

## MESSAGE LIST

Open Forward Send SMS Change subaccount/Log off

Reply Delete Dial Now Address book

New Reply All Search Call detail viewer

Archive List

To split in/sent/out-box, press right mouse

Next automatic dial-in: 13:51 last dial

Time	Type	Remark	Address	Subject	Size	\$
20.01.2015 13:54	receiv...		config-daemon@...	(VICTORIA...	1015	0.01
20.01.2015 09:44	received		account-daemon@...	Your SkyFile ...	2610	0.03
16.01.2015 09:21	received		victoriastar.shipping...	Security report	*420 K	8.57
30.12.2014 18:16	received		victoriastar.shipping...	HELLO MAS...	425	0.01
29.12.2014 14:38	received		account-daemon@...	Your SkyFile ...	2260	0.03
05.12.2014 12:10	received		account-daemon@...	Your SkyFile ...	2257	0.03
05.12.2014 12:10	received		account-daemon@...	Your SkyFile ...	4838	0.05
02.12.2014 11:21	received		ASBC.Customercare...	SkyFile eNO...	*9 K	0.07
02.12.2014 11:06	received		ASBC.Customercare...	SkyFile eNO...	*9 K	0.07

From: config-daemon@skyfile.com  
 Subject: (VICTORIA-STAR) SkyFile Anti Virus engine version 10.3.7 527 VDD 5.10 available  
 To: master.VICTORIA-STAR@skyfile.com

Dear customer,

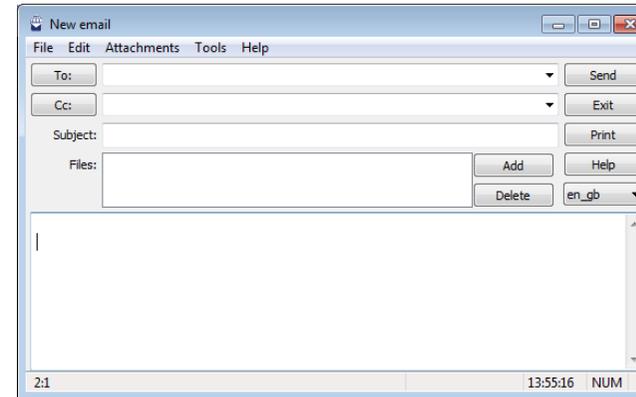
There is a new SkyFile Anti Virus engine update available.  
 You can download it directly over the air using the according menu option in SkyFile Mail client.  
 âConfiguration > SkyFile Anti Virus > check & Download anti-virus engineâ [SkyFile Mail Client until v8.27]  
 âConfiguration > SkyFile Update OTA > SkyFile Anti Virusâ [SkyFile Mail Client v9.00 and following]â

For more info, contact our Customer Care  
 Email: [asbc.customercare@astrium.eads.net](mailto:asbc.customercare@astrium.eads.net)  
 Customer Care EMEA  
 Tel: +33 1 70 48 98 98

The top section of the message list shows at a glance which messages are ready to be sent or have been received. Open received emails in the message list by double-clicking on the relevant line.

- Red marked entry: Message to be sent
- Green marked entry: Message already sent
- Black marked entry: Received message, already read
- Black bold marked entry: Received message, not read yet

## SENDING MESSAGES



Click on "New email" button to open the text editor.

**To:** Click on the little phone book next to "To:" to open a window with the address book and select your contacts. Several addresses can be entered if separated by comma.

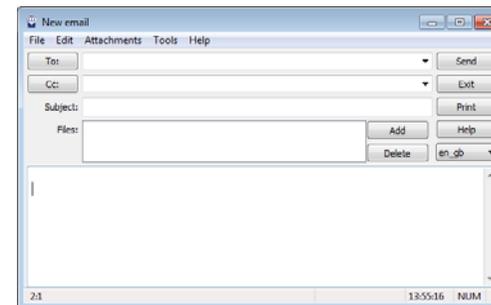
**CC/BCC:** Enter one or several addresses you would like to put in copy or blind copy. You must switch on the BCC box under "Tools" first ("Show bcc").

**Subject:** Enter a subject for your message.

**Attachment:** You can attach one or several files of any type to your text message. Please click on the button "Add" and mark the data file that you would like to transmit. Then click on the "Open" button. The file is now attached to your message. Please consider that there might be a data size limit.

**"Text:"** Enter message text in this box.

## ADDRESS BOOK



Email addresses, fax and SMS numbers can be stored in the address book. In order to open the address book, click on the button "Address book" in the "Message List" or on the button "To" in the text editor. Then choose a recipient by marking the line and click on the button "Apply". You can now edit your message in the text editor. If you wish to add a new email address, e-fax or SMS number, click on the button "New". Enter the recipient's name, the address and click on

"OK". You can also use entries from your standard Windows address book, e.g. from Outlook Express by selecting the field "use windows address book".

## ARCHIVING AND PRINTING MESSAGES

### Archiving messages

When your message box gets too large, it makes sense to gather old messages in self defined archives e.g. for each month or different sorts of contacts. You can create archives by right-clicking the respective icon in the left archive window and choosing "New Archive". You can then easily move single or several messages to your archives by dragging & dropping the respective messages. Per default you'll find the archives:

*New:* New messages (to split into separated out/in/sent boxes: right-click->split view)

*Drafts:* Not finished emails (not sent yet)

*Pin board:* You can enter general text information for all users like on a black board

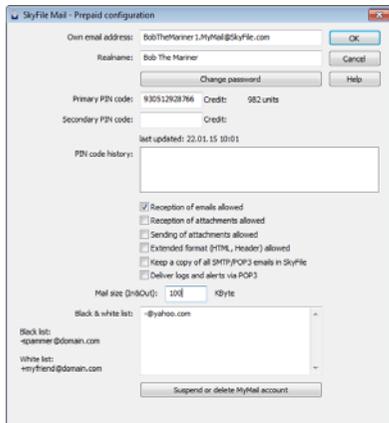
*[Archives]* To create a private/public archive: right-click->new archive

*Recycle bin:* Deleted messages are stored in the recycle bin.

### Printing messages

You can also print a received or sent message after viewing it. To do so, click on the button in the text editor or select "Print" in the File menu.

## USING SKYFILE MAIL IN PREPAID MODE (MYMAIL)



SkyFile Mail can be used in two different modes: post-paid and prepaid. The prepaid mode allows you to send emails and SMS with your Universal Card™ from Airbus Defence and Space. The connection time necessary to send and/or receive emails/e-faxes or SMS is deducted from the Universal Card PIN Code registered in the SkyFile Mail prepaid menu. Deduction time and remaining credit is displayed in the top-bar of the SkyFile Mail main screen.

Select "New MyMail prepaid subaccount" from the SkyFile Mail log-in page and follow the instructions. Register your password and confirm it. Please remember your password. It will be mandatory for each connection.

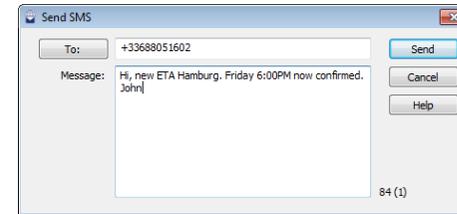
Configure your MyMail prepaid sub-account:

Register your real name, a valid Universal Card PIN

code (secondary PIN code is optional) and select your preferred options. **MyMail account can be used on any vessel or mobile terminal, independent from the master.**

## SENDING SHORT MESSAGES (SMS)

From the message list you can send short messages to GSM mobiles.



Select "Send SMS" in the "Message" menu. We recommend that you use the international format for the destination number, e.g. +447... (for a U.K. GSM number). After sending, you'll find the transmission status in the remark-column. The recipient of your SMS can easily reply to this SMS with the "Reply" function on the GSM mobile. His answer will be delivered to your SkyFile Mail account.

## SENDING E-FAXES

To send a fax, begin by starting the relevant application (e.g. Word). Then open the document to be sent. In the "File" menu select "Printer setup" or "Print", and mark "SkyFile to SFAX:" or "SkyFile" as printer. This printer option will be only visible if the fax driver was installed. More detailed information can be found in the comprehensive user manual.

Next, select the "Print" command in the "File" menu again. A self-explanatory dialogue box appears, in which you can either enter the destination number manually or select it from a fax folder (which can also be created here). The fax is converted to an email and can be sent during the next data transmission.

With the "Preview" button you can view the fax file generated on the screen. After sending, you can locate the transmission status in the remark column.

## STARTING THE MESSAGE TRANSFER VIA SATELLITE

An email, fax or short message which has not been transmitted via satellite appears marked in red in the message list. For an immediate "manual" data exchange, click on the "Dial now" button in the message list. If you have decided to use time-controlled automatic dialing, all messages which are marked in red in the message list will automatically be dispatched at the intervals you have defined.

If you have any questions, please contact your Key Account Manager or our Customer Care: [asbc.customercare@astrium.eads.net](mailto:asbc.customercare@astrium.eads.net)

EMEA: +33 (0)1 70 48 98 98; Americas: +1 (310) 616-5594; +1 855 769 39 59 (toll free) Asia Pacific: +65 64 29 83 11