

MailHub

BETA

Making your mailbox work harder for you

USER MANUAL



HungerfordRoad Software

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Welcome to MailHub

Thank you for downloading MailHub, the new timesaving 'smart' technology plug-in for Apple Mail which upgrades the performance of your in box.

We all know that maintaining an organised workspace is a vital component in increasing our efficiency but when it comes to our in boxes many of us find the prospect of wading through the backlog of month's or maybe even a year's worth of old emails, to file, action or delete them, a daunting prospect.

MailHub was created in response to this and other administration niggles experienced in Apple Mail by our developers at HungerfordRoad Software.

'Clear in box, clear mind'

The power of MailHub makes it easy to achieve and maintain a streamlined and organised in box. A series of simple functions help you file, delete or set actions against your email easily.

- MailHub allows you to file or delete, not only by individual email, but also by thread or sender too. In this way email from a particular contact or thread can be easily assigned to projects and filed en-masse to a mailbox (or deleted) in one click, radically reducing time spent on mail administration.
- MailHub also allows the creation of new mailboxes '*on the go*' allowing you to organise your inbox naturally as email arrives - no more breaking your work flow to file.
- Even better, the intelligent software within MailHub learns about your filing preferences from the point of installation and continues to learn '*as you file*', auto-suggesting folders to file to as you use it.
- Finally MailHub allows you to set reminders and actions against emails directly from your in box so once an email is filed it is '*out of sight*' but not '*out of mind*' and you won't forget a vital task at a later date.

This manual has been produced to help you get the most out of your software. However, if you have a specific question that is not covered here please do not hesitate to contact us at: support@hungerfordroad.com

MailHub - 'Less effort to accomplish more'

How to use MailHub

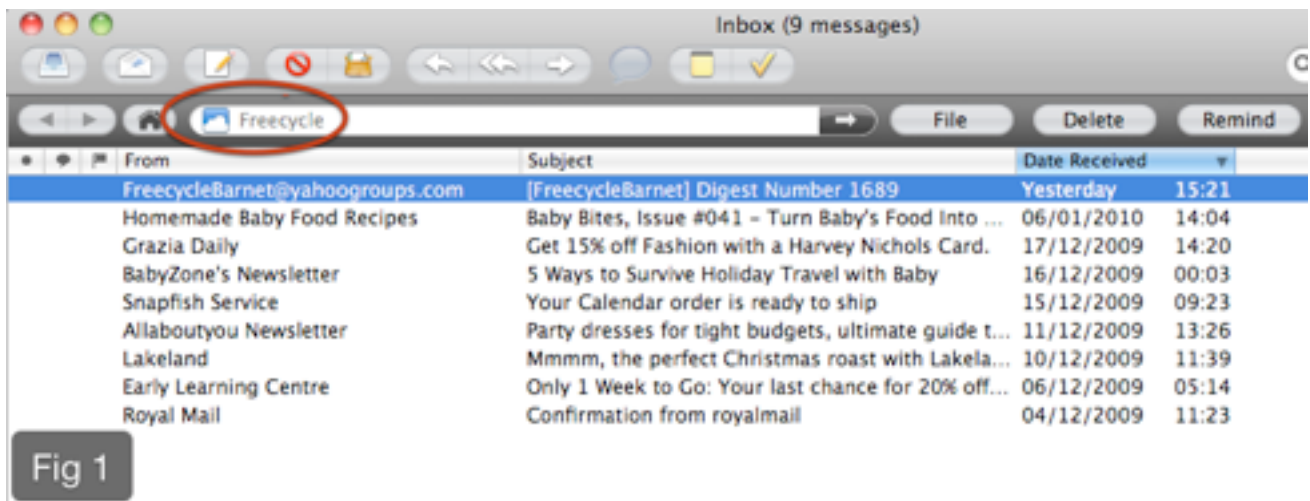
Automated Filing

MailHub is intuitive software that will suggest folders to file to based on email criteria such as title, sender and previous administration activity.

When you first install the program, MailHub will automatically index your mailboxes to identify your common filing behaviour. This will allow it to 'auto-suggest' appropriate mailboxes to file to. MailHub will then continue to learn as you file. Should you need to restart the learning process at any time you can easily rebuild MailHub index by clicking: Mailbox / Rebuild MailHub index.

Email Filing Made easy

MailHub allows you to file mail into existing mail folders (mailboxes),

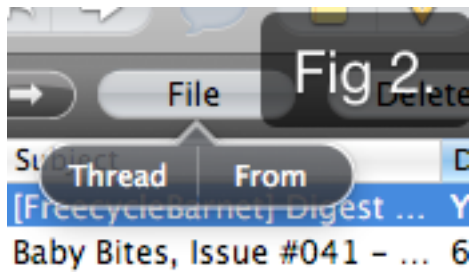


individually, by thread or by sender in a few simple mouse clicks.

Click into your in box to highlight an email you wish to file.

If the email comes from a familiar sender or thread MailHub will auto-suggest a mailbox to file to based on your previous filing activity - this will appear in the MailHub browser window (Fig 1).

To confirm the suggested option simply hover your mouse over the FILE button (Fig 2).



You then have three filing options:

1. click the FILE button to file just the highlighted email into the folder
2. select and click 'THREAD' from the floating menu to file the whole correspondence chain relating to that email or
3. select and click 'FROM' from the floating menu to file all emails sent from the same address as the selected mail.

Whichever option you choose an on-screen message will confirm the number of emails filed.

You have now completed filing for that item.

If MailHub does not make a filing suggestion / overriding autosuggest

If at Fig 1. no auto suggestion is given by MailHub or if you wish to override a suggestion with a different mailbox choice, simply type the first few letters of the correct mailbox name into the browser and select your choice from the drop down list (Fig 3).

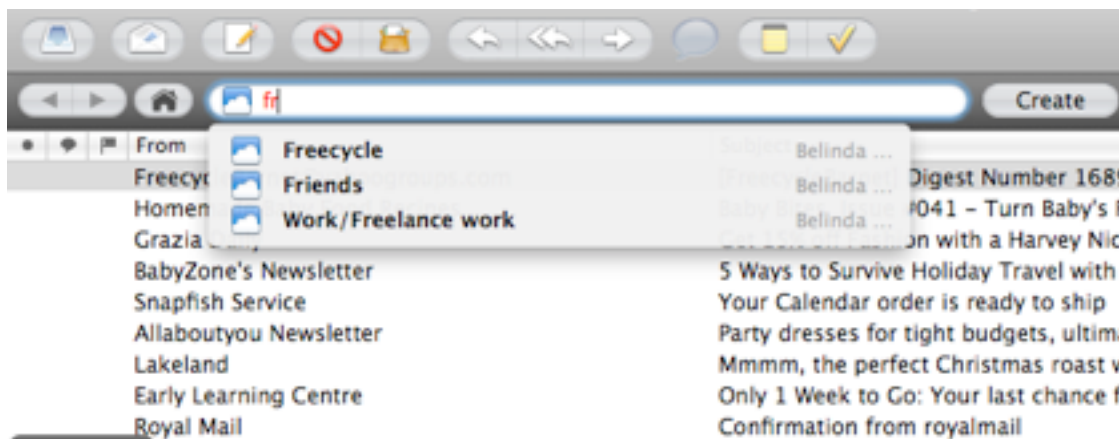


Fig 3.

In the MailHub menu bar select the mailbox you wish to 'file to' by typing a few letters of the mailbox name into the MailHub search field i.e Free for Freecycle.

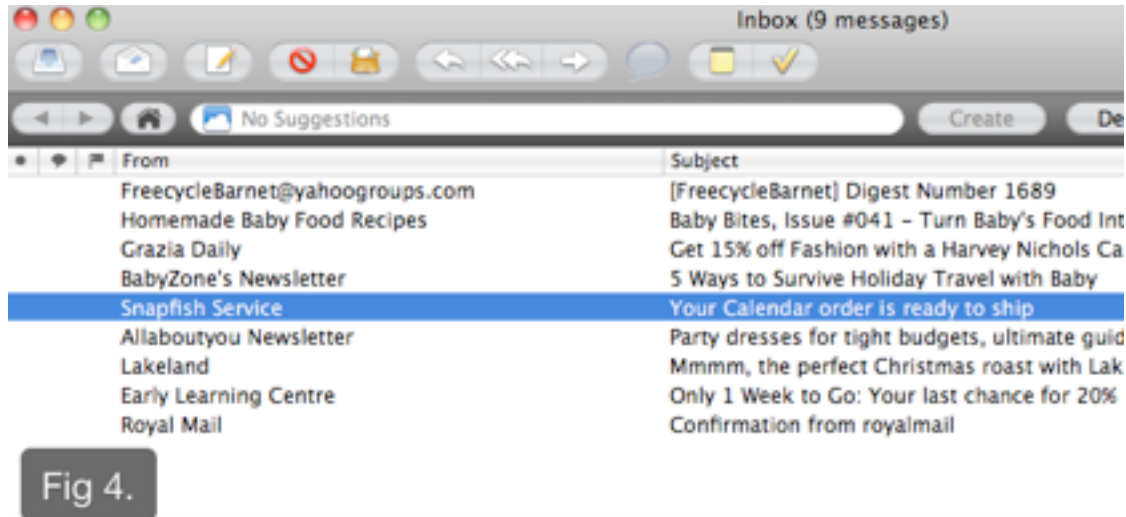
Select the appropriate option from drop down selection list and press return.

NB If the email does not fall neatly into an existing mailbox category you can easily create a new one 'on the fly' by following the instructions for Mailbox [creation 'As You Go'](#).

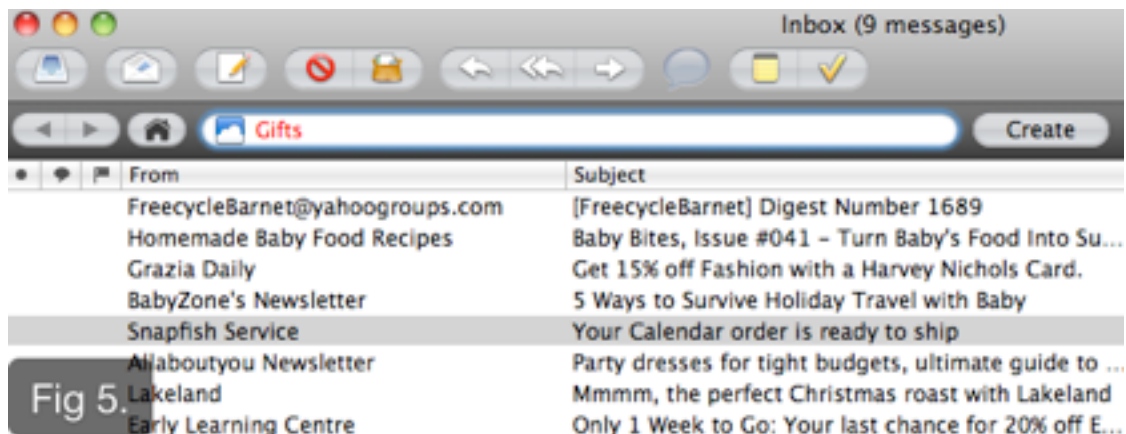
Mailbox creation 'As You Go'

MailHub enables the creation and simultaneous filing of email to new mailboxes in one smooth procedure. To create a new mail folder:

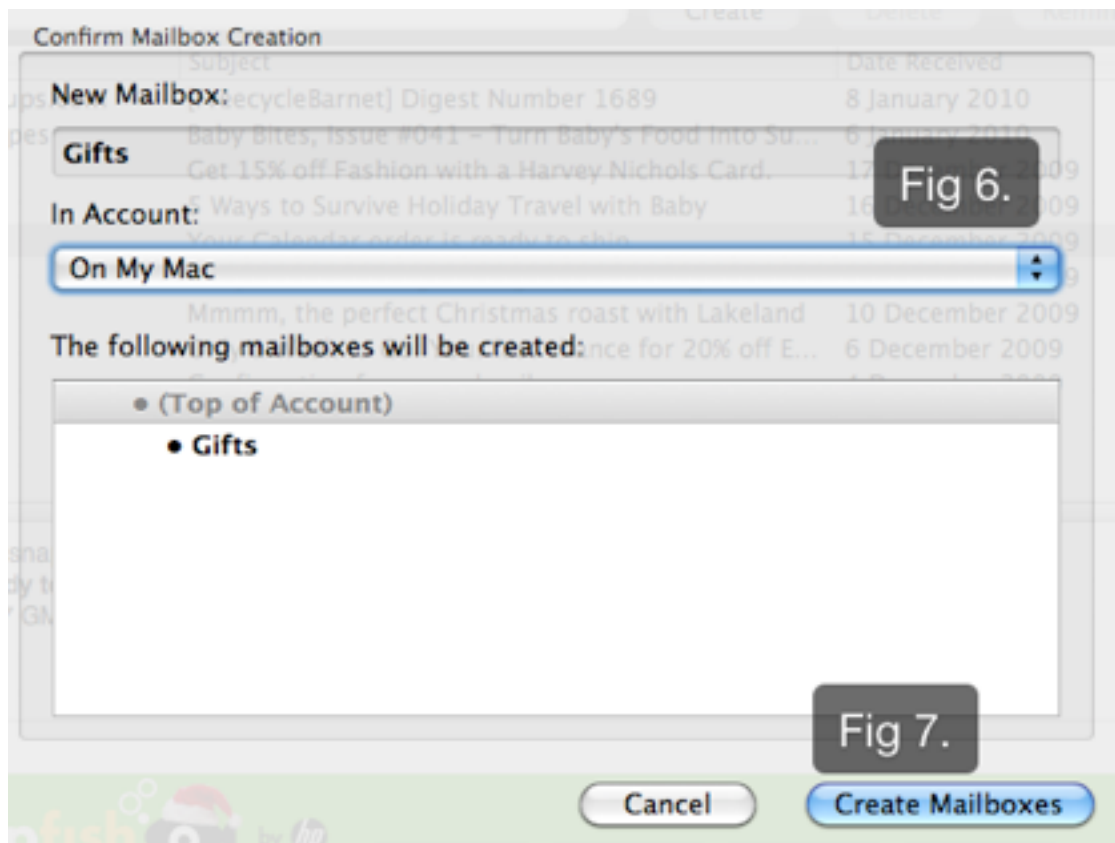
Click into your in box to highlight an email you wish to file. (Fig 4.)



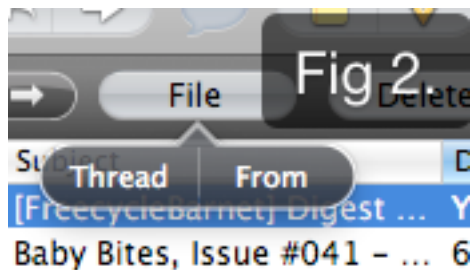
In the MailHub browser field type a name for your new mailbox, *this will appear in red rather than black type to indicate that the mailbox folder has not yet been created.*



Users with multiple Apple Mail accounts should select the account they wish to create a new mailbox for from the drop down menu. (Fig.6)



Press CREATE MAILBOXES (Fig. 7) to create confirm the creation of the new folder. The type font in MailHub's browser field will change to black indicating that the new folder has been created.



You then have three filing options (see Fig.2.)

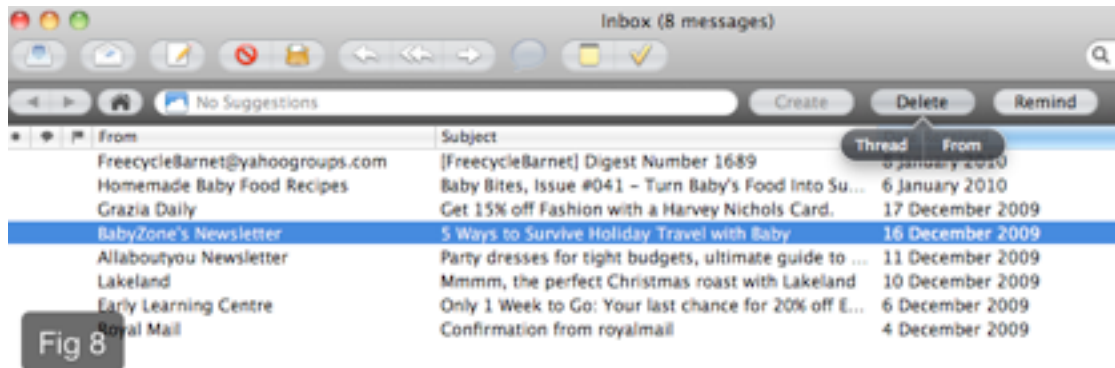
1. click the FILE button to file just the highlighted email into the folder
2. select and click 'THREAD' from the floating menu to file the whole correspondence chain relating to that email or
3. select and click 'FROM' from the floating menu to file all emails sent from the same address as the selected mail.

Whichever option you choose an on-screen message will confirm the number of emails filed.

You have now completed filing for that item.

Quickly De-junk Your In Box

Click into your in box to highlight an email you wish to delete.



In the MailHub menu bar hover over the DELETE button. (Fig 8)

Pressing DELETE will remove only the highlighted email, clicking 'THREAD' from the floating menu will delete the whole correspondence chain relating to that email and clicking 'FROM' will delete all emails sent from the same address as the selected mail.

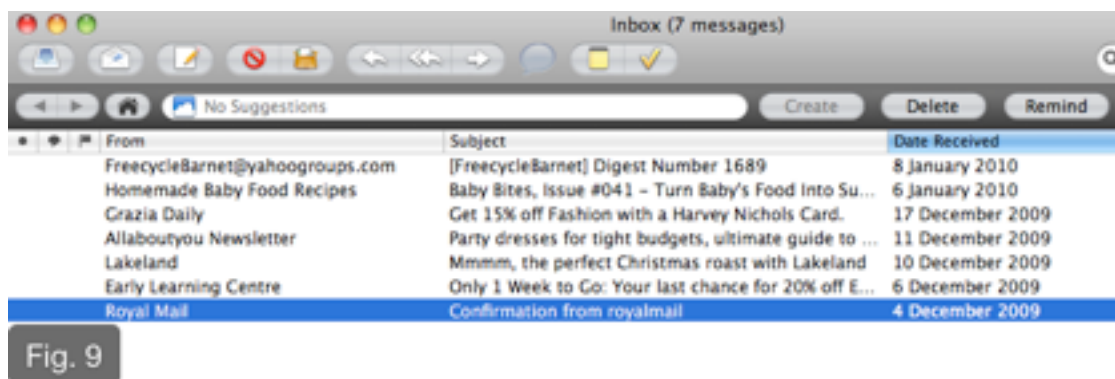
Whichever option you choose an on-screen message will confirm the number of emails deleted.

You have now completed deletion for that item.

Set reminders and actions from your in box

Set follow up actions to your Mail TO DO Folder or set reminders for email related actions with a few simple clicks!

- Click into your in box highlighting an email you wish to set a reminder or action on (Fig. 9)



In the MailHub menu bar click the REMIND button - an editing screen will appear to allow you to set criteria for your reminder. (Fig. 10)

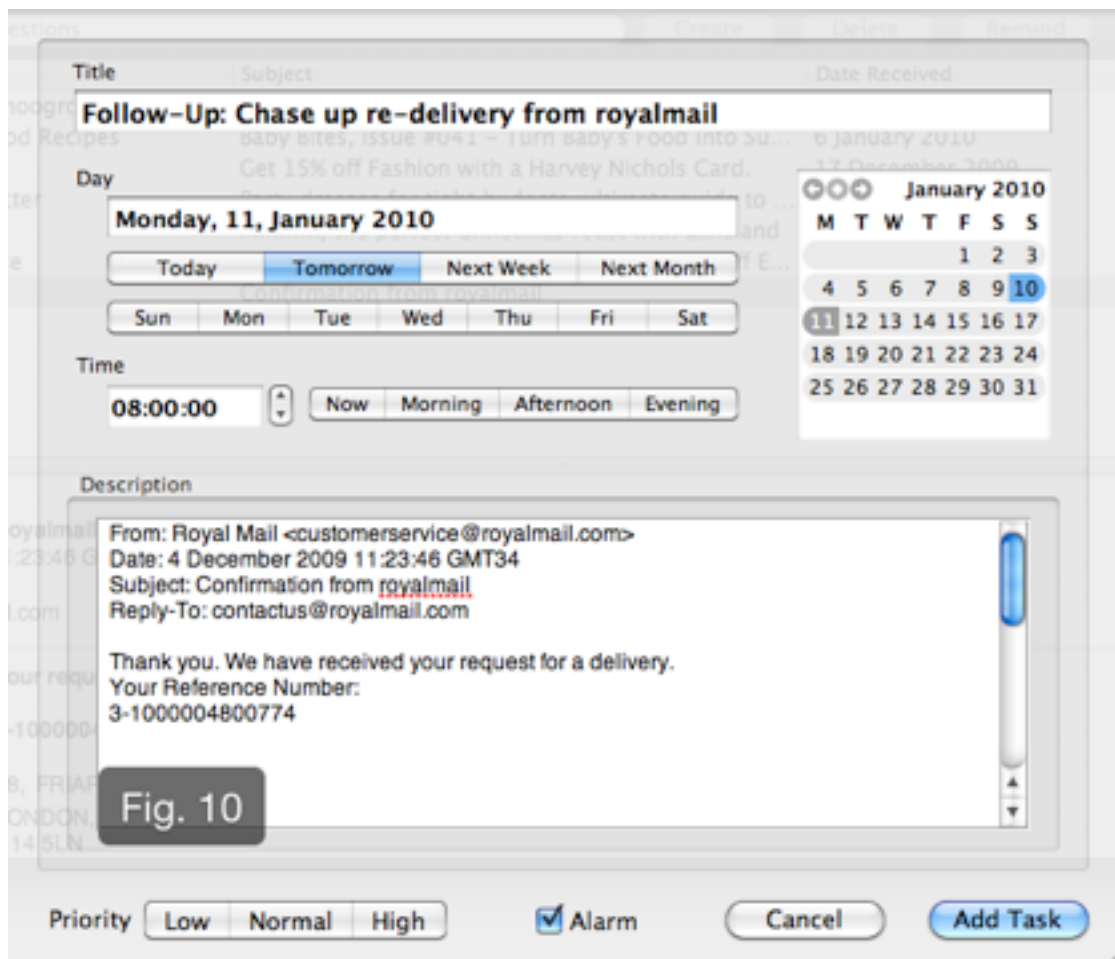


Fig. 10

- 1) **TITLE** - defaults to the email subject but can be edited as required - type the title for your reminder here.
- 2) **DAY and TIME** - options allow you to choose when you will be reminded of your action. Either choose precise dates and times from the calendar and clock functions.
- 3) the **DESCRIPTION** - defaults to the body text of the selected email but can be edited as required.
- 4) Set priority for your reminder to **LOW / MEDIUM or HIGH**.
- 5) All emails subject to the remind function will be automatically filed into the **TODO** mailbox of Apple Mail. However, ticking the **ALARM** function will also issue a reminder email to your in box according to the **DAY and TIME** criteria you have selected.

MailHub Preferences

Preferences for your MailHub software can be set and edited by clicking on the blue MailHub icon on the MailHub tool Bar and selecting PREFERENCES from the drop down list - an editing screen will appear to allow you to set preference criteria.

GENERAL PREFERENCES

- **'Warn if about to delete or move mail' alerts** - MailHub's default alert brings up an on-screen message to alert you before 10 messages or more are about to be deleted, or 40 or more messages are about to be moved. These defaults are fully editable using the stepper buttons to increase or decrease criteria as required.
- **Title prefix for reminder task.** This is a customisable text box for reminders set through MailHub. It currently defaults to 'Follow-Up' but can be edited to any text as required.
- **Common time definitions.** This function allows you to set time your own time definitions for Morning, Afternoon and Evening within the MailHub REMIND function.
- **Check for updates on start up.** Checking this option will ensure that you always get the most up to date MailHub software updates every time you start up Mail.

ACCOUNT PREFERENCES

- **Default account.** This allows you to select a default email account for the creation of new MailHub Mailboxes. This will apply If you have a number of Apple Mail accounts.

KEYBOARD SHORTCUTS

- MailHub has a number of handy keyboard shortcuts which can be used to save time when undertaking email administration. All shortcuts can be edited to your preferences from this tab. A brief description of all shortcut functions is included at the end of this manual.

REGISTRATION

- Once you have purchased MailHub your user name and unique registration code is stored here.

Purchasing MailHub

MailHub is distributed as time-limited trial-ware. For continued use, a registration code is required. You are free to test MailHub for 30 days with no limitations. Following this trial period MailHub will not allow further filing, etc. However, as MailHub uses 'standard' functions of Mail to achieve it's functionality, all of your changes prior to the expiration of the trial will remain unchanged.

For continued use of the software a license key will be required. You can purchase a full version of MailHub at any time during the trial period by clicking on the blue MailHub icon on the MailHub tool bar and selecting BUY from the drop down menu. Once you have made your purchase, a unique licence key will be sent to you by email. Please cut and post this number into the registration code tab under preferences.

If you lose your license key following purchase please send an email to us at: support@hungerfordroad.com

PLEASE NOTE: your correspondence must be sent from the e-mail address which we have on file for your most recent license purchase/upgrade.

System Requirements

MailHub is compatible with both Intel and PPC Macs running OS X 10.6 (Snow Leopard).

Uninstalling MailHub

MailHub can be uninstalled simply by deleting its 'Bundle'

`MailHub.mailbundle` stored in your `Library/Mail/Bundles` directory.

One way to achieve this is using Finder. Open a Finder window, select your Home directory, then select/open the following folders:

`Library` → `Mail` → `Bundles`

in that order. Inside the Bundles directory you will see another directory called `MailHub.mailbundle`. Delete that directory and restart Mail. MailHub should have disappeared.

If you are absolutely sure you will not want to install MailHub again, then also delete the MailHub directory in

<Home Directory> → `Library` → `Mail`

This is the MailHub database, and contains your index and usage data, which are used to auto-suggest filing locations.

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Please read this License Agreement (the “License”) before using MailHub (the “Software”). This is a legal agreement between you (as an individual or an entity) and HungerfordRoad Software. By using this Software you are agreeing to be bound by the terms of the License. If you agree to be bound by the terms of the License, click the “Agree” button to signify your acceptance. If you do not agree to the terms of this License, click “Disagree”.

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In order to receive your refund, please contact support@hungerfordroad.com, providing your transaction information (order number, name of purchaser, date of purchase, and method of payment) and the reason for the refund.

We **strongly** recommend that you try our product before making a purchase. We offer a demo version of MailHub, which can be downloaded on our web site. This demo is fully-functioning and can be used without a license within the trial period.

Associations with the Apple Corporation

Please note this product has been independently engineered by HungerfordRoad Software without direct endorsement from Apple.

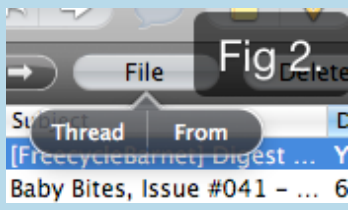

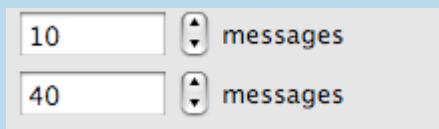
• Credits

- MailHub was Developed by our developers at HungerfordRoad Software using Objective C.

• Contacts

- support@hungerfordroad.com
HungerfordRoad Software, Flat 4, 22 HungerfordRoad, London, UK, N7 9LX

Glossary

Floating menu	 A screenshot of a floating menu in MailHub. The menu is semi-transparent and contains several options: 'File', 'Delete', 'Thread', and 'From'. The 'Thread' option is highlighted. The background shows an email list with a subject line 'Baby Bites, Issue #041 - ... 6'.
Licence key / registration code	A unique number which is generated when MailHub is purchased
Mailbox	A folder within a Mac Mail account where emails can be stored and archived
MailHub menu bar	The main toolbar for MailHub's functions - located directly beneath the main Mail toolbar in the email reader pane
MailHub search field	 A screenshot of the MailHub search field. It is a dark, rounded rectangular bar with a magnifying glass icon on the left and the text 'Copy/Move/Go to Subject' inside.
Mail to do folder	A default Mac mailbox under Reminders in which 'to do's' created by MailHub or by Mail's integral systems are stored
Thread	An email conversation comprising multiple email exchanges
Trialware	Software which can be tried out for a time limited period free of charge
Stepper buttons	 A screenshot of two stepper buttons. Each button consists of a text input field and a vertical arrow button. The first button has '10' in the input field and 'messages' to its right. The second button has '40' in the input field and 'messages' to its right.

Keyboard Shortcuts

Jump to mailbox	<code>^⌘J</code>
Focus on Mailbox Search Field	<code>^⌘F5</code>
Toggle MailHub Toolbar	<code>^⌘T</code>
Set Reminder on Email	<code>^⌘R</code>
Delete Emails	<code>^⌘D</code>
File Emails	<code>^⌘F</code>
Go to 'Home' (Inbox)	<code>^⌘I</code>
History, Previous	<code>^⌘[</code>
History, Next	<code>^⌘]</code>