

## Introduction to TeleMagic Internet Mail

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ĩ½ ĩ½ )<<1}

TeleMagic Enterprise V4.0 now provides the user with expanded internal e-mail capability as well as fully-integrated Internet e-mail in one easy-to-use package. TeleMagic's Mail feature has been completely redesigned to work even better within your TeleMagic environment, and to work independently as a stand-alone application. As with previous versions, you will still enjoy the convenience of an automatically updated user address book, easily defined user groups, spell checking, and other powerful features.

In addition, you will now be able to send and receive Internet e-mail with TeleMagic Internet Mail, send and receive multiple attachments, and organize your incoming and outgoing mail for the most efficient and appropriate handling. TeleMagic Internet Mail is designed for use with TeleMagic Enterprise. You will now be able to link e-mail messages to your contacts and use TeleMagic's Merge feature to produce targeted mass mailings. The new address book keeps your user list up-to-date automatically and your Internet contacts organized.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

## Starting TeleMagic Internet Mail


{ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|NOTEDN01.BMP<JumpId(TMMAIL.HLP>third;½Tmmailx\_Note\_for\_Starting\_TeleMagic\_Internet\_Mail)<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½;½)<<1}

TeleMagic Internet Mail can be started from within TeleMagic, or opened as a stand-alone program. When opened independently of TeleMagic, some features will not be available. For example, when opened with TeleMagic open you will be able to link messages to contacts in your database. Without TeleMagic open you will not be able to do this.

### Warning

If TeleMagic Internet Mail is opened from TeleMagic and a copy is already running, the copy that is already open will be brought to the front. User IDs will not be compared. If a workstation is used by more than one user, they should insure that TeleMagic Internet Mail is closed before turning the workstation over to any other users, even if they have logged off of TeleMagic.

## To Start Internet Mail from TeleMagic

1. From the toolbar, click on the E-mail button ().

**or** From the **Office** menu, select **TeleMagic E-mail**.



2. If MAPI is available, and you want to use it, click **Yes** to logon to MAPI.

The Choose Profile dialog box will open.

3. Select your User Profile from the drop down list.

**or** Modify a profile, or create a new profile. See your MAPI application's documentation for instructions on adding and modifying MAPI profiles.

4. To change the default user or view the logon screens for your information services, click **Options**.



The **Options** section of this dialog box will open.

5. Click **OK**.

TeleMagic [Internet Mail](#) will open.

## To Start Internet Mail from Windows 95, 98 or NT

1. From the taskbar, select **Start, Run**.

The Run dialog box will open.



2. Enter the file name with complete path in the text window.

**or** Click **Browse** and use the Browse dialog box to locate the file.

3. Click **OK**.

The TeleMagic E-mail login screen and Mail Login dialog box will open.



4. Enter your User ID in the upper field and your password in the lower field.

5. Click **OK**.

The Confirm dialog box will open.



6. Click **Yes** to logon to MAPI.

The Choose Profile dialog box will open.

7. Select your User Profile from the drop down list.

**or** Modify a profile, or create a new profile. See your MAPI application's documentation for instructions on adding and modifying MAPI profiles.

8. To change the default user or view the logon screens for your information services, click **Options**.



The **Options** section of this dialog box will open.

9. Click **OK**.

TeleMagic [Internet Mail](#) will open.

### Continue...

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP\½TMMAIL_Composing_and_Sending_a_Message)<<1}
Composing and Sending a Message
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP\½TMMAIL_To_Read_a_Message_You_Have_Received)<<1
} To Read a Message
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP\½TMMAIL_To_Reply_to_a_Message_You_Have_Received)
<<1} To Reply to a Message You Have Received
```


## Composing and Sending a Message

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|NOTEDN01.BMP<JumpId(tmmail.hlp>hintsĩ½Tmmailx\_Note\_for\_Addressing\_Messages)<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mailĩ½ ĩ½ ĩ½ )<<1}

### To compose a message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(tmmail.hlp>hintsĩ½Tmmailx\_Note\_for\_Addressing\_Messages)<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mailĩ½ ĩ½ ĩ½ )<<1}




1. From the toolbar, click the compose a new message button. (  )





The [New Message](#) screen will open.



2. Enter the recipient(s) in the To: field.
3. Enter any CC or BCC recipients in the CC: and BCC: fields, respectively.




4. Enter the subject in the Subject: field.
5. Compose the message in the message text area.
6. Click the Spell Check button (  ) to spell check the message.
7. Select one of the following:

- Click the **Send Message Now** button (  ) to send the message.
- Click the **Send Message Later** button (  ) to send the message to the Outbox folder.
- Click the **Hold Message** button (  ) to send the message to the On Hold folder.
- Click the **Queue to Automation Server** button (  ) to send the message to the Automation Server queue.

**Warning!**

You cannot send messages to addressees from your MAPI address book via the Automation Server.

- Click the **Save Message to Folder** button (  ) to save the message in one of the TeleMagic Internet Mail folders.

The New Message screen will close.

## Continue...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½TMMAIL\_TeleMagic\_Internet\_Mail\_Folders)<<1} [Internet Mail Folders](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½TMMAIL\_To\_Delete\_a\_Message)<<1} [To Delete a Message](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½TMMAIL\_Attaching\_Files\_to\_Messages)<<1} [Attaching Files to Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½TMMAIL\_Attaching\_Merge\_Documents\_to\_Messages)<<1 } [Attaching Merge Documents to Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(tmmail.hlp;½TMMAIL\_To\_Address\_a\_Message\_to\_a\_Contact)<<1} [To Address a Message to a Contact](#)

## To Read a Message You Have Received:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ½ ½ )<<1}

### To open and read a message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>secon;½ ½ TMMAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}



1. In the Folders section of the TeleMagic Internet Mail screen, click Inbox if it is not currently selected.

The available messages will be listed to the right of the list of folders.

2. Single-click the message you want to read.

The message will appear in the section below the list of messages.



- or**
- Double-click the message you want to read.

The Message screen will open with the selected message displayed.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLP;½ ½ TMMAIL\_To\_Reply\_to\_a\_Message\_You\_Have\_Received)<<1}

## Using the Address Book to Address a Message

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{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail; ½ i ½  
i ½ )<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|  
NOTEDN01.BMP<JumpId(TMMAIL.HLP>third; ½ Tmmailx_Note_for_Using_the_Address_Book_to_Ad  
dress_a_Message)<<1}
```

### To select a recipient from the Address Book:



1. Place your mouse cursor near the [address line](#) you want to fill in. When any of the fields becomes highlighted, left-click the mouse.

The [Select Recipients](#) dialog box will open.



2. Click the tab corresponding to the Address Book you want to access.



3. Using the mouse, highlight the name(s) you want included in the recipient field.



4. Click on the button corresponding to the recipient list you want the selected name(s) added to.

The names will be added to the list.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL_Composing_and_Sending_a_Message)<<1}
```

## To Reply to a Message You Have Received


{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail; ½ ½  
½ )<<1}

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Start TeleMagic Internet Mail.

1. Click on the message to which you want to reply.

If you single-click, the message will be displayed in the lower-right section of the TeleMagic Internet Mail screen. If you double-click, the message will open in the Message dialog box.

2. Click on the Reply to Sender button. ()



- or**
- Click on the Reply to All button. ()

The Compose Message dialog box will open with addressing information already filled in.





3. Enter any additional recipients in the appropriate recipient lines, separated by semicolons.

**or** Use the [Address Book](#) to add more recipients.

4. Modify the Subject line, if necessary.
5. Write your reply in the composition area.



6. Select one of the following options:

- Send Message Now ().
- Send Message Later ().
- Hold Message ().
- Queue to Automation Server ().
- Save to Folder ().

**or** From the main menu, select **File** and one of the following:



- Send Now
- Send Later
- Queue To
- Hold Message
- Save to Folder...

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Folders)<<1}
```

## TeleMagic Internet Mail Folders

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½ i½ )<<1}

All messages in TeleMagic Internet Mail will be located in one of six system folders, accessible from the main screen. Although the user can freely relocate messages within these folders, they will normally be assigned as follows:

- **Inbox** Contains messages you have received.
- **Outbox** Contains messages to be sent later.
- **Sent Items** Contains messages which have been sent.
- **Deleted Items** Contains messages which have been deleted.
- **Undeliverable** Contains messages which could not be delivered due to difficulties such as incomplete address, ISP fault, etc.
- **On Hold** Contains messages which are not yet complete.

In addition to the system folders, the user can create [custom folders](#).

To move a message from one file to another, click on the message and, while holding down the left mouse button, drag the message to the desired folder.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLPi½ i½ TMMAIL\_Custom\_Folders)<<1}


## To Delete a Message

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail'½ ĩ½ ĩ½ )<<1}

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1}

Start TeleMagic Internet Mail.

### To delete a message from the main screen:

1. Click on the folder containing the message you want to delete.
2. Select the message you want to delete by clicking anywhere on the message's description.
3. Click on the Delete Message button. ()

**or** From the **Message** menu, select **Delete**.



The message will be moved to the Deleted Items folder.

### To delete a message from the Message dialog box:



Click on the Delete Message button. ()

**or** From the **File** menu, select **Delete**.



The message will be moved to the Deleted Items folder.

You can set TeleMagic Internet Mail to clear the Deleted Items folder automatically whenever you open or close the application. If you have not selected this option, follow this procedure to permanently delete messages.

### To permanently delete a message:

1. From the main screen, click on the **Deleted Items** folder.

The contents of the folder will be displayed in the Messages section of the screen.

2. Select the message you want to delete.

3. Click on the Delete Message button. ()

**or** From the **Message** menu, select **Delete**.



You will receive a message asking you to confirm the deletion.

### Warning!

Once deleted from the Deleted Items folder, the message cannot be recovered.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Folders)<<1}
```

## To Print a Message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail: ½ ½ ½ )<<1}

You can print any message you have composed or received. You can even print messages you have deleted (provided you have not deleted them from the Deleted Items folder).

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi½TMMAIL\_Startin\_g\_TeleMagic\_Inter\_net\_Mail)<<1}

Start TeleMagic Internet Mail.

### To print a message from the main screen:

1. From the main screen, select the folder which contains the message you want to print.

The contents of the folder will be displayed in the Messages section of the [main screen](#).



2. Click on the message you want to print.

The message will be displayed in the Message Body section of the main screen.

3. Click the **Print the Current Message** button. ()

**or** From the **File** menu, select **Print**.



The Print dialog box will open.

4. Select the desired printer from the drop-down list.
5. Click **OK**.

### To print a message from the Message screen:

1. From the main screen, select the folder which contains the message you want to print.

The contents of the folder will be displayed in the Messages section of the [main screen](#).

2. Double-click on the message you want to print.

The message will open in the Message screen.

3. Click the **Print the Current Message** button. ()

**or** From the **File** menu, select **Print**.



The Print dialog box will open.








4. Select the desired printer from the drop-down list.
5. Click **OK**.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|
contdn01.BMP<JumpId(TMMAIL.HLPĩ½TMMAIL_To_Reply_to_a_Message_You_Have_Received)<
<1}
```

## Message Status

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail'½ ĩ½  
ĩ½ )<<1}

All messages in TeleMagic Internet Mail folders will have one status of a possible seven. Certain statuses will only be found in specific folders unless moved to another folder by the user. (The user can move any message into any folder regardless of status.) A message's assigned status may be any of the following:

Status	Meaning
 New	The message has been received but not yet opened. However, the message may have been read by the user in the Message Body section of the screen.
 Opened	The message has been opened and viewed in the Message screen. The user can manually change the status of any message in any folder to opened.
 Replied	The user has replied to the author or all recipients of the message.
 Sent	The message has been sent.
 Failed	The message was sent, but could not be delivered.
 Pending	The message was written, but rather than being sent was placed On Hold.
 Queued Local	The message was written and placed in the queue for delivery at a later time.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLPĩ½TMMAIL\_TeleMagic\_Internet\_Mail\_Folders)<<1}

## Attaching Files to Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail:½ ½ ½ )<<1}

There are two broad categories of attachments which may accompany your messages: Files and Merge Documents. See the [Attaching Merge Documents to Messages](#) for more information on that topic. Any file type can be attached to your message, including text files, bitmaps, executables, and so forth. File attachments differ from Merge Document attachments in that a File attachment will not be modified for each recipient. A Merge Document will have all of the merge fields filled with the appropriate information for each recipient prior to being sent.

You can add documents in any order and combination that you like, and TeleMagic does not impose any limit on the number of attachments you can add to a document. However, you may encounter other limitations. For example, your ISP may limit the size of each e-mail message, and your recipient's e-mail application may be configured to refuse messages larger than a particular size.

### Warning!

TeleMagic supports filenames up to eleven characters in length (8 characters plus a 3-character extension, separated by a period). If you attach a file with a long filename to an e-mail message, the filename will be truncated to the first 8 characters. Any remaining characters, including the extension, will be replaced with an ellipsis.

### To attach a file to a message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi½TMMAIL\_Startin g\_TeleMagic\_Inter net\_Mail)<<1}



1. Open the message in the Message dialog box.





2. Click the Add a File Attachment button. ()

**or** From the **Message** menu, select **Add Attachment...**

The Open dialog box will open.

3. Select the drive containing the file to be attached from the **Look In** drop-down list.

The list of directories on the selected drive will appear in the dialog box's main window.

4. Select the directory containing the file to be attached.

5. Select the desired file to be attached.



The Open dialog box will close. The **Attachments** section of the Message dialog box will open with the selected attachment's file name and icon indicated.

### Continue...

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{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Merge_Documents_to_Messages)<<1
} Attaching Merge Documents to Messages
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Saving_Attachments_You_Have_Received)<<1}
Saving Attachments You Have Received
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Removing_Attachments_from_Messages)<<1}
Removing Attachments from Messages
```

## Attaching Merge Documents to Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail:½ ½ ½ )<<1}

There are two broad categories of attachments which may accompany your messages: Files and Merge Documents. See the [Attaching Files to Messages](#) topic for more information on that topic. Any file type can be attached to your message, including text files, bitmaps, executables, and so forth. File attachments differ from Merge Document attachments in that a File attachment will not be modified for each recipient. A Merge Document will have all of the merge fields filled with the appropriate information for each recipient prior to being sent.

You can add documents in any order and combination that you like, and TeleMagic does not impose any limit on the number of attachments you can add to a document. However, you may encounter other limitations. For example, your ISP may limit the size of each e-mail message, and your recipient's e-mail application may be configured to refuse messages larger than a particular size.

### Warning!

TeleMagic supports filenames up to eleven characters in length (8 characters plus a 3-character extension, separated by a period). If you attach a file with a long filename to an e-mail message, the filename will be truncated to the first 8 characters. Any remaining characters, including the extension, will be replaced with an ellipsis.

### To attach a merge document to a message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi½TMMAIL\_Startin g\_TeleMagic\_Inter net\_Mail)<<1}



1. Open the message in the Message dialog box.
2. Click on the Add a Merge Document as an Attachment

button. ()

The [Select Document](#) dialog box will open.

3. Open the directory containing the merge document you want to attach by double-clicking on the associated icon.

The documents available in the selected directory will be listed below the directory.

4. Select the merge document you want to attach.
5. Click **OK**.



The Select Document dialog box will close. The **Attachments** section of the Message dialog box will open with the selected document's file name and icon indicated.

### Continue...

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Files_to_Messages)<<1} Attaching  
Files to Messages
```

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Saving_Attachments_You_Have_Received)<<1}  
Saving Attachments You Have Received
```

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Removing_Attachments_from_Messages)<<1}  
Removing Attachments from Messages
```

## Removing Attachments from Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail:½ ½ )<<1}

There are two ways to remove an attachment from your message. Both methods apply to any type or category of attachment.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi½TMMAIL\_Startin\_g\_TeleMagic\_Inter\_net\_Mail)<<1}

Start TeleMagic Internet Mail.

### To remove an attachment from a message:



1. Open the message in the Message dialog box.
2. Click on the attachment you want to remove.  
The attachment and its icon will be highlighted.
3. Press DELETE.



The attachment will be removed from the message.

### To remove an attachment from a message (alternate method):



1. Open the message in the Message dialog box.
2. Right-click on the attachment you want to remove.

The Attachment Maintenance menu will open.



3. Click **Remove**.



The attachment will be removed from the message.

### **Continue...**

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Merge_Documents_to_Messages)<<1
} Attaching Merge Documents to Messages
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Files_to_Messages)<<1} Attaching
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{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Saving_Attachments_You_Have_Received)<<1}
Saving Attachments You Have Received
```

## Saving Attachments You Have Received

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail: ½ ½ )<<1}

### To save an attachment:

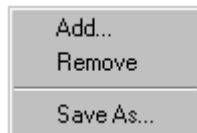
{ewc rhgbtn 32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld (TMMAIL.HLP>secondi ½ TM MAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.



1. Open the message in the Message dialog box.
2. Right-click on the attachment you want to remove.

The Attachment Maintenance menu will open.



3. Click **Save As....**

The Save Message dialog box will open.



4. Select the directory you want to save the attachment in from the **Save in** drop-down list.
5. Click **Save**.

The attachment will be saved.

## Continue...

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL_Attaching_Merge_Documents_to_Messages)<<1  
} Attaching Merge Documents to Messages
```

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL_Attaching_Files_to_Messages)<<1} Attaching  
Files to Messages
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```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL_Removing_Attachments_from_Messages)<<1}  
Removing Attachments from Messages
```

## Sending Mail from the Local Queue

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½ i½ )<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|NOTEDN01.BMP<JumpId(TMMAIL.HLP>thirdi½ Tmmailx\_Note\_for\_Sending\_Mail\_from\_the\_Local\_Queue)<<1}

If you have created a pending e-mail message (one you have written, but not yet sent), the e-mail will have been placed in your Outbox awaiting further instructions. This is useful, for example, if you want to send a message when network or ISP traffic is lighter.

### To send mail from the local queue:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>seconði½ TMMAIL\_Startin g\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the Folders section of the main screen, select the **Outbox**.

The contents of the Outbox will be displayed in the Messages section of the main screen.



2. Select the queued message(s) you want to send.

3. Click the Send Messages button. ()

The message(s) will be sent to the recipient(s) and moved to the Sent folder.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|



contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL\_On\_Hold\_Messages)<<1}

## On Hold Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½  
i½ )<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|  
NOTEDN01.BMP<JumpId(TMMAIL.HLP>thirdi½Tmmailx\_Note\_for\_On\_Hold\_Messages)<<1}

If you have created a pending e-mail message (one you have written, but not sent), the e-mail will have been placed in your On Hold mailbox awaiting further instructions. This is useful, for example, if you want to start drafting a message, but hold it pending further information. This is the only way to handle a message which has a blank Subject line.

### To send a pending message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>sendi½TMMAIL\_Startin  
g\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the Folders section of the main screen, select the **On Hold** box.

The contents of the On Hold box will be displayed in the Messages section of the main screen.






2. Open the pending message you want to complete and send in the Message dialog box.



3. Complete any changes or additions to the message.

4. Choose from one of the following options:

- Click the Send Messages button () to send the message immediately.

- Click the Send Message Later button () to change the message status to Queued Local and move it to the Outbox.
- Click the Hold Message button () to save changes and leave the message in the On Hold folder with the Pending status.
- Exit the Message dialog box to leave the message in the On Hold box without changes to content or status. (You will receive a message to confirm this option.)

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Composing_and_Sending_a_Message)<<1}
```

## Forwarding Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail: ½ ½ )<<1}

Sometimes you will receive messages which will be of interest to others. You can edit and forward these messages in much the same way as you would compose and send an original message.

### To forward messages to additional recipients:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi ½ TMAIL\_Startin g\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. Select the folder containing the message you want to forward.

The list of available messages will be displayed in the Messages section of the screen.

2. Click anywhere on the message line of the message you want to forward.

The selected message will be highlighted.

3. Click the Forward Message button. ()

**or** From the **Message** menu, select **Forward**.








The Message dialog box will open.

4. Enter the names of the new recipients in the appropriate address lines.

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5. Edit the message, if necessary.
6. Select from one of the following:

- Click the **Send Message Now** button () to send the message.
- Click the **Send Message Later** button () to send the message to the Outbox folder.
- Click the **Hold Message** button () to send the message to the On Hold folder.
- Click the **Queue to Automation Server** button () to send the message to the automation server queue.
- Click the **Save Message to Folder** button () to save the message in one of the TeleMagic Internet Mail folders.)

## Continue...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1}  
[Composing and Sending a Message](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_To\_Reply\_to\_a\_Message\_You\_Have\_Received)  
<<1} [To Reply to a Message You Have Received](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_To\_Delete\_a\_Message)<<1} [To Delete a Message](#)

## Marking Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½  
i½ )<<1}

You may want to mark certain messages for special handling. TeleMagic Internet Mail allows you to mark some messages to distinguish them from others. When messages are marked, the list of messages in any folder can be arranged according to the marked status.

### To mark a message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>se  
condi½TMMAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. Select the folder which contains the message(s) you want to mark.
2. Click anywhere on the message line of the message you want to mark.
3. From the **Message** menu, select **Mark**.



A check mark will appear next to the item.

Repeat steps 2 and 3 for any additional messages you want to mark.

### Continue...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPi½TMMAIL\_Unmarking\_Messages)<<1} [Unmarking Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ½TMMAIL\_Arranging\_Messages)<<1} [Arranging Messages](#)



## Unmarking Messages

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ ĩ½ ĩ½ )<<1}
```

### To unmark a message:

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{ewc
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1}
```

1. Select the folder which contains the message(s) you want to unmark.
2. Click anywhere on the message line of the message you want to unmark.
3. From the **Message** menu, select **Unmark**.



The check mark next to the item will disappear.

Repeat steps 2 and 3 for any additional messages you want to unmark.

**Continue...**

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_154.BMP<JumpId(TMMAIL.HLPi $\frac{1}{2}$ TMMAIL\_Marking\_Messages)<<1} [Marking Messages](#)  
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_154.BMP<JumpId(TMMAIL.HLPi $\frac{1}{2}$ TMMAIL\_Arranging\_Messages)<<1} [Arranging Messages](#)

## Arranging Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½  
i½ )<<1}

You can determine the order in which your messages are displayed in the Messages section of the TeleMagic Internet Mail main screen. Message order can be set according to any of the following criteria:

- Status
- Marked
- Linked
- To or From (depending on folder)
- Subject
- Date Received

To arrange the list of messages displayed according to a particular criterion, click on the corresponding button at the top of the column containing the field. The list will be arranged in natural order for the type of information in the column. (Alphabetical or sequential). To reverse the order, click on the button a second time.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLPi½TMMAIL\_TeleMagic\_Internet\_Mail\_Folders)<<1}

## Custom Folders

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAP01.BMP|RELADN01.BMP<Klink(Mail\½ ½ )<<1}

Some users may benefit from special purpose folders in addition to the standard set of system folders provided with TeleMagic Internet Mail.

### To create a new folder:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP\½ TMMAIL\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **File** menu, select **New Folder....**  
The Add Folder dialog box will open.
2. Enter the name for the new folder in the **Folder Name:** field.
3. Click **OK**.  
The new folder will appear in the Folders section of the main screen.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLP\½ TMMAIL\_TeleMagic\_Internet\_Mail\_Folders)<<1}

## Removing Folders

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELADN01.BMP|RELADN01.BMP<Klink(Mail;½ ĩ½ ĩ½ )<<1}

If you have added folders to your TeleMagic Internet Mail system which are no longer needed, you can remove them. You cannot remove system folders.

### To remove a folder:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. Click on the folder you want to remove.

The contents of the folder will be displayed in the Messages section.



2. From the **File** menu, select **Remove Folder**.

The folder will be removed.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_Starting\_TeleMagic\_Internet\_Mail\_Folders)<<1}

## Moving Messages to Other Folders

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili ħ½ ħ½ ħ½ )<<1}

TeleMagic Internet Mail has six standard folders and the user has the option to [add more folders](#) . The standard system folders were designed to contain messages which met certain criteria, but you can freely move messages into any folder you want.

### To move a message to another folder using drag-and-drop:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HAIL.HLP>seconđi ħ½TMMAIL\_Startin g\_TeleMagic\_Inter net\_Mail)<<1}

Open TeleMagic Internet Mail.

1. Click on the folder containing the message you want to move.

The messages contained in the selected folder will be displayed in the Message area of the main screen.

2. Position the mouse cursor anywhere on the message line.

3. Click and hold the left mouse button.

The message line will become highlighted.

4. Drag the message line to the vicinity of the destination folder.

The folder will become highlighted.

5. Release the mouse button.

The selected file will be moved from the original folder and placed in the target folder.

### To move a file to another folder using the menu:

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ail)<<  
1}
```

Open TeleMagic Internet Mail.

1. Click on the folder containing the message you want to move.

The messages contained in the selected folder will be displayed in the Message area of the main screen.

2. Click on the message line you want to relocate.

The message will become highlighted.

3. From the **File** menu, select **Move to Folder....**

The [Move to Folder](#) dialog box will open.

4. Click on the destination folder.

The selected folder will become highlighted.

5. Click **OK**.

The message will be moved and the Move to Folder dialog box will close.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|
```

contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL\_TeleMagic\_Internet\_Mail\_Folders)<<1}

## Copying Messages to Other Folders

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½ i½ )<<1}

Sometimes you may want a message to be in more than one folder. For example, you may compose a message for one group of recipients that you want to send later. You would probably store this message in the Outbox until you were ready to send. Meanwhile, you may want to keep a copy of the message in the On Hold folder so you can modify it and send to another group of recipients once you have begun receiving responses to the first copy.

### To copy a message to another folder:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>seconði½TMMAIL\_Startin\_g\_TeleMagic\_Inter\_net\_Mail)<<1}

Open TeleMagic Internet Mail.

1. Click on the folder containing the message you want to copy.  
The selected folder will become highlighted.
2. Click anywhere on the message line for the message you want to copy.  
The selected message will become highlighted.
3. From the **File** menu, select **Copy to Folder...**  
The [Copy to Folder](#) dialog box will open.
4. Click on the folder you want to receive the copy of the file.



5. Click **OK**.

A copy of the selected file will be placed in the target folder.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLPi½TMMAIL_TeleMagic_Internet_Mail_Folders)<<1}
```

## The TeleMagic Internet Mail Main Screen

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ĩ½ ĩ½ )<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|NOTEDN01.BMP<JumpId(TMMAIL.HLP>third;½ Graphics\_Areas\_of\_the\_TeleMagic\_Internet\_Mail\_Main\_Screen)<<1}

The main screen of TeleMagic Internet Mail is arranged in sections. Each of these sections serves a specific purpose. Since different users have different approaches to managing their electronic communications, some of these sections may be irrelevant to some users.

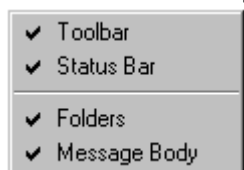
### To change the appearance of the main screen:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>second;½ TMMAIL\_Startin\_g\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. Select **View** from the main menu.

The View menu will open.



If a particular section is currently being displayed as part of the main screen, there will be a check mark next to the corresponding item in the View menu. Clicking on a menu item will cause the check to toggle off and on.

2. Click on the menu item corresponding to the section you

want to add or remove from display.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLPi½tmmail_Introduction_to_TeleMagic_Internet_Mail)<<1}
```

## The TagLine

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ĩ½  
ĩ½ )<<1}

A TagLine is an optional message you can compose once and insert in all of your messages. TagLines are generally used as standard closures for messages and can be as long as you feel necessary. The TagLine can either be inserted automatically in each of your messages, or manually.

### To create or edit your TagLine:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>secon;½TMMAIL\_Startin;TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **TagLine**.  
The [Edit Your TagLine](#) dialog box will open.
2. Compose your TagLine in the text window.
3. If you want the TagLine to appear automatically in each of your messages, mark the **Automatically insert TagLine into new messages** checkbox.
4. Click **OK**.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL\_Inserting\_a\_TagLine\_in\_a\_Message)<<1}

## Inserting a TagLine in a Message

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail; ½ ½ )<<1}

If you have chosen not to automatically include your TagLine in each message, you can enter it manually from the Message window.

### To insert your TagLine in a message:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>secon; ½TMMAIL\_Compiling\_and\_Sending\_a\_Message)<<1}

Open a new message, or open an existing message for editing.

1. Place your cursor where you want the TagLine to start.
2. From the **Tools** menu, select **Insert TagLine**.



The TagLine will be placed in the message beginning at the point where your cursor was placed in step 1.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLP; ½TMMAIL\_TagLine)<<1}

## TeleMagic Internet Mail Preferences and Options

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELADN01.BMP|RELADN01.BMP<Klink(Mail) ½ ½ ½ ½ )<<1}

TeleMagic Internet Mail provides you with a wide variety of choices in how to configure your mail system. You can change the appearance of the Main Screen, compose a TagLine, and create new folders, as well as many other options. The following topics are procedures which will step you through the process of setting up Internet Mail to fit your needs:

### Continue...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Custom\_Folders)<<1} [Adding New Folders](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_TagLine)<<1} [Composing a TagLine](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_General\_Preferences)<<1} [General Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Display\_Preferences)<<1} [Display Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Server\_Preferences)<<1} [Server Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Delivery\_Preferences)<<1} [Delivery Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Spelling\_Preferences)<<1} [Spelling Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_TeleMagic\_Preferences)<<1} [TeleMagic Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Automation\_Server\_Preferences)<<1} [Automation Server Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Filter\_Preferences)<<1} [Filter Preferences](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Address\_Preferences)<<1} [Address Preferences](#)

## General Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELADN01.BMP|RELADN01.BMP<Klink(Mail;½ ½ )<<1}

The General Preferences tab provides options for you to determine what happens to deleted messages, how the Outbox is handled, whether your messages are automatically spell checked, and what is included in your replies.

### To access General Preferences:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi½TMAIL\_Startin\_g\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.



From the **Tools** menu, select **Options....**

The [Preferences](#) dialog box will open.

The following options are available:

- **Send deleted mail to Deleted Items folder**

Marking this checkbox will result in messages being moved to the Deleted Items folder upon deletion. If this checkbox is marked, the Empty Deleted Items radio buttons will become available.

- **Empty Deleted Items**

Select the radio button to empty your Deleted

Items folder:

- at start up
- on exit
- never, I will delete them manually



- **Warn me before permanently deleting mail**

Mark this checkbox to receive a message when you are about to delete a message with no potential for recovery.

**Warning!**

If you have selected to empty deleted items on start up or exit, there will be no warning before mail is permanently deleted.

- **Include original message in reply**

Mark this checkbox to automatically append the message you are answering to your reply. Each line of the original message will be prefaced with '>'.

- **Include yourself when replying to all**

Mark this checkbox if you want to receive a copy of your reply when you respond to a message using the Reply to All option.

- **Send mail as Rich Text by default**

Mark this checkbox if you normally want your messages sent with all text formatting. If your mail is not sent as Rich Text, the message received will be in default font and formatting. Some mail readers do not recognize Rich Text Formatting. If a message in Rich Text Format is read with one of these applications, it will contain spurious character strings which make reading difficult.

- **Store mail encrypted**

Mark this checkbox to store messages in a format which cannot be read without TeleMagic.

- **Attachment Directory**

Click this button to open the Select Directory dialog box and browse for the directory where attachments to incoming mail should be stored. You can also enter the path directly in the field to the right of the button.

- **Mailbox Name**

Enter the name of the mailbox in this field. The name will appear in the title bar of the main screen.



- **Password**

Enter a password in this field to establish a password for TeleMagic Internet Mail that differs from your TeleMagic password. If you have a password here, you will need to enter it even when launching TeleMagic Internet Mail from within TeleMagic.

- **Make TeleMagic Internet Mail my default mail client**

Mark this checkbox to make TeleMagic Internet Mail the default mail client. Your default mail client will be launched whenever an application calls for a mail editor. For example, if you are browsing a website and select a Send Mail hotspot, your default mail client is launched. In TeleMagic you can establish e-mail fields. When you click the icon for one of these fields, your default mail client will be launched.

When satisfied with your General Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Optio
ns)<<1}
```

## Display Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail)½ ½  
½ )<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|  
NOTEDN01.BMP<JumpId(TMMAIL.HLP>third½½Graphics\_Areas\_of\_the\_TeleMagic\_Internet\_Mail\_Ma  
in\_Screen)<<1}

Display preferences allow you to determine the appearance of your Internet Mail main screen, and the font that will be used in your messages.

### To access Display Preferences:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<JumpId(TMMAIL.HLP>secon½½TMMAIL\_Startin½½g\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**

The Preferences dialog box will open.

2. Click on the **Display** tab.

The [Display Preferences](#) page will be displayed.

The following options are available:

- **Show Toolbar**

The Toolbar contains the graphical buttons. This preference is marked by default. If you do not want the toolbar displayed in your main screen, unmark this checkbox.

- **Show Status Bar**

The Status Bar, located at the bottom of the main screen, indicates the currently selected folder and how many messages it contains. Unmark this checkbox if you do not want to have this information displayed on your main screen.



- **Show Folders**

The Folders section, on the left side of the main screen, displays all of your system and custom folders. Unmark this checkbox if you do not want to view the folders.

- **Show Message Body**

The Message Body section contains the text of the message currently highlighted in the Message section. Unmark this checkbox if you do not want message text to be displayed.

You also have the option of changing the font used to display your messages.

### **To change the font:**

1. Click on the **Font** button.

The Font dialog box will open.

You can set the following options:

- **Font**

- **Font Style**

Regular

Bold

Italic

Bold Italic

- **Size**

- **Effects**

Strikeout

Underline

Color

- **Script**

A sample of the chosen font and options will be displayed in the **Sample** window.

### **To Customize the Display Configuration:**

- **Use default display configuration**

Mark this checkbox to retain the defaults for how items are displayed on the screen. When this is not marked, you will be able to specify how items are displayed based on status.

Each status is listed on the left side of this section of the page. To the right of each, you can select the color and font style to be applied to each status. These selections affect the messages entry in the From, Subject, and Date Received columns when viewing the Inbox or Deleted Items folders, the To, From, and Subject columns when viewing the Deleted Items folder, and the To, Subject, and Last Modified column when viewing any other folder. As you change the settings, the name of the status will be displayed with the selected effects as an example. The following properties can be defined for each status:

<b>Color</b>	Select the font color from the drop-down list for each status.
<b>Bold</b>	Mark this checkbox for each status that should appear in boldface.
<b>Italic</b>	Mark this checkbox for each status that should appear in italics.
<b>Underline</b>	Mark this checkbox for each status that should appear underlined.
<b>Strikethrough</b>	Mark this checkbox for each status that should use the strikethrough style.

When satisfied with your Display Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLPi½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Optio  
ns)<<1}
```

## Server Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail: ½ ½ )<<1}

Server Preferences allow you to add multiple accounts from which to send and receive e-mail, and configure [MAPI options](#) .

### To access Server Preferences:

{ewc rhgbtn 32.dll, BlueSkyHelpButton, g<pro cedup.bmp|proce ddn.B MP<J umpld (TMM AIL.H LP>se condi ½TM MAIL\_ Startin g\_Tele Magic \_Inter net\_M ail)<< 1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**  
The Preferences dialog box will open.
2. Click on the **Servers** tab.  
The [Server Preferences](#) page will be displayed.

### To add a new account:

1. Click **New**.  
The Internet Account Wizard will open.
2. Enter a description for this account in the Description: field.
3. If you would like to make this your default account, mark

the Make this my default account checkbox.

4. Click **Next**.
5. In the I am known as: field, enter your name. This is the name that a recipient will see in the From field when you send e-mail.
6. Enter your e-mail address in the E-mail Address: field.
7. Enter the outgoing mail server in the SMTP: field.

**Warning!**

Do not change the value in the SMTP Port: field unless specifically instructed to do so by your system administrator.

8. Click **Next**.
9. Enter the incoming mail server in the POP3 Server: field.
10. Enter the user name for the mail server in the User Name: field.
11. Enter the password used with the mail server in the Password: field.

**Warning!**

Do not change the value in the POP3 Port: field unless specifically instructed to do so by your system administrator.

12. Mark always retrieve mail from this account to
13. Mark Delete messages from server to remove messages from the mail server after downloading.
14. Click **Next**.
15. Select Use Dial-up Networking/RAS to use an established Dial-up connection.
- or** Select Connect through my Local Area Network (LAN), then skip to step 19.
16. If you selected Use Dial-up Networking/RAS, select the connection you want to use from the drop-down list.
17. Enter the user name associated with this Dial-up connection in the Username: field.
18. Enter the password associated with the user name entered in step 17 in the Password: field.
19. Click **Finish**.

The following MAPI options are available:

- **Logon to MAPI**

Select the radio button that indicates your preference for logging on to MAPI. You can be

prompted before logging on, always log on, or never log on.

- **Mailbox Name**

Enter your MAPI mailbox name in this field. If this is blank, you will be prompted for a mailbox when logging on to MAPI.

- **Password**

Enter your MAPI password in this field. If this is blank, you will be prompted for a password when logging on to MAPI.

When satisfied with your Server Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Optio  
ns)<<1}
```

## Delivery Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ĩ½ ĩ½ )<<1}

Delivery Preferences allow you to determine how often your application queries your ISP for Internet e-mail and how you are notified of new mail.

### To access Delivery Preferences:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>seconđĩ½TMAIL\_Startin\_g\_TeleMagic\_Inter\_net\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**

The Preferences dialog box will open.

2. Click on the **Delivery** tab.

The [Delivery Preferences](#) page will be displayed.

The following options are available:

- **Check for message every**

Mark this checkbox to automatically query for mail. TeleMagic Internet Mail will dial up your ISP if you are not online when the specified period has elapsed.

- **minutes**

Enter the number of minutes you want to elapse



before automatically checking for mail. If Check for message every is not marked, this entry is ignored.

- **Don't download messages greater than**

Mark this checkbox to restrict the size of messages that you want to receive. If you mark this checkbox, enter the maximum size, in kilobytes, that you want to receive in the **K** field. You can either enter the amount directly, or you can use the spinner arrows..

When new mail is received, notify me:

- **Never**

You will not be notified of new mail.

- **Visually**

When new mail is received, a message will appear informing you.

- **Audibly**

When this radio button is selected, the text field will become available. Enter the path and file name of a WAV file in the field, or click the ellipsis (...) button to locate a file. When new mail is received, the selected WAV file will be played.

- **Visually and Audibly**

When this radio button is selected, the text field will become available. Enter the path and file name of a WAV file in the field, or click the ellipsis (...) button to locate a file. When new mail is received, a message will appear and the selected WAV file will be played.

When satisfied with your Delivery Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP|½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Optio  
ns)<<1}
```

## Spelling Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAP01.BMP|RELADN01.BMP<Klink(Mail: ½ ½  
½ )<<1}

### To access Spelling Preferences:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi  
½ TM MAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**

The Preferences dialog box will open.

2. Click on the **Spelling** tab.

The [Spelling Preferences](#) page will be displayed.

The following options are available:

- **Automatically spell check messages when sending or queuing**

Mark this checkbox to perform a spell check on each message before sending it.

- **Ignore Uppercase words**

Mark this checkbox to ignore any words that are entirely uppercase when performing the spell check.

- **Ignore words containing numbers**

Mark this checkbox to ignore any words which contain at least one number when performing the spell check.

- **Ignore HTML tags**

Mark this checkbox to ignore any words in HTML tag format when performing the spell check.

- **Ignore URLs and e-mail addresses**

Mark this checkbox to ignore any words in URL or e-mail address format when performing the spell check.

- **Check for repeated words**

Mark this checkbox to alert on the second consecutive occurrence of the same word when performing the spell check.

- **Auto-Suggest**

Mark this checkbox to have the spell checker offer a list of suggested spellings for misspelled words.

- **Recheck replaced words**

When the spell checker finds a word that it does not recognize, it gives you the opportunity to enter another spelling. Mark this checkbox to perform a spell check on words entered in this way. Words replaced from the suggested list are not rechecked.

When satisfied with your Spelling Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

## TeleMagic Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail: ½ ½ )<<1}

### To access TeleMagic Preferences:

{ewc rhgbtn 32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld (TMMAIL.HLP>secondi ½ TM MAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**

The Preferences dialog box will open.

2. Click on the **TeleMagic** tab.

The [TeleMagic Preferences](#) page will be displayed.

The following options are available:

- **Log on to TeleMagic**

Select the radio button indicating your preference for logging on to TeleMagic. You can choose to be prompted before logging on, always log on, or never log on. You must be logged on to TeleMagic in order to use certain features, like linking and displaying linked information. You can be logged on to TeleMagic without it being open. If you are logged on with TeleMagic closed, you will be able to link messages to contacts using the Advanced

Search feature and display contact information, but you will not be able to Link to Current Contact. If you choose Never, the remaining options on this page will have no effect.

- **Enter the location of your TeleMagic installation**

Enter the path to TeleMagic. You can enter the path directly, or you can click the **Modify** button and browse for the Installation.

- **UserID**

Enter your TeleMagic user ID in this field.

- **Password**

Enter your TeleMagic password in this field.

- **When using Goto based on the e-mail address, look for the contact in**

Select the radio button indicating how you want to search for contacts when using Goto. You can choose to check only the current database, all databases, or check the current database and be prompted before checking other databases.

- **Automatically link incoming mail**

Mark this checkbox to have TeleMagic Internet Mail search your databases for contacts with e-mail addresses matching the sender's address on incoming mail and linking the message to that contact. You must have the E-mail key field established in each database with which you want to use this feature.

- **Set Search Order**

This button becomes available when you have chosen to automatically link incoming mail. Click this button to open the Select Database dialog box and select the databases to be searched, and in what order.

- **Stamp Notepad**

Mark this checkbox to mark the notepad of the linked contact and record that a message was sent.

- **Create Activity**

Mark this checkbox to create an activity based when a linked message is sent.

When satisfied with your TeleMagic Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Optio  
ns)<<1}
```

## Automation Server Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail; ½ ½ )<<1}

Automation Server Preferences allow you to determine how messages are handled when they are queued to the Automation Server and what happens when you send a linked message.

### To access Automation Server Preferences:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secon; ½TMAIL\_Startin;g\_TeleMagic\_Inter;net\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**  
The Preferences dialog box will open.
2. Click on the **Automation Server** tab.  
The [Automation Server Preferences](#) page will be displayed.

### To add a new Automation Server account:

1. Click **New**.  
The Automation Server Mail Account Setup dialog box will open.
2. Enter a description for this account in the Description: field.

3. Enter the POP3 (receive mail) server name in the Host Name: field.
4. Enter the user name recognized by the mail service (ISP) to access this account in the User Name: field.
5. Enter the password used to access this account on the mail service in the Password: field.
6. The Port: value is preset to 110. Do not change this setting unless instructed to do so by your ISP.
7. Mark the Delete messages from the server checkbox to delete messages on the mail service after they have been retrieved. If you do not mark this checkbox, you will continue to retrieve messages that you have deleted locally until they are deleted from the server.

Click **OK**.

The following options are available:

- **Send e-mail notification of failure**

Mark this checkbox to have the Automation Server send you an e-mail message whenever one of your messages that was sent via the Automation Server fails.

- **Fail on Invalid Merge Field**

Mark this checkbox to fail any message if the attached merge document contains an invalid field.

- **Stamp Notepad**

Mark this checkbox to stamp the notepad of linked contacts when a message to them is sent via the Automation Server.

- **Create Activity**

Mark this checkbox to create an activity based on the message when sent via the Automation Server.

When satisfied with your Automation Server preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Optio
ns)<<1}
```



## Filter Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ĩ½ ĩ½ )<<1}

Mail filters are used to automatically direct incoming mail to folders other than the Inbox, forward them to other recipients, or delete them based on the presence of specified text in selected fields of the message being filtered.

### To access Filter Preferences:

{ewc rhgbtn 32.dll, BlueSkyHelpButton, g<pro cedup.bmp|proce ddn.B MP<J umpld (TMM AIL.H LP>se condi ĩ½TM MAIL\_ Startin g\_Tele Magic \_Inter net\_M ail)<< 1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**  
The Preferences dialog box will open.
2. Click on the **Filters** tab.  
The [Filter Preferences](#) page will be displayed.

### To add a new filter:

1. Click **New Filter**.  
The Mail Filter Properties dialog box will open.
2. Enter a description for this filter in the Description: field.

3. Enter the text that will cause the action of the filter to be executed in the When receiving mail containing text: field.
4. Mark the Case Sensitive checkbox to require that the case of the text be considered when matching the test criterion to the contents of the message.
5. Mark the fields where the test criterion can be found to cause the action of the filter to be executed. You can select any combination of the To, CC, From, Subject, and Message Body fields.
6. Select the radio button that describes the action to be taken when the test criterion is met. You can choose to move the message to a particular folder, delete the message, redirect the message to another recipient, or forward the message to another recipient. If you choose to redirect or forward the message to another recipient, enter their e-mail address in the text field. If you choose to redirect the message, the message will not appear in any of your folders.
7. The Select Folder button becomes available if you choose to move the message to a folder. Click this button to open the Select Folder dialog box and choose the folder to send the message to.
8. Click **OK**.

When satisfied with your Filter Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|
contdn01.BMP<JumpId(TMMAIL.HLPi½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Optio
ns)<<1}
```

## Address Preferences

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail; ½ ½ )<<1}

### To access Address Preferences:

{ewc rhgbtn 32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld (TMMAIL.HLP>secon; ½ TMMAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

1. From the **Tools** menu, select **Options....**

The Preferences dialog box will open.

2. Click on the **Addresses** tab.

The [Address Preferences](#) page will be displayed.

Select the radio button indicating your preference as to how names are displayed. This setting affects the Address Book and, indirectly, the address lines on new messages. This setting can be overridden on individual cards. Changing this setting does not affect cards that are already in the Address Book.

When satisfied with your Address Preferences, click **OK** to accept the preferences and close the Preferences dialog box.

**or**

Click **Apply** to accept the changes, keep the Preferences dialog box open, and continue with changes in other areas.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLPi½TMMAIL\_TeleMagic\_Internet\_Mail\_Preferences\_and\_Optio  
ns)<<1}

## The Internet Address Book

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELADN01.BMP|RELADN01.BMP<Klink(Mail; ½ ½ ½ )<<1}

TeleMagic Internet Mail provides you with several means of managing e-mail addresses. While the TeleMagic User's page of the Select Recipients dialog box is maintained automatically by TeleMagic, and the MAPI page is interfaced from your MAPI application, the Address Book provides you with complete flexibility as to its content. As with the Select Recipients dialog box, you can easily address your messages by simply selecting the Internet Address Book and clicking on the name of the intended recipient or recipients. In addition, you can define groups of recipients to whom you are likely to send mail on a regular basis. These groups are selected in the same manner as individual recipients.

### Continue...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Maintaining\_Your\_Internet\_Address\_Book)<<1}

[Maintaining Your Internet Address Book](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_To\_Create\_a\_Group\_in\_the\_Internet\_Address\_Book)<<1} [To Create a Group in the Internet Address Book](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_To\_Delete\_an\_Individual\_or\_Group\_from\_the\_Address\_Book)<<1} [To Delete an Individual or Group from the Address Book](#)

## Using This Help System

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mailĩ½ ĩ½ ĩ½ )<<1}

### Getting more information

TeleMagic's help system has been designed to provide you with all of the information you need without excessive clutter. To accomplish this, all procedures have amplifying information attached to a set of graphical controls as well as traditional help system jumps and hotspots. Access amplifying information wherever you see the following icons:



This is a Note icon. Click on it to see a note.



This is a Hint icon. Click on it to see a hint.

Sometimes there will be a General Note button in the upper section of the topic:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|NOTEDN01.BMP<JumpId(TMMAIL.HLP>thirdĩ½Tmmailx\_General\_Note\_for\_Using\_This\_Help\_System)<<1} This is the General Note button. Click on it for general notes.

### Navigating the Help System

Moving from topic to topic in this Help System can be accomplished several ways in addition to using the standard **Help Topics** and **Back** buttons. The top of each topic will always contain this button:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<JumpId(TMMAIL.HLP>thirdĩ½Tmmailx\_Related\_Topics\_for\_Using\_This\_Help\_System)<<1} This is the Related Topics button. Click on it to see related topics.

Within the body of the topic there may be hotspots , which will be green and underlined. Click on the hotspot to open the topic.

There may also be popup hotspots . You can tell a popup hotspot from a regular hotspot by the dotted underline. Click on the popup hotspot for more information.

At the end of each topic will be one of two kinds of buttons:

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|contdn01.BMP<JumpId(TMMAIL.HLPĩ½Tmmailx\_Continue\_Topic\_for\_Using\_This\_Help\_System)<<1}

Click on this button to proceed to the one, preselected, follow-on topic.

**or**

Choose one of the following topics:

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.BMP|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ½Tmmailx\_Follow\_on\_Topic\_1)<<1} Follow-on Topic #1  
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.BMP|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ½Tmmailx\_Follow\_on\_Topic\_2)<<1} Follow-on Topic #2

Continue to Topic buttons, as above, are always associated with a jump hotspot. You can click on

either the button or the hotspot to proceed to the indicated topic.

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLPi½tmmail_Introduction_to_TeleMagic_Internet_Mail)<<1}
```

## Maintaining Your Internet Address Book

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail; ½ ½ )<<1}

The Internet Address Book provides you with the ability to maintain a private set of e-mail addresses. Use this feature to help stay in touch with individuals who are not included in your TeleMagic or MAPI address books.

### To make an entry in the Internet Address Book:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secon; ½ TMMAIL\_Starting\_TeleMagic\_Internet\_Mail)<<1}

Open TeleMagic Internet Mail.

rhgbtn  
32.dll,  
BlueS  
kyHel  
pButto  
n,  
g<pro  
cedup.  
bmp|  
proce  
ddn.B  
MP<J  
umpld  
(TMM  
AIL.H  
LP>se  
con; ½  
TM  
MAIL\_  
Startin  
g\_Tele  
Magic  
\_Inter  
net\_M  
ail)<<  
1}



1. From the **Tools** menu, select **TeleMagic Address Book....**

The [Address Book](#) will open.

2. From the **File** menu, select **New, Card....**

The [Card Properties](#) dialog box will open to the Personal tab.

3. Enter the following information in the fields provided:



- First, Middle, and Last name.

The contact's full name.

- Display as

The name you want displayed in the



Name column in the Address Book and what you want displayed in the address field of messages.

- E-mail address

The contact's e-mail address.

All remaining steps are optional. You can click **OK** at any time to save whatever you have entered so far.

4. Click on the **Home** tab.

The Home information entry screen will be displayed.

5. Enter the following information in the fields provided:

- Address

The contact's street address.

- City
- State
- Zip

ZIP or Postal code

- Country
- Phone
- Fax
- Pager

6. Click on the **Business** tab.

The Business information entry screen will be displayed.

7. Enter the following information in the fields provided:

- Name

The name of the contact's business or organization.

- Address

The street address of the contact'

- City
- State
- Zip

ZIP or Postal code

- Country

- Phone
- Fax
- Pager

8. Click the **Notes** tab.

The Notes screen will be displayed.

9. Enter any other information you want to keep available concerning this contact.

10. Click **OK**.

The Card Properties dialog box will close. You will be returned to the [Address Book](#) .

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_The_Internet_Address_Book)<<1}
```

## To Create a Group in the Internet Address Book

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ½ ½ )<<1}

By creating groups in your Address Book you will save time by eliminating the need to select individual recipients. You can group individuals according to any criterion you like. You may, for example, create a group for each of the firms or organizations you regularly deal with.

An individual can be included in more than one group. Therefore, in addition to being in a group for their company, an individual could also be in a group of all suppliers, all customers in Europe, or all purchasing agents.

### To create a group:

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<procedup.bmp|proceddn.BMP<Jumpld(TMMAIL.HLP>secondi½TMAIL\_Startin g\_TeleMagic\_Inter net\_Mail)<<1}

Open TeleMagic Internet Mail.



1. From the **Tools** menu, select **TeleMagic Address Book...**

The [Address Book](#) will open.

2. From the **File** menu, select **New, Group...**

The [Group Properties](#) dialog box will open.

3. Enter the name of the group in the **Group Name** field.



4. Click on the user you want to add to the group.

The selected user will become highlighted.

5. Click **Add**.

The selected individual will be removed from the list of **Available** recipients and added to the **Members** list.

6. Repeat steps 4 and 5 until you are satisfied.

7. Click **OK**.

Double-click on **Personal Addresses**. The new group will appear under the [Personal Addresses icon](#).

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLPi½TMMAIL\_The\_Internet\_Address\_Book)<<1}

## To Delete an Individual or Group from the Address Book

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½ ½ )<<1}

{ewc  
rhgbtn  
32.dll,  
BlueS  
kyHel  
pButto  
n,  
g<pro  
cedup.  
bmp|  
proce  
ddn.B  
MP<J  
umpld  
(TMM  
AIL.H  
LP>se  
condi  
½TM  
MAIL\_  
Startin  
g\_Tele  
Magic  
\_Inter  
net\_M  
ail)<<  
1}

Open TeleMagic Internet Mail.



1. From the **Tools** menu, select **TeleMagic Address Book....**

The [Address Book](#) will open.



2. Click on the individual or group you want to delete.

The selected entry will be highlighted.

3. From the **File** menu, select **Delete**.

You will receive a message confirming the deletion.

4. Click **Yes** to delete the item.



The item will be removed from the list.

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP;½½TMMAIL\_The\_Internet\_Address\_Book)<<1}

## Opening TeleMagic Internet Mail for the First Time

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ ĩ½ ĩ½ ĩ½ )<<1}

The first time you open TeleMagic Internet Mail, you will need to provide some information for the initial configuration. You can edit any of this information later, as required. You can open TeleMagic for the first time while in TeleMagic, or independently of TeleMagic. The user must exist in TeleMagic before the mail account can be established.

### To Open Internet Mail for the First Time (External to TeleMagic):

1. From the taskbar, select **Start, Run**.

The Run dialog box will open.



2. Enter the file name with complete path in the text window.

**or** Click **Browse** and use the Browse dialog box to locate the file.

3. Click **OK**.

The TeleMagic E-mail login screen and Mail Login dialog box will open.

4. Enter your user ID in the **Mailbox:** field.

5. Enter your TeleMagic password in the **Password:** field.

6. Click **OK**.

A message will open asking if you would like to create a new mailbox.

7. Click **Yes**.

The Mailbox Setup Wizard will launch.

8. A location to store your mail will be offered. You can change this by typing a new path in the field, or you can click **Modify** and browse for the location. If you enter a directory that does not exist, you will be prompted to confirm that you want to create a new directory.

9. Click **Next**.

10. Enter the name you want to appear in the From field of your messages in the **I am known as** field.

11. Enter the password you want to use to access TeleMagic Internet Mail in the **Password** field. Re-enter the password in the **Verify Password** field. These two entries must match exactly to proceed.

12. Click **Next**.



13. Select the radio button indicating how you would like to log on to TeleMagic. You can choose to log on to TeleMagic whenever you open Internet Mail, to be

prompted to log on, or not to log on.

14. The location of your TeleMagic installation will be offered in the **Enter the location of your TeleMagic installation:** field. Correct this if necessary by entering the correct path, or by clicking **Modify** and browsing for the installation.
15. Enter your TeleMagic User ID in the **UserID:** field.
16. Enter your TeleMagic Password in the **Password:** field.
17. Click **Finish**.

TeleMagic Internet Mail will open.

Initial setup is complete. You will be able to exchange mail with other TeleMagic users, but you must establish at least one server to be able to exchange mail through the Internet. To set up a server, see [Server Preferences](#).

### **To Open Internet Mail for the First Time (From TeleMagic):**

See the topic [Starting TeleMagic Internet Mail](#). You will be able to exchange mail with other TeleMagic users, but you must establish at least one server to be able to exchange mail through the Internet. To set up a server, see [Server Preferences](#).


## To Address a Message to a Contact

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<NOTEUP01.BMP|NOTEDN01.BMP<JumpId(tmmail.hlp>hints;½Tmmailx\_Note\_for\_Addressing\_Messages)<<1} {ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail;½;½;½;½)<<1}

*Preliminary* To use the E-mail field fully, you must first [add a field to your database](#) to hold e-mail addresses. Contacts must have a valid e-mail address in this field to be addressed using any of these procedures. Then you must [identify that field as your E-mail Key Field](#). To open a new message with the current contact as the addressee, you must have an E-mail field in your database with the contact's e-mail address and you must have a default mail client established in Windows. You can [establish TeleMagic Internet Mail as your default mail client](#), or you can establish another application. To establish another application, refer to that applications documentation.

## To Address a Message to the Current Contact:



Click on the icon next to the E-mail field. 

Your default mail client will open with a new message started. The message will be addressed to the selected contact.

## To Address a Message Using Contact Search:

1. Open a new message as described in [Composing and Sending a Message](#).
2. Click on the To: button to the left of the address field.  
The Select Recipients dialog box will open.
3. Click the **Contacts** tab.  
The Contacts page will open.
4. Click **To:**, **CC:**, or **BCC:**.  
The Advanced Contact Search dialog box will open.
5. Enter the search criterion in the Search for: field.
6. Select the database to be searched from the Database: drop-down list.
7. Select the level to be searched from the Level: drop-down list.
8. Select the index to be used for the search from the Index: drop-down list. The first field of the selected index's expression must contain the search criterion entered in step 5.

### example:

If you want to search the Documentation database for a contact's first name, you would enter the contact's first name in step 5, select Documentation Database in step 6,



select Level in step 7, and select Contact First Name in step 8.

9. Click **Search**.

The Advanced Contact Search dialog box will close. The first contact meeting the search criterion will be entered in the field associated with the button you clicked in step 4. If no match is found, a message will appear. You will have the option of searching the database using Browse.

Repeat steps 4 through 9 to add more recipients to the message.

10. When all recipients have been added, click **OK**.

The Select Recipients dialog box will close. The message will be addressed to the selected recipients.

### To Address a Message Using Browse:

1. Open a new message as described in [Composing and Sending a Message](#).

2. Click on the To: button to the left of the address field.

The Select Recipients dialog box will open.

3. Click the **Contacts** tab.

The Contacts page will open.

4. Click **To:**, **CC:**, or **BCC:**.

The Advanced Contact Search dialog box will open.

5. Select the database to be searched from the Database: drop-down list.

6. Select the level to be searched from the Level: drop-down list.

7. Select an index from the Index: drop-down list. The selected index will determine the order in which the contacts are displayed.

8. Click **Browse**.

The Select a Contact browse window will open.

9. Scroll through the list until you have found the desired contact.

10. Highlight the contact by highlighting one of the fields in the contact record.

11. Click **Select**.

The Select a Contact browse window and the Advanced Contact Search dialog box will close. The highlighted

contact will be added to the field indicated in step 4.

Repeat steps 4 through 11 to add more contacts.

12. When all addressees have been added, Click **OK**.

The Select Recipients dialog box will close. The message will be addressed to the selected contacts.

### Continue...

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Files_to_Messages)<<1} Attaching
Files to Messages
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Merge_Documents_to_Messages)<<1
} Attaching Merge Documents to Messages
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(tmmail.hlp;½TMMAIL_Composing_and_Sending_a_Message)<<1}
Composing and Sending a Message
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(tmmail.hlp;½TMMAIL_Using_the_Contacts_with_Merge_Option_Featu
re)<<1} Using the Contacts with Merge Option Feature
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(tmmail.hlp;½TMMAIL_To_Address_a_Message_to_Another_User)<<1}
To Address a Message to Another User
```

## To Address a Message to Another User

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELADN01.BMP|RELADN01.BMP<Klink(Mail\½ ĩ½ ĩ½ )<<1}

1. Open a new message as described in [Composing and Sending a Message](#).
  2. Enter the user's ID in the To: field. The ID must be enclosed in angle brackets (<>). Add additional recipients as required separating each with a semicolon (;). Proceed to step 7.
- or** Click on the To: button to the left of the address field.
- The Select Recipients dialog box will open.
3. Click **TeleMagic Users**.
- All users in the current installation will be listed in the field on the left.
4. Highlight the name of the user who is to receive the message and click **To:**, **CC:**, or **BCC:**. All messages must have at least one entry in the **To:** field to be sent.
- The User name will appear in the selected field.
5. Repeat step 4 as necessary to address the message to all recipients.
  6. Click **OK**.
- The Select Recipients dialog box will close
7. Compose and send the message as described in [Composing and Sending a Message](#).

### Continue...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP\½ ĩ½ TMMAIL\_Attaching\_Files\_to\_Messages)<<1} [Attaching Files to Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP\½ ĩ½ TMMAIL\_Attaching\_Merge\_Documents\_to\_Messages)<<1} [Attaching Merge Documents to Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(tmmail.hlp\½ ĩ½ TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1} [Composing and Sending a Message](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(tmmail.hlp\½ ĩ½ TMMAIL\_Using\_the\_Contacts\_with\_Merge\_Option\_Feature)<<1} [Using the Contacts with Merge Option Feature](#)


{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(tmmail.hlp\½ ĩ½ TMMAIL\_To\_Address\_a\_Message\_to\_a\_Contact)<<1} [To Address a Message to a Contact](#)

## Linking Messages to Contacts

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Mail:½ ½ ½ ½ )<<1}

By linking an e-mail message to a contact, you will be able to quickly retrieve contact information and go directly to the contact from TeleMagic Internet Mail, paste contact information into the message, and attach merge documents to the message. You must be logged into TeleMagic Enterprise to use this feature.

### To link an e-mail message to the current contact:


1. Open TeleMagic to the contact that you want to link the message to.
2. Open the message for editing, or create a new message.
3. Click on the **Link Message to Contact** button .

The Link Contact dialog box will open.

4. Mark the Current Contact radio button to link the message to the current contact.

The message will be linked to the selected contact.

### To link an e-mail message to a contact in the current database, other than the current contact:

1. Open the message for editing, or create a new message.
2. Click on the **Link Message to Contact** button .

The Link Contact dialog box will open.

3. Select the Other Contact radio button.


The Search and Browse options will become available.

4. Enter the information to be searched for in the **Search my contacts for:** field and click **Search**.

The message will be linked to the first contact matching the search criterion.

- or** Click **Browse** to search for the contact using a Browse screen. Click on the desired record to link the message.


### To link an e-mail message to a contact in another database, or when TeleMagic is closed, using Search:

1. Open the message for editing, or create a new message.
2. Click on the **Link Message to Contact** button .

The Link Contact dialog box will open.

3. Mark the Other Contact radio button.  
The Search and Browse options will become available.
4. Click **Advanced Search**.  
The Advanced Search dialog box will open.
5. Select the database containing the record from the **Database** drop-down list.
6. Select the level of the database containing the record from the **Level** drop-down list.
7. Select the index to be used for the search from the **Index** drop-down list.
8. Enter the information to be searched for in the **Search for:** field.
9. Click **Search**.  
The message will be linked to the first record in the specified database and level which meets the search criterion. If no matching record is found, you will be given the opportunity to browse for the record.

### To link an e-mail message to a contact in another database using Browse:

1. Open the message for editing, or create a new message.
2. Click on the **Link Message to Contact** button .  
The Link Contact dialog box will open.
3. Mark the Other Contact radio button.  
The Search and Browse options will become available.
4. Click **Advanced Search**.  
The Advanced Search dialog box will open.
5. Click **Browse**.  
A browse screen will open. Click on the record to which you want to link the message. The message will be linked to the selected record.

### Continue...

```
{ewl rhgbt32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Files_to_Messages)<<1} Attaching
Files to Messages
{ewl rhgbt32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Merge_Documents_to_Messages)<<1
} Attaching Merge Documents to Messages
{ewl rhgbt32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(tmmail.hlp;½TMMAIL_Composing_and_Sending_a_Message)<<1}
```

### Composing and Sending a Message

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(tmmail.hlp|ç½TMMAIL\_Using\_the\_Contacts\_with\_Merge\_Option\_Featu  
re)<<1} Using the Contacts with Merge Option Feature

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(tmmail.hlp|ç½TMMAIL\_To\_Address\_a\_Message\_to\_a\_Contact)<<1} To  
Address a Message to a Contact

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(tmmail.hlp|ç½TMMAIL\_Linking\_Incoming\_Messages)<<1} Linking  
Incoming Messages

## Linking Incoming Messages

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELADN01.BMP|RELADN01.BMP<Klink(Mail\½ ĩ½ ĩ½ )<<1}

TeleMagic Internet Mail can search your databases for contacts with e-mail addresses that match the From addresses on your incoming messages. To use this feature, you must have an E-mail key field established.

### To link messages automatically:

1. From the **Tools** menu, select **Options**.  
The Preferences dialog box will open.
2. Click the **TeleMagic** tab.  
The TeleMagic page will open.
3. Mark the Automatically link incoming mail checkbox.
4. Click **OK**.
5. Click **Set Search Order**.  
The Select Databases dialog box will open.
6. Mark each database that should be searched.  
The databases will be searched from top to bottom.
7. Change a databases place in the list by highlighting it and clicking **Move Up** or **Move Down**.
8. Click **OK**.

### Continue...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP\½ TMMAIL\_Attaching\_Files\_to\_Messages)<<1} [Attaching Files to Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP\½ TMMAIL\_Attaching\_Merge\_Documents\_to\_Messages)<<1} [Attaching Merge Documents to Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(tmmail.hlp\½ TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1} [Composing and Sending a Message](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(tmmail.hlp\½ TMMAIL\_Using\_the\_Contacts\_with\_Merge\_Option\_Feature)<<1} [Using the Contacts with Merge Option Feature](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(tmmail.hlp\½ TMMAIL\_To\_Address\_a\_Message\_to\_a\_Contact)<<1} [To Address a Message to a Contact](#)

## Using the Contacts with Merge Option Feature

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½ i½ )<<1}

When using the Contacts with Merge Option feature, you will be able to send messages to all contacts in your TeleMagic filters, the current contact, or contacts identified using the search or browse functions. You can add merge attachments that are specific to each recipient, or add merge attachments that are identical for all recipients with merge information drawn from a linked contact record.

Certain restrictions apply when using the features on this page:

- You must send the message via the Automation Server.
- Addressees selected from this page can only appear on the To: field of the address.
- You can only have one entry identified using this page.
- You must have an E-mail key field specified in Key Field Preferences for the database containing the addressees.
- You must be logged in to TeleMagic. (This does not mean that you must have TeleMagic open.)

1. Open the message for editing, or create a new message.

2. Click on the area to the left of the address fields.

The Select Recipients dialog box will open.

3. Click the **Contacts with Merge Options** tab.

The Contacts with Merge Options page will open.

4. Select the radio button indicating how you would like the message addressed:

• **None** This is automatically selected. You can select this radio button to remove any choices that you have already made.

• **Current Contact** Select this radio button to send the message to the current contact.

• **Other Contact** Select this radio button to make the **Search** button become available. See [To Address a Message to a Contact](#) for instructions on using the various options available.

• **Filter** Select this radio button to send the message to all contacts in a filter.

If you selected any option other than Filter, proceed to step 7

5. Select the filter to be used from the drop-down list.


6. Select the level that filtered records are to be drawn from.

7. Click **OK**.

The Select Recipients dialog box will close. If you



selected to send the message to a filter, *TeleMagic Filter* will appear in the To: field. If you selected a contact, *TeleMagic Contact* will appear in that field.

8. If you are not adding a merge attachment, proceed to step 14
9.  Click the Add a Merge Document button.  
The Select Document dialog box will open.
10. Browse for the document to be attached from the tree view.
11. Select the source for the merge merge from the radio buttons:
  - Select Contact Recipient(s) to use data from the recipient's records to populate the merge fields in the document.
  - Select Linked Contact to use data from the linked record to populate the merge fields in the document. (This option is not available if the message is not linked to a contact.)
12. Click **OK**.  
The Select Documents dialog box will close. The selected merge document will appear in the Attachments section of the screen.
13. Repeat steps 9-12 for any additional merge documents to be attached to the message.
14. Add any other attachments to the message using the instructions in [Attaching Files to Messages](#).
15. Compose and send the message using the instructions in [Composing and Sending a Message](#) as a reference.

## Continue...

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Files_to_Messages)<<1} Attaching
Files to Messages
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Attaching_Merge_Documents_to_Messages)<<1
} Attaching Merge Documents to Messages
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(tmmail.hlp;½TMMAIL_Composing_and_Sending_a_Message)<<1}
Composing and Sending a Message
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(tmmail.hlp;½TMMAIL_To_Address_a_Message_to_a_Contact)<<1} To
Address a Message to a Contact
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(tmmail.hlp;½TMMAIL_Linking_Incoming_Messages)<<1} Linking
```

## Incoming Messages

## Command Line Parameters

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(Maili½ i½ }  
i½ )<<1}

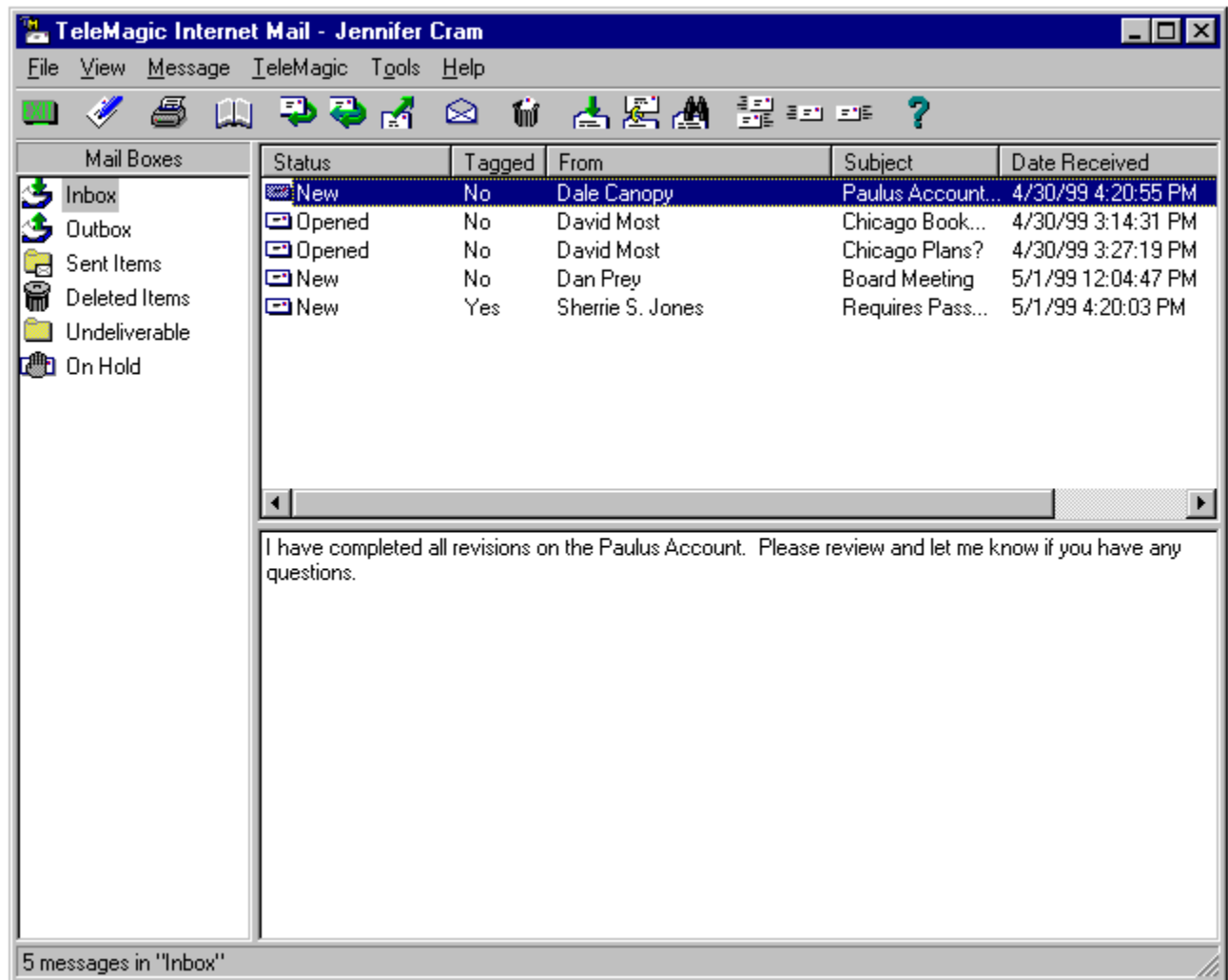
### /CLEANREG

A mailbox must be established before mail can be sent or received with TeleMagic Internet Mail. Part of establishing the mailbox includes making entries in the registry of the machine where the user works. If the user is deleted from TeleMagic, the mailbox is not automatically removed. To remove the mailbox, TeleMagic Internet Mail must be opened on the machine where the mailbox was established using the /CLEANREG command line parameter. To remove the mailbox, enter the following in the Windows Run dialog box:

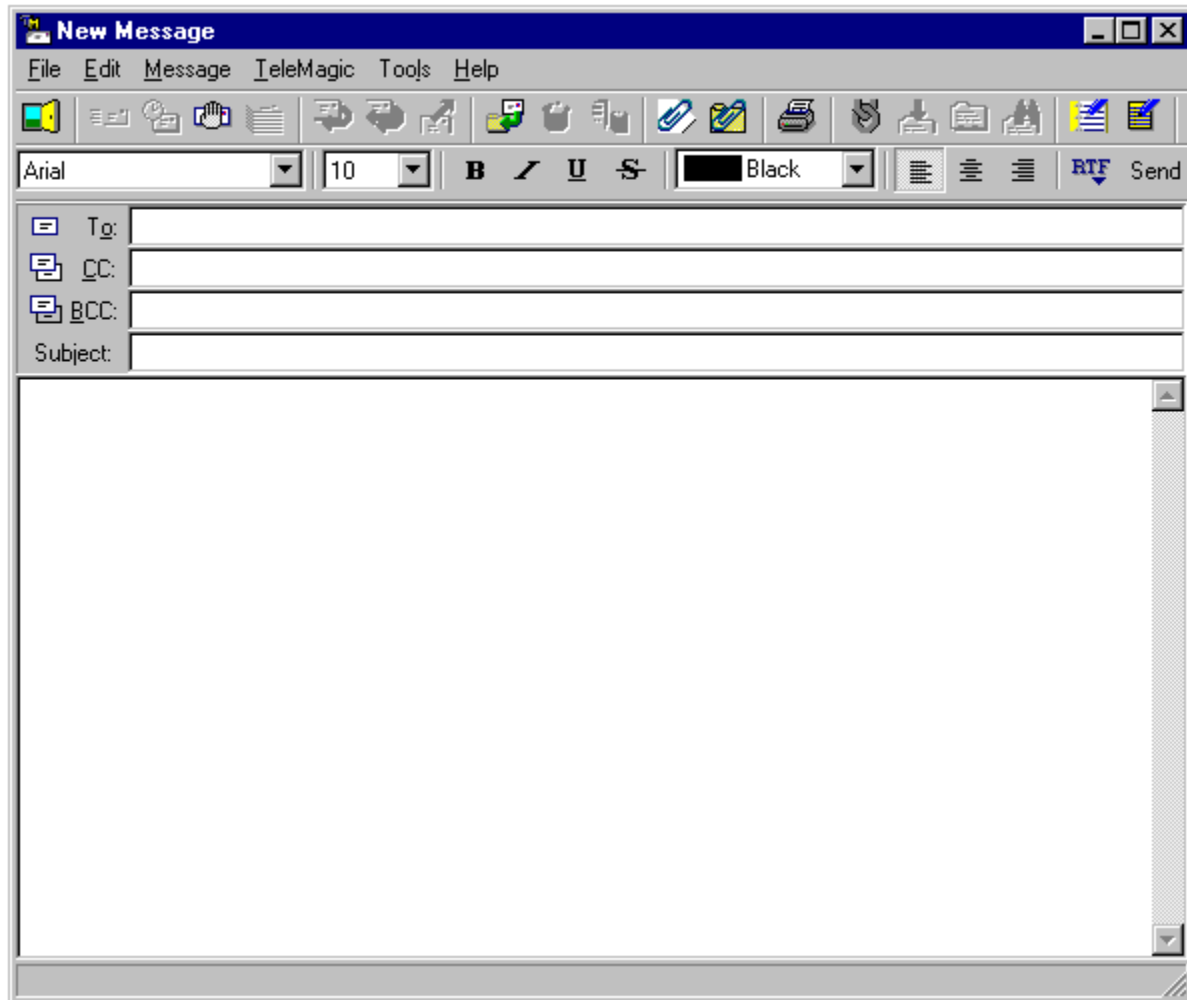
C:\TM\TMMAIL.EXE /CLEANREG=???

Replace the path to TMMAIL.EXE with the correct path if necessary.  
Replace ??? with the user's three-character ID. Be sure to include the space between TMMAIL.EXE and the forward slash (/).

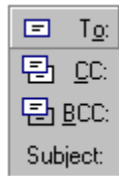
## TeleMagic Internet Mail Main Screen



## The New Message Screen

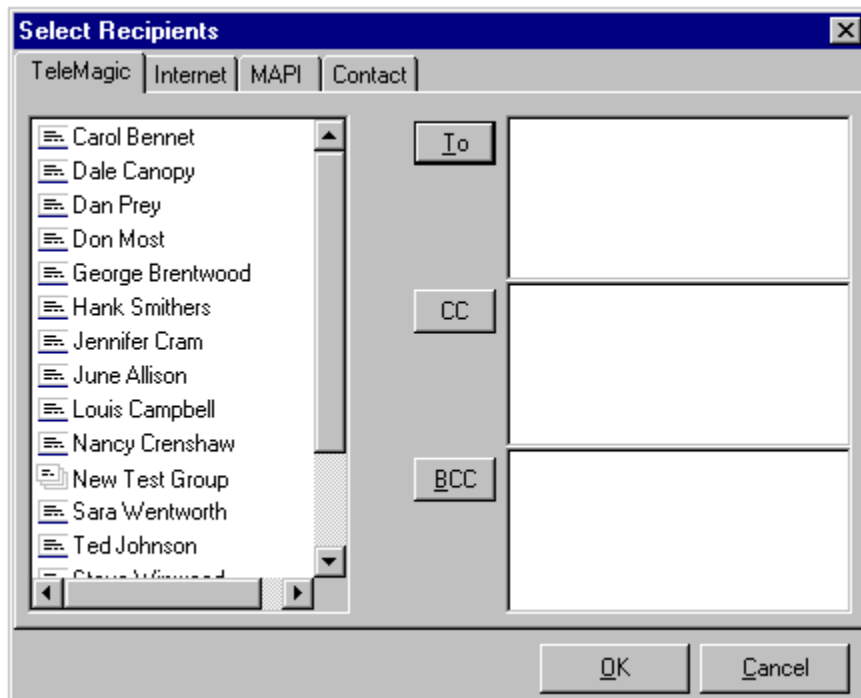


## Recipient Type Fields

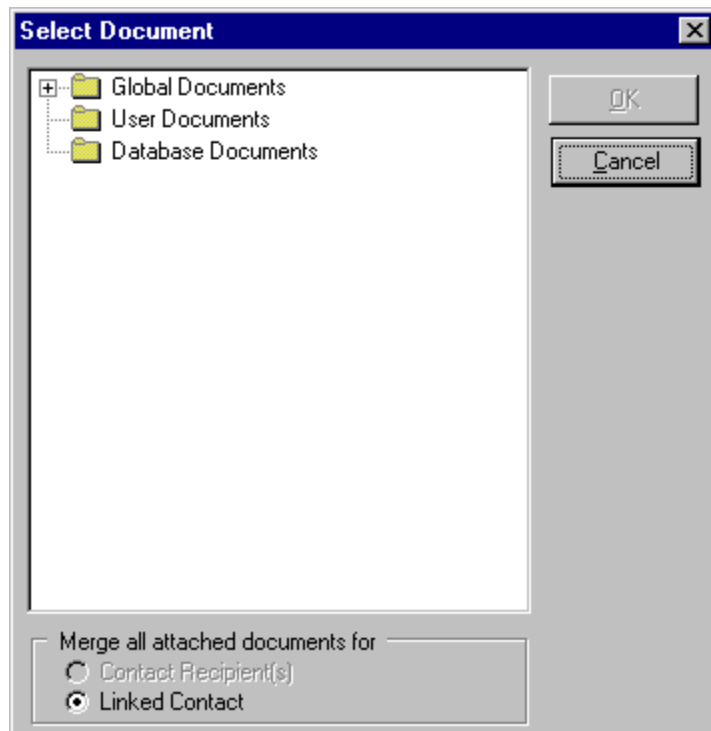


Move your mouse cursor near the recipient type you wish to address. When the field highlights, left-click the mouse to open the Address Book.

## The Select Recipients Dialog Box

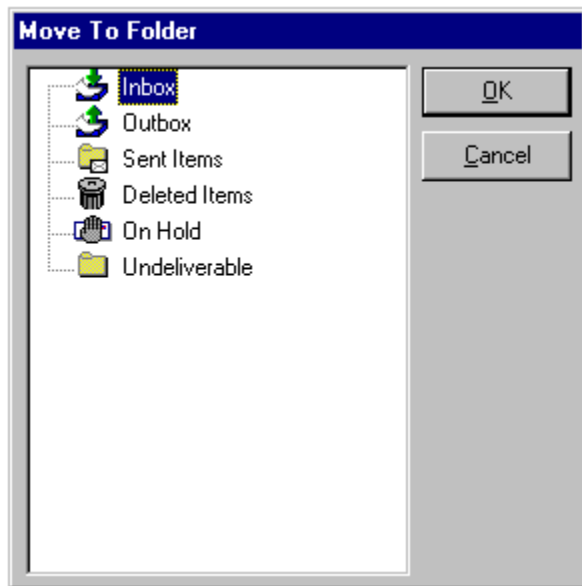


## The Select Document Dialog Box



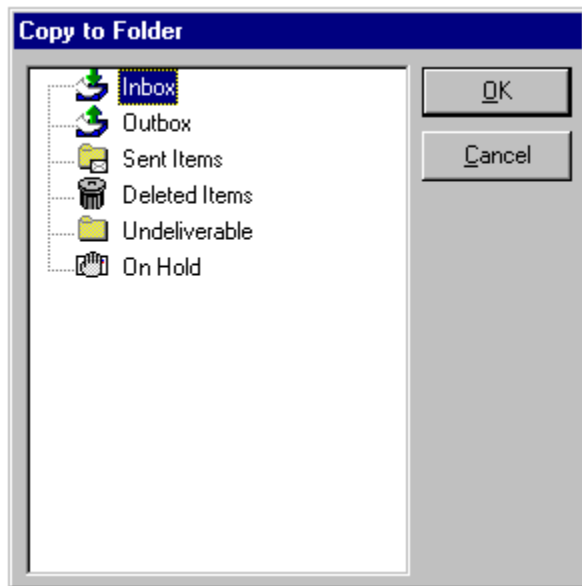


## The Move to Folder Dialog Box



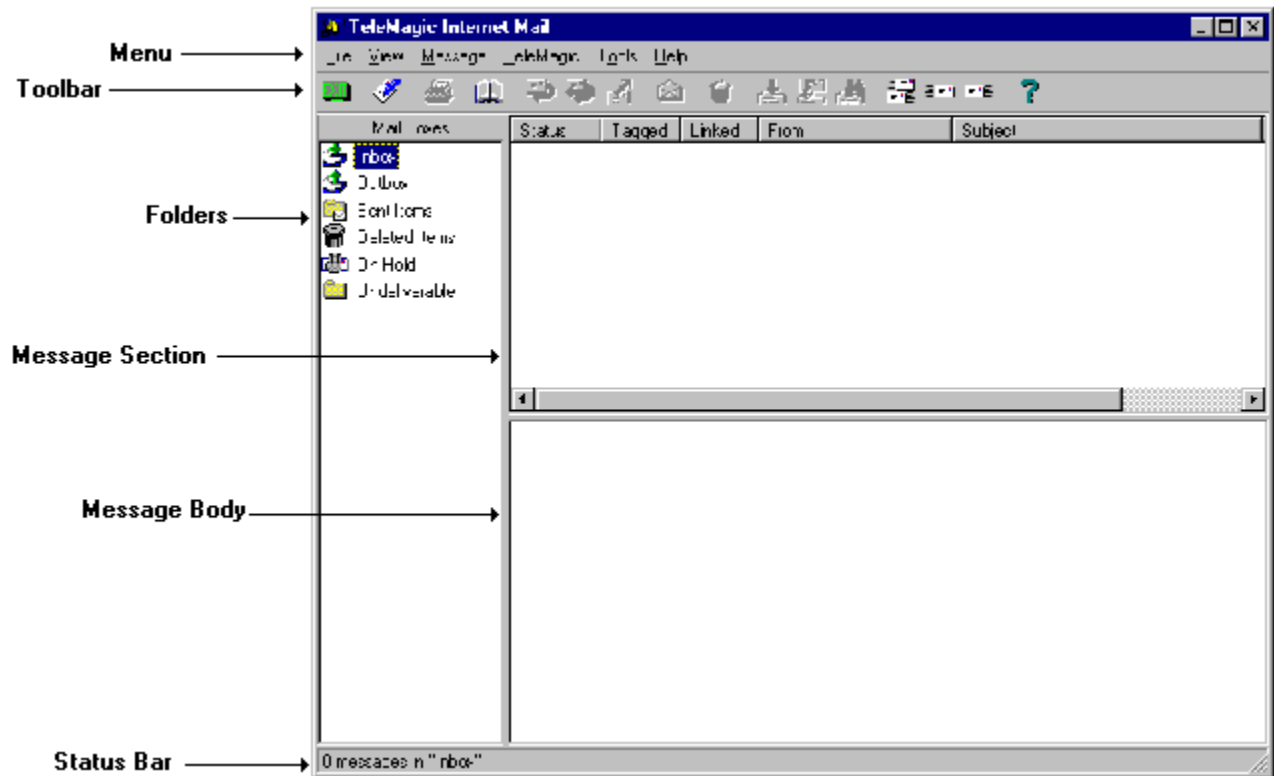
Your folders may differ.

## The Copy to Folder Dialog Box



Your folders may differ.

## Areas of the TeleMagic Internet Mail Main Screen



## The Edit Your TagLine Dialog Box



## The Preferences Dialog Box

The screenshot shows the 'Preferences' dialog box with the 'General' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar is a tabbed interface with tabs for 'TeleMagic', 'Automation Server', 'Filters', 'Addresses', 'General', 'Display', 'Servers', 'Delivery', and 'Spelling'. The 'General' tab is active, showing several options: a checked checkbox for 'Send deleted mail to Deleted Items folder' with a sub-section 'Empty Deleted Items' containing three radio buttons ('at start up', 'on exit', and 'never, I will delete them manually' which is selected); a checked checkbox for 'Warn me before permanently deleting mail'; a checked checkbox for 'Include original message in reply'; and three unchecked checkboxes for 'Include yourself when Replying To All', 'Send mail as Rich Text by default', and 'Store mail encrypted'. Below these is a text field for 'Attachment Directory' containing 'c:\tm\users\jrc\attach\' and empty fields for 'Mailbox Name:' and 'Password:'. At the bottom is an unchecked checkbox for 'Make TeleMagic Internet Mail my default mail client' and three buttons: 'OK', 'Cancel', and 'Apply'.

**Preferences** [?] [X]

TeleMagic | Automation Server | Filters | Addresses  
General | Display | Servers | Delivery | Spelling

☒ Send deleted mail to Deleted Items folder

Empty Deleted Items

☐ at start up  
☐ on exit  
☒ never, I will delete them manually

☒ Warn me before permanently deleting mail

☒ Include original message in reply  
☐ Include yourself when Replying To All  
☐ Send mail as Rich Text by default  
☐ Store mail encrypted

Attachment Directory: c:\tm\users\jrc\attach\

Mailbox Name:   
Password:

☐ Make TeleMagic Internet Mail my default mail client

[OK] [Cancel] [Apply]

## The Display Preferences Page

**Preferences** [?] [X]

TeleMagic | Automation Server | Filters | Addresses  
General | **Display** | Servers | Delivery | Spelling

Layout

☒ Show Toolbar  
☒ Show Status Bar  
☒ Show Folders  
☐ Show Message Body

Font

☒ Use Default Display Configuration

		<b>B</b>	<b>/</b>	<b><u></u></b>	<b>\$</b>
<b>New</b>	Black	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Opened	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replied	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pending	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queued Local	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Queued Server	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sent	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Failed	Black	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel Apply

## The Server Preferences Page

**Preferences** [?] [X]

TeleMagic Automation Server Filters Addresses  
General Display **Servers** Delivery Spelling

Internet Accounts

[Empty List Box]

New  
Remove  
Properties  
Set as Default

MAPI

Logon to MAPI ☐ Prompt at Startup ☒ Always ☐ Never

Mailbox Name

Password

OK Cancel Apply

## The Delivery Preferences Page

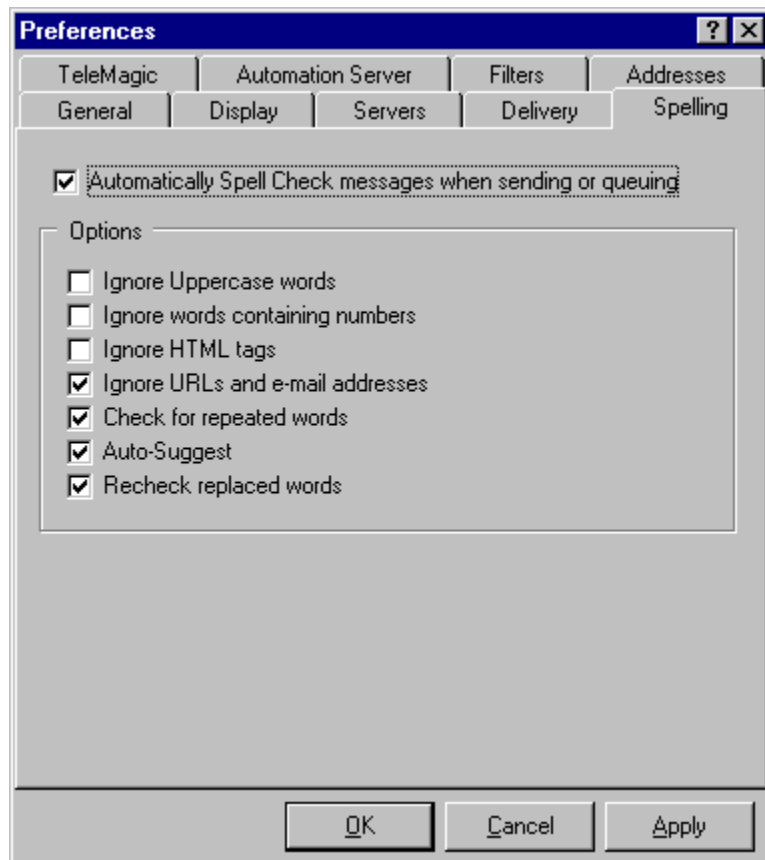
The screenshot shows a 'Preferences' dialog box with a blue title bar containing a question mark and a close button. Below the title bar is a tabbed interface with the following tabs: TeleMagic, Automation Server, Filters, Addresses, General, Display, Servers, Delivery (selected), and Spelling. The 'Delivery' tab contains the following settings:

- ☐ Check for message every  minutes
- ☐ Don't download messages greater than  K
- When new mail is received, notify me
  - ☒ Never
  - ☐ Visually
  - ☐ Audibly
  - ☐ Visually and Audibly  ...

At the bottom of the dialog are three buttons: OK, Cancel, and Apply.



## The Spelling Preferences Page



## The TeleMagic Preferences Page

**Preferences** [?] [X]

General | Display | Servers | Delivery | Spelling  
TeleMagic | Automation Server | Filters | Addresses

TeleMagic

Log on to TeleMagic: ☒ Always ☐ Prompt On Startup ☐ Never

Enter the location of your TeleMagic Installation:  
F:\TM\ Modify

Enter your TeleMagic Login information:  
UserID:   
Password:

When using Goto based on the e-mail address, look for the contact in:  
☒ Current Database  
☐ All Databases  
☐ Current Database first, then prompt for all

☐ Automatically link incoming mail

When Linked Mail Is Sent  
☒ Stamp Notepad  
☒ Create Activity

OK Cancel Apply

## The Automation Server Preferences Page

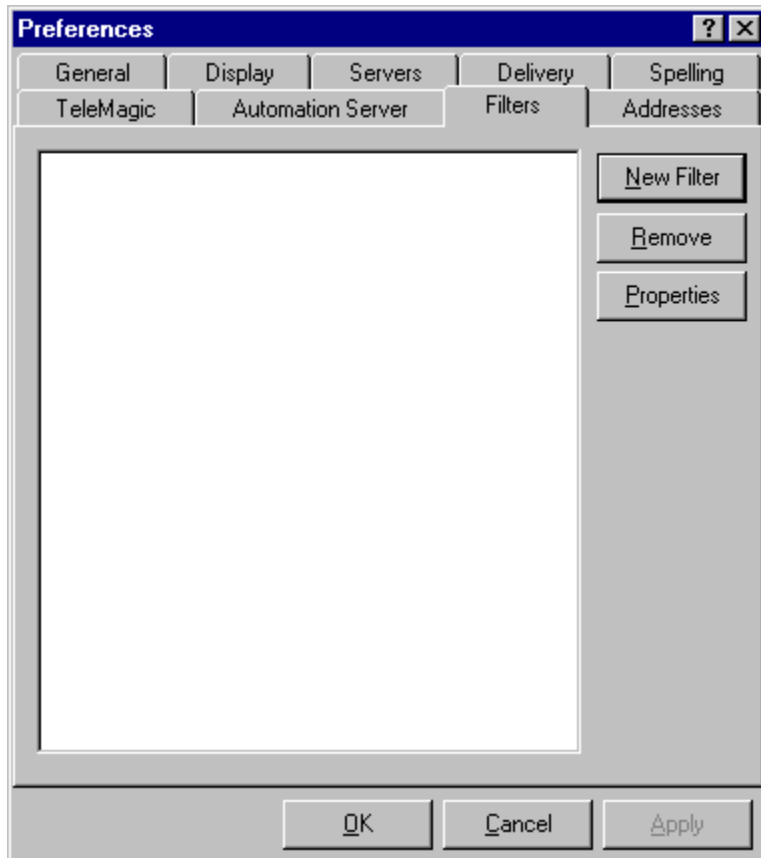
The screenshot shows a Windows-style dialog box titled "Preferences" with a standard window control bar (minimize, maximize, close). Below the title bar is a tabbed interface with the following tabs: "General", "Display", "Servers", "Delivery", "Spelling", "TeleMagic", "Automation Server" (which is the active tab), "Filters", and "Addresses".

The "Automation Server" tab contains two main sections:

- Automation Server Accounts:** This section features a large, empty rectangular list box on the left. To the right of this list box are three vertically stacked buttons: "New", "Remove", and "Properties".
- Options:** This section is divided into two sub-sections, each with a title and a list of checked options:
  - Options:** This sub-section contains two checked options: "Send e-mail notification of failure" and "Fail on Invalid Merge Field".
  - When Sending Mail to Contacts:** This sub-section contains two checked options: "Stamp Notepad" and "Create Activity".

At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Apply".

## The Filter Preferences Page



## The Address Preferences Page

The screenshot shows a 'Preferences' dialog box with a blue title bar containing a question mark icon and a close button. Below the title bar is a tabbed interface with the following tabs: General, Display, Servers, Delivery, Spelling, TeleMagic, Automation Server, Filters, and Addresses. The 'Addresses' tab is currently selected. Inside the dialog, there is a section titled 'Default Display As to:' followed by a list of six radio button options. The first option, 'Lastname, Firstname (Smith, John)', is selected. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Preferences ? X

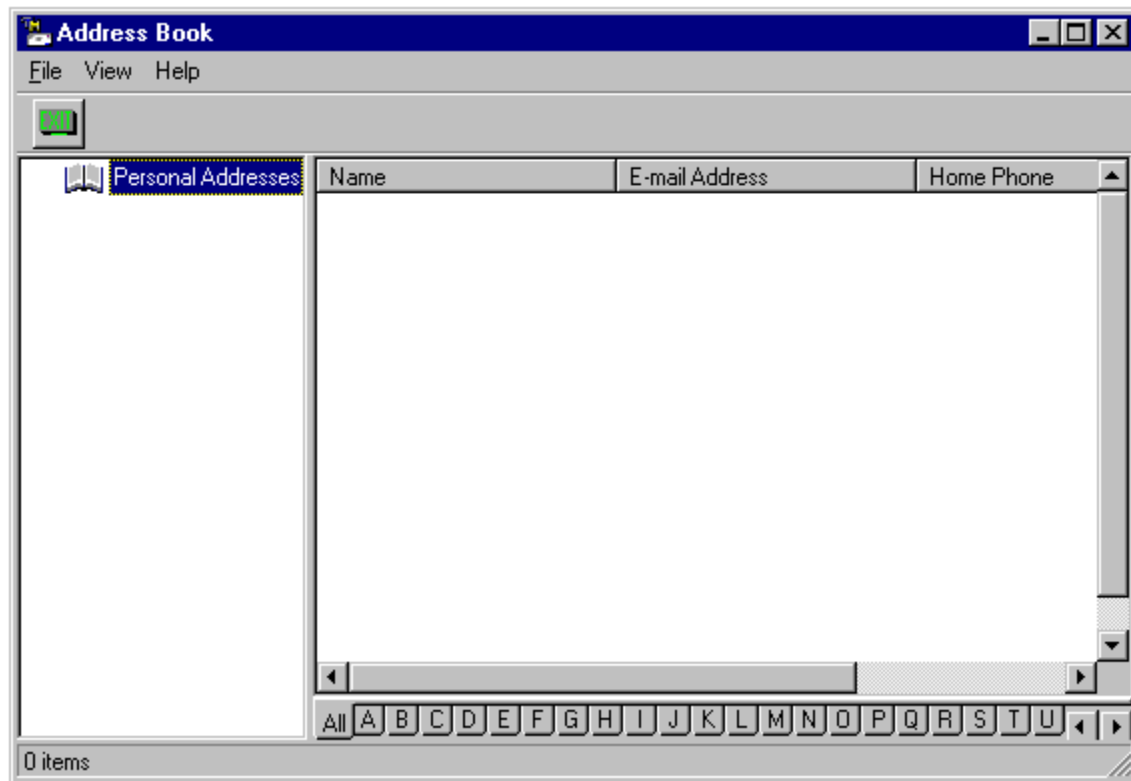
General Display Servers Delivery Spelling  
TeleMagic Automation Server Filters Addresses

Default Display As to:

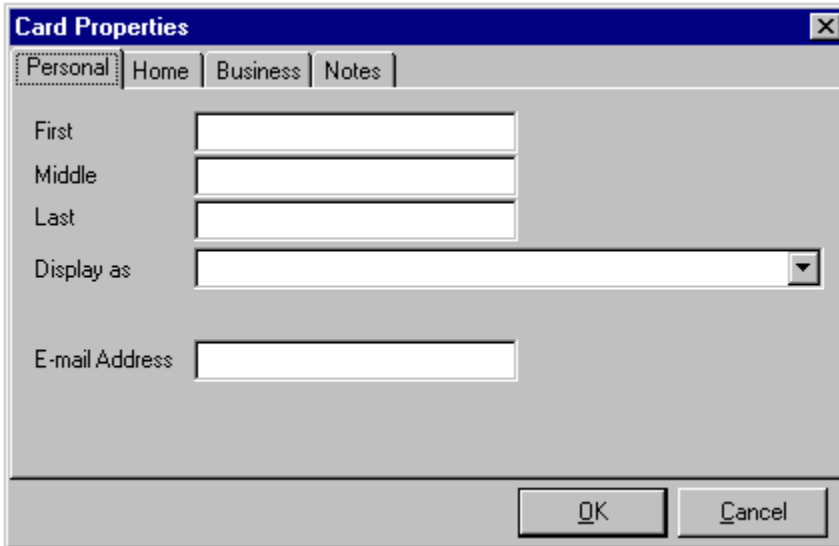
- ☒ Lastname, Firstname (Smith, John)
- ☐ Firstname Lastname (John Smith)
- ☐ Lastname, Firstname MI (Smith, John R.)
- ☐ Firstname MI Lastname (John R. Smith)
- ☐ Lastname, Firstname Middlename (Smith, John Robert)
- ☐ Firstname Middlename Lastname (John Robert Smith)

OK Cancel Apply

## The Address Book



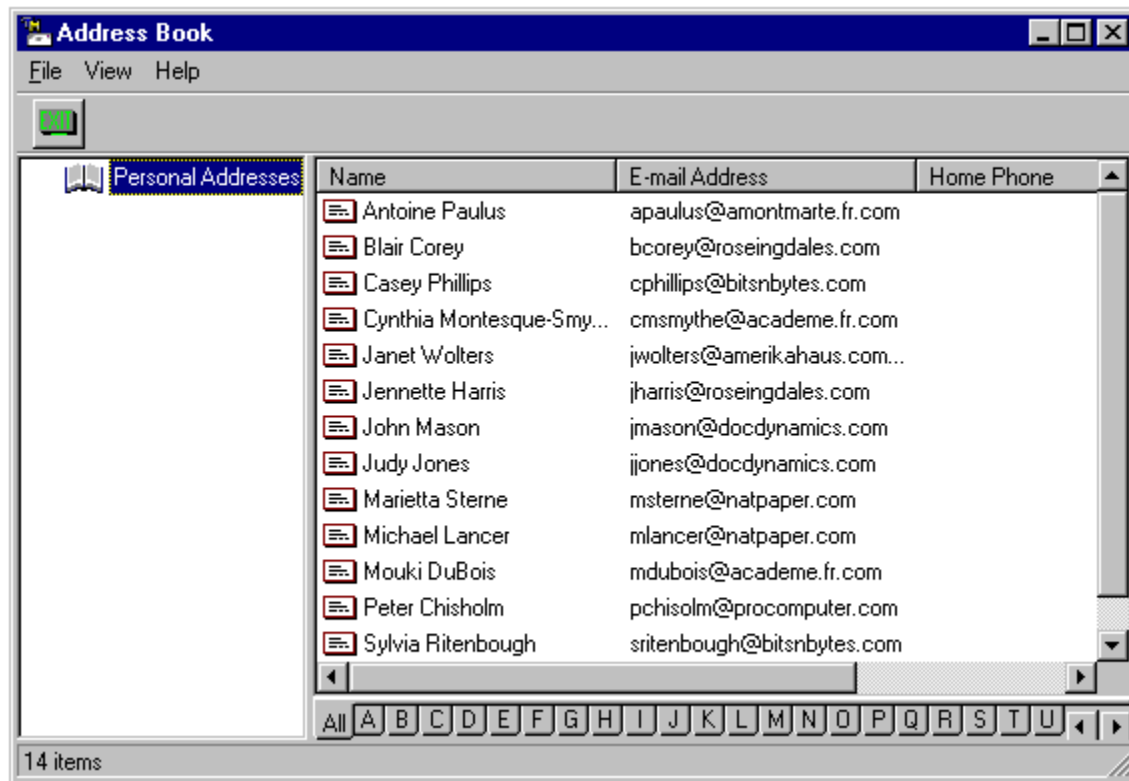
## The Card Properties Dialog Box



The image shows a Windows-style dialog box titled "Card Properties". It has a blue title bar with a close button (X) in the top right corner. Below the title bar is a tabbed interface with four tabs: "Personal", "Home", "Business", and "Notes". The "Personal" tab is currently selected and highlighted. The main area of the dialog contains several input fields: "First", "Middle", and "Last" are each followed by a text box; "Display as" is followed by a dropdown menu; and "E-mail Address" is followed by a text box. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

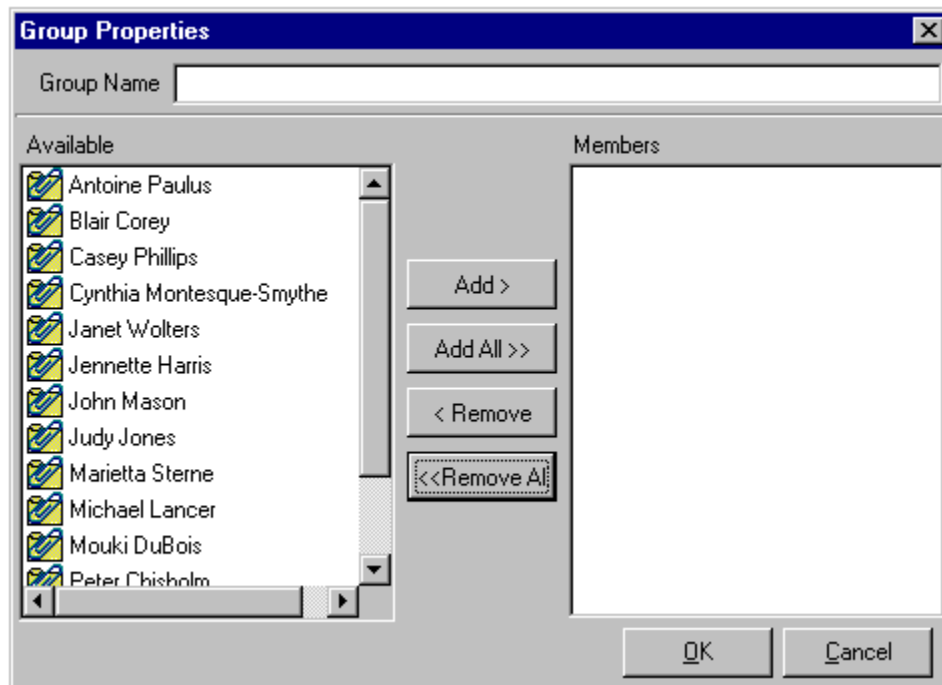
Field	Type
First	Text Box
Middle	Text Box
Last	Text Box
Display as	Dropdown Menu
E-mail Address	Text Box

## The Address Book, with Entries

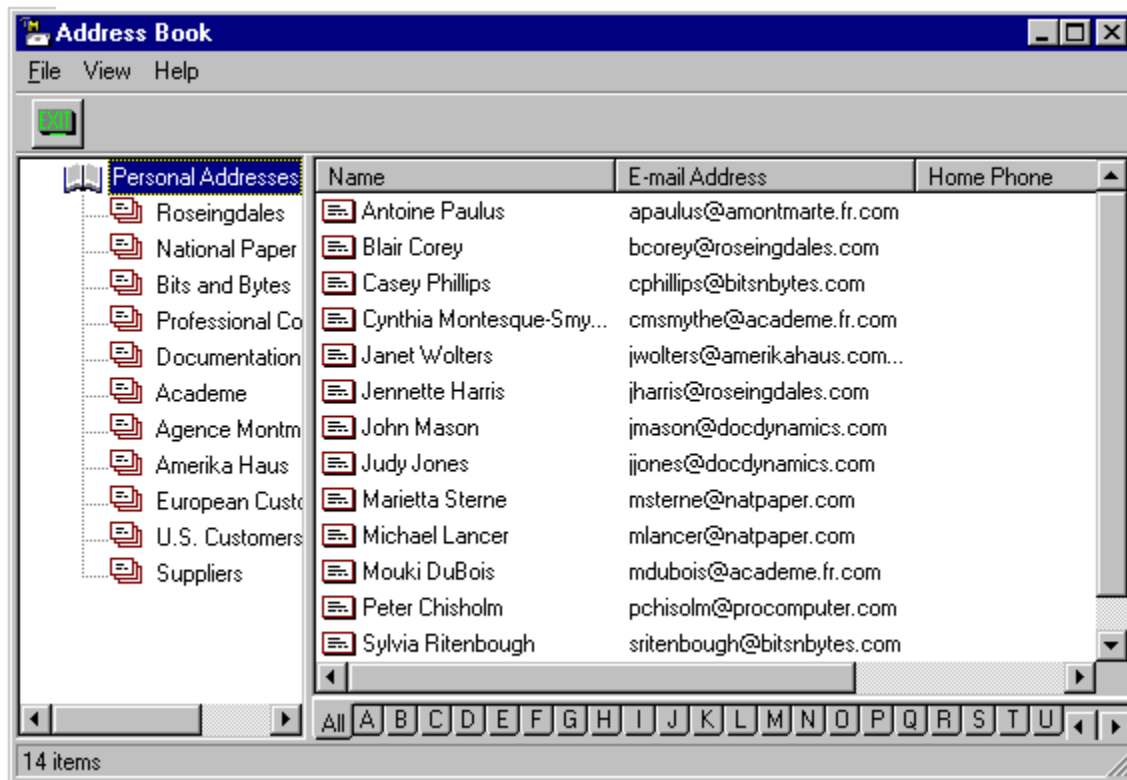




## The Group Properties Dialog Box



## The Address Book, with Groups



## Step 2 Note

If you choose not to logon using MAPI, click No and Internet Mail will open. The procedure ends at this point.

In order to send mail via the Internet you will need to either open TeleMagic Internet Mail using MAPI, or you will need to set up your Internet mail account in **Tools, Options....**

You must have a MAPI application established to successfully logon to TeleMagic Internet Mail using MAPI.

## **Step 2 Note**

If installed by default on your C drive, the command will be C:\TM\PROGRAMS\TMMAIL.

## **Step 4 Note**

Use your TeleMagic Userid and password. Only established TeleMagic users in the installation associated with the current installation of TeleMagic Internet Mail will be able to login to the system.

## Step 2 Notes

You can enter the name of the user as it appears in your address book, the full Internet address, or [open your address book and select the recipient](#).

You must have at least one recipient in the To: field to send the message. If you do not include a recipient in the To: line, the Send Message Now button will be unavailable.

## **Step 4 Note**

You must enter a subject to be able to send the message. A message may be placed in the On Hold folder without a subject.

## **Step 1 Note**

You can also open the New Message screen by selecting Message, New Message from the main toolbar, or by pressing CTRL+N on the keyboard.



## **Step 1 Note**

If you have moved the message, select the appropriate mailbox.

## **Step 2 Note**

After opening the message to the Message screen, the status of the message will change to Opened.

## Step 2 Note

There are three Address Books available: TeleMagic, Internet, and MAPI. In addition to the address books, you can select the **Contacts** and **Contacts with Merge Option** tabs. This procedure is only applicable when addressing messages to recipients in the Internet, TeleMagic Users, and MAPI address books.

- The **Internet** book contains Email addresses for individuals and other biographical information which you have entered. You may assign individuals in this list to groups.
- The **TeleMagic Users** book includes all TeleMagic users in your system. These users, and any groups they may be in, are established from within TeleMagic.
- The **MAPI** book is your MAPI address book and contains addresses established in other MAPI-compatible applications.
- The **Contacts** tab allows you to select one of the filters from your database. The message will be addressed to all contacts in the selected filter. Any contacts in the filter who do not have email information will be ignored. You must have the E-mail Key Field defined in the database you are using. When you select recipients in this way, the To: field will indicate "TeleMagic Contact" or "TeleMagic Filter".
- The **Contacts with Merge Option** tab provides you with the ability to send merge documents as attachments to contacts via the Automation Server.

## Step 3 Hint

To select additional recipients, hold down the CTRL key and click on each additional name to be added.

**or**

To add a range of names to the list, select the name at the top (or bottom) of the list, hold down the CTRL+SHIFT keys and click on the name at the bottom (or top) of the list. All intervening names will be selected along with the second name.

**or**

Click and hold the left mouse button and drag through all recipients you wish to select.

## Step 4 Note

Any recipient to a message will be in one of three categories: To:, CC:, and BCC.

- To: - There must be at least one recipient on the To: line for the message to be sent.
- CC: - Recipients in the CC: category are essentially the same as those in the To: list. Messages are generally sent to recipients as CC: (rather than To:) to indicate, for example, that there is no response to the message expected of them but that the message may be of interest to them nonetheless.
- BCC: -.Recipients on the BCC list will not be known to any other recipients, including other BCC recipients. Reply to All has the same effect as Reply to Sender in the case of BCC recipients.

## Step 2 Note

You may also select **Message, Reply to Sender** or **Message, Reply to All** rather than clicking on the buttons.

If Reply to Sender is selected, the response will be sent to the originator only. If Reply to All is selected, the response will be sent to the sender and all CC: recipients. In neither case will BCC: recipients receive a response.

## Step 6 Note

**Queue To** will send the message to the Automation Server.

**Save to Folder...** opens a dialog box from which you can select any of the TeleMagic Internet Mail folders as a destination for the message.

## Step 4 Note

Select the desired profile from the drop-down list and mark the **Set as default profile** checkbox to change your default profile. The chosen profile will be automatically selected when you next login to TeleMagic Internet Mail.

Mark **Show logon screens for all information services** to see the logon screens for the information services you have selected in your MAPI application. The logon screens will be displayed after you click **Ok** and this dialog box closes. This option is not persistent. The next time you open TeleMagic Internet Mail, you will need to select **Options** and mark this checkbox again to view the logon screens.



## **Note for Starting TeleMagic Internet Mail**

Although TeleMagic Internet Mail may be opened and run as an independent program, it relies on your TeleMagic user list. In order for the program to be opened, it must be located in the TeleMagic global directory and the user must be an established TeleMagic user—even if TeleMagic Internet Mail is being opened with TeleMagic shut down.

## Step 3 Note

Click **Yes** to delete the message, or click **No** to quit the process without deleting.

There is a preference which allows you to disable sending deleted messages to the Deleted Items folder. If you select this preference deleted items will be permanently deleted regardless of where they are deleted from.

### **Step 3 Note**

A number of options are available from this dialog box. See the documentation for your operating system and printer for more information.

## Step 1 Note

To open the message in the Message dialog box:

- Select the folder which contains the message you wish to open.
- Double-click anywhere on the message line.

or

- From the menu, select **Message, Open....**

The selected message will open in the Message dialog box.

## Step 2 Hint

If you already have an attachment in the **Attachment** section of the Message dialog box, you can open the Open dialog box by right-clicking the existing attachment and choosing **Add** from the menu that will become available.

The Open dialog box will open regardless of whether the attachment you right-click is a file or a merge document.

## Step 4 Hint

To close the **Attachments** section, select **View** from the menu and uncheck **Attachments**. If this selection is not available, there are no attachments associated with this message.

### **Step 3 Note**

This action will not delete the attached file.

## Step 4 Note

You also have the option of changing the name of the attachment. To do so, enter the new file name and extension in the **File name:** field.



## Step 2 Note

To select additional recipients, hold down the CTRL key and click on each additional name to be added.

**or**

To add a range of names to the list, select the name at either the top (or bottom) of the list, hold down the CTRL+SHIFT keys and click on the name at the bottom (or top) of the list. All intervening names will be selected along with the second name.

**or**

Click and hold the left mouse button and drag through all message lines you wish to select.

## Step 2 Note

To open the message in the Message dialog box:

- Select the folder which contains the message you wish to open.
- Double-click anywhere on the message line.

or

- From the menu, select **Message, Open....**

The selected message will open in the Message dialog box.

### **Step 3 Note**

It is possible to place any message on hold—even one which cannot be sent. Prior to sending a pending message, verify that there is a recipient in the To: line and a subject in the Subject: line.

## Note for On Hold Messages

This procedure assumes you have already composed a message and placed it in the On Hold folder. See [Composing and Sending a Message](#) for instructions on composing messages.

## **Note for Sending Mail from the Local Queue**

This message assumes you have already composed a message and placed it in the Outbox. See [Composing and Sending a Message](#) for instructions on composing messages.

## **Note for Using the Address Book to Address a Message**

This procedure assumes you are in the process of composing a message and have the Message dialog box. See [Composing and Sending a Message](#).

## **Step 4 Note**

As is the case with any message, forwarded messages must have at least one recipient in the To: line and an entry in the Subject: line.

### **Step 3 Note**

The original subject line will be prefaced with FW:. You can change this if you wish, but there must be an entry on the subject line for the message to be successfully sent.



### **Step 3 Note**

There is a preference which allows you to disable sending deleted messages to the Deleted Items folder. If you select this preference deleted items will be permanently deleted regardless of where they are deleted from.

## Step 3 Hint

To select multiple messages, hold down the CTRL key and click on each additional message line to be added.

**or**

To add a range of messages to be marked or unmarked, select the message at the top (or bottom) of the list, hold down the SHIFT key and click on the message at the bottom (or top) of the list. All intervening messages will be selected along with the second message.

## Step 2 Hint

You can print multiple messages, just select all of the messages you wish to print.

To select multiple messages, hold down the CTRL key and click on each additional message line to be added.

**or**

To add a range of messages to be marked or unmarked, select the message at the top (or bottom) of the list, hold down the SHIFT keys and click on the message at the bottom (or top) of the list. All intervening messages will be selected along with the second message.

## Step 2 Note

If the folder contains any messages you will be asked to confirm deletion of the messages. If you do not wish to proceed, click **No**, otherwise click **Yes**.

## **Step 1 Hint**

Regardless of which address line is highlighted when you open the Address Book, you will be able to make entries in any address line. However, when you double-click on a name, it will be entered in the address line which was highlighted when you opened the Address Book.

## Step 2 Hint

Once inserted in your message, you can edit, move, or delete the TagLine like any other text.

## **Hint for Show Folders**

When you choose not to display the folders, the Message and Message Body sections of the main screen will be widened to occupy the space, thereby displaying more information.

## **Note for Warn me before permanently deleting mail**

Mail will be permanently deleted if it is deleted from the Deleted Items folder or, if the Don't send deleted mail to the Deleted Items folder checkbox is marked, whenever deleted. With this checkbox marked, you will receive a message under whichever circumstance is appropriate.



## **Note for Using This Help System**

The icon you just pressed is the Note icon. Notes are amplifying information which are intended to clarify an instruction. Notes accessed from this icon are specifically related to a particular step in an instruction or, to a lesser extent, a specific paragraph in an explanation.

## **Hint for Using This Help System**

The icon you just pressed is the Hint icon. Hints are amplifying information which offer a strategy for using a particular feature, setting, or option. They may point out a relationship between the feature being discussed and another feature.

## **Related Topics for Using This Help System**

Actually, this is not a real Related Topics button. There is a real one at the top of the topic you were just reading. You can click on that one now to see what happens. The related topics offered when you click on the Related Topics button are intended to be a broad selection, so there are usually quite a few of them.

This is not what you would normally see in a Related Topics window. You can close this window in the usual manner.

## **General Note for Using This Help System**

The button you just pressed is the General Note button. This button will usually be found in the top section of the topic, along with the topic title and the Related Topics button.

The information found in these topics differ from other notes in that they are not specific to a particular step or paragraph. For example, a general note for this topic may explain that most of the graphics in this topic are controls which will either give you more information or allow you to move to another topic.

Since you may need to reference a general note at any time while studying a topic, they are displayed in windows which you must close manually.

## **Mid-topic Hotspot for Using This Help System**

Topics accessed from hotspots imbedded within the text will be displayed in a separate window from the first topic. This allows you to minimize the window you were just in, make any required changes based on the secondary topic, and return to the original topic without losing your place. These topics will stay on top so you can perform changes in TeleMagic without them automatically minimizing.

When finished with a secondary topic such as this one, simply close the secondary window in the usual manner.

## **Popup Hotspot for Using This Help System**

Popup hotspots work just like the Note and Hint icons. When you open a popup hotspot, the topic will close as soon as you click anywhere on the screen. Popups may contain hotspot links to other topics. Popup Hotspots quite often display pictures of the feature or concept being discussed.

## Continue Topic for Using This Help System

The **Continue** button will take you directly to another, closely related topic. This button is used when there is only one other topic that is closely related. This topic was specifically created to illustrate the **Continue** button, so it is not quite the same as others. For one thing, it has no Related Topics button at the top. For another, the **Continue** button, below, will lead you back to the Using This Help System topic. **Continue** buttons are never labeled with the topic they lead to.

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Using_This_Help_System)<<1}
```

## Follow-on Topic #1

Unlike **Continue** buttons, the small buttons are labeled with their destination. There will always be at least two of these sorts of buttons. They will be located in the Continue... section of the topic.

### Continue...

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLP;½Tmmailx_Continue_Topic_for_Using_This_Help_System)<  
<1} Continue Topic for Using This Help System
```

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Using_This_Help_System)<<1} Using This Help  
System
```

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|  
_____154.BMP<JumpId(TM.HLP;½CALEND1_Activity_Manager_Setup)<<1}
```



## Follow-on Topic #2

This topic was created to illustrate the Continue to Topic button. The **Continue** button below will return you to the Using This Help System topic.

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<contup01.bmp|  
contdn01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Using_This_Help_System)<<1}
```

### Note for Step 3

The only required information is the E-mail address. If there is not an entry in **Display as**, then the E-mail address will be displayed in the **To: (CC: or Bcc:)** line when the card is applied to a message. It is possible to create an entry with no information, but such an entry will not be usable.

## **Step 1 Note**

You must already have a list of recipients to establish a group.

## Step 4 Hint

To select multiple individuals, hold down the CTRL key and click on each additional individual to be added.

**or**

To add a range of individuals, select the individual at the top (or bottom) of the list, hold down the CTRL+SHIFT keys and click on the individual at the bottom (or top) of the list. All intervening individuals will be selected along with the second individual.

**or**

Click and hold the left mouse button and drag through all individuals you wish to select.

You can add all current individuals in your Address Book by clicking **Add All**.

## Step 2 Note

To view the groups, double-click **Personal Addresses**. The list of groups will be displayed below **Personal Addresses**.

To select multiple addresses, hold down the CTRL key and click on each additional address to be added.

**or**

To add a range of addresses, select the address at the top (or bottom) of the list, hold down the CTRL+SHIFT keys and click on the address at the bottom (or top) of the list. All intervening addresses will be selected along with the second address.

**or**

Click and hold the left mouse button and drag through all addresses you wish to select.

## **Step 4 Note**

When you delete a group, the members of the group will not be deleted. You must specifically select individuals for deletion.

## **Note for Step 13**

Logging on to TeleMagic does not launch TeleMagic. When TeleMagic Internet Mail is logged on to TeleMagic, it has access to your TeleMagic databases. This makes certain functions available that are not available when Internet Mail is not logged on to TeleMagic. For example, you must be logged on to TeleMagic to use the Contact Lookup function.

This setting only applies when launching Internet Mail external to TeleMagic. Internet Mail is automatically logged on to TeleMagic when launched from TeleMagic.

## **Note for Step 1**

You can only edit the Address Book from the main TeleMagic Internet Mail screen. You cannot add new addresses if you have accessed it from the Compose Message dialog box.



## **Note for Addressing Messages**

When you enter an address directly in an address field, you can edit it directly in the field. If you enter an address from an address book, you will not be able to alter it in the address field. You can delete the address from the address field no matter how you entered it.

## Main Screen

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩĴ ½ ĩĴ ½ )<<1}

Most sections of the Main Screen are optional. If you do not see a section that is described in this topic, open the **View** menu and mark the desired section.

## Menus

Select the menu to access various options

- **File** Options on the file menu allow you to manage your folders, print messages, rebuild your mail tables, and exit TeleMagic Internet Mail
- **View** The **View** menu controls which sections of this screen are displayed. These settings are for the current session only. To change the sections displayed by default, you must change the settings in Preferences.
- **Message** Options for creating, forwarding, replying to, and performing other functions relating to specific messages are found on this menu.
- **TeleMagic** This menu allows you to coordinate messages with your TeleMagic databases by linking, viewing linked information, jumping to linked records, and other functions.
- **Tools** The **Tools** menu contains options that allow you to establish your TagLine, send and receive mail, search for text in messages, and set your TeleMagic Internet Mail options.
- **Help** Access the TeleMagic Internet Mail help system and retrieve information about your installation of TeleMagic Internet Mail.

## Toolbar

The toolbar is optional and can be turned off by deselecting the option for it on the **View** menu. All controls on the toolbar have ToolTips to assist in determining their function. Hold your cursor over the control momentarily for the ToolTip to appear. Some tools are only available under certain circumstances.

- **Exit TeleMagic Mail** Click this tool to leave TeleMagic Internet Mail.
- **Compose a New Message** Click this button to open the New Message screen and compose a new message.
- **Print the Current Message** Click this button to print the selected message.
- **Display the Address Book** Click this button to open the Address Book.
- **Reply to Sender** Click this button to open the New Message screen with a new message addressed to the sender of the selected message.
- **Reply to All** Click this button to open the New Message screen with a new message addressed to the sender and all recipients of the selected message.
- **Forward Message** Click this button to forward the message to another recipient.
- **Delete Message** Click this button to delete the message. Deleted messages will be sent to the Deleted Items folder. Messages deleted from the Deleted Items folder are permanently deleted.
- **Delete from Server** Click this button to delete the message from the Automation Server.
- **Go to Linked Contact** Click this button to open the linked record in the Contact Manager. This button is only available if the message is linked and you are logged into TeleMagic.
- **Contact Information** Click this button to display key information for the linked

contact. This button is only available if the message is linked and you are logged into TeleMagic.

- **Lookup Contact** Click this button to find a contact in the database that matches the sender's e-mail address. You must be logged into TeleMagic for this button to be available.
- **Send and Receive Messages** Click this button to send all unsent messages and check for new incoming messages.
- **Send Messages** Click this button to send all unsent messages.
- **Receive Messages** Click this button to check for new messages. If you have established more than one account, a pop-up menu will open from which to select the account to be checked.
- **Help** Click this button to access the online help system.

## Folders










This section of the display can be closed by deselecting the option for it on the **View** menu. There are six folders by default:

- **Inbox** Contains messages that have been received.
- **Outbox** Contains messages that are waiting to be sent.
- **Deleted Items** Contains messages that have been deleted. Messages deleted from this folder become permanently deleted.
- **Sent Items** Contains messages that have been sent.
- **On Hold** Contains messages that are not yet ready to be sent. Messages in this folder are not necessarily complete (they may not be addressed or have subject lines).
- **Undeliverable** Contains messages where the attempt to send failed.

You can add folders to this section, either to the root or as subfolders to existing folders. If a folder contains a subfolder, there will be a plus sign next to it in the tree view.

## Folder Contents

This section of the screen is mandatory: it will always be displayed when this screen is open. There are 7 columns in this section. You can resize the columns by placing your cursor near the border between the column headers and, when the cursor changes to a sizing arrow, clicking and dragging the border to the desired width. The first four are unlabeled and will display icons representing information about each message. The first four columns are:

- **Mail Status** The following icons may appear in this column:
  - ù  Message has been opened
  - ù  Message has been replied to
  - ù  Message has not been opened
  - ù  Message is pending
  - ù  Message has been queued to the server
  - ù  Message has been queued locally
- **Attachment** The following icon may appear in this column:
  - ù  The message has one or more attachments
- **Marked** The following icon may appear in this column:
  - ù  The message has been marked
- **Linked** The following icon may appear in this column:
  - ù  The message is linked to a contact

The remaining three columns are labeled and will contain information about the message:

- To/From The intended recipient or author of the message. This column toggles between To and From, depending on which folder is being viewed.
- Subject The subject of the message. This column may be blank for some messages.
- Date Received/Last Modified The date the message was received or the date it was last edited. This column toggles between the two, depending on the folder being viewed.

## Message Body

This section of the screen is optional. To prevent it from being displayed, open the **View** menu and deselect its item. When displayed, the text of the selected message will be displayed.

## Status Bar

This section of the screen is optional. To prevent it from being displayed, open the **View** menu and deselect its item. When displayed, the status bar will indicate the number of messages in the current folder, and the number of unread messages.

## More About...

```
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Display_Preferences)<<1} Display Preferences
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Composing_and_Sending_a_Message)<<1}
Composing and Sending a Message
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Copying_Messages_to_Other_Folders)<<1}
Copying Messages to Other Folders
{ewl rhgbtn32.dll, BlueSkyHelpButton, g<_____153.bmp|
_____154.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Folders)<<1} TeleMagic
Internet Mail Folders
```

## Add Folder

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail;½ ĩ½ ĩ½ )<<1}

### Folder Name

Enter the name for the new folder in this field.

### Type

Select the primary use for the new folder, either Inbox or Outbox. You can filter your mail so that it is sent to a custom inbox, or you can establish outboxes to be processed under different circumstances.

### Add as a subfolder of:

Select the folder from the tree view that will contain the new folder. You can put the new folder in any of the standard folders, including Mailboxes. Custom folders cannot have subfolders.

### More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_Custom\_Folders)<<1} [Custom Folders](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_Removing\_Folders)<<1} [Removing Folders](#)

## Modify Folder

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

Only custom folders can be modified.

### Folder Name

The name of the folder will appear in this field and can be changed.

### Type

Select the primary use for the folder, either Inbox or Outbox. You can filter your mail so that it is sent to a custom inbox, or you can establish outboxes to be processed under different circumstances.

### Add as a subfolder of:

Select the folder from the tree view that will contain the new folder, if different. You can put the new folder in any of the standard folders, including Mailboxes. Custom folders cannot have subfolders.

### More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|

\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Custom\_Folders)<<1} [Custom Folders](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|

\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Removing\_Folders)<<1} [Removing Folders](#)

## New Message

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail ĩ ħ ½ ĩ ħ ½ ĩ ħ ½ )<<1}

## Menus

Open the menus to access various functions related to the message you are composing. The following menus are available on this screen:

File	Direct the message to be sent, queued, or held. View the message properties, or leave the New Message screen using options on this menu.
Edit	Use options on this menu to cut, copy, paste, or select text.
Message	Add attachments, choose to page recipients, store encrypted, and password protect the message from this menu.
TeleMagic	Perform functions related to associating messages to your contact database from this menu, such as linking, creating activities, and creating To-Dos based on the message.
Tools	Access the composition tools (Spell Check, Thesaurus, Text Search, Insert TagLine, and Replace) from this menu. Also access the Address Book from here.
Help	Open the online help system and view information about your installation from this menu.

## Toolbar

All of the tools on the Toolbar are provided with ToolTips to help identify their function. Some tools are only available under certain circumstances. The following tools are provided:

- Close Message Click this button to close the message and return to the main screen. You will be prompted to save changes before the message closes.
- Send Message Now Click this button to send the message immediately. This button is only available if the message has been addressed and a subject has been entered on the Subject line.
- Send Message Later Click this button to send the message to the Outbox. This button is only available if the message has been addressed and a subject has been entered on the Subject line.
- Hold Message Click this button to send the message to the On Hold folder.
- Queue to Automation Server Click this button to send the message to the Automation Server. A pop-up menu will open from which to select the Automation Server queue that the message should be sent to.
- Reply to Sender/Reply to All/ Forward These buttons are not applicable to new messages.
- Save Message to Folder Click this button to open the Save to Folder dialog box and select the folder where the message should be sent.
- Delete Message/Delete from Server These buttons are not applicable to new messages. To delete a new message that has never been saved, quit the New Message screen and reply **No** when prompted to save. To delete a new message that has been saved, access the message from the main screen and select Delete or Delete from Server.
- Add a File Attachment Click this button to open the Open dialog box and select the file to be attached to the message.
- Add a Merge Document as an Attachment Click this button to open the Select Document dialog box and choose the document to be attached. The message must be

linked to be able to use this feature.

- **Print Message** Click this button to print the message.
- **Link Message to a Contact** Click this button to open the Link dialog box and select a contact to link the message to.
- **Go to Linked Contact** Click this button to open the linked record in the Contact Manager. This option is only available if the message is linked and you are logged on to TeleMagic.
- **Contact Information** Click this button to display key information about the linked contact.
- **Lookup Contact** This button is not applicable to new messages.
- **Create an Activity** Click this button to create an activity based on the message.
- **Create a To-Do** Click this button to create a To-Do based on the message.
- **Spell Check Message Body** Click this button to run a spell check on the body of the message.
- **Help** Click this button to open this help topic.

## Font Controls

You can compose and send your messages using a variety of text effects. You can use virtually any combination of text effects. The following are available:

- **Font** Select any of your installed fonts from the drop-down list.
- **Point** Select from the available point sizes. Some fonts do not support some point sizes.
- **Bold** Click this button to toggle between boldface and non-boldface font. This can affect selected text, the next text to be typed, or both.
- **Italic** Click this button to toggle between italic and regular font. This can affect selected text, the next text to be typed, or both.
- **Underline** Click this button to toggle between underline and plain font. This can affect selected text, the next text to be typed, or both.
- **Strikethrough** Click this button to toggle between strikethrough and non-strikethrough font. This can affect selected text, the next text to be typed, or both.
- **Color** Select the font color from the drop-down list.
- **Justification** Click either the left, center, or right justified button. Selecting one automatically deselects the current selection.
- **Toggle Rich Text Format** Click this button to toggle between sending your messages in Rich Text Font or Plain Text. The current selection is indicated to the right of this button. Some mail readers do not recognize RTF. If you are sending in RTF and your recipient receives unexpected characters in the message, try sending in Plain Text. If you send in Plain Text, no special font effects will be seen in the received message.

## Address Message buttons

The To:, CC:, and BCC: section of the screen are buttons. Click any of these button to open the Select Recipients dialog box.

## Address Fields

- **To:** The address of the intended recipient of the message must appear in this field. This field must be filled in before the message can be sent. There can be multiple entries on this line, unless sending to a filter.
- **CC:** Additional recipients can be entered in this field.



- **BCC:** Additional recipients can be entered in this field. BCC recipients are not visible to other recipients.

## Subject Field

Enter the subject of the message in this field. A subject is required to send the message.

## Message Body

Compose the message in this field.

### More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_Attaching\_Files\_to\_Messages)<<1} [Attaching  
Files to Messages](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1} [Composing and Sending a Message](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_Inserting\_a\_TagLine\_in\_a\_Message)<<1} [Inserting a TagLine in a Message](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_The\_Internet\_Address\_Book)<<1} [The Internet  
Address Book](#)

## Link

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

### Contact Info

Key information about the linked contact is displayed in this field.

### Link to (No Link / Current Contact / Other Contact)

If you do not want to link this activity to a contact record, select the No Link radio button.

If you want to link this activity to the current contact, select the Current Contact radio button.

If you want to link this activity to any other contact record, select the Other Contact radio button.

### Search My Contacts For

This field becomes available when the Other Contact radio button is selected. Enter the information to be searched for and click **Search**. This will search the current database only.

### Advanced Search

This button becomes available when the Other Contact radio button is selected. Click this button to open the Advanced Search dialog box and search for a contact in another database.

### Browse Contacts

This button becomes available when the Other Contact radio button is selected. Click this button to open a browse window of the current database. Click on the desired record to link the sales forecast to that record.

## Contact Info

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ½ ĩ½ )<<1}

This screen displays key information about the linked contact. It cannot be edited.

## Close

Click this button to close the message and return to TeleMagic Internet Mail.

## Search

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

### Search for Text

Enter the text you want to find in this field.

### Search in

Select the radio button that describes the scope of the search, either Current Folder Only or All Folders.

### Search fields

Mark the checkbox(es) corresponding to the fields in the messages which should be searched for the text entered in the Search for Text field.

### Results

Messages with matching text will be listed in this field. The field is divided into 3 columns: From, To, and Subject. This information will be listed for each message containing the search criterion.

## Address Book

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail;½ ĩ½ ĩ½ )<<1}

### Menus

Open the menus to access the Address Book's features. The following menus are available:

- **File** Options on this menu allow you to add, delete, and edit cards in your address book. You can also exit the Address Book from here.
- **View** Certain sections of this screen are optional. Toggle them off and on from this menu.
- **Help** Access the TeleMagic Internet Mail online help, and view information about the application from this menu.

### Toolbar

The Toolbar is optional. Toggle the Toolbar off and on by selecting and deselecting its item on the **View** menu. Each tool is provided with a ToolTip to help identify its function. The following tools are available:

- **Close Address Book** Click this button to close the Address Book and return to TeleMagic Internet Mail.
- **Add a Card** Click this button to open the Card Properties dialog box and add a new entry to the Address Book.
- **Edit Selected Card** Click this button to open the Card Properties dialog box and edit the selected card.
- **Add a Group** Click this button to open the Group Properties dialog box and create a new group.
- **Edit Selected Group** Click this button to open the Group Properties dialog box and edit the selected group.
- **Delete** Click this button to delete the selected card or group. You will be prompted to confirm the decision to delete.
- **Print** Click this button to print the selected card.
- **Help** Click this button to access the TeleMagic Internet Mail online help, and information about the application.

### Groups

This field is a tree view of the groups that have been added to the Address Book. Right-click in this area to open a floating menu and add a new group, or change or edit the selected group, or send mail to the selected group.

### Cards

This field displays cards which have been added to the Address Book. The field is divided into four columns: Name, E-mail Address, Home Phone, and Business Phone. This information is listed for each card. Right-click anywhere in this field to open a floating menu from which you can create new cards, add cards to and remove cards from groups, delete cards, and send mail to the selected entry.

### Directory Tabs

Select the tab corresponding to the first letter of the last name to restrict the cards displayed in the Cards field. This section is optional. Toggle the field by selecting and deselecting its item on the **View** menu.

## Status Bar

The status bar indicates the number of items selected. This section is optional. Toggle the field by selecting and deselecting its item on the **View** menu.

## More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_The\_Internet\_Address\_Book)<<1} [The Internet Address Book](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_To\_Create\_a\_Group\_in\_the\_Internet\_Address\_Book)<<1} [To Create a Group in the Internet Address Book](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_To\_Delete\_an\_Individual\_or\_Group\_from\_the\_Address\_Book)<<1} [To Delete an Individual or Group from the Address Book](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ¿½TMMAIL\_Using\_the\_Address\_Book\_to\_Address\_a\_Message)<<1} [Using the Address Book to Address a Message](#)

## Edit Your TagLine

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail;½ ĩ½ ĩ½ )<<1}

### Text Field

Enter the text of your tagline in this field.

### Automatically insert TagLine into new messages

Mark this checkbox to use the TagLine automatically. If this is not marked, you will have to insert the tagline manually using the Insert **TagLine** item from the **Tools** menu, or by pressing CTRL+T.

### More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_Inserting\_a\_TagLine\_in\_a\_Message)<<1}

[Inserting a TagLine in a Message](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_TagLine)<<1} [TagLine](#)

## Preferences - General

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ½ ĩ½ )<<1}

### Send deleted mail to Deleted Items folder

Mark this checkbox for deleted messages to be retained temporarily in the Deleted Items folder. Items in the Deleted Items folder can be moved into any other folder. Messages that are deleted from the Deleted Items folder are permanently deleted and cannot be recovered. If this option is not selected, messages are permanently deleted regardless of which folder they are in when they are deleted.

### Empty Deleted Items

Select the radio button that indicates when you want the Deleted Items folder to be emptied.

### Warn me before permanently deleting mail

Mark this checkbox to be prompted to confirm the decision to permanently delete mail.

### Include original message in reply

Mark this checkbox if you want the text of the original message included when you reply.

### Include yourself when Replying to All.

Mark this checkbox if you want to receive a copy of your reply when you respond to a message using the Reply to All option.

### Send mail as Rich Text by default

Mark this checkbox if you normally want your messages sent with all text formatting. If your mail is not sent as Rich Text, the message received will be in default font and formatting. Some mail readers do not recognize Rich Text Formatting. If a message in Rich Text Format is read with one of these applications, it will contain spurious character strings which make reading difficult.

### Store mail encrypted

Mark this checkbox to store messages in a format which cannot be read without TeleMagic.

### Attachment Directory

Click this button to open the Select Directory dialog box and browse for the directory where attachments to incoming mail should be stored. You can also enter the path directly in the field to the right of the button.

### Mailbox Name

Enter the name of the mailbox in this field. The name will appear in the title bar of the main screen.

### Password

Enter a password in this field to establish a password for TeleMagic Internet Mail that differs from your TeleMagic password. If you have a password here, you will need to enter it even when launching TeleMagic Internet Mail from within TeleMagic.

### Make TeleMagic Internet Mail my default mail client



Mark this checkbox to make TeleMagic Internet Mail the default mail client. Your default mail client will be launched whenever an application calls for a mail editor. For example, if you are browsing a website and select a Send Mail hotspot, your default mail client is launched. In TeleMagic you can establish e-mail fields. When you click the icon for one of these fields, your default mail client will be launched.

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_TeleMagic_Internet_Mail_Preferences_and_Opti  
ons)<<1}
```

## Preferences - Display

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail;½ ĩ½ ĩ½ ĩ½ )<<1}

### Show Toolbar

Mark this checkbox to show the Toolbar by default. You can override this in the current session by changing the selection in the **View** menu.

### Show Status Bar

Mark this checkbox to show the Status Bar by default. You can override this in the current session by changing the selection in the **View** menu.

### Show Folders

Mark this checkbox to show the Folders section by default. You can override this in the current session by changing the selection in the **View** menu.

### Show Message Body

Mark this checkbox to show the Message Body section by default. You can override this in the current session by changing the selection in the **View** menu.

### Font

Click this button to open the Font dialog box and select the default font and style to be used for displaying message text.

### Use Default Display Configuration

Mark this checkbox to retain the defaults for how items are displayed on the screen. When this is not marked, you will be able to specify how items are displayed based on status.

### Custom Display Configuration

Each status is listed on the left side of this section of the page. To the right of each, you can select the color and font style to be applied to each status. These selections affect the messages entry in the From, Subject, and Date Received columns when viewing the Inbox or Deleted Items folders, the To, From, and Subject columns when viewing the Deleted Items folder, and the To, Subject, and Last Modified column when viewing any other folder. As you change the settings, the name of the status will be displayed with the selected effects as an example. The following properties can be defined for each status:

- Color Select the font color from the drop-down list for each status.
- Bold Mark this checkbox for each status that should appear in boldface.
- Italic Mark this checkbox for each status that should appear in italics.
- Underline Mark this checkbox for each status that should appear underlined.
- Strikethrough Mark this checkbox for each status that should use the strikethrough style.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|CONTDN01.BMP<JumpId(TMMAIL.HLP;½ TMMAIL\_Display\_Preferences)<<1}

## Preferences - Servers

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ½ ½ ½ )<<1}

### Internet Accounts

All currently established accounts are listed in this field.

#### New

Click this button to open the Internet Account Wizard and create a new account.

#### Remove

Click this button to delete the selected account.

#### Properties

Click this button to open the Internet Account Wizard and edit the selected account.

#### Set as Default

Click this button to make the selected account the default account. There must be one default account.

#### Logon to MAPI

Select the radio button that indicates your preference for logging on to MAPI. You can be prompted before logging on, always log on, or never log on.

#### Mailbox Name

Enter your MAPI mailbox name in this field. If this is blank, you will be prompted for a mailbox when logging on to MAPI.

#### Password

Enter your MAPI password in this field. If this is blank, you will be prompted for a password when logging on to MAPI.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|CONTDN01.BMP<JumpId(TMMAIL.HLP½ ½ TMMAIL\_TeleMagic\_Internet\_Mail\_Preferences\_and\_Options)<<1}

## Preferences - Delivery

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

### Check for message every

Mark this checkbox to periodically check for messages. When this checkbox is marked, enter the time, in minutes, that should elapse between checking for new messages. You can either enter the time directly, or use the spinner arrows. Enter 0 to continuously check for new messages. If this checkbox is not marked, you will receive new mail only when you select to do so manually.

### Don't download messages greater than

Mark this checkbox to restrict the size of messages that you want to receive. If you mark this checkbox, enter the maximum size, in kilobytes, that you want to receive in the **K** field. You can either enter the amount directly, or you can use the spinner arrows.

### When new mail is received, notify me

Select the radio button that indicates how you would like to be notified when new mail is retrieved. You can choose not be notified, or you can choose audible, visual, or both audible and visual notification. The visual notification is a pop-up message. If your choice includes an audible notification, indicate the .WAV file and path in the field. You can enter the path and file name directly, or click the ellipsis button and browse for the file.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP½ ĩ½ TMMAIL\_TeleMagic\_Internet\_Mail\_Preferences\_and\_Opti  
ons)<<1}

## Preferences - Spelling

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

### Automatically spell check messages when sending or queuing

Mark this checkbox to perform a spell check on each message before sending it.

### Ignore Uppercase Words

Mark this checkbox to ignore any words that are entirely uppercase when performing the spell check.

### Ignore words containing numbers

Mark this checkbox to ignore any words which contain at least one number when performing the spell check.

### Ignore HTML tags

Mark this checkbox to ignore any words in HTML tag format when performing the spell check.

### Ignore URLs and E-mail addresses

Mark this checkbox to ignore any words in URL or e-mail address format when performing the spell check.

### Check for repeated words

Mark this checkbox to alert on the second consecutive occurrence of the same word when performing the spell check.

### Auto-Suggest

Mark this checkbox to have the spell checker offer a list of suggested spellings for misspelled words.

### Recheck replaced words

When the spell checker finds a word that it does not recognize, it gives you the opportunity to enter another spelling. Mark this checkbox to perform a spell check on words entered in this way. Words replaced from the suggested list are not rechecked.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP; ½ TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1}

## Preferences - TeleMagic

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ )<<1}

### Log on to TeleMagic

Select the radio button indicating your preference for logging on to TeleMagic. You can choose to be prompted before logging on, always log on, or never log on. You must be logged on to TeleMagic in order to use certain features, like linking and displaying linked information. You can be logged on to TeleMagic without it being open. If you are logged on with TeleMagic closed, you will be able to link messages to contacts using the Advanced Search feature and display contact information, but you will not be able to Link to Current Contact. If you choose Never, the remaining options on this page will have no effect.

### Enter the location of your TeleMagic installation

Enter the path to TeleMagic. You can enter the path directly, or you can click the **Modify** button and browse for the Installation.

### UserID

Enter your TeleMagic user ID in this field.

### Password

Enter your TeleMagic password in this field.

### When using Goto based on the e-mail address, look for the contact in

Select the radio button indicating how you want to search for contacts when using Goto. You can choose to check only the current database, all databases, or check the current database and be prompted before checking other databases.

### Automatically link incoming mail

Mark this checkbox to have TeleMagic Internet Mail search your databases for contacts with e-mail addresses matching the sender's address on incoming mail and linking the message to that contact. You must have the E-mail key field established in each database with which you want to use this feature.

### Set Search Order

This button becomes available when you have chosen to automatically link incoming mail. Click this button to open the Select Database dialog box and select the databases to be searched, and in what order.

### Stamp Notepad

Mark this checkbox to mark the notepad of the linked contact and record that a message was sent.

### Create Activity

Mark this checkbox to create an activity based when a linked message is sent.

## Preferences - Automation Server

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

### Automation Server Accounts

All currently established Automation Server Accounts are listed in this field. You must set up Automation Server accounts to be able to retrieve mail using the Automation Server.

#### New

Click this button to open the Automation Server Mail Account Setup dialog box and establish an Automation Server account.

#### Remove

Click this button to delete the selected Automation Server account.

#### Properties

Click this button to open the Automation Server Mail Account Setup dialog box and edit the selected Automation Server account.

#### Send e-mail notification of failure

Mark this checkbox to have the Automation Server send you an e-mail message whenever one of your messages that was sent via the Automation Server fails.

#### Fail on invalid merge field

Mark this checkbox to fail any message if the attached merge document contains an invalid field.

#### Stamp Notepad

Mark this checkbox to stamp the notepad of linked contacts when a message to them is sent via the Automation Server.

#### Create Activity

Mark this checkbox to create an activity based on the message when sent via the Automation Server.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLPĩ½ TMMAIL\_Attaching\_Merge\_Documents\_to\_Messages)<<  
1}

## Preferences - Filters

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ )<<1}

Filters are used in TeleMagic Internet Mail to redirect incoming messages based on the content of specified fields. You can place messages in specified folders, or you can automatically pass them on to others.

### Current Filters

All current filters are listed in this field.

### New Filter

Click this button to open the Mail Filter Properties dialog box and create a new filter

### Remove

Click this button to delete the selected filter.

### Properties

Click this button to open the Mail Filter Properties dialog box and edit the selected filter.

### More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ½TMMAIL\_Moving\_Messages\_to\_Other\_Folders)<<1}

[Moving Messages to Other Folders](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|  
\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLPĩ½TMMAIL\_TeleMagic\_Internet\_Mail\_Folders)<<1} [TeleMagic Internet Mail Folders](#)



## Preferences - Addresses

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELADN01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail) }<<1}

Select the radio button indicating your preference as to how names are displayed. This setting affects the Address Book and, indirectly, the address lines on new messages. This setting can be overridden on individual cards. Changing this setting does not affect cards that are already in the Address Book.

### More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP) }<<1} [The Internet Address Book](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP) }<<1} [Using the Address Book to Address a Message](#)

## Select Directory

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ½ ĩ½ )<<1}

### Directories:

This field displays a tree view of the selected drive. Double-click on the folder to select it.

### Files:

This field displays the files contained in the selected field.

### Drives

Select the desired drive from the drop-down list.

## Internet Account Wizard - General

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

### Tabs

There is a tab corresponding to each step in the setup procedure. When establishing a new account, you will not be able to access subsequent pages until mandatory information has been filled in on earlier pages. When editing an existing account, you can go directly to the page that contains the setting that you want to change.

### Description

Enter the description of the account in this field. The description appears on the Internet Accounts field of the Preferences dialog box - Servers page, and on the pop-up menu that appears when you manually receive mail.

### Make this my default account

Mark this checkbox to make this account the default account. There must be one default account. The default account is used for all outgoing mail. Which account is the default account can be changed as required.

Continue takes you to the next step in the procedure.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP½ ĩ½ CONTEXT\_Internet\_Account\_Wizard\_Send)<<1}

## Internet Account Wizard - Send

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

### I am known as

Enter the name you want to appear in the From field of your outgoing mail in this field.

### E-mail address

Enter the e-mail address as it would be entered by someone sending you a message in this field.

### SMTP Server

Enter the SMTP (outgoing) mail server in this field. If you connect to the Internet with a direct modem connection (as opposed to using a LAN), obtain this information from your ISP. If you connect to the Internet via Local Area Network, obtain this information from your network administrator.

### SMTP Port

This is set to 25 by default. Do not change this setting without specific instructions from your ISP or network administrator.

Continue takes you to the next step in the procedure.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP½ ĩ½ CONTEXT\_Internet\_Account\_Wizard\_Receive)<<1}

## Internet Account Wizard - Receive

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ )<<1}

### POP3 Server

Enter the POP3 (incoming) mail server in this field. If you connect to the Internet with a direct modem connection (as opposed to using a LAN), obtain this information from your ISP. If you connect to the Internet via Local Area Network, obtain this information from your network administrator.

### User Name

Enter the user name for this account. The format for this entry must be compatible with your connection. If you connect to the Internet directly, obtain this information from your ISP. If you connect using a LAN, obtain this information from your network administrator.

### Password

Enter the password used to obtain incoming mail from your mail service. If you leave this entry blank, you will be prompted for a password whenever you retrieve mail.

### POP3 Port

This field is set to 110 by default. Do not change this setting unless specifically instructed to do so by your network administrator or ISP.

### Always retrieve mail from this account

Mark this checkbox to retrieve mail from this account whenever you check for mail. This option is always marked for the default account. When mail is retrieved, the default account and any account with this checkbox marked will be queried for new messages.

### Delete message from the server

Mark this checkbox to delete messages from the server when they are retrieved. If you do not mark this checkbox, you will continue to retrieve messages that you have deleted locally until they are deleted from the server.

Continue takes you to the next step in the procedure.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP½ ĩ½ CONTEXT\_Internet\_Account\_Wizard\_Send)<<1}

## Internet Account Wizard - Connection

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ )<<1}

### Use Dial-up Networking/RAS

Select this radio button if you connect to the Internet using a modem (as opposed to connecting via Local Area Network). If you choose this radio button, select the dial-up connection from the drop-down list.

### Username

Enter the name used to gain access to the ISP in this field.

### Password

Enter the password used to gain access to the ISP in this field.

### Connect using my Local Area Network (LAN)

Select this radio button if you connect to the Internet via Local Area Network.

### Finish

Click this button to accept all parameters, and close the Internet Account Wizard.

## Automation Server Mail Account Setup

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail 1/2 1/2 1/2 )<<1}

Automation Server Mail Account data is provided to the Automation Server. The Automation Server requires this information to be able to retrieve mail. Each established account will be checked for new mail according to the E-mail Specific settings established in the Automation Server.

### Description

If you are adding a new Automation Server Mail Account, enter the name that will appear in the Automation Server Accounts field of the Preferences dialog box, Automation Server page in this field. If you are editing an existing account, this field will indicate the name of the account being edited and cannot be changed.

### Host Name

Enter the POP3 (receive mail) server name in this field.

### User Name

Enter the user name recognized by the mail service (ISP) to access this account.

### Password

Enter the password used to access this account on the mail service in this field.

### Port

This value is preset to 110. Do not change this setting unless instructed to do so by your ISP.

### Delete Messages from the Server

Mark this checkbox to delete messages on the mail service after they have been retrieved. If you do not mark this checkbox, you will continue to retrieve messages that you have deleted locally until they are deleted from the server.

## Mail Filter Properties

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail\½ ĩ½ ĩ½ )<<1}

Mail filters are used to automatically direct incoming mail to folders other than the Inbox, forward them to other recipients, or delete them based on the presence of specified text in selected fields of the message being filtered.

### Description

Enter or edit the name of the filter in this field.

### When receiving mail containing text:

Enter or edit the text that will cause the action of the filter to be executed.

### Case sensitive

Mark this checkbox to require that the case of the text be considered when matching the test criterion to the contents of the message.

### In fields:

Mark the fields where the test criterion can be found to cause the action of the filter to be executed. You can select any combination of the To, CC, From, Subject, and Message Body fields.

### Perform the following

Select the radio button that describes the action to be taken when the test criterion is met. You can choose to move the message to a particular folder, delete the message, redirect the message to another recipient, or forward the message to another recipient. If you choose to redirect or forward the message to another recipient, enter their e-mail address in the text field. If you choose to redirect the message, the message will not appear in any of your folders.

### Select Folder

This button becomes available if you choose to move the message to a folder. Click this button to open the Select Folder dialog box and choose the folder to send the message to.

### More About...

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP\½ TMMAIL\_Copying\_Messages\_to\_Other\_Folders)<<1}

[Copying Messages to Other Folders](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP\½ TMMAIL\_Moving\_Messages\_to\_Other\_Folders)<<1}

[Moving Messages to Other Folders](#)

{ewl rhgbtn32.dll, BlueSkyHelpButton, g<\_\_\_\_\_153.bmp|\_\_\_\_\_154.BMP<JumpId(TMMAIL.HLP\½ TMMAIL\_TeleMagic\_Internet\_Mail\_Folders)<<1} [TeleMagic Internet Mail Folders](#)



## Select Recipients - TeleMagic Users

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

### User List

This field contains a list of all TeleMagic Users. Highlight the user to be added to the list of recipients.

### To

Click this button to add the selected user to the To: field of the message. You can enter as many users on this line as you like, unless you are sending the message to a filter. If you are sending to a filter, only the filter can appear on this line. Filters are added to this line from the Contacts with Merge Option page.

### CC:

Click this button to add the selected user to the CC: field of the message. You can enter as many users on this line as you like. You cannot CC to a filter.

### BCC:

Click this button to add the selected user to the BCC: field of the message. You can enter as many users on this line as you like. You cannot BCC to a filter. Recipients in this field will not be seen by other recipients of the message.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP½ ĩ½ TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1}

## Select Recipients - Internet

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

### Recipient List

This field contains a list of all Addresses that you have added to the Address Book Highlight the entry to be added to the list of recipients.

### To

Click this button to add the selected recipient to the To: field of the message. You can enter as many recipients on this line as you like, unless you are sending the message to a filter. If you are sending to a filter, only the filter can appear on this line. Filters are added to this line from the Contacts with Merge Option page.

### CC:

Click this button to add the selected recipient to the CC: field of the message. You can enter as many recipients on this line as you like. You cannot CC to a filter.

### BCC:

Click this button to add the selected recipient to the BCC: field of the message. You can enter as many recipients on this line as you like. You cannot BCC to a filter. Recipients in this field will not be seen by other recipients of the message.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP½ ĩ½ TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1}

## Select Recipients - Contact

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail\1/2 1/2 1/2 )<<1}

### To,CC:,BCC:

Click these buttons to open the Advanced Contact Search dialog box and search or browse for the recipients. Which button is selected will determine in which field the selected contact is entered. You can enter as many recipients on each line as you like. Optionally, you can enter a filter on the To: field. If a message is sent to a filter, there can be no other recipient in the To: field. You can put an unlimited number of recipients on the CC: and BCC: fields in addition to addressing the message to a filter. Filters are added from the Contacts with Merge Option page.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|CONTDN01.BMP<JumpId(TMMAIL.HLP\1/2TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1}

## Select Recipients - MAPI

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ½ ½ ½ )<<1}

### MAPI Address Book

Click this button to open the MAPI Address Book. If this button is not visible, you may have chosen to launch the MAPI address book automatically, or you have opened the MAPI address book manually.

### Automatically Launch MAPI Address Book

Mark this checkbox to open the MAPI address book whenever this page is opened. If this checkbox is not visible, you may have chosen to launch the MAPI address book automatically, or you have opened the MAPI address book manually.

### Show names from the:

Select the list that you want to display from the drop-down list.

### Type name or select from list:

Enter the name of the recipient in the field, or click on the recipient in the list. If you start entering a name, the closest match will be highlighted in the list.

### To

Click this button to add the selected recipient to the To: field of the message. You can enter as many recipients on this line as you like, unless you are sending the message to a filter. If you are sending to a filter, only the filter can appear on this line. Filters are added to this line from the Contacts with Merge Option page.

### CC:

Click this button to add the selected recipient to the CC: field of the message. You can enter as many recipients on this line as you like. You cannot CC to a filter.

### BCC:

Click this button to add the selected recipient to the BCC: field of the message. You can enter as many recipients on this line as you like. You cannot BCC to a filter. Recipients in this field will not be seen by other recipients of the message.

### New

Click this button to open the New Entry dialog box and add a new entry to the MAPI address book. You must have appropriate rights to create entries in the MAPI address book.

### Properties

Click this button to open the Properties dialog box for the selected entry. You may be able to edit the entry from this dialog box if you have the appropriate rights.

### Find

Click this button to open the Find dialog box and search for an entry.

## OK

If the MAPI address book is open, click this button to close the MAPI address book. If the MAPI address book is closed, click this button to close the Select Recipients dialog box.

```
{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP;½TMMAIL_Composing_and_Sending_a_Message)<<1}
```

## Select Recipients - Contacts with Merge Options

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ ĩ½ )<<1}

You must process messages that are addressed from this page through the Automation Server.

### Information Field

Key information about the contact, or the name of the filter selected, is displayed in this field.

### Select Contact

Select the radio button that indicates the contact to whom the message should be addressed. If you do not have TeleMagic open, you will not be able to select Current Contact or Filter. If you select Filter, choose the TeleMagic filter to be used to address the message from the drop-down list.

### Search

This button becomes available when you select Other Contact. Click this button to open the Advanced Contact Search dialog box and search or browse for the contact.

### Send to filtered contacts from level

Select the database level which contains records of the contacts to whom the message will be sent.

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<CONTUP01.BMP|  
CONTDN01.BMP<JumpId(TMMAIL.HLP½ ĩ½ TMMAIL\_Composing\_and\_Sending\_a\_Message)<<1}

## Advanced Contact Search

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

### Search for:

Enter the string to be searched for in this field. The entire string does not need to be entered. The first record matching the search criteria will be selected.

### Search

This button becomes available when an entry has been made in the Search for: field. Click this button when you are ready to begin the search.

### Database:

Select the database to be searched from the drop-down list.

### Level:

Select the level to be searched from the drop-down list.

### Index:

Select the index to be used to search for the search criterion. The first field in the index expression is used to find the match.

### Browse

Click this button to open a Browse menu and search for the record manually. The records will be ordered according to the index indicated in the Index field.

## Select a Contact

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail ĩ½ ĩ½ ĩ½ )<<1}

### Field Display

Most of this dialog box is a display of records in the selected database. All fields that are marked to be included in browse are listed. The field prompt for each field is shown in the header of each column. You can change the width of any column by momentarily placing the cursor over the border between one of its borders. When the cursor changes to a sizing arrow configuration, click and drag the border to the desired position. You can also change the relative positions of the columns by placing the cursor over the column header. When the cursor changes to an arrow, click and drag the column to the desired position.

### Maintain Previous Browse Settings

Mark this checkbox to keep any changes you make to the Browse display.

### Select

Click this button to use the selected record and close the Select a Contact dialog box.



## Thesaurus Lookup

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ĩ ½ ĩ ½ )<<1}

### Topic

The general class of currently displayed suggestions is indicated in this field. You can go back to previously displayed topics by selecting them from the drop-down list.

### Word

The word being considered is displayed in this field. If a word was highlighted in the message when the Thesaurus was opened, it will appear here. This field can be edited to look up other words.

### Topic List

The available topics for the word under consideration are listed in this field. Click on the desired topic and suggestions will be listed in the Suggested Replacements field.

### Tabs

Click on the tab to see a list of suggested alternatives of the type of word indicated. There may be tabs for nouns, verbs, adjectives, and adverbs. Some of these tabs may not be present for certain words.

### Suggested Replacements

This field contains the suggested replacements from the selected topic of the type indicated by the tab. Click on a suggested replacement to select it.

### Lookup

Click this button to retrieve the available topics for a word that was manually entered in the Word field.

### Replace

Click this button to replace the highlighted word in the message with the selected word in the Suggested Replacements field.

## Message Properties - General

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ĩ ½ ĩ ½ )<<1}

The following information is indicated on this page:

**To** The contents of the To: field. This would be either the addressee(s), or the filter used to determine the addressees.

**From:** The contents of the From: field. This is the immediate source of the message, either the originator or the individual who forwarded the message.

**Subject:** The contents of the Subject: field.

**Location:** Which folder contains the message.

**Size:** The size of the message.

**Status:** The status of the message.

**Date Sent:** The date the message was originally sent.

**Date Received** The date the message arrived.

## Message Properties - Headers

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail½ ĩ½ ĩ½ )<<1}

This page contains information from the message header. This information may be useful for troubleshooting.

## Receiving

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

## Done

Click this button to close the dialog box.

## Details/No Details

Toggles the Receive Monitor on and off.

## Close Window When Finished

Mark this checkbox to automatically close the dialog box when all messages have been received.

## Receive Monitor

Current status of the message retrieval is displayed in this field.

## Card Properties - Personal

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

### First

Enter the contact's first name in this field.

### Middle

Enter the contact's middle name in this field.

### Last

Enter the contact's last name in this field.

### Display as

Select how the contact's name should appear in the Address Book from the drop-down list.

### E-mail Address

Enter the contact's e-mail address in this field.

## Card Properties - Home

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

### Address

Enter the contact's home street address in this field.

### City

Enter the contact's home city in this field.

### State

Enter the contact's home state, province, district, or other location information in this field.

### Zip

Enter the contact's home ZIP or postal code in this field.

### Country

Enter the contact's country of residence in this field.

### Phone

Enter the contact's home phone number in this field.

### Fax

Enter the contact's home fax number in this field.

### Pager

Enter the contact's personal pager number in this field.

## Card Properties - Business

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

### Name

Enter the name of the contact's business in this field.

### Address

Enter the address of the contact's business in this field.

### City

Enter the city where the contact's business is located in this field.

### State

Enter the state, province, district, or other location where the contact's business is located in this field.

### Zip

Enter the ZIP or Postal code for the contact's business in this field.

### Country

Enter the country where the contact's business is located in this field.

### Phone

Enter the contact's business phone number in this field.

### Fax

Enter the contact's business fax number in this field.

### Pager

Enter the contact's business pager number in this field.

## Card Properties - Notes

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

Use this page as a memo pad to make notes of any kind that may be relevant to the contact.



## Group Properties

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail; ½ ĩ ½ ĩ ½ )<<1}

### Group Name

Enter or edit the name of the group in this field.

### Available

The names of all available cards in your address book appear in this field. Click on a name to select the card.

### Add/Add All/Remove/Remove All

Click on the appropriate button to add or remove members of the group.

### Members

Cards that have been selected for the group are indicated in this field.

## Save to Folder

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail ĩ½ ĩ½ ĩ½ )<<1}

Select the folder that is to contain the message by clicking it and click **OK**.

## Select Databases

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail ½ ½ ½ )<<1}

### Select the databases you would like to search

Mark the checkbox next to each database that should be checked for records with matching e-mail addresses.

### Move Up

Click this button to move the selected database up the list. The higher the database is on the list, the sooner it will be searched. The search stops as soon as a match is found, so the database most likely to contain matching records should be at the top of the list.

### Move Down

Click this button to move a database down on the list. Databases farther down the list are checked after those higher on the list.

## Automation Server Settings Dialog Box

{ewc rhgbtn32.dll, BlueSkyHelpButton, g<RELAUP01.BMP|RELADN01.BMP<Klink(TeleMagic Internet Mail 1/2 1/2 1/2 )<<1}

The settings on this dialog box only apply to messages sent via the Automation Server.

### Priority

Select a priority from the drop-down list. This setting affects the order in which the message will be sent if other messages are being sent at the same time.

### Hold Time

Enter the date and time that the message should be sent, if there should be a delay. If a time in the past is entered, the message will be sent as soon as possible.

