

# Email

Learn how to read, send and organize your emails in the Email app.

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# The Email Components

The components of the Email app user interface will be covered in depth and how you can use them:

- The Email toolbar
- The Email folder view
- The Email categories bar
- The Email display area
  - The Email list
  - The Email detail view
  - The Email pop-up
- The Email editing window

# Viewing Emails

## How to display an email:

1. Open an email folder in the folder view.

When having selected the **Inbox** folder and if you are using email categories, you can select a category.


To display the number of emails in a folder, hover over the folder name.

2. Click an email in the list. The content of the email will be displayed in the detail view.


- If the **Conversations** option is enabled in the **Sort** drop-down, all emails of a conversation will be displayed as thread.

To open or close an email that is part of a conversation, click on a free area between the sender and the date of receipt.

To open or close all emails in the conversation, click the **Open/close all messages**

icon  on the upper right side of the detail view.

- If the email includes a quote from a previous email, you can display the quote by

clicking the **Show quoted text** icon .

## Options:

- To sort the email list, click on **Sort by** above the list.


The sorting setting will be applied to the selected email folder. You can use different settings for the single folders.

- To combine all emails of a conversation in a single list entry, enable the **Conversations** checkbox in **Sort**.
- In order to select a layout, click on **View** in the toolbar.
- You can open the email in a window by double-clicking on the email in the list.
- When having selected **List** from the **View** drop-down, a list of all emails in the folder will be shown in the display area. If clicking on an email, the email's detail view will be displayed.

Tip: In the email settings, you can define whether a notification sound is to be played for incoming emails.

# Sending a new email

## How to send a new email:

1. Click on **Compose** in the toolbar.
2. Enter the recipients' email addresses in the **To** field.
  - While entering the recipients, matching suggestions will be displayed. To accept a suggestion, click on it.
  - To select contacts from an address book, click the **Select contact** icon  on the right side of the input field.
3. If the recipients are to see who gets a copy of the email, enter the recipients in the **CC** field.
  - If the recipients are not to see who gets a copy of the email, enter the recipients in the **BCC** field.
  - To send a copy to other recipients, click on **CC** or **BCC** on the upper right side.
4. Enter a subject. Enter the email text.
5. Click on **Send**.

## Options:

- If you do not want to send the email from your primary email account but from an external or a functional email account, select the account in the folder view. Then, click on **Compose**.
- With drag and drop you can move the recipients between the fields **To**, **CC** and **BCC**.
- In the email settings, you can determine that each outgoing email will also be sent as blind copy to a specific email address.
- To format the email text or to enter images, use the formatting bar below the text.

- If the formatting bar is not displayed, click the **Options** icon  in the button

bar. Enable **HTML**. Enable the **Show toolbar** icon  in the button bar.

You can define default values for the font style, size and color in the email settings.

- To enter images at the current cursor position, drag one or several images from a file browser or from the desktop to the email text input field.

To remove an image, use the context menu.

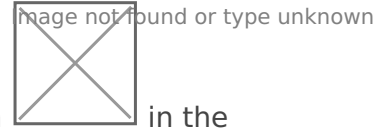
- You can use further options by clicking the **Options** icon  in the button bar:

- attach your signature
- set the priority
- attach your vCard
- request a read receipt

# Adding attachments

## How to add attachments to an email in the email editing window:

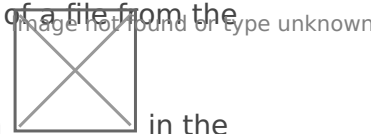
1. Select the files to be sent as attachment.



- To send a local file as attachment, click the **Attachments** icon in the button bar.

You can also add an attachment by dragging one or several files from a file browser or from the desktop to the email window.

- Depending on the configuration, you can send the current version of a file from the



Drive app as attachment. To do so, click the **Add from Drive** icon in the button bar.

2. You can remove an attachment if required. To do so hover over an attachment. Click the



**Remove attachment** icon.

Note: An email attachment can consume more than 25% of storage space than the locally saved file.

## Options:

- Depending on the configuration, attached images can be minimized if they exceed a specified number of pixels or a specified file size. To do so, select an entry next to **Image size** on the bottom right side of the attachments

Note: Images can only be minimized directly after having been uploaded. If you open an email draft or re-load the email editing window, attached images can no longer be minimized.

- Depending on the configuration, attachments will not be sent when having reached a certain size limit. In this case, the attachment will be saved in the **Email attachments** folder in the Drive app. The email includes a link to the attachment.

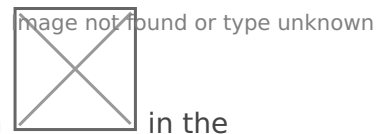
# Sending attachments as link

**This function allows you to send large attachments by email. This is how it works:**

- The attachments will be uploaded to a new folder below **Drive Mail** in the Drive app. The name of this folder corresponds to the email subject. The folder is shared with a public link.
- The email recipients will receive a link for downloading the attachments.

**How to send attachments as link in the email editing window:**

1. Select the files to be sent as attachment.



- To send a local file as attachment, click the **Attachments** icon in the button bar. Select at least one file.

You can also add an attachment by dragging one or several files from a file browser or from the desktop to the email window.

- To use a current file version from the Drive app as attachment, click the **Add from**

**Drive** icon.



2. You can remove an attachment if required. To do so hover over an attachment. Click the

**Remove attachment** icon.



3. Click on **Use Drive Mail**. The **Options** button will be displayed.

Click on **Options**. The **Drive Mail options** window opens.

- To set the expiration date for the public link, click on an entry below **Expiration**.

If you select an expiration date, you can let the attachment be deleted after the expiration date. To do so, enable **delete if expired**.

Note: Depending on the configuration, those functions are optional or mandatory.

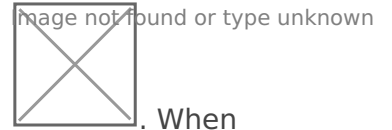
- To protect the public link with the attachments with a password, enable **Use password**. Enter a password. To view the password while entering it, click the icon on the right side in the input field.

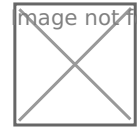
- To receive notifications about certain actions, enable one or several entries below **Email notifications**.

Note: Depending on the configuration, this function might not be available.

Notes

- Depending on the configuration, there might be a maximum file size for attachments that can be sent as link.



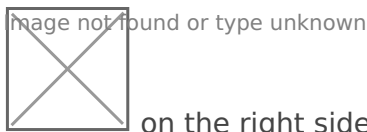
- In the **Sent objects** folder, the email will be marked with the icon . When viewing the email, the following information are displayed at the top of the email text:
  - A link to the folder containing the attachment.
  - Information about the expiration date and a possibly used password.
  - A list of the attachments' file names.

# Using signatures

An email signature is text that is automatically entered in the email when being composed. It is typically used for inserting the name, company, and contact address at the bottom of the email text. You can create signatures in the plain text or html format. The following functions are available:

- create new signature, edit existing signatures, set default signatures
- add a signature to the email text

## How to create or edit a signature:



1. Click the **Settings** icon on the right side of the menu bar. Click on **Settings**.

2. Click on **Mail** in the sidebar. Click on **Signatures**.

The existing signatures will be shown in the display area.

3. To add a new signature, proceed as follows:

1. In the display area, click on **Add new signature**. The **Add signature** window opens.

2. Enter a name for the signature. Enter the text for the signature.

Define whether the signature is to be entered below or above the email text.

Click on **Save**.

4. To edit an existing signature, you have the following options:

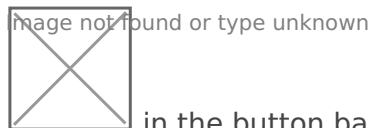
- In order to edit a signature's text, click on **Edit** next to the signature.



- In order to delete a signature, click the **Delete** icon next to the signature.

In **Default signature for new messages** and in **Default signature for replies or forwardings**, you can define the signatures to be used as default.

## How to add a signature to the email text in the email editing window:



1. Click the **Options** icon in the button bar.

2. Select a signature from the list.

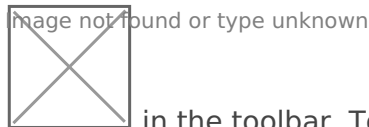
# Replying to emails

When replying to an email, some of the email's input fields are pre-filled:

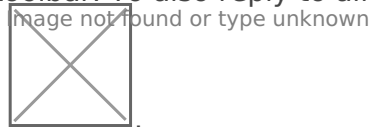
- The sender of the email and additional recipients of the email will be automatically entered as recipients of the reply email.
- The email subject will be entered in the subject field of the reply email. The subject will be preceded with the text "Re: ".
- The email text will be entered in the forwarded email. Each cited line will be marked at the beginning.

How to reply to an email:

1. Select an email.



2. Click the **Reply to sender** icon in the toolbar. To also reply to all other



recipients click the **Reply to all recipients** icon.

You can also use one of the following methods:

- Click on the **Reply** or **Reply all** button in the detail view.
- Use the context menu in the email list.

To send a new email to the sender and the other recipients, click the **More actions**

icon in the detail view. Click on **Send new email**.

3. Fill in the details for sending the email.

# Forwarding emails

If you forward an email, some of the email's input fields are pre-filled:

- The subject of the email will be entered as the subject of the forwarded email. The subject will be preceded with the text "Fwd: ".
- The email text will be entered in the forwarded email. The text is preceded with the following details:
  - The header "Original message"
  - Sender, recipient, date, and subject of the original message

If you forward multiple emails, the selected emails are sent as attachments in eml format.

## How to forward an email:

1. Select one or several emails



2. Click the **Forward** icon in the toolbar.

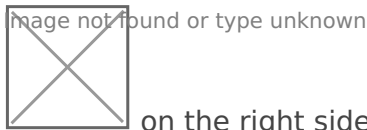
You can also use one of the following methods:

- Click on the **Forward** button in the detail view.
  - Use the context menu in the email list.
3. Select one or more recipients.
  4. Fill in the details for sending the email.

# Automatically forwarding emails

You can let emails be automatically forwarded to another address.

How to automatically forward emails:



1. Click the **Settings** icon on the right side of the menu bar. Click on **Settings**.

2. Click on **Mail** in the sidebar.

Click on **Auto forward ...** in the display area. The **Auto forward** window opens.



3. Enable the **Auto forward** button.

Enter the email address to which you want to forward the messages.

In order to keep a copy of the email, enable **Keep a copy of the message**.

The auto forwarding will be entered as email filter. If additional filter rules are to be applied after the auto forwarding, enable **Process subsequent rules**. You can also edit the auto forwarding in the email filter settings.

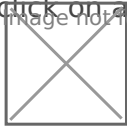
4. Click on **Apply changes**.

# Sending an email to appointment participants

## How to send an email to all appointment participants:

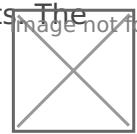
1. Depending on the selected view, you have the following options in the Calendar:

- In a calendar view, click on an appointment with multiple participants. Click the



**More actions** icon in the pop-up. Click on **Send mail to all participants**.

- In the list view, double-click on an appointment with multiple participants. The



appointment will be displayed in a window. Click the **More actions** icon.

Click on **Send mail to all participants**.

2. Fill in the details for sending the email.


# Sending a vacation notice automatically


A vacation notice informs the sender of an email that you will not retrieve your emails for a specific period of time. You can set the following:

- the subject and text of the vacation notice
- the time frame when the vacation notice is active
- the email addresses for which the vacation notice is active

## How to create and activate a vacation notice:

1. Click on **View** in the toolbar. Click on **Vacation notice** at the bottom.  
You can also use the **Vacation notice** button in the email settings.

The **Vacation notice** window opens  image not found or type unknown

2. Enable the **Vacation notice** button .
3. To define the time range for sending the vacation notice, enable **Send vacation notice during this time only**. Set the start and end date.  
Note: Depending on the configuration, this setting might not be available.
4. Enter a subject and a text for the vacation notice.
5. In order to display all options, click on **Show advanced options**.
  - You can specify an interval for sending a vacation notice if there are several emails from the same sender.
  - You can specify the sender address to be used for sending the vacation notice.
  - The vacation notice will be sent if messages are reaching your primary email address. You can also activate a vacation notice if messages are reaching your other email addresses.

## If a vacation notice is active, the following is displayed:

- On the email settings page, the **Vacation notice** button is marked with an additional icon.
- In the Email app, a notification is displayed above the email list. If clicking on the notification, the **Vacation notice** window opens.

**TIP:** The vacation notice will be entered as email filter. You can also edit the vacation notice in the email filter settings.

# Calling the Sender or Another Recipient

**This feature is not yet public.**

You can launch an audio or video conference with an E-Mail's sender or recipient by calling the sender or recipient.

*Prerequisite: You have set up an account with an audio or video conference provider, e.g. Zoom, Jitsi*

## **How to call an email's sender or recipient:**

1. Select an email.
2. Click on the sender or on a recipient in the detail view. A pop-up opens.  
An icon below the name indicates the contact's presence status.
3. In the pop-up, click the **Call** icon. In the menu, click on an audio or video conference provider, e.g. Zoom. The window for calling the contact opens. Click on **Call**.

# Adding Email Folders

With email folders you can organize your emails, e.g. by separately saving emails for customers or projects. Learn how to create additional email folders below your primary email account.

## How to create a new email folder:

1. Select the folder in which you want to create the new sub-folder in the folder view.



2. Click the **Actions** icon next to the folder name. Click on **Add new folder**.

A window opens.


3. Enter a name. Click on **Add**.

# Moving or copying emails

The following options exist:

- move or copy individual emails or a complete email conversation to another email folder
- move all emails of an email folder

How to move or copy an email:

1. Select one or several emails.
2. Click the **More actions icon**  in the toolbar or in the detail view. Select **Move** or **Copy**.  
You can also use the context menu in the email list.  
A window opens.
3. Select a folder. You can also create a new folder.

Tips:



- To move emails of a specific sender to a folder, you can create a new rule when moving emails.
- You can also move the selected objects by dragging the objects from the folder view to a folder.
- In order to move all emails from a folder, click on **All** above the list. Select **Move all messages**.

# Marking emails as read or unread

Unread E-Mails are marked with the Unread icon . The following options exist:


- mark single emails as read or unread
- mark all emails of an email folder as read

How to mark an email as unread or read:

1. Select one or several emails. 
2. Click the **More actions icon**  in the toolbar or in the detail view. Select **Mark as unread** or **Mark as read**.

Or:

- For single emails, click the **Mark as unread icon**  or the **Mark as unread**

icon .

- Use the context menu in the email list.

Tip: To mark all emails in a folder as read, click on **All** above the list. Select **Mark all emails as read**.

# Collecting addresses

## The following options exist:

- Automatically collect new email addresses when sending or reading emails by activating this function in the email settings.
- Manually adding email addresses to an address book

## How to manually add an email address to an address book:

1. Select an email.
2. Click on the sender's or a recipient's name in the detail view.  
Click on **Add to address book** in the popup.

Note: This function is only available for new contacts.

# Categorizing emails

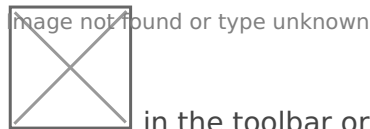
This feature is not yet publicly released. Sooooooon

Depending on the configuration, you have several options for categorizing emails. The following options are available:

- a colored label
- a flag

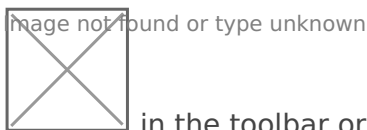
## How to categorize an email:

1. Select one or several emails.



2. To add a colored label, click the **Set color** icon in the toolbar or in the detail view. Select a color.

In order to remove the label, again click the icon in the toolbar or in the detail view. Select **None**.



3. To add a flag, click the **Flag** icon in the toolbar or in the detail view.

You can also use the context menu in the email list.

To remove the flag, use one of the following methods:

- Again click the icon in the toolbar or in the detail view.
- Use the context menu in the email list.

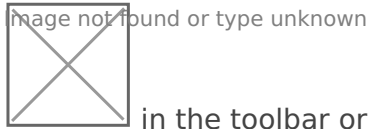
**Tip:** To sort emails by flags, click on **Sort by** above the list.

# Showing the email source

The email source contains the complete content of an email i.e., the complete email header data.

How to display the email source:

1. Select an email.



2. Click the **More actions** icon in the toolbar or in the detail view. Select **View source**.

You can also use the context menu in the email list.

# Using email drafts

**While composing an email, the email is automatically saved as an email draft in regular intervals** and the following options exist:

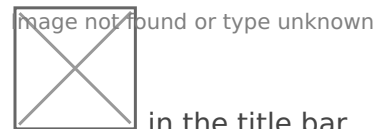
- Edit or send an email draft.
- Edit or send a copy of an email draft.

The email draft will be deleted after it has been sent. To keep the email draft, you can edit and send a copy.

Note: If you use an external email account while composing an email, the email draft will be saved in the **Drafts** folder below your primary email account, not below the external email account.

## How to use an email draft:

1. Select an email in the **Drafts** folder.
2. Click on **Edit draft** or on **Edit copy** in the toolbar.  
Edit the content.
3. You can finish editing the email or send the email:



- In order to finish editing the email, click the **Close** icon in the title bar.

You can save or delete the draft.

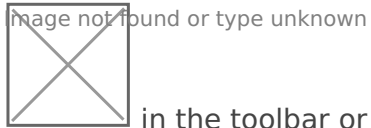
- To send the E-Mail, click on **Send**.

# Creating email reminders

You can activate a reminder for an email. This function creates a task and reminds you of the due date.

How to create an email reminder:

1. Select an email.



2. Click the **More actions** icon in the toolbar or in the detail view. Select **Reminder**.

Note: When having selected an email conversation, this function is only available in the detail view, not in the toolbar.

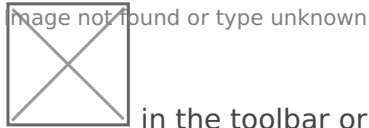
3. Complete the details in the **Remind me** window.

# Adding an email to the Portal

You can add an email as widget to the Portal.

How to add an email to the portal:

1. Select an email.





2. Click the **More actions** icon in the toolbar or in the detail view. Select **Add to portal**.

Note: When having selected an email conversation, this function is only available in the detail view, not in the toolbar.

# Saving emails

You can save an email as a text file. The text file has the file extension EML. If you select multiple emails, an eml file will be created for each email. The eml files will be saved as zip archive then.

## How to save an email:

1. Select one or several emails.  image not found or type unknown
2. Click the **More actions** icon  in the toolbar or in the detail view. Select **Save as file**.
3. Fill in the details for saving the file.

# Importing emails

You can import an email that is available in the EML format.

## How to import an email:

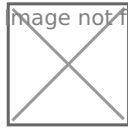
1. Open the email folder to which you want to import the email.
2. Drag the eml file from a file browser or the desktop to the email list.

# Printing emails

You can print the content of an email or several emails.

## How to print an email's content:

1. Select one or several emails.



2. Click the **More actions** icon in the toolbar or in the detail view. Click on **Print** in the menu.

You can also use the context menu in the email list.

A window with a print preview opens.

3. If required, change the printer settings. Click on the **Print** button.

# Archiving emails


When archiving emails, those emails are moved to the **Archive** folder. The **Archive** folder contains a separate sub-folder for each calendar year. The archived emails are saved to those sub-folders sorted by the year of receipt. The **Archive** folder is created as soon as you initially use this function. The following options exist:

- archive a folder's emails that are older than 90 days
- archive single emails

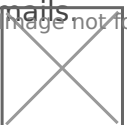

## How to archive an email folder's content:

1. Select an email folder in the folder view.
2. You have the following options:
  - Click on **All** above the list. **Select Archive all messages.**



- Click the **Actions** icon  next to the folder name. Click on **Archive all messages.**
3. In the **Archive messages** window click on **Archive.**

## How to archive single emails:

1. Select one or several emails 
2. Click the **Archive** icon  in the toolbar.

You can also use one of the following methods:

- Press the [a] key on the keyboard.
- Use the context menu in the email list.

# Deleting emails

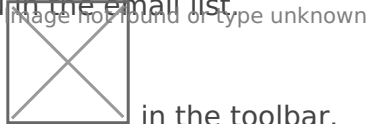
## The following options exist:

- Delete individual emails or entire email conversations. By default, the emails are moved to the Trash folder.
- Delete all emails of an email folder. By default, the emails are moved to the Trash folder.
- Recover deleted emails from the trash.
- Permanently delete emails from the trash. You can also permanently delete all emails from the trash by emptying the trash.

**Warning:** If you enable the email settings option **Permanently remove deleted emails** you will not be able to recover deleted email messages. It is recommended that you not use this setting.

## How to delete an email:

1. Select one or several emails.
2.
  - Press the [Del] or [Backspace] key on the keyboard.
  - Use the **Delete** button in the detail view.
  - Use the context menu in the email list.



Click the **Delete** icon in the toolbar.

You can also use one of the following methods:

Result: The email will be moved to the **Trash** folder.

## How to delete all emails of a folder:

1. In the folder view, select the folder which emails you want to delete.
2.
  - Click on **All** above the list. **Select Delete all messages.**



- Click the **Actions** icon next to the folder name. Click on the **Delete all messages** button.

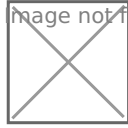
You have the following options:

Result: The email will be moved to the **Trash** folder.

## How to recover deleted emails:

1. Open the **Trash** folder in the folder view.

2. Select one or several emails.



3. Click the **More actions** icon in the toolbar. Click on **Move**.

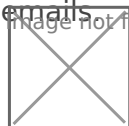
4. Select a folder in the **Move** window. Click on the **Move** button.

## How to permanently delete an email:

**Warning:** Permanently deleted emails can **not** be recovered. Before permanently deleting an email, make sure you no longer need the email.

1. Open the **Trash** folder in the folder view.

2. Select one or several emails.

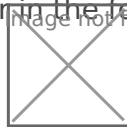


3. Click the **Delete** icon in the toolbar.

## How to permanently delete the content of the Trash folder:

**Warning:** Permanently deleted emails can **not** be recovered. Before permanently deleting an email, make sure you no longer need the email.

1. Select the **Trash** folder in the folder view.



2. Click the **Actions** icon next to the folder name. Click on **Empty folder**.

3. Confirm that you want to empty the folder.

# Cleaning up email folders

Depending on the email client's settings, emails that you deleted from within an email client like Apple Mail, MS Outlook or Mozilla Thunderbird, might be deleted only after having signed out from the client. In the meantime, those emails will be shown as crossed out in the groupware. To delete those emails clean up the email folder.

**Note:** Depending on the configuration, this function is not available as such emails are not displayed.

## How to clean up an email folder:

1. In the folder view, select the folder that you want to clean up.



2. Click the **Actions** icon next to the folder name. Click on **Clean up**.

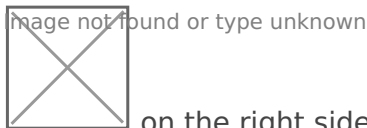
# Unified Mail


With Unified Mail you can display emails from multiple email accounts in one central folder. This gives you a quick overview of the multiple email accounts' inboxes. Unified Mail can be described as follows:

- In addition to an email account's inbox, the **Unified Mail** folder shows a further view for the account's emails. The emails actually exist only once.
- emails in the Inbox's subfolders are not displayed in the **Unified Mail** folder.
- The emails in the **Unified Mail** folder are marked with the email account's name in the list.

To use Unified Mail, enable the function for one or several email accounts.

## How to activate Unified Mail for an email account:



1. Click the **Settings** icon  on the right side of the menu bar. Click on **Settings**.
2. In the sidebar, click on **Accounts**.
3. Click on **Edit** next to an email account in the display area. The settings are displayed in a pop-up.
4. Enable **Use Unified Mail for this account**.
5. Click on **Save** at the bottom of the pop-up.

# Using Email Filters

## Overview:

E-Mail filters help you organize incoming E-Mail messages. An email filter consists of one or several rules. By setting rules you can e.g. trigger the following actions:

- The email will be moved to a specific email folder.
- The email is forwarded to another email address.
- The email is marked as read.

## Using email filters:

- Create email folders.
- Create one or several rules.
- Specify an order for the rules.
- Set if subsequent rules are to be processed when a rule matches.

## Filter Options:

- Creating new rules
- Adding a condition
- Adding an action
- Creating a new rule when moving
- Creating new rules for the subject and the sender
- Changing a rule
- Applying a rule to existing emails

Note: For the following instructions and examples, it is assumed that the complete range of email filter functions is available. Depending on the configuration, some functions might not be available.

# Searching for Emails

## Email search criteria:

- search terms for subject, email text, sender, recipients, attachment name
- Search terms for a time range. Searches for emails that you received within the time range. You define a valid time range with the following details.
  - The key words today, yesterday, last week, last month, last year
  - The key words for those time intervals: last 7 days, last 30 days, last 365 days
  - A day of the week, e.g. Monday
  - A specific month, e.g. July
  - A four digit date, e.g. 2015
  - A date, e.g. 1/31/2015
  - A date interval, e.g. 12/1/2014 - 1/31/2015
- folders that are to be searched
- only search for emails with an attachment

## Searching for emails:

1. Click on the **Search** input field. Enter a search term in the input field.

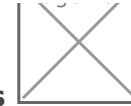
The search menu opens.

- If clicking on the search term or pressing enter, the following data sources are searched: sender, recipient, subject, email text
- In order to only search in the subject, click on **in subject**. Accordingly, you can limit the search to the email text or to attachment file names.
- In order to search for senders or recipients matching the search term, click on a name. You can define whether to search the sender, recipients or both. To do so,



click on **From** next to the name.

- In order to search for emails within a specific time range, use a valid time range as search term.
2. Define the data sources to be searched by clicking on an entry in the search menu.
    - The search results are displayed in the list that is shown in the display area. For each search result, the folder with the found object is displayed.
  3. To select a folder for the search, click on the folder name next to the input field.
    - If you select **All folders**, all folders and sub-folders of the internal email account are searched. Note: Depending on the email server, this function might not be available. In this case, only the current folder will be searched, no sub-folders.
    - If you select a specific folder or the folder of an external email account, only this folder is searched, but no sub-folders.

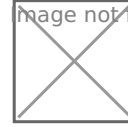


4. To limit the search to E-Mails with an attachment, click on **Options** next to the input field. Enable **Has attachment**.

5. To refine the search result, enter further search terms: To remove a search term, click



the **Remove** icon next to the search term.



6. In order to finish the search, click the **Cancel search** icon in the input field.

# Sending or Receiving Emails as Deputy

Learn how to act as another user's deputy. Depending on the permissions granted by this user, you can do the following:

- read emails in the user's inbox
- edit, manage or delete emails in the user's inbox
- send emails on behalf of the user

## How to send emails as deputy:

1. Use one of the following methods:

- Click on **Compose** in the toolbar.

Click on the sender address next to **From:** in the email editing window. Select the sender on whose behalf you want to send the email.

- In the folder tree under **Shared folders**, open the inbox of the user who appointed you as deputy.

Click on **Compose** in the toolbar.

Next to **On behalf of**, the sender on whose behalf you want to send the email will be pre-entered.

2. Complete the steps for composing and sending the email.

Depending on the configuration, the email text will include a note informing the recipients that the email has been sent by a deputy.

The recipient will see the following senders in the display area:

- The sender on whose behalf you sent the email.
- The deputy who sent the email.

If the recipient replies to the email, the reply will be sent to the sender and the deputy.

## How to read, edit or organize emails as deputy:

1. In the folder tree under **Shared folders**, open the inbox of the user who appointed you as deputy.
2. Depending on the permissions that have been granted to you, you can do the following:

- As viewer, you can read all emails. You can mark a single email as read, assign a color to the email or print the email.
- As editor, you can also mark all emails in the inbox as read.
- As author, you can also create subfolders, move a single email or move all emails in the inbox.

# Adding Email Accounts

As default, you use your primary email account in Lawless Cloud. If you use further email accounts like e.g. GMail, you can add those accounts to the groupware. This allows you to access those accounts' emails from within the groupware.

## Adding an email account:

1. Click on **Add Mail Account** in the folder view. The **Add Mail Account** window opens.
2. Click an icon. The further procedure depends on the email account provider.
  - For some providers, a new browser window opens. Log in with your credentials to grant access to the email account.
  - If the provider asks you for the permission to access the data, grant this permission.
  - For some providers, enter your credentials in the **Add Mail Account** window. Then, click on **Add**.

You can also manually enter the required data by clicking on **Manually**.

3. If the emails in this account are also to be shown in the **Unified Mail** folder, enable **Use unified mail for this account**.

**Note: Depending on the configuration, this function might not be available.**

An entry for the email account appears in the folder view. The entry contains this account's email folders. Open one of those folders to do the following:

- read this account's emails
- send emails from this account

If the access to the email account fails, a warning icon will be displayed next to email account's name. Depending on the email provider, you will get troubleshooting notes when clicking the warning icon.