



Email Collaboration

An Effortless Way to Spread Information

LuxSci's WebMail features a powerful framework for collaboration. Shared email folders, message annotation, and message tagging and color coding combine to make the perfect foundation for office teamwork. Stay organized, share knowledge, and work together with LuxSci's cutting edge email collaboration tools.

What are shared folders?

Ever feel like it would be much easier to figure things out over email if you could just share you entire inbox with your coworkers? Now you can.



How can shared folders help productivity?

- Share any number of your folders with other users in your account.
- Choose if folders shared with you will be visible in WebMail or not by "subscribing" to only the folders you want.
- Share folders as read-only or read-write so that email can be edited or reviewed by users.
- Copy and move messages (IMAP required) between shared folders by simply dragging and dropping.
- Share with arbitrary combinations of individual users, everyone in your account, and everyone in your domain.

Enterprise Options?

Administrators can automatically subscribe users to shared folders, keeping everyone on the same page.

Make arbitrary groups of users that can be centrally managed to easily add and remove a user's folder permissions.



Message Annotation



What is Message Annotation?

An annotation is extra information (a note) associated with a particular email message. Annotation is implemented by removing the original message from your email folder and adding a new message that is identical to the original except for the addition of your notes. These notes are visible in any email client and all message details, including dates and [message tags](#), are preserved after annotation.

What can you do with annotation?

- Add notes to any email message in any folder to which you have write access.
- Annotate a message any number of times.
- Tell quickly if messages have been annotated or not via a configurable icon column in your WebMail message list and you can make annotations easily using a configurable tool bar command.
- Make annotations easily using a configurable tool bar command.
- Annotate multiple messages at once with the same note.
- Search for messages that have or have not been annotated, or search for text that may be in the annotations of your messages.
- Use either plain text or HTML for your notes.
- View the date and time any annotation was made, along with who made it, without having to manually save anything.
- Keep track of the order of your notes. Annotations are pre-pended to your messages by default — so you see all of the annotations first, starting with the most recent, followed by the message itself. You can optionally have the annotations appear at the end.





Message Tagging and Color Coding

What is Message Tagging?

Email tagging enables you to color code and label your email messages with multiple keywords. This process helps you to both sort your messages into categories and to visually identify particular types of messages by color.

What can you do with tagging?



- Define any number of tags and associated colors.
- Easily add and remove tags from one or multiple email messages.
- Color code messages based on the tags with predetermined colors.
- View all the tags associated with each message in your message list and message display.
- Filter email by tag and use tags as search criteria.
- Define tags that display arbitrary text—including Unicode content.
- Define special tags that display custom text different than the actual tag embedded in your email messages.

What options do administrators have?

Administrators can define global tags and colors to be made available to all users or users in specific domains.



IMAP Compatibility



How do these features interact with IMAP?

Shared Folders

- Rather than using shared folders, IMAP users can collaborate by simultaneously logging into a shared user account and their personal accounts. LuxSci supports multiple users logging into a single account at the same time.

Message Annotation

- All message annotations can be viewed within IMAP clients.

Message Tagging and Color Coding

- Message tagging works as it normally does, provided that the IMAP client you are using accepts IMAP Keywords. We recommend Mozilla Thunderbird v2.x, which also supports arbitrary tags and colors, for this purpose.
- Mozilla Thunderbird v1.x also has the “Labels” feature, which is compatible with LuxSci’s message tags. Special configuration is necessary for these labels, but our support staff is here if you need any assistance.
- Other IMAP clients that are compatible with message tagging include Pine, Mulberry, and Mozilla SeaMonkey.

Ready to share? [Get a LuxSci account today and start to collaborate. Your team will thank you.](#)