

MailHub Toolbar - Message Viewer Window



MailHub displays a toolbar on the Message Viewer window (the window you use to view email, with the messages in a list) providing you with filing, filtering and remind functions for the messages in the currently displayed Mailbox(es). In addition, you can jump to, and create new mailboxes using the MailHub toolbar.

MailHub filing operations have:

- A destination mailbox - this is displayed in the Mailbox Path Control (7)
- A mode - this is shown on the filing button (4). The mode can be one of: 'Selected', 'Thread' or 'Sender'. The mode plus the currently selected message(s) determines the final set of messages that will be filed.

MailHub delete operations have:

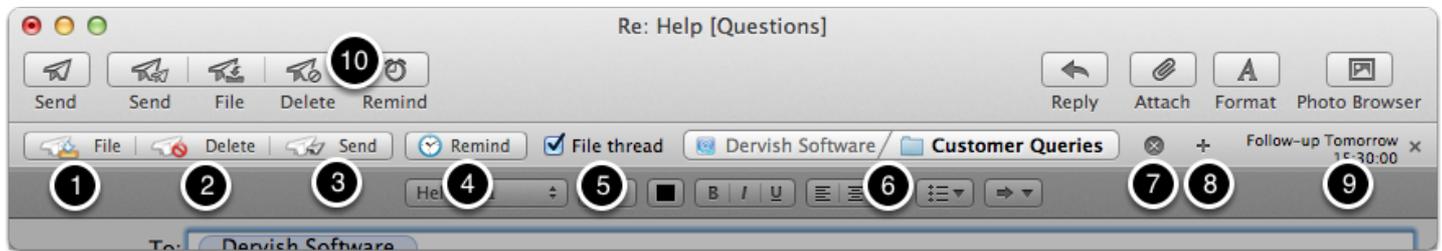
- A mode - this is shown on the delete button (5). The mode can be one of: 'Selected', 'Thread' or 'Sender'. The mode plus the currently selected message(s) determines the final set of messages that will be deleted.

1. **Mailbox History Navigation** - whenever you jump to different mailboxes using MailHub (equivalent to clicking on a mailbox in the Mail.app mailbox list), MailHub remembers each 'hop', and allows you to return to the previously viewed mailbox by clicking the 'back' arrow, and then to move forward in the jump history by clicking the 'forward' arrow. You can always return to the unified inbox by clicking on the 'Home' button.
2. **Filter by Sender** - click this button ('little person icon') to filter the current mailbox so that only messages from the sender of the currently selected message are shown in the message list. Click it again to remove the filter, and see all messages again.
3. **Filter by Thread** - click this button ('chain links icon') to filter the current mailbox so that only messages in the same thread as the currently selected message are shown in the message list. Click it again to remove the filter, and see all messages again.
4. **File Messages** - this button is used to perform the filing actions of MailHub. The target mailbox is displayed on the Mailbox Path control (7). Using this button, you can file a) the currently selected message only, b) all messages in the same thread as the currently selected message, c) all messages from the same sender as the currently selected message. The button shows the current 'default filing mode': you can select the default mode (from options a,b,c described above) by clicking on the down-arrow and selecting an option.

The icon and description will change to match. Subsequently, a single click on the main body of the button will perform a filing operation using the default filing mode. If you want to perform a filing operation in a mode other than the currently default, but do not want to change the default, click and hold the main body of the button, and you will see the other filing modes listed. Select the filing operation you want, and MailHub will perform that operation, but without changing the default mode. Finally, if you hold down Shift when clicking on the File Messages button, you will *copy* rather than *move* the messages to the destination mailbox. Therefore, the currently selected message will remain after the filing operation.

5. **Delete Messages** - this button is used to perform the delete mail actions of MailHub. Using this button, you can delete a) the currently selected message only, b) all messages in the same thread as the currently selected message, c) all messages from the same sender as the currently selected message. The button shows the current 'default delete mode': you can select the default delete mode (from options a,b,c described above) by clicking on the down-arrow and selecting an option. The icon and description will change to match. Subsequently, a single click on the main body of the button will perform a delete operation using the default mode. If you want to perform a delete operation in a mode other than the currently default, but do not want to change the default, click and hold the main body of the button, and you will see the other delete modes listed. Select the delete operation you want, and MailHub will perform that operation, but without changing the default mode.
6. **Remind** - click this button to set a reminder related to the currently selected message. The reminder will be a standard iCal reminder. If you look at the reminder in iCal created by MailHub, using the Reminder inspector, you will see a url that says 'Show in Mail...'. Clicking on this link will reveal the message you
7. **Destination Mailbox** - The mailbox shown in this path control will be used as the destination for filing and navigation ('jump to mailbox') operations. Click the mailbox to manually set a destination mailbox. Whenever a message is selected in the message list, MailHub will calculate a likely filing destination for the message based on past filing behaviour, and will display the suggestion in this path control.
8. **Jump to Mailbox** - click this button to change the currently displayed mailbox to the mailbox shown in (7). For example, to jump to 'Sent Messages', you can click on the destination mailbox path control (7), type 'sent', select 'Sent Messages' mailbox (if it is not already selected), and then click on this button to look at the messages in 'Sent Messages'. Whenever you change the currently viewed mailbox using this button, the previously viewed mailbox will be saved in the *mailbox navigation history*, and you can then return to the previous mailbox by clicking on the 'back' button of (1).
9. **Create new Mailbox** - you can create a new mailbox using MailHub, and it will be selected as the destination mailbox, ready for filing to.
10. You can also drag 'standard' toolbar buttons onto the main toolbar, providing the same functions as the MailHub toolbar buttons. You would probably only do this if you also wanted to hide the buttons on the MailHub toolbar, so that you have more room to see the suggested mailbox.

MailHub Toolbar - Compose Mail Window

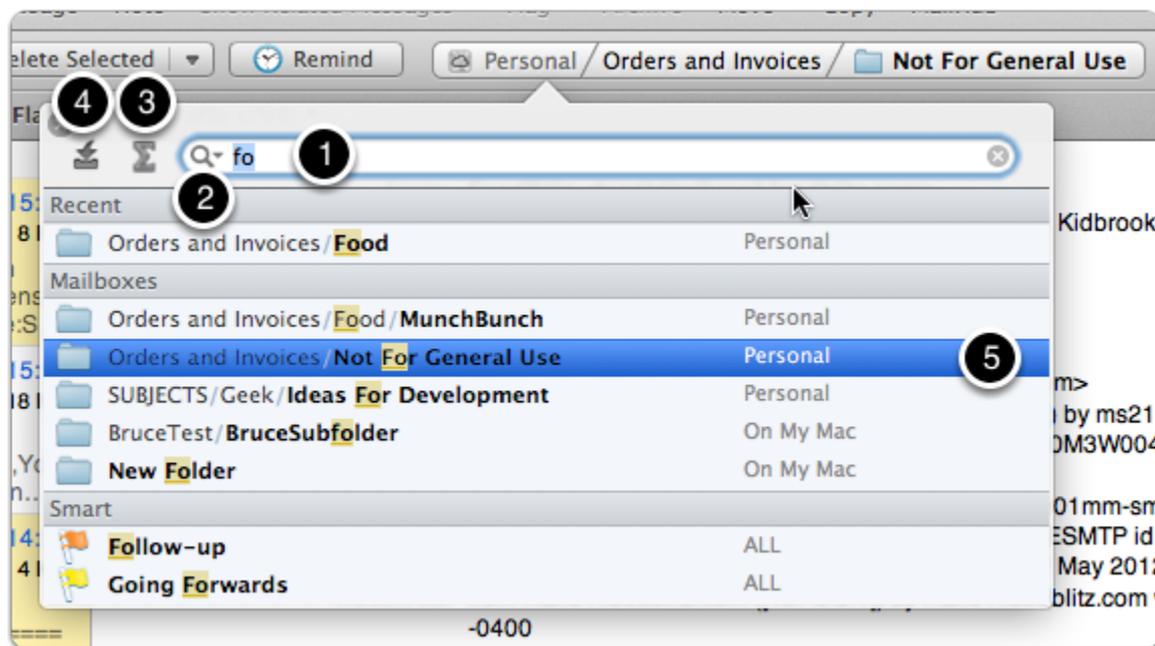


MailHub displays a toolbar on the Compose Mail window (the window you use to write new mail), providing you with filing and remind functions for the message you will send. Note, you can turn off the Compose Mail MailHub toolbar in MailHub preferences, and then the *file-on-send* functions of MailHub will not be available.

1. **Send and File** - click this to send the message and then automatically file the sent message to the currently destination mailbox (6), instead of to your 'Sent Messages' mailbox. MailHub can also be configured to file additional messages automatically when you click 'File and Send': a) related messages in the inbox - this option is only available in the case of 'replies' or 'forwards'; b), related messages in 'Sent Messages' (configured by enabling *Auto-File of Related Messages in 'Sent Messages'* in MailHub preferences).
2. **Send and Delete** - click this to send the message, and immediately delete the message from your 'Sent Messages' mailbox: this is useful in the case of reminder emails to yourself that you do not want to archive because they are ephemeral.
3. **Send Only** - click this to send the message exactly as if MailHub was not installed. The difference between this button, and the standard button/keyboard shortcut for 'Send' is that you bypass any MailHub prompt asking you to select a filing destination, if you have configured 'Prompt me for a Filing Destination' in MailHub preferences. This is the 'no-nag' button.
4. **Remind** - click this button to set a reminder to follow-up your sent message in the future. If you set a reminder this way, you will see the description of the reminder on the right of the MailHub toolbar (9). The reminder will be a standard iCal reminder, and will be set when you click 'Send' (or 'Send and File' or 'Send and Delete')
5. **File Thread Checkbox** - If this is 'on', then MailHub will also file messages in the same thread as the message you are replying to/ forwarding, to the Mailbox (6), when you send the message using 'Send and File' (1)
6. **Destination Mailbox** - the mailbox shown here is the mailbox that the sent message (and related messages if 'File Thread' is on) will be filed to when you click 'Send and File'. Click the mailbox to manually set a destination mailbox. MailHub can be configured to suggest a mailbox based on the contents of the 'To' field (MailHub will find the mailbox you most recently filed email from the recipient of the current message to).
7. **Clear Mailbox** - click this button to clear the current mailbox suggestion. You will then be prompted for a destination mailbox if you do not set one, and click 'Send and File'
8. **Create new Mailbox** - you can create a new mailbox before sending your email, and filing it.
9. **Current Reminder** - if you have set a reminder using the 'Remind' button, a description of the reminder will be shown here. You can cancel the reminder by clicking on the 'x' next to the current reminder.
10. You can also drag 'standard' toolbar buttons onto the main toolbar, providing the same functions as the MailHub toolbar buttons. You would probably only do this if you also wanted

to hide the buttons on the MailHub toolbar, so that you have more room to see the suggested mailbox.

Selecting a Filing or Navigation Mailbox



Clicking on the *mailbox path control* on the MailHub toolbar allows you to manually select a filing destination, or a mailbox to jump to. Once you have clicked on the path control, a popover window will appear showing a scrollable list of your mailboxes. The list of mailboxes shown in the path control can be configured in MailHub preferences ('Indexing' tab), but defaults to all of your mailboxes in active accounts.

You can then start typing letters that you know are in the full path of your desired mailbox, and the list will change to show only those mailboxes containing the letters you type, in order. The currently selected mailbox is shown with a blue highlight, and you can use the 'up' and 'down' arrow keys to change the selected mailbox. The mailbox shown in the path control will change to mirror the highlighted mailbox.

Once you have selected your desired mailbox, you can finish editing by clicking on the file, delete or jump buttons, and the filing/delete/navigation operation will happen immediately using the newly selected mailbox.

You can also use any of the keyboard shortcuts for the same operations, configured in MailHub preferences ('Keyboard' tab).

Finally, you can configure a default action for the 'Return' or 'Enter' key. The 'factory setting' for the Return key is to 'jump' to the selected mailbox, but that can be changed to file the selected message instead.

1. **Mailbox Search Field** - enter part of the desired mailbox name into this box, and the list of mailboxes will be filtered to include only those mailboxes that contain the letters you type. The exact behaviour of the filter depends on the *text matching mode* (2).
2. **Text Matching Mode** - clicking on the 'magnifying glass' icon displays a dialogue that lets you select the *text matching mode*. Two options are available: a) 'Letters in order', or b) 'Blocks in order'. With the former option, you can type letters and as long as those letters

appear anywhere in the mailbox name, in the order you type them, the mailbox will be included in the filtered list. This means you can type 'oai', and a mailbox with the words '**O**rders **a**nd **I**nvoices' will be included in the search results. For the latter option, you can type block of letters separated by space, and as long as those block of letters are matched by mailbox names, in the order you type them, then those mailboxes will appear in the filtered list. 'oai' would *not* match 'Orders and Invoices' in this case, but 'ord inv' would ('**O**rders and **I**nvoices'). The matching in both matching modes is case- and diacritical-insensitive.

3. **Account Filter** - clicking on (3) brings up a list of all of your active email accounts. Selecting a particular account will apply a filter that shows only the mailboxes belonging to that account. The special Σ symbol means 'all accounts'.
4. **Fileable Filter** - clicking on (4) toggles the *fileable filter*, when 'on' (highlighted in blue), only mailboxes that can be filed-to will be displayed, and 'special' mailboxes that cannot be filed to (e.g. smart mailboxes), will be hidden.
5. **Selected mailbox** - the currently selected mailbox is highlighted in blue. This will always match the mailbox displayed on the *mailbox path control*. The selection can be changed by clicking with the mouse, or by using the 'up' and 'down' arrow keys.

Setting a Reminder on an Email

Follow-Up: Globetrotting style - bring some international inspiration to your home 1

Date & Time

2 Sunday, 13, May 2012 19:30:00

3 Today Tomorrow Next Week Next Month

4 Sun Mon Tue Wed Thu Fri Sat

5 Now Morning Afternoon Evening

Snooze

6 15 min 30 min 1 hour 2 hours 5 hours 1 day

7 May 2012

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Description

Subject: Globetrotting style - bring some international inspiration to your home
 From: mydeco.com <newsletter@mydeco.com>
 To: meandyou@me.com
 Time: 11 May 2012 12:00:30

A little international inspiration for your home - take a look at our favourite Globetrotting style picks
 Is this email not displaying correctly?
 View it in your browser.

9 Calendar: Work (Johnny Piecrust) 11 Default Flag: 12

10 Priority: Action: 13

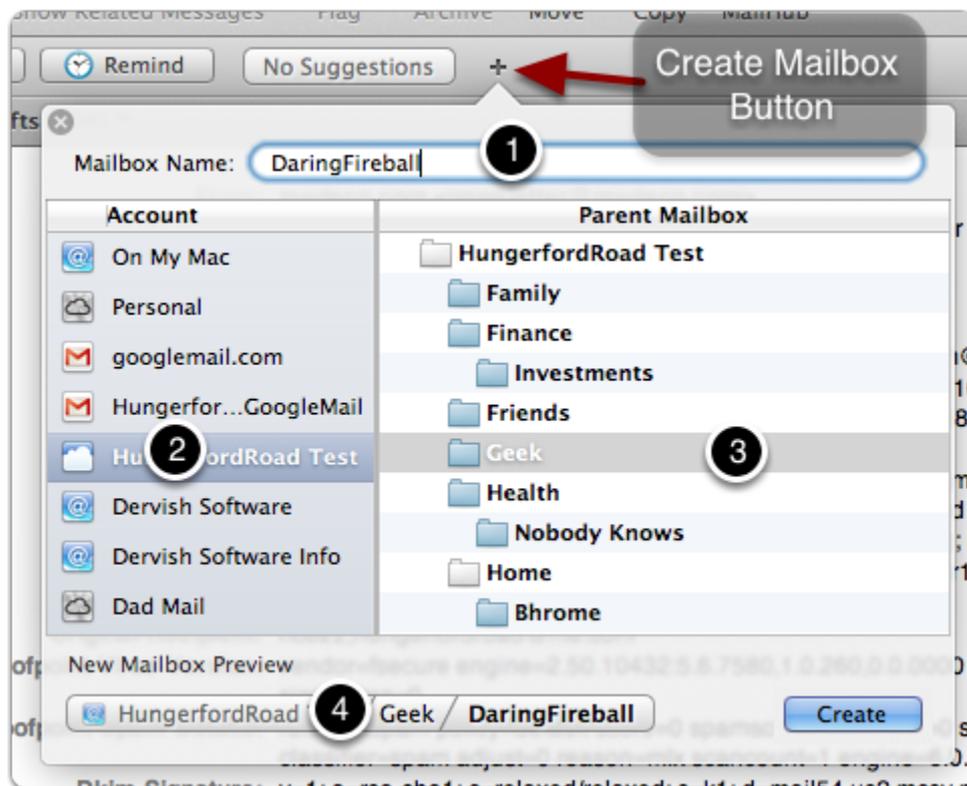
Cancel Add Task

MailHub can set a reminder in iCal for you to remind you to follow-up, or act upon an email. The dialogue looks quite complicated, but in fact most of the buttons are there to give you alternative ways to specify the date and time for the reminder.

1. **Reminder Title** - this will be the iCal reminder title
2. **Date and Time Entry Fields** - you can enter the date in 'natural language' in this box. E.g 'Tue' for next tuesday, or 'tomorrow', and set the time using the standard time-picker control
3. **Relative Day** - you can select a day relative to today
4. **Absolute Day** - you can select a day of the week
5. **Time of Day** - you can select a time of day that may be configured in MailHub preferences ('Reminders' tab). E.g., you can set 'Morning' to mean 8am.
6. **Snooze** - you can set the reminder to fire a number of minutes, hours or days from now.
7. **Calendar Date Picker** - you can use the calendar view to set a day for the reminder
8. **Reminder Notes** - this will be the 'notes' field of the iCal reminder. It is pre-filled with the body of the reminder email, but you can enter anything in this field

9. **Calendar** - choose a calendar to create the reminder in. The coloured dots beside each calendar correspond to the iCal calendar colours.
10. **Priority** - this is the iCal reminder priority
11. **Default Calendar Checkbox** - this will be set to 'on' when the currently selected calendar is the default reminder calendar *for the account of the email you are setting a reminder for*. If no default is set, or the currently selected calendar is not the default for the current email's account, the checkbox will be set to 'off'. You can then turn this checkbox 'on' to make the currently selected calendar the default for the current email's account. This means that the next time you set a reminder on an email in the same account, the default calendar will be pre-selected for you.
12. **Message Flag** - select a flag colour to be applied to the email you are setting a reminder for. This is a standard message flag, and is useful to see in the message list which messages need to be followed-up.
13. **Alarm Action** - set the desired alert (or no alert) to fire when the reminder becomes due. The alarm actions correspond to the similarly named iCal alert actions.

Create Mailbox Window



With MailHub you can create mailboxes as part of the filing operation, with MailHub pre-filling the parent mailbox and name of the new mailbox. If you type the name of an unknown mailbox into the *mailbox search field*, and then hit return, the *create mailbox window* will pop up, with the name you typed in as the new mailbox name. You can also open the *create mailbox window* at any time by clicking on the *create mailbox button* on the MailHub toolbar.

1. **Mailbox Name** - enter the name of the new mailbox
2. **Account** - select the account for the new mailbox
3. **Parent Mailbox** - select the existing mailbox that will contain the new mailbox - the 'parent mailbox'
4. **New Mailbox Preview** - this path control shows the full path of the new mailbox that will be created when you click 'Create'

If you decide you do not want to create a mailbox, click anywhere outside of the *create mailbox window*, or on the cancel button at the top-left corner of the window to dismiss it.