

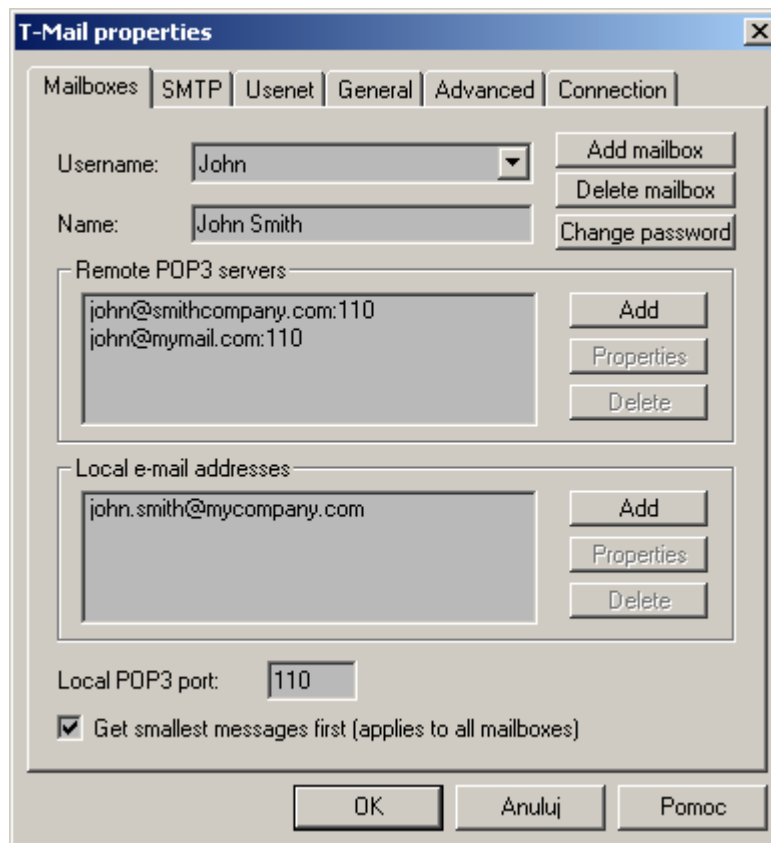
Step by step configuration

Below you can find a step by step instruction that allows you to configure Tiny-Mail to work in your local network including sending and receiving mail. To configure more advanced elements of the program you should become familiar with the given below descriptions of each tab.

After entering the program properties you should:

1. For each user in your local network who should be able to use mail:
2. Click **Add mailbox**
3. Enter the name of the local mailbox (it's recommended for the local names to be compatible with the remote names, but it's not obligatory)
4. Enter the password (twice) to the local mailbox (it's also recommended to enter the same password as for the real mailbox, but it's also not obligatory)
5. Click **OK**
6. You can fill the **Name** field by entering the first name and surname of the mailbox owner or leave the field unfilled
7. If the local mailbox should receive mail from real remote mailboxes, you should:
8. Click **Add** in the **Remote POP3 servers** frame
9. Write the remote POP3 account name in the **Username** field
10. Write the name of the POP3 server into the **Server** field
11. Enter the access password
12. Click **OK**
13. If a single local mailbox should receive mail from several POP3 accounts, repeat steps 8-12 for each account.
14. If mail sending in the local network should be enabled, do the following:
15. Click **Add** in the **Local e-mail addresses** frame
16. Enter the address from which mail will be caught to the given local mailbox (Notice: that address does not have to be an existing internet e-mail address). You can enter e.g. me@my.company - if someone from the local network should enter that address in the "Message recipient" field - the mail will be delivered to that mailbox.
17. Click **OK**
18. If a single mailbox should be assigned to more than one local e-mail address you should repeat steps 15-17
19. The steps 2-18 should be repeated for other users of the local network.
20. If sending mail outside the local network should be enabled (except local sending) enter the **SMTP** tab and enter the name of the SMTP server you use (entering 1 or more servers is possible). To do that:
21. Click **Add**
22. Enter the name of the SMTP server (the SMTP server of you provider is recommended).
23. Click **OK**

Mailboxes



Using that tab you can create, delete and configure local mailboxes.

Creating local mailboxes is necessary to be able to receive mail from your local network without an internet connection.

To create a new local mailbox click the **Add mailbox** button and then enter its name and password. You can enter the first name and surname of the user in the **Name** field - it's especially useful if your server should operate several mailboxes.

Using the **Delete mailbox** button you can delete an unused mailbox (remember that all messages in that mailbox will be deleted!)

Using the **Change password** button you can set a new mailbox password (e.g. in case a user forgot his password).

You can define a list of real e-mail accounts for each mailbox, from which mail will be received. You can do this using the **Add** button in the **Remote POP3 servers** frame. For each account you have to enter: the username (login), the POP3 server name or its IP address, the user password and decide if after mail reception messages should be deleted (this is recommended, otherwise the mailbox can become overfilled in a very short time). You must also decide if an account is of "**catch all**" type, that catches all e-mail sent on all addresses from your domain (e.g. office@my-company.com, marketing@my-company.com, etc.).

By use of the **Properties** and **Delete** buttons you can change the parameters of your POP3 server or remove it.

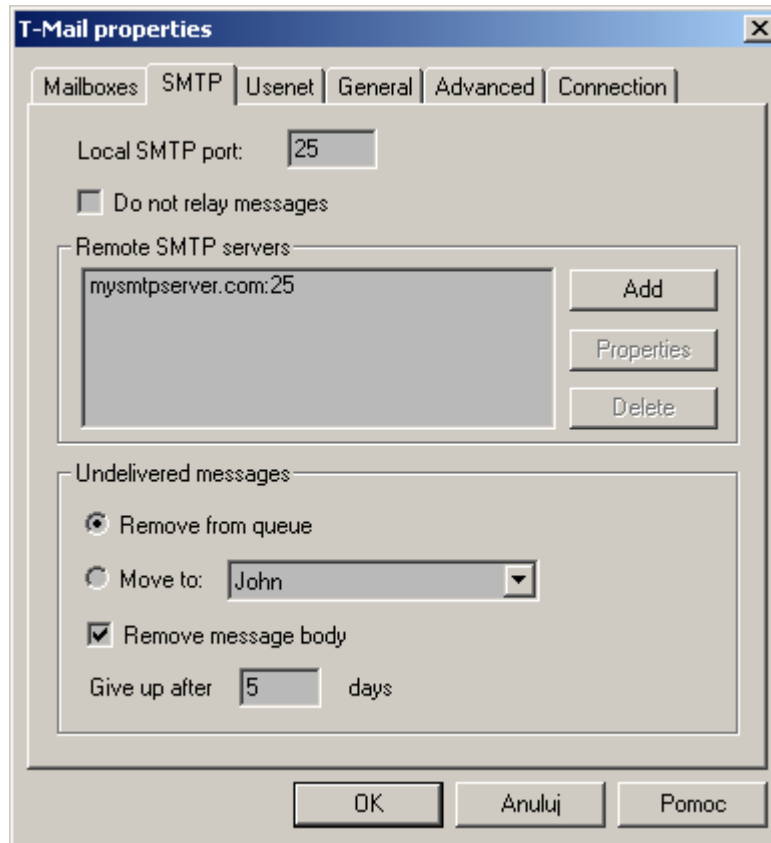
In the **Local e-mail addresses** frame you can define local addresses for which all mail sent through Tiny-Mail will be delivered to the given local mailboxes without the need to establish an Internet connection. Defining local e-mail addresses is useful only if you want to use Tiny-Mail to send messages inside the local network or at least one of the local mailboxes receives mail from a "catch all" account.

If you use a mail account that has several aliases (several alternative names defined by your internet service provider) and you want the mail sent to these addresses to be delivered to different local mailboxes, you should define several local mailboxes - one (only one!) of them with "catch all" option and a POP3 server defined and the other mailboxes with local e-mail addresses defined. Assume you have a real mailbox "office@my-company.com" with an alias "marketing@my-company.com". All messages sent both to "office@my-company.com" and to "marketing@my-company.com" are delivered to the same real mailbox : "office@my-company.com". If you want the received from that multi-aliased account messages to be distributed to two separate local mailboxes, you should configure in Tiny-Mail two local mailboxes. One of them with the address "office@my-company.com" configured with "catch all" option and a POP3 server defined, and the other with the address "marketing@my-company.com" defined.

The last option of the described tab gives the possibility to get messages from remote servers beginning with the shortest message and ascending to the longest. It's especially useful if you have a slow Internet connection (e.g. via modem). Assume that you have 3 messages on your real mail account (e.g. the first

has 2MB and the two others have 3kB). Usual mail agents will receive messages beginning with the first message (in this case the longest one). If you have a Dial-up connection that can easily be interrupted, it might happen that you will have to connect several times to get any of the messages. Selecting the given option will cause Tiny-Mail to get the shortest messages first and at the worst case only the longest one will stay not received.

SMTP



On that tab you can configure the parameters of your local and remote SMTP servers.

Local SMTP port is the number of the port for SMTP service in Tiny-Mail (25 as default). It is recommended to change this number only by advanced administrators (e.g. to start two SMTP services on one machine)

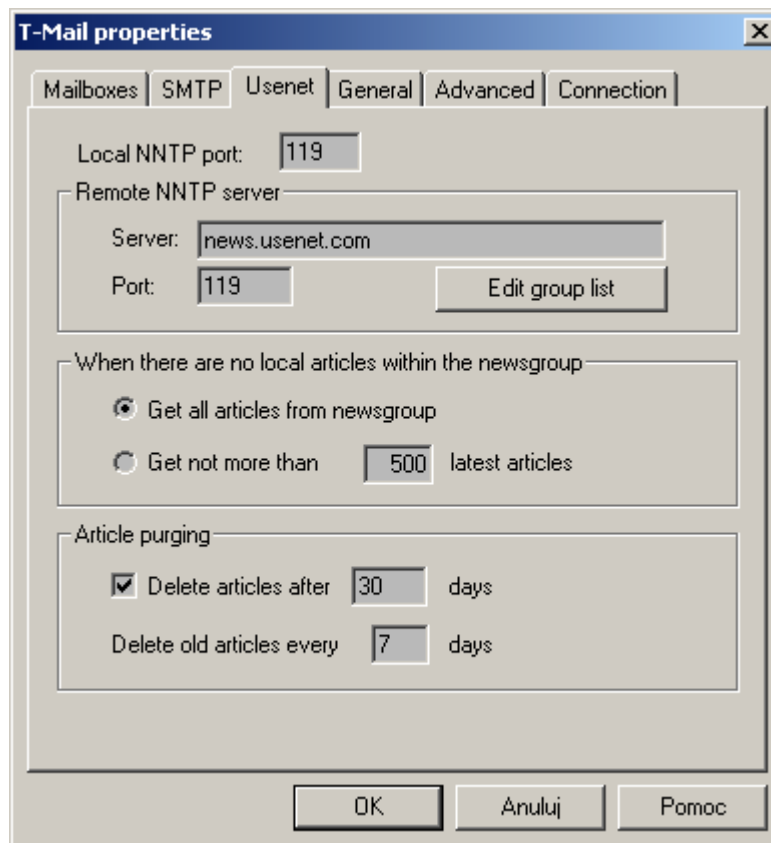
The **Do not relay messages** option should be activated only if Tiny-Mail is used EXCLUSIVELY in your local network and you don't want users to be able to send mail outside the local network. If this option is active Tiny-Mail will not accept mail messages if the destination address is not a "local e-mail address" for an existing local mailbox.

Below in the **Remote SMTP servers** frame you can add (using the **Add** button) one or more remote SMTP servers which will be used to send mail messages from your computer (if the first one from the list is not accessible the next one will be used).

In the **Undelivered messages** frame you can determine what should happen with messages that were unable to be sent outside (e.g. because of false recipient address or because accessing any SMTP server was impossible). Undelivered mail can be automatically removed without any report (not recommended!) or returned to a given local mailbox (it's recommended that the return address should be the local network administrator). Using the **Remove message body** option we can determine that only the header will be returned to the given mailbox. The header consists of the sender and recipient address and the message subject without the whole body of the message.

The last option allows to describe how many days Tiny-Mail should try to send a message before it will be removed or returned.

News



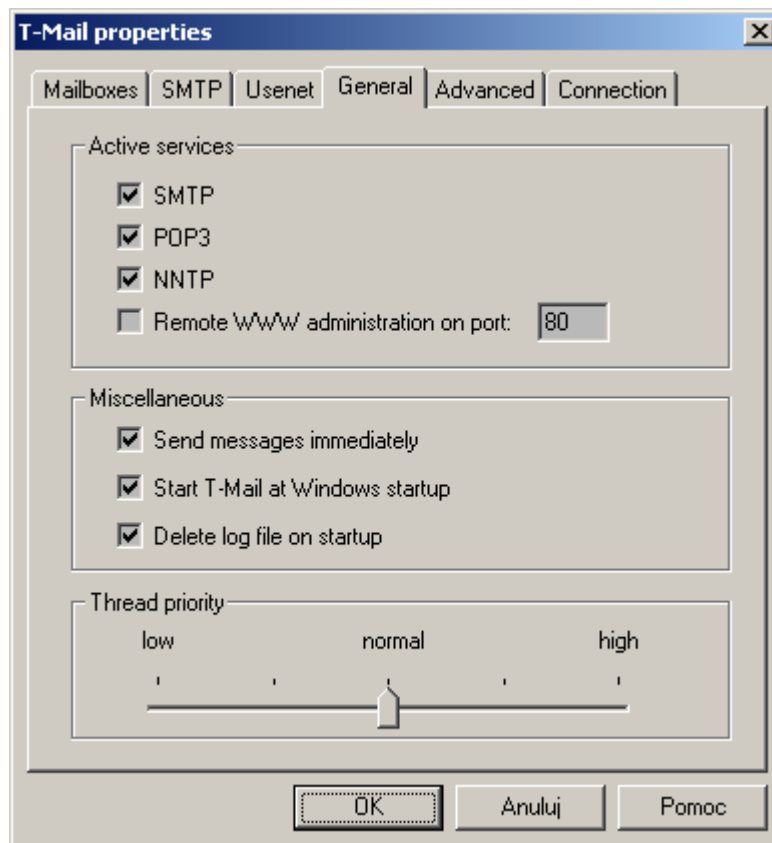
On that tab you can configure a remote NNTP server that will be used by Tiny-Mail to get messages from newsgroups.

After entering the server name click the **Edit group list** button and then get the list of accessible groups from the server (**ATTENTION! During this operation you must have an Internet connection established**).

It's recommended not to get more than 500 latest newst for each newsgroup while receiving messages for the first time (otherwise the first reception can last several minutes).

On that tab you can set the frequency and amount of old messages that should be removed from the newsgroup.

General options



This tab is designed for activating and deactivating the program services:

- **SMTP** - Tiny-Mail will be your outgoing mail server
- **POP3** - The users will be able to receive mail
- **NNTP** - Tiny-Mail will be your local news server
- **Remote WWW administration** - Tiny-Mail will enable to reconfigure the user passwords using an Internet Browser

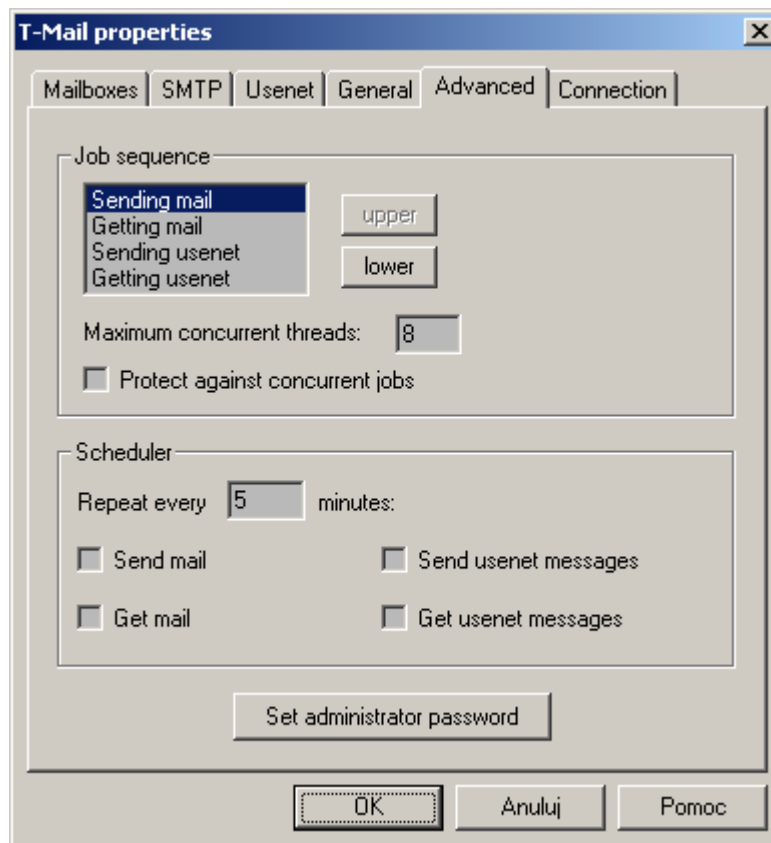
The other options are:

Send messages immediately - send outgoing messages directly after receiving them by user (if you are not connected to the Internet, the message will be saved).

Start Tiny-Mail at Windows startup - start the program automatically after the system startup (Tiny-Mail in idle state requires only a few of system resources).

The **Thread priority** ruler enables to describe the maximum use of your processor resources by Tiny-Mail. If the computer with Tiny-Mail installed is used to other tasks (e.g. to browse Internet resources) and the computer slows down heavily while receiving a huge amount of messages from remote servers, it's recommended to reduce "Thread priority".

Advanced options

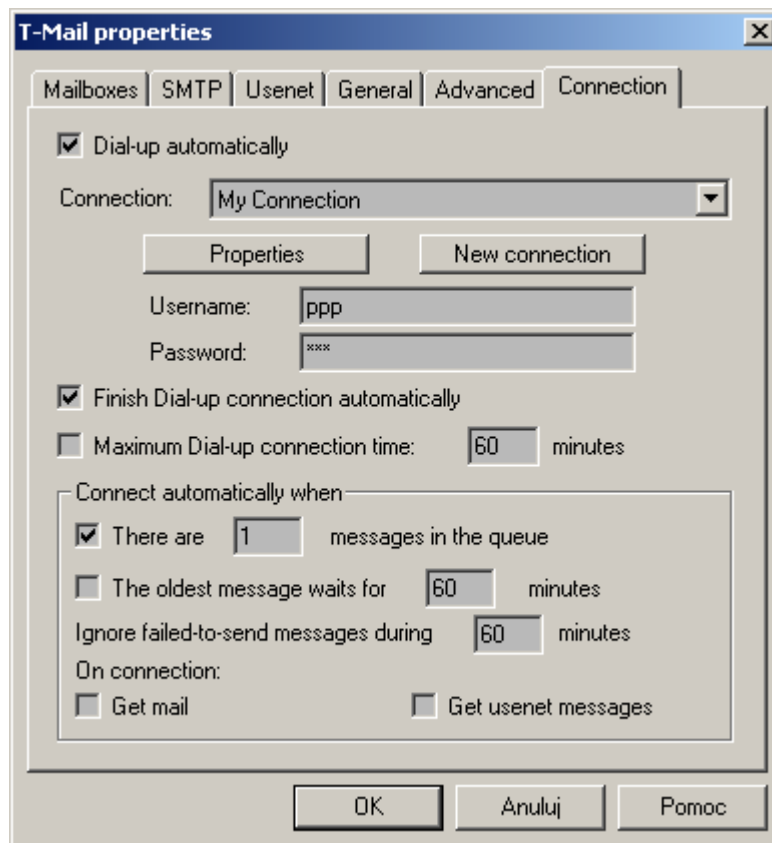


The **Job sequence** frame gives you the opportunity to describe the sequence in which Tiny-Mail will handle the given tasks. One can also specify which task (e.g. mail sending) will not be used in parallel with other jobs. Limiting the maximum amount of parallel tasks is useful only if you have a slow modem connection or your computer has less than 32 MB RAM.

In the **Scheduler** frame one can define the tasks Tiny-Mail should perform periodically. It's very useful if your computer has a permanent connection to the Internet.

Using the **Set administrator password** button you can define a password that will be necessary to change the program properties.

Connection properties



This tab is designed to configure your Tiny-Mail to be able to establish your Dial-up connection automatically on defined conditions (e.g. if the amount of queued mail messages reaches a defined number).

Checking the **Dial-up automatically** option will result in establishing a Dial-up connection on every trial to connect with remote servers (SMTP, POP3, NNTP) if a connection hasn't been established manually by the user before.

You should choose one of your defined connections from those defined in your Windows system or define a new one (using the **New Connection** and **Properties** buttons).

In the **Username** and **Password** fields you should enter the name and password you obtained from your internet service provider.

If the **Finish Dial-up connection automatically** option is checked, your Tiny-Mail will close the connection after receiving all data from remote servers. **This option should be checked if Tiny-Mail is configured to establish Dial-up connections automatically and the computer is not constantly watched (otherwise the costs of your Dial-up connections might increase because of not closed connections!)**

We advise to limit the maximum time of the Dial-up connection e.g. to 60 minutes (default) to increase cost control.

In the **Connect automatically when...** frame you can define conditions on that Tiny-Mail will establish a connection automatically:

- If the message queue reaches a defined amount of awaiting messages
- If the oldest message-to-send is awaiting for a defined time (in minutes)

The message queue does not include failed-to-send messages. Those messages will be restored to the mail queue after a defined period of time (the field: **Ignore failed-to-send messages during...**).

The last options of the described tab allow you to perform additional tasks while an automatical connection is established (only one operation is set as default : sending messages from the message queue).