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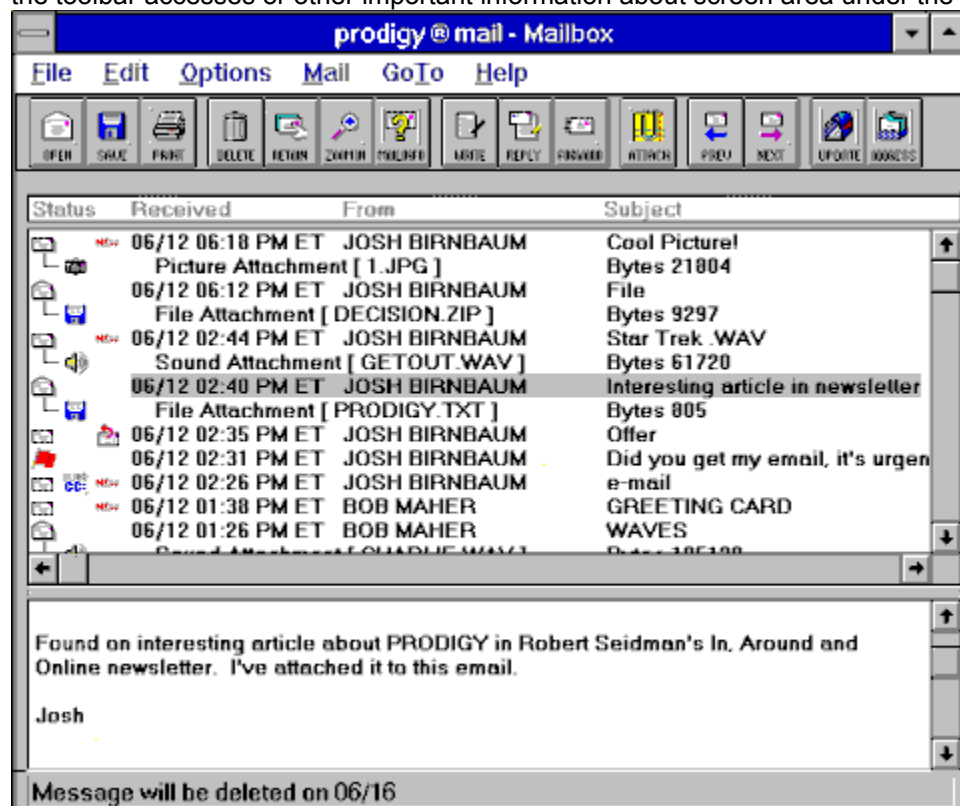
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## Quick Tour of Your Online Mailbox - Message List

When you first open your prodigy online mailbox, a window will be displayed listing all messages as well as the date and time received, the sender, the subject, and information on the type of message. prodigy mail uses standard windows menus and windows keyboard and mouse navigation. As you move your mouse over mailbox features (the buttons across the top of the window shown below) the cursor will change to a hand, indicating that you can jump to a topic that describes what feature the current icon on the toolbar accesses or other important information about screen area under the cursor.



The screen above shows an online mailbox after a message has been opened. Click on a feature to learn more about it. If new mail arrives while you are using your prodigy mailbox, the **UPDATE** icon will change to a **NEW MAIL** icon.

**UPPER WINDOW:** The STATUS of each message is shown by the message type icon indicators. The date and time the message was received in your online mailbox is shown, as well as the subject. A file attachment will show the name of the file and the size of the file in bytes.

**LOWER WINDOW:** The body of an opened Email message is displayed in the lower window. Use the scroll bars and or the splitter bars to view more of the message OR use the ZOOM IN icon to expand to single message view.

**FILE ATTACHMENT ICONS:** In the example above, file attachment icons are displayed (the default). To retrieve a file, double click anywhere on the attachment line.

### See Also:

[Message List View](#)

[Opening a Message](#)

[Saving a Message to a File on Your Hard Drive](#)

[Printing A Message](#)

[Deleting a Message](#)

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## **Message List View**

Before you select a message from your mailbox, you are first shown the list of all messages currently in your mailbox. There are a variety of ways to navigate with the mouse and/or the keyboard and you'll quickly find the way that works best for you. You'll learn more about each feature as you explore prodigy mail menus and this help file.



### **Open a Message**

Click on the message you wish to open (read) to highlight it and then click on the **OPEN** icon to display the message.



### **Save a Message to Disk**

To save an open message to disk, make sure the message is highlighted and then click on the **SAVE** icon to save the current message to a file on your hard drive.



### **Print A Message**

To print the current opened message, click on the **PRINT** icon.



### **Delete a Message**

Click on the message you wish to delete to highlight it and then click on the **DELETE** icon to mark the message for deletion.





### **Retain a Message**

Click on the message you wish to retain to highlight it and then click on the **RETAIN** icon to mark the message to be retained.



**Zoom In and**



**Zoom Out**

The ZOOM IN icon takes you from the mailbox listview to an expanded single message view. ZOOM OUT will appear on the toolbar to replace ZOOM IN and works as a toggle to quickly switch you between expanded ZOOM IN mode and mailbox listview mode.



### **Mail Info**

Click on a message to highlight it and then click on the **MAIL INFO** icon to display additional information about this message.



**Write a New Message**

Select this icon to compose a new message.



### **Reply to a Message**

Select this icon to reply to the current open message.



### **Forward a Message**

Select this icon to forward the current message to another Email address.



## **Attachments to Messages**

Select this icon to toggle the display of file attachment icons on or off. When show file attachment icons is "on" (this is the default), you will be able to see special icons representing Windows WAV files and JPEG image files. All other messages will display a generic disk icon indicating a file. Click on the link above to view help on starting a file download.



## **Next Message**

Select this icon on the Toolbar to navigate to the next message in your mailbox.





### **Previous Message**

Select this icon on the Toolbar to navigate to the previous message in your mailbox.



## **Update Mailbox**

Select the UPDATE MAILBOX icon to refresh the list of current messages in your online mailbox.



## **Address Book**

Select this icon to access your **Address Book**.

## **Scroll Bars**

Use your mouse to click on the arrows on the scroll bars to display additional messages or view information not currently displayed on your screen.

## **Splitter Bar**

The splitter bar lets you change the size and spacing of the upper and lower display areas.

### **Message Type Icon Indicators**

Various graphic icons display additional information regarding the status of a message and the types of messages in your online mailbox.

### **Status Bar Information**

The status bar displays information about the currently selected message or displays a confirmation that a function has been completed.

## **Opening a Message**

Selecting the OPEN icon from the toolbar will open the highlighted message. You can highlight the message you wish to open by moving the cursor over it with the arrow keys and then pressing [Enter], or you can highlight a message with the arrow keys and then select the File Menu and then Open. Double clicking on any message in your mailbox will also open the message.

Hotkey: CTRL+O



## **Saving a Message to a File on Your Hard Drive**

After you open a message you can save it as a file on your hard drive by selecting the SAVE icon from the toolbar. You can also save a message by selecting the File Menu and then Save Message.

Hotkey: ALT+F, S

A standard windows File Save dialog window will display. prodigy mail will suggest a file name and will automatically save the file in the same directory where the prodigy mail program files are installed (a subdirectory named pmail under the directory where prodigy for Windows is installed). You can change the file name by highlighting the name shown and typing a new name over it. You can also change the directory where the file will be placed using standard Windows navigation.

## **Printing A Message**

An open message may be printed by selecting the **PRINT** icon from the toolbar. You may want to first visit **PRINT SETUP** (File, then Print Setup) before printing your first message from prodigy mail if you have more than one printer and/or a fax modem which is set up as a printer.

Hotkey: CTRL+P

## **Deleting a Message**

After you highlight a message and select the Delete icon, it is marked for deletion and a new trashcan icon will appear in the list box. Messages are not deleted until you leave or update your mailbox. If you change your mind, highlight the message again and select the Delete icon (this works as a toggle). You can range or multi select a group of messages to delete using standard windows mouse and keyboard combinations. SHIFT+LEFT MOUSE will select a contiguous group of messages. CONTROL+LEFT MOUSE will select a non-contiguous group of messages in any order. Both routines will highlight a group of messages. When you have completed selecting a group of messages to delete, click on the Delete icon.

Hotkey: CTRL+D

## **Retaining a Message**

After you highlight and select the Retain icon, the message is marked for retention an additional 14 days and a new retain icon will appear in the list box. When you leave you mailbox or select Update mailbox, the retain instruction will be transmitted to the prodigy network.

You can range or multi select a group of messages to retain using standard windows mouse and keyboard combinations. SHIFT+LEFT MOUSE will select a contiguous group of messages. CONTROL+LEFT MOUSE will select a non-contiguous group of messages in any order. Both routines will highlight a group of messages. When you have completed selecting a group of messages to retain, click on the Retain icon.

Hotkey: CTRL+E

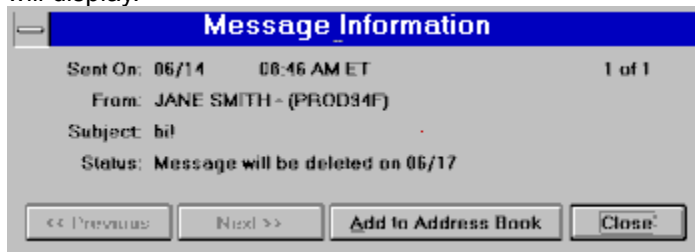
## **ZOOM in and ZOOM out**

After you open a message, if you wish to see more of the current message without using the scroll bars as often, you can select ZOOM IN to enter a wider display area mode. (At this point the icon changes to Zoom Out.) Any portions of the message still out of view can be access by using the scroll bar or your page down/page up keys. ZOOM OUT will return you to the mailbox list view.

Hotkey: CTRL+SHIFT+Z

## Additional Mail Info

Select the Mail Info icon to view additional information about the sender of the message, the date and time it was received in your mailbox and to add the sender to your online address book. A new window will display.



The information displayed lets you know the date and time the message was sent to your prodigy mailbox, then name of the sender and their prodigy ID or internet Email address. Additionally, the subject of the current message and the date this message is scheduled for deletion is shown. You can navigate to the previous message or the next message, or add the sender of this message to your [address book](#) by clicking on a button in this window. When you are finished, select the Close button to close this window.

## **How to Navigate to the Next Message**

When you first arrive at your online mailbox, a list of messages is displayed. Before you open a message, click on the NEXT MESSAGE icon to highlight the next message on the list. Before any messages are opened, you can also use the cursor (arrow) keys to move between messages.

If you have already opened a message and wish to navigate to the next message in your mailbox, select the NEXT MESSAGE icon. If you have ZOOMED IN to see more of the current message, you can still navigate to the next message by selecting the NEXT MESSAGE icon.

Hotkey: CTRL+PgDn

## **How to Navigate to the Previous Message**

To navigate to the previous message in your mailbox, select the PREVIOUS MESSAGE icon on the prodigy mail toolbar. If no messages are currently open, and if you have navigated to the second or succeeding message(s) in your mailbox, you can also use the cursor (arrow) keys to go to a previous message.

If you have already opened a message and have ZOOMED IN to view more of the message on your screen, you can navigate to the previous message by selecting the PREVIOUS MESSAGE icon.

Hotkey: CTRL+PgUp



## **Updating the List of Messages**

If you spend some time in your mailbox reading, deleting, and retaining messages, you can refresh the list of messages by selecting the UPDATE MAILBOX icon. When you do this, messages marked for deletion will be removed from your mailbox at this time and the instruction to retain messages marked for retention during the current session will be transmitted to prodigy.

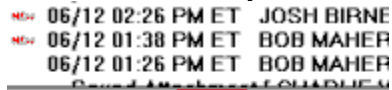
Hotkey: CTRL+M

## **Using the Scroll Bars to Navigate**

Depending on the size of your monitor and what resolution you use to run Microsoft Windows, there will be occasions where either (or both) the list of messages in your mailbox or the text in the subject/information line does not fit in the viewable image area. When this condition exists, the windows scroll bar should be used to navigate up or down in the list of messages or to view the entire subject/information line for an individual message.

## Using the Splitter Bar to Change the Window Size

To change the relative sizes of the upper and lower window while in the mailbox listview (so you can see more of the list or more of the current opened message) use your mouse to drag the splitter bar to a different location on your screen.



NEW 06/12 02:26 PM ET JOSH BIRNE  
NEW 06/12 01:38 PM ET BOB MAHER  
06/12 01:26 PM ET BOB MAHER  
Send Attachment CHARLES

I found an interesting article about PRODIGY  
a newsletter. I've attached it to this email

Press and hold your left mouse button (the cursor will change to a double headed arrow) on the thin line in the splitter bar (circled above) and then drag it up or down to change the position. When you are happy with the relative sizes of the upper and lower window, release the left mouse button

## What the Message Type Icons Mean

To the left of each message in your mailbox one or more icons display information on the status of the message (read or unread), and additional icons indicate if a **RETURN RECEIPT** was requested, and if the sender has designated the message as **URGENT**. A message marked URGENT is not delivered any faster than one that is not marked urgent, the URGENT marker only indicates that the sender wishes you to consider the message as a top priority.

File attachment icons are used to display information as to the type of file attached to the message. Windows WAV files will display a special sound icon indicating that they can be played online as well as downloaded and played offline. JPEG image files will display a special image icon indicating that the JPEG image may be viewed on line. JPEG images may also be downloaded and viewed offline if you already have a JPEG image viewing program. (prodigy members who use the prodigy web browser can find a program called imagview.exe in the directory where prodigy for windows was installed that can be used to view JPEG images offline.

Click on each icon below for an explanation of each message type indicator.



***Message has not been opened***

This message has not yet been read. After you open the message, the icon will change to indicate the message has been opened.

***Message has been opened***

This message has been opened. You cannot change the status of an opened message. You can re-read an opened message until it is deleted from your online mailbox.

### ***Message has been marked to be retained***

After you open a message, it will automatically be deleted after three days. You may retain a message for an additional 14 days by selecting the **RETAIN** icon from the toolbar. A new icon indicating the message has been marked to be retained appears adjacent to the message. If you change your mind, highlight the message and reselect the RETAIN icon which will unmark the message to be retained. You can change your mind and toggle RETAIN on and off until you select the **UPDATE** icon, or until you select the **NEW MAIL** icon on the toolbar if new mail arrives while you are using your online mailbox. If you **exit** your online mailbox, the UPDATE function is automatically performed at the time you exit.

### ***Message has been marked for deletion***

After you open a message, it will be automatically deleted after three days. You can delete a message at any time (whether you have opened it or not) by highlighting the message to select it and then selecting the **DELETE** icon on the toolbar. An icon appears indicating the message is marked for deletion. You can change your mind and toggle DELETE on and off until you select the **UPDATE** icon, or until you select the **NEW MAIL** icon on the toolbar if new mail arrives while you are using your online mailbox. If you exit your online mailbox, the DELETE function is automatically performed at the time you exit your mailbox and the message(s) marked for deletion will no longer be available to you.



***A File Attachment is available for download***

This icon indicates that a file is attached to the this message. The attached file can be any type of file except a Windows WAV or JPEG image file, as these two special file types have their own unique icon indicators.

***A JPEG image file is attached***

This icon indicates that a JPEG image file is attached. You can view the file online and/or download to your hard disk and view it offline.

***A Windows WAV file is attached***

This icon indicates that a Windows WAV file is attached. You can play the file online if you have a Windows compatible sound card and/or you can download the file to your hard disk and listen to it offline (again, if you have a sound card).

***Carbon Copy***

The message was sent to another Email address(es) and you have been sent a copy.

***Blind Carbon Copy***

The message is a blind carbon copy of a message that was sent to one or more other Email addresses.

***Urgent Message***

The sender of the message feels this message should be read as a top priority.

***Return Receipt Requested***

The sender has requested and will receive a receipt after you have opened the message. A receipt does not indicate that the message has been read, only that it was opened.

## ***New Message***

This icon indicates that the message was received since the last time you visited your online mailbox.



## Status Bar Messages

The status bar in your prodigy mailbox displays information that lets you know the progress of a file transfer, the download of a long message, and while the message list is being retrieved, the number of total messages in your mailbox and the progress retrieving these messages (for example: 3 of 52 messages loaded). Additionally, the status bar displays information when you delete, retain, or request a receipt of a message.

**Message will be deleted on 06/16**

In the example above, a message was marked to be deleted and the status bar displays the date the message will be deleted.

## Clear Dialog Window

There may be times that you decide to make changes to a message before transmitting it. The Clear Dialog window lets you control what you want to change.

If you have **NOT** enabled **RETURN TO MAILBOX AFTER SEND** in PREFERENCES, you can use the Clear Message Window to send a different message to the same group of people, send different attachments to the same groups of people, send a new message to the same group, or to send the SAME message to different recipients.



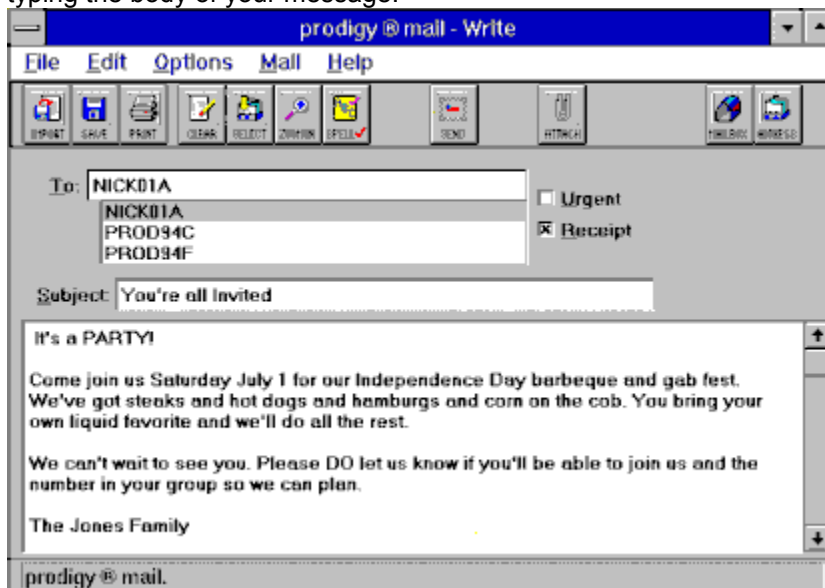
You can mark and unmark by clicking in each field whether to clear the To List, CC List, Subject, Message Text, etc. or you can SELECT ALL to clear ALL fields. When you have finished, select OK to return to the message window and keep the changes or CANCEL to return to the message window without making any changes.

# Writing, Forwarding, and Replying to Incoming Mail

Writing, Replying, and Forwarding prodigy mail all use the same types of windows, icons, and keystrokes.

If you're **replying** to a message, the TO: field will be displayed with the ID or Email address already entered for you. When you're replying to a message, you can add additional recipients, cc's and blind cc's using the same steps as when you are writing or forwarding Email.

If you're writing a new message or forwarding a message from your online prodigy mailbox, type in a valid prodigy ID, Internet Email address or nickname and then press the [Enter] key. Or, select a name from your address book using the **SELECT** icon on the toolbar. This opens the Select From Address Book window so you can add one or more recipients, cc's, etc. Type a subject in the subject field and then [Tab] to the main message window field or click your mouse in the message field. You're now ready to start typing the body of your message.



After you type a prodigy ID, internet Email address or nickname already entered in your address book and press [Enter], the name will appear in the list box below the To: field. (You can also type cc and bcc prefixes here). If you type an invalid nickname or prodigy ID, an error message will be displayed. When you're done entering Email addresses, click in the Subject field or use the [Tab] key to navigate there. (A Subject is not required, you can skip this step and proceed to typing the body of your message). Click in the message body field or use your [Tab] key to navigate there from the Subject field.

Next, type the message. You can add additional text by using **IMPORT**, or you can IMPORT the entire message. If you wish to send a file, select the ATTACH icon on the toolbar.. You can **SAVE** the message to disk before sending by selecting the Save icon, **PRINT** the message to your printer, add more recipients using the **SELECT** button, and SPELL CHECK the message before you press the **SEND** button.

You can flag the message as **URGENT** by clicking in the Urgent checkbox. If you wish to receive a receipt in your prodigy mailbox when the recipient(s) opens the message, you can mark the message **RETURN RECEIPT** requested by clicking in the RETURN RECEIPT checkbox.

When you're ready to transmit your message, click on the **SEND** icon on the toolbar.

Use the **CLEAR** icon to display the CLEAR OPTIONS dialog window.

## ***CC's and BCC's***

You can designate cc's and bcc's (carbon copies and blind carbon copies) by typing a prefix in the TO field.

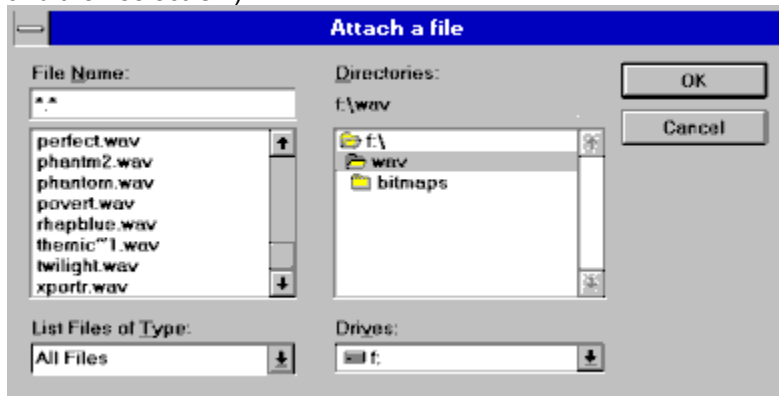
Type cc: to designate a carbon copy (EXAMPLE **cc:PROD94A**).

Type bcc: to designate a blind carbon copy (EXAMPLE **bcc:PROD94B**).

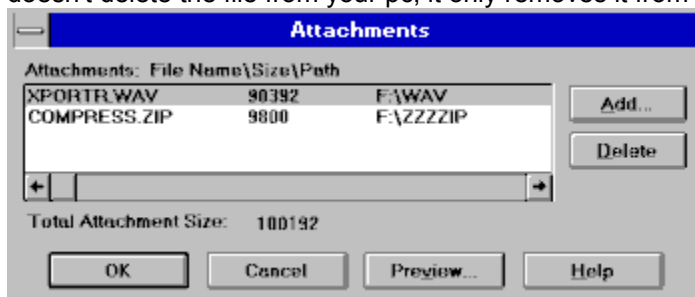
prodigy mail will automatically designate these as cc's or bcc's and show cc's on the distribution list (bcc's will NOT appear).

## Attaching Files

When you want to attach one or more (up to three) files to an outgoing message, selecting the **ATTACH** icon displays the standard Windows File Select window. Navigate to the directory or drive and directory where the file you wish to attach is stored on your hard drive and then double click the file (or highlight it and then select OK).



If the file you wish to send is a Windows WAV or JPEG image file, you can preview the file before you add it to the attachment list by highlighting the file and then selecting the **PREVIEW** button in the attachments window. (A file that is not a WAV or JPG file will not display and you will receive an error window). The file name, size, and location on your computer is shown and the total size of all attachments is shown below the file name window. You can add (up to three) attachments by selecting the **ADD** button. If you wish to remove a file from the list of attachments to send, highlight it and then select the **DELETE** button. (This doesn't delete the file from your pc, it only removes it from the list).

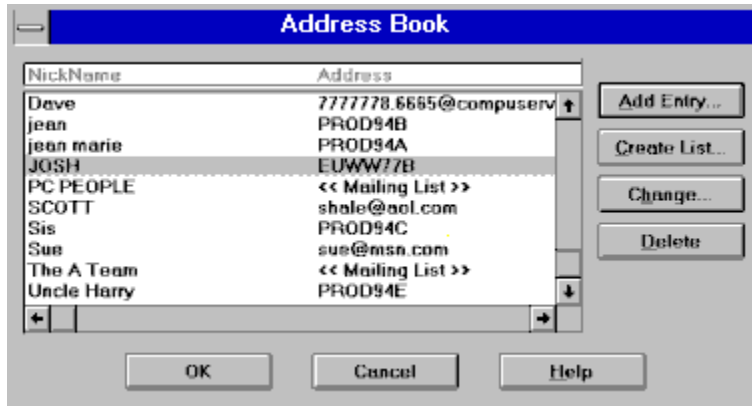


When you have completed selecting files to send, click on **OK** to return to your mailbox. If you decide not to send any attachments, click on **CANCEL**.

# Address Book

Your online prodigy address book can contain 50 prodigy ID's and 50 Internet Email addresses. From the nicknames in your online address book, you can create two mailing lists of 20 names each. prodigy mail displays <<Mailing List>> as the address when the nickname represents a mailing list and not an individual address.

**Move your mouse over the image below. When the mouse pointer changes to a hand, click to select more information about that feature.**



## See Also:

[Adding Entries to your online Address Book](#)

[Creating a Mailing List](#)

[Select From Address Book](#)

## ***Nickname***

prodigy mail uses nicknames as 'aliases' for prodigy ID's, Internet Email addresses, or Mailing Lists to make it easy for you to compose mail. Once you have established an entry in your address book, you can address a message by typing this nickname into the TO field in write, reply, and forward.



***Address***

The address that corresponds to the nickname you entered is shown next to each nickname.

### **Add Entry**

To add an entry to your online address book click on ADD ENTRY to display the Address Entry window.

## **Create List**

To create a mailing list, Click on CREATE LIST to display the Create Mailing List window.

## ***Change***

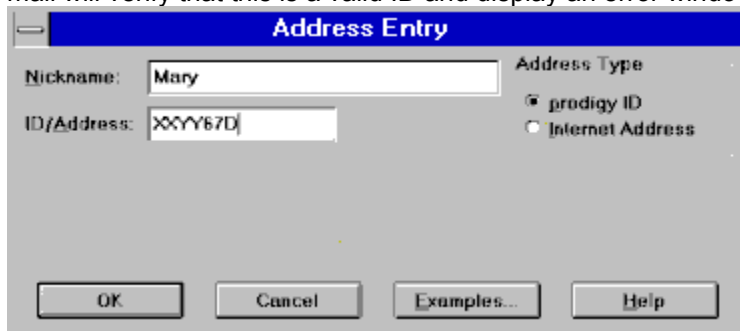
To change an entry, highlight it and click on CHANGE. This will display the ADD ENTRY window and allow you to make changes.

**Delete**

To delete an entry from your address book, click on DELETE.

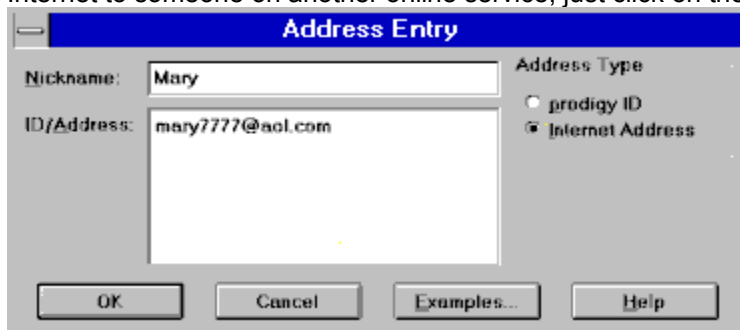
## Adding Entries to your online Address Book

To add a prodigy ID to your address book, carefully type the full prodigy ID into the ID/Address field and select a nickname. Make sure that prodigy ID is marked under Address Type and then select OK. prodigy mail will verify that this is a valid ID and display an error window if the ID you typed is incorrect.



The screenshot shows a dialog box titled "Address Entry". It has a blue header bar with the title. Below the header, there are two text input fields: "Nickname:" containing "Mary" and "ID/Address:" containing "xxyy67D". To the right of these fields is a section labeled "Address Type" with two radio buttons: "prodigy ID" (which is selected) and "Internet Address". At the bottom of the dialog box are four buttons: "OK", "Cancel", "Examples...", and "Help".

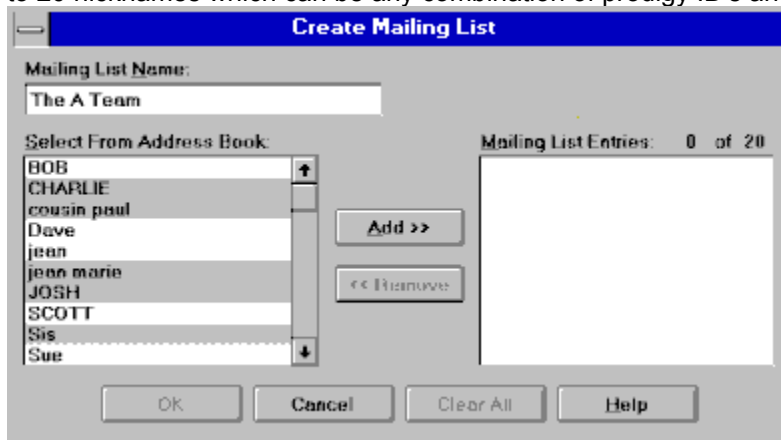
To add an Internet Email address to your address book, first click in the Internet Address field under Address Type to change it from prodigy ID to Internet. Next, enter a nickname and then carefully enter the full internet address in the ID/address field. If you don't know the correct format to send Email over the Internet to someone on another online service, just click on the Examples button for samples.



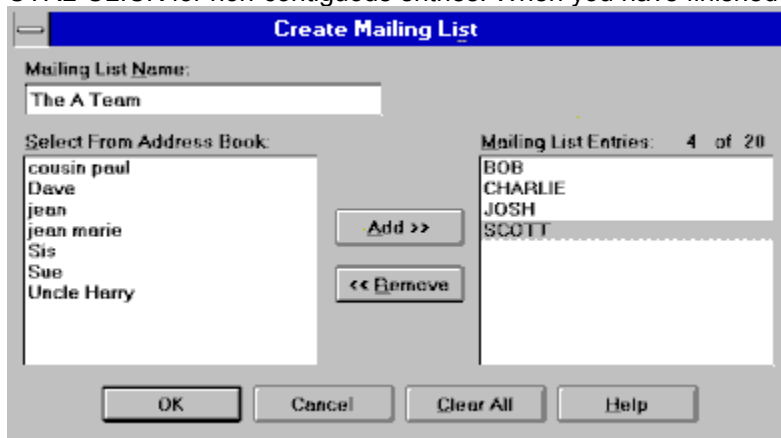
The screenshot shows the same "Address Entry" dialog box. The "Nickname:" field still contains "Mary". The "ID/Address:" field now contains "mary7777@aol.com". In the "Address Type" section, the "Internet Address" radio button is now selected, and the "prodigy ID" button is unselected. The "Examples..." button is visible at the bottom.

## Creating a Mailing List

Before you can create and store a mailing list in your online address book, the individuals you wish to include in the list must already be entered in your address book. A prodigy mail mailing list can contain up to 20 nicknames which can be any combination of prodigy ID's and Internet Email addresses.



First, type a Mailing List Name in the space provided. Next, highlight the names you wish to include on this mailing list. You can range select a group of names by using SHIFT-CLICK for contiguous entries or CTRL-CLICK for non-contiguous entries. When you have finished selecting names, click Add.



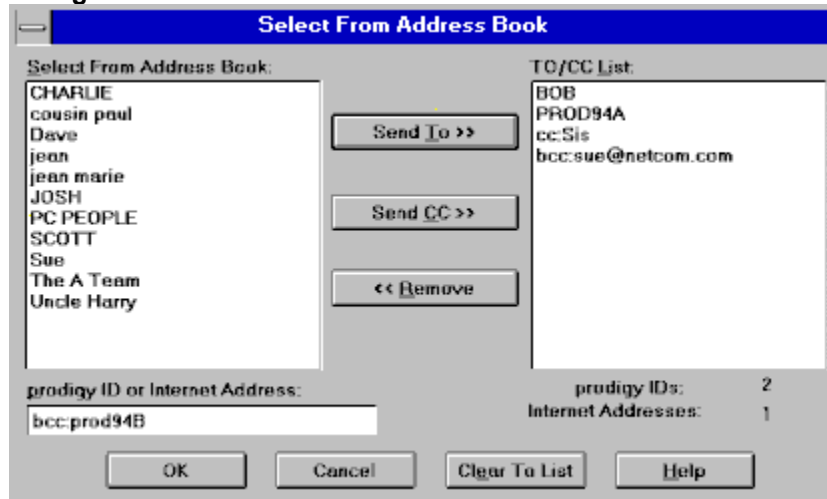
To remove an entry, highlight it and then click on the Remove button. The number of entries out of the maximum of 20 changes as you add or remove entries and is displayed for you. You can remove ALL entries from the mailing list by clicking on the Clear All button. When you have finished creating your mailing list, click on the OK button and the information will be transmitted and saved. If you change your mind, click on Cancel to return to your address book.

File attachments can not be sent to internet destinations and if you attempt to send a file to a mailing list that includes an Internet Email address, a warning message will appear to remind you.

## Select From Address Book

prodigy mail offers you an easy point and click way to address your outgoing mail. When you use the Select from Address Book dialog window, you have many options available.

The image below contains hotspots. Move your mouse over the image and click when the cursor changes to a hand to learn more about the feature.



You can range select a group of names using SHIFT-CLICK or CTRL-CLICK and then select the Send To (or Remove) button to quickly move a group of names back and forth on the TO/CC list. If you want to designate someone to receive a copy marked as a "**Carbon Copy**" (as opposed to a TO or main recipient), select a name or group of names and then click Send CC. A CC usually means that no action or response is required, and the message is just for informational purposes only. In addition, you can designate **BLIND CC's** where the recipient receiving a BLIND CC will not receive a distribution list showing the addresses and others who received this message and where those receiving the message will not see who received a BLIND CC.

The number of prodigy Ids and Internet Addresses in the TO/CC list changes as you add or remove recipients and is displayed beneath the TO/CC List window.



### **Select Nicknames**

Click on one or more nicknames and then click on the Send To button to place these names on the **TO/CC** list. You can range select using SHIFT-CLICK or CTRL-CLICK.

### ***TO/CC List***

The nicknames in this window will receive the current message. You can highlight one or more names and then click the Remove button to remove select names from the **TO/CC** list.

## ***Send CC***

Select one or more nicknames and then select the **SEND CC** button to designate addresses to receive copies of the current message showing that the message is a Carbon Copy (and not a 'main recipient).

## ***Remove***

Highlight one or more names in the **TO/CC** window and then click the **REMOVE** button to take these nicknames off the list of people receiving the current message.

***prodigy ID or Internet Address***

You can add recipients, CC's or BCC's who are currently NOT in your online address book by using this field. Type a prodigy ID or Internet Email Address in this space and then click either the **SEND TO** or the **SEND CC** button to place these addresses in the TO/CC window.

You can also manually type cc: before the ID to designate the recipient to receive a copy marked **CC**.

To send a **BLIND CARBON COPY**, type **bcc:** and then the prodigy ID or Internet Email address.

## Distribution Lists and Mailing Lists

You can store two mailing lists in your online prodigy mail address book. Detailed [information on mailing lists](#) is available.

A distribution list can be created 'on the fly' for each message and is not retained in your online address book. The quickest way to complete an 'on the fly' distribution list is to use the **Select From Address Book** window which lets you select from nicknames already in your address book and lets you add names to the list that are not currently in your address book as well.

[Detailed information](#) on adding prodigy ID's and/or internet Email addresses to the distribution list is also available.

# prodigy mail Menus

In addition to easy mouse navigation, prodigy mail functions can be accessed from the **menubar** (and many functions have hotkeys as well). You'll soon discover which means of navigation works best with the way you use Windows.

## See Also:

[File Menu](#)

[Edit Menu](#)

[Options Menu](#)

[Mail Menu](#)

[Goto Menu](#)

[Help Menu](#)

## File Menu

<b>File</b>
<b>O</b> pen Message <b>Ctrl+O</b> <b>S</b> ave Message...
<b>P</b> rint Setup... <b>P</b> rint... <b>Ctrl+P</b> <b>P</b> rint <b>M</b> ailbox...
<b>E</b> xit

From the File Menu (ALT+F), you can open a message in your mailbox by highlighting it and then selecting Open Message (or use CTRL+O).

Select Save Message to save a message to a file on your hard drive (ALT+F, S)

Select Print Setup to change your printer or printer settings (ALT+F, R)

Select Print to print the current opened message (CTRL+P)

Select Print Mailbox to print the list of messages in your mailbox (CTRL+P)

Select Exit to leave prodigy mail. (ALT+F, X)



## Edit Menu

<b>Edit</b>	
<b>C</b> ut	Ctrl+X
<b>C</b> opy	Ctrl+C
<b>P</b> aste	Ctrl+V
Clear...	

From the Edit Menu (ALT+E) options are available depending on what type of mail window is the current active window.

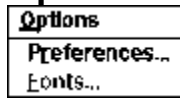
Select Cut to delete highlighted text (CTRL+X)

Select Copy to copy highlighted text to the clipboard (CTRL+C)

Select Paste (CTRL+V) to paste text already on the Windows clipboard into the current message.

Select Clear (ALT+E, E) to display the CLEAR dialogue window.

## Options Menu



The Options Menu (ALT+O) lets you customize the way prodigy mail works on your computer. While in the mailbox listview window, you will be able to access both Preferences and Fonts. While reading or writing mail, you will be able to access the Fonts Menu only. Select **P**references to display the Preferences Dialogue Window (ALT+O, R). Select **F**onts to specify which font to use in prodigy mail windows (ALT+O, F).

## Mail Menu

Mail		Mail	
<b>Write New Message</b>	Ctrl+W	<b>Send Message</b>	Ctrl+S
<b>Reply to Message</b>	Ctrl+R	Select from Address Book...	
<b>Forward Message</b>	Ctrl+F	Urgent	
<b>Delete Message</b>	Ctrl+D	<b>Return Receipt</b>	
<b>Retain Message</b>	Ctrl+E	Zoom In	
<b>Next Message</b>	Ctrl+PgDn	<b>Return to Mailbox</b>	Ctrl+M
<b>Previous Message</b>	Ctrl+PgUp		
<b>Zoom In/Out</b>	Ctrl+Shift+Z		
<b>Mail Information...</b>	Ctrl+I		
<b>Update Mailbox</b>	Ctrl+M		
<b>Address Book...</b>			

Depending on whether you are viewing the list of messages in your online mailbox or replying, forwarding or writing a new message, selected functions are available from the Mail Menu (ALT+M).

The Menu on the left is available when you are viewing the mailbox list of messages, while the menu on the right is available while you are replying, forwarding, or writing a new message.

### MAILBOX LIST MAIL MENU:

Select Write New Message to open a Write window (CTRL+W)

Select Reply to Message to reply to the current message (CTRL+R)

Select Forward Message to send the current message to another Email address or prodigy ID (CTRL+F)

Select Delete Message to mark a message to be deleted (CTRL+D)

Select Retain Message to retain the current message an extra 14 days (CTRL+E)

Select Next Message to navigate to the next message (CTRL+PgDn)

Select Previous Message to navigate to the previous message (CTRL+PgUp)

Select Zoom In/Out to expand the viewable text or return (CTRL+Shft+Z)

Select Mail Information to view additional information about the sender (CTRL+I)

Select Update Mailbox to clear your list of items you have marked for deletion and transmit retained message markers (CTRL+M)

Select Address Book to access your online address book (ALT+F, B)

### WRITE-REPLY-FORWARD MAIL MENU:

Select Send Message (CTRL+S) to transmit the message in the message edit window.

**Select from Address book** allows you to add recipients you already have entries for in your online address book.

Select Urgent to place a checkmark in the Urgent checkbox to flag the message as important (ALT+M, U)

Select Return Receipt to receive an acknowledgment that the message was opened by the recipient. (ALT+M, R)

Select Zoom In to use a larger edit window (ALT+M, Z)

Select Return to Mailbox to leave the message editor and return to the list of messages in your online mailbox (CTRL+M)

## Goto Menu

GoTo	
Mail Manager	Ctrl+G
Member List	Ctrl+L
Greeting Cards	Ctrl+T
Highlights	Ctrl+H

The GoTo Menu provides a quick way to navigate to other messaging features or to the highlights screen. When you select any of these menu choices, a window will display asking you to confirm you wish to close prodigy mail and navigate to the feature you have selected.

Select Mail Manager to navigate to the online application that lets you [download mail to your offline mail software](#) (CTRL+G)

Select Member List to look up or find an ID for a prodigy member. (CTRL+L)

Select Greeting Cards to select a greeting card to send to a prodigy member (CTRL+T)

Select Highlights to go to the prodigy general highlights screen (CTRL+H)

## Help Menu

<b>H</b> elp	
<b>C</b> ontents	<b>F1</b>
Search for Help On...	
<b>A</b> bout Mail..	

prodigy mail help is context sensitive. In many areas, pressing F1 will display help on the function you are using (if not, F1 will display the Help Contents Menu).

Select Contents to display the Help Contents.

Select Search for Help On to display the search word window. Enter a word that best describes the area you are looking for help on. A large number of keywords have been indexed to make it easier for you to find help quickly.

Select About Mail to display information about the version of prodigy mail you are currently using.

## New Mail

When you first logon to prodigy, if new mail has arrived since your last session, you will find a new mail icon on your prodigy toolbar and if you have enabled sound and specified a WAV file, you will hear the new mail notification.

If new mail arrives while you are in your prodigy mailbox, you'll also see the **UPDATE** icon change to the **NEW MAIL** icon on your prodigy mail toolbar.

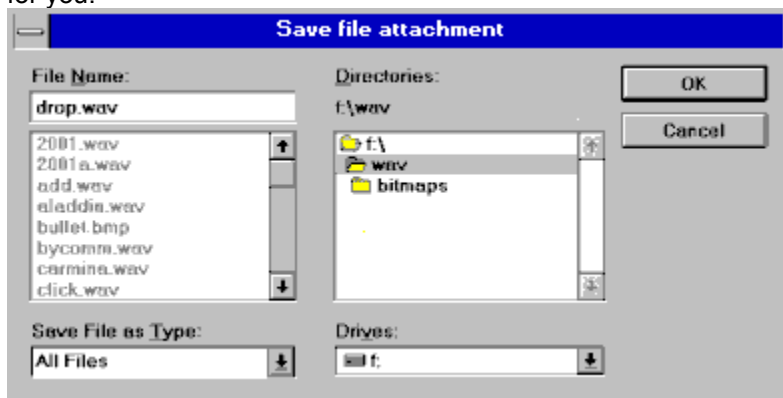


## Incoming Files (File Attachments)

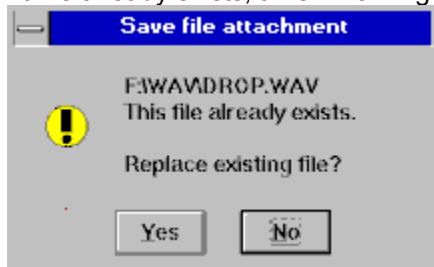
The procedure for saving an incoming file attachment to your hard drive is the same for all file types, whether the file is a Windows WAV file (\*.WAV), a JPEG image file (\*.JPG), an ASCII text attachment (\*.TXT), or any other type of binary file.

### Windows WAV files:

When the incoming file attachment is a Windows WAV file, and you wish to download (and optionally play the WAV file from your online mailbox after the file has been downloaded), double click on the file attachment icon and a File Save dialog window will be displayed with the name of the file already entered for you:



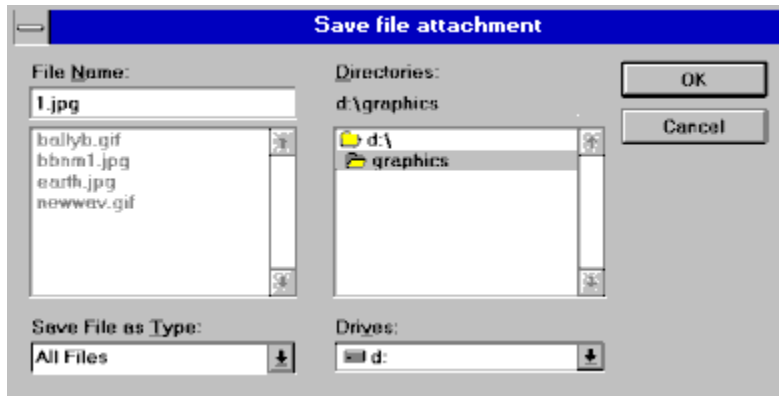
You can save the file to the displayed current drive and directory, or you can change the directory (and the drive if you want to) as well as the file name using standard Windows navigation. If a file of the same name already exists, a new warning window will display:



Select Yes to replace the file or No to go back and change the file name, change to a different directory, etc. Once you REPLACE a current file with a new file of the same name, you will not be able to recover (or undelete) the previous file, so it's a good idea not to replace/overwrite unless you are certain you will not need the original file again.

### JPEG Image Files:

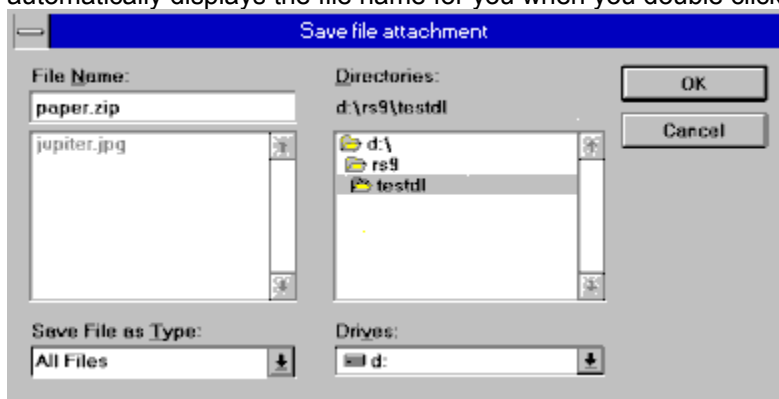
When the incoming file attachment is a JPEG (\*.JPG) image file, and you wish to download (and optionally view the JPEG file online after the download has completed), double click on the file attachment icon and a File Save dialog window will be displayed with the name of the file already entered for you:



You can save the file to the displayed current drive and directory, or you can change the directory (and the drive if you want to) as well as the file name using standard Windows navigation. If a file of the same name already exists, a new warning window will display.

### OTHER FILE TYPES:

prodigy mail displays the Save File Attachment window for files other than WAV and JPG and automatically displays the file name for you when you double click a file attachment icon to save it to disk:



The procedure to save any binary file to your hard drive is the same as for a WAV or JPG file, but you will have to use or view the file offline.

### IMPORTANT:

Make sure you have a program to view or run a file you save to disk. Treat all incoming files with caution. prodigy services company is not responsible for the contents of any file you download to your hard disk nor can it be responsible for knowing whether or not the file is a valid file, if it will run properly or how it will behave on your computer.

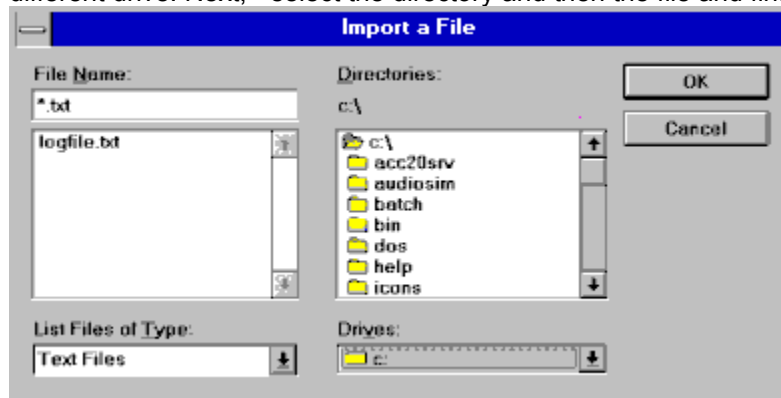


# Importing Text

In prodigy mail, you can place up to approximately 30,000 bytes (also known as characters) of ASCII text in the body of a message. Text that exceeds this amount should be sent as a **File Attachment**.

The \*.txt extension is displayed as the default. If you wish to select from ALL files, click on the down arrow in the List Files of Type listbox and select ALL files which will display all files (\*.\*)).

**IMPORT A FILE** uses a standard Windows FILE SELECT dialog window. If the file you wish to import is in the current directory, select it in the upper left window by double clicking on it or by highlighting it and then clicking on OK. If the file you wish to import is on the current **DRIVE** but in another directory, double click on the directory name to display its contents and then select the file you wish to import. (Click on the parent directory folder icon C-D-E etc.) to display the directory list for that drive). If the file is on a different drive, select the drive from the Drives drop down list box by clicking on the down arrow and then select a different drive. Next, select the directory and then the file and finally click on OK.



# Advanced Options

prodigy mail users can sort their mailbox with the newest message on top or the oldest message on top using the **Preferences** window and can determine whether or not to return to the mailbox list view after replying to an incoming message.

If you use offline Email software, such as Email Connection, you can navigate to the online screen that lets you GET/SEND mail from the prodigy mail GoTo menu.

## **See Also:**

[Preferences](#)

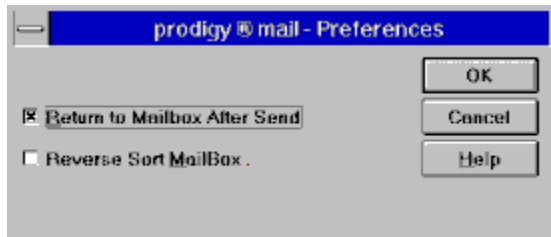
[Changing the Font](#)

[Downloading to your offline mail software](#)

[Greeting Cards](#)

[Commercial Mail](#)

## Preferences



You can specify whether you wish to return to the mailbox listview after you send a message or to remaining the compose a message window with the message you have just sent still displayed. If you do not select return to mailbox after send, the option to remain in the compose a message window offers you the additional opportunity to select the **CLEAR** feature and resend the message to a different address, resend a different message to the same address, etc. See the [CLEAR](#) help for the list of options.

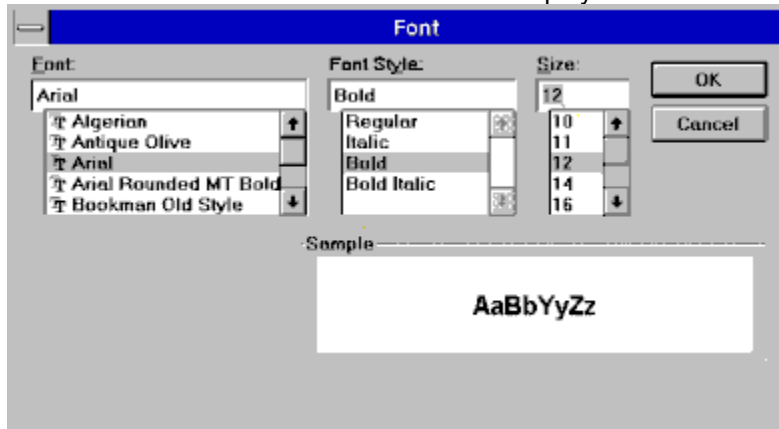
Your mailbox is sorted for you by default with the newest message at the top of the list so that you always see the newest message when you visit your online mailbox. You can sort your mailbox so that the oldest mail appears at the beginning of the list and the newest mail appears at the end of the list by clicking in the check box to mark **REVERSE SORT MAILBOX**.

When you have completed making changes, select OK to return to your mailbox or Cancel to return without implementing any changes.

## Changing the Font

The default font displayed for message text when you use prodigy mail for the first time is your 'system font'. It is a matter of personal taste which font is the most pleasing to use. If you wish to change the font used to display the body of a message, select the Options Menu and then Fonts from the mailbox listview.

A standard window Font Selection box will display.



Select the Font Name first and then decide which style and size you'd like to try. When done select OK. If you find that you don't like your select, just return to the Options/Font menu and select a different font.

Note that you cannot change the font size in the list of messages or in the TO or SUBJECT fields.

## **Downloading to your offline mail software**

You can easily use prodigy mail in conjunction with your offline mail software (such as Email Connection) by selecting the **GoTo Menu** in prodigy mail and then **Mail Manager** which automatically closes prodigy mail and lets you go to the online application to download mail.

If you logon to prodigy using your offline software and use the option to remain at the mail manager online screen when done, you can select the MAIL BUTTON if you want to visit your online mailbox to view a **Greeting Card** or **Commercial Mail** message.

## Greeting Cards

When you open a Greeting Card in prodigy mail, the prodigy mail application is automatically minimized for you and then the card you have received is displayed.

When you're ready to return to your online mailbox, select the **RETURN TO MAIL** button on the greeting card and prodigy mail will re-open automatically and display the message the sender wrote in the lower window below the splitter bar. You can then reply to a greeting card by selecting the reply icon on the prodigy mail toolbar and you'll have a quick reference to any message text from the sender.

## Commercial Mail

When you open a Commercial Mail message from one of our advertisers, the prodigy mail application is automatically minimized for you.

When you're ready to return to your online mailbox, select the **RETURN TO MAIL** button and prodigy mail will re-open automatically.

## Playing WAV Files

After you have downloaded a Windows WAV file to your hard drive, you can listen to the file online if you have a sound card on your system. prodigy mail will automatically display a window asking if you wish to hear the downloaded sound. Select Yes and the WAV file will be played, or select no to return to your mailbox.



Note: to listen to WAV files offline, you will need an external program. Many Windows systems come with soundrec.exe (which you will find in the directory where you installed Windows) which can be used to listen to the WAV file offline.



## Viewing JPEG Image Files

After you have downloaded a JPEG image file to your hard drive, you can view the file online. A special viewer was supplied with prodigy mail that lets you do this when you select Yes in the preview picture dialog window.



Note: You can view a \*.JPG image file offline if you have an external image viewing program available which can display this file format. prodigy web browser users will find a program in the directory where prodigy for Windows is installed called imagview.exe that can be used for this purpose.

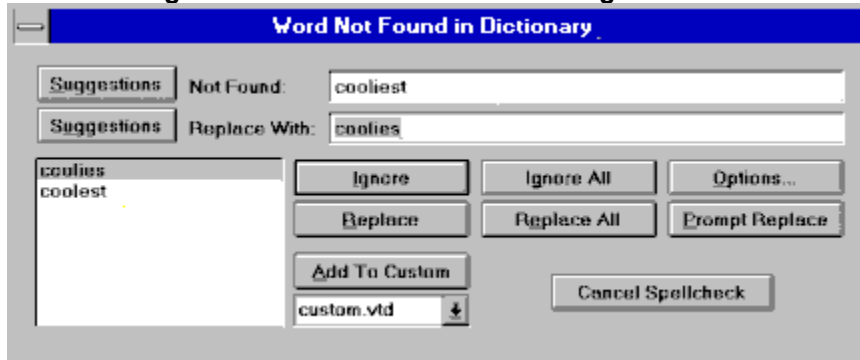
## Using the Spell Checker

prodigy mail includes a spell checker and comes with a standard dictionary. You can easily add any words that aren't included in the supplied dictionary to a custom user dictionary during a spell check session.

When you click on the SPELL icon, prodigy mail automatically starts spell checking your message from the beginning. You can also re-position the cursor by clicking your mouse at any place in the message and the spell checker will analyze your message from this location until the end of the message or until you select Cancel Spellcheck

A word not recognized by the spell checker will appear in the Not Found window and the Replace With window will display the first suggested alternative from the list in the Suggestions window. If this word is the one you want, select the REPLACE button. To Select a different word from the list, click to highlight it. (It will be now be displayed in the Replace With Window.) Then select the Replace button to use this word.

**The image below contains hotspots that explain other spell check features. Move your mouse over the image and click when the cursor changes to a hand to learn more about the feature.**



### See Also:

[Spell Check Options](#)

***Not Found Window***

This word is misspelled in the current message

### ***Replace With Window***

This word is the suggested correct replacement for the incorrectly spelled word in the Not Found Window. If you don't see a word you wish to use to replace the **NOT FOUND** word, you can type a new word in this space and then select **REPLACE**.

### ***Suggestions (Not Found)***

Click the Suggestions button and the spell checker will suggest a word (or words) which you can use to replace a misspelled word and display the choices in the Suggestions Window.

### ***Suggestions (Replace With)***

Type a word that you know the partial spelling for in the Replace With window and then select the Suggestions button to display a list of choices that you can select from in the Suggestions Window.

### ***Suggestions Window***

This is a list of possible alternative words you can select from. If there is no suitable choice in this list, you can manually type a different word in the **REPLACE WITH WINDOW** and then select the **REPLACE** button.

***Ignore***

Ignore this word and continue spell checking the message.



***Ignore All***

Ignore all words that are spelled in this manner in the current message.

## ***Options***

Display the spell checker Options dialog window.

## ***Replace***

Replace the word not found with the word highlighted in the suggestions window.

## ***Replace All***

Replace all words spelled in this manner in the current message with the word highlighted in the suggestions window.

***Prompt Replace***

Skip this word and go on to the next misspelled word.

### ***Add to Custom***

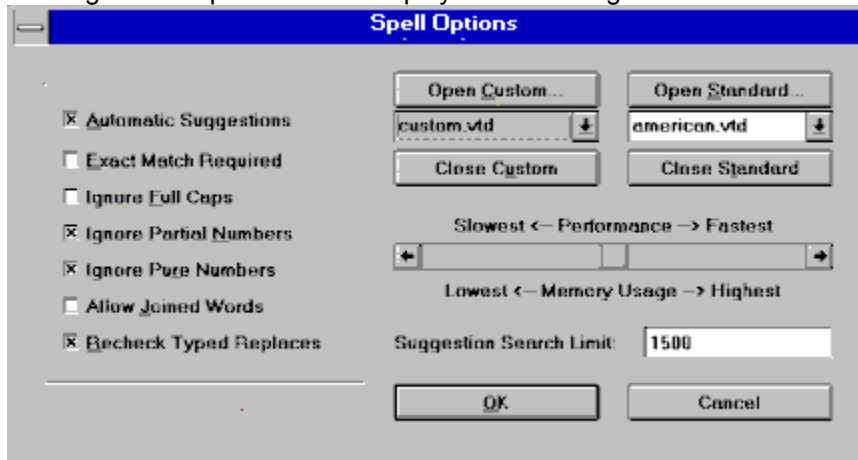
Add the word in the Not Found window to the custom user dictionary. The word you enter will be considered a correct spelling.

***Cancel Spellcheck***

Stop spell checking and return to the message you were writing.

## Spell Check Options

Clicking on the Options button displays the following Window:



**Automatic Suggestions:** If this is unselected, you will have to click the Suggestions button each time you want to spell checker to suggest a word

**Ignore Full Caps:** When this setting is enabled, the spell checker will not stop on words typed in ALL CAPS and suggest mixed case corrections.

**Allow Joined Words:** When this setting is not enabled, words such as honeymoon would be identified as misspelled. When joined words are allowed, words such as honeymoon or wheelbarrow would not be identified as misspelled.

**Recheck Typed Replaces:** If you manually type in a word instead of selecting from the suggested word list, the spell checker will recheck the word. If you unmark this, these corrections will not be rechecked.



