

# Instructions

## Guitarman.cc



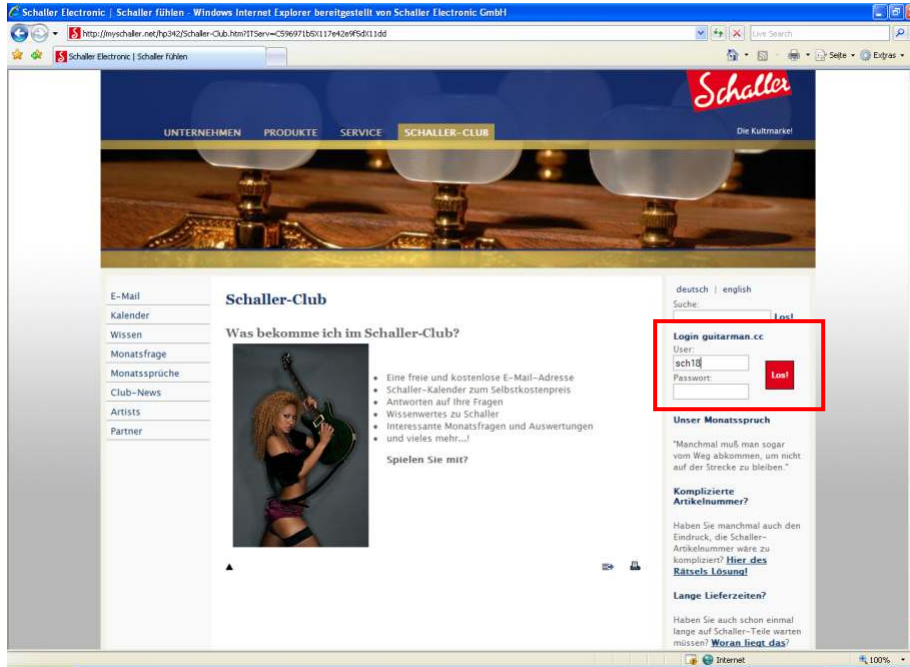
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These instructions are intended to support you in utilizing the full range of functions under our “Guitarman.cc” email system as quickly as possible.

They explain the “first steps” leading to the completion of your first e-mail, including the system’s user-specific settings.

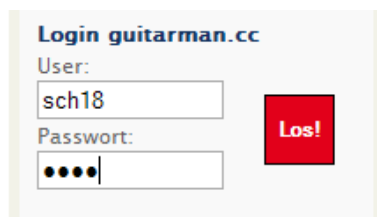
# 1. First Steps

In order to access your e-mails, please go to [www.schaller-electronic.com](http://www.schaller-electronic.com) and then select the header Schaller-Club.

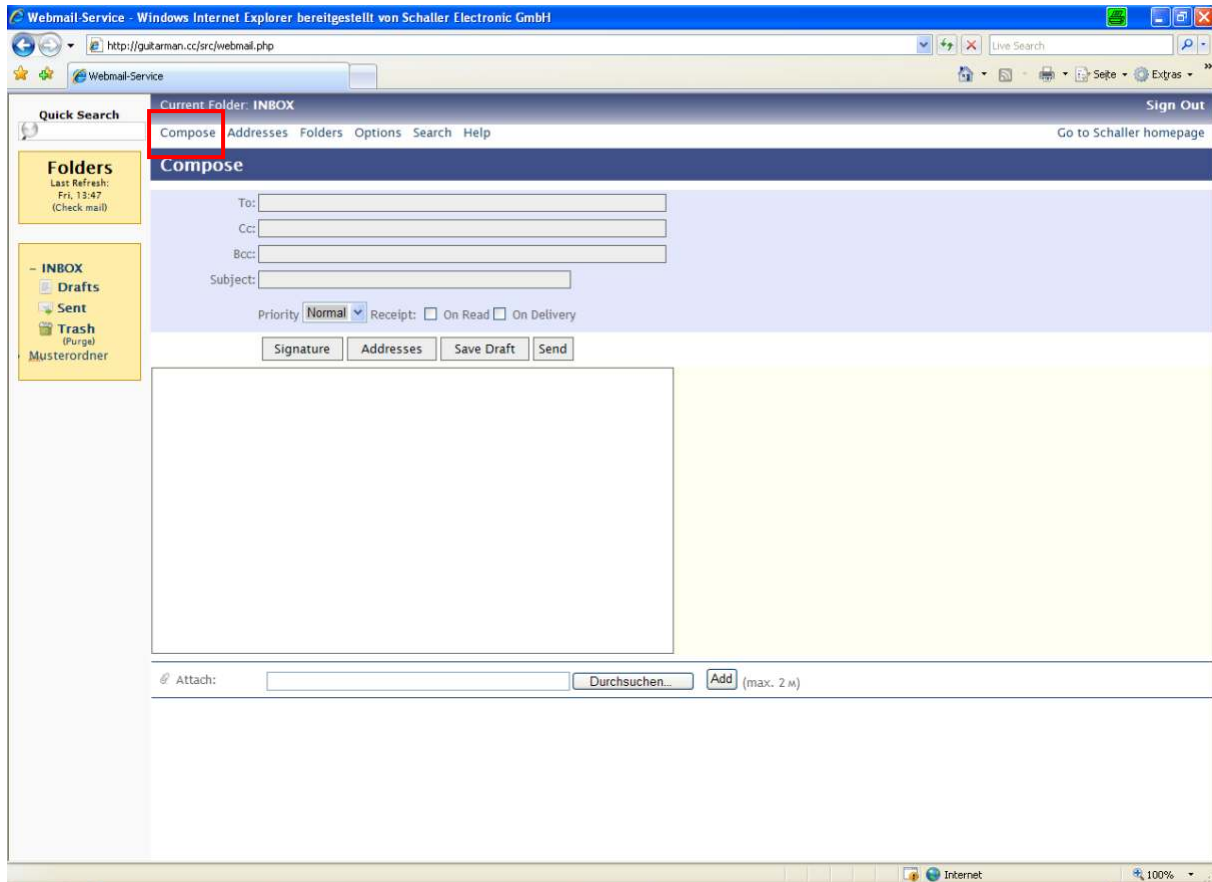


► You will find the Login to the email system in the right hand column.

► This is where you need to enter the access data you have received from us.



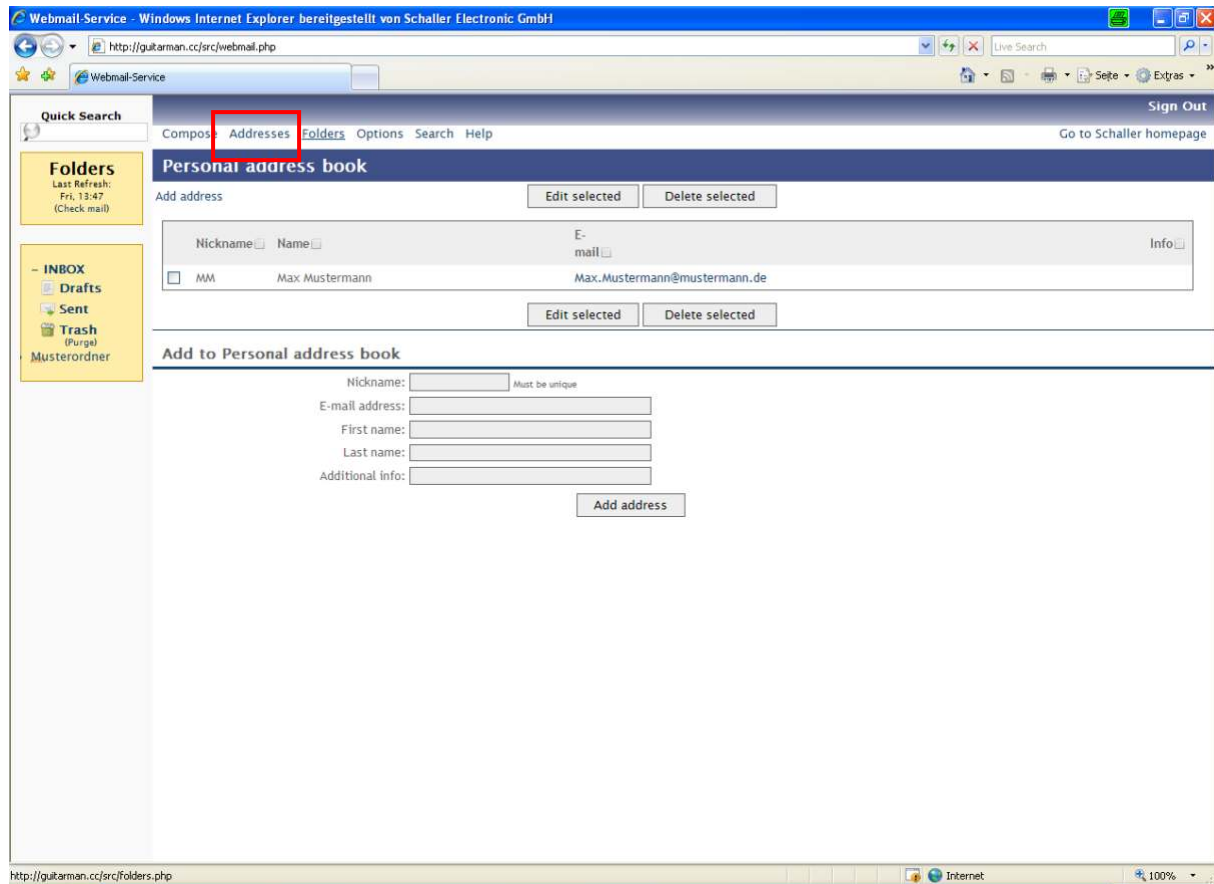
## 2. Compose



► Here you can write your email as normal.

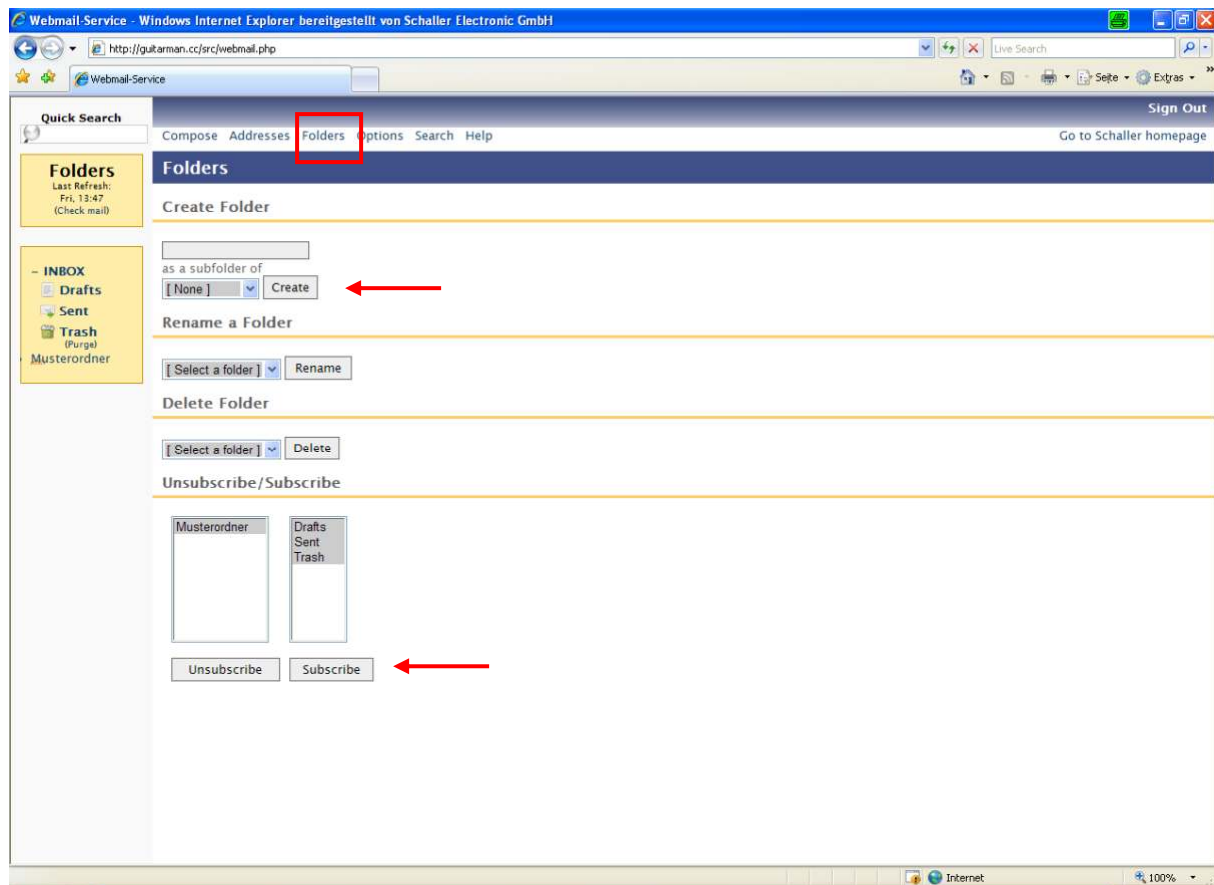
- **Signature**  
This button inserts your previously **compiled** signature (see 4.1 for Signature Set-Up)
- **Addresses Button**  
This button will open the address book after a search box is presented. Something must be entered in the search box to retrieve a result. If all addresses in the address book are required, press the List All button. The address book has enough functionality that it deserves its own section. More detailed information is available in the "Addresses" chapter.
- **Save Draft Button**  
If you've been composing a message but for some reason aren't ready to send it yet, you can use this button to save the message in the Drafts folder. If later you want to finish the message and send it out, go to the Drafts folder, open the message and you will return to the compose page with your message filled in.
- **Send**  
This button is used to send your message.

### 3. Addresses



- Nick Name**  
 Put a familiar name here. Something to help jog your memory. Anything that will give you an accurate idea to whom this email address belongs.
- Email Address**  
 This must be the person's fully qualified email address. Guessing here just won't cut it. There are three parts to an email address. First is the recipients identifier, such as "johnq". Next is the domain name section, which could take the form "tayloru". Last comes the top level domain, which could be one of a ton of things like au, cc, us, com, org, net or might look like edu. So if we put all those together it must be in the form of johnq@tayloru.edu. If this is not correct you are likely to get your mail back in the form of a bounced message.
- First name**  
 Enter the person's first name in full.
- Surname**  
 Enter the person's surname in full.
- Additional Information**  
 Here, you can enter details intended to remind you who this person is. This should be longer than the "Nick Name".

## 4. Folders



- Create**  
 Folders may be created by simply typing the desired name into the text box and pressing the Create button. If you wish that this folder be a subfolder of another one, you can choose that in the drop-down box with the list of folders.  
 On some mail servers, there are two types of folders. One that contains messages, and one that contains folders. You may see an option called "Let this folder contain subfolders." If you do and you check that, the folder you create will only be able to contain folders and not any messages. Otherwise, you will only be able to store messages in it and not folders.
- Rename**  
 You may rename any folder displayed in the drop down list box to the left of the Rename button. Notice that this list may **not** include all the folders displayed in the left frame. For obvious reasons, you cannot rename the sent, trash, or INBOX folders.
- Delete**  
 You may delete any folder displayed in the drop down list box to the left of the Delete button. Notice that this list may **not** include all the folders displayed. The special folders such as your sent or your trash folder cannot be deleted, and of course, you cannot delete INBOX.
- Unsubscribe and Subscribe**  
 Subscribe: To register a folder with the mail server, allowing you to view it in the folder listings.  
 Unsubscribe: The opposite of subscribing. This unregisters a folder with the mail server.  
 You may choose as many folders as you wish from either the subscribe or the unsubscribe box, then click the button under the box to make the action take effect. You will notice that the folders move to the other box. You can then re-subscribe to them, or unsubscribe again as you wish.

Webmail-Service - Windows Internet Explorer bereitgestellt von Schaller Electronic GmbH

http://guitarman.cc/src/webmail.php

Webmail-Service

Quick Search

Compose Addresses Folders Options Search Help

**Folders**  
Last Refresh:  
Fri, 13:47  
(Check mail)

- INBOX  
Drafts  
Sent  
Trash (Purge)  
**Musterordner**

**Folders**

Create Folder

as a subfolder of  
[ None ] Create

Rename a Folder

[ Select a folder. ] Rename

Delete Folder

[ Select a folder. ] Delete

Unsubscribe/Subscribe

Musterordner Drafts

## 5. Options

All the setting options you need for setting up your own individual user interface are in the menu under “Options”.

### 5.1 Personal Information

The screenshot shows the Webmail-Service interface in Internet Explorer. The browser title is "Webmail-Service - Windows Internet Explorer bereitgestellt von Schaller Electronic GmbH". The address bar contains "http://guitarman.cc/src/webmail.php". The navigation bar includes "Compose", "Addresses", "Folders", "Options", "Search", and "Help". The "Options" menu is highlighted in blue. Below it, the "Personal Information" sub-menu is highlighted with a red border. The "Personal Information" section contains the text: "This contains personal information about yourself such as your name, your email address, etc." Other sub-menus visible are "Display Preferences", "Message Highlighting", "Folder Preferences", and "Index Order".

#### Name and Address Options

Full Name:

E-mail Address:

Reply To:

Signature:

Multiple Identities: [Edit Advanced Identities](#) (discards changes made on this form so far)

---

#### Timezone Options

Your current timezone:

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#### Reply Citation Options

Reply Citation Style:

User-Defined Citation Start:

User-Defined Citation End:

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#### Signature Options

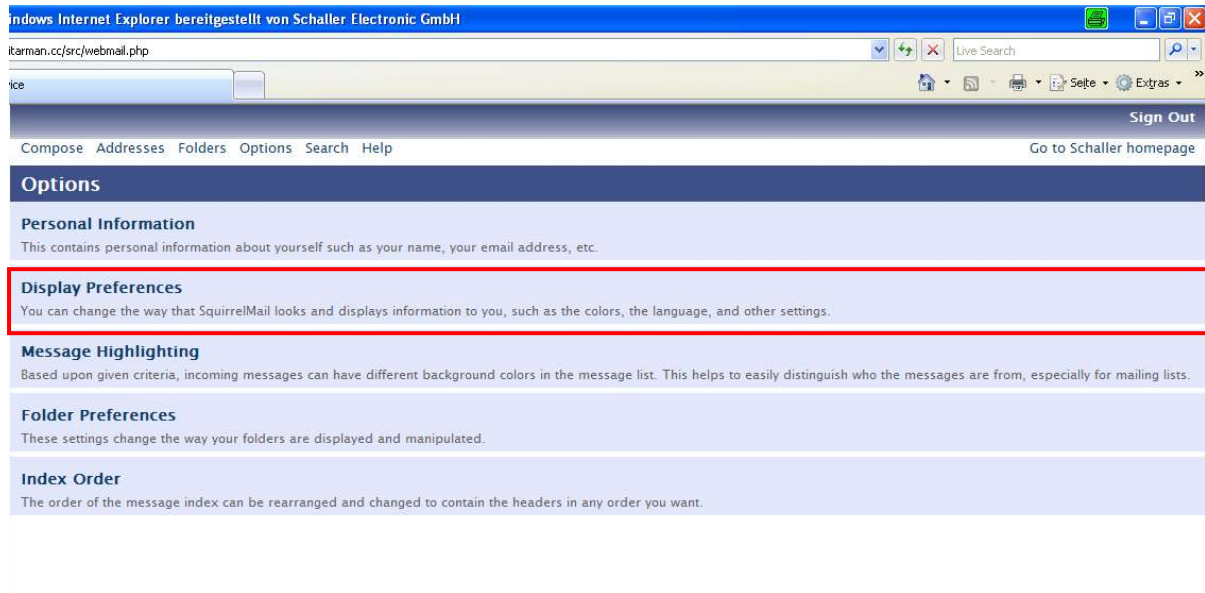
Use Signature:  Yes  No

Prefix Signature with '--' Line:  Yes  No

- **Full Name**  
You should put your entire name here. For example, "John Doe". This is what is shown to people that you send the message to. They will see that it is from "John Doe". If you don't fill this in, they will see it is from your email address, "jdoe@mydomain.org".
- **Mail Address**  
Optional - If your email address is different than what is automatically assigned, you can change it here.
- **Reply To**  
Optional - This is the email address that people will reply to when they reply to your message. If this is different than the email address you are sending from, you can enter it here. This is useful if you want people to reply to your Yahoo account rather than your office address.
- **Signature**  
Optional - Signatures are attached at the bottom of all messages you send out. If you want a signature, you must make sure that the checkbox beside "use a signature" is checked, and then fill in what you want your signature to be in the box below it.

**Please click the Send button after making any changes in order to save them.**

## 5.2 Display Preferences



Windows Internet Explorer bereitgestellt von Schaller Electronic GmbH

itarman.cc/src/webmail.php

Live Search

Sign Out

Compose Addresses Folders Options Search Help Go to Schaller homepage

### Options

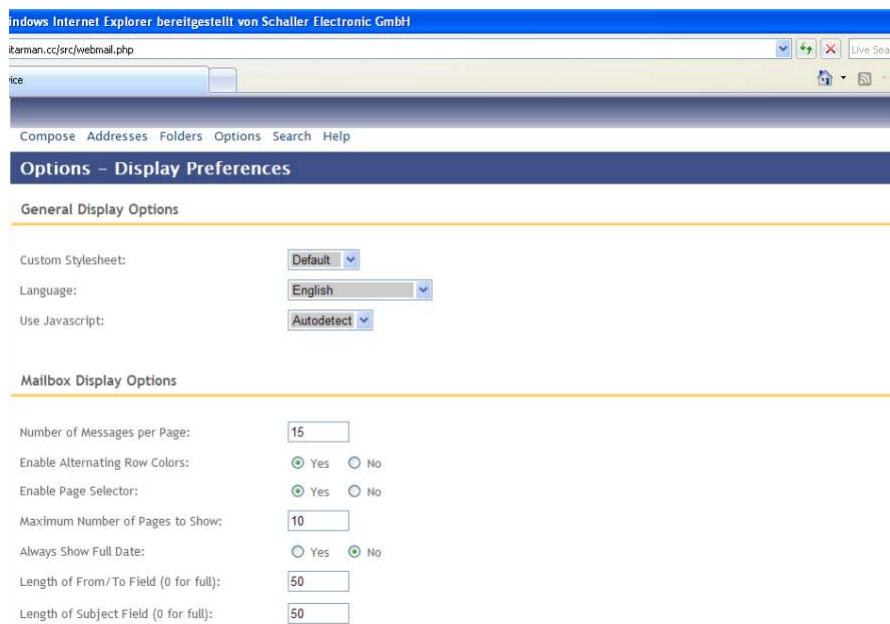
**Personal Information**  
This contains personal information about yourself such as your name, your email address, etc.

**Display Preferences**  
You can change the way that SquirrelMail looks and displays information to you, such as the colors, the language, and other settings.

**Message Highlighting**  
Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.

**Folder Preferences**  
These settings change the way your folders are displayed and manipulated.

**Index Order**  
The order of the message index can be rearranged and changed to contain the headers in any order you want.



Windows Internet Explorer bereitgestellt von Schaller Electronic GmbH

itarman.cc/src/webmail.php

Live Search

Compose Addresses Folders Options Search Help

### Options - Display Preferences

**General Display Options**

Custom Stylesheet:

Language:

Use Javascript:

**Mailbox Display Options**

Number of Messages per Page:

Enable Alternating Row Colors:  Yes  No

Enable Page Selector:  Yes  No

Maximum Number of Pages to Show:

Always Show Full Date:  Yes  No

Length of From/ To Field (0 for full):

Length of Subject Field (0 for full):

**Message Display and Composition**

---

Wrap Incoming Text At:

Width of Editor Window:

Height of Editor Window:

Location of Buttons when Composing:

Addressbook Display Format:

Show HTML Version by Default:  Yes  No

Enable Forward as Attachment:  Yes  No

Include CCs when Forwarding Messages:  Yes  No

Include Me in CC when I Reply All:  Yes  No

Enable Mailer Display:  Yes  No

Display Attached Images with Message:  Yes  No

Enable Printer Friendly Clean Display:  Yes  No

Enable Mail Delivery Notification:  Yes  No

Compose Messages in New Window:  Yes  No

Width of Compose Window:

Height of Compose Window:

Prepend Signature before Reply/Forward Text:  Yes  No

Prefix for Original Message when Replying:

Cursor Position when Replying:

Sort by Received Date:  Yes  No

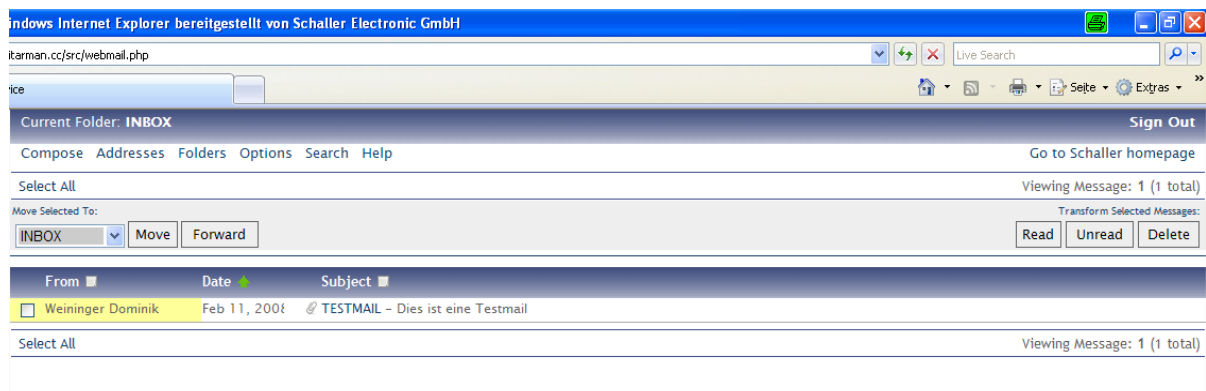
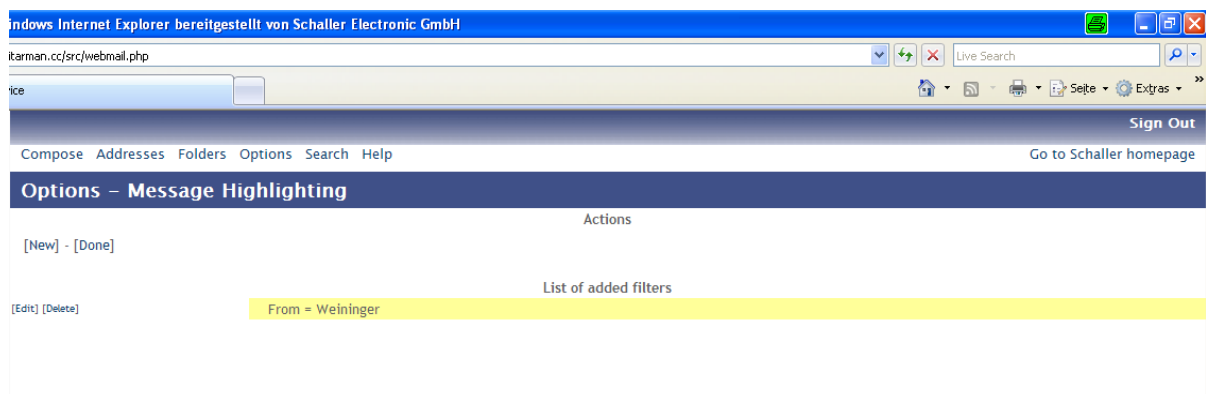
Internet

- Custom Style sheet**  
 Changing a theme only changes the colors, a stylesheet may change more, for example the font size used by SquirrelMail.
- Language**  
 If English isn't your native tongue, you can easily change the language that most things display in. If your desired language is in the list, you can choose it and all future SquirrelMail related messages will be in that language. Note that this doesn't translate incoming email messages or folder names
- Use Javascript**  
 One of our main goals in creating SquirrelMail was to have no Javascript in any of our pages. However, some of our developers made a very good address book searching utility that uses Javascript. Some other Javascript functions were added aswell. Rather than remove it, we now give you the option of using pure HTML or allow Javascript aswell. If you don't know what this means, you are safest to choose Autodetect.

## 5.3 Message Highlighting



- Select a colour.
- Enter the search criterion below.



The name is now highlighted with the previously selected colour.

## 5.4 Folder Preferences

Special Folder Options

Trash Folder: INBOX.Trash

Draft Folder: INBOX.Drafts

Sent Folder: INBOX.Sent

Folder List Options

Location of Folder List: Left

Width of Folder List: 150 pixels

Auto Refresh Folder List: 10 Minutes

Enable Unread Message Notification: Only INBOX

Unread Message Notification Type: Only Unseen

Enable Collapsible Folders:  Yes  No

Enable Cumulative Unread Message Notification:  Yes  No

Show Clock on Folders Panel: Show weekday and time

Hour Format: 24-hour clock

Memory Search: Disabled

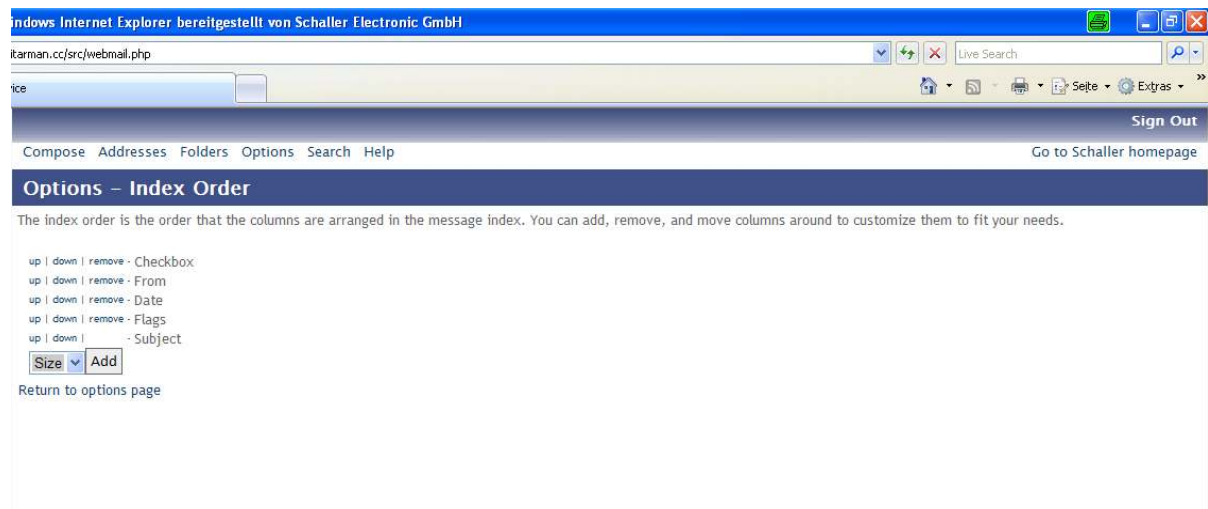
Folder Selection Options

Selection List Style: Long: "Folder.Subfolder"

Submit

- Trash Folder**  
 You can choose which folder messages will be sent to when you delete them. If you don't want deleted messages to go to the trash, set this to "Don't use Trash".
- Draft Folder**  
 You can choose which folder the messages you save as draft will go to. If you don't want to use this, just set it to "Don't use Drafts".
- Sent Folder**  
 You can choose which folder your sent messages will go to. If you don't want these, just set it to "Don't use Sent".
- Location of folder list**  
 Determines whether you want the list of folders on the left or right of your window.
- Width of folder list**  
 With this option, you can select how wide the list of folders will be. If you have very long folder names or large fonts, it is good to set this pretty high. Otherwise, you should set it low so you don't waste screen space.
- Auto refresh folder list**  
 SquirrelMail has the functionality to automatically refresh the folder listing on the left side of your browser window. This will also update the number of unseen messages that are in each folder. This is a good way to check for unseen messages in the INBOX without having to click on it every time.

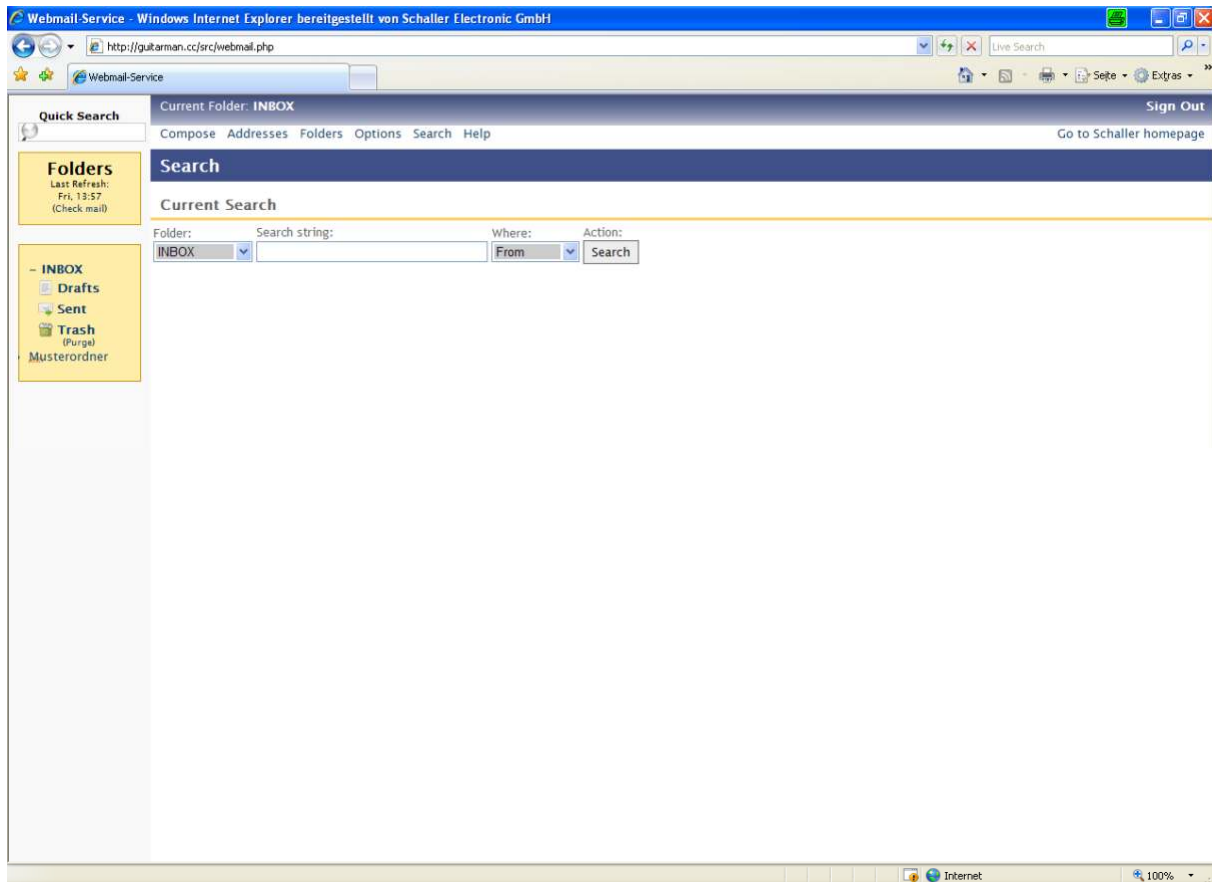
## 5.5 Index Order



This section gives you control over the message list. You can choose how much information you want in the message list and in what order it should be displayed.

Use the Up and Down links to move columns around, Del to remove a column from the display and Add to add one.

## 6. Search



- **General Overview**

You simply choose the folder you wish to search, type in the search criteria, and then choose the part of the message to search. When you submit your data, the list of messages will come up below the search form. You can choose the message you wish to view, and read it just like a normal message.

Notice that when you are reading messages and then go into the search section, your currently active folder will be the default to search through. For example, if you were browsing through your "Friends" folder and then click on "Search", "Friends" will already be selected for searching.

- **What to search through**

To the left of the input field, you see a drop-down list of places that are possible to search through. This includes: Body, Everywhere, Subject, From, Cc, To.

**Body** - Searches through the body of the message. This is the main part of the message where the important stuff is located.

**Everywhere** - This searches everything, including the entire header for the message. Unless you are sure this is what you want, it probably isn't. It can return results that you wouldn't normally expect.

**Subject** – Searches through the subjects for all the messages.

**From** - Who the message is from. Note that this might be more than is actually displayed in the folder list. A normal "From" field includes the name AND email address, but SquirrelMail usually only displays the name. If your criteria matches the email address, but it is not displayed, that message will still return as having matched.

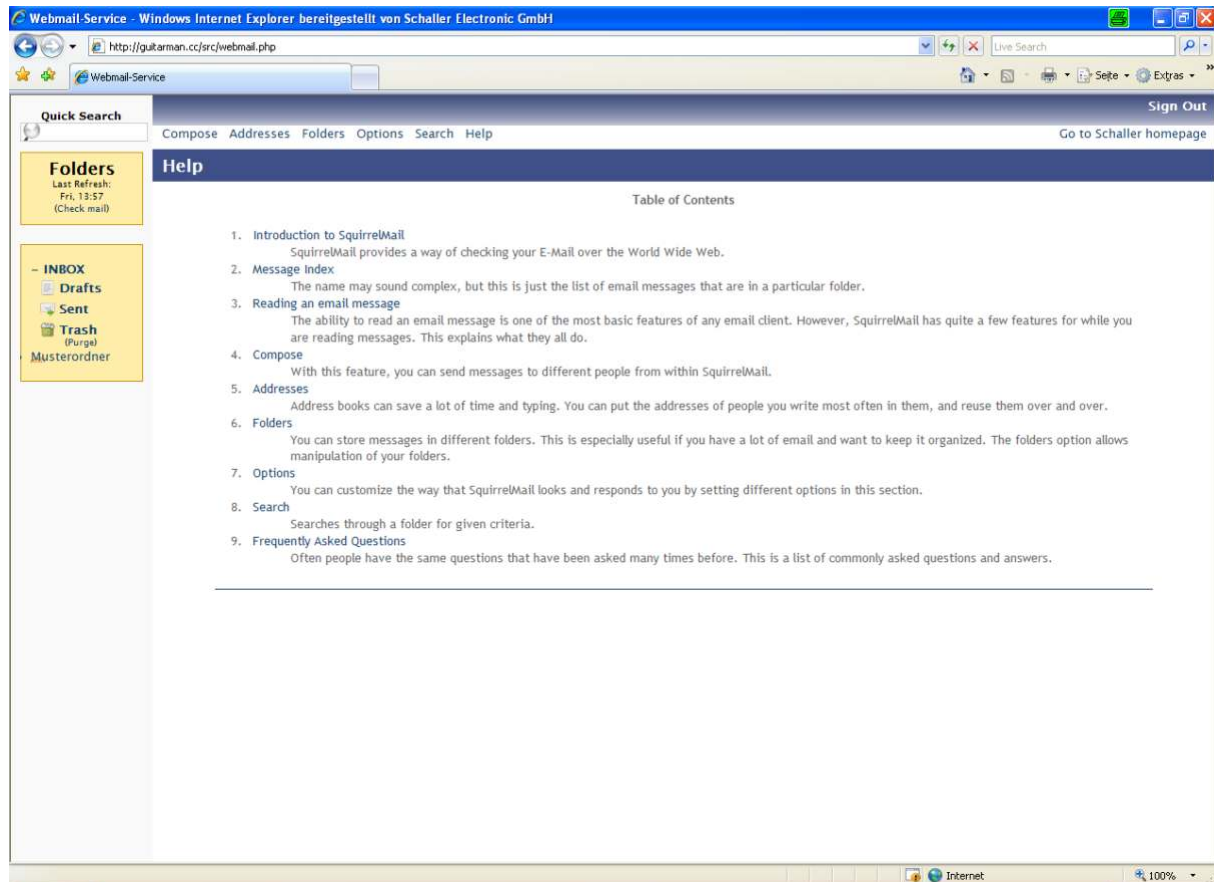
**To** - Who the message was sent to. This can be many addresses, and is not always just one email address.

**Cc** - Same as "To", except who the message was carbon copied to.

- **Recent Searches**

If you've enabled this option, the Search page also displays an overview of up to 9 of your most recent searches for quick access. Click on Search next to the listed search to perform it again. With the Save link you can move a search to the Saved Searches which will be kept until you explicitly press Delete. Click Forget to remove a search from the list of recent searches.

## 7. Help



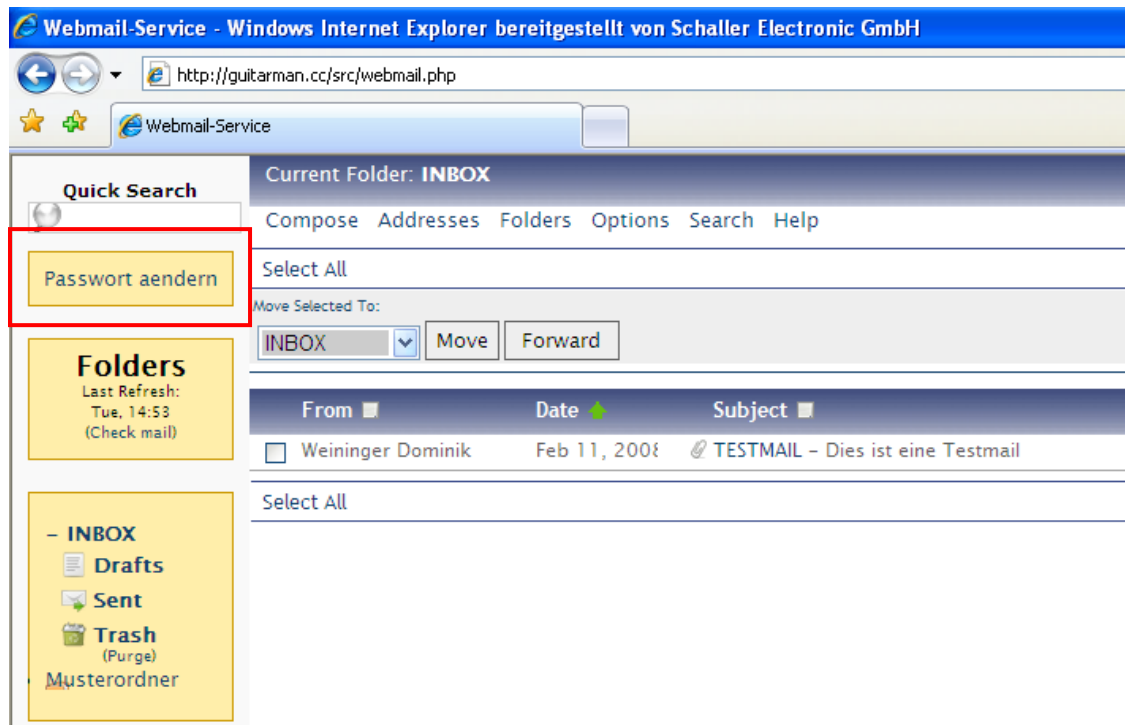
This Help section contains all of the answers to topics which we have not been able to cover in this short guide.

Best regards

Signature

Dr. Lars Bünning  
Managing Director

# Password Changing



To change your password, click the "change password" button (above left). The following window will appear:

A screenshot of a password change form titled "Passwort-Änderung". The form is set against a light background with a red "Schaller" logo in the top right corner. It contains four input fields: "Benutzername:", "Altes Passwort:", "Neues Passwort:", and "Neues Passwort zur Bestätigung:". Below the last field is a button labeled "Ändern".

Enter your user-name and your old password, then enter your new password twice. To confirm, click the "change" button.

You have now changed your password!  
Processing your request can take up to 10 minutes.