

TapirMail (V1.01)

Virtual RPC Compatible



User Guide

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Getting started

TapirMail is an easy to use On-Line email client offering the ability to both send and receive POP email from any RISC OS workstation without the need to download it.

To start TapirMail, simply double click on the application icon . TapirMail will install itself onto the icon bar. Clicking the middle mouse button, whilst the mouse point is over the iconbar will generate a pop-up menu.

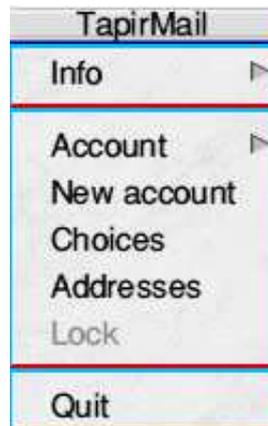


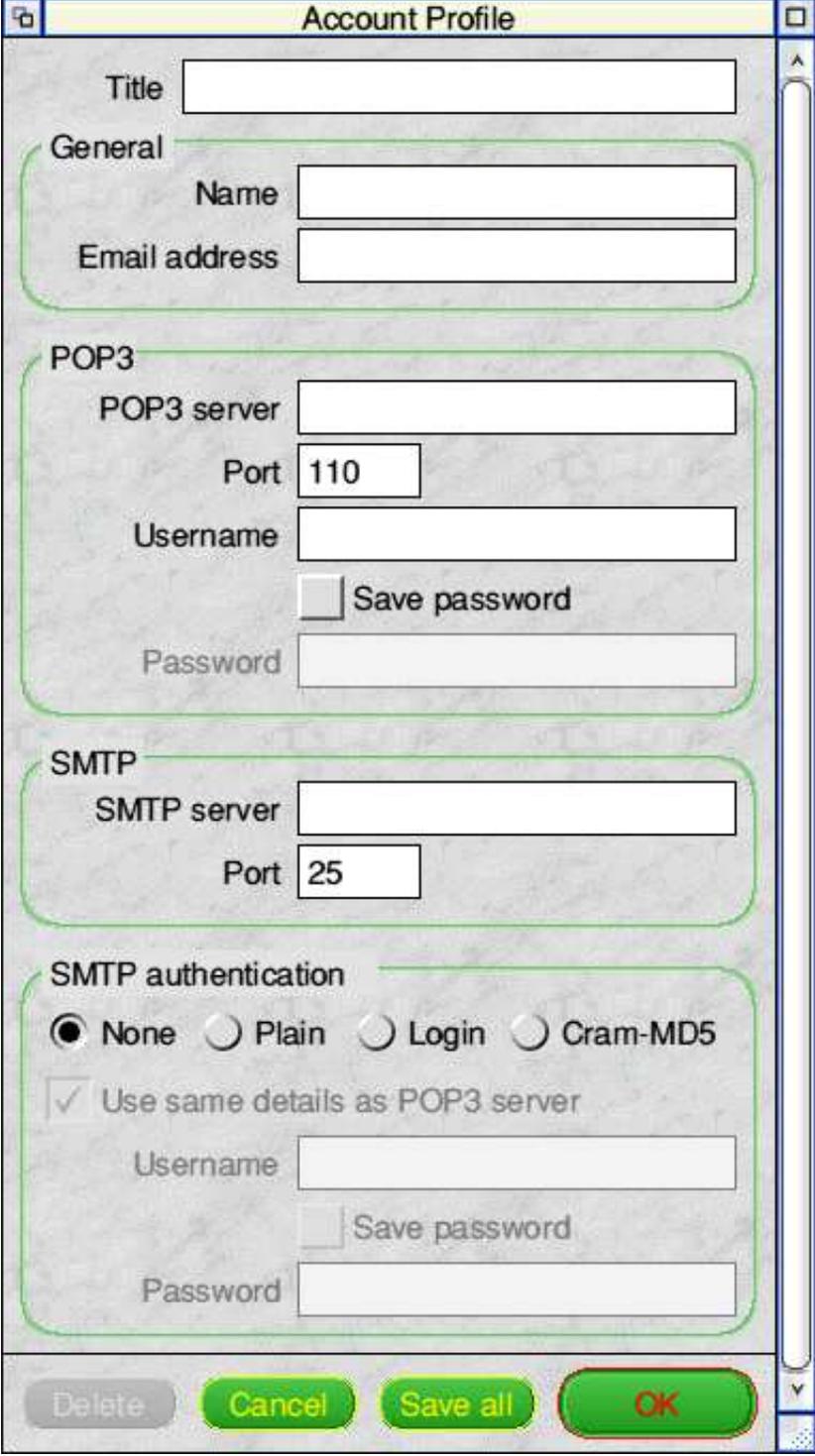
Figure 1

Figure 1 shows the main iconbar menu of new installation of TapirMail: -

- Info - this shows information about the program
- Account - this shows configured email accounts
- Choices - program password, reporting, and date format
- Addresses - open the address book for adding, editing and deleting addresses
- Lock - this will lock the program until the password has been entered
- Register - enter in program registration details (This menu option is only present until the program has been registered)
- Quit - quit the application

Configuring your email accounts

To setup your first email account, *select New Account*, fom the iconbar menu. The Account Profile window will open.



The screenshot shows a window titled "Account Profile" with several sections for configuring an email account. At the top, there is a "Title" text box. Below it is a "General" section with "Name" and "Email address" text boxes. The "POP3" section includes "POP3 server", "Port" (set to 110), "Username", a "Save password" checkbox, and "Password" text boxes. The "SMTP" section includes "SMTP server" and "Port" (set to 25). The "SMTP authentication" section has radio buttons for "None" (selected), "Plain", "Login", and "Cram-MD5", a checked "Use same details as POP3 server" checkbox, and "Username", "Save password" checkbox, and "Password" text boxes. At the bottom, there are four buttons: "Delete", "Cancel", "Save all", and "OK".

Figure 2

Title: is the name you want to appear on the iconbar menu to identify the account

General

Name: your name, or the name you want TapirMail to use to identify you when sending email from this account

Email Address: your email address

POP3

Server: the address of your pop mail server. Contact your service provider for details

Port: the port you will use for pop mail. The default is 110

Username: your username or you email account, as provided by your service provider

Save password: tick this if you do not want to be prompted for your password

Password: the password you use to access your email

SMTP

Server: the address of your smtp server. This is used when sending email. Contact your service provider for details

Port: the port you will use the smtp mail. The default is 25

SMTP Authentication

Authentication method can be selected by clicking on one of the radio buttons for the following methods: -

- None
- Plain
- Logon
- Cram - MD5

When you have selected an authentication method, you are then able to enter the appropriate authentication details: -

Usersame details as Pop 3 server: use this option to utilise the login details you have already entered under the POP 3 server settings

Username: enter the username for your smtp server

Save password: if you would like your password remembered for future communications with your SMTP server, please tick this box

Password: enter your SMTP server password that you require remembered

Action Buttons

Delete: delete the selected account

Cancel: cancel all changes

Save all: save changes to disk

OK: save all changes to memory (to save to disk for future use, you must select the Save all button)

Account Profile

Title

General

Name

Email address

POP3

POP3 server

Port

Username

Save password

Password

SMTP

SMTP server

Port

SMTP authentication

None Plain Login Cram-MD5

Use same details as POP3 server

Username

Save password

Password

Example account

The main application window

Click once on the iconbar icon to open the main application window. It is from this window you are able to work with your email.

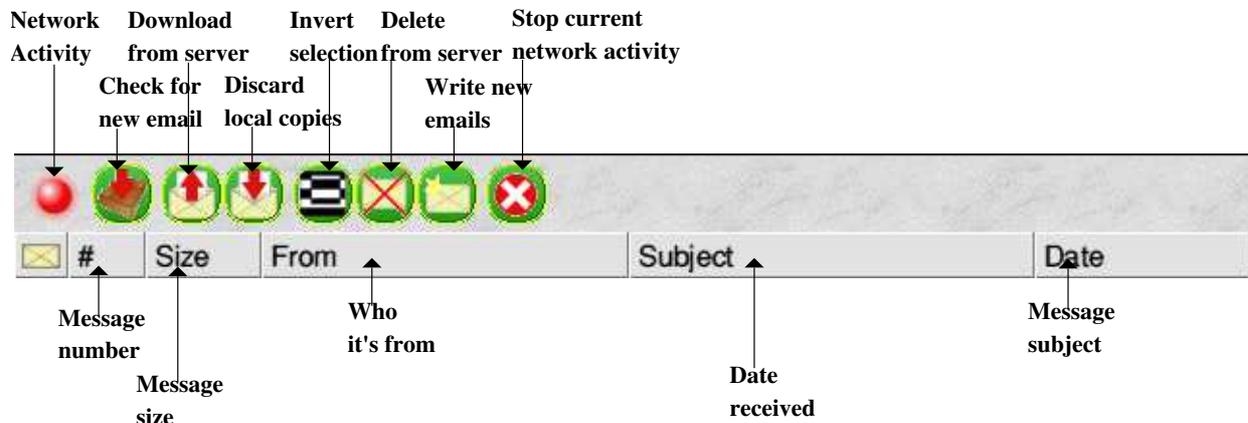


Figure 3

From the main application window you have 7 action buttons and one status symbol.

The status symbol has three states: -

- Red: no activity
- Flashing green: receiving/sending
- Amber: waiting for data

Whilst the action buttons are quite self explanatory, here is a brief description of their actions. All these buttons only require a single click: -

- 1 Check for new email - this button will contact your email provider and look retrieve a list of all email on the server
- 2 Download from server - this button will download all selected(highlighted) email to memory. This can be a useful feature if you do not want to stay on-line to read your email. Please note, TapirMail does not delete the email from the server at this point, nor does it store the mail in a file for later retrieval. When you quit TapirMail and restart, you will need to download the email from the server again to view it
- 3 Discard local copies - TapirMail forgets about the email you have downloaded
- 4 Invert mail selection - Highlight/unhighlight selected email
- 5 Delete from server - Deletes select mail from the remote mail server
- 6 Write new emails - Opens a new window for you to write and send a new email
- 7 Stop current network activity - TapirMail will stop it's current download/upload activity

Viewing & creating email

Reading your email

Click on the second icon in from the left. New mail will appear in the main window (see figure 4).

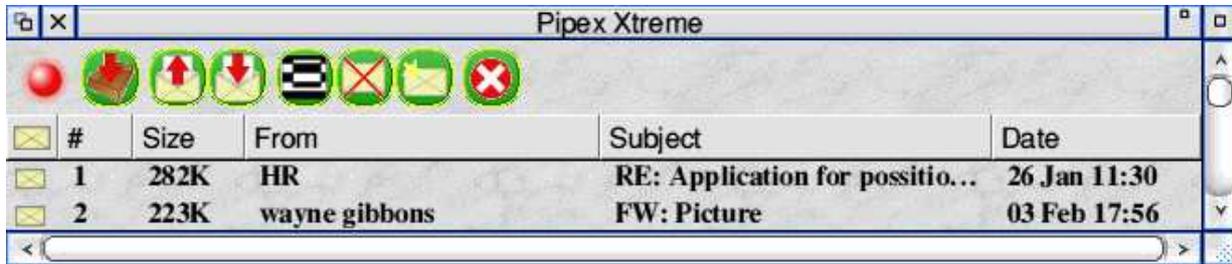


Figure 4

To view the body of the message, *double click on it*. A new window will open to display the message.

From the toolbar (see figure 5) along the top of the window, you can perform the following 7 actions: -

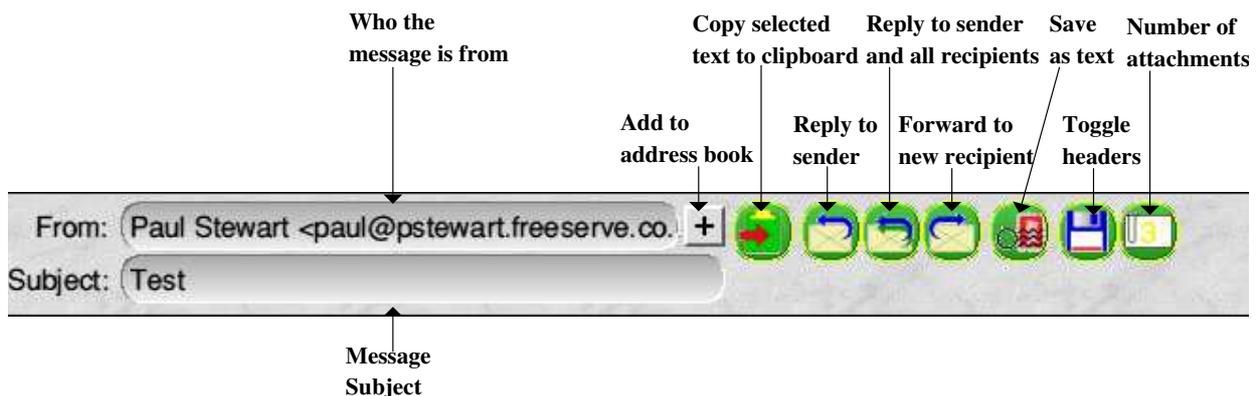


Figure 5

- 1 Copy selected text to clipboard - this feature will copy the currently selected (highlighted) area of text and place it on the global clipboard. The text may then be pasted into any application, such as your favoured wordprocessor, that supports the global clipboard
- 2 Reply to send - this feature allows you to send a reply to the sender of the message
- 3 Reply to send and all recipients - this feature allows you to send a reply to the sender and all of the message recipients
- 4 Forward to new recipient - with this feature you can send a new copy of this email to another recipient
- 5 Save as text - save email as a text file
- 6 Toggle headers - toggle the message headers on or off. The default is off
- 7 Email attachments - click to detach email attachments

The message window is available also as a pop up menu. This is accessible via the middle mouse button. The pop up menu offers the same functions as the toolbar.

Creating a new email

Click on the sixth icon in from the left. A new window will open (see figure 6). From this window you can create and send a new email.

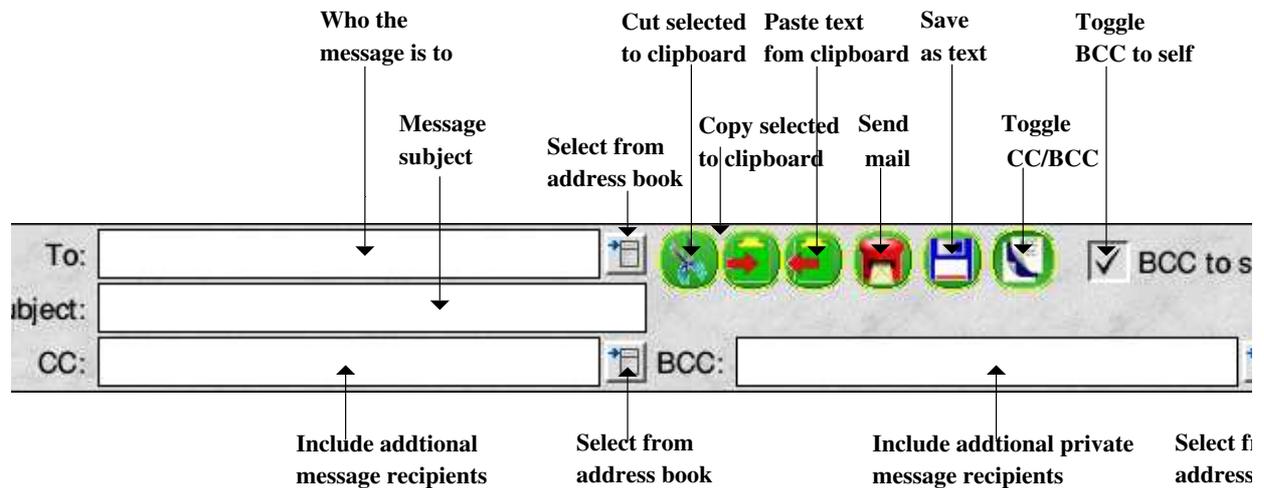


Figure 6

To create a email: -

- 1 Enter in the email address of the person you want to email into the To box
- 2 Enter in the subject of the message into the Subject box
- 3 Click into the Message body. At this point you have three options
 - i) Start typing your email
 - ii) Paste text into message body fom the global clipboard
 - iii) Drag a text file into the message body
- 4 Click on the Send mail buton to post your message

Address Book



Figure 7

The address book enables you to store your favourite email addresses on your local workstation.

The Addresses windows (figure 7) has 3 entry fields and 5 action buttons: -

Name: you may edit an existing address by using the list button to the right of the box or enter a new address. By default when you open this window from the iconbar menu, it defaults to New address

Edit details

Name: use this box to enter in a friendly name for the email address

Address: enter in the email address

Action buttons

New: Click this button to enter a new person into the address book

Delete: Click this button to delete the currently selected address

Set: Clicking this button will make any entered addresses or changes you have made available to the rest of the program. However if you quit the program without saving the addresses, they amendments you have made will not be remembered

Save addresses: Clicking this button will save the address book

Close: Clicking this button will close the address book window

Choices

The choices(see figure 7) box enables you to configure a small number of user definable options.

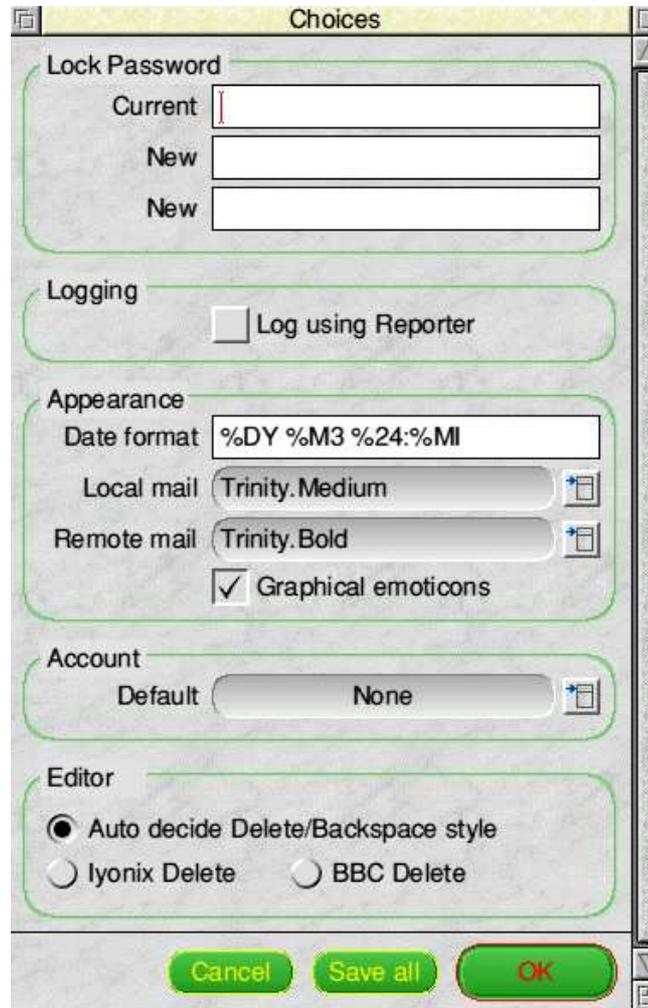


Figure 8

Lock Password

If you would like set a password for use with Tapir Mail that you can set that here.

To set a password for the first time, simply enter the desired password into the two 'New' box. The password must be entered exactly the same in both fields.

To change a password, type in your old password into the 'Current' box, followed by the new password into the two 'New' boxes.

Logging

You can set TapirMail to log it's actions. For this to work, you must have the Reporter(<http://www.avisoft.force9.co.uk/Reporter.htm>) logging application.

Appearance

The Date box enables you to set the date and time format that Tapir uses. The operators available are: -

Token	Meaning
%0	ASCII zero value
%DY	Date (08)
%ST	st, th or nd by date
%MN	Month as number (04)
%MO	Month as long entry (April)
Token	Meaning
%M3	Month as 3 letters (Apr)
%WK	Week of year
%DN	Day with in year (098)
%WN	Week day as number (7 = Saturday)
%W3	Week day as 3 letters (Sat)
%WE	Week day as long (Saturday)
%CE	Century as 2 digits (19)
%YR	Year as 2 digits (95)
%24	Hour as 24 hour (15)
%12	Hour as 12 hour (03)
%AM	am or pm
%PM	am or pm
%MI	Minute as 2 digits (25)
%SE	Second as 2 digits (50)
%CS	Centisecond as 2 digits (87)
%TZ	Time zone (BST/DST/+01:00, etc)
%%	A % symbol

All numbers may be preceded by Z to suppress leading zeros.

Using the Local and Remote mail options, you can set their appearance

The Graphical Emoticons, otherwise known as "smileys" are now supported. When this is ticked text versions of the smileys are automatically converted into their graphical counter part.

Supported smileys are: -

:0 😄	:0 😄	:(🙄	:D 😄	:p 😄	:O 😄	;-) 😄
8D 😄	:(! 🙄	}:) 🙄	:o 🙄	:X 🙄	:-) 😄	:-(🙄

Account

If you are using more than one account, you can use the Account configuration option to select which account will be default.

Editor

The Editor delete option is designed to allow the correct Delete, Backspace and Copy/End functionality depending on which version of RISC OS you are running. The recommended usage is to leave this option on 'Auto'. In this case the program will detect which version of RISC OS is running and adjust the functionality accordingly.

The table below summarises all of the available options.

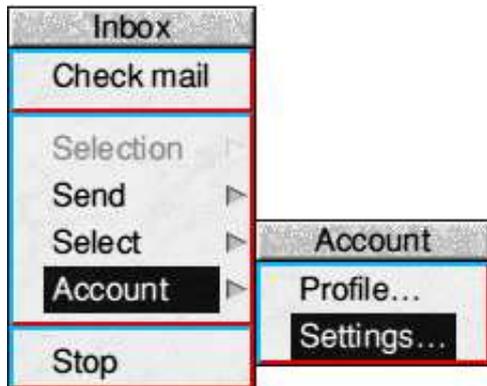
	Backspace	Delete	End/Copy
Auto (on RO 5)	As Iyonix below		
Auto (on pre-RO 5)	As BBC below		
Iyonix	Delete to the left	Delete to the right	Move to end of the line
BBC	Delete to the left	Delete to the left	Delete to the right

On RISC OS 4, there is also an operating system configuration option for 'PC delete' (this can be found by running !Boot configure, then going to the Input-Keyboard section). When selected, you get the following keyboard characteristics:

	Backspace	Delete	End/Copy
Auto (on RO 5)	As Iyonix below		
Auto (on pre-RO 5)	As BBC below		
Iyonix	Delete to the left	Move to end of the line	Move to end of the line
BBC	Delete to the left	Delete to the right	Delete to the right

Settings

The settings dialogue box enables custom choices to be set for the currently activated account.



The settings dialogue can be accessed from the pop up Account menu, when the mouse middle button is pressed in the main window (See figure 9).

figure 9

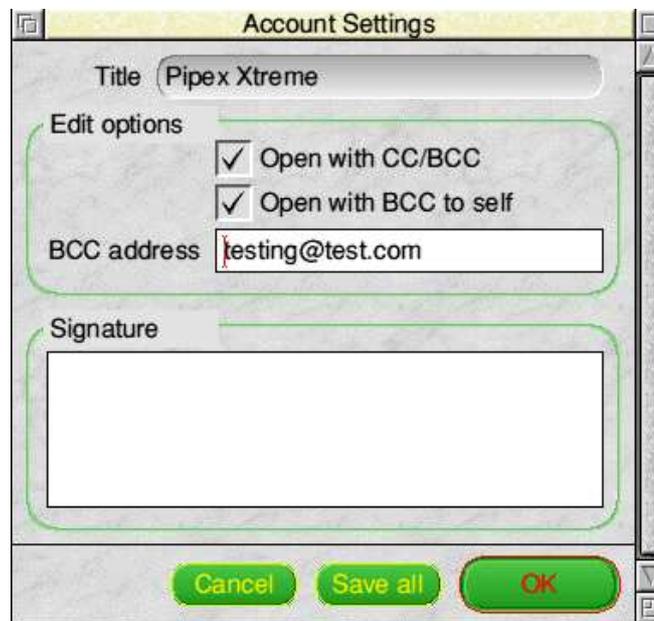


figure 10

Everything selected in this window is *Account Dependent*.

This window give you the options of: -

- Having the edit window open with CC/BCC in appearance
- Having the edit window open with BCC to self in appearance
- Setting a default BCC email address
- Setting a email signature

Pressing the OK button will enable the selected settings for the current application session only. Pressing the Save all button will remember the settings for future.