

# Sunny Solutions

## Mailer: User Guide

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## 1 Introduction

*Mailer* is a simple application that allows a user to send out emails with multiple attachments. It was basically designed to be used to send large numbers of higher quality JPG files (>1 MB) to friends and family and should not be used to send out SPAM!

*Mailer* is geared mainly towards travelers who take pictures of people and want to easily share the resulting high-quality, digital photos with their friends. For example, while rock climbing we tend to take a lot of pictures and then at the end of a trip, all the participants want the other's high-quality shots, so they can add to their own online albums, videos, etc. *Mailer* allows the user to send these files out without much work at all. Once setup correctly with an SMTP server, username, password, email address and the source for your *Contacts* list, *Mailer* uses a simple, four-step process to send out an email:

1. Select the files to be attached, if there are any
2. Select the recipient(s) of the message
3. Enter a subject and text for the message
4. Click *Send Mail*

E.g., if you had 100 photos of a trip you wanted to email, you would just select the files from the hard drive, select the recipient(s) to send to, and click *Send Mail* and go to lunch; it's as simple as that!

*Mailer* uses the SMTP protocol to send the messages, so you need access to an SMTP server/email account that allows you to send messages from wherever you are connected.

*Note: If your ISP does not allow you to send emails from outside their physical network, then you cannot use Mailer to send messages either. In this case, you would need to be connected to the ISP's network (usually from home) to use their SMTP server. Mailer works just like any other SMTP email client application.*

*Note: Mailer is NOT a large file splitter. File splitters requires an application on both ends (sender/recipient) that knows how the file was split up, so the file can be pieced back together again. Mailer does not require the recipient to have anything, but a large email mailbox to send multiple email messages to.*

The *Contacts* list can currently be obtained from the sources outline in *Section 2.1.2.1 List Source*.

## 2 Mailer Application

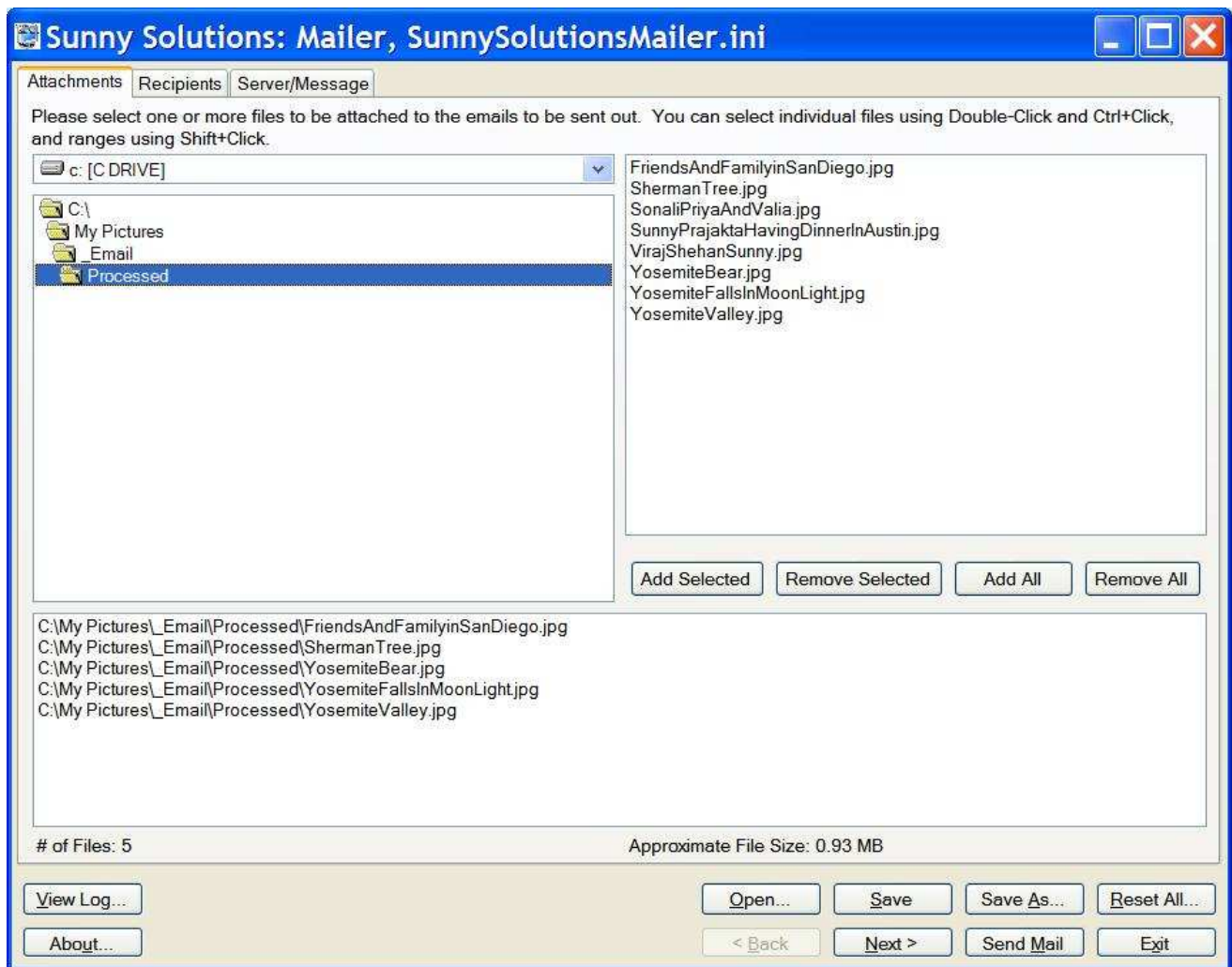
*Mailer* has three tabs and a set of *Control Buttons* at the bottom, which are present at all times. Initially, *Mailer* loads the *Attachments* tab and you can use the tab keys or the *Next/Back* buttons to go through the four steps to send the message.

### 2.1 Tabs

There are three tabs in the application and they are described below:

#### 2.1.1 Attachments Tab

When opened, *Mailer* initially loads the *Attachments* tab as shown in *Figure 1: Mailer Attachments Tab*:



**Figure 1: Mailer Attachments Tab**

You can now locate the files you would like to attach to the message. The *# of Files* and the *Approximate File Size* are shown at the bottom of the list. Change the drive and folder to get to the location where your files are stored. You can select individual files by double-clicking on them. When selected, files are added to the bottom list. Double-clicking in this list removes them individually.

The buttons specific to file attachment addition/removal and are described below:

#### 2.1.1.1 Add Selected

Adds all the files selected in the upper file list.

#### 2.1.1.2 Add All

Adds all the files in the upper file list, regardless of if they are selected.

#### 2.1.1.3 Remove Selected

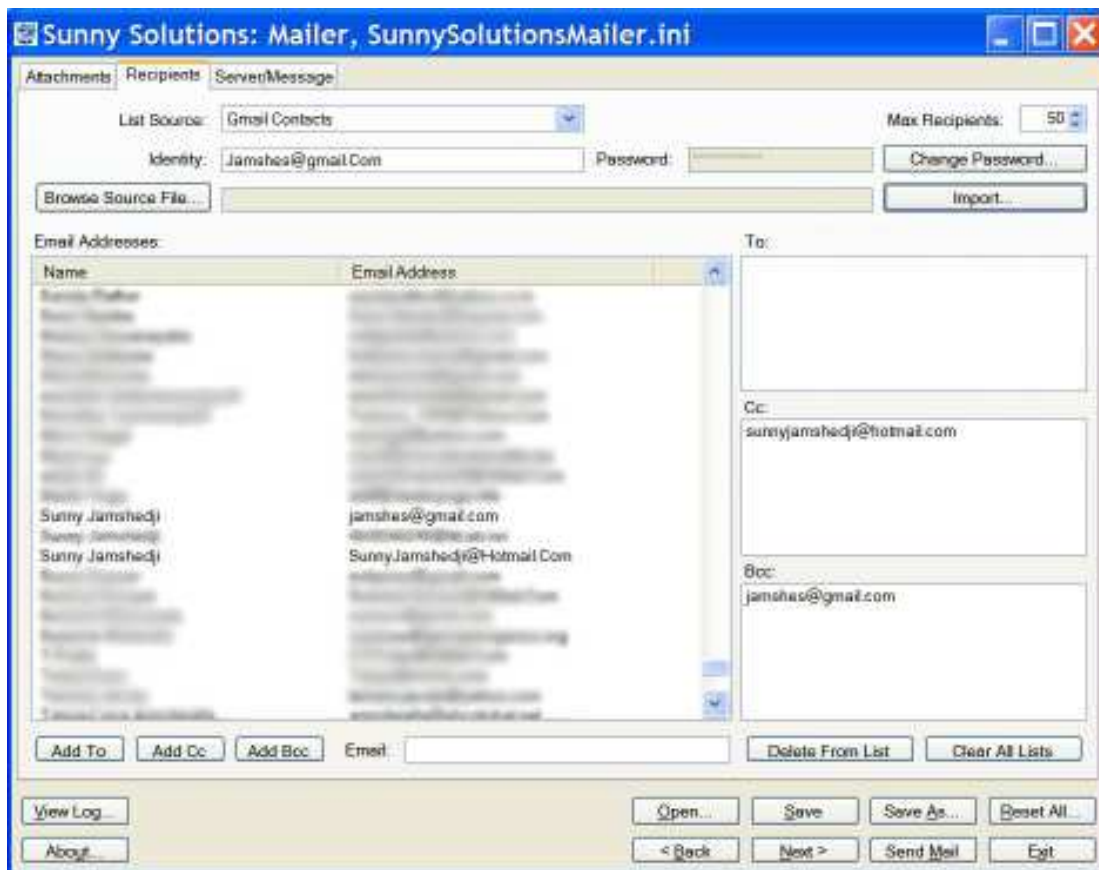
Removes all the selected files from the lower file list.

#### 2.1.1.4 Remove All

Removes all the files from the lower file list, regardless of if they are selected.

### 2.1.2 Recipients Tab

The Recipients tab is shown in *Figure 2: Mailer Recipients Tab*:



**Figure 2: Mailer Recipients Tab**

This tab allows you to select your contacts address List Source, the Max Recipients your SMTP email server will allow, and which recipients you would like to send the message to. The lists and buttons are described below:

### 2.1.2.1 List Source

Currently, the following sources can be used for the user's contact (email address) list:

- **Windows Address Book (Microsoft Outlook Express)**
- **Gmail Contacts**
- **Microsoft Outlook 2007**
- **Windows Live Mail Contacts Export (Web/Hotmail)**
- **Windows Live Mail Contacts Export (Desktop)**
- **Yahoo Contacts Export**

*Note:* You can also use *Windows Live Contacts* as a list source by using the *Outlook Connector for Outlook 2007*. See Section 2.1.2.4.2 *Microsoft Outlook 2007* for details.

### 2.1.2.2 Browse Source File

When you select one of the following types of email address *List Sources*, a *Comma Separated File (CSV)* is required. CSV's are text files that are exported from a service/application by the user and formatted in a specific way, so that data can be shared between one or more applications. In this case, since there is no easy way to import Contacts directly from services such as *Hotmail* and *Yahoo*, it is easier to export Contacts from the service and import into *Mailer* via CSV.

*Note:* *Microsoft's Live services have been further secured, becoming cumbersome to program and use in an application such as this. Gmail allows access to contacts easily, as does the Outlook and Windows Address Book.*

Since each service/application has its own quirky formatting defaults, parsing each specifically was beneficial. If you are not using one of these services/applications, you can easily create your own CSV based on the descriptions and samples provided.

#### 2.1.2.2.1 Windows Live Mail Contacts Export (Web/Hotmail)

As mentioned above, *Windows Live Contacts* from services such as *Hotmail* and *MSN* need to be exported to a CSV, so *Mailer* can import them. Do the following:

1. Log into your *Live* service using a web browser.
2. From the bottom left under *Related Places*, select *Contact List*.
3. From the top menu, select *Manage | Export*.
4. You will be asked to verify your account. Please do so and click *Export*.
5. Select a folder and enter a new filename for the CSV file. Click *Save*, and wait for the download to complete.
6. Locate and use this file using *Browse Source File* and *Import*.

A sample for this is provided in the file: **WLMContactsWeb.csv**

#### 2.1.2.2.2 Windows Live Mail Contacts Export (Desktop)

*Mail* is a desktop email application for Windows that comes from *Microsoft Live Essentials* and includes applications such as *Messenger*, *Writer* and *Movie Maker*. Its Contacts sync with *Windows Live* services such as *Hotmail* and *Messenger*. In the application, do the following:

1. Select menu *Go | Contacts*. This will open the *Contacts* window.
2. Select menu *Export | Comma Separated Values (.CSV)*.

3. Use browse to select a folder and enter a new filename for the CSV file. Click *Next* to continue.
4. Check *First Name, Last Name, Middle Name, and Email Address*. **Uncheck all other fields.**
5. Click *Finish* and wait for the CSV file to be created. If you use an existing filename, you will be prompted to overwrite the file. Click *Yes*.
6. Locate and use this file using *Browse Source File* and *Import*.

A sample for this is provided in the file: **WLMContacts.csv**

#### 2.1.2.2.3 Yahoo Contacts Export

As mentioned above, *Yahoo Contacts* need to be exported to a CSV, so *Mailer* can import them. Do the following:

1. Log into your Yahoo account using a web browser.
2. From the top menu, select *Contacts*.
3. From the top menu, select *Tools | Export*.
4. Click *Export Now* beside *Yahoo! CSV*.
5. Select a folder and enter a new filename for the CSV file. Click *Save*, and wait for the download to complete.
6. Locate and use this file using *Browse Source File* and *Import*.

A sample for this is provided in the file: **Yahoo\_AddressBook.csv**

#### 2.1.2.3 Import

Once you have selected the exported address list source file, use *Import* to import the address list into *Mailer*. Any import errors will be displayed.

#### 2.1.2.4 Identity

The identity is the username associated with the *List Source*. When logging into an email application such as *Outlook* or an online provider such as *Gmail*, a username and password is required. This may or may not be the same as the SMTP Username/Password. Usage is as follows:

##### 2.1.2.4.1 Gmail Contacts

<b>Identity</b>	Gmail username; e.g., <b>jamshes@gmail.com</b> .
<b>Password</b>	Gmail password.

##### 2.1.2.4.2 Microsoft Outlook 2007

<b>Identity</b>	If you want to access your <i>Contacts</i> folder, then use <b>Personal Folders</b> .
	If you want to access your <i>Windows Live</i> account's <i>Contacts</i> folder, then use your <i>Windows Live ID</i> ; e.g., <b>sunny.solutions@hotmail.com</b> .
<b>Password</b>	Not required, since you are already logged into the local machine.

#### 2.1.2.5 Password

This is password associated with the above identity. Use *Change Password* to change an assigned password. You will need to know the original password. If it has not been set, then use a blank password for *Current Password*. If you do not remember your password, then use the *Reset* button in the *Change Password* window.

### 2.1.2.6 Max Recipients

This is the maximum number of recipients allowed by your SMTP server. This is usually 50 for most servers such as your local ISP and free *Hotmail* accounts. *Gmail* allows 100 recipients. The total of number of *To*, *Cc*, and *Bcc* lists needs to be less than or equal to this setting. Please check with your SMTP service provider for the maximum number of recipients in an email message. This setting affects the number of emails sent out as follows:

- If the number of recipients is less than or equal to *Max Recipients*, then only one email message is sent out.
- If the number of recipients is greater than *Max Recipients*, then two or more email message will be sent out.
- If the messages are to be split up due to the *Total Size* of attachments (see *Section 2.1.3.2.4 Total Size*), then the total number of messages will be a product of the two.

E.g., if *Total Size* is 10 MB, *Max Recipients* is 50, and you are sending 15 MB worth of files to 50, or fewer recipients, then only two messages will be sent, one with ~10 MB and the second with the remainder of the files. But, if you have 160 recipients, then four messages would need to be sent out due to segmenting of the number of recipients in each, creating four messages. Therefore the total sent would now be:  $2 \times 4 = 8$  messages. Of course, each recipient will only receive two messages!

### 2.1.2.7 Email Addresses

List of email addresses that are loaded from the *List Source*. Addresses are displayed and ordered by First, Middle, and Last name. Depending on the source, up to three addresses are supported. The domain name for the address is displayed in the *Name* column.

### 2.1.2.8 Add To Button

Adds the selected email addresses to the *To* recipient list. Once selected double-clicking addresses in the *Email Address* list will automatically send them to the *To* recipient list.

### 2.1.2.9 Add Cc Button

Adds the selected email addresses to the *Cc* recipient list. Once selected double-clicking addresses in the *Email Address* list will automatically send them to the *Cc* recipient list.

### 2.1.2.10 Add Bcc Button

Adds the selected email addresses to the *Bcc* recipient list. Once selected double-clicking addresses in the *Email Address* list will automatically send them to the *Bcc* recipient list.

### 2.1.2.11 Email

Allows manually adding email addresses. Works well when copying and pasting from email applications. Just copy from the address box of your email program and paste into this text box. Then, click one of the buttons to the left: *Add To*, *Add CC*, or *Add BCC*. The email addresses will be parsed out of the pasted text and inserted into the selected list.

### 2.1.2.12 To

List of email addresses that will be in the *To* of the message. All recipients can see the addresses in this list, when they receive the message in their Inboxes. Double-clicking an address in this list will remove it.

*Note: This list can be empty and all recipients can be in the Cc and/or Bcc list. It is recommended to use only Bcc as much as possible, so recipients are not revealed to each other for better security and email etiquette!*

#### **2.1.2.13 Cc**

List of email addresses that will be *Carbon Copied*. All recipients can see the addresses in this list, when they receive the message in their Inboxes. Double-clicking an address in this list will remove it.

*Note: This list can be empty and all recipients can be in the To and/or Bcc lists. It is recommended to use only Bcc as much as possible, so recipients are not revealed to each other for better security and email etiquette!*

#### **2.1.2.14 Bcc**

List of email addresses that will be *Blind Carbon Copied*. Double-clicking an address in this list will remove it.

*Note: This list can be empty and all recipients can be in the To and/or Bcc lists. The Bcc recipients can see the To and Cc addresses, but those recipients will not be able to see the addresses in the Bcc list when they receive the message in their Inboxes. This is normal email behavior. It is recommended to use only Bcc as much as possible, so recipients are not revealed to each other for better security and email etiquette!*

#### **2.1.2.15 Delete From List**

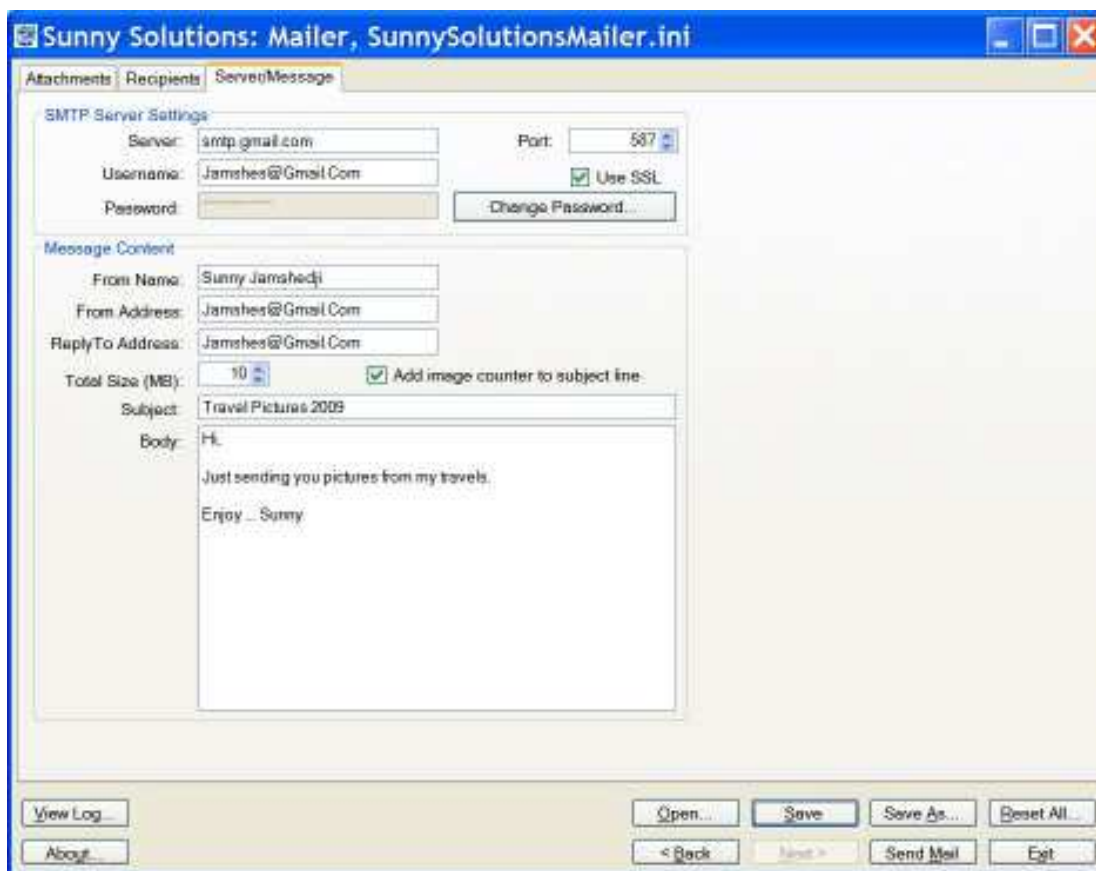
Deletes the selected email addresses from the particular list.

#### **2.1.2.16 Clear All Lists**

Removes all email addresses from all the recipient lists; *To*, *Cc*, and *Bcc*.

## 2.1.3 Server/Message Tab

The Server/Message tab is shown in *Figure 3: Mailer Server/Message Tab*:



**Figure 3: Mailer Server/Message Tab**

This tab allows you to select the SMTP server settings and message content. The entries are described below:

### 2.1.3.1 SMTP Server Settings

These settings are required to send out an SMTP message. If you use an email application such as *Outlook*, *Outlook Express*, *Windows Live Mail Desktop*, or *Eudora*, the same account settings can be used here.

#### 2.1.3.1.1 Server

This is the name of the SMTP server that will be used to send out messages through. Usually, it contains the word *smtp*, e.g., *smtp.gmail.com*, *smtp.live.com*, *smtp.yahoo.com*, *smtp.myISP.com*. This is not case sensitive. Check with your provider.

#### 2.1.3.1.2 Port

This is the *Port #* that will be used. By default, SMTP servers use *Port 25*, but others can be used as well; e.g., *Gmail* uses *587*; *Live (Hotmail)* uses *25*, but *587* may work better. Check with your provider.

### 2.1.3.1.3 Username

This is the name of the user associated with the SMTP account. Each provider uses different settings, so check their documentation; e.g., *Gmail* requires the complete email address, such as [jamshes@gmail.com](mailto:jamshes@gmail.com), whereas other ISPs may only require the username without the *@domain* part. Check with your provider.

### 2.1.3.1.4 Password

This is the password associated with the SMTP account. Use *Change Password* to change an assigned password. You will need to know the original password. If it has not been set, then use a blank password for *Current Password*. If you do not remember your password, then use the *Reset* button in the *Change Password* window.

### 2.1.3.1.5 Use SSL

This setting is SMTP provider-dependent and is associated with secure connections and authentication. Check with your provider.

## 2.1.3.2 Message Content

These settings are required to send out an SMTP message. They are what an email application such as *Microsoft Outlook*, *Outlook Express*, *Windows Live Mail Desktop*, or *Eudora* set for you by default, when you create a new email message.

### 2.1.3.2.1 From Name

The sender's name.

### 2.1.3.2.2 From Address

The email address that will be displayed when the message is viewed in the recipient's Inbox.

*Note: Some email providers require a valid email address that matches where the email was actually sent from!*

### 2.1.3.2.3 ReplyTo Address

The email address that will be used when the message is replied to by the recipient. Most times, you can set this to a different address, if you want to receive replied messages in a different mailbox.

### 2.1.3.2.4 Total Size

This is the maximum size of the message that the *sender's and recipient(s)* email provider(s) allow. Usually, 10 MB is a safe size to go with, but more and more 20 MB is being allowed. *Mailer* only uses ~70% of this value as binary files are encoded into ASCII using Base64 before sending. The overhead is ~30% (1.37 times the file size on disk + 814 bytes of overhead). Here are some examples of SMTP server allowances:

- *Gmail* allows sending/receiving 20 MB attachments. The recipient's max mailbox size determines how many emails of 20 MB they can receive, which can be in the GB's; essentially, you can send an unlimited number of emails.
- Free *Live (Hotmail/MSN/etc.)* allows sending/receiving of 10 MB, again to the recipient's max mailbox size.
- Paid *Hotmail* allows sending/receiving 20 MB attachments.
- Free *Yahoo* allows sending/receiving 10 MB attachments, there is no SMTP access!
- *Yahoo Plus!* allows unlimited receiving size.

- Some ISP's only allow Inboxes to hold 10 MB at a time. The recipient has to download their emails using a desktop-based POP (Post Office Protocol) email application such *Outlook* or *Outlook Express* to empty these out. Therefore, the sender can only send one email message of 10 MB at a time and would need to wait till the recipient's Inbox is empty before sending another large message! This is a rare occurrence with now-common, free, unlimited email accounts, but check with the recipient(s), as to what their mailbox is capable of.

#### 2.1.3.2.5 Add Image Counter to Subject Line

This adds an image counter to the subject line of the message automatically, in the form: *1 of 3, 2 of 3, 3 of 3*, giving the recipient an idea of whether they have received all the messages in the set sent to them. No more: *"Did you get all the pictures?" ... "Well, I don't know, how many did you send?!"* It is recommended to always leave this on.

#### 2.1.3.2.6 Subject

Enter the *Subject* of the message. The image counter will be added to this automatically.

#### 2.1.3.2.7 Body

This is the content of the message. The message is sent out as plain text, not HTML, or rich text, so it is not fancy! If you include web URLs, such as http, ftp, mailto, etc., these should be recognized by the recipient's email application.

## 2.2 Control Buttons

The bottom of the application window has the following control buttons:

### 2.2.1 View Log

A log file is provided, where the results of errors are recorded. It is called **SunnySolutionsMailer.log** and is located in the application installation folder; usually:

**C:\Program Files\Sunny Solutions\Mailer**

*Note: This file is not removed on application uninstall.*

### 2.2.2 About

This provides the *Mailer* application information window with description and version information.

### 2.2.3 Open

Opens an INI file from the application folder.

*Note: Please use the application folder only. INI files in other folders are not supported!*

### 2.2.4 Save

Saves the onscreen settings to the current INI file.

*Note: Please use the application folder only. INI files in other folders are not supported!*

### 2.2.5 Save As

Saves the onscreen settings to a user-selectable INI file.

*Note: Please use the application folder only. INI files in other folders are not supported!*

## 2.2.6 Reset All

This will reset all the settings on all three tabs, clearing out the file attachment list, email address lists, SMTP server, and message information.

## 2.2.7 Back

This opens the previous tab.

## 2.2.8 Next

This opens the next tab.

## 2.2.9 Send Mail

This will send the email message(s) with file attachments using the selected recipient list. It will determine how many messages are to be sent, depending on the size of files attached, and the number of recipients versus the maximum number of recipients allowed by your SMTP server. See the following for further information on the number of actual messages sent:

- *Section 2.1.2.6 Max Recipients*
- *Section 2.1.3.2.4 Total Size*

## 2.2.10 Exit

This will prompt you to close **Mailer**, exiting the application and unloading it from memory. If changes have been made you will be prompted to save them.

## 2.2.11 Logs

### 2.2.11.1 View Application Log

Open **Mailer's** log file in your default text editor (e.g., **Notepad**).

## 3 Firewall Configuration

If a firewall package, such as Windows Firewall is enabled on your computer, the first time you run *Mailer*, it will ask you if you want to allow *Mailer* to access the internet. Please do so; otherwise you will be unable to send messages. Usually the *Always* setting is the one to select, otherwise you will need to answer the warning message each time.

## 4 Documents

### 4.1 User Guide

The **User Guide** can be opened in **Adobe Acrobat Reader**, and is accessed from the **Start** menu folder.

### 4.2 Release Notes

The **Release Notes** can be opened in **Adobe Acrobat Reader**, and is accessed from the **Start** menu folder.

## 5 Log Files

A log file is provided, where the results of errors are recorded. It is called *Mailer.log* and is located in the application installation folder; usually:

**C:\Program Files\Sunny Solutions\Mailer**

*Note: This file is not removed on application uninstall.*

## 6 INI Files

INI files are used to store custom the list settings. Multiple INI files are supported, so you can create any number of configurations without much effort. All INI files **must** be located in the application installation folder where *Mailer* runs from; usually:

**C:\Program Files\Sunny Solutions\Mailer**

*Note: These INI files are not removed on application uninstall!*

## 7 Running the Application

*Mailer* can be launched from the shortcut:

**Start Menu | All Programs | Sunny Solutions | Mailer | Mailer Application**

## 8 Installation

The installation process is very simple. If you are provided a ZIP file (e.g. *SunnySolutionsMailer\_1\_06\_000.zip*), then extract to a folder on your hard drive. Launch *Setup.exe*, which will prompt you through the installation process. You only need to click *Next* on each step and then *Close* at the end.

*Note: This application uses Microsoft .NET Framework, v3.5 (at a minimum). If it is not already installed on your computer, it will ask you to download and install it from a Microsoft website. It may reboot after the install. If so, you will need to run the Mailer's install again. If you want, you can download and install the latest .NET Framework from this website prior to installation: <http://msdn.microsoft.com/en-ca/netframework/default.aspx>*

You can install a newer version over an older version without running the uninstall application. It will just remove the older version.

*Note: On uninstall, the INI and log files are not removed.*

## 9 Technical Support

The best way to get technical support for **Mailer** is to contact **Sunny Jamshedji** at **Sunny Solutions**:

**Email:** [jamshes@gmail.com](mailto:jamshes@gmail.com)  
**Website:** <http://www.SunnySolutions.Biz>  
**Skype:** SunnyJamshedji