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Introduction

ChoiceMail is an email management solution that requires senders to get your permission before they are able to send emails to you. When an unknown person (called a new sender) sends an email to you (the recipient), ChoiceMail prevents the email from reaching you at that time. Instead, ChoiceMail automatically sends an email to the sender asking them to register. The sender is directed to a webpage where they must fill in some information (their name and the reason they want to contact you) and then submit that information. It is only after that point that you become aware that a new sender is trying to contact you. This process by itself is sufficient to remove almost all unsolicited or junk email because automated systems cannot respond to the registration request.

Once someone does take the time to register, you will be alerted by a popup message and you can choose to allow or block the sender from communicating with you.

Main Features

ChoiceMail includes the following features:

- Approval-based email management.
- Easy installation – Installation wizards make setup and program management a snap.
- Permission management.
- Works with all POP-based email applications.
- Supports multiple POP accounts owned by a single user.
- Easy setup – allows "approved" listing to be generated from most of today's contact management software – Outlook Express, Eudora, etc.
- Client based.

Benefits of using ChoiceMail:

- Increased productivity – no longer waste time rummaging through useless emails.
- Hassle free operations – ChoiceMail puts the "work" back where it belongs, in the hands of the sender.
- Never delete an important email – you are in control and review what you want and when you want it.
- Affordable – ChoiceMail is inexpensive, priced for today's consumer.
- No annual membership – ChoiceMail is not a service that requires a subscription.

A multi-user server-based solution is also available for corporate environments. Please contact sales@digiportal.com for more information.
What is junk mail and why does it happen?

Junk mail, also known as spam, is unsolicited mail sent to you from automated systems hoping to get you interested in some product or service. There are two reasons junk mail is popular. First of all, some people do respond to it and so there is money to be made. But the number of people who respond is very low compared to the number of email messages sent out. Therefore, sending junk mail is only feasible if it's cheap to do. And it is! Whether you send 1 email or 1 million emails, the variable cost is essentially zero. There are companies who will sell an email list with millions of addresses in them for as little as $50. Feed those into an automatic email sender and off they go.

How does a spammer get hold of your email address?

There are so many ways that spammers can get your email address, it's almost impossible to list them. If your email address is on a webpage, it will have been collected by an automated spider. If you have ever subscribed to an email newsletter, your email address may be distributed. Email addresses on free online email systems are available. Spammers also use algorithms to generate large numbers of potentially valid names at a particular domain to try and create valid email addresses (when there's no cost to sending an email out, it's easy to just try millions of combinations in the hope of getting some real matches). In an attempt to make their lists more valuable (i.e. with fewer invalid names), they will try sending test emails to the domain to see if the messages bounce back or are accepted and use that information to weed out invalid email addresses.

Design Goals

ChoiceMail was designed to return control of your inbox to the email recipient (that's you, the customer!)

• The criterion was simple: if you receive an email, you wanted it!

Rules vs. permission mechanisms

There are a number of tools available that use rules to determine whether an email should be allowed through to your inbox. Rule-based systems examine all incoming email looking for patterns that indicate that the email is junk. For example, if the sequence ‘$$’ is seen at the beginning of a Subject line, the message is probably spam. But unfortunately, rule-based systems have many drawbacks and it is necessary to spend quite a lot of time managing those rules. These systems have three main problems:

• They allow some junk mail through because there’s no rule that fits the particular message.
• They block some messages that should be allowed through because something in a legitimate message matched a rule.
• They require constant upgrading because as soon as a marketer is labeled a “spammer”, the marketer will find new innovative methods to start again.

ChoiceMail, an enhanced permission-based system works on a different premise. The presumption is that all emails are junk until proven otherwise or to put it more bluntly, mail from an unknown sender is assumed to be junk until proven innocent. In particular, the onus is on the sender to start the process of proving his or her innocence.

One concern that is sometimes raised is that a legitimate sender might not be bothered with going through the registration process. In the ChoiceMail model,
the view is one of practicality and simplicity, the message was not sufficiently important and you, the recipient, didn’t need to see it anyway.

**Target Users**

ChoiceMail Single User is for anyone who wishes to be able to better manage their email messages and not have to waste time dealing with unwanted email.

**System Requirements**

ChoiceMail runs on personal computers running Microsoft NT 4.0, W2K and XP with 64MB of RAM minimum and a 90Mhz processor or higher. ChoiceMail should work on Windows 9x and ME but it has not been tested on those platforms. The program requires a dialup or dedicated TCP/IP connection (via DSL, Cable, etc) to the Internet.

At this time, ChoiceMail supports only standard internet POP (for incoming mail) and SMTP (for outgoing mail) protocols. If you are using an email application such as Eudora or Outlook Express and connecting via dialup, DSL, or Cable, you most likely have access to POP and SMTP servers. In particular, ChoiceMail does not work with AOL’s proprietary mail system.
Features at a glance

<table>
<thead>
<tr>
<th>Feature</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client-based</td>
<td>You do not have to forward your email to a web service – you can use your existing POP sources directly.</td>
</tr>
<tr>
<td>Private</td>
<td>Emails are downloaded directly to your PC from your ISP and are not intercepted or stored by a 3rd party as they would be with server-based solutions.</td>
</tr>
<tr>
<td>Works with your email application</td>
<td>ChoiceMail does not replace your normal email application – you can continue to use your existing application as long as it is POP3 based.</td>
</tr>
<tr>
<td>Sender registration</td>
<td>Anyone sending you email must submit a registration request for your approval.</td>
</tr>
<tr>
<td>Preapproval management</td>
<td>You can add manual rules to accept or reject senders independently of their submitting registration.</td>
</tr>
<tr>
<td>Import existing contacts</td>
<td>ChoiceMail can import email addresses from many email applications so that your existing contacts are preapproved.</td>
</tr>
<tr>
<td>Automatic approval of outgoing senders</td>
<td>If you send an email to someone for the first time, their email address can be automatically preapproved.</td>
</tr>
<tr>
<td>Installation Wizards</td>
<td>Make installation quick, simple and easy.</td>
</tr>
<tr>
<td>Multiple Accounts</td>
<td>ChoiceMail will work with all your POP accounts.</td>
</tr>
<tr>
<td>One time charge</td>
<td>No cumbersome monthly payments or annual memberships.</td>
</tr>
<tr>
<td>Not a service</td>
<td>Emails are your property and remain as such.</td>
</tr>
<tr>
<td>Registrations processed by ChoiceMail</td>
<td>Registrations from legitimate senders are handled from inside the ChoiceMail system. They do not appear in your email application so you are not interrupted unnecessarily.</td>
</tr>
<tr>
<td>Automatic registration</td>
<td>ChoiceMail automatically preapproves users to whom you are sending an email.</td>
</tr>
<tr>
<td>Enterprise version</td>
<td>ChoiceMail Enterprise supports multiple users (each of whom can have multiple email accounts) on a single server.</td>
</tr>
<tr>
<td>Multi-user support</td>
<td>ChoiceMail Enterprise supports multiple users (each of whom can have multiple email accounts) on a single server.</td>
</tr>
</tbody>
</table>
Getting Started with ChoiceMail

Installation

If you downloaded ChoiceMail from the DigiPortal Web site, the file name will be CMinstall.exe. Simply double-click this file to start the installation. If you obtained the file from a shareware Web site, the file may be zipped. In that case, use a utility such as WinZip or PKZIP to extract the file first.

1. Follow the Installer prompts as you would for any Windows program installation. At the ChoiceMail License Agreement screen click the Accept radio button and then click OK

2. Continue your way through the setup screens. The User Information screen may already show your name and company. If it does not, fill in those fields appropriately. (If you have purchased ChoiceMail for personal use, you should enter ‘None’ for the company if appropriate).

3. The Destination Folder is the place on your hard drive where the ChoiceMail application will be installed. You can change the Destination Folder or accept the defaults.

4. In the Select Components section, choose “Run automatically at startup” if you would like ChoiceMail to run automatically whenever you run Windows. Choose “Add desktop icon” if you would like an icon on your desktop to start ChoiceMail manually. If you have a permanent connection to the Internet, we do recommend that you have ChoiceMail run automatically.

5. In the Select Program Manager Group you can accept the default folder name in your Start Programs list in which a ChoiceMail icon will be added.
6. You should now be at the **Start Installation** screen. Click **Next** and ChoiceMail installation will begin.

7. Once installation completes, you can check the box to view the README file and click **Finish**. Be sure to read these notes for any last minute updates. You’re now ready to start using ChoiceMail.

On the final screen of the installer you can choose to launch the program immediately if you wish.

**First time configuration**

ChoiceMail positions itself between your email application and the mail servers that your email application normally uses. This is accomplished by changing the incoming and outgoing server information in your email application so that it now points to ChoiceMail. ChoiceMail itself must be configured to connect to your mail servers.

1. If you did not start it from the final screen of the installer, go ahead and start ChoiceMail now by double-clicking the icon on the desktop or from the Programs menu.

2. As you are using ChoiceMail for the first time, you will be offered the opportunity to run the configuration wizard to configure ChoiceMail with some email applications. ChoiceMail can automatically configure Outlook Express and Eudora. If you are using a different email application, you will have to setup ChoiceMail manually to connect to your mail servers and you will have to configure your email application to connect to ChoiceMail.

Note: make sure you know both your username and the password you use to access your email accounts. If you do not have this information handy, you will be unable to access your email messages as you will not be able to configure ChoiceMail without this information.
Using the configuration wizard

Welcome to the "ChoiceMail" email account setup wizard!
Before proceeding, please close your email application if it is currently running.

Click Next to continue

This wizard imports your existing email accounts from "Outlook Express" or "Eudora" for easier configuration. If you are using a different email application or you prefer to manually add your accounts, select "Manual configuration".

POP accounts setup
- Import from Outlook Express
- Import from Eudora
- Manual configuration

NOTE: You will be able to specify additional accounts and/or remove email accounts on the next screen even if you are importing accounts from your email application.

You can import your existing accounts from Outlook Express or from Eudora. If you are using a different email application, select "Manual Configuration". Be aware that Outlook and Outlook Express are completely different applications and ChoiceMail does not support automatic configuration of Outlook.

☑ Please make sure you have closed your email application before you want the configuration wizard. If you do not close your email application, ChoiceMail will not be able to change the necessary account settings.
If you have multiple accounts with different SMTP servers, you choose only one of them to use for all outgoing mail. You should generally use the SMTP server provided by the ISP to which you are connected.

Passwords are normally case-sensitive. Make sure you use the correct case.

If you have existing accounts, you will be able to access them one at a time and check them. You will need to know the passwords since these are deliberately NOT copied from your existing accounts.

You need to test each account to make sure it is working. Press the Test button and ChoiceMail will try to login to the account. After a short delay, a dialog will popup indicating success or failure. If ChoiceMail cannot verify the connection, make sure that all your settings are correct.

This dialog pops up when ChoiceMail successfully connects to your POP server.
The final setting displays a list of accounts that have been setup for you (they are deliberately blurred in this diagram).
Uninstalling ChoiceMail

If you decide to uninstall ChoiceMail, please use the “Add/Remove Programs” application in the control panel to start the uninstaller. If ChoiceMail was able to make a snapshot of your email settings (Outlook Express and Eudora only) when it was first installed, you will be prompted to restore those original settings.

Original email settings snapshot

If you are using Outlook Express or Eudora and you configured your settings through the wizard, ChoiceMail takes a snapshot of your original settings before changing them. This information is available to the uninstaller so that if you do decide to uninstall ChoiceMail, your original email settings will be restored.

If you configured your email settings manually, then you will have to reconfigure them yourself after uninstalling ChoiceMail.
Normal operation

Using ChoiceMail

You should leave ChoiceMail running all the time. If you did not select this option during installation, you can set this behavior from the Options menu in ChoiceMail. If you are using a software firewall product such as Zone Alarm or Black Ice Defender, you will probably get an alert the first time you run ChoiceMail. When asked, you should allow ChoiceMail to both connect to the internet (so that it can access your incoming email) and to act as a server (so that your own email client can connect to ChoiceMail). Note that by default, ChoiceMail Single User does not accept connections from other machines.
Configuration

Accounts

ChoiceMail Single User supports only a single user but allows that user to have an unlimited number of email accounts. ChoiceMail inserts itself between your email client and your mail server so that it can intercept/monitor incoming and outgoing emails.

Importing existing email addresses

If you wish, ChoiceMail can import a list of existing email addresses and preapprove those addresses so that incoming emails are automatically accepted. Click Actions | Import Address Book from the main ChoiceMail menu.

ChoiceMail can import email addresses that are in the WAB (Windows Address Book) format, which is used by Outlook Express and from Eudora. If you are using Eudora, you will be prompted to search for your Eudora's nickname file. This may take a while if you have a lot of files on your system.

For other email clients, you will first need to export your contact list to a file so that it can be read by ChoiceMail. If you are offered different export options, select an option such as text file or comma-delimited fields format. Then select “Comma Separated Values” in the ChoiceMail Address Book Selection Wizard.

We encourage you to examine your contact list very carefully before importing it into ChoiceMail to ensure that you really want to preapprove them all and that some invalid or bogus addresses have not found their way into your contact list. However, after you have imported the list, you can review it and remove individual entries as needed. Click on the checkbox beside each email address if you want to import it.

When you click OK, all the selected email addresses become “pre-approved” in ChoiceMail nomenclature and you can view them in the Pre-approved Senders view (select from the Views main menu option).
Important concepts

Sender
A sender is the originator of an email message. There can be multiple email messages associated with a sender.

- **Accepting a sender**
  When you accept or approve a sender, the sender is added to your whitelist. This means that all future emails coming from that sender will be allowed through to your email application.

- **Rejecting a sender**
  If you reject a sender, the sender is placed on your blacklist. No email messages will be allowed through. Because of the way ChoiceMail works, it is rarely necessary to explicitly put a sender on your blacklist.

- **Deleting a sender**
  If you delete a sender, it is as if that sender never existed in your system. If that sender subsequently sends you another message, they will get an automatic response asking them to register. Again, it is rarely necessary to explicitly delete a sender. A sender who does not register will be deleted automatically, along with all their emails. You will not be disturbed.

Email message
If a sender is not approved, his or her email messages are held up. However, you can manually allow individual email messages from a particular user to be passed through to your email application while waiting for the sender to register.

Domains
You can optionally allow or block all messages coming from a particular domain. Even if you have done so, you can override the behavior for specific senders within that domain.

Registration process

**Approve or disapprove in advance**
You can manually add a sender to your whitelist or your blacklist. So for example, if you know you will be getting emails from john@smith.com, you could manually preapprove that sender so that he will not be asked to register when he sends you a message.

- **Automatic Preapproval**
  ChoiceMail automatically adds a new sender to your whitelist when it detects that you are sending a message to a sender who is currently unknown to ChoiceMail. If that sender was already on one of your lists (new senders, blacklist, etc), it will be automatically moved to your whitelist.
• **Importing contacts**
  The other way that senders can be preapproved is by importing addresses from your contact list or address book into ChoiceMail.

**Permission rules**

It is possible to create filters to determine the disposition of a new email message based on its content. This is not often needed due to the automatic approval system but is sometimes useful for automatically accepting email messages coming from a listserver where the sender is different every time.

In this situation, it does not make sense to accept each sender manually, there could be thousands of them. Instead, you can have ChoiceMail look for some identifying information in the headers or body of listserver messages to determine what to do with them.
These tabs let you switch among the different available views.

Although normally you will leave ChoiceMail minimized in the system tray, you can open it at any time to see what it’s doing. There are a number of tabs which are used to view different lists of senders. You can also select which view you want to look at from the View menu.

The New Senders view

This window displays a list of unknown senders who have sent you at least one email message. ChoiceMail has already sent them back a registration request and is now waiting for them to register. From time to time you may wish to browse this list so that you can manually accept emails from people you recognize. In most cases it’s appropriate to simply wait until a sender registers at which point you will be notified explicitly. In other words, under normal circumstances, there is no need to explicitly reject or delete new senders that show up in this window. Leave them alone, they will go away by themselves after a while.

However, if you have subscriptions to email newsletters (for example) that are sent out by an automated system, you will need to approve the sender manually. You only have to do this once. There are two ways you can do this process. The first is to wait until you receive an automated email. You can then right-click on the sender of that email and click ‘Accept sender’ from the popup menu that appears (see also page 38).

You can sort the list by any column you choose simply by clicking on the column header. We find that it’s most useful to sort the New Senders list by received date, with the most recently received email at the top. You can then quickly see your most recent new senders if you want to monitor new email.

Number of approved emails waiting to be picked up by your email application. You can double-click in this area to open your default email application.

Count of senders who have filled in and submitted a registration request.
Tabs and controls in the main client window

New senders (see above).

Senders who have registered and are waiting for you to approve them.

Blacklisted senders who you have explicitly rejected.

Blacklisted senders rejected automatically by rules.

Whitelisted senders who you have explicitly approved.

Whitelisted senders approved automatically by rules.

All senders known to ChoiceMail.

Expands the tree to display the subject line of incoming emails for each new sender.
<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Received Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:FreeSoft-3066b85@yahoo.com">FreeSoft-3066b85@yahoo.com</a></td>
<td>6/29/2002 6</td>
</tr>
<tr>
<td>WebBook Publishing Software - FREE D...</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:FreeDFA-603Cb81@yahoo.com">FreeDFA-603Cb81@yahoo.com</a></td>
<td>6/29/2002 6</td>
</tr>
<tr>
<td>Publishing Software - FREE Download! ...</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:freetravel37@qwest.net">freetravel37@qwest.net</a></td>
<td>6/29/2002 5</td>
</tr>
<tr>
<td>Want to boost sells? 26531</td>
<td></td>
</tr>
</tbody>
</table>

---

**Toggles a filter window that you can use to restrict the view to those senders whose email address matches what you type.**

This is a convenient way to find a particular sender very quickly. As you type characters, the list is constrained on the fly to match what you have typed.
The ChoiceMail System Tray Icon

Menu options

Normally you will have ChoiceMail minimized so that it is only accessible through a system tray icon. Double-clicking on the ChoiceMail system tray icon will restore the main ChoiceMail window. You can also right-click on the system tray icon to pop up a brief menu. The options are

- **Restore ChoiceMail**
  Opens the main ChoiceMail window.

- **Mailbox and POP account configuration**
  Direct access to your account configuration.

- **Permission management**
  Direct access to the permission management section of ChoiceMail.

- **Check for new e-mails now**
  ChoiceMail automatically checks for new mail every 10 minutes. You can change that option in the preferences dialog but you can also have ChoiceMail check for new mail immediately. This is useful if you are expecting a message and don’t want to wait for the next automatic check.

- **Open email application**
  Opens your default email application if it is not already open.

- **Exit**
  Close down ChoiceMail completely. Note that if you do this, your email application will no longer be able to access email unless you manually reconfigure it.

Hints

The system tray icon will flash if mail is available to be read. If you just move the mouse over the icon, a hint will pop up to provide some more details.
Permission management

Responding to registration requests

The main mechanism ChoiceMail uses to “defend” you from junk mail is to require a sender to register with you. This process is almost completely automatic from your perspective.

What happens when someone sends you an email?

Let’s assume that you have not yet created any permissions manually or imported existing contacts. A sender person@someplace.com sends you a message. ChoiceMail will note that it does not already have a rule about this sender and/or the contents of the message. It will therefore place that sender on a “new senders” list and send an automatic reply back to the sender requesting him or her to register. Their email is stored temporarily pending that registration. Your email system does not see the email at this time.

Because most junkmail is sent using fake email addresses, the steps above are sufficient to eliminate all automated junk mail messages. The registration requests will simply fail to go anywhere and the sender is eventually deleted from ChoiceMail.

If the return email address was valid and the registration message is received by the original sender, then that sender has a certain amount of time to register (the default is three days but you can change this to suit your own needs) before the message is deleted. The sender registers by going to a webpage and filling in a form explaining who they are and why they wish to contact you. The submitted form is then received by ChoiceMail for processing. At this point, person@someplace.com is moved from the “new senders” list to the “registered senders” list.

At your convenience, you can review that list and decide what you want to do. After viewing the email address, name and reason provided by the registered sender, you have several choices which are accessible through a popup menu when you click on a sender with the right mouse button. You can:

- Accept sender
  All future messages from accepted senders are automatically passed through to your email application. You only have to accept the sender the first time. The initial emails from that sender that were held up are also released to your email application.
- Reject sender
  This option stores the senders email address in a rejection (black) list such that any subsequent emails from this sender are just silently deleted. Any cached emails from this sender are also silently deleted.
- Reject sender (with explanation)
  Same as above but sends a note back with an explanation as to why you will not accept their email – use only if you are feeling sorry for the sender 😊
• **Delete sender**
  If you delete a sender, it’s as if that sender never sent you anything in the first place. In particular, if the sender subsequently sends you another email message, they will get a new chance to register for approval. You very rarely need to explicitly delete new senders. Unless you have turned off automatic deletion of senders after some time period (and we do not recommend turning off this option), new senders will be automatically deleted after a while. Note that if a sender is deleted and they subsequently submit a registration request, that request will be silently deleted. All cached email messages are deleted when a sender is deleted.

• **Allow all messages from sender’s domain**
  It may be that you decide that you are willing to accept all messages coming from a particular domain. We don’t actually recommend this because it is so easy for junk mail senders to fake the domain address. For example, accepting yahoo.com is probably a bad idea since many spammers use yahoo.com or fake the yahoo.com domain in their junk mail.
  There is however one important case where you may want to accept a domain. If you have newsletter subscriptions from some organization or through listservers, you may want to accept the domain of those senders so that all the letters get through.

• **Block all messages from sender’s domain**
  It’s much more likely that you will wish to add domains from which you never want any email. For instance, you may decide to silently delete all email messages coming from any domain that ends with ‘.tv’. Note however that if you do this, you will have to manually approve a legitimate sender from that domain as any attempts by such senders to contact you will automatically fail and they will not get registration requests.

• **Send e-mail to sender**
  This is simply a convenient short cut that will open your default email application and start a new email message to the selected sender.

• **Sender info**
  Lets you view the registration information (if available) for the sender. It’s normally not that useful in this particular view but is convenient in some of the other views.

• **Accept message**
  This menu option is enabled when you are previewing the subject information of an email message from a sender who is still in your new senders list. You can quietly accept individual messages to read without giving any indication to the sender. Note that if there is a “return–receipt” request in the incoming email, ChoiceMail will remove it automatically.

• **Delete message**
  This option just deletes a message. It’s rarely necessary to do this.
Permission management (cont.)

Explicit rules can be created to determine what happens to certain emails based on their content.

ChoiceMail allows you to create rules that can be used to make decisions about new emails automatically. Incoming email messages will be processed against email rules to determine their fate. In the important case where an incoming message (including sender information) doesn’t match any email rule, then ChoiceMail will send a registration request back to the sender.

Note that in many cases you don’t need to bother creating explicit permissions. If you have imported your existing contacts into ChoiceMail so that they are preapproved and you have also enabled ChoiceMail's ability to preapprove outgoing senders (the default), then you can just leave it to ChoiceMail to manage unknown senders without your having to do anything.

On the other hand, you may want to add some explicit permissions to cover some special circumstances. For example, if you have decided that any mail coming from the domain 'junk.com' will be unwanted mail, you could add a rule that silently deletes incoming email from any sender from that domain. But the only benefit of doing so is to stop ChoiceMail from sending registration requests to such senders (who are probably bogus anyway). ChoiceMail will automatically delete bounced registration requests.

You may choose to add a rule so that all incoming email messages containing a signature unique to your organization are automatically accepted so that even if such senders were not already on your preapproved list, their messages will get through.

Note also that you can manually preapprove an email address in advance if you are expecting a message from someone new and don’t wish for them to go through the registration process.

How incoming messages are processed

When an email is received by ChoiceMail, it goes through a process to determine whether the email should be passed through to the user's email application.

1. **Is this sender on our Accept list?**
   - If so, pass the message through to the user's email application.
2. **Is this sender on the Reject list?**
   - If so, silently delete the message.
3. **Is this sender on the New Senders list?**
   - If so, is it a registration? If it is, pop up a message informing you that a sender has just registered. You can then decide whether you want to accept messages from this person.
   - If it’s a registration, then just hold it until the sender does register.
   - **Check the contents (sender email address, Subject, etc) against the email rules**
   - If there's a match with one of the rules, then apply the associated action (accept it, reject it, etc). Note that you can change the order of rules to prioritize one over another.
5. **Is the domain of the sender in the “Rejected domains” list?**
   If it is, just delete the message.

6. **Is the domain of the sender in the Accepted Domain List?**
   If it is, allow the message to go through to the user's email application.

7. **This sender is new!**
   This sender doesn’t fall into any of the categories above – therefore it’s a new sender. ChoiceMail will send an email back to the sender asking him or her to register. The sender is put on the New Senders list and the mail held pending registration.

There are some other tests done to ensure that the user does not receive bogus messages such as bounced back registration requests.

### Adding an email rule

You can add new rules to automate the disposition of a new incoming email message. Click on the “New” button in the Permission Management dialog window. A new dialog will be opened through which you can add your rules.

![New E-mail Rule dialog](image)

- **Rule conditions**
  - **From**
  - **Subject**
  - **Body**
  - **To**
  - **Cc**
  - **To or Cc**

- **Rule action**
  - Accept message
  - Delete message
  - Accept sender
  - Reject sender
  - Delete sender

- **Rule name**
  - New Rule

- **Rule description**
  - (No conditions defined)
Setup – General

Logging into ChoiceMail

Instead of accessing your mail directly from your mail server, you will now access your mail through ChoiceMail. When you try to connect to ChoiceMail from your email application, you will need a username and password. That username and password is defined in this section – you can use whatever name and password you wish.

Sending Email

In normal usage, your email application should be configured to send outgoing email through ChoiceMail. This is normally done through the setup wizard. ChoiceMail will use this server to send registration messages as well as allowing to act as a proxy for your outgoing email. When you send your emails through ChoiceMail, ChoiceMail can detect the email address of the person to whom you are sending a message and automatically preapprove that person so that they do not need to register when they respond to your message.

Mailbox and POP account configuration

ChoiceMail supports multiple POP mail accounts and will retrieve your email from all of your accounts. This dialog is where you setup and change your account information.

Accessing ChoiceMail from other computers

ChoiceMail is normally configured so that it can only be accessed from the same computer on which it is running. However, some people may wish to run ChoiceMail on one computer but still run their main email application on another machine on their local area network. You can configure ChoiceMail so that it will allow an email application on another machine to access it. You will need to know the IP addresses of the other machines you want to use (page 35) . Note that to perform operations such as approving senders, and modifying permissions, you will still need to do this on the machine that is running the ChoiceMail client. DigiPortal Software sells a multi-user version of ChoiceMail with remote access client software. For more information, please contact DigiPortal Software via email at sales@digiportal.com.

Checking this box allows ChoiceMail to startup automatically whenever Windows is running. We highly recommend you use this option particularly if you have a permanent connection to the Internet (DSL, Cable, T1, etc).
Client options

In the client options dialog you have the ability to control whether ChoiceMail should popup an alert window whenever it receives an email from a sender who has registered. You can also make that popup dialog disappear automatically after a delay.

- Use confirmation dialog boxes
- Popup an alert when an e-mail sender registers
- Close alert window automatically after a delay (minutes)
- Play a sound

Uncheck this option if you don’t want to be warned when you quit ChoiceMail.

You can optionally have ChoiceMail play a sound whenever somebody registers for approval.

If you have another application that wants to use the same ports as ChoiceMail uses by default for incoming and outgoing email (older anti-virus products that install email proxies are examples) then you have two choices:

1) Reconfigure the port setting of the other application
2) Reconfigure the port settings in ChoiceMail

In either case, you will have to reconfigure your email application to work with the new ports.
Mailbox configuration | General

**Approving new senders to whom you are sending an email**

Normally your email application is configured such that your outgoing mail messages are processed through ChoiceMail. This is done so that when you send an email to someone with whom you have not previously corresponded, that sender can be preapproved so that when they reply to your message, they do not have to register. We recommend that you leave this option enabled. You can also automatically approve people on your CC list and/or on your BCC list.

**Checking for new email**

By default, ChoiceMail connects to the internet every 10 minutes to see if new emails are available. Depending on your connection speed and your needs, you may choose to change this connection rate. Note that you always have ChoiceMail check for new mail immediately by right-clicking its system tray icon and selecting “Check for new emails now”.

**Managing emails with your own email address**

When a group of people correspond and there’s a CC list, it’s sometimes the case that you will end up sending a message to yourself. Normally this is not a problem. Unfortunately, you may run into a situation where a spammer tries to get a junk mail through to you by making it look like that message is coming from your own email address. To guard against this situation, ChoiceMail adds an extra header to all outgoing email messages that are sent to yourself. The value of the header is a string code. When an incoming email from “yourself” is received, ChoiceMail will check that header and only accept that message if the string code in that header is known to ChoiceMail. In the extremely unlikely event that a spammer manages to find out that code, you can easily change it to a new random string. (See also “My aliases” below)

**Dealing with bounced registration requests**

Since most spammers use bogus email addresses, there is a strong possibility that the automatic registration request sent out by ChoiceMail will simply be bounced back along with an error message. In general, you don’t want to see those messages. In most cases, ChoiceMail can recognize that an incoming email is in fact a bounced registration request and delete it silently. We recommend that you leave this option checked.

Sometimes the server at the other end returns the bounced message in a changed format such that it’s no longer recognizable to ChoiceMail as a registration request. In such cases, you often get back a message from a server whose email address is something like postmaster@somedomain.com or
admin@somedomain.com. In these situations, ChoiceMail will simply send a registration message right back to them and the bounced message will simply sit in your “New senders” list until it’s automatically deleted. If you are reviewing your “New senders” list from time to time and you see a message from “postmaster” (say) at a domain to where you recently (typically within 10 minutes) sent a message, you may want to look at the message because it’s most likely telling you that you mistyped the name of the recipient so that it’s not known at the other end.

To accept an individual message, click the menu item Views | Message information to see individual email messages associated with the sender. Then right-click on the message and pick “Allow selected message”. This will allow that message only to be passed through to your email system while still leaving the sender on the new senders list.

**Always accept mail system messages**

Although you don’t want to see bounced registration messages (which are really just mail system messages), you will probably want to see other system messages. For example, if you send an email to someone and mistype their email address, the message will be bounced back and you need to know about it. Leave this option checked.

**Automatically delete unregistered senders after X days**

Mail from new senders is held up until the sender submits a registration. The senders themselves are listed in the “New senders” view so you can review them if you wish to manually add senders to your Preapproved list. Assuming that legitimate senders will register or be preapproved by you, this list will essentially contain only junk mail senders. Check this box to cause new senders to be deleted automatically after some time period. Once a sender is deleted, any held up mail from that sender is also deleted. (Note that this does not apply to individual mail messages from that sender that you have already quietly accepted since those messages will have already passed through to your email application). Note that once a sender is deleted, they will again receive a new registration request if they send you another email message.

**Limit the number of emails from unknown senders**

It’s possible that a spammer will send you lots of messages, trying to fill up your mail box. You can configure ChoiceMail so that it silently (i.e. without telling the sender) stops accepting emails from a particular sender after a certain number of messages have been received. Note that even though those emails have been received by ChoiceMail, they are still not visible to your email application so you still don’t have to worry about them.

You can also tell ChoiceMail to automatically reject a sender if that sender has sent more than a certain number of messages without a registration request.
Creating new accounts manually

1) Click on Options | Setup.

2) Click on Mailbox and POP account configuration.

3) Click on the My POP3 accounts tab.
Working with your POP accounts

The list of accounts currently setup in ChoiceMail.

A complete email address
(E.g. jsmith@somewhere.com)

Username for logging in to POP server.

Password for logging in to POP server.

The full name of the POP server.
(E.g. mail.yourisp.net)

Ensure this box is checked, so that this account will be included when checking for new emails.

Click to create a new account.

Click to delete an existing account.

Click to test whether an account is configured correctly.
Telling ChoiceMail about other names for yourself

If you reply to a message that includes your own email address as one of the recipients, ChoiceMail automatically adds an extra header to the copy of the message that will be sent to you. This is so that if an incoming message arrives that purports to be from you, ChoiceMail can check whether it is indeed your message and not a spammer trying to send you a message that looks like it came from you.

ChoiceMail already knows about your real email addresses since you added them as part of setting up your POP3 accounts. However, if you have created email address aliases, you need to tell ChoiceMail about them so that it can recognize them.

For example, your real email address might be jsmith@someisp.com and you will have a POP3 account setup in ChoiceMail with this address. If you send a message to jsmith@someisp.com, then ChoiceMail will add your private header so that when you receive the message, it will be recognized. Now suppose you have another email address, john@yourowndomain.com that you give out to people. Mail sent to that address is forwarded to jsmith@someisp.com. Now the question is, what happens if someone tries to send a message to you that is “apparently” from one of your aliases? If ChoiceMail did not know about your aliases, it would see that message as a new sender and send a registration request out. You might also manually accept the message thinking it was something you sent out yourself.

However, if you provide your aliases to ChoiceMail, then it can detect this situation and check for the secret code that is embedded in all messages that come from you. This way, junk messages pretending to come from your own address can be silently deleted.
Approving (or rejecting)

Approving senders manually

You can add new senders explicitly through the “Approve another sender” menu option. Selecting this option lets you add an explicit email address of someone who you want to be automatically approved even though they have not yet sent you any messages. Just enter the email address of that sender in the “Sender e-mail address” field. You can optionally add the name of the sender for your own convenience.

Senders with no email addresses

There can be some legitimate reasons for emails to have no return address in them. Notification systems are a good example. However, you will still want to be able to distinguish among different sources, allowing some while disallowing others. If the sender has no return e-mail address, you can have ChoiceMail check the sender name to see if it’s valid. To do this, click on “The sender has no return e-mail address” option and then enter the name of the sender.
Advanced configuration

Allowing access from email programs on other computers on your network

(Note – this section assumes you have some basic knowledge about TCP/IP and configuring local area networks)

By default, IP filtering is disabled and ChoiceMail will only allow access from email applications running on the same computer as ChoiceMail. The IP address 127.0.0.1, known as ‘localhost’ is always enabled.

To allow other computers to access the ChoiceMail server, check the ‘Allow only the IP addresses on the list” option and add a list of IP addresses corresponding to those other computers.
Expert quick start

If you are familiar with POP and SMTP.....

ChoiceMail™ sits between your email application and the existing POP3 and SMTP email servers at your ISP. The basic concept is that ChoiceMail takes over the role of retrieving all email messages from the mail servers at your ISP.

ChoiceMail itself behaves as a combined POP3 and SMTP server running on your PC and you configure your email application so that there is just one account enabled. The incoming (SMTP) and outgoing (POP) servers should be set to the IP address 127.0.0.1 (also known as localhost). That means that when your email application runs, it connects directly to ChoiceMail on your machine to receive emails.

If you have multiple POP3 accounts, you can configure ChoiceMail to retrieve messages from all of them. It is important that you change the settings on your email application so that it does not also try to retrieve mail directly from your ISP. If you have multiple email accounts setup in your email application, you should switch them off and add equivalent accounts into ChoiceMail. This will allow ChoiceMail to retrieve mail from all your existing email accounts and make them available to your email application. If you do not switch off direct access to your original accounts in your email application, ChoiceMail will not be able to intercept and block unwanted messages.

You need a username and password for ChoiceMail and you can use any username and password that you like. Whatever you choose, those values are what you will use in your email application to login into ChoiceMail.

ChoiceMail comes with a configuration wizard that can handle Outlook Express and most recent versions of Eudora. If you are running a different email application such as Outlook (which is not the same as Outlook Express) or Netscape Mail, you will have to configure your accounts manually.

Setup before installing ChoiceMail

Setup after installing ChoiceMail
Configuring ChoiceMail and your email application manually

Overview

When you use ChoiceMail, you will add all your POP accounts into ChoiceMail so that ChoiceMail can download your email from all your accounts. You will then create (or enable) a single account in your own email application and configure it to communicate with ChoiceMail. We recommend that you disable your other email accounts so that emails are only retrieved through the ChoiceMail system.

Configure ChoiceMail to connect to your mail servers

You can add as many pop accounts as you wish. You will typically need to have the following information for each account:

- Email address (example: jsmith@somewhere.com)
- Username (example: jsmith)
- Password
- Host, often called a POP3 server

Once you have entered this information, you can click the Test button and ChoiceMail will try to login to the POP3 server so as to verify your settings.

Setting your outgoing mail server

Currently, ChoiceMail supports only a single server for all outgoing email. If you have more than one SMTP server available, you should be able to use any of them – try to pick the fastest one available!

Configure your email application to connect to ChoiceMail

The username and password that you created in ChoiceMail are the values you use in your email application.

You will need to know the following information:

- Username: Your Choicemail username
- Password: Your ChoiceMail Password
- SMTP server: 127.0.0.1
- POP server: 127.0.0.1

Find the option in your email system where you create or modify mail accounts and create an account using the values above. If you have other accounts on your email program, make sure you disable them so that they don’t bypass ChoiceMail.
Tips and Tricks

The first week or two

You will probably find that you want to monitor your incoming email for a while to see what’s going on and, as one user put it, “[to] enjoy looking at the ChoiceMail list of new senders to see who is not getting through.”

There may be some senders who you recognize and choose to preapprove in advance. In particular, if you have any online newsletter subscriptions, you will want to preapprove them the first time they come in so that all future messages are allowed through. See below for more details on newsletters and other automated services. Once you have configured ChoiceMail to your taste, you will find that you can simply forget it’s there. Just leave it in the system tray and never be disturbed by unwanted mail again.

Dealing with newsletters

If you are subscribed to various newsletters from well known services, you can consider adding the domains of those emails to your Accept permissions list. Go to Actions | Permission Management and select the “Accepted Domains” tab. You can add domains here.

Note that you should only use this method if the actual email address of the sender is different each time you receive a newsletter from the same service. If the service always uses the same email address, then it’s sufficient to just approve that particular sender.

For example, if you are subscribed to a newsletter whose address is always something like subscribers@newsletters.com, then you can just approve that sender. Some services create new email addresses for each letter and so you may see a series such as a023949@newsletters.com, a91849@newsletters.com, b94829@newsletters.com and so on. In this case, add the domain ‘newsletters.com’ instead of approving each of these senders.

When you purchase something online

When you purchase something from an online store, you will typically get an email notification from them soon after you make your purchase. If it is your first time dealing with that particular store, you may not know the actual email address used by the online store — sometimes the address will have their own domain but some smaller vendors may be using a 3rd party service for their e-commerce needs. Just monitor the new senders list for a while (sort by date, most recent sender first) and you will quickly recognize the legitimate email coming from your online vendor. You can then decide whether to approve that particular sender or their domain in general — the former is better as some vendors’ email messages will come from domains that are frequently used by spammers.

Online billing

The process here is much the same as with newsletters except of course that you may not know when your next bill will come in. If you already have an online account for your utility bill or your mortgage (say), check your existing email...
messages to find out the email address used by the billing company. You can then add that sender manually (see page 34)

List servers

Some groups sharing a common interest setup a list server so that whenever a member of the group sends a message to the list server, it is automatically sent to each member of the group. Let's look at an example of a message from a list server. Here is a typical message from the Mid-Atlantic Linux User Group Mailing List

The headers of the message

X-Mailer: Novell GroupWise Internet Agent 6.0.2 Beta
From: Someone <someone@addressremoved.com>
To: <ma-linux@tux.org>
Subject: [ma-linux] Any user can't log in graphically
Sender: ma-linux-admin@tux.org
X-BeenThere: ma-linux@tux.org
X-Mailman-Version: 2.0.1
List-Help: <mailto:ma-linux-request@tux.org?subject=help>
List-Post: <mailto:ma-linux@tux.org>
List-Subscribe: <mailto:ma-linux-request@tux.org?subject=subscribe>
List-Id: Mid-Atlantic Linux Enthusiasts <ma-linux.tux.org>
List-Unsubscribe: <mailto:ma-linux-request@tux.org?subject=unsubscribe>
List-Archive: <http://www.tux.org/mailman/private/ma-linux/>
Date: Mon, 24 Jun 2002 09:59:14 -0400

The body of the message

ma-linux mailing list
ma-linux@tux.org<http://www.tux.org/mailman/listinfo/ma-linux>

Below is what one of our users suggested as a way to handle this list server.

I would create rules such that, if ma-linux@tux.org was in the To: or CC: or [ma-linux] is in the subject field then I would accept the message. However, I would probably feel it's ok to accept the sender. With this particular list, I would make the action be to accept the sender.

Now, if you're asking why I would add to the rule [ma-linux] in the subject, here is why. If I decide to send a question to the list if I needed help with something for some particular reason, while uncommon, sometimes people decide to send messages back to you directly. What I would say in my outgoing email is make sure to include [ma-linux] in the subject line, which is not too much to ask.

I would set the actions for the To: and CC: rules to “Accept sender” and the rule that recognizes the Subject: “Accept message”
Anyways, if someone sends a message to the list and I get it, I'm not worried about accepting those people because they have to be on the list to send it a message. However, if I see someone signed up and sent a spam to the list (which is unconventional, but has happened in the past, usually an on-topic spam), then I would just reject that email address.

Note that in the current version of ChoiceMail, it is not possible to create a single rule to manage these messages. You will need to create three separate rules, one with the To: field, one with the CC: field, and the third with the Subject: field. This restriction will be removed in a future version of ChoiceMail and all registered users of ChoiceMail will be eligible for that update at no extra charge.
Activity logs

Click on Options | Show/Hide activity logs to monitor ongoing activity

Monitoring the behavior of ChoiceMail

ChoiceMail has a logging facility through which you can monitor what it's doing as it runs. You can view these logs for interest and they also can help with pinpointing possible problems. There are four tabs available:

- **Email Client Connection**
  Displays progress as your email application connects to ChoiceMail and downloads emails that have been approved.

- **Email Server Connection**
  Displays progress as ChoiceMail retrieves all the email from your original email accounts on the mail servers at your ISP and determines their disposition.

- **Outgoing System Email**
  Indicates whenever ChoiceMail sends out a registration request or an acceptance message. Also indicates whether it was successful or not (and if it wasn’t, that’s normally fine – it just means the return email address was bogus, a typical example of a junk mail).

- **Automatic Pre-Approval**
  Whenever you send an email out to someone who is not already on your Preapproval list, ChoiceMail will add that address automatically. This view displays such actions.

---

**Activity logs**

Here we see that someone unknown has sent a message to us. The message will be held up.

ChoiceMail automatically sends back an email message asking that sender to register.
Many junk mail messages have bogus return addresses. Therefore when ChoiceMail sends a registration request, it will be bounced back. However ChoiceMail recognizes that the bounced message was a registration request and so automatically deletes it.
Technical support

**DigiPortal Software Technical Support**

Technical support is available online though our website which is [http://www.digiportal.com](http://www.digiportal.com).

If you have a presales question, please contact sales@digiportal.com

**ChoiceMail and anti-virus products**

ChoiceMail does not actually extract attachments from incoming emails so it never actually creates files that might contain a virus. The process of extracting attachments is performed only by your own email application or by an anti-virus product that is configured to examine raw attachments in emails.

The latest anti-virus products monitor email ports directly and are completely compatible with ChoiceMail. However, some older products run a private email server on your machine to intercept incoming emails. Since ChoiceMail is also creating a private email server, there can be a conflict. ChoiceMail does allow you to change the ports that it uses but you will also need to modify your email application to use the changed ports as well. The configuration wizard can do this automatically for Eudora and Outlook Express. Please see your email documentation for the appropriate procedure.

If your anti-virus product uses the older technique, we highly recommend that you upgrade to a newer version.
### Glossary

<table>
<thead>
<tr>
<th>Word</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alias</strong></td>
<td>An email address that does not have its own POP account but whose messages are automatically forwarded to some other POP3 account.</td>
</tr>
<tr>
<td><strong>AOL Mail Protocol</strong></td>
<td>A proprietary undocumented protocol used within the AOL environment.</td>
</tr>
<tr>
<td><strong>Blacklist</strong></td>
<td>A list of senders who are not allowed to send you email. In ChoiceMail, a Rejected Sender is black-listed. If they don't register, their emails will simply go away automatically.</td>
</tr>
<tr>
<td><strong>Deleted sender</strong></td>
<td>If you delete a sender, then the next time that sender sends you a message, they will be asked to register.</td>
</tr>
<tr>
<td><strong>Domain</strong></td>
<td>The characters that follow the '@' character form the domain of an email address. A domain name corresponds to an actual machine somewhere on the internet that is able to accept email messages on behalf of the user whose name is the sequence of characters preceding the ‘@’ character.</td>
</tr>
<tr>
<td><strong>Email rules</strong></td>
<td>You can add specific rules to override ChoiceMail's default behavior when new email messages are received. You can define rules that will accept, reject, or delete senders based on the content of incoming messages. It's normally not necessary to add specific email rules as the combination of your preapproved sender list and automatic approval of senders to whom you send messages is usually sufficient.</td>
</tr>
<tr>
<td><strong>IMAP protocol</strong></td>
<td>A more recent internet protocol for handling email messages. With the IMAP protocol, email messages always live on the server so that they are accessible in a synchronized manner from various devices. IMAP is often used within the Enterprise environment. ChoiceMail currently does not support the IMAP protocol.</td>
</tr>
<tr>
<td><strong>Localhost</strong></td>
<td>A synonym for the IP address of your own computer. Its value is always 127.0.0.1</td>
</tr>
<tr>
<td><strong>New sender</strong></td>
<td>A new sender is someone who sends you an email for the first time and is not known by ChoiceMail, either directly or through existing email rules. ChoiceMail will send them an email message asking them to register for approval (see Registration Process). Email from these senders are held up until they have registered and you have approved them.</td>
</tr>
<tr>
<td><strong>Permission-based email</strong></td>
<td>An approach to managing email where the sender must get permission from the recipient before he/she can send any emails. This is traditionally done using white-list filters managed by the recipient. However, ChoiceMail greatly facilitates this process by requiring the sender to do some extra work before the recipient is notified.</td>
</tr>
<tr>
<td><strong>POP3 protocol</strong></td>
<td>A standard internet protocol specifying how your email application retrieves incoming messages from a server. If you are using a standard email program such as Outlook Express or Eudora and you retrieve mail from your ISP via dialup, DSL, or Cable, you are most probably using the POP protocol. See also IMAP, SMTP, AOL Mail Protocol, web-mail</td>
</tr>
<tr>
<td><strong>Recipient</strong></td>
<td>The person receiving a message, normally you!</td>
</tr>
<tr>
<td><strong>Registered sender</strong></td>
<td>In ChoiceMail, this means a sender who has submitted a registration request through the web. That sender is now waiting for you to approve him so as to allow emails to reach you.</td>
</tr>
<tr>
<td><strong>Registration process</strong></td>
<td>A sender unknown to ChoiceMail is automatically requested to visit a webpage where</td>
</tr>
<tr>
<td>Word</td>
<td>Meaning</td>
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</tr>
<tr>
<td>they enter information about themselves and submit it to you for approval. Once a sender goes through this process, ChoiceMail will inform you and you can choose to approve or reject them.</td>
<td></td>
</tr>
<tr>
<td>Rejected sender</td>
<td>If you have marked a sender as rejected, then all future email messages from that sender are silently deleted. If you are rejecting a sender who has submitted a registration request, then you have the option (but not the obligation) to inform the sender as to why he or she is being rejected.</td>
</tr>
<tr>
<td>Return-receipt</td>
<td>A header in an email message that tells your email application that the sender of an email wishes to be notified when you have read that email.</td>
</tr>
<tr>
<td>Sender</td>
<td>The person sending you an email message</td>
</tr>
<tr>
<td>SMTP</td>
<td>(Simple Mail Transfer Protocol) A standard internet protocol used for sending email messages.</td>
</tr>
<tr>
<td>SMTP Proxy</td>
<td>ChoiceMail intercepts your application’s outgoing email so that it can determine the email address of the person to whom you are sending the email message. That email address can then be automatically preapproved by ChoiceMail (i.e. the email address is added to ChoiceMail’s white-list) so that when that person responds to your message, they will not be asked to register.</td>
</tr>
<tr>
<td>Unknown sender</td>
<td>A sender who has not been seen by your system before. ChoiceMail will automatically send these senders a request to register for approval.</td>
</tr>
<tr>
<td>Web-mail</td>
<td>Many online companies such as Yahoo, Hotmail, or Excite offer email accounts that are accessible through a web browser using the HTTP protocol rather than through a standard email protocol such as POP or IMAP. A number of these companies now offer POP3 access as well.</td>
</tr>
<tr>
<td>White-list</td>
<td>A list of sender email addresses that have been pre-approved by the recipient such that those senders can send email to the recipient without the messages being blocked.</td>
</tr>
</tbody>
</table>
Appendix 1

Configuring Outlook 2000

If you are using Outlook 2000 to connect to a POP server, you will have to configure it manually to work with ChoiceMail. Note that if you are using Outlook 2000 with IMAP or Microsoft Exchange, you will not be able to use ChoiceMail at this time.

1) Open your control panel and double-click on the Mail icon to access your mail internet settings.

2) You will need to modify the properties of your email account to work with ChoiceMail. Select the account and press the Properties button.

3) IMPORTANT…Write down the names of your POP3 and SMTP servers and your account name – you will need to enter this information into ChoiceMail.
4) Set both of the server names to localhost – this is a synonym for the IP address 127.0.0.1 which always represents your own computer.