

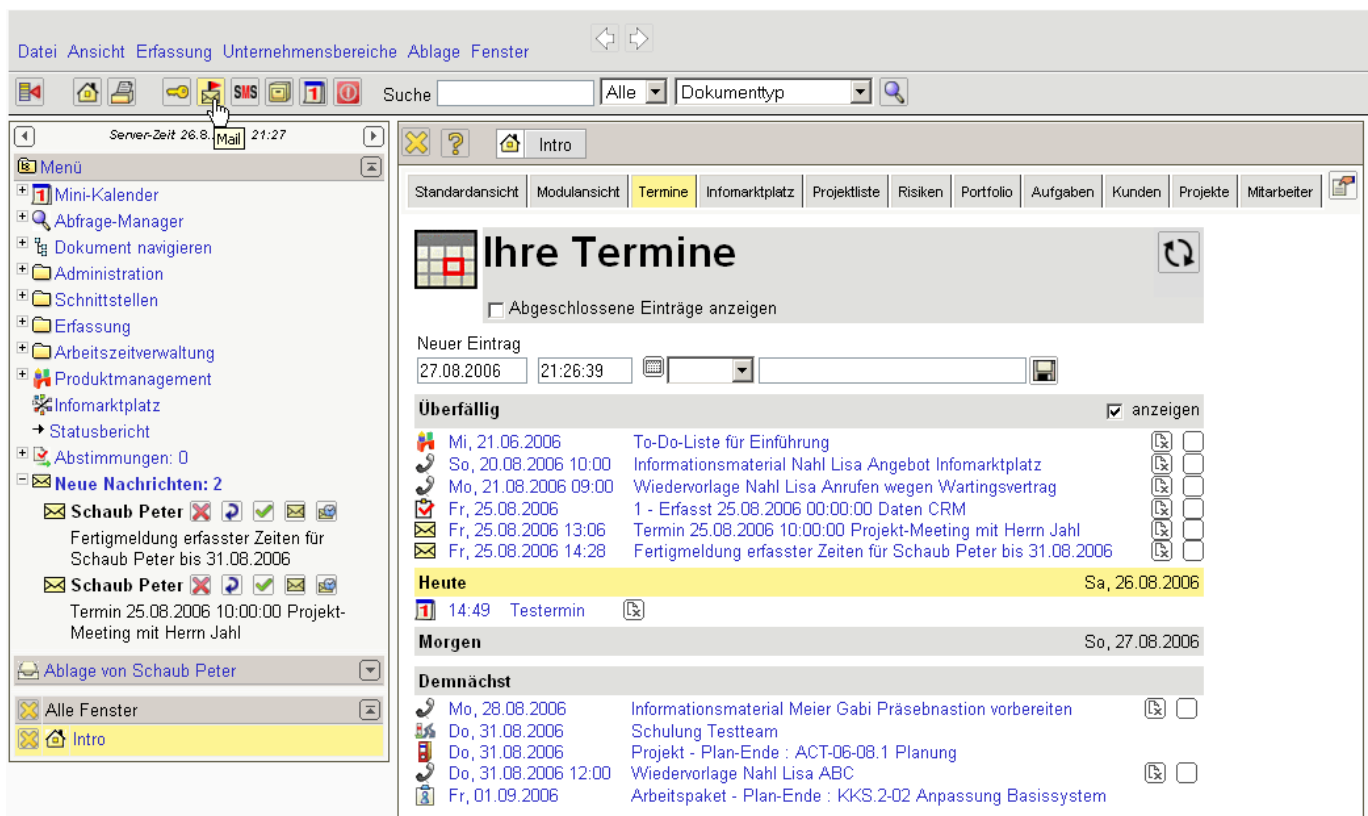
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## 3.04.1 Mail System "Mailer"

Projectile contains an internal and external functionality in the optional Groupware-Module. Using the integrated mail system "Mailer", e-mails and short messages (SMS) can be sent within the system. The internal e-mails can link directly to any document in the system and automatically generate messages for resubmission (see also contact system) or reminders for appointments (see also Team-Calendar). Furthermore, the mail system is integrated in the contact system and employee administration.

### Opening the Mail System

The mail system is either opened in the function bar of the work area ...



... or opened through an e-mail. In the following example, the employee Julia Müller sent the employee Frank Schmidt an e-mail with the subject "Überprüfung der Schätzungen". Using  an e-mail can be deleted unread, using  an unread e-mail can be answered, using  an e-mail can be marked as read ...



Wiedervorlage in  Minuten

Wiedervorlage am

☒ ☐

Zeit: 25.08.2006 13:06:15 ☒ Gelesen

Absender: Schaub Peter

Empfänger:

Geplante Zeit: 25.08.2006 09:45:00

Betreff: Termin 25.08.2006 10:00:00 Projekt-Meeting mit Herrn Jahl

Text:

In the example, resubmit is set to 10 minutes, ...

Wiedervorlage in  Minuten

Wiedervorlage am

☒ ☐

Zeit: 25.08.2006 13:06:15 ☒ Gelesen

Absender: Schaub Peter

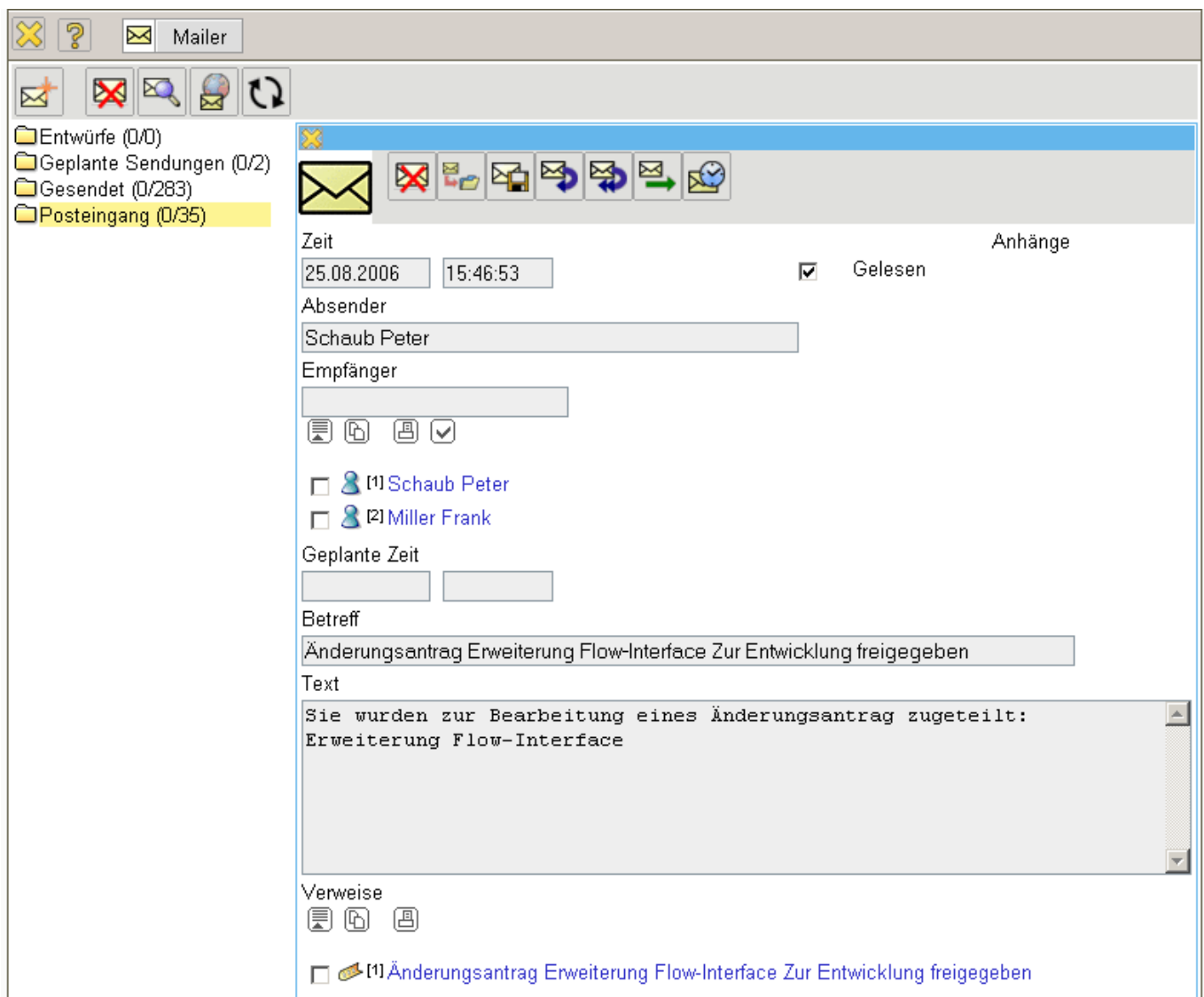
the user is then informed and ...



... the message is then displayed ten minutes later.

**Note:** The message is displayed with the first action in the system using this time, because the screen is not automatically updated.

## Elements of the Mail System



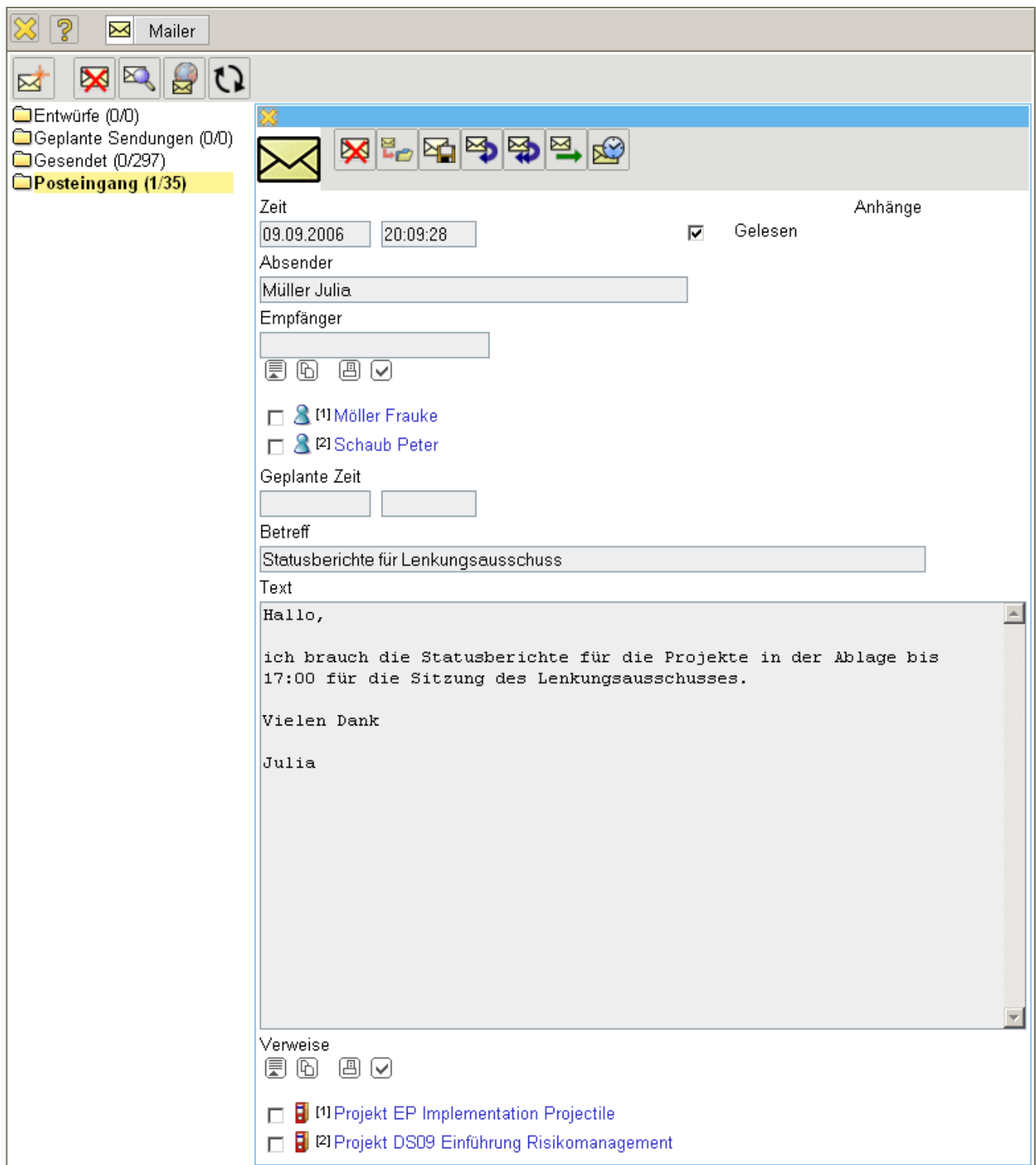
The mail system contains the following buttons in the function bar:

| Function                                                                            | Term                             | Description                                                                                                                    |
|-------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
|    | Send Message                     | Using this function, the opened message is sent to the recipient. After the message is sent, a transition report is displayed. |
|    | New Message                      | Using this function, a new message is generated.                                                                               |
|    | Check Address                    | Using this function, the addresses of the recipient is checked.                                                                |
|    | Save Message                     | Using this function, the opened message (usually a draft) is saved.                                                            |
|    | Delete Message                   | Using this function, an opened message is deleted.                                                                             |
|    | Add Attachment                   | Using this function, one or more attachments can be assigned to an opened message.                                             |
|    | Move Message to Folder           | Using this function, an opened message can be moved to a (existing or new) folder.                                             |
|    | Reply to Sender                  | Using this function, an opened message can be answered for the sender only.                                                    |
|    | Reply All                        | Using this function, an opened message can be answered for the sender and further recipients.                                  |
|    | Forward                          | Using this function, an opened message can be forwarded to a further recipient.                                                |
|   | Resubmit                         | Using this function, the incoming messages can be displayed in n minutes, hours or days or for defined times again.            |
|  | Address Book                     | Using this function, the address book is opened.                                                                               |
|  | Find Message                     | Using this function, the mail folder is searched.                                                                              |
|  | Import Mail from External Server | Using this function, external e-mails can be called through the configured POP3-Server in "employee".                          |

In addition, the system consists of folders for drafts, scheduled messages and reminders, sent e-mails and received e-mails and/or inbox, and possibly user-defined folders.

 Entwürfe (0/0)  
 Geplante Sendungen (0/0)  
 Gesendet (0/318)  
 Posteingang (0/34)

In the central area of the mail system an active message is illustrated and ...



... in the bottom area the active folder with the corresponding message is illustrated (!!!!!!hier ist der aktive Ordner der Eingangsordner und es werden alle empfangenen Mails aufgelistet).

✕ ? Mailer

✉ ✖ ✎ 📧 ↺

Entwürfe (0/0)  
Geplante Sendungen (0/0)  
**Gesendet (0/297)**  
Posteingang (0/35)

### Gesendet

1 - 15 / 297

|    | <input type="checkbox"/> | <input type="checkbox"/>            | Zeit                | Absender     | Gelesen                             | Betreff                                                                   |
|----|--------------------------|-------------------------------------|---------------------|--------------|-------------------------------------|---------------------------------------------------------------------------|
| 1  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 07.09.2006 11:45:20 | Schaub Peter | <input checked="" type="checkbox"/> | Abwesenheit beantragen Schaub Peter, Urlaub von 01.12.2006 bis 06.12.2006 |
| 2  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 07.09.2006 11:41:45 | Schaub Peter | <input checked="" type="checkbox"/> | Fertigmeldung erfasster Zeiten für Schaub Peter bis 31.08.2006            |
| 3  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 06.09.2006 11:13:07 | Schaub Peter | <input checked="" type="checkbox"/> | Abwesenheit beantragen Schaub Peter, Urlaub von 01.11.2006 bis 15.11.2006 |
| 4  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 06.09.2006 10:52:09 | Schaub Peter | <input checked="" type="checkbox"/> | Reise zur Bestätigung vorlegen Reise 122 Schaub Peter WS                  |
| 5  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 06.09.2006 10:45:05 | Schaub Peter | <input checked="" type="checkbox"/> | Aktion 12.1-1 Meier Gabi Informationsmaterial                             |
| 6  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 06.09.2006 09:05:02 | Schaub Peter | <input checked="" type="checkbox"/> | Termin 06.09.2006 09:00:00 PT Fichtner, Stuttgart                         |
| 7  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 05.09.2006 15:05:38 | Schaub Peter | <input checked="" type="checkbox"/> | Fertigmeldung erfasster Zeiten für Schaub Peter bis 31.08.2006            |
| 8  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 05.09.2006 10:04:52 | Schaub Peter | <input checked="" type="checkbox"/> | Abwesenheit beantragen Schaub Peter, Urlaub von 20.12.2006 bis 10.01.2007 |
| 9  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 05.09.2006 09:45:36 | Schaub Peter | <input checked="" type="checkbox"/> | Termin 05.09.2006 10:00:00 Projekt-Meeting mit Herrn Jahl                 |
| 10 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 05.09.2006 09:45:36 | Schaub Peter | <input checked="" type="checkbox"/> | Aktion 1.1-11 Nahl Lisa Informationsmaterial                              |
| 11 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 05.09.2006 08:45:34 | Schaub Peter | <input checked="" type="checkbox"/> | Aktion 1.1-12 Nahl Lisa Wiedervorlage                                     |
| 12 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 03.09.2006 21:35:40 | Schaub Peter | <input checked="" type="checkbox"/> | Abwesenheit beantragen Schaub Peter, Urlaub von 04.09.2006 bis 15.09.2006 |
| 13 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 01.09.2006 12:02:20 | Schaub Peter | <input checked="" type="checkbox"/> | Aktion 1.1-13 Nahl Lisa Wiedervorlage                                     |
| 14 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 28.08.2006 14:05:31 | Schaub Peter | <input checked="" type="checkbox"/> | Aktion 12.1-1 Meier Gabi Informationsmaterial                             |
| 15 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 26.08.2006 21:58:54 | Schaub Peter | <input checked="" type="checkbox"/> | Termin 25.08.2006 10:00:00 Projekt-Meeting mit Herrn Jahl                 |

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