



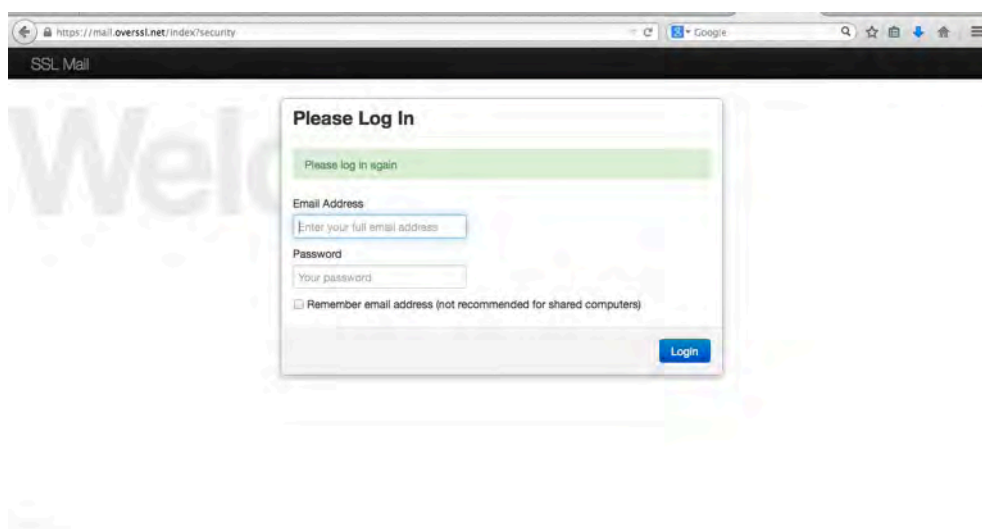
Welcome to your MailCore Pro Account

MailCore Pro is a powerful collection of email and collaboration tools that add enterprise-level features to regular group email. The following guide will take you through the various features of the service when using the web interface.

Please refer to separate set-up instructions for specific platforms.

Logging into your MailCore Pro account

Go to **mail.overssl.net** and you should see the following screen - enter your email address and password:



When you log in for the first time you'll be asked to complete your identity details - all straightforward.

Once completed make sure you click on the save changes button!

The screenshot shows the 'Your Identity' settings page in MailCore Pro. The page has a dark header with 'MailCore Pro' and navigation links for Mail, Calendar, Contacts, Reminders, Files, and Notes. On the right, there are links for Feedback, Settings, and Account. Below the header, there are tabs for General, Mail, Calendar, and Contacts. The 'Accounts' tab is selected. The main content area is titled 'Your Identity' and contains a message: 'Please ensure the following details are correct.' Below this are four input fields: 'Your First Name' (containing 'Joe'), 'Your Last Name' (containing 'Bloggs'), 'Your Preferred Name' (containing 'Joe Bloggs' and a note 'Leave blank to use the above details'), and 'Your Preferred Email Address' (containing 'mcp@demo.apm-internet.net' and a note 'Also see Mail->Identities'). At the bottom of the form is a blue 'Save changes' button.

Next you'll need to set your general email settings - go to 'Mail' - 'General'.

You should see the following default settings which should be a good basis for most users, but feel free to configure in a way that best suits your preferences:

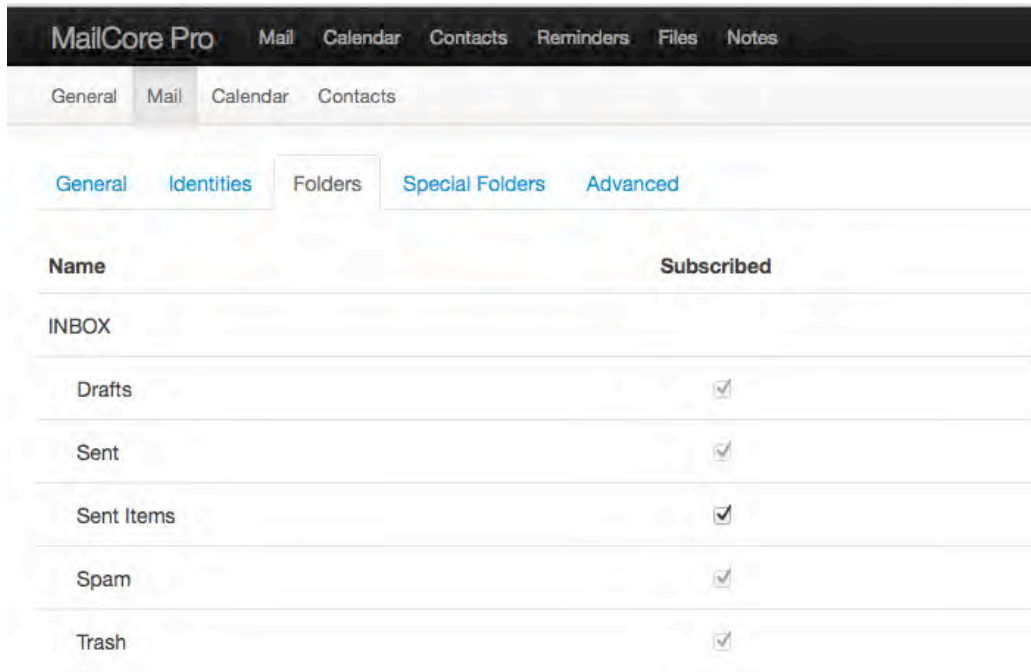
The screenshot shows the 'Composing Emails' settings page in MailCore Pro. The page has a dark header with 'MailCore Pro' and navigation links for Mail, Calendar, Contacts, Reminders, Files, and Notes. On the right, there are links for Feedback, Settings, and Account. Below the header, there are tabs for General, Mail, Calendar, and Contacts. The 'Mail' tab is selected, and within it, the 'Identities' sub-tab is selected. The main content area is titled 'Composing Emails' and contains a question: 'What type of text editor would you like to use?' with two radio button options: 'Rich Text (Recommended) - Allows formatting and images' (which is selected) and 'Plain Text (More Compatible) - Produces smaller emails and can be read by older clients'. Below this is a section titled 'Refresh' with two questions: 'How often should I check for new emails?' (with a dropdown menu set to 'Every 5 Minutes') and 'How messages should I fetch at a time? (Increasing this number also increases response times.)' (with a dropdown menu set to '25 Messages'). At the bottom of the form is a blue 'Save changes' button.

To add additional identities, or configure a standard signature block go to 'Mail' - 'Identities'. An example is illustrated below.

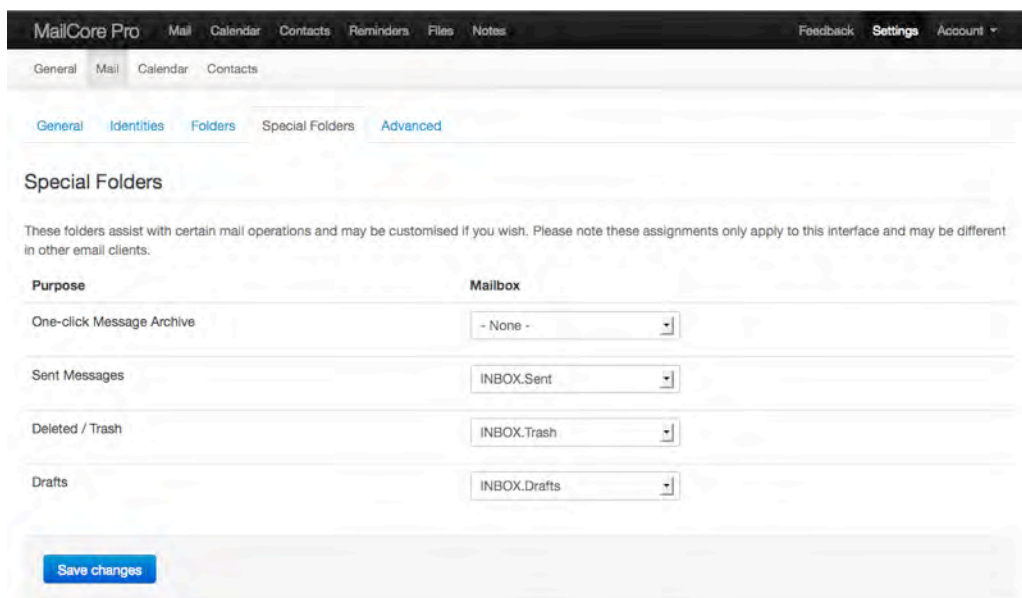
Again, once you've entered your details make sure you select the 'Save changes' button!

The screenshot displays the 'Identities' configuration interface in MailCore Pro. At the top, there is a navigation bar with 'MailCore Pro' and various application tabs (Mail, Calendar, Contacts, Reminders, Files, Notes). The 'Mail' tab is active, and the 'Identities' sub-tab is selected. Below the navigation, the 'Available Identities' section shows a dropdown menu with 'Joe Bloggs <mcp@demo.apm-internet.net> (default)'. The 'Name and Email' section includes a 'Displayed Name' field with 'Joe Bloggs' and an 'Email Address' field with 'mcp@demo.apm-internet.net'. The 'Assigned Account' section has a 'Mailbox Account' dropdown set to '-- All --' and a 'Default' checkbox that is checked. The 'Rich Text (HTML) Signature' section features a rich text editor with a toolbar and a preview area showing the signature: 'Joe Bloggs', 'MailCore Pro', and 'mcp@demo.apm-internet.net'. Below this is a 'Plain Text Signature' section with a text area containing the same signature text. A 'Generate Plain Text Signature from Rich Text' button is located between the two signature sections. At the bottom of the form, there is a prominent blue 'Save changes' button.

The Folders view enables you to manage what folders are viewed as standard within the webmail client. Note that a number of tick boxes are greyed out - these will always appear by default, but any additional folders you create will appear here and will have selectable tick boxes.

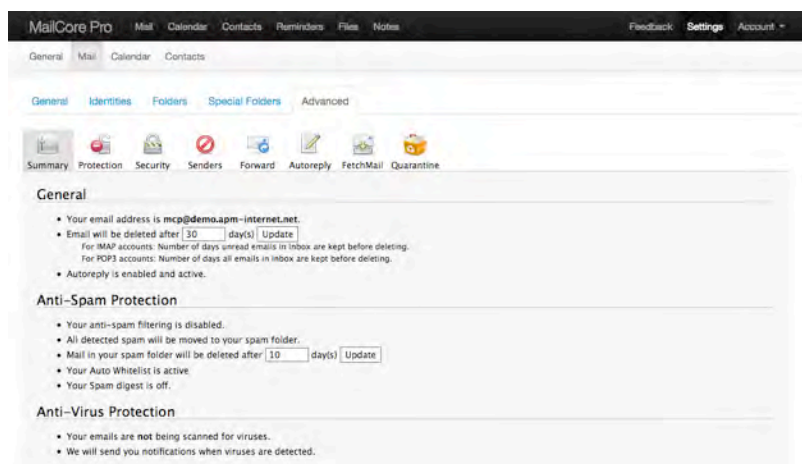


These folders assist with certain mail operations and may be customised if you wish. Please note these assignments only apply to this interface and may be different in other email clients.



Advanced Settings

Summary: an overview of the mailbox's settings.



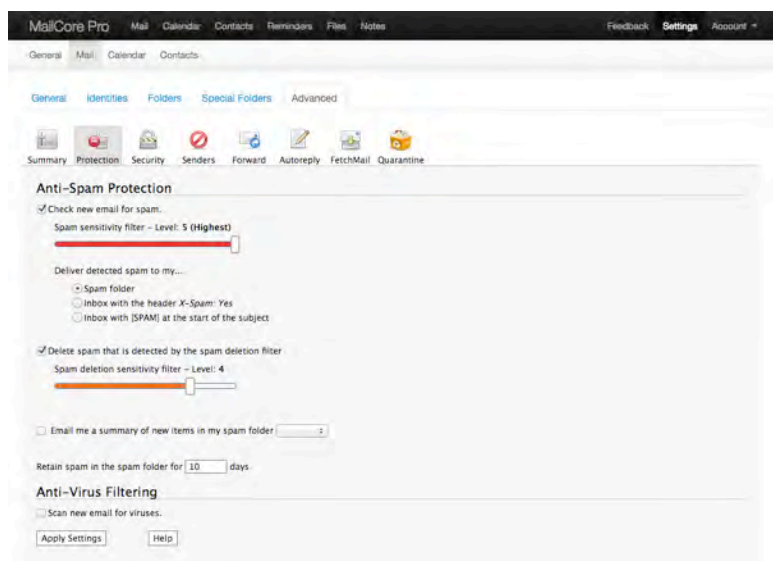
Protection: view or modify the mailbox's protection settings.

Default Anti-Spam Setting: The 'default' value for anti-spam settings. A slider defines the the Anti-Spam level - ranging from 1 to 5 where 1 is the lowest level of protection. Level 5 is Level 4 + IP reputation.

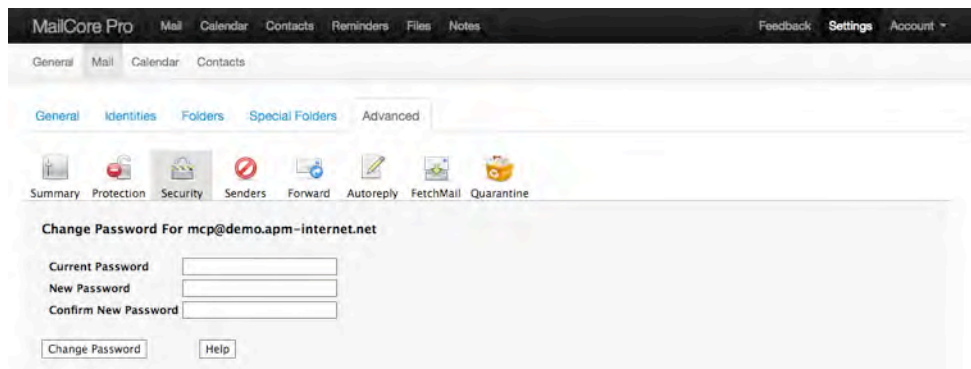
Available settings are 'Disabled', 'Low', 'Medium', 'High' and 'Extreme'. Despite it's name, we find that 'Extreme' works best! End-users are free to change these settings. The additional value of 'Unavailable' means that the user will have no anti-spam on the account.

Default Anti-Virus Setting: As with Anti-Spam, you can set the default value. Anti-virus is included as standard but if you wish to switch this off simply set to 'Off'.

Spam Lifespan: The amount of time that spam sits in the quarantine folder before being deleted. We recommend you keep this reasonably short as spam affects quota.



Security: change the mailbox's password.

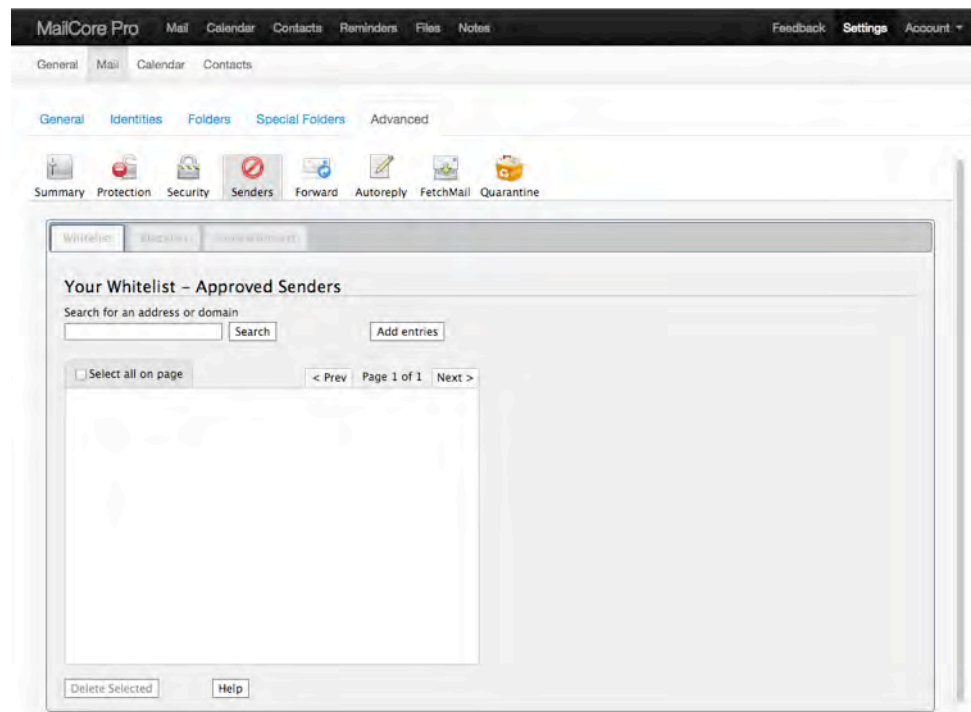


Senders: view, or modify, the mailbox's white and blacklists.

Use the Whitelist function to ensure that emails from specific addresses aren't accidentally filtered out of any incoming mail.

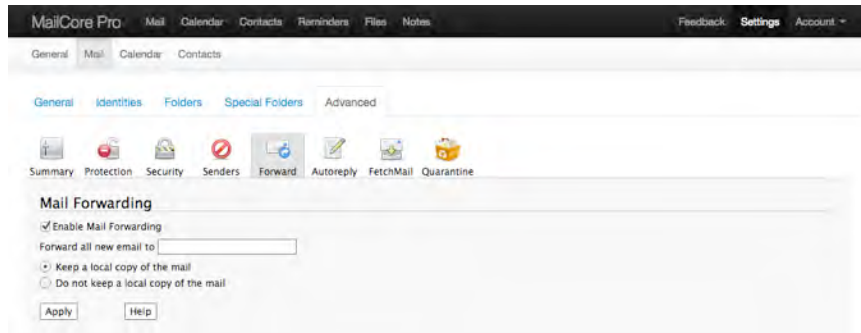
Blacklist is used to block emails from specific email addresses.

The Auto Whitelist function creates a list of email addresses that won't be removed by the Spam Filters - based upon addresses you have previously sent emails to. To enable this ensure that the 'Add all my email recipients to my auto whitelist' tick box is selected.



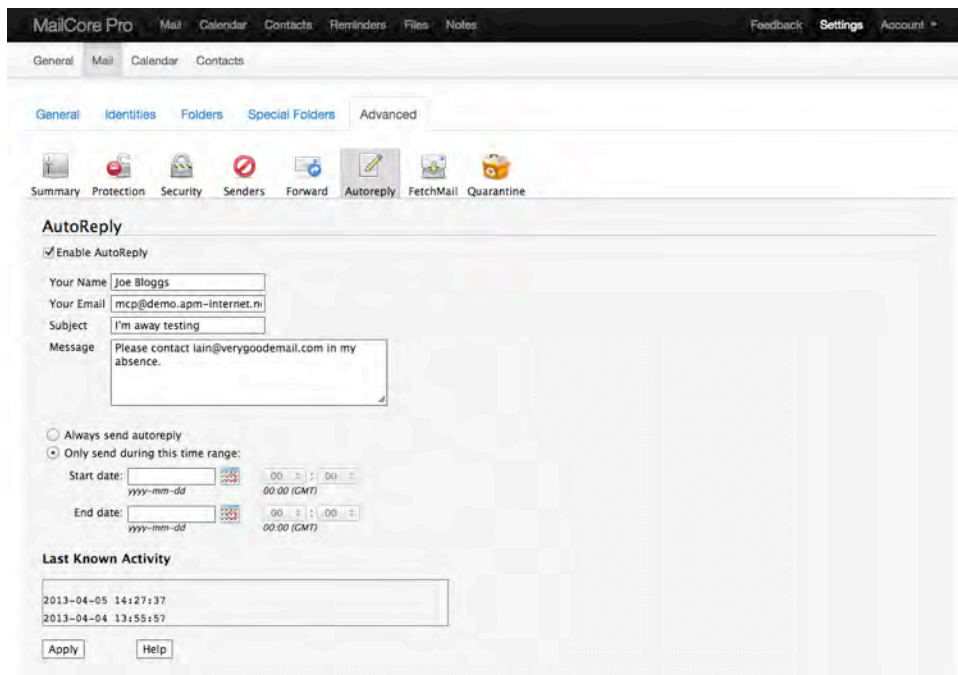
Forward: view or modify SMTP forwarding settings.

Forwarding does just what it says - forwards any email received to another email address - with the option of not keeping a local copy:



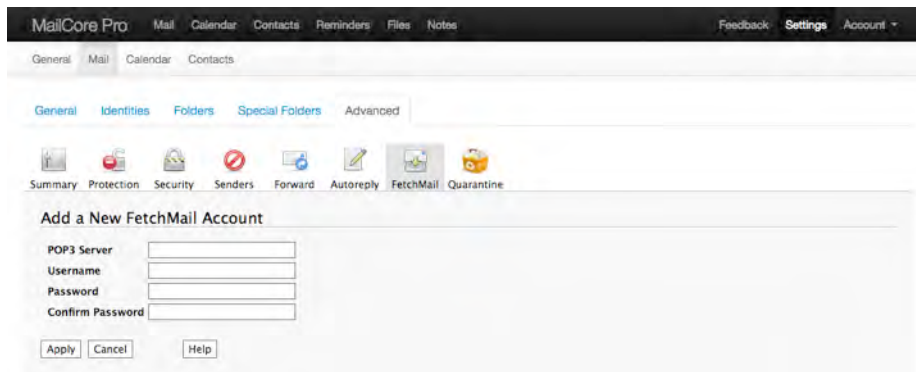
Autoreply: view or modify the mailbox's autoreply setting.

Autoreply, sometimes referred to as 'Out of Office', is very straightforward to use - simply tick the box and enter the text you'd like sent as a reply to any new inbound emails. You also have the option of pre-setting a time range by selecting the relevant 'button'.

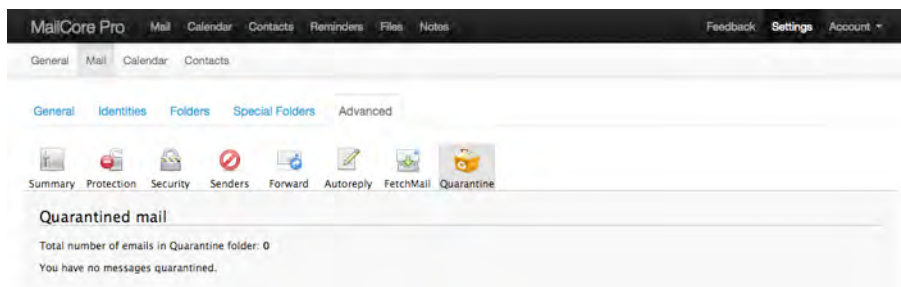


Fetchmail: view or modify fetchmail settings.

Fetchmail is a program for retrieving POP3 emails from remote servers. Simply enter the account details and click 'apply'.

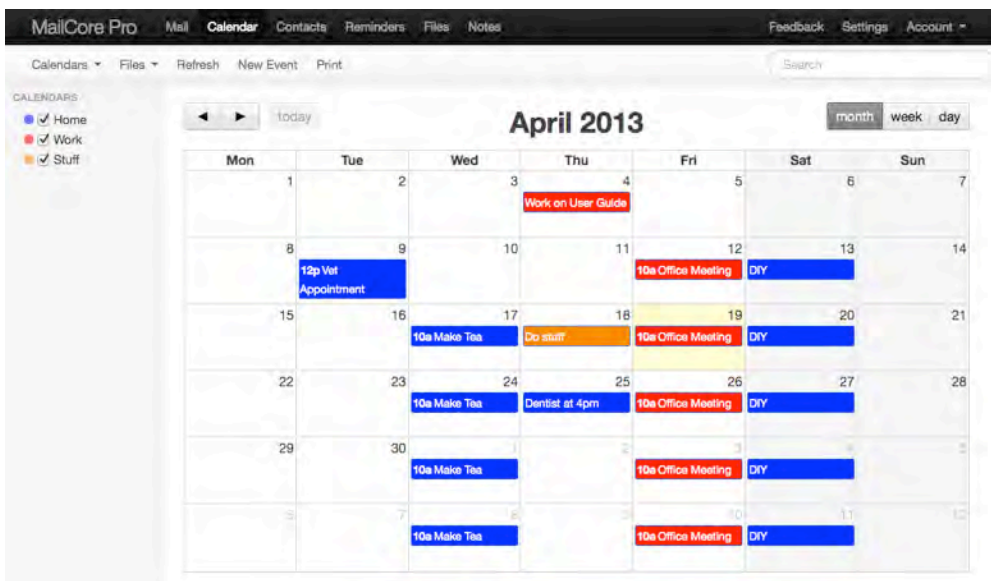


Quarantine: view or modify the mailbox's spam messages. These should also appear in your Spam folder.



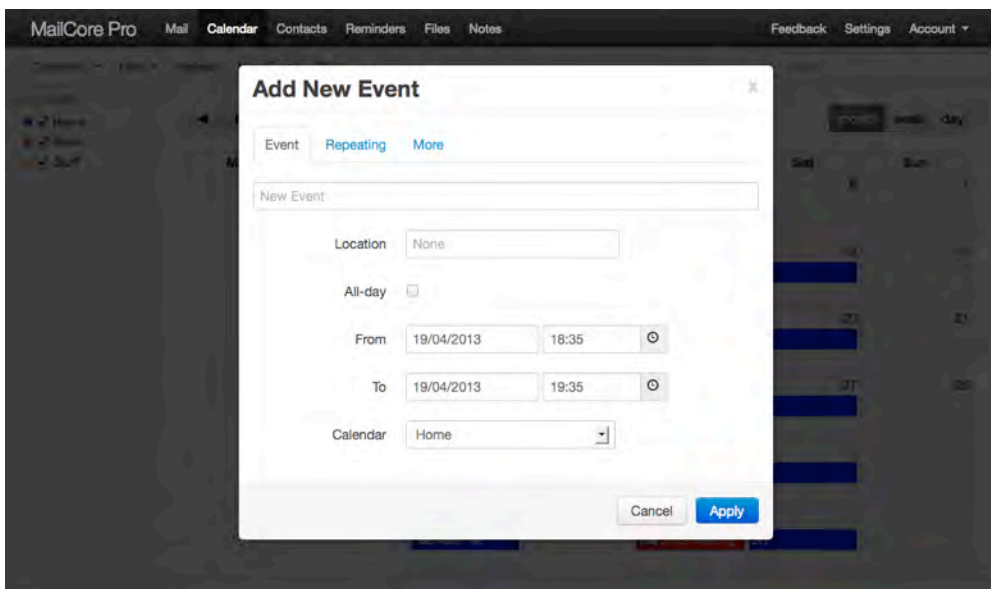
Setting up Calendars

Calendar view



Add New Event:

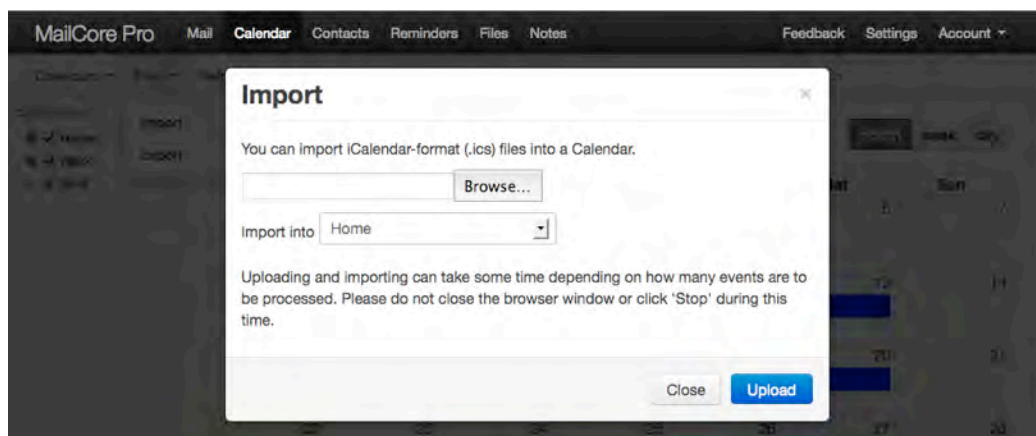
Select 'Calendar' - 'New event'



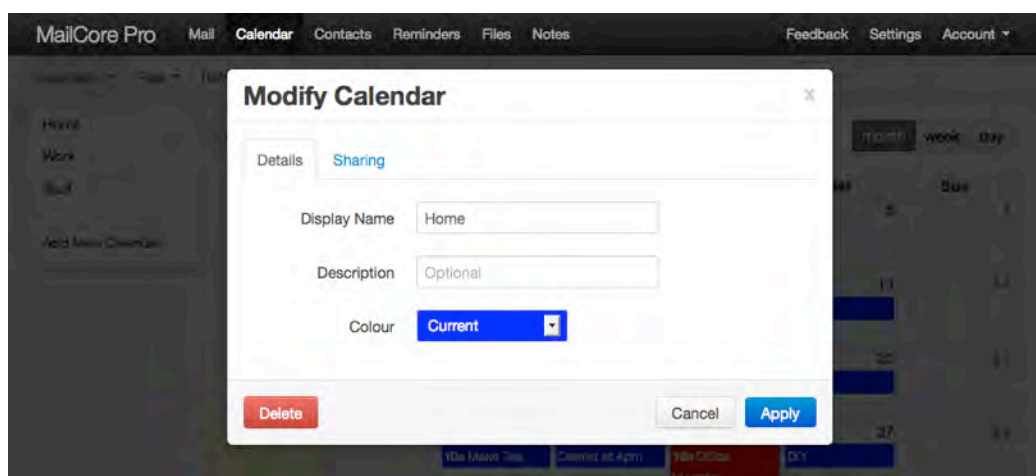
Import

You can import existing calendar files from other platforms into MailCore Pro - go to 'Calendar' - 'Files' - 'Import'. Simply export the relevant calendar from your old calendaring software as a .ics file and save to a suitable location on your PC/Mac/tablet etc. and use the 'Import' tool from within MailCore Pro.

Please note that uploading and importing can take some time depending upon the size of the files concerned. Please do not close the browser window or click stop during this time.

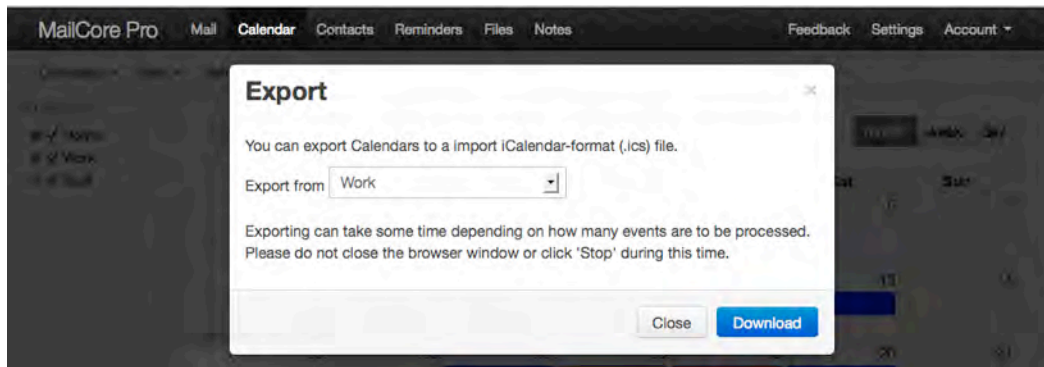


The 'Modify Calendar' screen enables you to manage the titles, descriptions and colours of each of your calendars, or delete them completely.

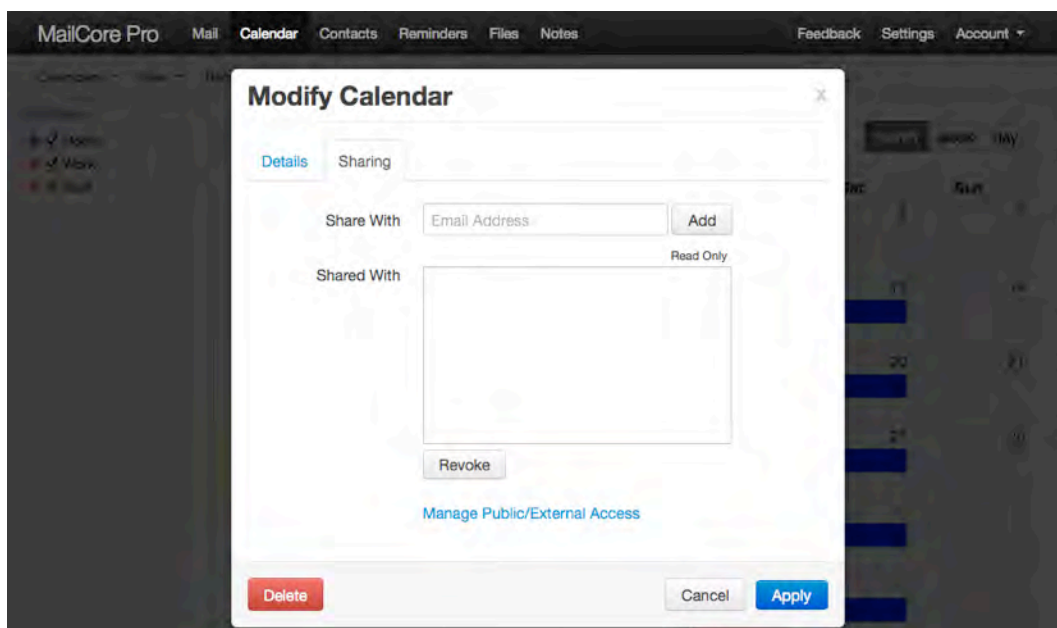


Export Calendar as an .ics file.

The Export tool enables you to create a portable .ics format file that you can then import into another Calendar program. Go to 'Calendar' - 'Files' - 'Import'



Share your calendar with other users - select the relevant calendar - then 'Modify Calendar' and add the email address of the user you wish to share the Calendar with.



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Managing Contact Lists

Creating a new contact:

The screenshot shows the 'New Contact' form in MailCore Pro. The contact name is 'Joe Bloggs' and the company is 'BloggsNet'. The form includes fields for phone number (01234 567890), email (joe@bloggs.net), and website (www.bloggs.net). The address is 123 Any Street, Somecity, Berkshire, AB1 2KG, UK. A note 'Gold Partner' is entered. At the bottom, there are buttons for 'Delete Contact', 'Cancel', and 'Modify Contact'.

And once saved:

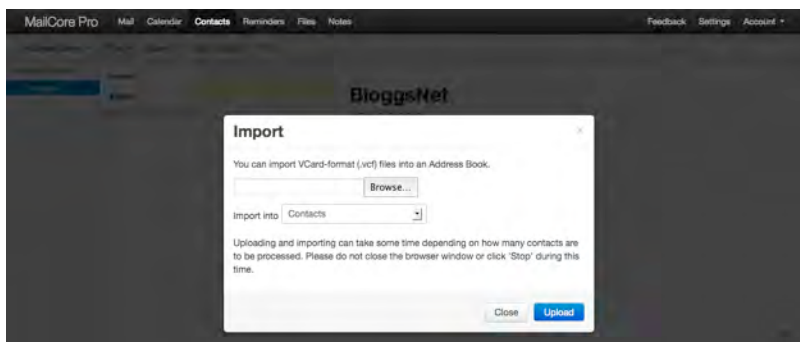
The screenshot shows the contact view for 'Joe Bloggs' at 'BloggsNet'. The contact details are displayed as follows:

- Phone: 01234 567890
- Email: joe@bloggs.net
- URL: www.bloggs.net
- Main: 123 Any Street, Somecity, Berkshire, AB1 2KG, UK
- Note: Gold Partner

An 'Edit' button is visible at the bottom right of the contact details.

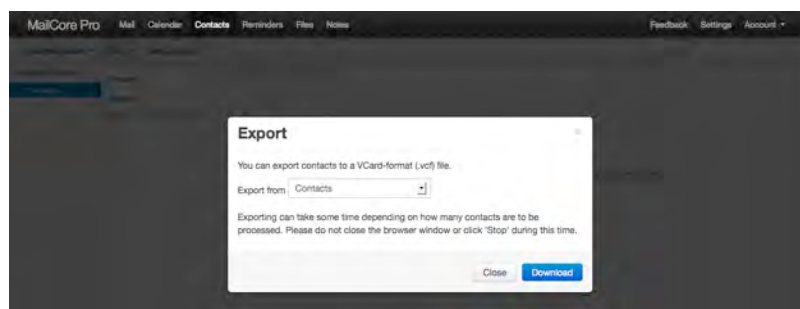
Importing contact list files

Go to 'Contacts' - 'Files' - 'Import':



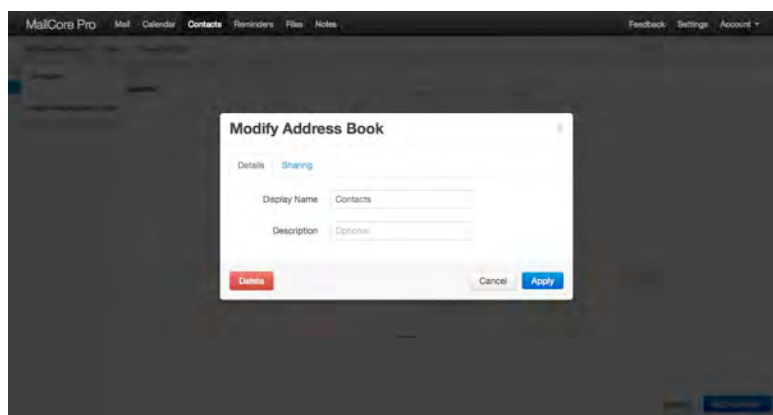
Exporting contact list files

Go to 'Contacts' - 'Files' - 'Export':



Importing contact list files

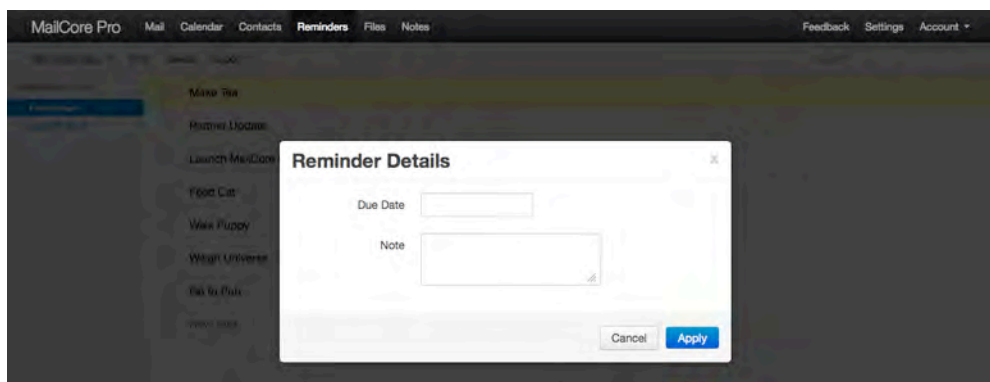
Go to 'Contacts' - 'Address Books' - 'Contacts':



Reminders

To add a Reminder go to 'Reminders' and overwrite the 'New Reminder' text.

To edit the Reminder select 'More' to the right of the one you wish to modify:



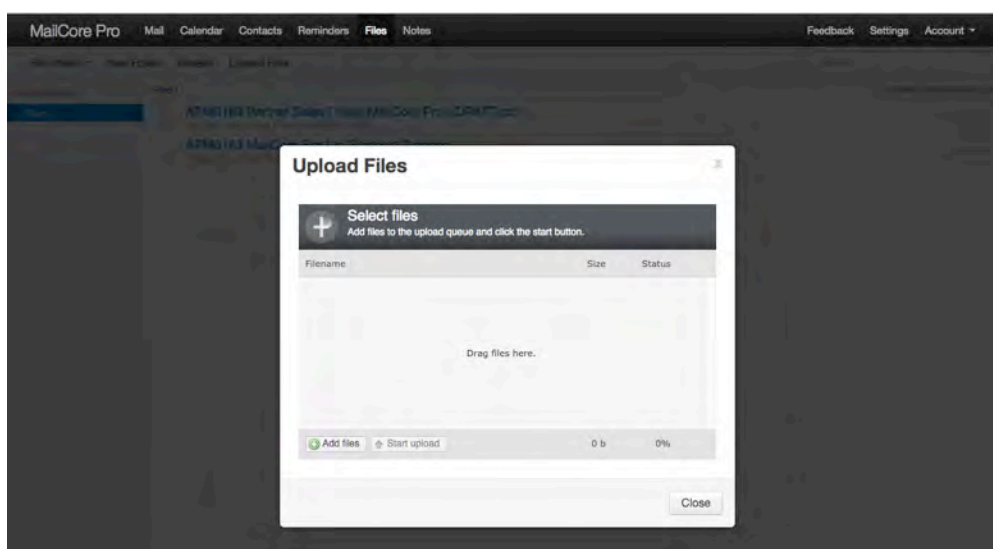
Reminders may be shared/sent to an external email address by selecting the 'Reminders' - 'Reminder Lists' - then select the relevant Reminder List - followed by 'Sharing'. Enter the relevant email address and 'Apply'.

Managing and Sharing Files

File management in MailCore Pro is powerful - yet simple.

To upload files select 'Files' - 'Upload Files'.

There is no restriction on the file type - the storage limit on each mailbox is 25GB in total for non-email storage.

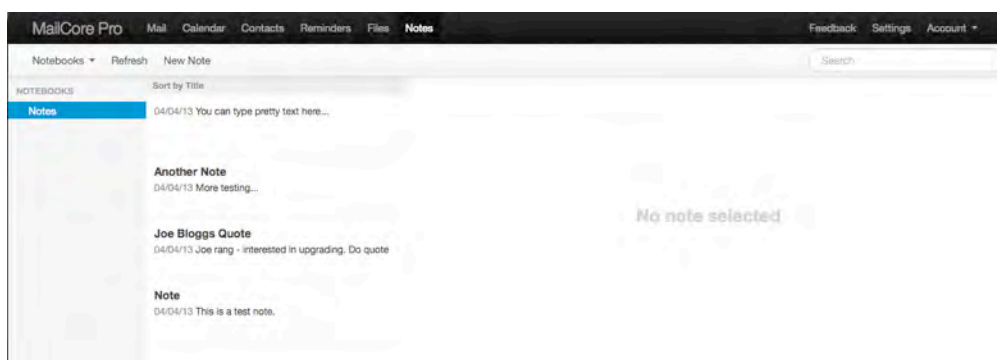




Files can be shared with other MailCore Pro users, as well as anyone with an Internet connection if required. A number of options are available providing a unique URL with, or without logins and passwords.

Using Notes

Using the Notes section is pretty self-explanatory



General

As always, the support team are available to help where required - please contact them - preferably using email as this automatically creates a Support Ticket.

email: support@verygoodemail.com

Phone: +44 (0)1442 927470

Standard support hours 09:00 to 17:30 Monday – Friday.