

ExpressIT! Help Index

Welcome to ExpressIT!, a simple and easy to use electronic mail system that provides comprehensive wide area messaging support.

Main Menu

[ExpressIT! Main Menu](#)

Create Message

[Create Message](#)

Read Message

[Read Message](#)

Message Windows

[Message Windows](#)

Configuration Options/WIN.INI Settings

[WIN.INI Settings](#)

Context sensitive on-line help is available throughout ExpressIT! by pressing the <F1> key.

ExpressIT! Main Menu

The ExpressIT! Main Menu displays a list of messages in your NEW-Mail Folder (in-box). The most recently received messages appear at the top of the list. Messages that you have not yet read will have a "NEW" indicator in the "Status" column.

To select a message to read, highlight the message and press <ENTER> or point to the message with your mouse and double click.

The following fields are displayed on the list of messages from the main menu:

- "Status"** In the "NEW-Mail" folder, the status field is normally blank, indicating that the message has already been read.
- Other possible statuses are: "NEW", which indicates that the message has not yet been read; and "DRAFT", which indicates that the message is a message that you created, but saved as a draft. Saving a message as a draft allows you to finish editing the message later.
- If the current folder is the "Mail-Log" folder, other status options may occur. Select the following topic for more information on "Mail-Log" statuses: [Mail Log Folder](#)
- "From"** Specifies the name of the sender of the message. In most cases, this will be the sender's full name. However, under some circumstances, this may be the first part of the sender's electronic mail address.
- "Subject"** This is the subject of the message as typed by the message sender.
- "Date"** Specifies the date on which the message was sent.
- "Time"** Specifies the time at which the message was sent.

Wide screen displays may also see an additional column:

- "Attachment"** If a file is attached to the message, the name of the file and its size are displayed under this column.

To view other message folders, press <Tab> to select the drop down box of available folders, or select the Change Folder option from the File menu.

On-line help is available for the following topics, available from the menu of ExpressIT! Main Window:

[File/Change Folder](#)
[File/Purge Registered Mail Log](#)

[Tag](#)
[Window](#)

[Create](#)
[View](#)
[Delete](#)
[File Mail in Folder](#)
[Print](#)
[Reply](#)
[Forward](#)
[Search](#)

[New Mail Folder](#)

[Mail Log Folder](#)

Utilities Options

[File/Change Folder](#)

[Personal Address Book](#)

[Forwarding Options](#)

[Return Address for Replies](#)

[MHS Connections Log](#)

[Login as Another User](#)

[New Mail Notification](#)

[Message Signature](#)

[Edit Personal Spelling Dictionary](#)

[Change File Server](#)

(MHS Remote Only)

[Change Password](#)

[Configure MHS](#)

[Exchange Mail](#)

Change Mail Folder

This option allows you to view messages in a different folder.

Highlight a folder and choose "**Select**" to display messages in the highlighted folder.

Other options available include:

- "**Add**" which allows you to create a new folder.
- "**Modify**" which allows you to change information about the highlighted folder.
- "**Delete**" which allows you to delete the highlighted folder.
- "**Cancel**" which returns to the previous menu without changing the current folder.

Purge Registered Mail Log

This menu selection will purge all "Read" messages from your registered mail log (Mail-Log Folder).

"Read" messages are those registered mail messages that you have sent where the recipient has read the message, and the mail log status has been updated to "Read".

Create Message

This option opens the Create Message window, which allows you to compose a message to be sent to another user.

For more information about the Create Message window, please select the following option:

[Create Message Window](#)

View Message

This option displays the contents of the message that is currently highlighted on the main menu screen.

As a shortcut procedure to selecting this option, you may also highlight a message and press <ENTER> to view it.

For more information about the View Message window, please select the following option:

[View Message Window](#)

Delete Message

This option deletes the message that is currently highlighted on the main menu screen, or multiple messages if messages have been tagged.

Selecting this option displays a confirmation dialog box, to which you must select "**OK**" to delete the message, or "**Cancel**" to cancel the request.

As a shortcut procedure to selecting this option, you may also highlight a message and press <**DELETE**> to delete it.

New Mail Folder

The "**New Mail**" option on the main menu changes the current mail folder to the "*NEW-Mail*" folder.

The "*NEW-Mail*" folder is the message inbox. When new messages are delivered to your ExpressIT! E-Mail address, they are placed at the top of your new mail folder. Messages remain in this folder until they are deleted, or filed in an alternative mail folder.

Messages that you have yet to read have an indicator "*NEW*" under the "**Status**" column, indicating that you have yet to read the message.

An additional status option that may appear in the "**Status**" column is "*DRAFT*", which indicates that the message is a message that you have created, but elected to save the message without sending it.

Mail Log Folder

The "**Mail Log**" option on the main menu changes the current mail folder to the "*Mail-Log*" folder, sometimes referred to as the "**Registered Mail Log**".

As a shortcut procedure to selecting this option, you may also press <F8> from the menu window.

The "*Mail-Log*" folder is designed to track the status of outbound messages that you send. When sending a message, you have the option of sending the message "registered". When a message is sent "registered", ExpressIT! tracks the status of the message.

Possible "**Status**" indications for the registered mail log include:

| | |
|------------------------|---|
| "In-Transit" | This indicates that the message has been queued for delivery, but MHS has yet to acknowledge that the message has been delivered to its recipient's mail box. |
| "Delivered" | This indicates that the message has been delivered to the recipient's mail box. If the recipient user is also an ExpressIT! user, this indicates that ExpressIT! has not yet received a notification that the recipient has read the message. |
| "Read" | This indicates that the recipient has read the message. A date and time stamp indicates that time at which the message was first read. |
| "Unread" | This status only occurs when you send a message to a user on the same network who is an ExpressIT! user. It indicates that the message has not yet been read by the recipient. |
| "Undeliverable" | This indicates that MHS was unable to deliver the message to the address specified. A status message will also be returned to your inbox explaining the problem encountered by MHS. |

Message Search

This option allows you to search for messages in any folder, based on criteria that you specify.

In the "**From**" field, specify a full or partial name of the recipient. This name can be either their ExpressIT! E-Mail user id, or a portion of their full name.

In the "**Text**" field, specify a text string to be searched for in the message subject line and text. If multiple words are specified, the search will only return messages that contain all of the words specified. The search is not case sensitive.

The "**Date**" fields contain drop down boxes that allows you to limit the range of months for the messages to be searched.

The "**Folder**" field is a drop down box that allows you to limit the search to only a specific folder. If this field is left blank, all folders will be searched.

Message Tag Mode

Tag Mode allows you to tag multiple messages for deletion or to be filed into a mail folder.

To enter tag mode, either:

Select the "**Tag**" option from the main window menu bar.

- or -

Highlight a message to be tagged and press the Left Mouse Button while holding down the <CTRL> key.

The following options are available while in Tag mode:

Delete - This option will delete all tagged messages.

File Mail - This option will display a selection list of all mail folders. Selecting a folder will file all tagged messages in the selected folder.

Print - This option will print all tagged messages.

Tag All - This option will tag all messages in the current folder.

End Tag Mode - This option terminates Tag mode.

Personal Address Book

This option allows you to create, modify, and delete personal address book entries.

Personal address book entries are "nicknames" that you can use to help remember electronic mail addresses.

For example, in the MHS world, addresses for remote users, especially those that you may communicate with via a gateway, or FAX addresses via a FAX gateway may be quite complicated to remember.

By using the personal address book feature, you could create the following nicknames:

JDOE could expand to **JDOE @ DOECORP**.

FAXMARY could expand to **CONTRARY-MARY @ FAX {p=1-301-555-1212}**, for routing via a FAX gateway.

BW could expand to **MAIL @ CSERVE {73270,405}**, for routing via a CompuServe gateway.

When addressing a message to a recipient for which you have a personal address book entry, you merely specify their "nickname" and ExpressIT! automatically expands this nickname into the full address specified.

A "**Description**" field is also provided for personal address book entries, to provide additional information about the entry for future reference.

To further simplify gateway address, address templates may be used. With address templates, a user can select the template, and be prompted for additional information. Select the following option for more information on address templates: [Address Templates](#)

Message Forwarding Options

The Message Forwarding Options window is only available when a companion product, ForwardIT! is installed.

ForwardIT! allows you to specify a forwarding address so that messages received while you are out of the office will automatically be forwarded to this address.

This can allow you to dial into your network with ExpressIT!/Remote or a compatible MHS-based product while out of the office to retrieve your electronic mail.

"Forward Messages? (Y/N)"

- Y** specifies that message forwarding is active, and messages will be forwarded to the forwarding address specified on this screen in the "Forward/Copy messages to" field.
- N** specifies that messages will not be forwarded.

"Keep local copy after forwarding? (Y/N)"

- Y** specifies that mail is only to be copied to the forwarding address, meaning that any messages will be copied to the forwarding address.
- N** specifies that the copy of the message addressed to the original recipient will be deleted after the message is successfully transmitted to the remote address.

"Forward even when logged in locally? (Y/N)"

- Y** specifies that any mail addressed to the user's MHS mailbox will be forwarded at all times.
- N** specifies that ForwardIT! will forward messages to the forwarding address only if you are not currently logged into the network. This allows you to use your network logout as an automatic signal for ForwardIT! to begin forwarding your mail.

"Forward/Copy messages to"

Any valid MHS address may be specified here.

Return Address for Replies

This function is intended primarily for ExpressIT!/Remote users to whom ForwardIT! is forwarding mail from another address.

Normally, when an ExpressIT! user sends a message, should the recipient choose to reply to the message, the "reply address" is pre-filled in with the original sender's MHS address.

If an alternate return reply address is specified, this address will be used for replies to any messages sent by the current user.

This is best illustrated with an example:

John Doe's MHS mail address is **JDOE @ DOECORP**.

As John frequently dials into his network with ExpressIT!/Remote, his remote MHS mailing address is **JDOE @ JDLAPTOP**.

When John sends a message from his laptop, however, he wants replies to any message that he sends to be directed to his office address, **JDOE @ DOECORP**, so that he can receive them either from the office or his remote connection.

On his remote machine, John therefore sets his return reply address to **JDOE @ DOECORP**.

MHS Connections Log

The MHS Connections Log is a utility that allows you to view the status of other MHS hosts with which you communicate.

While this facility is of primary usefulness to administrators, other users may be interested in the "**Last Connection**" column, which displays the last date and time at which your MHS host communicated with the specified host.

The "**Queue Size**" column indicates the size (in bytes) of the current mail queue waiting for the host.

The "**Status**" field indicates the current status or type of host. The following statuses are possible:

| | |
|------------------|--|
| Gateway | Indicates that the host is an MHS gateways. Gateways are run every MHS cycle, and cannot be activated or deactivated. |
| HVIA HOST | Indicates that the host is routed via the HOST displayed. In other words, any messages sent to this host will be sent to the "HVIA" host, which assumes responsibility for the ultimate delivery to the recipient host. |
| Dial-in | Indicates that this is a host that calls the current host. |
| Active | Indicates that this is a host that is called by the current host (this could indicate both dial-in and dial-out), and that it is active, meaning that MHS will call this host to connect to it based on the parameters specified in the MHS setup. |
| Inactive | Indicates that this is a host that is called by the current host, however it has been deactivated, either by the administrator or because of a problem. MHS will not attempt to call this host until it is activated. |

For the MHS Administrator (ADMIN), two additional buttons will appear on the screen, "**Activate**" and "**Deactivate**". For Active or Inactive hosts, these buttons will change the current status of the host.

Change File Server

This option allows you to switch between ExpressIT! electronic mailboxes on any NetWare file servers to which you are currently attached.

You must already be attached to another server to use this option.

Change Password

This function is available only in ExpressIT! Remote.

This option allows you to change your MHS password.

Login as Another User

This option allows you to login to the ExpressIT! mail system as another user.

When running in the Novell NetWare environment, in order to use this function, you must enter the user name and NetWare password of the other user. Additionally, your user id must have trustee rights to the other user's permanent mailbox (normally under SYS:MAIL) and in-transit MHS mailbox.

In other environments, ExpressIT! Remote supports multiple users on a single PC. Before accessing ExpressIT! Remote, you must login. Supply your MHS "User" name and "Password". Passwords are optional.

To bypass this login requirement, you may set the DOS environmental variables USR and PWD with your user name and password before entering Windows (for example, in your AUTOEXEC.BAT file).

```
SET USR=username
```

```
SET PWD=password
```

Similar statements may be included in your WIN.INI file under the [ExpressIT!] section. OS/2 users may place these statements under the [ExpressIT!] section in the INFINITE.INI file.

MHS Configuration

This function is available only in ExpressIT! Remote.

This option allows you to change your MHS configuration.

The following options are presented in this window:

Host Name specifies the name of this MHS remote host. This host name must be defined to any other MHS hosts with which you communicate.

Description is a descriptive name for this MHS host.

Admin. User specifies the MHS administrative user id. In situations where only one user is defined to the remote, it is recommended that this user be defined as the administrative user. Alternatively, the system administrator may wish to define a separate administrative user id to prevent unauthorized changes to the MHS configuration.

Full Name specifies the full name of the administrative user.

Dialing Prefix specifies a dialing prefix to be used before placing any outbound calls. For example, if you need to dial a 9 before placing an outbound call, include the prefix "9,". In many areas, call waiting can be disabled by the prefix "*70,".

Modem Port specifies the PC's communication port to which the modem is connected. Under MHS versions prior to MHS 1.5, only COM1 and COM2 are supported. MHS 1.5 also provides support for COM3 and COM4.

Modem Driver specifies the MHS modem driver to be used. Press <Alt>+<Down Arrow> to see a list of available modem drivers. Available drivers include:

| | |
|-----------------|---|
| <i>1200B</i> | 1200 baud Hayes compatible modem used for dial-out communications only. (NOTE: This driver can also be used with 2400 baud modems.) |
| <i>1200BHUB</i> | Same as 1200B, but this driver also supports answering incoming calls. |
| <i>2400B</i> | 2400 baud Hayes compatible modem used for dial-out communications only. |
| <i>2400BHUB</i> | Same as 2400B, but this driver also supports answering incoming calls. |
| <i>96V32</i> | Hayes Smartmodem 9600 V.32 and compatibles. (NOTE: This driver should be used only if all communications will occur at 9600 baud, as it does not properly support stepping down to lower baud rates.) |
| <i>96V32HUB</i> | Same as 96V32, but this driver also supports answering incoming calls. |
| <i>HAYES-SP</i> | Used with some 1200 and 2400 baud modems that are only marginally Hayes compatible. |
| <i>HAYESMAN</i> | Used with Hayes-compatible 1200 and 2400 baud modems for use with operator-assisted or manually dialed connections. |

To use this driver, connect the modem along the same line as a telephone. When MHS prepares to make the connection, the MHS Connectivity Manager displays the phone number to be dialed manually. Dial the number, along with any other requirements (calling card or operator assisted). Upon receipt of the answer tone from the remote modem, press <Enter> to cause the modem to pick up the phone line. Be sure to hang up the telephone handset after pressing <Enter>.

HAYES-24 An older version of the 2400BHUB driver. May be used if problems are experienced with other 2400 baud drivers.

Baud Rate specifies the modem's baud rate. Press <Alt>+<Down Arrow> to see a list of valid baud rates. If you're not sure, it's probably a 2400 baud modem.

Answer Incoming Calls specifies whether or not MHS should answer incoming phone calls. If you are running Windows in 386 enhanced mode, you can run MHS in the background to answer incoming phone calls. In order to do this, the selected modem driver must be one of the drivers ending in "HUB".

To automatically run MHS in the background, include \MHS\EXE\MHS.EXE in the "load=" statement of your WIN.INI file.

Preferred Hub specifies the MHS host to which messages will be forwarded if the message recipient is not known to the current host. This is normally the office hub to which you will most frequently connect.

Description is a descriptive name for the preferred MHS host/hub.

Password is the password to be used for accessing the preferred hub. If a password is specified, it must be defined the same at the preferred hub.

Telephone # specifies the telephone number to call to connect to the preferred hub. In some situations, such as while traveling, you may wish to keep several different telephone numbers on file, maybe a local and a long distance number. Press <Alt>-<+> to maintain a directory of telephone numbers for the host.

Run ExpressIT! Directory Manager is a Yes/No question that specifies whether or not you will be running the ExpressIT! Directory Manager. This function provides distribution of user lists with other hosts with which you communicate. This option is useful only if the other hosts with which you communicate are also running the ExpressIT! Directory Manager. To install this option, the file EXDA.EXE must either be in your \MHS\EXE directory, or you will be prompted to insert the diskette containing it in Drive A.

Ok saves the changes made on this screen.

Cancel cancels any changes made.

Setup Users allows you to define additional users to MHS.

Setup Hosts allows you to define additional MHS hosts with which your host communicates.

Exchange Mail

This function is available only in ExpressIT! Remote.

This option runs the MHS Connectivity Manager through one cycle (*MHS -1*), allowing you to exchange mail with other hosts that you have configured MHS to communicate with.

As a shortcut for this option, you can press <**F12**> from the main window.

Create Message Window

The Create Message window allows you to compose a message to be sent to another user.

Recipients can either be entered manually by entering the mailing addresses, or select the "**Lists**" option (<ALT>-<L>) to open up a window that allows you to point and select message recipients via address books. For more information about this option, please select the following option: [Select Message Recipients Window](#)

The "**To:**" field is for the e-mail address of the primary recipient of the message. If there is more than one recipient, you may enter each name separated by a comma.

The "**Cc:**" field, or "**carbon copy**" field, is for the e-mail addresses of any secondary recipients of the message. If there is more than one CC recipient, you may enter each name separated by a comma.

The "**Bcc:**" field, or "**blind carbon copy**" field, is for the e-mail addresses of any recipients of the message who should receive a "blind copy" of the message. In these instances, the recipient will receive a copy of the message, as well as a list of all other message recipients, but other recipients will not know that a copy of the message was sent to this user. Please exercise caution when using this facility, as some organizations may find its use unethical.

All recipient addresses take the form of MHS mailing addresses. MHS mailing addresses generally take the form, USER @ HOST, although more complicated addresses can exist when communications gateways and/or FAX gateways are installed.

If the recipient user is on the same host as you, you need to only type in the USER portion of their MHS address, as ExpressIT! will assume the current host unless one is specified.

Personal Address Book entries may also be entered in either the "**To**", "**Cc**" or "**Bcc**" fields.

To send a message to multiple users, simply place a "," (comma) between the addresses.

The "**From**" field contains the full name of the person sending this message. This defaults to the full name specified by your system administrator during installation. The recipient user will see this field from the ExpressIT! main menu window.

The "**Subject**" field is a subject for the message that you are composing. The recipient user will see this subject line from the ExpressIT! main menu window.

Finally, the "**Message**" field contains the body of your message. For more information on message editing keys, please select the following option: [Editing a Message](#)

Additional on-line help is available for the following topics:

Attach: [Attaching Files](#)
File Mail: [File Message in Folder](#)
Print: [Print Message](#)
Export: [Export/Save to ASCII File](#)
Import: [Import from ASCII File](#)
Save Draft: [Save Draft](#)
Lists: [Lists \(Address Books\)](#)
Spell: [Spell Check](#)
Send: [Sending a Message](#)

File/Clear: [Clear Message](#)
Edit: [Editing a Message](#)

Window: Window Options

Attaching Files

You can attach files to a message by selecting the "**Attach**" option, or by pressing <F5> while creating a message.

Selecting this option displays a window from which you can select a file attachment via a directory display.

Any type of DOS/Windows file may be attached to a message.

When the file extension of an attached file matches an extension listed in the **[Extensions]** section of the WIN.INI file, a recipient user may be able to view the attached file in its native format. For example, in the default Windows setup, .CAL files would be displayed by the Windows Calendar program, .CRD files by Windows Cardfile, and .PCX and .BMP files by Windows Paintbrush.

File Message in Folder

This option allows you to file the current message in an ExpressIT! mail folder. Mail folders can be used to store and organize messages for later retrieval.

Selecting this option displays a list of available folders.

Choose "**Select**" to file the message in the highlighted folder, or "**Cancel**" to cancel the file request.

The following options are also available for working with mail folders:

"Add" which allows you to create a new folder.

"Modify" which allows you to change information about the highlighted folder.

"Delete" which allows you to delete the highlighted folder.

Print Message

This options sends a copy of the current message to your current Windows or OS/2 default printer.

Export/Save to ASCII File

This option allows you to copy the current message to a DOS text (ASCII) file.

Selecting this option, you will be prompted for a directory and file name to which the message should be saved.

If the specified file already exists, you will be prompted, as to whether you wish to "**Append**" the current message to the existing file, "**Overwrite**" the existing file with the current message, or "**Cancel**" the request.

Import from ASCII File

This option allows you to copy an existing DOS text (ASCII) file into the body of the current message.

Files must be in ASCII format, and if longer than 400 lines in length, only the first 400 lines of text will be imported into the body of the message.

Longer files are best sent as message attachments. For more information on file attachments, please select the following option:

[Attaching a File](#)

Save Draft

Saving a message as a "draft" allows you to save your message and continue editing the message at a later time.

Draft messages are stored in the "**NEW-Mail**" folder, and have a "**DRAFT**" status.

Once a message is saved as a draft, you can resume editing the message by selecting it from the ExpressIT! main menu.

Clear Message

This option allows you to quickly clear the contents of the current message. You will be prompted to confirm this request.

Editing a Message

ExpressIT! uses the standard Windows and OS/2 editing functions and keystrokes for composing a message.

Standard options, like Copy, Cut and Paste are always available for manipulating message text.

Use the following keys in the message editor:

Cutting and Pasting Text

| Key(s) | Function |
|-------------------|--|
| Del | If any text is currently selected, the selected text is deleted. If no text is selected, the character at the current cursor position is deleted. |
| Shift+Del (Cut) | If any text is currently selected, the selected text is deleted from the message, and placed in the clipboard. If not text is selected, the character at the current cursor position is deleted from the message, and placed in the clipboard. |
| Ctrl+Ins (Copy) | Copies the currently selected text to the clipboard. |
| Shift+Ins (Paste) | Copies text from the clipboard and inserts the text into the message at the current cursor position. |

Moving the Cursor Position

| Key(s) | Function |
|------------------|-------------------------------------|
| Up Arrow | Moves up one line. |
| Down Arrow | Moves down one line. |
| Right Arrow | Moves right one character. |
| Left Arrow | Moves left one character. |
| Ctrl+Right Arrow | Moves right one word. |
| Ctrl+Left Arrow | Moves left one word. |
| Home | Moves to the beginning of the line. |
| End | Moves to the end of the line. |
| PgUp | Moves up one window. |
| PgDn | Moves down one window. |
| Ctrl+Home | Moves to the top of the message. |
| Ctrl+End | Moves to the bottom of the message. |

Selecting Text

| Key(s) | Function |
|------------------------|--|
| Shift+Left or Right | Selects text one character at a time to the left or right. Or, if the character string is already selected, cancels the selection. |
| Shift+Down or Up | Selects one line of text up or down. Or, if the line is already selected, cancels the selection. |
| Shift+PgUp | Selects text up one window. Or, if the previous window is already selected, cancels the selection. |
| Shift+PgDn | Selects text down one window. Or, if the previous window is already selected, cancels the selection. |
| Shift+Home | Selects text to the beginning of the line. |
| Shift+End | Selects text to the end of the line. |
| Ctrl+Shift+Left Arrow | Selects the previous word. |
| Ctrl+Shift+Right Arrow | Selects the next word. |
| Ctrl+Shift+Home | Selects text to the beginning of the message. |
| Ctrl+Shift+End | Selects text to the end of the document. |

Address a Message

To address a message, you may either specify the recipient(s)' ExpressIT! E-Mail addresses in the "To" window, or select "**Lists**" from the Create Message window.

This option opens the "**Select Message Recipients**" window, which allows you to select addresses from available address books.

For more information about this window, please select the following option:

[Select Message Recipients Window](#)

Send a Message

To send a message that you have created, select the "**Send**" option from the Create Message window.

The following options are available for sending a message:

| | |
|-------------------|--|
| Registered | Saves a copy of the message in the Registered Mail Log. ExpressIT! will then track whether or not the message gets read, and when the message is read. |
| Priority | Three message priorities are currently defined: Urgent, Normal and Low. The use of these priorities is not currently supported by NetWare MHS. At present, the only use of these priorities is that recipients will receive a visual indication in the new mail folder that a message is Urgent. |
| File Copy | This drop-down box allows the user to specify a folder in which to save a copy of this message. |

Select Message Recipients Window

The *left* window displays currently selected message recipients.

The *right* window displays potential recipients in the current address book.

The default address book is the "PUBLIC" address book, which includes all users on your current network.

To change to a different address book, press <F2> or select "**Change Address Book**" from the menu bar. Other address books available include, your "Personal Address Book", as well as the address books of other hosts with which you communicate.

Use the <TAB> key, or <LEFT> and <RIGHT> arrow keys to switch between the selected recipients and address book windows.

To select a recipient from the address book window, use the "To", "CC" and "BCC" buttons to select the "type" of recipient. Pressing <ENTER> or double clicking the left mouse button defaults to "To".

To save a mailing list for future use, select "**File/Save Mailing List**" from the Select Message Recipients window menu bar..

On-line help is available for the following topics:

[Save Mailing List](#)

[Change Address Book](#)

[Edit Personal Address Book](#)

Save Mailing List

This option is available from the Select Message Recipients window menu bar, under the **"File"** option.

It is only necessary to select this option if you wish to save the current mailing list for future use.

Provide a mailing list **"Name"** and **"Description"** to be used for accessing the mailing list in the future. Limit the **"Name"** to 8 alphanumeric characters.

Select **"OK"** to save the list, or **"Cancel"** to cancel the request.

An additional option appears for the user defined to MHS as the Administrator and any Supervisor equivalent users in the NetWare environment, **"Save Public?"** If this box is checked, the list will be saved as a public list, available to all other users on the current network.

Change Address Book

This list displays all available address books.

Available address books include:

The "**PUBLIC**" address book which contains a directory of the current host.

The "**PERSONAL**" address book which includes any personal address book entries (nicknames) that you have created.

The "**LISTS**" address book which includes both public and personal mailing lists.

Address books from other ExpressIT! hosts with which your host communicates. (The ExpressIT! Directory Assistant/EXDA automatically exchanges these address books.)

Address books created by the system administrator using the DOS-based EXNICNAM utility. Typing EXNICNAM BOOKNAME from the DOS prompt allows the system administrator to create an address book named "BOOKNAME".

View Message Window

This window displays a message in one of your mail folders.

Use the arrow keys, and <**Page Up**> / <**Page Down**> to scroll through the message text, or the <+> and <-> keys to scroll to the next or previous message respectively.

The standard text selection keys can also be used to copy text to the Windows or OS/2 clipboard, as well as other windows.

The following topics present additional information on available options:

Delete

File Mail

Forward

Reply

Print

Export

Attach

Previous/Next Message

File/Create Nickname for Sender

Edit Options

Window Options

Attached Files

This option is enabled if a file is attached to the current message.

If a file is attached, selecting this option will display a menu of options available for working with attached files.

- | | |
|----------------|--|
| View | Displays the file attachment. If a program association is defined for the attached file's extension (e.g., .TXT, .PCX) in the [Extensions] section of your WIN.INI file, then ExpressIT! will display the file in its native format. |
| Receive | Copies the file attachment to a directory of your choosing. Multiple selection can be used to receive multiple files simultaneously. |
| Delete | Deletes the copy of the file attachment stored in your ExpressIT! mailbox. |

Create Nickname for Sender

This option allows you to create a Personal Address Book entry for the sender of the current message.

This may be useful for remembering complicated MHS extended addresses.

For more information on the Personal Address Book, select the following option:

[Edit Personal Address Book](#)

Edit Options

ExpressIT! uses the standard Windows and OS/2 editing functions and keystrokes in the read message window.

While text cannot be cut or pasted into a received message, it is possible to copy text from a message being viewed into the Windows or OS/2 clipboard or another window.

Use the following keys in the message viewer:

Copying Text

| Key(s) | Function |
|-----------------|--|
| Ctrl+Ins (Copy) | Copies the currently selected text to the clipboard. |

Moving the Cursor Position

| Key(s) | Function |
|------------------|-------------------------------------|
| Up Arrow | Moves up one line. |
| Down Arrow | Moves down one line. |
| Right Arrow | Moves right one character. |
| Left Arrow | Moves left one character. |
| Ctrl+Right Arrow | Moves right one word. |
| Ctrl+Left Arrow | Moves left one word. |
| Home | Moves to the beginning of the line. |
| End | Moves to the end of the line. |
| PgUp | Moves up one window. |
| PgDn | Moves down one window. |
| Ctrl+Home | Moves to the top of the message. |
| Ctrl+End | Moves to the bottom of the message. |

Selecting Text

| Key(s) | Function |
|---------------------|--|
| Shift+Left or Right | Selects text one character at a time to the left or right. Or, if the character string is already selected, cancels the selection. |
| Shift+Down or Up | Selects one line of text up or down. Or, if the line is already selected, cancels the selection. |
| Shift+PgUp | Selects text up one window. Or, if the previous window is already selected, cancels the selection. |

| | |
|------------------------|--|
| Shift+PgDn | Selects text down one window. Or, if the previous window is already selected, cancels the selection. |
| Shift+Home | Selects text to the beginning of the line. |
| Shift+End | Selects text to the end of the line. |
| Ctrl+Shift+Left Arrow | Selects the previous word. |
| Ctrl+Shift+Right Arrow | Selects the next word. |
| Ctrl+Shift+Home | Selects text to the beginning of the message. |
| Ctrl+Shift+End | Selects text to the end of the document. |

Delete this Message

This option deletes the message that is currently displayed on screen.

Selecting this option displays a confirmation dialog box, to which you must select "**OK**" to delete the message, or "**Cancel**" to cancel the request.

As a shortcut procedure to selecting this option from the menu bar, you may simply press the <**DELETE**> key.

Replying to a Message

This option allows you to compose a message as a reply to the current message. The reply is addressed to the sender of the original message, and the "**Subject**" line maintains the current subject.

To maintain message threading, ExpressIT! will display a prompt when the reply option is selected, offering the following selections:

"Include Current Message in Reply?"

Check this box to include the text of the message to which you are currently replying in the body of your reply, or leave the box unchecked to reply with a new message.

"Use Quoting to Mark Original Text?"

Check this box if you want ExpressIT! to highlight the original text being replied to with the sender's initials. This is often useful for highlighting the difference between your text and the sender's original text.

Forwarding a Message

This option allows you to forward the current message to another recipient, with optional comments.

"Use Quoting to Mark Original Text?"

Check this box if you want ExpressIT! to highlight the original text being replied to with the sender's initials. This is often useful for highlighting the difference between your text and the sender's original text.

Previous/Next Message

These options allow scrolling to the next or previous message in the current folder.

As a shortcut, the <+> key can be used to scroll to the next message, and the <-> key will scroll to the previous message.

Window Options

This menu option provides for quick switching between open ExpressIT! windows.

ExpressIT! takes advantage of the Windows or OS/2 environment to allow multiple View and Create message windows to be open simultaneously. View and Create windows can even be independently sized and/or minimized if desired.

"Window/Next" <F6> and **"Window/Previous"** <SHIFT>+<F6> toggle through the open ExpressIT! windows.

"Window List" <CTRL>+<F6> displays a list of all open ExpressIT! windows. Highlight a window title and press <ENTER> to switch to the selected window.

Viewing an Attached File

This option display a message's file attachment. ExpressIT! uses the original file's file extension (e.g., EXT in FILE.EXT) to determine the attachment type. If a program association is defined for the attached file's extension (e.g., .TXT, .PCX) in the [Extensions] section of your WIN.INI file, then ExpressIT! will display the file in its native format. (OS/2 users use a configuration file called INFINITE.INI instead.)

For example:

```
[Extensions]
PCX=PBRUSH.EXE ^.^PCX
WAV=WAVPLAY.EXE ^.^WAV
```

This will launch Windows Paintbrush (PBRUSH.EXE) for viewing any PCX files, and WAVPLAY for viewing any Windows WAV files.

WAVPLAY.EXE is a simple program included with ExpressIT! Windows that uses the Microsoft Windows multimedia interface for playing sound files, and is included with ExpressIT! Windows.

If the file extension is not known, ExpressIT! opens up a Window displaying the contents of the file. A default viewer may be specified by including a **defaultViewer=filename.exe** statement in the [ExpressIT!] section of WIN.INI. [WIN.INI Settings](#)

Message Signature

A "**Message Signature**" is predefined text that will be automatically appended to any messages that you send to recipients remote to your MHS host.

Select the Message Signature option from the **Utilities** menu of the ExpressIT! main window to edit this signature.

Address Templates

An "Address Template" allows you to create an address skeleton for complex MHS address formats, like FAX gateways.

When the user selects an "address template", or types in the template name on the "To:" line, they will be prompted to fill in the required fields within the address.

For example, in order to send a FAX through the Optus FacSys gateway, the message is addressed as follows:

Fax @ FacSys {TO:Recipient Name;FAX:Phone Number}

To simplify the sending to this address, a template named FAX could be defined to the personal or public address book as follows:

??FAX??Fax @ FacSys {TO:?Recipient Name?; FAX:?FAX Phone Number?}

The entry surrounded by double question marks (??) is an optional header for the dialog box that gets displayed when the user selects this template.

Up to five fields can be defined, by defining a prompt field surrounded by a single question mark on each side.

In the example above, the user would be prompted for "Recipient Name" and "FAX Phone Number".

To add/modify address templates in the public address book, the EXNICNAM utility is used.

New Mail Notification

This option allows you to configure ExpressIT! Windows to play a Microsoft Windows multimedia WAV format file for notification of new mail. In order for this option to be enabled, a valid WAV driver must be installed.

CompuServe users can download SPEAK.EXE from the Microsoft Software Library (GO MSL) for a multimedia WAV driver that supports the standard PC speaker.

Spell Check

This option checks the current message for possible misspellings.

If a word is not found in the system dictionary file (EXSPELL.DIC), then the user can either overwrite the word to correct its spelling, select one of the suggested words displayed, and/or press one of the available buttons.

"**Ok**" indicates that the word is spelled correctly, and should be skipped. If the previous word was overtyped by a correction, this word will be checked.

"**Add to Dictionary**" adds the word to the user's personal dictionary, so that it will be skipped in the future. To edit words in the personal dictionary, select **Utilities/Edit Personal Spelling Dictionary** from the ExpressIT! main window.

"**Cancel**" terminates the spell check.

Edit Personal Spelling Dictionary

This option allows you to edit words in your personal spelling dictionary.

Select "**Ok**" to exit.

Select "**Add**" to add a word to the dictionary.

Select "**Delete**" to delete the currently highlighted word from your personal dictionary.

Configuration Options/WIN.INI Settings

NOTE: The OS/2 version of ExpressIT! uses a configuration file called INFINITE.INI in the \OS2 directory in place of WIN.INI. OS/2 users should substitute INFINITE.INI for WIN.INI and EXPWIN.INI in the following section.

ExpressIT! recognizes several DOS environment or WIN.INI settings to configure different modes of operation. These settings can be made in one of several ways:

- 1.) Issue the DOS SET command from the DOS command prompt or a batch file (e.g., SET VARIABLE=VALUE), **before** entering Windows.
- 2.) Find or Create the [ExpressIT!] section in WIN.INI, and include a statement there, for example:

```
[ExpressIT!]  
EXDEFDIR=F:\USERS\BRETT
```

- 3.) Create an EXPWIN.INI file in the MHS\MAIL\PUBLIC directory for system defaults. Include an [ExpressIT!] section header, and enter settings as in #2 above.

The order of precedence for locating the value of a particular setting begins with #1.

The following configuration settings are currently defined:

| | |
|----------------------|---|
| defaultViewer | Specifies a default viewer to be used for viewing file attachments when a match for the file extension cannot be found in the [Extensions] section of WIN.INI. |
| EXDEFDIR | Specifies a default directory path to be used for attached files and ASCII file import and export. |
| EXADDRBOOK | Specifies the default address book to display when entering the mailing list screen. |
| EXSORT | Default sort order for user lists, sort by user name, or by full name. |
| EXHOSTPROMPT | Setting this value to NO disables the validation check to see if the host specified in an address has been defined to MHS. |
| EXMBOX | <p>Normally, ExpressIT! stores messages in the Novell SYS:MAIL directories.</p> <p>EXMBOX=ALT tells ExpressIT! to store messages in an EXMBOX directory underneath of the MHS\MAIL\USERS=USERNAME directory structure.</p> <p>EXMBOX=d:\path tells ExpressIT! to store messages in a user subdirectory underneath of d:\path.</p> |
| EXMAXLOCAL | Specifies the maximum # of recipients for local delivery of a message. If the # of recipients of a message exceeds this value, ExpressIT! will not perform local delivery, but will pass the message to MHS for delivery to all recipients, freeing the sender's computer quicker. (Default=20) |
| EXPURGE | Specifies the number of messages to be retained in the deleted messages folder. The default is 25, and a value of 0 will disable the deleted folder. |
| notify | Specifies a WAV format file to be played when new mail is received. |

notifyInterval Specifies how frequently (in seconds) audio notification of new mail should be repeated. (default=60)

ExpressIT! Remote and non-Novell Networks ONLY!

USR ExpressIT! attempts to read the current user from the network, if present. Setting the USR variable establishes the current user.

PWD Specifies the MHS password to go with the USR setting above.

EXMHSRETRY Specifies the number of seconds to wait before retrying a failed MHS connection to your preferred hub. Default is 60 seconds, or 0 to disable the automatic retry feature.

EXMHSHUB If running on a non-Novell network, this option should be set to ON to include the "Exchange Mail" option on the menu, enabling this machine to run MHS from the ExpressIT! main menu.

For displaying file attachments, ExpressIT! uses the original file's file extension (e.g., EXT in FILE.EXT) to determine the attachment type. If a program association is defined for the attached file's extension (e.g., .TXT, .PCX) in the [Extensions] section of your WIN.INI file, then ExpressIT! will display the file in its native format.

For example:

```
[Extensions]
PCX=PBRUSH.EXE ^.PCX
WAV=WAVPLAY.EXE ^.WAV
```

This will launch Windows Paintbrush (PBRUSH.EXE) for viewing any PCX files, and WAVPLAY for viewing any Windows WAV files.

WAVPLAY.EXE is a simple program included with ExpressIT! Windows that uses the Microsoft Windows multimedia interface for playing sound files, and is included with ExpressIT! Windows.

If the file extension is not known, ExpressIT! opens up a Window displaying the contents of the file. A default viewer may be specified by including a **defaultViewer=filename.exe** statement in the [ExpressIT!] section of WIN.INI.

Create Folder

Enter a "*Name*" and "*Description*" for the mail folder to be created.

Folder names are limited to 8 alphanumeric characters.

Select "*Ok*" to create the folder, or "*Cancel*" to continue without creating a folder.

Create Address Book Entry

"Name" is the 8 character name to be used as a "nickname" in the address book entry.

"Description" is a description of the entry to be displayed as a reference in selection list.

"Address" is the full e-mail address of the user.

After an address book entry is created, entering or selecting the *"Name"* specified will automatically be expanded to the *"Address"*.

Select *"Ok"* to save the address book entry, or *"Cancel"* to continue without adding the address book entry.

Receive Attachment

Enter a "*Filename*" to be used to store the received file. The "Filename" field may include a drive and directory path specification, or the "*Directory*" window may be used to select the current drive and directory path.

Select "*Ok*" to receive the file under the filename specified, or "*Cancel*" to continue without receiving the attached file.

Phone Book Entries

The Phone Book Entries window allows you to keep several phone numbers on file for each host.

This may be useful when you must sometimes use different phone numbers to access a host, e.g., sometimes a local call, and sometimes long distance.

Choose "*Select*" to use the highlighted phone book entry as the phone number to use for the current host.

Choose "*Modify*" to modify the highlighted phone book entry.

Choose "*Add*" to add a phone book entry.

Choose "*Delete*" to delete the highlighted phone book entry.

Choose "*Cancel*" to exit without selecting a phone book entry.

Create/Modify Phone Book Entry

This window allows you to define a phone book entry for the currently selected MHS host.

"Description" is a descriptive name for the phone number that will be displayed in the phone number selection list.

"Phone #" is the actual phone number to be used in the entry.

Select *"Ok"* to save the phone book entry, or *"Cancel"* to continue without saving the entry.

Defined Hosts

This window displays all other MHS hosts defined to your MHS host.

Choose "*Modify*" to modify the highlighted host entry.

Choose "*Add*" to define an MHS host.

Choose "*Delete*" to delete the highlighted host entry.

Choose "*Cancel*" to return to the previous window.

Setup an MHS Gateway

This window displays configuration options for defining an MHS gateway. These parameters should be defined as instructed by the documentation provided by the gateway manufacturer.

"Host Name" is the name of the gateway.

"Description" is a descriptive name for the gateway.

"Version" is the MHS version compatibility level of the gateway. (64 is MHS 1.1, 65 is MHS 1.2, 70 is MHS 1.5)

"Commands" specifies any command-line parameters to be passed to the gateway.

Select *"Ok"* to accept the parameters entered on this screen, or select *"Cancel"* to return to the Defined Hosts window without making any changes.

Setup an Intermediary Host

This window displays configuration options for defining an intermediary MHS host. This is a host that is accessed by routing messages through another defined host.

"Host Name" is the name of the host.

"Description" is a descriptive name for the host.

"Routed via Host" specifies the host through which any messages addressed to *"Host Name"* should be routed. Press <Alt>-<Down Arrow> to see a list of defined hosts.

Select *"Ok"* to accept the parameters entered on this screen, or select *"Cancel"* to return to the Defined Hosts window without making any changes.

Setup Internet Host

This window displays configuration options for defining an internetwork MHS host. This is a host that is accessed over an existing NetWare bridge or router.

"Host Name" is the MHS name of the host.

"Description" is a descriptive name for the host.

"Active" is a Yes/No selection that defines whether or not the host is activated. If the host is not activated, MHS will not attempt to access the host.

"Mail Path" specifies the path to the MHS mail area for this host. Typically, this consists of the "MV" path for the other server, plus MHS\MAIL\ . For example, SERVER-NAME/SYS:MHS\MAIL\.

"User Name" is the NetWare user name to be used to attach to the other server and send/receive mail. This user id should have all rights to the "Mail Path" directory.

"Password" is the NetWare password to be used with the "User Name" above.

Select *"Ok"* to accept the parameters entered on this screen, or select *"Cancel"* to return to the Defined Hosts window without making any changes.

Setup a Host that calls this Host

This window displays configuration options for defining an MHS host that calls this Host (dial-in).

"Host Name" is the MHS name of the host.

"Description" is a descriptive name for the host.

"Password" specifies an MHS password that is used to validate host access. This password must match the associated password defined at the other host for calling this host.

Select *"Ok"* to accept the parameters entered on this screen, or select *"Cancel"* to return to the Defined Hosts window without making any changes.

Setup a Host that this Host Calls

This window displays configuration options for defining an MHS host that this host calls (dial-out, can also be dial-in).

"Host Name" is the MHS name of the host.

"Description" is a descriptive name for the host.

"Active" is a Yes/No selection that defines whether or not the host is activated. If the host is not activated, MHS will not attempt to call the host.

"Telephone #" specifies the telephone number to be used to call this host. Press <Alt>-<+> to select from a list of previously defined telephone numbers for this host.

"Baud Rate" specifies the modem speed with which to connect to this host. Press <Alt>-<Down Arrow> to see a list of valid choices. When defining a new host, the baud rate displayed will be the default configured for your host.

"# of Attempts" specifies the number of attempts that should be made to calling this host before giving up. The default is 15. If MHS fails to connect within this number of attempts, the host will be deactivated. MHS will reactivate the host after deactivation if the other host dials in to this host, or if the MHS administrator manually reactivates the host.

MHS configuration allows some options as to when a connection should be made between hosts. MHS can force a connection every so many minutes, or it connect only after a certain threshold of outbound messages for a host have accumulated, or some combination.

"Threshold" specifies the number of messages that should be queued for this host before MHS will attempt to connect to the host.

"Connect freely xx:00 thru xx:59" specifies the hours during which MHS can connect to the other host. Times are expressed in 24-hour format, for example 0:00 thru 23:59 places no time restrictions on connections. To disable any connections to the other host, enter 24 in both fields.

"Over threshold xx:00 thru xx:59" specifies the hours during which MHS can force a connection to the other host because the number of messages queued exceeds the defined threshold.

"Force connection every xx minutes" specifies the number of minutes between forced connections. Enter 0 if you want MHS to connect only when the message threshold is reached. However, for remote hosts performing dial-out communications only, we recommend setting this value to 1 minute for the preferred hub, as MHS will only connect when you select the Utilities/Exchange Mail option from the ExpressIT! Main Window. If you connect to other hubs, set this value appropriately.

"Password" specifies an MHS password that is used to validate host access. This password must match the associated password defined at the other host.

Select *"Ok"* to accept the parameters entered on this screen, or select *"Cancel"* to return to the Defined Hosts window without making any changes.

Setup CompuServe Connection

This window displays configuration options for defining an MHS connection to CompuServe. This option is available only if your version of MHS supports the CompuServe MHS hub (the CSERVE hub).

Before defining this connection, you must define your MHS host to CompuServe. To do this, you will need to login to CompuServe with asynchronous communications software such as TAPCIS or Procomm Plus. At the CompuServe prompt, enter GO MHSADMIN to enter the MHS definition area.

"CompuServe User ID" specifies the user id that you use to access CompuServe.

"CompuServe Password" specifies the password associated with the above user id.

"Active" is a Yes/No selection that defines whether or not the host is activated. If the host is not activated, MHS will not attempt to call the host.

"Telephone #" specifies the telephone number to be used to call this host. Press <Alt>-<+> to select from a list of previously defined telephone numbers for this host. For traveling users, this allows you to keep telephone numbers for CompuServe access in other cities at the ready.

"Baud Rate" specifies the modem speed with which to connect to this host. Press <Alt>-<Down Arrow> to see a list of valid choices. When defining a new host, the baud rate displayed will be the default configured for your host.

"# of Attempts" specifies the number of attempts that should be made to calling this host before giving up. The default is 15. If MHS fails to connect within this number of attempts, the host will be deactivated. MHS will reactivate the host only if the MHS administrator manually reactivates it.

MHS configuration allows some options as to when a connection should be made between hosts. MHS can force a connection every so many minutes, or it connect only after a certain threshold of outbound messages for a host have accumulated, or some combination.

"Threshold" specifies the number of messages that should be queued for this host before MHS will attempt to connect to the host.

"Connect freely xx:00 thru xx:59" specifies the hours during which MHS can connect to the other host. Times are expressed in 24-hour format, for example 0:00 thru 23:59 places no time restrictions on connections. To disable any connections to the other host, enter 24 in both fields.

"Over threshold xx:00 thru xx:59" specifies the hours during which MHS can force a connection to the other host because the number of messages queued exceeds the defined threshold.

"Force connection every xx minutes" specifies the number of minutes between forced connections. Enter 0 if you want MHS to connect only when the message threshold is reached. However, for remote hosts performing dial-out communications only, we recommend setting this value to 1 minute for the preferred hub, as MHS will only connect when you select the Utilities/Exchange Mail option from the ExpressIT! Main Window. If you connect to other hubs, set this value appropriately.

"Password" specifies an MHS password that is used to validate host access. This password must match the associated password defined at the other host.

"Host Network Address" specifies a network address or ID code through which CompuServe access can occur. Normally, this value is "CIS".

"Network Login Script" is used if you connect to CompuServe through a data network other than CompuServe's

own. Press <Alt>-<Down Arrow> to see a list of defined network login scripts. For customizing network login scripts, note that they are stored in the MHS\SYS directory with a file extension of .NET.

For standard U.S. connections to CompuServe, this field can be left blank, or set to CSERVE.

"Network Login ID" is only used if you are connecting to CompuServe through a data network other than CompuServe's own.

For standard U.S. connections to CompuServe, this field can be left blank.

"Network Password" is only used if you are connecting to CompuServe through a data network other than CompuServe's own.

For standard U.S. connections to CompuServe, this field can be left blank.

Select *"Ok"* to accept the parameters entered on this screen, or select *"Cancel"* to return to the Defined Hosts window without making any changes.

Defined Users

This window displays all users defined to your MHS host.

Choose "*Modify*" to modify the highlighted user.

Choose "*Add*" to define a user.

Choose "*Delete*" to delete the highlighted user.

Choose "*Cancel*" to return to the previous window.

Create/Modify MHS User

This window allows you to define a user to MHS.

"Name" is the eight character MHS user name.

"Full Name" is the user's full name, which will be displayed on selection lists, or in the "From" field when this user sends a message.

"Password" is an optional field specifying an MHS password to be required for this user's access to ExpressIT! and MHS.

"Preferred Application" is this user's preferred MHS application. For ExpressIT! users, this application code is "POSTMAST". Press <Alt>-<Down Arrow> to select from any other defined MHS application codes.

"Other Applications" defines any other MHS applications to which this user is setup.

Select *"Ok"* to accept the parameters entered on this screen, or select *"Cancel"* to return to the Defined Users window without making any changes.

Select Host Type

This window allows you to select the type of MHS host that is being defined.

Choices include:

"Host that this Host Calls (Dial Out)" defines a host that this host will be calling. (The other host can also call this host.)

"Host Routed via Another Host" defines a host which is accessed by routing mail through another host. For example, in typical remote configurations, you will access many hosts by routing mail through your preferred host/hub.

"Host that Calls this Host (Dial In)" defines a host that calls this host. Define a host in this manner only if you host will be accepting incoming calls.

"MHS Gateway" defines an MHS gateway process.

"Internetwork Host" is available only in network versions of MHS, and defines a host that is connected to by attaching over a NetWare bridge or router.

"CompuServe Connection" is available only in MHS versions that support the CompuServe "CSEVER" hub.

About Box

This box displays the ExpressIT! version, serial number(s), and licensing information.

Memory Allocation Error!

ExpressIT! was unable to allocate dynamic memory, and the requested operation could not be completed.

Please increase the amount of memory in your machine, or close some of the applications that are currently running.

Cannot Locate MHS!

ExpressIT! was unable to locate MHS. Please ensure that MHS is installed, and that the DOS environmental variable "MV" is set correctly. (*Example: SET MV=F:*)

Cannot Access MHS Directory!

ExpressIT! was unable to locate MHS. Please ensure that MHS is installed, and that the DOS environmental variable "MV" is set correctly. (*Example: SET MV=F:*)

User Not Defined to MHS!

The current user is not defined to MHS.

Please have your system administrator either:

Run the ExpressIT! EXSETUP utility to define all NetWare users to MHS, or

Use the MHS Directory Manager to define your user id to MHS.

Cannot Initialize Timer!

ExpressIT! allocates a Windows system timer to run in the background and periodically check for new mail.

This error indicates that a system error occurred trying to allocate a timer process for use by ExpressIT!

Please reduce the number of Windows applications that are currently running and try running ExpressIT! again.

Cannot Delete Message!

New messages (i.e., messages that have not yet been read) cannot be deleted.

No Search Criteria Specified!

When performing a message search, information must be entered into either the "From" or "Text" fields, or both.

Error Creating Search Folder!

An error occurred creating a temporary search folder, \$SEARCH\$, in the current user's mailbox directory.

No Messages Found!

No messages were found matching the search criteria specified.

Mailing List Will Be Deleted!

The mailing list specified will be deleted. Select "OK" to delete the mailing list, or "Cancel" to cancel the deletion.

All Messages Marked as Read Will Be Deleted!

The menu option to purge the registered mail log was selected. Select "OK" to purge all "Read" messages from the mail log, or "Cancel" to cancel the request.

Error Creating Folder!

An error occurred attempting to create the folder specified.

Folder names must be a valid DOS filename, minus the extension.

It is recommended that only alphanumeric characters be used in folder names.

Cannot Modify Folder!

The NEW-Mail and Mail-Log folders are reserved and cannot be modified or deleted.

Cannot Delete Folder!

The NEW-Mail and Mail-Log folders are reserved and cannot be modified or deleted.

Folder Will Be Deleted!

The folder specified, and all messages contained within the folder, will be deleted. Select "OK" to delete the folder, or "Cancel" to cancel the deletion.

Field is Required!

A required field was left blank. Select "OK" and the cursor will be returned to the required field.

Error Creating Personal Address Book!

An error occurred creating a personal address book for the current user in the user's mailbox directory.

Nickname Will Be Deleted!

The nickname specified will be deleted. Select "OK" to delete the nickname, or "Cancel" to cancel the deletion.

Message File Attachment is Missing!

The file attachment for the current message could not be located.

Error Allocating NetWare Drive Handle!

ExpressIT! maps a NetWare drive to facilitate "automatic launching" of other applications to view message attachments. This error indicates that ExpressIT! was unable to perform a NetWare drive mapping.

Warning: Attached File is not a text file!

This message indicates that the attached file is not in "text" format. You may select "OK" to view the file, but be aware that what is displayed may not be readable. Select "Cancel" to return to the message without viewing the attachment.

Include Current Message in Reply?

Select "Yes" to include the text of the message to which you are currently replying in the body of your reply.

Select "No" to reply with a new message.

Select "Cancel" to cancel the reply.

Cannot Create File!

The file specified could not be created!

Attached File Copied to File.

The current message's file attachment was copied to the file specified.

File Attachment Will Be Deleted!

The current message's file attachment will be deleted. Select "OK" to delete the file attachment, or select "Cancel" to cancel the deletion.

Error Deleting File Attachment!

An error occurred deleting the file attached to the current message.

Cannot Access File!

The file specified could not be opened for read access.

Cannot Import A Binary File!

Only text (ASCII) files can be imported into an ExpressIT! Message.

File is too large!

ExpressIT! can only view the first 30KB of a file attachment. Select "OK" to display the first 30KB of the specified file, or select "Cancel" to return to the message without viewing the file attachment.

Message Will Be Deleted!

The message specified will be deleted. Select "OK" to delete the message, or select "Cancel" to cancel the deletion.

Message Filed in Mail Folder!

The message was filed into the specified folder, and deleted from the current folder.

Message Exported to File

The current message was exported to the specified ASCII (text) file.

File Too Large!

The file specified is too large to fit within the body of the current message.

Select "OK" to import only as much of the file as will fit.

Select "Cancel" to cancel the import request. You may wish to send the file as a file attachment.

File Imported

The file specified was imported into the body of the current message.

Message Printed

The current message was printed to the current Windows default printer device.

Error Printing Message!

An error occurred printing the message to the current Windows default printer device.

Go to the Windows Control Panel and verify that your printing options are configured correctly.

Message Draft Saved

The current message was saved in your "NEW-Mail" folder as a message draft. To resume editing the message, highlight its entry at the ExpressIT! main menu and press <**Enter**>.

Edit Control Out of Space!

The message buffer is full. No additional text may be entered into the message.

Message Will Be Discarded!

An option has been selected which will delete the contents of the current message.

Select "OK" to continue and discard the message.

Select "Cancel" to cancel the current request.

Message Sent to XXX Users

The message was sent to the number of users displayed in the previous message window.

Mailing List Does Not Exist!

The mailing list specified does not exist. Please correct the spelling, or use the "LISTS" Address Book in the Address window to view all defined mailing lists.

Host not Found in MHS Routing Table!

The MHS host specified is not defined to your MHS host, and therefore your host is not sure how to deliver the message to its addressee.

If you are unsure about the spelling of the host specified, you may wish to consult the ExpressIT! Address Books or your system administrator.

If you are sure that the host name is correct, you may select "OK" to route the message to your MHS host's preferred hub.

User not Found in MHS Directory!

The specified user is not defined in the appropriate MHS directory.

This most likely indicates a spelling error.

However, this error could also occur if the user specified has been added since the last directory update from the specified host.

Select "OK" to attempt to send the message anyway, or select "Cancel" to not send the message.

Mail not Sent -- Error Accessing MHS!

The current message was not sent because an error occurred accessing the MHS directory structure.

This error most likely indicates that your user id does not have the necessary rights to access the MHS directory structure. Contact your system administrator.

ForwardIT! not Installed!

Message Forwarding Options is only available if an optional product, ForwardIT! is installed on your MHS server.

ForwardIT! allows messages to be automatically forwarded or copied from one MHS address to another.

Contact Infinite Technologies for additional information on this product.

Replace Existing Mailing List?

A mailing list by the same name already exists. Select "OK" to replace the existing list with your current list, or select "Cancel" to specify a different name.

Error Creating Mailing List!

An error occurred attempting to create the mailing list specified.

Mailing list names must be a valid DOS filename, minus the extension.

It is recommended that only alphanumeric characters be used in mailing list names.

Cannot Activate or Deactive Host!

MHS Gateways, dial-in hosts and "HVIA" hosts cannot be activated or deactivated.

File Already Exists

The file specified already exists.

Select "Overwrite" to replace the existing file with the current request, or "Cancel" to cancel the current request.

Message Will Be Discarded!

The current message has not been saved or sent to another user.

Select "OK" to discard the current message.

Select "Cancel" to continue editing the message.

Select "Save Draft" to save a draft copy of the message for editing later.

File Already Exists!

The file specified already exists.

Select "Append" to append the current request to the existing file.

Select "Overwrite" to replace the existing file with the current request.

Select "Cancel" to specify a different file name.

ExpressIT! has not been serialized to this server!

The INSTALL.EXE program from the ExpressIT! distribution diskettes must be run against your file server before ExpressIT! can be executed.

Mailing List Created

The mailing list specified was successfully created.

User not Found in MHS Directory!

The specified user is not defined to the MHS directory for the current host.

This most likely indicates a spelling error. Check the Public Address Book for valid MHS user names.

The Current Mailing List will be Cleared!

A selection has been made to clear the current mailing list from memory.

Select "OK" to continue and clear the mailing list from memory, or "Cancel" to return to editing the list.

A 'To:' Message Recipient is Required!

At least one of the message recipients specified must be listed as a "To:" Recipient.

Selected Function is not Supported for 'DRAFT' or 'NEW' messages!

'DRAFT' and 'NEW' messages may not be tagged.

TAG ERROR! Current folder has been updated from another window or workstation!

The current folder has been updated by having messages deleted from either another window or another workstation.

Because of this action, ExpressIT! cannot properly determine the correct messages that have been tagged. All tags have been discarded, and tag mode is ended.

Tagged Messages Will Be Deleted.

An option has been selected to delete currently tagged messages.

Select "OK" to delete all tagged messages, or select "Cancel" to cancel the request.

Messages Filed in Mail Folder xxxxxxxx.

All tagged messages have been filed in the specified folder.

Cannot Attach to File Server.

ExpressIT! was unable to attach to the specified file server. This indicates that either:

- a.) The file server is down.
- b.) A GUEST account does not exist on the specified file server, without a password.
- c.) The specified file server is a NetWare 386 file server, and the console command "SET ALLOW UNENCRYPTED PASSWORDS = ON" has not been issued.

Mail Not Sent to User. Cannot Attach to File Server.

ExpressIT! was unable to attach to the specified file server to deliver this message. This indicates that either:

- a.) The file server is down.
- b.) A GUEST account does not exist on the specified file server, without a password.
- c.) The specified file server is a NetWare 386 file server, and the console command "SET ALLOW UNENCRYPTED PASSWORDS = ON" has not been issued.

License Violation for File Server!

This error message indicates that the two specified file servers share a common ExpressIT! serial number.

A separate copy of ExpressIT! must be purchased for each file server on which you wish to install the product!

Alias Loop Detected!

This message indicates that mail could not be sent to the specified recipient because of an "aliasing" problem.

The companion utility EXALIAS allows the Network Supervisor to define aliases for individuals, where e-mail can be transparently re-routed from one account to another.

This error message indicates that an endless loop exists for this user, where ALIAS1 points to ALIAS2, and ALIAS2 points back to ALIAS1.

Unable to Post Registered Mail Receipt for this Message.

ExpressIT! was unable to post a registered mail receipt to the sender of the current message.

Mailbox Error.

ExpressIT! was unable to send this message to the specified recipient because of a general mailbox error.

This error could be caused by one of the following problems:

- a.) Either the group EVERYONE or the current user does not have WOC (Write, Open & Create) rights to the SYS:MAIL directory. (WC rights under NetWare 386.)
- b.) If the message is going across file servers, the user GUEST does not have WOC rights to the SYS:MAIL directory on the target file server. (WC rights under NetWare 386.)
- c.) If an upgrade from NetWare 286 to 386 has taken place recently, the upgrade procedure can corrupt ExpressIT! mailboxes. The network supervisor should run the EXCLEAN utility to correct this problem.

Invalid EXSERVER environmental variable setting.

The EXSERVER environmental variable setting allows you to specify a default file server for ExpressIT! e-mail. This message indicates that you are not currently attached to the server specified by the EXSERVER variable.

Attached File is Binary

The attached file appears to be a non-text file. Select *"Ok"* to print the file anyway, or *"Cancel"* to cancel the request.

ExpressIT! 30 Day Trial Version has not been installed!

The ExpressIT! 30 Day Trial Version has not been installed on this server. Execute the EXINSTAL program that came with the trial version to initialize the trial period.

ExpressIT! 30 Day Trial Version has been disabled!

This error message indicates that the ExpressIT! 30 Day Trial Version has been disabled because the trial period control information has been corrupted, most likely because of tampering.

Contact Infinite Technologies for more information.

ExpressIT! 30 Day Trial Version

Welcome to the ExpressIT! 30 Day Trial Version.

The preceding screen displays the number of days remaining in the trial period.

Select "*Ok*" to continue.

Cannot open file for update

The specified file could not be opened for updating.

If the file name is NETDIR.TAB, NETMGR.QUE or MAISER00.DAT, this most likely indicates that the MHS server is currently running. Shutdown the MHS server and try again.

Select "*Ok*" to continue.

Host name has been changed. Please confirm.

The MHS host name has been changed. Changing the host name will require that the name also be changed at any other MHS hosts with which you communicate.

Select *"Ok"* to continue with the changed name, or select *"Cancel"* to cancel the change.

Cannot determine MHS version.

The MHS version cannot be determined. ExpressIT! is searching for a file named MHSNVER.COM, located in the \MHS\EXE directory.

Contact Infinite Technologies for more information!

Phone Number will be Deleted

The specified phone number will be deleted.

Select *"Ok"* to confirm the deletion, or select *"Cancel"* to cancel the request.

Host will be Deleted

The specified host will be deleted.

Select *"Ok"* to confirm the deletion, or select *"Cancel"* to cancel the request.

User will be Deleted

The specified user will be deleted.

Select *"Ok"* to confirm the deletion, or select *"Cancel"* to cancel the request.

User already exists!

The specified user cannot be added to MHS, because the user already exists.

Select "*Ok*" to continue.

Host already exists!

The specified host cannot be added to MHS, because the host already exists.

Select "*Ok*" to continue.

Routing Host does not exist!

The specified routing host does not exist.

Select "*Ok*" to continue, and press <Alt>-<Down Arrow> to see a list of valid choices.

Cannot Delete Preferred Hub!

The host that is defined as the MHS preferred hub cannot be deleted.

Select "*Ok*" to continue.

If you wish to delete this host, select a new preferred hub, save your changes, then re-enter the Configure MHS option.

Cannot Delete Admin User!

The user that is defined as the MHS administrative user cannot be deleted.

Select "*Ok*" to continue.

If you wish to delete this user, select a new administrative user, save your changes, then re-enter the Configure MHS option.

Administrative User is not Defined to MHS!

The specified MHS Administrative User has not been defined to MHS.

Select *"Ok"* to continue, and select the *"Setup Users"* option to define this user to MHS.

Preferred Hub is not Defined to MHS!

The specified MHS Preferred Hub has not been defined to MHS.

Select *"Ok"* to continue, and select the *"Setup Hosts"* option to define this host to MHS.

User not defined to MHS

The specified user is not defined to MHS.

Select "*Ok*" to continue and enter the correct MHS user name.

Invalid Password!

The password entered is incorrect for the specified user.

Select *"Ok"* to continue and enter the correct MHS user name and/or password.

Error Executing MHS

An error occurred executing MHS. ExpressIT! is attempting to execute MHS\EXE\MHS.EXE, it is possible that MHS is not correctly installed, or that the MV environmental variable setting is not correct.

Select *"Ok"* to continue.

Contact Infinite Technologies for more information on the error code.

MV Environmental Variable Setting is Invalid!

The MV environmental variable setting used for ExpressIT! Remote must include a drive letter in the specification.
(e.g., MV=C:\)

Select "Ok" to continue, and change your MV environmental variable setting.

New Password and Verification Field Do Not Match!

The "New Password" and "Verification" fields did not match. They must in order for your password to be changed.

Old Password Incorrect!

Your password could not be updated because the old password was entered incorrectly.

Password Updated

Your password was successfully updated.

Save Changes?

Select *"Yes"* if you wish to save any changes made on the preceding window.

Select *"No"* to exit without saving changes.

Select *"Cancel"* to return to the previous window.

Outbound Messages are Queued for Delivery.

Messages have been queued for delivery by MHS.

Select "Yes" if you wish to run MHS now to attempt to deliver these messages.

Select "No" to exit without running MHS.

User is not the Administrative User

The selected function may only be executed by the MHS Administrative user.

To execute this function, you must login as the administrative user.

ExpressIT! Windows has not been serialized to this server!

The WINSTALL.EXE program from the ExpressIT! Windows distribution diskettes must be run against your file server before ExpressIT! Windows can be executed.

Error loading Dynamic Link Library

The specified dynamic link library (DLL) file could not be found.

Reply to xxx original recipients?

Answer "**Yes**" if you want your reply to this message to be sent to all individuals who received copies of the message to which you are replying.

Invalid mailbox path: EXMBOX=path

The EXMBOX setting in the DOS environment or WIN.INI is invalid. Please refer to the help topic WIN.INI settings for more information: [WIN.INI Settings](#)

Connection Failed...

Messages are still queued for your preferred hub, it is therefore likely that your connection has failed.

ExpressIT! will attempt to retry automatically in 60 seconds, or the # of seconds specified in the EXMHSRETRY setting in the DOS environment or WIN.INI. A setting of 0 will disable this feature. Please refer to the help topic WIN.INI settings for more information: [WIN.INI Settings](#)

As MHS does not return an indication of success or failure, ExpressIT! displays this dialog if it detects that messages remain in queue to the preferred hub when MHS has completed. ExpressIT! can sometimes be fooled by registered mail receipts.

Multimedia WAV Speaker Driver Not Installed

A Windows multimedia driver supporting WAV audio output is not installed.

CompuServe users can download SPEAK.EXE from the Microsoft Software Library for a driver that supports the standard PC speaker

Error XX executing...

The error code specified was returned attempting to execute the specified program.

The following error codes are defined by Microsoft for this function:

| | |
|----|--|
| 0 | System was out of memory, executable file was corrupt, or relocations were invalid. |
| 2 | File was not found. |
| 3 | Path was not found. |
| 5 | Attempt was made to dynamically link to a task, or there was a sharing or network protection error. |
| 6 | Library required separate data segments for each task. |
| 8 | There was insufficient memory to start the application. |
| 10 | Windows version of the executable is incorrect. |
| 11 | Executable file was invalid. Either it was not a Windows application, or there was an error in the .EXE image. |
| 12 | Application was designed for a different operating system (OS/2?). |
| 13 | Application was designed for European MS-DOS 4.0. |
| 14 | Type of executable file unknown. |
| 15 | Attempt was made to load a real-mode application (developed for an earlier version of Windows). |
| 16 | Attempt was made to load a second instance of an executable file containing multiple data segments that were not marked read-only. |
| 19 | Attempt was made to load a compressed executable file. The file must be decompressed before it can be loaded. |
| 20 | Dynamic link library (DLL) file was invalid. One of the DLLs required to run this application was corrupt. |
| 21 | Application requires Microsoft Windows 32-bit extensions. |

