

HORNET.EMAIL WEBMAIL

www.hornetsecurity.com

THE CLOUD SECURITY PIONEER

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## About this Manual

This manual explains the functions of Hornet.email Webmail. It is a webmail client for Hornet.email accounts which can be accessed under the address **hornet.email** (see Logging in on page 4).

Besides extensive functions for creating, sending and receiving emails, Hornet.email Webmail offers typical functions of a collaboration software, such as organizing events and tasks in calendars or managing address books.

Based on the modular structure of Hornet.email Webmail, this manual is divided into the following four sections:

- Mail (see Mail on page 5)
- Address Book (see Address Book on page 19)
- Calendar (see Calendar on page 20)
- Preferences (see <u>Settings</u> on page 21)



# Logging in

1. Enter hornet.email in the address bar of your browser to log in to Hornet.email Webmail.



The login form of Hornet.email Webmail opens.



Figure 1: Login form

- 2. Enter the username of your Hornet.email account in the Username field.
- 3. Enter the password of your Hornet.email account in the **Password** field.
  - The arrow at the bottom is enabled.
- 4. Optional: If you would like the Hornet.email website to store your username, activate the switch **Remember username**.
- 5. Click on the arrow.

You have logged in to Hornet.email Webmail.



## Mail

Under Mail, you can manage messages and folders.

Under **Mail**, you can read received messages, write new messages and manage your messages. Furthermore, you can perform different actions on the messages.

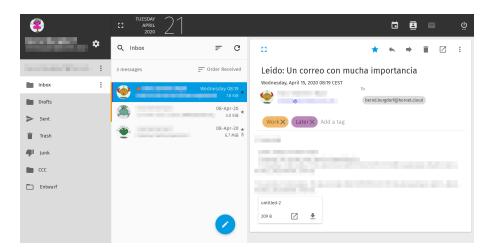


Figure 2: Module Mail

Under Mail, there are three subsections:

- On the left, there is the folder menu. It contains a list of all folders for messages. Besides
  the default folders (see Default Folders on page 6), the folders which you have created
  yourself are displayed. Here you can:
  - manage folders (see Managing Folders on page 6)
  - search for messages (see Searching for Messages in the Folder Menu on page 8)
- In the middle, there is a message list. It lists all messages from the selected folder. Here you can:
  - search for messages (see Searching for Messages in the Message List on page 10)
  - create new messages (see Creating Messages on page 15)
  - perform different actions on messages (see Actions in the Message List on page 12)



- On the right, there is the message view. It displays the message which is currently selected in the message list. Here you can:
  - read messages
  - reply to messages, forward messages and perform other actions on messages (see Actions for Messages on page 12)

### **Default Folders**

Here, the default folders of Hornet.email Webmail are presented.

The folder menu contains the following folders by default:

- Inbox: Here, all received messages are stored.
- · Drafts: Here, message drafts are stored.
- Sent: Here, the sent messages are stored.
- Trash: Here, the deleted messages are stored.
- Spam: Here, messages classified as spam are stored.

# Managing Folders

You have different options to manage folders.

For the management of folders, different actions are available, which you can select from a dropdown menu in the folder menu.

There are two types of actions:

- actions which can be applied both to the default folders and to the folders created by yourself (see Actions for All Folders on page 6)
- actions which can be applied only to the folders created by yourself (see Actions for Folders Created by Yourself on page 7)

### Actions for All Folders

All folders can be managed with several actions.

For all folders, the following actions are available. You can select the actions from a drop-down menu by clicking on i next to the desired folder.



- Mark Folder Read: All messages in the folder are marked as read.
- New Subfolder...: Under the selected folder, a new folder is created.
- **Compact**: The messages of the folder are compressed so that they take up less space in the cloud storage.
- **Export**: The messages of the folder are made available for download in the .eml format within a .zip archive.
- Search: The form for the advanced search of messages opens above the message list (see Searching for Messages in the Folder Menu on page 8).
- Sharing...: With this menu item, you can grant another Hornet.email user rights for the selected folder.

## Actions for Folders Created by Yourself

You can perform additional actions on folders which you have created yourself as a user.

For folders which you have created yourself as a user the following additional actions are available. You can select the actions from a drop-down menu by clicking on inext to the desired folder.

- Rename: You can rename the folder.
- Move To: You can move the folder via a menu as a subfolder into another folder.
- **Delete**: The folder and all its messages are moved to the folder **Trash**. If the folder is already in the folder **Trash**, the folder is permanently deleted by this action.
- Set as Drafts: All messages from the folder are moved to the folder Drafts and the folder is deleted. This option is not available for subfolders.
- **Set as Sent**: All messages from the folder are moved to the folder **Sent** and the folder is deleted. This option is not available for subfolders.
- Set as Trash: All messages from the folder are moved to the Trash and the folder is deleted. This option is not available for subfolders.
- **Set as Junk**: All messages from the folder are moved to the folder **Junk** and the folder is deleted. This option is not available for subfolders.



## Message Search

Hornet.email Webmail offers you two different graphical user interfaces to search for messages in the folders.

- search via the folder menu (see Searching for Messages in the Folder Menu on page 8)
- search via the search field above the message list (see Searching for Messages in the Message List on page 10)

## Searching for Messages in the Folder Menu

You can search for messages in the folder menu.

The message search in the folder menu offers you advanced search options.

1. Navigate to Mail.



The module Mail opens. On the left, the folder menu is displayed.

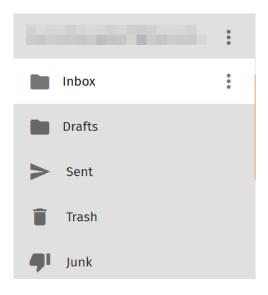


Figure 3: Folder menu



2. Click on inext to the desired account or folder.



#### Notice:

The user interface and the search options are the same for accounts and folders. Only the default search scope (account or folder) differs.

- A drop-down menu opens.
- 3. In the drop-down menu, select **Search**.



Above the message list, a search bar with advanced options is displayed.

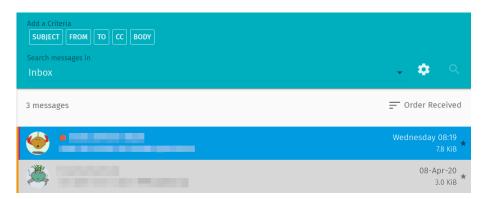


Figure 4: Search bar

4. Under Add a Criteria, select a criterion for the search.



#### Notice:

The criteria refer to fields of the messages.

- SUBJECT: The subjects are searched.
- **FROM**: The senders are searched.
- TO: The recipients are searched.
- CC: The recipients of copies of the messages are searched.
- BODY: The message texts are searched.

You can only define search terms for each criterion individually.

Under the criteria, a search bar appears.



5. Enter a search term for the selected criterion and confirm your entry with the enter key.



The combination of criterion and search term is added to the search bar.

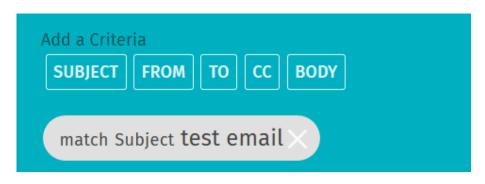


Figure 5: Search term in the search bar

- 6. To add more search terms, repeat the previous steps.
- 7. Under **Search messages in**, select the scope of your search. You can search your whole email account or a folder.
- 8. Optional: Click on to display the advanced search options. The following options are available:
  - Search subfolders: Not only the selected folder but also its subfolders are searched.
  - Match all of the following: The search terms are linked with a logical AND. Only messages which contain all search terms result in a match.
  - Match any of the following: The search terms are linked with a logical OR. All messages which contain at least one search term result in a match.
- 9. Click on Q.
- The messages from the selected email account or folder are searched for the search terms. The search results are displayed in the message list under the search settings.

### Searching for Messages in the Message List

Via the search bar above the message list, you carry out a simple search for messages.

The search bar above the message list offers you the following search options.



1. Navigate to Mail.



The module Mail opens. On the left, the folder menu is displayed.

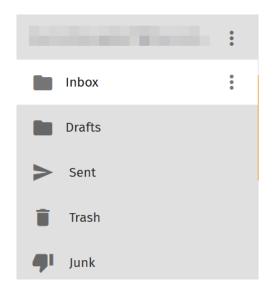


Figure 6: Folder menu

2. Select your account or a folder.



### Notice:

The account or the folder is the search scope.

On the right of the folder menu, the messages from the selected account or folder are displayed in a message list. Above the message list, there is a search bar with a drop-down menu.



3. In the drop-down menu, click on the arrow and select the criterion by which you want to search the messages.



#### Notice:

The criteria refer to fields of the messages.

- Subject: The subjects are searched.
- Sender: The senders are searched.
- Subject or Sender: The subjects and senders are searched.
- To or CC: The direct recipients and the recipients of copies of the messages are searched.
- Entire Message: The message texts are searched.



Figure 7: Search bar with drop-down menu

4. Enter the search term in the search bar and confirm your entry with the enter key.

The messages from the selected account or folder are searched for the search term. The search results are displayed in the message list under the search bar.

# Actions for Messages

You can perform different actions on messages.

In two areas within Hornet.email Webmail, you can perform different actions on messages.

- In the message list (see Actions in the Message List on page 12)
- In the message view (see Actions in the Message View on page 14)

### Actions in the Message List

You can perform different actions on messages in the message list.

You can perform different actions on messages in the message list. To do so, select the desired message by placing the mouse pointer on the avatar on the left. A box appears and you can



select the message by clicking on the box. You can also select several messages at the same time.



Figure 8: Select a message

A toolbar for different actions appears above the message list.



Figure 9: Email actions above the message list

#### Here you can:

- Select all messages: To do so, click on
- Move the selected messages to the folder **Trash**: To do so, click on  $\Box$ .
- ullet Move the selected messages to the folder **Junk**: To do so, click on  $oldsymbol{ }$
- Perform more actions on the selected messages: To do so, click on i and select the desired action from the drop-down menu.
  - Flag: A bookmark is added to the message.
  - Mark as Unread: The message is marked as unread.
  - Mark as Read: The message is marked as read.
  - Save as...: The message is downloaded in the .zip format.
  - Copy To: The message is copied to the selected folder.
  - Move To: The message is moved to the selected folder.



## Actions in the Message View

You can perform different actions on messages in the message view.

Once you select a message from a folder in the module **Mail**, the content of the message is displayed in the message view on the right, On the top of the message view, there is toolbar for different actions.



Figure 10: Email actions

#### Here you can:

- Add a bookmark to the message: To do so, click on . A bookmark is added to the message. The bookmark marks the message as important and makes it easier to find the message again.
- Reply to the sender of the message: To do so, click on •. A reply window opens (see Creating Messages on page 15).
- Forward the message: To do so, click on ▶. A window opens where you can edit the message.

  There, you can add recipients and edit the message before forwarding it.
- Delete the message from the folder: To do so, click on  $\widehat{\blacksquare}$ . The message is deleted from the current folder and moved to the folder **Trash** (see Mail on page 5).
- Open the message in a new window: To do so, click on  $\square$ . The message is opened in a new window.
- Select advanced actions: To do so, click on : . A drop-down with additional actions opens:
  - Add a tag: Under the header of the message, an input bar appears. Here, you can assign labels to the message which make it easier to find the message in the message search. In



the settings, you can manage the labels and assign IMAP labels to them (see Labels on page 26).

- Save as...: The message and its attachments are downloaded in the .zip format.
- Download all attachments: All attachments are downloaded in the .zip format.
- View Message Source: The message is displayed in a plain-text view, showing the source text of the message. You can go back to the previous view by clicking on → in the upper right corner.
- Print...: A menu for printing the message opens.
- Convert To Event: A window for creating events opens. The title of the message is used as the title of the new event. The text of the message is added to the description of the new event.
- Convert To Task: A window for creating tasks opens. The title of the message is used as the title of the new task. The text of the message is added to the description of the new task.

## Creating Messages

Write a new message.

Under Mail, you can create new messages.

- 1. In the upper toolbar, click on  $\square$ .
  - The module **Mail** opens.
- 2. At the bottom of the page, click on  $\angle$ .
  - A selection menu with two other icons opens.
- 3. Click on one of the two icons:
  - Click on  $\square$  to write the message in a new window. Then, a new window opens in your browser.
  - Click on 🗗 to write the message in the current window. The interface for creating messages opens as an overlay in the current window.



4. Enter the name of the recipient in the field To.



#### Notice:

There are advanced options for adding recipients (see Adding Additional Recipients on page 16).

5. Enter the subject of your message in the field **Subject**.



#### Important:

The field Subject is mandatory. Hornet.email does not allow you to send messages without a subject.

- The button is enabled.
- 6. Write your message and format it as you like.
- 7. Optional: Assign a priority to the message, configure encryption options for the message or demand a return receipt (see Configuring Advanced Options on page 17).
- Above the message, click on  $\geq$  to send the message.



#### Notice:

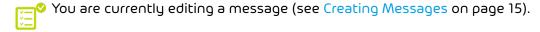
Alternatively, you can save your message as a draft to later continue editing the message. To do so, click on 🖬 above the message.



You have created and sent a new message.

## Adding Additional Recipients

You can add additional recipients of copies or blind copies to your messages.



Besides the direct recipients, you can add additional recipients of copies or blind copies to your messages. For this purpose, there are two buttons in the view for editing messages on the right of the address bar.





Figure 11: Buttons CC and BCC

1. Notice:

**CC** stands for "Carbon Copy" (copy). The indicated recipients receive a copy of the message. The other recipients can read the addresses of the recipients of copies.

**BCC** stands for "Blind Carbon Copy" (blind copy). The indicated recipients also receive a copy of the message. The other recipients do not see the recipients of blind copies.

On the right of the address bar, click on **CC** or **BCC** to add recipients of copies or blind copies.

- An additional address bar appears.
- 2. Enter the addresses of the recipients in the additional address bar.
- You have added recipients of copies or blind copies.

### Configuring Advanced Options

The advanced options allow you to assign a priority to your messages, to configure encryption options for the messages and to demand return receipts.

You are currently editing a message (see Creating Messages on page 15).

The advanced options allow you to assign a priority to your messages, to configure encryption options for the messages and to demand return receipts. In the view for editing messages, there is a button for the advanced options.





Figure 12: Advanced options next to the subject line

- 1. On the right of the subject line, click on :.
  - A drop-down menu with advanced options opens.
- 2. Select the desired items from the sections of the menu:
  - **Return Receipt**: If the recipients agree, you will receive a return receipt as soon as the recipients have opened your message.
  - Security: Here, you can select the following options independently from one another:
    - Sign: Your message is automatically signed when it is sent.
    - Encrypt: Your message is sent encrypted.
  - Priority: Here, you can determine the priority of your message. The values Highest,
     High, Normal, Low and Lowest are available. The message is tagged with a flag, which informs the sender about the priority of the message.
- You have configured the advanced options.



## Address Book

Under Address Book, you can manage address books.

Under **Address Book**, you can manage your own address books and maintain your contact data. Furthermore, you can subscribe to shared folders and search for contacts in a global address book.

You can rename your own address books, export them, share them with other users and generate links to your address books for authenticated users. Besides, you can import data of individual contacts or whole address books.

In your address books, you can create, export and again delete both contact data for individual contacts and distribution lists.

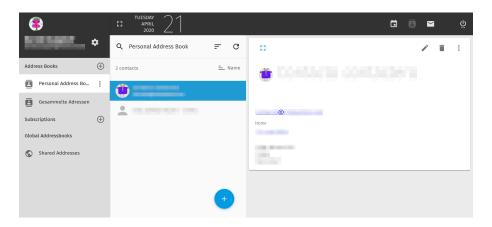


Figure 13: Module Address Book



## Calendar

In the calendar, you can manage tasks and events for your own calendars and subscribe to shared and web calendars.

Under **Calendar**, you can create and manage your own calendars and subscribe to shared and web calendars. On the right side, you can display the calendars, tasks and events in different views as well as print them.

You can rename and export your own calendars, share them with other users and generate links to your calendars for authenticated users. You can also import calendars. Furthermore, you can set the notification for reminders and tasks as well as the notifications for changes in your calendars. You can also select which calendars are displayed.

In your calendars, you can create, edit and delete both tasks and events.

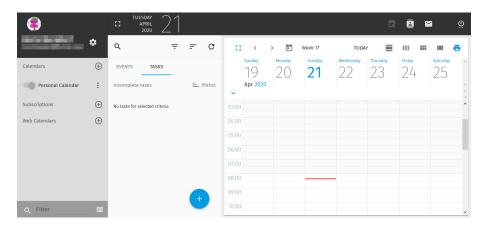


Figure 14: Module Calendar



# Settings

Hornet.email webmail has extensive configuration options.

You can access the Hornet.email Webmail settings from any module by clicking on  $\square$ . The settings are divided into modules and are accessible under **Settings** using a menu on the left side:

- General (see General Settings on page 21)
- Calendar (see Calendar Settings on page 22)
- Address Book (see Address Book Settings on page 23)
- Mail (see Email Settings on page 24)

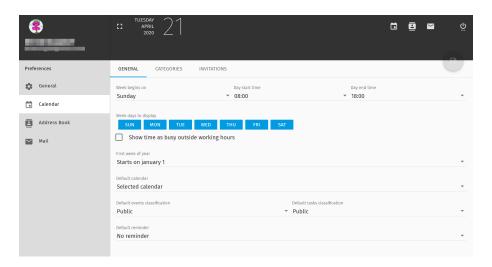


Figure 15: Hornet.email settings

# General Settings

Under Settings#-General you can adjust the display of Hornet.email Webmail.

Under **Settings**#-**general** the following settings are available to adjust the display of Hornet.email webmail:



Table 1: General Settings

SETTING	DESCRIPTION / OPTIONS
Language	Display language of Hornet.email Webmail. You can choose from over 30 different languages and language variants.
Current Time Zone	Your time zone (e.g., UTC). The time zone is used for displaying time information.
Short Date Format	Short display format for calendar data.
Long Date Format	Long display format for calendar data.
Time Format	Display format for times.
Default Module	The module which is displayed immediately after login. You can select either one of the three modules <b>Mail</b> , <b>Calendar</b> , <b>Address Book</b> or the <b>Last used</b> module.
Refresh View	Refresh interval of the view. With a shorter interval, you will receive new emails and calendar changes earlier.
Use Gravatar	Activate this checkbox if you want to use a Gravatar.
Alternative Avatar	If you do not have a Gravatar, you can select an alternative avatar that will be displayed if the <b>Use Gravatar</b> checkbox is selected.
Animation Level	Amount of animations for changes and transitions in Hornet.email Webmail. A higher animation level may slow down the page. The available animation levels are <b>Normal</b> , <b>Limited</b> and <b>None</b> .

# Calendar Settings

Under Settings#-Calendar you can adjust settings related to the Calendar module.

Under **Settings**#**~Calendar** you can adjust settings related to the **Calendar** module. The calendar settings are divided into three tabs:

- GENERAL: Here you can make general settings for calendars, events and tasks.
- CATEGORIES: Here you can manage calendar categories.



INVITATIONS: Here you can prevent being invited to events and add exceptions.

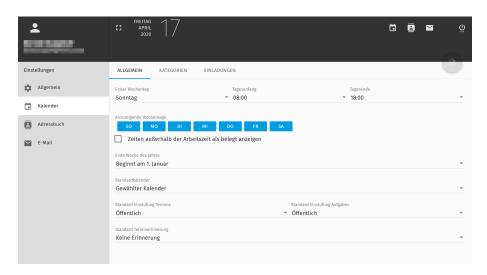


Figure 16: Calendar settings

# Address Book Settings

Under **Settings**#->**Address Book**, you can manage contact categories.

Under **Settings#**-Address Book, you can manage contact categories. Upon your first login, default categories are available. You can perform the following actions on contact categories.

- Create a contact category: Click on ADD CONTACT CATEGORY.
- Change a contact category: Click on the name of the desired category. The field becomes editable and you can change the text.
- Delete a contact category: Click on a next to the desired contact category.



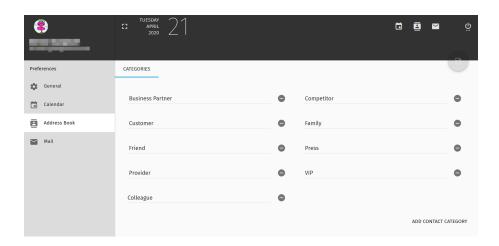


Figure 17: Address book settings

## **Email Settings**

Under Settings#-Mail you can adjust settings related to the Mail module.

Under **Settings**#-**Mail** you can adjust settings related to the **Mail** module. The email settings are divided into four tabs:

- GENERAL (see General Email Settings on page 25)
- LABELS (see Labels on page 26)
- IMAP-ACCOUNTS (see IMAP Accounts on page 27)
- VACATION (see Vacation on page 28)



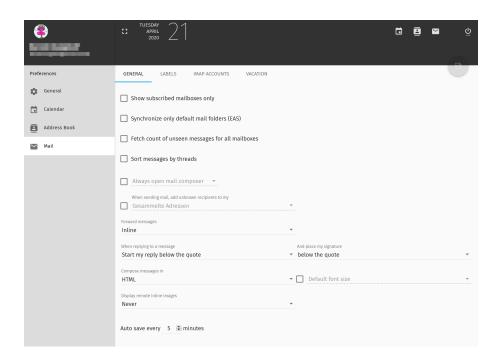


Figure 18: Email Settings

## General Email Settings

Under **Settings**#-**Mail**#-**General**, you can adjust general settings related to the **Mail** module.

Under **Settings**#-**Mail**#-**General** you can adjust the following general settings for the **Mail** module.

Table 2: General Email Settings

EXPLANATION
Only the folders subscribed by the user are displayed in the <b>Mail</b> module.
Only the default folders are synchronized in the <b>Mail</b> module.
By default, a counter is displayed not only next to the <b>Inbox</b> folder, but next to each folder.
If the checkbox is activated, messages are sorted by topic.



SETTING	EXPLANATION
Always open mail composer	You can specify where the email composer is displayed. Possible values: <b>Inside current</b> window, In a popup window.
When sending mail, add unknown recipients to my	You can specify where unknown recipients of your emails are added to by default.
Forward messages	You can specify how messages are forwarded. Possible values: Inline, As Attachment.
When replying to a message	You can specify where in a reply message the reply begins. Possible values: <b>Start my reply below the quote</b> , <b>Start my reply above the quote</b> .
And place my signature	You can specify where in a reply message the automated signature is inserted. Possible values: <b>below my reply</b> , <b>below the quote</b> .
Compose messages in	You can specify in which format messages are composed. Possible values: <b>Plain text</b> , <b>HTML</b> .
Default font size	You can select a default font size from 8 to 72px.
Display remote inline images	You can specify when embedded images are displayed in messages. Possible values: <b>Never</b> , <b>Always</b> .
Auto save every minutes	You can specify how often (in minutes) messages are saved as drafts.

#### Labels

Under Settings#-Mail#-LABELS, you can define labels and assign IMAP labels to them.

Under Settings#-Mail#-LABELS, you can define labels and assign IMAP labels to them. As soon as you mark messages with one of these labels (see Actions for Messages on page 12), they are marked with the corresponding IMAP label (see https://tools.ietf.org/html/rfc5788). The IMAP



labels are interpreted differently by different email clients and can, for example, lead to changes in the display.



Figure 19: Label Important

In the above example the label **Important** was defined. Messages marked with this label contain the IMAP label \$label1. In Hornet.email Webmail, this IMAP label causes the affected messages to be displayed in the message list with a red tag.

After the first login, the **Labels** section shows a list of predefined labels. Here you can perform the following actions:

- Create a label: Click on CREATE LABEL.
- Edit a label:
  - Click on  $\stackrel{\triangle}{=}$  to select a color for the messages tagged with that label.
  - Under Label enter a name for the label as you would tag your messages.
  - · Under IMAP Label enter the IMAP label with that the messages shall be tagged internally.
- Delete a label: Click on a next to the desired label.

#### **IMAP Accounts**

Under Settings#-Mail#-MAP ACCOUNTS, you can edit your IMAP accounts.

Under **Settings**#→**Mail**#→**MAP ACCOUNTS** you can edit your IMAP accounts. To do so, click on ✓. A settings window opens.

The settings are divided into two tabs: SETTINGS and SECURITY.

#### **SETTINGS**

Under SETTINGS you can adjust the following settings:

#### Table 3: SETTINGS

SETTING	EXPLANATION
Server Name	Name of the server of your IMAP account.
	_



SETTING	EXPLANATION
Port	Port number of your IMAP account.
Encryption	Encryption method applied to your IMAP account Possible values: <b>None</b> , <b>SSL</b> and <b>TLS</b> .
User Name	The user name for your IMAP account.
Name	Name displayed as the sender of the messages you send.
Email	The email address of you IMAP account.
Signature	Signature that can be automatically added to your messages. See Configuring Advanced Options on page 17. You have various formatting options for your signature.
When I receive a request for a return receipt	Here you define what should happen when you receive a request for a return receipt.  Possible actions: Never send a return receipt or Allow return receipts for some messages.

#### **SECURITY**

Under **SECURITY**, you can install a MIME Certificate. The installed certificate is shown under **MIME** Certificate.

To install a MIME certificate click on CHOOSE PKCS12 CERTIFICATE... and select the certificate. Enter the import password for the certificate in the field Certificate Import Password and click on UPLOAD. Confirm your input with OK.

## Vacation

 $\label{lem:condition} \textbf{Under Settings #-} \textbf{Mail} \textbf{\#-} \textbf{VACATION}, \textbf{you can adjust settings related to out-of-office messages}.$ 

Under **Settings**#-**Mail**#-**VACATION**, you can create and configure out-of-office messages.



Table 4: Vacation Settings

Enable vacation auto reply	Out-of-office messages are activated. Only if sending is activated, the other settings are displayed.
Auto reply subject	A field for entering the subject is displayed.
Auto reply message	Enter the text of your absence message in this field.
Email addresses (seperated by commas)*	Email address that is specified as the sender of the automatic messages. You can add your default address by clicking on ADD DEFAULT EMAIL ADDRESSES on the right.
Days between responses	To avoid sending several out-of-office messages to the same sender on the same day, you can set the number of days between automatic replies here.
Do not send responses to mailing lists	No automatic out-of-office messages are sent to mailing lists.
Enable auto reply on	Start date for sending the out-of-office messages. If the checkbox is activated, a date must be entered.
Disable auto reply on	End date for sending the out-of-office messages. If the checkbox is activated, a date must be entered.
Always send vacation message response	The vacation message is sent prior to applying your filters.
Discard incoming mails during vacation	If this checkbox is activated, incoming emails are not stored in your <b>Inbox</b> .

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Hornetsecurity GmbH
Am Listholze 78 | 30177 Hannover | Germany
Phone:+49 511 515 464-0 | info@hornetsecurity.com
www.hornetsecurity.com