

HappyMail!

User Manual

February 95

Foreword

The purpose of this document is to provide detailed instructions for using the HappyMail system. In addition to this manual, instructions are available through extensive on-line help. The on-line help is accessed by pressing the [F1] key from within HappyMail.

For further information on the Banyan mail system, the user should refer to The Vines Network Mail Option Guide. For further information on the use of Windows, the user should refer to the Windows User Manual.

Contents

SECTION 1.	Introduction to the Banyan Mail System	1
1.1	Summary	1
1.2	Messages	1
1.3	Folders	2
1.4	Attachments	2
SECTION 2.	Introduction to the HappyMail Interface	1
2.1	Summary	1
2.2	Main Window	1
2.3	Folder Window	2
2.4	Read Window	2
2.5	Compose Box	3
SECTION 3.	How to Use HappyMail	1
3.1	Composing a Message	1
3.1.1	Message Fields	1
3.1.2	Addressing a Message	2
3.1.3	Attaching Files to a Message	2
3.1.4	Certifying a Message	3
3.1.5	Importing Files	3
3.1.6	Sending and Saving Mail	3
3.2	Forwarding a Message	4
3.3	Deleting Message(s)	5
3.4	Moving Message(s)	5
3.5	Filing Message(s)	6
3.6	Printing Message(s)	7
3.7	Reading a Message	8
3.8	Managing Attachments	8
3.8.1	Filing Attachments	9
3.8.2	Launching Attachments	9
3.8.3	Viewing Attachments	9
3.9	Sending a Message	10
3.10	Managing Folders	10
3.10.1	Creating a Folder	11
3.10.2	Deleting a Folder	11
3.10.3	Renaming a Folder	11
3.10.4	Opening a Folder	12
SECTION 4.	Advanced Features	1
4.1	HappyMail Address Book	1
4.2	Answer to All with Original Copy	1
4.3	Automatic Certify	2
4.4	Closing Signature	2
4.5	Sort Order	3

4.6	Spell Check	3
4.7	Text Search	4
SECTION 5. Options 1		
5.1	Composing	1
5.1.1	Automatic Certify	1
5.1.2	Default Destination	2
5.1.3	Line Length	2
5.1.4	Font	2
5.1.5	Signature	2
5.2	Folder	2
5.2.1	Sort Order	3
5.2.2	Font	3
5.3	General	3
5.3.1	Disable Warning Messages	4
5.3.2	Check for STDA	4
5.3.3	Save & Restore Icon Position	4
5.3.4	Default Save Directory	4
5.3.5	Answer Button Action	4
5.3.6	Original Copy Options	5
5.4	Printing	5
5.4.1	Footer Options	5
5.4.2	Font	5
5.5	Reading	5
5.5.1	Delete Mode	6
5.5.2	Font	6

SECTION 1. Introduction to the Banyan Mail System

This section is designed to provide a broad overview of the Banyan Mail system. Those users who are familiar with Banyan Mail may wish to skip this section.

1.1 Summary

The Banyan Mail System is a LAN based electronic mail package, based on the following model:

Each user has their own individual Mail Box located on the server. Each mail box is divided into two or more folders. Each folder contains zero or more messages. All user mail boxes (and all folders and messages), are stored on a Banyan server. The user accesses their mail box through the Banyan mail front-end such as Banyan's mail program or HappyMail.

1.2 Messages

A message consists of five major items: a list of recipients, a subject, a message body, a list of attachments, and a certification marker.

The list of recipients (either the TO:, CC: or BCC: fields) must contain one or more valid Banyan user names. These names may be selected from a pop-up list of all LAN users.

The subject should contain a brief description of the message's contents.

The message body contains the full text of the mail message.

The list of attachments is used to send copies of files to other LAN users. This list may contain up to ten file names.

The certification flag is provided to notify the user when a recipient has read their message. The user will receive a mail message for each recipient who reads the original message.

In addition to these five major fields are three minor ones: the defer date and time, the expire date and time, and the message priority.

The defer date and time allow you to specify an exact date and time to begin delivering the mail message. This allows you to create a message and have it sent at a later time.

The expire date and time allow you to specify an exact date and time to stop trying to deliver a message. This expiration date only affects those messages which have not yet been delivered to all recipients. It will **not** delete a message from a users mail box once it has been received.

The priority setting affects how much time is spent by the mail service in trying to deliver your message. A low priority setting will cause the mail service to wait for non-busy moments before trying to deliver the message. A normal priority setting will cause the mail service to spend a preset amount of time trying to deliver your message. When this time expires the message is placed in a queue where it receives attention on a rotating basis with all other undelivered mail. A high priority setting will cause the mail service to spend all its resources trying to deliver your message. These settings may be enabled or disabled by you network administrator.

1.3 Folders

Folders, in the Banyan mail system, are used to organize a user's mail box. The following is a list of the basic features of Banyan mail folders:

- The user organizes messages by separating them into folders.
- The number of folders in a mail box is unlimited.
- The user may create, delete, or rename their own folders.
- Each mailbox contains at least two folders: General and WasteBasket.
- Folder names are limited to thirteen characters.

When a message is received by the user, it is automatically placed in the General folder and marked as UNREAD. When a message is deleted by the user, it is removed from the current folder and placed into the WasteBasket folder. The message will remain in the WasteBasket folder until early the next morning, at which time it will be automatically removed and deleted.

1.4 Attachments

Attachments, in the Banyan mail system, are DOS files that are attached to mail messages. Sending attachments is a common way to pass files between network users. It is especially useful when both users do not have access to the same network drive.

It is important to remember that attached files are only copies of the original files. Any changes

made to the file after it has been attached will not be reflected in the copy. These attachments (or copies) are stored in the mail box on the Banyan server until the message is deleted. Whenever a message is deleted, all the associated attachments are deleted from the server.

To access an attached file, the file should first be saved to disk using the 'File Attachment' option. When an attachment is filed, the copy stored in your mail box is used to create a new copy on one of your drives.

SECTION 2. Introduction to the HappyMail Interface

2.1 Summary

HappyMail is a Windows based interface to the Banyan Mail System, offering complete control over Banyan Mail messages and folders. While maintaining the functionality of Banyan's DOS based interface, HappyMail includes several enhancements such as filing, printing, and moving multiple messages.

The HappyMail interface can be broken down into several major components: a main window, folder windows, read windows, and a compose box. This section contains an overview of each major component and a synopsis of its controls and features.

Note: the terminology used in this section (in particular the names of the windows and dialog boxes) will be used throughout the rest of this manual.

2.2 Main Window

Description:

The Main Window of HappyMail is the main application window which appears whenever HappyMail is started. The window is a standard pop-up window, which contains a title bar with the caption "HappyMail", minimize and maximize buttons in the top right corner, a system menu button in the top left corner, and a re-sizable border. The Main Window is the parent to all other HappyMail windows and dialog boxes.

Features/Controls:

The two distinguishing features of the Main Window are 1) the Status Bar along the bottom edge, and 2) the menu bar along the top edge under the title bar. The Status Bar is used to display messages about the current activity or information about the current control. The menu bar is used to access all the commands and functions of HappyMail.

2.3 Folder Window

Description:

The Folder Window is a window which appears whenever a Banyan Folder is opened. This window contains a title bar with the folder's name, number of messages, and sorting order as the caption. It also contains minimize and maximize buttons in the top right corner, a system menu button in the top left corner, and a re-sizable border. The Folder Window is used to display all the contents of a Banyan mail folder in a summary format. The user selects message(s) from the Folder Window, and then performs an action on those message(s) by selecting a menu item or a button.

Features/Controls:

The two major features of the Folder Window are 1) its Button Bar across the top edge just below the title bar, and 2) its list box containing a summary list of all the messages in the folder. The Button Bar contains ten buttons: one for each of the ten of the most frequently used functions of HappyMail.

2.4 Read Window

Description:

The Read Window is a window which appears whenever a message in a Folder Window is read. This window contains a title bar with the subject of the message as the caption. It also contains minimize and maximize buttons in the top right corner, a system menu button in the top left corner, and a re-sizable border. The Read Window is used to display the contents of a Banyan mail message. By selecting a button or menu-item, the user may perform one of several actions on the message (e.g. answer, delete, move, file, etc.). For convenience, the user may view the next or previous message in the Folder Window by simply pressing a button.

Features/Controls:

The two major features of the Read Window are 1) its Button Bar across the top edge just below the title bar, and 2) a display-only edit window which contains the text of the current mail message.

2.5 Compose Box

Description:


The Compose Box (or Compose Window) is a dialog box used for creating and/or modifying a mail message prior to mailing. The same box is used for the composing, answering, forwarding, and editing of mail messages. This dialog box contains a title bar with the caption "Write Message", "Forward", or "Reply" depending on the current action. It also contains a system menu button in the top left corner, a maximize button in the top right corner, its own menu bar, and a re-sizable border.

Features/Controls:

The Compose Box contains numerous edit controls for modifying the fields of a mail message. In addition, it contains check boxes for setting the message priority and certification, and various buttons for selecting names, attaching files, etc. The Compose Box can not be minimized to an icon.

SECTION 3. How to Use HappyMail

3.1 Composing a Message

To begin composing, click on the  button or select Compose from the Mail Menu. HappyMail then places you in the Compose Window, allowing you to fill in the various fields (To:, Cc:, Subject:, Body:, etc.). All fields are optional except the To: field. On-line help is available for each field, by simply moving the cursor to the specific field and pressing the [F1] key.

3.1.1 Message Fields


Following is a brief description of each of the fields in a Banyan mail message.


- To:** The main address field in which you enter the StreetTalk names of the recipients.
- Cc:** An optional address field in which you enter the StreetTalk names of the users who will receive electronic "carbon" copies (Cc) of the message.
- Bcc:** An optional address field in which you enter the StreetTalk names of the users who will receive electronic "blind carbon" copies (Bcc) of the message. The names of the Bcc recipients do not appear in the message received by the To and Cc addresses.
- Subject:** Use this field to briefly describe the contents of the message. Even though the subject field can contain up to 63 characters, only the first 27 will appear in the folder.
- Attach:** Use this field to attach copies of DOS files. Up to 10 attachments may be sent with each message.
- Defer:** The defer date and time fields are used to postpone delivery of a mail message to the specified time. Leaving these fields blank will cause the message to be sent as soon as possible.
- Expire:** The expire date and time are used to set an expiration date for the message. If a message expires before it is delivered to a recipient's mailbox, it will be returned to the sender as undeliverable. It will **not** be deleted from a users mail box once it has been recieved.
- Priority:** The priority field is used by the mail service to determine how much time to spend processing a message. In general, a high priority message will be sent faster than a low priority message. If a priority setting appears grayed-out and is unselectable, it is because your network administrator has not authorized you to use that setting.
- Certify:** Use this field to recieve a notification when a recipient has read your message.

Message: Use this field to enter you message text. This field is limited to approximately 60K.

3.1.2 Addressing a Message

Each Banyan LAN user is uniquely identified by their StreetTalk name in the following format: User Name@Group@Organization. In order to send mail, valid StreetTalk names should be placed in one or more of the three address fields: To, Cc, and Bcc. To simplify the process of entering StreetTalk names, two utilities are available to the user: StreetTalk Names and the Address Book.

To access the StreetTalk Names utility, click on the  button or select StreetTalk Names from the Utility Menu. This utility allows you to search through a list of all network users, and select those you wish to add to an address field. To select a StreetTalk name, double-click on the desired name using the mouse. The name will then be added to a list of selected recipients. Selecting the [OK] button will append the selected recipients to the desired address field.

To use your personal address book, click on the  button or select Address Book from the Utility Menu. This utility allows you to assign short labels to one or more commonly used StreetTalk addresses. Here are some Address Book examples:


<u>Label</u>	<u>Addresses</u>
Bob	Bob the PrinterGuy@NMD@INFOSYS
Sport Guys	Marv Albert@NBC@New York, Howard Cosell@CBS@New York, Joe Gibbs@NASCAR@Charlotte

The Address Book utility allows you to add, edit and delete address book entries as well as select them for use in your current message. To select an address label, double-click on the desired label using the mouse. The label will then be added to a list of selected labels. Selecting the [OK] button will append the selected labels to the desired address field.

3.1.3 Attaching Files to a Message

Often you will want to send a copy of a DOS file to another LAN user along with your mail message. These files are called attachments. Up to 10 attachments may be sent with each message. When an attachment is specified, a copy is made of the original file and the copy is attached to the mail message. Any changes made to the file after it has been attached will not be reflected in the copy.

To attach a file to a message, the full path and file name should be placed in the Attach: field. Multiple filenames should be separated by commas. To assist in selecting files to be attached, the Attach Files utility is available in the Compose Window.

To use the Attach Files utility, click on the  button or select Attach Files from the Utility Menu. This will bring up a list of all available files on all attached disk drives. Double-clicking on a file name will add it to a list of selected file names. Selecting the [OK] button will append the file names to the Attach: field.

3.1.4 Certifying a Message

If you wish to know when someone has read a message you sent, then you may certify your message. To certify a message, click on the Certify check box . Once your message has been read, you will receive notification in the form of a mail message from the mail service. By default, all mail messages are uncertified. The default action may be changed by choosing the Automatic Certify option from the Compose Options dialog box. To access the Compose Options box, select Composing from the Options menu.

3.1.5 Importing Files

When composing a mail message, you may want to copy the text from a DOS file into the body of your mail message. This can be accomplished using the Import Files utility. To import a text file into the body of your message, click on the button, or select Import Files from the Utility Menu. You will be presented with a list of all files on your system. Simply select the file you wish to import then select the [OK] button. The contents of the file will be copied into the body of your message starting at the current cursor position. If the file is too big to import completely, only the beginning of the file will be inserted.

It is important that you only attempt to import DOS text files. If you wish to import a WordPerfect file, you should use WordPerfect to save the file as a DOS file, then import it into your message.

3.1.6 Sending and Saving Mail

When you have finished composing a message, click on the button or press the [F10] key. HappyMail then verifies the addresses, and asks you to choose one of three actions:


- Send and Delete** choosing this option will cause a copy of your message to be sent to the specified recipients and the original message will be moved to your WasteBasket folder.
- Send and Save** choosing this option will cause your message to be added to the current folder and a copy sent along to the specified recipients.
- Just Save** choosing this option will cause your the message to be saved in the current folder with a status of UNSENT.

To cancel a message at any time, click on the button or press the [ESC] key.


By default, the *Send and Delete* option is pre-selected. To change this default, select the desired default destination from the Compose Options dialog box. To access the Compose Options box, select Composing from the Options menu.

3.2 Forwarding a Message


You can forward a copy of any message in your folder to one or more users. You can also include comments with the message.

To forward a message, click on the  button or select Forward from the Mail Menu. HappyMail then places you in the Forward Window which is identical to the Compose Window with the exception of three controls. The Subject: and Attach: fields are display only and may not be modified. In addition, the Attach Files button and menu item are disabled and will appear grayed out. All other controls will work the same as in the Compose Window.

For more information on the fields and controls within the Forward Window, refer back to the section on Composing a mail message.

When you have finished creating the message, click on the  button or press the [F10] key. HappyMail then verifies the addresses, creates a copy of the old message with your comments added, and asks you to choose one of two actions:

- Send and Delete** choosing this option will cause your message to be sent to the specified recipients and then the message will be moved to the WasteBasket folder.
- Send and Save** choosing this option will cause your message to be added to the current folder and then sent along to the specified recipients.

To cancel forwarding a message, click on the  button or press the [ESC] key.

3.3 Deleting Message(s)

'Delete' allows you to remove a message from the current folder. All deleted messages are moved into your WasteBasket folder, where they remain until the Mail "Janitor" program deletes them at 3:00 AM of the next day. Messages deleted from the WasteBasket folder are gone forever.

Deleting from a Folder Window:

Select the message(s) you want to delete, and click on the μ § button or select Delete from the Mail Menu. If you have selected more than one message, Happy Mail will ask you to confirm the deletion. Also, if you have not read one or more of the mail messages, Happy Mail reminds you that it has not been read and asks you to confirm the deletion.

Deleting from a Read Window:

If you wish to delete the current message you a reading, simply click on the button or select Delete from the Mail Menu. After deleting the message, the Read Window will follow one of three actions:



- 1) it will proceed to read the Next mail message,
- 2) it will proceed to read the Previous mail message, or
- 3) it will close the Read Window and return you to the Folder Window.

The default action is to close the window. In order to change the action select Reading from the Options Menu, then choose the desired action in the Delete Mode section.



3.4 Moving Message(s)

The 'Move' feature in HappyMail helps you to organize your mail box by allowing you to move messages into different folders. For instance you might move all your messages pertaining to weekly staff meetings into a separate folder.

Moving to an existing folder:



Select the message(s) you want to move, and click on the  button or select Move from the Mail Menu. If you have selected more than one message, Happy Mail will ask you to confirm before moving. After confirming the move, the Move Window will appear (as above). Select the folder name from the Move Window and click on the  button. You may also double click on the desired folder name. Happy Mail then files the message(s) in the selected folder.


Moving to a new folder:

Select the message(s) you want to move, and click on the  button or select Move from the Mail Menu. When the Move Window appears, click on the  button. You will be prompted for a new folder name. Type in a name of no more than 13 alphanumeric characters, and press <ENTER>. Happy Mail verifies the new folder name and files the message(s) in the new folder.

3.5 Filing Message(s)


The 'File' feature in HappyMail allows you to file message(s) to a DOS text file. Unlike Banyan mail, HappyMail allows you to file multiple messages to a single text file. Optionally, you can save the attachments as the messages are being saved.



To begin filing, select the message(s) you want to file, and click on the  button or select File from the Mail Menu. You will immediately see the "Select a File Name" window as shown above. Once you have selected an appropriate drive, path, and filename, select the  button to begin saving the messages.


To save the attachments, you must select the  checkbox before selecting the OK button. Selecting this checkbox will cause the filing function to pause whenever it reaches a message with attachments and ask you for a file name and path for that attachment. You can skip an attachment simply by selecting the CANCEL button when asked for a filename.

3.6 Printing Message(s)

The 'Print' feature in HappyMail allows you to print message(s) from your current folder.


Select the message(s) you want to print, and click on the  button or select Print from the Mail Menu. If you have selected more than one message, Happy Mail will ask you to confirm before printing. Once you have confirmed the print operation, the Print Window will appear allowing you to set various settings (e.g. which printer to use, or the number of copies to print) . Select

the  button to begin printing or  to cancel the print operation.



A bar graph window will appear while the message(s) are being printed. Select the  button at any time, if you wish to cancel the print operation. Once the print job has been spooled to the printer, the print service will notify you with a Vines Message Box.

3.7 Reading a Message


There are three methods to begin reading a mail message:

- Highlight the desired message, then click on the  button.
- Highlight the desired message, then press the [ENTER] key
- Highlight the desired message, then select Read from the Mail Menu.

HappyMail will then display a Read Window containing the message. You may use the arrow keys or the scroll bar to pan up and down through the message. To exit from a Read Window select Close from the system menu or press the [ESC] key or double-click on the right mouse button while the mouse cursor is over the Read Window.

By using the  and  buttons, you can skip to the next or previous mail message without leaving the Read Window. This alleviates the need to go back and forth between the Folder Window and Read Windows.

3.8 Managing Attachments

A message with attachments will appear in the Folder Window with a paperclip icon preceding the message description. To manage these attachments, click on the  button or select Manage Attachments from the Utility Menu. HappyMail then places you in the Attachments Window allowing you to file, launch, or view any of the current mail message's attachments.




In addition to the controls for filing, launching, and viewing, are a bar graph and an abort button. These controls are used whenever an attachment is loaded into memory. (Whenever you file, launch or view, the attachment must first be loaded into memory from the mail service.) The bar graph is used for indicating progress while loading and the abort button is used to cancel the load operation at any time.

3.8.1 Filing Attachments




When you receive a message with an attachment, the attachment is actually stored on the LAN

server. To access the attachment, you must use the 'File' feature to copy the attachment to one of your local hard drives. Once the attachment has been 'filed', it becomes a DOS file and may be accessed just like any other DOS file.


Filing a Single Attachment:

- Select the attachment you wish to file from the list of attachments, and click on the  button.
- If you have checked the 'Default File Name & Directory' box, the attachment will automatically be saved to the default directory with its previous file name.
- If 'Default File Name & Directory' box has *not* been checked, a Select a File Name Window will appear asking you to enter a new file name or select an existing one.
- After entering a file name click on  to begin the filing operation, or click on  to abort the process.

Filing All Attachments:

- Click on the  button.
- If you have checked the 'Default File Name & Directory' box, the attachments will automatically be saved to the default directory with their previous file name.
- If 'Default File Name & Directory' box has *not* been checked, a Select a File Name Window will appear asking you to enter a new file name or select an existing one for each of the attached files.
- After entering a file name click on  to begin the filing operation, or click on  to abort the process.

3.8.2 Launching Attachments

Launching an attachment file means trying to run the file or trying to run the program the file was created with. For instance, if you receive a Lotus spreadsheet as an attachment, the launch button would cause Lotus 123 to be started and the attachment file would be loaded into it. If the attachment is an executable file, the Launch button would try to run the application. To launch an attachment, simply select the desired attachment name, then click on the  button.

3.8.3 Viewing Attachments

The 'View Attachments' feature of HappyMail allows you to view the contents of attachments without filing the attachments first. The attachment viewer is designed to look at only three kinds of files: 1) straight DOS text files, 2) WordPerfect files (up to version 5.2), and 3) Microsoft Word files (up to version 5.0).

To View an Attachment:

- Select the attachment to view from the list of attachment names.
- If the attachment is a WordPerfect or MS Word file, select the check box.

- Click on the button.
- When finished viewing, click on the button.

To Print an Attachment:

- Follow the steps above to view an attachment.
- Select the button to print the contents of the View Window.
- When finished printing, click on the button.

3.9 Sending a Message

This feature is useful for sending messages which were previously composed. If a mail message is composed and saved without being sent, it will appear in the folder with a status of UNSENT. This is the only type of message which may be sent using the 'Send' command or the button.

3.10 Managing Folders

Banyan mail folders are used to separate a users mail box into smaller, more manageable units. The folders are managed (i.e. created, deleted, renamed and opened) via the Manage Folder window. To access this window, you must select 'Manage Folders' from the Utility Menu or click on the button. When all folder actions have been completed, you may exit the Manage Folder window by clicking on the button or by pressing the [ESC] key.

3.10.1 Creating a Folder

To create a new folder, simply click on the button, or press the [ALT-C] key combination. A window will then appear asking you to supply a new folder name. The name can use any alphanumeric character including spaces, but must be no more than 13 characters long. When you have finished entering a new name, click on the OK button or press the [ENTER] key.

3.10.2 Deleting a Folder

To delete an existing folder, first select the name of the desired folder using the mouse or the arrow keys. Once the desired folder name is highlighted, simply click on the button, or press the [ALT-D] key combination. If you delete a folder that is not empty, all the messages in the folder will also be deleted. Since this is not always the desired action, you will receive a warning if you attempt to delete a non-empty folder.

3.10.3 Renaming a Folder

To rename an existing folder, select the name of the desired folder using the mouse or the arrow keys. Once the desired folder name is highlighted, simply click on the button, or press the [ALT-R] key combination. A window will then appear asking you to supply a new folder name. The name can use any alphanumeric character including spaces, but must be no more than 13 characters long. When you have finished entering a new name, click on the OK button or press the [ENTER] key.

3.10.4 Opening a Folder

To open a folder, select the name of the desired folder using the mouse or the arrow keys. Once the desired folder name is highlighted, simply click on the button, or press the [ALT-O] key combination.

SECTION 4. Advanced Features

The advanced features detailed in this section are unique to HappyMail, and are **not** available in Banyan's DOS based mail interface. These features are designed to make HappyMail easier-to-use and increase its basic capabilities. None of these features, however, are required for the basic day to day operation of HappyMail.

4.1 HappyMail Address Book

The HappyMail address book is virtually identical to the Banyan address book with one major exception: the Banyan address book is limited to 1024 characters, while the HappyMail address book can stretch beyond 30,000 characters.

Both address books are available at all times while using HappyMail, and both are used in the same manner. To switch access from one book to another you must first open up the Address Book Window by clicking on the button or selecting Address Book from the Utility Menu*. To switch to the HappyMail Address book, click on the radio button marked HappyMail Address Book. The books will automatically switch.

*Note: The Address Book feature is only available while you are composing a mail message. The option will not appear on the menu while you are reading a message or viewing a folder.

4.2 Answer to All with Original Copy

The Answer to All feature allows you to include all the original recipients when you reply to a mail message. Normally, only the senders name is placed in the TO: field of a message. When you select the 'TO ALL' option, the original recipients are placed in the CC: field of your message.

The Original Copy feature allows you to include the text of the original message in your reply. All of the original text will be copied to your reply message before you begin editing. This can be very useful when your reply refers to items in the original message.

With the Original Copy feature, you have two methods of marking off the original text. You may choose to use a header and footer to bound the text and/or you may prefix each line of the original text with a short character string.

The 'Answer to All' and the 'Original Copy' features may be accessed from the Mail Menu, or the Answer button's default action can be changed to automatically use these features. To access these features from the menus, you must select Answer from the Mail Menu. Once selected, a side menu will appear with four options:

- To Sender...
- To All...
- To Sender with Original Copy...
- To All with Original Copy...

Simply select the desired option from the menu.

To have these features enabled when using the Answer button, you must modify the Answer Button Action from the General Options window. This window is accessed by selecting 'General...' from the Options Menu.

4.3 Automatic Certify

When the Automatic Certify option is enabled, all outgoing messages will default to certified. That is, whenever a new message is created, the certified option will be checked. The certified option may still be removed from the message at any time before it is sent. This option is designed for those who wish to certify most or all of their messages.

The Automatic Certify option is enabled from the Compose Options window, which is accessed by selecting 'Composing...' from the Options Menu. Simply select 'Automatic Certify' checkbox to enable it (a check mark will appear next to the item when it has been enabled). Selecting the option again will disable it.

4.4 Closing Signature

The Closing Signature option allows you to create a standard closing for your mail messages. By default, the closing signature is your Banyan name followed by the text "via HappyMail!". However, the signature may be modified and can be expanded up to 500 characters.

The closing signature may be modified from the Compose Options window which is accessed by selecting 'Composing...' from the Options Menu. To save the modified signature, select the button.

To add the closing signature to a mail message which you are composing, simply click on the button or press the [ALT-G] key combination. Your closing will be automatically appended to the end of your message text.

4.5 Sort Order

The Sort Order option allows you to change the order in which messages are sorted. This can be useful in finding a message in a crowded folder. You may sort your messages in any of four orders: by Date, by Subject, by Name, and by Status. Whenever the sort order is changed, all folders are re-sorted and the new order is displayed in the title bar of each Folder Window. The new ordering is saved when exiting HappyMail and remains in effect until manually changed back to the original order (by Date).

The sort order is modified from the Folder Options window, which is accessed by selecting 'Folder...' from the Options Menu. Then select the desired ordering and click on the button.


WARNING: Using a sort order other than the default (by Date), can result in poor performance, especially when users have lots of messages in their open folders.

4.6 Spell Check

The Spell Check feature enables you to check the spelling in the body of your outgoing messages. The spell checker features a 100,000 word dictionary and allows you to add words to your own personal dictionary.

To invoke the spell checker, you must click on the button or press the [ALT-P] key combination. Once invoked, the spell checker will scan through each word, stopping on those words not found in its dictionaries. The spell checker will then present you with the misspelled word, the most likely alternative word, and a list of all other alternatives in its dictionaries. You now have five options:

1. You may replace the word with one of the choices. Simply select the proper word from the list of alternatives, then click on the button.
2. You may edit the word and replace it with your modified entry. Type the new word into the 'Replace With:' field, then click on the button.
3. You may add the current word to your personal dictionary by clicking on the button.
4. You may skip this word by clicking on the button.

5. You can stop the spell checker completely by selecting the  button.

When the spell checker has completed scanning your mail message, it will notify you with a message detailing the number of words that were corrected.

4.7 Text Search




The Text Search feature enables you to perform a case-insensitive search through your mail box to find all messages which contain a specified string of text. In addition, you can set several parameters to limit your search, thereby increasing its speed. To invoke the text search feature, select 'Text Search' from the Utility Menu.

Parameters:

The search string can be one or more words or a portion of a word. The '&' function is also supported. It is important to not use quotes or spaces if they do not occur in the text you are searching for.

You may select any combination of folder names to search. Only the folders which are highlighted in the list of folder names will be searched. The default is to search the General folder only.

You may also limit the search by choosing to only search the 'Envelope'. In this case the word 'Envelope' refers to the text string which appears in the folder window. If you are confident the text you are searching for appears in the folder window when viewing the list of messages, then you should only search the envelopes. Otherwise, you should choose to search the entire 'Message Body'.

To begin the text search simply press the  button. As the text search progresses, any matches will be displayed in the Matches list box. If you wish to halt the search at any time, simply select the  button. Once the search has completed, any of the matching messages may be viewed by highlighting the message and selecting the  button. As an added convenience, the text search box may remain on the screen while you read your messages.

SECTION 5. Options

This section describes all the optional settings which are accessible to the user from the Options Menu. These options have been organized into five groups, according to the operations which they affect most: Composing, Folders, General, Printing, and Reading.

5.1 Composing

Options associated with composing mail messages are managed from the Compose Options dialog box, which is accessed by selecting 'Composing...' from the Options Menu. To save the changes you make, select the button. To lose the changes, select the button.

5.1.1 Automatic Certify

When the Automatic Certify option is enabled, all outgoing messages will default to certified. That is, whenever a new message is created, the certified option will be checked. The certified option may still be removed from the message at any time before it is sent. This option is designed for those who wish to certify most or all of their messages.

The Automatic Certify option is enabled from the Compose Options window, which is accessed by selecting 'Composing...' from the Options Menu. Simply select 'Automatic Certify' checkbox to enable it (a check mark will appear next to the item when it has been enabled).

5.1.2 Default Destination

The Default Destination option allows you to specify which destination will be highlighted by default when you select the OK button from a Compose Window. By default, the 'Send & Delete' option is highlighted.

5.1.3 Line Length

The Line Length option allows you to specify the number of characters per line in mail messages you create. The default line length is 78 characters which is equivalent to the line length used by Banyan's mail system.

WARNING: This option should not be changed unless you are noticing formatting problems with messages you are sending. Increasing or decreasing this value by too much can cause your outgoing mail messages to be incorrectly formatted.

5.1.4 Font

The Font option allows you to specify the font to display the message body in the Compose Window. The font is modified from the 'Select Font' dialog box which is accessed by selecting

the μ § button.

5.1.5 Signature

The Signature option allows you to create a personalized closing signature for appending to your outgoing mail messages. The closing signature is added to outgoing messages you are creating by using the μ § button from within the Compose Window. The signature can contain any alphanumeric character and any number of lines, but is limited to 500 characters in overall length.

5.2 Folder

Options associated with the Folder Window are managed from the Folder Options dialog box, which is accessed by selecting 'Folder...' from the Options Menu. To save any changes you make, select the button. To lose the changes, select the button.

5.2.1 Sort Order

The Sort Order option allows you to change the order in which messages are sorted. You may sort your messages in any of four orders: Date, Subject, Name, or Status. Whenever the sort order is changed, all folders are re-sorted and the new order is displayed in the title bar of each Folder Window. The new ordering is saved when exiting HappyMail and remains in effect until manually changed back to the original order (by Date).

WARNING: Using a sort order other than the default (by Date), can result in poor performance, especially when users have lots of messages in their open folders.

5.2.2 Font

The Font option allows you to specify the font to display the message summaries in the Folder Window. The font is modified from the 'Select Font' dialog box which is accessed by selecting the μ § button.

5.3 General

General options which are not associated with a specific window are managed from the General Options dialog box, which is accessed by selecting 'General...' from the Options Menu. To save any changes you make, select the button. To lose the changes, select the button.

5.3.1 Disable Warning Messages

The Disable Warning Messages option allows you to disable some of the more obvious warning messages. For example, when more than one message is selected and you attempt to print, file, or move the messages, you will be asked to confirm the operation. This confirmation message is eliminated if you have enabled the Disable Warning Messages option

5.3.2 Check for STDA

The Check for STDA option allows you to disable all use of STDA within HappyMail. This feature is designed for networks which do not use the STDA service or for those who are having temporary problems with STDA. This option is enabled by default, and should not be disabled unless you are receiving error messages regarding STDA.

WARNING: When this option is disabled you will not be able to access the StreetTalk Names window while composing a message.

5.3.3 Save and Restore Icon Position

The Save and Restore Icon Position option allows you to cause HappyMail to always appear in the same place when minimized. The default is not to save and restore the icon position.

WARNING: If this option is enabled, it is possible for other icons to be automatically placed on top of the HappyMail icon, thus hiding it from view. For best results when this option is enabled, the icon should be moved off of the bottom row where icons are normally placed.

5.3.4 Default Save Directory

The Default Save Directory option is used to specify the default place where HappyMail will save attachments and/or messages when you attempt to file them to disk. If you do not save attachments to the default directory, you must specify a path and file name every time you save one. When using the default directory the old attachment name is used and the attachment is copied to your default directory. This greatly simplifies and speeds up the process of saving attachments.

The path for the default directory may be modified directly or for convenience the path may be selected from a list box of drives and directories by selecting the μ § button.

5.3.5 Answer Button Action

The Answer Button Action option allows you to modify the default action of the Answer button. The button which appears in the Folder and Read window allows you to reply to any received message. By using this option to change the default action, you can force the reply to go to all the original recipients and/or you may include a copy of the original mail message in the body of your reply.

5.3.6 Original Copy Options

The Original Copy Options allow you to modify how the original mail message appears when you use the Original Copy option to include the original mail message in your reply. If the 'Use a Header & Footer' option is selected, the original message will have a header stating "- - - Original Message - - -" and a footer stating "- - - End of Original Message - - -". If the 'Use a Prefix String' option is enabled, each line of the original message will be prefixed by a short string of text (eg, the '>' character). When using this option you may specify your own string to use as a prefix. The prefix string is limited to 5 characters.

5.4 Printing

All options which are associated with printing are managed from the Printing Options dialog box, which is accessed by selecting 'Printing...' from the Options Menu. To save any changes you make, select the button. To lose the changes, select the button.

5.4.1 Footer Options

The Footer Options allow you to modify the appearance of the footer on all HappyMail printouts. By selecting these options you may add or delete the HappyMail Logo, the page number, and/or the date from all printouts.

5.4.2 Font

The Font option allows you to specify the font to use whenever printing from within HappyMail. The font is modified from the 'Select Font' dialog box which is accessed by selecting the button.

5.5 Reading

All options which are associated with reading messages are managed from the Reading Options dialog box, which is accessed by selecting 'Reading...' from the Options Menu. To save any changes you make, select the button. To lose the changes, select the button.

5.5.1 Delete Mode

The Delete Mode option determines the action of the Read Window when you delete the current message. The default action is for the Read Window to close whenever the current message is deleted. The other available options allow you to view the next or previous message in the current folder.

5.5.2 Font

The Font option allows you to specify the font to use whenever reading messages from within HappyMail. The font is modified from the 'Select Font' dialog box which is accessed by selecting the μ § button.