



User Guide

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Legal

Limitation of Liability

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No Guarantee on Webmail Compatibility

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Webmails supported by XClickMail are subject to change without notice.

XClickMail IS NOT guaranteed to support nor compatible with any specific webmail account/service. Webmail service providers may update / discontinue their webmail service in future, after the release of a particular version of XClickMail. A particular release version of XClickMail may work with webmail services listed in that particular release as of the release date of that particular release of XClickMail. The compatible webmail services for the current release of XClickMail maybe found online at the following link:

<http://www.oodot.com/XClickMail/Features.html>

Using XClickMail

Installation and Activation (Registration)

Please follow the installation instruction to install and activate XClickMail.

Starting XClickMail

Double click on the XClickMail icon to launch XClickMail.



Creating a Master Password for the First Time

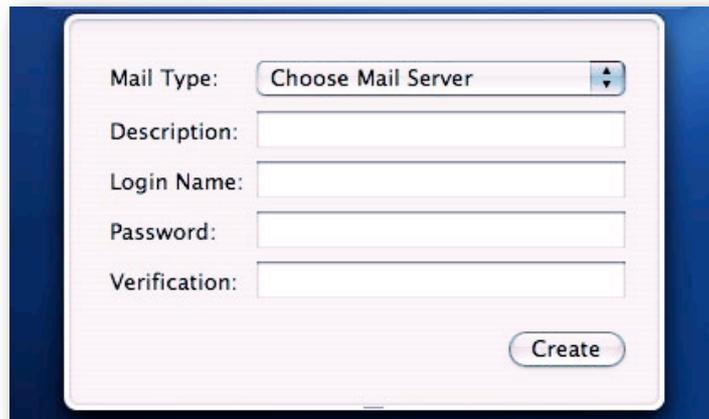
If you run XClickMail for the first time, XClickMail will create a new dedicated keychain. You will be prompt to create the Master Password. (*You can later Change the Master Password. See “**Modifying Keychain Options for XClickMail**”.*)



Using XClickMail

Adding Email Account

Click on the “Add New” button to reveal the new account drawer.

A screenshot of the 'Add New' account drawer form. It has a white background with a blue border. The form contains the following fields:

- Mail Type: Choose Mail Server (dropdown menu)
- Description: (text input field)
- Login Name: (text input field)
- Password: (text input field)
- Verification: (text input field)

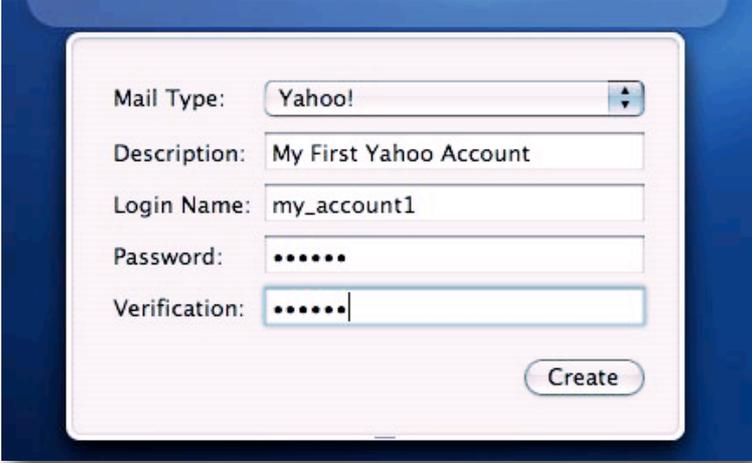
A 'Create' button is located at the bottom right of the form.

Using XClickMail

Fill in the following information:

- *Mail Type* - Select from the available web-mail services. e.g. Yahoo!
- *Description* - Provide a unique description to identify the account.
- *Login Name* - Exactly the login name for your email account
- *Password* - Exactly the password for your email account
- *Verification* - Make sure you typed the password for your email account correctly

Click on the “Create” button when done. The newly added web-mail account will be available immediately in the “Click Your Mail!” drop-down menu.



The image shows a screenshot of a web-based form for creating a new email account. The form is set against a dark blue background. It contains five input fields and a 'Create' button. The fields are: 'Mail Type' with a dropdown menu showing 'Yahoo!'; 'Description' with the text 'My First Yahoo Account'; 'Login Name' with the text 'my_account1'; 'Password' with six dots; and 'Verification' with six dots. A 'Create' button is located at the bottom right of the form.

Press the “Done” button on the main window to hide the new account drawer.

Using XClickMail

Accessing Email Account

Any web-mail account you added will be available in the “Click Your Mail!” drop-down menu. Click on the “Click Your Mail!” drop-down menu and select a web-mail account you want to access.

CAUTION:

- Do NOT disturb Safari when XClickMail is trying to access your email account. Otherwise, the login may fail.
- XClickMail will timeout after about 40 to 60 seconds if it failed to access your email account (e.g. due to internet connection issue or disturbance to Safari).



Using XClickMail

After you click on the web-mail account, you may be prompted for the Master Password. You may not be asked for the Master Password for a graceful period (e.g. 5 minutes by default). (You can change the default graceful period. See **“Modifying Keychain Options for XClickMail”**.)



You may also be asked to confirm access to the XClickMail keychain. If you select “Allow Once”, you will be asked for confirmation the next time you access the same web-mail account. If you select “Always Allow” (recommended), you will get access to the same web-mail account without being asked for the confirmation anymore.



Using XClickMail

Deleting Email Account

To delete an existing web-mail account from the “Click Your Mail!” drop-down menu:

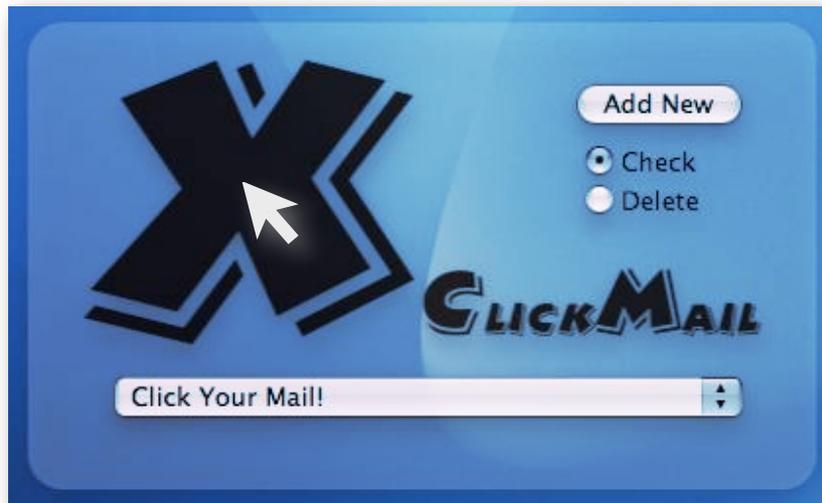
- Check the radio button “Delete”.
- Select the email account you want to delete from the “Click Your Mail!” drop-down menu. You will be asked to confirm deleting the selected email account. Deleted email account will be removed from the drop-down menu and cannot be undone.



Using XClickMail

Minimizing XClickMail

XClickMail always stay on top of most applications for your convenience. However you can minimize XClickMail by clicking on the middle of the “X”. XClickMail will be minimized onto the Dock.

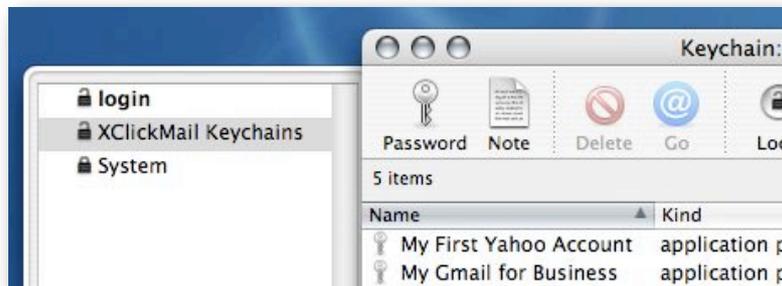


Modifying Keychain Options for XClickMail

Changing Master Password for XClickMail

If you want to change the Master Password for XClickMail, follow the instructions below:

1. Open the application “Keychain Access” located in the “Utilities” folder of the “Applications” folder.
2. In the keychain list (press “Show Keychains” in 10.4.6), select “XClickMail_Keychains”.



3. From the “Edit” menu, select “Change Password for Keychain “XClickMail_Keychains””



Modifying Keychain Options for XClickMail

4. You will be prompted for the current and new password. Press “OK” when finished. The new password will be your new Master Password for XClickMail.

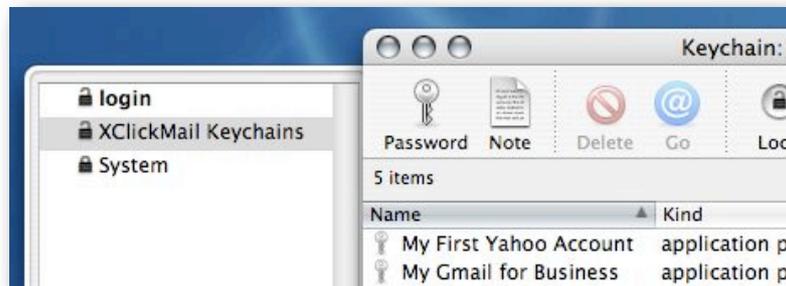


Modifying Keychain Options for XClickMail

Modifying the Graceful Period for the Master Password of XClickMail

To change the graceful period of the Master Password, follow the instructions below:

1. Open the application “Keychain Access” located in the “Utilities” folder of the “Applications” folder.
2. In the keychain list (press “Show Keychains” in 10.4.6), select “XClickMail Keychains”.



3. From the “Edit” menu, select “Change Password for Keychain “XClickMail Keychains””



Modifying Keychain Options for XClickMail

4. In the “Change Keychain Settings” window, you can:

- Uncheck the box next to “Lock after ___ minutes of inactivity” to prevent XClickMail from prompting for the Master Password after the first time.
- Change the graceful period to prevent XClickMail from prompting for the Master Password within the graceful period after the last prompt. The check box next to “Lock after ___ minutes of inactivity” must be checked.
- Uncheck the check box “Lock when sleeping” to prevent XClickMail from prompting for the Master Password after your computer wake from sleep.



Troubleshooting

Symptoms:

- Whenever I launch XClickMail, it prompts to create a keychain. But then an error message states that the XClickMail keychain already exists.
- After XClickMail is launched, my email accounts did not show in the drop down menu.
- After creating a new email account, the new email account did not show in the drop down menu.

Solutions:

- Try to restart XClickMail.
- Try to restart your computer.
- The XClickMail keychain may be corrupted. You may have to repair or delete the “XClickMail Keychains” using the “Keychain Access” utility located in the “Utilities” folder of the “Applications” folder. Use the “Keychain Access Help” to learn how to repair or delete a keychain. AFTER you have repaired or deleted the “XClickMail Keychains” and BEFORE launching XClickMail again, it is recommended that you restart your computer. Otherwise you may have to repair or delete the “XClickMail Keychains” again.

Troubleshooting

Symptoms:

- After clicking on my email account, XClickMail loads the login page but does not fill in the login information or does not login automatically

Solutions:

- JavaScript for Safari may be disabled. You may need to enable JavaScript for Safari. XClickMail requires that you enable JavaScript for Safari. JavaScript is enabled in Safari by default. If, for some reasons, you disabled JavaScript for Safari, follow the following instructions to re-enable JavaScript.
 - Launch Safari
 - Select menu item “Preferences...” from the “Safari” application menu
 - Click on the “Security” icon on top of the preferences window
 - Make sure the check box next to “Enable JavaScript” is checked. Click on the check box if it is not.



Troubleshooting

Symptoms:

- I have TWO email account from the same email provider (e.g. TWO Yahoo! mail accounts). XClickMail keep logging into the same account whenever I select the other one.

Solutions:

- Some email providers, such as Gmail and Yahoo!, retain your last login session in Safari. You have to logout your current email account before you can login another account.