

## Message list

Callouts for Message List actions:

- New email
- Open
- Answer All
- Archives
- Remark
- Send SMS
- Answer
- Forward
- Delete
- Search
- Dial Now
- Address Book
- Help
- Archive list
- To split in/sent/out-box, press right

Time	Type	Remark	Address	Subject	Size
09.01.2008 17:23	out		Vizada Technical Support	NOAD	274
08.01.2008 16:57	sent		jmarc-duc@orange.fr	test	93
08.01.2008 16:57	in		soutien.inmarsat@wa...	Re: en reponse a ton mail	440
08.01.2008 16:48	in		chantal.cauvet@oran...	domaine black listé	221
08.01.2008 16:24	in		chantal.cauvet@oran...	test avec pj inférieure à la limite	*284 K
08.01.2008 15:50	sent		soutien.inmarsat@wa...	en réponse à ton mail	127
08.01.2008 15:50	in		MAILER-DAEMON@st...	Undelivered Mail	505
08.01.2008 15:37	sent		soutien.inmarsat@ora...	Re: Email depuis ads terrestre inconnue	467
08.01.2008 15:23	in		soutien.inmarsat@ora...	Email depuis ads terrestre inconnue	307
08.01.2008 10:59	in		chantal.cauvet@oran...	message avec P1488	*488 K

Message content:

Good afternoon SkyFile Support,

Would you please give me information and details concerning your new SkyFile NOAD service?

Best regards

Captain Mac-Gyver  
M/V Lateste

The top section of the message list shows at a glance which messages are ready to be sent or have been received. Open received emails in the message list by double-clicking on the relevant line.

- Red marked entry:** Message to be sent
- Green marked entry:** Message already sent
- Black marked entry:** Received message, already read
- Black bold marked entry:** Received message, not read yet

## Sending messages

Buttons: Send, Exit, Print, Add, Delete, Help

Click on "New email" button to open the text editor.

**To:** Click on the little phone book next to "To:" to open a window with the address book and select your contacts. Several addresses can be entered if separated by comma.

**CC/BCC:** Enterr one or

several addresses you would like to put in copy or blind copy. You must switch on the BCC box under "Tools" first ("Show bcc").

**Subject:** Enter a subject for your message.

**Attachment:** You can attach one or several files of any type to your text message. Please click on the button "Add" and mark the data file that you would like to transmit. Then click on the "Open" button. The file is now attached to your message. Please consider that there might be a data size limit.

**"Text:"** Enter message text in this box.

## Address book

Buttons: New, Edit, Delete, Import, Help, Close

Name	Address
marco	marco.Lateste@SkyFile.com
master	master.Lateste@SkyFile.com
Mike Gyver	SMS: +414574320087
PETER	CREW_PETER.Lateste@SkyFile.com
SUPER	SUPER.Lateste@SkyFile.com
tec support djm	tec.support.djm@wanadoo.fr
Vizada Helpdesk	Fax: +33556831305
Vizada Technical Support	support.skyfilemail@vizada.com

Email addresses, fax and SMS numbers can be stored in the address book. In order to open the address book, click on the button "Address book" in the "Message List" or on the button "To" in the text editor. Then choose a recipient by

marking the line and click on the button "Apply". You can now edit your message in the text editor. If you wish to add a new email address, e-fax or SMS number, click on the button "New". Enter the recipient's name, the address and click on "OK". You can also use entries from your standard Windows address book, e.g. from Outlook Express by selecting the field "use windows address book".

## Archiving and printing messages

### Archiving messages

When your message box gets too large, it makes sense to gather old messages in self defined archives e.g. for each month or different sorts of contacts. You can create archives by right-clicking the respective icon in the left archive window and choosing "New Archive". You can then easily move single or several messages to your archives by dragging & dropping the respective messages. Per default you'll find the archives:

*New:* New messages (to split into separated out/in/sent boxes: right-click->split view)

*Drafts:* Not finished emails (not sent yet)

*Pin board:* You can enter general text information for all users like on a black board [Archives] To create a private/public archive: right-click->new archive

*Recycle bin:* Deleted messages are stored in the recycle bin.

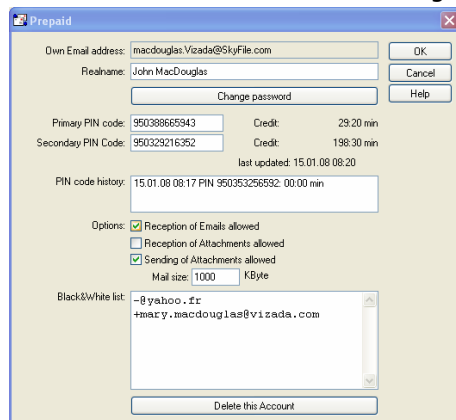
### Printing messages

You can also print a received or sent message after viewing it. To do so, click on the button in the text editor or select "Print" in the File menu.



## Using SkyFile Mail in prepaid mode

SkyFile Mail can be used in two different modes: post-paid and prepaid. The prepaid mode allows you to send emails, e-faxes and SMS with your Vizada Universal Card™. The connection time necessary to send and/or receive emails/e-faxes or SMS is deducted from the Universal Card PIN Code registered in the SkyFile Mail prepaid menu. Deduction time and remaining credit is displayed in the top-bar of the SkyFile



The screenshot shows the "Prepaid" configuration window with the following fields and options:

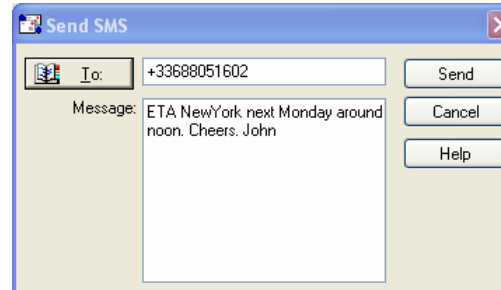
- Own Email address: macdouglas.vizada@skyfile.com
- Realname: John MacDouglas
- Primary PIN code: 95038866943 (Credit: 29:20 min)
- Secondary PIN Code: 950329216352 (Credit: 198:30 min)
- PIN code history: 15.01.08 08:17 PIN 950353265892: 00:00 min
- Options:
  - Reception of Emails allowed
  - Reception of Attachments allowed
  - Sending of Attachments allowed
  - Mail size: 1000 KByte
- Black&White list:
  - @yahoo...fr
  - +mac.y.macdoug1aa@vizada.com

Mail main screen.

SkyFile Mail prepaid sub-accounts can be created by the master or by the user himself. Select "New prepaid subaccount" from the SkyFile Mail log-in page and follow the instructions. Register your password and confirm it. Please remember your password. It will be mandatory for each connection. Configure your prepaid sub-account: Register your real name, a valid Universal Card PIN code (secondary PIN code is optional) and select your preferred options. Prepaid connections are established at fix-time. The dial-in time is displayed in the bottom line of your message window.



## Sending short messages (SMS)



The screenshot shows the "Send SMS" dialog box with the following details:

- To: +33688051602
- Message: ETA NewYork next Monday around noon. Cheers. John
- Buttons: Send, Cancel, Help

From the message list you can send short messages to GSM mobiles. Select "Send SMS" in the "Message" menu. We recommend that you use the international format for the destination number, e.g. +447... (for a U.K. GSM number). After sending, you'll find the transmission status in the remark-column. The recipient of your SMS can easily reply to this SMS

with the "Reply" function on the GSM mobile. His answer will be delivered to your SkyFile Mail account.

## Sending e-faxes

To send a fax, begin by starting the relevant application (e.g. Word). Then open the document to be sent. In the "File" menu select "Printer setup" or "Print", and mark "SkyFile to SFAX:" or "SkyFile" as printer. This printer option will be only visible if the fax driver was installed. More detailed information can be found in the comprehensive user manual.

Next, select the "Print" command in the "File" menu again. A self-explanatory dialogue box appears, in which you can either enter the destination number manually or select it from a fax folder (which can also be created here). The fax is converted to an email and can be sent during the next data transmission. With the "Preview" button you can view the fax file generated on the screen. After sending, you can locate the transmission status in the remark column.



## Starting the message transfer via satellite

An email, fax or short message which has not been transmitted via satellite appears marked in red in the message list. For an immediate "manual" data exchange, click on the "Dial now" button in the message list. If you have decided to use time-controlled automatic dialing, all messages which are marked in red in the message list will automatically be dispatched at the intervals you have defined.

In order to use SkyFile Mail, your terminal must be registered at Vizada Customer Care. SkyFile Mail can be reached from your terminal by using the Vizada LES codes.

If you have any questions regarding SkyFile Mail, please visit [www.vizada.com](http://www.vizada.com) or contact Vizada Customer Care:

**Vizada EMEA & Asia:** phone: +33(0)561288999, email: [customercare.europe@vizada.com](mailto:customercare.europe@vizada.com) - **Vizada Americas:** phone +1 3018387700, email: [customercare.us@vizada.com](mailto:customercare.us@vizada.com)