JunkMail™

JunkMail

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This is JunkMail...

JunkMail is a powerful yet simple mail program designed for Novell networks. You can send messages to multiple people, create mail groups, attach files, request return receipts, send urgent messages, and print messages. JunkMail will use your Novell network user lists, print queues, and messaging automatically, so your installation and setup is greatly simplified. For added security, JunkMail encrypts the messages to protect them from prying eyes. JunkMail provides you with a powerful and easy to use program to send and receive messages across your network without loading as a TSR.

Windows Notes...

For all you Windows users out there, JunkMail does work in Windows, however there are a few caveats. JunkMail currently doesn't support the mouse, even in Windows. Another consideration is that the Novell notification support in Windows is handled by the NWPOPUP program that comes with Workgroups for Windows. In this way, the method used by JunkMail to alert the recipient of waiting messages is still supported. However, standard Windows doesn't come with NWPOPUP.EXE. JunkMail can be set to run in the background, minimized so that it is a mouse click away. JunkMail includes an ICO file for your convenience.

Before You Start...

You must make several decisions before you install JunkMail. The first is location of the program and messages on your network. JunkMail consists of a single program file (called JUNKMAIL.EXE) and two data files (POSTOFFC.DBF and POSTOFFC.CDX). When you run JunkMail for the first time, the data files will automatically be created for you. The program file and data files MUST exist in the same directory. JunkMail is designed to create and maintain the data files in the same directory as the program. In this way, all of the mail files will be kept together. You will need to create a subdirectory on your network that has Read, Write, Create, Erase, Modify, and Scan rights for all users that will be accessing JunkMail.

JunkMail begins by scanning the Novell Bindery for users to create a list that will later be used to send messages to. This list will include all users, not just the users currently logged in. To force JunkMail to list a specific group of users, simply create a Novell bindery group called JUNKMAIL that contains all users you wish to list in JunkMail. JunkMail will also scan the server to compile a list of print queues that JunkMail can directly print to. To exclude print queues from appearing in this list, simply create a text file that consists of one queue per line, name the file 'EXCLUDE.QUE' and place it in the JunkMail directory.

Installation…

  Installing JunkMail is very simple. Create a subdirectory on your network for JunkMail (for example F:\JMAIL). You should create a Novell group (in SYSCON) called JUNKMAIL, and add all JunkMail users to this group. You need to assign Read, Write, Scan, Create, Erase, and Modify trustee rights to this group for this directory. If you have any questions about these procedures, you should contact your network administrator for assistance.
  Next, copy the file JUNKMAIL.EXE into this directory (from your distribution diskette). Installation is now complete! There is no configuration necessary, no setup, that's it! The first time you run JunkMail, the necessary data files will be created automatically. You can now add JunkMail to your menu.

How to Use JunkMail…

  JunkMail was designed for the average computer user. The entry screen is simple, you have an 'In Box' on the left and an 'Out Box' on the right. Logically, your In Box will contain all mail that has been sent to you, while your Out Box is where you can compose and send or save your messages. You can use your left and right arrow keys to select the box you would like to work in. Typically, use your arrow keys to move around the screens, while the function or control keys available will be listed at the bottom of the windows. JunkMail provides pop-up boxes with lists of items to choose from where appropriate, use your arrows to highlight and the `Enter` key to select. When you are in the message creation mode, `F10` will act as the 'confirm' key, indicating to JunkMail that you wish to proceed. You may press `F1` for context sensitive help at any time.

Files and What They Do…

JUNKMAIL.EXE	This is the system executable file.
POSTOFFC.DBF	This file contains all of the basic envelope information for all mail messages.
POSTOFFC.CDX	This is the data file that sorts the POSTOFFC.DBF file.
xxxxxxx.MSG	These are the encrypted mail messages.
xxxxxxx.ATT	These are attachment files for the mail messages.
EXCLUDE.QUE	This file contains a list of all the print queues that you want EXCLUDED from the printer pick list.

A Few More Things…

After you have installed JunkMail, you may want to eliminate some of the users from the user listings. Create a Novell bindery group called JUNKMAIL and add the users that you want to be listed. If JunkMail can find a group called JUNKMAIL, that group of users will be listed, instead of all users on the server. You may also want to exclude some print queues from being listed by JunkMail (JunkMail only supports Laserjets that accept PCL 4 - any HP Laserjet II or better). To exclude print queues, create a file called EXCLUDE.QUE in the JunkMail directory that contains one queue per line.

Starting JunkMail…

To start JunkMail, type ″JUNKMAIL″ and press the `Enter` key. The main screen will appear, with your 'In Box' on the left and your 'Out Box' on the right.

Your In Box…

Your In Box contains all envelopes that have been sent to you. You can think of your In Box as being a real mail box, the postman (in this case JunkMail) delivers envelopes into your mail box (JunkMail's In Box). The envelopes have the date and time they were sent, along with the sender's name. You may view, print, reply to, and delete the messages contained in the envelopes in your In Box. To select your In Box, press the `←` key. Your envelopes are arranged in chronological order, with the most recent envelopes at the top. They are also color coded, the red messages are urgent, the blue are regular. Unopened envelopes are shown in grey on red or blue, intended to bring them to your attention. You may use your up and down arrows to select an envelope, pressing the `Enter` key will open the envelope and display the message.

Viewing Messages…

Once you have opened an envelope to view the message, several things happen. The envelope is marked as having been opened (it will then display in blue or red on grey, instead of unopened colors of grey on red or blue), and if the message was sent with a return receipt request, a message is sent back to the sender notifying them of the date and time you opened the envelope. The message is displayed for you to view, the `↑` and the `↓` keys will scroll the body of the message. While you are viewing the message, you can print `F2` the message, respond `F10` to the message, or if a file was attached by the sender, detach `F4` a file. When you are finished viewing the message, press `Esc`.

Printing Messages…

To print a message, press `F2` while viewing the message. A list of available network printers will pop up, pick one and press the `Enter` key.

Responding to Messages…

To respond to a message, press the `F10` key while viewing the message. A new message form will appear, with the envelope information automatically placed at the top of the new message. When you complete your message and select the recipient, the sender of the original message will already be selected for you.

Detaching a File…

If the sender of the message attached a file, you can detach it by pressing `F4`. A directory listing will pop-up for you to select the directory you want the file to be detached into. If a file with the same name already exists in the directory you choose, you will be given the choice to either overwrite the file, detach with a different file name, or choose a different directory.

Deleting Messages…

To delete a message, you need to highlight (but not view) the envelope, and press `Del`. You will need to press `Del` again to confirm the deletion.

Your Out Box…

Your Out Box is where you create messages to send. The Out Box will also contain any messages you may have created but chose not to send immediately. Since you haven't sent these messages yet, they don't have envelopes, so the Out Box displays the topic instead of the date, time, and sender. You may add `Ins` new messages, edit `Enter` existing unsent messages, or delete `Del` messages.

Adding New Messages…

To add a new message, press `Ins`. A blank message form will appear. The date and time will be automatically entered for you, you must select whether you would like to send the message Urgent or Normal and whether you would like a Return Receipt. Setting Urgent to 'Y' will result in an Urgent notification going to the recipient and the envelope and letter will appear in red. The Return receipt option will notify you when the recipient actually opens your message for reading. Your next step is to enter the optional topic. You are allowed 34 characters for your topic.

Attaching Files…

Next you are asked if you would like to attach a file to this message. You may optionally attach a file of any type or size to this message by typing 'Y'. If you choose to attach a file, a pick list of files will pop up, allowing you to select a file to attach by pressing `Enter`.

Importing Files…

You may optionally import `F5` a text file or a WordPerfect file into the body of your message. JunkMail can strip off the special embedded codes that WordPerfect files contain. While you are entering text into the body of your message, you may press `F5` to import. A list of files will pop up, allowing you to pick a file for importing. JunkMail will be able to distinguish a WordPerfect file automatically and strip the embedded codes out. The text of the file will be inserted into the message wherever the cursor was when you chose to import a file.

Sending the Message…

Once you have finished entering the body of your message, press the `F10` key to send the message. A list of recipients will appear in a box on the screen. Use your arrows or type the first letter of the recipients name to help move through the list. Press `Enter` to mark the recipient, a check mark '√' will appear next to their name. Press `F6` to select all users. You may mark as many users as you like. You may also select a previously created batch of users.

Selecting a Batch…

To select a batch of users, press `Alt`-`F8`. A list of batches will appear for you to select from. Select the batch and press `Enter`. Batched users will have a 'ß' next to their name. If you have not previously created a batch of users, you may batch users and save the batch for later use.

Batching Users…

To batch a user, press `F8` and the batch symbol 'ß' will appear next to the users' name. You may batch as many users as you like. To save a batch, press `Shift`-`F8`. You will be prompted for a name and description of the batch. Setting Public to 'Y' will make the batch available to all other JunkMail users, while 'N' will make the batch visible only to you.

To clear all users that are batched, press `Ctrl`-`F8`. This will not remove the batch itself, it will just unbatch the users you are currently sending to.

Conclude Sending…

Press `F10` to complete the sending process, JunkMail will send your message and any attached files to the recipients along with a message on their screens notifying them of the message delivery. The results of that notification will be displayed for you for approximately five seconds, then your screen will return back to the main screen.

Saving Messages…

To save a message, simply press `F8` before you press `F10` to send the message. An alternative method is to not select a recipient, and press the `F10` key anyway. Your message will now appear in your Out Box. To send the message, edit it by pressing `Enter` and *then* select the recipient(s).

Command Line Parameters…

Although JunkMail does send a message across the network notifying the recipient of new mail messages, this message is ONLY sent when the recipient is logged in to the network. To let the person know that they have a message when they log in is simple. Typing   JUNKMAIL /CHECK   will cause JunkMail to check to see if that user has any unopened messages. If the person does, JunkMail will load up and wait at the In Box. If

there are no new messages, JunkMail will display a message to that effect for a few seconds on the screen, then return to DOS. You should place the 'JUNKMAIL /CHECK' command in your SYSTEM LOGIN SCRIPT so that all users will automatically check their mailboxes when they log in. The recommended method is to map a ROOT drive letter and full path to the JUNKMAIL program file, set the 'current' drive and then execute the external command 'JUNKMAIL /CHECK'. The following is an example:

```
MAP ROOT F: = \\SERVER\VOLUME:JMAIL
DRIVE F:
#JUNKMAIL /CHECK
```

This example assumes that the JUNKMAIL program is on the SERVER server and the VOLUME volume in the JMAIL directory.

Reaching the Author…

        The author of JunkMail can be reached by phone at (714) 240-8598 or via Compuserve ID 72357,3170.

Glossary

Attached File   The sender has the ability to 'attach' a file of any size and type to the message. This file is a copy of the actual file and is sent to the recipient. If the original file is altered AFTER the message is sent, the attached file will not match the original.

Detach File   The recipient can detach files that have been attached by the sender. The recipient can detach the file anywhere, if a same-named file already exists the recipient will be prompted to rename, overwrite or choose a different directory.

Novell Bindery   The Novell Bindery is a listing of objects that exist in the network environment. These objects can include users, print queues, and drives. JunkMail can look at the Novell Bindery and provide lists of users, print queues, and directories.

PCL 4   A printer control language Hewlett Packard developed, the Laserjet (and many other brands) uses to define a page of printed information. JunkMail uses specific PCL 4 commands to produce the printed messages.

Return Receipt   When the sender requests a return receipt, the action of the recipient opening the envelope will trigger a message to be sent back to the sender notifying the sender that the recipient has received and opened the message.

Urgent   The sender may choose to have an URGENT notification sent to the recipient. Note that the recipient can receive the message NO quicker than regular, however the message will be colored RED to imply urgency.