



How to your Asycuda World email.

After logging into Asycuda World, you are taken to the home screen which part of it is shown on the left below:





The screen shot below shows the parts of the Asycuda email facility, and the paragraph below it briefly explains each of the parts and their functions:

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2		R			
	Subject	From		Date	
	Report delivered: Cash day	THE MAIL ROBOT	ST	20/02/2017 4:26:30 PM	
Sent	Report delivered: Cash day	THE MAIL ROBOT		20/02/2017 4:33:12 PM	
Trach	Report not delivered	THE MAIL ROBOT		20/02/2017 4:40:27 PM	
	Report delivered: Cash day	THE MAIL ROBOT	ž	20/02/2017 4:41:24 PM	
	Login failure at Fri Mar 03 0	THE MAIL ROBOT		3/03/2017 8:14:49 AM	-
					00000
	Header: 🔶 MAIL	PREVIEW WIND	ow		
	From: THE MAIL ROBOT				100000
	To: pjvuti				



Menu bar — shows the three main menus

Tool bar – Shows the "New message" icon *s* and the "View mail groups" icon



Mail Folders – Shows the list of all the default folders. You can always create new subfolders by right clicking a folder and clicking "New Subfolder" then assigning it a name.



Mail list – Shows all your emails, and by default the mails are sorted by date. It is a good idea to delete your old emails every now and then to keep your email list short. When deleting don't forget to empty the "**Trash**" folder.

Mail preview window – Shows the preview of the mail that is selected on the mail list. It can also be regarded as a reading pane.

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Figure 3: The lower part of the AW email window

Attachments -- this tab at the bottom of the email window, contains all attachments of any selected email.

NOTE: This email facility is internal within Asycuda World only at the moment, which means you can only send to Asycuda World users if you know their usernames. There are plans to configure it to send to external emails but that will come at a later stage.

Sending an email - is easy as any email system

Receiving email notifications – If you have new emails, you will be notified immediately or as soon as you are logged in. The notification message is show below:



You have the choice of checking the email now (Click the **tick)** or close the notification (the red **X**) to read the email later.

Requesting reports – If you request a report from the system, the reports is run and the system converts the output to a pdf file and emails it to you. Below is an example of the system generated email for a report request; note that it has an attachment.

Message:	
Hello 🙀	
Find the report as attachment.	
Thank you, THE MAIL ROBOT	_
Mail Attachments (1)	



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How to Reply to an Email from a User

If you receive an email from another User, you can reply on the email by *right clicking* on the email in the Mailbox Inbox and select "Reply":

Open in New Window	
Reply	
Edit	
Delete	
Move to	۲
Copy to	•

How to Forward an Email

A workaround to forwarding an email is by *right clicking* on the email in the Mailbox Inbox and select "Reply", but replace the user in the "To" field with the username of the user you wish to forward the email to:

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File	
2	<u>8</u>
Header:	
From	outici 🗸 🗸 🗸
То:	jbrown
CC.	
BCC:	
Subject:	Re: Re: Declaration assessment:
Date:	13/05/2017 7:38:38 PM
Messag	e:

End of Documentation _____