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Introduction To Squirrelmail

General Remarks

current version: squirrelmail 1.4.9a

Squirrelmail is an efficient php-based webmail tool. Besides e-mail it offers an address book as well as a calendar.

The concept of using different servers for access from inside and outside has also been realized with squirrelmail. The URL

<https://squirrel.mpip-mainz.mpg.de/squirrel-uw> either leads to the internal server vmweb2 or the external server vmweb4. For reading and writing e-mails it doesn't matter where one comes from. User preferences, filter rules or entries in address book and calendar are stored in local files on the respective server. All these settings therefore depend on the kind of access.

Using e-mail in a network

Squirrelmail is a tool to do e-mail work trough a network by means of a browser. It is using the IMAP protocol to authenticate and to read or write mailboxes. To get always the same view at your folders both from your workplace and from the internet it is mandatory to set up your e-mail client (Outlook, Mozilla, Thunderbird,...) on your office PC to use IMAP as well. Our IMAP configuration expects personal folders always in a subdirectory to your home directory called /Imap.

Configure your preferences

Assign folders for Drafts, Trash and Sent

Each mail client has individual names for internal folders like Drafts, Trash and Sent. Per default squirrelmail is using INBOX.Sent as a folder to keep copies of sent mails. Special draft and trash folders are not used per default. If you are regularly using other mail clients at your office you might want squirrelmail to use the same folders too for these purposes. To do this, enter *Options -> Folder Preferences - Special Folder Options* . Here you can specify your preferred folder names. Never forget to click on the Submit button at the end.

How can I hide folders?

Per default squirrelmail expects its folders in /Imap and it displays everything, which it can find there and which looks like an e-mail folder. Folder names like INBOX.Trash for example has been used by our old squirrel implementation and might still be found there. If you don't want them to occur in your folder list and you don't want to delete them do the following: Find the menu item "Folders" in your head line. It opens a window where you find a field named 'Unsubscribe/Subscribe'. There you see a list of folder names which are available to hide or to show. Note that you cannot for example unsubscribe a folder like INBOX.trash as long as this name is used as the trash folder.

How can I put mails into special mailboxes automatically

This can be accomplished with the help of ilter rule. Open *Options -> Message Filters* and choose for example 'only unused messages' if you just want to filter new mails. By clicking on the link 'New' you can define your filter rule. Don't forget to hit 'Submit' when you done.

Can I get a pop-up window to announce new mails?

This feature can be enabled by activating the check box 'Show popup window on new mail' in *Options -> NewMail Options* .

Can I get rid of the weather forecast?

The weather report is an extra goodie which can be disabled by setting the postcode

or zip code to 0 in *Options -> Display Preferences -> Weather Online Options* .

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