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LOGIN TO QUICKMAIL PRO

The first time you login to QuickMail Pro after installation, a New Account Wizard guides you through setting up your account. Use the following instructions for all future logins.

Skip Step 1 if you have a network connection to the Internet.

- 1 Launch the PPP or SLIP software supplied by your Internet Service Provider (ISP). See your ISP manual for instructions on configuring your PPP or SLIP software.
- 2 Select QuickMail Pro from the Apple menu. A login screen appears.
- 3 Select your name in the Name pop-up.
- 4 Type your password.
 - Leave the Online checkbox selected, unless you want to work offline. Select Offline when you do not want to connect to the POP server.
 - Select Leave mail on server . . . if you wish to copy messages to your Inbox and leave original messages on the POP server. Do not check this option if your ISP restricts the amount of space or time mail can be left on their server.
- 5 Click OK. The Mail Browser displays, and you're ready to send and receive E-mail.



The screenshot shows the QuickMail Pro login dialog box. At the top is the QuickMail Pro logo. Below it, there is a 'Name:' label followed by a dropdown menu showing 'Jack Frost'. Underneath is a 'Password:' label followed by a text input field containing three dots. Below the password field, the account information 'Account: jack.frost@qt-pop.cesoft.com' is displayed. A section titled 'Work' contains two radio buttons: 'Offline' and 'Online - check for new mail automatically', with the 'Online' option selected. Below this section is a checkbox labeled 'Leave mail on server until deleted'. At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

VIEW THE MAIL BROWSER

Mail sorts by underlined column heading

Click the hyperlinked banner to go to CE Software's Web site.

The screenshot shows the QuickMail Pro interface. The main window displays a list of emails with columns for Priority, Subject, Who, and Date Sent. The 'Date Sent' column is underlined, indicating the current sort order. A banner at the top right contains a logo and a link to CE Software's website. The left sidebar shows a tree view of folders including Inbox, Sent Items, and Trash. The status bar at the bottom indicates 'Sending message 1 of 1...' and 'jack.frost@qt-pop.cesoft.com'.

Annotations on the left side of the image:

- Button bar
- Read mail
- Return Receipt
- Unread mail
- Enclosure(s)
- Personal folders
- Connection status

Annotations on the right side of the image:

- Ascending/Descending sort
- Your POP account

Figure 1 The Mail Browser

QUICK TOUR

The Mail Browser displays mail you have received, created, sent, trashed, and filed. Use the button bar or drag and drop in the Mail Browser to handle your mail.

- File mail you want to keep in personal folders you create. See page 15 for more information.
- Small red arrows on the corner of folders indicate unread mail.
- The number of files stored in each folder displays if you open a personal folder.
- The Outbox stores messages until the next connection to the POP server. After mail is sent to the POP server, it is stored in the Sent Items folder.
- The Trash holds mail you have selected to delete. Messages can be retrieved from the Trash until you select Empty Trash in the File menu.
- Click a column header to sort by Status, Priority, Subject, Who or Date Sent. For more information, select Preferences in the Configure menu and click the Sorting tab.

MESSAGE PEEK

Message Peek opens the first 10 kilobytes (the first few lines) of a selected message when you are in the Mail Browser. This feature allows you to identify the general content of a message without opening it.

To use Message Peek, hold down the Option key and click a message in your Mail Browser. Close Message Peek by clicking anywhere in the Mail Browser.

Status	Priority	Subject	Who	Date Sent	Time
Inbox				16 file(s)	11/3/96 4:18 AM
Normal		Celebration	Pop Test	11/3/96	3:18 AM
Normal		DEADLINES!!	CE POP test account	10/26/96	3:18 AM
Normal		Fwd: Technical Services Up	Jason C. Crow	10/26/96	3:18 AM
Normal		GO Cyclones!!	Jason C. Crow	10/26/96	3:18 AM
Receipt		Hello	Jack Frost	10/23/96	12:36 PM
Urgent		Hello	Jack Frost	10/23/96	12:29 PM
Normal		MailManager	Jack Frost	10/24/96	9:56 PM
Urgent		MessagePeek™	Jack Frost	10/24/96	9:56 PM
Hold down the Option key and select a message to open up MessagePeek. This feature allows you to identify the general content of a message without opening. It's a great way to identify junk mail and make more efficient use of your time!					
Bulk		RE:Re-Test Message From Mar	Mary Layt	11/3/96	4:18 AM
Normal		Technical Services Info	Jason C. Crow	10/26/96	3:18 AM
Bulk		Test Message From Mary-	Mary Layt	10/26/96	3:18 AM
Normal		Welcome To QuickMail!	dino	10/19/96	10:57 PM

CREATE MESSAGES

- 1 In the Mail Browser, click the New button to display a list of message forms.
 - 2 Select a form. Several forms are installed with QuickMail Pro.
 - Select Install form in the Message menu to install forms you receive from others. You can also create your own forms using the QM Forms™ application in the QuickMail Pro:Utilities folder on your hard drive.
 - 3 Type the subject and body of your message in the selected form.
- ❖ *Note:* The Address button you select may vary in appearance depending upon what type of form you select.

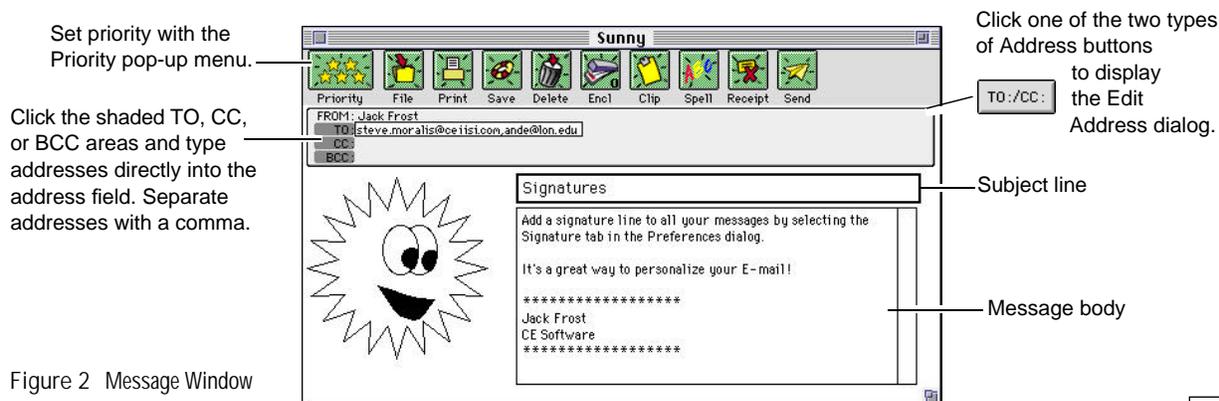


Figure 2 Message Window

ADDRESS MESSAGES

Type a new address or select an existing address to direct your mail. There are two ways to address a message:

- Type the address in the TO field of a message form.
- Click the Address button in a message form.

TYPE THE ADDRESS

If you are using a form with a large Address button, you can type an E-mail address directly into the address area of your message form.

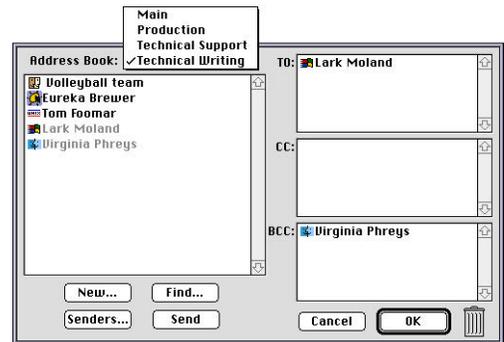
FROM:	Jack Frost
TO:	steve.moralis@ceiis1.com, ande@lon.edu
CC:	
BCC:	

- 1 Click the shaded TO, CC, or BCC areas of your form. A long white box appears with a blinking cursor.
- 2 Type the E-mail address in the white box. Separate multiple addresses with a comma.

SELECT AN EXISTING ADDRESS

If you have added addresses into an Address Book or Group, you can drag and drop names to the TO, CC and BCC fields to Carbon Copy and Blind Carbon Copy your messages. To select an existing address:

- 1 Click the Address button in your message form to view the Address dialog. See Figure 2 on page 4.
 - 2 Use the Address Book pop-up menu to select an Address Book. The Address Book called Main is created when you install QuickMail Pro. The Main book is empty until you add E-mail addresses. See page 11 to create an Address Book.
 - 3 Drag and drop names from the Address Book or Group to the TO, CC, and BCC fields.
 - 4 Click OK to return to the message form.
- ❖ *Note:* To preserve addresses you create, enter them in an Address Book. See page 11.



SPELL CHECK MESSAGES

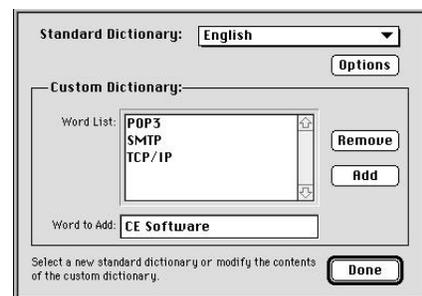
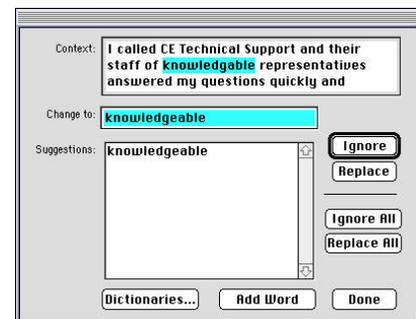
You'll never embarrass yourself again with typos and misspelled words!
To check the spelling in your message before you send it:

- 1 Create a message and click the Spell button.
- 2 The Spell Checker pauses when it encounters an unknown or misspelled word and offers suggestions.
- 3 Choose a word from the Suggestions box, or type the correct spelling in the Change to field and click Replace. Click Ignore to bypass the flagged word.
 - Click Add Word to add the flagged word to your Custom Dictionary or click Dictionaries to display the Dictionaries dialog.

ADD WORDS TO YOUR DICTIONARIES

Add words to your Dictionary file so Spell Check doesn't flag them as incorrect. To add a word to a dictionary:

- 1 Select Dictionaries in the Tools menu.
- 2 Choose a dictionary in the Standard Dictionary pop-up list. There may only be one dictionary available. Click Options to set the dialect.
- 3 Type the word in the Words to Add field, and click Add to enter words to your Custom Dictionary.
- 4 Click Remove to delete selected words from your Custom Dictionary. Click Done when you are finished.

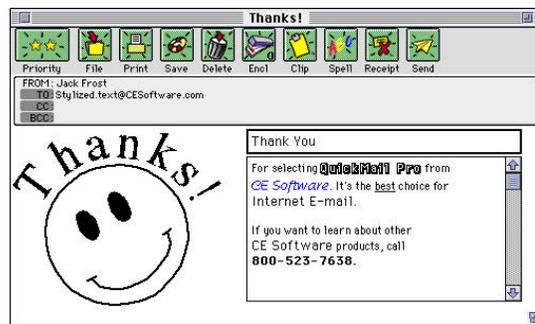


STYLIZED TEXT

The Format menu offers stylized body text options. Stylized text is only available in the message body. Subject lines cannot use stylized text.

You can stylize text prior to typing, or you can highlight text to change it.

- **IMPORTANT:** Stylized text is only preserved when the recipient's E-mail software supports it.



FONT

Set the font in your message to any font available on your System. When you receive a message with a font not available on your machine, QuickMail Pro substitutes the form's default font, Geneva 9 pt.

STYLE

Set the text style of your message body. Text styles are Plain, Bold, Italic, Underline, Outline, and Shadow.

SIZE

Set the size of text in the message. The sizes available depend upon the font used.

COLOR

Colors can be used with any font, style, or size.

SEND MESSAGES

Click the Send button in the Message Window. A sending dialog appears and your message moves to the Outbox until you select Send Mail Now in the File menu or until your next scheduled connection.



SCHEDULE YOUR CONNECTIONS

To schedule your connections to the Internet:

- 1 Select Preferences in the Configure menu.
- 2 Select the Account tab and adjust your connection intervals in the Work Online area of the dialog.

A screenshot of a dialog box titled "Work". It contains two radio buttons: "Offline" (unselected) and "Online - check for new mail every 15 minutes" (selected). Below the radio buttons is a "Send mail:" label followed by a dropdown menu currently showing "Immediately".

Work
 Offline
 Online - check for new mail every 15 minutes
Send mail: Immediately

After your mail is sent from the Outbox to the Internet, a copy is stored in the Sent Items folder. You can view mail that has been sent by double-clicking it.

DELETE SENT ITEMS

There are two ways to delete mail from the Sent Items folder:

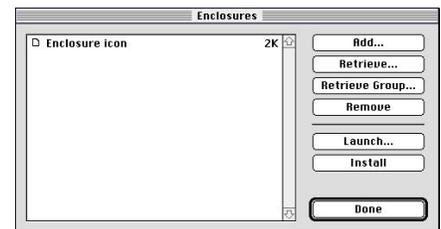
- Select it and drag it to the Trash. Choose Empty Trash from the File menu.
- Select Preferences in the Configure menu. Click the Sending tab in the Preferences dialog and direct QuickMail Pro to delete mail that has been sent after "X" days.

A screenshot of a dialog box with a checked checkbox labeled "Delete sent mail after" followed by a text input field containing "15" and the word "days".

Delete sent mail after 15 days

SEND ENCLOSURES

- 1 Create a message and click the Encl button to display the Enclosures dialog.
 - 2 Click Add to display the Select File dialog.
 - 3 Select a file from a drive and click Add.
 - 4 Click Done after you select the file(s) to enclose. Send up to 16 files with a message.
 - 5 Click Done. The Encl button indicates enclosed files. See the changed icon on page 13.
 - 6 Click Send in the message.
- ❖ *Note:* Select a file from the Finder and drag it anywhere in the Message Window to enclose it.



SEND CLIPBOARD CONTENTS

- 1 Press $\text{⌘} - C$ to copy text or small graphics to the Clipboard.
 - 2 Open a message form and click the Clip button to display the empty Clipboard.
 - 3 Click Paste to display the copied item.
 - 4 Click OK to enclose it.
- ❖ *Note:* Only QuickMail users can receive Clipboard attachments.



CREATE ADDRESS BOOKS

Use Address Books to preserve E-mail addresses.

- 1 Select Address Books in the Configure menu. Click New.
- 2 Name the Address Book at the prompt and click OK.
- 3 Click New to create an address in the Address Book.

ADD AN ADDRESS

- 4 In the New Address dialog, enter the first and last name.
You can enter a total of 30 characters. The First Name field requires an entry.
- 5 Enter the recipient's E-mail address.
- 6 Specify the recipient's operating system in the Computer pop-up. Select Default if you do not know which option to select.
- 7 QuickMail Pro enters the Message Format type and Enclosure Encoding for you based on the Computer option you select.
- 8 Click OK to leave the New Address dialog.
- 9 Click OK to leave the Address Book dialog.
- 10 Click Done in the Editing dialog to return to the Mail Browser or Message Window.

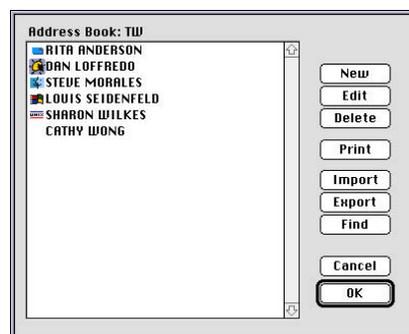
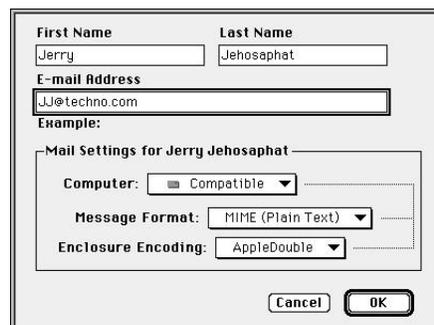


Figure 3 Address Book dialog



RECEIVE MAIL

When a message is delivered to the Inbox, you are notified by a chime and a QuickMail Pro logo flashing in the upper left corner of your screen.

READ YOUR MAIL

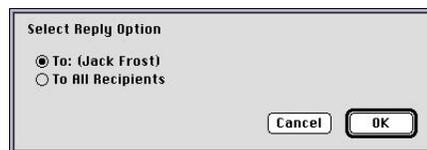
There are six ways to read a message:

- Double-click the message line.
- Select a message and click the Read button.
- Select a message and press Return.
- Select a message and click \mathbb{O} .
- Select a message and select Open in the File menu.
- Hold down the Option key and click a message to display the Message Peek. You can read the first 10 kilobytes (the first few lines).



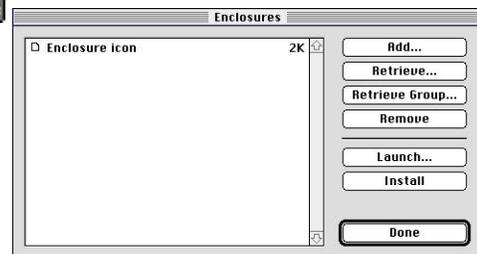
REPLY TO MESSAGES

- 1 Open a message in your Inbox and click the Reply button.
- 2 Choose who should receive your reply in the Select Reply Option dialog.
- 3 Select a form at the prompt and click OK. The Reply form displays the original message below a flashing insertion point.
- 4 Type your reply in the message form and click Send.
- 5 Select Close in the File menu to return to the Mail Browser.



RETRIEVE ENCLOSURES

- 1 Open a message that contains an enclosure.
- 2 Click the Encl button to display a list of enclosed files.
- 3 Select the enclosed file(s) and click Retrieve.
- 4 Select a destination for the file(s) and click OK.
- 5 Click Done in the Enclosures dialog.



RETRIEVE CLIPBOARD CONTENTS

- 1 Open a message that contains a Clipboard attachment. Click the Clip button to display the Clipboard dialog with the attached text or graphic.
- ❖ *Note:* The size of the Clipboard dialog may limit the display of the attached text or graphic.
- 2 Click Copy to place the text or graphic on your computer's Clipboard.
 - 3 Click OK to return to the message.



Select Automatically Show Clipboard in your Receiving Preferences to automatically display the Clipboard dialog. See Preferences in the Configure menu.

LAUNCH UNIVERSAL RESOURCE LOCATORS

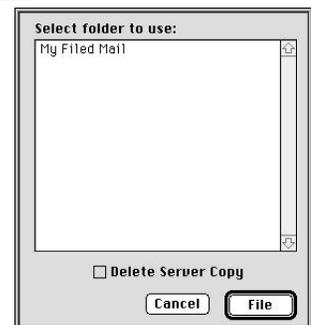
QuickMail Pro launches Universal Resource Locators (URLs) from the text of your message. Double-click the URL to launch it. Your Web browser opens and takes you to the Web site.

- When you -click an E-mail address or mailto: line, QuickMail Pro launches if it is designated as your default mailto: helper.
- **IMPORTANT:** Internet Config must be configured properly for URL and mailto: launching to work.

FILE MAIL

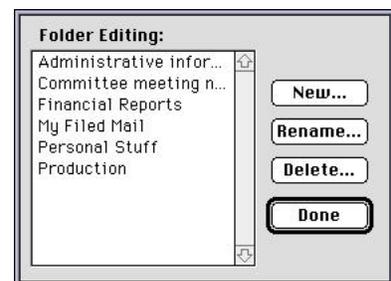
File messages in personal folders to save them. You can have up to 1024 folders, with 250 messages in each. To file a message, select it and:

- 1 Click the File button to display the Folders dialog. A folder called My Filed Mail is created when QuickMail Pro is installed.
 - 2 Select a folder and click File. Your message is filed in the selected folder.
- ❖ *Note:* The Delete Server Copy checkbox in the Filing Mail dialog is only enabled when you have Leave mail on server or Don't download messages larger than X K selected in the Receiving Preferences tab.



CREATE A FOLDER

- 1 Select Folders in the Configure menu.
- 2 Click New.
- 3 Name the folder at the prompt.
- 4 Click OK.
- 5 Click Done to close the Folder Editing dialog or click New to create additional folders.



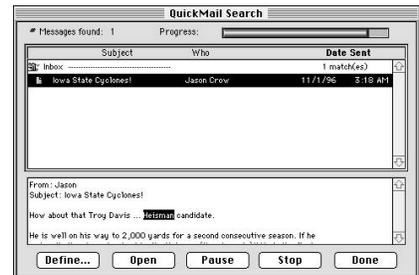
FIND TEXT STRINGS

- 1 Open a message and select Find in the Edit menu.
- 2 Type the word or text string in the Find Text field and click Find.
- 3 Select Find Again in the Edit menu to locate the next occurrence of the text string.



SEARCH FOR MESSAGES

- 1 Click Search.
- 2 Type the word or text string in the Subject Contains field.
- 3 Specify which folders to search.
- 4 Click More Choices to display the Advanced Search dialog. Select from the pop-up menus to refine the search criteria.
- 5 Click Search. A results dialog appears where you can monitor the status of your search.
- 6 Click Done in the results dialog to return to the Mail Browser or Message Window.



EMPTY TRASH

There are three ways to empty your Trash and permanently delete mail:

- Select Empty Trash in the File menu.
- Select Preferences in the Configure menu. Set automatic delete options in the System tab.
- Drag the Trash's contents to the Delete button.

SET UP MAILMANAGER

MailManager™ filters messages in your Inbox based upon your specifications. The specifications cover Conditions and Actions, and are defined in a Rule. Conditions define criteria the message must match. Actions define what to do with the message when Conditions are met.

CREATE A RULE

- 1 Select MailManager in the Tools menu to display the MailManager status dialog.
- 2 Select New and name the Rule at the prompt. The MailManager edit dialog appears. See Figure 7 on page 18.

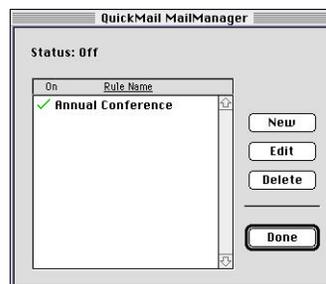


Figure 4 MailManager status dialog

CONDITIONS

- 3 Click the When conditions button to display the Conditions dialog.
 - Select For ALL messages if the Rule pertains to all new mail.
 - Select When the message's for messages that must meet certain criteria before processing.
 - Select Also check the message body checkbox to search the message body *and* the Subject text.
 - Make selections in other fields to define the Condition(s). Any blank field is skipped.
- 4 Click OK to close the Conditions dialog.



Figure 5 Conditions dialog

DO ACTIONS

- 5 Click the Do Actions button in the MailManager Edit dialog.
- 6 Select an Action for the Rule from the button bar.
 - Print the message.
 - Forward or Reply to the person(s) you specify.
 - File a copy of the message in a selected personal folder.
 - Delete the message after all other Actions have been applied.
- 7 Click OK to return to the MailManager Edit dialog.
- 8 Click OK again to return to the MailManager status screen.
- 9 Click the On column beside the Rule name to enable a Rule. Select the On or Rule Name header to sort your Rules. The underlined column indicates the category of the sort.
- 10 Click Done in the MailManager status dialog.

TURN MAILMANAGER ON

- 11 Select Start MailManager in the Tools menu.
 - > **IMPORTANT:** Rules only process when the QuickMail Pro application is open.



Figure 6 Do Actions button bar

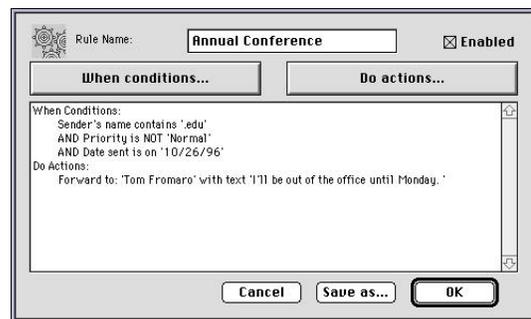


Figure 7 MailManager Edit dialog

EDIT RULES

Change, remove or duplicate Rule Actions.

- 1** Select MailManager in the Tools menu to display the MailManager status dialog. See Figure 4 on page 17.
- 2** Select a Rule and click Edit to display the MailManager Edit dialog.
- 3** Select Do Actions to change MailManager filtering. The Action dialog appears. See Figure 8.
 - Select Remove to delete an Action.
 - Select Duplicate to copy an Action.
 - Select Edit to change the Action.
- 4** Make your changes and click OK.
- 5** Click Done to save changes and close MailManager.

❖ *Note:* Select Save Rules as Text in the Tools menu to save your Rules to a text file.

FILTERING REQUIREMENTS

- Your Rule set is only available from your workstation.
- Rules must have at least one Condition and one Action.
- Each Rule name must be unique.
- Rules can be turned on and off, but Rules are only processed when QuickMail Pro is running.

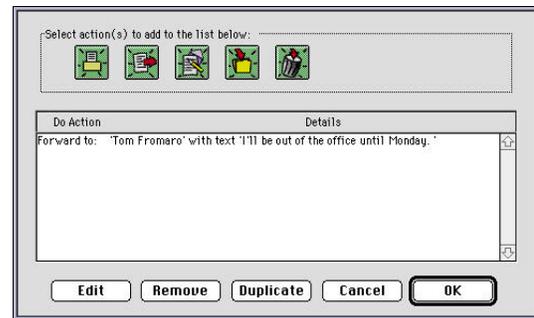


Figure 8 Action dialog

LOGOUT OF QUICKMAIL PRO

Select Logout from the File menu to terminate your mail session on the Internet. Logout is useful when you want to reduce connection charges.

Select Quit from the File menu to close the QuickMail Pro application, but remain connected to the Internet. When you select Quit from the File menu, you continue to receive mail while you work in other applications.

QuickMail Pro Hot Keys

⌘-A = Select All	⌘-I = Italic*	⌘-R = Reply*
⌘-B = Bold*	⌘-J = Spelling*	⌘-S = Send Mail Now
⌘-C = Copy*	⌘-K = File Into Folder	⌘-T = Empty Trash
⌘-D = Delete	⌘-L = Logout	⌘-U = Underline*
⌘-E = Enclosures*	⌘-M = Check Mail Now	⌘-V = Paste*
⌘-F = Find*	⌘-N = New message form	⌘-W = Close*
⌘-G = Find again*	⌘-O = Open selected message	⌘-X = Cut*
⌘-H = Search	⌘-P = Print	⌘-Y = Forward*
	⌘-Q = Quit	⌘-Z = Undo*
Enclosure Hot Keys		
⌘-A = Add	⌘-I = Install	⌘-R = Retrieve
⌘-G = Retrieve Group	⌘-L = Launch	Return = Done

* — Indicates the command is only available in the Message Window.