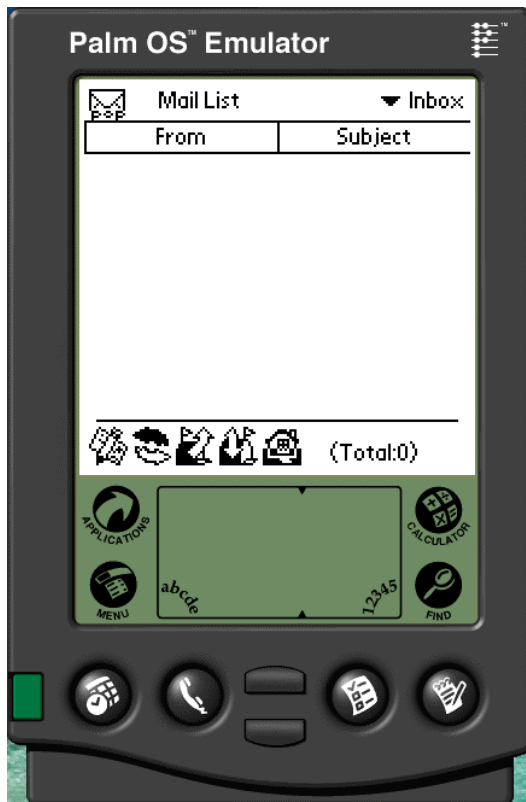


## Quick Reference Guide


### Open the AceMail application

- Tap the AceMail icon and you'll be into the AceMail's inbox. Tapping the popup trigger in the upper-right, you can select the items which are named with Inbox, Outbox, Trash, Sent, and Draft.




- There are five buttons in the lower-left of the form:

Tap the icon  to mail a letter; According to **Outbox**.

Tap the icon  to build connection with the net for both receiving and mailing;

Tap the icon  to build connection with the net for mailing;

Tap the icon  to build connection with the net for receiving;

Tap the icon  to display the address; According to **Address**.

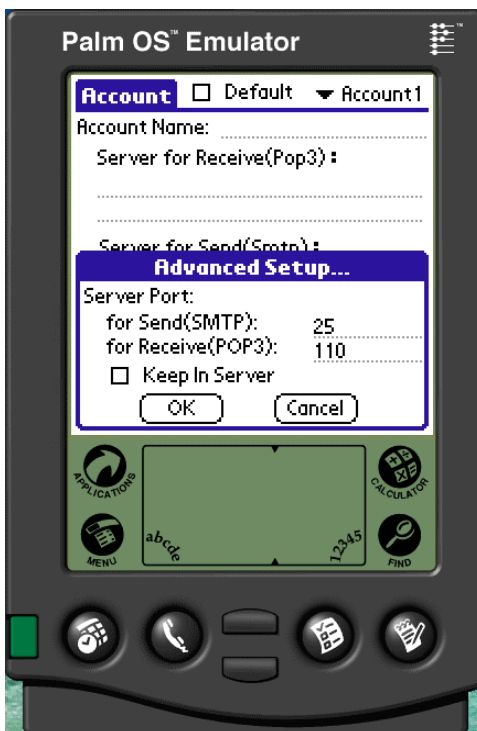
### Setting and Building connection

AceMail application supports multi-account.

1. Tap Option|account from the menu to set the account.




Tap the Advanced button to set the Server Port.





2. Tap Option|Preference to add signature to every mail. If there is signature , the application will add the signature to every mail.



3. Tap Option|Fond to set fond.

4. Tap the icon  to build connection with the Internet.

To only build the connection for mailing , tap the icon  . To only build the connection for receiving , tap the icon  .

## Inbox

Store the received letters

1. If the connection succeeded , now you can receive the letters.
2. The received letters will be shown on the screen , and simultaneously the number of the letters in your **inbox** will be showed.
3. Tap a mail to read and reply the mail.

## Outbox

Store the letters that are not sent successfully

1. To write a letter , do one of following:

- Tap Mail|New from the menu.

- Tap button  .

Then the **edit dialog box** will be shown.

2. Tap a letter in the outbox to edit it or delete it. After edit , tap the Cancel button and a **Save Draft dialog box** will be popped up. Tap the Yes button to save the letter in the **draft box**.
3. The number of the mails in the outbox will be shown in the lower right.

## Trash

Store the deleted letters

1. Tap Mail|Empty from the menu to delete the all mails in the trash completely.
2. Tap a letter in the **trash** . If the letter is from the **inbox** , tap the Reply button to reply it or tap the Undid button to get it back. If the letter is not from the **inbox** , tap the Edit button to edit the letter. Tap mail|delete from the menu to delete this letter.
3. When editing a letter , tap the Cancel button in the **edit dialog box**, a **save draft dialog box** will be popped up . Tap the Yes button to save the letter. Or tap the Send button or Send Later button to send it or store it in the **outbox**.

## Sent

Store the letters that are sent successfully

## Draft

Store the draft of a letter

1. Tap a letter in the **draft** to edit it or delete it.
2. When editing the letter in the edit dialog box, tap the Cancel button and a **save draft dialog box** will be popped up . Tap the Yes button to save the letter . Or tap the Send button or Send Later button to send it or store it in the **outbox**.

## Address

Store your E-mail address list

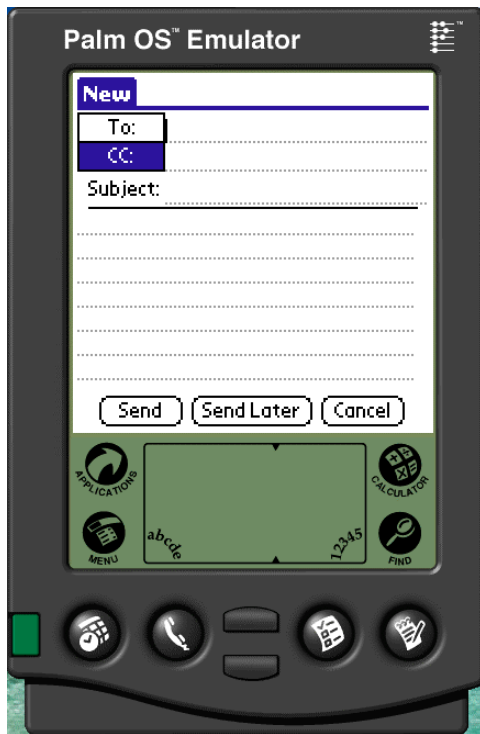


1. Tap the icon to display the **Address**.



2. To add new E-mail address to the **Address** , Tap the New button.
3. Tap Address|Import from the menu to add address list of the Address application to the **Address**.
4. Tap the popup trigger in the lower-left to choose New Mail , Edit Address or Delete Address:
  - 1) If choosing New Mail , tap the E-mail address in the dialog box to write a letter that is mailed to this address.
  - 2) If choosing Edit Address , tap the E-mail address to edit this address.
  - 3) If choosing Delete Address , tap the E-mail address to delete this address from the address list.

## Edit Dialog Box




1. In the **edit dialog box** , you can implement some functions such as Undo , Cut , Copy , Paste , Select All.
2. After editing a letter , tap the Send button to send the letter.  
If tap the Send Later button , the letter will be saved in the **outbox**.  
If tap the Cancel button , the letter will be saved in the **draft**.


## New feature Of AceMail version 1.0 Build001:

### 1. Deleting Selected Records:

You can select one special record, or select all records in current category, or deselect all items . And you can delete them one time. When deleting ,if current category is not the Trash, the records selected will be moved to Trash ; if true, the records will be deleted from device ,and can't be recovered.

### 2. Reading Mails:

If current category is Inbox, and the records in which are just received without reading, the icon showed would be :

If having been read, the icon showed would be :

The following picture shows the AceMail after beening modified:

