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**User Guide**



**MAIL-IT**

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# Introduction and Installation

## How to Use This Manual

This manual provides full information and instructions for installing and using Mail-it.

This introductory chapter begins with a brief overview of Mail-it and then gives full instructions for installing Mail-it on your PC. Following this there is a section giving some background on how Mail-it fits in with the latest developments in mail systems, and looking forward to planned enhancements that will enable you to take advantage of emerging standards and technology.

Chapter 2 gives step-by-step instructions for the basic operations you need for everyday use of Mail-it. It will enable you to become familiar with the overall structure and operation of the application, so you should have no difficulty in finding and using the more specialized information given in the reference chapter.

Chapter 3 is a complete reference to Mail-it, beginning with the use of Mail-it to send messages from other applications, then describing each of the subwindows used within the Mail-it application itself. A section on the toolbar is then followed by a systematic description of each of Mail-it's menu commands, going through each menu and menu command in turn.

Chapter 4 tells you how to create Mail-it "tasks" to automate actions that you need to carry out frequently, or actions that involve a large number of messages.

Finally, two appendices cover technical details that may be required by network or systems managers for configuring Mail-it to a particular installation. The first appendix covers the Mail-it Control Panel item, which is used to install new users and configure Mail-it's messaging subsystem. The second appendix contains information about user-defined conversion files. These can be used to define conversions between the messages sent over the Internet (MIME messages) and those produced and viewed on the PC (MAPI messages).

One of the main objectives in developing Mail-it is that it should be easy to use, so the defaults it provides for conversions and most configuration parameters will be suitable for most installations. The appendices are provided for experts who want to tune or modify the way their system works in order to cater for particular specialized needs; ordinary users of Mail-it can safely ignore the information in the appendices.

## Overview

Mail-it is a complete mail system running on PCs connected to an internet (including the Internet) through an open standards mail server. In many installations the server will be running UNIX, but it could also be DOS, OS2, NT, VMS or a mainframe operating system running TCP/IP protocols.

Because Mail-it implements the Internet's MIME standard, you can send virtually any type of data across the Internet. You can send spreadsheets, formatted text, graphics, sound clips or any of the many other types of file you work with. The MIME standard is also backwards compatible, so you will be able to send simple mail messages to users who do not have a sophisticated MIME-compliant mail system such as Mail-it.

Mail-it also allows you to send mail directly from any of the increasing number of applications conforming to Microsoft's MAPI standard. With MAPI, sending Mail is as simple as printing: all you have to do is select Send from the application's File menu.

As well as being able to send mail from other applications, you can use the Mail-it application itself to compose messages and to attach files to send with messages. When you receive mail, you can use Mail-it to read simple messages and view attachments by launching other applications. Mail-it also has commands for replying to messages, forwarding them to other people, and re-sending them as attachments to another message.

When you receive messages they are placed in the In-tray folder in Mail-it's message store. If you just left them there, you'd soon have so many that it would be difficult to find them again. Mail-it provides an extensive range of commands to help you organize your messages in the message store.

Mail-it allows you to set up "tasks" – automated actions or series of actions. Tasks make it easy to carry out actions you need to repeat frequently, or actions that you may only want to carry out once, but involve a large number of messages.

Finally, Mail-it provides many options allowing you to customize it to your own way of working. As just a few examples: you can change the fonts it uses; decide whether messages wrap round to new lines when they reach the edge of a window; create template forms for types of messages you send often; and add signatures to messages automatically.



## Installing Mail-it

### System requirements

To run Mail-it you must have:

- an IBM-compatible PC with an 80386 processor or higher,
- Microsoft Windows 3.1 or later,
- at least 4 Mbyte of memory installed in your PC,
- at least 5 Mbytes of free hard disk space,
- a Winsock compatible TCP/IP stack,
- a mail host running SMTP and either POP-2 or POP-3 – these are provided free of charge on most UNIX systems.

### Installation

The following installation instructions refer to standalone Mail-it installation only. If you are installing Mail-it as part of the PIPEX Dial product, ignore this section and refer instead to the installation section of the PIPEX Dial manual. Installing PIPEX Dial will provide default settings for the various Mail-it installation options and will set up mail user details using the PIPEX Dial user name.

Before installing Mail-it you should read the release notes on the installation disk for any developments since the manual was printed.

There are two ways to install Mail-it:

- as a full independent installation on your PC;
- as a network installation sharing an installation on a file server.

Both methods use the same disks and installation program.

If you are going to use a network installation, you will need to know where Mail-it has been installed before you install it on your PC.

To install Mail-it on your PC:

- 1 Put the first installation disk in your floppy disk drive.

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- 2 To run the installation program:

Select **Run** from Program (or File) Manager's **File** menu, type A:\SETUP.EXE into the **Command Line** box and press **OK**. (This assumes your floppy disk drive is Drive A.)

or

Open a File Manager window onto your floppy disk drive and double-click on SETUP.EXE.

Whichever method you use, the first **Unipalm Mail-it Setup Program** dialog box will be displayed:



- 3 Press **Exit** if you change your mind about installing Mail-it, otherwise press **Continue** to display the **Installation Options** dialog box:



- 4 Click on a radio button to show whether you want to install a standalone version of Mail-it or share a copy over the network.
- 5 Press **Continue**.

The dialog box that is displayed depends on whether you are installing a standalone or network version.

- 6 For a standalone installation, the dialog box will be



Enter a path for the directory you want to use to hold your Mail-it application files, or use the default. Press **Continue** to continue the installation, or **Back** if you change your mind about a standalone installation and want to return to the **Installation Options** dialog box.

For a network installation, the dialog box will be



Enter the path for the directory holding the Mail-it application files you want to share and press **Continue** to continue with the installation, or **Back** if you change your mind about a shared network installation and want to return to the **Installation Options** dialog box.

As the installation continues you will be asked to change disks when required. If your system already has a copy of the MAPI.DLL file installed (for example if you are running Windows for Workgroups), the installation program will inform you that it is renaming it so that you can use Mail-it's MAPI.DLL file.

Once you have installed Mail-it, you will need to use the Mail-it Control Panel item to install users. Each user has an individual mail configuration,

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message store, etc, so several users can be installed independently on the same PC.

To install a user on to the PC:

- 1 Double-click on the Windows Program Manager Control Panel icon. This is in Program Manager's Main group by default.
- 2 Double-click on the Mail-it Setup icon in the Control Panel program group:



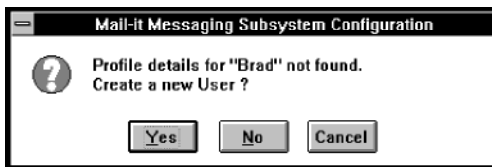
This displays the **Mail-It Messaging Subsystem** logon dialog box:



In order to maintain the security of your mail system, the configuration of the messaging subsystem is protected by a password.

To log on to the messaging subsystem as a new user:

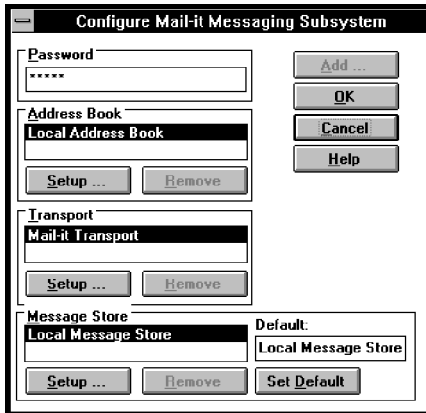
- 1 Enter the name you want to use as your identifier. You will be asked if you want to create a new user with the name you entered:



- 2 Press **Yes** to display the **Add a New User** dialog box:



- 3 Enter a path for the directory you want to use to keep your signature files, forms and user configuration information.
- 4 Press **OK** to display the **Configure Mail-it Messaging Subsystem** dialog box:



The **Configure Mail-it Messaging Subsystem** dialog box is the entry point to a range of configuration options. These are described in detail in Appendix A. For most installations the default values for most options will be suitable, so only those that most users may need to set are covered here – consult Appendix A if you need more information.

- 5 Press **OK** when you have completed the configuration.

## Password configuration

The **Password** box allows you to change your password for the Mail-it messaging subsystem. To change your password:

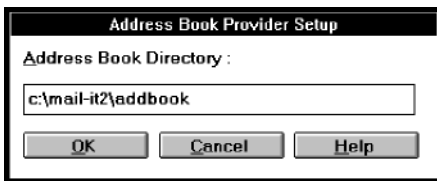
- 1 Delete your current password – it will appear as a row of \*s so that other people cannot see what it is.

- 2 Type in your new password – it will also appear as a row of \*, again so that other people cannot see what it is.
- 3 When you press **OK** to close the dialog box, you will be asked to type in your password again to check that you typed it correctly.

## Address book configuration

To set up your address book

- 1 Press **Setup** in the **Address Book** box of the **Configure Mail-it Messaging Subsystem** dialog box to display the **Address Book Provider Setup** dialog box:



- 2 Type in the path for the directory that you want to hold your address book.
- 3 Press **OK** to close the dialog box and return to the **Configure Mail-it Messaging Subsystem** dialog box.

## Transport configuration

Pressing **Setup** in the **Transport** box of the **Configure Mail-it Messaging Subsystem** dialog box displays the **Mail-it Transport Setup** dialog box. This can be used to configure your login credentials and mail transport protocols. This is not normally required, but can be used to optimize the transport: see Appendix A for more details.

## Message store configuration

To set up your message store:

- 1 Press **Setup** in the **Message Store** box of the **Configure Mail-it Messaging Subsystem** dialog box displays the **Mail-it Local Message Store Setup** dialog box:



- 2 Type in the path for the directory you want to hold your message store.
- 3 Click **Address Book Auto Update** if you want the address of someone sending you mail for the first time to be automatically added to your address book. For more information, see the “Address Book” section in the next chapter.
- 4 The default settings for the way MIME messages are handled by the message store are suitable in most cases, so you should not need to change them unless you have unusual or very specific requirements. If you do need to change the settings, press **Setup MIME** to display a dialog box allowing you to change the configuration – see Appendix A for details.
- 5 Press **OK** to close the dialog box and return to the **Configure Mail-it Messaging Subsystem** dialog box.

## **Current and Future Developments**

Efficient access to information can often mean the difference between success and failure in business. Fortunately, providing this access is becoming easier, as several recent developments have meant that it is now possible to produce mail systems directly addressing and meeting the business needs of individuals and organizations. Communication is necessary at all levels, not just locally within your own office but nationally and internationally, and not just within your own organization but with your customers, suppliers and associates. This level of communication is impossible without a global network using standards everyone can use.

### **The Internet: a global network for everyone**

The Internet has been established for many years and is the largest and fastest growing global network in existence. Once connected to the Internet, you can communicate directly with two million other installations, a number which is currently doubling every twelve months. More and more organizations are connecting to the Internet for internal and external communications. This growth has meant that there has been a pressing need for better and more business-oriented electronic mail programs to work with the Internet: Mail-it has been developed to meet that need.

### **Connections: the world beyond your LAN**

In order to send messages from your PC across the Internet, you must be connected to the outside world in some way. Proprietary LAN-based mail systems place their emphasis on mail communication within the LAN. This works fine at the local level, as the systems are usually tightly integrated and often provide rich functionality. The problems come when you try to communicate beyond the local area. This usually means going through a proprietary gateway to connect to a global network, such as the Internet. This may work if the recipient uses the same proprietary gateway and LAN system, but otherwise your mail gets reduced to the lowest common denominator of the sender and receiver systems, which usually means simple text messages only.

Mail-it uses a different approach by connecting the client PCs on the desktop directly to the server using standard Internet protocols. This



removes the need for gateways altogether. Not only does this save you the initial cost of buying a gateway, it also eliminates the further costs of maintaining and upgrading it. Removing the restrictions imposed by a gateway means you can send the information you want to send, not just the information the mail system allows you to send.

### **MIME: mail is more than words**

There is an increasing need to communicate an enormous variety of information at both the local and global levels. For example, regional offices often need to report monthly sales figures to head office. How much easier it would be if they could mail the data as a spreadsheet for consolidation with other regions' reports. When you submit a proposal to a client, you need to use your company's corporate style with appropriate logos, fonts, layout and with different styles for headings etc. If your customers are overseas, you will have to use the character set for their language and not just English. You will probably want to incorporate diagrams and pictures, and even sound and video clips.

Until recently, the Internet provided no standard mechanism for carrying messages with these features. The introduction of the MIME (Multipurpose Internet Mail Extensions) standard, means that you can now send virtually any type of data across the Internet, provided your mail software is MIME compliant. Mail-it is a full implementation of the MIME standard, allowing you to send and receive complex multi-component, formatted text and multimedia messages.

An important feature of MIME is that it has been designed to follow existing Internet standards. This means that MIME messages can be received by any existing Internet installation. Existing mail-readers developed before the MIME standard was introduced will be able to receive your MIME messages, and, at the very least, they will be able to read the text part of messages and allow the non-text components to be extracted for processing by other software.

### **MAPI: sending mail directly from your applications**

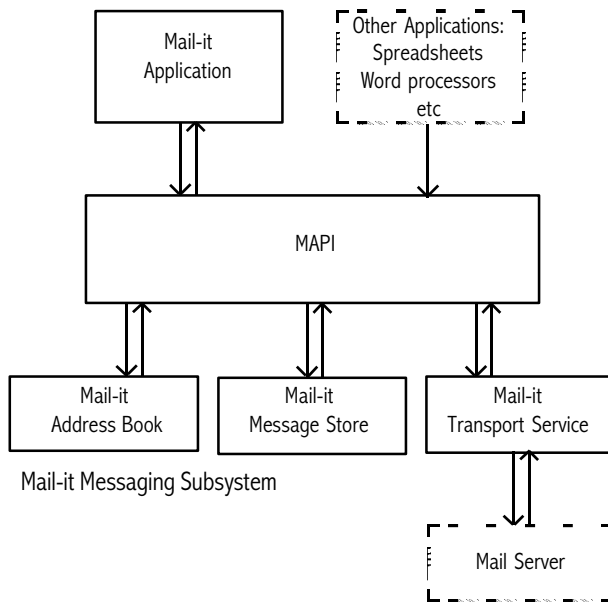
Once you've made the connection between the desktop and the rest of the world, you'll want to write messages and send them. At the simplest level, Mail-it provides a window for composing and editing text messages. You can also use this window to attach files produced in other applications. This is fine if you just want to send a quick message or reply to

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someone else's message. However, if you want to send, for example, a spreadsheet in this way, you would have to create the spreadsheet file in the spreadsheet application, save it, start up Mail-it, attach the spreadsheet file and then send it. What you really want to be able to do is just send the message straight from the spreadsheet application, or word processor, DTP system, paint program, presentation package, project management package or database. Mail-it's solution to this problem is to use MAPI (Messaging Application Programming Interface), which is Microsoft's messaging standard. Applications, such as spreadsheets or word processors, that have been written to the MAPI standard are called MAPI-aware, since they know how to use MAPI-based mail systems like Mail-it to send mail.

The MAPI standard defines how applications and mail systems relate to each other through the Windows operating environment. Provided you are using a MAPI-based mail system, such as Mail-it, all you need to do to send mail from a MAPI-aware application is select Send from its File menu.

The benefits of using MAPI do not end there. Not only does MAPI define how applications and mail systems should work together, it also lays



down how different components of a mail system are related. The diagram shows how the separate components of Mail-it are held together by MAPI interfaces.

Each of the components is a separate module. If you wish, you will be able to add additional modules to complement those supplied with Mail-it. So, for example, the Transport Service supplied with Mail-it provides the protocols linking it to the Internet. If you wanted, you could add a module from another supplier to give a LAN-based system, while retaining all the other Mail-it components. The MAPI subsystem would then select the transport service appropriate for the address of individual messages. Another possibility is to add your own internally developed corporate address server. Provided the individual components are built to the MAPI standard, you can mix and match them to build a system that fits your individual requirements.

## **The future**

One of the most important considerations underlying the design and development of Mail-it has been the adoption of widely accepted open standards, such as the Internet, MIME and MAPI. This policy ensures that the system is not tied to proprietary systems, so you can be assured that it will not become obsolete. Future versions of Mail-it will reflect the continuous development of existing standards and the introduction of new ones.

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## Getting Started

## Introduction

Once you have installed Mail-it (see “Installation” in the previous chapter) and, if necessary, configured it for your particular system (see Appendix A), you can use Mail-it to send and receive messages. This chapter introduces you to using Mail-it by giving step-by-step instructions for its basic operations. Once you have read through this chapter and mastered the operations it describes, you should have no difficulty in using the reference chapter to find out about the more advanced features and configuration options that are not covered here.

The reference chapter gives a complete description of all Mail-it’s commands and operations. The appendices include information about configuring Mail-it’s underlying messaging subsystem: the majority of these settings require a good knowledge of how your network and mail system are set up, so it is recommended that the configuration options covered there are used only by systems or network managers.

This chapter shows you how to:

- start up the Mail-it application;
- compose, send and read simple messages;
- attach files to messages you send, and view the attachments to messages you receive;
- reply to, forward and re-send messages;
- organize your messages in Mail-it’s message store;
- customize the appearance of messages;
- create and use personalized signatures and forms to use as message templates;
- send mail from other applications;
- create a simple automated task.

## Starting up Mail-it and the Main Mail-it Window

To start up Mail-it from within PIPEX Dial:

Press **E-Mail** in the PIPEX Dial control panel.

To start up standalone Mail-it:

- 1 Double-click on the Mail-it group icon in the Program Manager window.
- 2 Double-click on the Mail-it icon in the Mail-it group.



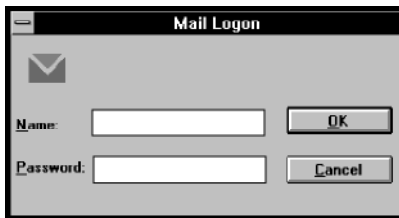
If this is the first time you have started Mail-it in this session, the Mail-it messaging subsystem will be started up and a new icon will appear on your screen:



You can think of the Mail-it messaging subsystem as a sort of mail van linking the mail system on your PC with the mail server (the post office).

(MAPI-aware programs also use this subsystem, so if it is not already running, it will have to be started up by the MAPI-aware application before you will be able to send mail. Some applications may launch the messaging subsystem when you start them up; others may wait until you first send a message.)

If you are running Mail-it outside PIPEX Dial, you will be asked to log on to the messaging subsystem:



- 3 Enter your logon name and password.

If you haven't already been installed as a Mail-it user, you should consult Chapter 1 to find out how to install yourself, or contact your systems or network manager to do it for you.

The main Mail-it window opens:



All of Mail-it's commands can be used by selecting them from the menus in the menu bar at the top of the window, but those you use most often can also be run using buttons in the toolbar beneath the menus. The reference chapter gives full details of all of Mail-it's commands and buttons.

When you use Mail-it, you work with sub-windows inside the main Mail-it window. You can manipulate these windows like any other windows: you can move them, resize them, maximize them, minimize them and, with one exception, close them. The one sub-window you cannot close is your local message store – this is the only sub-window you will see the first time you start Mail-it. You will learn more about using the message store and message list windows in the “Organizing your messages” section later in this chapter.

The rest of this chapter introduces you to several other types of Mail-it window; you can find full details for using all of Mail-it's windows at the beginning of the reference chapter. The first Mail-it window you will look at in more detail is the compose window, which you use to write and assemble messages before sending them.

## Writing, Sending and Reading Simple Messages

### Writing a simple message

You use compose windows to send messages from within Mail-it. You can use them to assemble complex multi-part messages using a variety of custom features, or, as in this first example, to send very simple messages.

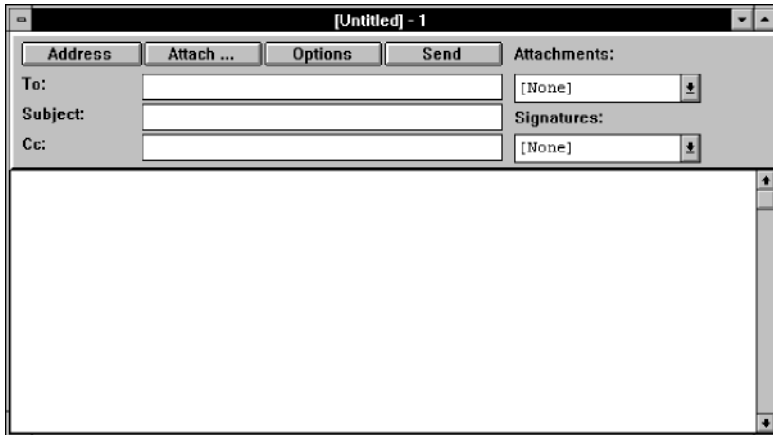
To open a new compose window:



Press the new message button in the toolbar;

or

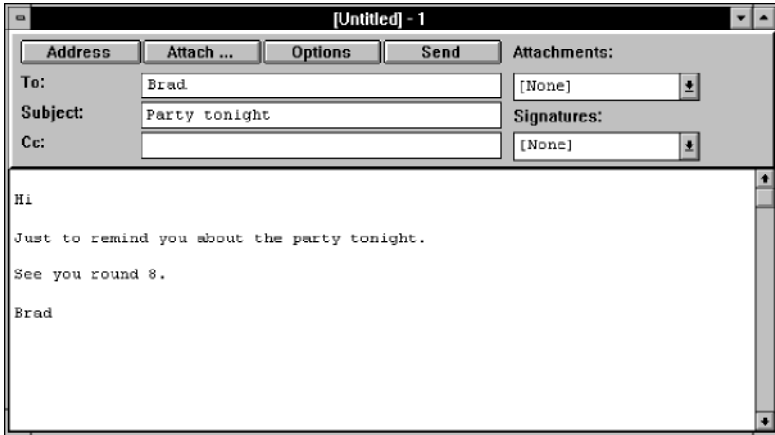
Select **New Message** from the **Message** menu.



To try out Mail-it, you can send yourself a message:

- 1 Enter your mail address in the **To** box (normally, of course, you would enter someone else's address).
- 2 Enter a brief description of the message in the **Subject** box.
- 3 If you want to send someone else a copy of your message, enter their mail address in the **Cc** field. If you put your own address in the **Cc** field, you will receive a copy as well as the original.
- 4 Type a message in the main body of the window:





Note that the **Edit** menu has all the usual Windows commands for copying, cutting and pasting text between windows in Mail-it and other applications. However, this version of Mail-it only supports plain text in the body of messages, so if you paste formatted text from another application, the formatting will be lost. You will learn how to send formatted documents as attachments later in this chapter.

- 5 Press **Send** to post the message.

When you send the message, Mail-it uses an animation to show the message being put in an envelope and posted, though you can turn this off using **Options/Environment** in the **Custom** menu if you prefer.

After you have posted the message using **Send**, the Mail-it messaging subsystem will send it – immediately if your PC is connected to the Internet; otherwise, the message will be stored and sent next time you connect and run Mail-it. You will be able to see when the message is sent, as the mail van icon changes as the mail is actually being sent:



Send yourself another message using a different entry for the **Subject** so that you will be able to try out moving between messages when you find out about reading messages in a later section.

---

**HINTS:** In this example you entered the addresses directly by typing into the text boxes. Later in this chapter you will see how you can use Mail-it’s address book to help with this – see the “Address book” section.

You also saw how you could send yourself copies of the messages you send using the **Cc** box. There is, however, an easier way of getting copies automatically, by using **Options/Compose Options** in the **Custom** menu or **Local Compose Options** in the compose window – see the section on “Organizing your messages” later in this chapter.

You can also choose to close the compose window automatically after you have sent a message, again using **Options/Compose Options** in the **Custom** menu or **Local Compose Options** in the compose window.

---

## Checking for new mail

Mail-it checks regularly for any new mail arriving for you on the mail server. When it finds there is new mail, it downloads it to your local message store. While this is happening, the Post Office icon changes to:



If you have unread mail stored in Mail-it, the new mail button in the Mail-it window changes from



to



and if Mail-it is minimized, the Mail-it icon changes from



to



To check for new mail if you don’t want to wait for Mail-it to do one of its regular checks or if you have disabled regular checks (see Appendix A):



press the new mail button;

or

select **New Mail?** from the **Message** menu;

or

select **New Mail?** from the Mail-it control menu. This is useful when Mail-it is minimized, since clicking on the icon displays the control menu, so you can check for new mail without having to restore the Mail-it window. You can also display the control menu by clicking on the Windows control box at the top left of any Mail-it window, but if Mail-it is not minimized, it is probably easier to use the new mail button or **New Mail?** from the **Message** menu.

The Post Office icon changes while it is looking for new mail:



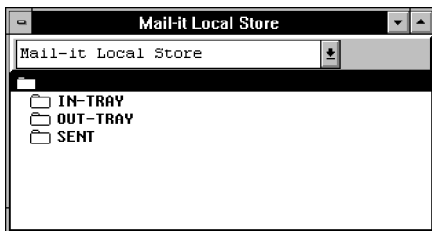
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**HINT:** You can set how often Mail-it looks for new mail using the configuration options in the Control Panel – see Appendix A.

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## Finding your message in the local message store

When new mail arrives, Mail-it puts it into your local message store. If your local message store is minimized, restore it by double-clicking on it or by using the control menu. When you first start Mail-it, the message store already contains a number of folders:



- Mail-it uses the In-Tray folder to store messages as they arrive on your PC;
- Mail-it uses the Out-Tray folder as a temporary store for messages you have posted before they are sent to the mail server;
- Mail-it uses the Sent folder as the initial default folder for copies of messages you send.

## Getting Started

Your local message store must always have In-Tray and Out-Tray folders, but you do not need to save messages you send, or you can save them somewhere else instead of the Sent folder.

The “Organizing your messages” section later in this chapter will show you how to use the message store to organize your messages. For the moment all you need to do is use it to find the message you sent, so that you can read it.

- 1 Select the In-Tray folder.
- 2 To open a message list window for the In-Tray folder:

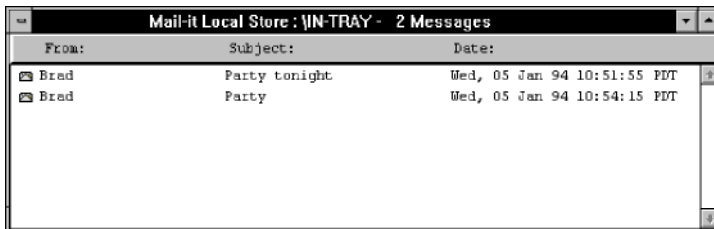


press the open folder button in the toolbar;

or select **Open** in the **Folders** menu;

or double-click on the In-Tray folder’s icon in the message store window.

The icon for the folder in the message store window will change to an open folder to show you that you have opened the message list window for that folder, and a message list window will be opened:



The message list window will show you all the messages in your In-Tray folder. If you sent yourself Cc copies, the message list window will contain these as well as the other messages you sent yourself. If you open a message list window for the Sent folder, you will see it also contains a copy of the messages you sent. However, unlike a Cc copy, this is saved directly to the message store and does not travel to the mail server and back.

Once you have opened a message to read it, its icon changes from



to



## Reading a simple message

To read a message in a folder:

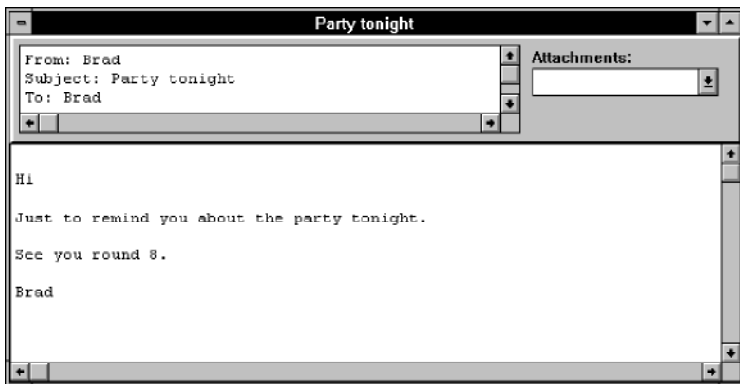
- 1 Select the message in the message list window.
- 2 To open a read window for the message:



press the read message button in the toolbar;

or select **Open** in the **Message** menu;

or double-click on the message's icon in the message list window.



You can repeat the same process to read another message in a new read window. However, if you just want to read the next message listed in the message list window in the same read window:



press the next message button in the toolbar;

or select **Next** in the **Message** menu.

If you want to go back to reading the previous message:



press the previous message button in the toolbar;

or select **Previous** in the **Message** menu.

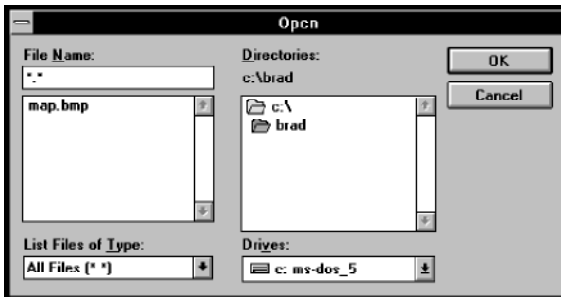
## Sending and Viewing Attachments

### Sending a message with an attachment

So far you have learned how to send and read a simple message. However, you will often want to send more complex documents such as word-processed files with formatting, spreadsheets or graphics. By making use of the MIME and MAPI standards, Mail-it enables you to send these types of document as attachments. You can attach any sort of file to a Mail-it message, but this example uses a graphics file produced in Windows Paintbrush, as you will probably have it installed on your PC. If you do not already have a convenient Paintbrush file to attach to a message, create one now (see your Windows documentation for information on using Paintbrush).

To send an attachment to a message:

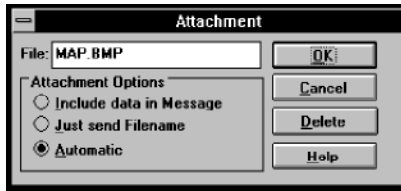
- 1 Open a compose window and fill in the **To**, **Subject** and **Cc** fields, as you did for the simple message, and type a covering note in the body of the compose window if required.
- 2 Press **Attach** to display a standard Windows **Open** file dialog box:



- 3 Use the dialog box to select the file to be attached to your message.
- 4 Press **OK** to close the dialog box. The file will be added to the list of attachments in the **Attachments** drop-down list box.
- 5 If you want to add any more files, repeat 2–4.

You can choose to include the contents of the file itself in the message, or, if the person you are sending the message to has access to the files as well, you may want to send just the filename.

- 1 Select the attachment from the **Attachments** drop-down list box to display the **Attachment** dialog box:



The **File** box shows the name of the selected attached file.

- 2 In the **Attachments Options** box:

Click on **Include Data in Message** if you want the contents of the file sent with the message

Click on **Just Send Filename** if you want to send the filename only and not the contents of the file – you could use this option if you were sending the message to someone who also has direct access to the file on your network.

Click on **Automatic** if you want Mail-it to decide whether to send the contents of the file or just the filename depending on the location of the file and the recipient of the message.

Press **Delete** if you want to delete the attachment.

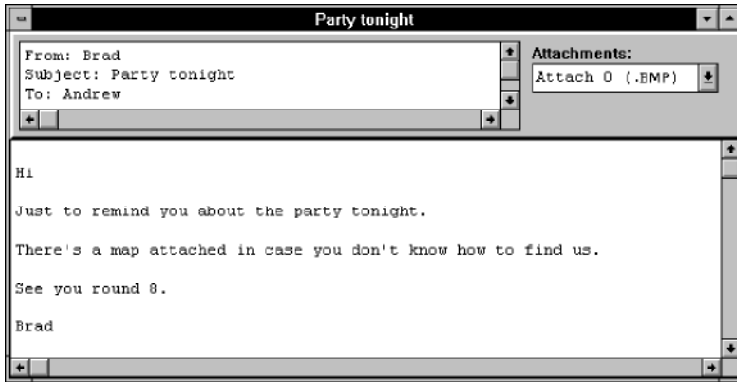
- 3 Press **OK** to return to the compose window.

When you have set up the attachments as you want them, press **Send**.

## Reading a message with an attachment

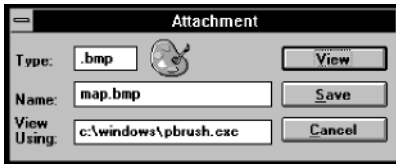
To read a message with an attachment:

- 1 Open a read window for the message in the same way as you did for the simple message:



Any attachments to the message are listed in the **Attachments** drop-down list box.

- 2 Select the attachment in the **Attachments** drop-down list box to display the read **Attachment** dialog box:



The dialog box shows the type of attachment (its DOS extension). The icon displayed beside the **Type** box is the application in which the attachment was created: in this case it is the icon for Windows Paintbrush.

Mail-it can only display the icon if the application is installed on your computer and the attachment type is recognized, by being associated with the application in the Windows registration database: see your Windows documentation for information. If the file type is not recognized, a “binary file” icon:



will be displayed and the **View Using** box will show the viewing application as [NONE].

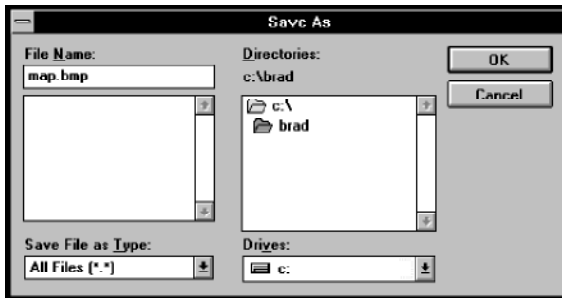


- 3 If you want to view an attachment that does not have a recognized file type in some application, or if you want to view a recognized attachment using a different application, enter the filename (and path) of the application in the **View Using** box. In this example, you should leave it unchanged, provided you have Paintbrush installed.
- 4 Press **View** to open the **View Using** application (Paintbrush in this example) with a copy of the attachment loaded as a read-only document.

You will be able to use this method to view the attachment even if only the filename was sent in the attachment provided the file is accessible with the same path from the receiver's and sender's PC.

Note that as the attachment is opened as a read-only file, you will not be able to edit it in the viewing application, though you may be able to save a copy under another name and then edit it. Alternatively, you can save the attachment to a file in the **Attachment** dialog box.

- 1 Press **Save** in the **Attachment** dialog box to save an attachment to a file by displaying a standard Windows **Save As** dialog box:



- 2 Fill in the details of where you want to save the attachment and press **OK**.

Note that if you want to save the body of a message to a text file, use **Save As** in the **File** menu to open a **Save As** dialog box. Whether the header is saved with the message depends on whether you set **Save Header When Saving Text Files** using **Options/Environment** in the **Custom** menu.

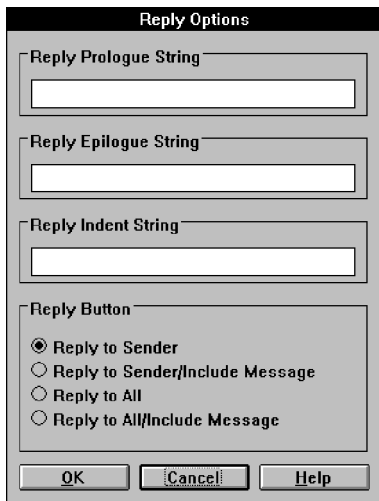
## Replying to, Forwarding and Re-sending Messages

### Replying to a message

You will often want to reply to messages you are sent. Mail-it can automate this process to some extent by filling in the **To**, **Cc**, and **Subject** fields of a compose window for your reply, and, if you choose, include the original message you were sent. You won't often want to include the whole of the original message in your reply, but it is often useful to include parts to set the context for your reply. For instance, if the original message asked some questions, you might want to include them as a preface to your answers. If you do include parts of the original message, it is usually a good idea to distinguish them in some way, and Mail-it allows you to do this automatically.

To customize how replies should be sent:

- 1 Choose **Options/Reply Options** in the **Custom** menu to display the **Reply Options** dialog box:



- 2 Type in any text you want to appear before the included original message in the **Reply Prologue String** text box. You might enter some standard covering text or just a string of repeated characters such as \*, ^, or \_ to separate off quotes from the message you are replying to from your own text.

- 3 Type in any text you want to appear after the included original message in the **Reply Epilogue String** text box. You might enter a string of repeated characters such as \*, v, or \_ to separate off quotes from the message you are replying to from your signature, or other text following the quotes.
- 4 Type in any characters you want to appear at the beginning of each line of the included message in the **Reply Indent String** text box. This is probably the most useful facility as it marks all the lines in the original so you can intersperse your own text and it remains clear which lines are quotes from the original. A common convention is to use ">" as an indent string. Readers can then identify forwarded text easily. "<" is often put before lines written in response to ">" lines. When replies are made to replies several levels of ">" can build up allowing the order in which the conversation was conducted to be seen.

If you want to put information about the original message in these strings, you can include:

&Name, which will be replaced by the name of the original message's sender;  
 &Date, which will be replaced by the date the original message was submitted; and  
 &Subject, which will be replaced by the subject title of the original message.

The settings for these strings will be used whenever you reply to a message and opt to include the original in your reply. The **Reply Button** radio buttons allow you to decide what happens if you press the reply button to prepare a reply (you can also use the **Reply** command in the **Messages** menu, but these settings have no effect in that case: see later in this section).

- 5 To set how replies should be treated when you use the reply button:
  - Click on **Reply To Sender** if you want the reply sent to the sender only.
  - Click on **Reply To Sender/Include Message** if you want the reply sent to the sender only and you want the reply to include the original message.

## Getting Started

Click on **Reply To All** if you want the reply sent to the sender and anyone else who was on the **Cc** list and received a copy of the original.

Click on **Reply To All/Include Message** if you want the reply sent to the sender and anyone else who was on the **Cc** list and received a copy of the original, and you want the reply to include the original message.

For this example, use the second option, as shown in the picture in step 1.

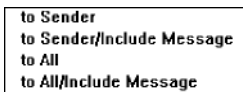
Now that you have set up how replies should be treated, you can send a reply to a message:

- 1 Select the message in a message list window, or if it is displayed in a read window, select it there.
- 2 Either:



press the reply button;

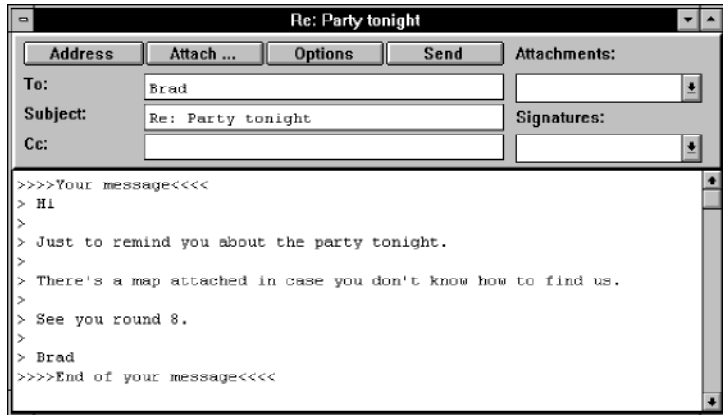
or choose **Reply** in the **Message** menu to display the submenu:



If you use the reply button to carry out this command, you are not presented with this submenu; the selection you made in the **Reply Options** dialog box is used.

For this example, to get the same effect as if you had pressed the reply button, choose **Sender/Include Message** if you use the menu command.

A compose window will open for you to write the reply:



The **To** and **Cc** text boxes are filled in according to the command you selected, the **Subject** field is the same as in the original message, and, since an **Include Message** command was selected, the body of the message contains a copy of the original message with the reply prologue string, reply epilogue string, and reply indent strings added appropriately.

- 3 Edit the message for your reply. You can also edit the included original message – generally you will only want to include short quotations from the original to set your answer in context. The window is a standard compose window, so you can use any of the editing and menu operations that can be applied to messages in a compose window.

## Forwarding and re-sending messages

As well as replying to messages you are sent, you may often find that you want to send it on to someone else. There are two ways of doing this: you can “forward” the message, which means that the original message is included in the body of the forwarded message and any attachments as attachments; or you can re-send the message, which means the original, and its attachments, are re-sent as attachments to the re-send message. Another difference between forwarding and re-sending is that you can re-send several messages at the same time as attachments to the re-send message.

## Getting Started

When you forward a message, the original message is included in the body of the forwarded message, so, as with replying to a message, you may need to distinguish the original from any covering text you add. You can use **Options/Forward Options** in the **Custom** menu to set the **Forwarding Prologue String**, **Forwarding Epilogue String**, and **Forwarding Indent String** in a similar way to that described for replies in the previous section.

To forward a message to someone else:

- 1 Select the message in a message list window, or if it is displayed in a read window, select it there.
- 2 Choose **Forward** in the **Message** menu to open a compose window with the selected message included and the forwarding prologue string, forwarding epilogue string, and forwarding indent strings added appropriately.
- 3 Fill in the **To** and **Cc** text boxes with the addresses of the people you want to forward the message to.
- 4 Edit the forwarded message, if required, and add any covering text.
- 5 Press **Send** in the compose window.

To re-send messages to other people:

- 1 Open the message list window containing the messages you want to re-send.
- 2 Select the message, or group of messages, using the normal Windows techniques of Ctrl-click to add isolated messages to a selection or Shift-click to extend a range of selected adjacent messages.
- 3 Choose **Re-send** in the **Message** menu to open a compose window with the selected messages as attachments.
- 4 Fill in the **To** and **Cc** text boxes with the addresses of the people you want to re-send the message to.
- 5 Add any covering text to the body of the message.
- 6 Press **Send** in the compose window.

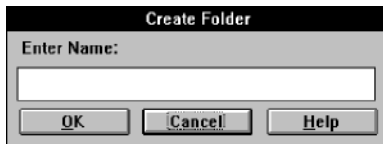
## Organizing Your Messages

When you begin to accumulate a large number of messages you will want to organize them in your message store. You can create new folders to hold messages, and move messages between folders.

Initially the message store only has the In-Tray, Out-Tray and Sent folders. These are all directly in the root folder of the message store folder tree. You can create new folders at any point in the message store tree to make a hierarchy of folders, just like you can make a hierarchy of directories in Windows File Manager.

To create a new message folder:

- 1 In the message store window, select the folder into which you want to put the new folder.
- 2 Select **Create** from the **Folders** menu to display the **Create Folder** dialog box:



- 3 Type in a name for the folder – it can have up to eight alphanumeric characters.
- 4 Press **OK**.

The new folder will appear in the selected folder in the message store window. You can create any number of folders to match your own pattern of working. Making hierarchies of folders, provided they don't become too deep, can make finding your messages again much easier:

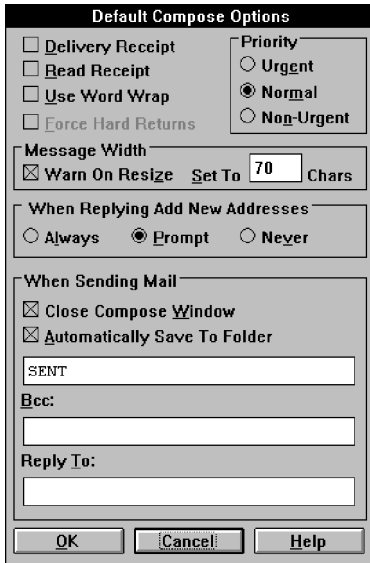


## Getting Started

When you first start up Mail-it it has a Sent folder, which is used to store messages you have sent. However, you do not need to use this folder; in fact you can choose not to save them at all.

To set the default folder for saving messages that you have sent:

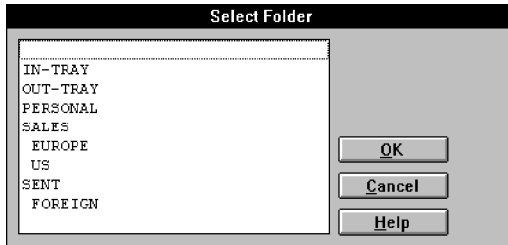
- 1 Choose **Options/Compose Options** in the **Custom** menu to display the **Default Compose Options** dialog box:



This dialog box allows you to customize the way compose windows behave and the way messages are sent: see the reference chapter for full details. For the moment we are only concerned with how messages are saved when they are sent.

- 2 Check **Automatically Save To Folder** if you want a copy of messages you send automatically saved to a folder. Checking this option displays the **Select Folder** dialog box:





Select the folder you want to use for saving messages when they are sent.

### 3 Press **OK**.

When you are sending a particular message, you may want to save it somewhere else instead of the default you have set. To do this:

Press **Local Compose Options** in the compose window you are using to compose the message. This displays the Local Compose Options dialog box, which is nearly identical to the **Default Compose Options** dialog box. Check or uncheck **Automatically Save To Folder**, as required, and select the folder you want to save the message in.

When messages first arrive they are placed in your In-Tray. This means that this folder could accumulate very large numbers of messages unless you delete ones you no longer need and store others that you want to keep elsewhere.

To delete a message:

- 1 Select the message in a message list window, or if it is displayed in a read window, select it there.
- 2 Either:



press the delete button in the toolbar;

or choose **Delete** from the **Message** menu.

If **Confirm on Delete When Deleting** is set using **Options/Environment** in the **Custom** menu, you will be asked to confirm that you want to delete the message, otherwise the message will be deleted without further prompting.

## Getting Started

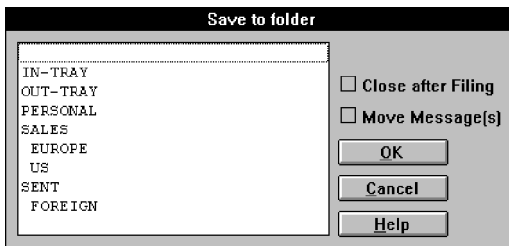
To move a message or several messages from one folder to another:

- 1 Select the message(s) in a message list window, or if you only want to move one message and it is already displayed in a read window, select the read window.
- 2 Either:



press the save to folder button in the toolbar

or select **Save Message(s) to Folder** in the **Message** menu to display the **Save to folder** dialog box:



- 3 Check **Close After Filing** if you are saving the message from an open read window and want to close that window once you have saved it.
- 4 Check **Move Message(s)** if you want to delete the messages from their current folder when they are saved in the new folder. If you leave this option unchecked you will make a copy of the original message but leave the original in its original folder.
- 5 Select the target folder to move (or copy) the message(s) into.
- 6 Press **OK** to move (or copy) the messages into the selected folder.

Alternatively, you can use drag and drop to move or copy messages between folders:

- 1 Make sure that a message list window showing the messages you want to move is visible on the screen. Also ensure that either a message list window for the folder you want to move them to is open, or that the folder is visible in the message store window.

- 2 Select the message(s) you want to move in their message list window.
- 3 If you want to move the messages, hold Shift and drag the messages to the new folder or message list window; if you want to copy the messages, hold Ctrl and drag the messages to the new folder or message list window. (See the **Options/Environment** command in the **Custom** menu section of the reference chapter for controlling the effect of dragging without holding Shift or Ctrl.)

You may find that drag and drop is the most convenient way of moving or copying messages when you want to spend a session reorganizing your message store. You can also use drag and drop to move and copy folders in the message store window as an alternative to the **Copy** and **Move** commands in the **Folders** menu.

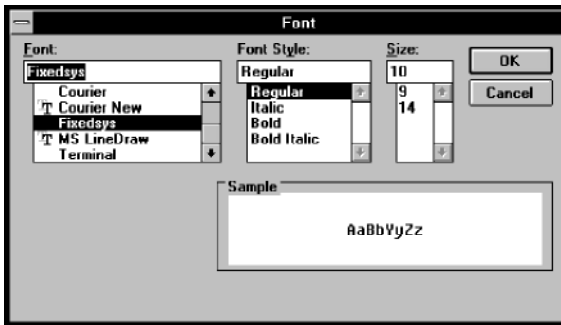
On the other hand, the **Save Message(s) to Folder** command or button is particularly useful when you are reading a batch of newly arrived messages, as you can then save them to the folders you want to store them in and delete them from your In-Tray as you go through them.

## Changing the Appearance of Messages

### Changing fonts

You can change the way messages appear in windows in a number of ways. First, you can change the font that is used:

- 1 Select **Set Font** in the **View** menu to display the screen **Font** dialog box:



- 2 Select the typeface from the **Font** drop-down list box.
- 3 Select the type style from the **Font Style** drop-down list box.
- 4 Select the type size from the **Size** drop-down list box.
- 5 Press **OK** to close the dialog box and change the font used in the selected window.

You can choose a different font independently for each window, the last font set becoming the default used to display new windows when they are opened. Note that the font you set will be used for the currently selected window, but will not affect any other open windows. However, it will become the default font used for any new windows of that type that you open until you change the font again.

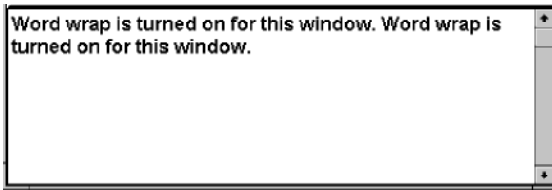
You may find that the font you want to use for the body of the text does not work very well for the fields at the top of the window. If this is a problem, you can choose **Use Standard Font In Headers Box** using **Options/Environment** in the **Custom** menu.

Remember that some messages may require a particular type of font. In particular, if they contain columns of figures or other formatting that

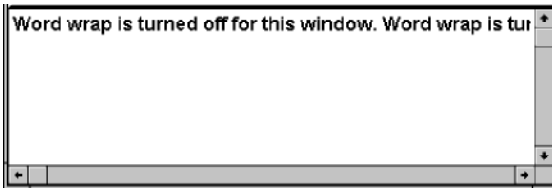
depends on the position of characters, you should probably use a fixed-width font such as Courier.

## Using word wrap

Another factor that affects the formatting of text in read and compose windows is whether you use word wrap or not. If word wrap is turned on, text going beyond the edge of the window will be wrapped round to the next line:



If it is turned off, the text will continue beyond the edge of the window and you will have to use the scroll bar to see it:



You can set word wrap on or off for individual windows using **Word Wrap** in the **View** menu. The default behavior for new read and compose windows is determined by settings you can make in **Options/Read Options** and **Options/Compose Options**, respectively, in the **Custom** menu.

One additional consideration to bear in mind when you are using word wrap in a compose window is that the word wrapping may mislead you into thinking the lines actually end at the window's edge. This is not necessarily the case, and messages you send from a window with word wrapping turned on may contain very long lines. Although the Mail-it messaging subsystem will automatically break up the long lines for transmission, these may not be where you would want to break them and this might make the message difficult to read if the recipient's mail system is

## Getting Started

not as sophisticated as Mail-it and cannot put the lines back together again. To avoid this problem, you can make Mail-it insert real line breaks to mirror the wrapped display in the compose window. You do this by setting **Force Hard Returns** using **Options/Compose Options** in the **Custom** menu to set the default, or, for a particular message, using the **Local Compose Options** dialog box displayed by pressing **Local Compose Options** in the compose window.

## Printing Messages

You can use Mail-it to print the body of messages; to print an attachment, you have to open it in the viewing application (see “Reading a message with an attachment” earlier in this section) and use the application’s print command.

There are a number of options controlling how messages are printed. First, you can choose whether to print header information with files using **Print Header When Printing Files** using **Options/Environment** in the **Custom** menu.

You can also choose which font to use for printing.

If you want to use the same font for printing as on the screen:

Choose **Mirror Display Font** in the **View** menu.

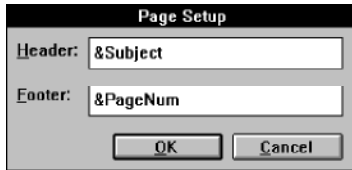
If you want to set a different font for printing:

Choose **Set Printer Font** in the **View** menu to display the **Font** dialog box. Use this in exactly the same way as when you set the font for the screen.

The printer font settings you choose will be the defaults used for printing all messages until you change them again.

As well as setting the font and deciding whether to print the header with the message, you can also give the pages of printout a header and a footer:

Choose **Page Setup** in the **File** menu to display the **Page Setup** dialog box:



Type into the **Header** and **Footer** boxes any text you want to appear in the header or footer of the message when it is printed. You can insert codes in the text to print information associated with the message automatically. The codes you can use are:

&Name, to print the sender's name;

&Date, to print the time and date the message was submitted;

&CurrTime, to print the time when the message is printed;

&PageNum, to print the page number;

&Subject, to print the subject of the message;

&To, to print the addressee of the message;

&Cc, to print the addresses of the people who were sent copies.

If you enter the text shown in the example, the subject of the message will appear in the header and a page number in the footer.

Finally, you can change the printer setup using **Print Setup** in the **File** menu. What this will enable you to do depends on what printer you have connected: see your printer and Windows documentation if you need any help using this dialog box.

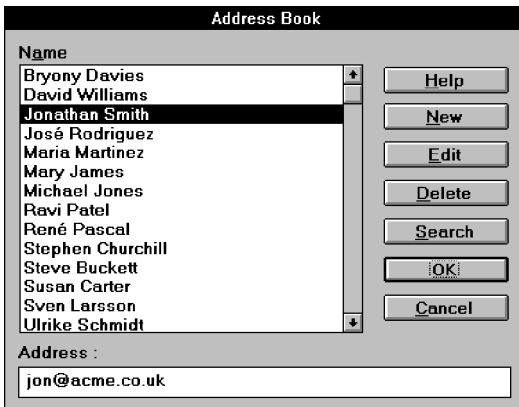
## The Address Book

### Building an address book

Email addresses can often be rather complicated, so you will not want to have to remember them all. Mail-it provides an address book facility so that you can store addresses and add them to the **To** and **Cc** fields in compose windows.

To add names to your address book:

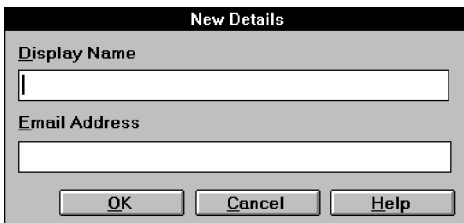
- 1 Choose **Address Book** in the **Custom** menu to display the **Address Book** dialog box:



The **Name** scroll box shows you the names of all the people in your address book, and the **Address** box the address of the currently selected name.

To add a new name and address to the address book:

Press **New** to display the **New Details** dialog box:





Type the name and Email address of the new entry into the **Display Name** and **Email Address** boxes, and press **OK**.

To change an entry in the address book:

In the **Name** box, select the name of the person whose details you want to change and press **Edit** (or double-click on the name), to display the **Edit Details** dialog box:

The dialog box shows the current details held within the address book.

Change the details in the box, if required, and press **OK**.

To remove a name and address from the address book:

Select the name of the person whose address you want to delete and press **Delete**.

If you have a large address book and you are not sure about a particular name:

- 1 Press **Search** to display the **Search** dialog box:

- 2 Click on **User Name** if you want to search through the names in the address book; click on **Email Address** if you want to search through the addresses in the address book.

## Getting Started

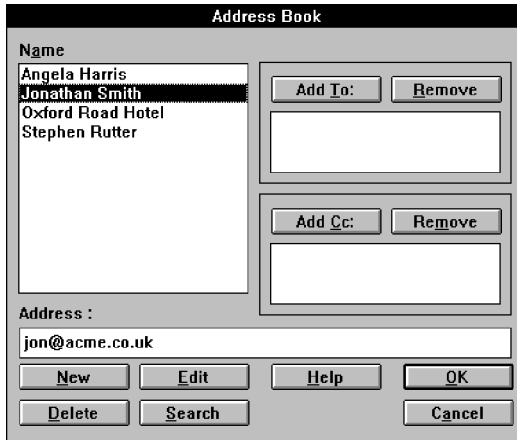
- 3 Click **Anywhere** if you want to search for part of a name (or address) anywhere within each name (or address) in your address book; click **Start** if you want to search only the beginning of names or addresses. For example, if you search for John and select **Anywhere**, you will find not only John Smith but also Bill Johnson; if instead you select **Start**, you will find only John Smith.
- 4 In the **Search For** box, type a part of the name or address that you know is correct. For example, if you want to send a message to Michael Jones, but you are not sure if he is in the address book under Jones, Michael, or E M Jones, you should type in Jones to search through all address entries with Jones somewhere in the name.
- 5 Press **Search Next** to begin searching the address book. If a matching name is found, it will be highlighted in the **Name** box in the **Address Book** dialog box.
- 6 If this is the name you are looking for, press **OK**, otherwise press **Search Next** again to look further down the list. Press **Cancel** to give up the search.

## Using your address book

Once you have entered addresses into the address book you can use them in compose windows.

To add an address from your address book to the **To** or **Cc** field of a compose window:

- 1 Press **Address** in the **Compose** window to display the **Address Book** dialog box:



- 2 In the **Name** box, select the name of the person you want to receive the message. Press **Add** in the **To** box to transfer the selected name to the **To** box. Repeat for any other people you want to receive the message.
- 3 In the **Name** box, select the name of any person you want to receive a copy of the message. Press **Add** in the **Cc** box to transfer the selected name to the **Cc** box. Repeat for any other people you want to receive a copy of the message.
- 4 If you change your mind about any of the names in the **To** or **Cc** boxes, select the name in the box and press **Remove**.

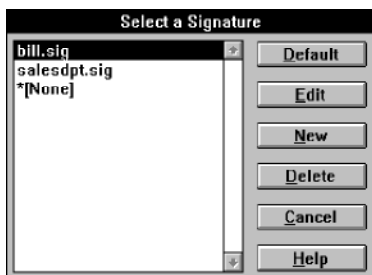
You can also use the **Address Book** dialog box to search for names or addresses, or add to, change or delete entries in the address book: the procedures are identical to those described for building your address book.

## Creating and Using Signatures

### Creating signatures to be added to your messages

When you send messages you will be identified to the recipient by the **From** field in the header. However, this may not give as much information as you want. For example you may want to include your company position, address, telephone and fax numbers. You can do this automatically by creating a signature, which will be attached to the foot of your messages. You can create several signatures to be used in different circumstances. For example, you may want a different signature for internal and external mail, and another for personal mail. Mail-it allows you to create as many as you like and nominate one, or none, as your default, which will be added to a message unless you choose to use another one.

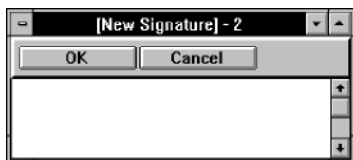
Select **Signatures** from the **Messages** menu to display the **Select a Signature** dialog box:



The scroll box lists all the signatures you have created. Initially it will just have [None] (this entry is there so that you can set no signature as the default). The \* against one of your signatures marks it as your default signature.

To create a new signature:

- 1 Press **New** to open a **New Signature** dialog box:



- 2 Type in the text you want added to the end of your messages. The text can be any length, but bear in mind that most people dislike receiving mail with long or elaborate signatures.
- 3 Press **OK** when you have completed the signature, to open the **Enter Filename** dialog box:



- 4 Type a name for the file in the text box. The name can be made up of up to eight letter or number characters.
- 5 Press **OK** to close the dialog box and save the signature in a file with the name you have given.

You can also save the contents of a signature to a text file using **Save As** in the **File** menu.

The next time you select **Signatures** from the **Message** menu the **Select a Signature** dialog box will show the name of the signature you have created in the scroll box.

The **Select a Signature** dialog box allows you to choose a signature as your default, and edit and delete signatures, as well as create them.

### Choosing a default signature

To make a signature your default signature added at the end of messages:

- 1 Select **Signatures** from the **Messages** menu to display the **Select a Signature** dialog box.
- 2 Select the signature in the scroll box.
- 3 Press **Default** to make the signature the default.

The default signature is marked **\*** in the **Select a Signature** dialog box.



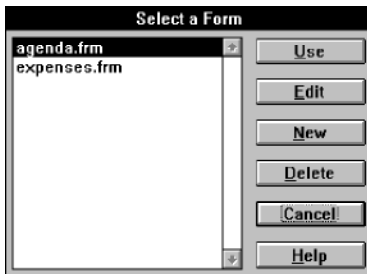
## Creating and Using Template Forms for Messages

### Creating a form

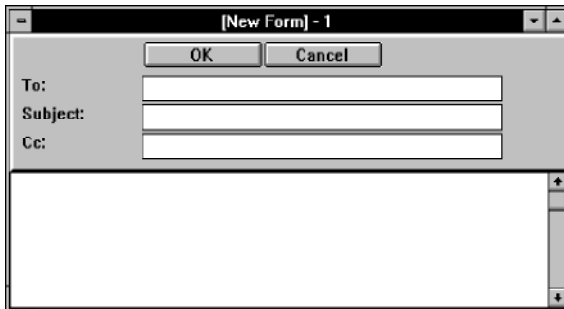
There may be some messages you send frequently that have basically the same content or structure, such as an expenses claim or an agenda for a regular meeting. To save you from having to type in the common elements each time, you can create a template for the messages using Mail-it's **Forms** command, which allows you to create and manage forms.

To create a template form:

- 1 Select **Forms** from the **Message** menu to display the **Select a Form** dialog box:



- 2 Press **New** to open a **New Form** dialog box:



You use the dialog box to build a template for the messages built from the form. When you use the form the entries you make in the header fields and the body of the form are copied into the corresponding fields in a new compose window, which you can then edit and use in the same way as any other compose window.

## Getting Started

- 3 If the messages built using the form will always be sent to the same person, enter the address in the **To** text box.
- 4 If you want the messages built from the form to carry the same subject description, enter it in the **Subject** field.
- 5 If the messages built using the form will always be copied to the same people, enter their addresses in the **Cc** text box.
- 6 Enter into the main text window any text you want to appear in all of the messages built using this form.

Remember that you will be able to edit any of these entries when you use the form.

- 7 Press **OK** when you have finished designing the form to display the **Enter Filename** dialog box:



- 8 Type a name for the file in the text box. The name can have up to eight alphanumeric characters.
- 9 Press **OK** to close the dialog box and save the form in a file with the name you have given.

You can also save the contents of a form to a text file using **Save As** in the **File** menu.

The next time you select **Forms** from the **Message** menu the **Select a Form** dialog box will show the name of the form you have created in the scroll box.

The **Select a Form** dialog box allows you to edit and delete forms as well as create them.



## Changing a form

To change an existing form:

- 1 Select **Forms** from the **Message** menu to display the **Select a Form** dialog box.
- 2 Select the form in the scroll box.
- 3 Press **Edit** to open a dialog box containing the form:

Expenses for	
Travel	=
Subsistence	=
Out of pocket	=
Total	=

- 4 Edit the form.
- 5 Press **OK** to close the window and save the edited form.

## Deleting forms

To delete an existing form:

- 1 Select **Forms** from the **Message** menu to display the **Select a Form** dialog box.
- 2 Select the form in the scroll box.
- 3 Press **Delete** to delete the form.

If you have set **Confirm on Delete** using **Options/Environment** in the **Custom** menu, you will be asked to confirm that you want to delete the form.

## Using a form as a template for a message

Once you have created a form, you can use it as the basis of a message.

To use a form:

- 1 Select **Forms** from the **Message** menu to display the **Select a Form** dialog box.
- 2 Select the form in the scroll box in the **Select a Form** dialog box.
- 3 Press **Use** to open a compose window based on the form:

Address	Attach ...	Options	Send	Attachments:
To:	Accounts			[None]
Subject:	Expenses			Signatures:
Cc:	Anna			bill.sig
Expenses for				
Travel	=			
Subsistence	=			
Out of pocket	=			
Total	=			

- 4 This is a normal compose window, so you can edit the header fields and the body of the message, add any attachments you want to send with the message, and add a signature if you don't want to use your default.

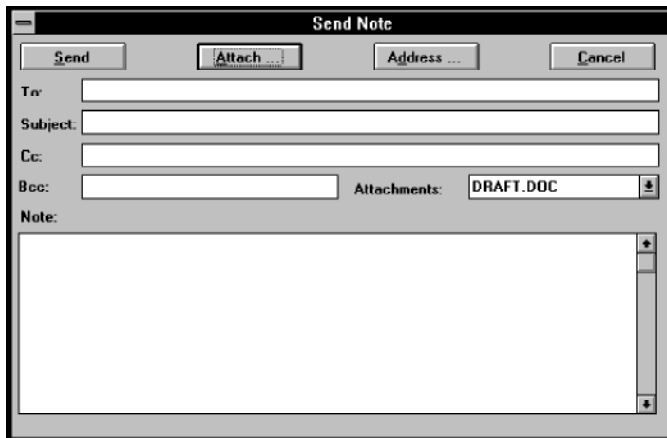
## Sending Mail from Other Applications

One of the major benefits Mail-it provides comes from it being based on MAPI. This means that you can use it to send mail directly from other applications, provided they are one of the increasing number of “MAPI-aware” programs. When Mail-it is installed, MAPI-aware applications have an extra command on their **File** menu. This is the **Send** command, which allows you to send the current document in a mail message.

Applications differ in how they use MAPI. Some will use it to send messages in the body of a MAPI message, others as an attachment and others may give you the choice. Yet others may, for instance, send saved documents as an attachment and unsaved documents in the body of a MAPI message. Consult the application’s documentation or your supplier for more information about how it actually behaves. If the message is being sent as an attachment it will appear on the list of attachments in the **Attachments** drop-down list box.

To send the current document in a MAPI-aware application in a mail message:

- 1 Select **Send** in the application’s **File** menu to display the **Send Note** dialog box:



This dialog box is very similar to a compose window, and is used in much the same way.

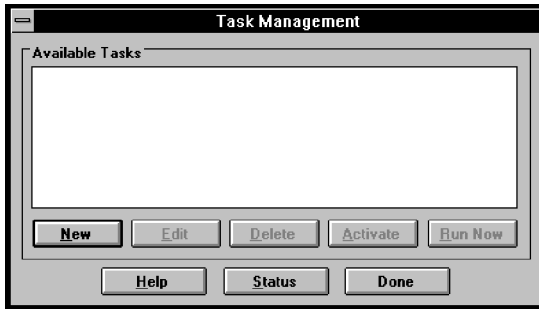
## Getting Started

- 2 Fill in the **Subject**, **To** and **Cc** fields in the same way as you would in a compose window. You can also insert addresses into the **To** and **Cc** fields by pressing **Address** to display the **Address Book** dialog box, as in a compose window.
- 3 In the **Bcc** box, fill in the mail addresses of any people you want to send copies of the message, but whose addresses you do not want to appear on the recipients' Cc list: use a semicolon “;” to separate the addresses.
- 4 In the **Note** box, write any notes that you want to appear at the beginning of the message you are sending.
- 5 Press **Attach** if you want to attach a file to send with the message. A standard Windows **Open** file dialog box is displayed, which allows you to select a file to attach to the message in the same way as for a compose window.
- 6 If you want to delete an attachment or change the way an attachment is sent, select the attachment from the **Attachments** drop-down list box to display the **Attachment** dialog box. You can use this to delete attachments or change the way attachments are sent in exactly the same way as when this dialog box is displayed from a compose window.

## Creating a Task

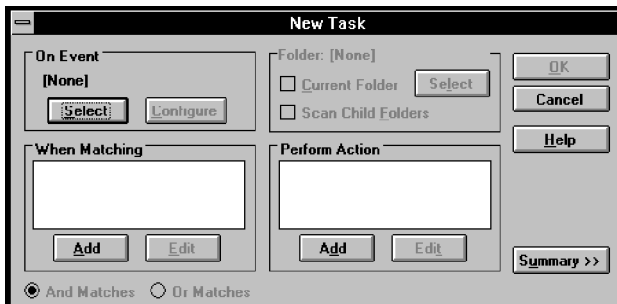
Mail-it tasks allow you to automate a wide range of actions. The possibilities are described in full in Chapter 4, but a simple example is included here to demonstrate the basic ideas involved. The example task automatically moves mail received from a particular individual into a folder. To create a task to do this:

- 1 Select **Tasks** in the **Custom** menu to display the **Task Management** dialog box:



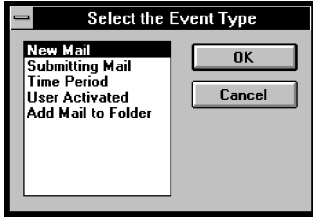
The box lists any tasks that have already been defined: at the moment, there are no tasks.

- 2 Press **New** to display the **New Task** dialog box:



The first step is to define the “trigger event” – when the task should be carried out.

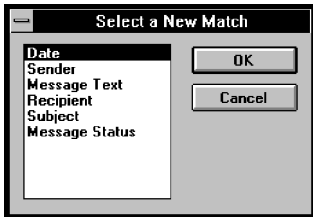
- 3 Press **Select** in the **On Event** box to display the **Select the Event Type** dialog box:



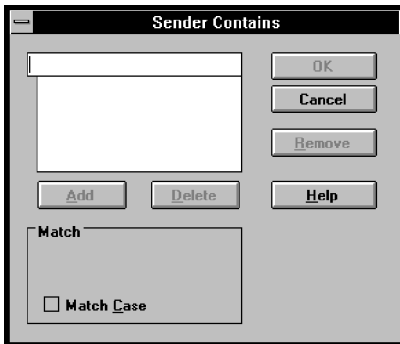
- 4 Select **New Mail** from the list, and press **OK**.

You are returned to the **New Task** dialog box, and **New Mail** is shown in the **On Event** box. The next step is to decide which of the messages to act on.

- 5 Press **Add** in the **When Matching** box, to display the **Select a New Match** dialog box:



- 6 Select **Sender** from the list, and press **OK** to display the **Sender Contains** dialog box:



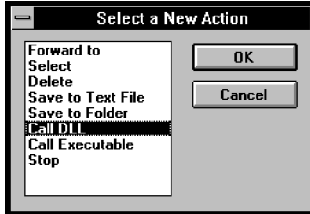
- 7 Type "john" into the box at the top, and press **Add**.

The name now appears in the box below.

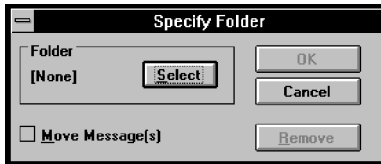
- 8 Press **OK** to return to the **New Task** dialog box.

The next step in defining a task is to specify what should happen when the trigger event occurs.

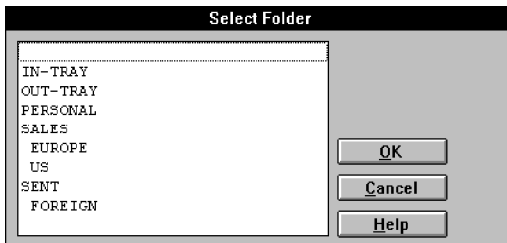
- 9 Press **Add** in the **Perform Action** box, to display the **Select a New Action** dialog box:



- 10 Select **Save to Folder** from the list, and press **OK** to display the **Specify Folder** dialog box:



- 11 Check **Move Messages** so that the messages are moved, not copied.
- 12 Press **Select** to display the **Select Folder** dialog box:

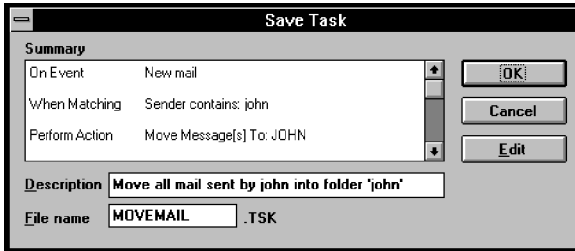


- 13 Select the folder where you want the messages to be moved.
- 14 Press **OK** to return to the **Specify Folder** dialog box.

The final step is to give the task a name and description, and save it.

## Getting Started

- 15 Press **OK** to return to the **New Task** dialog box.
- 16 Press **OK** in this dialog box to display the **Save Task** dialog box:



- 17 Type a description of the task into the **Description** box (this will appear in the **Task Management** dialog box).
- 18 Type a file name (of no more than eight characters) for the task into the **File Name** box, and press **OK**.

The **Task Management** dialog box now shows the new task and its description. If you want to change any features of the task, select it and press **Edit**. To close the dialog box, press **Done**.



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## Reference

## Introduction

There are two ways of sending mail using the Mail-it mail system. The first is to compose and send the mail in the Mail-it application itself; the second is to compose and send your message directly using another application. This second method will only work if the application is MAPI-aware; to send a document composed in an application that is not MAPI-aware, you should save it and attach the file to another message composed and sent by either of the two basic methods of using Mail-it.

The chapter begins with a section on sending mail from MAPI-aware applications. The rest of the chapter is devoted to describing the Mail-it application itself, beginning with a description of each of the windows you use when preparing, reading or organizing your mail. These are

- the Mail-it application window;
- the message store window;
- message list windows;
- read windows;
- compose windows;
- form windows;
- signature windows.

There is then a short section on the toolbar and finally each of Mail-it's menus are described in turn, with instructions for using all the commands.

The appendices contain technical information, which in most situations the average user can safely ignore. Appendix A provides system and network managers with information on setting up and configuring the Mail-it messaging subsystem using the control panel. Appendix B describes how you can specify additional conversions between MIME and MAPI messages to cope with any unusual or specialized requirements; the supplied default conversions will cover most cases you will encounter in practice. The information in these appendices is provided for experts only, so you should not make changes using the control panel unless you have a good knowledge and understanding of your network and mail environment. Once Mail-it has been set up, there should be no need to make any further changes to its configuration unless there are changes to the operating environment.

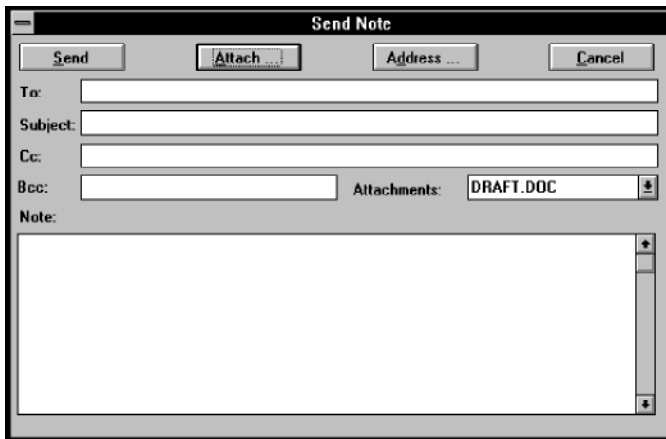
## Sending Mail from MAPI-Aware Applications

Once you have installed Mail-it, MAPI-aware applications will have an extra command on their **File** menus. This is the **Send** command, which you can use to send the current document in a mail message.

Applications vary in how they use MAPI to send messages. Some send messages in the body of a MAPI message, some as an attachment and others allow you to choose how they are sent. Another strategy used by applications is for saved documents to be sent as an attachment and unsaved documents as the body of a MAPI message. Consult the application's documentation or your supplier for more information about how a particular application actually behaves.

To send the current document in a MAPI-aware application in a mail message:

- 1 Select **Send** in the application's **File** menu to display the **Send Note** dialog box:

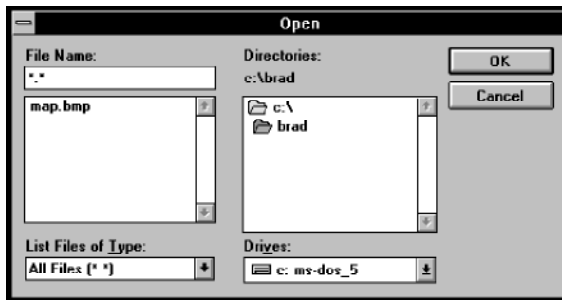


The message will appear in the **Note** box or in the **Attachments** drop-down list box, depending on the strategy used by the application.

- 2 In the **To** box, fill in the mail addresses of the people you want to send the message to: use a semicolon “;” to separate the addresses if there is more than one. Alternatively, press **Address** to display the

**Address Book** dialog box to enter an address from your address book: see the section below on using the address book.

- 3 In the **Subject** box, fill in a brief description of the message contents.
- 4 In the **Cc** box, fill in the mail addresses of any people you want to send copies of the message: use a semicolon “;” to separate the addresses. Alternatively, press **Address** to display the **Address Book** dialog box to enter an address from your address book: see the section below on using the address book.
- 5 In the **Bcc** box, fill in the mail addresses of any people you want to send copies of the message, but whose addresses you do not want to appear on the recipients’ Cc list: again use a semicolon “;” to separate the addresses.
- 6 In the **Note** box, write any covering notes that you want to appear with the message you are sending.
- 7 Press **Attach** if you want to attach a file to send with the message. A standard Windows **Open** file dialog box will be displayed:

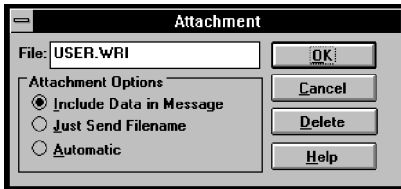


Use the dialog box to select the file to be attached to your message.

Note that you can use the **List Files of Type** drop-down list box to show **All Files (\*.\*)**, or just **Text Files (\*.txt)**. You can also choose which files are shown by typing an extension into the **File Name** text box and pressing **OK**. For example, typing \*.bmp means that only the Windows Paintbrush files will be shown.

When you have selected the required file and pressed **OK** to close the dialog box, the file will be added to the list of attachments in the **Attachments** drop-down list box.

- 8 If you want to delete an attachment or change the way an attachment is sent, select the attachment from the **Attachments** drop-down list box to display the **Attachment** dialog box:



The **File** box will show the name of the attached file.

- a) In the **Attachments Options** box:

Click on **Include Data in Message** if you want the contents of the file sent with the message.

Click on **Just Send Filename** if you want to send the filename only and not the contents of the file – you could use this option if you were sending the message locally to someone who also has direct access to the file.

Click on **Automatic** if you want Mail-it to decide whether to send the contents of the file or just the filename depending on the location of the file and the recipient of the message.

- b) Press **Delete** if you want to remove the attachment from the message.

- 9 Press **Send** to send the message.

Note that if an application allows you to protect the security of a document with a password, as Microsoft Word does for example, this security will be maintained in the transmitted message. Future versions of Mail-it will provide more systematic security features using the Privacy Enhanced Mail standard.

## The address book

To select addresses from your address book to fill in the **To** or **Cc** fields when sending a message:

- 1 Press **Address** in the Compose window to display the **Address Book** dialog box:

- 2 In the **Name** box, select the name of the person you want to receive the message. Press **Add To** to transfer the selected name to the list of people to whom the message is to be sent. Repeat for any other people you want to receive the message.
- 3 In the **Name** box, select the name of any person you want to receive a copy of the message. Press **Add Cc** to transfer the selected name to the list of people you want to send copies. Repeat for any other people you want to receive a copy of the message.
- 4 If you change your mind about any of the people being sent the message or a copy, select the name in the relevant box and press **Remove**.
- 5 If you have a large address book and you are not sure about a particular name, press **Search** to display the **Search** dialog box:

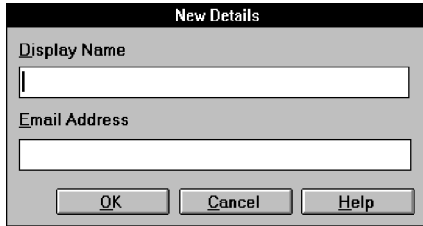


- 6 Click on **User Name** if you want to search through the names in the address book; click on **Email Address** if you want to search through the addresses in the address book.
- 7 Click on **Anywhere** if you want to search for part of a name (or address) anywhere within each name (or address) in your address book; click **Start** if you want to search only the beginning of names or addresses. For example, if you search for John and select **Anywhere**, you will find not only John Smith but also Bill Johnson; if instead you select **Start**, you will find only John Smith.
- 8 In the **Search For** box, type a part of the name or address that you know is correct. For example if you want to send a message to Michael Jones, but you are not sure if he is in the address book under Jones, Michael, or E M Jones, you should type in Jones to search through all address entries with Jones somewhere in the name.
- 9 Press **Search Next** to begin searching the address book. If a matching name is found, it will be highlighted in the **Name** box in the **Address Book** dialog box.
- 10 If this is the name you are looking for, press **OK**, otherwise press **Search Next** again to look further down the list. Press **Cancel** to give up the search.

You can also use the **Address Book** dialog box to add to or change the address book.

To add a name to the address book:

- 1 Press **New** to display the **New Details** dialog box:



The 'New Details' dialog box has a title bar with the text 'New Details'. It contains two text input fields. The first field is labeled 'Display Name' and is currently empty. The second field is labeled 'Email Address' and is also empty. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

- 2 Type the new details into the **Display Name** and **Email Address** boxes, and press **OK**.

To change an entry in the address book:

- 1 Select the name of the person you want to change the details for in the **Name** box and press **Edit** to display the **Edit Details** dialog box showing the current details:



The 'Edit Details' dialog box has a title bar with the text 'Edit Details'. It contains two text input fields. The first field is labeled 'Display Name' and contains the text 'Jonathan Smith'. The second field is labeled 'Email Address' and contains the text 'jon@acme.co.uk'. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

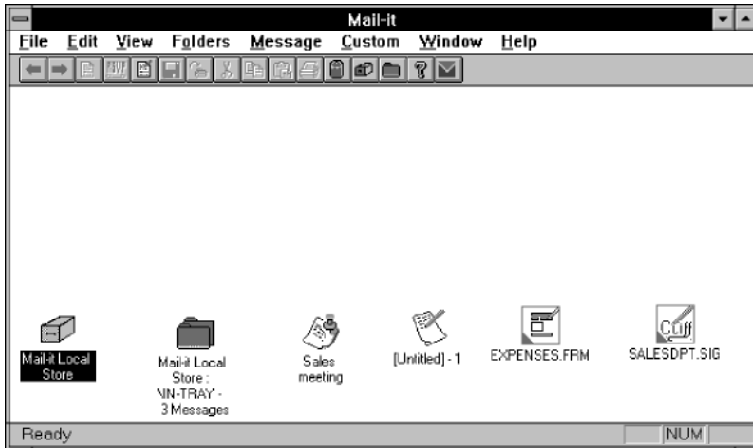
- 2 Change the details in the **Display Name** and **Email Address** boxes, and press **OK**.

To delete an entry from the address book:

Select the name of the person whose address you want to delete and press **Delete**.



## The Mail-it Application Window



When you start Mail-it, the Mail-it application window is opened. This window has the usual Windows control box at the top left-hand corner, resize boxes at the top right and a menu bar below the title bar.

The toolbar, which is just below the menu bar, contains a number of tool buttons. You can use these as a quick method of running commands instead of selecting them from menus. For full details of how to use the tool buttons, see the “Toolbar” section later in this manual.

The right-hand side of the status bar at the bottom of the window shows whether Caps Lock, Num Lock or overwrite mode are enabled, and the left-hand side shows help cues if you press the mouse button while the pointer is over a menu command or tool.

You can choose to hide or display the toolbar and status bar using the **Toolbar** and **Status Bar** commands in the **View** menu.

The Mail-it application window contains the document windows you use for reading, composing and managing your messages. These windows can be moved, resized and minimized using standard Windows techniques. The screen picture shows the window with, from left to right, minimized message store, message list, read, compose, form and signature windows. The following sections describe how to use each of these windows in turn.

You can move between the windows in the Mail-it application window by:

- selecting the window using the mouse;

- selecting the window from the list at the bottom of the **Window** menu;

- repeatedly pressing Ctrl and Tab together to cycle through the windows until the one you require is selected.

## The Message Store Window



Future versions of Mail-it will allow you to use several message stores, which you will be able to select using the drop-down list box at the top of the message store window. The current version only supports one message store, so the list box will only show your default message store.

The message store window shows the folders you use to hold messages in your message store. Your message store must contain at least an In-tray, and an Out-tray folder. The In-tray is used to hold new mail when it is received from the mail server. The Out-tray is used to hold mail temporarily for the time between your sending a message and Mail-it actually delivering it to the Mail server. When you install Mail-it there is also a Sent folder which is the default folder used to hold mail after you have sent it and it has been delivered to the mail server. You can choose not to save sent messages or save them in another folder using **Options/Compose Options** in the **Custom** menu or **Options** in a compose window.

Folders can contain messages or other folders in the same way that a directory can contain files or other directories. Although you will probably be able to identify the directories and files used to store Mail-it folders and messages in your DOS directory structure, you should only use the Mail-it commands and operations to manipulate folders and messages. If you use another tool, such as Windows File Manager, you could cause an error in Mail-it, as it keeps track of messages by storing additional information about messages in the folder directory. You can use the **Create**, **Copy**, **Move** and **Delete** commands in the **Folders** menu to structure your message store. As a quick alternative, you can “drag and drop” folders:

To move a folder from one position in the tree to another:

- 1 Move the pointer over the folder you want to move.
- 2 Press and hold down the Shift key.

- 3 Press the left mouse button and drag the folder into its new position.
- 4 Release the mouse button and then the Shift key to drop the folder into its new position.

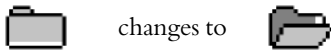
To copy a folder from one position in the tree to another:

Drag the folder to the position you want a copy of the folder while holding the Ctrl key down.

The effect of dragging without holding the Shift or Ctrl key depends on how the **Default Drag Operation** is set using **Options/Environment** in the **Custom** menu.

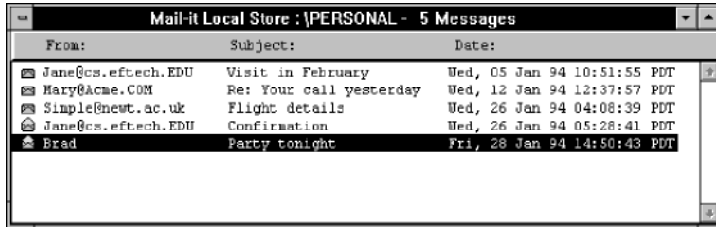
You can open a message list window to view a list of the messages in a folder: see the next section for details.

The message store window shows you which folders are open by opening the folder icon:



Closing the message list window changes the icon back.

## Message List Windows



The priority of a message is shown by the color of the icon: urgent messages are red and outlined; normal priority messages are yellow; non-urgent messages are gray.

Messages that you have already read will be marked with an open envelope:



Messages that you have not read will be marked with a closed envelope:



Mail you have sent will appear on lists with an icon representing a sheet of paper with writing:



You can open a message list window showing the messages held in a folder by:

selecting the folder in the message store window and selecting **Open** in the **Folders** menu;



selecting the folder in the message store window and pressing the open folder icon in the toolbar;

selecting the folder in the message store window and pressing Enter;

or

double-clicking on the folder in the message store window.

The message list shows the sender of the message, the subject and the date and time it was sent.

You can use message list windows for organizing your messages and selecting the messages to be read, replied to, forwarded or re-sent: see the information in the next section and **Reply**, **Forward** and **Re-Send** in the **Message** menu for more information about how to perform these actions.

You can also use drag and drop to move or copy a message from one message list window to another or to a folder in the message store window: see the previous section for information on using drag and drop.

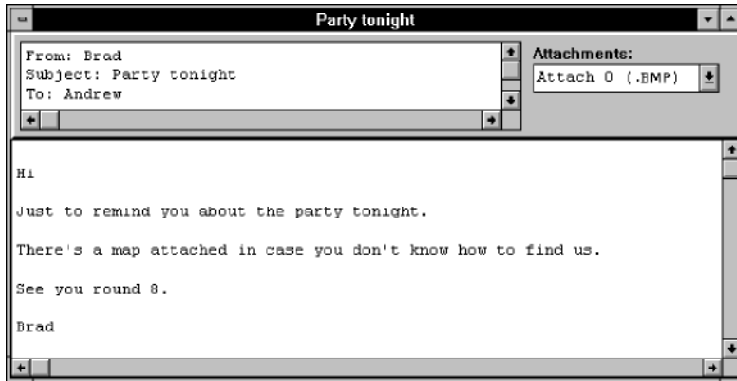
You can close the currently selected message list window by:

- clicking on the Windows control box at the top left-hand corner of the read window to drop down the control menu, and then selecting **Close**;

or

- double-clicking on the control box.

## Read Windows



Note that the appearance of the read window is controlled by settings made using **Options/Read Options** in the **Custom** menu, so your read window may not look exactly like this picture.

You can open a read window for a message by:

- double-clicking on the message in a message list window;
- selecting it in a message window and using **Open** in the **Message** menu;

or



- selecting it in a message window and pressing the open message button.

The amount of information shown at the top of the window depends on how you have set the **Header** options using **Options/Read Options** in the **Custom** menu. The picture shows a read window with **Show as Edit Box** selected. This means that basic information about who sent the message, what it is about, who it was sent to, who was sent copies and the date it was sent is shown in a scrollable box. You can choose to show this information in separate fields, which takes up more room, or show all the information in the header in a scrollable box, though this contains more detail than most people need.

The main area of the window contains the body of the message. If the message is too wide to fit in the window, you can use the scroll bar at the bottom to scroll the message in the window, or you can set **Word Wrap**

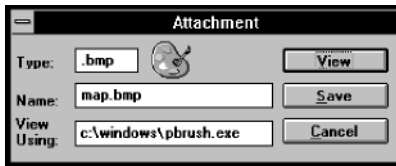
so that a new line is started when the message reaches the edge of the window: see **Options/Read Options** in the **Custom** menu and **Word Wrap** in the **View** menu for more information.

You can use **Copy** in the **Edit** menu to copy text in the header information or the main window, but you cannot cut, delete or edit it in any way.

The **Attachments** drop-down list box allows you to see if there are any attachments to the message, and to view them.

To view an attachment to a message or to save it to a file:

- 1 Select the name of the attachment from the **Attachments** drop-down list box to display the read window **Attachment** dialog box:



The dialog box shows the type of attachment by its DOS extension and by an icon displayed beside the **Type** box. If an application for viewing the attachment is installed on your computer and the attachment type is recognized (by being associated with the application in the Windows registration database: see your Windows documentation for information), the application's icon will be displayed and the path to the application will be shown in the **View Using** box.

If the file type is not recognized, a 'binary file' icon:



will be displayed and the **View Using** box will show the viewing application as [NONE].

- 2 If you want to use another application to view an attachment that does not have a recognized file type, or you want to view a recognized attachment using a different application, enter the filename (and path) of the application in the **View Using** box.
- 3 Press **View** to open the **View Using** application with the attached file loaded as a read-only document.

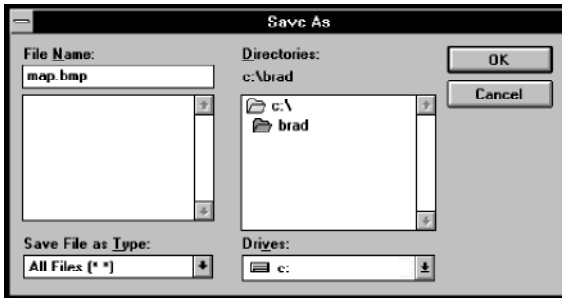


## Mail-it Reference

Note that as the attachment is opened as a read-only file, you will not be able to edit it in the viewing application, though you may be able to save a copy under another name and then edit it.

Alternatively you can save the attachment to a file in the **Attachment** dialog box.

- 1 Press **Save** in the **Attachment** dialog box to save an attachment to a file by displaying a standard Windows **Save As** dialog box:



- 2 Fill in the details of where you want to save the attachment and press **OK**.

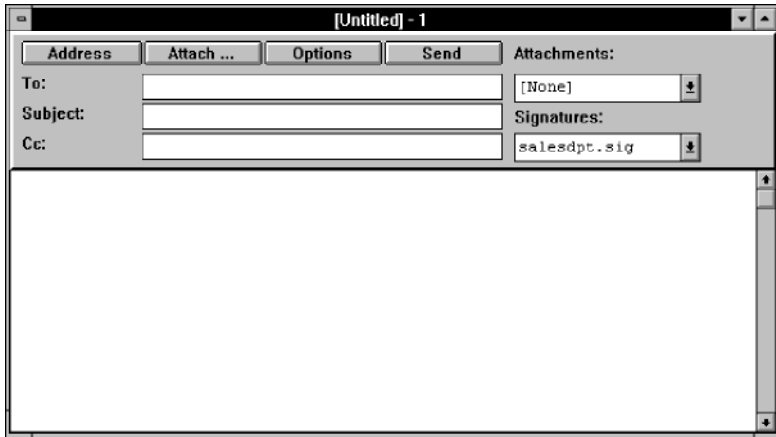
To close the currently selected read window:

Click on the Windows control box at the top left-hand corner of the read window to drop down the control menu, and then select **Close**.

or

Double-click on the control box.

## Compose Windows



Compose windows are used for writing and editing your messages before you send them. You can open a compose window for a message by:

Selecting **New Message** in the **Message** menu

or



Pressing the new message button.

Compose windows are also used to reply to, forward and re-send messages sent to you: see **Reply**, **Forward**, and **Re-Send** in the **Message** menu. In these cases the text boxes at the top of the window are filled in appropriately when the window is opened.

To prepare a message before you send it:

- 1 In the **To** box, fill in the mail addresses of the people you want to send the message: use a semicolon “;” to separate the addresses if there is more than one. Alternatively, press **Address** to display the **Address Book** dialog box to select addresses from your address book: see the “Sending mail from other MAPI-aware applications” section earlier in this manual for how to use this dialog box.
- 2 Type a short heading for the contents of the message in the **Subject** box.

- 3 In the **Cc** box, fill in the mail addresses of any people you want to send copies of the message to: use a semicolon “;” to separate the addresses. Alternatively, press **Address** to display the **Address Book** dialog box to select addresses from your address book: see the “Sending mail from other MAPI-aware applications” section earlier in this manual for how to use this dialog box.
- 4 Type the body of the message in the main window area.
- 5 The **Signatures** box shows the selected signature to be added to the end of the message. Initially this will show your default signature, if you have one. To choose another signature, select it from the **Signatures** drop-down list box. To choose to add no signature, select **[None]** from the **Signatures** drop-down list box. If you want to create a new signature, use **Signatures** in the **Message** menu.
- 6 Press **Attach** if you want to attach files produced in other applications. A standard Windows **Open** file dialog box is displayed: see the “Sending mail from other MAPI-aware applications” section earlier in this manual for how to use this dialog box.
- 7 If you want to delete an attachment or change the way an attachment is sent, select the attachment from the **Attachments** drop-down list box to display the compose **Attachment** dialog box: see the “Sending mail from other MAPI-aware applications” section earlier in this manual for how to use this dialog box.
- 8 If you want to override the default options set using **Options** in the **Custom** menu, press the **Options** button to display the **Local Compose Options** dialog box:

When the dialog box opens it will show the current default settings for the compose options. Changing the settings in this dialog box will override the default settings for this message only. The default settings are made with **Options/Compose Options** in the **Custom** menu using, with one exception, the same dialog box: see **Options/Compose Options** in the **Custom** menu for full details of how to use this dialog box.

The one difference between the **Default** and **Local Compose Options** dialog boxes is that there is no **Use Word Wrap** check box in the **Local Compose Options**. If you want to use word wrap, and it is not set in the **Default Compose Options** dialog box, select **Word Wrap** in the **View** menu.

When word wrap is selected Mail-it puts “soft returns” into the text so that all of it fits within the width of the viewing window. If you want to keep this formatting in the message you send, check **Force Hard Returns** to replace the soft returns with real “hard returns” in the transmitted message. If you do not force hard returns and have long lines, Mail-it will break up the long lines into shorter lines for transmission. However, these will not necessarily be where you want line breaks, such as in the middle of a word,

## Mail-it Reference

and if the receiver's mail system does not remove the soft returns and line breaks automatically, the message may appear rather garbled.

- 9 When you have finished composing the message and setting any options, press **Send** or select **Send** from the **Message** menu to send it.

It isn't possible to say exactly when the message will be sent to the mail server as this is partly the responsibility of Windows and will depend to some extent on what else Windows has to do. Other tasks permitting, however, the message will be sent immediately. If you check **Use Animation To Confirm Sent Mail** using **Options/ Environment** in the **Custom** menu, a post van will cross the screen to show the mail has been submitted; the post office icon will change while the message is actually being sent:



Several menu commands also have an effect on compose windows. For example, **Set Font** in the **View** menu changes the font used to display the message in the compose window. See the "Menus" section of this manual for more details.

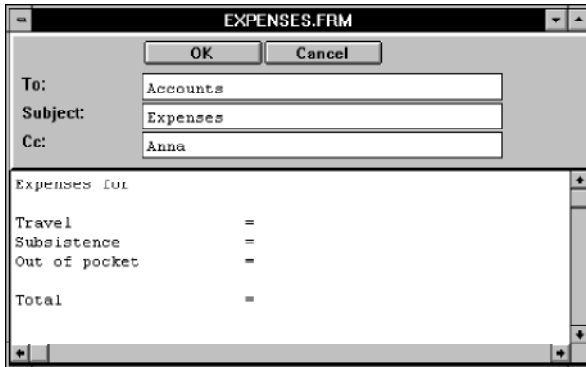
You can close the currently selected compose window by:

clicking on the Windows control box at the top left-hand corner of the read window to drop down the control menu, and then selecting **Close**,

or

double-clicking on the control box.

## Form Windows



The screenshot shows a window titled "EXPENSES.FRM" with a standard Windows-style title bar. At the top, there are "OK" and "Cancel" buttons. Below them are three text input fields: "To:" containing "Accounts", "Subject:" containing "Expenses", and "Cc:" containing "Anna". The main area of the window contains a table with the following content:

Expenses Due	
Travel	=
Subsistence	=
Out of pocket	=
Total	=

A form window is similar to a compose window but instead of using it to create an individual message, you use it to create and edit a template to be used as the basis for messages that you have to send repeatedly. For example, you could have one form for expenses claims and another for meeting agendas.

You can create and save as many forms as you like.

See **Forms** in the **Message** menu for full instructions on opening and using form windows.



## The Toolbar



The buttons in the toolbar allow you to carry out commands without having to select them from a menu. This section gives a brief description of the action of each tool; more details can be found in the description of the command in the relevant menu.

### Next and Previous



Move to the next or previous message in the currently selected message list, or the next or previous folder if the message store window is selected.

If the current selection is the first or last in the list, one of the buttons is grayed to show you cannot move in that direction. Both buttons are grayed if, for example, a compose window is selected, so there is no currently selected message or folder.

These buttons are equivalent to **Next** and **Previous** in the **View** menu.

### Read message



Open a read window for the message currently selected in a message list window.

This button is equivalent to **Read** in the **Message** menu.

### Reply to message



Open a compose window to reply to the message currently selected in a message list window or in a selected read window. The settings you have made using **Options/Reply** in the **Custom** menu determine whether the compose window opens with the original message included and whether the reply is addressed just to the sender or to everyone who received copies of the original.

This button is equivalent to **Reply** in the **Message** menu, except that in the menu version you select who the reply is sent to, and whether or not to include the original message, in a submenu rather than using the **Options/Reply** defaults.



## Compose new message



Open a compose window for a new message.

This button is equivalent to **Compose** in the **Message** menu.

## Save



Saves the currently selected read message, compose message, signature or form to a text file.

The setting of **Save Header When Saving Text Files** in **Options/Environment** in the **Custom** menu determines whether headers are saved with the body of the message.

This button is equivalent to **Save As** in the **File** menu.

## Save to folder



Saves the currently selected messages to a folder.

This button is equivalent to **Save Message(s) to Folder** in the **Message** menu.

## Cut



Remove the selected text and place it in the Windows clipboard.

This button is equivalent to **Cut** in the **Edit** menu.

## Copy



Copy the selected text and place it in the Windows clipboard.

This button is equivalent to **Copy** in the **Edit** menu.

## Paste



Copy the contents of the Windows clipboard to the point in a document marked by the cursor. The contents of the clipboard may have originated in Mail-it or another application, but only text can be pasted into a Mail-it compose window.

If there is a current selection in the document, it will be replaced by the contents of the clipboard.

This button is equivalent to **Paste** in the **Edit** menu.

## Print



Print the current form, signature, read or compose message on the currently selected printer.

Use **Page Setup** in the **File** menu to define a header and footer for the pages you print out. The setting of **Print Header When Printing Files** in **Options/Environment** in the **Custom** menu determines whether a message's header (as opposed to the page header) is printed with the body of the message. Use **Print Preview** in the **File** menu to check what the output will look like.

This button is equivalent to **Print** in the **File** menu.

## Delete



Delete the message currently selected in a read window or a message list window.

Note that when you delete a message, you also delete its attachments.

This button is equivalent to **Delete** in the **Message** menu.

## Open message store



The current version of Mail-it only supports a single message store; future versions will allow you to use several. The open message store button will allow you to select which message store to use and to set a default message store.

This button is equivalent to **Open Message Store** in the **Window** menu.

## Open selected folder



Opens a message list window for the folder currently selected in the message store window.

This button is equivalent to **Open** in the **Folders** menu.

## Version number



Displays the program version number, system information and copyright notice.

Mail-it Reference

This button is equivalent to **About** in the **Help** menu.

### **New mail?**

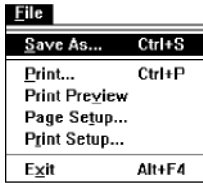


Checks whether any new mail has arrived on your mail server, and if it has, downloads it to your local message store. This button is equivalent to **New Mail?** in the **Message** menu.

The new mail? button changes in appearance when there is any new mail in the In-Tray folder:



## File Menu

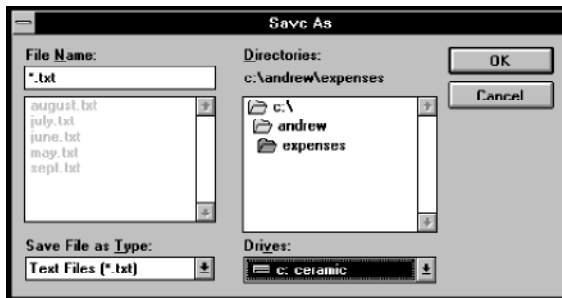


## Save As



To save the currently selected signature, form, read or compose message to a plain text file:

- 1 Select **Save As** from the **File** menu to display a standard Windows **Save As** dialog box:



- 2 Use the **Drives** and **Directories** boxes to select a directory to save the file in.
- 3 Type a name for the file in the **File Name** box and press **OK**.

Check **Save Header When Saving Text Files** using **Options/Environment** in the **Custom** menu to decide if the text files should include header details or just the body of the messages: use **Options/Read Options** in the **Custom** menu to decide how verbose the header details should be.

To save several read messages in a message list window to a single text file:

- 1 Select one message in the message list window.

## Mail-it Reference

- 2 Hold **Ctrl** as you select other messages, or, if you want to extend the selection to include a range of messages, hold **Shift** and select the message at the other end of the range.
- 3 Select **Save As** from the **File** menu to display a standard Windows **Save As** dialog box and proceed as for a single file.

Once a message has been saved as a text file, you can import it into other applications such as a word-processor, desktop publishing package or spreadsheet.

## Print



To print the currently selected read or compose message, form or signature:

Select **Print** from the **File** menu to display a **Print** dialog giving options for your selected printer.

The settings you can make in the **Print** dialog box will depend on the printer you have selected: see your Windows and printer documentation for more information. To change the setup of your printer, or to choose a different printer, see **Print Setup** in the **File** menu.

Note that **Print** does not print any attachments to messages.

You can decide whether to print the message header with the body of the message using the **Print Header** option in **Options/Environment** in the **Custom** menu.

You can also print a header and footer on each page (see **Page Setup** in the **File** menu for more details) and change the font used to print your message: see **Set Printer Font** in the **View** menu.

You will not be able to see the effects of changing the header and footer or the printer font in the message window, but you can see what the message will look like using **Print Preview**.

## Print Preview

To see what your read or compose message, form or signature will look like when it is printed:

Select **Print Preview** from the **File** menu to display a window with your message formatted for printing.



Press **Print** to print the document being previewed.

Press **Next Page** to view the following page in the message.

Press **Prev Page** to view the preceding page in the message.

Press **Two Page** to preview two pages side by side at the same time. The button changes to **One Page** allowing you to change back to previewing one page at a time. Two page preview is only available if the page is not zoomed.

Press **Zoom In** to view the document at a larger magnification.

Press **Zoom Out** to view the document at a lower magnification.

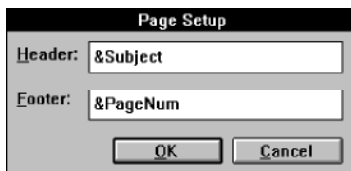
Press **Close** to return to the Mail-it application window.

You can change the font used for printing using **Set Printer Font** in the **View** menu, and the information given in the header and footer using **Page Setup**.

## Page Setup

To change the information given in the header and footer when you print a message:

Select **Page Setup** from the **File** menu to display the **Page Setup** dialog box:



Type into the **Header** and **Footer** boxes any text you want to appear in the header or footer of the message when it is printed. You can insert codes in the text to print information associated with the message.

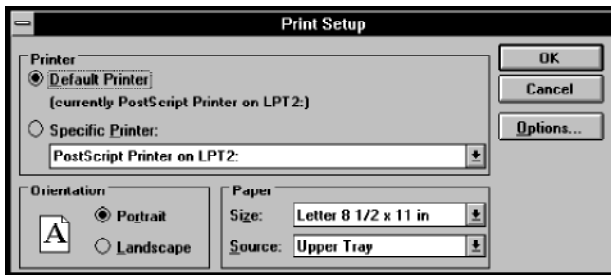
The codes you can use are:

&Name	Prints the sender's name;
&Date	Prints the time and date the message was submitted;
&CurrTime	Prints the time when the message is printed;
&PageNum	Prints the page number;
&Subject	Prints the subject of the message;
&To	Prints the addressee of the message;
&Cc	Prints the addresses of people sent copies.

## Print Setup

To change the setup of your selected printer or to choose a different printer:

Select **Print Setup** from the **File** menu to display the standard Windows **Print Setup** dialog box:



If you want to change to a different printer:

- 1 Press the **Specific Printer** radio button.
- 2 Select the printer you want from the **Specific Printer** drop-down list box.

If you want to change the set up of the selected printer, press the **Options** button to display a setup dialog box for that printer.

The settings you can make in this dialog will depend on the printer you have selected: see your Windows and printer documentation for more information.

## **Exit**

To close Mail-it:

Select **Exit** from the **File** menu.

If you have any unsaved compose windows open, you will be asked if you want to save them.

When you next start Mail-it, any message list windows you had open when you exited will be restored.



## Edit Menu

Edit	
Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Find...	
Find Next	F3
Replace...	
Insert from File ...	
Insert Object	
Edit Object	
DeSelect All	
Select All	

## Undo

To reverse the effect of the last change you made to a message:

Select **Undo** from the **Edit** menu.

**Undo** will replace deleted or cut text, or remove added or pasted text, whichever was the last operation. You cannot undo changes once they have been saved.

## Cut



To remove text from a compose window, form or signature, and place it on the Windows clipboard:

- 1 Select the text by placing the cursor at one end and dragging to the other end.
- 2 Select **Cut** from the **Edit** menu.

Once you have placed text or an object in the Windows clipboard you can paste it into another Mail-it window or another application document using **Paste**.

Note that you cannot **Cut** text from read windows, but you can **Copy** it.

## Copy



To copy text from a form, signature, read or compose window, and place it on the Windows clipboard, without removing it from the original window:

- 1 Select the text by placing the cursor at one end and dragging to the other end.
- 2 Select **Copy** from the **Edit** menu.

Once you have placed text in the Windows clipboard you can paste it into another Mail-it window or another application document using **Paste**.

You can copy text from read windows, as **Copy** leaves the original unchanged.

## Paste



To copy text from the windows clipboard into a compose window, form or signature:

- 1 Place the cursor where you want to make the insertion, or if you want to replace some text, select the text you want to replace.
- 2 Select **Paste** from the **Edit** menu.

You can use **Paste** to insert text that you have cut or copied from the same Mail-it window, a different Mail-it window or another application.

## Delete

To delete text from a form, signature or compose window:

- 1 Select the text you want to delete by placing the cursor at one end and dragging to the other end.
- 2 Select **Delete** from the **Edit** menu.

## Find

To find a specific string of text in the body of a message:

- 1 Place the cursor in the message.
- 2 Select **Find** from the **Edit** menu to display the **Find** dialog box:



## Mail-it Reference

- 3 Type the text you want to find in the **Find What** text box.
- 4 Check **Match Case** if you only want to find text with exactly the same pattern of upper and lower case letters.
- 5 Select the **Up** or **Down** radio button to choose whether to look for the text earlier or later in the message.
- 6 Press **Find Next** to search for the text.

If the text is found, the window will, if necessary, scroll to show the found text and highlight it.

To find another occurrence of the text in the message without closing the **Find** dialog box:

Press **Find Next** again.

To edit the message once you have found the text:

Press **Cancel** to close the **Find** dialog box.

### Find Next

To search for text again if you have already searched for it using the **Find** command and have closed the **Find Next** dialog box:

- 1 Place the cursor in the message.
- 2 Select **Find Next** from the **Edit** menu.

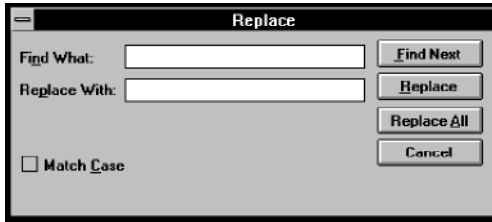
The text will be searched for again in the direction set in the **Find** dialog box and with the same setting for **Match Case**.

You can search for the text in the same message or another message in a different read or compose window.

### Replace

To find a specific string of text in the body of a message and replace it with a different string of text:

- 1 Place the cursor in the message.
- 2 Select **Replace** from the **Edit** menu to display the **Replace** dialog box:



- 3 Type the text you want to find in the **Find What** text box.
- 4 Check **Match Case** if you only want to find text with exactly the same pattern of upper and lower case letters.
- 5 Type the text you want to take the place of the found text in the **Replace With** text box.

If you want to replace all occurrences of the search text with the replace text:

Press **Replace All** to search for all occurrences of the text and replace them with the replace text.

If you want to choose which occurrences of the text to replace with the replace text:

Press **Find Next** to search for the next occurrence of the text.

If the text is found, the window will scroll, if necessary, and the found text will be highlighted.

If you want to replace this occurrence:

Press **Replace**.

If you do not want to replace this occurrence, but want to look for further occurrences:

Press **Find Next**.

When you have made all the changes you want to make:

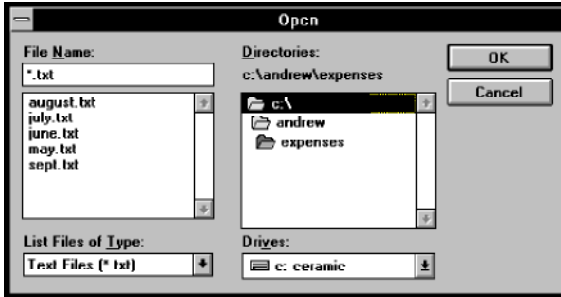
Press **Cancel** to close the **Replace** dialog box.

## Insert from File

To insert text from a file into a message in a compose window, a form or a signature:

## Mail-it Reference

- 1 Place the cursor where you want to make the insertion, or if you want to replace some text, select the text you want to replace.
- 2 Select **Insert from File** from the **Edit** menu to display a standard Windows **Open** file dialog box:



- 3 Use the dialog box to select the file you want to insert.
- 4 Press **OK** to insert the selected file into the message.

Note that you can only insert text from a file into the body of a message, not into the text boxes at the top of the compose window.

## Insert Object

This command will be used in future versions of Mail-it to insert objects into the body of a message.

## Edit Object

This command will be used in future versions of Mail-it to edit objects placed in the body of a message.

## Deselect All

To deselect all of the text in the body of the current message:

Select **Deselect All** from the **Edit** menu.

## Select All

To select all of the text in the body of the current message:

Select **Select All** from the **Edit** menu.

## View Menu



### Next



To select the next folder, if the message store window is selected, or the next message, if a message list or a read window is selected:

Select **Next** in the **View** menu.

If a read window is selected, **Next** displays the next message in the message list in the read window.

### Previous



To select the previous folder if the message store window is selected or the previous message if a message list or a read window is selected:

Select **Previous** in the **View** menu.

If a read window is selected, **Previous** displays the previous message in the message list in the read window.

### Toolbar

To change between displaying and not displaying the toolbar:

Select **Toolbar** in the **View** menu.

When the toolbar is displaying, **Toolbar** is checked in the **View** menu.

### Status Bar

To change between displaying and not displaying the status bar:

Select **Status Bar** in the **View** menu.

When the status bar is displayed, **Status Bar** is checked in the **View** menu.

## Set Tab Stops

To set the position of tab stops in a read or compose window:

- 1 Select **Set Tab Stops** in the **View** menu to display the **Set Tab Stops** dialog box:



- 2 Type in a figure (from 1 through 16) giving the number of spaces between tab stops.
- 3 Press **OK** to close the dialog box.

The figure you give is used to set the number of spaces between tab stops across the message window. When you press Tab to enter a tab into text in a compose window, the cursor moves to the next tab stop. Changing the tab stop setting in a read window will change the alignment of any tabbed text.

Each window can have its own setting for the tab stop spacing, but the same spacing is used for all of the text in that window. Changing the tab stop setting after you have entered some tabs changes the spacing of the text you have already entered as well as new text.

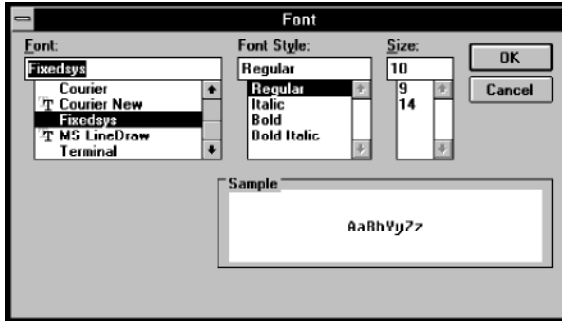
Note that you should use a fixed width font such as Courier if the vertical alignment of text in your message is important – for example if you want your message to show columns of figures, or even if you just want to use “~” for underlining a heading – since the recipient may not have a mail system as sophisticated as Mail-it, and may only be able to use a fixed width font to read the message.

When you send a message from a compose window that has tabs, the tabs will be replaced with the appropriate number of spaces.

## Set Font

To set the font used in the selected window:

- 1 Select **Set Font** in the **View** menu to display the screen **Font** dialog box:



The range of fonts given depends on the type of window selected when the dialog box is displayed. If a compose, read, form or signature window is selected, the full set of fonts installed on your PC is shown; for message list windows and the message store window only fixed pitch fonts are shown.

- 2 Select the typeface from the **Font** drop-down list box.
- 3 Select the type style from the **Font Style** drop-down list box.
- 4 Select the type size from the **Size** drop-down list box.
- 5 Press **OK** to close the dialog box and change the font used in the selected window.

You can choose a different font independently for each window. The exact behaviour depends on the setting of **Use Standard Font** in the **In Headers** box in **Custom/Options/Environment**. If it is not checked, all the text in message windows is in the new font, but if it is checked, only the body of messages is in the new font and the headers etc are in a fixed system font.

The compose, read, form and signature windows have one default font used when new windows are opened, other windows have another. The default font is the last font set for that type of window.



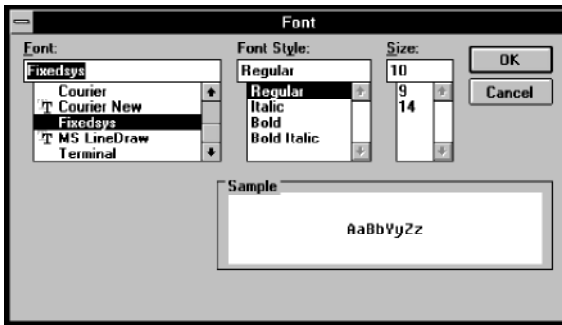
Note that the font is associated with the window, not the message: if you close a window and open a new window for the same message, the new window will be displayed in the current default font, not the font associated with the old window.

When choosing a font, bear in mind that the font is only used in your display: it is not transmitted with the message. This means that any formatting that relies on the spacing of text may be lost. If the formatting is important, for example if you want to line things up in columns, it will be safer to use a fixed width font such as Courier.

## Set Printer Font

To set the printer font used to print the body of a message, signature or form:

- 1 Select **Set Printer Font** in the **View** menu to display the printer **Font** dialog box:



- 2 Select the typeface from the **Font** drop-down list box (only installed printer fonts are shown).
- 3 Select the type style from the **Font Style** drop-down list box.
- 4 Select the type size from the **Size** drop-down list box.
- 5 Press **OK** to close the dialog box and change the font used to print the selected window.

You can choose a different printer font independently for each window. Once you have chosen a printer font, this becomes the default used to set the printer font for new windows, until you select a new font or choose **Mirror Display Font**.

Note that the font is associated with the window, not the message: if you close a window and open a new window for the same message, the new window will be printed using the current default font, which may not be the font associated with the old window.

When you set a new printer font for a window, **Set Printer Font** becomes checked in the **View** menu when that window is selected, and, since the display font is not mirrored, **Mirror Display Font** is not checked.

## Mirror Display Font

To use the same font to print a message as you are using to display it:

Select **Mirror Display Font** in the **View** menu.

You can choose a different setting for **Mirror Display Font** independently for each window. After you have selected **Mirror Display Font**, this becomes the default setting for new windows until you select **Set Printer Font**.

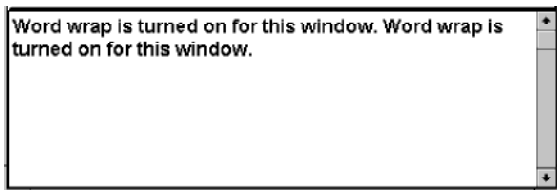
Note that the **Mirror Display Font** setting is associated with the window, not the message: if you close a window that mirrors its display font, set a printer font for another window, and then open a new window for the original message, the new window will have the current default **Set Printer Font** setting, which will not necessarily mirror the display font.

When you set a window to mirror the display font when it is printed, **Mirror Display Font** is checked in the **View** menu, and since this overrides any printer font you have selected, **Set Printer Font** is unchecked.

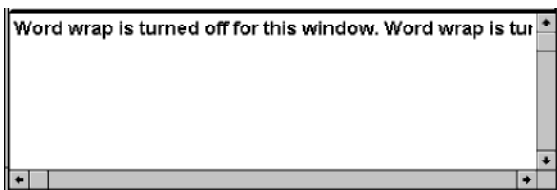
## Word Wrap

You can decide how messages should be displayed if their line length is longer than the width of the read or compose window.

If **Word Wrap** is selected, a new line is started whenever the message reaches the right-hand side of the window. In this case, all of the message can be read within the width of the window, so there is no horizontal scroll bar.



If **Word Wrap** is not selected, a new line is only started if there is a carriage return in the message. This means that some of the message may go off the right-hand side of the window, so you may need to use the horizontal scroll bar.



The default word wrap settings for new read and compose windows are set using **Options/Read Options** and **Options/Compose Options** in the **Custom** menu. If word wrap is selected for a compose window, you can also decide whether the line endings should be transmitted as real “hard” line breaks when the message is sent: see **Options/Compose Options** in the **Custom** menu and the “Compose windows” section earlier in this manual.

To override the default settings and switch word wrap off or on:

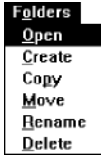
Select **Word Wrap** in the **View** menu.

When word wrap is on, **Word Wrap** is checked in the **View** menu.

You can select a different setting for word wrap independently for each window.

Note that the word wrap setting is associated with the window, not the message: if you close a window and open a new window for the same message, the new window will be printed using the current default word wrap setting, not the setting associated with the old window.

## Folders Menu



### Open

To open a message window for the folder currently selected in the message store window:

Select **Open** in the **Folders** menu.

or



Select the folder in the message store window and press the open folder button.

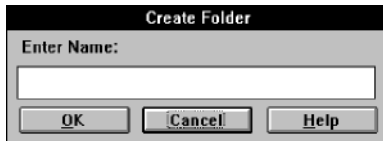
or

Double-click on the folder in the message store window.

### Create

To create a new folder in the folder currently selected in the message store window:

- 1 Select **Create** from the **Folders** menu to display the **Create Folder** dialog box:

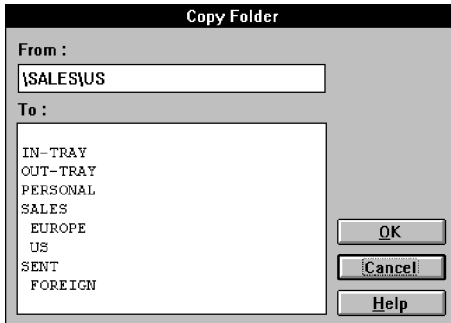


- 2 Type in a name for the folder – this can have up to eight alphanumeric characters.
- 3 Press **OK**.

## Copy

To copy a folder and its contents to another folder:

- 1 Select the folder you want to copy in the message store window.
- 2 Select **Copy** from the **Folders** menu to display the **Copy Folder** dialog box:



The **From** text box will show the folder selected in the message store window.

- 3 In the **To** box, select the folder you want to copy the **From** folder to.
- 4 Press **OK**.

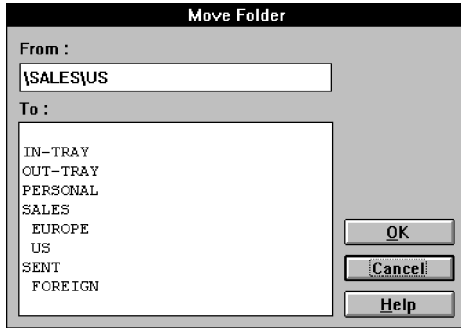
The **From** folder and any messages and folders it contains will be copied to the **To** folder.

Note that you can also copy folders by selecting the folder and holding Ctrl while you drag it into the folder you want to copy to.

## Move

To move a folder and its contents to another folder:

- 1 Select the folder you want to move in the message store window.
- 2 Select **Move** from the **Folders** menu to display the **Move Folder** dialog box:



The **From** text box will show the folder selected in the message store window.

- 3 In the **To** box, select the folder you want to move the **From** folder to.
- 4 Press **OK**.

If the folder you want to move to does not already exist, you will be asked if you want it to be created.

The **From** folder and any messages and folders it contains will be moved to the **To** folder.

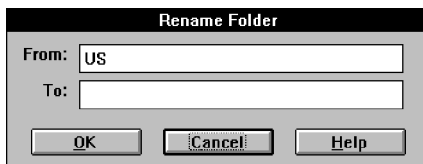
Note that you can also move folders by selecting the folder you want to move and holding Shift down while you drag it to its new position in the folder tree.

Note that you cannot move the In-tray or Out-tray folders.

## Rename folder

To rename a folder:

- 1 Select the folder you want to rename in the message store window.
- 2 Select **Rename** from the **Folders** menu to display the **Rename Folder** dialog box:



## Mail-it Reference

The **From** text box will show the folder selected in the message store window.

- 3 Type the new name for the folder in the **To** box.
- 4 Press **OK**.

Note that you cannot rename the In-tray or Out-tray folders.

## Delete

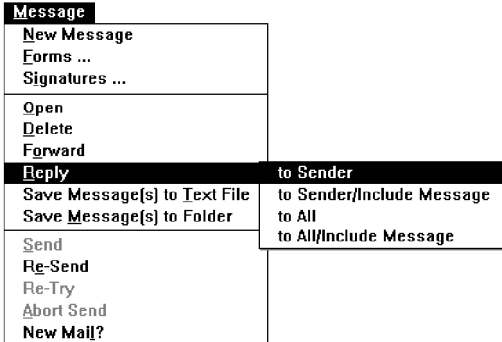
To delete a folder and all its contents:

- 1 Select the folder you want to delete in the message store window.
- 2 Select **Delete** from the **Folders** menu.

If you have set **Confirm on Delete** using **Options/Environment** in the **Custom** menu, you will be asked to confirm that you want to delete the folder and its contents.

Note that you cannot delete the In-tray or Out-tray folders.

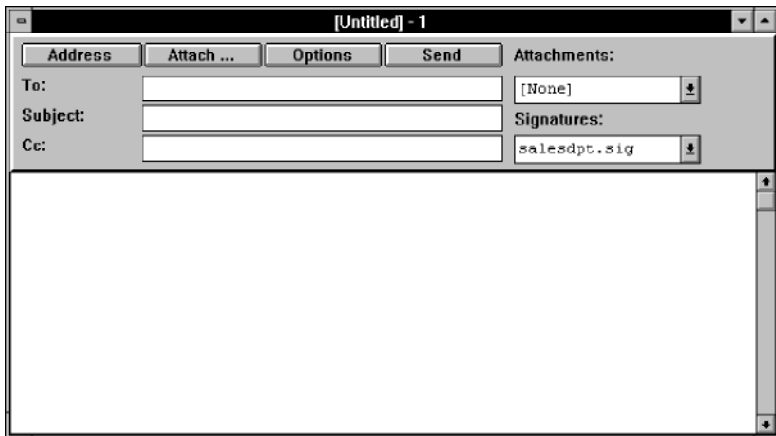
## Message Menu



## New Message

To compose a new message:

Select **New Message** in the **Message** menu to display a new compose window:



Full instructions for using compose windows are given in the “Compose windows” section of this manual.

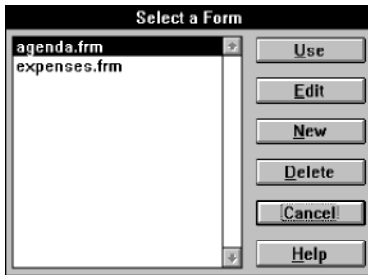


## Forms

If you regularly send a message with the same or similar content or format, you can create a form to use as a template. The **Forms** command allows you to create and manage forms.

To manage template forms:

Select **Forms** from the **Message** menu to display the **Select a Form** dialog box:

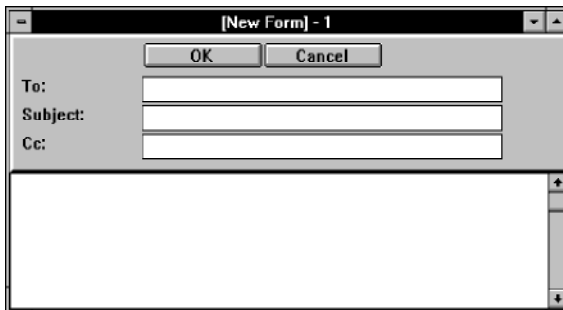


The operations carried out using this dialog box are described in the following subsections.

### New

To create a new form:

- 1 Press **New** to open a **New Form** dialog box:



- 2 If the messages built using the form will always be sent to the same person, enter the address in the **To** text box.

- 3 If you want the messages built from the form to carry the same subject description, enter it in the **Subject** field.
- 4 If the messages built using the form will always be copied to the same people, enter their addresses in the **Cc** text box.
- 5 Type into the main text window any text you want to appear in all of the messages built using this form.
- 6 Press **OK** when you have finished designing the form to display the **Enter Filename** dialog box:

- 7 Type a name for the file in the text box: you can use up to eight alphanumeric characters.
- 8 Press **OK** to close the dialog box and save the form in a file with the name you have given.

You can also save the contents of a form to a text file using **Save As** in the **File** menu.

## Edit

To change an existing form:

- 1 Select the form in the scroll box in the **Select a Form** dialog box.
- 2 Press **Edit** to open a form dialog box containing the form:

Expenses for	
Travel	=
Subsistence	=
Out of pocket	=
Total	=

## Mail-it Reference

- 3 Edit the form.
- 4 Press **OK** to close the window and save the edited form.

## Use

To use an existing form:

- 1 Select the form in the scroll box in the **Select a Form** dialog box.
- 2 Press **Use** to open a compose window based on the form:

Expenses for	
Travel	=
Subsistence	=
Out of pocket	=
Total	=

## Delete

To delete an existing form:

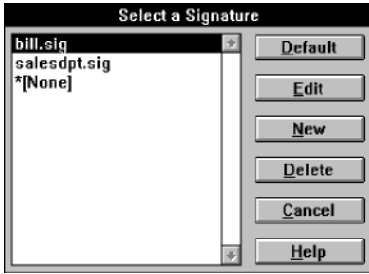
- 1 Select the form in the scroll box in the **Select a Form** dialog box.
- 2 Press **Delete** to delete the form.

If you have set **Confirm on Delete** using **Options/Environment** in the **Custom** menu, you will be asked to confirm that you want to delete the form.

## Signatures

To create and manage signatures to be added to the end of your messages:

Select **Signatures** from the **Messages** menu to display the **Select a Signature** dialog box:



The operations carried out using this dialog box are described in the following subsections.

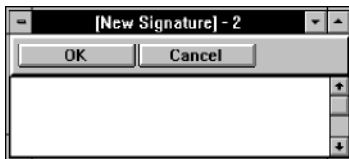
The default signature is marked \* in this dialog box.

You add a signature to a message by selecting it from a drop-down list box in the compose window: see the “Compose windows” section earlier in this manual.

## New

To create a new signature:

- 1 Press **New** to open a **New Signature** dialog box:



- 2 Type in the text you want added to the end of your messages. The text can be any length, but bear in mind that most people dislike receiving mail with long or elaborate signatures.
- 3 Press **OK** when you have completed the signature, to open the **Enter Filename** dialog box:





- 2 Press **Delete** to delete the signature.

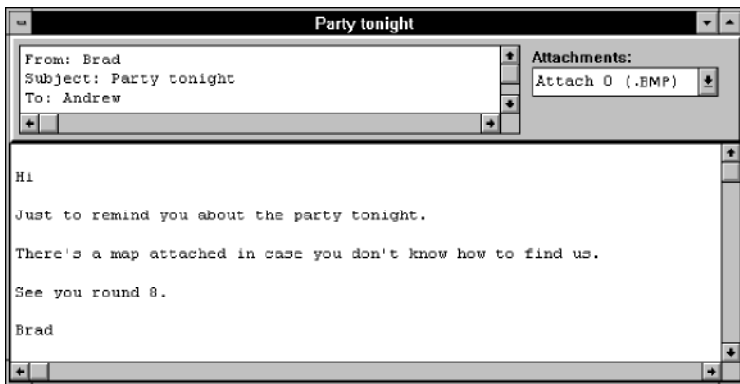
If you have set **Confirm on Delete** using **Options/Environment** in the **Custom** menu, you will be asked to confirm that you want to delete the signature.

## Open



To read a message:

- 1 Use the message store window to open the message list window containing the message (see the “The message store window” section earlier in this manual for more details).
- 2 Select the message in the message list window.
- 3 Select **Read** in the **Message** menu to open a read window containing the selected message (alternatively, press the read button or double-click on the message in the message list window):



The appearance of the read window is controlled by settings made using **Options/Read Options** in the **Custom** menu.

Full information about how to use read windows is given in the “Read windows” section earlier in this manual.

## Delete



To delete a message:

- 1 If the message is not already open in a read window, use the message store window to open the message list window containing the message (see the “Message list windows” section earlier in this manual for more details).
- 2 Select the message in the message list window, or the read window if the message is already open.
- 3 Select **Delete** in the **Message** menu.

If you have set **Confirm on Delete** using **Options/Environment** in the **Custom** menu, you will be asked to confirm that you want to delete the message.

Note that when you delete a message, you delete its attachments as well.

## Forward

To forward a message and its attachments to someone else:

- 1 Either select the message in a message list or, if it is already open in a read window, select the read window (see the “Message list windows” section earlier in this manual for more details).
- 2 Select **Forward** in the **Message** menu to open a compose window containing the message to be forwarded:



The appearance of the forwarded message is controlled by settings made using **Options/Forward Options** in the **Custom** menu. The example shows the result of using the **Forwarding Prologue String**, **Forwarding Epilogue String**, and **Forwarding Indent String** used in the **Options/Forward Options** example later in this manual.

- 3 Fill in the **To** and **Cc** fields and make any required edits to the message.
- 4 Press **Send** to forward the message.

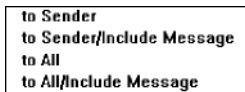
The window is a standard compose window, so you can use any of the editing and menu operations that can be applied to messages in a compose window: see the “Compose windows” section earlier in this manual for more details.

## Reply



To reply to a message:

- 1 Either select the message in a message list or in a read window if it is already displayed in one (see the “Message list windows” section earlier in this manual for more details on selecting messages and opening read windows).
- 2 Choose **Reply** in the **Message** menu to display the submenu:



Note that if you use the reply button to carry out this command, you are not presented with this submenu but the default setting is used instead: see **Options/Reply Options** in the **Custom** menu for setting the default.

- 3 Select

**to Sender** if you want the reply sent to the sender only,

**to Sender/Include Message** if you want the reply sent to the sender only and you want the reply to include the original message,





## Save Message(s) to Text File



This command allows you to save a message (or several messages), or the body of a compose widow, form or signature to a text file. The command is the same as **Save As** in the **File** menu.

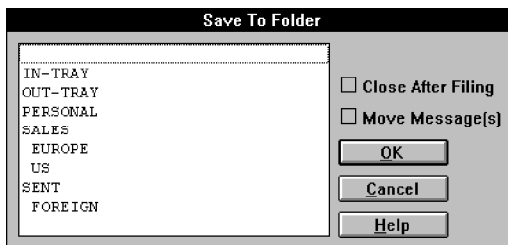
Once a message has been saved as a text file, you can import it into other applications such as a word-processor, desktop publishing package or spreadsheet.

## Save Message(s) to Folder



To save a message (or several messages) to another folder:

- 1 If the message you want to save is not already open in a read window, open the message list window containing the message or messages you want to save (see the “Message list windows” section earlier in this manual for more details).
- 2 Select the message in the message list window or open read window. If you want to copy more than one message, hold Ctrl as you select each of the messages, or, to select a number of adjacent messages, select the message at one end of the range and hold Shift while you select the message at the other end of the range.
- 3 Select **Save Message(s) to Folder** in the **Message** menu to display the **Save To Folder** dialog box:



- 4 Check **Close After Filing** if you are saving the message from an open read window and want to close that window once you have saved it.
- 5 Check **Move Message(s)** if you want to delete the messages from their current folder when they are saved in the new folder.

## Mail-it Reference

- 6 Select the target folder to copy the messages into.
- 7 Press **OK** to copy (or move) the messages into the selected folder.

Note that you can also use drag and drop to move or copy messages between folders: see the “Mail-it Windows” section earlier in this manual for more details on managing messages using message list windows.

## Send

To send a message:

- 1 Make sure the compose window containing the message is selected.
- 2 Select **Send** in the **Message** window or press **Send** in the compose window.

See the “Compose windows” section earlier in this manual and **Options/Compose Options** in the **Custom** menu for information about priority settings and other options affecting the sending of messages.

It isn't possible to say exactly when the message will be sent to the mail server as this is partly the responsibility of Windows and will depend to some extent on what else Windows has to do. Other tasks permitting, however, the message will be sent immediately. If you check **Use Animation To Confirm Sent Mail** using **Options/ Environment** in the **Custom** menu, a post van will cross the screen to show the mail has been sent.

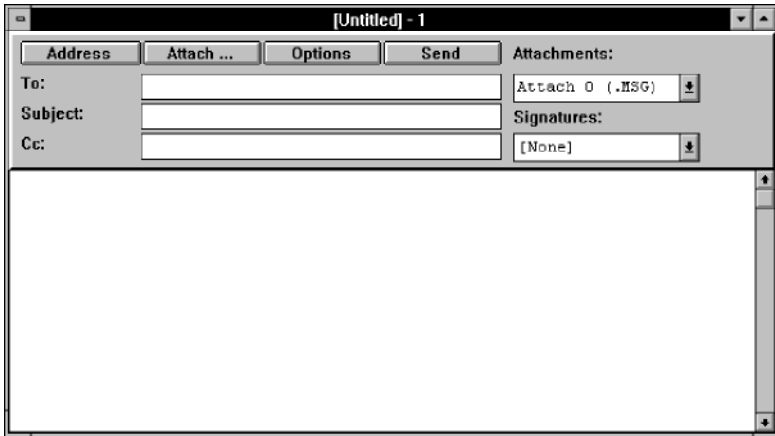
When you send a message it is placed temporarily in your Out-Tray folder until it has actually been sent. Once it has been sent, it is moved to your Sent folder, or you can specify another folder for it to be moved to using **Custom/Options/Compose Options** or by setting **Options** in the compose window.

## Re-Send

To compose a new message with a group of received messages as attachments:

- 1 Open the message list window containing the message or messages to be attached (see the “Mail-it Windows” section earlier in this manual for more details on selecting and opening message list windows).

- 2 Select the message in the message list window, or, if you want to copy more than one message, hold Ctrl as you select each of the messages, or, to select a number of adjacent messages, select the message at one end of the range and hold Shift while you select the message at the other end of the range.
- 3 Select **Re-Send** in the **Message** menu to display a new compose window with the selected messages as attachments:



The messages you are re-sending are attached as message objects, which will include any attachments the messages had.

- 4 Fill in the **To** and **Cc** fields and make any required edits to the message.
- 5 Press **Send** to re-send the messages (see **Send** above).

See the “Compose windows” section earlier in this manual and **Options/Compose Options** in the **Custom** menu for information about priority settings and other options affecting the sending of messages.

## Re-Try

Occasionally, a message may not be sent successfully, perhaps because the mail server temporarily becomes unavailable. Such messages will remain in the Out-tray. Select **Re-Try** in the **Message** menu to send all the messages in the Out-tray. In fact, you may not need to use this command,

## Mail-it Reference

as Mail-it will automatically re-try any failed messages along with the next message you send.

### Abort Send

It isn't possible to say exactly when a message will be sent to the mail server as this is partly the responsibility of Windows and will depend to some extent on what else Windows has to do. This means that there is a short interval after you select **Send** in the **Message** menu or press the **Send** button in a compose window, before the mail is sent to the mail server. If you change your mind about sending the mail during this time, you can prevent the message being sent on to the mail server.

To stop mail being sent:

Select **Abort Send** from the **Message** menu.

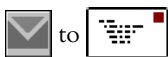
Once mail has been sent to the server, you cannot abort it from within Mail-it.

### New Mail?

Mail-it automatically checks for new mail at regular intervals (see the "MIME Receive Setup" section of the "Configuring Mail-it" appendix for details of setting the interval) and if any has arrived, it downloads it to your local message store. While new mail is being downloaded into the In-tray of your local message store the Post Office icon changes:



If you check **Use Animation On New Mail** using **Options/ Environment** in the **Custom** menu, an animated mail van will show when new mail has arrived. Mail-it shows when there is unread new mail in the message store. If the Mail-it application is running but minimized, the icon changes from



If the Mail-it application window is open, the new mail button in the toolbar changes from



If you want to know if any new mail has arrived on the mail server without waiting until the system next checks automatically:

Select **New Mail** from the **File** menu;

or

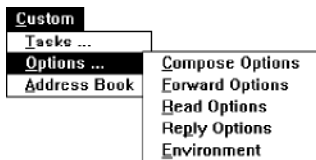
Press the new mail button (  or  )

or, if Mail-it is minimized,

Click on the icon to display the control menu and select **New Mail?**

It isn't possible to say exactly how long it will take to check the mail server and download any messages, since this depends not only on how long the messages are but also on what other tasks Windows has to perform. Other tasks permitting, however, the mail server will be interrogated immediately to see if there is any new mail.

## Custom Menu



The **Custom** menu allows you to customize your Mail-it system. The custom settings are saved separately for each user, so several people can use the same machine but have their own individual customized settings when they use Mail-it.

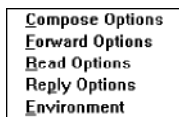
### Tasks

Tasks allow you to automate actions in Mail-it. You can define a wide range of tasks, so this feature is described separately, in the next chapter.

### Options

To customize the settings used by Mail-it:

Choose **Options** in the **Custom** menu to display the submenu:

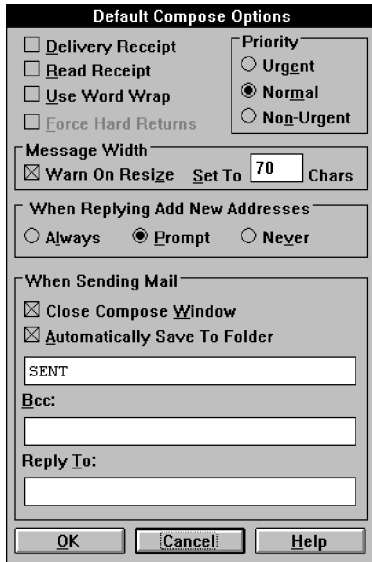


Each of these options is described separately in the following subsections.

### Compose Options

To specify defaults used for new compose windows (you can override the defaults by pressing the **Options** button in a compose window: see the “Compose windows” section earlier in this manual):

- 1 Choose **Options/Compose Options** in the **Custom** menu to display the **Default Compose Options** dialog box:



2 To set the options:

- Check **Delivery Receipt** if you want a message returned saying that the message has arrived at its destination.

If you receive a delivery receipt, you can be sure that the message has been received on the recipient's host system. However, not all systems will respond to a request for a delivery receipt (basically the requirement is that it should be running UNIX Sendmail), so you cannot assume that a message has not been received if you do not get a receipt.

- Check **Read Receipt** if you want a message returned saying that the message has been read at its destination.

If you receive a read receipt, you can be sure that the recipient has read the message. However, not all mail systems (or recipients) will respond to a request for a read receipt, so you cannot assume that a message has not been read if you do not get a receipt. Mail-it will respond to a request for a read receipt by displaying a dialog box when you first read the message asking if you want to send a read receipt.



- Check **Use Word Wrap** to display messages in the compose window so that if lines are longer than the width of the window they are split to appear on successive lines. When word wrap is in force, all of the message will appear in the width of the compose window, so there is no need for a horizontal scroll bar. When word wrap is not in force, you can read the end of lines that have gone beyond the right-hand edge of the window using the horizontal scroll bar.
- Check **Force Hard Returns** to replace the “soft” returns put in by Mail-it to display the message within the width of a compose window by “hard” returns when the message is transmitted. With this option unchecked, the word wrap is a feature of the compose window display only. The message you send will only have line breaks where you put carriage returns. If the formatting of your message is important, for example if it has tables of figures, and you want the receiver of your message to see exactly what you see in your compose window, either check **Force Hard Returns**, or put in carriage returns by hand.

If you do not check **Force Hard Returns**, the length of lines in your message may exceed the line length limit for messages on the Internet. If this happens, the MIME message transport will insert “soft” line breaks to prevent lines becoming too long. Depending on the recipient’s mail system, these may be removed and the long lines reconstituted, or left in so that the message appears with lines broken at the line length limit marked by an “=” character.

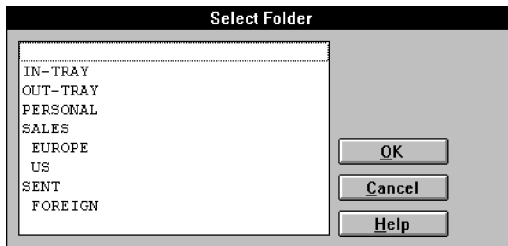
If you want to change the word wrap setting for a particular compose window after it has been opened, use **Word Wrap** in the **View** menu.

**Force Hard Returns** is only available if **Use Word Wrap** is checked.

- 3 Choose whether to give the message **Urgent**, **Normal**, or **Non-Urgent** priority. This has no effect on how long it takes for a message to reach its destination, but on mail systems supporting priorities, the priority will be shown in the mail listing. In Mail-it,

priority is shown in a message list window by different colored icons: Red for high priority; Yellow for normal priority; Gray for low priority.

- 4 In the **Message Width** box, type in the default width (in number of characters) you want for compose windows. Check **Warn On Resize** if you want Mail-it to warn you if you resize the compose window to display a different number of characters.
- 5 In the **When Replying Add New Addresses** box, choose when to add new email addresses to your address book when replying to mail: Mail-it can do this **Always**, or **Never**, or if you select **Prompt**, it will ask you whether you want to add the address.
- 6 Check **Close Compose Window** in the **When Sending Mail** box if you want the compose window closed automatically after you have sent the message.
- 7 Check **Automatically Save To Folder** if you want a copy of messages you send automatically saved to a folder. Checking this option displays the **Select Folder** dialog box:



From the scroll box, select the folder you want to save messages in once they are sent.

- 8 Type into the **Bcc** text box any addresses you want to send “blind carbon copies” to. People on this list will be sent a copy of the message but their addresses will not appear on the message’s Cc list.
- 9 Type your name and/or mail address into the **Reply To** text box.
- 10 If you change your mind and want to use the previous settings for the options, press **Cancel**.

## Forward Options

To specify the defaults used when you forward a message:

- 1 Choose **Options/Forward Options** in the **Custom** menu to display the **Forward Options** dialog box:



- 2 Type in any text you want to appear before the forwarded message in the **Forwarding Prologue String** text box. It is often useful to separate off the message you are forwarding from any covering text you want to include using a string of repeated characters such as **\***, **^**, or **\_**. Alternatively, you could enter some standard covering text.
- 3 Type in any text you want to appear after the forwarded message in the **Forwarding Epilogue String** text box. It is often useful to separate off the message you are forwarding from your signature, or other text following the forwarded message, using a string of repeated characters such as **\***, **v**, or **\_**.
- 4 Type in any characters you want to appear at the beginning of each line of the forwarded message in the **Forwarding Indent String** text box. A common convention is to use “>” as an indent string. Readers can then identify forwarded text easily.

If you want to put information about the original message in any of these strings, you can include:

&Name, which will be replaced by the name of the sender of the original message;

&Date, which will be replaced by the date the original message was submitted;

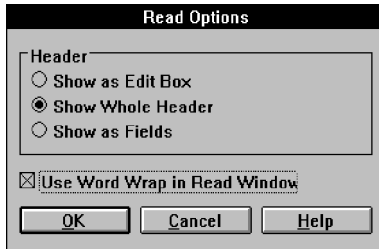
&Subject, which will be replaced by the subject title of the original message.

When you forward a message using **Forward** in the **Message** menu, a compose window opens with the forwarding prologue string at the top of the window. This is followed by the forwarded message with the forwarding indent string added to the beginning of each line. Finally, the forwarding epilogue string is added after the end of the message. You can edit any of these features in the compose window.

## Read Options

To specify defaults used when you open a read window:

- 1 Choose **Options/Read Options** in the **Custom** menu to display the **Read Options** dialog box:



- 2 Press **Show as Edit Box** if you want brief header information (From, Subject, To, Cc, Date) displayed in a scrollable box at the top of read windows. This option takes up less space than **Show as Fields** but you may have to scroll to see all the information.

Press **Show Whole Header** if you want all the header information displayed in a scrollable box at the top of read windows. The header information can become very verbose for MIME messages and you will probably not want to use this option for normal use.

Press **Show as Fields** if you want brief header information (From, Subject, To, Cc, Date) displayed in separate boxes at the top of read windows. This option takes up more space than **Show as Edit Box** but more information can be displayed at the same time.

- 3 Check or uncheck **Use Word Wrap in Read Window** to decide how messages should be displayed if their line length is longer than the width of the read window.

If it is checked, a new line is started whenever the message reaches the right-hand side of the window, even if the line doesn't end there. In this case, all of the message can be read within the width of the window, so there is no horizontal scroll bar.

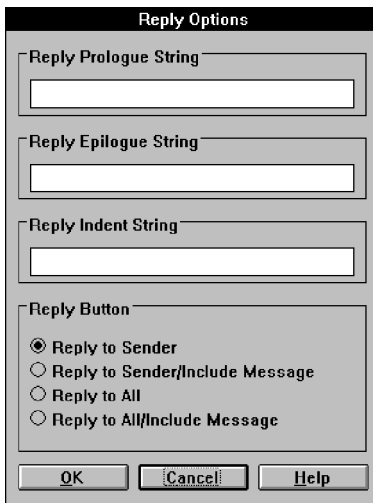
If **Use Word Wrap in Read Window** is unchecked, a new line is only started if there is a carriage return in the message. This means that some of the message may go off the right-hand side of the window, so you may need to use the horizontal scroll bar to read some parts of the message.

If you want to change the word wrap setting for a particular window after it has been opened, use **Word Wrap** in the **View** menu.

## Reply Options

To specify defaults used when you reply to a message:

- 1 Choose **Options/Reply Options** in the **Custom** menu to display the **Reply Options** dialog box:



- 2 To set the default used when you use the reply button (if you use **Reply** in the **Message** menu to open a compose window for a reply, you select these options from a submenu, so the default setting has no effect):

- click on **Reply to Sender** if you want the reply sent to the sender only;
- click on **Reply to Sender/Include Message** if you want the reply sent to the sender only and you want the reply to include the original message;
- click on **Reply to All** if you want the reply sent to the sender and anyone else who was on the Cc list and received a copy of the original;
- click on **Reply to All/Include Message** if you want the reply sent to the sender and anyone else who was on the Cc list and received a copy of the original, and you want the reply to include the original message.

The remaining options take effect only if the original message is included in the reply. Including some of the original text is useful when you want to identify specific questions or points raised in the original message.

- 3 Type in any text you want to appear before the included original message in the **Reply Prologue String** text box. It is often useful to separate off quotes from the message you are replying to from the text you have written using a string of repeated characters such as \*, ^, or \_. You could also enter some standard covering text.
- 4 Type in any text you want to appear after the included original message in the **Reply Epilogue String** text box. It is often useful to separate off quotes from the message you are replying to from your signature, or other text following the quotes, using a string of repeated characters such as \*, v, or \_.
- 5 Type in any characters you want to appear at the beginning of each line of the included message in the **Reply Indent String** text box. A common convention is to use ">" as an indent string. Readers can then identify forwarded text easily. "<" is often put before lines written in response to ">" lines. When replies are made to replies several levels of ">" can build up identifying the order in which the conversation was conducted.

If you want to put information about the original message in any of these strings, you can include:

&Name, which will be replaced by the name of the original messages sender;

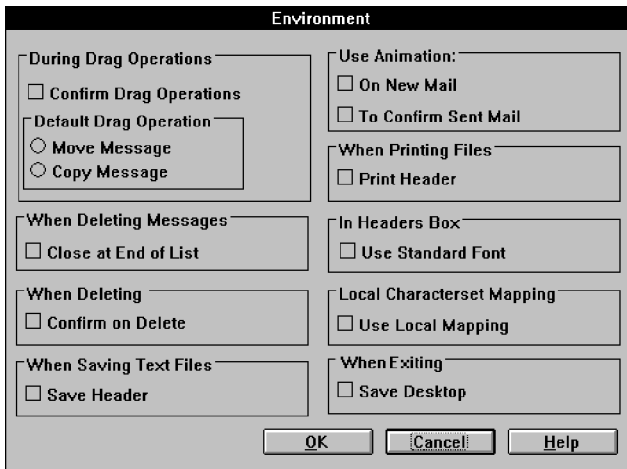
&Date, which will be replaced by the date the original message was submitted;

&Subject, which will be replaced by the subject title of the original message.

## Environment

To specify how Mail-it responds to actions you perform:

- 1 Choose **Options/Environment** in the **Custom** menu to display the **Environment** dialog box:



- 2 To select options:
  - Check **Confirm Drag Operations** in the **During Drag Operations** box if you want a dialog box displayed asking for confirmation when you drag a folder or message from one position to another.
  - Click on **Move Message (Copy Message)** in the **Default Drag Operation** box if you want dragging without holding Shift or Ctrl to move (copy) a message or folder.

- Check **Close at End of List** in the **When Deleting Messages** box if you want the read window closed when you delete the last message in a message list rather than display the previous message.
- Check **Confirm on Delete** in the **When Deleting** box if you want a dialog box displayed asking you for confirmation when a message, folder, form or signature is deleted.
- Check **Save Header** in the **When Saving Text Files** box if you want the header (brief or full for read windows depending on your setting in **Read Options**) saved with the message when you save it to a text file using, for example, **Save As** in the **File** menu.
- Check **On New Mail** in the **Use Animation** box if you want an animation to inform you when new mail has arrived.
- Check **To Confirm Sent Mail** in the **Use Animation** box if you want an animation to show when you send mail.
- Check **Print Header** in the **When Printing Files** box if you want the header (brief or full for read windows depending on your setting in **Read Options**) printed with the message when you print it using **Print** in the **File** menu.
- Check **Use Standard Font** in the **In Header Fields** box if you want to use the Mail-it system font in message headers and other text and drop-down boxes rather than the font selected using **Set Font** in the **View** menu, which will then be used for the body of messages only.
- Check or uncheck **Use Local Mapping** in the **Local Characterset Mapping** box to select which character set is used to display messages in read and compose windows. If it is checked, standard US-ASCII characters will be mapped to local country charactersets using ISO 640, so, for example, in Sweden the character “[” will be shown as “Ä” and “\” as “Ö”.

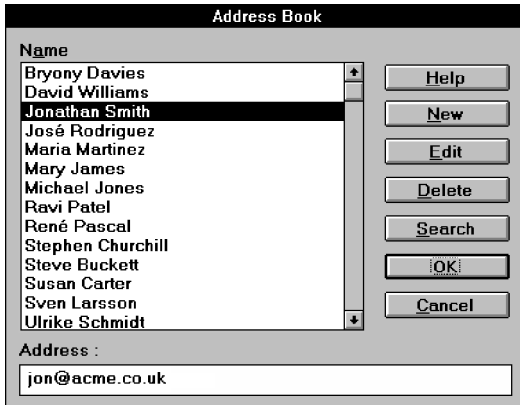


- Check **Save Desktop When Exiting** to save the state of the desktop when you exit so that when you next start Mail-it, the same windows are opened with the same messages inside them.

## Address Book

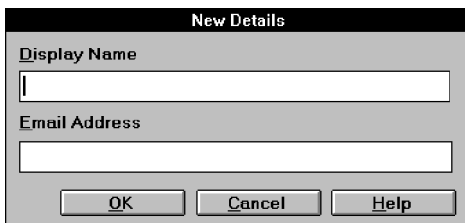
To add names to the address book or change those already there:

- 1 Choose **Address Book** in the **Custom** menu to display the **Address Book** dialog box:



To add a name to the address book:

Press **New** to display the **New Details** dialog box:



Type the new details into the **Display Name** and **Email Address** boxes, and press **OK**.

To change an entry in the address book:

Select the name of the person you want to change the details for in the **Name** box and press **Edit** (or double-click on the name) to display the **Edit Details** dialog box showing the current details:

Change the details in the box and press **OK**.

To delete an entry from the address book:

Select the name of the person whose address you want to delete and press **Delete**.

If you have a large address book and you are not sure about a name:

- 1 Press **Search** to display the **Search** dialog box:

- 2 Click on **User Name** if you want to search through the names in the address book; click on **Email Address** if you want to search through the addresses in the address book.
- 3 Click **Anywhere** if you want to search for part of a name (or address) anywhere within each name (or address) in your address book; click **Start** if you want to search only the beginning of names or addresses. For example, if you search for John and select **Anywhere**, you will find not only John Smith but also Bill Johnson; if instead you select **Start**, you will find only John

## Mail-it Reference

Smith. In the **Search For** box, type a part of the name or address that you know is correct.

- 4 In the **Search For** box, type a part of the name or address that you know is correct.
- 5 Press **Search Next** to begin searching the address book. If a matching name is found, it will be highlighted in the **Name** box in the **Address Book** dialog box.
- 6 If this is the name you are looking for, press **OK**, otherwise press **Search Next** again to look further down the list. Press **Cancel** to give up the search.

## Window Menu

<b>Window</b>
<b>Cascade</b>
<b>T</b> ile
<b>A</b> rrange Icons
Open Default Message Store
Open a Message Store ...
✓ 1 Mail-it Local Store
2 Mail-it Local Store : \IN-TRAY - 6 Messages
3 [Untitled] - 1
4 UKMAIL.SIG

### Cascade

To resize and arrange the open (non-minimized windows) in overlapping layers so that their titles bars are visible:

Select **Cascade** in the **Window** menu.

### Tile

To resize and arrange the open (non-minimized windows) so that they are side-by-side and not overlapping:

Select **Tile** in the **Window** menu.

### Arrange Icons

To tidy up the icons representing minimized windows:

Select **Arrange Icons** in the **Window** menu.

### Open Default Message Store

Future versions of Mail-it will support multiple message stores and this command will allow you to close the current message store and change to your default message store.

### Open a Message Store

Future versions of Mail-it will support multiple message stores and this command will allow you to close the current message store and select another one.

## **Windows open in Mail-it**

The windows currently open in the Mail-it application window are listed at the bottom of the **Window** menu. To select one of these windows:

Click in the window if it is visible on the screen;

or

Select the window's name from the list at the bottom of the **Window** menu.

## Help Menu



### Contents

To display a table of contents for the on-line help system:

Select **Contents** in the **Help** menu to open the help system at its main contents page.

### How To

For help in carrying out operations using Mail-it:

Select **How To** in the **Help** menu to open the help system at a How To contents page.

### Search

To look for help on a specific topic:

Select **Search** in the **Help** menu.

### About



For information about this version of Mail-it:

Select **About** in the **Help** menu.

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## Tasks

## Carrying Out Actions Automatically

Tasks allow you to automate a wide range of actions. They make it easy to carry out actions you need to repeat frequently, or actions that you may only want to carry out once, but involve a large number of messages.

The tasks facility is extremely flexible, allowing you to decide:

- when the task should be carried out – for example, when mail is received or sent, or at a particular time each day.
- which messages the task should be applied to – for example, those in a particular folder, or earlier than a particular date, from or to certain people, about certain subjects or containing particular key words.
- what should be done to the messages – for example, they could be selected, moved between folders or deleted. You can even use tasks to launch your own programs.

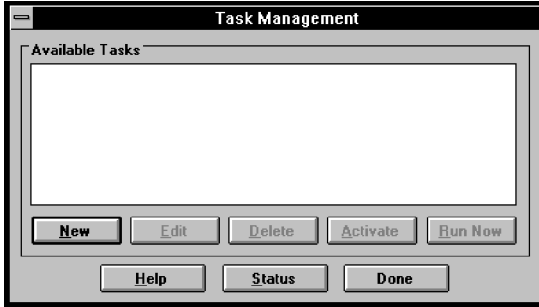
These are only some of the possibilities; full details are given in the rest of this chapter.



## Creating a Task

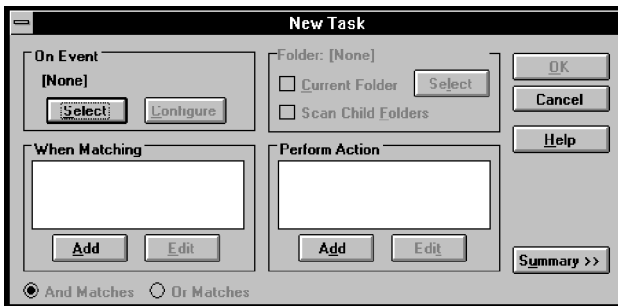
To create a new task:

- 1 Select **Tasks** in the **Custom** menu to display the **Task Management** dialog box:



This dialog box is also used to manage the tasks after you have defined them: full details are given at the end of this chapter.

- 2 Press **New** to display the **New Task** dialog box:



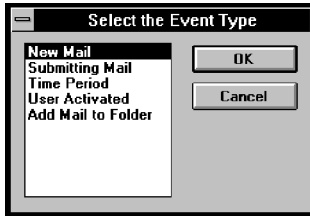
This dialog box is used to define:

- what event should trigger the task
- which messages should be acted on, and
- what action(s) should be performed.

## Defining trigger events

To define when a task should be triggered:

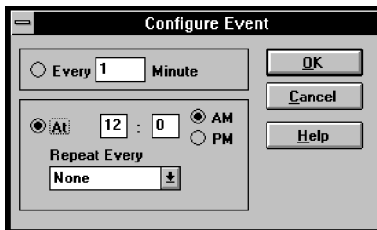
- 1 Press **Select** in the **On Event** box to display the **Select the Event Type** dialog box:



- 2 Select when the task should be triggered. The options are:

<b>New Mail</b>	when new mail arrives
<b>Submitting Mail</b>	when you submit mail for sending (for example by pressing the <b>Send</b> button in a compose window)
<b>Time Period</b>	at a particular time or at regular intervals
<b>User Activated</b>	when the <b>Run Now</b> button in the <b>Task Management</b> dialog box is pressed
<b>Add Mail to Folder</b>	when mail is added to a folder (see the next section for selecting the folder).

- 3 Press **OK**.
- 4 If you selected **Time Period**, the **Configure Event** dialog box is displayed:



If you want to trigger the task at regular intervals, click on the **Every** radio button and fill in the **Minute** box to set how often

## Tasks

you want the task carried out (you can fill in any time up to 10,080 minutes = 1 week).

If you want to trigger the task at a specific time in the day, click on the **At** radio button and fill in the required time in the boxes following it. If you want the task repeated at the same time on a particular day of the week, every weekday or at the end of the week, select the appropriate option from the **Repeat Every** drop-down list box.

Press **OK**.

After you have set the event to trigger the task, you are returned to the **New Task** dialog box and the selected event is shown in the **On Event** box.

If you want to change the event type, press **Select** in the **On Event** box to display the **Select the Event Type** dialog box again.

If you want to change a selected time period, press the **Configure** button (it is ungrayed if you have selected a time period) to display the **Configure Event** dialog box again.

### Choosing folders

If you choose an **Add Mail to Folder**, **Time Period** or **User Activated** event, you need to select a folder (or a group of folders). In the first case the event is only triggered if a message is added to the selected folder. In the other cases, the task is only applied to messages in the selected folder(s) that satisfy the match conditions (see the next section).

For **User Activated** events, you can opt to look for messages satisfying the match conditions in the **Current Folder** (that is, the folder that is selected when you run the task).

To choose to look for messages in the current folder:

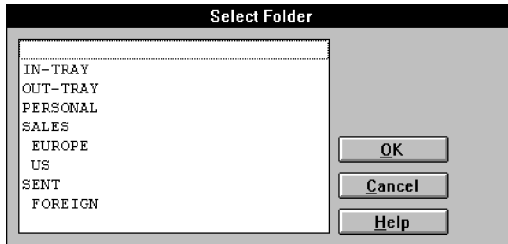
Check **Current Folder** in the **Folder** box of the **New Task** dialog box.

For **Time Period** and **User Activated** events, to opt to look for messages in any folders within the selected folder:

Check **Scan Child Folders** in the **Folder** box of the **New Task** dialog box.

To select a folder:

- 1 Press **Select** in the **Folder** box to display the **Select Folder** dialog box:



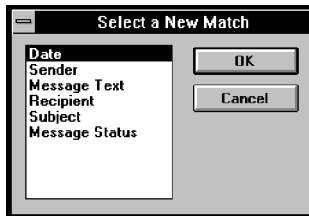
- 2 Select a folder from the list box.
- 3 Press **OK**.

## Choosing messages to act on

You select which messages are acted on by a task by setting conditions that the messages must match.

To set conditions for choosing individual messages:

- 1 Press **Add** in the **When Matching** box of the **New Task** dialog box to display the **Select a New Match** dialog box:



This dialog box allows you to select which match condition to use. Messages satisfying this match condition will be acted on by the task.

- 2 Select a condition and press **OK** to display the appropriate dialog box for setting the condition: these are described in the following sections.

## Tasks

When you have set a condition it appears in the **When Matching** box of the **New Task** dialog box.

Press **Add** again if you want to add further conditions. When you have set two or more conditions the **And Matches** and **Or Matches** radio buttons are ungrayed.

To choose only those messages matching all of the conditions you have set:

Click on the **And Matches** radio button.

To choose all messages matching any of the conditions you have set:

Click on the **Or Matches** radio button.

You can change a match condition after you have defined it.

To edit a condition:

- 1 Select the condition in the **When Matching** box.
- 2 Press **Edit** to display the same dialog box you used to set the condition: these are described in the following sections.

When you edit a match condition, the **Remove** button in the dialog box is ungrayed.

To delete a match condition you have already defined:

Press **Remove**. You will be asked to confirm your decision.

## Date

If you choose to set (or edit) a match on **Date** in the **Select a New Match** dialog box, the **Date Criteria** dialog box is displayed:

The screenshot shows a dialog box titled "Date Criteria". It is divided into two main sections: "From" and "To". Each section contains three input fields: "Day" (with the value "20"), "Month" (with the value "Feb" and a small downward arrow), and "Year" (with the value "1995"). Below these sections is a label "Message Date is:" followed by a dropdown menu currently showing "Equal to". At the bottom of the dialog are four buttons: "Help", "OK", "Remove", and "Cancel".

To set a date condition:

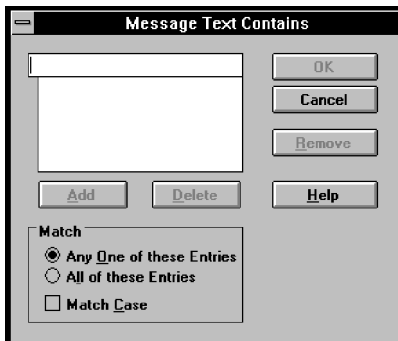
- 1 Choose the type of condition from the **Message Date is** drop-down list box. You can choose **Equal to**, **Not Equal to**, **Between**, **Not Between**, **After**, **After or Equal to**, **Before**, **Before or Equal to**.  
  
If you choose **Between** or **Not Between**, the date boxes in the **To** box will become ungrayed so that you can select the second date.
- 2 Enter the date(s) you want to set for the condition in the **From** (and **To**) box(es) (the **To** date must be later than the **From** date).
- 3 Press **OK** to return to the **New Task** dialog box.

### Sender, Message Text, Subject

The dialog boxes displayed when you select **Sender**, **Message Text** or **Subject** allow you to set conditions on the corresponding fields in the messages. The dialog boxes are almost identical apart from their titles (the **Sender Contains** dialog box does not have the radio buttons in the **Match** box). Instructions are given here for the **Message Text** dialog box only, but apply equally to the others.

Remember that message text can be very much longer than the text in the sender and subject fields, so a match using message text will take longer to complete than a match using the sender or subject.

If you choose to set (or edit) a match on **Message Text** in the **Select a New Match** dialog box, the **Message Text Contains** dialog box is displayed:



This dialog box allows you to set a condition on the text in messages.

## Tasks

To set (or edit) a condition on the text:

- 1 In the edit box at the top of the dialog box, enter the text you want matched in the message text. The text you enter will be matched if it appears anywhere in a message's body text. For example, entering "sale" will match messages containing the words "salesroom" and "wholesale" as well as "sale" itself.
- 2 Press **Add** to add the text to the list box below the edit box.
- 3 Repeat steps 1 and 2 for any other text you want matched (the list box becomes a scroll box if you add more items than can be displayed at one time).
- 4 For a match on message text or subject, you can choose how to combine conditions if you have entered more than one (if you have entered more than one condition for the sender, the match will succeed if the sender matches any of the conditions).

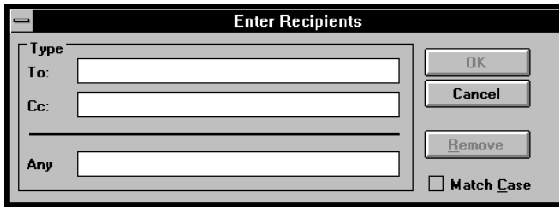
Click on the **Any One of these Entries** radio button if you want there to be a match if the message text contains any of the text items you have added.

Click on the **All of these Entries** radio button if you want there to be a match only if the message text contains all of the text items you have added.

- 5 Check **Match Case** if you want matches to be made only if the case of the text in the message text exactly matches the case of the text in the items you have added. (The **Match Case** setting applies to all of the items; you cannot set it separately for each one.)
- 6 If you change your mind about a particular item, select it in the list box and press **Delete**. (If you want to change an item, delete it and then add the new version.)
- 7 Press **OK**.

## Recipient

If you choose to set (or edit) a match on **Recipient** in the **Select a New Match** dialog box, the **Enter Recipients** dialog box is displayed:



This dialog box allows you to set a condition on the recipients of messages. You can set separate conditions that must be matched separately in the **To** and **Cc** fields, or a condition that will match an occurrence in either field.

To set (or edit) a condition on the text:

- 1 Type the text you want matched in the **To** and/or **Cc** fields. If you don't mind in which field a match is made, enter the text in the **Any** field. If you enter text in both the **To** and **Cc** fields, a message must be matched on both fields for it to be chosen.

The text you enter will be matched if it appears anywhere in the relevant field's text. For example, entering "jo" will match messages sent to "john", "joy", and "david jones" as well as "jo".

- 2 Check **Match Case** if you want matches to be made only if the case of the text in the fields exactly matches the case of the text in the items you have added. (The **Match Case** setting applies to all of the items; you cannot set it separately for each one.)
- 3 Press **OK**.

## Message Status

If you choose to set (or edit) a match on **Message Status** in the **Select a New Match** dialog box, the **Message Status** dialog box is displayed:



To select the type of messages to be operated on by tasks:



## Tasks

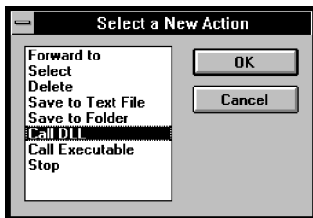
- 1 Check **Read Mail** to choose incoming messages that have already been read.  
  
Check **Unread Mail** to choose incoming messages that have not been read yet.  
  
Check **Sent Mail** to choose all messages that you have sent.  
  
You can check any combination of these to choose messages of more than one type.
- 2 Press **OK**.

## Defining the action to be taken

Once you have defined when a task should be carried out and which messages should be acted on, you need to specify what action should be taken.

To specify the action(s) carried out by a task:

- 1 Press **Add** in the **Perform Action** box of the **New Task** dialog box to display the **Select a New Action** dialog box:



- 2 Select the action required and press **OK**.

If you have chosen **Select**, you will be returned immediately to the **New Task** dialog box as there is no need to specify anything else about the action. If you have chosen one of the other actions, an appropriate dialog box is displayed to define how the action is carried out: these dialog boxes are described in the following sections.

When you have defined an action it is listed in the **Perform Action** box of the **New Task** dialog box.

Press **Add** again if you want to add further actions. Actions are carried out in the order in which you add them. For example, if you want to forward

the chosen messages and then delete them, you must add the forward action first, or there will be no messages left to forward.

To change an action after you have defined it:

- 1 Select the action in the **Perform Action** box.
- 2 Press **Edit** to display the same dialog box you used to define the action: these are described in the following sections. Since the only change you can make to a **Select** action is to remove it, pressing **Edit** displays a dialog box asking you to confirm that you want to remove it.

The dialog boxes for other actions all have a **Remove** button, which is grayed when you originally set the action, but is ungrayed when you edit it.

To delete an action you have already defined:

Press **Remove**. Again, you will be asked to confirm your decision.

## Forward to

If you choose the **Forward to** action, the **Forward to** dialog box is displayed to allow you to specify where the messages should be forwarded:

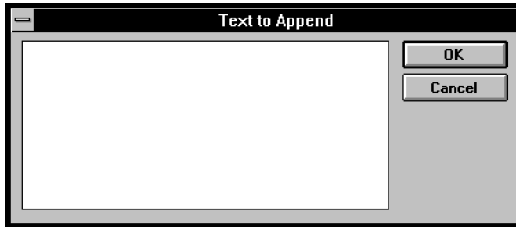
- 1 Fill in the addresses of the people you want the messages forwarded to in the **To** box and those that you want sent copies in the **Cc** box. Alternatively, press **Address** to display the **Address Book** dialog box to choose the addresses from the address book.
- 2 If you want any text added to the forwarded messages:

## Tasks

Click on **From File** to show that you want the text from a file appended, and either enter the name (and path) of the file in the text box, or press **Browse** to display a standard dialog box for selecting the file.

or

Click on **This Text** and press **Edit** to display the **Text to Append** dialog box:



Enter the text required and press **OK**.

- 3 Click on a radio button in the **Priority** box to choose a priority for the forwarded messages. Choose **As Original** if you want the forwarded messages to have the same priority as the originals.
- 4 Press **OK**.

## Delete

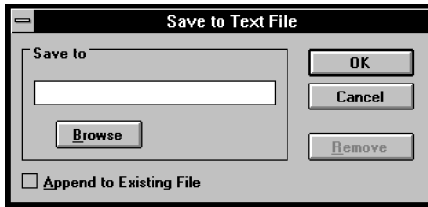
If you choose the **Delete** action, the **Confirm Delete** dialog box is displayed:



Check **Confirm** to be asked for confirmation before the task deletes the messages.

## Save to Text File

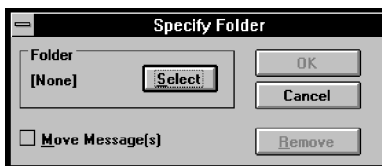
If you choose the **Save to Text File** action, the **Save to Text File** dialog box is displayed:



- 1 Enter the filename (and path) of the file in which you want to store the message, or press **Browse** to display a standard dialog box for selecting the file.
- 2 Check **Append to Existing File** if you want the new messages added to an existing file with the given filename; leave it unchecked if you want the new messages stored in a new file with the given filename, overwriting any existing file with the same name.
- 3 Press **OK**.

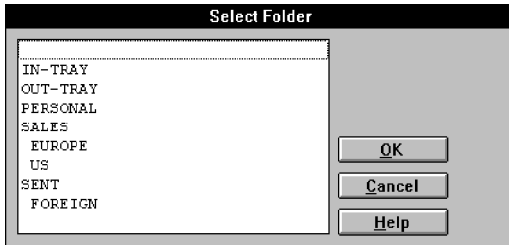
## Save to Folder

If you choose the **Save to Folder** action, the **Specify Folder** dialog box is displayed:



- 1 Press **Select** to display the **Select Folder** dialog box:

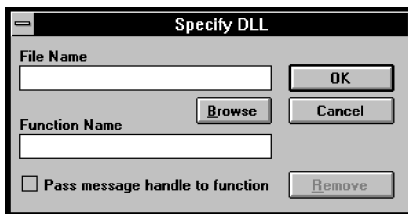
## Tasks



- 2 Select the required folder from the list box.
- 3 Press **OK** to return to the **Specify Folder** dialog box.
- 4 Check **Move Message(s)** if you want the original messages deleted when the messages are saved to the selected folder; leave it unchecked if you want a copy of the messages saved to the selected folder.

## Call DLL

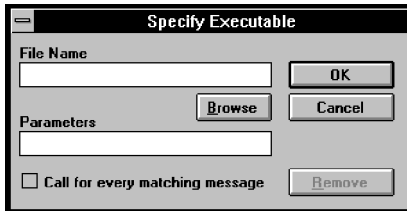
You can use a task to apply functions in your own or third party DLLs to messages by choosing the **Call DLL** action. When you do this, the **Specify DLL** dialog box is displayed:



- 1 Enter the filename (and path) of the DLL you want to call, or press **Browse** to display a standard dialog box for selecting the file.
- 2 Enter the name of the function that you want to call within the DLL.
- 3 Check **Pass message handle to function** if you want the function to be given the message as an argument.

## Call Executable

You can use a task to call your own or a third party program by choosing the **Call Executable** action. When you do this, the **Specify Executable** dialog box is displayed:



- 1 Enter the filename (and path) of the program you want to call, or press **Browse** to display a standard dialog box for selecting the file.
- 2 Enter the actual parameters that you want supplied to the program when it is called.
- 3 Check **Call for every matching message** if you want the program run for each message selected by the task; leave it unchecked if you want it to run only once no matter how many messages are matched, provided at least one is.

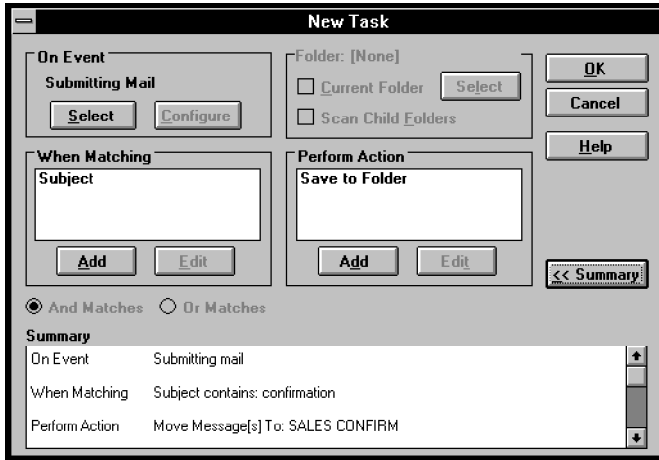
As a simple example of how you might use this feature, you could write a simple Basic program to play a tune or open a window to tell you when new mail arrives. You can even do the latter without writing a program by using notepad.exe as the **File Name** and the name (and path) of a file with a notification message to be displayed as the **Parameters**.

## Stop

This action is designed for use when you prioritize tasks (see the later section of this chapter). The Stop action, which you should make the last action in the task, ensures that any message it processes is not processed by any lower priority tasks.

## Checking the task definition and saving it

Once you have defined a task you can see a summary of what it does by pressing **Summary >>** in the **New Task** dialog box (in fact, you can have the **Summary** box open while you are defining the task):

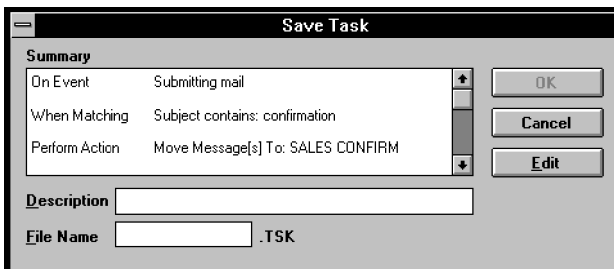


Press **<< Summary** to close the summary box.

Once you are satisfied that the task is defined correctly you must save it.

To save the task:

- 1 Press **OK** in the **New Task** dialog box to display the **Save Task** dialog box:



- 2 Enter a brief description of the task in the **Description** box. This will appear next to the filename in the **Task Management** dialog

box, to help you identify the task and what it does without having to look at the definition.

- 3 Enter a filename (without an extension) for the task. This must be a legal DOS filename.
- 4 Press **OK** to return to the **Task Management** dialog box.

This completes the process of defining a task.








## Managing Tasks

The previous sections have shown you how to create a task using the **Task Management** dialog box. Once you have defined one or more tasks they are listed in the **Available Tasks** box:



The light bulb next to the task is lit when the task is active: see later for activating and deactivating tasks.

The symbol next to the task shows what event will trigger the task:

-  when mail is sent
-  when new mail arrives
-  at a particular time or at a regular interval
-  when you press the **Run Now** button
-  when mail is added to a folder.

As well as creating tasks, the **Task Management** dialog box allows you to change, delete and manage tasks in a number of other ways.

### Prioritizing tasks

Tasks are executed in the order they are displayed in the **Task Management** dialog box. To move a task in the sequence, drag it to its new position, which is indicated by a black arrow as you drag. Release the mouse button when the task is in the position you want.

If you have more tasks than can be displayed at one time in the **Task Management** dialog box, you can scroll the box by dragging beyond the top or bottom of the box. Doing this does not change the position of any tasks.

Note that when you change the order of tasks, the whole task list must be re-written, and this can take some time.

## Editing a task

To change a task definition:

- 1 Select the task in the **Available Tasks** list.
- 2 Press **Edit** to display the **Edit Task** dialog box. Apart from the title, this is identical to the **New Task** dialog box and is used in exactly the same way – see the previous sections.

## Deleting a task

To delete a task definition:

- 1 Select the task in the **Available Tasks** list.
- 2 Press **Delete**. You will be asked to confirm that you want to delete the task.

## Task status

Press **Status** in the **Task Management** dialog box to display a log of task actions performed in the current Mail-it session. The list is indented to group tasks within events, and actions within tasks.

## Active and inactive tasks

Tasks can be either active or inactive. An active task is triggered when the event defined for it occurs; inactive tasks, with the exception of **User Activated** tasks, are not triggered even if the trigger event occurs. When a task is inactive its light bulb in the **Available Tasks** list is unlit and the task appears grayed. If you select an inactive task, the **Deactivate** button changes to **Activate**.

To make an inactive (active) task active (inactive):

- 1 Select the task in the **Available Tasks** list.

Tasks

- 2 Press **Activate (Deactivate)**.

### **Running a task with a User Activated event**

To run a task with a **User Activated** event:

- 1 Select the task in the **Available Tasks** list.
- 2 Press the **Run Now** button.

The task will be run even if the task is inactive.



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## Appendices

## Appendix A: Configuring Mail-it

When you install Mail-it, an extra item is added to the Windows Control Panel. You use this to configure the messaging subsystem used by Mail-it to send messages. You will normally only have to do this when you first install Mail-it, when there is a new user, or if there is a change to the network environment.

Unless you are a systems or network manager or are setting up the mail system for yourself, you will probably never need to use the commands described in this section. If you are going to use them, you will need to understand how your network and mail system are configured and what protocols are available on the mail server.

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**NOTE:** If you are using Mail-it as part of the PIPEX Dial set of programs, the only settings you can change are those described in the “Send setup” section (pages A-6–A-9), steps 7, 8 and 10 of the “Receive setup” section (pages A-11–A-12), step 3 of the “Message Store Configuration” section (page A-13) and the “Local Message Store MIME Configuration” section (pages A-13–A14).

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If you are the systems administrator of a local network (that is, not a PIPEX Dial user), you must enter configuration details for each new user. You may also want to create a user called “Default”, which will be used when simple MAPI applications send mail when Mail-it is not already running. If there is no “Default” user, the sender of the mail will be prompted to log on to the messaging subsystem.

To configure the messaging subsystem:

- 1 Double-click on the Windows Program Manager Control Panel icon. This is in Program Manager’s Main group by default. When the Control Panel opens, you will see the **Mail-it Setup** icon.



Mail-it Setup

- 2 Double-click on the icon to display the **Mail-It Messaging Subsystem** logon dialog box:



In order to maintain the security of your mail system, the configuration of the messaging subsystem is protected by a password.

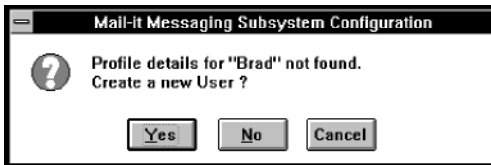
To log on to the messaging subsystem as an existing user:

Enter your logon name and password to display the **Configure Mail-it Messaging Subsystem** dialog box: this is described in detail later in this section.

If this is the first time you have used Mail-it, you will need to log on as a new user and set your password.

To log on to the messaging subsystem as a new user:

- 1 Enter the name you want to use as your identifier. You will be asked if you want to create a new user with the name you entered:

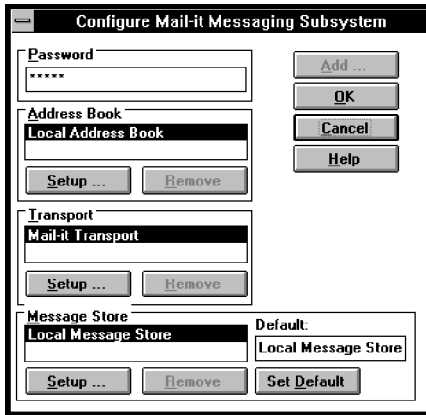


- 2 Press **Yes** to display the **Add a New User** dialog box:



- 3 Enter a path for the directory you want to use to keep your signature files, forms and user configuration information.

- 4 Press **OK** to display the **Configure Mail-it Messaging Subsystem** dialog box:



The **Configure Mail-it Messaging Subsystem** dialog box is the entry point to a number of different configuration options, covering the **Address Book**, **Transport**, and **Message Store**. These are described in detail separately in the following sections.

Future versions of Mail-it will support multiple address books, transports and message stores, which you will be able to add using the **Add** button, and remove using the **Remove** buttons. These buttons have no function in the current version of Mail-it.

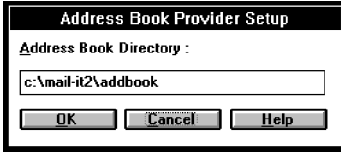
The **Password** box allows you to change your password for the Mail-it messaging subsystem. To change your password:

- 1 Delete your current password from the **Password** box – it will appear as a row of \*s for security.
- 2 Type your new password into the **Password** box – it will also appear as a row of \*s for security.
- 3 When you press **OK** to close the dialog box, you will be asked to type in your password again to check that you typed it correctly.



## Address Book Configuration

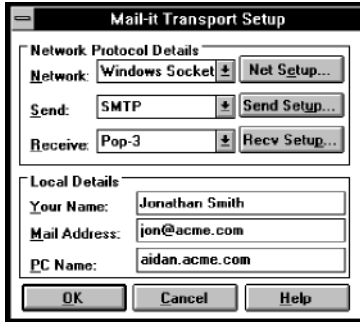
Pressing **Setup** in the **Address Book** box of the **Configure Mail-it Messaging Subsystem** dialog box displays the **Address Book Provider Setup** dialog box:



Type in the path for the directory you want to hold your address book.

## Transport Configuration

The Mail-it mail transport is the only transport available for the current release of Mail-it, so pressing **Setup** in the **Transport** box of the **Configure Mail-it Messaging Subsystem** dialog box displays the **Mail-it Transport Setup** dialog box:



- 1 Enter the name you want to be known by in the **Your Name** box.
- 2 Enter your E-mail address in the **Mail Address** box. This is the address that will be placed in the “from” field of messages you send.
- 3 Enter the full domain name of your PC in the **PC Name** box.

Currently, Mail-it only supports Windows Sockets for the network connection and SMTP for sending, so the two drop-down list boxes at the top of the Network Protocol Details box provide no alternatives. However, both Pop-2 and Pop-3 are supported for receiving.

To change the protocol used for receiving mail:

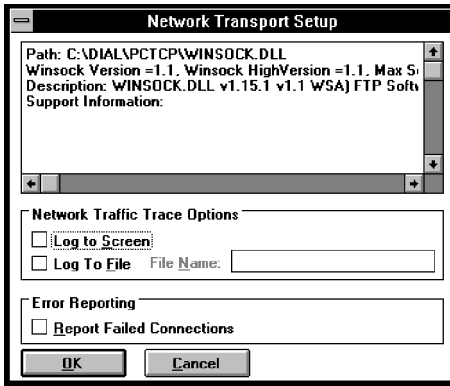
Select the required protocol from the **Receive** drop-down list box.

The setup dialog boxes for each of these protocols is described in detail later in this section.

### Network setup

To set up the network:

- 1 Press **Net Setup** in the **Mail-it Transport Setup** dialog box to display the **Network Transport Setup** dialog box:



The current network transport settings are shown in the top of the dialog box.

- 2 In the **Network Traffic Trace Options** box, choose whether network traffic information should be displayed on the screen or logged to a file (leave both boxes unchecked if you don't want to trace network traffic). If you check **Log To File**, type a file name for the log into the box.
- 3 Check the **Report Failed Connections** box if you want network errors to be reported. You may prefer to leave this box unchecked if your computer is not permanently connected to the mail server.

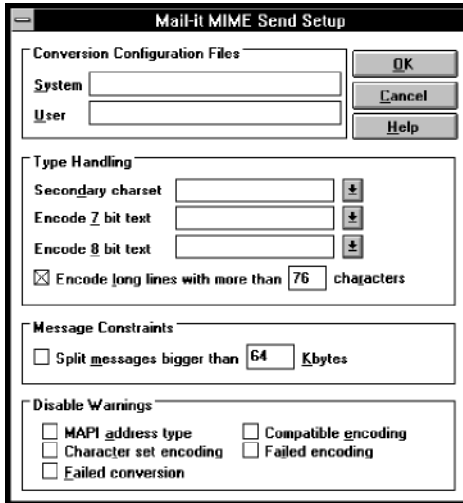
## Send setup

To set up SMTP for sending mail:

- 1 Press **Send Setup** in the **Mail-it Transport Setup** dialog box to display the **Mail-it SMTP Setup** dialog box:



- 2 Enter the name of your mail server in the **Host Name** box.
- 3 Check the **Warning** box if you want Mail-it to give a warning and the opportunity to cancel when you send a message larger than the limit you type into the **Kbytes** box.
- 4 Press **Setup MIME** to set up how messages are sent using MIME. This displays the **Mail-it MIME Send Setup** dialog box:



You use this dialog box to configure the conversion of messages from MAPI to MIME format. It is divided into a number of sections, which are described separately below.

## Conversion configuration files

When you send a message it has to be converted from the MAPI format to the MIME format. Mail-it comes with default conversions but if you are an advanced user you can also write your own conversion configuration files (see Appendix B). Mail-it allows you to define two separate configuration files: a “user” configuration file and a “system” configuration file. When you send a message the Mail-it messaging system first searches your user configuration file, then your system configuration file, and finally the Mail-it defaults, until it finds a conversion for the type of message being sent.

To set the conversion files to be used when sending mail:

## Mail-it Appendices

Enter the full path and filenames of your conversion files in the **User** and **System** boxes. If you just want to use the Mail-it default conversions, leave these boxes blank.

Note that you can set separate (or the same) conversion configuration files for receiving, sending and storing messages in the message store: see the “Receive setup” and “Message store configuration” sections in this appendix.

### Type handling

Text can be represented in a number of different ways depending on the character set you are using. The **Type Handling** box allows you to specify how text should be encoded in the MIME message. The specified 7 bit encoding will be used for US-ASCII; the 8 bit encoding will be used for all other text. The allowed encodings are:

- 7bit
- 8bit
- quoted-printable
- base64
- binary
- any user encoding defined within the conversion configuration file.

To specify how 7 and 8 bit text should be encoded:

Select the encoding from the **Encode 7 bit text** and **Encode 8 bit text** drop-down list boxes, or enter the name of your own encoding.

The defaults are quoted-printable for 8 bit and 7bit binary for 7 bit.

To specify what character set should be used in the MIME message for any text that is not US-ASCII:

Select or enter the name of the character set in the **Secondary charset** drop-down list box.

Mail-it recognizes US-ASCII and ISO-8859-1 to ISO-8859-9, which are the character sets recommended in the MIME defining document (RFC1521).

MIME mail systems can cope with messages containing lines longer than 76 characters, but if you are sending mail to sites which do not have a MIME-capable mail system, you will need to restrict the length of lines so that the message can be read.

To encode messages with long lines so that they can be read by non-MIME mail systems:

Check the **Encode long lines with more than** box and enter the upper limit for the length of line in the **characters** box. The allowed values are 76 to 1024.

This ensures that the quoted printable encoding will be used for long lines.

The default setting is checked with a line length of 76 characters.

## Message constraints

In future versions of Mail-it you will be able to use the **Message Constraints** box to specify an upper limit for message size, so that messages larger than this size are split into several smaller messages.

## Conversion warnings

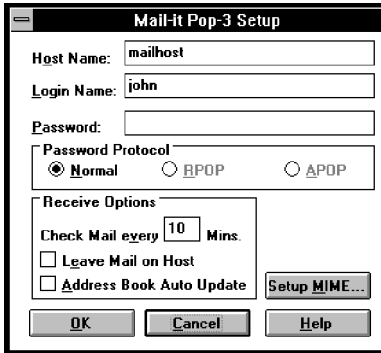
To disable warnings caused by problems when the Mail-it messaging subsystem converts your message from MAPI to MIME format:

Check the box for the warning you want to disable in the **Disable Warnings** box.

## Receive setup

To set up Pop-2 or Pop-3 for receiving mail:

- 1 Select Pop-2 or Pop-3 in the **Receive** box in the **Mail-it Transport Setup** dialog box, depending on which you want to use.
- 2 Press **Recv Setup** in the **Mail-it Transport Setup** dialog box to display the **Mail-it Pop-2 Setup** or **Mail-it Pop-3 Setup** dialog box:



The only difference between the two dialog boxes is that the Pop-2 dialog box does not have a **Password Protocol** box, so the instructions given here, apart from those concerned with the **Password Protocol** box, apply to Pop-2 as well as to Pop-3.

- 3 Type the name of your mail server in the **Host Name** box.
- 4 Type the name you use to log in to the mail server in the **Login name** box.
- 5 Type your password to the mail server in the **Password** box.
- 6 If you are using Pop-3, click on the password protocol you want to use in the **Password Protocol** box. The choice of password protocol affects the security of your password. Choose:

**Normal** if the connection to the mail server is secure or you are not concerned about the security of your password. With this option your password will be sent unencoded to the mail server over the network, so it is potentially insecure, since it could be understood if it were intercepted en route.

**RPOP** if you want to use the UNIX rsh protocol to log in to the mail host. You will not need to send a password, but you will only be able to log in from a specified PC.

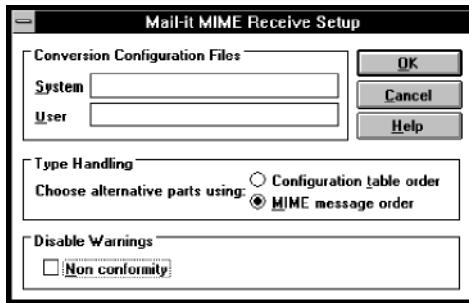
**APOP** if you want to send an encrypted message digest to provide login validation.

- 7 Type a number into the **Check Mail every** box in the **Receive Options** box to specify how often you want Mail-it to check the mail server to see if new mail has arrived.

- 8 Check **Address Book Auto Update** if you want Mail-it to add the new address to your address book when you receive mail from someone for the first time.
- 9 Check **Leave Mail on Host** in the **Receive Options** box if you do not want mail automatically downloaded to your PC.

Note that with POP-2, selecting this option will cause *all* your mail to be downloaded to your PC *each* time you check for new mail.

- 10 Press **Setup MIME** to set up how MIME messages are received by displaying the **Mail-it MIME Receive Setup** dialog box:



You use this dialog box to configure the conversion of messages from MIME to MAPI format. It is divided into a number of sections, which are described separately below.

## Conversion configuration files

When you receive a MIME message it has to be converted to the MAPI format for you to read it. Mail-it comes with default conversions but if you are an advanced user you can also write your own conversion configuration files (see Appendix B). Mail-it allows you to define two separate configuration files: a “user” configuration file and a “system” configuration file. When you receive a message the Mail-it messaging system first searches your user configuration file, then your system configuration file, and finally the Mail-it defaults until it finds a conversion for the type of message being received.

To set the conversion files to be used when receiving mail:



Enter the full path and filenames of your conversion files in the **User** and **System** boxes. If you just want to use the Mail-it default conversions, leave these boxes blank.

Note that you can set separate (or the same) conversion configuration files for receiving, sending and storing messages in the message store: see the “Send setup” and “Message store configuration” sections in this appendix.

## Multipart/alternative body MIME messages

MIME messages can hold alternative forms of the same data in a message so that the receiving system can choose the format that suits it best. When you receive such a message, the Mail-it messaging subsystem has to select which version to use. You can specify one of the options in the **Type Handling** box.

To select how alternative parts are chosen from multipart/alternative body MIME messages:

Click on **Configuration table order** in the **Type Handling** box to use the order defined in the conversion configuration file. The order is defined by the order in which conversions occur in the file: the earlier they occur, the higher their priority.

Click on **MIME message order** in the **Type Handling** box to use the order of parts in the message itself as the basis for deciding which part to use. The recommended order of parts in a MIME message goes from simplest (for example plain text) to most complex (for example formatted text in a word-processed file). Choosing **MIME message order** means the Mail-it messaging subsystem will select the most complex part with a defined conversion (the part occurring latest for which the configuration file has a conversion defined).

**MIME message order** is the default.

## Conversion warnings

To disable warnings caused by problems when the Mail-it messaging subsystem converts your message from MIME to MAPI format:

Check the **Non conformity** box in the **Disable Warnings** box to disable warnings.

## Message Store Configuration

To set the location of your local message store and its configuration for handling MIME messages:

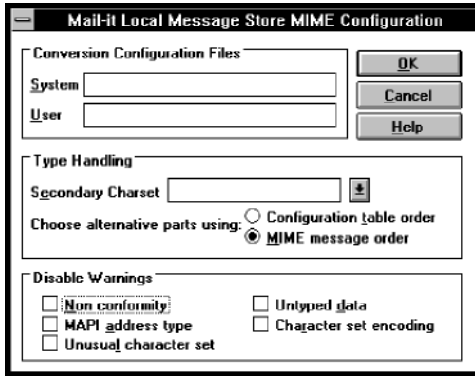
- 1 Press **Setup** in the **Message Store** box in the **Configure Mail-it Messaging Subsystem** dialog box to display the **Mail-it Local Message Store Setup** dialog box:



- 2 Type in the path for the directory you want to hold your local message store.
- 3 Check **Address Book Auto Update** if you want Mail-it to add addresses of new recipients to your address book when you read the message.
- 4 Press **Setup MIME** to set up how MIME messages are handled in the message store: see the instructions immediately following these.
- 5 Press **OK** to record the path to your local message store and its MIME setup. You will be asked to confirm that you want to create the new message store:



Pressing **Setup MIME** in the **Mail-it Local Message Store Setup** dialog box displays the **Mail-it Local Message Store MIME Configuration** dialog box:



You use this dialog box to configure the way MIME messages are handled in the message store. It is divided into a number of sections, which are described separately below.

### Conversion configuration files

When messages are received by Mail-it they are saved in the message store without any conversions being made. This means that they must be converted to MAPI format when they are read. You can control how this is done using the **Conversion Configuration Files** box.

Mail-it comes with default conversions but if you are an advanced user you can also write your own conversion configuration files (see Appendix B). Mail-it allows you to define two separate configuration files: a “user” configuration file and a “system” configuration file. When you open a read window to read a message the Mail-it messaging subsystem first searches your user configuration file, then your system configuration file, and finally the Mail-it defaults until it finds a conversion for the type of message being read.

To set the conversion files to be used when reading mail:

Enter the full path and filenames of your conversion files in the **User** and **System** boxes. If you just want to use the Mail-it default conversions, leave these boxes blank.

Note that you can set separate (or the same) conversion configuration files for receiving, sending and handling messages in the message store: see the “Send setup” and “Receive setup” sections in this appendix.

## Type handling

To specify what character set should be used when sending a MIME message with text that is not US-ASCII:

Select or enter the name of the character set in the **Secondary Charset** drop-down list box. Mail-it recognizes US-ASCII and ISO-8859-1 to ISO-8859-9, which are the character sets recommended in the MIME defining document (RFC1521).

MIME messages can hold alternative forms of the same data in a message so that the receiving system can choose the format that suits it best. When you receive such a message, the Mail-it messaging subsystem has to select which version to use. You can specify one of the options in the **Type Handling** box.

To select how alternative parts are chosen from multipart/alternative body MIME messages:

Click on **Configuration table order** in the **Type Handling** box to use the order defined in the conversion configuration file. The order is defined by the order in which conversions occur in the file: the earlier they occur, the higher priority they have.

Click on **MIME message order** in the **Type Handling** box to use the order of parts in the message itself as the basis for deciding which part to use. The recommended order of parts in a MIME message goes from simplest (for example plain text) to most complex (for example formatted text in a word-processed file). Choosing **MIME message order** means the Mail-it messaging subsystem will select the most complex part with a defined conversion (the part with a conversion defined in the configuration file that occurs latest in the message).

**MIME message order** is the default.

## Conversion warnings

To disable warnings caused by problems when the Mail-it messaging subsystem stores your MIME messages:

Check the box for the warning you want to disable in the **Disable Warnings** box.

## Appendix B: Conversion Configuration Files

This appendix defines the syntax used for conversion configuration files.

Mail-it allows you to specify conversion configuration files defining how messages should be converted between MAPI and MIME. You can specify two files: a User file and a System file, the only difference between the two being the priority given to the conversions they contain.

When a conversion is to be made, the messaging subsystem searches for conversions that match the source type. Some of the conversions may contain a test, which is then applied to the source to check if the conversion can be applied. If there is more than one conversion matching the source type and passing any tests, the target type, if it is known, is matched.

If there is more than one conversion with matching sources and targets, and with tests that succeed, the choice of conversion is decided by their priorities. Conversions in the User file have higher priority than any defined for the same types in the System file, which in turn have higher priority than the default conversions. Within a file, conversions appearing earlier in the file have higher priority than any occurring for the same types later in the file.

As well as specifying how a MAPI type is to be converted to a MIME type, and vice versa, the conversion configuration file can specify the encoding to be used.

### General structure of conversion configuration files

Configuration files are plain text files consisting of a series of configuration blocks separated by blank lines. Configuration blocks themselves must not contain any blank lines. Lines beginning with # are ignored, so they can be used for documenting the file with comments.

A configuration block can be one of three types, distinguished by beginning with a line consisting of

```
[INTERNAL CONV]
```

or

```
[EXTERNAL CONV]
```

or

[ENCODING]

The difference between external and internal conversion configuration blocks is that external conversion configuration blocks cannot use *any* of the built-in conversions, while internal conversion configuration blocks can *only* use the built-in conversions. Both types of conversion blocks are used to define the conversion of a MAPI to a MIME type and/or vice versa. Encoding blocks are used to define encodings.

## External conversion configuration blocks

Following the [EXTERNAL CONV] line, there are two fields (lines) defining the MIME and MAPI types between which the conversion is defined. These lines have the form

MIME: <mime type>

and

MAPI: <mapi type>

Where <mime type> is the name of a MIME type (such as `text/plain`) and <mapi type> is the DOS file extension of the MAPI attachment (such as `.TXT`). The name of the MIME type can include a wildcard for subtypes, so, for example, `text/*` will match any MIME type whose primary type is `text`.

Following these lines, there must be a field (line) defining a MIME to MAPI or a MAPI to MIME conversion, or fields defining both. These fields have the form

MIMEtoMAPI: <definition>

MAPItoMIME: <definition>

where <definition> is a comma-separated list of one or more keyword-value pairs:

<keyword1>: <value1>, <keyword2>: <value2> ,.....

Because commas are used to separate the keyword-value pairs, they cannot be included in values. The keyword in each pair specifies a particular aspect of the conversion and the value defines how that aspect should be handled.

The keywords and possible values are given below.

## MAPItoMIME

<b>Keyword</b>	<b>Values</b>
encoding:	<p>The value gives the encoding to be used to convert from MAPI to MIME.</p> <p>Possible values: 7bit 8bit quoted-printable base64 binary user conversions defined in a conversion configuration file (see later in this appendix).</p> <p>Default 7bit</p> <p>Example encoding: quoted-printable</p>
use_alternatives:	<p>(This is not supported in the current version of Mail-it.) The value indicates whether the MAPI type should be sent with the MIME type in a multipart/alternative MIME part.</p> <p>Possible values: yes no</p> <p>Default no (ie send as MIME only)</p> <p>Example use_alternatives: yes</p>
binary:	<p>The value indicates whether the MAPI type is binary data or not. If it is not binary, it is assumed to be textual and any form of linefeed (\r\n, \n or \r) is converted to a \r\n sequence.</p> <p>Possible values: yes no</p> <p>Default no (ie textual)</p> <p>Example binary: yes</p>
conversion:	<p>The value is a template for the command line sequence to convert the MAPI type to the MIME type. The following parameters can be used in this command line template:</p> <p>%infile this will be replaced by the input file for the conversion (the MAPI part to be converted).</p> <p>%outfile this will be replaced by the output file for the conversion (the MIME part to be sent).</p> <p>%MAPItype this will be replaced by the type of the MAPI part to be converted (the contents of the MAPI field in the conversion block).</p> <p>%MIMEtype this will be replaced by the type of the MIME part to be sent (the contents of the MIME field in the conversion block).</p> <p>Example</p> <p>conversion: xcopy %infile %outfile</p>

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The `<none>` conversion, which does no conversion, can also be used.

`typed conversion:` This is the same as a conversion, except that the conversion program provides additional parameters to be placed (in MIME format) at the beginning of the part.

### MIMEtoMAPI :

#### Keyword

#### Values

TEST:

This value is a ; separated list of `<parameter> = <value>` items that the MIME part must have if the conversion is to be carried out. If the values have to contain a `,` or `;` the whole value should be placed in quotes.

Example

```
TEST: param = "test,xyz"; charset=US_ASCII
```

CONVERSION:

This is essentially the same as for `MAPItoMIME` with the addition of a `MIMEtoMAPI` specific parameter:

```
%description
```

which will be replaced by the description, if any, given to the MIME part in the message.

## Internal conversion configuration blocks

Following the `[INTERNAL CONV]` line, there must be a field (line) defining either the MIME or MAPI type (not both) to be converted. This line has the form

```
MIME: <mime type>
```

or

```
MAPI: <mapi type>
```

Where `<mime type>` is the complete name of a mime type (such as `text/plain`) and `<mapi type>` is the DOS file extension of the MAPI attachment (such as `.TXT`).

Following this lines, there must be a field (line) defining the MIME to MAPI conversion if the block is for a MIME type, or the MAPI to MIME conversion, if the block is for a MAPI type. These fields have the form

```
MIMEtoMAPI: <definition>
```

```
MAPItoMIME: <definition>
```



These fields have the same structure as for external conversions. However, a conversion value can only be one of the built-in conversions, which, with the exception of <none>, cannot be used with external conversions.

## Built-in conversions

### MIME to MAPI

!text!	Converts a MIME part to a MAPI .TXT type. If it is the first part in the message, and not too large, it will be the message text of the MAPI message, otherwise it will be made an attachment.
!message!	Converts what is assumed to be a MIME compliant message to a MAPI message.
!mixed!	See !digest!
!parallel!	See !digest!
!digest!	These convert what is assumed to be a multipart/mixed, multipart/parallel or multipart/digest MIME part to attachments of a MAPI message. If the multipart is itself a part of another multipart message, a new MAPI message is created and the parts attached to it, otherwise the parts are attached to the top-level MAPI message.
!altern!	Chooses the preferred alternative from what is assumed to be a multipart/alternative MIME message (see the “Receive setup” and “Message store setup” sections of Appendix A for information on how to set the way preferences are decided).
!octet!	Converts an arbitrary MIME type to a MAPI attachment, using information contained in the MIME part to determine the type, or failing this, sets it to be a generic binary data type. This is the default for any unrecognized type.
<none>	Does no conversion.

### MAPI to MIME

!text!	Converts a MAPI text part (message or attachment) to a MIME text/plain type. US-ASCII is used if possible, otherwise the user’s secondary character set is used. The secondary character set is specified in the <b>Mail-it Mime Send Setup</b> and <b>Mail-it Local Message Store MIME Configuration</b> dialog boxes (see the “Send setup” and “Message store setup” sections in Appendix A for more information). This dialog box also allows you to force lines longer than a certain length to be broken up into shorter lines so they can be read more easily on a non-text-wrapping terminal.
!octet!	Converts an arbitrary MAPI type (not a MAPI object) and to an application/octet-stream MIME message part.
<none>	Does no conversion.

## Encoding blocks

Following the [Encoding] line, there must be a field (line) defining the name of the encoding to be used for MIME messages. This line has the form

NAME: <encoding name>

Following this field (line), there must be a field (line) defining a MAPI to MIME encoding or a MIME to MAPI decoding, or fields defining both. These fields have the form

ENCODER: <coding method>

or

DECODER: <coding method>

Where <coding method> is a built-in coding method or a command line template for the coding (you can use the %infile and %outfile parameters for use with the command line template, as with conversions).

Examples

```
Name      : user1
Encoder:  uuencode %infile %infile > %outfile
Decoder:  uudecode %infile > %outfile
```

## Built-in codings

!base64!      Encodes or decodes data to or from base64 (see the MIME definition document RFC1521 for details of the encoding).

!quotedp!    Encodes or decodes data to or from quoted-printable (see the MIME definition document RFC1521 for details of the encoding).

<none>        Does no encoding or decoding.

## Default conversions

The following default conversions are defined in the Mail-it messaging subsystem. These are defined internally and do not follow all the rules required of conversions defined in conversion files. However, for convenience they are given here using a similar syntax, which introduces a [CONV] block. This combines the properties of internal and external conversions in that both source and target types are given, as in an external conversion, and built-in conversions can be used, as in an internal conver-

sion. The syntax is also extended to include the MAPI type \*MSG, a generic MAPI message. Note that these extensions to the syntax are simply to allow the default conversions to be described simply and concisely; they will not be recognized if you use them in a conversion file. The definitions also use a number of built-in conversions that are used by the default conversions, but cannot be used in a user-defined internal conversion. These conversions are all from MAPI to MIME:

```
!message!    Converts a MAPI message and its attachments to a MIME message.
!mixed!      Converts a MAPI message and its attachments to a multipart/mixed
             MIME part.
!parallel!   Converts a MAPI message and its attachments to a multipart/parallel
             MIME part.
!digest!     Converts a MAPI message, which should have no message text, and its
             attachments, which should all be MAPI messages, to a multipart/digest
             MIME part.
```

With this extended syntax and these additional built-in conversions, the default conversions can be defined as follows:

```
[CONV]
MIME: message/rfc822
MAPI: *MSG
MIMEtoMAPI: conversion: !message!
MAPItoMIME: conversion: !message!
[CONV]
MIME: message/*
MAPI: *MSG
MIMEtoMAPI: conversion: !message!
[CONV]
MIME: multipart/mixed
MAPI: *MSG
MIMEtoMAPI: conversion: !mixed!
MAPItoMIME: conversion: !mixed!
[CONV]
MIME: multipart/parallel
MAPI: *MSG
MIMEtoMAPI: conversion: !parallel!
MAPItoMIME: conversion: !parallel!
[CONV]
MIME: multipart/altern
MAPI: .BIN
MIMEtoMAPI: conversion: !altern!
MAPItoMIME: conversion: !altern!
[INTERNAL CONV]
MIME: multipart/digest
MAPI: *MSG
```

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```
MIMEtoMAPI: conversion: !digest!  
MAPItoMIME: conversion: !digest!  
[CONV]  
MIME: multipart/*  
MIMEtoMAPI: conversion: !mixed!  
[CONV]  
MIME: text/plain  
MAPI: .TXT  
MIMEtoMAPI: conversion: !text!  
MAPItoMIME: conversion: !text!  
[CONV]  
MIME: text/richtext  
MAPI: .TXT  
MIMEtoMAPI: conversion: !text!  
MAPItoMIME: conversion: !text!  
[CONV]  
MIME: text/simplemail  
MAPI: .TXT  
MIMEtoMAPI: conversion: !text!  
MAPItoMIME: conversion: !text!  
[EXTERNAL CONV]  
MIME: audio/basic  
MAPI: .AU  
MIMEtoMAPI: conversion: <none>  
MAPItoMIME: conversion: <none>, binary: yes, encoding:  
base64  
[EXTERNAL CONV]  
MIME: image/gif  
MAPI: .GIF  
MIMEtoMAPI: conversion: <none>  
MAPItoMIME: conversion: <none>, binary: yes, encoding:  
base64  
[EXTERNAL CONV]  
MIME: video/mpeg  
MAPI: .MPG  
MIMEtoMAPI: conversion: <none>  
MAPItoMIME: conversion: <none>, binary: yes, encoding:  
base64  
[EXTERNAL CONV]  
MIME: application/postscript  
MAPI: .PS  
MIMEtoMAPI: conversion: <none>  
MAPItoMIME: conversion: <none>, binary: no, encoding: 7bit  
[CONV]  
MIME: application/octet-stream  
MAPI: .BIN  
MIMEtoMAPI: conversion: !octet!  
MAPItoMIME: conversion: !octet!
```

---

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