



## What is Internet E-Mail?

Tel-Me Internet E-Mail allows you to create Electronic Mail links to friends, colleagues and business associates via the ever expanding global Internet network. Through Tel-Me's intuitive user interface technology and state-of-the-art data processing centre, the usual difficulties encountered with using the Internet are already solved for you.

When you first use Tel-Me Internet E-Mail, you are given the opportunity to choose your own unique E-Mail Identification Name. Once the ID name is accepted by the Tel-Me system, you can disclose it to others as your E-Mail address on the Internet and then they can contact you.

### **See also**

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## What is an Internet E-Mail Address?

A Personal E-Mail Address is required for each Tel-Me user with Internet E-Mail. Your Internet E-Mail Address will consist of three parts. The **first part** is a name that identifies you personally and always appears with an @ symbol after it. The **second part** is typically the name of your organisation and is usually referred to as the subdomain. The **third part** identifies you as being a Tel-Me Internet E-Mail user and cannot be changed.

For example:

**fbloggs@xyzcompany.telme.com**

- **Your Personal Mail ID.**
- **The Subdomain Name for your organisation.**
- **Items added automatically by Tel-Me.**

Each Tel-Me licence is allowed to have its own subdomain name which is set up by the supervisor. All users within the licence will share this subdomain and will therefore need to specify different Personal Mail IDs. When there is only one user on the licence, the same arrangement is retained and you become the sole user within your chosen subdomain.

### **See also**

[Setting up your Internet E-Mail Address](#)



## Setting up your Internet E-Mail Address

When entering the E-Mail product for the first time, you will be unable to type anything. This is because you need to register an Internet E-Mail Address before sending or receiving any messages.

Near the centre of the screen the following button will be displayed. Simply click on it to register your Internet E-Mail address.



In order to determine whether an address already exists for your licence, Tel-Me will need to contact the PhoneLink data processing centre

### **See also**

[What is an Internet E-Mail Address?](#)

[Register Mail Address](#)

[Changing a Personal Mail ID](#)

[Changing your Subdomain](#)



## Register Mail Address

You set up your Internet E-Mail Address using the following dialog:

**Register Mail Address**

You are either un-registered or have changed your Tel-Me user ID and must provide a mail ID and (if necessary) a subdomain.  
When registering a subdomain you need to enter your supervisor password.  
This was supplied with your Tel-Me user ID and password.

@  .TelMe.com

Your Full Name:  **Extra...**

Supervisor Password:  **Advanced...**

**OK** **Cancel**

Click on the required item for more information.

Supervisors will need to complete all four fields, whereas other users on the licence will only need to supply their Personal Mail ID and Full Name.

### See also

[Changing a Personal Mail ID](#)

[Changing your Subdomain](#)

## **Postmaster Tel-Me ID**

This identification number is used as the recipient for mail that arrives to your subdomain that is not addressed to a particular individual. If it is acceptable to have such mail sent to the supervisor, then you do not need to change it. If you wish unaddressed mail to go to a different user, then enter the personal Tel-Me ID for that user.



## Changing a Personal Mail ID

Your first action when using Internet E-Mail is to set up your Internet E-Mail Address. Having done so you are free to change the Personal Mail ID part of the address at any time, though it is important to note that all mail that is sent to your previous address will be lost.

To change a Personal Mail ID:

1. Select Register E-Mail Address from the Tools menu.
2. A prompt with the current address is displayed. Select Change to continue.
3. A warning appears indicating the consequence of this action. To continue select Yes.
4. The Register Mail Address screen is displayed.



## General Configuration Options

Tel-Me Internet E-Mail provides you with a number of options so that you can alter and customise the way that it operates. These include a Signature Block which is a piece of text that you create and which is automatically added to the end of each email message that you send. Also you can configure how the program treats existing messages when replying to them and which font is used within the Internet E-Mail editor.

### **To set general configuration options:**

1. Select the Configuration... option from the Options menu of the Internet E-Mail Product Area.
2. Enter the required information into the resulting E-Mail Configuration Options dialog.
3. Click the OK button within the E-Mail Configuration Options dialog to save the entered details.

### **To configure the editor font:**

1. Select the Editor Font... option from the Options menu of the Internet E-Mail Product Area.
2. Select the required font configuration from the resulting dialog.
3. Click the OK button within the Font dialog to save the selected details.



## Creating and Editing Groups

Tel-Me Internet E-Mail allows you to create mailing groups using the individual entries from the Address Book. This means that if there are a number of people that you regularly contact collectively, you can include them in the same group and select them with a single action. Each person within your Address Book can belong to as many groups as required and still be individually selectable.

**You can perform the following group operations:**

- Create a new group
- Change an existing group
- Remove an existing group



## Scanning for Incoming Mail

When messages are received for your attention from other email users, they are temporarily stored at the PhoneLink data processing centre until you decide to download them. The presence of incoming messages can be discovered in any of four situations:

- + By performing a message scan whenever Tel-Me starts-up, or
- + By scanning for messages while outgoing emails are sent, or
- + By automatic message scan during other Tel-Me product enquiries, or
- + By clicking on the Scan button to make an immediate search for messages.

### **See also**

[Selecting and Viewing Incoming Mail](#)



## Selecting and Viewing Incoming Mail

### Selecting Messages

Following a successful scan where incoming messages are discovered, brief headlines for each message will be displayed in the lower section of the Product Area. The entries have the following layout:

	<b>johnd @ xyz.co.uk</b>	Friday's meeting	<b>01/03/95</b>	<b>&lt;1K</b>
	<b>jsmith @ widgets.inc.us</b>	New schedule for completion	<b>01/03/95</b>	<b>&lt;1K</b>
	<b>fredb @ cybernut.co.uk</b>	Rose & Crown on Thursday?	<b>03/03/95</b>	<b>&lt;1K</b>

Click on the required item for more information.

**You can now use the displayed headlines to choose which messages to download:**

1. Tag the headline(s) for the messages that you wish to read.
2. Click the Retrieve Items button to initiate the download enquiry.

As each message is retrieved the corresponding grey document icon against the tagged headline changes into a colour document. As soon as this happens, even while more messages are being retrieved, you can begin viewing the message.

Note: If there are received messages that you do not wish to read, avoid cluttering the PhoneLink system by tagging the appropriate headlines and clicking the Delete Items button.

### See also

[Replying to, and Forwarding Mail](#)  
[Internet E-Mail Menus and Toolbar](#)



## Selecting and Viewing Incoming Mail

### Viewing Messages

As soon as a greyed document icon becomes coloured you can view the message for the adjacent headline by:

- Double clicking on the required headline, or
- Moving the highlight bar to the required line and clicking the View button.

The selected message is displayed in the Internet E-Mail Extended Information Screen.

If the message appears garbled, it may have been encrypted using a key code. To unscramble the message, you need to discover the contents of key code from the originator and then select the Decrypt option from the Mail menu.

If multiple messages have been retrieved, you can move between them by:

- Using the Next >> and << Prior buttons at the foot of the window, or
- Selecting the next message from the mail list window displayed just below the toolbar, or
- Clicking on the Return to main screen button and choosing from the list of headlines.

### See also

[Transferring to and from the Extended Information Screen](#)

[Setting Mailbox Window Preferences](#)

[Replying to, and Forwarding Mail](#)

[Internet E-Mail Menus and Toolbar](#)



## Replying to, and Forwarding Mail

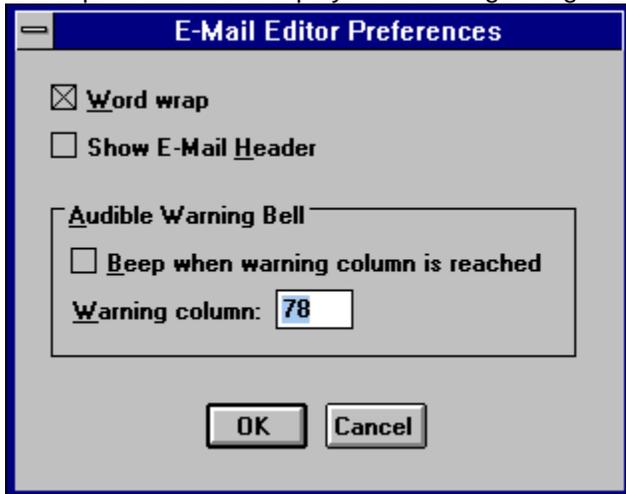
When viewing a retrieved message, you can choose to:

- Create a reply and send it to the originator plus any additional recipients, or
- Create a reply and send it to all addressees associated with the original, or
- Forward the message, with comments if required, to other recipients.



## Setting Editor Preferences

When creating a new message or replying to/forwarding received mail, you can configure various aspects of the text editor within the Extended Information Screen. Select the Preferences option from the Special menu to display the following dialog box:



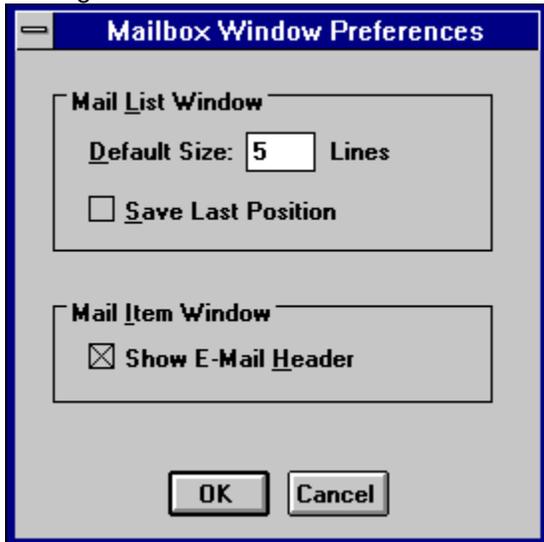
Click on the required item for more information.

**Return to Previous** ◀

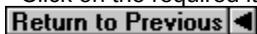


## Setting Mailbox Window Preferences

When viewing a received message, you can configure various aspects of the text editor within the Extended Information Screen. Select the Preferences option from the File menu to display the following dialog box:



Click on the required item for more information.





## Internet E-Mail Menus and Toolbar

Internet E-Mail displays one of two Extended Information Screens depending on whether a retrieved message is being viewed or a message is being replied to/forwarded:

### When Viewing Retrieved Mail



Click on the required item for more information.

### When Creating New/Replying to/Forwarding Mail



Click on the required item for more information.

## **The Internet**

The Internet is a collective of some of the largest and most powerful computer networks in the world. By forming links between differing networks around the globe, the Internet offers an unparalleled spread of users in excess of 20 million people.

The Internet began as a US military research project in 1969 to evaluate how remote computers could be efficiently and resiliently connected together. Since that time, the number of computers connected to the Internet has grown steadily. In recent times, with the advent of wider computer ownership, the Internet has become the most desirable way to become connected and to forge electronic links with other computer users.

Ease of use, however, has never been the strong point of the Internet and it can present a number of problems when initially connecting to it and in learning some of the standard text-based programs. Hence, Tel-Me Internet E-Mail provides an intuitive user interface and takes care of any connection problems.

**Name**

This field holds the name of the person and is displayed in the Address Book list. This is a mandatory entry.

**E-Mail Address**

Enter the full email address for the person in this field. The full address must be entered exactly with the correct use of full stops. This is a mandatory entry.

**Address/Organisation**

This field allows you to optionally enter postal address details for the person.

**Phone**

This field allows you to optionally enter a phone number for the person.

**Notes**

This field allows you to optionally enter notes in connection with the person.

## **Adding and Removing Names to/from the Selected Names List**

You can add names to the Selected Names list by:

- Double-clicking on a single Available Name, or
- Highlighting one or more Available Names and click on the Add-> button, or
- Holding the CTRL key and click on all of the required Available Names and then click on the Add-> button.

You can remove names from the Selected Names list by:

- Double-clicking on a single Selected Name, or
- Highlighting one or more Selected Names and click on the <-Remove button, or
- Holding the CTRL key and click on all of the required Selected Names and then click on the <-Remove button.

## **AutoScan During Tel-Me Start-up**

Within the E-Mail Configuration Options dialog you can set Internet E-Mail to perform an automatic message scan when Tel-Me is started. An enquiry will be made each time Tel-Me is loaded and the system will inform you if any incoming messages are discovered by displaying an envelope icon in the Product Area status bar.

To select the E-Mail Configuration Options dialog, select the Configuration... option from the Options menu in the Product Area. Within the dialog, select the Check mailbox status on startup option.

## **AutoScan While Sending Messages**

Within the E-Mail Configuration Options dialog you can set Internet E-Mail to search for incoming messages while other, outgoing, messages are sent.

To select the E-Mail Configuration Options dialog, select the Configuration... option from the Options menu in the Product Area. Within the dialog, check the Scan mailbox during send mail option.

## **AutoScan During Other Tel-Me Enquiries**

Tel-Me performs an automatic message scan whenever another product enquiry is made and the system will inform you if any incoming messages are discovered. You will be informed if any incoming messages are discovered by the appearance of an envelope icon in the Product Area status bar.

## **Manual Scan**

Within Internet E-Mail you can perform an incoming message search at any time by clicking the Scan button in the Input Area. An enquiry will be made and if any incoming messages are discovered, headline details about the sender(s), the title(s), the date(s) and file size(s) will be displayed in the lower section of the Product Area ready for selection.

## Tagging Message Headlines

You can tag any number of message headlines individually by:

- Double-clicking on them (double-click again to un-tag), or
  - Moving the highlight bar to the required line and pressing the space bar (press again to un-tag),
- or
- Moving the highlight bar to the required line and clicking the Tag button.

You can select all of the message headlines by:

- Clicking the Tag All button.

Conversely, when all entries are tagged, you can deselect them all by:

- Clicking the Un-Tag All button.

The message box in the lower right corner of the window indicates the number of headlines currently tagged as well as the total amount of text, in bytes, that they represent.

## **Tag Icon**

This icon is displayed next to each message headline that you tag before you make the enquiry.

## **Greyed Document Icon**

This icon replaces the tag symbol when an enquiry is initiated and is displayed until the respective new message is received.

## **Coloured Document Icon**

This icon replaces the greyed document symbol to signify that the respective new message has been received.

## **Unopened Letter Icon**

This symbol indicates that the respective message is new and unread.

## **Opened Letter Icon**

This symbol indicates that the respective message has been viewed.

## **Sender's Name**

This is the sender's email name (in bold) and address.

## **Message Title**

This is the title of the message and, if written well, allows you to quickly ascertain what the message is about.

**Date**

This is the date that the message was sent.

## **Message Size**

This indicates the message file size in bytes and provides a rough guide to the size of the email.

## **Names List**

This window provides a listing of all names and email addresses that are stored in the Address Book.

**Details Button**

Displays the stored information for the currently highlighted entry in the Names List.

## **Add Button**

Adds a new person to the Address Book.

**Remove Button**

Deletes the currently highlighted entry from the Address Book.

## **Close Button**

Exits from the Address Book dialog.

## **Default Size**

Sets the standard size, in lines, of the received mail window that appears above the edit area. The selected size will be implemented as you next enter the message viewing screen. However, if the Save Last Position option is checked, then the size of the received mail window will be determined by how the window border has been positioned using the mouse.

## **Save Last Position**

When checked, this option retains the size of the received mail window as set by clicking and dragging the horizontal window border using the mouse. This setting overrides the Default Size entry when checked.

## **Personal Mail ID**

This is the part of the Internet E-Mail address that identifies you. It is usual to use an abbreviated form of your name, for example, your Christian Name together with the first character(s) of your Surname.

Remember that the name chosen will be seen and used by anyone who you converse with via Internet E-Mail.

In your chosen name you can use letters, numbers and certain other characters, but none of the following: space ( ) < > @ . , ; : [ ] |

## **Subdomain Name**

Each Tel-Me licence has one subdomain name that is then shared by all the users. This must be set up by the licence supervisor and is usually the company name.

Remember that the name chosen will be seen and used by anyone who you converse with via Internet E-Mail.

In your chosen name you can use letters, numbers and certain other characters, but none of the following: space ( ) < > @ . , ; : [ ] |

## **Your Full Name**

You should type the name that you are known by as it is used to identify you to the people that you converse with via Internet E-Mail.

**Extra...**

Select the Extra button to be able to type in additional details about yourself and your company.

## **Supervisor Password**

Enter the password that you use to access the User Admin program. The Supervisor password is originally supplied with the Tel-Me package but can then be altered to suit your requirements so be sure to use the one that is currently registered.

## **Advanced...**

By default the supervisor is also the postmaster. Should you wish to make one of the other users the postmaster, the supervisor will need to click on Advanced and enter their ID in the Postmaster ID field.

**OK**

Exits from the dialog box and saves any changes made.

**Cancel**

Exits from the dialog box and discards any changes made.

## **File**

**Save As** Saves the current message text as a plain text (\*.TXT) file.

**Print...** Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

**Print Preview** Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

**Print Setup...** Selects the Windows Printer Setup dialog box so that you may configure a selected printer.

**Preferences** Displays the Mailbox Window Preferences dialog to allow default settings to be configured.

**Exit** Closes the Extended Information Screen and returns to the Tel-Me product area.

## **File**

**Send** Sends the message.

**Insert File...** Allows you to insert a plain ASCII text file into the current document.

**Attach File...** Allows you to attach any file to the current document.

**Print** Prints the current document.

**Exit** Closes the Extended Information Screen and returns to the Tel-Me product area.

## **Edit**

**Copy** Copies the selected information into the Windows clipboard. Press **Ctrl** and **C** as a shortcut for this option.

## **Edit**

**Cut** Cuts the selected information into the Windows clipboard. Press **Ctrl** and **X** as a shortcut for this option.

**Copy** Copies the selected information into the Windows clipboard. Press **Ctrl** and **C** as a shortcut for this option.

**Paste** Pastes information from the Windows clipboard into the selected position. Press **Ctrl** and **V** as a shortcut for this option.

## **Mail**

**Decrypt** Allows a key code to be entered that can then be used to decipher an encrypted message.

**Reply** Prepares the currently displayed message so that you can create a reply to the sender.

**Reply All** Prepares the currently displayed message so that you can create a reply to all original addressees.

**Forward** Prepares the currently displayed message so that you can forward it to other recipients.

## **Special**

**Preferences** Displays the Email Editor Preferences dialog to allow default settings to be configured.

**Editor Font...** Allows you to modify the default font.

**Append Signature Block** Adds your predefined signature block to the end of the message.

## Help

**Contents** Displays the main contents page of this help program.

**Help on Internet E-Mail** Displays the initial page and contents of the Internet E-Mail help. Press **F1** as a shortcut for this option.

**About Internet E-Mail** Provides copyright and version details for the current version of Internet E-Mail and also indicates the system resources available.

## **Copy Button**

Places a copy of the displayed information into the Windows clipboard. Press **Ctrl** and **C** as a shortcut for this option.

This option is also selectable from the Edit menu.

**Send Button**

Sends the current message in the same way as pressing the Send button in the Product Area.  
This option is also selectable from the File menu.

### **Insert ASCII Text File Button**

Allows you to send a plain ASCII text file into the current document.

This option is also selectable from the File menu.

## **Attach Files Button**

Allows you to attach any file to the current message.

This option is also selectable from the File menu.

## **Font Button**

Change the default font.

This option is also selectable from the Special menu.

## **Print Button**

Sends the displayed information to the currently selected printer for output. Press **Ctrl** and **P** as a shortcut for this option.

This option is also selectable from the File menu.

## **Print Preview Button**

Displays a preview of how the information to be sent to the printer is expected to appear when it is output. Within the preview you can zoom in and out to view specific areas and move between the various pages to be printed.

This option is also selectable from the File menu.

## **Reply Button**

Prepares the currently displayed message so that you can create a reply to the sender.

This option is also selectable from the Mail Menu.

## **Reply All Button**

Prepares the currently displayed message so that you can create a reply to all original addressees.

This option is also selectable from the Mail menu.

## **Forward Button**

Prepares the currently displayed message so that you can forward it to other recipients.

This option is also selectable from the Mail menu.

## **Show Header Button**

Toggles the display of the message header that provides addressing and subject information.

## **Append Signature Block Button**

Adds your predefined signature block to the end of this particular message.

The default setting is selectable from the Options menu in the Product Area.

## **Exit Button**

This is the same as using Alt-F4 and will close the Extended Information Screen to return control to the Product Area. This action has no effect on the data which will still be available in the Library for re-examination.

This option is also selectable from the File menu.

## **Help Button**

Displays the initial page and contents of the Internet E-Mail help. Press **F1** as a shortcut for this option.

This option is also selectable from the Help menu.

## Retrieving Messages

When you click the Retrieve Items button, each of the tag icons against the selected message headlines changes into a greyed document icon to indicate that a request is in progress. As each item is returned, the greyed document icons become coloured to signal that the message is available for viewing.



Tag Icon



Greyed Doc. Icon



Coloured Doc. Icon

## **Warning Column**

Sets the width of the editor page in terms of characters. The minimum width is 40 characters and the maximum is 132, although it is advised to remain at or around the standard 78 characters as it can be frustrating reading large-width messages.

### **Show Margin Guide Bar**

When checked, this option places a dotted red vertical line at the position of the right margin specified in the Number of Columns field.

## **Beep when Warning Column is Reached**

When checked, this option causes a beep to be sounded when an entered line reaches the right margin specified in the Number of Columns field. This acts like the bell on a typewriter and reminds you perform a carriage return at your earliest convenience.

**Word Wrap**

If Word Wrap is checked then the text being typed automatically moves onto a new line when the right hand margin is reached.

**Show E-Mail Header**

When checked, this option displays the header section at the top of the edit area that details the addressees and the subject title.

