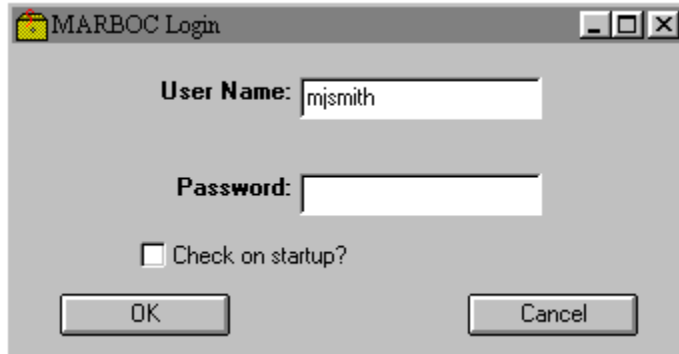


## Login

When you first start MARBOC, the login window will request your User Name and Password. These will have been provided by your Internet Service Provider (ISP).

**Note:** To access a mail server, the user must first log on. MARBOC will use your E-Mail user name and password to connect to your Internet Service Provider's mail server.

A screenshot of a Windows-style dialog box titled "MARBOC Login". The dialog box has a standard title bar with minimize, maximize, and close buttons. Inside the dialog, there are two text input fields. The first is labeled "User Name:" and contains the text "mjsmith". The second is labeled "Password:" and is currently empty. Below the password field is a checkbox labeled "Check on startup?". At the bottom of the dialog, there are two buttons: "OK" on the left and "Cancel" on the right.

If this is a single user system, (ie. you are the only user) then the **User Name** field should already be completed.

If you have selected the Remember Password option, then you will not need to fill in the **Password** field.

**Note:** If you are the only user of MARBOC, and you have **Remember Password** selected, then the Login window will not appear.

Once you have successfully logged into MARBOC, the main screen will be displayed.

## **MARBOC**

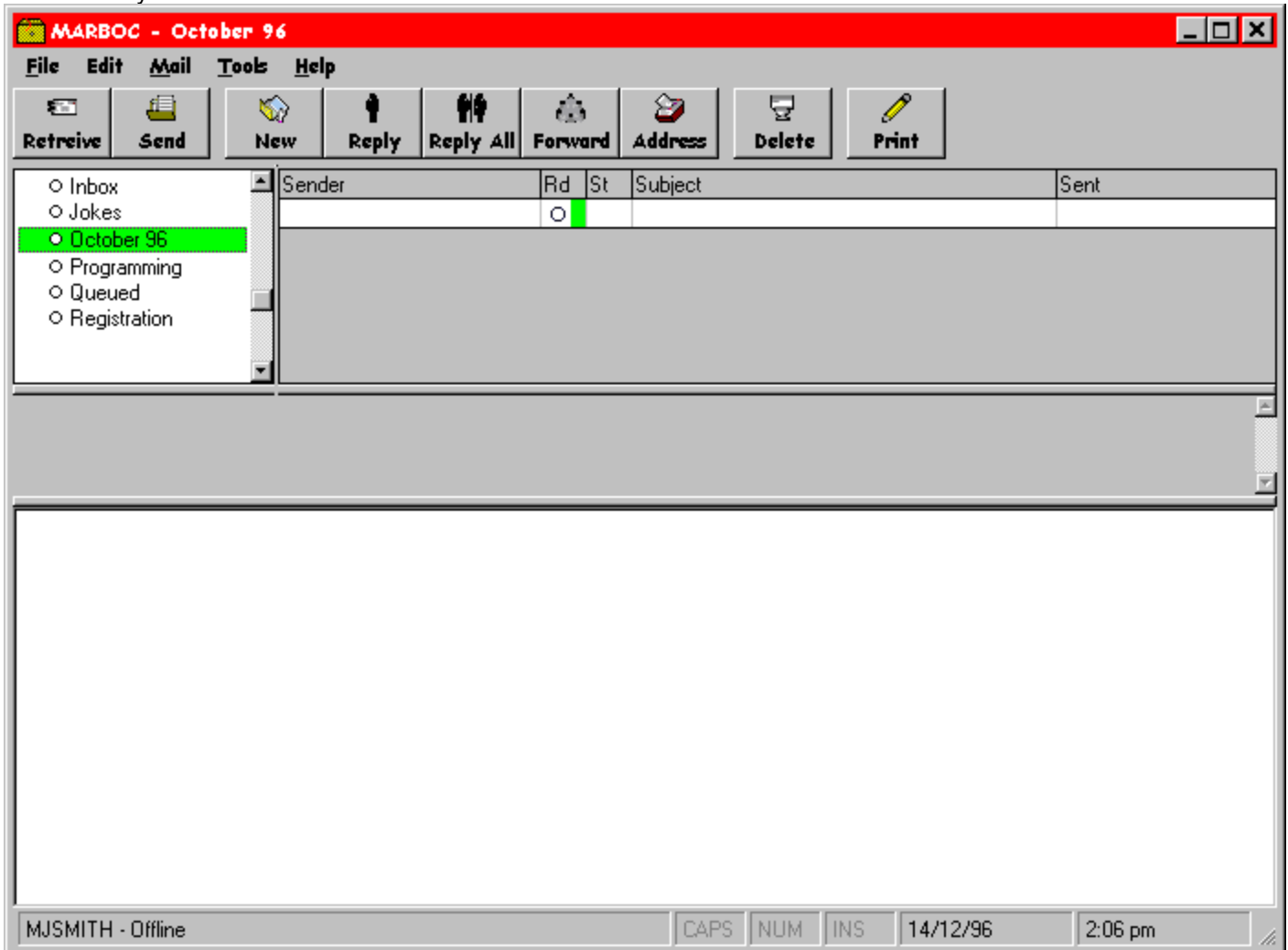
MARBOC is a full featured Internet E-Mail program. Everything you require in an E-Mail program, can be satisfied with MARBOC. Getting started is a simple matter, and a few settings from your ISP is all that is needed.

Below is a list of MARBOC's capabilities:

- Message Encryption
- Rich Text Messaging
- Automatic message sorting and filtering
- Easy to use Message Search
- Multiple Mailboxes
- Confirmation of Receipt
- Confirmation of Read
- Secure, Multi-User Mailboxes

## Main Screen

The main screen shows all the folders for the current user, and lists the messages for the selected folder. All necessary functions can be found from the main screen.



The main screen consists of 7 areas. These areas can be seen above and are:

- menu bar The menu bar provides access to all functions in MARBOC
- tool bar The tool bar gives the user access to the primary features of MARBOC, such as checking mail, and creating new mail.
- folder pane The folder pane is the top left window of MARBOC. This window lists all the mail folder for the current user.
- message list pane The message list pane is the top right window. This window list all the messages for the selected folder.
- message status pane The message status pane is the centre window. This window provides miscellaneous information about the selected message.
- message text pane The message text pane is the lower window. This

window shows the text or body of the message selected.

status bar

The status bar is at the bottom of the window. It show the date, time and various information about the state of MARBOC.

## Options

The options window allows the current user to configure MARBOC to their own preferences. There are 7 tabs in the options window, and they group like functions or features. The 7 groups are as follows:

- User Information: Detailed information about the current user, so that the user will be identified correctly.
- Server: Information about your ISP server. This is required to allow MARBOC to connect to the appropriate computer.
- Format: Change the format of messages. This is applicable to both sent messages and received messages.
- Miscellaneous: Detailed information on miscellaneous options, not covered under the other headers.
- System Tray: Configuration information for the system tray icon.
- Send: Options on replying to e-mail.
- Print: Information on choices for printing e-mail. Allows users to change what parts of a message to print.

## Folders

The folders window pane lists all the folders available to the current user. These folders are only accessible to the current user.

Folders are an easy way to divide your mail messages into various subjects. Each folder can contain any number of messages, and on any subject. When first started, default folders are created. These folders are sufficient to operate MARBOC, but it is easier to manage your e-mail (especially if you receive lots of mail) if you create folders named by common subjects.

**Note:** *Names of common recipients is a good folder title.*

To create or delete folders, you select the desired operation from the file menu.

To see messages under a particular folder name, just left click the folder name. If you have not entered the correct password, or are login on for the first time, then a message will appear stating that you have not been authenticated yet. This means that your ISP's server has not verified your correct password and user name. Click the Retrieve button on the tool bar to connect to you ISP and verify the password.

Folders can have sub folders as well. The benefit of sub folders is that there can be sub categories to folder 'subjects'. Eg. A folder name may be a company name, that you deal with regularly. You can create sub folders with names representing the people that you correspond with the most, in that company.

To create sub folders, you select the operation from the file menu.

## Menu Bar

The menu bar is the main area of control within MARBOC. Every feature or action within MARBOC can be accessed from the menu bar.

File Edit Mail Tools Options Help

The menu is divided into specific categories:

- File: Manages various file operations that are required by MARBOC.  
Eg. creating or deleting mail folders
- Edit: Modify various details of mail messages. Eg. Changing message subjects.
- Mail: Lists most of MARBOC's mail operations. Most of these operations are also available from the toolbar.
- Tools: Handy features to manipulate and maintain MARBOC mail files, change options and filtering. Eg. Find mail messages.
- Help: Provides access to the Help file, (this file) About screen, and registration information.

## Popup Menu

Popup menus are available on the main screen, address book and the system tray icon, by right clicking in the applicable area..

**Main Screen:** Popup menus are available in the Message List pane, and list the folders available to move messages to.

**Address Book:** Each address listed can be sent to various addressing types (eg To, CC, BCC) by using the popup menu.

**System Tray:** The subject name of each message in the specified folder will be listed, plus other MARBOC functions. The specified folder is selected in the System Tray tab within the Options window. Clicking on a listed subject will open that message for viewing.



## Registration

MARBOC Mail Client is a shareware program. As shareware, several features are disabled. If you register the program, then these features will be available. They are:

Confirm Mail Delivery	Will send an e-mail message to the sender, indicating that you have RECEIVED their message.
Confirm Mail Read	Will send an e-mail message to the sender, indicating that you have READ their message.
Find/Search	Allows the search of all mail message for a specific word(s) or partial word. Once the search is complete, a list show the result.
Filtering/Rules	Automatically moves mail to specific folders, automatically print certain types of message, or forward messages, all based
Encryption	Even though people can not read your mail without the password, some programs could read the data directly off your hard drive. With encryption, the message body is encoded and cannot be read by anything but MARBOC.
Rich Text Formatting	Send and receive mail with rich text. Allow highlighted text such as bold, colour, etc in your messages.

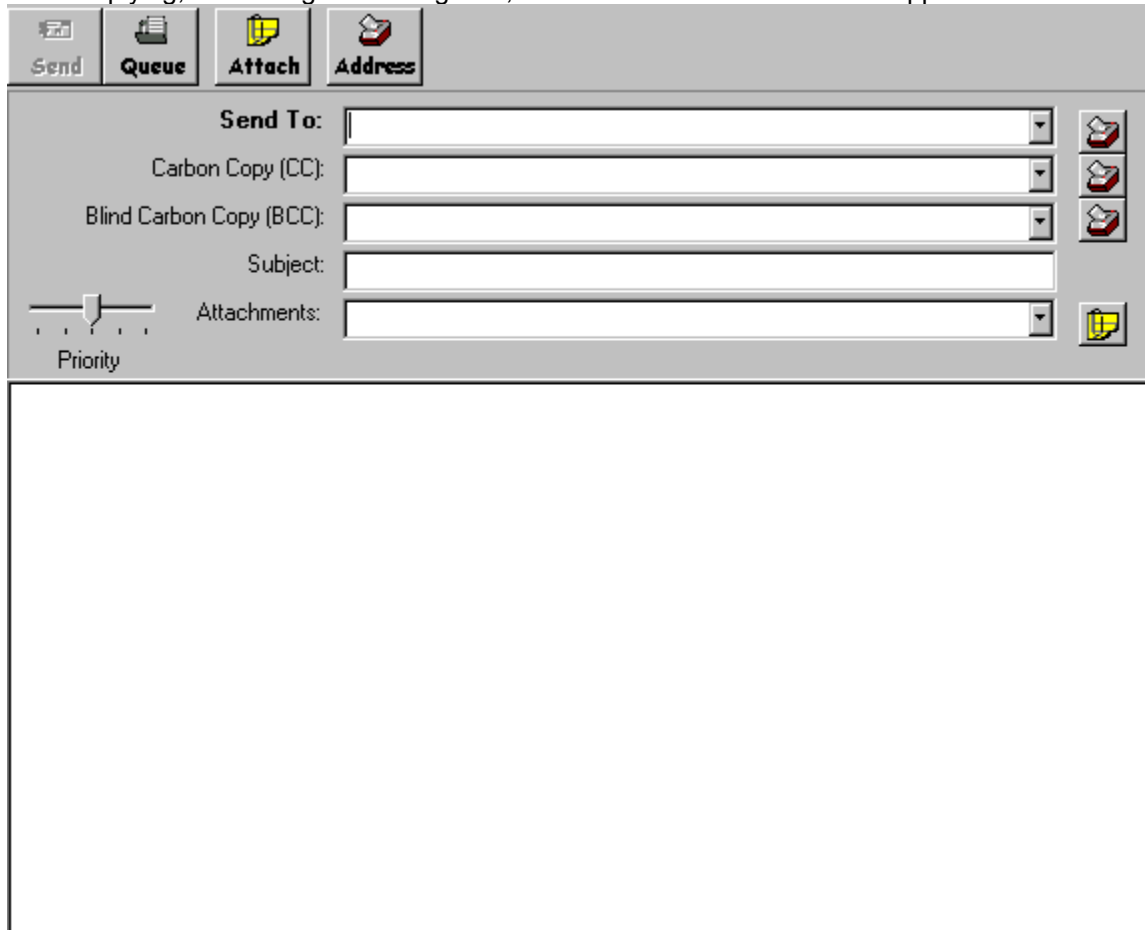
If you find this program useful, then please register it.

To register, select register from the Help menu. Enter your name and press the Send E-Mail button. Follow this up with US\$35 to:

Mark Smith  
119 High Street  
Cobram, Vic 3644  
Australia

## New Mail

When replying, forwarding or creating mail, the Send New Mail window will appear.



The screenshot shows the 'Send New Mail' window. At the top is a toolbar with four buttons: 'Send' (with a paper plane icon), 'Queue' (with a printer icon), 'Attach' (with a paperclip icon), and 'Address' (with a red envelope icon). Below the toolbar is a grey area containing several input fields: 'Send To:' (with a dropdown arrow and a red envelope icon), 'Carbon Copy (CC):' (with a dropdown arrow and a red envelope icon), 'Blind Carbon Copy (BCC):' (with a dropdown arrow and a red envelope icon), 'Subject:' (with a dropdown arrow), and 'Attachments:' (with a dropdown arrow and a paperclip icon). To the left of the 'Attachments:' field is a 'Priority' slider control. Below the grey area is a large white rectangular box for entering the message body.

To create new mail, press the New button on the main screen toolbar. The New Mail window has several key areas to help navigate and create new mail.

The New Mail window has two important areas which should be completed before sending the message. The message information area is the grey area below the toolbar. This area contains the addressees, the message subject and attachments. At least one e-mail address must be entered before a message can be sent.

The message body area is the bottom area, where text can be entered. This is where the message you wish to send, is typed.

To send new mail (or reply/forward mail):

- |               |  |
|---------------|--|
| Enter Address | Enter the address of the person you wish to e-mail in the Send To box. Group names, aliases or full names can be entered as well as e-mail addresses. See help on the <u>Address Book</u> for details. |
| Enter Subject | Enter a subject, relevant to the text, in the Subject box. If no subject is added, then you will be prompted to enter one when you send the message.   |
| Enter Message | Enter the text of your message. Messages are in free format, that is, you can enter it anyway you want, and format it as you please. Text is capable of Rich Text Formatting.                          |
| Send Mail     | Press the Send button on the toolbar.  |

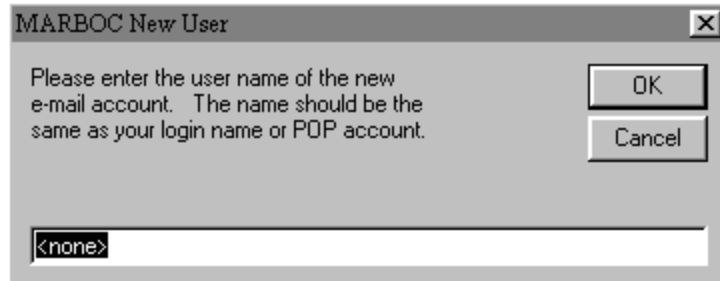
While the Send To box must have at least one entry to send mail, you may place other addressees in the Carbon Copy(CC) and Blind Carbon Copy(BCC) boxes.

If you are not ready to send your mail, and would like to save the message to work on later, then you can queue the mail.

## Getting Started

Once MARBOC is installed, you can begin to use it by clicking the START button on the windows 95 task bar, then selecting PROGRAMS, and the MARBOC icon.

The first time MARBOC is run, the following messages will occur:



Enter your E-Mail name or login name. Normally, they are the same, but some ISP's will give you a different e-mail account name. Only enter your account name. For example, if your e-mail address is *joeblogg@myisp.com*, then only enter *joeblogg*. This will be referred to as your user name through out the remainder of this help file.

You will be asked to confirm that a new account is to be created for this user name. If the name is correct, then press Yes.

Before you can connect to the internet, information about you and your internet e-mail account must be entered into MARBOC. MARBOC will prompt you to enter vital information. Once this information has been entered, you can continue into the main program, or the Options window can appear to allow further configuration.

If you select Yes to continue to the options window, then the options window will appear. There are numerous settings, but only the important one's required to connect and retrieve your mail will be discussed in this topic.

### User Information:

Click on the User Information tab on the Options Window. Your **User Name** should be the name that you just previously entered. Click in the **Password** field, and replace the row of asterisk with your password. *Ensure that the upper and lower case characters are not mixed up.* Click in the **Real Name** field and enter your real name. This is used to make messages sent to other people easier to understand. Click in the **Reply Address** field, and enter your full e-mail name, eg. *joeblogg@myisp.com*.

### Server:

Click on the Server tab on the Options Window. Click in the **POP3 mail server name** field, and enter the name of your mail server. This information can be obtained from your ISP, and should look similar to this: (*mail.myisp.com*) Click in the **SMTP mail server name** field, and enter the domain name of your mail server. Once again this information can be obtained from your ISP, but is generally the same as your POP3 mail server name.

That's It!!!! You are now ready to receive mail.

## **Adding a New User**

MARBOC is capable of multiple users. Each user has a separate location to store their mail and cannot view anybody else's mail. When the login screen appears, (during startup or by clicking Log In from the file menu) the user only needs to enter their e-mail name to create a new account. When MARBOC detects that the user is a new user, it will ask a series of questions, similar to the questions in Getting Started.

## Security

There are two types of security in MARBOC.

Firstly, every mailbox can only be viewed in MARBOC if the current user has correctly entered their login name and password. If an incorrect password has been entered, then an Authentication error will occur, and the Message list pane will remain blank.

The second type of security, involves the message file on your hard drive. Resourceful people can easily view your mail messages, stored on your hard drive, without using MARBOC. (Or what ever mail program you use.) MARBOC will encode the body of the message so that the information cannot be readily viewed. This encoding is an industry standard, and can be 'cracked', but it is only designed to prevent casual viewing.

To implement the second type of security, select Secure Message Format, from the User information tab in the options window.

## User Information

This options window contains all the details of the current user.

The image shows a screenshot of a Windows-style dialog box titled "Options". The dialog has a tabbed interface with the following tabs: "System Tray", "Send", "Print", "User information" (which is the active tab), "Server", "Format", and "Miscellaneous". The "User information" tab contains the following fields and controls:

- User Name:** A text box containing "mjsmith".
- Password:** A text box filled with asterisks.
- Real Name:** A text box containing "Mark Smith".
- Reply Address:** A text box containing "mjsmith@cni.com.au".
- Signature File:** A text box containing "C:\Program Files\internet\MailSmith\Mail" followed by a browse button "...".
- Company Name:** A text box containing ".".
- Remember Password**
- Secure Message Format**

At the bottom of the dialog is an "OK" button.

User Name:

Password:

Real Name:

Reply Address:

Signature File:

Company Name:

Remember Password:

Secure Message Format:

## Server

This options window contains specific details on your ISP.

The screenshot shows a dialog box titled "Server" with several tabs: "System Tray", "Send", "Print", "User information", "Server", "Format", and "Miscellaneous". The "Server" tab is selected. The dialog contains the following fields and options:

- Mail Server IP Address:** 203.16.135.34
- Mail Server Host name:** cnl.com.au
- Check Mail Every:** 10
- Check Mail?**
- Leave Mail On Server?**
- Check Mail on Startup?**
- Time offset (from GMT):** +1000

An "OK" button is located at the bottom center of the dialog.

POP3 mail server name:  
SMTP mail server name:  
Check Mail Every:  
Check Mail:  
Leave Mail On Server:  
Check Mail On Startup:  
Time Offset (From GMT):



## Format

This options window contains information as to how your messages will look.

The screenshot shows a 'Format' dialog box with the following settings:

- Number of Chars per Line:** 72
- Font Type:** Sans Serif
- Font Size:** 10
- HyperLink Color:** Link
- Text Color:** Text
- Message Order:** Date
- Order Type:** Desc (selected)
- Format Message:**
  - Format Message when read (Save Space, but Slower)
  - Format Message when retrived from server (Faster to read)

An 'OK' button is located at the bottom center of the dialog.

Number of Chars Per Line:

Font Type:

Hyper Link Colour:

Text Colour:

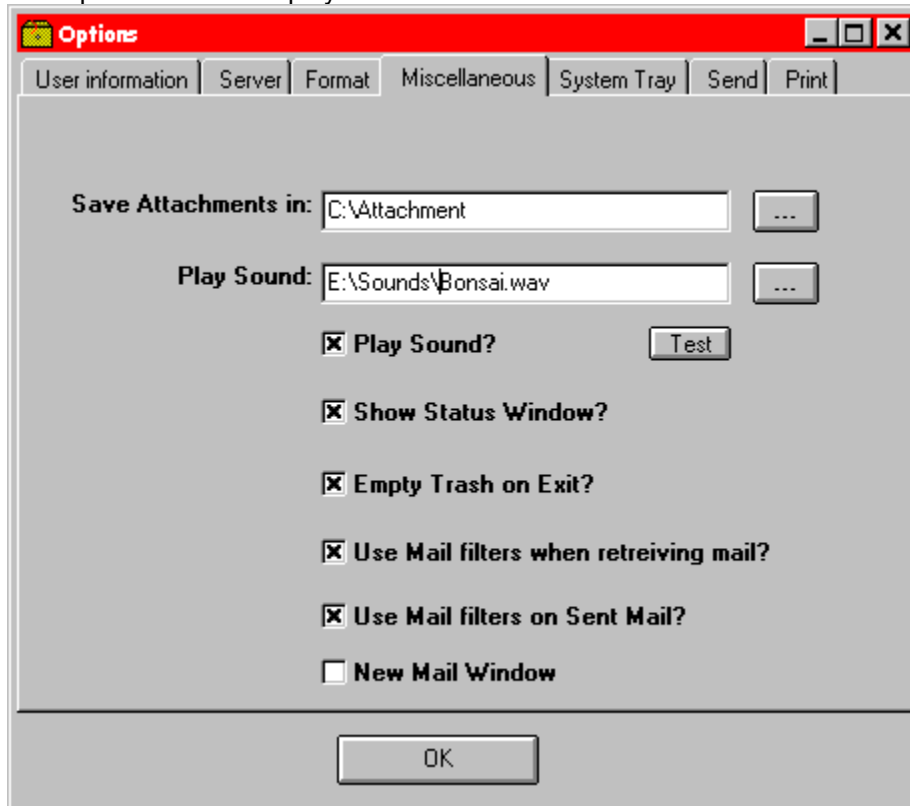
Message Order:

Asc/Desc:

Format Message:

## Miscellaneous

This options window displays various information.



Save Attachments in:

Play Sound:

Play Sound?:

Show Status Window:

Empty Trash on Exit:

Use Mail Filters when Retrieving Mail:

Use Mail Filters on Sent Mail:

New Mail Window:

## System Tray

This options window gives the current user a choice as to the function of the tray icon.

The image shows a dialog box titled "System Tray" with several tabs: "User information", "Server", "Format", "Miscellaneous", "System Tray", "Send", and "Print". The "System Tray" tab is selected. Inside the dialog, there is a label "Which folder to monitor in the system tray:" followed by a text input field containing the word "Inbox". Below this is a checkbox labeled "Show Unread messages only?". At the bottom of the dialog is an "OK" button.

Which folder to monitor in the system tray:  
Show unread messages only:

## Send

This options window displays various information as to sending messages.

User information   Server   Format   Miscellaneous

System Tray   **Send**   Print

Send Message as Rich Text (highlighting etc..)

Confirm Mail Delivery

Confirm Mail Read

Reply/Forward indicating Charater: >

OK

Send Messages as Rich Text:  
Confirm Mail Delivery:  
Confirm Mail Read:  
Sent Forwarded messages as Attachments  
Forward/Reply indicating Character:  
Attachment Encoding:

## Print

This options window give various print formats or options.

The screenshot shows a dialog box titled "Print" with several tabs: "User information", "Server", "Format", "Miscellaneous", "System Tray", and "Send". The "Print" tab is active. Inside the dialog, there are four checkboxes:

- Format Printed Message?
- Print All Addressees?
- Print Miscellaneous Information?
- Print Main Message?

Below the checkboxes, there are three input fields:

- A text box containing "Times New Roman".
- A numeric box containing "10".
- A button with three dots "...".

An "OK" button is located at the bottom center of the dialog.

Format Printed Message:

Print All Addressees:

Print Miscellaneous Information:

Print Main Message:

Font Type:

**Tool Bar**

## Message List

## Message Status



**Message Text**

**Status Bar**

## **Address Book**

MARBOC's address book allows for

**ISP**

Internet Service Provider. The company you receive your internet connection from.

## **File**

The file menu manages various file operations that are required by MARBOC.

## **Edit**

The edit menu modifies various details of mail messages

## **Mail**

The mail menu lists most of MARBOC's mail operations. Most of these operations are also available from the toolbar.

## Tools

The tools menu has handy features to manipulate and maintain MARBOC mail files and configuration. The function are:

<u>F</u> ind (Ctrl + F)	Search folders for messages containing the search criteria.
Encrypt/Decrypt saved message	Encrypt or Decrypt the current selected message, regardless of the Secure Message Format option.
Re-Index Folders	Tidy up folders by re-indexing the messages within each folder.
Convert HTML Forms data	Messages received from the internet via a POST, such as a guestbook you might have information which is easier to read by selecting this function.
Message Information	Provides summary information about the current message.
<u>O</u> ptions	Opens the users options window.
<u>F</u> ilter/ <u>R</u> ules	Opens the filter/rules window.



## **Help**

Provides access to the Help file, (this file) About screen, and registration information

## **CC**

Carbon Copy. A list of addressees which receive a copy of the mail message

## **BCC**

Blind Carbon Copy. A list of addressees which receive a copy of the mail message, but do not appear on the list of recipients, where the mail is received.

## Queue Mail

Queuing mail allows users the convenience to write mail messages and send them at a later time. The most obvious reason to do this is that you can compose messages while offline, then send them when you connect.

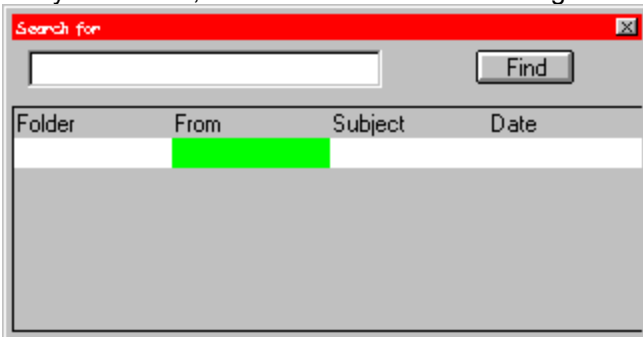
To queue mail you must have created a new mail message. When the message is complete to your satisfaction, press the Queue button on the New Mail toolbar instead of the send button. This will place the message in a folder called Queue.

Queue Mail also allows a user to start composing a message, save it, and return to it at a later date to finish. If a message is used in this fashion, the TO or SUBJECT field should be left blank, otherwise the message may be sent when other queued mail is sent.

If a message is queued, and you wish to further edit it, just double click the message from the Message List pane on the main screen and edit the message in the New Mail window.

## Search

Search will allow a user to find messages that meet certain criteria. The messages listed will have the text you entered, somewhere within the message.



Enter the text you wish to search for, in the text box, and click the Find button.

**Note:** To ensure you find the desired message, try to enter text which might be unique to that particular message.

A list of all messages that contain the text will be shown. Simply double click the message of interest, and the main screen will display the message. Close the Search window, when finished.

## Filter

