

NEW USER to XGENPLUS??

**Let's start with Quick smart guide of
Xgenplus!!**

Inbox Interface

The screenshot shows the XGON PLUS email interface with several callout boxes highlighting key features:

- Quick Search:** A quick shortcut to search Email.
- Click(+):** Click (+) icon to add the mail in shortcut.
- Translation:** Type here to check the translation in multiple languages.
- Forward Many:** Send Multiple Emails in one Email.
- Receive mails:** Receive shared mails.
- Picture Gallery:** All Received Pictures are display.
- Folder:** User will be able to create folders as per need.
- Quick View:** Using "click view" user can open the Email on the same page.
- Secure:** Protected by additional password use to store sensitive information Email.
- Storage:** Store large documents and send them as link to the recipient.
- Chat:** Chat List.

The interface includes a top navigation bar with 'Main', 'Inbox', 'Search', 'Compose', 'Contacts', 'Task', and 'Calendar'. A search bar is located at the top left. The left sidebar shows folders like 'Inbox (1)', 'Sent', 'Draft', 'Trash[Empty]', 'Secure', 'Storage', and 'Spam-Promo'. The main area displays a list of emails with columns for 'From', 'Subject', 'Date', and 'Size'. A 'Picture Gallery' link is visible at the top right of the email list.

From	Subject	Date	Size
Human Resource	[+] :::::::::::MANYMANYH5 OF THE DAY::::::::::::	10:36 AM	206k
Lalchand	[+] Fw : NeuroEQB: CDR file of New	23 Aug	63k
Human Resource	[+] :::::::::::MANYMANYH OF THE DAY::::::::::::	21 Aug	14k
Human Resource	[+] :::::::::::MANYMANYH OF THE DAY::::::::::::	21 Aug	16k
Shivangini	[+] collage image	19 Aug	3k
Shivangini (Replied)	[+] collage	19 Aug	1013k
Shivangini (Replied)	[+] social post	17 Aug	3k
Human Resource	[+] :::::::::::MANYMANYH OF THE DAY::::::::::::	17 Aug	204k
Human Resource	[+] :::::::::::MANYMANYH OF THE DAY::::::::::::	17 Aug	15k
Human Resource	[+] Msg from Ms. Ritika Data Mam	16 Aug	7k

Easy navigation with quick options!!

Compose Email

The screenshot shows the 'Compose' window in XGON Plus. At the top, there are tabs for 'Main', 'Inbox', 'Search', 'Compose', 'Contacts', 'Task', and 'Calendar'. The 'Compose' tab is active, showing a 'From' field with 'raj.kumar1@dil.in', a 'Send' button, and buttons for 'Recent Contacts' and 'Group Mail'. The 'To', 'Cc', and 'Subject' fields are empty. The 'Attach' section has 'File' and 'Link' buttons. The main body of the email is empty.

Below the main body, there is a 'Compose' section with several advanced options:

- Encryption:** Set your rights for the Reciever. (checkboxes for Encryption and Certificate)
- Hide Attachment:** User can hide Attachment. (checkbox for Hide Attachment)
- User Rights:** Set your rights for the Reciever. (checkboxes for Do not Reply, Do not Delete, Do not Print, Do not Forward)
- Settings:** Mail delivery settings (checkboxes for Delivery Report, Reply Awaited, Read Receipt, Reminders: 00)
- Save to:** Schedule Email to be send in future dates. (dropdown menu with 'Sent' selected, and buttons for Send on later date, Attach My Vcard, Attach Event)
- Read Receipt:** Check your Email has been read or not. (checkbox for Read Receipt)
- Delivery Report:** Enable to get delivery report of email. (checkbox for Delivery Report)
- Attach My Vcard:** Attache your visiting card. (button for Attach My Vcard)

At the bottom right, there are links for 'Hide Advanced Options', 'Reset', 'Save as Draft', and a 'Send' button.

Compose email with some advance options

Encryption
Set your rights for the Reciever.

User Rights
Set your rights for the Reciever.

Save to
Schedule Email to be send in future dates.

Hide Attachment
User can hide Attachment.

Read Receipt
Check your Email has been read or not.

Delivery Report
Enable to get delivery report of email

Attach My Vcard
Attache your visiting card.

Calendar

Search
Enter keyword to search previous created calendar

Create Event
Double Click on date & create event.

My Calendar
Calendar created by user.

Holidya
Server created Calendars

Shared Calendar
List of shared calendar with other users

Office Holidya
This feature will facilitate user to share their Calendar with other user and can give update premission as well.

Create your task with reminders, even you can have repeat event option

The screenshot shows the XGON Plus calendar interface for August 2017. The interface includes a navigation bar with tabs for Main, Inbox, Search, Compose, Contacts, Task, and Calendar. The calendar view is set to 'Month' and shows a grid of dates from Monday, August 31st to Sunday, August 6th. The left sidebar contains three sections: 'My Calendar' (with a search bar and a list of calendars including 'raj.kumar1@dl.in'), 'Other Calendar' (with checkboxes for 'HOLIDAY' and 'OFFICE HOLIDAY'), and 'Shared Calendar' (with the text 'No calendar shared with you'). A red box highlights 'Rajendra Saradhan (Personal)' under the 'OFFICE HOLIDAY' section. A blue box highlights the 'OFFICE HOLIDAY' section. A blue box highlights the 'Create Event' instruction. A blue box highlights the 'Create your task with reminders, even you can have repeat event option' instruction.

Search

Search

Advance search offers you to search group Names created in your contacts so that you can directly send the group email from the same compose page.

Archive of Deleted Emails

User can search deleted Email through Archive

Have you deleted your email? No Worries!!

Search In

Search in group names and select form the list for the folder required to search

The screenshot shows the 'ADVANCE SEARCH' interface with the following elements:

- Navigation Bar:** Main, Inbox, Search, Compose, Contacts, Task, Calendar.
- Search Criteria:** My Folder(s) (selected), Shared Folder(s), Archive of Deleted Emails.
- Search Fields:** Search in: All Folders (dropdown), From, Subject, Attachment Name, Search in Attachment, Search by Tag, From Date (16/8/2017).
- Search Options:** Size is: (dropdown), To, Message, Attachment Type, Search in Mail: Read, Unread, Search by Color Code: No Color, To Date (23/8/2017).
- Search Button:** A blue 'Search' button is located at the bottom center of the form.

Callout boxes provide additional information:

- Search:** Advance search offers you to search group Names created in your contacts so that you can directly send the group email from the same compose page.
- Archive of Deleted Emails:** User can search deleted Email through Archive.
- Search In:** Search in group names and select form the list for the folder required to search.
- Search Emails with Form, To, Size, Attachment, name, Tags in Attachment with Data range parameters.**

Experience search of an email in a different way!!

Filters & Block

Block
User can block any E-mail adress or the whole of domain in order to stop incoming mails from a particular e-mail address or domain.

Advance Forwarding
Auto Forward E mails to any account.

Rule
The user can set up to 20 rules and can send the mails directly to any folder when mail is from specified person or message contains specified word in to, cc, bcc, and subject or body text.

Move Spam or bulk to spam-promo folder
Move all bulk & spam E-mail to spam promo folder.

List of created rules will display

Set the Rules and experience smart platform

Contacts

Receive mail from everybody

Type group name and click on Add button to make new group contacts.

Receive mail from everybody

Type group name and click on Add button to make new group contacts.

List of Users of group

List of contacts for the selected group

Search

Search using keyword

Addressbook

Create new Address Book

Ad Contact

Create new Address Book

Import

Import CSV file for bulk contacts upload

List Group

List of all groups that user has created will display here.

Shared Groups

Group that have been shared with you.

The screenshot shows the 'CONTACTS' section of the XGON Plus interface. At the top, there are navigation tabs: Main, Inbox, Search, Compose, Contacts (selected), Task, and Calendar. Below the tabs, there are sub-tabs: CONTACTS, Import / Export, Share Addressbook, and Mobile Contact. A search bar is located on the right side of the sub-tabs, with a 'Go' button and a 'Show All' button. Below the sub-tabs, there is a 'Group Name' input field and an 'Add' button. The main content area is divided into two sections: 'List Of Groups' and 'List of Users of group :All'. The 'List Of Groups' section shows a list of groups: 'GENERAL (5)' and 'Shared Groups : DK@pandey10@sof... (0)'. The 'List of Users of group :All' section shows a table of users with columns for Name, E-mail id, Groups, and Mobile Number. The table contains five rows of data. At the bottom of the interface, there is an 'Action' dropdown menu and a 'Send VCF' button.

Import
Import CSV file for bulk contacts upload

List Group
List of all groups that user has created will display here.

Shared Groups
Group that have been shared with you.

Receive mail from everybody
Type group name and click on Add button to make new group contacts.

Receive mail from everybody
Type group name and click on Add button to make new group contacts.

List of Users of group
List of contacts for the selected group

Search
Search using keyword

Addressbook
Create new Address Book

Ad Contact
Create new Address Book

Create Address Books, groups, Contacts and many more actions....
Ready to GO

Folders

New Folder
New Create Folder

Main
Inbox
Search
Compose
Contacts
Task
Calendar

FOLDERS
Folder Name: --root-- Save Reset

Folder Name	Records	Space Used	% of Total Space
Inbox		Calculate	
Sent		Calculate	
Draft		Calculate	
Trash		Calculate	
Secure		Calculate	
Storage		Calculate	
Spam-Promo		Calculate	
☞ ✖ देव अंदे1		Calculate	
☞ ✖ Aaaaaaaaaaaaaaaaa		Calculate	
☞ ✖ Dk2		Calculate	
☞ ✖ Junk E-Mail		Calculate	
☞ ✖ Spam		Calculate	
6		3.0(KB)	0.01
		Calculate	

Calculate
Calculate space have been take by folder

Default Folder
Default folders

MY EMAIL !!!!
MY FOLDERS!!!!

Share
Share Folder

Create Personal folder
User will be able to create personal folders in mailbox account.

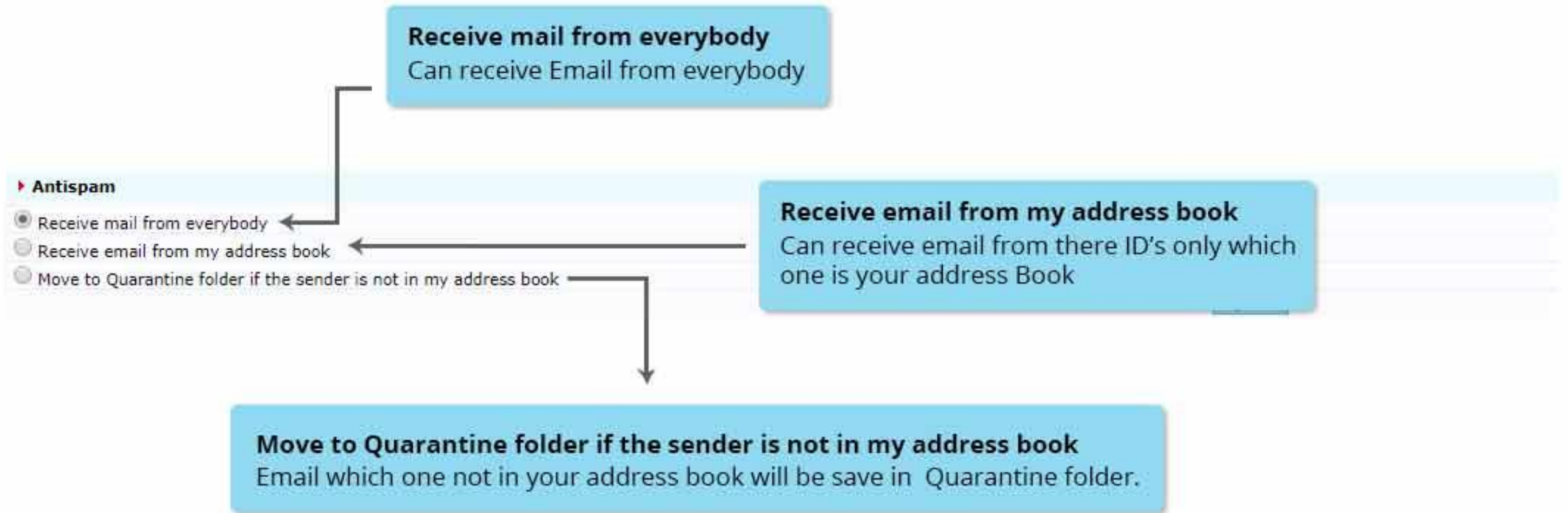
Default Setting

The screenshot shows the 'SETTINGS' page with the following callouts:

- Delivery Report**: Check whether delivery report will receive or not. Points to the 'Delivery Report' checkbox.
- Save as Folder**: Default folder to save sent Email. Points to the 'Save to Folder' dropdown menu.
- Default Settings**: Fields for default settings and may change by user as per need. Points to the 'Default Settings' section header.
- Auto Search**: Search priorities to be set with options such as, Autosearch and Address book. Points to the 'Auto search' checkbox and the search scope dropdown.
- Message List View**: No of emails per page to be displayed. Points to the 'Message List View' dropdown.
- Outgoing Mail Display Name**: Display name to be added with email address in users from id. Points to the 'Outgoing Mail Display Name' text input field.
- Add/Delete Alias**: Set Email Alias. Points to the 'Add / Delete Alias' button.

Set your preference & **GET SET GO!!**

Antispam Setting



Incredible Spam Blocker

FOR MORE HELP

PLEASE VISIT: <http://support.xgenplus.com/>