Mailstrom
(Macintosh Electronic Mail)
User's Guide

THIS IS A DRAFT

(For Version b.51)

Programming by Adam Treister
Symbolic Systems Resources Group
Knowledge Systems Laboratory
Stanford University

Manual by Torsten Heycke

Acknowledgments

Software is so complex that it is virtually impossible to write anything from scratch. Fortunately the software community encourages cooperative work, and plagiarism is the highest praise. In so far, my greatest admiration and thanks to the following software and authors:

> Think Class Library by Greg Dow
>
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>
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>
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>
> Eudora by Steve Dorn
>
> FlexiTrace by Adam Treister

Send comments to: mailstrom@sumex-aim.stanford.edu ??

Send bug reports to: Mailstrom-bugs@sumex-aim.stanford.edu. ??

Special thanks go to the following people for their contribution to making this revision of Mailstrom User's Guide as accurate as can be:

Adam Treister

Table of Contents

1. Introduction

Overview

Mailstrom is an electronic mail program for Macintosh computers that allows you to read and send messages to other users of electronic mail. You can send mail to—and receive mail from—any kind of computer that is connected via networks and runs the appropriate software. Messages are called mail and are stored in "mailboxes." You have access to your own personal *inbox* mailbox, as well as other mailboxes you may have created or for which you have permissions. You may also create additional mailboxes to store your mail.

Features

Mailstrom features all the user-friendly, graphically oriented qualities of the Macintosh as well as most conventional mail-handling capabilities, plus:

- an Address Book to facilitate creation of personalized mailing lists
- a "Finger" facility to get information (from .plan files) about users
- a Custom Reply mechanism that allows you to send pre-written replies from a menu
- the ability to create new mailboxes on-the-fly
- the ability to open multiple mailboxes simultaneously
- an easy-to-use mail composition interface which allows message:
  - composing
  - replying
  - forwarding
- facilities for moving, copying, browsing, marking and flagging messages
- a find facility that allows easy retrieval and browsing of messages by various query criteria—e.g., date ranges, subject or header contents, to/from addresses etc.
- the ability to save frequently-used find criteria for future use
- user customization
- Balloon Help for those who use System 7

Conventions of this Document

Keystroke Commands
Whenever available, keystroke commands are represented parenthetically. For example:

"With the read window open, choose **Unwrap Text** (Command-D) from the **Message** menu."

Menu Options
Menu options are represented in bold type, e.g., "From the **File** menu select **Save as...**"

Italic Text
Italic text is used for the titles of books or to give special emphasis as in when a new, potentially unfamiliar term is introduced.

For example:

"A *remailed* message will include the header information from the original message…"

On-line Help

Topic Help
Mailstrom offers on-line help for some of the more relevant electronic mail topics. To use Help,

1. From the **Apple** menu, select **Help**.
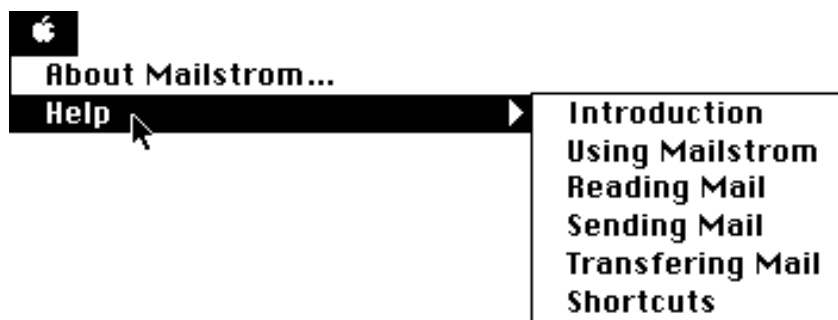
2. From the submenu, select the topic that may be of assistance to you.

Balloon Help
If you're using System 7, you can use Balloon Help to display brief descriptions of many menu commands, icons, and other items on the

screen. Refer to Apple Macintosh documentation to learn more about Balloon Help.
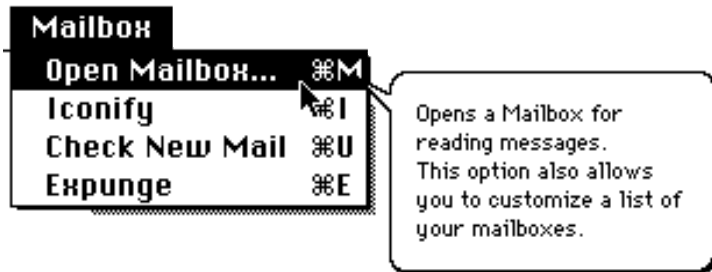
Launching Mailstrom for the First Time

You should have two files installed on your Macintosh—one called *Mailstrom* (the application) and one called *Default Profile* (the preferences file).

1. Launch the Mailstrom application by double-clicking on either the application or the Default Profile icon.

   Mailstrom   Default Profile

   The first time you launch Mailstrom the *Preferences Window* will open. The Preferences Window allows you to personalize your communications environment by setting user preferences.

Preferences

Names	Mailbox	Cancel
Message	Looks	OK

   Your Name: Your Name Here

   EMail Address: login@host.institution.type

   SMTP Host: camis.stanford.edu

   IMAP Hosts: camis.stanford.edu
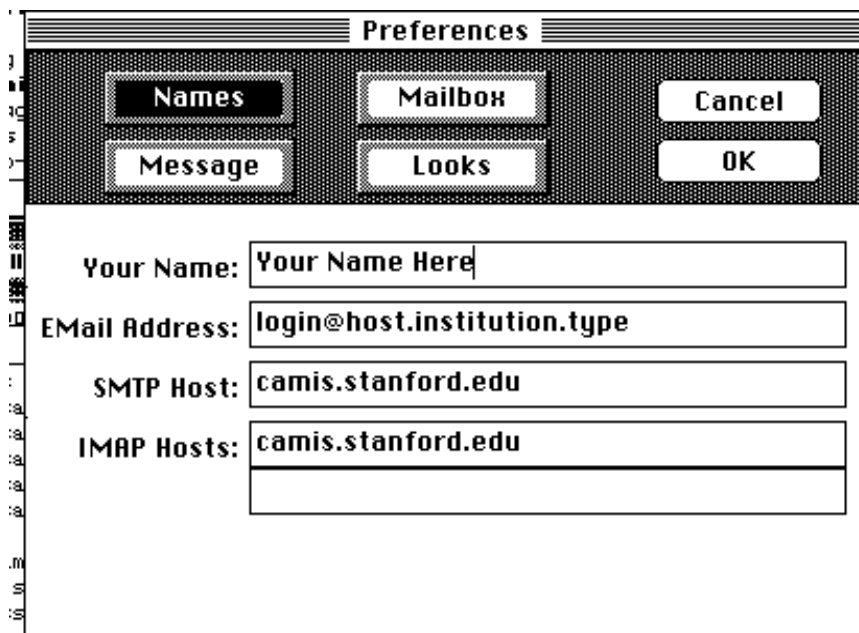
2. If you are eager to begin using Mailstrom, all you need to do immediately is change the *Names* preferences. The instructions that follow will show how to do this. For a full description of your preference options, see Appendix A.
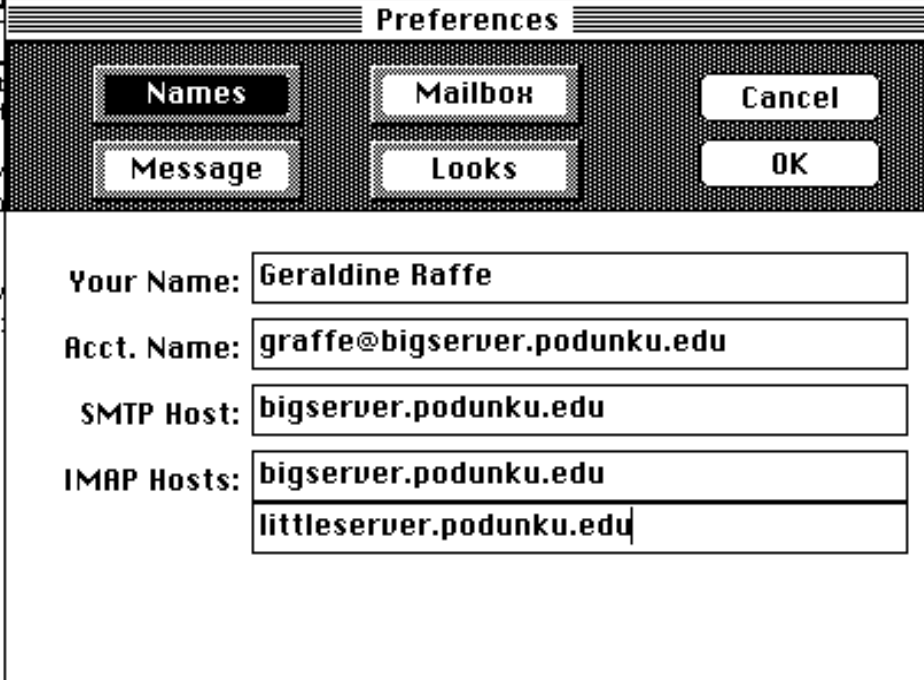
Your Name: This is your name as you would like your e-mail correspondents to know it. Correspondents will see this name appended at the beginning of your Acct. name, for example Geraldine Raffe in: <Geraldine Raffe> graffe@bigserver.podunku.edu

EMail Address is the address people need to use to send mail to you, e.g., graffe@bigserver.podunku.edu

SMTP Host: is the network server responsible for putting your mail out on the Internet. This may be the same server on which your account resides.

IMAP Host: is the server that maintains your mailbox. Two IMAP host fields are available so you can enter an alternate host in the event your primary host is not available at login.

Fill in the boxes appropriately. You may want to consult your system administrator to see what the proper host names are. For example:

```
================== Preferences ==================

   [  Names  ]      [  Mailbox  ]      [  Cancel  ]

   [ Message ]      [   Looks   ]      [    OK    ]


   Your Name: | Geraldine Raffe                      |

   Acct. Name: | graffe@bigserver.podunku.edu        |

   SMTP Host: | bigserver.podunku.edu                |

   IMAP Hosts: | bigserver.podunku.edu               |
              | littleserver.podunku.edu            |
```

When you are done, click on the **OK** button. These preferences are automatically saved to the current preferences file (profile). Alternatively, you can save your preferences (at any time during the current mail session) as a new file by choosing **Save Preferences As...** from the **File** menu.

3. If you are using Mailstrom for the first time (and with the default profile distributed with this program), the Open Mailbox dialog box will open automatically. (If you are using someone else's preference file, you must select **Open Mailbox...** from the **Mailbox** menu.
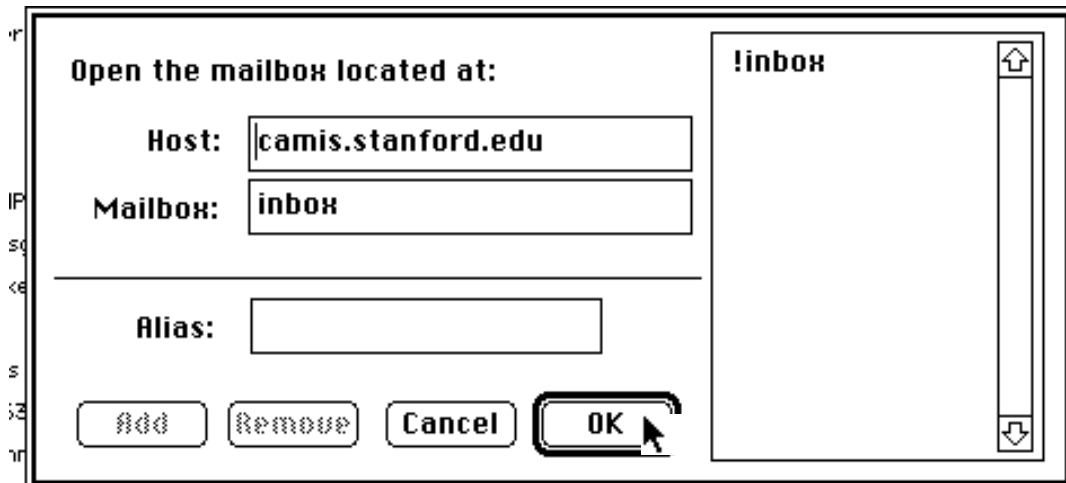
4. To open your *inbox* on the host server specified in your preferences, click the **OK** button. Your inbox is the mail file where mail is originally sent. Some people choose to file their messages into alternative mailboxes (aka mail files).

    Later we will show how to store information (mailbox and host names) so one can easily access mailboxes other than the inbox (see "Creating a New Mailbox File").

5. In the dialogue box that now appears, Mailstrom will have filled in the account name from the information it has in the current preferences. Type in your password. As you type your password, it appears as large dots so anyone who happens to be looking can't read it. After you are done, click on the **OK** button.
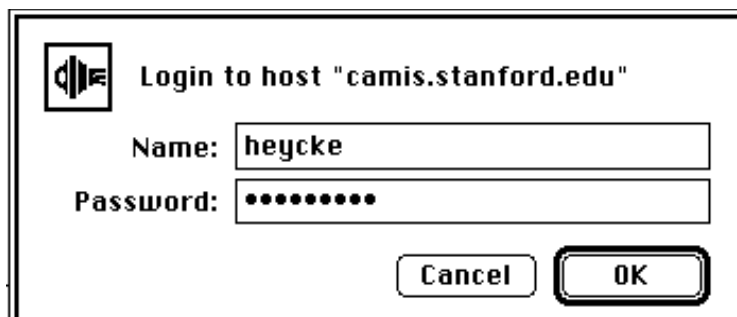
The Browse Window

When you open a mailbox, a browse window will open, whichwill look something like this:

```
╔══════ heycke{camis.stanford.edu}inbox - 14 messages ══════╗
║ ┌─────────────┐                          👁  ⬇  ✉  🖨  🗑  ║
║ │ Find...   ▼ │                                            ║
║ ├─────────────┘                                          ─ ║
║     A  10-Mar Margret Schmidt    Re: student worker cycles  ⇧ ║
║     A  11-Mar Christopher Lane   re: x on color NeXT          ║
║     FA 11-Mar halevi             Living documents and other goodies ║
║        11-Mar Mike Macgirvin     RE: "Universal Document Identifiers on t ║
║   F    12-Mar Richard Acuff      Floppy drive                ║
║ R   D  12-Mar Don Barr           Mathers laser writer         ║
║ R   A  12-Mar Adam Treister      afpvols                      ║
║ N      12-Mar Ms. Informed       Our Future Leaders: Written Examples ⬇ ║
║ ───────────────────────                               ▶       ║
║   1 of 14 Selected                                         ▢  ║
╚════════════════════════════════════════════════════════════╝
```

The browse window title tells you the name of the mailbox, how many messages it contains (and optionally the host on which the mailbox resides). The browse window lists all the messages in the order they were added to the mailbox. The message headers tell you the date each message arrived, who sent it, what it's about, and whether you've done anything with it. At the beginning of a mail session, new messages will appear in reverse-video, i.e., they are selected.

Message Status Letters
The letters next to the message header tell you what you've done with each message. The message status letters and their meanings are:

N -   New

R -   Read

A -   Answered

D -   Marked for deletion

F -   Flagged

U -   Unseen

Command Bar
The following is a brief explanation of the operations facilitated by the command bar. The various mail operations are explained in more detail in later sections (consult the table of contents or the index).

Read selected messages.

Set or clear flags of the selected messages. The flag icon has a downward arrow, indicating that clicking the mouse on it bring up a pop-up menu of choices. These include four standard "system" flags: *Seen*, *Recent*, *Answered* and *Flagged*, as well as any user-defined keywords assigned to your mail service.

For further explanation of keywords, see Appendix D.

Transfer messages to a different mail file.

Print selected message(s).

Delete selected message(s).

Selecting Messages

To read, delete, file or otherwise perform an operation on an e-mail message, the message must first be *selected*. Selected messages appear in reverse-video in the browse window. When you first open a mailbox and you have new messages, they will automatically be selected in the browse window. A message is also "selected" when you are reading it (and the read window is active).

Selecting One or More Messages

To select one or more messages:

    a. Click in the browse window on the message(s) you wish to select.

    b. Shift-click (or shift-click and drag) to select multiple messages.

    c. Drag across a range of continuous messages.
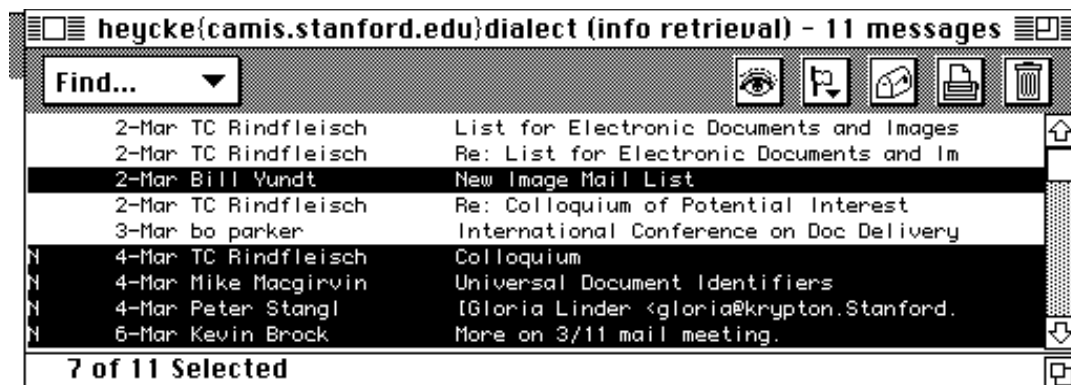
When multiple messages are selected in the browse window, you can perform operations on all of them simultaneously, e.g., flag them (for attention later on), mark them for deletion, or file them, etc., using the command bar, or menu- or key commands.

Unselecting Messages

To unselect a message in the browse window, shift-click on the selected message.

Reading Messages

To open and read one or more messages, you can:

- double-click on a *single* message in the browse window
- click on the eye icon from the *command bar*, or press the Return key, to read a sequence of selected messages
- hold the Option key and click on the eye icon (or press the Return key) to read a *concatenation* of selected messages, i.e., all the messages selected appear in the same window.
- choose First, Previous, Next or Last from the Message menu (or type Command 1 through 4).
- select one or more messages and type Command-J to read successive messages

The zoom box toggles between a "standard" window size and the size saved in your preferences.

The Replies menu offers various ways of responding to messages.

The button bar features buttons for (from left to right) moving through a message sequence, flagging, filing, printing, marking for deletion and returning to the mailbox window.

The window title includes the author's name and the subject.

```
≣□≣═════ Ms. Informed • Our Future Leaders: ═════≣□≣
 Replies   ▼              ⟸  ⤵  ✉  🖨  🗑  ⟹
 Subject: Our Future Leaders: Written Examples            ⇧
 From: Ms. Informed <inform@sumex-aim.stanford.edu>
 To: heycke@sumex-aim.stanford.edu

 Richard Lederer amuses us with his students' writings:

 "The renaissance was an age which more individuals felt
 the value of their human being. Martin Luther was nailed
 to the church door at Wittenberg for selling papal
 indulgences. He died a horrible death, being
 excommunicated by a bull.

 It was the age of great inventions and discoveries.
 Gutenberg invented the Bible. Sir Francis Drake
 circumcised the world with a 100' clipper."           ⇩
      3 of 4          ⟨□▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒⟩
```

The status box tells you which message you're viewing of the ones you've selected.

A Read Window

Opening a Single Message

After opening a single message, a *read window* will appear. The text part of the read window displays two parts: the *header* and the *body*. You may see an abbreviated version of the header information or the *literal* or full text of the header (contains full routing information and more)—depending on your setting for Show Full Headers (found in the Preferences window, Message Pane).

Show Header Command

Mailstrom allows you to see the full header information including all routing of the message you are reading, regardless of your Preferences settings. With the read window open, choose **Show Header** (Command-H) from the **Message** menu.

Unwrap Text Command

When reading a message, Mailstrom will allow you to override the convention of 80 character lines, common in electronic mail. With the read window open, choose **Unwrap Text** (Command-D) from the **Message** menu. This will strip out carriage return characters and rewrap the text to the current window size. This is useful if you want to use a window size smaller or larger than 80 characters and have the message displayed cleanly, or if you want to copy some or all of the text to a word processor or other application and have automatic text wrapping.

Reading Multiple Messages in a Single Read Window

After selecting multiple messages in the browse window, press the Return key or click on the eye icon in the command bar. A *read window* will open. When you have multiple messages selected, a read window will allow you to navigate forward or backward within the selected messages using either the left and right arrows in the command bar or by using command key equivalents. The command key equivalents include:

Command-K (Delete)	(or clicking on the trashcan icon) marks the current message for deletion and displays the next message in the browse window
Command-J (Read Next) Selected Message	(or clicking on the flag icon) will flag a message and bring up the next selected message
Command-1	displays the first message in the read window
Command-2 (or Left Arrow)	displays the previous message in the read window
Command-3 (or Right Arrow)	displays the next message in the read window
Command-4	displays the last message in the read window

If you have them on your keyboard, the **PageUp**, **PageDown**, **Home**, and **End** keys scroll the text in a predictable fashion. Because not all keyboards have these keys, the up and down arrows will also page the text.

When you are on the last message, the right arrow will become a return arrow. Pressing the return arrow will return you to the browse window.

Viewing Multiple Messages In Separate Windows

You can view multiple messages in separate windows by simply opening additional messages from the browse window.

Closing a Read Window

When you are through reading a message, you can simply close the window by clicking on the "close window" box in the upper-left of the

read window or choosing **Close Window** from the **File** menu (Command-W).

Replying to Messages

You may wish to respond to the author of a message and potentially those copied on it. Mailstrom has several facilities for responding to messages, including:

- replying to the sender
- replying to all (including those carbon-copied (cc'ed) on message)
- replying to the sender and those cc'ed but not you
- custom replying to the sender
- forwarding
- remailing (distinguished from forwarding below)

Reply to Sender, Reply to All, All But Me

To reply to a message, select **Reply to Sender**, **Reply to All**, or **All But Me** from the **Replies** menu. A *Reply* window will open, already addressed, with a subject header in brackets and including the message and header information of the message to which you are responding.

Forwarding a Message

To forward a message, select **Forward** from the **Replies** menu (Command-[).

Reply to Sender	⌘R
Reply to All	⌘;
All But Me	⌘-
Forward	⌘[
Remail	⌘]
Custom Replies...	
Thanks	
Yes	
No	
I'll look into this.	
WR-Help check into this	

A *Forwarded Message* window will open, already addressed, with a subject header in brackets and including the message and header information of the message to which you are responding.

Remail

Remailing a message is slightly different than forwarding. A *remailed* message will include the header information from the original message, and thus the remailed message may appear to be sent by the originator of the message rather than by you, though a special "resent" header is included to indicate who remailed the message. By convention, you should not edit a remailed message because it is considered to be a misrepresentation of the original author (but this convention is not enforced by this program). To remail a message, select **Remail** (Command-]) from the **Replies** menu.
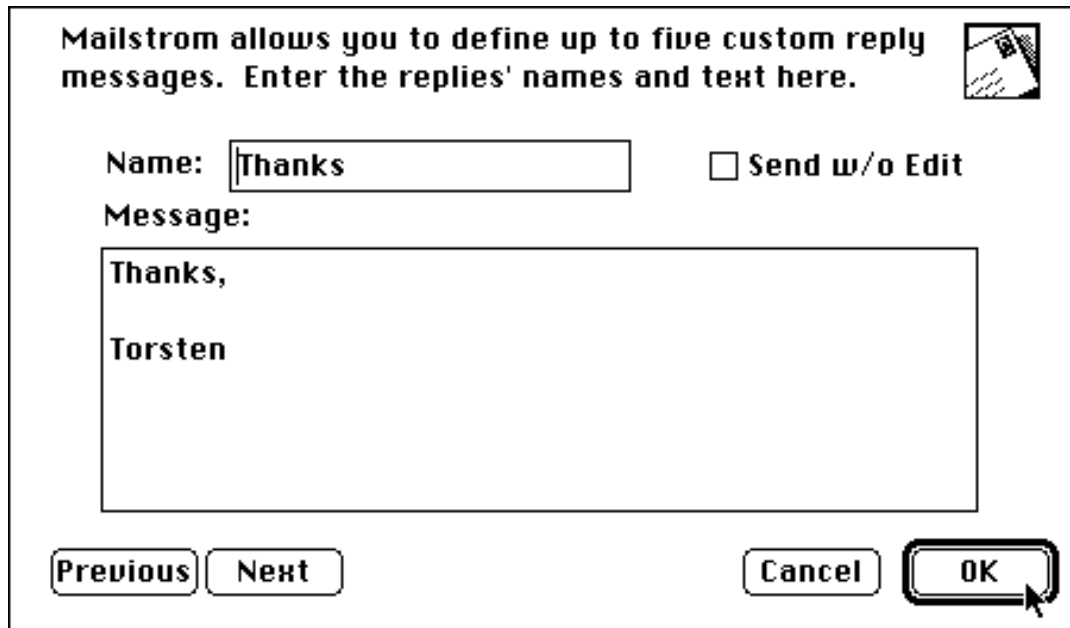
Custom Replies

Sometimes you may find yourself sending the same messages repeatedly. Mailstrom provides a facility to re-use prepared responses. You may define up to five such reply messages.

Creating Custom Replies
To create a new reply or to edit an existing one, follow these instructions:

1. Choose **Custom Replies...** from the **Replies** menu in the read window.

2. The Custom Replies dialogue box will appear. To create a new reply, type in the name of the message, the message content, and indicate whether or not you would like to have the opportunity to edit the message before it is sent (Send w/o Edit). To edit an existing message, use the **Previous** and **Next** buttons to navigate to the designated message. Then click on **OK**.

```
┌─────────────────────────────────────────────────────────┐
│ Mailstrom allows you to define up to five custom reply   │
│ messages.  Enter the replies' names and text here.       │
│                                                          │
│   Name:  │Thanks                      │   ☐ Send w/o Edit │
│   Message:                                               │
│  ┌──────────────────────────────────────────────────┐   │
│  │Thanks,                                            │   │
│  │                                                   │   │
│  │Torsten                                            │   │
│  │                                                   │   │
│  │                                                   │   │
│  └──────────────────────────────────────────────────┘   │
│  [Previous][ Next ]               [ Cancel ]  ▐ OK  ▌     │
└─────────────────────────────────────────────────────────┘
```

Using Custom Replies

To use a custom reply, simply select the reply from the **Replies** menu in the read window (in the example below, the *Thanks* reply is selected).

```
Forward          ⌘[
Reply to Sender  ⌘R
Reply to All     ⌘+
All But Me       ⌘-
..............................
Custom Replies...
Thanks
Yes
No
```

Inserting Original Message Text

Occasionally, in a reply or other message you may want to include text from another message. In electronic mail, it is common in such cases to distinguish the inserted text by preceding it with a right angle bracket (>). Because copy and paste are commonly understood, Mailstrom allows you to copy from any received message and paste into any outgoing message. To set off the inserted text with right angle brackets when pasting, hold the Shift key down while selecting Command-V. Mailstrom facilitates several ways to insert text:
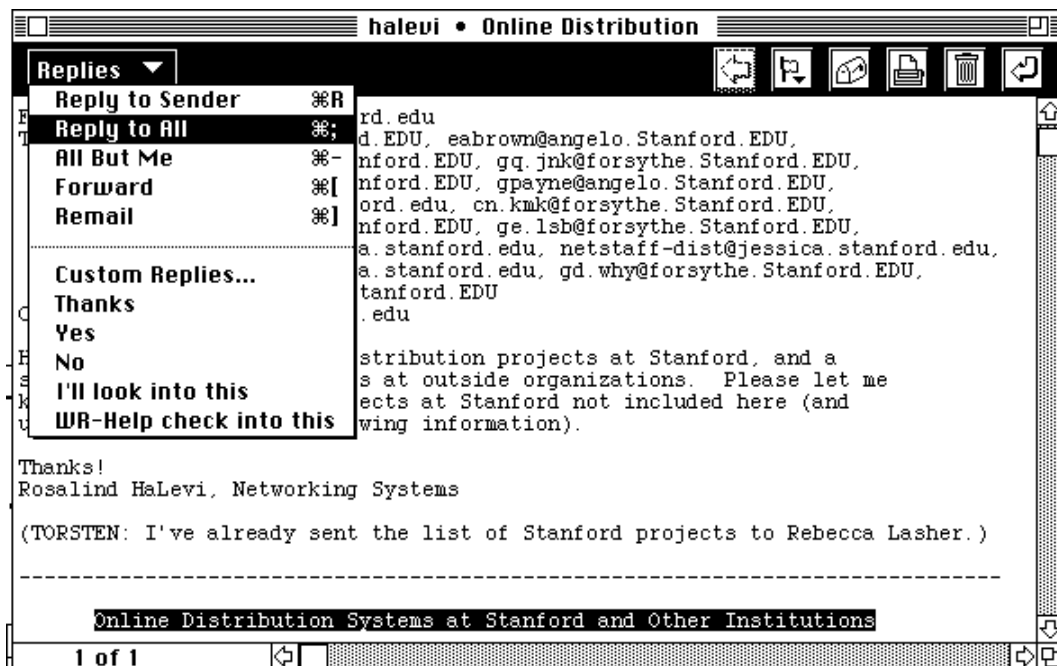
A. Insert the Entire Message in a Reply

If you wish to insert the entire original message in your outgoing message:

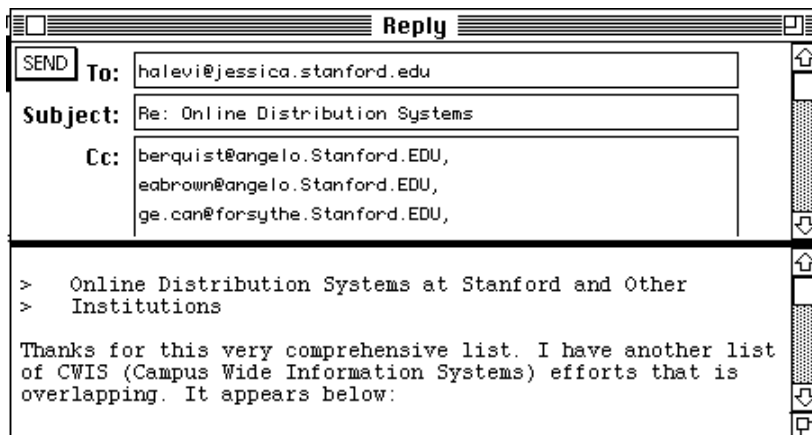1. With your reply window active, select **Insert Text** (Command-D) from the **Message** menu.

B. Insert Part of Message in a Reply

If you wish to insert parts of a message in your reply window, you may use two methods:

1. With the original message open, select a section of text that you wish to appear in your reply.

2. From the **Replies** menu in the current read window, select the type of reply you want, e.g., Reply to All.

Replies ▼

Reply to Sender	⌘R
Reply to All	⌘;
All But Me	⌘-
Forward	⌘[
Remail	⌘]
Custom Replies...	
Thanks	
Yes	
No	
I'll look into this	
WR-Help check into this	

```
                                        rd.edu
                                        d.EDU, eabrown@angelo.Stanford.EDU,
                                        nford.EDU, gq.jnk@forsythe.Stanford.EDU,
                                        nford.EDU, gpayne@angelo.Stanford.EDU,
                                        ord.edu, cn.kmk@forsythe.Stanford.EDU,
                                        nford.EDU, ge.lsb@forsythe.Stanford.EDU,
                                        a.stanford.edu, netstaff-dist@jessica.stanford.edu,
                                        a.stanford.edu, gd.why@forsythe.Stanford.EDU,
                                        tanford.EDU
                                        .edu

                                        stribution projects at Stanford, and a
                                        s at outside organizations.  Please let me
                                        ects at Stanford not included here (and
                                        wing information).

Thanks!
Rosalind HaLevi, Networking Systems

(TORSTEN: I've already sent the list of Stanford projects to Rebecca Lasher.)

------------------------------------------------------------------------
         Online Distribution Systems at Stanford and Other Institutions
```

1 of 1

The reply window will contain the text you selected set off by "greater than" signs (>). You can then add your own commentary to the message.

Reply

```
SEND   To:  halevi@jessica.stanford.edu

Subject:  Re: Online Distribution Systems

     Cc:  berquist@angelo.Stanford.EDU,
          eabrown@angelo.Stanford.EDU,
          ge.can@forsythe.Stanford.EDU,
```

```
>    Online Distribution Systems at Stanford and Other
>    Institutions

Thanks for this very comprehensive list. I have another list
of CWIS (Campus Wide Information Systems) efforts that is
overlapping. It appears below:
```
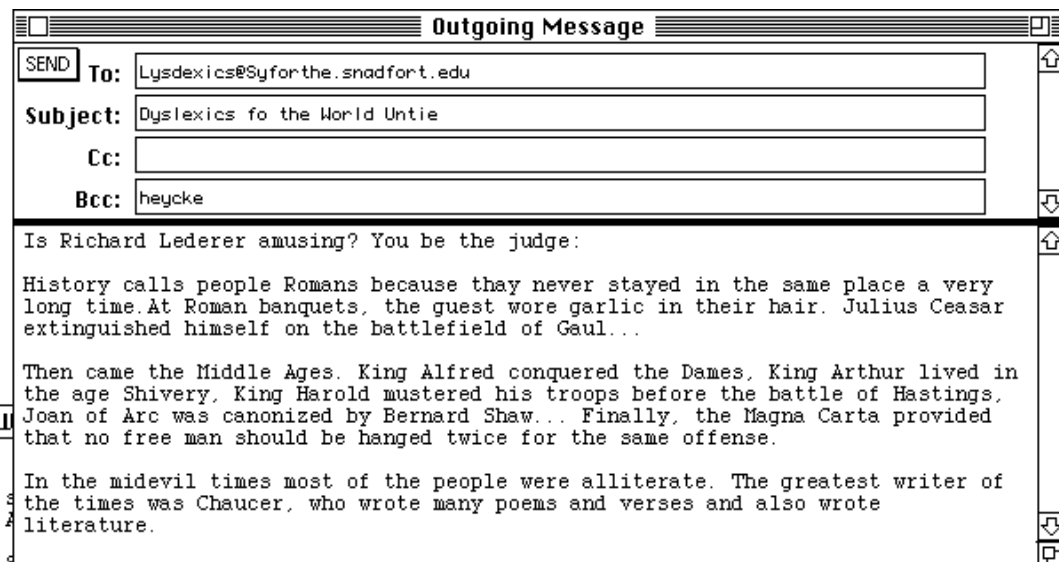
Composing a Message

1. From the **File** menu, select **New Message** (Command-N). An *Outgoing Message* window will appear, with the cursor blinking in the To: address field.

2. Type in the address(es) of the person(s) or group(s) to whom you wish to send the e-mail message. Separate each addressee with a comma.

3. Press the tab key to advance to the subject field and write a brief summary of the message. The subject description is very useful to correspondents.

   The **CC** (carbon-copy) field allows you to include others who are not necessarily the primary recipients. The **BCC** (blind carbon copying) allows you to copy the message to yourself (or others) without this name appearing in the address list that recipient receive.

4. To begin to enter text in the message, either advance the cursor using the tab key or simply click in the message field. Type in your message. You can edit anything in the message (including the subject and address) by positioning the cursor and employing Macintosh editing techniques (this means you can cut and paste from other mail or text documents; you cannot paste graphics— yet).

   ```
   ▤▢▭▭▭▭▭▭▭▭ Outgoing Message ▭▭▭▭▭▭▭▭▭ ▯▤
   ┌────┐ 
   │SEND│ To:  │Lysdexics@Syforthe.snadfort.edu                │  ⇧
   └────┘
   Subject: │Dyslexics fo the World Untie                      │
       Cc:  │                                                  │
      Bcc:  │heycke                                            │  ⇩
   ───────────────────────────────────────────────────────────────
   Is Richard Lederer amusing? You be the judge:                  ⇧

   History calls people Romans because thay never stayed in the same place a very
   long time.At Roman banquets, the guest wore garlic in their hair. Julius Ceasar
   extinguished himself on the battlefield of Gaul...

   Then came the Middle Ages. King Alfred conquered the Dames, King Arthur lived in
   the age Shivery, King Harold mustered his troops before the battle of Hastings,
   Joan of Arc was canonized by Bernard Shaw... Finally, the Magna Carta provided
   that no free man should be hanged twice for the same offense.

   In the midevil times most of the people were alliterate. The greatest writer of
   the times was Chaucer, who wrote many poems and verses and also wrote
   literature.                                                    ⇩
   ```

5. To send a message, select **Send** from the **Message** menu

(Command-/), or press the **Enter** key, or click on the **Send** button in the message window.

Finding Text Within a Message Window

You can search for a text string within an *individual message* window (for information about locating text string within a *mailbox* of messages see Finding Messages later in this document).

1. With the message window open, select **Find** (Command-F) from the **Edit** menu.
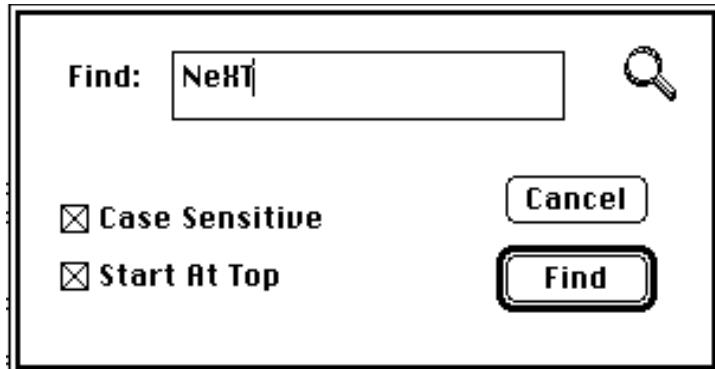
2. You can specify whether the search should start from the top of the message (the default is from the current insertion point) and whether the search should be case sensitive. If found, the text string will be highlighted in your message. If not found, Mailstrom will beep.

3. To repeat the search, choose **Find Again** (Command-G) from the **Edit** menu.

Saving a Message Draft

Mailstrom allows you to save a draft of a message composition for later use. To save a message composition, select **Save As...** (Command-S) from the **File** menu. The message will be saved to the disk and folder you select in the dialogue box. Message drafts can be opened by most word processors.

Appending a Message to a Text File

Mailstrom also provides a command to append the current message text onto an existing file. This is commonly used in constructing files that record a conversation or sequence of messages. To save the current message at the end of a file on your Macintosh, from the **File** menu, choose **Append Text...**

Opening Text Documents

Mailstrom allows you to open text documents (draft mail messages, TeachText, Microsoft Word text documents, etc.) and copy and paste from them into your message composition. From the **File** menu select **Open Text...**(Command-O) and then select a text document.

```
 File
  New Message          ⌘N
  Open Text...         ⌘O
  Close                ⌘W

  Save                 ⌘S
  Save As...
  Open Preferences
  Save Preferences As...

  Page Setup...
  Print...             ⌘P

  Quit                 ⌘Q
```
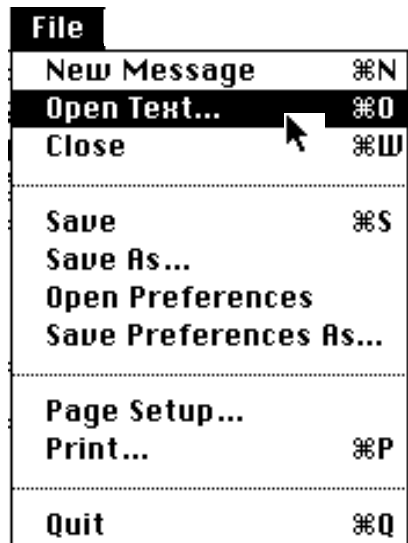
If the text file was created by saving the contents of one of Mailstrom's Outgoing Message windows, the address will be reinserted into the appropriate address fields; otherwise, the address will be blank.

Addressing

Addressing Within an Organization

Conventionally, within an organization (such as Stanford University) messages are addressed in the form: *username@host*. For example:

fred@large

Addressing Within a Host

If the user has an account on the default host, i.e., the one specified in the Preferences file, then he need not specify the host name for recipients who are also on that host. Messages can be addressed in the form of the *user name* of an individual or the name of the group. For example:

shortliffe

msob-help

Outside of Organization

To send e-mail to colleagues at other organizations it is necessary to include the fully qualified address. To send e-mail via the Internet, the conventional format to employ is *username@host.domain*, where the domain contains the name and type of organization and may include many subdivisions. For example:

robinson@eos.arc.nasa.gov

Multiple Addresses

You can list as many recipients as you like by separating each one with a comma.

Address Book

Mailstrom allows you to create your own mail distribution lists which can be used to expeditiously address message to frequently-mailed recipients.

Creating a Distribution List
To create a distribution list, first select **Address Book** from the **Windows** menu. A dialogue box appears. Type in the addresses of your distribution list in the Address field (offset by commas), then type in the name of the distribution list in the Name field. Finally, click on

the **Add** button to add the list to the selectable selections.
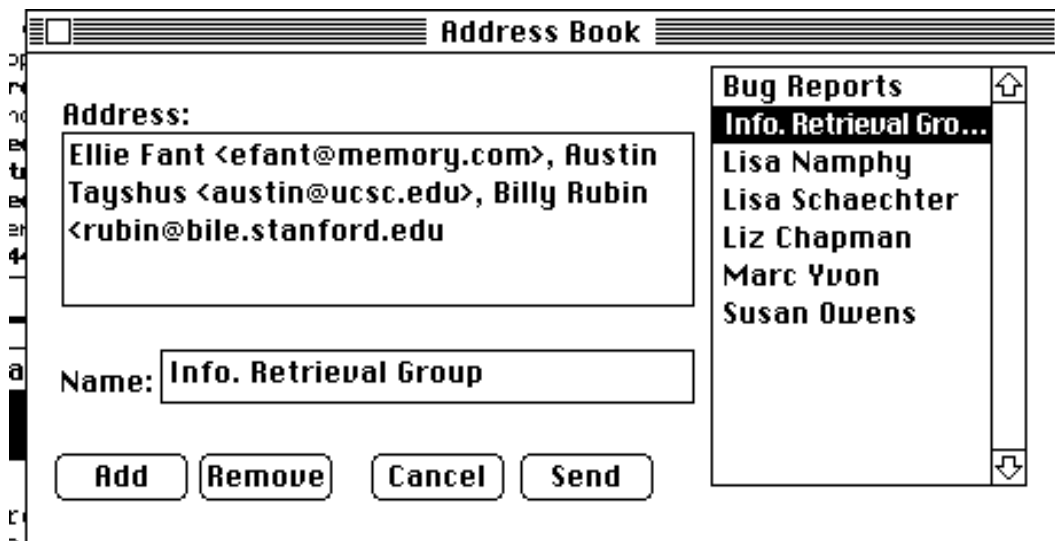
Using the Address Book to Address a Message

There are three different ways to use the Mailstrom address book:

1. Select **Address Book** from the **Windows** menu, select the list of choice, and click on the **Send** button. A pre-addressed mail composition window will appear. All entries in the list will appear in the **To** field.

2. With the Address Book open, *drag* a distribution list from the Address Book and *drop* it in an address field of a composition window. The list will expand.

3. In a composition window, simply type in an address field the name of the distribution list. Upon sending, the list will be expanded. If you wish to see the list expanded, you may view this in the Status Window.
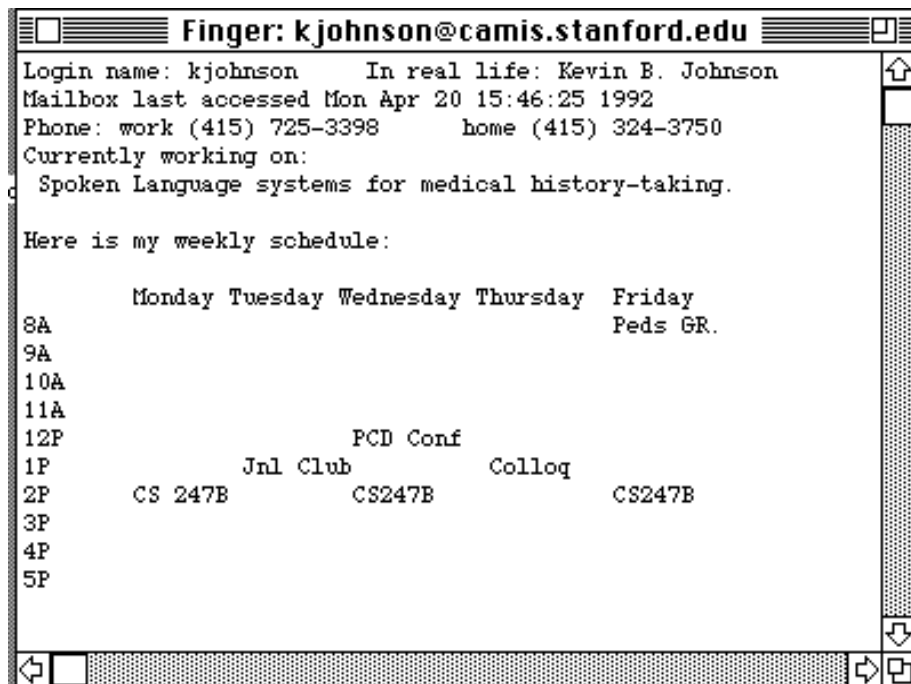
Finger

Mailstrom provides facilities to query network databases for information about users. The *finger* facility will ask a specific host for information. By default, finger displays information about each logged-in user, including his or her: login name, full name, terminal name, idle time, login time, and location if known. Finger can also be used to expand mailing lists. From the **Edit** menu, select **Finger** (Command-L) and type in the username and host in their repective fields. Then click on the **Finger** button..

```
User:  kjohnson

Host:  camis.stanford.edu

  [ Cancel ]  [ Expand List ]  [ Whois ]  [ Finger ]
```

The results of a finger search might look something like this:

```
Finger: kjohnson@camis.stanford.edu

Login name: kjohnson       In real life: Kevin B. Johnson
Mailbox last accessed Mon Apr 20 15:46:25 1992
Phone: work (415) 725-3398        home (415) 324-3750
Currently working on:
 Spoken Language systems for medical history-taking.

Here is my weekly schedule:

          Monday Tuesday Wednesday Thursday  Friday
8A                                           Peds GR.
9A
10A
11A
12P                      PCD Conf
1P             Jnl Club              Colloq
2P       CS 247B         CS247B              CS247B
3P
4P
5P
```
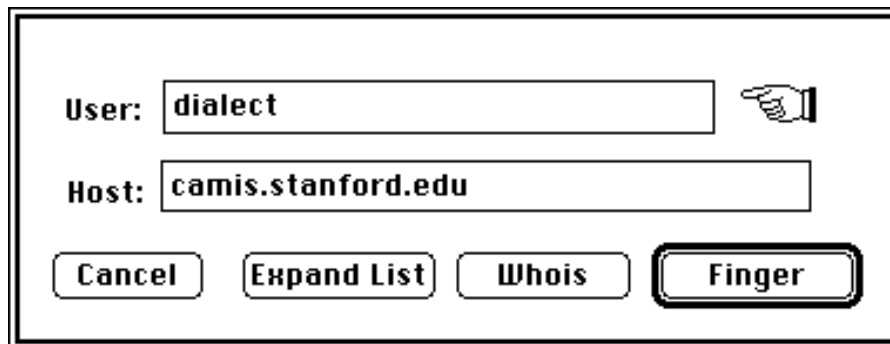
Some institutions provide a wide area database search capability that does not require you to specify a particular host. This is called a *whois* database search. In Mailstrom, one types in the user name and clicks
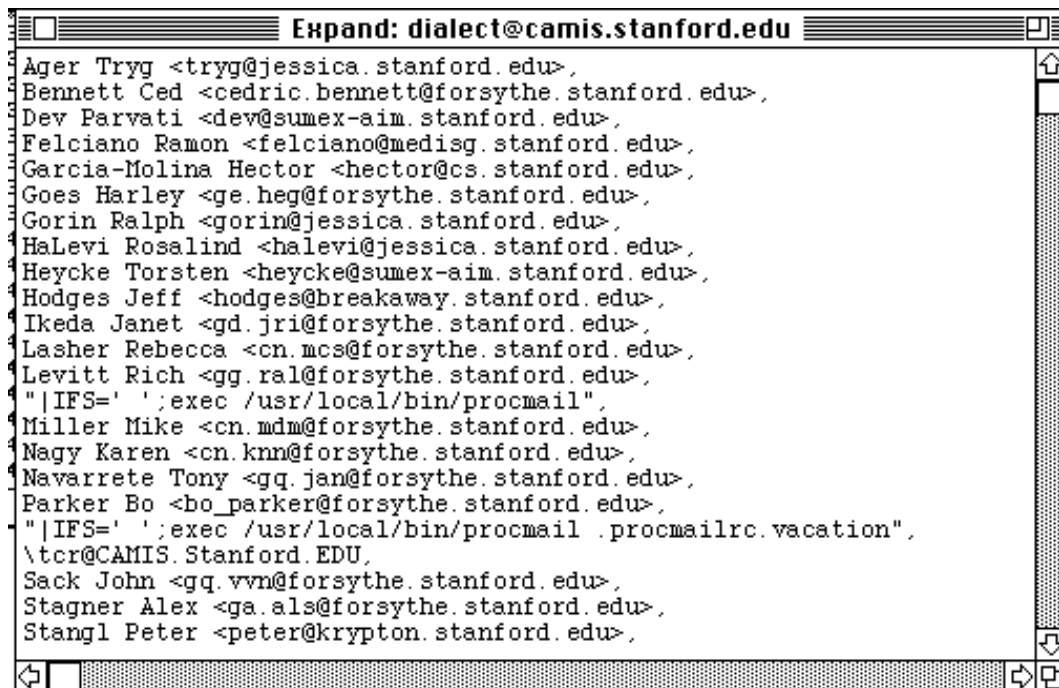
on the **Whois** button. Mailstrom sends a request to a specific host. The whois host is a resource of Mailstrom and should be assigned to the by your system administrator. (See Appendix E, Editing Mailstrom's Resources)

It is sometimes useful to find out information about who is on a mailing list. For that purpose, Mailstrom's finger facility may also be used to expand a distribution list. In the example below, we find out who is in the list called "dialect."

```
┌─────────────────────────────────────────────────────┐
│                                                      │
│   User: │dialect                            │   ☞    │
│         └───────────────────────────────────┘        │
│                                                      │
│   Host: │camis.stanford.edu                 │        │
│         └───────────────────────────────────┘        │
│                                                      │
│   ( Cancel )  (Expand List)  ( Whois )  (( Finger )) │
│                                                      │
└─────────────────────────────────────────────────────┘
```

The results might look like this:

```
▬▬▬▬▬▬▬▬▬▬▬ Expand: dialect@camis.stanford.edu ▬▬▬▬▬▬▬▬▬▬▬
Ager Tryg <tryg@jessica.stanford.edu>,
Bennett Ced <cedric.bennett@forsythe.stanford.edu>,
Dev Parvati <dev@sumex-aim.stanford.edu>,
Felciano Ramon <felciano@medisg.stanford.edu>,
Garcia-Molina Hector <hector@cs.stanford.edu>,
Goes Harley <ge.heg@forsythe.stanford.edu>,
Gorin Ralph <gorin@jessica.stanford.edu>,
HaLevi Rosalind <halevi@jessica.stanford.edu>,
Heycke Torsten <heycke@sumex-aim.stanford.edu>,
Hodges Jeff <hodges@breakaway.stanford.edu>,
Ikeda Janet <gd.jri@forsythe.stanford.edu>,
Lasher Rebecca <cn.mcs@forsythe.stanford.edu>,
Levitt Rich <gg.ral@forsythe.stanford.edu>,
"|IFS=' ';exec /usr/local/bin/procmail",
Miller Mike <cn.mdm@forsythe.stanford.edu>,
Nagy Karen <cn.knn@forsythe.stanford.edu>,
Navarrete Tony <gq.jan@forsythe.stanford.edu>,
Parker Bo <bo_parker@forsythe.stanford.edu>,
"|IFS=' ';exec /usr/local/bin/procmail .procmailrc.vacation",
\tcr@CAMIS.Stanford.EDU,
Sack John <gq.vvn@forsythe.stanford.edu>,
Stagner Alex <ga.als@forsythe.stanford.edu>,
Stangl Peter <peter@krypton.stanford.edu>,
```

Flagging Messages

Flagging messages is a way of drawing attention to them. You might want to flag a message, for instance, if you think it needs a response but you don't have time right now. If you flag the message(s), later you can select these messages and respond to them. To flag messages:

1. Select the message(s) you wish to flag.

2. From the **Command bar** select the **Flag** icon (or from the **Message** menu, select **Flag** (Command-J)). The message(s) will be marked with an F in the browse window.

Selecting Flagged Messages

To find flagged messages, you can either scroll through the browse window and look for F's next to message headers or you can use the **Find...** mechanism to select all flagged messages (see "Finding Messages" later in this document).

Printing Messages

Mailstrom supports the printing of both Read and Compose windows. To print one or more messages:

1. With any read or compose window active, click on the Print button in the command bar.

Alternatively:

1. Select the message(s) from the browse window.

2. From the **File** menu, select **Print...**(Command-P).

3. Fill in the print dialogue box and click the OK button.

Deleting and Expunging Messages

After reading a message, you may choose to get rid of it. This requires two actions:

    1) marking the message for deletion, and

    2) expunging it.

This two-step process helps guard against accidental removal of messages.

Deleting Messages

To mark message(s) deleted, follow these instructions:

1. Select the message(s) you wish to delete.

2. Press the **Delete** key or from the **Message** menu, select **Delete** (Command-K).

In the browse window, a "D" will appear to the left of each message that is marked for deletion.

NOTE: You can only delete messages if you have "write access" to the particular mailbox you are working on. Instances where you may not have write access include:

*   when you are accessing a mailbox that is setup for others to read, e.g., an archive of group messages
*   when you are accessing the mailbox from a previously-started mail program (e.g., via Columbia mm). At present, you cannot have simultaneous write-access from two mail programs.

Undeleting Messages

Undeleting messages is like taking them out of the trash can before you do an "empty trash" operation on the Mac. To undelete a message, select **Undelete** (Command-K) from the **Message** menu. You can also use the trashcan icon in the command bar. If the trash can icon in the command bar is bulging, then clicking on the trashcan button will undelete the selected messages. If the majority of the selected messages are deleted, then clicking on the trashcan will undelete all the selected messages. Conversely, if a majority of messages are not marked for deletion, clicking on the trashcan will delete all of the selected messages.

Expunging Messages Marked For Deletion

Expunging messages is analogous to "emptying the trash." To remove messages marked for deletion, select **Expunge** (Command-E) from the **Mailbox** menu.

CAUTION!: Expunging is not reversible! Make sure the message(s) you are about to remove are appropriate for removal. Optionally, you can request a confirmation before any expunge is performed. See "Appendix A: Preferences" for details.

Expunging Upon Closing of Mailbox
You can also, as an option, request Mailstrom to perform an Expunge on a mailbox, whenever you close it. See "Appendix A: Preferences" for details.
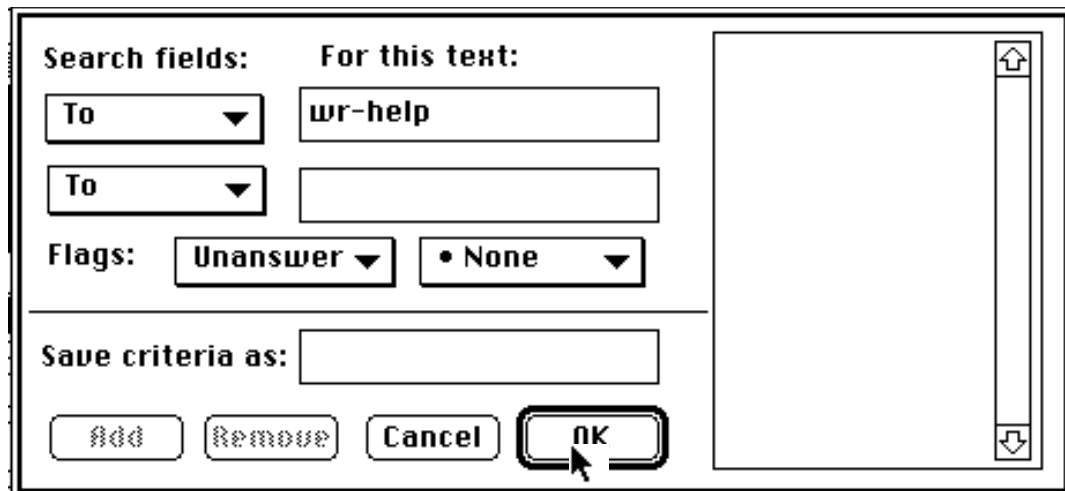
Finding Messages

Mailstrom features a **Find** utility to locate one or more messages in a mailbox. Follow these instructions for using **Find**.

1. Select **Find** (Command-F) from the **Edit** menu. The find dialog box will appear (see below). The left side of the box allows you to define a search pattern. The scrolling list on the right side of the window lets you edit, reuse or remove saved selection criteria.

2. Type in the criteria. Select *search fields* from the pop-up menus, enter text or numbers (dates) in the text fields, and/or select flags from the *flags* pop-up menus.

    In the example below, Mailstrom is instructed to find all messages in the current mailbox that contain the expression "wr-help" in the **To** field of the message header *and* that are flagged as unanswered[1*]

3. When done, click on the **OK** button to begin the search.

[1*] In fact, unanswered means not having the flag "answered."

NOTE: If you wish to include the current selected messages with the search results press the shift key simultaneously and then click on the **OK** button.

When the search is done, the status window will indicate if messages were found. Messages meeting the criteria will appear in reverse-video in your mailbox browse window. You may have to scroll through the window to see them all or you can press the Return key to read them.

Saving a Set of Find Criteria for Re-Use

To add a re-usable set of Find criteria to the scrollable list, define the search criteria (as above), type the desired name into the **Save criteria as:** field, and press the **Add** button.

Once you have added a set of find criteria to the list, you do not need to return to this dialog box to invoke it. You will also find your list of criteria stored in the **Find** command bar of the browse window (see below).

Removing a Set of Find Criteria

To remove a set of Find criteria from the scrollable list, select that entry in the list and click on the **Remove** button. To select multiple sets of criteria, shift-click to select a range or Command-Click to select an arbitrary set. Then click on the **Remove** button.
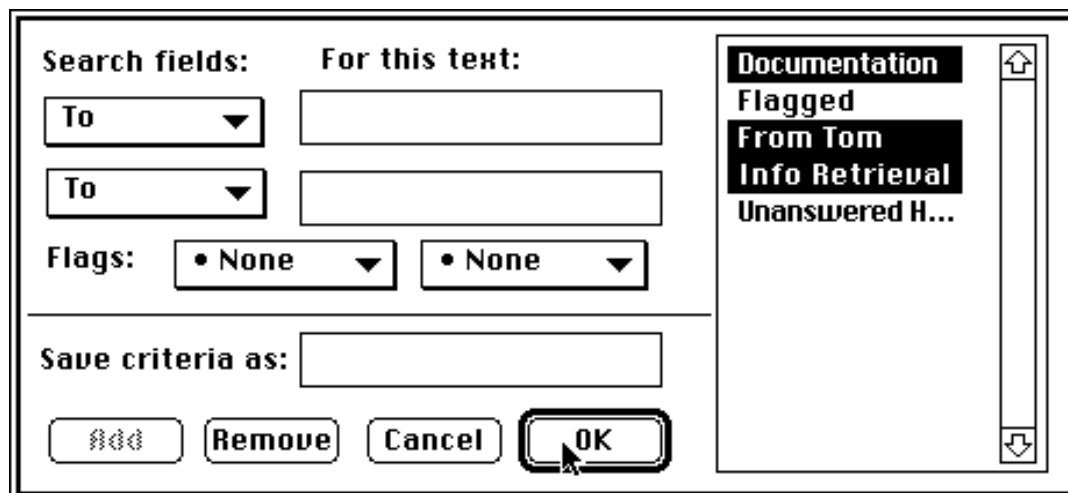
Editing a Set of Find Criteria

To edit a set of Find criteria, select a single entry, edit the text fields and pop-up menus, then press the **Add** button. This will overwrite the existing list entry (without confirmation).

Using Multiple Sets of Find Criteria

To select all messages that satisfy any one of many criteria (also called a *disjunctive* search), select multiple entries in the scrollable list and press the **OK** button. To select contiguous entries in the list, shift-click. To select non-contiguous entries, command-click.

In the example below, for instance, the results might be messages that contain the word 'documentation' *or* that are from Tom *or* contain the text string 'Information Retrieval.'

Subview Windows for Iterative Searches and Easy Viewing

Sometimes a search may return too many positive hits. In this case, Mailstrom provides the ability to apply increasingly constraining searches on the selected messages in a separate window, called a subview browse window.

To create a subview browse window:
Select any group of messages (this could be the result of a find) and double-click on the status area (bottom left corner of the browse window), or alternately, type Option-B. This will open another browse window, whose content is the current selection in the main browse window.

A browse window can have any number of subview windows, each representing an independent set of messages, and subviews can have their own subviews. Changes to any message are reflected in every subview which contains that message. Subview windows are automatically closed whenever their parent browse window closes, or when an expunge is performed.
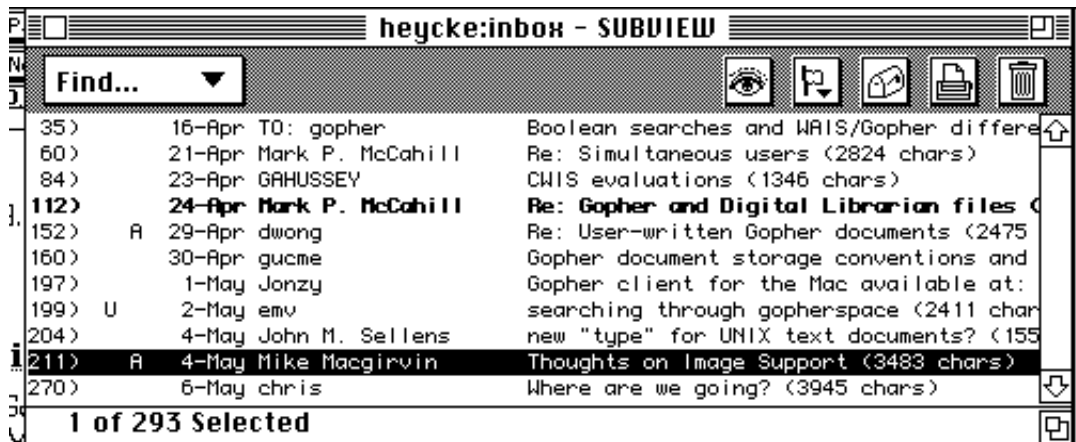
Transferring Messages

Sometimes you may wish to file messages for later use. Mailstrom allows you to transfer messages to existing mailboxes (files) or to new mailboxes that you create from Mailstrom. You can create as many mailboxes as your server will permit.

Copying vs. Moving

When you transfer messages, you have the option of either copying or moving. *Copying* a message to another mailbox *retains* the original message in the current mailbox, while *moving* a message *deletes* it from the current mailbox. You can copy or move multiple messages simultaneously.

1. Select the message(s) to be copied or moved.

2. From the **command bar** select the **mailbox icon** (or from the **Message** menu, select **Transfer...**
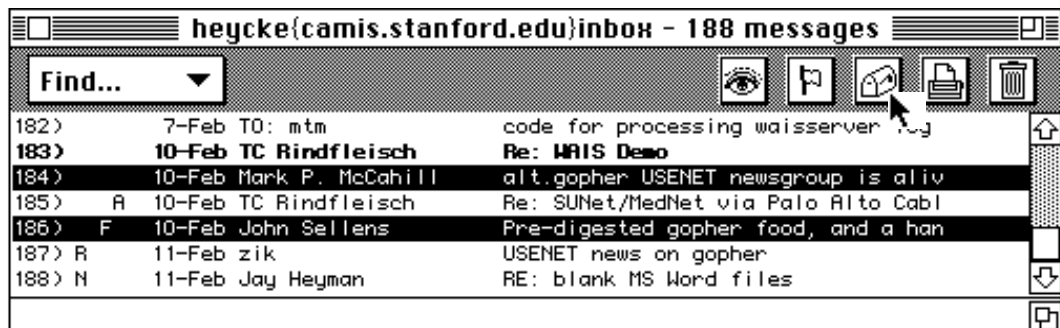
3. The transfer dialogue box will appear. This box allows you to copy or move messages by selecting a destination mailbox file from the scrollable list or by defining a new destination mailbox file on the spot. If a mail file exists at the path provided, the server will append the transferred messages onto that file. Otherwise, it will create a new file.
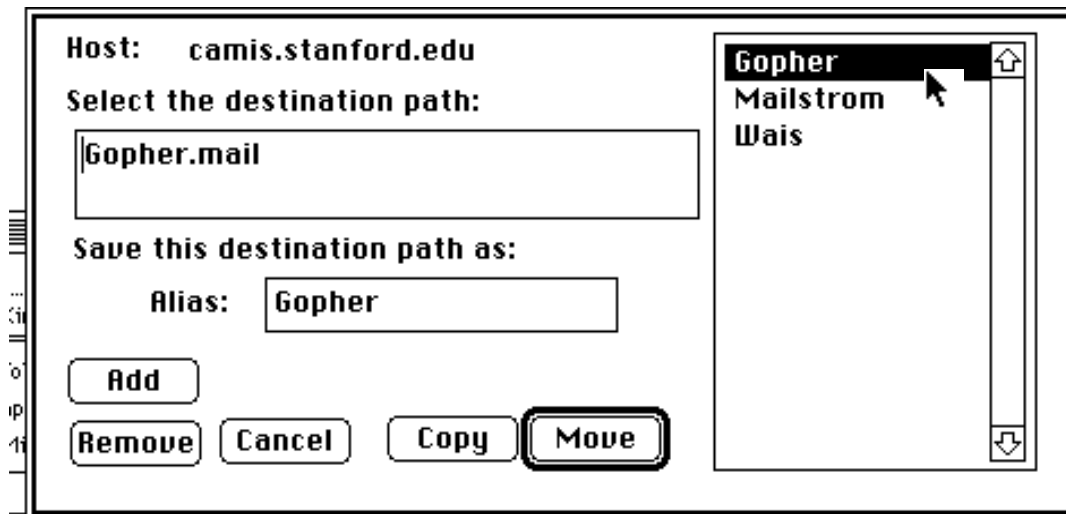
Creating a New Mailbox File

> NOTES: Though you may have created mailbox files with other mail programs, they will not automatically appear in the Mailstrom scrollable list of mailboxes. You can add these mailboxes to the scrollable list, however. Any mailboxes you have previously created with Mailstrom (including those with the **Open Mailbox** command) will appear in the list.[2]

1. With the transfer dialogue box open (see above), type in the destination path (unless otherwise specified, this file will appear in your (UNIX) home directory). Follow your file server's file name conventions in creating file names (if you use alphabetical characters with no spaces, your names should be OK).

   NOTE: You may only transfer messages to files on the IMAP host specified in the Preferences file. That host name appears in the dialogue box.

2. Type in an alias name for the file and then click in the **Add** button to add it to the scrollable list of mailboxes.

---

[2]Assuming the same profile document was used. The mailbox *list* is saved in the Mailstrom profile document.
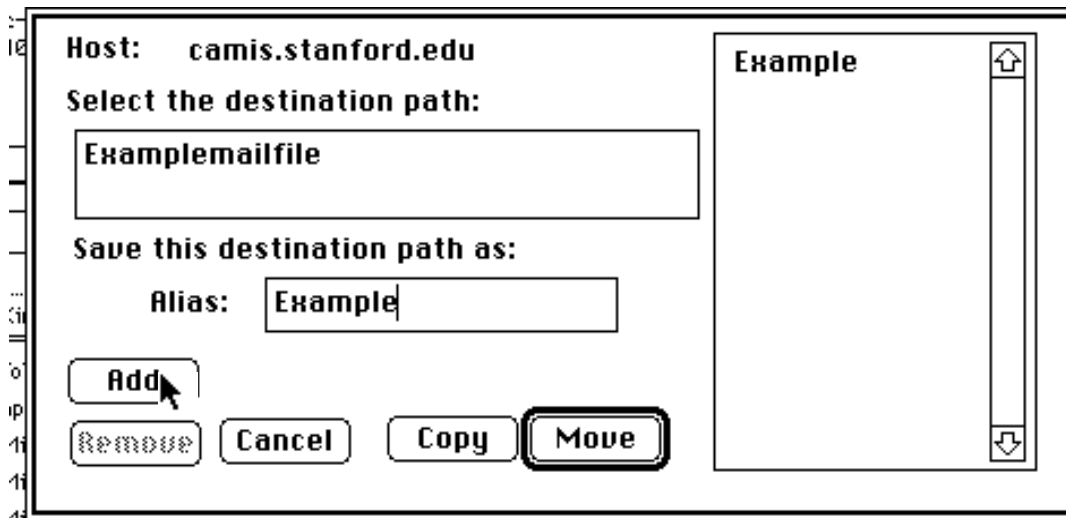
NOTE: If you *move* messages, these messages will be marked for deletion in the original mailbox (they will not be removed, however, until you expunge them).

Editing the Mailbox List

Adding a Mailbox to the List
To add a mailbox (or mailbox alias) to the mailbox list, follow these instructions:

1. In the *Mailbox List window*, type in the mailbox name (*sun.mail* in the example below). Enter the complete UNIX path name if the mailbox is not in your home directory.

2. Type in the name by which you want to refer this in the *Alias* field (*sun* in this example).

3. Press the **Add** button to add your alias/mailbox to the list.
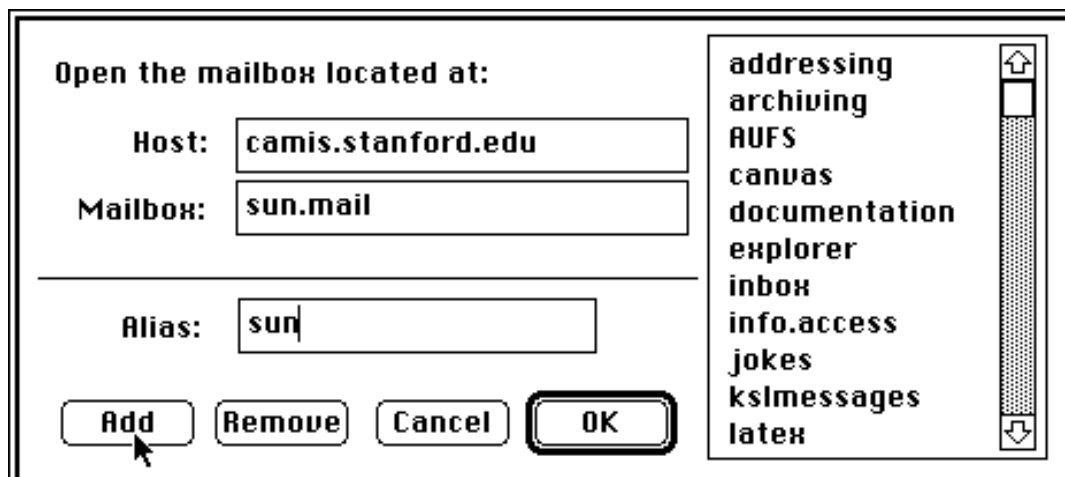
Deleting/Changing Mailbox Aliases.
To remove an alias from the mailbox list, select the alias name and
click on the **Remove** button. **NOTE**: This does not remove the *mailfile*
from the server. The mailfile and its contents continue to exist—just
not in the Mailstrom mailbox list. To change the name of an alias,
select the alias name and edit it using standard Macintosh editing
techniques and press the **Add** button.

Appendix A: Preferences

The Preferences windows in Mailstrom allow you to personalize your communications environment. These settings include:

- your personal name for outgoing messages
- font types, styles and sizes for different windows (read, compose, browse etc.)
- how often the server looks to see whether new mail has arrived in the current mailbox
- the capability to remember where you like Mailstrom windows to appear on your screen
- whether your inbox opens when you start the Mailstrom application
- an option to have yourself or someone else automatically carbon-copied on every message you send
- and more

Preferences are stored in a Mailstrom *profile* document. The profile document also stores the contents of the address book, the set of Search commands available from the **Find** menu, the set of mailboxes available from the **Open Mailbox...** or **Transfer...** dialogues, the Custom Replies defined by the user, and several internal variables. Preferences can be changed while using the application.
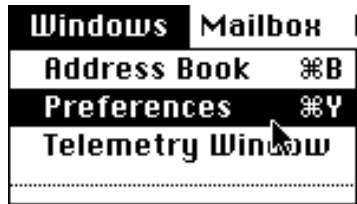
Saving Multiple Profiles on the Same Machine
You may save as many profiles as you like on a machine. In this way, several users who share the same Macintosh can all use the program in a personalized way. In such an event, it is easiest if one launches the program by double-clicking on the profile document of their choice,
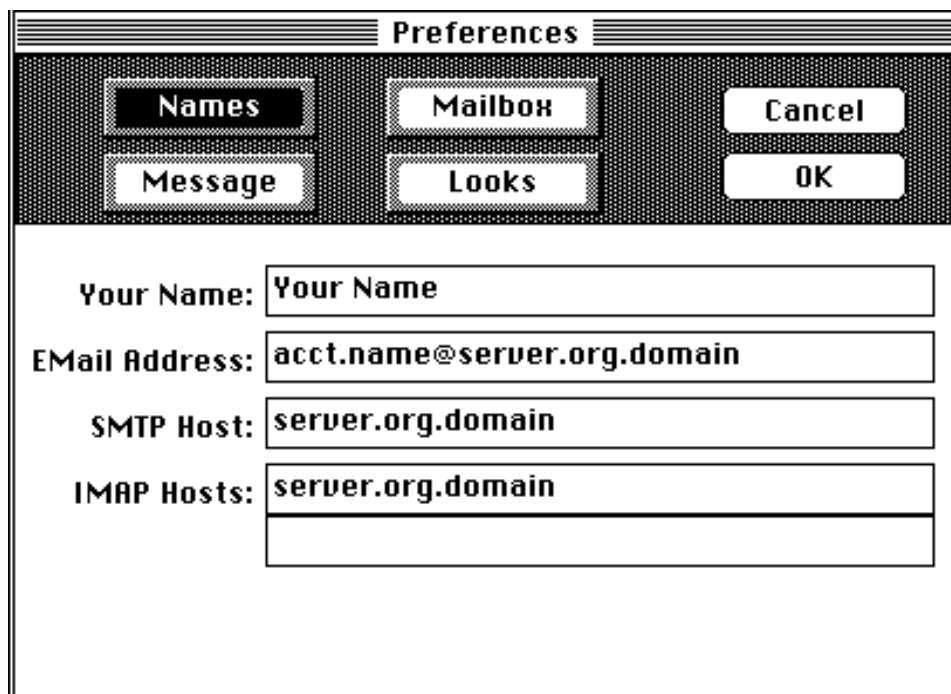
Jim's Mailstrom Profile   Torsten's Mailstrom Profile   Janet's Mailstrom Profile

Editing a Preferences File

1. From the **Windows** menu, select **Preferences** (Command-Y).

The Preferences window will open.

2. Click on one of the Preferences selections (Names, Mailbox, Message, Looks) to open that particular selection's window.

The Mailbox Preferences Window

The mailbox preferences allow you to set a number of automated features.

Toggle This Box On	Accomplishes This:
Open Inbox At Startup	Logs into your Inbox upon launching the application
Remember Password	Keeps the most recently-typed password in memory for as long as the program is running. This password is never written to a file or remembered in between executions.
Check for Mail	Sets the timer for how often Mailstrom will go to the server and look for new mail. Mailstrom also checks on most every other mail operation (read message, etc.), so mail may be delivered sooner.
Confirm Disconnects	Displays a dialogue box asking: "Do you want to close this mailbox?"
Confirm Expunges	Displays a dialogue box asking: "Expunging will permanently delete these messages? Go

	for it?"
Expunge On Closing	Displays a dialogue box asking: "Do you want to expunge?"

The Header Filter determines the order and presence of the header fields when not viewing in Show Full Header Mode (described in the Message Preferences section below) By typing in "Subject From To CC", the user gets a four line header (assuming all of the fields are found in the message). The *Show Full Header* option in the message menu toggles the use of the full header.

The Message Preferences Window

The Message Preferences Window allows you to change some features for reading and sending messages, among other things.

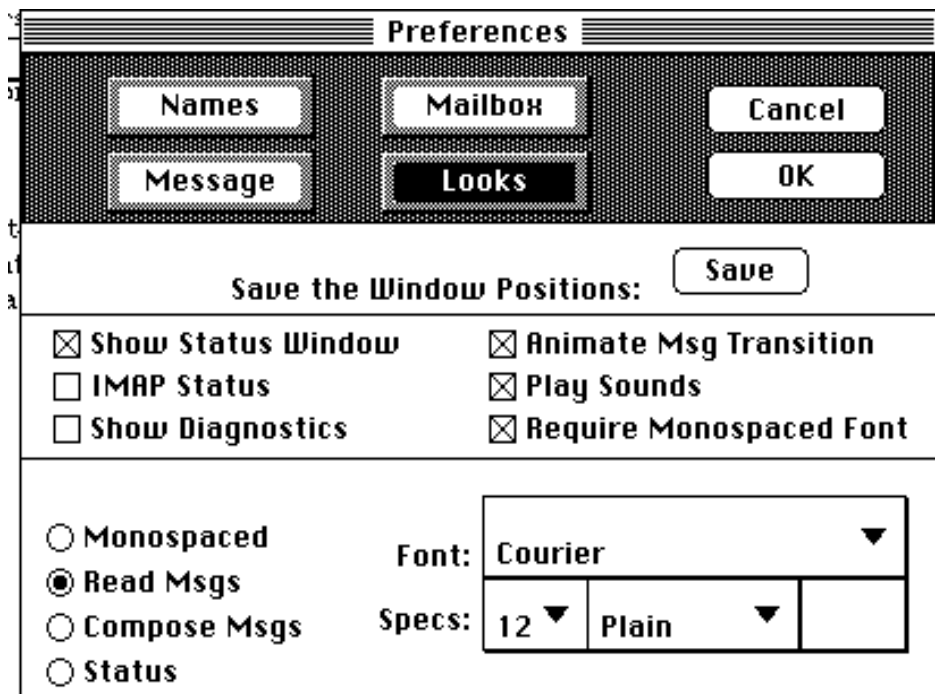| Toggle This Box On	Accomplishes This:
Show Message Number	Displays message number in browse window(s)
Show Message Length	Displays message length in browse window(s)
Gray Deleted Msgs	Grays messages that have been marked for deletion in browse window(s)
Bold Direct Msgs	Displays in bold those message headers in browse window(s) addressed directly to owner of mailbox
Italicize Flagged Msgs	Italicizes messages that have been flagged
Show Full Headers	Displays full header information in read window which includes, the To, From, Date, Subject fields as well as the full routing

	information. When this is not toggled, the information displayed is dependent on what is set in the Header Filter field of the Mailbox preferences window (described above).
Confirm Sends	Displays a dialogue box asking: "Send this message?"
Close Upon Send	Closes the composition window after the successful send command completes. This can be temporarily toggled by holding down the option key during the send.
Proceed After Delete	Displays next selected message in read window after marking a message for deletion (by pressing the trash can icon, Command-K, or the delete key)
Save Sent Messages	Save all sent messages to an *Outbox* that lives in the same folder as the profile (?? not true, actually, the messages get stored on the top level of the System Folder). This file is a text file which can be opened with Mailstrom, TeachText and many other text processing applications.

Default CC and **BCC** allow you to automatically carbon copy (CC) someone or Blind Carbon Copy (carbon copy someone without their name(s) appearing in the header field of any of the other addressees) When filled out in the preferences window, these entries will affect the initial contents of the CC and BCC fields in the header of a Compose window. These fields can be edited at the time of message composition.

The Looks Preferences Window

The Looks preferences window allows you to the size and kind of font for various Mailstrom windows. This preferences window gives you control over whether to display the Status window and what kind of information to display in this window.

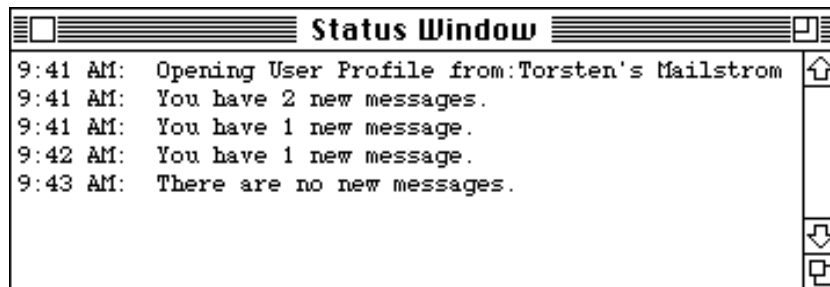| Toggle This Box On	Accomplishes This:
Show Status Window	Displays the Status Window which provides information such as: new message announcements, the time messages were sent, brief problem descriptions. What exactly is displayed in this window is partially a function of whether **IMAP Status** and/or **Show Diagnostics** are toggled on.

IMAP Status	Displays all IMAP activity in the Status Window.
Show Diagnostics	Displays diagnostic information in Status Window. This information can sometimes be useful in determining the origin of an error.
Animate Msg. Transition	Read window contents slide from right to left when replaced with another message.
Play Sounds	Announces new message (instead of system-determined beep).
Require Monospaced Font	Uses standard-width font (Courier, Monaco) in read and composition windows. This font selection overrides any other font selections for these windows.
Standard	Allows you to select a fixed-width font for use in Read and Composition windows when **Require Standard Font** is toggled on. Only fixed-width fonts are selectable from the Font pull-down menu. Size and style may also be selected from a pull-down menu in this box.
Read Msgs	Allows you to choose the font, size and style for this kind of window.
Compose Msgs	Allows you to choose the font, size and style for this kind of window.
Status	Allows you to choose the font, size and style for this kind of window.

Status Window Types

The Status Window will let you know when you have new messages, when messages have been sent successfully and when problems occur. There are three display options for Mailstrom status windows.

Simple Status Window
The simple Status Window displays basic information about your mail operations, It will inform you whether you have successfully logged in or not and when you have new messages.

```
========= Status Window =========
9:41 AM:   Opening User Profile from:Torsten's Mailstrom
9:41 AM:   You have 2 new messages.
9:41 AM:   You have 1 new message.
9:42 AM:   You have 1 new message.
9:43 AM:   There are no new messages.
```

The Show IMAP Status Window
The Show IMAP Status Window displays all IMAP activity including deletions, copying, moving, checking, when messages are found in searches, etc.

```
========= Status Window =========
Verifying: millis@sumex-aim.stanford.edu -- OK
10:05 AM:  Message Sent Successfully.
A00016 SEARCH FROM "shortliffe"
* SEARCH 19
* 37 EXISTS
* 3 Recent
A00016 OK Request Accepted!
A00017 CHECK
* 37 EXISTS
* 3 Recent
A00017 OK Check Completed!
10:07 AM:  You have 1 new message.
```

Show Full Diagnostics
If this option is on, extra debugging and status information is displayed.

The Names Preferences Window

The Names preferences window allows you to set the default user name and the SMTP and IMAP mail hosts.

Your Name	This can be your legal name, nickname, nom-de-plume or whatever.
Acct. Name	This should be your account name on the IMAP host. Your Acct. Name and your host names are not necessarily identical. It is important that the Account Name contains the full text of login name and domain address.
SMTP Host	This is usually your UNIX server name.
IMAP Hosts	This is usually your UNIX server name.

Personalizing Your Copy of Mailstrom

If, for some reason, you want to personalize the information stored in the Mailstrom start-up window, this is how one does it:

1. From the **Apple** menu, select **About Mailstrom...** The Mailstrom start-up window will appear.
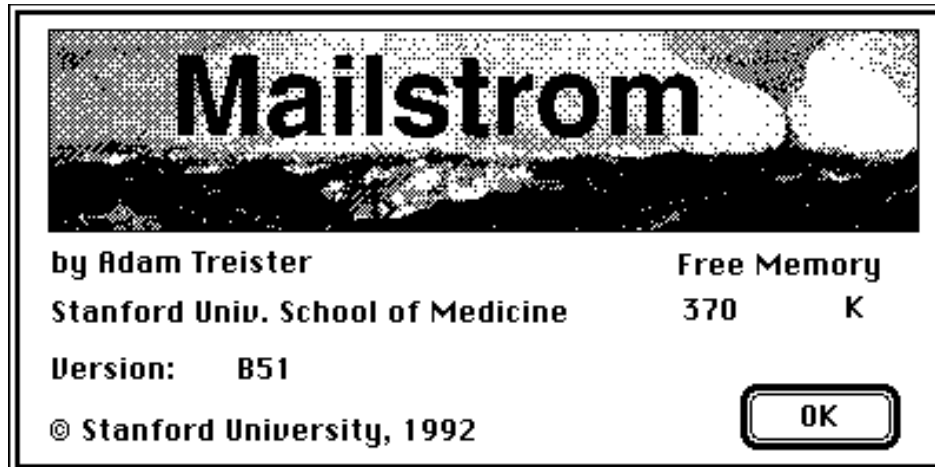
2. Press the **Option** key and click on the mouse (but *not* in the OK box). A dialogue box will appear with two data entry fields

3. Type in your name and organization, then click on the **OK** box. You can edit this information at any time by starting again from step 1.

Appendix B: Mailstrom and the IMAP Mail Model

Unlike many other Macintosh mail programs, Mailstrom allows you to read electronic mail that may come from any number of different kinds of machines—whether from the local computing environment, across the United States or from anywhere in the world. Mailstrom does not care whether your mail was created on a Sun™, a NeXT™, another Macintosh™; or another machine. This is because it can read any electronic mail that was sent using the same protocol, SMTP (Simple Mail Transfer Protocol).

Mailstrom also uses another protocol, called the Interactive Mail Access Protocol (IMAP). This protocol is a client/server model of mail, wherein incoming mail is sent to a central machine called the *server*, where it is distributed to the appropriate mailboxes. Your mail always resides on the server. A mail *client* machine (such as your Macintosh) can access the mail on the server using a mail client program (such as Mailstrom) typically over a local area network. Mailstrom is therefore known as an IMAP mail client program, or *mail client* for short.

The server may be a machine running the UNIX operating system: however, when you use Mailstrom this will be almost completely transparent: you don't have to know UNIX commands to read your mail .

Because your mail resides on a server, it can be read with other mail applications as well. There are mail clients on SPARCstations™, NeXTs, Explorers™, etc. so you can read the same mail on these machines as you do on your Macintosh with Mailstrom. Furthermore, operations you perform on your mail in Mailstrom are reflected in other mail applications. For instance, if you delete messages using "Columbia mm," a popular UNIX mail application, these messages will not be available for later perusal in Mailstrom; the messages are expunged at the server. Currently, you cannot perform any write operations (operations that modify a message or a mailbox) on your mail from more than one application *at the same time*.

The IMAP client/server model allows IMAP client programs to take full advantage of the client machine and to follow its user interface standards. Thus Mailstrom "looks and feels" like a Macintosh application, whereas the NeXT client program "looks and feels" like a NeXT program. For this reason, it should be relatively simple for a user who is acquainted with the Macintosh user interface to learn Mailstrom.

Appendix C: Mailstrom Menus

These have not been updated since version b36 since they change with some frequency. This section will describe what each command does.

Message

First	⌘1
Previous	⌘2
Next	⌘3
Last	⌘4
Send	⌘/
Reply	▶
Transfer...	⌘T
Delete	⌘K
Flag	⌘J
Show Header	⌘H
Unwrap Text	⌘D

Message

First	⌘1		
Previous	⌘2		
Next	⌘3		
Last	⌘4		
Send	⌘/		
Reply	▶	Forward	⌘[
Transfer...	⌘T	Reply to Sender	⌘R
		Reply to All	⌘;
Delete	⌘K	All But Me	⌘–
Flag	⌘J		
		Custom Replies...	
Show Header	⌘H		
Unwrap Text	⌘D		

Windows Mailbox Message

Address Book	⌘B
Preferences	⌘Y
Status Window	

Mike Macgirvin • RE: FrameMaker vs Wo
heycke{camis.stanford.edu}inbox – 195 messages

File Edit Windows Ma

New Message	⌘N
Open Text...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Open Preferences	
Save Preferences As...	
Page Setup...	
Print...	⌘P
Quit	⌘Q

Edit Windows M

Undo	⌘Z
Cut	⌘X
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Find...	⌘F
Find Again	⌘G
Finger	⌘L
Show Clipboard	

Mailbox | Message

Open Mailbox...	⌘M
Iconify	⌘I
Check New Mail	⌘U
Expunge	⌘E

≡ **Outgoing Message** ≡

SEND **To:** [_____]

Subject: [_____]

Cc: [_____]

Bcc: [_____]

≡ **heycke{camis.stanford.edu}inbox – 193 messages** ≡

Find... ▼

188)		11-Feb	John M. Sellens	gopher client 0.7 uptime check is f
189)		11-Feb	Farhad Anklesaria	Gopher to FTP gateway service avail
190)	D	11-Feb	Jay Heyman	RE: recovering deleted macintosh fi
191)	F	11-Feb	Blackford Middleton	[Blackford Middleton <bfm@sumex-aim
192)	U	11-Feb	TO: ssrg	Taking Vacation Thu. & Fri.

Appendix D: Keywords

A keyword is essentially a named flag which can be used to call attention to - or find a message. When assigned to a message, a keyword will precede that message in the browse window. For example, the keywords in the selected messages below are: *Help* and *Meeting*.
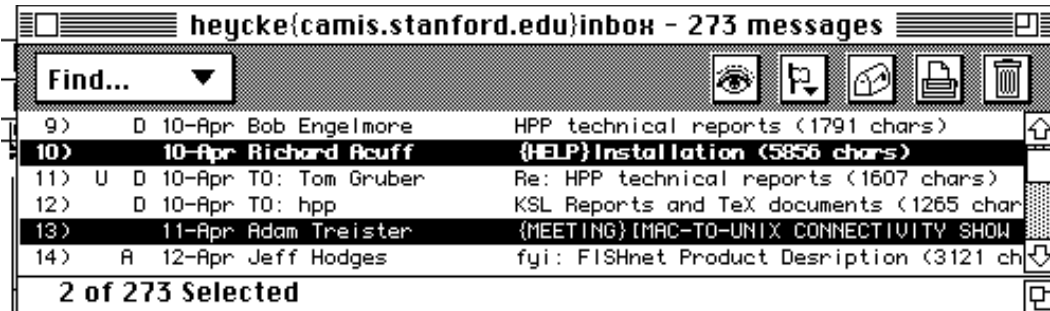
```
┌───────────── heycke{camis.stanford.edu}inbox - 273 messages ─────────────┐
│ ┌─────────┐  ┌──────────────────────────────────────┐ ┌──┐┌──┐┌──┐┌──┐┌──┐│
│ │ Find...  ▼│                                         │ 👁 ││🏃││✏ ││🖨 ││🗑 ││
│ └─────────┘                                                                │
│  9)      D 10-Apr Bob Engelmore      HPP technical reports (1791 chars)  ⬆ │
│  10)       10-Apr Richard Acuff      {HELP}Installation (5856 chars)       │
│  11) U  D 10-Apr TO: Tom Gruber      Re: HPP technical reports (1607 chars)│
│  12)    D 10-Apr TO: hpp             KSL Reports and TeX documents (1265 char│
│  13)      11-Apr Adam Treister       {MEETING}[MAC-TO-UNIX CONNECTIVITY SHOW│
│  14)    A 12-Apr Jeff Hodges         fyi: FISHnet Product Desription (3121 ch⬇│
│  2 of 273 Selected                                                        ▣ │
└──────────────────────────────────────────────────────────────────────────┘
```

Keywords are definable by you. There are several ways of creating keywords and you can create as many keywords as you would like.

Creating Keywords

There are multiple ways to create keywords. The method described below is done within the Columbia mm mail program. The way that is described here is very simple and consists of editing the .mminit file through simple MM commands. You could also use emacs or another text editro to edit the .mminit file.

To edit the .mminit file:

1. Type **mm** at the UNIX prompt.

2. Type **set keyword** and the name(s) of the keywords set off by commas.

    CAUTION: Do not use a carriage return when you reach the end of a line. Doing this may prevent you from accessing your mail!

3. Type **create-init**

    For example:
    mm>**set keyword HELP, MEETING, URGENT**
    mm>**create-init**

   This creates the keywords: HELP, MEETING and URGENT.

Using Keywords in Mailstrom

After setting keywords in MM, you are able to attach keywords to messages.

1. Select the message(s) you wish to have marked with a keyword.

2. From the command bar select the Flag button, and from the resulting menu select the appropriate keyword(s). In the example below the keyword *HELP* is selected.
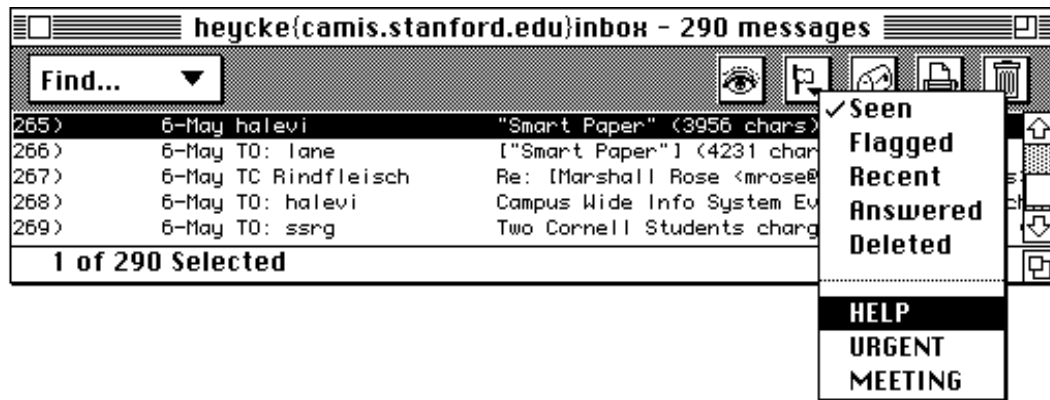
The message header in the browse window then looks like this:
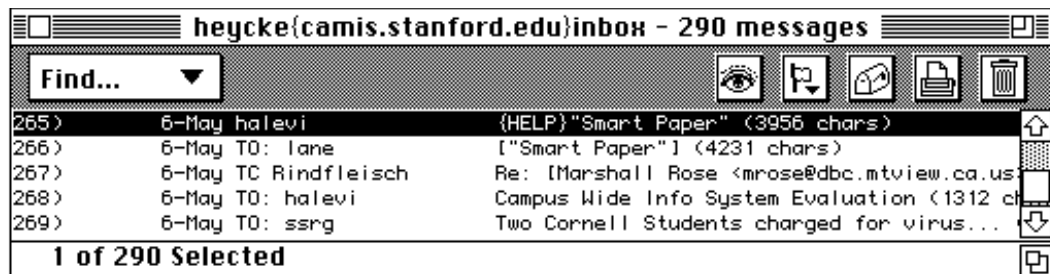
Keywords can be removed by selecting toggling the arrow next to the keyword in the flag submenu.

Appendix E: Editing Mailstrom's Resources

Following the Apple Interface Guidelines, Mailstrom stores virtually all of its text, pictures, icons, menus, etc. in the resource fork of the application. This can be edited by the end user without any alteration of the source code, to change the appearance or even the functionality of the program.

CAUTION: This may be too involved for the novice user, and the results of deleting resources may be to destroy the program.

This editing is done via a program called ResEdit, available from Apple Computer and shipped with many development tools, but instructions are included here for three changes that may be desirable, depending on your personal taste, or lack thereof. We ask that you DO NOT DISTRIBUTE ANY VERSION OF MAILSTROM WHICH HAS BEEN EDITED.
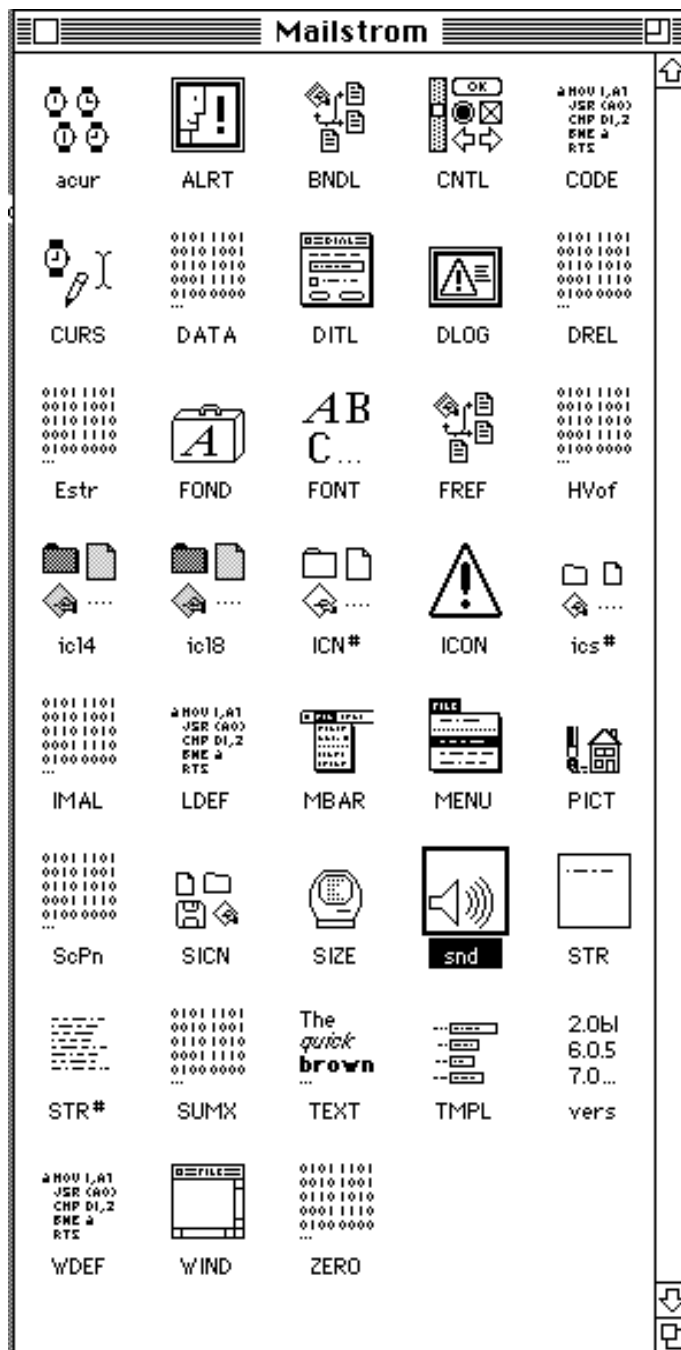
If you are interested in this process, and want to make all of your Mac applications behave differently than the documentation describes, we direct you to *ResEdit Reference*, Addison-Wesley Publishers, 1991, available from APDA.

To change the "You have new messages" Sound

1) Make a backup copy of Mailstrom.

2) Launch ResEdit

ResEdit 2.1

Copyright ©1984–1990,
Apple Computer, Inc.
All rights reserved.
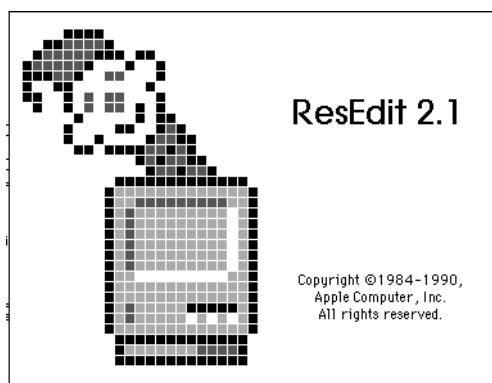
3) Open Mailstrom with ResEdit. You will see a window showing all of the resources contained in the application.

Mailstrom

|				
acur	ALRT	BNDL	CNTL	CODE
CURS	DATA	DITL	DLOG	DREL
Estr	FOND	FONT	FREF	HVof
ic14	ic18	ICN#	ICON	ics#
IMAL	LDEF	MBAR	MENU	PICT
ScPn	SICN	SIZE	snd	STR
STR#	SUMX	TEXT	TMPL	vers
WDEF	WIND	ZERO		

4.   Double click on the icon labeled "snd".

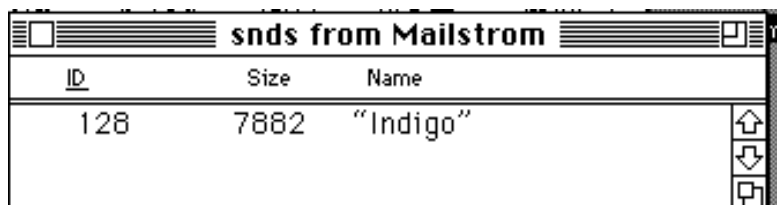5.   Select the sound labeled ID 128.

6. Select Clear from the Edit menu.

7. Open the file containing your new sound.

8. Copy

9. Paste the new sound into the snds window of Mailstrom

10. Select Get Resource Info (cmd-I) from the Resource menu.
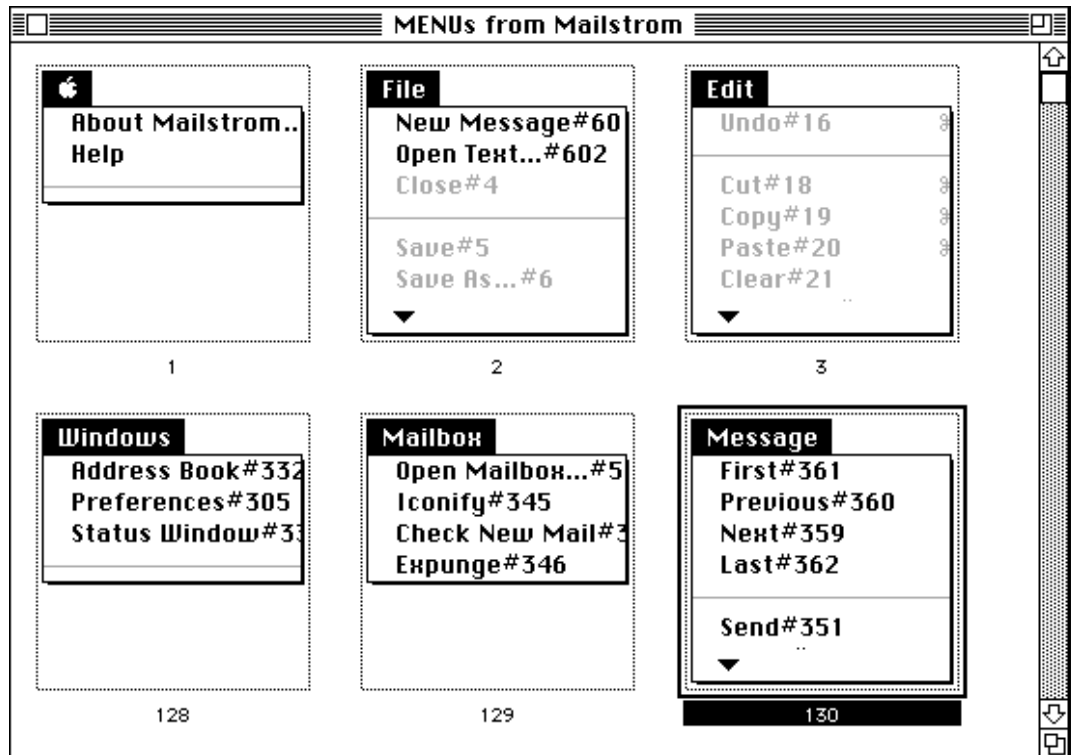
11. Set the ID to 128.
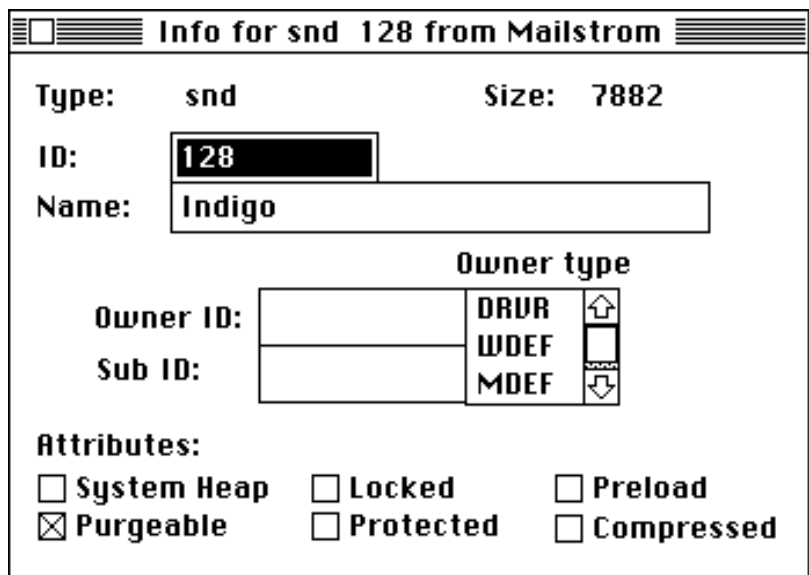
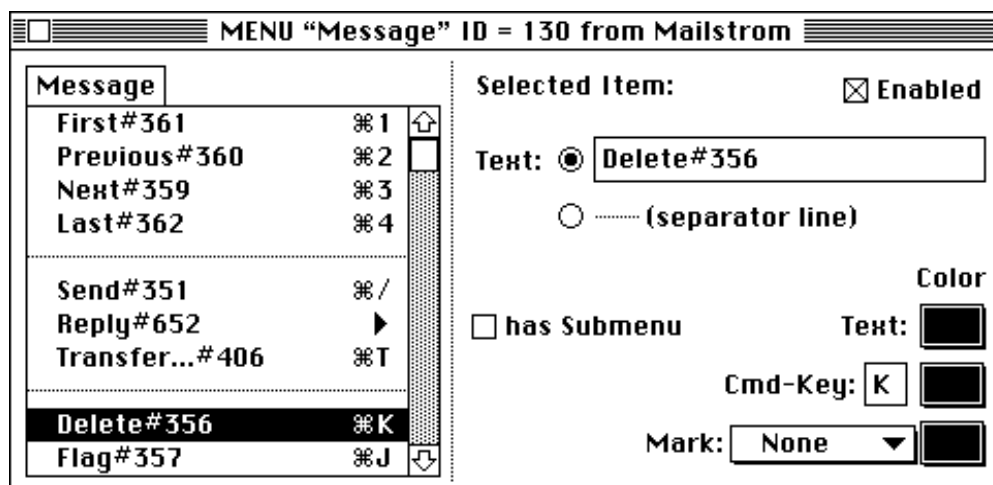

12. Close the window.

To Change The Command Key For A Menu Item:
Repeat steps 1-3 above:

4. Double click on the icon labeled "MENU".

5. Double click on the menu containing the item to be changed.

6. Select the character in the box labeled Cmd-Key (lower right).

7. Type the desired character.

NOTE: Be sure not to leave more than one menu item defined with the same key equivalent.

You may also change the names, colors or position of any of these items without affecting their functionality, but the number following the pound sign (#) must remain the same.

It is also conceivable that you could define your own additional menu for certain items by creating a new MENU resource and copying items to it. For it to appear it the menu bar, you must add its resource ID to the MBAR resource of ID 1.

The only exception to the freedom to edit MENU resources is in the Windows menu, which Mailstrom edits dynamically, based on the status of open windows. The text, color or command keys for the first three entries may be edited, but those items should remain in their current position.

To Change The String Which Prefixes Inserted Text Of A Reply:
Repeat steps 1-3 from above.

4. Double click on the icon labeled "STR#".

```
┌─────────────────────────────────────────────────┐
│ ▣▤▤▤▤▤▤▤ STR#s from Mailstrom ▤▤▤▤▤▤▤▣▤  │
│    ID          Size      Name                    │
├─────────────────────────────────────────────────┤
│   128          202     "Common"              ⇧   │
│   129          140     "Memory Warnings"         │
│   130           39     "Telemetry"               │
│   131          265     "Exceptions"              │
│   132          532     "NotifyStrings"           │
│   133           60     "DLOGSTRS"                │
│   134          113     "CStrings"                │
│   135          143     "ErrorStrs"               │
│   136          109     "Header Flds"             │
│   137          206     "Confirmations"           │
│   138         1471     "IMAP,SMTP Errors"        │
│   139          435     "TCP Errors"              │
│   140           38     "TimeZones"               │
│   141           29     "Address Fields"          │
│   142            2     "unused"                  │
│   200           78     "Addr Book"               │
│   201          564     "Prefs Polylog"           │
│  1131          266     "Mailstrom Strings"   ⇩   │
│                                              ▱   │
└─────────────────────────────────────────────────┘
```

5. Double click on the string list labeled ID 1131.

6. Scroll down to the 23rd string.

```
┌─────────────────────────────────────────────────┐
│ ▣□▤ STR# "Mailstrom Strings" ID = 1131 from Mailstror ▤ │
│  The string   │Undelete            │          ⇧  │
│                                                  │
│  20) *****                                       │
│                                                  │
│  The string   │Flag                │             │
│                                                  │
│  21) *****                                       │
│                                                  │
│  The string   │Unflag              │             │
│                                                  │
│  22) *****                                       │
│                                                  │
│  The string   │%ld of %ld Selected │             │
│                                                  │
│  23) *****                                       │
│                                                  │
│  The string   │>                   │          ⇩  │
│                                                  │
│  24) *****                                    ▱  │
└─────────────────────────────────────────────────┘
```
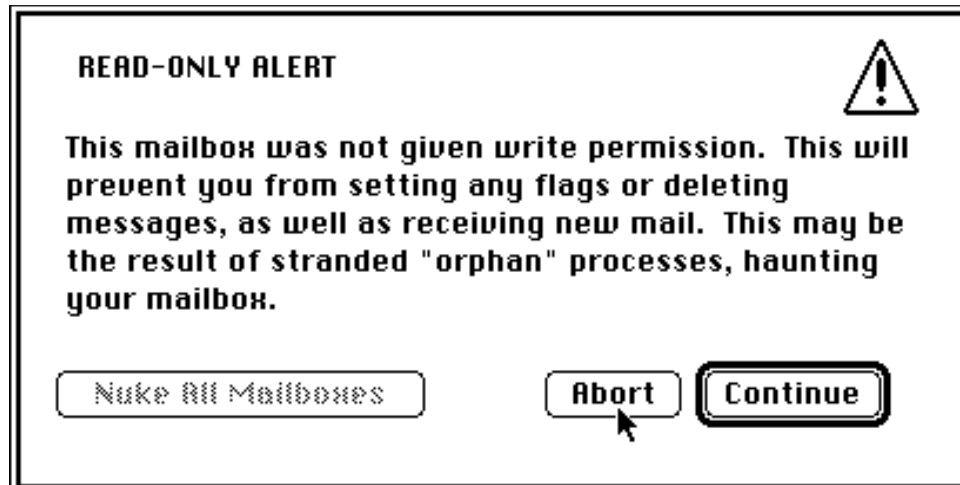
7. Type the new string. Remember to include any desired spaces to separate the prefix from the actual text. The default string shown above ends in three spaces.

Read-Only Alert

This message may be encountered just after logging into your mailbox with Mailstrom:

This usually indicates the following: a previously-started e-mail process already exists on the mailbox you have indicated. This could be caused by your Macintosh crashing during your last Mailstrom session, or by leaving another mail program, e.g., Columbia mm, running.

The simple solution, in any event, is to kill the mail process. This can be done by using the UNIX **ps -x** and **kill** commands (or at the KSL, the ***kprocs*** command). Follow these instructions:

1. Establish a virtual terminal connection to your mail server.

2. At the UNIX prompt, type jobs. This should give you a list of the UNIX processes running on the server. For example:

   ```
   CAMIS> ps -x
         PID TT STAT  TIME COMMAND
       27917 ?  IW    0:00 /usr/etc/imapserver -l -d
       28699 p7 IW    0:00 -csh (csh)
   ```

3. Look for the process containing the **imapserver** program and the process ID associated with it (in the above example, 27917).

4. Type kill PID (where PID is the process id).

Reading Large Messages

Occasionally you may receive a message that is so large (contains greater than 32 kilobytes of data)that Mailstrom may be unable to display the message in its entirety. You may get the following message:

```
 ┌──────────────────────────────────────────────┐
 │  ▣   This message is too big to display fully. │
 │      You will see a truncated version.         │
 │                                                │
 │      Would you also like the full message      │
 │      saved to a file?                          │
 │                                                │
 │  ☒ Remove Line Breaks        ( Yes )  ( No )   │
 └──────────────────────────────────────────────┘
```
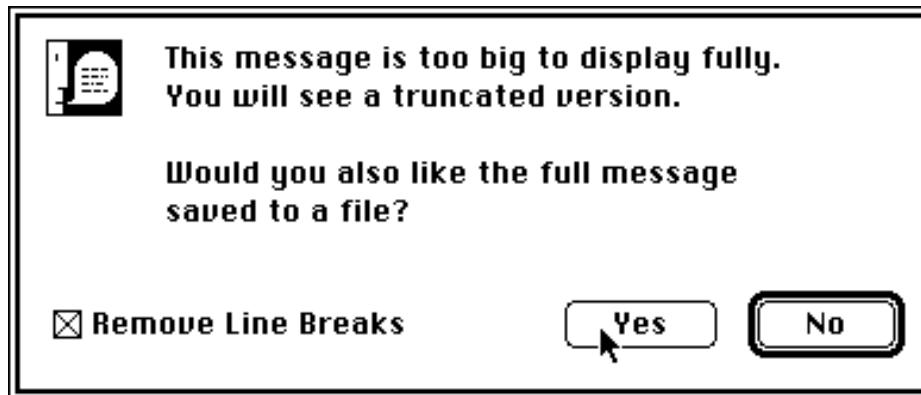
In such cases you can save the entire message to a file on the Macintosh on which you're working.

Opening Large Text Documents

If you try to open a text document containing 32Kb or more of data, you will get an error message like the one below.

```
 ┌──────────────────────────────────────────────┐
 │                                                │
 │   That file is too big to display.             │
 │                                                │
 │                                                │
 │                                                │
 │                                ( ⦁ OK )        │
 │                                                │
 └──────────────────────────────────────────────┘
```

The solution to this problem is to break the text document into several parts, each of which is less than 32 kilobytes. If you wish to send the document, simply send the parts.

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