

# eCAFÉ™ EMAIL CENTER

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## 1. INTRODUCTION

**eCAFÉ™ Email Center** provides access to a messaging application designed for users who want a rapid, simple and efficient tool. From viewing to sending emails as well as the centralized management of your contacts and all the accounts, Email Center is a user-friendly email solution that is ultra-simple to use. What is more, its design as an installed application that is not web-oriented enables each person to view and write emails at any time, even when there is no Internet connection.

When you first use the center, no account is associated with your email boxes. We will therefore show you how **to add and edit an email box, send and receive emails and manage your address book and messaging options**.



You can return to the home page, which displays all the email accounts, at any moment by clicking on the



button.


## 2. FIRST USE: ADDING YOUR MAIN EMAIL ACCOUNT

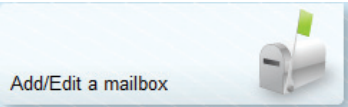
The account you most often connect to is called the **main account**. Within your family, you may have other accounts that you can also add to the **eCAFÉ™ Email Center**, up to a maximum of four accounts.

 If your main email account is the one linked to your **Internet subscription**, you should have the connection information that your Internet access provider sent you. You will need this information to correctly install the messaging application.

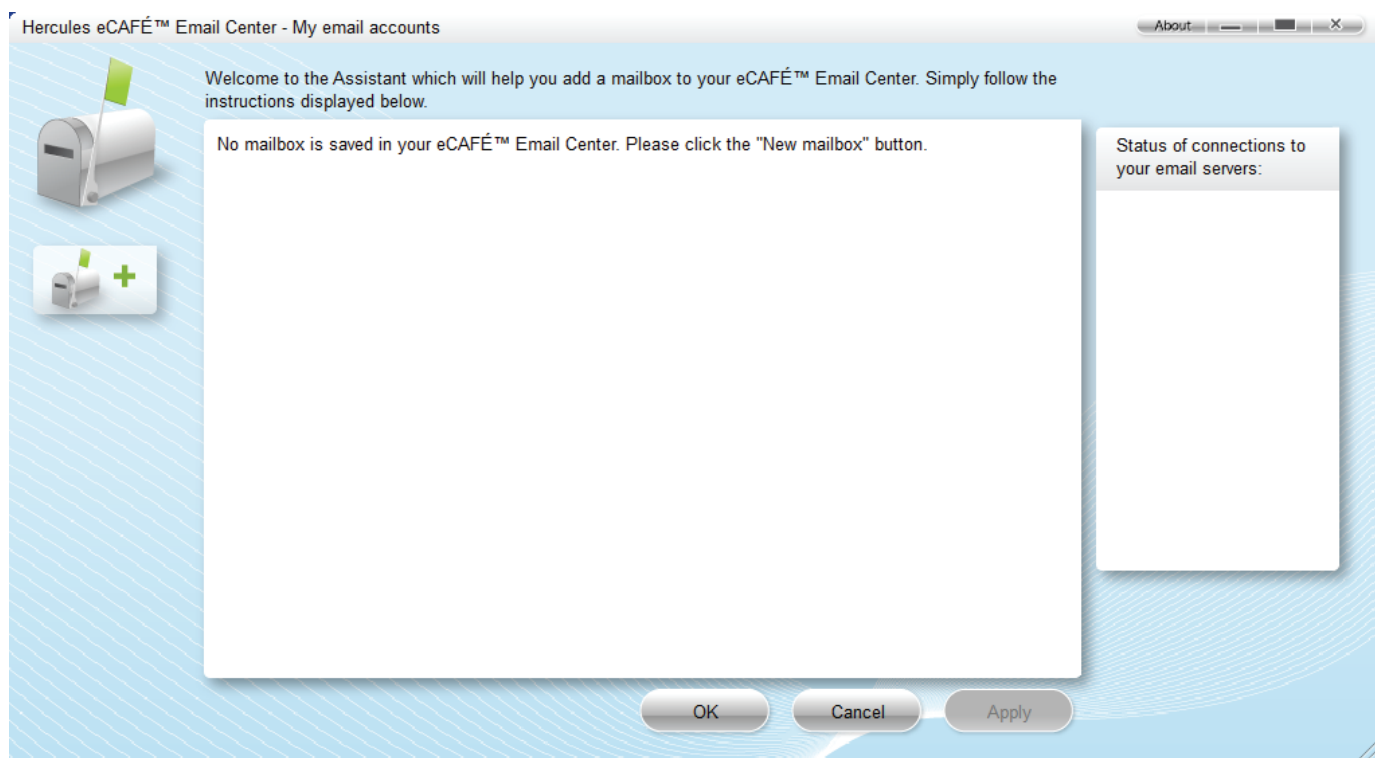
If your main email account is a **free** account (Gmail, Yahoo Mail, etc.), you will find any connection information that may be required by searching the Internet.

**To add your main email account:**

- Click on the **eCAFÉ™ Email Center**  icon located on the Windows desktop or the Windows quick launch toolbar.

- Click on  **Add/Edit a mailbox**.

If you have not yet defined an email account, the eCAFÉ™ Email Center configuration wizard will start up to allow you to configure your main email account.



- Click on .

Hercules eCAFÉ™ Email Center - Add a mailbox

Welcome to the Assistant which will help you add a mailbox to your eCAFÉ™ Email Center. Simply follow the instructions displayed below.

**Step 1:** Please enter your first and last names, as you would like for them to appear in emails sent from your eCAFÉ™ Email Center. Then click the "Next" button.

First name:

Last name:

**Step 1:**

- Enter the first and last names that will appear in the Sender field in the messages you send.
- Click on **Next**.

Hercules eCAFÉ™ Email Center - Add a mailbox

**Step 2:** Please enter your complete email address and your password for connecting to your email account, then click the "Next" button. eCAFÉ™ Email Center will then attempt to connect to your email account provider's email server.

Complete email address:   
(in the following format: "name@domain.ext")

Email account password:

**Step 2:**

- Enter the valid email address and the corresponding password.
- Click on **Next**.

If eCafé™ Email Center was unable to connect to the server, a window is displayed that asks you to enter the information corresponding to your account.

Hercules eCAFÉ™ Email Center - Add a mailbox

The connection to your provider's email server failed.

Please click the "Previous" button to reenter your email address and password, and retry the connection. Otherwise, eCAFÉ™ Email Center will need your help to enter the addresses of your email account provider's SMTP and POP servers. If you know them, please enter them and then click the "Next" button. If you don't know the server addresses, please contact your email account provider for details. You can exit the Assistant now by clicking the "Cancel" button.

SMTP server (outgoing emails):

Port:

POP server (incoming emails):

Port:

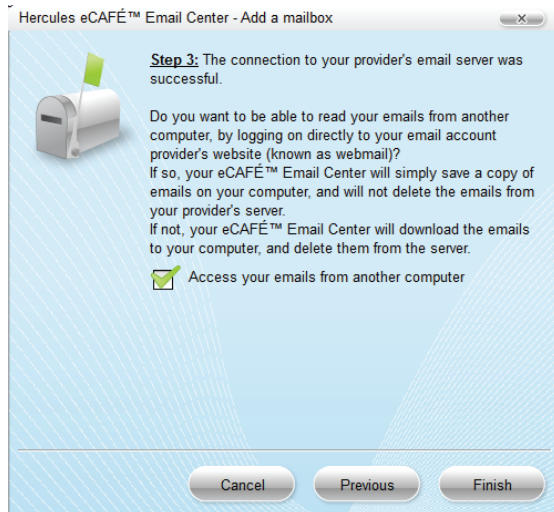


If your main email account is the one linked to your **Internet subscription**, you should have the connection information that your Internet access provider sent you. You will need this information to correctly install the messaging application.

If your main email account is a **free** account (Gmail, Yahoo Mail, etc.), you will find any connection information that may be required by searching the Internet. For a Gmail account, you must perhaps activate the POP protocol beforehand. A tutorial explaining the procedure is available in the User guide/Tips & tricks section, on the [ecafe.hercules.com](http://ecafe.hercules.com) website

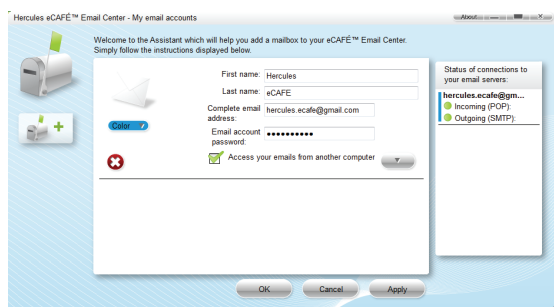
Your eCAFÉ Email Center is already preconfigured for a large majority of email address providers (the POP and SMTP settings are preconfigured). However, the email address providers may have changed these settings without giving notice. We try to keep these settings up to date in the software updates.

- Enter the information required, then click on **Next**.

**Step 3:**

If the connection is successful, eCafé™ Email Center proposes to **access the emails from another computer**.

- If you select this option, the emails will be consulted from the server, without being deleted from it.
- If you deselect this option, the emails will be moved from the server and copied to your computer.
- Click on **Finish**.



The account is now configured and a summary of the information is displayed in a window.

- Click on **Apply** to confirm the information.
- Click on **OK** to close the window and return to the home screen.

Your account has now been added to list of email accounts accessible from the home page. You will note that each account is identified by a different color that can be customized in the options.




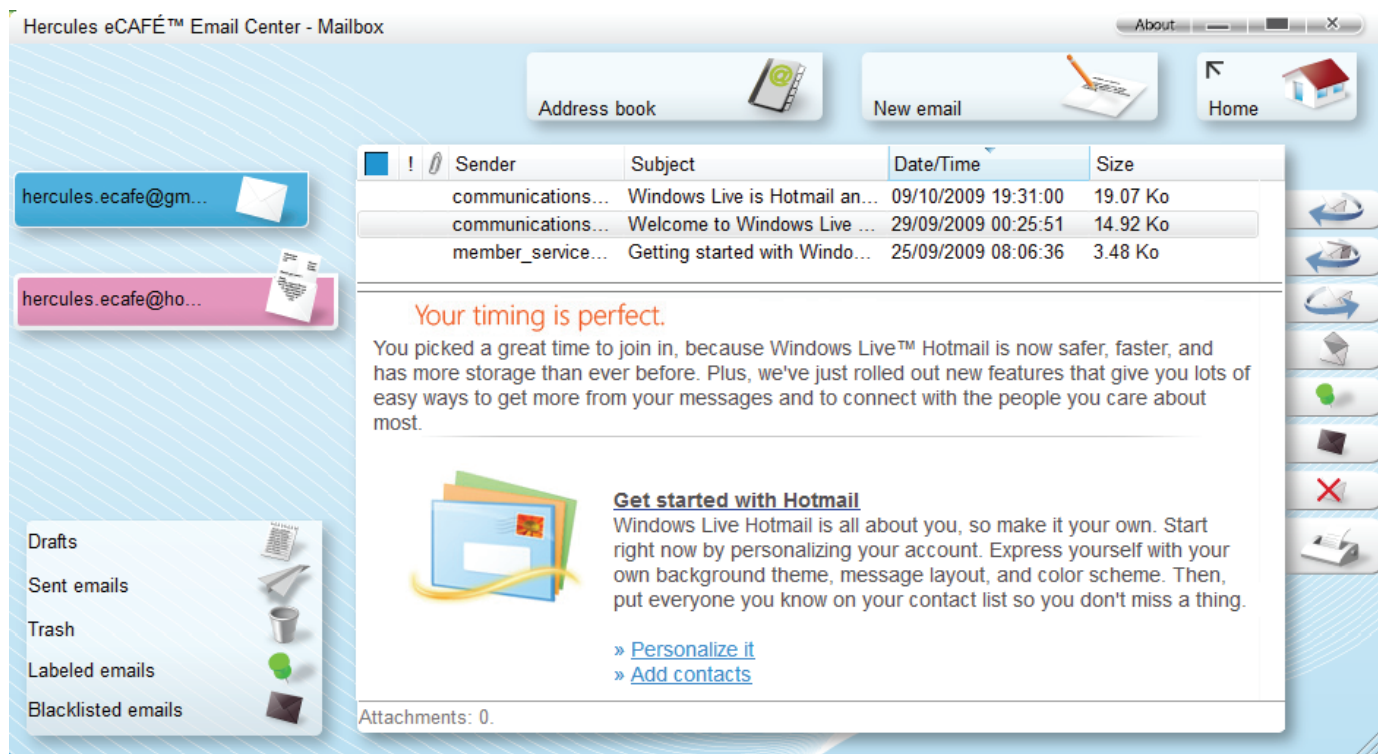
You can add other accounts by clicking on . Then click on . The procedure is the same as the one you used to add the main account.








### 3. SENDING/RECEIVING EMAILS


It is often useful to be able consult your emails whether you are at home or on the move. eCAFÉ™ Email Center allows you to send and receive emails and attachments if you have an Internet connection and have added your account.

 Although you can consult and write messages in eCAFÉ™ Email Center at any time (in contrast with Web interface applications that require a permanent Internet connection), the operations for receiving and sending messages and/or attachments need an Internet connection. You must therefore ensure that you are connected to the Internet by Wi-Fi or Ethernet.



To	Procedure
<p><b>Send emails</b></p>	<ul style="list-style-type: none"> <li>- From the home page, select your account by clicking on the address bar.</li> <li>- Click on .</li> <li>- Enter the recipient's address in the <b>To</b> field. Or click on  to select an address from the address book, click on <b>Add</b>, then on <b>OK</b>.</li> <li>- Write your email.</li> <li>- Click on .</li> </ul>
<p><b>Send an email with an attachment</b></p>	<ul style="list-style-type: none"> <li>- From the email text box, click on .</li> <li>- Access the files required, select on or more of them with the Shift or Ctrl.</li> <li>- Click on <b>Open</b>. The list of files is displayed in the <b>Attachments</b> bar.</li> <li>- Write your email.</li> <li>- Click on .</li> </ul>

**Receive and consult emails**

 To receive an email, your email address must be valid and active, and you must have added at least one account to the eCAFÉ™ Email Center.

- From the home page, select your account by clicking on the address bar.



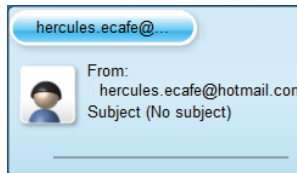
Any new email received is indicated with the  icon.


- Select the new email from the list of the emails received. A preview of the email's text is displayed in the lower window.


- To open the email, click on  then double-click on the email.

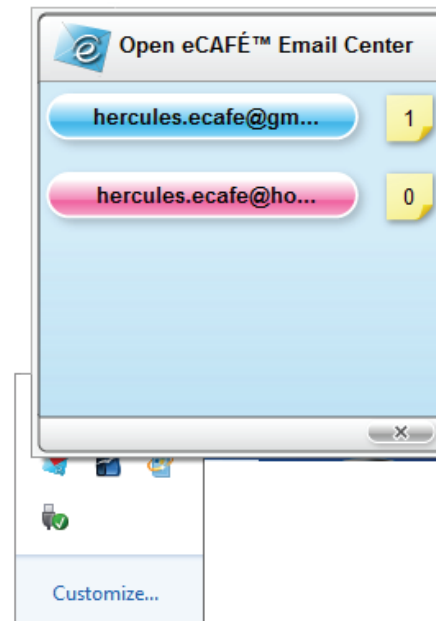
- If there are attachments, you can open them by double clicking on their name in the **Attachments** bar. Windows then automatically selects the relevant application to open them.

**Keep informed when you receive emails**













A pop-up  window appears at the bottom of the screen to let you know that you have received a new email, then disappears after a few seconds.











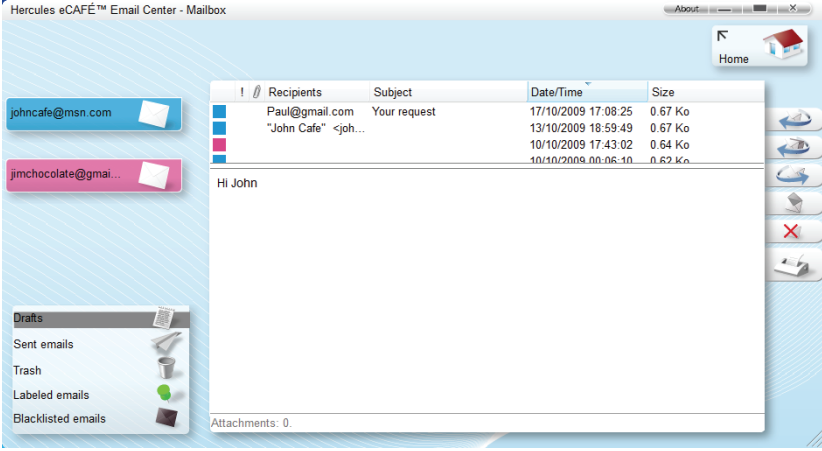
- Right click on the envelope  in the Windows notification area to display the list of email accounts. The number of new emails will appear opposite the account.



- Select the email account to access then new email.

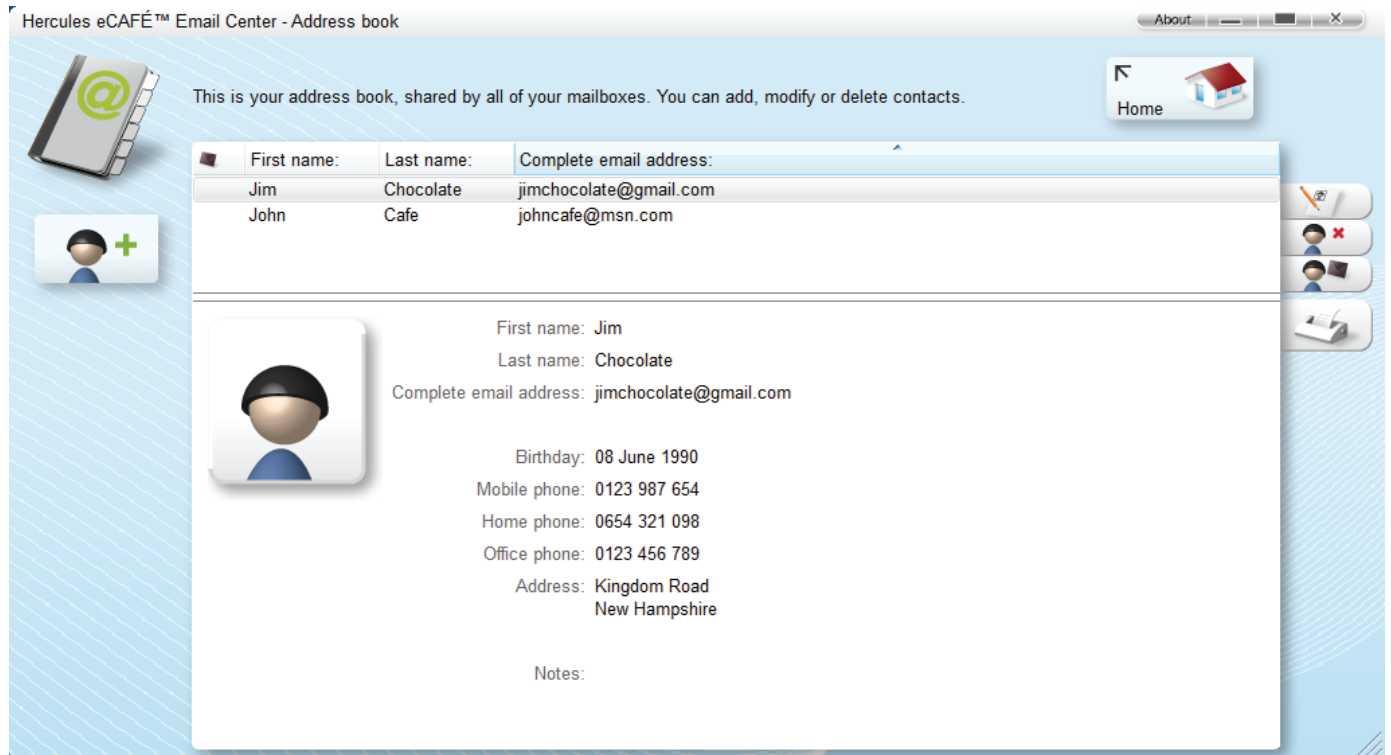


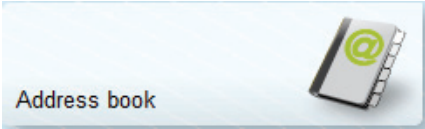

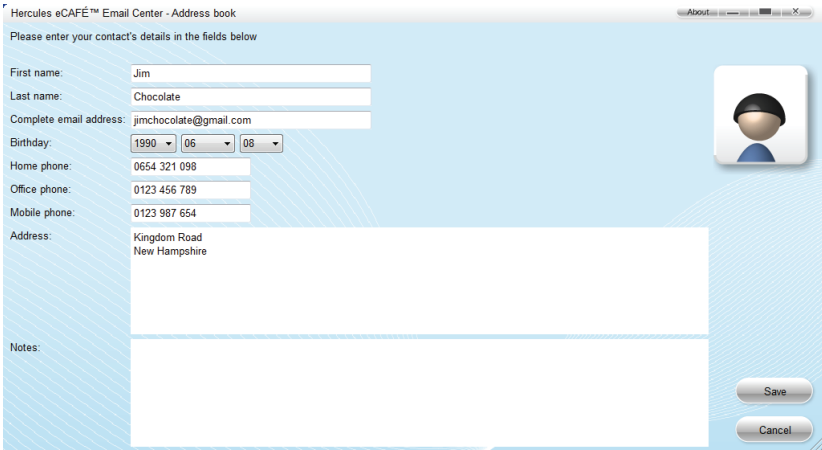
<p><b>Reply to the sender only</b></p>	<ul style="list-style-type: none"> <li>- Select an email from the email reception window.</li> <li>- Click on .</li> <li>- Write your email.</li> <li>- Click on .</li> </ul>
<p><b>Reply to the sender and to the recipients in copy</b></p>	<ul style="list-style-type: none"> <li>- Select an email from the email reception window.</li> <li>- Click on .</li> <li>- Write your email.</li> <li>- Click on .</li> </ul>
<p><b>Send the email</b></p>	<ul style="list-style-type: none"> <li>- Select an email from the email reception window.</li> <li>- Click on . This operation transfers the text of the message and any attachments to the chosen recipient.</li> <li>- Enter the recipient's address in the <b>To</b> field. Or click on  to select an address in the address book, click on <b>Add</b>, then on <b>OK</b>.</li> <li>- Write your email.</li> <li>- Click on <b>Send</b> .</li> </ul>
<p><b>Add a label to an email</b></p>	<p>The label allows you to link an email with a category (friends, work, family) and quickly identify them.</p> <ul style="list-style-type: none"> <li>- Select an email from the email reception window.</li> <li><b>If no label has been created:</b></li> <li>- Click on .</li> <li>- Select <b>Create a label</b>.</li> <li>- Enter a label name (friends, work, family, etc.).</li> <li>- Click on <b>OK</b>.</li> <li>- Click on  again.</li> <li>- Select the label from the list. The email is now linked with a label that lets you identify its category more rapidly.</li> <li><b>If labels have already been created:</b></li> <li>- Click on .</li> <li>- Select the label from the list. The email is now linked with a label that lets you identify its category more rapidly.</li> </ul>







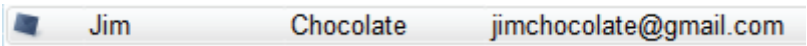


<p><b>Add an email to the blacklist</b></p>	<ul style="list-style-type: none"> <li>- Select an email from the email reception window.</li> <li>- Click on .</li> </ul> <p> Emails from this sender will now be automatically placed in the <b>Blacklisted emails</b> window.</p>
<p><b>Delete an email</b></p>	<ul style="list-style-type: none"> <li>- Select an email from the email reception window.</li> <li>- Click on .</li> </ul> <p> To delete an email permanently, you must access the <b>Trash</b>, select an email and click on . Or you can delete all the emails by clicking on <b>Empty</b> .</p>
<p><b>Restore an email</b></p>	<ul style="list-style-type: none"> <li>- Select an email from the trash.</li> <li>- Click on . The email is moved to the mailbox.</li> </ul>
<p><b>Print off a email</b></p>	<ul style="list-style-type: none"> <li>- Select an email from the email reception window.</li> <li>- Click on .</li> </ul> <p> To print off an email, you must have installed and connected a printer to the computer.</p>
<p><b>Create a draft</b></p>	<ul style="list-style-type: none"> <li>- From the email text box window, write an email and possibly add an attachment.</li> <li>- Click on . The email will be saved to the list of drafts.</li> </ul> <p>You can resume writing your email by accessing the <b>Drafts</b> page.</p>  <p>This page contains all the emails that have been saved but not sent and opens your email.</p>

## 4. FINDING CONTACTS RAPIDLY WITH THE ADDRESS BOOK

The address book is a simple way to combine, within a single application, the email addresses and contact details for all your contacts.

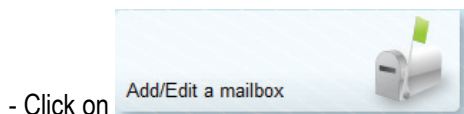



To	Procedure
<p><b>Add a contact</b></p>	<p>- From the home window, click on</p>  <p>- Click on</p>   <p>- Enter the information in the required fields.</p> <p>- If you want to add a photo, you can do this by clicking on</p>

	 <ul style="list-style-type: none"> <li>- Access the image file required, select one from it, then click on <b>Open</b>.</li> <li>- Click on <b>Save</b> to add this contact to the address book.</li> </ul>
<p><b>Edit the file of a contact</b></p>	<ul style="list-style-type: none"> <li>- From the address book, select one of the contacts.</li> <li>- Click on . You access the file for your contact.</li> <li>- Change or complete the information in the required fields.</li> <li>- If you want to add a photo, you can do this by clicking on </li> <li>- Access the image file required, select one from it, then click on <b>Open</b>.</li> <li>- Click on <b>Save</b> to confirm the changes.</li> </ul>
<p><b>Delete a contact</b></p>	<ul style="list-style-type: none"> <li>- From the address book, select one of the contacts.</li> <li>- Click on .</li> <li>- Confirm the deletion by clicking on <b>Yes</b>.</li> </ul>
<p><b>Add a contact to the blacklist</b></p>	<ul style="list-style-type: none"> <li>- From the address book, select one of the contacts.</li> <li>- Click on .</li> </ul> <p>The  icon is displayed opposite the contact.</p> 
<p><b>Print off the file of a contact</b></p>	<ul style="list-style-type: none"> <li>- From the address book, select one of the contacts.</li> <li>- Click on .</li> </ul> <div style="background-color: #f0f0f0; padding: 5px;">  To print off a contact, you must have installed and connected a printer to the computer.         </div>


## 5. ADDING MAILBOXES

**eCafé™ Email Center** can manage up to **four** mailboxes at one time, by combining Internet access provider email accounts and free accounts of the Gmail, Yahoo Mail, etc. type.



- Click on . The eCAFÉ™ Email Center configuration wizard will start up to allow you to configure a new mailbox.

- Follow the procedure described in section **2.2. Adding your main email account**.

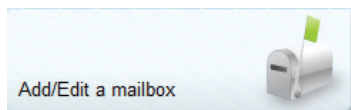
 When you are in the email reception window, you can switch from one mailbox to another simply by clicking on the email address.

## 6. EDITING AND CUSTOMIZING A MAILBOX

eCAFÉ™ Email Center can edit the connection settings, but also customize your mailboxes by giving a specific color to each one of them, for example.

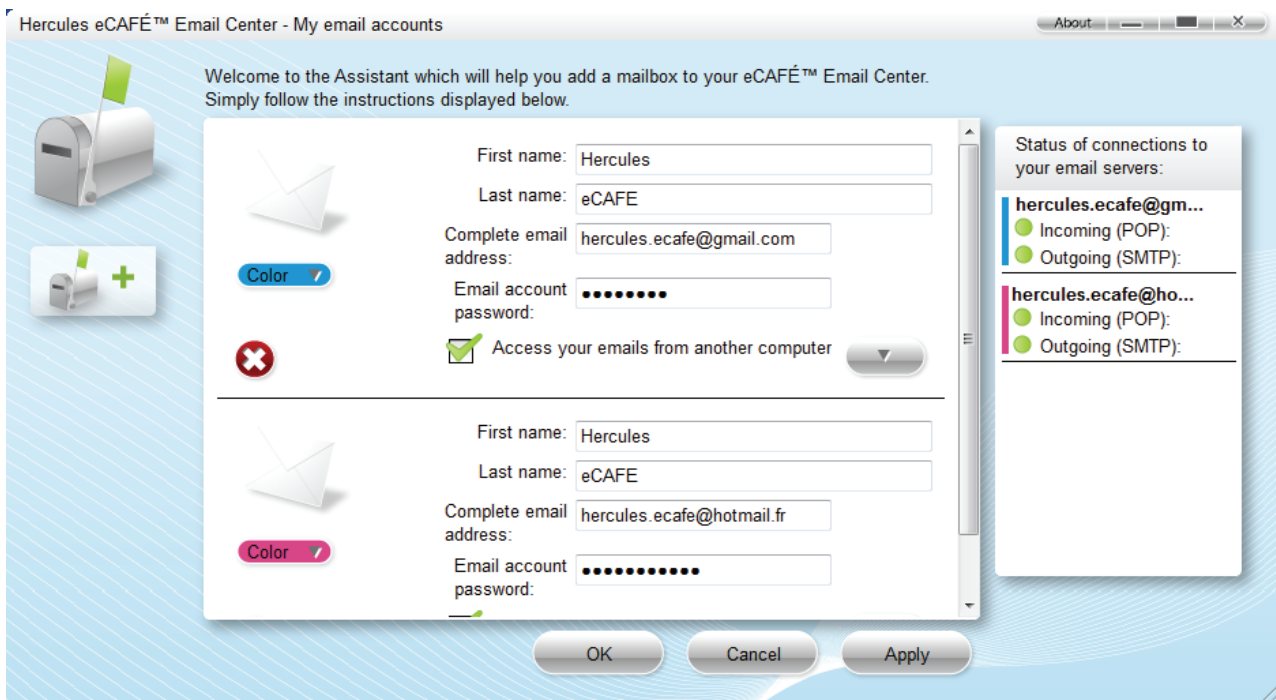
 Some changes to your email account can affect its correct operation. Please enter valid information.

To edit and customize a mailbox:


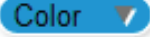







- From the home page, click on

The email accounts window is displayed.





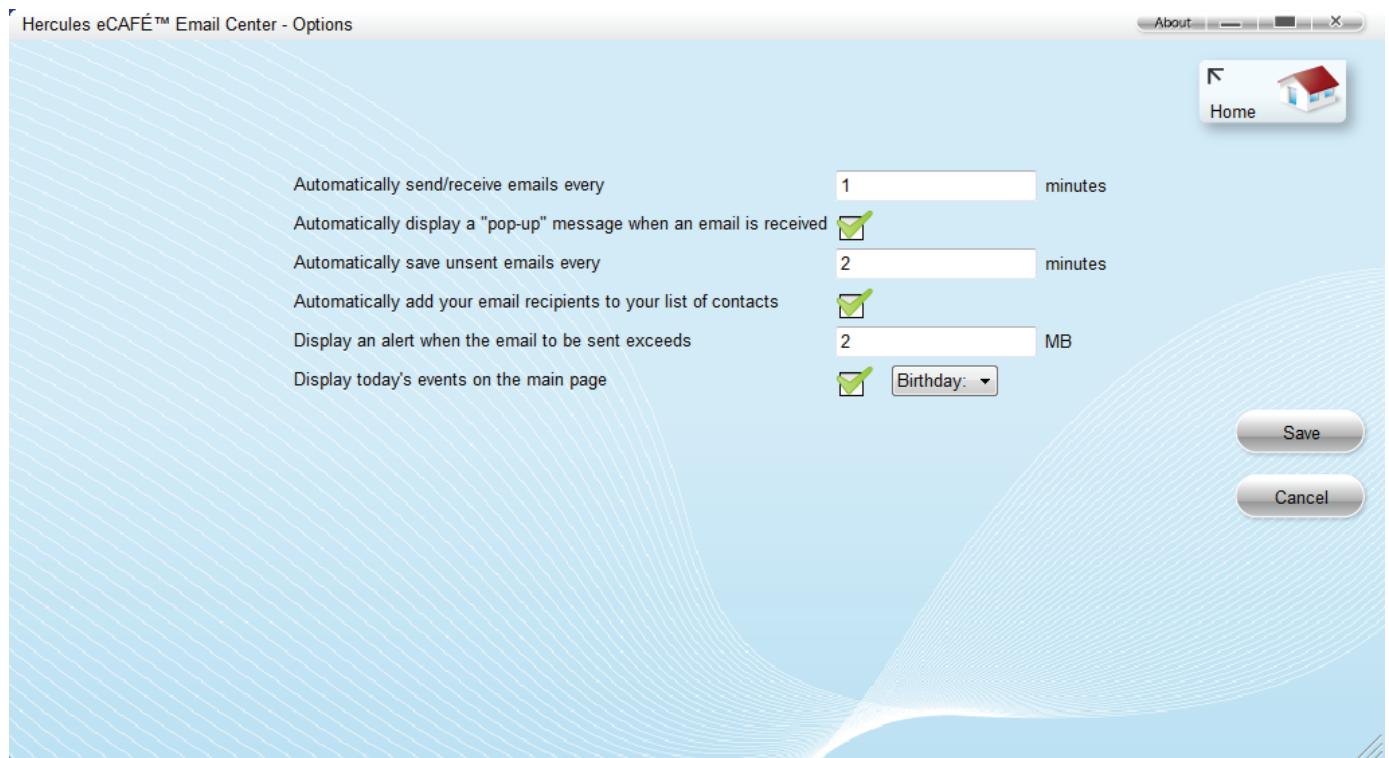
To	Procedure
<p><b>Change the first names, last name, email address and password of an email account</b></p>	<ul style="list-style-type: none"> <li>- Enter the information into the relevant fields.</li> </ul> <div style="background-color: #f0f0f0; padding: 5px; margin: 5px 0;"> <p> Check that the information you enter is valid. Otherwise, your account may not work properly.</p> </div> <ul style="list-style-type: none"> <li>- Click on <b>Apply</b>.</li> <li>- Click on <b>OK</b>.</li> </ul>
<p><b>Change the color linked with an email account</b></p>	<ul style="list-style-type: none"> <li>- Click on the drop-down menu .</li> <li>- Select a color.</li> <li>- Click on <b>Apply</b>.</li> <li>- Click on <b>OK</b>.</li> </ul>
<p><b>Delete an email account</b></p>	<ul style="list-style-type: none"> <li>- Click on  in the mailbox to delete</li> <li>- Select <b>Yes</b> in the confirmation window.</li> </ul>
<p><b>Keep emails on your computer</b></p>	<ul style="list-style-type: none"> <li>- Deselect the <b>Access emails from another computer</b> option.</li> </ul> <div style="background-color: #f0f0f0; padding: 5px; margin: 5px 0;"> <p> If you want to access your emails from another computer, the emails moved can only be accessed from your eCAFÉ.</p> </div> <ul style="list-style-type: none"> <li>- Click on <b>Apply</b>.</li> <li>- Click on <b>OK</b>.</li> </ul>
<p><b>Change the information concerning the POP and SMTP servers (advanced users)</b></p>	<ul style="list-style-type: none"> <li>- Click on the drop-down menu .</li> <li>- Enter the information into the relevant fields.</li> </ul> <div style="background-color: #f0f0f0; padding: 5px; margin: 5px 0;"> <p> Check that the information you enter is valid. Otherwise, your account may not work properly.</p> </div> <ul style="list-style-type: none"> <li>- Click on <b>Apply</b>.</li> <li>- Click on <b>OK</b>.</li> </ul>
<p><b>Add an automatic signature</b></p>	<ul style="list-style-type: none"> <li>- Click on the drop-down menu .</li> <li>- Enter the signature in the <b>Automatic signature</b> field. The signature will be added automatically at the end of any email you send.</li> <li>- Click on <b>Apply</b>.</li> <li>- Click on <b>OK</b>.</li> </ul>

## 7. CONFIGURING THE eCAFÉ™ EMAIL CENTER OPTIONS

In **eCAFÉ™ Email Center**, you can adapt some settings to your preferences. You can thus choose the automatic send/receive frequency of the email or the period that unsend emails are saved and even schedule an important event reminder on your home page, such as the birthday of one of your contacts.



- From the home page, click on **Options**.
- Enter a new value in the fields to change or deselect the boxes to deactivate the option you do not require.
- Finally, click on **Save** to apply all the settings.



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## Applicable law

The Terms & Conditions of this License Agreement are subject to French Law.

### ENVIRONMENTAL CARE RECOMMENDATIONS



At the end of its useful life, this product should not be discarded with standard household refuse but should be given to a collection point for waste from electric and electronic devices, where it shall be recycled.

This is stated by the symbol that appears on the product, the User Manual or the packaging.

According to their specificities, these materials may be recycled. By supporting recycling and other methods of recovering waste from electric and electronic equipment, you help care for the environment.

Please consult with the local authorities, who will refer you to the relevant waste collection point.