



## Subdomain Name Dialog

When you select the Register Subdomain... option, the following dialog is displayed:

**Register Internet Subdomain**

**Register Subdomain**

Enter your chosen internet subdomain here:-

Subdomain:  .TelMe.com

Postmaster User ID:

Supervisor User ID:

Supervisor Password:

**Company Details (optional)**

Company Name:

Address:

Postcode:

Phone:

Fax:

**WARNING:** Changing your subdomain will cause all future mail to the subdomain to be lost. All users in the subdomain will have to re-register their mail IDs.

OK Cancel

Click on the required item for more information.

### To register a subdomain name:

1. Enter a name for your subdomain.
2. Alter the Supervisor Password, Supervisor ID or the Postmaster ID if required.
3. Click on the OK button to send the details and register one of the names.



## E-Mail Configuration Options Dialog

When you select the Configuration... option, the following dialog is displayed:

The dialog box is titled "E-Mail Configuration Options" and contains the following sections:

- Signature Block:** A text area containing a signature block with a dashed line and the text "Via Tel-Me Internet E-Mail". Below the text area is a checkbox labeled "Automatically add to outgoing mail".
- Reply Editor Options:** A section containing a checked checkbox for "Copy source mail" and a text field for "Copy prefix string" with the value ">".
- General:** A section containing a text field for "External Editor" with the value "notepad", and two unchecked checkboxes: "Scan mailbox during send mail" and "Check mailbox status on startup".

At the bottom of the dialog are "OK" and "Cancel" buttons.

Click on the required item for more information.

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## Creating a New Message

The first step to creating a new message is to address it to the intended recipient(s).

The Internet E-Mail Input Area is arranged as follows:

The screenshot shows a web interface for creating an email. On the left, there are four input fields: 'Name:', 'Subject:', 'Key:', and 'Ref:'. The 'Name:' field has a small dropdown arrow and an 'Add to Book' button next to it. The 'Subject:' field has a 'To ->' button next to it. The 'Key:' field has a 'Cc ->' button next to it. The 'Ref:' field has a 'Del' button next to it. To the right of these fields is a large, empty rectangular box for the message body. On the far right of the interface are three buttons: 'Send', 'Clear', and 'Scan'.

Click on the required item for more information.

### The actions required to create a new message are as follows:

1. Enter the name of the intended recipient, or group, into the Name field.
2. Enter a descriptive title for your message into the Subject field.
3. Optionally enter a security key that will encrypt the message.
4. Type your message into the edit area.
5. Click the Send button to initiate a Tel-Me enquiry that will post the message.

Once the enquiry is made, a corresponding entry is added to the top of the library using either the date or the Reference (if one was entered) as the heading. After the message has been successfully sent, the library entry will also display the name of the recipient.

### See also

[Inserting Text Files into Your Message](#)

[Setting Editor Preferences](#)



## Entering or Selecting a Name

As you begin typing in the Name field, a drop-down list will display the closest name matches that are held in the Address Book as shown below:



As you type further, the list will be refined until a single match remains and you can then quickly add it to the Address Window by pressing the TAB key. Alternatively, you can add the name or group to the Address Window by:

- Double-clicking on it, or
- Highlighting it and pressing the TAB key (only for the first addressee), or
- Highlighting it and clicking the To-> button for a main addressee, or
- Highlighting it and clicking the Cc-> button to copy the person.

If you enter a recipient name that is not held within the Address Book, the drop-down list will show the entry as "New Person" and the Add to Book button will become un-greyed. If you wish to use the recipient name without entering it in the Address Book, enter an '@' symbol after the name and enter the email address after this. Otherwise, click on the Add to Book button and store at least the name and email address in the subsequent Person dialog.

You can also click on the small arrow button to reveal the full list of available names and groups and select one using the same methods.

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## Replying to the Originator

To create a quick reply to a received message, click on the  button from the Extended Information Screen toolbar or select the Reply option from the Mail menu.

Internet E-Mail will return to the Product Area to allow you to add any other required recipients to the Address Window.

Depending on the setting of the Configuration dialog, the edit area may contain a copy of the original message with a certain character prefixed to each line. This allows you to edit the message to show the original pertinent points and then add your own comments. The prefixed characters differentiate the copied text from your new message text.

### **To create your reply:**

1. Append the Address Window with any other required addressees by entering the name of the recipient(s), or group(s), into the Name field.
2. Optionally alter the Subject field which will contain the original title prefixed with Re:.
3. Optionally enter a security key that will encrypt the message.
4. Type your message into the edit area.
5. Click the Send button to initiate a Tel-Me enquiry that will post the message.

Once the enquiry is made, a corresponding entry is added to the top of the library using either the date or the Reference (if one was entered) as the heading.

### **See also**

[Inserting Text Files into Your Message](#)

[Setting Mailbox Window Preferences](#)



## Replying to all Associated Addressees

To create a quick reply to a received message, click on the  button from the Extended Information Screen toolbar or select the Reply All option from the Mail menu. Internet E-Mail will return to the Product Area to allow you to add any other required recipients to the Address Window.

Note: Recipients who were copied on the original message will not be automatically included in the Address Window.

Depending on the setting of the Configuration dialog, the edit area may contain a copy of the original message with a certain character prefixed to each line. This allows you to edit the message to show the original pertinent points and then add your own comments. The prefixed characters differentiate the copied text from your new message text.

### **To create your reply:**

1. Append the Address Window with any other required addressees by entering the name of the recipient(s), or group(s), into the Name field.
2. Optionally alter the Subject field which will contain the original title prefixed with Re:.
3. Optionally enter a security key that will encrypt the message.
4. Type your message into the edit area.
5. Click the Send button to initiate a Tel-Me enquiry that will post the message.

Once the enquiry is made, a corresponding entry is added to the top of the library using either the date or the Reference (if one was entered) as the heading.

### **See also**

[Inserting Text Files into Your Message](#)

[Setting Mailbox Window Preferences](#)



## Forwarding a Message

To forward a received message to one or more new recipients, click on the  button from the Extended Information Screen toolbar or select the Forward option from the Mail menu. Internet E-Mail will return to the Product Area to allow you to add all required recipients to the Address Window.

The edit area will contain a copy of the original message with a certain character prefixed to each line. This allows you to edit the message if necessary and add your own comments. The prefixed characters differentiate the copied text from your new message text and are configured in the [Configuration dialog](#).

### **To forward a message:**

1. Enter the name of the intended recipient(s), or group(s), into the [Name](#) field.
2. Optionally alter the [Subject](#) field which will contain the original title prefixed with Fw:.
3. Optionally enter a security [key](#) that will encrypt the message.
4. Enter, if necessary, your comments into the edit area.
5. Click the Send button to initiate a Tel-Me enquiry that will post the message.

Once the enquiry is made, a corresponding entry is added to the top of the library using either the date or the Reference (if one was entered) as the heading.

### **See also**

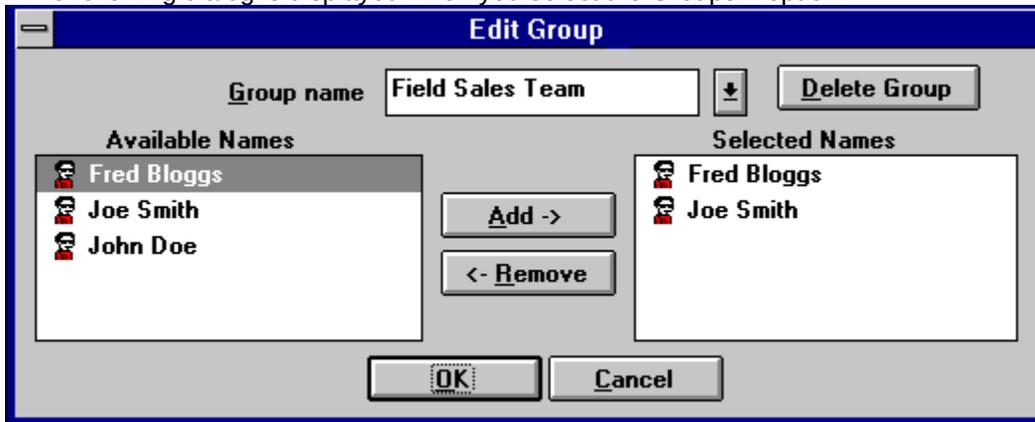
[Inserting Text Files into Your Message](#)

[Setting Mailbox Window Preferences](#)



## Creating a New Group

The following dialog is displayed when you select the Groups... option:



Click on the required item for more information.

### To create a new group:

1. Enter a suitable name into the Group Name field.
2. Add one or more of the Available Names to the Selected Names list.
3. Click the OK button to exit from the dialog and save the changes.

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## Changing an Existing Group

The following dialog is displayed when you select the Groups... option:



Click on the required item for more information.

### To change an existing group:

1. Select the existing group name from the Group Name field.
2. Add or remove names to or from the Selected Names list as required, and/or Change the group name by entering the new name in the Group Name field.
3. Click the OK button to exit from the dialog and save the changes.

**Return to Previous** ◀



## Removing an Existing Group

The following dialog is displayed when you select the Groups... option:



Click on the required item for more information.

### To remove an existing group:

1. Select the existing group name from the Group Name field.
2. Click the Delete Group button to remove the selected group.
3. Click the OK button to exit from the dialog and save the changes.

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## Address Window

This window lists all of the addressees for an outgoing message.



This icon represents an individual user.



This icon represents a group.



This icon is displayed if you double-click on the group icon. When opened, it lists the people contained within the group.

TIP: If you want to quickly view other details for a name or group in the Address Window, click on the required entry using the right mouse button. A pop-up window will give various Address Book, or group details about the entry.

## **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 ( ) < > @ . , ; : [ ] |

When the OK button is clicked a connection is made to the PhoneLink data processing facility.

## **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.

**Supervisor Tel-Me ID**

This is the Supervisor Identification number that was issued with the Tel-Me package. Unless it is incorrect, this entry does not need to be changed.

## **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.

## **Company Details**

Optionally enter details about your company using the fields presented in this section.

**OK**

Initiates a connection to the PhoneLink data processing centre and registers the entered information.

**Cancel**

Exits from the dialog and discards any changes made.

## **Signature Block**

This edit area allows you to create a piece of text that will be automatically appended to each email message that you send. The idea of the signature block is that it replaces your usual salutation that you would use when writing a letter and provides a pleasant, personalised conclusion to your messages. Some people create Smileys (certain character combinations that look like sideways faces such as :-)) or interesting quotes along with their names and email address.

You can use whatever you want as your signature block, however, it is considered wasteful and annoying if it totals much more than four lines of text and/or characters.

**Automatically add to outgoing mail**

If this option is unchecked then the Signature Block will not be automatically appended to your outgoing messages.

## **Copy source mail**

When checked this option will include a copy of the original received message when creating a reply. To differentiate the text of the original message from your new text, all lines of the original message are prefixed with the character(s) set in the Copy Prefix String field (usually >).

**Copy prefix string**

The character(s) entered in this field are used to prefix each line of an original message when a reply is being created.

**External Editor**

This field holds the name of a preferred external editing application that will be used automatically if an email is too large to edit within Internet E-Mail.

**Scan mailbox during send mail**

When this option is checked, your system will search for any incoming mail whenever you send outgoing messages.

**Check mailbox status on startup**

When this option is checked, your system will make an enquiry and search for any incoming mail every time that the Tel-Me system is launched.

**OK**

Exits from the dialog and saves any changes made.

## **Adding Names to the Address Window**

You can add a name or group to the Address Window by:

- Double-clicking on it, or
- Highlighting it and pressing the TAB key (only for the first addressee), or
- Highlighting it and clicking the To-> button for a main addressee, or
- Highlighting it and clicking the Cc-> button to copy the person.

TIP: If you want to quickly view other details for a name or group in the drop-down list, click on the required entry using the right mouse button. A pop-up window will give various Address Book, or group details about the entry.

## **Inserting Text Files into Your Message**

You can insert text files into a message by selecting the Insert File... option from the File menu in the Extended Information Screen when creating a new message or replying to/forwarding received mail. A standard file dialog will be displayed and you can select any standard pure ASCII text file up to 50KB in size. Once selected, you can edit the imported text as normal.

## **Name**

Enter the name of the recipient or group of recipients for whom the new message is intended. As you begin typing in this field, a drop-down list will display the closest name matches that are held in the Address Book and you can select the required one by:

- Double-clicking on it, or
- Highlighting it and pressing the TAB key (only for the first addressee), or
- Highlighting it and clicking the To-> button for a main addressee, or
- Highlighting it and clicking the Cc-> button to copy the person.

If you enter a recipient name that is not held within the Address Book, the drop-down list will show the entry New Person and the Add to Book button will become un-greyed.

TIP: If you want to quickly view other details for a name or group in the drop-down list or Address Window, click on the required entry using the right mouse button. A pop-up window will give various Address Book, or group details about the entry.

## **List Button**

Pressing this button displays a full list of Address Book and Group entries.

## **Add to Book**

When a new recipient is entered into the Name field, this button becomes available and when pressed, displays the Edit Person dialog so that full details about the new entry can be entered into the Address Book.

## **Subject**

This field is used to enter a title for your new message and it is important that you make it as descriptive and succinct as possible. This will allow the recipient(s) to quickly ascertain what the message is about from the list of emails that they may receive every day.

## **Key**

This field allows you to optionally encrypt your message to protect it against unauthorised viewing using a key code. This feature can only be used when sending messages to other Tel-Me Internet E-Mail users. The recipient must be informed, preferably by a means other than email, of the exact contents of the key code.

You can use any characters to form the key code and as more characters are used, the message becomes better protected against hacking.

**Ref**

An optional field for entering a reference for the enquiry. Internet E-Mail will assign a reference automatically if nothing is entered.

**To->**

Adds the currently highlighted Name to the Address Window as a main recipient.

**Cc->**

Adds the currently highlighted Name to the Address Window as a copy recipient.

**Del**

Removes the currently highlighted Name from the Address Window.

**Scan**

Initiates an enquiry that will check for incoming messages that are currently held at the PhoneLink data processing centre.

**Send**

Initiates an enquiry that will post the message.

**Clear**

Returns the input fields to their default settings.

**Group Name**

Enter new or select existing group names in this field. Press the down arrow button to reveal a listing of existing group names.

## **Delete Group Button**

Removes the currently selected group name.

## **Available Names**

This list contains all of the contact names that are held in the Address Book. These names can then be selected individually or collectively and added to the Selected Names list of the current group.

## **Selected Names**

This list contains all of the contact names that have been added to the current group.

**Add->**

Adds one or more names to the Selected Names list.

**<-Remove**

Removes one or more names from the Selected Names list.

## **Groups**

Entries marked with a yellow address book icon are groups consisting of one or more users.

## **Users**

Entries marked with a person icon are individual users.

## **Setting Reply Options in the Configuration Dialog**

If you wish to change the status of the copied text when creating replies, select the Configuration... option from the Tools menu in the Internet E-Mail Product Area. In the resulting E-Mail Configuration Options dialog box, the Reply editor options section controls the copying of the original message when creating replies.

If the Copy source mail option is checked, then the original text will be automatically placed into the new reply message.

The Copy prefix string field allows you to define a prefix other than the default > character.

