contact.  Alternatively, click on the Address button. Use the <b>Full Address</b> dialog to create the full address of the contact.

Element	Description
<b>This is the mailing address</b>	Select this option to use the address in the address field as the mail address for the contact.
<b>Web page address</b>	Enter a URL for a web page for the contact in the field. Click on the connect button to open the specified URL in the default web browser.
Categories	<p>Type the categories to which the contact belongs in the text box. If you type more than one category, separate the categories with a comma.</p> <p>Alternatively, click on the Categories button. An <b>Edit Categories</b> dialog is displayed. To select a category, click on the check box for the category to display a check mark.</p> <p>To add a new category, click on the Edit Master Category List button. An <b>Edit Global Category List</b> dialog is displayed. Click on the text area at the top of the category list, type the name of the new category, then press Return. To delete a category, select the category, then click on the Remove button. Click Close to close the <b>Edit Global Category List</b> dialog.</p> <p>Click OK to put the information from the <b>Edit Categories</b> dialog into the text box in the <b>General</b> tabbed section, and close the dialog.</p>

3. To enter more contact details, click on the **Details** tab. The following table describes the elements in the **Details** tabbed section:

Element	Description
<b>Department</b>	Type the department in which the contact works.
<b>Office</b>	Type the office in which the contact works.
<b>Profession</b>	Type the profession of the contact.
<b>Manager's name</b>	Type the name of the manager of the contact.
<b>Assistant's name</b>	Type the name of the assistant to the contact.
<b>Nickname</b>	Type the nickname of the contact.
<b>Spouse</b>	Type the name of the spouse of the contact.
<b>Birthday</b>	Use the drop-down combination box to specify the date of the birthday of the contact.
<b>Anniversary</b>	Use the drop-down combination box to specify the date of the wedding anniversary of the contact.

Element	Description
Notes	Type any other information that you want to add for the contact.

- To enter free or busy information, or other calendar information for the contact, click on the **Collaboration** tab. The following table describes the elements in the **Collaboration** tabbed section:

Element	Description
Public Calendar URL	Enter a URL that you can access to view the public calendar information for the contact. Click on the connect button to open the specified URL in the default web browser.
Free/Busy URL	Enter a URL that you can access to view the free or busy information for the contact. Click on the connect button to open the specified URL in the default web browser.

- To save the contact, choose File → Save.  
To save the contact and then close the **Contact Editor** window, choose File → Save and Close.  
To save the contact as a Vcard-format file, choose File → Save As to display the **Save Contact as VCard** window. Type the filename, then click OK.  
To close the **Contact Editor** window without saving the contact, choose File → Close.
- To print the details of the contact, choose File → Print.

---

**Note** – In **Phone List** and **By Company** views, you can add a contact directly into the contacts window. To add a contact in these views, click on the **Click here to add a contact** area, then enter contact information in each of the available fields.

---

## To Add a Contact List

Perform the following steps:

- Choose File → New → Contact List.
- Type a name for the list in the **List name** text box in the **Contact List Editor** window.
- To add an email address to the contact list, type the email address in the text box at the top of the **Members** group box, then click on the Add button. The email address is added to the contact list.



4. To add a contact from your **Contacts** folder to the list, open your **Contacts** folder in a separate window. Drag the contact from the **Contacts** folder to the list in the lower part of the **Members** group box.
5. To remove a member from the contact list, select the member in the list in the lower part of the **Members** group box, then click Remove.
6. When you send a message to a contact list, the names or email addresses of members of the list are added to the **To** field of the message. If you do not want to send the names or email addresses of members when you send messages to the list, select the **Hide addresses when sending mail to this list** option. If you select this option, when you send a message to the contact list, the names or email addresses of members of the list are added to the **Bcc** field of the message.
7. To save the contact list, choose File → Save.  
To save the contact list and then close the **Contact List Editor** window, choose File → Save and Close.  
To save the contact list as a Vcard-format file, choose File → Save As to display the **Save List as VCard** window. Type the filename, then click OK.  
To close the **Contact List Editor** window without saving the contact, choose File → Close.

## To Edit a Contact

Perform the following steps:

1. In a contacts folder, select the contact that you want to edit, then choose File → Open. Alternatively, double-click on the contact.  
A **Contact Editor** dialog is displayed with the details of the contact.
2. Use the **Contact Editor** dialog to modify the information for the contact. For information about the elements in the **Contact Editor** dialog, see [“To Add a Contact” on page 117](#).
3. Choose File → Save to save your changes.

## To Edit a Contact List

Perform the following steps:

1. In a contacts folder, select the contact list that you want to edit, then choose File → Open. Alternatively, double-click on the contact list.  
A **Contact List Editor** dialog is displayed with the details of the contact list.
2. Use the **Contact List Editor** dialog to modify the information for the contact list. For information about the elements in the **Contact List Editor** dialog, see [“To Add a Contact List” on page 120](#).

3. Choose File → Save to save your changes.

## To Save Contacts in Vcard Format

Perform the following steps:

1. In a contacts folder, select the contact or contact list that you want to save, then choose File → Save as VCard.  
Alternatively, select the contact or contact list, then right-click on the contact or contact list. Choose Save as VCard from the popup menu.
2. Use the **Save as VCard** dialog to specify a location and name for the file.

## To Forward Contacts

To send a contact or contact list as a file attachment in Vcard format, perform the following steps:

1. In a contacts folder, select the contact or contact list that you want to send, then choose Actions → Forward Contact.  
Alternatively, select the contact or contact list, then right-click on the contact or contact list. Choose Forward Contact from the popup menu.  
A message window is displayed, with the contact or contact list added as an attachment.
2. Enter the email address to which you want to send the contact or contact list in the **To** field.
3. Type any text that you want to add to the message in the content area, then choose File → Send from the message window.

## To Save Contacts

If you receive a contact or contact list in a message as a file attachment in Vcard format, you can save the contact or contact list to your contacts.

In the message, click on the right arrow icon at the left side of the button, then choose View Inline. The contact or contact list is displayed in the message. Click on the Save to addressbook button to add the contact or contact list.

## To Move Contacts

To move a contact or contact list to another folder, perform the following steps:

1. In a contacts folder, select the contact or contact list that you want to move, then choose Actions → Move to Folder.  
Alternatively, select the contact or contact list, then right-click on the contact or contact list. Choose Move to folder from the popup menu.
2. Use the **Move card to** dialog to specify the folder to which you want to move the contact or contact list.

---

**Note** – You can only move a contact or contact list to folders whose folder type is **Contacts**.

---

## To Copy Contacts

To copy a contact or contact list to another folder, perform the following steps:

1. In a contacts folder, select the contact or contact list that you want to copy, then choose Actions → Copy to Folder.  
Alternatively, select the contact or contact list, then right-click on the contact or contact list. Choose Copy to folder from the popup menu.
2. Use the **Copy card to** dialog to specify the folder to which you want to copy the contact or contact list.

---

**Note** – You can only copy a contact or contact list to folders whose folder type is **Contacts**.

---

## To Delete Contacts

Select the contact or contact list that you want to delete, then choose Edit → Delete. A confirmation dialog is displayed. Click Delete to delete the contact or contact list.

## To Send a Message to Contacts

Select the contact or contact list in a contacts folder, then choose Actions → Send Message to Contact. A **Compose a message** window opens, with the contacts in the appropriate field. Compose the message, then send the message.



## Using Sun Java System Calendar Server Accounts and Folders

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The information in this chapter describes how to use Sun Java System Calendar Server for Email and Calendar accounts and folders.

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### Introduction to Sun Java System Calendar Server

The Java System Calendar Server connector enables you to use Email and Calendar as a client for the Java System Calendar Server. You can access one or more accounts on Calendar Server, send and receive invitations to meetings, and share calendar access with other people in your organization. The server is designed to work with LDAP directory servers and POP or IMAP email servers, which you can configure separately.

Calendar Server accounts are distinct from email or directory server accounts, and have their own section in the **Settings** dialog. Calendar Server accounts and folders differ from other Email and Calendar folders in the following ways:

- A Calendar Server account always has at least three folders: **Personal Calendar**, **Personal Tasks**, and **Personal Invitations**. You cannot delete these three folders. To delete other folders that you create, right-click on the folder then select Delete from the popup menu.
- The Calendar Server does not support nested folders more than one level deep. Each folder that you create or open exists on the same level as all other folders. Each folder that you create automatically contains three subfolders: **Calendar**, **Tasks**, and **Invitations**.
- As with individual mail accounts, each Calendar Server account is displayed as a top-level folder in the folder pane. You can drag one or more folders to the shortcuts bar to create shortcuts, but no shortcuts are created automatically. To display the folder pane, choose View → Folder Bar from the main Email and

Calendar window.

- Each Calendar Server folder has two types of ownership: primary ownership and normal ownership. If you create a folder, you are the primary owner and have all of the access permissions for the folder. You can also add others to the list of owners for that folder. You can set different access levels for the other owners. For more information, see [“Setting Access Permissions for Folders”](#) on page 131.

---

## Working with Calendar Server Accounts

This section describes how to create, edit, or delete a Calendar Server account.

### To Create a Calendar Server Account

For information about how to create a new Calendar Server account, see [“To Add a Java System Calendar Server Account”](#) on page 162.

### To Edit a Calendar Server Account

Perform the following steps:

1. Choose Tools → Settings to display the **Settings** dialog.
2. Click on **Sun Java System Accounts** in the left pane. Email and Calendar displays a table of accounts that you have created, in the right pane.
3. Select the account that you want to edit.
4. Click Edit to display an **Options for account *name*** dialog. For information about the contents of the **Options for account *name*** dialog, see [“To Add a Java System Calendar Server Account”](#) on page 162.
5. Use the **Options for account *name*** dialog to modify the details of the Calendar Server account.
6. Click OK to save your changes and close the **Options for account *name*** dialog.
7. Click OK to close the **Information** alert that tells you that you must restart Email and Calendar for the change to take effect.
8. Restart Email and Calendar.

### To Delete a Calendar Server Account

Perform the following steps:

1. Choose Tools → Settings to display the **Settings** dialog.

2. Click on the Sun Java System Accounts button in the left pane. Email and Calendar displays a table of accounts that you have created, in the right pane.
3. Select the account that you want to delete.
4. Click Remove to display a confirmation alert.
5. Click Delete to delete the selected account.
6. Click OK to close the **Information** alert that tells you that you must restart Email and Calendar for the change to take effect.
7. Restart Email and Calendar.

---

## Using the Personal Calendar Folder

A calendar that is stored on a Java System Calendar Server functions in a similar way to a calendar stored locally, as described in [Chapter 6](#). There are some differences, as described in this section:

- Every event in a Java System Calendar Server calendar is a meeting, which includes schedule and invitation data as well as time, recurrence, and reminder data.
- The reminder feature for calendars stored on a Java System Calendar Server works in the same way as the reminder feature for local calendars, except as follows:
  - For security reasons, you can send an email message as a reminder for Java System Calendar Server meetings, but not for locally stored calendars.
  - The Java System Calendar Server stores a maximum of one reminder per meeting. Locally stored meetings can have one of each supported reminder type.
  - If you create a reminder and then change the meeting time for a meeting stored on a Java System Calendar Server, the reminder does not adjust automatically. You must delete the old reminder then create a new reminder.
- When you use the Java System Calendar Server calendar to create a meeting, attendees with a Java System Calendar Server account receive their meeting invitation in their **Personal Invitations** folder. If you enter an email address that is not associated with an account on the Java System Calendar Server server, that attendee receives an email notification of the event.
- When you modify or delete a series of appointments, or an appointment within a series of appointments, in a Java System Calendar Server calendar, Email and Calendar displays a **Question** dialog when you save the changes. Select one of the following options in the **Question** dialog, then click OK:
  - **This Instance Only**: Select this option to delete only the selected appointment.
  - **This and Future Instances**: Select this option to delete the selected appointment and all future appointments in the series.

- **All Instances:** Select this option to delete all appointments in the series.

---

## Free or Busy Information and the Directory Server

You can publish the free or busy information for an account, so that other users on the network can consult the schedule for that account when they want to organize a meeting.

To take advantage of free or busy information, and other Calendar Server features, use the Sun Java System Directory Server where possible. Alternatively, copy cards from the directory server to your local address book. Contact cards that come from the server have a special attribute that identifies that they have calendars on a Calendar Server. Cards that you create might appear identical to cards from the server. However, cards that you create function by email address only, and are not identified and integrated into the Calendar Server system.

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## Using the Personal Tasks Folder

Task folders stored on a Calendar Server server appear identical to those stored locally, as described in [Chapter 7](#).

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## Using the Personal Invitations Folder

When someone else creates a meeting in their Calendar Server calendar and lists you as a participant, a new invitation appears in your **Personal Invitations** folder.

Invitation folders are structured as follows: the top half of the folder displays a list of invitations, and the bottom half of the folder displays details about the selected item.

The invitations are listed in table format. The following table describes the columns in the invitations table:

Column	Description
<b>Starts</b>	Indicates when the meeting is scheduled to start.
<b>Summary</b>	Provides a short description of the meeting.



Column	Description
<b>Organizer</b>	Specifies the organizer of the meeting.
<b>Status</b>	<p>Indicates the current status of the meeting invitation. If the invitation is new, the status is <b>Needs Action</b>. To respond to the invitation, click on the field under the <b>Status</b> column header, to activate a drop-down list. Select one of the following status values from the drop-down list:</p> <ul style="list-style-type: none"> <li>■ <b>Accepted</b></li> <li>■ <b>Declined</b></li> <li>■ <b>Tentative</b></li> </ul> <p>This status is displayed until the server synchronizes, which can take up to one minute. At that point, the invitation disappears from your <b>Personal Invitations</b> folder. If you accept the invitation, the event appears in your calendar.</p>

For information about how to change the current view, save the current view, or create custom views, see [“Using Views” on page 25](#).

## Managing Subscriptions

If you have the required access permissions, you can subscribe to calendars owned by other users. If you do not have permission to read a calendar, you can see that the calendar exists and subscribe to the calendar, but you cannot read any of the calendar contents.

### To Display All Calendars

To display all calendar folders on the Calendar Server, including folders that belong to other people, right-click on any Calendar Server folder. Choose **Manage Subscriptions** from the popup menu to open the **Remote Calendar Subscriptions** dialog.

The available calendars are listed in table format. The following table describes the columns in the calendars table:

Column	Description
<b>Subscribed</b>	Indicates whether you are subscribed to the calendar.
<b>Calendar ID</b>	Provides a unique identifier for the calendar.

Column	Description
Owner	Specifies the owner of the calendar.
Description	Provides a short description of the calendar.

For information about how to change the current view, save the current view, or create custom views, see [“Using Views” on page 25](#).

Click Cancel to close the **Remote Calendar Subscriptions** dialog.

## To Display a Subset of Calendars

By default, all calendars are listed. To display a subset of calendars, perform the following steps:

1. Right-click on any Calendar Server folder, then choose Manage Subscriptions from the popup menu to open the **Remote Calendar Subscriptions** dialog.
2. Select one of the following search criteria from the drop-down list:
  - **Any field contains**
  - **Calendar ID contains**
  - **Owner contains**
  - **Description contains**
3. Type the search text in the text box.
4. Click on the **Find Now** button. Email and Calendar lists only the calendars that match the search criteria.

To clear the search, click on the Clear button.
5. Click Cancel to close the **Remote Calendar Subscriptions** dialog.

## To Subscribe to a Calendar

Perform the following steps:

1. Right-click on any Calendar Server folder, then choose Manage Subscriptions from the popup menu to open the **Remote Calendar Subscriptions** dialog.
2. Select the calendar to which you want to subscribe.
3. Click on the Subscribe button.
4. Click OK to save your changes and close the **Remote Calendar Subscriptions** dialog.

Email and Calendar displays the selected calendar as a subfolder of the specified Calendar Server folder.

## To Unsubscribe From a Calendar

Perform the following steps:

1. Right-click on any Calendar Server folder, then choose Manage Subscriptions from the popup menu to open the **Remote Calendar Subscriptions** window.
2. Select the calendar from which you want to unsubscribe.
3. Click on the Unsubscribe button.
4. Click OK to save your changes and close the **Remote Calendar Subscriptions** dialog.

Email and Calendar deletes the selected calendar from the specified Calendar Server folder.

---

## Setting Access Permissions for Folders

Access permissions control who can view or change each calendar folder.

Primary calendar owners have full access to their own calendars. The Calendar Server does not perform any access control checks when primary owners access their own calendars. Primary calendar owners can designate other owners for their calendars. The other owner can then act on behalf of the primary owner to schedule, delete, modify, accept, or decline events or tasks for a calendar.

## Access Control Rule Ordering

The order in which the access control rules are listed is significant, because the server follows the first rule that grants or denies access, and ignores all subsequent conflicts.

Always put the most specific rules first, and the more general rules later. For example, suppose the first rule for the calendar `jane.ashe:sports` grants read access to all users. Then, the Calendar Server encounters a second rule that denies `angela.liu` read access to this calendar. In this case, the Calendar Server grants `angela.liu` read access to this calendar and ignores the second rule because of the conflict.

To ensure that an access right for a specific user such as `angela.liu` is honored, place the rule for `angela.liu` before more global entries such as a rule that applies to all users of a calendar.

## To Display Access Permissions for a Folder

Perform the following steps:

1. Right-click on the folder, then choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. The access control rules are listed in the **Permissions** tabbed section. The following table describes the elements in the **Permissions** tabbed section:

Element	Description
<b>Name</b>	Name of the person or group with access permissions.
<b>Availability</b>	Select this option to allow the named person to see that the folder exists.
<b>Invite</b>	Select this option to allow the named person to invite you to meetings.
<b>Read</b>	Select this option to allow the named person to read the contents of the folder.
<b>Delete</b>	Select this option to allow the named person to delete the contents of the folder.
<b>Modify</b>	Select this option to allow the named person to modify the contents of the folder.
Add	Click Add to add a new entry to the permissions list.
Edit	Click Edit to edit an entry in the permissions list.
Remove	Click Remove to remove an entry from the permissions list.
OK	Click OK to save your changes and close the <b>Folder permissions</b> dialog.
Cancel	Click Cancel to close the <b>Folder permissions</b> dialog without saving your changes.

3. To display the list of owners for the folder, click on the **Owners** tab. The following table describes the elements in the **Owners** tabbed section:

Element	Description
<b>User</b>	Displays the list of owners of the folder.
Add	Click Add to add a user to the <b>User</b> list.
Remove	Click Remove to remove the selected user from the <b>User</b> list.
OK	Click OK to save your changes and close the <b>Folder permissions</b> dialog.
Cancel	Click Cancel to close the <b>Folder permissions</b> dialog without saving your changes.

## To Grant Access Permissions to a User

Perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Click Add to display the **Add permission** dialog.
3. Type the name of the user in the **User** text box.
4. Select some or all of the required permissions:
  - **Availability**
  - **Invite**
  - **Read**
  - **Delete**
  - **Modify**
5. Click OK to save your changes and close the **Add permission** dialog.
6. Click OK to save your changes and close the **Folder permissions** dialog.

## To Add a User to the List of Owners

Perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Click on the **Owners** tab to display the **Owners** tabbed section.
3. Click Add to display the **Add owner** dialog.
4. Type the name of the user in the **Enter user name** text box.
5. Click OK to save your changes and close the **Add owner** dialog.
6. Click OK to save your changes and close the **Folder permissions** dialog.

You can grant different levels of access to the owners. Unless you choose otherwise, the owners can view and edit Public, Private, and Confidential tasks and events for that folder.

## To Remove Access Permissions from a User

Perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Select the user in the **Permissions** tabbed section.
3. Deselect some or all of the required permissions:

- **Availability**
- **Invite**
- **Read**
- **Delete**
- **Modify**

Alternatively, click Remove to remove the user from the list.

4. Click OK to save your changes and close the **Folder permissions** dialog.

## To Remove a User from the List of Owners

Perform the following steps:

1. Right-click on the folder and choose Permissions from the popup menu to display the **Folder permissions** dialog.
2. Click on the **Owners** tab to display the **Owners** tabbed section.
3. Select the user in the list.
4. Click Remove to remove the user from the list of owners.
5. Click OK to save your changes and close the **Folder permissions** dialog.

## Using Microsoft Exchange Accounts

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The information in this chapter describes how to use Email and Calendar to work with Microsoft Exchange accounts.

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### Introduction to Using Exchange with Email and Calendar

You can use Email and Calendar to work with your Exchange information. When you work with Exchange from Email and Calendar, your data is stored on the Exchange server, not on your local system.

You can work with the following types of Exchange folder from Email and Calendar:

- Calendar
- Contacts
- Email
- Tasks

You can only enable one Exchange account at a time in Email and Calendar. For information about how to configure an Exchange account in Email and Calendar, see [Chapter 2](#).

### Functional Differences Between Exchange Folders and Local Folders

When you work with Exchange from Email and Calendar, some functions work differently, particularly with regard to Exchange folders and local folders. The following table summarizes the functional differences:

Function	Exchange Folders	Local Folders
Save an appointment or a contact from an email message	Item is saved in the appropriate Exchange folder.	Item is not saved in local folder.
Synchronize a <i>personal digital assistant (PDA)</i> with Email and Calendar	Items are synchronized with Exchange folders.	Items are not synchronized with local folders.
Reminders for appointments and meetings	Reminders do not function until you start Email and Calendar.	You do not need to start Email and Calendar for the reminder to function.

---

**Note** – When you log in to your Exchange account, then click on the GAL, no contacts are displayed in the GAL. This reduces the workload of the global catalog server. To view contacts in the GAL, perform a search. For more information about how to search for contacts, see [“Searching Your Contacts”](#) on page 116.

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## To Log In to Your Exchange Account

When you configure an Exchange account in Email and Calendar, the account is added to your folder pane.

When you start Email and Calendar, you are prompted for the password for the account. If you enter the correct password, the account is displayed in the folder pane, and you can display the contents of the folders.

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## Assigning Delegate Permissions

Exchange has a feature that enables you to give other users permission to access your Exchange account. When you assign this permission to another user, that user is a *delegate*. You can enable a delegate to perform the following tasks on your behalf:

- Read your email messages and send messages on your behalf.
- View your appointments, add new appointments, and update existing appointments.
- View your tasks, add new tasks, and update existing tasks.
- View your contacts, add new contacts, and update existing contacts.



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**Note** – If you have not used Microsoft Outlook with your Exchange account before, the delegate features do not function correctly in Email and Calendar. When you choose Tools → Settings, then click **Delegation for Exchange**, the message Error reading Delegates list is displayed.

If you plan to migrate from Outlook to Email and Calendar, and you want to use the delegate features, you must specify all the delegate options in Outlook before you migrate.

If the delegate features are not available to you, you can set permissions on your folders for another user instead. Then that user can open your folder in their own folder pane. For information about how to set access permissions for a folder, see [“To Set Access Permissions for a Folder” on page 138](#). For information about how to open the folder of another user, see [“To Open the Folder of Another User” on page 73](#).

---

## To Configure a User as a Delegate

Perform the following steps:

1. Choose Tools → Settings.
2. Click **Delegation for Exchange** in the left pane.
3. In the **Delegating to Others** tabbed section, click Add.
4. Enter the name of the user in the **Delegate To** field on the **Select User** dialog. Alternatively, to select a user from a GAL or a list of contacts, click on the Addressbook button. Use the **Select Contacts from Addressbook** dialog to select a user.
5. Click OK on the **Select User** dialog to assign the user as a delegate.
6. Click OK on the **Settings** dialog.

## To Specify Access Permissions for a Delegate

Perform the following steps:

1. Choose Tools → Settings.
2. Click **Delegation for Exchange** in the left pane.
3. In the **Delegating to Others** tabbed section, select the delegate whose permissions you want to modify, then click Edit.
4. On the **Permissions for username** dialog, select the permissions for the delegate for your **Calendar**, **Contacts**, **Inbox**, and **Tasks** folders. Select the role for the delegate from the drop-down list beside each folder. A set of permissions is associated with each role. For example, if you select the **Author** role, the delegate can read the

contents of the folder and add items to the folder.

5. Select the **Delegate can see private items** option to enable the delegate to view appointments, meetings, and tasks whose **Classification** is **Private**.
6. Click OK on the **Permissions for *username*** dialog.
7. Click OK on the **Settings** dialog.

## To Remove a Delegate

Perform the following steps:

1. Choose Tools → Settings.
2. Click **Delegation for Exchange** in the left pane.
3. In the **Delegating to Others** tabbed section, select the delegate that you want to remove, then click Remove.
4. Click Yes on the confirmation dialog.
5. Click OK on the **Settings** dialog.

## To View Users For Whom You are a Delegate

Perform the following steps:

1. Choose Tools → Settings.
2. Click **Delegation for Exchange** in the left pane.
3. Click on the **Acting as a Delegate** tab. The table in the tabbed section displays the list of users for whom you are a delegate.  

If you want to send email messages on behalf of the user, select the check box next to the name of the user. When you compose a message, you can select the email address of the user from the **From** drop-down list.
4. Click Close to close the **Settings** dialog.

---

## To Set Access Permissions for a Folder

Perform the following steps:

1. Right-click on the folder, then choose Permissions from the popup menu.
2. Use the **Permissions for *folder-name*** dialog to set the access permissions. The following table describes the elements in the **Folder permissions** dialog:

Element	Description
User table	<p>To set access permissions for a user, select the user in the table, then select the options you require in the <b>Permissions</b> group.</p> <p>To add a user to the table, click Add. Enter the name of the user in the <b>Add User</b> dialog, then click OK. Alternatively, to select a user from a GAL or a list of contacts, click on the Addressbook button. Use the <b>Select Contacts from Addressbook</b> dialog to select a user.</p> <p>To delete a user from the table, select the user in the table, then click Remove.</p>
<b>Role</b>	<p>Select the role for the user from the drop-down list. A set of permissions is associated with each role. For example, if you select the <b>Reviewer</b> role, the following options are selected automatically:</p> <ul style="list-style-type: none"> <li>■ <b>Read items</b></li> <li>■ <b>Folder visible</b></li> <li>■ The <b>None</b> option in the <b>Edit Items</b> group</li> <li>■ The <b>None</b> option in the <b>Delete Items</b> group</li> </ul> <p>You can modify the permissions after you select a role for the user. When you modify the permissions, the value in the drop-down list changes to the appropriate role. If the permissions you select do not match a role, the value in drop-down list changes to <b>Custom</b>.</p>
<b>Create items</b>	Select this option to enable the user to add items to the folder.
<b>Folder owner</b>	Select this option to enable the user to perform the same tasks as the owner of the folder.
<b>Read items</b>	Select this option to enable the user to read items in the folder.
<b>Folder contact</b>	Select this option if you want the user to receive a copy of messages related to the folder. For example, the Exchange server might send a message to all folder contacts when a user makes a change to the folder.
<b>Create subfolders</b>	Select this option to enable the user to create new folders within the folder.
<b>Folder visible</b>	Select this option to enable the user to display the folder in their folder pane, when the user subscribes to your account.
<b>Edit items</b>	<p>Use this group to specify the permissions for the user when the user edits items in the folder.</p> <ul style="list-style-type: none"> <li>■ <b>None:</b> Select this option if you do not want to enable the user to modify items in the folder.</li> <li>■ <b>Own:</b> Select this option to enable the user to modify items that the user creates in the folder.</li> <li>■ <b>All:</b> Select this option to enable the user to modify any items in the folder.</li> </ul>

Element	Description
<b>Delete items</b>	<p>Use this group to specify the permissions for the user when the user deletes items from the folder.</p> <ul style="list-style-type: none"> <li>■ <b>None:</b> Select this option if you do not want to enable the user to delete items from the folder.</li> <li>■ <b>Own:</b> Select this option to enable the user to delete items that the user creates from the folder.</li> <li>■ <b>All:</b> Select this option to enable the user to delete any items from the folder.</li> </ul>

3. Click OK to save your changes and close the dialog.

---

## Out-Of-Office Messages

An *out-of-office message* is an email message that the Exchange server sends automatically to anyone who sends you a message, when you are not available to reply. Your out-of-office message is sent one time only to each person who sends you a message.

### To Specify Your Out-Of-Office Options

Perform the following steps:

1. Choose Tools → Settings.
2. Click **Out of Office** in the left pane.
3. To specify that you are unavailable, select the **I am currently out of the office** option.

To specify that you are available, select the **I am currently in the office** option.

4. Type your out-of-office message in the **Out of Office Message** text area.
5. Click OK.

If you select the **I am currently out of the office** option, the next time that you log in to your Exchange account, an **Out of Office Assistant** dialog is displayed. The dialog asks if you want to change your status from unavailable to available. To change your status to available, click on the Yes, Change Status button. To leave your status unchanged, click on the No, Don't Change Status button.

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## Using PDAs on Linux Systems

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The information in this chapter describes how to use PDAs with Email and Calendar on the Java Desktop Systems on Linux systems.

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### Configuring Email and Calendar for Use with PDAs

A PDA is a hand-held computer that you can use as a personal organizer. You can store appointments, tasks, contacts, and other information on your PDA. You can also transfer appointments, tasks, and contacts data between your PDA and Email and Calendar.

Before you can use your PDA with Email and Calendar, you must first configure your PDA for use with the Java Desktop System on Linux. You must also specify how to transfer data between your PDA and Email and Calendar. To do this, you configure conduits for the PDA. A *conduit* is an application that manages the transfer of data between your computer and your PDA. For information about how to configure your PDA, see the *Java Desktop System Release 3 User Guide*.

The following table lists the conduits that are available for the component applications of Email and Calendar, and the PDA applications to which the conduits correspond:

Application	Conduit	PDA Application
Calendar	ECalendar	Date Book
Tasks	EToDo	To Do List

Application	Conduit	PDA Application
Contacts	EAddress	Address

---

**Note** – Email and Calendar supports only PDAs that use the PalmOS 5 operating system.

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## To Specify How to Transfer Data

To specify how to transfer data between a PDA and Email and Calendar, perform the following steps:

1. Click Launch, then choose Preferences → PDA Devices to start the PDA Devices preference tool.
2. Ensure that the PDA daemon is active and functions properly. To do this, add the gnome-pilot panel application to a panel. If the gnome-pilot icon appears in black and white, the PDA daemon is active.
3. In the **Conduits** tabbed section on the **Pilot Settings** dialog, select the PDA whose conduits you want to configure from the **Pilot Name** drop-down list.
4. To enable a conduit, select the conduit from the table, then click on the Enable button. Enter configuration details for the conduit in the **Conduit Settings** dialog. The elements in the **Conduit Settings** dialog are described in the following table:

Element	Description
<b>Action</b>	<p>Select the action to perform when you do a HotSync operation.</p> <p>Select one of the following options:</p> <ul style="list-style-type: none"> <li>■ <b>Disabled:</b> Select this option to take no action for this conduit.</li> <li>■ <b>Synchronize:</b> Select this option to synchronize data on your PDA with data on your computer.</li> <li>■ <b>Copy from pilot:</b> Select this option to copy data from your PDA to your computer, and overwrite the data on your computer.</li> <li>■ <b>Copy to pilot:</b> Select this option to copy data from your computer to your PDA, and overwrite the data on your PDA.</li> </ul>

Element	Description
<b>One Time Action</b>	<p>Select an action to perform one time only. The action is performed the next time that you do a HotSync operation. Select one of the following options:</p> <ul style="list-style-type: none"> <li>■ <b>None:</b> Select this option to if you do not want to configure a one-time conduit action.</li> <li>■ <b>Synchronize:</b> Select this option to synchronize data on your PDA with data on your computer.</li> <li>■ <b>Copy from pilot:</b> Select this option to copy data from your PDA to your computer, and overwrite the data on your computer.</li> <li>■ <b>Copy to pilot:</b> Select this option to copy data from your computer to your PDA, and overwrite the data on your PDA.</li> </ul>
<b>Sync Private Records</b>	Select this option if you want to include data that is marked as private, when you perform a HotSync operation.
<b>Default Sync Address</b>	<p>Your contacts might have more than one address. For example, your contacts might have a business address and a home address. The contacts manager on your PDA might not support multiple addresses.</p> <p>Select the category of address that you want to synchronize from the drop-down list. For example, if you want to synchronize business addresses only, select <b>Business</b>.</p> <p><b>EAddress</b> conduit only.</p>
<b>Split MultiDay Events</b>	<p>Select this option if you want to separate appointments that occur over more than one day, into individual appointments.</p> <p><b>ECalendar</b> conduit only.</p>
<b>Default Priority</b>	<p>Use the spin box to specify a default priority to assign to tasks which have no priority value assigned.</p> <p><b>ETodo</b> conduit only.</p>

5. To configure a conduit, select the conduit from the table, then click on the Settings button. Enter configuration details for the conduit in the **Conduit Settings** dialog.
6. To disable a conduit, select the conduit from the table on the **Pilot Settings** dialog, then click on the Disable button.
7. Click OK to close the **Conduit Settings** dialog.

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## To Synchronize Your PDA

To synchronize your PDA with Email and Calendar, perform the following steps:

1. Connect your PDA to your computer. If your PDA has a cradle, place the PDA in the cradle.
2. Ensure that your PDA is configured with your computer. For information about how to configure a PDA, see the *Java Desktop System Release 3 User Guide*.
3. Specify how to transfer data between your PDA and Email and Calendar. To do this, you configure conduits for the PDA. For information about how to configure conduits for your PDA, see [“To Specify How to Transfer Data” on page 142](#).
4. Press the HotSync button on your PDA.

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**Note** – Email and Calendar does not synchronize the categories of your appointments, tasks, or contacts.

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**Note** – To synchronize a PDA with Sun Java System Calendar Server folders, you must specify a Calendar Server calendar folder as your default calendar folder and a Calendar Server task folder as your default task folder. For information about how to specify default folders, see [“Setting Folders Preferences” on page 149](#).

You must also select a Calendar Server folder before you press the HotSync button on your PDA. If you do not perform these actions, Email and Calendar might behave abnormally during synchronization.

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# Configuring Email and Calendar

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This chapter describes how to configure Email and Calendar.

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## Selecting Functionality to Configure

To select the functionality that you want to configure, perform the following steps:

1. Choose Tools → Settings.
2. Select the functionality that you want to configure from the left pane of the **Settings** dialog. The preferences for that functionality are displayed in the right pane.

Use the right pane to modify the preferences for the functionality.

The **Settings** dialog contains buttons. The following table describes the buttons:

Button	Description
Apply	Click on this button to save any changes that you have made in the <b>Settings</b> dialog, and to implement the changes immediately.
Close	Click on this button to close the <b>Settings</b> dialog. Any changes that you made are not saved.
OK	Click on this button to save any changes that you have made in the <b>Settings</b> dialog, and to close the dialog.

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## Configuring Mail Accounts

To configure your mail accounts, click on the **Mail Accounts** icon in the left pane of the **Settings** dialog. [Table 12-1](#) lists the dialog elements that you can use to configure your mail account settings.

**TABLE 12-1** Mail Account Preferences

Dialog Element	Description
Accounts table	This table lists your mail accounts. Double-click on a mail account to edit the mail account.
Add	Click on this button to add a mail account. The Account Assistant is displayed. The Account Assistant guides you through the process to add a mail account.  For more information about how to add a mail account, see <a href="#">“Using the Setup Assistant” on page 29</a> .
Edit	To edit a mail account, select the account in the accounts table, then click on the Edit button.  For more information about how to edit a mail account, see <a href="#">“To Edit a Mail Account” on page 146</a> .
Remove	To delete a mail account, select the account in the accounts table, then click on the Remove button. A confirmation dialog is displayed. Click Delete on the confirmation dialog to delete the mail account.
Default	To make a mail account your default mail account, select the account in the accounts table, then click on the Default button.
Enable, Disable	To disable a mail account, select the account in the accounts table, then click on the Disable button. Alternatively, click on the check box in the <b>Enabled</b> column for the account.  To enable a mail account, select the account, then click on the Enable button. Alternatively, click on the check box in the <b>Enabled</b> column for the account.

### To Edit a Mail Account

You can customize your mail account in the following functional areas:

- **Identity**
- **Receiving Mail**
- **Receiving Options**
- **Sending Mail**

- Defaults
- Security

## Identity Details

Use the **Identity** tabbed section to specify identity details for a mail account. For information about the elements in the **Identity** tabbed section, see [“Configuring Account Management Settings” on page 36](#) and [“Entering Your Identity Information” on page 30](#). Table 12–2 lists the identity details that you can specify that are not described in those sections.

**TABLE 12–2** Mail Account Identity Preferences

Dialog Element	Description
<b>Default signature</b>	Select a signature to use as your default signature from the drop-down list. The signature that you select is added to all your messages.
Add new signature	<p>Click on this button to add a signature to the list of signatures.</p> <p>To add a signature to the list of signatures, perform the following steps:</p> <ul style="list-style-type: none"> <li>■ Click on the Add button to display the <b>Edit signature</b> dialog.</li> <li>■ Type a name for the signature in the <b>Name</b> text box.</li> <li>■ Type the signature in the content area of the dialog. For information about how to format the signature, see <a href="#">“Composing Messages” on page 52</a>.</li> <li>■ Choose File → Save and Close to save the signature and close the dialog.</li> </ul>

## Receiving Mail Details

Use the **Receiving Mail** tabbed section to specify details for receiving mail for a mail account. For information about the elements in the **Receiving Mail** tabbed section, see [“Configuring a Mail Server From Which to Receive Email” on page 30](#).

## Receiving Mail Preferences

Use the **Receiving Options** tabbed section to specify options for receiving mail for a mail account. For information about the elements in the **Receiving Options** tabbed section, see [“Configuring How to Receive Email” on page 33](#).

## Sending Mail Details

Use the **Sending Mail** tabbed section to specify details for sending mail from a mail account. For information about the elements in the **Sending Mail** tabbed section, see [“Configuring How to Send Email” on page 35](#).

## Defaults Preferences

Use the **Defaults** tabbed section to specify default preferences for a mail account. [Table 12-3](#) lists the default preferences that you can specify.

**TABLE 12-3** Mail Account Default Preferences

Dialog Element	Description
<b>Drafts folder</b>	<p>When you choose File → Save Draft from the <b>Compose a message</b> window, the draft message is saved. Use this preference to specify the folder in which to store your draft messages.</p> <p>Click on the folder button to open the <b>Select Folder</b> dialog. Select the folder in which to store your draft messages from the <b>Select Folder</b> dialog, then click OK.</p>
<b>Sent messages folder</b>	<p>When you send a message, a copy of the message is saved automatically. Use this preference to specify the folder in which to store your sent messages.</p> <p>Click on the folder button to open the <b>Select Folder</b> dialog. Select the folder in which to store your sent messages from the <b>Select Folder</b> dialog, then click OK.</p>
Restore Defaults	<p>Click on this button to restore the Email and Calendar default settings for the <b>Drafts folder</b> and <b>Sent messages folder</b> preferences.</p>
<b>Always carbon-copy (Cc) to</b>	<p>Select this option if you want to copy all of your messages to an address. Enter the address to which you want to copy your messages in the field. If you want to copy your messages to more than one address, separate the addresses with a comma.</p>
<b>Always blind carbon-copy (Bcc) to</b>	<p>Select this option if you want to blind-copy all of your messages to an address. Enter the address to which you want to blind-copy your messages in the field. If you want to blind-copy your messages to more than one address, separate the addresses with a comma.</p>

## Security Preferences

Use the **Security** tabbed section to specify your PGP or GPG security preferences for a mail account. PGP and GPG are applications that are used to encrypt and decrypt messages.

Table 12–4 lists the security preferences that you can set.

TABLE 12–4 Mail Account Security Preferences

Dialog Element	Description
PGP/GPG Key ID	Type your public key in the text box.
Always sign outgoing messages when using this account	Select this option to attach an encrypted signature to all messages that you send from this email account.
Don't sign meeting requests (for Outlook compatibility)	Select this option if you do not want to attach an encrypted signature when you send meeting information to attendees in <b>Calendar</b> .  Outlook cannot accept meeting requests with encrypted signatures. Select this option if any of the meeting attendees use Outlook.
Always encrypt to myself when sending encrypted mail	Select this option to always send a copy of your encrypted messages to yourself in encrypted form.  Select this option if you want to be able to decrypt the encrypted messages that you send, for example, in your <b>Sent</b> folder or <b>Outbox</b> folder.
Always trust keys in my keyring when encrypting	Select this option if you do not want to validate the public keys of contacts who are in your <i>public keyring</i> when you encrypt a message. A public keyring is a file that lists all of the public keys that you know.

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## Setting Folders Preferences

Use the **Folder Settings** dialog to specify folder preferences. You can customize the folder preferences in the following functional areas:

- **Default Folders**
- **Offline Folders**
- **Autocompletion Folders**

## Default Folders Preferences

Use the **Default Folders** tabbed section to specify default folders for Email and Calendar components. [Table 12-5](#) lists the default folder preferences that you can set.

**TABLE 12-5** Default Folder Preferences

Dialog Element	Description
<b>Mail</b>	<p>Use this preference to specify the folder to which you want incoming messages delivered. This preference relates to POP email accounts only.</p> <p>Click on the folder button to open the <b>Select Default Folder</b> dialog. Select the folder to which you want your messages delivered from the dialog, then click OK.</p>
<b>Contacts</b>	<p>Use this preference to specify the default folder where you want to store your contact information.</p> <p>Click on the folder button to open the <b>Select Default Folder</b> dialog. Select the folder where you want to store your contacts from the dialog, then click OK.</p>
<b>Calendar</b>	<p>Use this preference to specify the default folder where you want to store your appointments and meetings.</p> <p>A summary of the default calendar folder is displayed in your <b>Summary</b>. When you synchronize a PDA, the PDA synchronizes with the default calendar folder.</p> <p>Click on the folder button to open the <b>Select Default Folder</b> dialog. Select the folder where you want to store your appointments and meetings from the dialog, then click OK.</p> <p><b>Note</b> – To use your <b>Personal Calendar</b> folder from your Sun Java System Calendar Server account, select the <b>Personal Calendar</b> folder from the <b>Select Default Folder</b> dialog.</p>
<b>Tasks</b>	<p>Use this preference to specify the default folder where you want to store your tasks.</p> <p>A summary of the default tasks folder is displayed in your <b>Summary</b>. When you synchronize a PDA, the PDA synchronizes with the default tasks folder.</p> <p>Click on the folder button to open the <b>Select Default Folder</b> dialog. Select the folder where you want to store your tasks from the dialog, then click OK.</p> <p><b>Note</b> – To use your <b>Personal Tasks</b> folder from your Sun Java System Calendar Server account, select the <b>Personal Tasks</b> folder from the <b>Select Default Folder</b> dialog.</p>

## Offline Folders Preferences

Use the **Offline Folders** tabbed section to specify your offline folders. When you switch from online mode to offline mode, Email and Calendar creates copies of the folders you select, on your system. For more information about offline mode and online mode, see [“Working Offline” on page 67](#).

Use the mail folder tree to select the folders that you want to work with offline. Click on the plus sign (+) beside a folder to expand the contents of the folder. To collapse the contents of a folder, click on the minus sign (-) beside the folder.

## Autocompletion Folders Preferences

Use the **Autocompletion Folders** tabbed section to specify contact folders to search when Email and Calendar attempts to autocomplete addresses in the **To**, **Cc**, and **Bcc** fields of your messages.

To specify an address autocompletion folder, click on the Add button. Select the folder that you want from the **Add a Folder** dialog, then click OK.

To remove a folder from the list of address autocompletion folders, select the folder in the **Extra Completion folders** list, then click on the Remove button.

---

## Setting Mail Preferences

Use the **Mail Preferences** dialog to specify general mail preferences, preferences for HTML mail, and to customize labels and label colors. You can customize your mail preferences in the following functional areas:

- **General**
- **HTML Mail**
- **Colors**

## General Mail Preferences

Use the **General** tabbed section to set general mail preferences. [Table 12–6](#) lists the general mail preferences that you can configure.

TABLE 12-6 General Mail Preferences

Dialog Element	Description
<b>Use the same fonts as other applications</b>	Select this option if you want Email and Calendar to use the font settings that are specified in the Font preference tool. Email and Calendar uses the font settings in the Font preference tool for the Email and Calendar user interface, and for messages in HTML format.
<b>Standard Font</b>	If you deselect the <b>Use the same fonts as other applications</b> option, use this preference to select a font to use for the Email and Calendar user interface, and for messages in HTML format. Click on the font selector button. A <b>Select HTML variable width font</b> dialog is displayed. Use the dialog to select the font that you require.
<b>Terminal Font</b>	If you deselect the <b>Use the same fonts as other applications</b> option, use this preference to select a font to use in the preview pane. Click on the font selector button. A <b>Select HTML fixed width font</b> dialog is displayed. Use the dialog to select the font that you require.
<b>Mark messages as read after <i>n</i> seconds</b>	Select this option if you want to mark messages as read automatically after the message is displayed in the preview pane for a specified period of time.  Use the spin box to specify how long to wait before the message is marked as read.
<b>Default character encoding</b>	Select the default character encoding for your messages from the drop-down list. For information about character encoding and international messages, see <a href="#">“Sending and Receiving International Messages”</a> on page 66.
<b>Highlight quotations with <i>color</i> color</b>	Lines in messages that begin with a greater-than sign (>) are quotations from other messages. Select this option if you want quotations in your messages to appear in a particular color.  Click on the color selector button to select a color for quotations. A <b>Pick a color</b> dialog is displayed. Use the dialog to select the color that you require.



**TABLE 12-6** General Mail Preferences (Continued)

Dialog Element	Description
Empty trash folders on exit	Select this option to delete permanently the contents of your <b>Trash</b> folders when you quit Email and Calendar.
Confirm before expunging a folder	Select this option to display a confirmation message before you remove permanently from a folder the messages that you deleted from that folder.
Do not notify me when new mail arrives	Select this option to give no audible feedback when a message is received.
Beep when new mail arrives	Select this option if you want Email and Calendar to make a sound when a message is received.
Play sound file when new mail arrives	Select this option to play a sound file when you receive a message.  Enter the name of the sound file to play in the <b>Specify filename</b> drop-down combination box. Alternatively, click <b>Browse</b> to display an <b>Execute Command</b> dialog. Use the dialog to select the sound file to play.

## HTML Mail Preferences

Use the **HTML Mail** tabbed section to set preferences for HTML mail. [Table 12-7](#) lists the HTML mail preferences that you can configure.

TABLE 12-7 HTML Mail Preferences

Dialog Element	Description
<b>Loading Images group</b>	<p>You might receive messages that contain images in the body of the message. You might also receive messages that contain links to images on the Internet. Linked images might be slow to load, and in some cases might provide information to senders of spam email.</p> <p>Select one of the options from this group to specify what Email and Calendar does with linked images. Select one of the following options:</p> <ul style="list-style-type: none"> <li>■ <b>Never load images off the net:</b> Select this option to never download linked images.</li> <li>■ <b>Load images if sender is in addressbook:</b> Select this option to download linked images only if the sender is in your list of contacts.</li> <li>■ <b>Always load images off the net:</b> Select this option to download all linked images.</li> </ul>
<b>Show animated images</b>	<p>Select this option to show animated images that are either inserted into, or attached to, messages that you receive.</p>
<b>Prompt when sending HTML messages to contacts that don't want them</b>	<p>Select this option to display an alert when you send a message in HTML format to a contact who does not want to receive messages in HTML format. The alert is displayed when you send a message in HTML format to a contact in your contact list that does not have the <b>Wants to receive HTML mail</b> option selected.</p>

## Color Preferences

Use the **Color** tabbed section to set color preferences for labels.

To change the color of a label, click on the color selector button at the right side of the label text box. Use the **Pick a color** dialog to select the color that you require for the label.

To create a new label, you must overwrite one of the current labels. Type a name for the new label in the text box of the label that you want to overwrite. To change the color of the label, click on the color selector button at the right side of the text box. Use the **Pick a color** dialog to select the color that you require for the label.

To restore the Email and Calendar default settings for labels, click on the Restore defaults button.

---

## Setting Composer Preferences

Use the **Composer Preferences** settings to specify color. You can customize the composer preferences in the following functional areas:

- **General**
- **Signatures**
- **Spell Checking**

## General Message Composition Preferences

Use the **General** tabbed section to set message composition preferences. [Table 12–8](#) lists the message composition preferences that you can set.

**TABLE 12–8** General Message Composition Preferences

Dialog Element	Description
Forward style	<p>You can select different styles in which to forward messages. Select the default forward style for your messages from the drop-down list.</p> <p>For more information about the styles in which to forward messages, see <a href="#">“To Forward a Message”</a> on page 50.</p>

**TABLE 12-8** General Message Composition Preferences (Continued)

Dialog Element	Description
<b>Reply style</b>	<p>You can select different styles in which to reply to messages. Select the default reply style for your messages from the drop-down list.</p> <p>Select one of the following options:</p> <ul style="list-style-type: none"><li>■ <b>Quote original message:</b> Select this option to insert the original message in the body of the new message, and insert greater-than signs (&gt;), before each line of the original message.</li><li>■ <b>Do not quote original message:</b> Select this option to exclude the original message from the reply message.</li><li>■ <b>Attach original message:</b> Select this option to attach the original message to the new message.</li></ul>
<b>Character set</b>	Select the default character encoding for your messages from the drop-down list.
<b>Format messages in HTML</b>	Select this option to make HTML format the default format for your messages. If you do not select this option, the default format is plain text format.
<b>Automatically insert smiley images</b>	<p>Select this option to insert emoticon images automatically as you type. For example, when you type : - ) , a smile icon is inserted automatically.</p> <p>This option applies only to messages in HTML format.</p>
<b>Prompt when sending messages with an empty subject line</b>	Select this option to display an alert message when you send a message that has an empty <b>Subject</b> text box.
<b>Prompt when sending messages with only Bcc recipients defined</b>	Select this option to display an alert message when you send a message that only has addresses in the <b>Bcc</b> field, but not in the <b>To</b> field or <b>Cc</b> field.

## Signature Preferences

Use the **Signatures** tabbed section to set signature preferences. [Table 12-9](#) lists the signature preferences that you can set.

**TABLE 12–9** Signature Preferences

Dialog Element	Description
Signature list	Displays a list of signatures that you can insert into your messages. When you compose a message, you can select one of the signatures from the <b>Signature</b> drop-down list.
Add	Click on this button to add a signature to the list of signatures.  To add a signature to the list of signatures, perform the following steps: <ul style="list-style-type: none"><li>■ Click on the Add button to display the <b>Edit signature</b> dialog.</li><li>■ Type a name for the signature in the <b>Name</b> text box.</li><li>■ Type the signature in the content area of the dialog. For information about how to format the signature, see <a href="#">“Composing Messages” on page 52</a>.</li><li>■ Choose File → Save and Close to save the signature and close the dialog.</li></ul>
Add Script	You can use a script to generate your signature. Click on the Add Script button to add a script to generate your signatures.  To add a script to the list of signatures, perform the following steps: <ul style="list-style-type: none"><li>■ Click on the Add Script button to display the <b>Add script signature</b> dialog.</li><li>■ Type a name for the script in the <b>Name</b> text box.</li><li>■ Enter the filename of the script that you want to use in the <b>Script</b> drop-down combination box. Alternatively, click Browse to display a <b>Select file</b> dialog. Use the dialog to select the script that you want to use.</li><li>■ Click OK.</li></ul>
Edit	To edit a signature or a signature script, select the item from the signature list, then click on the Edit button.
Remove	To delete a signature or a signature script, select the item from the signature list, then click on the Remove button.

## Spell Checking Preferences

Use the **Spell Checking** tabbed section to set spellchecker preferences. [Table 12–10](#) lists the spellchecker preferences that you can set.

TABLE 12-10 Spellcheck Preferences

Dialog Element	Description
Language table	<p>Displays a list of languages for which you have a dictionary installed.</p> <p>To enable a language, select the language in the language table, then click on the Enable button. Alternatively, click on the check box in the <b>Enabled</b> column for the language to display a check mark in the check box.</p>
Check spelling while I type	<p>Select this option if you want Email and Calendar to check your spelling while you type. Email and Calendar checks your spelling against the dictionaries for the languages selected in the languages table.</p>
Color for misspelled words	<p>If you select the <b>Check spelling while I type</b> option, Email and Calendar underlines words in your messages that do not match terms in the dictionaries for the languages selected in the languages table.</p> <p>Click on the color selector button to change the color of the line under words that do not match. Use the <b>Pick a color</b> dialog to select the color that you require.</p>

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## Setting Calendar and Tasks Preferences

Use the **Calendar and Tasks** settings to specify preferences for your calendar and your tasks. You can customize the **Calendar and Tasks** preferences in the following functional areas:

- **General**
- **Display**

### General Calendar and Task Preferences

Use the **General** tabbed section to set general calendar and task preferences. [Table 12-11](#) lists the general calendar and task preferences that you can set.

**TABLE 12–11** General Calendar and Task Preferences

Dialog Element	Description
<b>Time zone</b>	<p>Select a time zone for Email and Calendar. To select a time zone, click on the globe button. The <b>Select a Time Zone</b> dialog shows a map of the world. Use the dialog to select the Email and Calendar time zone. When you select a time zone, click OK.</p> <p>For information about how to use the dialog to select a time zone, see <a href="#">“Selecting a Time Zone” on page 37</a>.</p> <p><b>Note</b> – Email and Calendar uses time zone settings from the following applications:</p> <ul style="list-style-type: none"> <li>■ Email and Calendar.</li> <li>■ Java Desktop System Release 3. To set the Java Desktop System time zone, click Launch, then choose Preferences → System Preferences → Time Zone. You must have root access privileges to set the Java Desktop System time zone.</li> <li>■ Java System Calendar Server.</li> </ul> <p>The time zones must be set to the same value in each of these applications for reminders in Email and Calendar to function correctly.</p>
<b>Time format</b>	<p>Select the time format for <b>Calendar</b>. Select one of the following options:</p> <ul style="list-style-type: none"> <li>■ <b>12 hour (AM/PM)</b>: Select this option to display the time in the a.m./p.m. format.</li> <li>■ <b>24 hour</b>: Select this option to display the time in the 00.00 to 24.00 format.</li> </ul>
<b>Week starts</b>	<p>Select the day to use as the first day of the week in the date pane.</p>
<b>Work days</b>	<p>Select the days to include in your work week. The days that you select here are the days that are displayed in <b>Work Week View</b>.</p>
<b>Day begins</b>	<p>Use the drop-down combination box to specify the time at which the day begins in the schedule pane.</p>
<b>Day ends</b>	<p>Use the drop-down combination box to specify the time at which the day ends in the schedule pane.</p>
<b>Ask for confirmation when deleting items</b>	<p>Select this option to display a confirmation message when you delete appointments and tasks.</p>

**TABLE 12-11** General Calendar and Task Preferences (Continued)

Dialog Element	Description
<b>Show a reminder <i>time before every appointment</i></b>	Select this option to display a reminder message before your appointments. Use the spin box and the drop-down list to specify how long before the appointment to display the reminder. Use the spin box to specify the number, and use the drop-down list to specify the units of time.

## Display Preferences

Use the **Display** tabbed section to set calendar and task display preferences. [Table 12-12](#) lists the calendar and task display settings that you can set.

**TABLE 12-12** Calendar and Tasks Display Preferences

Dialog Element	Description
<b>Time divisions</b>	Select the time intervals that you want to use in the schedule pane.
<b>Show appointment end times in week and month views</b>	Select this option to display the end time of appointments in <b>Week View</b> and <b>Month View</b> .
<b>Compress weekends in month view</b>	Select this option to display the information for Saturday and Sunday in one column in the schedule pane in <b>Month View</b> .
<b>Show week numbers in date navigator</b>	Select this option to show the week number in the year in the date pane.
<b>Tasks due today</b>	<p>If a task is due today, Email and Calendar displays the task in colored format.</p> <p>Click on the color selector button to change the color in which tasks that are due today are displayed. Use the <b>Color for tasks due today</b> dialog to select the color that you require.</p>
<b>Overdue tasks</b>	<p>If a task overdue, Email and Calendar displays the task in colored format.</p> <p>Click on the color selector button to change the color in which tasks that are overdue are displayed. Use the <b>Color for overdue tasks</b> dialog to select the color that you require.</p>



**TABLE 12-12** Calendar and Tasks Display Preferences (Continued)

Dialog Element	Description
Hide completed tasks after <i>time</i>	Select this option to hide completed tasks after a specific period of time. Use the spin box and the drop-down list to specify how long after the task is completed to hide the task. Use the spin box to specify the number, and use the drop-down list to specify the units of time.

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## Delegating Access to Your Microsoft Exchange Folders

For information about how to use Email and Calendar to work with Exchange accounts, see [Chapter 10](#).

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## Configuring Java System Calendar Server Accounts

The Java System Calendar Server connector for Email and Calendar allows you to use Email and Calendar as a client for the Java System Calendar Server. To configure a Java System Calendar Server account in Email and Calendar, click on the **Sun Java System Accounts** icon in the left pane of the **Settings** dialog. [Table 12-13](#) lists the dialog elements that you can use to configure your Java System Calendar Server account settings.

**TABLE 12-13** Elements to Use to Configure Calendar Server Accounts

Dialog Element	Description
Accounts table	This table lists your Calendar Server accounts. Double-click on an account to edit the account.

**TABLE 12-13** Elements to Use to Configure Calendar Server Accounts (Continued)

Dialog Element	Description
New	Click on this button to add a Calendar Server account. Use the <b>Add new account</b> dialog to add a new Calendar Server account.  For more information about how to add a Calendar Server account, see <a href="#">“To Add a Java System Calendar Server Account” on page 162</a> .
Edit	To edit an Calendar Server account, select the account in the accounts table, then click on the Edit button.
Remove	To delete a Calendar Server account, select the account in the accounts table, then click on the Remove button. A confirmation dialog is displayed. Click Delete on the confirmation dialog to delete the account.

## To Add a Java System Calendar Server Account

Perform the following steps:

1. Choose Tools → Settings.
2. Click on **Sun Java System Accounts** in the left pane of the **Settings** dialog. A table for Calendar Server accounts is displayed in the right pane.
3. Click Add. An **Add new account** dialog is displayed.
4. Enter the Calendar Server account information in the **Add new account** dialog. The following table describes the elements on the **Add new account** dialog:

Element	Description
<b>Account Name</b>	Type a short account name.
<b>Protocol</b>	Select one of the following protocols from the drop-down list: <ul style="list-style-type: none"><li>■ <b>http</b>: Select this protocol for normal operation.</li><li>■ <b>https</b>: Select this protocol for additional security.</li></ul> If you are not sure which protocol to specify, contact your Calendar Server system administrator.
<b>Server</b>	Type the name of the server that you use for Calendar Server. For example, <code>calendarserver.internal.company.com</code> .
<b>Port</b>	Type the port number to use for Calendar Server. The default value for the <b>Port</b> field is 80.

Element	Description
User	Type the username that you use to log in to Calendar Server. Usernames are case sensitive.  Do not enter your password in this dialog. Calendar Server asks for the password when you access the account.
Poll Interval (min)	Use this spin box to specify how frequently to check the server for updates.

- Click OK to save your changes and close the **Add new account** dialog. Email and Calendar checks your Calendar Server account information, then displays an **Information** dialog that tells you that you must restart Email and Calendar for these settings to take effect.
- Restart Email and Calendar.

## Configuring LDAP Servers

The Lightweight Directory Access Protocol (LDAP) enables users to access contact information over a network. Users can share the same contact information. A typical application of LDAP is a single address book for all employees in a company, that all employees can access.

To configure your LDAP servers, click on the **Directory Servers** icon in the left pane of the **Settings** dialog. [Table 12-14](#) lists the dialog elements that you can use to configure your LDAP servers.

**TABLE 12-14** Elements to Use to Configure LDAP Servers

Dialog Element	Description
List of LDAP servers	Displays a list of the LDAP servers to which Email and Calendar can connect.
Add	Click on this button to add an LDAP server. For information about how to configure an LDAP server, see <a href="#">“To Add an LDAP Server” on page 164</a> .

**TABLE 12-14** Elements to Use to Configure LDAP Servers (Continued)

Dialog Element	Description
Edit	<p>To edit an LDAP server, select the server in the list of LDAP servers, then click on the Edit button. For information about using the <b>Edit LDAP Server</b> dialog, see <a href="#">“To Add an LDAP Server”</a> on page 164.</p> <p>When you have entered the information in the dialog, click OK to apply the changes to the LDAP server and close the dialog.</p>
Remove	<p>To delete an LDAP server, select the server in the list of LDAP servers, then click on the Remove button.</p>

## To Add an LDAP Server

Perform the following steps:

1. Choose Tools → Settings.
2. Click on **Directory Servers** in the left pane of the **Settings** dialog. A table for LDAP servers is displayed in the right pane.
3. Click Add. An LDAP Configuration Assistant is displayed. The LDAP Configuration Assistant guides you through the configuration process for an LDAP server. Click on the Forward button to begin the configuration process.
4. Enter general server information in the **Server Information** page. The following table describes the elements on the **Server Information** page:

Dialog Element	Description
<b>Server name</b>	Enter a DNS name or an IP address for the LDAP server where the contact information is located.

Dialog Element	Description
<b>Log in method</b>	Select a method to use to log in. Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>Anonymously:</b> Select this option if you do not want to authenticate your identity when you log in.</li> <li>■ <b>Using email address:</b> Select this option if you want to use your email address to log in to the LDAP server. Your email address must be added to the LDAP server before you can use the email address to log in to the server.</li> <li>■ <b>Using distinguished name (DN):</b> Select this option if you want to use your <i>distinguished name</i> to log in to the LDAP server. A distinguished name uniquely identifies a user in an LDAP directory. Your distinguished name must be added to the LDAP server before you can use the distinguished name to log in to the server.</li> </ul>
<b>Email Address, or Distinguished name</b>	Enter the email address or the distinguished name with which you want to log in to the LDAP server.

When you complete the general server information, click on the Forward button. A **Connecting to Server** page is displayed.

5. Enter server connection information in the **Connecting to Server** page. The following table describes the elements on the **Connecting to Server** page:

Dialog Element	Description
<b>Port number</b>	Enter the port number for Email and Calendar to use to connect to the LDAP server in the field. A typical value for this field is 389.
<b>Use SSL/TLS</b>	Select when to use SSL or the <i>Transport Layer Security (TLS)</i> protocol to connect to the LDAP server. Select one of the following options: <ul style="list-style-type: none"> <li>■ <b>Always:</b> Select this option to always use SSL or TLS to connect to the LDAP server.</li> <li>■ <b>Whenever Possible:</b> Select this option to use SSL or TSL to connect to the LDAP server only if you are not in a secure environment.</li> <li>■ <b>Never:</b> Select this option to never use SSL or TLS to connect to the LDAP server.</li> </ul>

When you complete the server connection information, click on the Forward button.

6. Enter search details for the directory on the server in the **Searching the Directory** page. The following table describes the elements on the **Searching the Directory** page:

Dialog Element	Description
<b>Search base</b>	The information in an LDAP server is organized as a tree structure. A <i>search base</i> is a particular location in the tree structure that is the starting point for an LDAP directory search.  Type the name of the search base to use for your LDAP directory searches in the text box.
Show Supported Bases	Click on this button to display a list of search bases that are supported by Email and Calendar.
<b>Search scope</b>	Select the scope for your directory searches. Select one of the following options: <ul style="list-style-type: none"><li>■ <b>One:</b> Select this option to search the search base and one level below the search base.</li><li>■ <b>Sub:</b> Select this option to search the search base and all levels below the search base.</li></ul>
<b>Timeout (minutes)</b>	Use the slider to specify the amount of time to wait before Email and Calendar stops the search.
<b>Download limit</b>	Specify the maximum number of contacts that you want to download from the LDAP server.

When you complete the search information, click on the Forward button.

7. Type a name for the server in the **Display name** text box. This name is displayed in your Email and Calendar interface.

When you complete the display name, click on the Forward button. A **Finished** page is displayed.

8. Click on the Apply button to create the LDAP server and close the LDAP Configuration Assistant.

---

## Setting Summary Preferences

Use the settings in the **Summary Preferences** dialog to specify summary preferences. You can customize the **Summary Preferences** in the following functional areas:

- **Mail**
- **News Feeds**

- Weather
- Schedule

## Summary Mail Preferences

Use the **Mail** tabbed section to specify which mail folders to display in the **Summary**. [Table 12-15](#) lists the mail folder preferences that you can configure for the **Summary**.

**TABLE 12-15** Summary Mail Folder Preferences

Dialog Element	Description
Mail folder tree	Use the mail folder tree to select the folders that you want to display in your summary. Click on the plus sign (+) beside a folder to expand the contents of the folder. To collapse the contents of a folder, click on the minus sign (-) beside the folder.  To select a folder to display in your summary, click on the check box to the left of the folder to display a check mark in the box. To deselect a folder, click on the check box again to remove the check mark.
Show full path for folders	Select this option to display the full path to the folders that are displayed in your summary.

## News Feed Preferences

Use the **News Feeds** tabbed section to specify which news feeds to display in the **Summary**. [Table 12-16](#) lists the news feed preferences that you can configure for the **Summary**.

**TABLE 12-16** Summary News Feed Preferences

Dialog Element	Description
All news feed list	Displays a list of all the news feeds that you can display in your summary.
Add	To add a news feed to your summary, select the news feed in the <b>All</b> news feed list, then click on the Add button. The news feed is added to the <b>Shown</b> news feed list.
Remove	To remove a news feed from your summary, select the news feed in the <b>Shown</b> news feed list, then click on the Remove button. The news feed is removed from the <b>Shown</b> news feed list.

**TABLE 12-16** Summary News Feed Preferences (Continued)

Dialog Element	Description
Shown news feed list	Displays a list of the news feeds that are displayed in your summary.
Refresh time (seconds)	Use the spin box to specify how often you want to refresh the display of news headlines in your summary.
New Feed	Use this button to add a news feed to the <b>All</b> news feed list.  To add a news feed to the <b>All</b> news feed list, perform the following steps: <ol style="list-style-type: none"><li>1. Click on the New Feed button.</li><li>2. Type a name for the news feed in the <b>Name</b> text box in the <b>New News Feed</b> dialog.</li><li>3. Enter the URL for the news feed in the <b>URL</b> field.</li><li>4. Click OK.</li></ol>
Max number of items shown	Use the spin box to specify the maximum number of headlines to show for each news feed.
Delete Feed	To delete a news feed that you have added, select the news feed, then click on the Delete Feed button. The news feed is deleted from the <b>All</b> news feed list.

## Weather Preferences

Use the **Weather** tabbed section to specify the locations whose weather you want to view in the **Summary**. [Table 12-17](#) lists the weather preferences that you can configure for the **Summary**.

**TABLE 12-17** Summary Weather Preferences

Dialog Element	Description
All location tree	Use the location tree to select the locations whose weather you want to display in your summary. Click on the plus sign (+) beside a location to expand the contents of the location. To collapse the contents of a location, click on the minus sign (-) beside the folder.
Add	To add a location to your summary, select the location in the <b>All</b> location tree, then click on the Add button. The location is added to the <b>Shown</b> location list.



**TABLE 12–17** Summary Weather Preferences *(Continued)*

Dialog Element	Description
Remove	To remove a location from your summary, select the location in the <b>Shown</b> location list, then click on the Remove button.
<b>Shown</b> location list	Displays a list of the locations whose weather is displayed in your summary.
<b>Show temperatures in</b>	Select whether to display temperatures in degrees Celsius or degrees Fahrenheit.
<b>Refresh time (seconds)</b>	Use the spin box to specify how often you want to refresh the display of weather information in your summary.

## Summary Calendar and Task Preferences

Use the **Schedule** tabbed section to specify the calendar and task information that you want to view in the **Summary**. [Table 12–18](#) lists the calendar and task information settings that you can configure for the **Summary**.

**TABLE 12–18** Summary Calendar and Task Preferences

Dialog Element	Description
<b>How many days should the calendar display at once?</b>	Select how many days of your calendar to display in your summary.
<b>Show all tasks</b>	Select this option to display all your tasks in your summary. Completed tasks that are hidden are not displayed. To hide completed tasks, use the <b>Hide completed tasks after time</b> option. For more information about how to hide completed tasks, see “ <a href="#">Setting Calendar and Tasks Preferences</a> ” on page 158.
<b>Show today’s tasks</b>	Select this option to display only the tasks for today in your summary. Completed tasks that are hidden are not displayed.

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## Setting an Out-of-Office Message For Your Microsoft Exchange Account

For information about how to use Email and Calendar to work with Exchange accounts, see [Chapter 10](#).



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# Importing Email and Contact Data

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The information in this chapter describes how to import email and contact data into Email and Calendar.

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## Introduction

Email and Calendar can import email and contact data in the following formats:

- mbx format**      Email and Calendar, Netscape Version 4.7x, Mozilla, Eudora, Pine, and Elm use this email format.
- .mbx format**      Microsoft Outlook Express 4 uses this email format.
- Vcard format**      GnomeCard, other GNOME applications, KDE, and other contact management applications use this format for contact information. Typically, files in this format have `.vcf` or `.gcrd` file extensions.

To import data, choose File → Import from the Email and Calendar window. The Import Assistant guides you through the process to import data to Email and Calendar.

If Email and Calendar finds email or contact data from the listed applications on your system, the Import Assistant displays an **Importing Files** page. The **Importing Files** page displays a list of the applications for which Email and Calendar has found email or contact data.

If Email and Calendar finds email data for an application, a **mail** check box is displayed under the application.

If Email and Calendar finds contact data for an application, an **address book** check box is displayed under the application.

To import data, select the check boxes for the data that you want to import, then click on the Import button.

When you complete the import, click on the Forward button.

---

## To Import Email from mutt

The mutt email client is text-based. Linux and UNIX<sup>®</sup> distributions often include mutt. You can import your email easily from mutt to Email and Calendar because mutt uses the standard mbox, maildir, and mh formats.

By default, mutt stores your email as follows:

Format	Directory
mbox	~/mbox
maildir	~/Maildir

To import email from mutt to Email and Calendar, perform the following steps:

1. Choose File → Import from the Email and Calendar window.
2. Click on the Forward button in the Import Assistant to begin the configuration process.
3. Select the **Import a single file** option from the **Importer Type** page, then click on the Forward button.
4. Enter the name of the file that you want to import in the **Filename** field. Alternatively, to browse for the file, click on the Browse button. When you select a file, click OK, then click on the Forward button.
5. Click on the Import button. A **Select folder** dialog is displayed.
6. Select the Email and Calendar folder to which you want to import the mutt email. Alternatively, click on the New button to create a new folder.  
When you select a folder, click OK. Your mutt email is imported to the folder that you specified.

---

## To Import Email from KMail

KMail is the email client for KDE. You can import your email easily from KMail to Email and Calendar because KMail uses the standard mbox format. By default, KMail stores your email in the `Mail` directory of your home directory.

To import email from KMail to Email and Calendar, perform the following steps:

1. Choose **File** → **Import** from the Email and Calendar window.
2. Click on the **Forward** button in the Import Assistant to begin the configuration process.
3. Select the **Import a single file** option from the **Importer Type** page, then click on the **Forward** button.
4. Enter the name of the file that you want to import in the **Filename** field. Alternatively, to browse for the file, click on the **Browse** button. When you select a file, click **OK**, then click on the **Forward** button.
5. Click on the **Import** button.
6. Select the Email and Calendar folder to which you want to import the KMail mail in the **Select folder** dialog. Alternatively, click on the **New** button to create a new folder.

When you select a folder, click **OK**. Your KMail email is imported to the folder that you specified.



## Troubleshooting Email and Calendar

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This appendix provides troubleshooting information for Email and Calendar.

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### Starting Email and Calendar From a Command Line

When you start Email and Calendar, the last folder that you used is displayed. For example, if you display **Inbox**, then quit Email and Calendar, the next time that you open Email and Calendar, **Inbox** is displayed.

You can start Email and Calendar from a command line, and specify the folder that you want to open. The following table lists some typical Email and Calendar folders, and the commands that you use to start Email and Calendar with that folder displayed:

Folder	Command
<b>Calendar</b>	evolution-1.4 evolution:/local/Calendar
<b>Contacts</b>	evolution-1.4 evolution:/local/Contacts
<b>Inbox</b>	evolution-1.4 evolution:/local/Inbox
<b>Summary</b>	evolution-1.4 evolution:/local/Summary
Any folder	evolution-1.4 evolution:/folder-path

---

## Importing Email From Outlook and Outlook Express

The following email applications use proprietary formats that Email and Calendar cannot read or import:

- Microsoft Outlook
- Versions of Outlook Express higher than version 4

To import email from Microsoft Outlook and versions of Outlook Express higher than version 4, use the following workaround:

1. In Windows, import the Microsoft Outlook or Outlook Express emails into an email application that uses the mbox format. For example, import the emails into Mozilla, Netscape, or Eudora.
2. Copy the emails to the system or partition you use for Email and Calendar.
3. Use the Import Assistant to import the emails.

---

## Importing Email From Netscape 4.x

Before you import email from Netscape Version 4.x, choose File → Compact All Folders from the Netscape Messenger window. If you do not perform this action, Email and Calendar imports and undeletes the messages in your **Trash** folders.

---

## Importing Contacts From Outlook Express

To import contacts from versions of Outlook Express higher than version 4, perform the following steps:

1. In Outlook Express, export each of your contacts and contact lists as Vcard-format files.
2. In Outlook Express, attach each of the Vcard-format files to a message, then send the message to your Email and Calendar account.
3. In Email and Calendar, receive the message.



4. In Email and Calendar, to import a contact or contact list from the message, click on the right arrow icon at the left side of the attachment button, then choose View Inline. The contact or contact list is displayed in the message. Click on the Save to addressbook button to import the contact or contact list.

Repeat this step to import other contacts or contact lists from the message.

---

## Exporting Data from Email and Calendar

Email and Calendar uses standard formats to store data. You can export data easily from Email and Calendar to other applications. The following table lists the formats that Email and Calendar uses to store data:

Application	Format
Email	mbox
Calendar	iCalendar
Contacts	Vcard format in a .db3 database

---

## Pasting Into the Subject Field

You cannot use the Ctrl + V shortcut keys to paste content into the **Subject** field of an email message. Instead, use the Shift + Insert shortcut keys.

---

## Signing Secure Messages

When you add an encrypted signature to an email message, you might see the following error:

```
Failed to GPG sign: Broken pipe
gpg: skipped '<KEY>': secret key not available
gpg: signing failed: secret key not available
```

To correct this error, perform the following steps:

1. Open the following file: `$HOME/.gnupg/gpg.conf`
2. Comment out the following line: `use-agent`

---

## Sun Java System Calendar Server Issues

When you use Email and Calendar with Java System Calendar Server, you might experience the following issues:

- You cannot use Email and Calendar to modify or delete an appointment within a series of appointments from a Calendar Server account. Calendar Server does not support this function.
- The **Preview** sections for recurring appointments behave differently for local calendar folders and Calendar Server folders. In a local folder, open a simple recurring appointment, then click on the **Recurrence** tab. You can use the **Preview** section. In Calendar Server folders, the **Preview** section in the **Recurrence** tab is disabled because you cannot modify or delete an appointment within a series of appointments.
- In local folders, Calendar displays the tasks that are in the local **Tasks** folder. In Calendar Server folders, Personal Calendar displays the tasks that are in the the default tasks folder. You can change your default tasks folder. For more information about how to change your default tasks folder, see [“Setting Folders Preferences” on page 149](#). After you change your default tasks folder, you must restart Email and Calendar for the change to take effect.
- Calendar Server supports only one reminder for each appointment or meeting. However, you can add multiple reminders for each appointment or meeting to your local calendar.
- The time zones in Email and Calendar are not the same as the time zones on Calendar Server. This time zone disparity causes some problems when dealing with time zones that exist only in Email and Calendar.

For example, the Asia/Urumqi time zone is available in Email and Calendar, but not available in Calendar Server. When you create a new appointment in the Asia/Urumqi time zone, Email and Calendar saves the appointment in the default time zone for Calendar Server.

- If you select an incorrect protocol for your Calendar Server account, Email and Calendar does not allow you to correct the protocol in the **Settings** dialog. To correct the protocol setting for a Calendar Server account, perform the following steps:
  1. Right-click on your Calendar Server folder, then choose **Forget Password** from the popup menu.
  2. Quit and restart Email and Calendar.

3. Click Cancel on the **Enter Password** dialog.
4. Select the correct protocol for your Calendar Server account from the **Settings** dialog.

---

## PDA Issues

When you use PDAs with Email and Calendar, you might experience the following issues:

- When you use a USB port to synchronize a PDA with Email and Calendar, your computer might become immobilized. For example, the Caps Lock LED and Scroll Lock LED might blink. This problem might occur because of problems with the USB module, problems with the kernel, or hardware issues.
- You cannot synchronize Email and Calendar with a Pocket PC directly. However, you can use other open source tools, such as Sync and MultiSync to synchronize your Email and Calendar contacts with you Pocket PC.

---

## Mozilla Web Browser

To configure Mozilla so that Email and Calendar does not start when you choose Send Link or Send Page, perform the following steps:

1. Open one of the following files:

```
$HOME/.mozilla/<profilename>/<random>/prefs.js  
Configures Mozilla for an individual user.
```

```
/usr/lib/mozilla-1.4/defaults/pref/all.js  
Configures Mozilla for all users.
```

2. Locate the following line in the file:

```
pref("network.protocol-handler.external.mailto", true)
```

Change this line to the following:

```
pref("network.protocol-handler.external.mailto", false)
```

---

## CDE Calendar

You cannot use Email and Calendar with the CDE Calendar application.






## Message Icons

---

This appendix lists the icons that are displayed in the message pane.

When you display an email folder, the message pane displays icons to represent the status of each message. [Table B-1](#) lists the message icons.

**TABLE B-1** Message Icons

Icon	Indicates
	Message has not been read.
	Message has been read, or the message is a draft.
	Message has been replied to.
	Message contains an attachment.
	Message has been marked as important.

---



# Using the Keyboard to Navigate Email and Calendar

---

This appendix describes how to navigate Email and Calendar from the keyboard only. Users who have difficulty using a mouse or other pointing device can navigate and use Email and Calendar from the keyboard.

---

## Email Functions

Table C-1 lists the keyboard shortcuts that you can use to perform general email functions.

**TABLE C-1** Keys for General Email Functions

Keys	Function
Tab	Move focus between the following interface items, in the following order: <ul style="list-style-type: none"><li>■ Folder pane</li><li>■ The elements in the searchbar</li><li>■ Message list</li><li>■ If the preview pane is displayed, the active elements in the selected message, such as the <b>To</b> and <b>From</b> email addresses.</li></ul>
Shift + Tab	Move focus between the interface items listed for the Tab key, in reverse order.

Table C-2 lists the keyboard shortcuts that you can use to perform message list functions.

**TABLE C-2** Keys for Message List Functions

Keys	Function
Page Up	Select the message at the top of the list.
Page Down	Select the message at the bottom of the list.
up arrow, down arrow	Select the previous or next message.

Table C-3 lists the keyboard shortcuts that you can use to perform message functions in a message window, or in the preview pane.

**TABLE C-3** Keys for Message Functions

Keys	Function
Tab	Move focus between the active elements in the message from the top to the bottom. Active elements include the following: <ul style="list-style-type: none"><li>■ <b>To</b> and <b>From</b> email addresses.</li><li>■ HTML elements.</li><li>■ Buttons that represent attachments.</li><li>■ If an attachment is displayed within the message, active elements within the attachment.</li></ul>
Shift + Tab	Move focus between the elements listed for the Tab key, in reverse order.
Return	Perform the default action on the element that has focus. For example, if the right side of an attachment button is selected, press Return to open a popup menu that enables you to perform actions on the attachment.
Ctrl + Tab	When you view a message in the preview pane, move the focus to the folder pane.
Ctrl + Shift + Tab	When you view a message in the preview pane, move the focus to the message list.
F7	Turns <i>caret mode</i> on and off. Caret mode enables you to use the keyboard to select text when you view a message.

---

## Calendar Functions

Table C-4 lists the keyboard shortcuts that you can use to perform general calendar functions.



**TABLE C-4** Keys for General Calendar Functions

Keys	Function
Tab	<p>Move focus between the following interface items, in the following order:</p> <ul style="list-style-type: none"> <li>■ Folder pane.</li> <li>■ The elements in the searchbar.</li> <li>■ The events that are displayed in the schedule pane.</li> <li>■ In day view and work week view, the first time segment of the selected day in the schedule pane. In week view and month view, the header of the selected day in the schedule pane.</li> <li>■ The selected day in the date pane.</li> <li>■ In the date pane, the left arrow button which displays the previous month.</li> <li>■ In the date pane, the right arrow button which displays the next month.</li> <li>■ Task pane.</li> </ul> <p>When the focus is on the schedule pane, you must use the Ctrl + Tab key combination to navigate to the date pane.</p>
Ctrl + Tab	<p>Move focus between the following interface items, in the following order:</p> <ul style="list-style-type: none"> <li>■ Folder pane</li> <li>■ Searchbar</li> </ul> <p>When the focus is on the schedule pane, press Ctrl + Tab twice to move focus to the folder pane.</p>

Table C-5 lists the keyboard shortcuts that you can use to perform calendar functions when you use the day view. The keyboard shortcuts are relevant only to the part of window that displays the day information.

**TABLE C-5** Keys for Day View Functions

Keys	Function
Tab	Move focus to the next event in the selected day.
Shift + Tab	Move focus to the previous event in the selected day.
Esc	When you edit an event in the day view, remove focus from the selected event. Gives focus to the day.
arrow keys	Navigate the times in the day.
Shift + arrow keys	Select multiple times in the day.
Shift + Home	Select multiple times, from the selected time to the time when the day begins.

**TABLE C-5** Keys for Day View Functions (Continued)

Keys	Function
Shift + End	Select multiple times, from the selected time to the time when the day ends.
Alt + down arrow	Move the start time of the selected event to the next time segment.
Alt + up arrow	Move the start time of the selected event to the previous time segment.
Ctrl + Shift + down arrow	Make the end time of the selected event one time segment later.
Ctrl + Shift + up arrow	Make the end time of the selected event one time segment earlier.
Alt + left arrow	Go to the same day in the previous week.
Alt + right arrow	Go to the same day in the next week.
Alt + Home	Go to the first day of the selected week.
Alt + End	Go to the last day of the selected week.
Alt + Page Up	Go to the first day of the selected month.
Alt + Page Down	Go to the last day of the selected month.
Home	Select the first time segment of your work day.
End	Select the last time segment of your work day.
Ctrl + O	Open the selected event in the <b>Appointment</b> window.
Shift + F10	Open the popup menu.

Table C-6 lists the keyboard shortcuts that you can use to perform calendar functions when you use the week view.

**TABLE C-6** Keys for Week View Functions

Keys	Function
Tab	Move focus to the next event in the selected week.
Shift + Tab	Move focus to the previous event in the selected week.
Esc	When you edit an event in the week view, remove focus from the selected event. Gives focus to the week.
arrow keys	Navigate the days in the week.
Alt + left arrow	Move the selected event to the same time in the previous day.
Alt + right arrow	Move the selected event to the same time in the next day.
Alt + Home	Go to the first day of the selected week.

**TABLE C-6** Keys for Week View Functions (Continued)

Keys	Function
Alt + End	Go to the last day of the selected week.
Alt + Page Up	Go to the first day of the selected month.
Alt + Page Down	Go to the last day of the selected month.
Ctrl + O	Open the selected event in the <b>Appointment</b> window.
Shift + F10	Open the popup menu.

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## Task Functions

Table C-7 lists the keyboard shortcuts that you can use to perform task functions when you use a tasks folder, or the task pane.

**TABLE C-7** Keys for Task Functions

Keys	Function
Ctrl + Tab	Move focus between the following interface items: <ul style="list-style-type: none"><li>■ The <b>Click to add a task</b> text.</li><li>■ The table of tasks.</li></ul>
up arrow, down arrow	Navigate the table of tasks.
left arrow, right arrow	Navigate the columns in a task, that is, navigate between the task assignment column, the task status column, and the task summary column.
spacebar	Select or deselect the task status column for the selected task.
Ctrl + O	Open the selected task in the <b>Task</b> window.
Shift + F10	Open the popup menu.



# Glossary

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<b>attachment</b>	A file that is included in an email message.
<b>bcc</b>	To blind-copy a message. The acronym <i>bcc</i> means <i>blind carbon copy</i> .
<b>blind-copy</b>	To copy a message, so that the addresses that are blind-copied do not appear in the delivered message.
<b>caret mode</b>	A mode of operation in an application which enables you to use the keyboard to select text.
<b>cc</b>	To copy a message. The acronym <i>cc</i> means <i>carbon copy</i> .
<b>conduit</b>	An application that manages the transfer of data between your computer and your PDA.
<b>delegate</b>	A user who has permission to access your Microsoft Exchange account. A delegate user can perform tasks on your behalf, for example, read and respond to your messages.
<b>distinguished name</b>	A name that uniquely identifies an entry in an LDAP directory.
<b>DNS name</b>	A unique alphabetic identifier for a computer on a network.
<b>emoticon</b>	An icon that represents a facial expression. For example, the smiley icon is an emoticon.
<b>expunge</b>	To remove permanently from a folder the messages that you deleted.
<b>filter</b>	A tool that you use to perform actions automatically on your incoming and outgoing email. For example, you can create a filter that automatically moves email that you receive from a particular address to a particular folder.
<b>GAL</b>	Global address list. A list of contacts within a Microsoft Exchange email system. The GAL contains contact information for all email users, and contains information on other Exchange resources.
<b>GPG</b>	GNU Privacy Guard.

<b>IMAP</b>	Internet Message Access Protocol. Servers that use IMAP receive and store your messages.
<b>IMAP namespace</b>	A directory where your messages are stored.
<b>IP address</b>	A unique numeric identifier for a computer on a network.
<b>LDAP</b>	Lightweight Directory Access Protocol. A protocol that enables users to access contact information over a network.
<b>mail spool</b>	The mbox format stores your messages in one large file. This file is called a mail spool.
<b>maildir</b>	An email format that stores your messages in individual files.
<b>mbox</b>	An email format that stores your messages in one large file. Email and Calendar uses this format.
<b>mh</b>	An email format that stores your messages in individual files.
<b>out-of-office message</b>	An email message that the Exchange server sends automatically to anyone who sends you a message, when you are not available to reply.
<b>OWA</b>	Outlook Web Access. A feature in Exchange that allows users to access their Exchange information from a web browser.
<b>OWA path</b>	A path that is appended to the URL that you use to access Exchange from a web browser.
<b>PDA</b>	Personal Digital Assistant. A hand-held computer that you can use as a personal organizer.
<b>PGP</b>	Pretty Good Privacy.
<b>POP</b>	Post Office Protocol. Typically, servers that use POP store your messages, and allow you to retrieve the messages when you log in to the server.
<b>public keyring</b>	A file that lists all of the public encryption keys that you know.
<b>regular expression</b>	A way to specify a pattern to search for in text. For example, the regular expression <code>t*e</code> finds the text <code>the</code> , <code>time</code> , <code>table</code> , and so on.
<b>search base</b>	A location in an LDAP server that is the starting point for an LDAP search.
<b>security passphrase</b>	A sequence of alphanumeric characters that you use with the security features of Email and Calendar. For example, you must enter your security passphrase to decrypt an encrypted message.
<b>sendmail</b>	A program that sends email.
<b>SMTP</b>	Simple Mail Transfer Protocol. Typically, an email application uses SMTP to send a message to a mail server. The mail server then forwards the message to the appropriate server.

<b>spam</b>	Unsolicited email messages that you receive.
<b>SSL</b>	Secure Sockets Layer. A protocol for secure information transfer across a network.
<b>TLS</b>	Transport Layer Security. A protocol for secure information transfer across a network.
<b>view</b>	A particular arrangement of the items in a folder. Views enable you to look at items in different ways.
<b>virtual folder</b>	A tool that you can use to organize your messages, where you use one folder to view messages that are located in several folders.





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