

# NETcetera II - Mail System - Contents

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# Setting up the Mail System for your users

All configuration settings for **NETcetera** (Mail, News and General) are User-specific. Thus each user can have totally different settings to any other user.

The **Mail Configuration dialog** is accessed in one of three ways:

1. From the menu, Configure-->Mail
2. Press the "Toolbox" icon and select the "Mail Configuration" button
3. From the keyboard, press CTRL+M

You will be presented with a series of tabbed 'cards', on top of each other: press the tab for the relevant 'card', which will be brought to the front. Each deals with a separate area of the setup. In many cases, there is a button to immediately update the options: this saves having to restart under that user to activate them.

The available "Tabs" are :-

<u>Email Setup</u> details	-	Set up the current users Email addresses, mail servers and SMTP/POP3
<u>POP3 Setup</u>	-	Enter the required details for a POP3 mail account
<u>Mail Preferences</u>	-	Set up the way this user prefers to operate their mail system
<u>Mail Redirection-</u>	Allows	redirection of incoming mail to different <b>NETcetera</b> II users
<u>Mail Filters</u>	-	Multi-option mail filtering configuration including Mail Kill facility
<u>Mail Cacheing</u> (386/?)	-	Advanced options designed to speed up operation on slower machines
<u>Mail List Windows</u>	-	Default options for Mail List windows
<u>Mail Folders Window</u>	-	Default options for the main Mail Folders Window

## Advanced Editing in the Mail System

**NETcetera** simplifies the process of writing e-mail by allowing you to access various resources at the same time, and it is possible to move text around between these very easily using the Windows clipboard.

Suppose you started from the Mail Folders window, and are composing a mail message, working in a Mail Editor window. Provided you are working from the same folder, it is possible to open several "Read Mail" editors, enabling you to access their contents, and copy any part of them into your current piece of writing.

Equally you can call another editor using the button on the tool bar, and copy text from there to the clipboard and paste it into (say) an outgoing mail message - or vice versa.

Messages can be saved to a new file if you wish,. This menu option is available from various windows' menus, Current-->Save Message, or simply by pressing 'F'. (Note that it is not available from the "All Folders" 'folder'.) This opens a dialog box whose principles of operation should be familiar to you. You can either save as a new file, or append to an existing file: this latter means that the message will be added on to the end of the existing file, without overwriting any of the contents of the file.

### **Advanced Editing.**

We have previously looked at the "Include File" facility, which allows the importation of a file into a message. **NETcetera** further simplifies the process of writing e-mail by allowing you to access various resources at the same time, and it is possible to move text around between these very easily using the Windows clipboard.

Suppose you are composing a mail message, working in a Mail Editor window. Provided you are working from the same folder, it is possible to open several "Read Mail" editors, enabling you to access their contents, and copy any part of them into your current piece of writing. Equally you can open an editor to view the contents of a previously written message, whether this is in the MAILENT or the OUTGOING folder, and copy selected text from there via the clipboard. Or you can copy text from a later message via the clipboard into a previously written, but not yet sent, message ie one in OUTGOING.

As if that were not enough there is the General Text Editor, accessed from an icon on the toolbar. This allows new text to be composed, or loaded from disc, which can then be marked and copied to any Mail Editor via the clipboard.

# Mail Configuration - Email Setup

## Your full Address.

Enter the complete e-mail address of the user: this will probably have a form like one of the following:

iant@datamen.demon.co.uk  
bc01@cityscape.co.uk  
123abc@def.com

Note that the folder used by this user will be the internal **NETcetera** user name (maximum 8 characters), but the actual online user name can be different. eg the internal **NETcetera** user name may be NETCETRA, but any one of the above addresses could be entered, and mail addressed to it would arrive by default in folder NETCETRA.

If you entered iant@datamen.demon.co.uk, confirmed the setup, closed and reopened the configuration, you would see that the user name above the full address box read "iant". In this instance, mail addressed to netcetra@datamen.demon.co.uk would also arrive in this folder, though the situation with the other addresses is more complex.

## Mail Gateway(s)

This refers to the mail machine(s) you wish to use for sending and receiving mail. This should usually be the one given by your Internet Provider, from which you will also receive incoming mail.

As there might sometimes be problems due to breakdown or congestion, it is possible to enter alternatives, and for these to be tried by **NETcetera** FOR OUTGOING MAIL ONLY. Incoming mail can only be received from your designated mail machine.

To add a new gateway, press "Add New", enter the name and press "Add New Gateway". You can enter an IP Address (in the form xxx.xxx.xxx.xxx) but it is advisable to use a name, which will usually remain unchanged, whereas the IP Address for a given name may change in the future. See the section on the HOSTS file in the Winsock documentation.

"**Default Gateway**" refers to the one which will be tried first: open the drop-down box and select one, usually that of your provider.

If you want replies to your mail sent to another e-mail address, enter this in the "Reply To" box.

## SMTP or POP3

Check whichever of these applies to you: you should have this information from your Internet Provider. They relate to two different ways of receiving mail.

**SMTP:** when you dial in, your provider's login software automatically sends a signal to the mail machine, and after a pre-set interval (typically between 10 and 30 seconds) this signals your SMTP server. If you have this running (and if you have checked "Check for new mail" in the Online Operations dialog this will be the case) it will respond, signalling its presence and willingness to receive incoming mail. This process is subject to some vagaries: if you have connected to your provider before starting **NETcetera**'s online software, this signal may come too soon, and it will be some time before your provider's SMTP server tries again. Equally, if your provider is busy, there may be a long delay before the signal is sent to you, and you may already have logged off.

Note that **NETcetera**'s SMTP server has a timeout: if no mail has been received for a set interval, it will close automatically. Currently this interval can only be altered by manually editing the NETCSYS!.INI file. It is set at 60 seconds: if you wish to change it (having looked carefully at the way your provider's SMTP client works in practice) load this file into a text editor and look in the [GENERAL] section for the entry:

SMTPTimeout=60

If you changed this to SMTPTimeout=120, it would remain active for 2 minutes.

**POP3:** works by **NETcetera** sending a signal to 'wake up' your provider's software, and this can be done at any time you are online. A user name and password are then automatically sent to your provider, and your new mail is then sent. This system is preferable if available, though it may cost more than SMTP.

# Mail Configuration - POP3 Setup

You can only access this if you have checked "POP3" in the 'E-mail Setup' section.

Enter your login name, password and POP3 host: these are the ones your provider will have given you, though in most cases at least the user name should match your **NETcetera** username. The POP3 protocol allows you to collect your mail without removing it from your mailbox (at your provider). If you want to do this then leave unchecked the box "Delete Mail from Server (after delivery)" box. However, this mode or operation is not recommended as you will continue to receive multiple copies of the mail each time you log in.

You can also have your mail automatically collected periodically if you wish: check the "Auto-check for mail every" dialog box and set a suitable interval in the spin control. If you are online, then your provider's mail machine will be contacted and any outstanding mail collected. If you are not online, then your Winsock will be called, and after a successful connection to your provider, mail will be collected. This facility may be of most use to those using **NETcetera** on a network, or those on a dial-up link who have frequent incoming mail.

Note that this facility is not available for those using SMTP mail.

# Mail Configuration - Mail Preferences

## **Save Outgoing in MAILENT Folder.**

Once an outgoing mail message has been sent, a copy will be placed in the MAILENT folder: if required this can later be moved to any other folder. If unchecked, no record will be kept of mail sent.

## **Cycle through Mail Gateways on Failure.**

If for some reason (breakdown, congestion), a connection cannot be established with your default mail gateway, the next on the list (if present) will be tried. This will only effect the sending of OUTGOING mail. Note that some mail gateways run by those other than your provider may or may not be available to you: check this before trying to use them.

## **Save Deletions in DELETED Folder**

Items deleted will be transferred to the DELETED folder, from where they can later be removed entirely from the system. A good idea, in case you delete something you later find a need for.

It is intended that there will be an option to automatically remove items from the DELETED folder automatically once they have been there a specified time, but at the time of writing this has not been implemented.

## **Check for/Notify of MiMe attachment.**

If a program or other file has been MiMe-attached to an incoming mail message, you will be notified of it. Best left checked to avoid missing them.

## **Flag Mail as Seen by Autoviewers.**

If checked, then once seen in an autoviewer (Mail Lists or Mail Folders) an incoming mail message will be marked as Seen, and thus will not later be visible in the Message List if the filter is set to "New".

If unchecked, then mail is only marked as Seen by one of the two following:

1. Marking 'S' in the Mail Lists or Mail Folders, while the filter is set to "All".
2. Viewing in the Mail Read editor by pressing the 'Read/Reply' buttons in Mail Lists or Mail Folders.

## **Automatically Load received mail.**

If checked, mail will be integrated fully in to **NETcetera** immediately on arrival, and can thus be viewed.

If unchecked, mail will be 'parked' in the \MAILIN directory, and will not be visible. It can be loaded by using the menu option Configure-->Database Utilities-->Load received mail messages or by pressing ALT+L while in the Mail Folders or Mail List windows: note that ALT+L while in the main newsreader window loads new incoming news items.

## **Allow Deletion of Unread messages.**

Messages still marked 'N' may be deleted: they may however have been viewed in the autoviewer.

## **Show Addresses in Editor on Loading.**

Address information is available above the viewing area in the editors (Compose New, Read Mail and Reply). This can be hidden or shown using the up/down arrow to the right of the toolbar.

Checking or unchecking this option ensures that it is always shown/hidden when the editors are first opened. Even if changed during use, on next opening the editor, the setting will be as set here.

## **Open Mail Windows at Last used Folder.**

Mail List and Mail Folders windows will be opened with the last used folder open.

## **Warn of multiple recipients in Editor.**

If you reply to a message which has also been sent to other people, you will be warned of this, and given the opportunity to send your reply to them as well.

If unchecked, no warning will be given, and the reply will only be sent to the sender (as identified by the Reply-To: line in the header, or if this is not present, by the From: line).

#### **Show Mail Icon for new mail ONLY.**

If checked, the 'letterbox' icon will appear to the right of the toolbar when new mail comes in. Double-clicking on it will cause it to simply disappear. This works exactly the same whether using SMTP or POP3, but may be particularly useful if using regular mail collection under POP3 (not available under SMTP): new mail comes in, double click the icon and it disappears. If more new mail comes in, the icon appears again.

If unchecked, this icon will appear when new mail comes in, and will only disappear when it has all been marked as Seen. Double clicking on this icon will open the Mail Folders window, if it is not already open.

#### **Tool Bar Button.**

The button for Mail (the extreme left hand one) can be set to start either the Mail Folders or an instance of the Mail List.

#### **Mail Logs - Incoming.**

If required, a record can be kept of mail received during online sessions by this user, and it's destination folder: this will be held in a file in the **NETcetera** base directory (typically C:\NETC) called username.log (eg john.log). This can be useful to trace the destination of mail, particularly where there are several users, perhaps with complex mail filtering and redirection.

The previous file can be overwritten by a new online session, or the information can be appended to the end of the existing file. In the latter case, the files can become extremely large, and may need to be trimmed or deleted from time to time.

Mail logs can be viewed using the menu option General-->View Mail Received Log.

#### **Mail Logs - outgoing.**

This will record mail being sent out, but this has not been implemented at the time of writing.

## Mail Configuration - Mail Redirection

Like the mail filtering, this refers to online sessions by this user only, so it may be necessary to configure other users similarly.

This enables you to redirect mail from one user to another: press "Add New", select the user names in each of the drop-down boxes, and press "Save". This might be useful in various situations, eg you send standard mail out from a user called 'Sales' but want to receive all incoming mail in response to it under another username, maybe 'Pete'.

# Mail Configuration - Mail Filters

This is a facility to enable mail satisfying certain criteria to be directed into a folder other than that labelled with the user name to whom it is addressed, or to be destroyed immediately, without being seen - KILLED. But beware !!! The KILL facility will destroy mail so that you can never retrieve it, so should be used with great care.

This refers to online sessions by this user only, and if you have several users who go online to get new mail from the same mail machine, it will be necessary to see that each is configured similarly in this respect.

In each case, press "Add New", complete the relevant boxes, select the destination folder (the KILL folder if you want to destroy the mail) from the drop-down box and press "Save New".

The three following areas can be defined:

## **The recipient of the Mail, as given in the To: line.**

This could be so that mail sent to a particular user is fed into a particular folder: eg mail redirected from user 'Sales' to user 'Pete' is placed in folder SALES rather than PETE, where it can be read by Pete, separately from other mail.

This can also be useful if you receive mail from a mailing list (such as a listserver) The To: lines of all such messages are often the same, something like:

To: Multiple Recipients of the Gerbils Mailing List.

Thus, although you have given your e-mail address in subscribing to the list, all messages come in addressed as above, and can be filtered into the GERBILS folder.

## **The Sender of the Mail, as given in the From: line**

So that you can place mail from mike@hilltop.nowhere.com into a folder you have created called MIKE. If you have a From: line in an incoming message such as:

From: Ian Turner <bc01@cityscape.co.uk>

you would enter only the part between the < and > signs ie bc01@cityscape.co.uk into the "Sender" box.

## **A word or series of words occurring in the Subject: line**

So that you can place mail containing the word "Gerbils" anywhere in the subject line into a folder called GERBILS. If you check the "Match Subject Case" box, then for instance 'Gerbils' will be filtered, but gerbils will not. If you enter 'Cooking Gerbils' here and check the "Match Whole Subject" box, then subject lines like 'Breeding gerbils' and 'Gerbils' will not be affected, but 'Cooking Gerbils' will be filtered into (say) folder CUISINE. Note that in this instance a subject line like 'Cooking gerbils in wine' would not be filtered either.

Any of the above can be used to KILL a mail message, rather than place it in an alternative folder, which might be the best way of dealing with anything to do with cooking gerbils - they are much better eaten raw.

If you have entered definitions for Subject and Sender, then that would be treated as "AND" ie such a subject definition from ONLY that sender will be redirected.

If you want to filter all mail from that sender, set up a definition only including their e-mail address; if you want mail from anyone on this subject to be redirected, again set up a separate definition based only on the subject.

Be careful not to set up too many inter-related redirection criteria: this is only a fairly basic facility, and could get confused. Also note that the Sender (From:) line is treated like an index: if you enter ian, then this would affect ian@nowhere.flibble.com and iant@datamen.demon.co.uk. This would be fine if this was a single individual using two different accounts, but perhaps not what you really want if it is actually two separate individuals from whom you want the mail handled differently. It is better to enter the full e-mail address to avoid confusion.

"Wildcards" (using symbols like \* and ?) do not operate here, but will be accepted literally.

# Mail Configuration - Mail Cacheing

## General Explanation.

The mail and news items are held in databases, and when there is any change (one is added or removed, marked to Keep, or as Seen) this information is recorded in the database disc files. This makes for maximum security: in the event of a power failure or 'glitch' your information is safe. However, it makes for slow operation: each time you go to another message or news article, it has to be read from the disc by **NETcetera**, an operation which occurs at a 'high' level - this means that instructions for a small piece of information to be obtained have to be translated down to the machine's level and actioned. This can make for slow operations on older machines.

Cacheing enables most or all of the immediately needed information to be held in your computer's memory (RAM), from which it can be retrieved extremely quickly. The disadvantage is that should there be a 'glitch' it could be lost, as RAM loses it's memory when it's power supply is disrupted. **NETcetera** has two systems for reducing the risk of this while using cacheing to speed things up enormously.

For each user, there may be a suggested cache size for news and mail: These figures may change if the amount of information in the database changes eg you download or expire a great deal of news. It is suggested that if you have 8mb of real memory you set these both to 500 and ignore them, otherwise you set your cache to a size as close to these values as is reasonable to optimise your performance. If you have small or no cache in use, then data is 'flushed' to disk periodically, which can slow your system down.

# Mail Configuration - Mail List Windows

This enables configuration of the two possible instances of the Mail List window; each one can be different in some aspects.

## **Show Message Totals.**

Shows to the right of the folder name the total of messages in that folder, whether Seen or New. Leaving this option unchecked speeds up the loading of the window a little on slow machines.

Note that there is also a message counter above the sorting buttons (Subject, Sender, Desc. Date, Asc. Date): this shows the position of the current message in the total displayed in the message list pane. For example if you have 6 messages in the current folder, the first 2 of which are Seen, you would see something like the following, depending on how the filter is set (All, Seen, New):

All     3 of 6  
Seen   1 of 2  
New    1 of 4

## **Auto Refresh On**

The screen will be updated after most tasks to keep it up to date: this may slow things down on slow computers and can be unchecked if this occurs. Updating will only occur after certain operations.

This can be reset from the menu for each Mail List window, for the current session only, but if closed and reopened, it will be set as in this configuration.

## **Allow Deletions in Mail List Windows.**

By leaving this unchecked you can prevent mail being deleted in the two Mail List windows.

# Mail Configuration - Mail Folders Window

## **Show Message Totals.**

Shows to the right of the folder name the total of messages in that folder, whether Seen or New. Leaving this option unchecked speeds up the loading of the window a little on slow machines.

Note that there is also a message counter above the sorting buttons (Subject, Sender, Desc. Date, Asc. Date): this shows the position of the current message in the total displayed in the message list pane. For example if you have 6 messages, the first 2 of which are Seen, you would see something like the following, depending on how the filter is set (All, Seen, New):

All     3 of 6  
Seen   1 of 2  
New    1 of 4

## **Auto Refresh On**

The screen will be updated after most tasks to keep it up to date: this may slow things down on slow computers and can be unchecked if this occurs. Updating will only occur after certain operations.

This can be reset from the menu for the Mail Folders window, for the current session only, but if closed and reopened, it will be set as in this configuration.

# Mail - A Tutorial

For the purposes of this tutorial it is necessary to check the new user's setting and change their defaults etc. You will need to log in as that user and then configure the mail. You can Go to Menu: Configure-->Users-->Login. But it is much easier to use the toolbar button "Switch to a different User" (the portrait button). Open the drop-down box for the users, click on your new user name, click in the password box and enter that (if you configured one) and click on login.

Now you can either press CTRL-M, or Go to Menu: Configure-->Mail, or, perhaps easier, press the toolbar button "Configuration", then "Mail Configuration". You will find a neat little "stack" of cards, one under the other. Pressing on the labelled tab on each will bring it to the top of the pile. You only need to deal with the following for now:

## "Mail Preferences".

There are a number of options which may be checked or unchecked: make sure that they are all checked, with the exception of "Flag mail as Seen by Autoviewers" and "Mail Icon for new mail only". Also see that the option "Mail Folders" under "Tool Bar Button" is checked.

Press "Reset General Options Now".

"E-Mail Setup" has the "User's Name:" already entered for you. If you want to change this, enter the "Mail Address:" in the form: username@host.domain eg John@trousers.demon.co.uk

Check the SMTP or POP3 button under "Receive Mail using", depending on which type of mail service you have from your provider.

*HINT: SMTP and POP3 are two different ways of sending and receiving mail, and you must normally use one or the other. Your provider will tell you which is available to you: if both are available, we suggest that you use POP3.*

If you want to delete any of the Mail Gateways(s), press the DELETE button. You will be asked to confirm that you want to remove it. To enter a new one, press the ADD NEW button. Enter the name in the dialog displayed, and press the ADD MAIL GATEWAY button. Use the name of the mail machine (gateway) you will be using: you should have this info from your provider. If more than one is available to you, we suggest that you enter them all. If necessary select the one you want to be used as the default - ie the one to be tried first.

*HINT: The default mail gateway should normally be that of your provider, as that is where your incoming mail is stored. You cannot generally get it from someone else's mail gateway. The reason for cycling through gateways is that if this first one is unreachable (through breakdown or overloading) all outgoing mail can at least be sent. In theory it is possible to send mail via a mail gateway on the other side of the globe, though it is not recommended!*

You can enter an IP Address in the format xxx.xxx.xxx.xxx rather than a name here if you wish, but it might be better to use a name: the address may be changed in the future and cause problems. See the section on the HOSTS file in the WINSOCK information in the Help system for further information.

If you want replies written by this user to be sent elsewhere, then enter the full e-mail address in the box "Reply To:". This will mean that the header of any messages sent will contain the lines (for example):

From: john@trousers.demon.co.uk  
Reply-To: maisyl@xyz.com

Most users will want to leave this alone. It will be of most use to Single User Accounts who have set up one or more aliases with their provider.

Press "Reset Email Details Now".

### "POP3"

If you have checked this, the tab for this card will be ungreyed, and if you haven't already completed these details or want to change them, you will need to follow the instructions in this paragraph. Enter your login name and password: these are the ones your provider will have given you, though in most cases at least the user name should match your **NETcetera** username. The POP3 protocol allows you to collect your mail without removing it from your mailbox (at your provider). If you want to do this then leave unchecked the box "Delete Mail from Server (after delivery)" box. However, this mode or operation is not recommended as you will continue to receive multiple copies of the mail each time you log in.

Press "OK", to exit the mail configuration.

There are lots of other things that can be configured, but leave these for now: you can come back here later when you are more familiar with **NETcetera**, and have referred to the documentation on the Mail Configuration.

There are a couple of things you need to check in the General Configuration: you can either press CTRL-G, or Go to Menu: Configure-->General, or, perhaps easier, press the toolbar button "Configuration", then "General Configuration". Again you will have a stack of 'cards'.

### "Startup Defaults"

Check "Open Folders Window" - do not at this stage check any of the other options in this area, as you will get multiple windows opening on startup, and may have trouble telling one from another.

Only if you use more than one Internet provider, check the box "Run Comms configuration .PIF on loading/changing Users". You MUST refer to the WINSOCK information in the Help system for information regarding setting this up, otherwise you will encounter problems.

Press "Reset Startup Options Now"

### "Online Options"

Check only the options to "Send Outstanding Mail" and "Check for New Mail".

Do NOT check the option "Autoload TCP Stack".

*HINT: **NETcetera** has been used extensively with Trumpet Winsock v2.0 rev B. which has generally worked very well. Other Winsocks ("stacks") might not be so successful, depending on the detailed way in which they work, and if you have problems, you may need to play around with the configuration. Trumpet is a "blocking stack" and thus the above arrangement works, but a "non-blocking stack" will probably need the above option to "Autoload TCP Stack" checked.*

At the time of writing several versions of Trumpet 2.1 have been released, but there have been problems with some of them. The latest is 2.1f which is reportedly stable, but it has not been tried with **NETcetera**. If problems are encountered which could be attributed to this product, it is suggested you revert to v2.0 Rev B to see if they clear.

Press "Reset Online Options Now" and the "OK" to close the General Configuration.

Again, there are lots of other things that can be configured, but leave these for now: you can come back here later when you are more familiar with **NETcetera**, and have referred to the documentation on the General Configuration.

It is now necessary to configure the Postmaster user name similarly to the above: this is the user who will

receive any mail for which **NETcetera** is unable to find a logical destination. Change user to POSTMAST and go through the Mail Configuration as above - by now you are an expert on this, so it will only take a moment ! You can leave other aspects of POSTMAST's configuration for now.

# Starting to use Mail

## A gentle drive around the block.

If the Mail Folders window is not already open, press the Mail icon on the toolbar. This will, at last, open an interesting window on this vast expanse of white: the main Mail Folders window where you will normally perform most of your mail operations.

You are currently logged in as your new user: if you have not already done so, the first thing to do is to go and get that example mail lodged in \mailin and load it into the mail database. It cannot be seen in **NETcetera** until that is done. If you created a user during installation, then there will be 5 test messages waiting for that user. If you chose not to create a user, then some of this tutorial will not relate exactly to what you see, though there will be 5 General messages (visible to all users) in the POSTMAST folder.

There are two ways this can be done, either from the Menu: Current-->Load Newly Received Mail, or simply by pressing ALT+L.

Now try maximising the Mail Folders window, (press the little box at the top right with an up-arrow on it) to fill the whole of the white space.

Return it to it's previous size by pressing the little button near the top right, with the up and down arrows on it.

Try minimising it (little box at the top right with a down-arrow on it): it will form a labelled icon near the bottom of the white space.

Double click the icon to return to it's previous size: try adjusting it to a size and position that suits you. You may like to use it maximised as this gives the most useful space.

*HINT: As you undertake various operations, the database will be checked each time, and the screen display kept up-to-date. However this can cause delays if you have a slow computer. If you find this irksome, go to the Menu--> Current-->Auto Refresh Window and uncheck it, then only certain actions will refresh the display from the database. CTRL+R has the same effect.*

If having done the above the display 'lags' you can always update it by doing something like clicking on the current folder or one of the Sort buttons. Note that each window is treated separately for this purpose, so you can have some auto-refreshing and others not.

The left-hand pane of this window is a list of the available folders (you can add to these later if you wish). The ones which exist at present are:

ALL FOLDERS	A general view of ALL your mail showing which Folder each message is actually in.
JOHN	The new user you have configured.
MAISENT	Mail which has previously been sent out.
OUTGOING	Mail which has been written, waiting to be sent.
POSTMAST	The user who receives all mail sent to non-existent users.
DELETED	If configured to do so, deleted mail is stored here until you remove it

Click on them in turn: they should all be empty, except the one which bears your user name, and you will see the list of 5 New test messages you just imported in the right-hand pane, each marked 'N' . Note that three icons may be seen to the left of the folder name:

Plain yellow icon: Folder empty.

"Envelope" icon: Mail in folder, all Seen.  
"Letterbox" icon: Mail in folder, at least some Unseen.

Now press "Auto View" and the lower part of the window will show the text of the currently highlighted message. Press the same button (now labelled "Close View") and the Autoviewer will disappear, and the other two panes will fill the window. Activate the Autoviewer again.

To the right of the button bar is an arrow which may point up or down: pressing this exposes or hides an "information and controls" panel: when you do not need immediate access to these, it can easily be hidden giving more space for the lower part of the window. CTRL+D also does this for keyboard users

Also the main button bar on the window (not the main toolbar) can be shown or hidden in a similar way: try pressing CTRL+B or right clicking the mouse in the top panel

For the moment, set these so they are visible.

There is a box showing the total number of folders, and the number of messages in the current folder, and if you click on a different message in the Message List pane, you will see the numbers change: "1 of 5", "2 of 5" etc.

Now press each of the buttons: "Subject", "Sender", "Desc. Date", "Asc. Date", and see how the order of the messages changes to fit each type of sorting.

*HINT: You can set or change this at any time to whatever suits you best. If you get a lot of messages with a particular subject line, sorting by subject will group them together, making it easier to look through them. If you only pick up your mail occasionally, sorting them by Ascending or Descending date may be better, so that you can first look at, and respond to, those which are oldest.*

Note that each of these messages is marked "N" as they are New (Not seen). Check each of the buttons in turn: "All", "Seen", "New" and see how they are visible only when the first and last are checked. Select "All", highlight a message and press 'S'. It will be marked (S)een, and if you check the buttons in turn, you will see that this one is only visible when the first two are checked.

Now press F2, F3 and F4 in turn and see how the band above each pane changes colour, indicating that this pane has the focus: the use of the arrow keys, PgUp and PgDn enables you to move up and down the pane which has the focus.

Whichever pane has the focus, the following keys have the same effect, try them:

'H' shows the header as well as the text ('body') of the currently selected message in the autoviewer. Pressing 'H' again hides it. Checking or unchecking the "Headers" box above has the same effect.

F5 highlights the next message in the list.  
F6 moves to the previous message in the list.

Let us now read one of the New messages properly: You can either double click on a mail entry in the list, highlight and press the "Read Mail" button, or press ALT+R. (If the focus is in the Autoviewer pane, the button caption will say "Reply", and you can also just press the ENTER key) A whole new Mail Editor window opens, giving much more space to view the message. Again there is a down/up arrow for showing or hiding the details panel at the top, and a "Headers" box which can be checked/unchecked to display/hide the header information too. Again 'H' works just the same.

The information bar shows various information about the message which has been extracted from the header. There is also a button marked "Add Address": this is for adding the address of the sender to your address book, if you do not already have a note of it. We shall cover the address book later, so leave

this for now.

Press CTRL+TAB, and you will be returned to the Mail Folders window: this is a standard Windows function. However many windows you have open (and when you are more experienced with **NETcetera** you may find it useful to keep several open at a time), you can cycle round them by repeatedly pressing CTRL+TAB. We only have two windows open at the moment (Mail Folders and a Mail Editor), one is behind the other: at present, the Mail Editor window is behind the Mail Folders window.

Equally you can have one or more windows minimised. Try minimising the Mail Folders window, and pressing CTRL+TAB several times to see what happens. Restore the Mail Folders again (by double clicking on the icon).

You can also move around like this using the Windows menu option - try it and see.

Return to the Mail Folders window when you have finished.

Now look at the first message - it is marked 'S' meaning it has been Seen. All but one of the other messages should still be marked 'N'. Return to the "Read Mail" window.

Now press the arrow at the upper left which points DOWNWARDS: (or you can use Alt+PageDown) and you will see the next message in the list displayed in the Editor Window, and also if you could see the "Mail Folders" you would see that the highlight bar has simultaneously moved to mark the next message shown in the Message List pane: it has simultaneously been marked as having been read. CTRL+TAB to the "Mail Folders" and check this. (Which is the next message will depend on how you left the Mail Filters, "All", "Seen" or "New" - if set to "New" any Seen messages will be skipped.)

CTRL+TAB to the "Mail Editor" window.

Press the "Reply" button, and a new pane will open in the lower part of the window: the upper pane is the original message so that you can refer to it, and the lower for your reply.

*HINT: The standard signature file for each user will automatically be added at the end of the message. The Signature file for the current user can be edited at any time from the menu: General-->Edit .SIG File. The signature for this message only can be amended in this editor.*

Let us reply to this message - we will delete it later without sending it out. You can type whatever you like in the lower, reply pane.

You can quote the whole of the original message in your reply by pressing CTRL+E (for Entire), or you can quote a part by marking (or 'selecting') it in the original, and pressing CTRL+Q. The marked section of the original will be inserted in your reply, in quotes.

When you have written and quoted what you want, press "Send Mail" then "Yes" in the confirmation dialog if you are satisfied, and your message will be parked in the folder OUTGOING ready to be sent when you next connect up to the Internet.

"Close" the "Mail Editor" window: you will see in the Mail Folders window, that the message to which you have replied is marked 'SR', meaning that it has not just been Seen, but a Reply has also been written.

Now change to the OUTGOING folder. You will see your message highlighted in there, and if the Auto View pane is open, you will see it's contents. Let us assume you have had second thoughts (perhaps you have described someone as a "nasty piece of work" and now feel it would be better to describe them as a "rabid psychopath"), and try editing it before sending it.

Double click, or press "Reply" (this button might be labelled "Read Mail") so that you can add, delete or

change some text. A special Outgoing mail Editor is displayed to let you work with this message. Change some details and then press "Save Message". The changes you have made will be saved to the outgoing file, and it will be confirmed that the changed message awaits sending. The Outgoing Mail Editor window remains open in case you want to make further changes to this message. Press "Close" to remove it again.

Now let us assume that you have had further thoughts (always a good idea with e-mail written on the spur of the moment) and do not wish to send the message at all. Make sure it is highlighted, and press the DELETE key on your keyboard. You will be asked to confirm the procedure, and when you have, the message will disappear from the OUTGOING folder, but will appear in the DELETED folder if configured to do so.

Now change to the DELETED folder, and you will see your message there.

*HINT: You can Undelete it if you wish, and return it to a folder of your choice, or you can purge it from the system. In the latter case, no trace of the message will be left, so use this facility with caution. These options should be fairly clear in their operation if you later choose to use them. It is also possible to amend the Mail Configuration so that deleted mail is immediately removed from the system, rather than being 'parked' in DELETED.*

Now let us create a new folder: it might be an idea to have one called ARCHIVE, into which you can place any mail you want to keep long term. Being in a separate folder reduces the chances of it's being accidentally deleted. You can later delete this if you decide you don't want it after all. Press the "New Folder" button enter a name and press "Create Folder".

Return to your user's folder and highlight the third message, which should still be marked as 'N' ie Not seen. Move it to this new folder folder by "Dragging & Dropping": click on the message, hold the mouse button down while moving the cursor across to the folder of your choice. Release the mouse button, and the message will be transferred to this folder. As this message was Unseen, you will see the icon for this folder change to the "letterbox" icon.

You cannot drag a message to ALL FOLDERS, OUTGOING, or MAILENT Folders as these are system Folders.... You can, however drag them to DELETED, an alternative way of deleting them.

*HINT: Dragging & dropping works with single or multiple files. If you want to move several messages to the same folder at the same time, you should mark them: there are two methods:*

1. If the messages are scattered, hold CTRL as you click on each one.
2. If the messages you want are one after another, then simply mark the first, scroll to the last and click while holding SHIFT to mark them all.

Now make sure you hold CTRL down while you drag & drop.

Click on the new folder you dragged the message to and you will see the message in there. Note that it is still marked 'N' - Not seen, and the New Personal message counter in the toolbar still shows 3 messages Not read (if you have followed these instructions to the letter!), but only 2 of these are in your user's folder: this counter shows the total number of unread messages for this user in ALL folders.

Note that these messages are only visible to your user, even though they may be in another user's folder. If you have configured more than one user, you can now check this out: Press the "portrait" button on the toolbar and you will be taken into the Select Different User dialog: login as the other user this time. So, although many users may place messages in a folder, only that user can see and move or delete it. So one user may choose to delete all messages in for example the ARCHIVE folder, but this would only affect their messages; other users' mail in ARCHIVE would be unaffected.

Now return to your original user again

To find out where all the messages are that belong to your user go to the top of the list of folders, and click on "ALL FOLDERS". You will have a list of all messages, with the folder in which they currently reside. You will see that your deleted message is in the DELETED Folder and the message you moved is in the folder you created.

All of the messages you have in your system so far can only be seen by your user. It is possible to "reveal" any message(s) you want to other users by marking them as General. To try this highlight one of the messages and:

GO to Menu: Current-->Mark Message(s) as General.

The message you had selected will now be marked with a 'G' in addition to any other marking it had. This means it can be seen by all other users. Change users (to POSTMAST if you have no other) to check this: you will of course only see this message in the same folder.

*HINT: If you wanted to make sure another user saw a message you could move it to their folder, mark it as General. However it would be visible to all users then. An alternative is to "Forward" it to them: go to the "Read Mail" window and press "Forward Message". You will be presented with the original/reply window you have already seen. You can simply type the user name into the To: box, and **NETcetera** will add the rest of their address. The message will be forwarded via your mail gateway next time you connect to the Internet. But please read the section on alias names in the Address Book section. It is also possible to use this facility to forward messages to any other person, and to add text to the outgoing message before sending.*

It is also possible to mark New messages as Seen, or Seen ones as New so long as you have the filter set to "All". This can be done to the highlighted (marked) message(s) from the Menu (under Current) or from the keyboard - 'S' or 'N'. Try this out.

There is also a button for deleting messages, though the DELETE key also works for this if you wish. You can delete several messages at once by marking them as was mentioned above for moving messages.

We have not covered the "Compose New" button functionality as yet, but will return to look at this function a little later.

### **The Address Book**

Before going further, it is necessary to cover the address book. So press the address book icon on the toolbar, and you will find a "stack" of cards like those in the mail setup for each user. You will find one address book already created for you. This has the addresses for you to contact **NETcetera** Support. You can delete this later if you don't want it, but we suggest you keep the Support book !! - just in case. The names of the books are at the top, and the addresses in the highlighted book are listed below. They can be sorted in three different orders by pressing each of the three buttons.

You will probably want to create other address books for your own use.

*HINT: You can have many different address books, either named after users, or for particular purposes, such as Friends, Family, Business. Thus you can group addresses together in ways which suit you. The contents of all address books are visible to all users.*

### **"Compose New"**

Now let us return to the "Mail Folders" windows and "Compose New" mail. You can do this from any user you wish.

You will be presented with an editor screen in which to compose your message: if for any reason you have not yet prepared a signature file for the current user, you will be prompted to do so. Think carefully about this, sigs can be funny, profound, informative, or just plain silly. It is not considered good "netiquette" to have an overlong sig - 4 lines is the accepted maximum.

*HINT: If you want to do this later, or change the .sig file, do it from the menu (General-->Edit .sig file), but note that any changes made will not register in this current message, you would need to "Close" and "Compose New" again for the new .sig file to be imported.*

At the top you have various address boxes:

To: This can be one or several addresses. The recipients have equal status, ie the To: line in the message will have all their addresses on it.

Address(es) can be added here by hand if you wish. Opening the drop-down box enables you to edit or delete addresses, however they were put there in the first place. You can enter an alias here, and after the next press of TAB or ENTER, the address(es) corresponding to this entry will automatically be entered.

"To" Button opens a new dialog to let you access the contents of all the address books, and allows you to make any selections you wish from there. Click on the address book list in the left hand column which contains the individuals you want: the list of address in that address book will be displayed in the middle column. Drag an address with the cursor from the middle column into the right hand column - note that simply highlighting an address will not add it to the circulation list. If you want to send a message to everyone in an address book, drag the name of the book from the left hand column into the right hand column. You can also double click with the left mouse button on any entry in the left - address book column or the middle - entries column which transfers that entry into the right hand "Current list" column automatically.

Note that from this screen, you can also add addresses manually to the circulation list and/or the address book by entering one or more full Internet ID addresses with commas between them in the "Add new Address(es)" field and then selecting the appropriate button to tell **NETcetera** where you want them to be added.

To remove any selection from the Current List, simply highlight it and press the DEL key and it will disappear from the list.

When you have added all the addresses you want, press "Update and Exit", or Close with no changes to abort without saving any changes made except for manual additions you may have made to the address books.

C.C. This is a list of addresses to which copies of the message will be sent: this list will be included in the header of the message so that recipients can see it.

Selecting/entering Addresses are added exactly as for the To: box.

B.C.C. Blind copies will be sent to these addresses: this list does not feature in the header.

Selecting/entering addresses as before.

There are some buttons in this "Compose New" window with which you will not be familiar:

Write a message to yourself: you can either select your own address from your address book (if you placed it there) or type your complete e-mail address into the To: box, or simply type your user name into

this box. **NETcetera** will complete it when you move out of this box. Write anything you like (but keep it decent, just in case you mistakenly send it to the President of the US). This will now enable you to quickly use and accustom yourself to the online procedure.

"Include File" allows you to include or attach any type of file from anywhere in your storage system, hard or floppy disc(s) or CD ROM drives: Depending on the selections made, it will either be inserted at the cursor position or attached to your message when it is sent. A dialog box is opened, and hopefully the use of this will be self-evident.

Select a short text file to be included in the reply. After you have pressed "OK" you will see that it has become part of your text, inserted at the cursor position, and identified by markers.

Now select another short text file, to be attached when sent: there will be no indication of this in your message, but when you finish and 'Send Mail', the confirmation dialog box will include a reference to this attachment.

Press "Send Message" for it to be placed in the OUTGOING folder for sending next time you connect to the Internet.

*HINT: You can edit or delete this message later if you wish, in exactly the same way you handled the reply you wrote earlier. Note that other users cannot see this user's messages in the OUTGOING folder, as they cannot see any other message that are not theirs, which are not marked as General.*

### **Going Online.**

At last we are going to connect up to the Internet, to see what mail awaits us, and to send any that was previously written, including the one you have written to yourself.

It is essential that your Winsock is installed correctly, and if it is Trumpet, it has correctly configured LOGIN.CMD and BYE.CMD scripts, and is configured to log in and out on demand. Other stacks will need similar setups. It would be a good idea to connect up the Winsock on it's own, using it's login script to see that a connection is properly established: better still use another Windows Internet application to see that proper communication with the Internet is occurring. If nothing else use Ping: try "pinging" one of your provider's IP addresses to see that packets come back. A simple Ping app is included with Trumpet Winsock v2.0 rev B. See the Winsock information in the Help system for further information.

In all the following, it is essential that your connection is closed down at the end of the session, either manually or by the Winsock's auto logoff procedure. Make sure this works properly: if you end up online permanently for the next three weeks, **NETcetera** will not be responsible for the phone bill !!!

It is a good idea to reduce the height of the **NETcetera** "parent" window, so that a spare strip is visible at the bottom of the screen, where the icons of any other applications running should be visible.

Single-provider users.

This assumes you are using Trumpet Winsock or a similar "stack".

Press the "Online Internet Session" icon: confirm the actions you want carried out while online - "Send Mail" (if there is any waiting to go) and "Check for New Mail" and any News options you may wish to perform. Press "Connect" and then, if you have the secondary dialog configured, "Continue" in that Dialog - ignore the message in this second screen about waiting for the connection to your Internet host to be established.

*HINT: If you are using a "non-blocking stack" you should check the box "Autoload TCP Stack" in the 'Online' section of the mail configuration for this user, and wait for the connection to be established before promptly pressing this second "Connect". You will probably have to develop an intimate knowledge of the*

*flashing of your modem lights or Extra Sensory Perception. It is anticipated that a later version of **NETcetera** will include it's own dialler, which will reduce these problems.*

Now **NETcetera** will start the relevant software, which will call your Winsock (assuming it can find it!). You will see your Winsock's icon appear at the bottom of the screen, and if your modem has a speaker, hear it dialling the number, and negotiating with the modem at the other end.

Once a successful connection to the Internet has been established, and you have asked it to check for new mail, **NETcetera**'s software will start communicating with your provider's post machine, and you will see brief one-line reports of progress in the Online window.

Outgoing mail will also be sent if it was checked, and if you have asked for incoming mail to be checked, and you are using SMTP, you will see that the Mail Server is active.

*HINT: POP3 mail sends a signal whenever it is ready to your provider's mail machine, prompting it to deliver any mail waiting for you. SMTP works differently: when you connect a signal is sent automatically by the login machine to your provider's SMTP Client, which waits for a pre-determined time before sending a signal to your SMTP Server. If this is running, it will reply accordingly, and mail will be sent to you. If your SMTP Server is not running when the signal comes from your provider's Mail, the lack of a response will be taken to indicate that you do not want mail delivered, and your provider's SMTP Client will go off and do something more interesting instead, even if your Server becomes active shortly afterwards. The time interval from connection to the signal from the provider's SMTP client is likely to be between 5 and 30 seconds.*

The method of going online just described (using Trumpet Winsock) will usually work well, as **NETcetera**'s SMTP is active and waiting before the connection is made. Do not disconnect too quickly if you are unfamiliar with your provider's setup, as you might disconnect before mail starts to come in.

You will see any messages you have written being sent out, and mail coming in (with a note of which user it is addressed to), and being added to the database. You may see your own message coming back to you: if your provider's mail machine is very busy, you may have to wait, or you may need to go online again a few minutes later.

Once all activity is finished, Press "End comms session" and respond to the reminder screen. The BYE script should now be called, and within a few seconds the phone hung up.

If there are any problems logging in or out, restore the Winsock icon by double clicking on it to see if there are any clues on screen. To abort the execution of a script, press ESCAPE. End the comms session by **NETcetera**, and if necessary, call the BYE script yourself from the Winsock menu - Dialler-->bye.cmd.

### **Multi-provider users.**

If you have followed the setup suggested in the Winsock information in the Help system, you should have no problems, simply following the instructions above. Each time you change user (or login as a user) the USERNAME.PIF file will be called, which calls the appropriate USERNAME.BAT file, which reconfigures your Winsock for the provider used by that user.

Remember that only mail for that user or host name will be fetched, but all outgoing mail for all users will be sent.

### **Reading the Message you sent yourself.**

After you have disconnected, move to the folder where you expect your message to arrive, and highlight it. Press "Read Mail" and you will see that the file you included in the text is where you put it, and the one you attached when sent has been tagged onto the end.

Now you are nearly an expert.

This tutorial has so far taken you through the main functions of **NETcetera**'s mail facility, and hopefully you are pleased with its clarity and ease of use. There are many other features which make it very versatile across different working styles and situations, which will now be described. However, if you are new to this sort of software, you might prefer to get some practice using the functions learnt so far, and come back here again when it all feels a bit more familiar. By then you will probably have discovered the need for at least some of these other features.

## The Mail List Windows

The Mail Folders window is the basic working tool of **NETcetera**: other functions are mainly accessible from there. However, there is one limitation: Read/Reply editors (or windows) can be opened from only one of the Mail Folders. In order to open such editors (windows) for another folder, you would first have to close the existing ones. This could be difficult if you want to refer to a message in another folder, particularly if you wished to include something from it in a new message being composed in relation to another folder.

Only one instance of Mail Folders can be opened, but TWO instances of the Mail List can be open simultaneously with the Mail Folders. Each of these Mail List windows can access messages from a different folder, so you can access three different folders simultaneously. The Mail List is a simplified version of Mail Folders, and lacks for instance a delete function, but can be very useful when undertaking those knotty little tasks that life often seems to throw at us! Perhaps replying to a complaint from one of your wife's correspondents on achondroplasia explaining that a passage in a message sent to her in error is in fact a piece of excellent, intellectual, modern humour.

The Mail Lists can be accessed from the menu: Internet-->Mail, or by CTRL+F1 or CTRL+F2.

HINT: As each open window consumes system resources, do not open more than you need, as this will slow things down, and could bring things to a halt!

## General Editing Topics

Due to limitations of Windows itself, currently the editor windows may only accommodate about 20-30Kbytes of text: if you use them to view a message larger than this, you will only see the first 20-30 KBytes. Note that this figure will vary with several factors (particularly the number of active editor window you have open), so you might manage more or less. If you are writing a lengthy message, you will suddenly find you can enter no more text, which means you have reached this limit. For many purposes this will not be a problem, but for those situations where it could be a problem there are ways of working around it.

If you try to open the standard editor to read a large incoming mail message, you will get a dialog box which gives your two choices:

1. To open a special "Read Only" editor which will display very large texts, but which has restricted facilities, eg you cannot reply from it, nor can you copy from it to the clipboard.
2. To open the standard editor, which will not allow you to see all of the text, but will allow access to the usual facilities.

There is a third possibility: on the toolbar is an button which calls an external editor. As you receive **NETcetera** this will call the editor supplied, but this has the size restriction already mentioned. However it is possible to configure this button to call an editor of your choice, such as Windows Notepad, which will cope with texts up to about 50 KBytes. If you habitually handle files larger than this, other editors exist which may be more suitable. There exists an excellent freeware editor called Programmer's File Editor (PFE) which will deal with extremely large texts.

Go to the General Configuration, General Options, and enter the command line of your chosen editor: be sure to include the complete Path, unless it's directory is already included in your DOS Path. This can then be called in two ways:

1. Pressing the Editor icon on the toolbar will start it, empty, and you can open files or compose new text there.
2. Double clicking on the file name for the current article in the bottom right hand corner of the Mail Folders or Mail List windows (something cryptic like 0012AB56.MSG) will start the external editor and load the current message into it. You can copy from this message or amend it in any way you want (eg if it is an outgoing message), and then save it back to disc, without the need to return to **NETcetera**. You simply close the editor when you have finished.

If this editor allows multiple instances (Notepad does) you could use this message to have several different messages open simultaneously, but in the main it is anticipated that **NETcetera's** main functions, combined with occasional use of an external editor should be sufficient.

## Including other files in your Email

Earlier you were introduced to this concept, which can be used to either include a file in your message text, or attach it when sent. It is also possible to send any type of file from any part of your filing system whether a program file, an image file, a wordprocessor file, a spreadsheet file etc. Such files are often in binary format: ie they consist of a series of zeros and ones, rather than as pure text. Only text can be sent through the Internet Mail System, so it is necessary to code these files into a textual form. This can be done either by UU-encoding or by creating a MIME attachment. The recipient would obviously have to have software for decoding them otherwise they will be little more use than a chocolate mousetrap !

With UU-encoding it is possible to include the coded file in the text of your message, but as this might be too much for the editor, it is usually more convenient to attach it when sent. However, the recipient will have the same problem with a big coded file, and creating a MIME attachment (which will not be placed into the editor) will usually be much better, again assuming your recipient has software which can handle it - preferably **NETcetera** of course ! From the point of view of both sender and recipient, this can be by far the most convenient method; with **NETcetera** it is transparent to the user.

To try it out, (perhaps sending it to yourself to see both sides of the story) select a suitable non-text file: if you use a word processor, select a document you have previously saved to disc. But use something reasonably small, which can be loaded into a 'viewer' of some sort when you receive it. An image or sound file might be suitable alternatives. After pressing "OK" you will see no immediate sign that it will be sent, though this will be referred to in the confirmation dialog when you finish composing.

*HINT: You will not be able to include a MIME attachment if you later come back to edit this message in the OUTGOING folder: this can only be done when the message is first composed.*

When you receive the message, a special icon will appear to the right of the toolbar, which you can double click on to recover the attached document, or when you press "Read Mail" you will be invited to save the MIME attachment to disk: you can do at any time.... When saving the attachment you will be given the option to start the file's corresponding application: this will be started and the (decoded) file loaded into it. So for instance, a .xls data file would automatically be loaded into EXCEL for you to see and work with.

For this to work you must have file associations configured in Program Manager. Otherwise you will have to start the application yourself and load in the file to view it.

*HINT: files are identified by their File Extension, the characters after the full stop( 'period!'). eg the file you are reading has a .wri extension, image files may have a .jpg or .gif extension, and a sound file .wav or .au. In Windows File Manager you can associate such extensions with an application: from the File menu-->Associate. .wri files should already be associated with the Windows Write word processor. Double clicking on a .wri file in File Manager will start Write and load that file into it.*

Most Internet mail is relatively short, but if you want to send longer messages, consider writing them in a word processor: this will give you many attractive options for improving presentation. But be sure the recipient has a compatible word processor otherwise the file will have little more use than the aforementioned mousetrap! Many people have the humble (but often under-estimated) Windows Write word processor.

*HINT: The only disadvantage of using UU-encoding or MIME attachments is that the coding gives an unavoidable increase in the size of the file of about a third. For this reason, it is a good idea to compress the file first using something like PKZIP or (very simple to use) Winzip. But be sure that your recipient has the facilities to decode and unzip it! MIME encoded data is not as large as UUencoded data, and is far more efficient in transmission. The data is converted into 7 bit format using what is known as Base64 encoding.*

## The Main Mail Editor

You will be presented with an editor screen in which you can both read the received message and reply to it in the lower pane. If you have not yet prepared a signature file for this user, you will be prompted to do so. Think carefully about this, sigs can be funny, profound, informative, or just plain silly. It is not considered good "netiquette" to have an overlong sig - 4 lines is the accepted maximum.

If you want to do this later, or change the .sig file, do it from the menu (General-->Edit .sig file), but note that any changes made will not register in this message, you would need to "Close" and "Compose New" again for the new .sig file to be imported.

At the top you have various address boxes:

**To:** This can be one or several addresses. The recipients have equal status, ie the To: line in the message will have all their addresses on it. Address(es) can be added here by hand if you wish. Opening the drop-down box enables you to edit or delete addresses, however they were put there in the first place.

The red **To:** button opens the address book, and enables selection from there. Click on the address book in the left hand column which contains the address(es) you want: the list will be displayed in the middle column. Drag an address with the cursor into the right hand column - note that simply highlighting an address will not add it to the circulation list. If you want to send a message to everyone in an address book, drag the name of the book into the right hand column.

Note that from this screen, you can add addresses manually to the circulation list and/or the address book. When you have added all the addresses you want, press "Update and Exit".

**C.C.** This is a list of addresses to which copies of the message will be sent: this list will be included in the header of the message so that recipients can see it. Addresses are added exactly as for the To: box.

**B.C.C.** Blind copies will be sent to this list: this list does not feature in the header. Add addresses as before.

"Hide Address" will conceal the address info at the top of the window, allowing more room for reading and writing your message.

"Include File" allows you to include a text file from anywhere in your storage system, hard or floppy disc(s) or CD ROM drives: it will be inserted at the cursor position. A dialog box is opened, and the use of this should be obvious. It provides access to Mime attachments, UUencoding etc.

Press "Send Message" for it to be placed in the OUTGOING folder for sending next time you connect to the Internet. You can edit or delete it later if you wish, in exactly the same way you handled the reply you wrote earlier.

Note that other users cannot see this user's messages in the OUTGOING folder, as they cannot see any other message that are not theirs, which are not marked as General.

To quote the entire original message in your reply, you can press CTRL+E, or to "quote" a section only, mark the required text in the original message in the top pane and then press CTRL+"Q" or while holding the CTRL key down, click the right button while the mouse cursor is over the original message or the reply pane.

# The Mail Folders Window

The left-hand pane of this window is a list of the available folders (you can add user specified folders to these later if you wish). The ones which exist at startup are:

ALL FOLDERS	A general view of ALL your mail showing which Folder each message is actually in.
JOHN	The new user you have configured.
MAISENT	Mail which has previously been sent out.
OUTGOING	Mail which has been written, waiting to be sent.
POSTMAST	The user who receives all mail sent to non-existent users.
DELETED	Previously deleted mail items

Note that three icons may be seen to the left of each of the folder names:

<b>Plain yellow icon:</b>	The Folder is empty. (But may possibly contain Mail for another user !)
<b>"Envelope" icon:</b>	There is Mail for the current user in the folder, but it is all Seen. (No unread mail messages)
<b>"Letterbox" icon:</b>	There is Mail in the folder, and at least one is currently Unseen. This will also cause the letterbox icon in the top bar of the main <b>NETcetera</b> window to be displayed

Pressing "Auto View" or "V" and the lower part of the window will show the text of the currently highlighted message. Press the same button (now labelled "Hide View") and the Autoviewer will disappear, and the other two panes will fill the window. Activate the Autoviewer again.

To the right of the button bar is an arrow which might point up or down: pressing it shows or hides an information and control panel: when you do not need immediate access to this, hiding it gives more space for the lower part of the window. CTRL+D has the same effect.

Also the main button bar of this window (not the main toolbar) can be made visible or hidden in a similar way: try pressing CTRL+B or clicking the right mouse button with the cursor in the top panel of this window which also performs the same function.

In the details panel, there is a box showing the total number of folders, and the number of messages in the current folder, and if you click on a different message in the Message List pane, you will see the numbers change: "1 of 5", "2 of 5" etc.

There are three "sort" buttons: "Subject", "To", "Desc. Date", "Asc. Date", which change the order of the messages to fit each type of sorting.

*HINT: You can set or change this at any time to whatever suits you best. If you get a lot of messages with a particular subject line, sorting by subject will group them together, making it easier to look through them. If you only pick up your mail occasionally, sorting them by Ascending or Descending date may be better, so that you can first look at, and respond to, those which are oldest. The "Subject" sort ignores the "RE:" if found so that all subject lines match correctly.*

Note that each of these messages may be marked "N" or "S" dependent on whether they are New (Not seen) or Seen. Checking each of the buttons in turn: "All", "Seen", "New" will display the required selection of messages only. Pressing 'S' will mark a message as (S)een, and "U" will mark it again as (U)nseen.

F2, F3 and F4 sets the current pane focus, and the band above each pane changes colour, indicating that this pane has the focus: the use of the arrow keys, PgUp and PgDn enables you to move up and down the pane which has the focus.

Whichever pane has the focus, the following keys have the same effect, try them:

'H' shows the header as well as the text ('body') of the currently selected message in the autoviewer. Pressing 'H' again hides it. Checking or unchecking the "Headers" box above has the same effect.

F5 highlights the next message in the list.  
F6 moves to the previous message in the list.

To read a New message: highlight the message in the list and press the "Read Mail".button (If the focus is in the Autoviewer pane, the button caption will say "Reply") A whole new Mail Editor window opens, giving much more space to view the message. Again there is an down/up arrow for showing or hiding an information bar at the top, and a "Headers" box which can be checked/unchecked to display/hide the header information too. Pressing 'H' works just the same as described above.

The information bar shows various information about the message which has been extracted from the header. There is also a button marked "Add Address": this is for adding the address of the sender to your address book, if you do not already have a note of it.

Pressing the arrow at the upper left which points DOWNWARDS: (or you can use Alt+PageDown) will display the next message in the Folders window list in the Editor Window, where it will have simultaneously been marked as having been read.

By pressing the "Reply" button, a new pane will be opened in the lower part of the window: the upper pane is the original message so that you can refer to it, and the lower is for you to enter your reply.

*HINT: The standard signature file for each user will automatically be added at the end of the message. The Signature file for the current user can be edited at any time from the menu: General-->Edit .SIG File. The signature for this message only can be amended in this editor.*

You can quote the whole of the original message in your reply by pressing CTRL+E (for Entire), or you can quote a part by marking (or 'selecting') it in the original, and pressing CTRL+Q. The marked section of the original will be inserted in your reply, in quotes.

When you have written and quoted what you want, press "Send Mail" then "Yes" in the confirmation dialog if you are satisfied, and your message will be parked in the folder OUTGOING ready to be sent when you next connect up to the Internet.

If you are able to see the Folders Window at the same time on your screen, you will see that the message to which you have replied is marked 'SR', meaning that it has been Seen, and a Reply has also been written.

Now change to the OUTGOING folder. You will see your message highlighted in there, and if the Auto View pane is open, you will see it's contents. Let us assume you have had second thoughts (perhaps you have described someone as a "nasty piece of work" and now feel it would be better to describe them as a "rabid psychopath"), and try editing it before sending it.

Press "Reply" (this button might be labelled "Read Mail") so that you can add, delete or change some text. A special Outgoing mail Editor is displayed to let you work with this message. Change some details and then press "Save Message". The changes you have made will be saved to the outgoing file, and it will be confirmed that the changed message awaits sending. The Outgoing Mail Editor window remains open in case you want to make further changes to this message. Press "Close" to remove it again.

Now let us assume that you have had further thoughts (always a good idea with e-mail written on the spur

of the moment) and do not wish to send the message at all. Make sure it is highlighted, and press the DELETE key on your keyboard. You will be asked to confirm the procedure, and when you have, the message will disappear from the OUTGOING folder.

Now change to the DELETED folder, and you will see your message there.

*HINT: You can Undelete it if you wish, and return it to a folder of your choice, or you can purge it from the system. In the latter case, no trace of the message will be left, so use this facility with caution. These options should be fairly clear in their operation if you later choose to use them. It is also possible to amend the Mail Configuration so that deleted mail is immediately removed from the system, rather than being 'parked' in DELETED.*

Now let us create a new folder: it might be an idea to have one called ARCHIVE, into which you can place any mail you want to keep long term. Being in a separate folder reduces the chances of it's being accidentally deleted. You can later delete this if you decide you don't want it after all. Press the "New Folder" button enter a name and press "Create Folder".

Return to your user's folder and highlight the third message, which should still be marked as 'N' ie Not seen. Move it to this new folder folder by "Dragging & Dropping": click on the message, hold the mouse button down while moving the cursor across to the folder of your choice. Release the mouse button, and the message will be transferred to this folder. As this message was Unseen, you will see the icon for this folder change to the "letterbox" icon.

You cannot drag a message to ALL FOLDERS, OUTGOING, or MAILENT Folders as these are system Folders.... You can. however drag them to DELETED, an alternative way of deleting them.

*HINT: Dragging & dropping works with single or multiple files. If you want to move several messages to the same folder at the same time, you should mark them: there are two methods:*

1. If the messages are scattered, hold CTRL as you click on each one.
2. If the messages you want are one after another, then simply mark the first, scroll to the last and click while holding SHIFT to mark them all.

Now make sure you hold CTRL down while you drag & drop.

Click on the new folder you dragged the message to and you will see the message in there. Note that it is still marked 'N' - Not seen, and the New Personal message counter in the toolbar still shows 3 messages Not read (if you have followed these instructions to the letter!), but only 2 of these are in your user's folder: this counter shows the total number of unread messages for this user in ALL folders.

Note that these messages are only visible to your user, even though they may be in another user's folder. If you have configured more than one user, you can now check this out: Press the "portrait" button on the toolbar and you will be taken into the Select Different User dialog: login as the other user this time. So, although many users may place messages in a folder, only that user can see and move or delete it. So one user may choose to delete all messages in for example the ARCHIVE folder, but this would only affect their messages; other users' mail in ARCHIVE would be unaffected.

Now return to your original user again

To find out where all the messages are that belong to your user go to the top of the list of folders, and click on "ALL FOLDERS". You will have a list of all messages, with the folder in which they currently reside. You will see that your deleted message is in the DELETED Folder and the message you moved is in the folder you created.

All of the messages you have in your system so far can only be seen by your user. It is possible to

"reveal" any message(s) you want to other users by marking them as General. To try this highlight one of the messages and:

GO to Menu: Current-->Mark Message(s) as General.

The message you had selected will now be marked with a 'G' in addition to any other marking it had. This means it can be seen by all other users. Change users (to POSTMAST if you have no other) to check this: you will of course only see this message in the same folder.

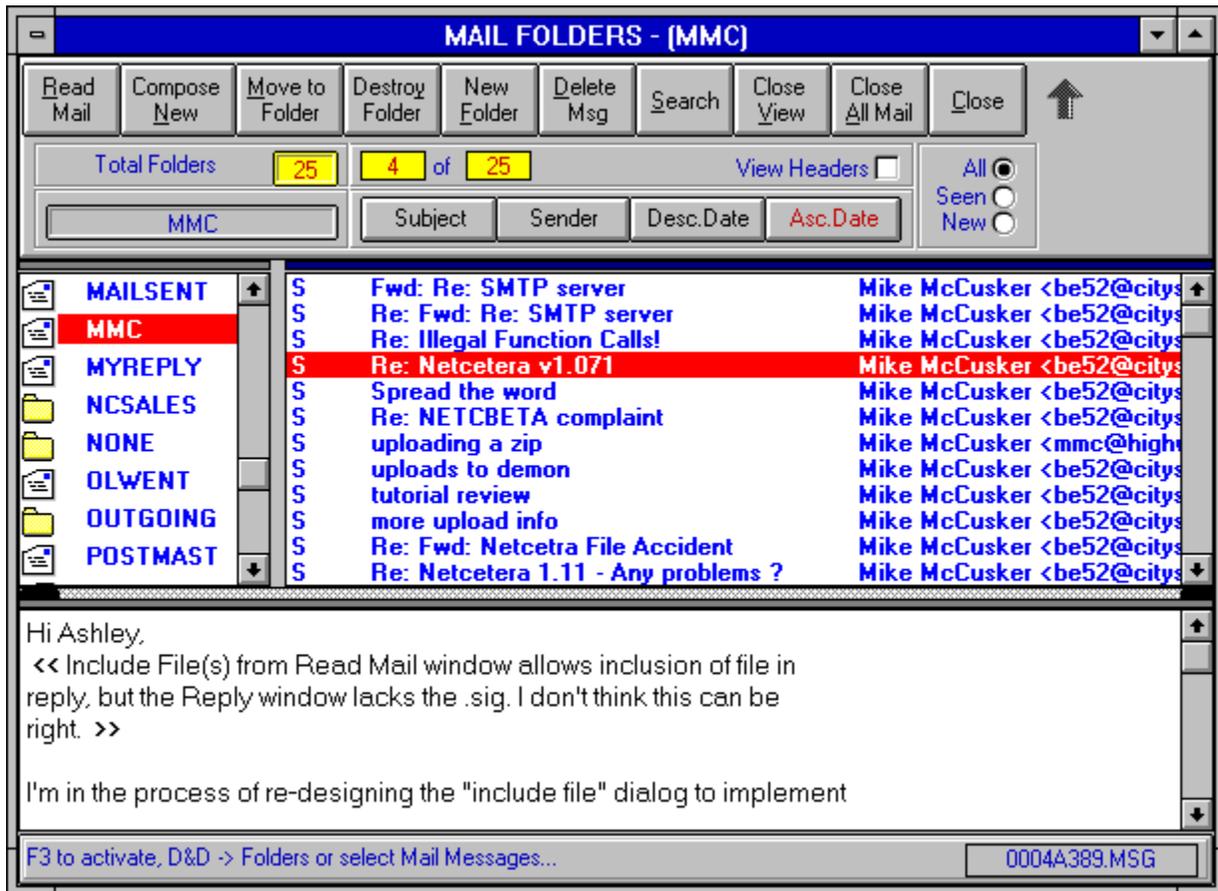
*HINT: If you wanted to make sure another user saw a message you could move it to their folder, mark it as General. However it would be visible to all users then. An alternative is to "Forward" it to them: go to the "Read Mail" window and press "Forward Message". You will be presented with the original/reply window you have already seen. You can simply type the user name into the To: box, and **NETcetera** will add the rest of their address. The message will be forwarded via your mail gateway next time you connect to the Internet. But please read the section on alias names in the Address Book section. It is also possible to use this facility to forward messages to any other person, and to add text to the outgoing message before sending.*

It is also possible to mark New messages as Seen, or Seen ones as New so long as you have the filter set to "All". This can be done to the highlighted (marked) message(s) from the Menu (under Current) or from the keyboard - 'S' or 'N'. Try this out.

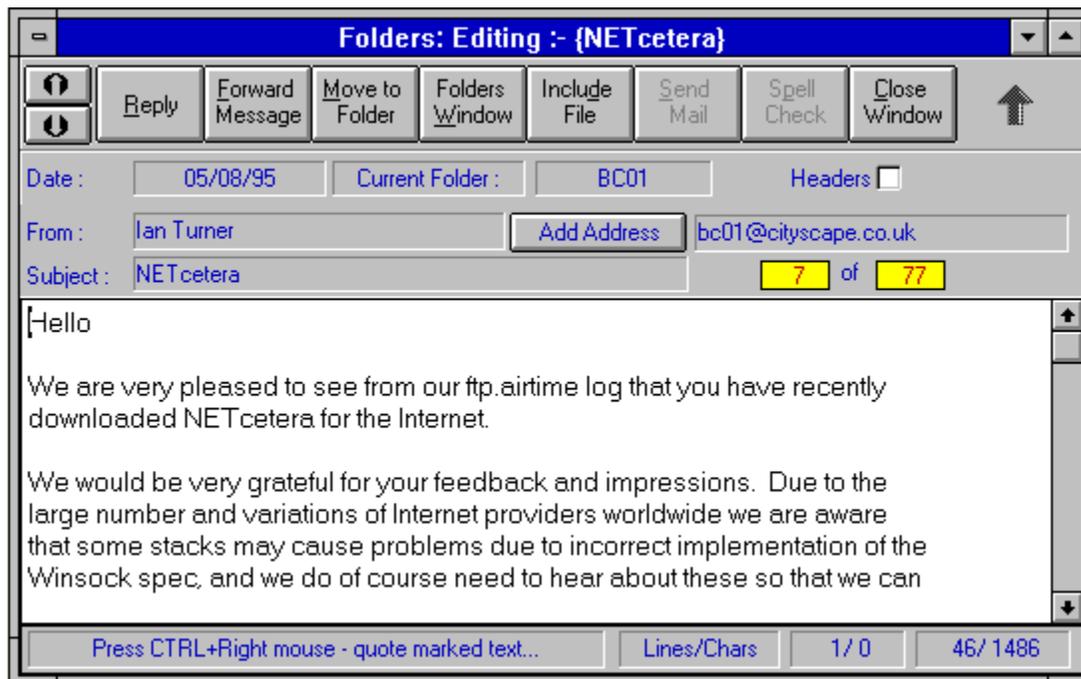
There is also a button for deleting messages, though the DELETE key also works for this if you wish. You can delete several messages at once by marking them as was mentioned above for moving messages.

We have not covered the "Compose New" button functionality as yet, but will return to look at this function a little later.

# Mail Folders Window - Graphic



## Mail Editor - Graphic



This button loads the Mail Editor to allow you to reply to the sender of the current message. See [MAIL EDITOR - Graphic](#)

The Compose New button loads a special mail editor to allow you to create a new mail message. This is different to the editor displayed when you reply to a mail message already received, but all the same functionality is provided, including full access to the address book system and aliases, attaching files, mime attachments etc.

Pressing this button allows you to Move mail to another Folder via a folder selection dialog. It is exactly the same as dragging and dropping mail...

The Destroy folder allows you to remove "user created" folders, providing always that they are empty at the time. You may find that other users have mail in them also, in which case, although you cannot see the mail, you will NOT be allowed to delete the Folder.

Allows you to create a New, user defined mail Folder to store mail into.  
All users can access these folders, but you will only be able to see mail belonging to yourself in them.

The Delete Message button allows mouse users to delete ALL marked messages in the list. The same functionality is provided by pressing the DEL key. If you have configured **NETcetera** II to save deleted items to the DELETED folder, these will be moved there, otherwise they are removed from your system entirely.

The Search button display a dialog to allow you to search through all mail in the current folder. You can specify whether the search is to be performed in only the headers or the entire message text, and can manipulate the messages as matches are found before continuing with the search.

The Close View Button perform the same function as pressing "V" by itself, hiding or showing the message autoviewer pane.

There are two different Close buttons to allow you to close either just the Folders Window, or ALL mail windows currently open, which includes Editors, Mail Lists etc.

The folder information panel tells you how many folders you have, and the name of the currently selected Folder

This panel gives you information on the number of articles currently in the folder selected. At the right of this panel is the Check box to allow you to toggle the display of the RFC headers in your mail messages.

The sort buttons allow you to display the list of mail messages in the required sorting sequence. Please note that "Subject" sorting will always ignore the "Re:" at the start of any subject line for sorting purposes. The Ascending and Descending date options are self explanatory.

The Filter options allow you to display a subset of your mail in the folders.  
All shows all mail irrespective of its status,  
Seen only the mail already marked as seen,  
and new naturally enough only unseen mail.

The Folder list pane shows all the folders in your system. You may scroll this list with the keyboard or mouse in the normal way, and if you are dragging mail between folders, the list will be scrolled automatically if you go beyond the top or bottom of the list.

This is the Mail messages list, showing all the mail messages in the current folder. The contents of this list is controlled by the filter radio buttons and the settings of the "Show General messages" menu option. The list can also be sorted by pressing the required sort button in the control panel at the top of the window

Viewer splitter bar

The Autoviewer pane is provided to allow you to quickly and easily view the contents of a mail or News message without having to load any Editors. You can toggle the header information in the viewer off/on by pressing the "H" key or using the Headers option button on the window concerned.

You can use the mouse or keyboard to mark text in the autoviewers, and then the normal windows keys to copy to the clipboard if required for later pasting into an editor.

To set focus to the autoviewer, press F4, and to toggle the viewers visible hidden press "V" or ALT+"V"

Window hintline panel

Filename box

## Mime and UUencoding

**NETcetera** II offers all major file attachment options currently in use with the exception (currently) of handling the BINHEX format used by Apple MAC machines. We hope to include this in a future early release.

Mime 1.00 is the most common file attachment facility in use these days. It allows you to convert ANY type of binary file to a format suitable for transmission across the Internet. **NETcetera** II makes this process ridiculously easy. From any of the the Mail Editors, just press Include File, and a dilaog is displayed to allow you to select the file you wish to attach to your current message. This dialog also offers you the option to include the selected file in your message directly, or merely when it is sent out, or to uuencode or mime attach it when transmitted.

When you receive a mail message that contains a Mime attached file, it is equally easy to access the data . The Folders or Mail List windows will show a set of papers with a paper clip in the top right of your window to indicate that attachments exist in the current message. You can either double click on the icon or press "M" and the Attachment dialog is presented, which allows you to optionally, decode, remove from the message, and even run the application needed with the data received as input, providing you have a relevant association set up in Windows.

Uuencoding support is also provided, allowing the creation and decoding of both single and multi part files automatically.

The navigation buttons allow you to remain in the Editor and move through the mail in the current Folder quickly and easily. Right clicking will move the the first/last messages in the current folder.

**Reply** Displays the Reply editor below the message received in a split pane window, and allow you to reply. You can quote the entire message in your reply with CTRL+E, or any marked part with CTRL+Q

**Forward** Opens the Reply Pane, and copies the complete message into it as a "forwarded item" with appropriate header/footer lines

**Move to Folder** Allows you to move the received message to another folder directly.

**Folders Window** Sets focus back to the "host Window" - normally the Folders Window.

**Include File** Allows the inclusion or attachment of other files, including allowing UUencoding or Mime encoding of these files

**Send Mail** Posts your reply, saving it in the Outgoing Folder for transmission next time you send your mail out.

**Spell Check** Provides full function spell checking of your reply.

**Close Window** Closes the Editor. You will be prompted if an unsaved reply has not been sent.

The Mail Editor "Add Address" button allows you quickly and easily add the senders address to any of your existing address books.

The Address details panel shows all the details of the sender/recipient depending which pane is active. The entire panel can be hidden by clicking on the details "arrow" icon at the top of the window.

The message viewer is where the text of the received mail message is displayed.  
You can copy text from here with keyboard or mouse

The "Arrow" Details button shows or hides the address information at the top of the Editor to give more screen area for working in.



