

## Overview of TransSoft's Mail Control




TransSoft's Mail Control is a comprehensive e-mail client with several unique features :

- Supports multiple users.
- Supports multiple e-mail accounts for each individual user.
- Multiple folders for storage of messages
- Automatically sorts incoming mail into different folders based on rules, specified by the user.
- Automatically reply to incoming mail based on rules specified by the user.
- Can leave messages on the remote mail server, but still only receive new messages.
- Can launch a webbrowser to view URL's (webpages) referenced in mail messages.
- Includes a Control Center for manipulating messages at the remote mail server.
- Includes a spelling checker to spell-check your messages before sending them.
- MIME or UU ENCODE selectable for sending mail attachments.
- Automatically detects MIME or UUENCODE in received attachments.
- Up to 5 different signatures for each e-mail account.

## Adding users

To add new users to the system :



Press the  button at the bottom of the main window

**or**

1. Click with the right mouse button anywhere on the users/e-mail tree.
2. Select 'New User'


After this you should type the name of the user in the 'Create New User' Dialog.

## Adding accounts to users

To add a new e-mail account to user :

1. In the users/e-mail tree, select the user you want to add an e-mail account to. (You can also select any node under the user)
2. Click with the right mouse button anywhere on the users/e-mail tree.




3. Select 'New eMail address' or click on the  button.

1. After this, fill in the information in the eMail properties window.

## Creating folders

To create a new folder:

1. In the users/e-mail tree, select the e-mail account that you want to create the folder in. (You can also select any folder under that e-mail account)
2. Click with the right mouse button anywhere on the users/e-mail tree.
3. Select 'New Folder' or click on the  button.


After this, type the name of the new folder in the 'Folder properties' window.

## Getting Mail

To receive mail for an e-mail account :

1. In the users/e-mail tree, select the e-mail account that you want to receive mail from. (You can also select any folder under that e-mail account)



2. Click on the  button, or select Mail | Get messages from mailbox from the menu.


After this you will get the Receive Mail Progress window which shows the progress of the mail reception.

## Sending Mail

To send undelivered mail for an e-mail account :

1. In the users/e-mail tree, select the e-mail account that you want to send mail for. (You can also select any folder under that e-mail account)



2. Click on the  button, or select Mail | Send unsend messages from the menu.

After this you will get the Send Mail Progress window which shows the progress of the mail transmission.

## Composing a new mail message

To compose a new mail message:

1. In the users/e-mail tree, select the e-mail account that you want to send the mail from. (You can also select any folder under that e-mail account)



2. Click on the  button, or select Mail | New message from the menu.


After this, you will get the Message editor window where you can write your message.

## Replying to received mail

To compose a reply to a mail message you have already received :

1. Select the message that you wish to reply to in the message list.




2. Click on the  button, or select Mail | Reply to current message from the menu.

After this, you will get the Message editor window with the original message that you can refer to.



## Checking for new mail



To check for new mail in all active e-mail accounts click on the  button.

If there are new messages at any of the active e-mail accounts, you will get the mailbox status window which shows how many new messages are waiting. Because this is only used to show a summary of messages waiting, you still have to get the mail from each e-mail account.

## **Main Window**

The main window consists of the following objects :

The mail message area

The users/e-mail tree

The message list

The left button bar

The bottom button bar

Other buttons.

## The mail message area


*Recipient:* \_\_\_\_\_

*Carbon copy:* \_\_\_\_\_

*Subject:* \_\_\_\_\_

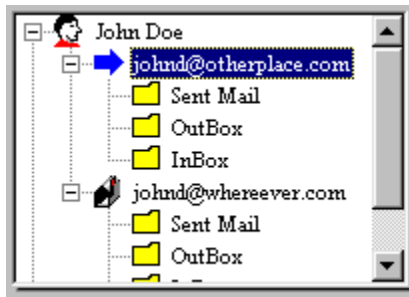
*Mail sender:* \_\_\_\_\_

*Attachment:* \_\_\_\_\_



The mail message area shows the message currently selected in [the message list](#)

## The users/e-mail tree






The Users/e-mail tree shows all users, their accounts and all folders under each account. The nodes of the tree can be expanded or collapsed as required.

A + before the node indicates that there are more nodes under the current one. Just click on the + sign to expand them.

Similarly, a - signs indicates that the nodes under the current node are expanded and can be collapsed by clicking on the - sign.

When a folder is selected here, the message list shows all the messages presently in the folder.

## The message list


Date	Subject	Other person
 08.10.1996	Útlandasam...	Jon Ingi Thorvaldsson <jonn...
 07.10.1996	Ný gjaldskrá	Jon Ingi Thorvaldsson <jonn...
 07.10.1996	Keðjubréf og...	Jon Ingi Thorvaldsson <jonn...


The message list shows all messages in the folder currently selected in the users/e-mail tree.


When a message is selected here, it will be displayed in the mail message area. You can also double-click on the message to view it in the message editor.

The icon before the date shows the status of the message as follows :

 **Unread.** The message has not been read.

 **Read.** The message has already been read.

 **Undelivered.** The message has not yet been delivered (use 'Send Mail' on the left button bar to deliver).

 **Delivered.** The message has already been delivered.

## The left button bar



The left button bar contains buttons for frequently used commands. They are :

### **Get Mail**

Checks for, and retrieves, new mail for the e-mail account currently selected in users/e-mail tree.

### **Send Mail**

Sends all undelivered messages (in the 'Inbox' folder) through the e-mail account currently selected in users/e-mail tree.

### **New Mail**

Creates a new mail message from the e-mail account currently selected in users/e-mail tree. When pressed the message editor is started so that the new message can be written.

### **Reply Mail**

Creates a reply message to the message currently selected in the message list. When pressed the message editor is started so that the reply message can be written.

### **Check Mail**

Checks all active e-mail accounts for new mail. If there is new mail then only summary information is retrieved. This can be used to quickly browse through the titles of incoming mail.

### **Trash-can**

This is not a button but an icon where things can be dragged to for deletion. To delete a folder just drag it to the trash-can and drop it there (system folders can not be deleted). The same applies to e-mail accounts, users and mail messages.

## The bottom button bar



The bottom Button bar has buttons for miscellaneous operations. They are :

### **New User**

Adds a new user to the mail system. Each user can have multiple e-mail accounts.

### **New Email**

Adds a new e-mail account to the user currently selected in the users/e-mail tree.

### **New Folder**

Creates a new folder under the e-mail account currently selected in the users/e-mail tree.

### **Change**

Allows changing the user name, e-mail account properties or folder names depending on what is currently selected in the users/e-mail tree.

### **Delete (node)**

Allows deleting a user, an e-mail account or a folder depending on what is currently selected in the users/e-mail tree.

Note : System folders can not be deleted.

### **Delete Mess.**

Deletes the message currently selected in the message list.

### **Reuse Mess.**

Reuses the message currently selected in the message list and sends it to the outbox for resending.

### **Print Mess.**

Prints the message currently selected in the message list.

### **Message Editor**

Edits the message currently selected in the message list with the message editor.



## Other buttons

In the lower left hand corner there are four buttons :



Saves the currently selected message to a file.



Brings up the system settings window.



Brings up the address book window.



Prints the currently selected message.

An e-mail account is active if the Inactive/Active checkbox in the 'e-mail address properties' window is unchecked. This can be used to temporarily disable an e-mail account.

System folders are the 'InBox' folder, the 'OutBox' folder and the 'Sent Mail' folder

## Send Mail Progress window

The sending mail progress window shows the status of the mail transmission from your computer to the remote mail server.



### Receive Mail Progress window

The Receiving mail progress window shows the status of the mail reception from the remote mail server to your computer.




## Mailbox status window



This window is shown after you have checked for mail. It shows a summary list of messages in all e-mail accounts that have new mail. On the list are :


- Full name of user
- E-mail account name of user
- Number of messages waiting



By pressing the  button you get a summary of all the messages at that e-mail account (i.e. Sender's name and e-mail address, subject of message and message length).

## The message editor

The message editor is used to write e-mail messages. It consists of the following fields :

Recipient: The recipient of the mail message. You can also press the  to bring up the address book where you can select the recipient from.

Sender: The sender of this message. This will be prefilled with the e-mail address and user name of the e-mail account that you are sending from.

Subject: Used for the subject of the message.



Attachment Button for adding attachments to a file. Also used to save files attached to incoming mail. When clicked it brings up a list of files attached to this message. You can then save files attached to incoming messages or add files to attach to outgoing messages.

Message field: This is the field where the message is written in.

Priority: (Normal, high, low) Here you can select the priority of the outgoing message. Note that the priority feature is not implemented by all mail servers.

Want receipt: When checked, you will be mailed a receipt as soon as the recipient has received this message.



Spell check: Spell checks the text in the message field. Prompts you and suggest new words for words it does not find in its list.



Signature 5 buttons for custom signatures. When you click a signature button the signature is added to the message field. The signature text is set up in the e-mail properties window.

## The address book

The address book is used to manage a list of recipients. In it you can store names, e-mail addresses, street addresses, phone numbers e.t.c. You can also assign persons to groups and only select persons that belong to a specific group.

The address book window consists of the following fields :

**Address book:** Lists all persons in the address book in the currently selected group. If no group is specified all persons are listed.

**Selected addresses:** Lists all the persons that you have selected for sending mail to. Note that you cannot add persons there unless you brought the address book up from a new message in the message editor.



Used to add a person to the selected addresses list.



Used to remove a person from the selected addresses list.



Used to add all persons currently shown in the address book to the selected addresses list.



Removes all persons from the selected addresses list, thereby emptying it.

**New address** Used for adding a person to the address book. After clicking on it you can enter information about the person in the fields below.

**Edit address** Used to change information about the person currently selected in the address book list.

**Remove** Removes the person currently selected in the address book from it.

**Done** Closes the address book.

**Group** Allows you to filter the list shown in the address book. After entering the group name, press the check mark to apply the filter.

The following fields can only be changed after the 'New address' or 'Edit address' buttons have been pressed.

**First name:** First name of person.

**Last name:** Last name of person.

**eMail address:** eMail address of person.

**Street address:** Street address of person.


**Group(s):** Group, or groups, that this person belongs to. Use a comma to separate groups.

**Telephones:** Telephone number of person.




## Overview of configuration

The configuration of the program is on two levels.

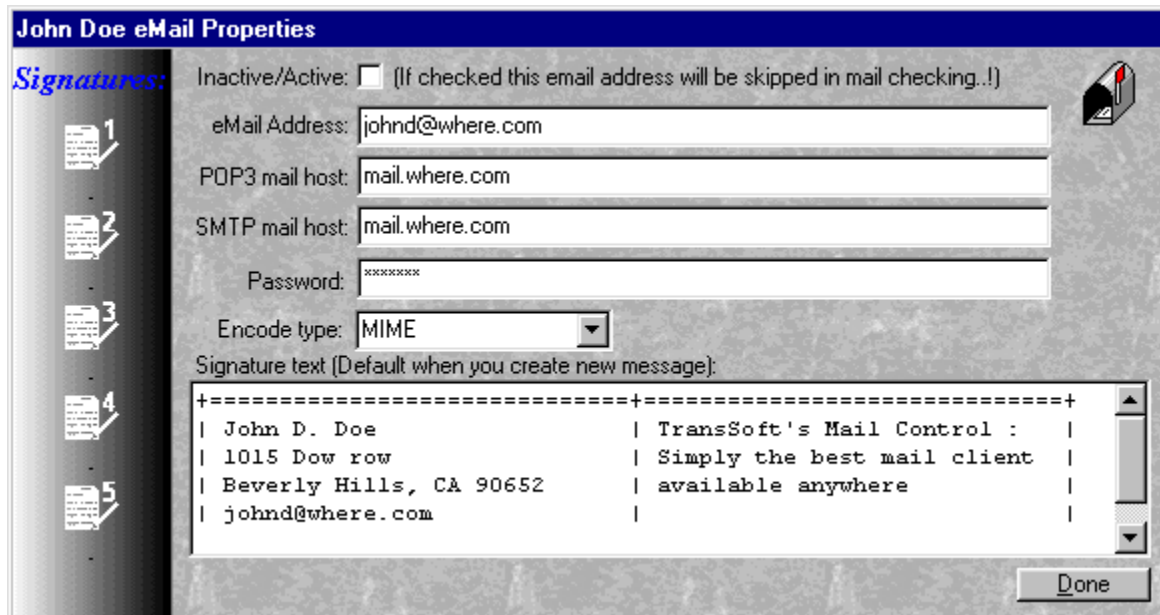
First there is the system settings that apply to the whole program and all the e-mail accounts. The system settings window can be brought up by clicking on the  button or selecting `File | Settings` from the menu.

Secondly, there are the e-mail properties which apply only to a specific e-mail account. The eMail properties window can be brought up by :

1. In the users/e-mail tree, select the e-mail account that you want to modify properties for. (You can also select any folder under that e-mail account)
2. Click on the  button.

Thirdly there is the receive rule editor where you can set up rules for automatic sorting, and replying, of incoming mail. The receive rule editor is brought up by selecting `Folders | Receive rules editor` from the menu.

## eMail Properties Window



The eMail properties window allows you to change the properties for a selected e-mail account. These properties are as follows :

- Inactive/Active : When checked, this e-mail account is temporarily inactive.
- eMail Address: The e-mail address of this e-mail account. The e-mail address consists of a username, followed by @ symbol, followed by a domain name. For example johnd@where.com.
- POP3 mail host: The name of the POP3 mail host computer.
- SMTP mail host: The name of the SMTP mail host computer.
- Password: The password for this e-mail account. The password is shown as '\*' for security reasons.
- Encode type: The encoding mechanism used for this e-mail account. The default is MIME but the older UU ENCODE method is also supported by this program.
- Signature text: The default Signature text that will be added to your messages.
- Signature Buttons: Up to 5 custom signatures can also be selected. When each signature button is pressed you can type in the text for that signature. You can then add these signatures in the message editor by pressing the corresponding button there.

## System settings

The system settings window contains settings that affect the whole program. These settings are :

- Background mail check active: When checked, all active e-mail accounts are automatically checked for new mail. When unchecked, no e-mail accounts are automatically checked for new mail.
- Check every \_\_\_ minutes: (Available when **Background mail check active** is checked). Sets the time between checking mail.
- Leave messages on server: When checked, messages will not be deleted from the remote mail server right after retrieval. When unchecked, messages at the remote mail server will be deleted after retrieval.
- Leave on for \_N\_ days or to a max. of \_M\_ messages : (Available when **Leave messages on server** is checked). Sets the criteria for when messages should be deleted from the remote mail server. Messages will be deleted from the remote mail server after N days **or** when there are M messages left at the server.
- Check mail on startup: When checked, all active e-mail accounts will be checked for new mail when the program is started.
- Play sounds: When checked, sounds will be played while sending or retrieving mail.
- Delete messages from folders when they are \_N\_ days old: When checked, all messages in folders, that are older than N days, will be deleted.
- Custom help active: When checked, gives fly-over balloon hints for most controls in the program.
- Skip messages if they are larger than \_N\_ KB: When checked, messages larger than N KB will be skipped.
- Do not use banner: When checked, the banner that shows the current e-mail account, will not be displayed. This saves a little space on the screen, giving more room for the message.
- Do not highlight entry fields in the main window: When checked, the program will not highlight the fields of the mail message area when the mouse is over them. When unchecked, these fields will be highlighted when the mouse is over them.
- Skip quoting to original message when replying: When checked, the message that you are replying to, is not copied to your reply message for reference. When unchecked the message you are replying to is copied to your reply message.
- Color of main window: Allows changing the color of the main window.
- Background color of message view in main window: Allows changing the background color of the fields in the mail message area.

Font of message view in  
main window:

Allows changing the font used for the fields in the mail message area.

Default settings:

Sets the colors and font to the default colors and font.

Mail signature for all users  
(default):

The default signature used for all users, if other signatures have not  
already been defined in the e-mail properties window.

## The receive rules editor

The receive rules editor is used to set up rules for how to respond to incoming mail. You can have the program automatically move the incoming mail to a specific folder or even automatically send a reply to the sender.

Here below is a description of the fields in the receive rules editor window:

- Current rules: List of all the rules that are currently apply.
- New rule: Adds a new rule to the **current rules** list.
- Change: Change the rule currently selected in the **current rules** list.
- Remove: Remove the rule currently selected in the **current rules** list.

The following fields can only be changed when a new rule is being added or when you are changing an existing rule :

- Rule name: The name of the rule, as it will be displayed in the **current rules** list.
- Mail text containing: Specifies what text a message should contain so that this rule applies to it.
- Attachment names containing: Specifies what attachment names a message should have so that this rule applies to it.

## Automatic reply to sender

- Yes: When checked, a reply will be sent to the sender of the message that this rule applies to.
- Subject: Specifies what subject should be on the reply message sent if this rule applies.
- Reply text: Specifies the message text that should be in the reply message sent if this rule applies.

## Mail headers

- Lines with: Specifies what mail headers will be checked when determining if this rule applies. The **containing** field specifies what text should be in this field so that this rule applies. Examples of headers are : `To:`, `From:`, `Subject:`.
- Containing: Specifies what text should be in the mail header field specified by **Lines with** so that this rule applies.
- Go to folder: Specifies to what folder a message, that this rule applies to, should go to. It is important that none of the system folders should be selected here.
- Save changes: Saves the changes you have made to this rule.

## The control center

The control center allows you to view a list of messages that are present at the remote mail server. You can also view the message headers and remove messages from the mail server.

The message list shows a list of all messages that are stored at the remote server. You can select a message (or messages) on the list.

At the bottom of the window is a summary of messages stored (number of messages and total size of messages).

The following buttons can be used in this window :



Removes the currently selected message(s) from the host.



Views the currently selected message.



Views header information for the currently selected message.



Refreshes the list of messages at the remote host.

## Registering TransSoft's Mail Control

This program is sold as shareware. You can use it for 30 days for evaluation, but if you will be using it longer than that, you will have to register it.

You can register this program by sending an e-mail message or a fax with ordering information. The registration fee is U.S.\$ 50 (see the table below for prices in other currencies). Payment is accepted by Visa Matercard (Eurocard), or American Express.

<b>Currency</b>	<b>Price</b>
US \$	50.-
Canadian \$	58.-
Pounds sterling	35.-

Information for [registering by fax](#).

Information for [registering by e-mail](#).

## **Registering by e-mail**

To register by e-mail, select `Help | Register Mail Control` from the menu. After that you will get a window where you can enter all relevant information (credit card information, name, address, email address e.t.c.). Please note that the message, along with the credit card information, will be sent to us through the net. Some people are reluctant to send credit card information over the Internet. If you are uncomfortable with this please [register by fax](#).



**Registering by fax**

Print out this form, complete it, and fax it to the number at the bottom.

>Disclaimer

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PURCHASE INFO:

TransSoft's Mail Control

----- M A I L / F A X O R D E R F O R M -----

Registrations info and password will be sent to you by email after evaluation of the information below. This will take no more than 24 hours.

Please complete the form below and fax it to the phone numbers indicated below:

>What Operating System Do You Use?

Windows 95 \_\_\_\_\_  
Windows NT \_\_\_\_\_

>Number of items and price:

# COPIES	Price Per Copy	AMOUNT
_____	U.S. price \$50	\$ _____
	Canadian price \$58	\$ _____
	U.K price £35	£ _____
TOTAL . . . . .		\$ _____ or £ _____

>PAYMENT INFORMATION:

CHARGE:

MasterCard []  
    Visa []  
American Express []  
Expiration Date \_\_\_\_\_

Card Number: \_\_\_\_\_

Card Issued To: \_\_\_\_\_  
(Name on card)

Your signature: \_\_\_\_\_

>MAILING ADDRESS:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Province: \_\_\_\_\_

Country/Postal  
Code: \_\_\_\_\_

Telephone  
(Voice/FAX/Modem): \_\_\_\_\_

Internet Email  
Addresses: \_\_\_\_\_  
\_\_\_\_\_

URL (if any): \_\_\_\_\_

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