



1. SquirrelMail overview

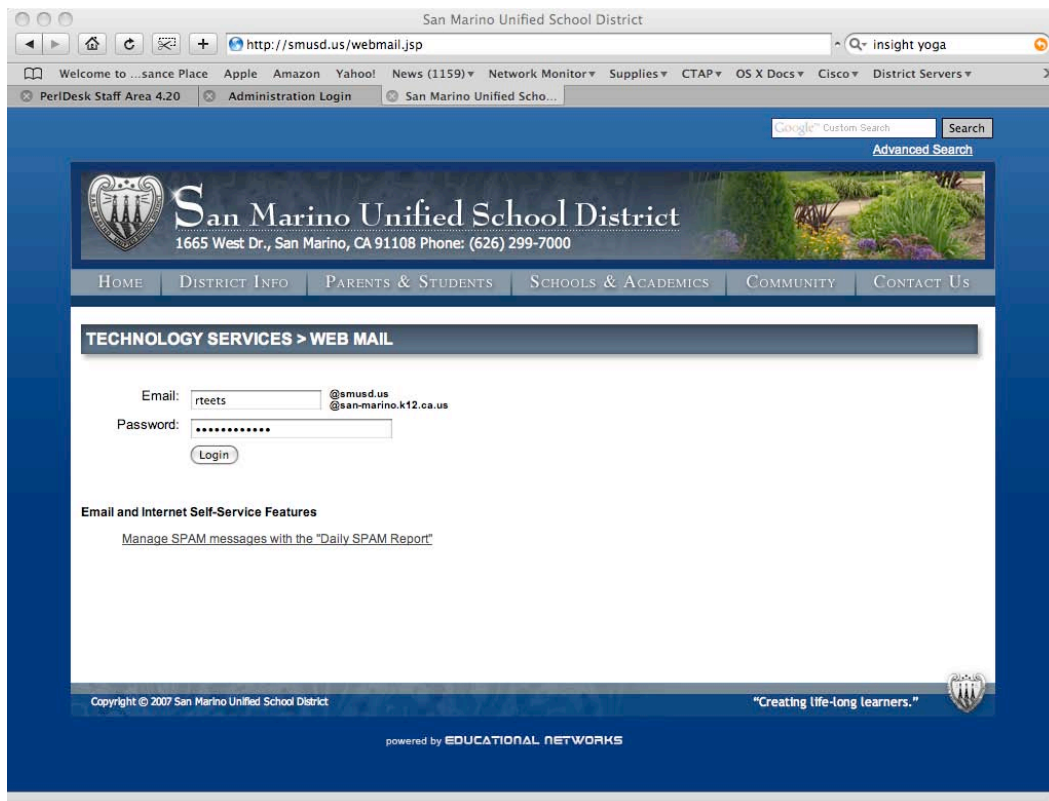
SquirrelMail is a standards-based webmail package written in PHP. It includes built-in pure PHP support for the IMAP and SMTP protocols, and includes built-in pure PHP support for the IMAP and SMTP protocols, and maximum compatibility across browsers. It has very few requirements and is very easy to configure and install. SquirrelMail has all the functionality you would want from an email client, including strong MIME support, address books, and folder manipulation.

2. Using SquirrelMail

2.1 Overview

SquirrelMail is an interface to your organization's email system through the web. It has all the functionality you would want from an email client, including strong support for attachments, address books, calendar and folders. SquirrelMail is also highly customizable. Your systems administrators can write, install, and share "plugins" at your SquirrelMail server to extend its functionality to meet your organization's needs. Because of the high level of customization available to your organization with SquirrelMail, some of the items in this manual may not apply to you. Most should, and we have made every effort to note things that may differ in your situation.

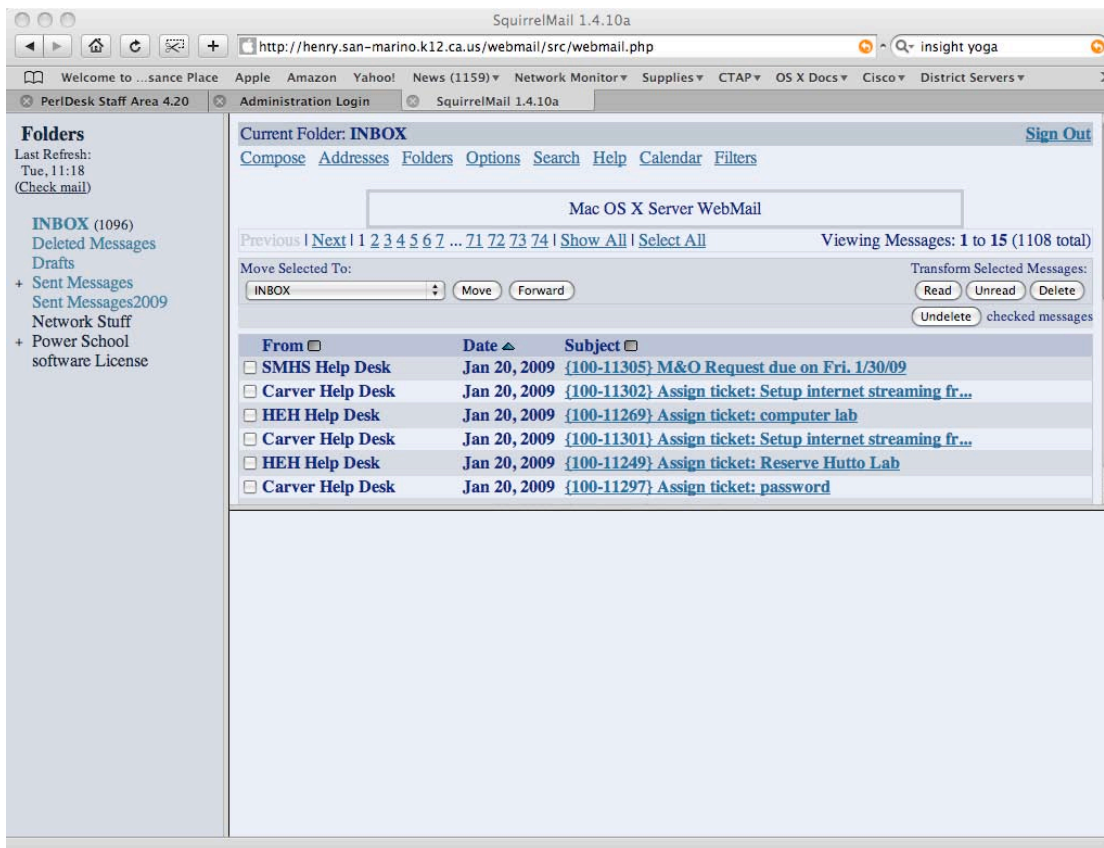
2.2 Logging in



1. Enter your username in the name field (if in doubt: use just the portion of your email address that is to the left of the @ symbol).
2. Enter your password in the password field. Your password will show up as asterisks (*); this is a security feature to prevent other people from viewing your password when you type it in.
3. Press the "Login" button. If you're can't get in, double check your username and password, and then contact your administrator if you still have problems. Some SquirrelMail installations, but not all, allow a user to change their password through the web interface. If this is a feature you need, but don't have, contact your administrator. It is possible to create a link (or bookmark) to the login page that will make it use a default username. To

do this add the text ?loginname=username to the end of the URL (which previously ended with login.php), here "username" should be substituted by your actual username.

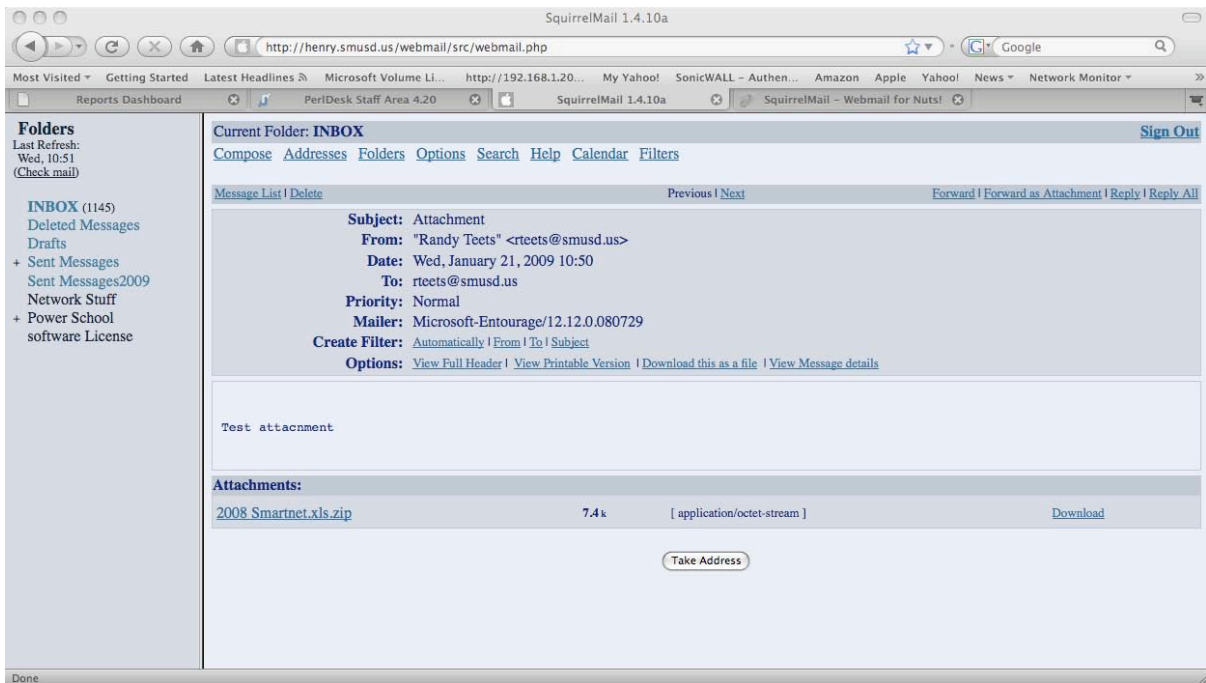
2.3 Reading e-mail



Click on a folder on the folder bar to display a list of messages in that folder. Unread messages cause the folder name to be bold. Once the folder is clicked on, those unread messages are bold in the folder view. Click on the subject to read the message.

A bar containing three fields (From, Date, and Subject) is next. These headings separate the message table into logical parts. From tells you who sent you the message, or at least what email address it came from. Date shows the day on which the email was sent. Subject displays what the sender entered as the subject. Note: Between the Date and Subject columns is a small column that is unlabeled. There could be a "+", "!" or an "A" in there. If you see the "+", that means that the message has attachments; if you see the "A", that means that you have answered the message, and if you see the "!", then the message was marked as urgent!

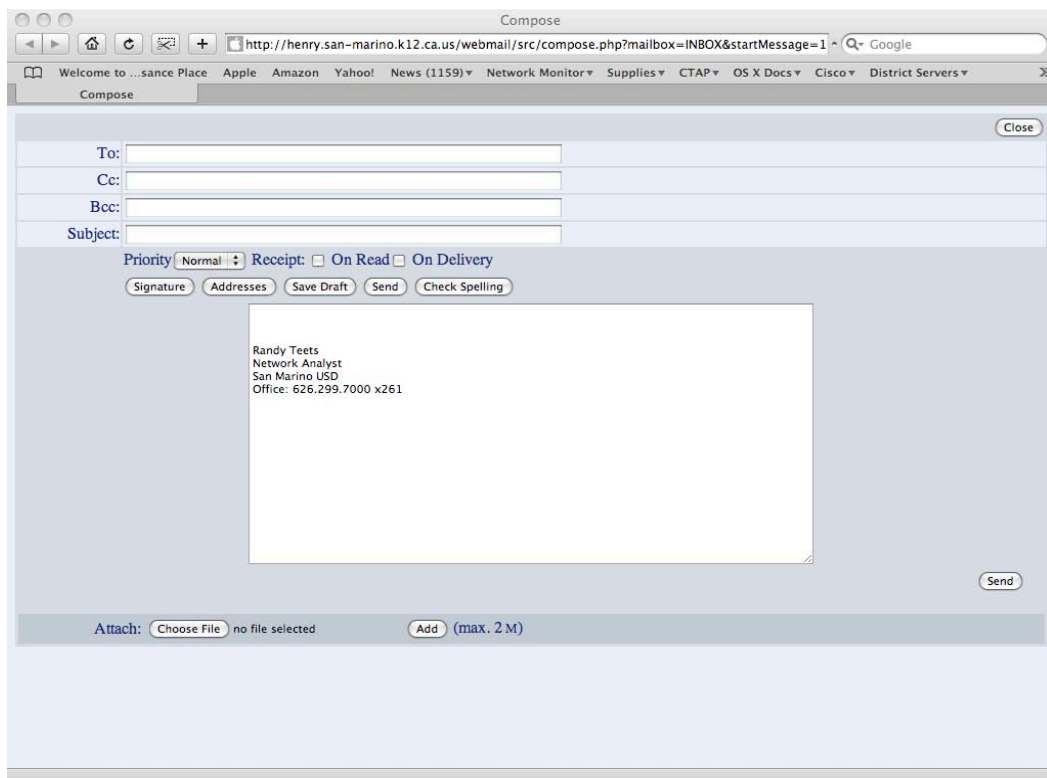
Reading attachments



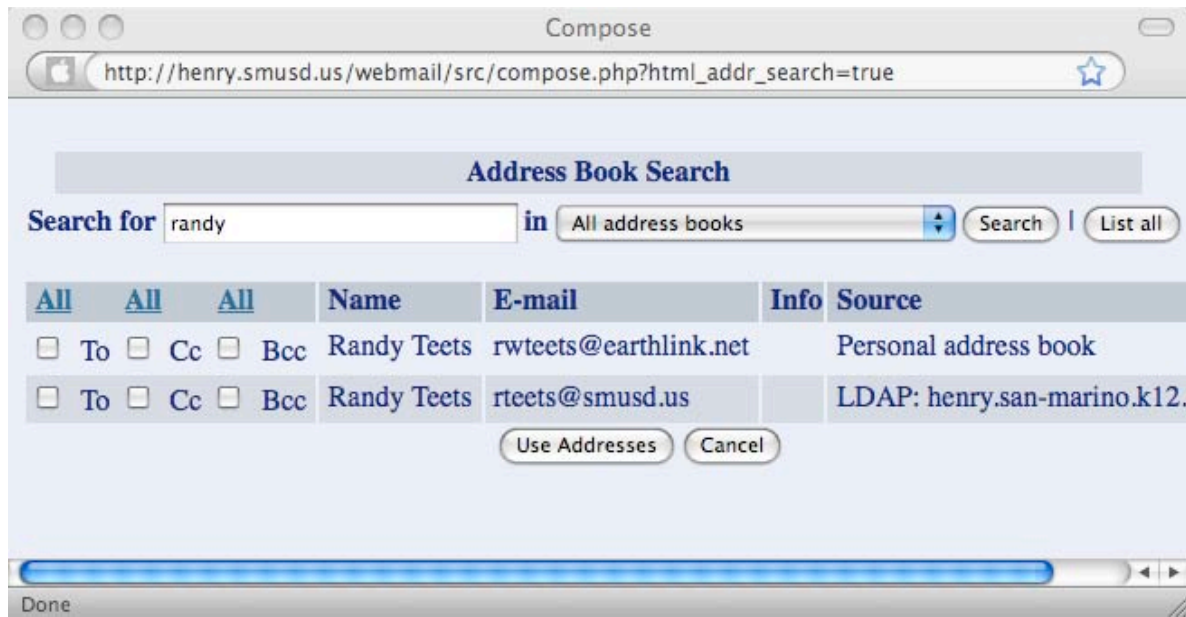
If an email contains an attachment, it will be listed at the bottom of the email you are reading. Depending on how your web browser is set up, it may know how to open various types of attachments. In order to view attachments, you must have a program that can open that type of file.

2.4 Sending e-mail

To send a new message, click on the compose link on the top of the screen. To reply, click on reply or reply All on the top right of the message. Then the following window will open:



The address link will allow you to add addresses to the To: CC: or BCC: fields from your personal address book and the district LDAP address book.

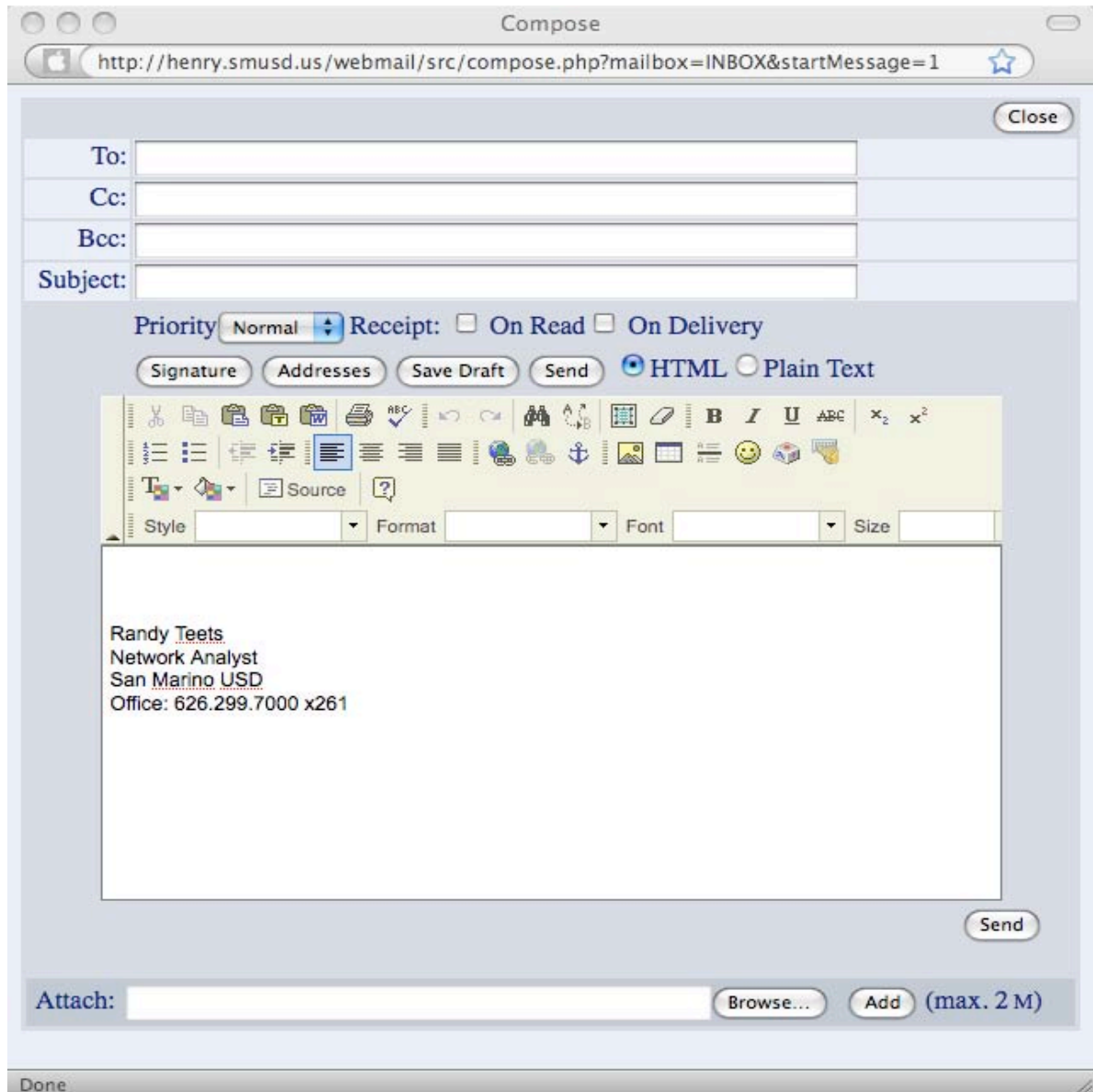


A drop down box exists for selecting the priority of the message, and Rcpt check boxes are there for opening and receiving of the email confirmations.

Depending on your option configuration, Sent messages may be stored in the sent message folder, or they may be cc'd to an address you specify.

Attaching documents

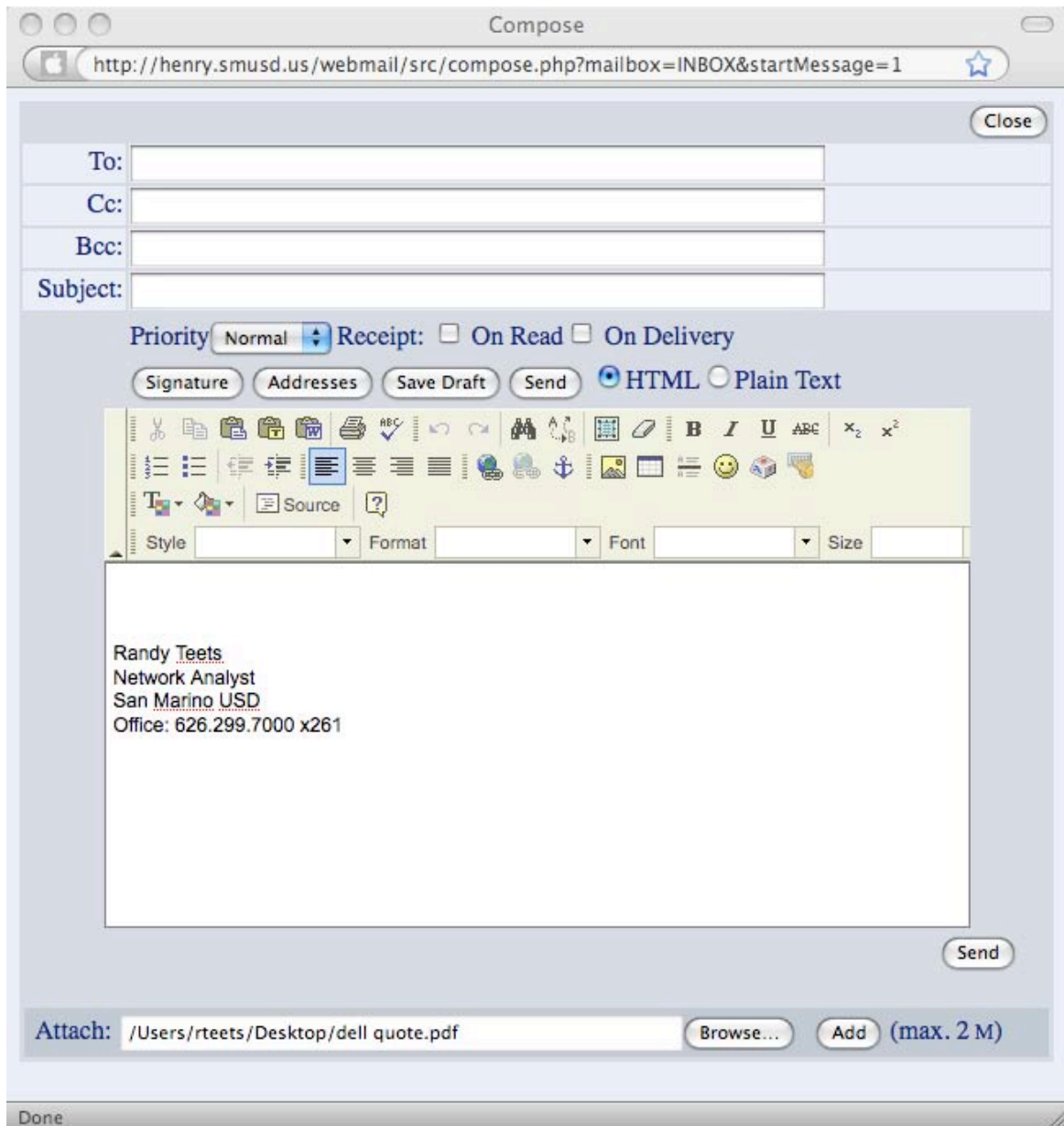
To send an attachment, you must be composing a message.



At the bottom of the compose window, there should be a form field labeled Attach with a Browse and an Add button next to it.

Click the Browse button. Locate the file on your computer that you want to attach. Select it (single click) and click OK or Open.

The box at the bottom of your window should now contain the location of the file, as well as the file's name. Click Add to transfer the file to the SquirrelMail server.



The file's name should now be listed at the bottom of the compose screen, with a checkbox next to it. The other information listed is the MIME type and the file size in parenthesis.

You can add as many attachments to a message as you want. However, the files should have different names. SquirrelMail will allow you to send a message containing multiple attachments with the same name, but when the recipient saves them, they may accidentally overwrite one with another.

If you want to remove one or more attachments from your message, check the checkbox next to the attachment(s) you wish to delete and press the 'Delete selected attachments' button.

Attachment compatibility and size

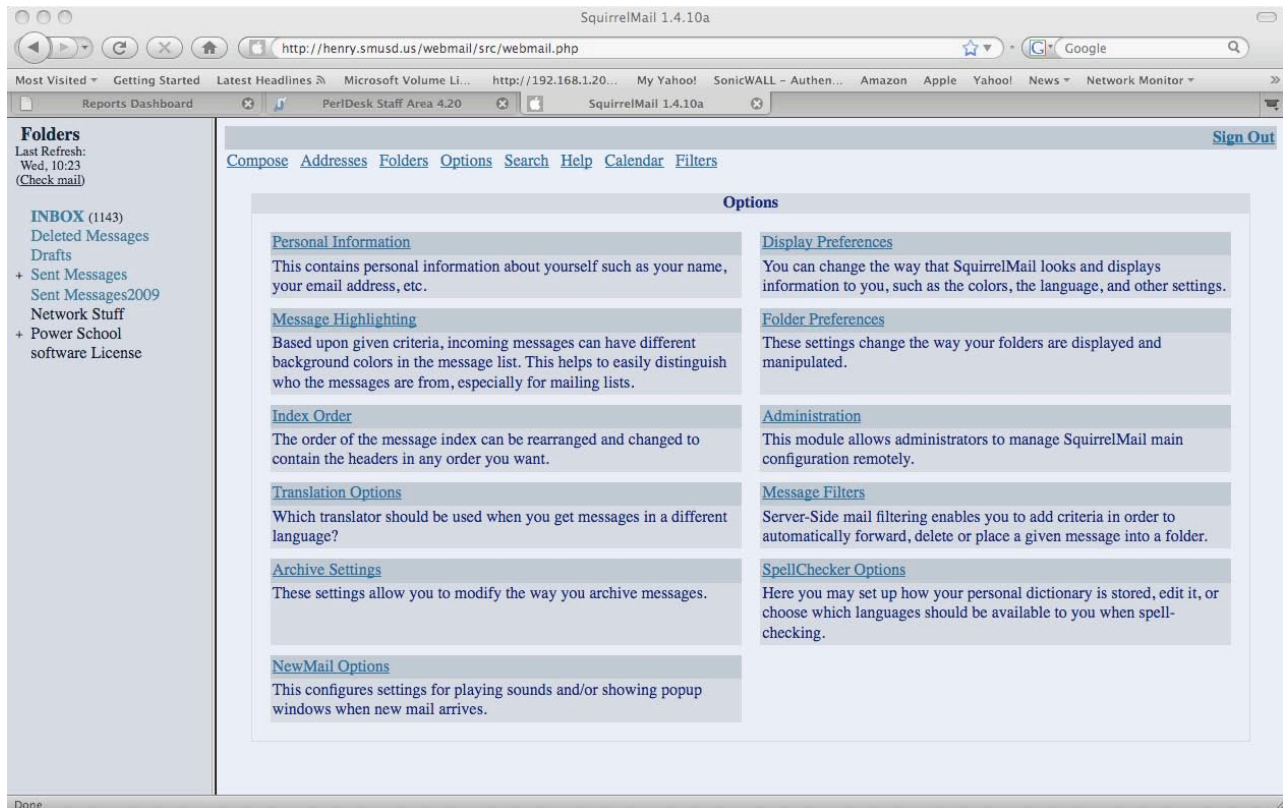
SquirrelMail sends your attachments in the industry standard MIME format. However, this does nothing to ensure that the person you are sending the file to can read the type of file you are sending. For example, if the file you are sending is a Microsoft Word 2000 document, and the recipient does not have a program that can open Microsoft Word 2000 documents, the recipient will not be able to view your attachment.

You should also be mindful of the size in Kilobytes of your attachments. Images, and word processing documents with images in them can get deceptively large. The size of each of your attachments is listed in parenthesis by its name at the bottom of the compose screen.

Our mail server currently has a maximum message size limit of 10 megabytes.

2.5 Setting preferences

From any Squirrel Mail window, you can select "Options" at the top of the screen, to review or edit your user preferences.



Options available are:

- Personal information
- Message highlighting
- Index order
- Display preferences
- Folder preferences
- Mail archiving
- Translation options

Personal information

The screenshot shows the SquirrelMail 1.4.10a webmail interface. The browser address bar shows the URL <http://henry.smusd.us/webmail/src/webmail.php>. The page title is "Options - Personal Information". The form is divided into several sections:

- Name and Address Options:**
 - Full Name: Randy Teets
 - E-mail Address: rteets@smusd.us
 - Reply To: rteets@smusd.us
 - Signature: Randy Teets, Network Analyst, San Marino USD, Office: 626.299.7000 x261
- Multiple Identities:** [Edit Advanced Identities](#) (discards changes made on this form so far)
- Timezone Options:** Your current timezone: Same as server
- Reply Citation Options:** Reply Citation Style: No Citation
- Signature Options:** Use Signature: Yes No; Prefix Signature with '-': Yes No

A "Submit" button is located at the bottom right of the form.

Name and Address Options (all fields are optional)

Enter your name. This will be used to identify you in outgoing email.

Email Address

Enter your email address. Email you send will show this address in the FROM: line.

Reply To

Enter the email address you would like people to reply to. Most email clients will use this email address instead of the "From" address when replying to mail you send.

Signature

If you would like to include a short message or "signature" at the bottom of your emails, you can type it here.

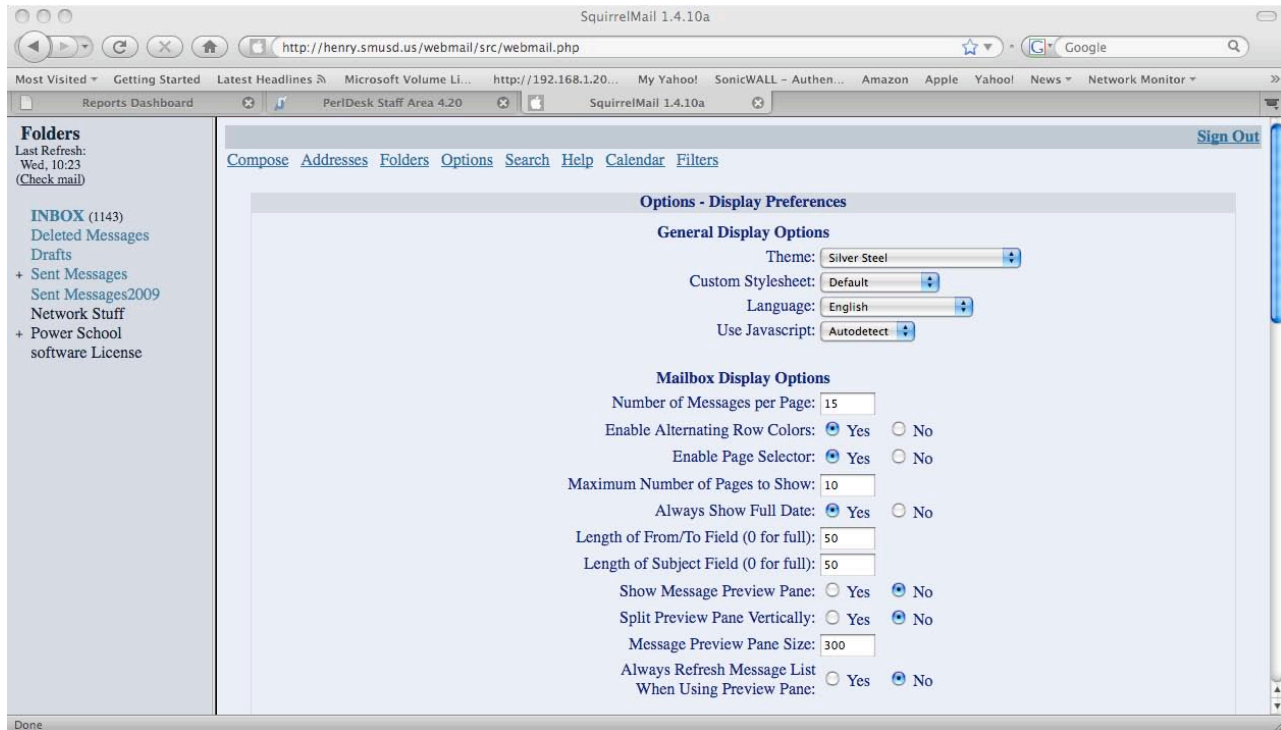
Multiple Identities

If you like to have multiple email addresses, signatures or names, you can enter them here, or select an already created identity.

Your Current Time zone

Email usually includes a timestamp that tells the receiver when you sent it. If you select your time zone here, the timestamp will be more accurate. If not, the server's time zone is used.

Display Preferences



General Display Options

Theme

Different color schemes are available. Themes with "(Changes)" after their name may have a different color each time you log in.

Custom Style sheet

Select a style sheet to use a different size font. The administrator may install special style sheets that further modify appearance.

Language

Select a different language to allow the reading and writing of emails in that language. For example, to have Japanese emails display properly, one must set this to Japanese.

Use JavaScript

Auto detect

Detect if the web browser supports JavaScript

Always

Assume that JavaScript is supported

Never

Use plain HTML

Mailbox Display Options

Number of Messages to Index

Number of Messages to Index

Enable Alternating Row Colors

Show every other message with a different color.

Enable Page Selector

Show page numbers that let you go straight to a specific page.

Maximum Number of Pages to Show

How many page numbers to show. If there are too many pages then they will be split like this: 1 2 3 4 5 6 7 ... 17 18 19 20.

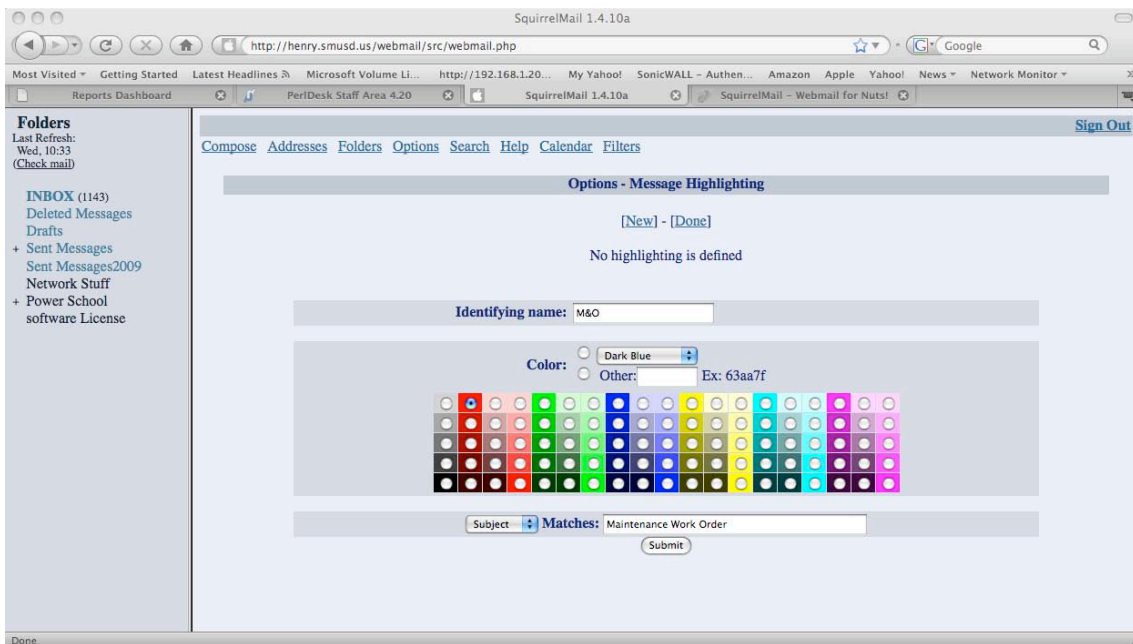
Show Message Preview Pane

When you select yes a message preview pane will be added to the bottom half of your browser window.

Split Preview Pane Vertically

When you select yes this will move the preview pane to the right of the message pane.

Message highlighting



From almost any window, select "Options" from the menu at top. From the resulting page, select "Message Highlighting". (Windows style: Select Options -> Message Highlighting). From this window, you can do these things:

Create a new highlight

1. Choose: Options -> Message Highlighting
2. Choose: New
3. Assign a name to your new highlight style

4. Select a color for your highlight style
5. Select a criterion for the highlighted message. The criterion matches, if the string is contained within the specified field. E.g. highlighting all messages coming from domain "foo.bar" would be done by selecting "from" within the combo box and then type "@foo.bar" into the pattern field. The match is case-insensitive, and will match a header containing the search string anywhere within it - but no wild cards or regular expressions.

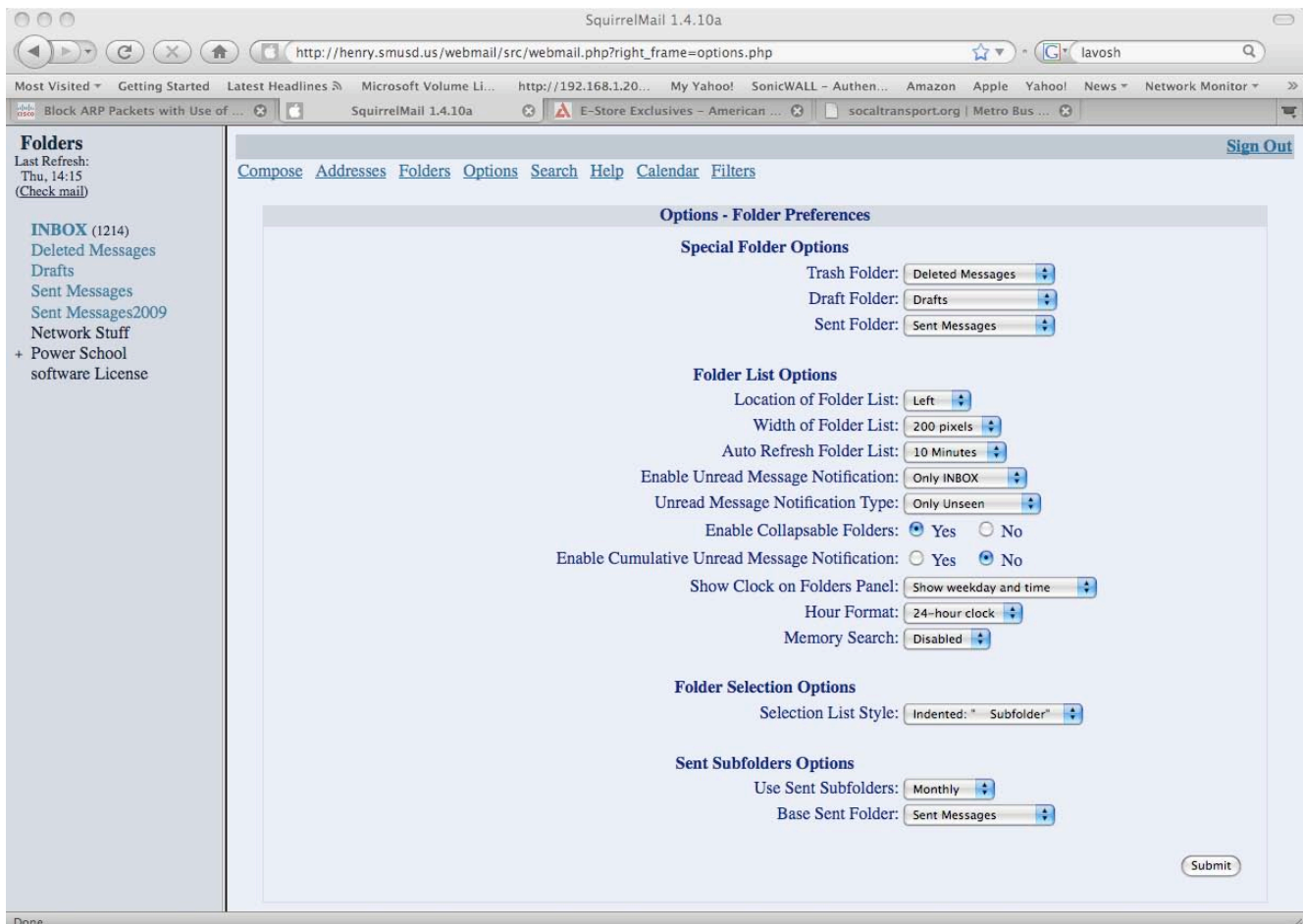
Edit an existing highlight

Make changes to a given highlight style.

Delete an existing highlight

Remove an existing highlight style from the set.

Folder Preferences



Special Folder options

Set the folder to be used for Trash, Draft and Sent folders.

Folder List Options

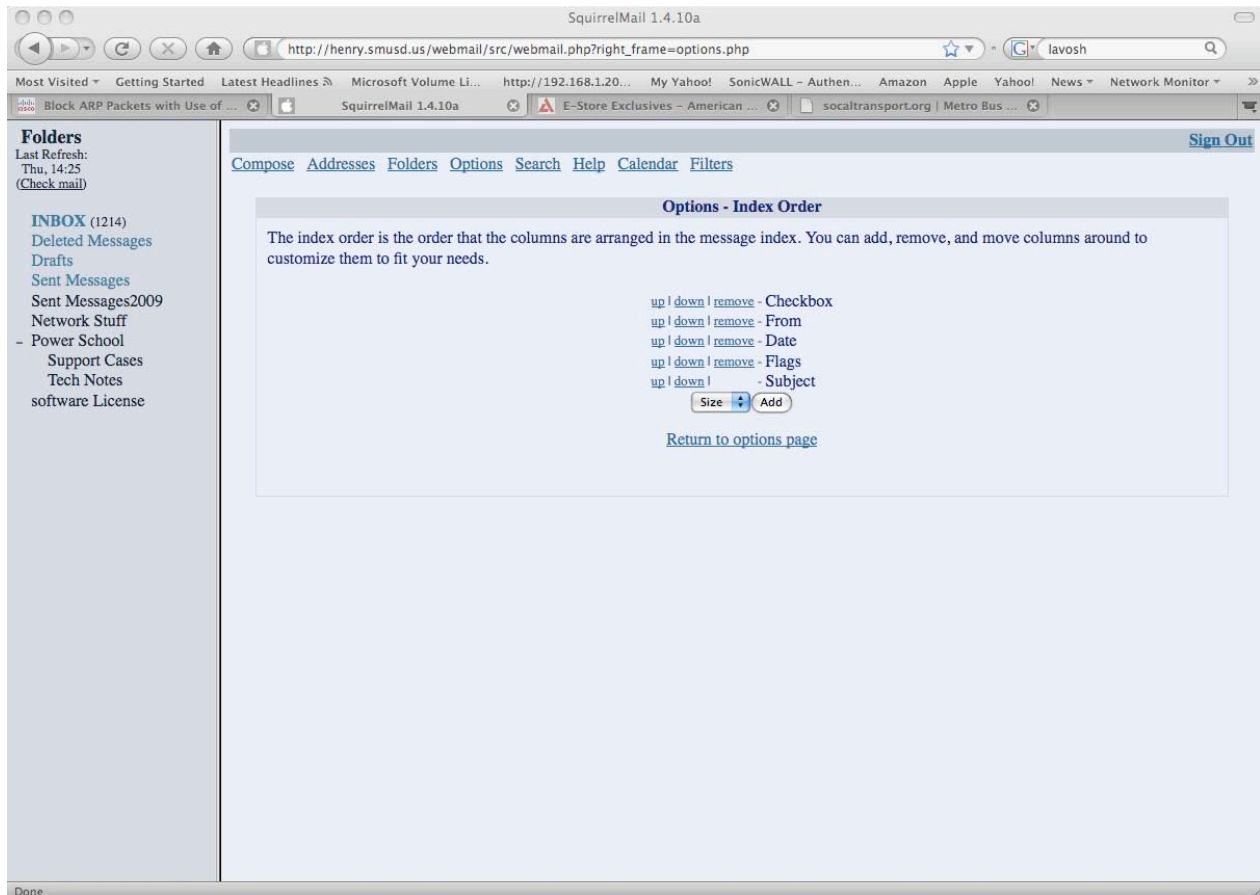
Use these pull downs to set the appearance of your folder list. You may have it on the left or the right side of the window, choose whether to display a clock in the pane, and how wide the pane will be.

Sent Subfolder Options

This option if enables will make the web mail make new subfolders in the sent folder based on the setting you choose. The choices are monthly, quarterly and yearly.

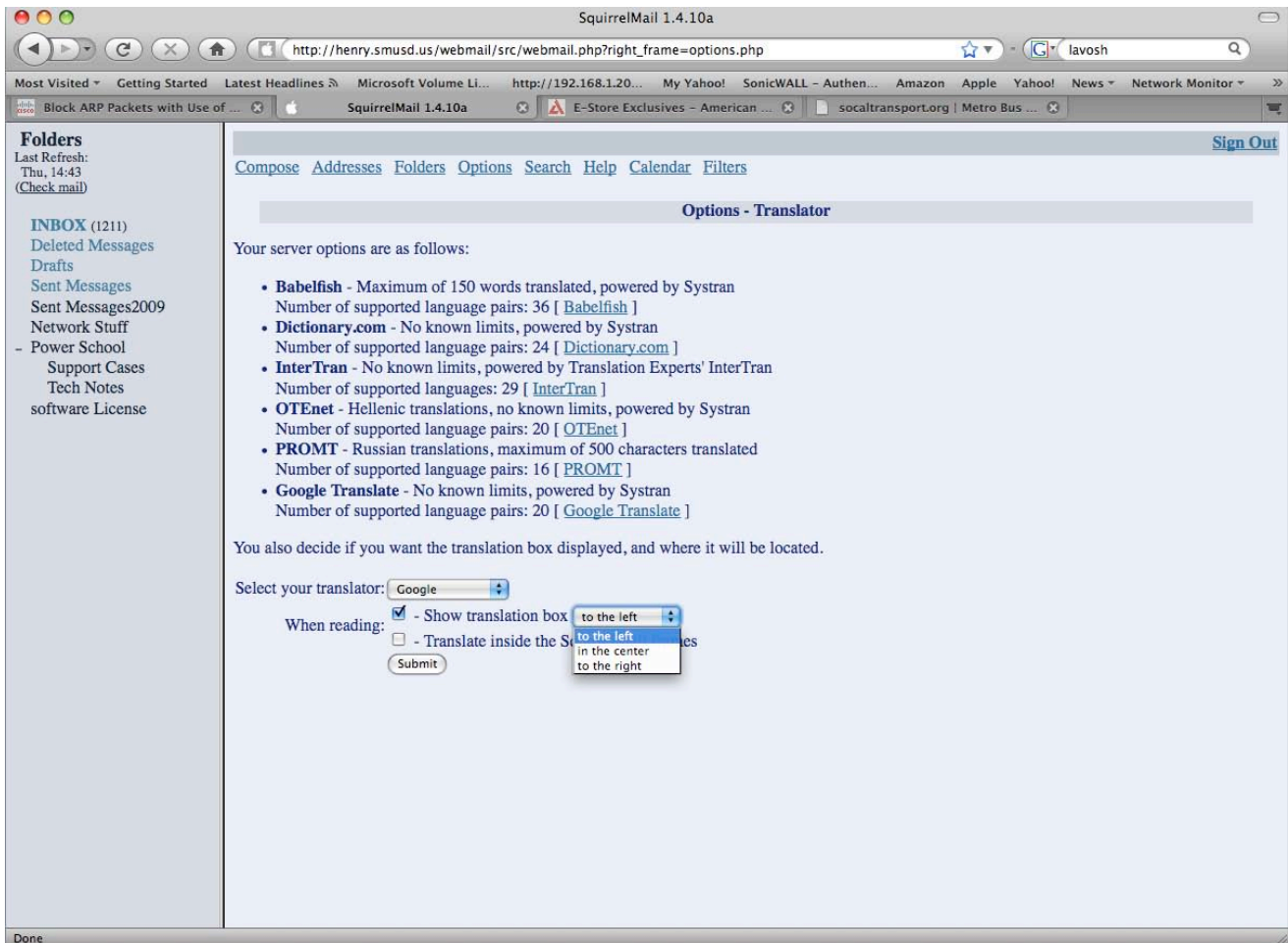
Index Order

The index order is the order that the columns are arranged in the message index. You can add, remove, and move columns around to customize them to fit your needs.



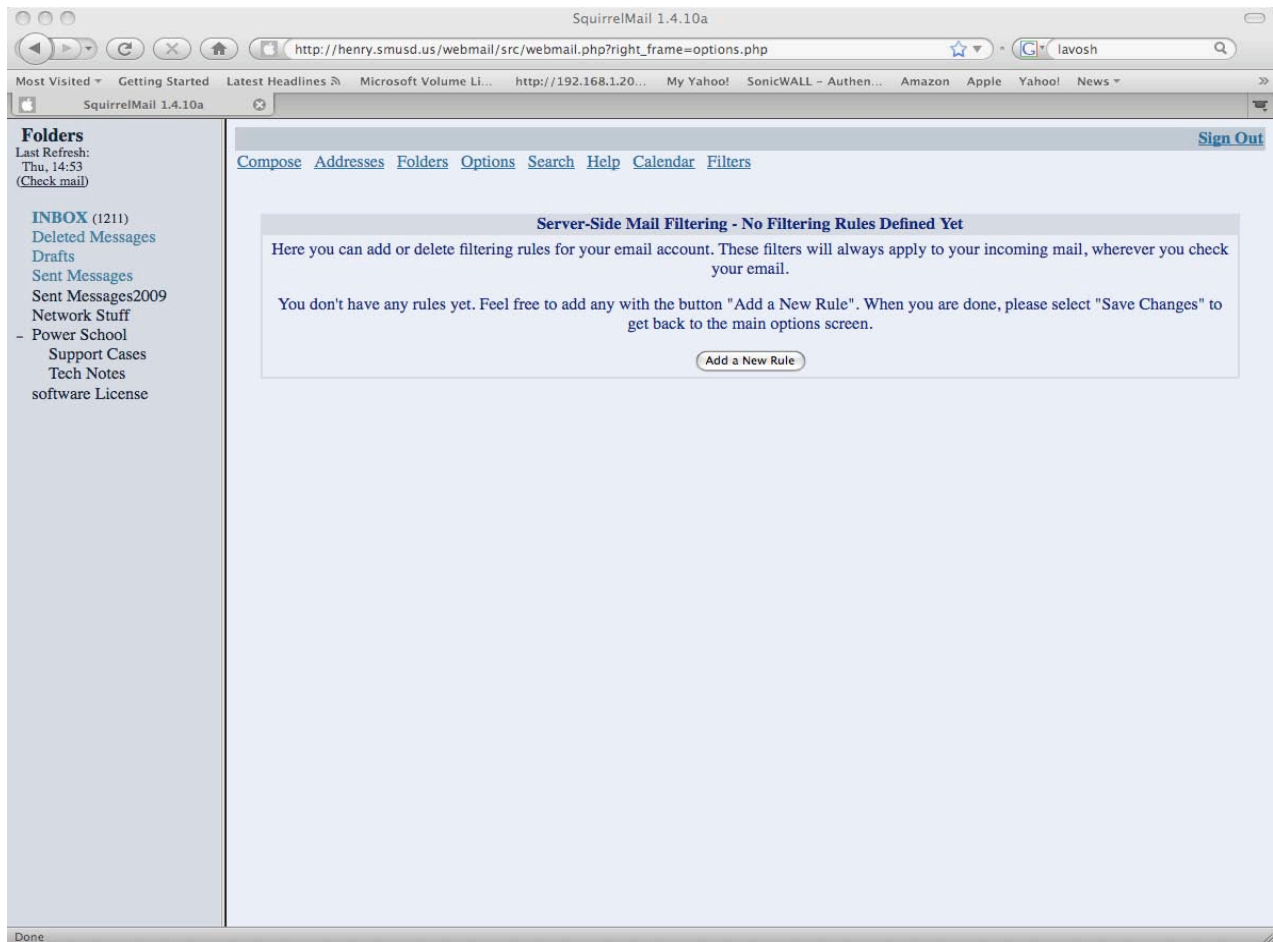
Translation Options

This option when activated will place at the bottom of the email pane a link to a free language translation site, there are six to choose from. It is activated by checking the box next to the words "Show Translation box". Select using the pull downs which translator you want to use and where in the window the translation link will appear.

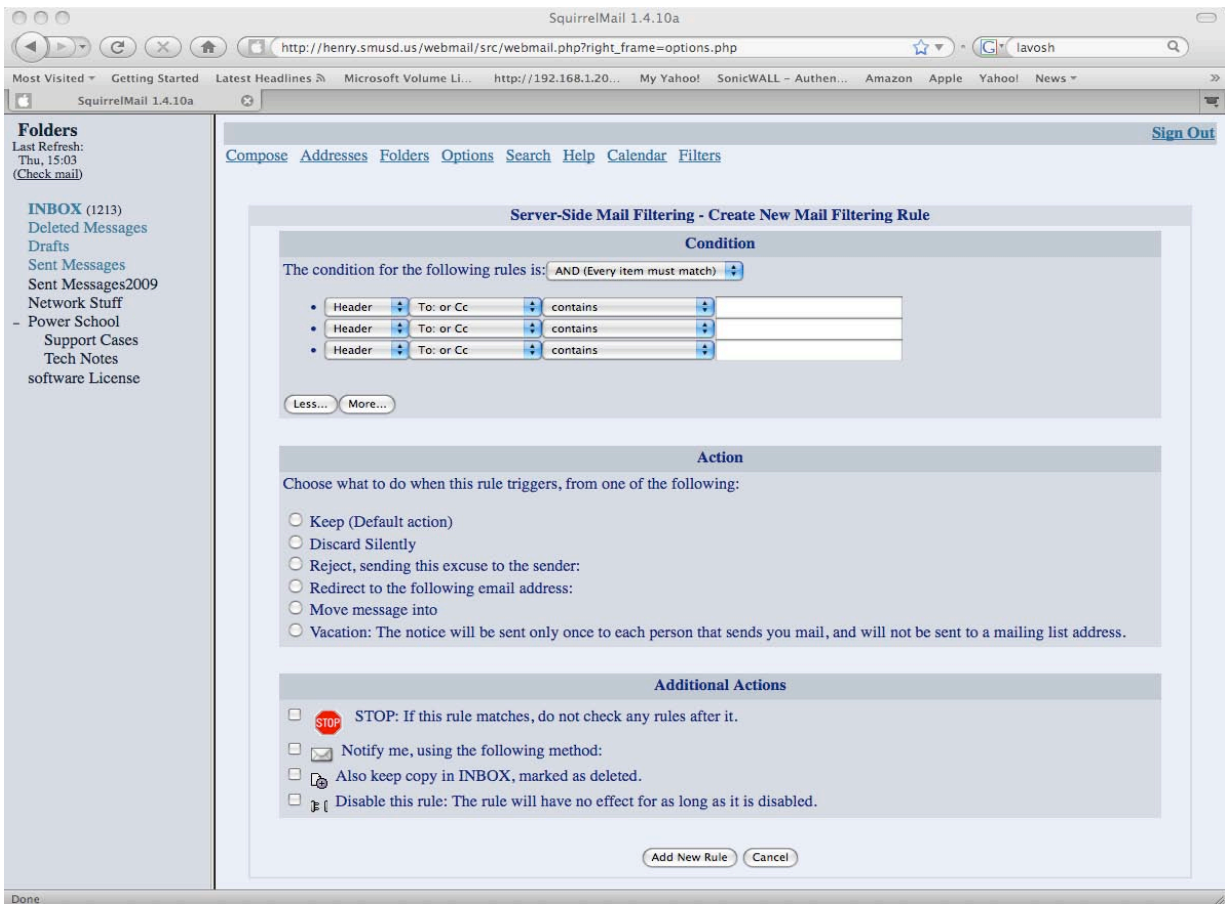


Message Filters

Here you can add or delete filtering rules for your email account. These filters will always apply to your incoming mail, wherever you check your email. These can be used to automatically sort incoming mail into folders you create. In the also is the option to create a vacation auto reply message. When you click on the message filters option you will see the following screen



To begin making a message filter click on the add new rule button and your screen will change to

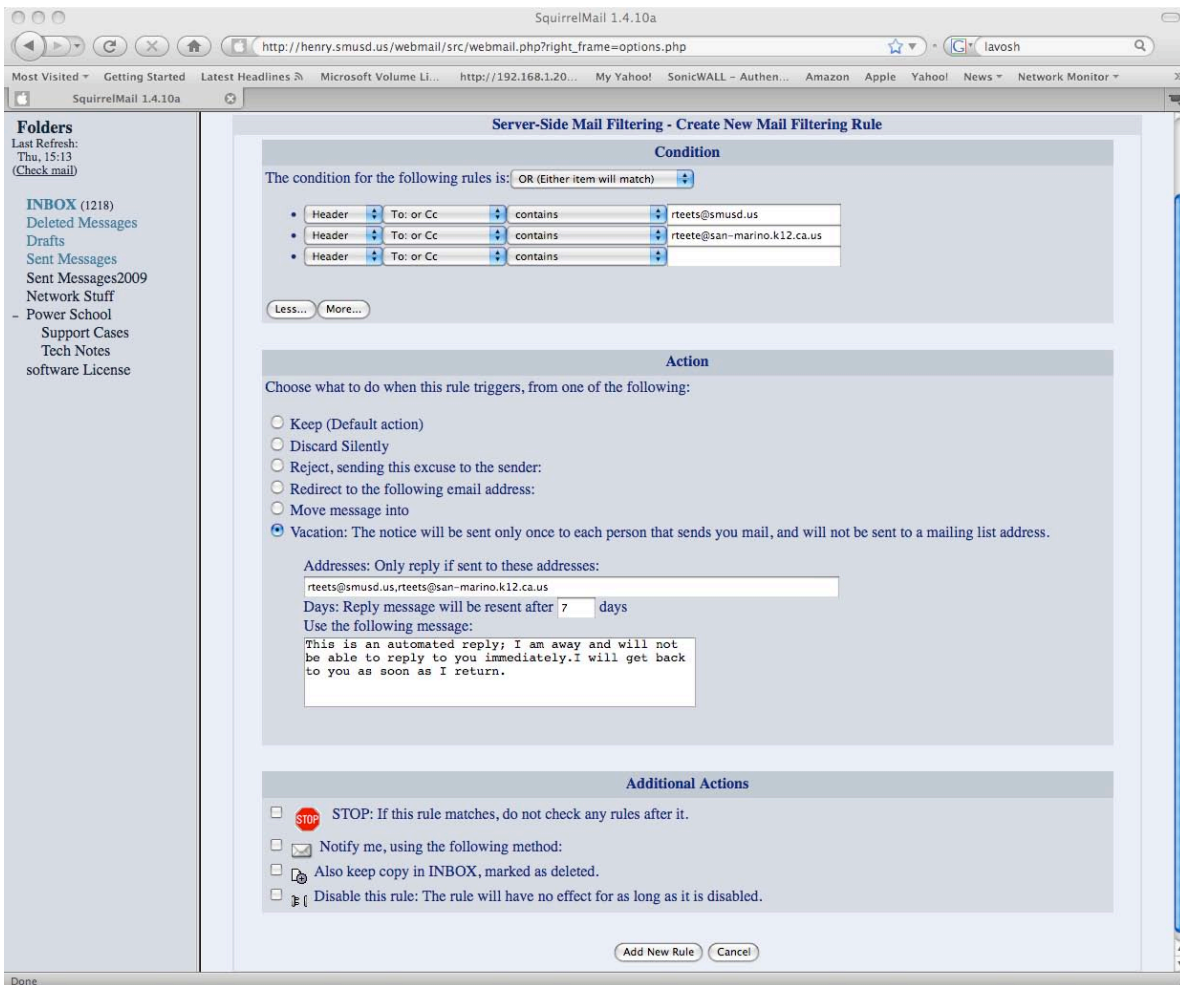


To make a Vacation Auto Reply message you will need to do the following:

Under the condition section change the condition to OR(Either item will match)

Enter in the spaces on the first two header lines both of the email addresses you have in the district, i.e. user@smusd.us and user@san-marino.k12.ca.us .

Click on the Vacation button in the action section. A window will open up and you will have a place to create your vacation reply. Also make sure that both email addresses are in the addresses box separated by a comma as in the example below.



Once you have completed entering your vacation message and verified that both email addresses are in the addresses box click on the Add New Rule button. Your window will change to this.



3. Security

3.1 Why are pictures in my HTML e-mails replaced with ugly warning signs? "This image has been removed for security reasons."

There are two kinds of images that come with your HTML e-mail: the ones that come attached with the e-mail itself, and others that link to remote sites. Images that are linked to remote sites are considered "unsafe" for the following reasons:

- * Spammers can abuse this to validate your e-mail address
- * The sender can know instantly if you have read their e-mail or not (privacy concern)
- * Finding out information about your browser, operating system, and your mailserver (security concern).

Let's look at these issues in more detail:

Validating your e-mail address

Spammers can (and do) include specially-crafted image tags that include a "web bug" (usually a 1 pixel transparent image) used to validate that your e-mail address is a live one and that you actually read e-mail sent to this address. When such image is loaded, a request is sent to the spammer's server and it notes in its database of e-mail addresses that you have, in fact, received and read the spam e-mail they sent. Such addresses are re-sold to other spammers and the amount of spam you will receive is going to grow exponentially.

Verifying that you have read your e-mail

This issue is a privacy concern - if there are images in the e-mail that link to the sender's website, they will know instantly when you have opened and read the e-mail they sent. This can be used against you if for some reason you decide to deny ever receiving that e-mail from the sender - they will have proof that you have received, opened, and read that e-mail.

Finding out information about you

Every time an image is loaded off the remote server, it leaves a "log" message about what type of system you are using, including the version of your browser, your internet IP address, as well as information about your mail server and the software running on it. This information can be used to carry out attacks on your computer or the server where SquirrelMail runs.

Malicious tags

Images in email can also be used to auto-execute cross-site scripting code in a attempt to trick your browser into revealing your account information to crackers with malicious intent.

Conclusion

For these reasons SquirrelMail does not display these "unsafe" images by default, but instead shows you a warning sign. A link is provided to show the images for that particular mail. If you know that the e-mail came from a trustworthy source, you can use the Unsafe Image Rules plugin to always images from that source.