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INTRODUCTION

Wind-Mail is an E-Mail and Bulletin Board system that is designed to keep you and your network users informed.   With **Wind-Mail** you can send messages directly to another **Wind-Mail** user or post a bulletin on the **Wind-Mail** bulletin board for all users to read.

REGISTRATION

Wind-Mail is not public domain, nor is it free software.   You are granted a limited license to use this product on a trial basis.   You are also granted a license to copy **Wind-Mail**, along with the documentation, for the trial use by other users.   If you wish to continue using the product, you must send $25 per workstation to:

NickleWare ©
c/o Bradley Nicholes
15817 130th PL. S.E.
Renton, WA.   98058

We encourage you to copy **Wind-Mail** and share it with anyone who might be interested in better network user communication.

GETTING STARTED

REQUIREMENTS -
      Microsoft Windows 3.0 or higher
      Local Area Network configured with a shared disk drive
      IBM compatible PC 286/386 (network server and workstations)

Server Setup
Workstation Setup
Starting Wind-Mail for the first time

SERVER SETUP

Wind-Mail's data files must reside on a disk drive that can be accessed by all of your network users.   To the workstations, this server drive must appear as if it were another local disk drive.

Before proceeding make sure that you have Microsoft Windows correctly installed on the server.   Next create a directory called WINDMAIL on the server's shared disk drive and copy the **Wind-Mail** Administrator software into this directory.   Add the following entry into the WIN.INI file which is probably in the same directory where windows is installed.

[WINDMAIL]
DBPath=[drive]:[path]

The key word **DBPath** is set equal to the [drive] and full [path] including the trailing backslash, where the WindMail data file will reside.   For example:

[WINDMAIL]
DBPath=C:\WindMail\

This drive and path must be a shared device on your network as mentioned above.   A similar entry to the one above, will also have to be added to the WIN.INI file on each workstation.

When the above steps have been completed, **Wind-Mail** Administrator is ready to be started.   Simply start **Wind-Mail** Administrator from the **RUN...** menu selection of the Windows Program Manager or add it to a Program Manager group by following the directions in the Windows 3.0 manual for creating a group item.   **Wind-Mail** Administrator will then create all of the data files it needs to run, and place them on the drive and path that was specified in the above entry.

WORKSTATION SETUP

The workstation setup is much the same as the server setup with the exception that the **Wind-Mail** data files will reside on server's shared disk drive.

First make sure that Microsoft Windows is correctly installed on the workstation. Copy the **Wind-Mail** executible file into the same directory where Windows is installed. Make the following entry into the WIN.INI file:

[WINDMAIL]
DBPath=[drive]:[path]

The key word **DBPath** is set equal to the [drive] and full [path] including the trailing backslash, of the shared network server drive where the **WindMail** data files reside.   For example:

[WINDMAIL]
DBPATH=G:\WindMail\

G: is the name of the share drive and **\WindMail** is the full path name to where the Wind-Mail data files reside.   After these steps have been completed on the workstation and the data files have been created on the shared server drive, **Wind-Mail** is ready to be used.

STARTING WIND-MAIL FOR THE FIRST TIME

The first time **Wind-Mail** Administrator is started, all of the necessary data files will be created.   At this point the data files are emtpy and **Wind-Mail** Administrator knows nothing about who will be using the application.   An address will have to be established for each **Wind-Mail** user, so that **Wind-Mail** Administrator will know where to deliver their mail.

The first window to appear after starting **Wind-Mail** Administrator or **Wind-Mail**, is the LOGON window.   A user ID and password are required to access the **Wind-Mail** application.   To enter **Wind-Mail** Administrator for the first time, you will be required to enter the temporary user ID which is **SCOOB** (no password is required).   With this temporary user ID, you are granted limited access to create user addresses.   Once you have created at least one user address and **Wind-Mail** Administrator is exited, this temporary user ID is no longer valid.

Each user will be required to have a user ID and password.   The first time a new user logs on to **Wind-Mail**, they will enter their user ID, leave the PASSWORD field blank and enter a new password in the NEW PASSWORD field.   The user will then be prompted to confirm the new password.   From this point on the user will be required to log on with their user ID and password.

CHANGING THE PASSWORD

During the logon, a user may change their password.   To change a password, simply enter the user ID and the current password.   Then enter the new password in the NEW PASSWORD field.   **Wind-Mail** will prompt the user to re-enter the new password to confirm what was entered the first time.   Once the new password has been entered and confirmed, the old password is removed.

GETTING AROUND

All of **Wind-Mail**'s functionality is accomplished by selecting making selections from the FILE menu.   For example, to create a new topic, you would select TOPIC from the FILE menu and NEW from the secondary cascading menu under the TOPIC selection.   This will present the TOPICS entry window.   Once all of the data has been entered into the appropriate fields, click on the SAVE pushbutton in the upper left corner of the TOPIC window.   The new topic will then be saved in the database.   When OPEN is selected from the secondary cascading menu, a list box will be displayed that contains all of the currently defined records for the selected item.   After making a selection from the list box, the record is retrieved from the database and presented in an entry window.

BULLETIN BOARD AND MAIL WINDOWS

The BULLETIN and MAIL entry windows contain two push buttons which allow the user to relate a bulletin or mail message with one or more topics or addresses respectivly.   The ADD button will move the selected item from the TOPICS or ADDRESS list box to the RELATED TOPICS or SEND TO list box .   The user may choose one or more selections from the list box to relate to the current topic or mail message.   Any one of the selections that are displayed in the RELATED TOPICS or SEND TO list box, may be removed by highlighting the selection and clicking on the REMOVE push button in the entry window.

READ BULLETIN - After choosing READ from the secondary cascading under the BULLETIN selection, the TOPICS list box is presented with all of the currently defined topics. Choose a topic by highlighting the selection and clicking on the SELECT push button.   The BULLETINS list box will be presented with all of the bulletin titles that currently have the selected topic assigned to them.   Choose a bulletin in the same manner as described above for TOPICS.   The complete bulletin will be displayed in the BULLETIN display window.   At any time the TOPICS list box or BULLETINS list box may re-displayed by clicking on the LIST or BULLETIN push button.

NEW MAIL LIST - Whenever mail is sent to a user,   the receiver's **Wind-Mail** application title bar will begin to flash.   The user can read the mail by selecting READ from the secondary cascading menu under MAIL menu selection.   The NEW MAIL list box will be displayed with the most recent mail displayed first.   To read or reply to the mail, highlight a selection by clicking on it, and then click on a READ or REPLY push button.

If the READ push button is selected, the READ MAIL display window will be presented. This window will display the mail message as well as who sent it and the time and date the mail was sent.   The REPLY push button will present the NEW MAIL window with the SEND TO list box containing the reply address and the SUBJECT field containing the mail subject.   The user may then enter a reply and send it as described above.

ADVANCED FEATURES

CLIPBOARD - The clipboard is a convenient way of transfering data between **Wind-Mail** and other Windows application or between different **Wind-Mail** windows.   To use the clipboard functions simply highlight any text that is displayed in an entry field, pull down the EDIT menu and choose COPY or CUT.   The COPY function will place a copy of the highlighted text on the Windows clipboard.   The CUT function also places the highlighted text on the clipboard and also removes it from the entry field.   To restore text from the clipboard, place the I-beam cursor at the position inside an entry field where the clipboard text should be inserted or appended.   The pull down the EDIT menu and choose PASTE.   The clipboard text will be placed in the entry field at the cursor position.

BULLETIN CROSS REFERENCE - **Wind-Mail**'s ability to assign more that one topic to a bulletin, allows the user to cross reference the bulletins for easier access and greater information availability.   For example, the following BULLETIN/TOPIC assignments could be made:

```
BULLETIN #1 --->     TOPIC #1
                     TOPIC #2
                     TOPIC #3

BULLETIN #2 --->     TOPIC #2
                     TOPIC #3

BULLETIN #3 --->     TOPIC #1
```

Selecting READ/BULLETINS, as described above, will present the TOPICS list box containing TOPIC #1, TOPIC #2 and TOPIC #3.   If TOPIC #2 is choosen from the list box, both BULLETIN #1 and BULLETIN #2 will be displayed in the BULLETINS list box.   If BULLETIN #1 is choosen for reading, the complete bulletin will then be displayed including all of the other topics that have been assigned to it.   Notice above that BULLETIN #1 and BULLETIN #3 have TOPIC #1 assigned to them.   This means that further information could be found by reading all bulletins (which includes BULLETIN #3) that are related to TOPIC #1.

GLOSSARY

ABOUT - Select ABOUT for more information about Wind-Mail.

ADDRESS - User addresses describe each Wind-Mail user and tells Wind-Mail where to send the user's mail.

BULLETIN - Bulletins are public messages that are posted for all users to read.   Each bulletin is assigned one or more topics.   By relating a bulletin to more than one topic, the bulletin's topic list can be used as a cross reference to other bulletins.

BULLETINS - Select BULLETINS during a READ/BULLETINS operation to return to the bulletins selection list box for a particular topic.

CLEAR - Select CLEAR to clear the selected text from an entry field.

CLOSE - Select CLOSE to close an entry window.

COPY - Select COPY to copy the selected text from an entry field to the clipboard.

CUT - Select CUT to cut the selected text from an entry field to the clipboard.

DELETE - Select DELETE to delete an already existing Topic, Bulletin, Mail Message or User Address.

EXIT - Select EXIT to exit Wind-Mail.

HELP - Select HELP the get this text.

LIST - Select LIST during an OPEN or READ operation to return to the selection list box.

MAIL - Mail messages are private messages sent to a particular user address or group of addresses.   These messages can only be read by the addressee.

PASTE - Select PASTE to paste clipboard text at the current cursor position.

PRINT - Select PRINT to print a Topic, Bulletin, Mail Message or User Address.

READ - Select READ to read an existing Topic, Bulletin, Mail Message or User Address.

SELECT ALL - Select SELECT ALL to select all of the text in an entry field.

SEND - Select SEND to send a new mail messasge to a user Address or group of user addresses.

SAVE - Select SAVE to save a new or already existing Topic, Bulletin or User Address.

TOPICS - Topics are used to categorize all of the bulletins placed on Wind-Mail's bulletin board.   A user can create as many different topics as necessary.

UNDO - Select UNDO to undo user input.

UPDATE - Select UPDATE to update an existing Topic, Bulletin, Mail Message or User

Address

ENHANCEMENTS

The following is a list of the new features and enhancements that have been included in version 2.0 of **Wind-Mail**:

- **o** Addition of Windows 3.0 Help Manager
- **o** Addition of cascading menus.
- **o** The user password on the Logon window is masked out.
- **o** Proportional system font.
- **o** Increased list box capacity.
- **o** Printing bugs have been fixed.
- **o** Dialog menus have been replaced with pushbuttons to allow for easier access.
- **o** The **Divide by Zero** error when pulling down the Edit menu has been fixed.
- **o** **Wind-Mail** is fully Windows 3.0 compatible.
- **o** Color icons.

EXITING

When you have finished using **Wind-Mail**, you should exit via the EXIT from the main window's FILE menu.   If you forget and turn your computer off before exiting, **Wind-Mail** can not guarantee that the messages and bulletins have been saved completely.   It is very important that you always exit **Wind-Mail** via this selection.

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