Getting Started with Pronto Mail

Introduction:
Welcome to **Pronto Mail**, a powerful and user-friendly Microsoft Windows 95 and Windows NT Internet messaging application. Our Web site is at http://www.commtouch.com. Please check it for the latest information. On-line help is available for **Pronto Mail** in a Windows
help file from within the application.
Pronto Mail is designed to support the most demanding corporate clients enabling you to automatically file, forward, and reply to messages with an easy-to-use rules engine. **Pronto Mail** lets you manage your host-based messages and folders from your PC without needing to stay connected to the host. You can do most of your mail processing off-line -- saving connect time and giving you greater convenience, especially when you're working at home or on the road. **Pronto Mail** for Windows 95 and Windows NT supports sending and receiving voice messages and E-Mail addresses and URL recognition. Other features include enhanced message searching and spell-checking facilities, as well as an Address Books Manager that can handle multiple address books and support distribution lists.

Mail Server Requirements:
1. POP3 server (for mail retrieval)
2. SMTP server (for sending mail)

PC Requirements:
1. MS Windows 95 or MS Windows NT.
2. 32-Bit Winsock 1.1 (or higher) compliant networking environment (normally any 32-Bit TCP/IP stack).

Installing Pronto Mail:
1.   Insert the first diskette of **Pronto Mail** Setup Disk into the appropriate diskette drive.
2.   From the Explorer window, select the appropriate diskette drive. Choose Setup.exe,
        select **File** then **Open** (or simply double click the setup.exe icon). This initiates the   **Pronto
Mail** setup procedure. Follow the instructions given by the setup procedure.

After installation is completed, a **Pronto Mail** shortcut is created on the desktop and in your Start Menu Programs folder.

Running Pronto Mail:
Double click on the **Pronto Mail** icon in the newly created **Pronto Mail** shortcut on your desktop or choose **Pronto Mail** from the Programs group in your Start menu. The first time you run **Pronto Mail**, you will be prompted to enter various set-up parameters and to fill out a registration form. This form will be sent to CommTouch, via the Internet.

Entering MailBox Settings:
Pronto Mail will prompt you for your network setup information. Enter your ID on the mail server, your password and your mail server address (as an Internet domain name or an IP address). Entering your password is optional. If entered, it is stored encrypted, so that you do not have to enter your password each time you login to the server. You can later change your setup, if necessary. The "Advanced" setup information is optional.

Registering:
Registration is done by filling out a registration form that is automatically sent, via E-Mail, to CommTouch. Registering makes it easier for us to provide you with quality technical support and to inform you of future developments.

Processing Mail with Pronto Mail:
Pronto Mail lets users manage their host-based messages and folders from their PCs without having to stay connected to the host. They can do most of their mail processing off-line - saving connect time and giving them greater convenience, especially when working at home or on the road. The only time they need to connect is when they wish to "refresh" their mail: receiving messages from the host to the PC and sending messages to the host from the PC.

Pronto Mail ensures that mail always remains synchronized. All messages and folders on the host computer are mirrored on the PC. Changes made to messages and folders off-line, on the PC, are also made to the

host computer the next time connection is made. Staying in synch helps the user keep organized, reducing the chance of lost or redundant messages.

New and Advanced Features:

E-Mail and URL Recognition
With **Pronto Mail** you simply double-click on an e-mail address in a mail message to add it to your address book and/or double-click on a web site address in a mail message to open your web browser at that address.

Multilingual Spell Checker
Pronto Mail provides a multilingual spell checker and enables you to download dictionaries from the Internet.

Searching for Messages
Pronto Mail provides two new powerful search tools to enable you to find messages according to specified text strings and/or other criteria. A quick incremental headers search, enables you to find messages quickly in the active folder and the *Search Message* option enables you to search for messages across folders and sub-folders.

Sending and Receiving Voice Messages
Pronto Mail enables you to send and receive voice messages, if your computer has the appropriate hardware (microphone and speaker). No additional software is required.

Address Books Manager
Pronto Mail can handle multiple address books and support distribution lists.
For further information on the above features, please refer to the **New Features** section of the on-line help.

Copying, Moving and Deleting Messages
You can use drag and drop to move or copy messages from one folder to an other.
To copy the messages instead of moving them, press the <Ctrl> button during this operation.

Using Pronto Mail as a MAPI Server
Pronto Mail may be used as a MAPI server, enabling you to send mail from any mail-enabled 32-Bit application. In order to use **Pronto Mail** as your MAPI server, select "Use Pronto as a MAPI server" in the Options dialog found in the Tools menu.

Using Attachments
Click the right mouse button in order to get a pop-up menu that allows you to open, save, quick view, extract, play sound or print the attachment. The options available from the right mouse button pop-up menu vary, according to the type of attached file and are the same as the options available from the right mouse button pop-up menu in the Windows 95 Explorer.

Rules Engine
With the **Pronto Mail** Rule Engine, you can automatically copy, move, delete, forward or reply to messages according to pre-defined message attributes.

Getting Help:
The on-line help (see the help menu) provides all the information needed to use **Pronto Mail**. If you encounter a problem, please refer to the **Trouble Shooting** section in the help text. If you have further questions or if you cannot find a solution to your problem in the on-line documentation, please send us a message by selecting *Technical support...* from the *Help* menu.