About

Displays a dialog box with copyright and version information for ZAURUS Mail.

Accessing your mailbox

The main screen of Message Center displays a mailbox button for each user that has been configured by the Message Center Administrator, up to a maximum of 20 users. Each mailbox is protected by a password (which is initially set by your Administrator) which must be entered before access to the mailbox is granted.

To access your mailbox:

Note: If a mailbox other than your own is currently open, select Close Mailbox from the File menu.

1. Select your mailbox button in either of the following ways:

   o   Click on the button using a mouse, or
   o   Use the arrow keys to highlight the name under your mailbox button, and select Open Mailbox from the File menu.

2. The Open Mailbox dialog box will appear, prompting you for your password. Enter your mailbox password, and select the OK button. Your mailbox folders are displayed.

Related topics:
In folder
Out folder
Sent folder
Creating a new message
Answering a message
Forwarding a message
File menu

Adding attachments

To add attachments to a message you are creating, select the Attach button in the New Message screen. Any attached data files are listed in the Attachments window. The file name, description, type, and size of each file is shown.

Attachments can be either PC files (without any conversion) or data imported from a file of a supported file format that is converted to ZAURUS application data. Imported data is consolidated into ZAURUS Filer folder attachments. When received by a ZAURUS user, these Filer folder attachments may be detached, and the contents of the folder will be merged with the user's other application data.

To add attachments:

PC files

1   Select the Attach button in the Attachments window. A standard file
.   selection dialog box is displayed.

2   Select the file to be attached and select the OK button.
.

3   Enter a description for the selected file in the Attachment
.   Description, and select the OK button. The file is added to the list of
     attachments.

4   Repeat steps 1 - 3 for any additional files you wish to attach. When
.   you are done, select the OK button in the Attachments dialog box.

ZAURUS Filer folders

1   Select the Import button in the Attachments dialog box to create a
.   new Filer Folder attachment. The Import ZAURUS Filer Folder dialog
     box is displayed.

2   Enter a name for the Filer Folder in the Folder Name field.
.

3   Select the Import button in the Filer Folder dialog box. The Import
.   dialog box is displayed, allowing you to select the ZAURUS
     application you wish to import to (e.g. Appointments, To Do, Contact
     1, etc.), and select the data file to import.

4   In the Import dialog box, the settings for ZAURUS application, file
.   name, file format, field maps, etc. are provided. See Import for more
     information.
     When the settings are complete, select the Import button. The
     import process begins. When the import is completed, select the OK
     button of the confirmation dialog box that appears. Repeat steps 3
     and 4 to add any additional entries to the same Filer Folder.

5   Select the OK button in the Import ZAURUS Filer Folder dialog box to
.   close the Filer Folder. The Attachment Description dialog box
     appears.

6 Enter an optional description for the Filer Folder, and select the OK
.   button. You return to the Attachments list. Repeat steps 1-6 as
    necessary to attach additional Filer Folders

  To add additional entries to an existing Filer Folder attachment:

1 Open the desired Filer Folder by selecting it in the Attachments
.   dialog box, and selecting the Modify button. The Import ZAURUS Filer
    Folder dialog box is displayed.

2 Follow steps 3 and 4 above for adding new entries to a Filer Folder.
.

  Related topics:
  Creating a new message
  Answering a message
  Forwarding a message
  The Out Folder
  Sending a message
  Viewing Filer folder attachments
  Deleting attachments

Adding users

The Message Center Administrator must add each new user before those users may access Message Center.

To add new users:

Note: Managing users can only be done when the Administrator is logged into the Administrator account. The menu items mentioned below do not appear when a user is logged into a normal user account.

1. Select User List from the File menu. The Users dialog box is displayed, showing the Administrator and currently configured user accounts, if any.

2. Select the Add button. The Add User dialog box is displayed.

3. Enter the following information to setup the new user:

Name: Enter the user's name (e.g. Smith, Joe). This must be unique among all users.

User ID: Enter a User ID (up to 14 characters) for the user. It is recommended that you use the first initial and last name of the user (e.g. jsmith). This must be unique among all users.

Password: Enter the user's initial password (up to 7 characters). The user can change their password when they log in.

Retype Password: Retype the entered password.

Pager Service: If the user would like to have the ability to selectively forward their messages to a pager, select their pager company from the Pager service drop-down list. See Pager Service Setup for more information on how to configure pager services.

PIN: Enter the user's pager id number (not including "800" if it is an 800 number).

Select the OK button when you are done. The new user is added to the Users list.

4. Repeat steps 2 and 3 for any additional users you wish to add.

5. When you are done adding users, select the OK button in the Users dialog box.

6. You are then asked if you would like to send an updated list of

.   users to all Message Center users. Select the Yes button to automatically generate and send the appropriate message, or the No button to avoid doing so.

Related topics:
Modifying users
Deleting users
Sending the User List
File menu

Addressing a message

ZAURUS Message Center provides a convenient Address Book for addressing messages to other users. The Address Book is displayed when you select the Address button while creating a new message. Recipients of your message can be designated as To:, Cc:, or Bcc:.

To address a message:

1. Select the Address button in the new message screen. The Address dialog box is displayed.

2. Select the desired To: recipients from the Address Book list on the left (multiple recipients may be selected in the standard way using the Shift or Ctrl key in combination with the mouse), and select the To: button. The select recipients are added to the To: list on the right.

3. Repeat step 2 for any Cc: and/or Bcc: recipients.

4. Select the OK button when you are done.

To remove recipients from a message:

1. Select the Address button in the new message screen. The Address dialog box is displayed.

2. Select the desired To: recipients in the To: list on the right (multiple recipients may be selected in the standard way using the Shift or Ctrl key in combination with the mouse), and select the Remove button. The select recipients are removed from the To: list.

3. Repeat step 2 as desired for any Cc: and/or Bcc: recipients.

4. Select the OK button when you are done.

Note: Recipients can only be added to a message using the Address Book. They cannot be entered directly in the new message screen.

Related topics:
Creating a new message
Answering a message
Forwarding a message
Sending a message
The Out Folder

Answer

Creates a reply to the current message. A pre-addressed new message creation form is opened, optionally including the contents of the message you are answering.

Related topics:
Answering a message

Answering a message

Message Center provides the ability to answer a message you have received from another user.

To answer a received message:

1. Select the message you wish to answer in the In Folder, and select Answer from the Message menu. The Answer Message dialog box is displayed.

2. Choose to:

Answer Author Only:	Answer only the sender of the original message.
Answer All Recipients:	Answer all of the recipients of the original message.
Include Original Message:	When this check box is set, the original message is included in the body of the new message.

Select the OK button when you have completed your selections.

3. The remaining steps are the same as when <u>creating a new message</u>.

Related topics:
<u>Accessing your mailbox</u>
<u>Adding attachments</u>
<u>Addressing a message</u>
<u>Sending a message</u>
<u>The Out Folder</u>
<u>Creating a new message</u>
<u>Forwarding a message</u>
<u>Message menu</u>

Modem Baud Rate

Select the baud rate your ZAURUS users' and Message Center modems both support, up to a maximum of 19.2K BPS.

Modem COM Port

Select the COM port to which your modem is attached. If you will not be using modem communications, set the COM Port to None.

Close Mailbox

Closes the currently open mailbox, returning you to the main screen showing all of the user mailbox buttons.

Related topics:
Accessing your mailbox

Communicating via IR/Cable

Any of the following can be used for a local connection between your ZAURUS and PC for Message Center communications:

o   SHARP CE-IR4 Wireless Interface (infrared).

o   Aegis PC-Link cable (from the special offer on the ZAURUS registration card).

o   Any PC-Link cable originally designed for use with a SHARP Wizard electronic organizer (e.g. SHARP CE-133T Level Converter, SHARP CE-137T Level Converter).

o   Any Wireless Interface originally designed for use with a SHARP Wizard electronic organizer (e.g. SHARP CE-IR2).

Please call 1-800-BE-SHARP for information on how to order any of the products above.

SHARP CE-IR4 Wireless Interface

1. Turn off your PC and CE-IR4 unit.

2. Attach one end of the RS-232C cable to the RS-232C port (COM1-COM4) of your PC.

3. Attach the other end of the RS-232C cable to the port on the CE-IR4.

4. Make sure the CE-IR4 has power, either using batteries or the optional SHARP EA-11E AC Adaptor.

5. To communicate, make sure the infrared port on your ZAURUS faces the infrared port (front) of the CE-IR4 Wireless Interface, and that they are no more than 20 inches (50 centimeters) apart. Also, be sure to turn the CE-IR4's power on before attempting communications.

Insert the interface plug
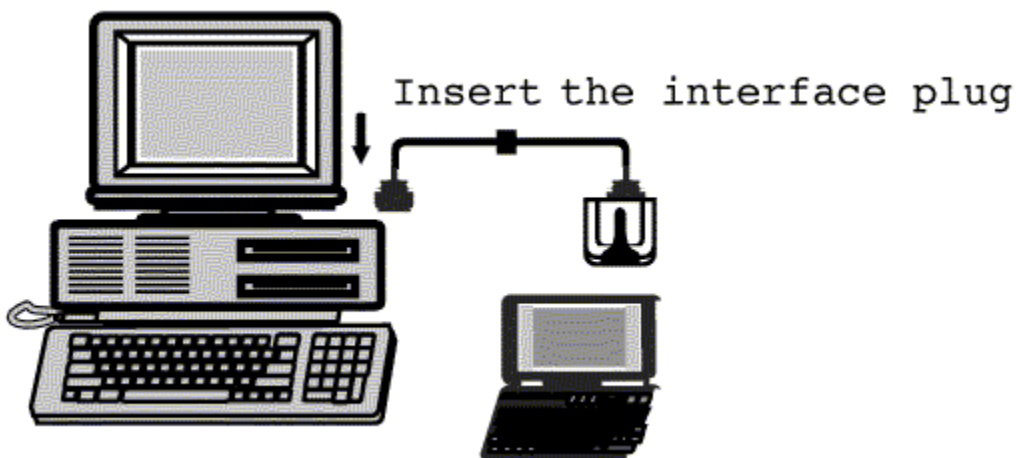
Aegis Cable

1. Turn off your PC and ZAURUS.

2. Connect the 15-pin end of the Aegis cable to the 15-pin cable jack of your ZAURUS (marked COMPUTER LINK on the left edge of the keyboard).

3. Attach the 9-pin end of the Aegis cable (or use the 9-to-25-pin adapter, if necessary) to the RS-232C port (COM1-COM4) of your PC.
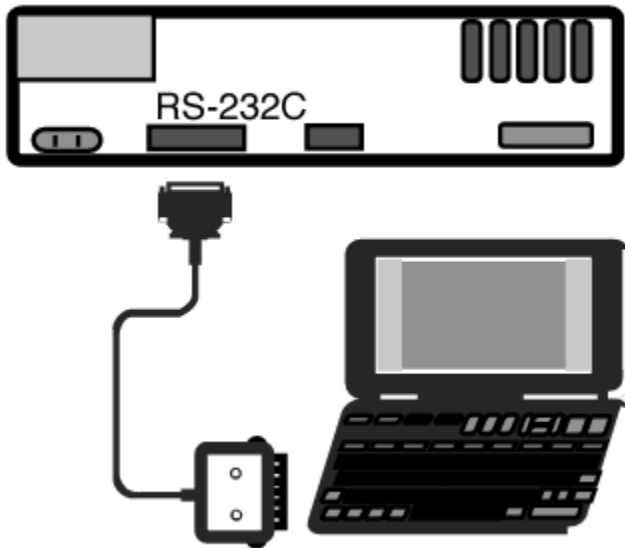
Related topics:
Sending a message (on ZAURUS)
Sending a message (on PC)
Receiving messages

Communication

Allows you to configure various ZAURUS Mail communication settings. This menu item only appears when the Administrator is logged in.
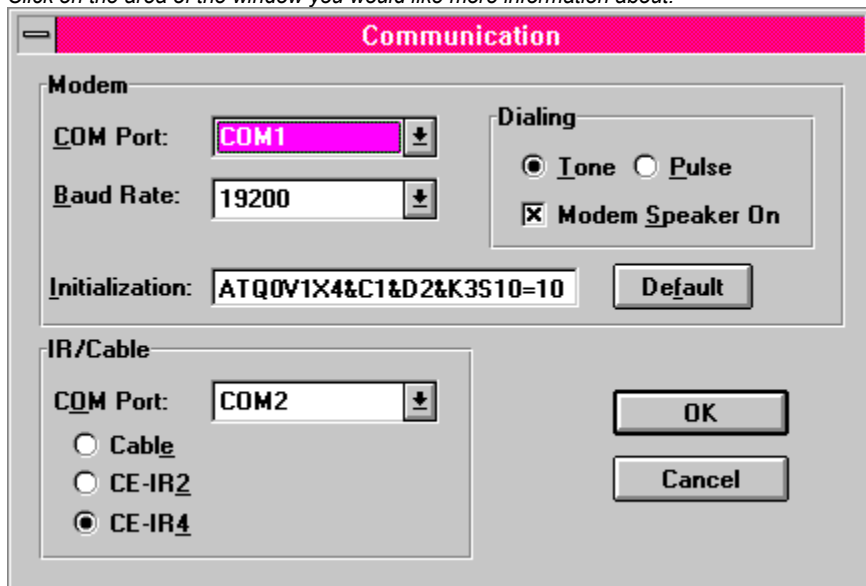
Related topics:
Communication setup

Communication setup

ZAURUS Message Center can communicate with "Zauri" (plural of ZAURUS) over a dial-up modem, via infrared (IR), or via a cable connection. Naturally, each method is suitable for specific circumstances, such as use of IR or cable when you are in the same location as the ZAURUS Mail PC, and use of a modem connection when you are away.

Message Center can use up to two (2) serial ports on your PC for communication; one for a modem, and a second for either IR or cable. The Message Center Administrator must configure communications before a ZAURUS can "talk" to Message Center.

Step-by-step instructions

Click on the area of the window you would like more information about:

Communication

Modem
COM Port: COM1
Baud Rate: 19200
Initialization: ATQ0V1X4&C1&D2&K3S10=10   Default

Dialing
● Tone   ○ Pulse
☒ Modem Speaker On

IR/Cable
COM Port: COM2
○ Cable
○ CE-IR2
● CE-IR4

OK

Cancel

Related topics:
Options menu

Communication setup - step-by-step

To setup communications:

1. Select Communication from the Options menu. The Communication dialog box is displayed.

2. In the Modem group, check the following settings:

COM Port: Select the COM port to which your modem is attached. If you will not be using modem communications, set the COM Port to None.

Baud Rate: Select the baud rate your ZAURUS users' and Message Center modems both support, up to a maximum of 19.2K BPS.

Initialization: If your modem requires a special initialization string, enter it here. Message Center's default initialization string will work with most Hayes-compatible modems. Selecting the Default button will reset the string to its factory default.

Dialing: Select the appropriate dialing type for the phone line being used for communication. If you wish to hear the modem tones when a connection is being established (when users are calling in), check the Modem Speaker On box. Otherwise, uncheck the box to avoid being distracted by the noise.

3. In the IR/Cable group, check the following settings:

COM Port: Select the COM port to which your IR unit or cable is attached. If you will not be using IR or cable communications, set the COM Port to None.

Connection method: Select the appropriate connection method that you are using; Cable, CE-IR2 (wireless infrared), or CE-IR4 (IrDA compatible wireless infrared).

4. Select the OK button when you have completed your settings. Message Center will immediately attempt to initialize your modem (if the Modem COM Port is set to something other than None), so please make sure it's power is turned on before you select the OK button (this applies to external modems only since internal modems always have power when the PC is on).

Related topics:
Communication setup
Preferences setup
Pager Service setup
Message Server setup

Contents

Displays the Contents page of this on-line help.

Copy

Copies the currently selected text to the Windows clipboard.

Copy to Out Folder

Copies a previously sent message from the Sent folder to the Out folder so that the message may be modified and resent.

Creating Export Field Mappings

Export field mappings allow you to define the order that fields are exported in, as well as the combining and splitting of fields. The end result is very fine control of how ZAURUS data is exported to a file that may be imported into another application. Export field mapping only applies to exporting of data to .CSV and .SDF files.

To create export field mappings:

Not e:	the ability to create export field mappings depends upon the currently selected application and export file format.

1. Select the New button in the Field Mapping box of the Export dialog box. The New Mapping dialog box is displayed.

2. Enter a name for the new field map in the Mapping Name field (up to 20 characters).

3. Source File fields can optionally be divided into 1-4 fields using the Split Field function. The divided fields can then be mapped individually to the Destination File.

4. If the Destination File requires fewer or more fields than the default number, it can be changed in the Number of Export Fields box. Simply use the arrows to increment or decrement the current value (you can specify between 1 and 32 fields).

5. Select each field in the Source File list, and copy it to the desired Destination File field. This can be done in two ways:

   o After selecting the field in the Source File list, select the field to copy it to in the Destination File list, and then select the Add> button. The field from the Source File list is shown in the Destination File list.

      You may copy multiple fields from the Source File list to the same field in the Destination File. Simply continue selecting fields in the Source File and select the Add> button without changing the Destination File field selection (a maximum of 4 Source File fields can be mapped to the same Destination File field). The currently selected Separator character will be inserted between fields automatically. The Separator can be changed using the Change Separator drop-down list. The available separators are:

      * [,] - Comma
      * [SP] - Space
      * [CR] - Carriage Return
      * [NO] - No Separation
      * [/] - Slash
      * [+] - Start Time+Duration
        Add the Start Time to the Duration to get the End Time.
        Note: The Duration is shown in minutes.
      * [-] - End Time-Start Time
        Subtract the End Time from the Start Time to get the Duration.

o   Select the Map All> button to copy all of the Source File fields to the Destination File automatically. Each Source File field is copied to the corresponding Destination File field.

6.   If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

o   Select the desired field in the Destination File list, and then select the Remove button.
Or
o   Select the Clear All button to remove all fields from the Destination File list.

7.   When you're finished, select the OK button.

Creating Import Field Mappings

Import field mappings allow you to reorder the fields of the import file to match the selected ZAURUS application, as well as splitting and combining of fields. The end result is very fine control of how files are imported into ZAURUS Filer folders. Import field mapping only applies to importing of .CSV and .SDF files.

To create import field mappings:

Not the ability to create import field mappings depends upon the
e: currently selected application, the import file format, and entering or
     selecting an import filename.

1 In the Import dialog box, select the New button in the Field Mapping box.
. The New Mapping dialog box is displayed.

2 Enter a name for the new field map in the Mapping Name field (up to 20
. characters).

3 Source File fields can be divided into 1-4 fields using the Split Field
. function. The divided fields can then be mapped individually to the
   Destination File.

4 The first record of the data to be imported is shown next to each field in
. the Source File field list. To view other records:

   o   Select the Prev button to display the previous record.
   o   Select the Next button to display the next record.

5 Select each field in the Source File list, and copy it to the desired
. Destination File field. This can be done in two ways:

   o   After selecting the field in the Source File list, select the field to copy
       it to in the Destination File list, and then select the Add> button. The
       field from the Source File list is shown in the Destination File list.

       You may copy multiple fields from the Source File list to the same
       field in the Destination File. Simply continue selecting fields in the
       Source File and select the Add> button without changing the
       Destination File field selection (a maximum of 4 Source File fields can
       be mapped to the same Destination File field). The currently selected
       Separator character will be inserted between fields automatically.
       The Separator can be changed using the Change Separator drop-
       down list. The available separators are:

       *   [,] - Comma
       *   [SP] - Space
       *   [CR] - Carriage Return
       *   [NO] - No Separation
       *   [/] - Slash
       *   [+] - Start Time+Duration
           Add the Start Time to the Duration to get the End Time.
           Note: The Duration is shown in minutes.
       *   [-] - End Time-Start Time

Subtract the End Time from the Start Time to get the Duration.

- o   Select the Map All> button to copy all of the Source File fields to the Destination File automatically. Each Source File field is copied to the corresponding Destination File field.

6.   If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

- o   Select the desired field in the Destination File list, and then select the Remove button.
     Or
- o   Select the Clear All button to remove all fields from the Destination File list.

7.   When you're finished, select the OK button.

Creating a new message

Message Center's primary function is to allow you to correspond with other users via electronic mail. Naturally, this starts with creating a new message to send to another user.

To create a new message:

1. Select New from the Message menu, or click on the New tool bar button. A blank message creation screen is displayed.

2. Select the Address button to open the Address Book and address the message. See <u>Addressing a message</u>.

3. Set the message priority by selecting Low, Normal, or High in the Priority drop-down list. Your priority selection here will determine which icon is shown next to the message when it is delivered to the recipients.

4. Enter a brief subject in the Subject field, up to 30 characters long.

5. Enter your message in the Message box, up to 2048 characters.

6. Select the Attach button if you wish to attach any files to the message. See <u>Adding attachments</u>.

7. If you would like a notification message when the recipients open your message, select the Return Receipt check box.
   If you would like the message saved in the Sent folder after it is sent, make sure the Save Sent Message check box is selected.

8. When you are done, you may send the message immediately, or wait and send it later. See <u>Sending a message</u>.

Related topics:
<u>Accessing your mailbox</u>
<u>Adding attachments</u>
<u>Addressing a message</u>
<u>Sending a message</u>
<u>The Out Folder</u>
<u>Answering a message</u>
<u>Forwarding a message</u>
<u>Message menu</u>

Cut

Cuts the currently selected text to the Windows clipboard.

De-select All

De-selects all of the messages in the current folder.

Delete

Deletes the currently selected text without copying it to the Windows clipboard.

Delete

Deletes the currently selected messages in the current folder.

Related topics:
Deleting messages

Delete messages after

Check the Delete messages after box to have old messages automatically deleted when they become old. You may change the number of days after which they should be deleted by clicking on the arrows (or entering a new value directly).

Deleting Export Field Mappings

To delete an export field mapping:

Note: the accessibility of a specific export field map depends upon the currently selected application and export file format.

1. In the Export dialog box, select the field map to be deleted from the Currently Selected Map list.

2. Select the Delete button, and then select the Yes button in the verification dialog box that appears.

Deleting Import Field Mappings

To delete an import field mapping:

Note: the ability to delete import field mappings depends upon the currently selected application, and the import file format.

1. In the Import dialog box, select the field map to be deleted from the Currently Selected Map list.

2. Select the Delete button, and select the Yes button in the confirmation dialog box that appears.

Deleting attachments

You may delete PC file and ZAURUS Filer folder attachments on messages you have created or received. In addition, you may also delete selected entries from attached ZAURUS Filer folders, instead of deleting the entire folder.

To delete attachments:

PC files and entire ZAURUS Filer folders

1. While in the detail view of the desired message, select the Attach button. The Attachments dialog box is displayed.

2. Select the desired files and or folders to delete, and select the Delete button. The Verify Delete dialog box is displayed.

3. Select the Yes button to confirm that you want to delete the selected entries.

ZAURUS Filer folder entries

1. While in the detail view of the desired message, select the Attach button. The Attachments dialog box is displayed.

2. Open the desired Filer Folder by selecting it in the Attachments dialog box, and selecting the Modify button. The Import ZAURUS Filer Folder dialog box is displayed.

3. Select the Filer Folder entries to delete, and select the Delete button. The Verify Delete dialog box is displayed.

4. Select the Yes button to confirm that you want to delete the selected entries.

Related topics:
Adding attachments
Detaching attachments

Deleting messages

You may delete messages in any of the three message folders; In, Out, and Sent.

To delete messages:

1. Select the message you wish to delete. If you are in Index view, you may select multiple messages to delete.

2. Select Delete from the Message menu, or click on the Delete tool bar button. A verification dialog box is displayed.

3. Select the Yes button to delete the selected message(s), or the No button to avoid doing so.

Related topics:
The Out Folder
The In Folder
The Sent Folder
Searching messages
View Filter
Message menu

Deleting users

The Message Center Administrator can delete user accounts if necessary.

To delete users:

Note: managing users can only be done when the Administrator is logged into the Administrator account. The menu items mentioned below do not appear when a user is logged into a normal user account.

1. Select User List from the File menu. The Users dialog box is displayed, showing the Administrator and currently configured user accounts.

2. Select the user account you wish to delete, and then select the Delete button. The Confirm Delete dialog box is displayed.

3. Select the Yes button to delete the selected user account, or the No button to avoid doing so.

4. Repeat steps 2 and 3 for any additional user accounts you wish to delete.

5. When you are done deleting users, select the OK button in the Users dialog box.

6. You are asked if you would like to send an updated list of users to all Message Center users. Select the Yes button to automatically generate the appropriate message, or the No button to avoid doing so.

Related topics:
Adding users
Modifying users
Sending User List
File menu

Detaching attachments

Message Center allows you to send and receive messages which have attached files. These files can be either arbitrary PC files or ZAURUS Filer folders which contain ZAURUS application data.

To detach attachments:

PC files

1. With the message open in detail view, select the Detach button. The list of attached files is displayed in the Attachments dialog box. The list includes the file name, description, file type, and size of the file.

2. Select the file to detach, and select the Detach button. The Detach dialog box is displayed.

3. Modify the filename if desired, and select the destination drive and directory where you would like the file detached to. Select the OK button. A copy of the file is detached.

ZAURUS Filer folders

1. With the message open in detail view, select the Detach button. The list of attached files is displayed in the Attachments dialog box. The list includes the file name, description, file type, and size of the file.

2. Select the Filer folder to detach, and select the Export button. The Export ZAURUS Filer Folder dialog box is displayed, which lists the application data that is contained in the folder.

3. Select the ZAURUS application data you wish to export, and select the Export button. If the selected application data is from Appointments, To Do, Birthday/Anniversary, Holiday, Contacts or Data Files, selecting one entry of that type selects all entries of that type, and they will all be exported together into one file. Documents, Outlines, or Notes entries are exported individually.

4. In the Export dialog box, the settings for file format, field maps, etc. are provided. See Export for more information. When the settings are complete, select the OK button. The export process begins. When the export is done, you are returned to the ZAURUS Filer Folder dialog box.

5. Repeat steps 3 and 4 to export other data from the same Filer folder.

Related topics:
The In Folder
Viewing Filer folder attachments

Adding attachments
Deleting attachments

Detail View

Switches the current folder to Detail view, which displays the contents of the current message in the folder.

Related topics:
Index View

Dialing

Select the appropriate dialing type for the phone line being used for communication. If you wish to hear the modem tones when a connection is being established (when users are calling in), check the Modem Speaker On box. Otherwise, uncheck the box to avoid being distracted by the noise.

Edit menu

Click on the area of the menu you would like more information about:

Edit	
Undo	**Ctrl+Z**
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Select All	
De-select All	

Enable Quick Note

Select the Enable Quick Note check box to allow anyone to leave a message for a ZAURUS Mail user. If this option is not selected, the Send Quick Note button and text display will not be shown on the main screen.

Exit

Exits ZAURUS Mail. Users cannot send and receive messages if ZAURUS Mail is not running.

Export

Export allows you to detach ZAURUS Filer folder attachments to a PC file, storing the data in any of several standard PC file formats (e.g. .CSV, .SDF, .RTF, .TXT, .BMP, etc.), depending upon the application.

Step-by-step instructions

Click on the area of the window you would like more information about:
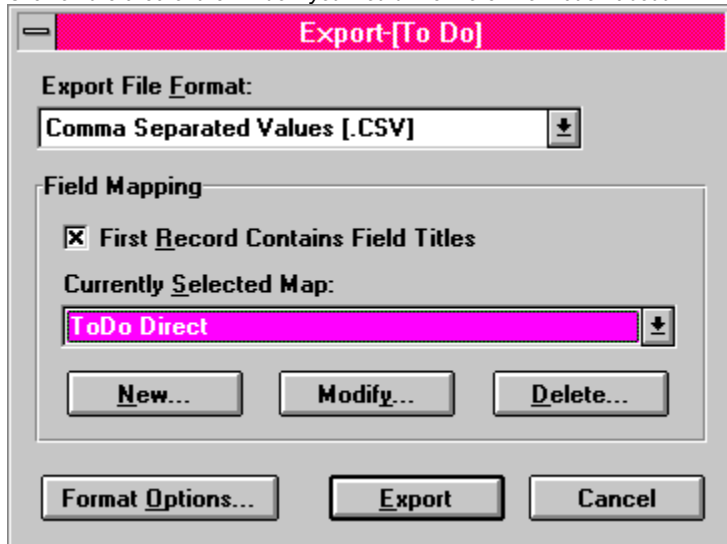
Export - Step-by-Step

Export allows you to detach ZAURUS Filer folder attachments to a PC file, storing the data in any of several standard PC file formats (e.g. .CSV, .SDF, .RTF, .TXT, .BMP, etc.).

To export Filer folder data:

1. In the Export dialog box, select the desired export file format in the Export File Format drop-down list. The possible options will vary depending upon which application entry type you selected in the Export ZAURUS Filer Folder dialog box (which is indicated in the title bar of the Export dialog box).

2. Select a field mapping in the Currently Selected Map drop-down list. Field mappings only apply for .CSV and .SDF file formats. The field map determines the order that the fields are exported in, as well as any combining or splitting of fields. If necessary, you can:

    o   Create new field mappings
    o   Modify existing field mappings
    o   Delete existing field mappings

3. Select the First Record Contains Field Titles check box if necessary. This feature is only available for certain application types, and only applies when exporting to .CSV or .SDF file formats. Selecting this option causes the application field names to be exported as the first record in the export file.

4. Select the Format Options button to specify the date format and new-line translation. Format Options only apply when exporting to .CSV and .SDF file formats.

5. When you're finished making selections, select the Export button. The Export File Name dialog box is displayed.

6. Enter a filename for the export file in the File Name box. If you would like to overwrite an existing file, select it in the Files list.
   In the Drives list, select the drive where you would like the export file saved.
   In the Directories list, select the directory where you would like the export file saved.

7. When you're finished, select the OK button. The export process will begin, and a progress dialog will be displayed.

Related topics
Selecting the application to be exported.
Selecting the export file format.
Creating a field map for the application to be exported.
Modifying a field map for the application to be exported.
Deleting a field map.
Selecting the export data source.
Specifying format options.

Export File Formats

The following export file formats can be selected in the Export File Format box of the Export dialog box. The availability of a specific file format depends on the selected application.

ZAURUS Data Format (.ZDF)
A special ZAURUS file format. This is best used when the data will be imported back into a ZAURUS.

Comma Separated Values (.CSV)
A file format which encloses each field with double quotes ("), divides each field in the record with a comma (,), and ends each record with a carriage return/line feed.

Standard Delimited Format (.SDF)
A file format similar to .CSV, but which is supported and defined by Borland's dBase database.

Plain Text Format (.TXT)
Plain ASCII text format. Nearly any word processor or editor can read and write this format.

Rich Text Format (.RTF)
A file format defined by Microsoft that maintains the formatting and general appearance of a document (bold facing, underlining, etc.).

Windows Bitmap Format (.BMP)
A common graphic file format supported by most graphics programs, including Windows Paintbrush.

Field Mapping

The Field Mapping capability allows you to tailor the import and export field layouts when either the .CSV or .SDF file formats have been selected. This provides the ability to match the data format requirements of other applications with which you may want to exchange data. You may reorder, combine, split, or ignore fields as necessary.

File menu

Click on the area of the menu you would like more information about:

File	
Open Mailbox	**Ctrl+O**
Close Mailbox	Ctrl+M
User List...	
Send User List...	
Save As...	
Search...	
Print...	Ctrl+P
Print Setup...	
Exit	

First Record Contains Field Titles (Export)

If you wish to include the field titles of the application you are exporting as the first record in the export file, select the First Record Contains Field Titles check box. This feature is only available for certain applications, and only applies when exporting to .CSV or .SDF file formats.

First Record Contains Field Titles (Import)

If the first record of the file you are importing contains field titles, and you do not want them imported as an application entry, select the First Record Contains Field Titles check box. The first record of the import file will be ignored during the import process. This feature is only available for certain applications, and only applies when importing from .CSV or .SDF file formats.

Format options

When exporting ZAURUS Filer folder application data to either .CSV or .SDF file formats, you can specify two Format Options; the Date Format, and the New-Line Translation.

To specify Format Options:

1. Select the Format Options button in the Export dialog box. The Format Options dialog box is displayed.

2. In the Date Format box, select the desired date format. When an exported application's data contains a date field and you are exporting to a file format of CSV or SDF, the date field is converted to the selected format. This allows you to match the date field requirements for another application which will read the exported file.
   The following date formats may be selected:

Format	Example
MM/DD/YY	12/25/95
DD.MM.YYYY	25.12.1995
YYYYMMDD	19951225

3. In the New-Line Translation box, select the character that you want used at. the end of lines This allows you to match the new-line (end-of-line) requirements for another application which will read the exported file.
   The following new-line characters may be selected:

   Vertical Tab (VT)
   Horizontal Tab (HT)
   Carriage Return (CR)
   Line Feed (LF)
   Space

4. When you are finished, select the OK button to save the settings.

Related topics
Export
Export file formats

Forward

Forwards the current message to another ZAURUS Mail user. A new message creation form is opened, with the contents of the original message automatically inserted in the new message.

Related topics:
Forwarding a message

Forward messages to pager

Check the Forward messages to Pager box if you would like to selectively forward messages to an alphanumeric pager. This check box is only available if the Administrator has configured your ZAURUS Mail account for a pager service. Selecting the <u>Filter</u> button allows you to configure the message forwarding filter.

Forwarding a message

Message Center provides the ability to forward a message you have received from another user.

To forward a received message:

1. Select the message you wish to forward in the In Folder, and select Forward from the Message menu. The message creation screen is displayed, with the subject of the original message filled in for you, and the original message body inserted in the new message body.

2. The remainder of the process is the same as when creating a new message.

Related topics:
Accessing your mailbox
Adding attachments
Addressing a message
Sending a message
The Out Folder
Creating a new message
Answering a message
Message menu

Help menu

Click on the area of the menu you would like more information about:

Help

Contents   **F1**

Search for Help on...

How to Use Help

About...

How to Use Help

Displays the on-line help for how to use the standard Windows Help "engine" which is used to display the ZAURUS Mail on-line help.

IR/Cable COM Port

Select the COM port to which your IR unit or cable is attached. If you will not be using IR or cable communications, set the COM Port to None.
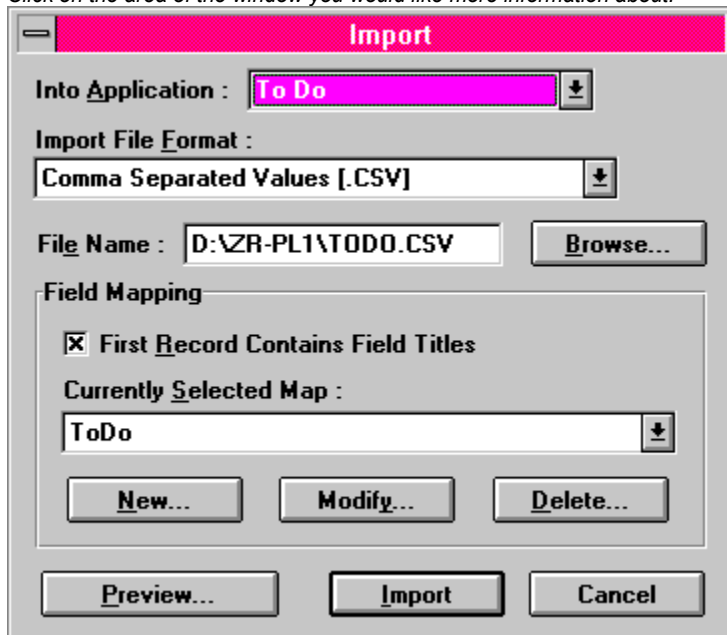
IR/Cable type

Select the appropriate connection method that you are using; Cable, CE-IR2 (wireless infrared), or CE-IR4 (IrDA compatible wireless infrared).

Import

Import allows you to import PC files into ZAURUS Filer folder attachments. Several standard PC file formats (e.g. .CSV, .SDF, .RTF, .TXT, etc.) are supported, depending upon the selected ZAURUS application.

Step-by-step instructions

Click on the area of the window you would like more information about:

Import

Into **A**pplication : To Do

Import File **F**ormat :
Comma Separated Values [.CSV]

Fil**e** Name : D:\ZR-PL1\TODO.CSV   **B**rowse...

Field Mapping

[X] First **R**ecord Contains Field Titles

Currently **S**elected Map :

ToDo

New...   **M**odify...   **D**elete...

Preview...   **I**mport   Cancel

Import - Step-by-step

Import allows you to import PC files into ZAURUS Filer folder attachments. Several standard PC file formats (e.g. .CSV, .SDF, .RTF, .TXT, etc.) are supported, depending upon the selected ZAURUS application.

To import data:

1. In the Import dialog box, select the ZAURUS application data type you wish to import into the Filer folder from the Into Application drop-down list.

2. Select the import file format in the Import File Format drop-down list.

3. Enter the import file name in the File Name field, or select the Browse button, and select the import file name.

4. Select a field mapping you may have previously created in the Currently Selected Map drop-down list. Field mappings only apply for .CSV and .SDF file formats. You can also:

   o   Create new field mappings,
   o   Modify existing field mappings, or
   o   Delete existing field mappings.

5. Select the First Record Contains Field Titles check box if desired. This feature is only available for certain applications, and only applies when importing from .CSV or .SDF file formats.

6. Optionally, select the Preview button to view the contents of the import file. The Import Preview dialog box is displayed. Select the Close button to return to the Import dialog box.

7. When you're finished, select the Import button. The import process will begin, and a progress dialog box will be displayed.

Related topics
Selecting the application to be imported to.
Creating import field maps
Modifying import field maps
Deleting import field maps

Import Preview

Select the Preview button to view the contents of the file you have selected to import. This can be helpful when you are not sure about the contents or format of the selected file. Only a text view of the data is provided, so Preview is useful mainly for viewing .CSV, .SDF, and .TXT files that you are about to import.

Import file formats

The following import file formats can be selected in the Import File Format box of the Import dialog box. Note that the availability of a specific file format depends on the selected application.

ZAURUS Data Format (.ZDF)
A special ZAURUS file format produced by ZAURUS Message Center and ZAURUS Data Exchange Utility.

Comma Separated Values (.CSV)
A file format which encloses each field with double quotes ("), divides each field in the record with a comma (,), and ends each record with a carriage return and line feed.

Standard Delimited Format (.SDF)
A file format similar to .CSV, but which is supported and defined by Borland's dBase database.

Plain Text Format (.TXT)
Plain ASCII text format. Nearly any word processor or editor can read and write this format.

Rich Text Format (.RTF)
A file format defined by Microsoft that maintains the general formatting and appearance of a document (bold facing, underlining, etc.).

Import File Name

Enter the file name of the file you wish to import into a ZAURUS Filer folder attachment. You may also use the Browse button to find the desired file.

Import into application

The following ZAURUS application data types can be selected for importing to in the Into Application box of the Import dialog box:

Application	**Supported Import File Formats**
Appointments	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
To Do	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Birthday/ Anniversary	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Holiday by Date	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Holiday by Day	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact1	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact2	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Contact3	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 1	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 2	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Data File 3	Comma separated values (.CSV), Standard delimited format (.SDF), ZAURUS data format (.ZDF)
Notes	ZAURUS data format (.ZDF)
Documents	Text (.TXT), Rich text format (.RTF), ZAURUS data format (.ZDF)
Outlines	Text (.TXT), ZAURUS data format (.ZDF)

Note: For Documents, Outlines, and Notes, each file is imported as one application data entry.

In the date range

Selecting In the date range in the Print Range group will cause all messages within the selected date range in the selected folders to be printed.

Index View

Switches the current folder to Index view, which displays a summary listing of the messages in the folder.

Related topics:
Detail View

Initialization

If your modem requires a special initialization string, enter it here. Message Center's default initialization string will work with most Hayes-compatible modems. Selecting the Default button will reset the string to its factory default.

Lock PC

Select the Lock PC check box to disable use of the PC by someone else while you are away. Note that the Quick Note feature is still available even when the PC is locked.

Menus

Click on the sub menu you would like more information about:

File **Edit** **View** **Message** **Options** **Help**

Message Server

Allows you to enable or disable the Quick Note feature, as well as lock the ZAURUS Mail PC while you are away (Quick Note still functions, if enabled). This menu item only appears when the Administrator is logged in.

Related topics:
Message Server setup

Message Server setup

The Message Center Administrator can enable or disable two Message Server options:

Enable Quick Note
Quick Note is a feature that allows anyone to send a message to a Message center user, even if they are not a Message Center user themselves. Enabling this feature causes a Send Quick Note button to appear on the Message Center main screen, which provides access to a simplified message creation dialog box. An optional Quick Note message can be displayed to the left of the Quick Note button.

Lock PC
The Lock PC feature allows you make your PC more secure while you are away and it is waiting for Message Center users to call in. When the Lock is enabled, all functions except Quick Note are disabled.

Step-by-step instructions

Click on the area of the window you would like more information about:
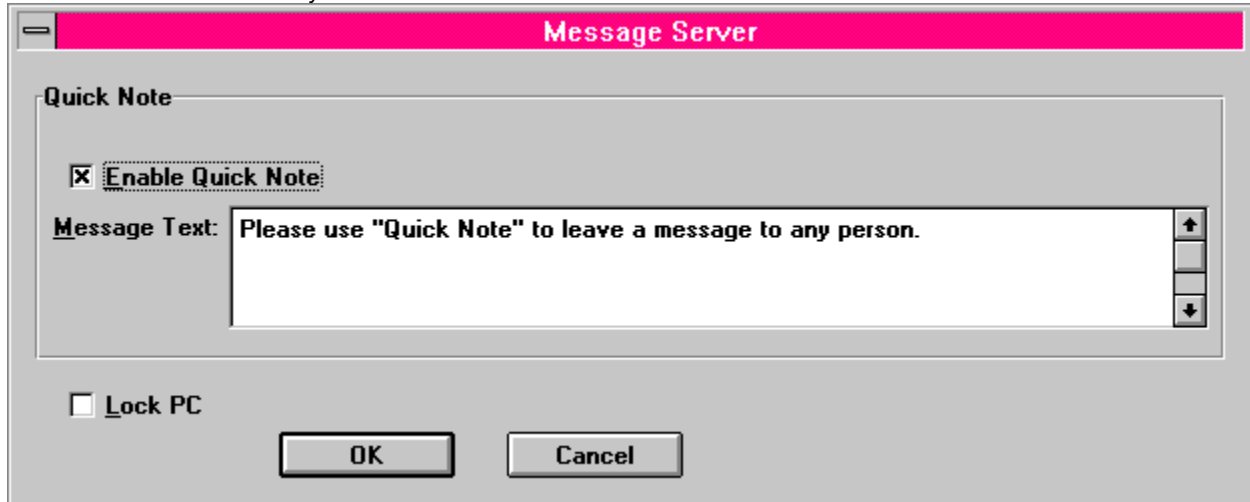
Related topics:
Options menu

Message Server setup - step-by-step

To set Message Server options:

Note: setting the Message Server options can only be done when the Administrator is logged into the Administrator account. The menu items mentioned below do not appear when a user is logged into a normal user account.

1. Select Message Server from the Options menu. The Message Server dialog box is displayed.

2. Select the Enable Quick Note and/or Lock PC check boxes as desired. If you enable Quick Note, you may optionally enter some text to display to the left of the Quick Note button.

3. Select the OK button when you have completed the settings.

Related topics:
Quick Notes

Message menu

Click on the area of the menu you would like more information about:

Message	
Send...	**Ctrl+S**
New	Ctrl+N
Delete...	Ctrl+D
Answer...	Ctrl+A
Forward	Ctrl+F
Copy to Out Folder	

Modifying Export Field Mappings

Existing export field mappings can be modified as necessary.

To modify export field mappings:

Note: the accessibility of specific export field mappings depends upon the currently selected application and export file format.

1. In the Export dialog box, select the field map which you wish to modify from the Currently Selected Map drop-down list in the Field Mapping box.

2. Select the Modify button in the Field Mapping box. The Modify Mapping dialog box is displayed.

3. Source File fields can be divided into 1-4 fields using the Split Field function. The divided fields can then be mapped individually to the Destination File. You must clear all field mappings before you can split a field.

4. If the Destination File requires fewer or more fields than the default number, it can be changed in the Number of Export Fields box. Simply use the arrows to increment or decrement the current value (you can specify between 1 and 32 fields).

5. Select each field in the Source File list, and copy it to the desired Destination File field. This can be done in two ways:

   o After selecting the field in the Source File list, select the field to move it to in the Destination File list, and then select the Add> button. The field from the Source File list is shown in the Destination File list.

     You may copy multiple fields from the Source File list to the same field in the Destination File. Simply continue selecting fields in the Source File and select the Add> button without changing the Destination File field selection (a maximum of 4 Source File fields can be mapped to the same Destination File field). The currently selected Separator character will be inserted between fields automatically. The Separator can be changed using the Change Separator drop-down list. The available separators are:

     * [,] - Comma
     * [SP] - Space
     * [CR] - Carriage Return
     * [NO] - No Separation
     * [/] - Slash
     * [+] - Start Time+Duration
       Add the Start Time to the Duration to get the End Time.
       Note: The Duration is shown in minutes.
     * [-] - End Time-Start Time
       Subtract the End Time from the Start Time to get the Duration.

   o Select the Map All> button to copy all of the Source File fields to the Destination File automatically. Each Source File field is copied to the

corresponding Destination File field.

6. If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

   o   Select the desired field in the Destination File list, and then select the Remove button.
       Or
   o   Select the Clear All button to remove all fields from the Destination File list.

7. When you're finished, select the OK button.

Modifying Import Field Mappings

Existing import field mappings can be modified as necessary.

To modify import field mappings:

Not the accessibility of specific import field mappings depends upon the
e: currently selected application and the import file format.

1 In the Import dialog box, select the field map which you wish to modify
. from the Currently Selected Map drop-down list in the Field Mapping box.

2 Select the Modify button in the Field Mapping box. The Modify Mapping
. dialog box is displayed.

3 Source File fields can be divided into 1-4 fields using the Split Field
. function. The divided fields can then be mapped individually to the
   Destination File. You must clear all field mappings before you can split a
   field.

4 The first record of the data to be imported is shown next to each field in
. the Source File field list. To view other records:

   o   Select the Prev button to display the previous record.
   o   Select the Next button to display the next record.

5 Select each field in the Source File list, and copy it to the desired
. Destination File field. This can be done in two ways:

   o   After selecting the field in the Source File list, select the field to move
       it to in the Destination File list, and then select the Add> button. The
       field from the Source File list is shown in the Destination File list.

       You may copy multiple fields from the Source File list to the same
       field in the Destination File. Simply continue selecting fields in the
       Source File and select the Add> button without changing the
       Destination File field selection (a maximum of 4 Source File fields can
       be mapped to the same Destination File field). The currently selected
       Separator character will be inserted between fields automatically.
       The Separator can be changed using the Change Separator drop-
       down list. The available separators are:

       *   [,] - Comma
       *   [SP] - Space
       *   [CR] - Carriage Return
       *   [NO] - No Separation
       *   [/] - Slash
       *   [+] - Start Time+Duration
           Add the Start Time to the Duration to get the End Time.
           Note: The Duration is shown in minutes.
       *   [-] - End Time-Start Time
           Subtract the End Time from the Start Time to get the Duration.

   o   Select the Map All> button to copy all of the Source File fields to the

Destination File automatically. Each Source File field is copied to the corresponding Destination File field.

6. If necessary, you can remove fields from the Destination File list. To remove a field, do the following:

   o   Select the desired field in the Destination File list, and then select the Remove button.
       Or
   o   Select the Clear All button to remove all fields from the Destination File list.

7. When you're finished, select the OK button to save the changes.

Modifying users

The Message Center Administrator can modify user account configurations if necessary.

To modify users:

Note: managing users can only be done when the Administrator is logged into the Administrator account. The menu items mentioned below do not appear when a user is logged into a normal user account.

1. Select User List from the File menu. The Users dialog box is displayed, showing the Administrator and currently configured user accounts.

2. Select the user account you wish to modify, and then select the Modify button. The Modify User dialog box is displayed.

3. The user's Name, User ID, Pager Service, and pager PIN may be modified as necessary. See <u>Adding users</u> for information about each of these items.

   Select the OK button when you are done. Name and/or User ID modifications are reflected in the Users list.

4. Repeat steps 2 and 3 for any additional user accounts you wish to modify.

5. When you are done modifying users, select the OK button in the Users dialog box.

6. If you modified any Names or User IDs, you are then asked if you would like to send an updated list of users to all Message Center users. Select the Yes button to automatically generate the appropriate message, or the No button to avoid doing so.

Related topics:
<u>Adding users</u>
<u>Deleting users</u>
<u>Sending User List</u>
<u>File menu</u>

New

Opens a new message creation form.

Related topics:
Creating a new message

New password

Enter the new password you wish to use here.

Old password

To change your password, enter your old (current) password here.

Open Mailbox

Opens the mailbox which is currently highlighted in the main window.

Related topics:
Accessing your mailbox

Options menu

Click on the area of the menu you would like more information about:

Options
Preferences...
Communication...
Pager Service Setup...
Message Server...
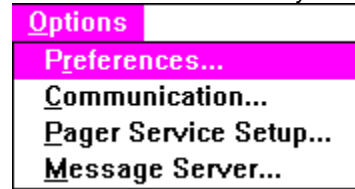
Pager Service Setup

Allows you to configure up to 4 pager services which ZAURUS Mail users may subscribe to, and through which they may selectively forward their messages to their alphanumeric pager. This menu item only appears when the Administrator is logged in.

Related topics:
Pager Service setup (detailed)

Pager Service setup

Message Center has a feature which allows users to selectively forward messages to their pager. However, before they can do so, the Message Center Administrator must configure the paging service, and then register users to use the appropriate service. Up to four different paging services can be setup.

Step-by-step instructions

Click on the area of the window you would like more information about:

	Name	Phone number	Max Length
Pager Service Setup			
Service 1 :	SkyTel	1-800-759-6366	240
Service 2 :	PageNet	1-800-791-3090	240
Service 3 :	Metrocall	1-800-245-0004	240
Service 4 :	PageMart	1-800-864-9499	240

[OK]   [Cancel]

Related topics:
Options menu

Pager filter

When properly pre-configured by the Message Center Administrator, users can configure their mailbox to forward selected messages to a pager. The Pager filter feature allows each user to specify their own criteria for which of their received messages are forwarded to their pager.

To enable message forwarding and configure the Pager filter:

1. Select Preferences from the Options menu. The Preferences dialog box is displayed.

2. Select the Forward messages to Pager check box in the Pager group. The Filter button becomes available.

3. Select the Filter button. The Pager Filter dialog box is displayed.

4. To filter messages by the content of the From or Subject field, select the Include if check box, select the From: or Subject: field from the drop-down list, and enter the text to search for in the Contains field.

5. To forward only high priority messages, select the High priority only check box. Note that this may be combined with the options in step 4 above.

6. In the Content Option group, select what part of messages you wish to have forwarded:

Send message headers only:	Only the originator, recipient, date, time, and subject information are sent to the pager. This can be used for simple notification of waiting mail.
Send message header and body up to first [ ] characters:	Sends the same information as the header-only option, plus part (potentially all) of the message text, up to a user-specified character count limit.

   If you select the second option, set the maximum message character count to the desired size. The absolute maximum size is set by the Administrator, and is dependent upon your paging carrier.

7. When the settings are complete, select the OK button. Then select the OK button in the Preferences dialog box to return to the main folder view.

Related topics:
Preferences setup

Pager service max length

This is the maximum length of a message which you can send to a pager through the particular service. Your pager service must provide you with this number. ZAURUS Message Center supports up to 240 characters.

Pager service name

Enter the name of your pager service(s) here. The names you enter here will appear in the Pager service list when you add or modify user accounts.

Pager service phone number

The pager service phone number is the modem access number for the particular pager service. When you request this number from your paging service, they may refer to it as the "TAP access number".

Pager service setup - step-by-step

To setup pager services:

1. Select Pager Service Setup from the Options menu. The Pager Service Setup dialog box is displayed.

2. For each paging service you wish to setup, enter the following information:

Name:	Enter the name of the pager service.
Phone number:	Enter the phone number of the pager service. This is the phone number for sending pager messages via modem.
Max Length:	Enter the maximum message length supported by the pager service.

When your settings are complete, select the OK button. You return to the folder views.

Related topics:
Pager Service setup
Preferences setup
Pager filter

Paste

Pastes the contents of the Windows clipboard at the current text cursor position.

Preferences

Allows you to change your password, enable and configure automatic message deletion, and enable and configure selective message forwarding to an alphanumeric pager.

Related topics:
Preferences setup
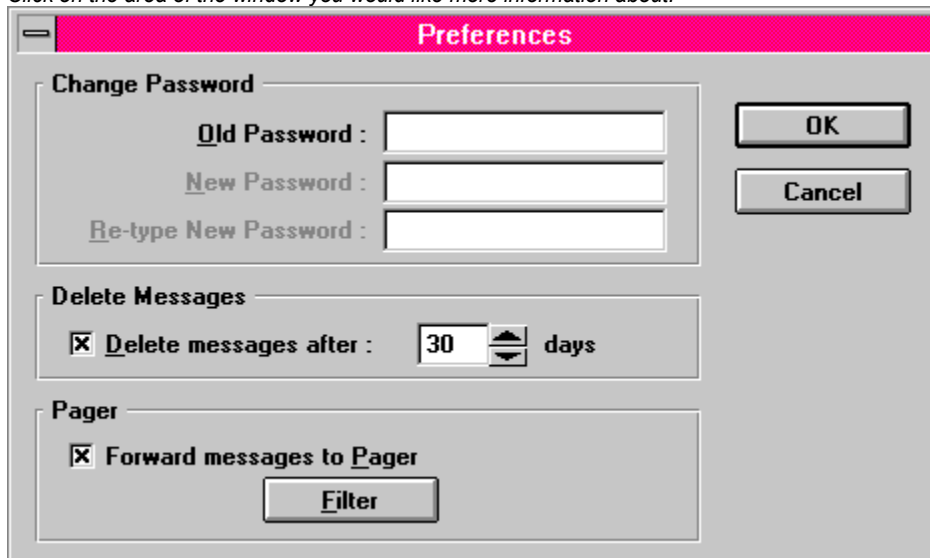
Preferences setup

Preferences setup allows Message Center users to change their password, set a message expiration period, and configure message forwarding to a pager (if the Administrator has setup pager services, and enabled pager forwarding support for the user).

Step-by-step instructions

Click on the area of the window you would like more information about:

Related topics:
Options menu

Preferences setup - step-by-step

To setup your preferences:

1. Select Preferences from the Options menu. The Preferences
   dialog box is displayed.

2. If you wish to change your password, enter the following
   information in the Change Password group:

Old Password:	Enter your current password.
New Password:	Enter the new password you wish to use.
Retype New Password:	Enter the new password again.

3. If you wish to enable automatic message deletion after a
   specified period, select the Delete messages after check box
   in the Delete Messages group, and set the period in the days
   field (up to 99 days).

4. If you wish to selectively forward your messages to a pager,
   select the Forward messages to Pager check box in the Pager
   group. See Pager filter for information on how to establish
   your message forwarding criteria.

5. When you are done setting up your preferences, select the OK
   button to return to the main screen.

Note: each of the mail folders (In, Out, Sent) has a capacity of 5000 messages. If that
capacity is reached, as each message over the limit arrives, the oldest message is
automatically deleted.

Related topics:
Preferences setup
Pager Filter

Print

Allows you to print selected (all, currently selected, or those in a date range) messages from any of the mail folders.

Related topics:
Printing

Print Setup

Print Setup allows you to select the current printer, as well as configure various printer settings and options. You can select the paper orientation (portrait and landscape), paper size and source, and other printer-specific options by selecting the Options button.

Related topics:
Printing
File menu

Print Setup

Allows you to select and configure the printer you wish to print messages on.

Related topics:
Print Setup (step-by-step)

Print all messages

Selecting Print all messages in the Print Range group of the Print dialog box will cause all messages in the selected folders to be printed.

Related topics:
Printing

Print formats

When you print messages, the following information and formats are used:

In Folder messages:

In Folder

Date/Time:	[Date]
	[Time]
To:	[To: recipients]
From:	[Originator]
Cc:	[Cc: recipients]
Subject:	[Subject]
Message:	[Message contents]

Out Folder messages:

Out Folder

Date/Time:	[Date] [Time]
To:	[To: recipients]
Cc:	[Cc: recipients]
Bcc:	[Bcc: recipients]
Subject:	[Subject]
Message:	[Message contents]

Sent Folder messages:

Sent Folder

Date/Time:	[Date]
	[Time]
To:	[To: recipients]
Cc:	[Cc: recipients]
Bcc:	[Bcc: recipients]
Subject:	[Subject]
Message:	[Message contents]

Related topics:
Printing

Print selected messages

Selecting Print selected messages in the Print Range group of the Print dialog box will cause the currently selected messages in the currently open folder to be printed. If you have selected other folders in addition to or in place of the currently open folder, they will be deselected and grayed, and the currently open folder will be automatically selected.

Printing

You may print all messages, selected messages (current folder only), or messages within a date range, from any combination of the In, Out, or Sent folders (except as noted for selected messages).

To print messages:

1. Select Print from the File menu. The Print dialog box is displayed, showing the currently selected printer. If you wish to use a different printer, select the cancel button and then select <u>Print Setup</u> from the File menu.

2. Select the folder(s) of messages you wish to print by checking the In, Out, and/or Sent check boxes in the Folder group on the left.

3. Select the desired set of messages within the selected folders to print using the options in the Print Range group; <u>Print all messages</u>, <u>Print selected messages</u>, or <u>In the date range</u>. If you select <u>Print selected messages</u>, folders other than the currently open one will be deselected and grayed.

4. If you selected <u>In the date range</u> in step 3, adjust the From and To dates as desired. You may edit the month, day, and year fields directly, or select a field and use the arrow buttons to increment or decrement the value.

5. If you wish to change the settings for the current printer, select the Setup button, make any changes in the dialog box that is displayed, and select the OK button.

6. Select the OK button to begin printing.

Related topics:
<u>Print formats</u>
<u>Print setup</u>
<u>File menu</u>

Quick Note Message Text

If you enable Quick Notes, the Quick Note message text you specify here will be shown on the main screen.

Quick notes

Quick Note is a feature that allows anyone to send a message to a Message center user, even if they are not a Message Center user themselves. If this feature is enabled by the Administrator, a Send Quick Note button appears on the Message Center main screen, which provides access to a simplified message creation dialog box.

To send a Quick Note:

1. Select the Quick Note button on the main screen to display the Quick Note dialog box.

2. To create a Quick Note, complete these items:

From:	Enter your name.
To:	Select the name of the recipient from the drop-down list.
Subject:	
Priority:	Enter a brief subject for the message.
Note:	Select the message priority from the drop-down list. Enter the contents of the message.

3. When you have completed the message, select the Send button to send it.

Related topics:
Message Server setup

Re-type new password

Re-type your new password here. This is done to make sure you didn't mistype the password in the New Password box.

Reading a message

Any message in the In, Out, or Sent folder may be shown in Detail view for reading.

To read a message:

a. Select the desired message in the folder Index view, and select Detail View from the View menu.

OR

b. Select the desired message in the folder Index view, and press the Enter key.

OR

c. Select the desired message in the folder Index view, and select Detail tool bar button.

OR

d. Double-click on the message in the folder Index view.

Related topics:
The In Folder
Detaching attachments
Printing
Answering a message
Forwarding a message
View menu

Receiving Mail (on the PC)

The following topics are available:

[The In Folder](#)
[View Filter](#)
[Reading a message](#)
[Detaching an Attachment](#)
[Saving received messages](#)
[Searching messages](#)

Receiving messages (on ZAURUS)

While away from the office, you can use your ZAURUS to send and receive messages from Message Center by using a modem, such as the SHARP CE-FM4. While in the office, you can use also use your ZAURUS to send and receive messages using an infrared wireless interface (such as SHARP CE-IR4) or a ZAURUS-compatible cable (such as the Aegis cable offered on the ZAURUS registration card).

To receive messages on your ZAURUS:

1. Touch TOOLS, and touch Message under Utilities twice. The Message application is displayed.

2. Touch MAIL, and then select Receive Only. If you wish to selectively download messages, make sure Turn On Receive Filter is selected under MAIL before you select Receive Only. If you do not enable the Receive Filter, skip to step 4.

3. Specify the message filtering criteria. Your options are:

Field:, Contains:	Receive messages which contain the specified text in the selected message field (Subject, User Name or User ID).
Exclude if return receipt requested	Touch this check box to exclude messages where the originator has requested a receipt indicating when you received the message.
Size must be less than [ ] chars.	Touch this check box and select a maximum message size to limit the size of individual messages that you receive.
Include old messages	Touch this check box to include messages you have already received in the past.
Preview summaries before receiving	Touch this check box to preview the list of messages which match the Receive Filter criteria you have specified. You may then selectively download messages from the list. This provides the ultimate in control over messages you receive.

Touch OK when you are done with your Receive Filter settings.

4. In the Connect to Host screen, touch the desired connection method (Cable or Wireless if you are physically near the PC running ZAURUS Message Center, or Modem if you are dialing in remotely), and touch OK. If you are using a modem, you may check the Host and Modem setups by touching Setup. The Connect to Host progress screen is displayed, and your ZAURUS attempts to access and log into Message Center. If you did not enable the preview feature in step 2, skip to step 6.

5. Once your ZAURUS has logged into Message Center, a list of messages matching your receive filter criteria will appear. You may receive the:

Currently selected message:	Simply select the message.
Multiple (tagged) messages:	Touch the check box to the left of each message you wish to receive.
All messages:	Do nothing.

When you are done selecting messages, touch RECV, make the appropriate selection, and touch OK.

6. The receiving of messages is started. Pressing the ON button cancels the receiving of messages.

Related topics:
Communicating via IR/Cable
Sending a message (on ZAURUS)
Sending a message (on the PC)

Save As

Allows you to save the contents of messages to a text file.

Related topics:
Saving messages

Saving messages

Message Center allows you to save messages into plain text files. Depending upon the specific message folder, the file will include the date, time, originator, recipients, subject, and the message text.

To save a message:

1. Select the messages you wish to save (there is no need to select any if you wish to save all of them), and then select Save As from the File menu. The Save Message As Text dialog box is displayed.

2. Specify the following items:

Selected Messages:	Select this option to save the currently selected messages.
All Messages:	Select this option to save all messages in the current folders.
Delete messages after saving:	Select this check box (in combination with either of the other two options) to have message deleted after they are saved to a text file.

When you have completed your selections, select the OK button. The Save as dialog box is displayed.

3. Select or specify a file name, directory, and drive, and select the OK button. The message(s) are saved as a text file.

Related topics:
File menu

Search

Allows you to search for a particular message in any of the folders based on a keyword.

Related topics:
Searching for messages

Search for Help on

Allows you to search the on-line help for a specific topic.

Searching for messages

Message Center allows you to search for messages in selected folders. The Search function looks for the specified text in both the message subject and body.

To search for a message:

1. Select Search from the File menu.

2. Enter the word or phrase to search for in the Find box. The search is case-insensitive and can be up to 16 characters long.

3. Select the desired folders to search. Any combination of the In, Out, and Sent folders may be selected.

4. Select the Prev or Next button to start searching. When a matching message is found, it is displayed in Detail view. Once a message is found, you may select the Prev button to display the previous matching message, or select the Next button to display next matching message.

5. When the desired message is displayed, select the Close button to close the Search dialog box.

Related topics:
The Out Folder
The In Folder
The Sent Folder
View Filter
File menu

Select All

Selects all of the messages in the current folder.

Selecting an import file

To select an import file:

1. Selecting the Browse button in the Import dialog box displays the Import File Name dialog box.

2. Select the drive where the Import file is located from the Drives drop-down list.

3. Select the directory where the Import file is located from the Directories list.

4. Select the file extension for the Import file from the List Files of Type drop-down list.

5. Select the desired Import file from the Files list. The file name will be displayed in the File Name box.

6. Select the OK button.

Related topics
Import

Send

Sends any messages you have created but haven't yet sent. These are the messages in your Out folder.

Related topics:
Sending messages

Send User List

Broadcasts the current list of users and their User IDs in a message to all users. This menu item only appears when the Administrator is logged in.

Related topics:
Sending the User List

Creating and Sending Mail (on the PC)

The following topics are available:

The Out Folder
Creating a new message
Answering a message
Forwarding a message
Addressing a message
Adding attachments
Sending a message
Quick notes
The Sent Folder
Creating a Send List
Sending User List
Searching messages
Deleting messages

Sending messages (on ZAURUS)

When messages are created on your ZAURUS, they accumulate in the Out folder until you send them.

To send messages from your ZAURUS:

1. Touch the Out folder tab if the Out folder isn't already open.

2. If you are in Index view, and wish to only send certain messages, select the messages you wish to send by touching the check box to the left of each message.

3. Touch MAIL and select Send Only. The Send Mail screen is displayed.

4. You may send the Current Message, Tagged (selected) Messages, or All Messages. Touch the desired option, and then touch OK. The Connect to Host screen is displayed.

5. In the Connect to Host screen, touch the desired connection method (Cable or Wireless if you are physically near the PC running ZAURUS Message Center, or Modem if you are dialing in remotely), and touch OK. If you are using a modem, you may check the Host and Modem setups by touching Setup. The Connect to Host progress screen is displayed, and your ZAURUS attempts to access and log into Message Center.

6. Once logged in, the message(s) are sent.

Related topics:
Communicating via IR/Cable
Receiving messages (on ZAURUS)
Sending messages (on the PC)

Sending messages (on the PC)

When messages are created, they accumulate in the Out folder until you send them.

To send messages:

1. Select the Out folder if it isn't already selected.

2. If you are in Index view, and wish to only send certain messages, select the messages you wish to send.

3. Select Send from the Message menu, or click on the Send tool bar button. The Send dialog box is displayed.

4. If you are in Index view, you may send all messages or only the currently selected messages. If you are in Detail view, you may send all messages, or the currently displayed message. Select the desired option, and then select the OK button.

5. The message(s) are sent.

Related topics:
[Creating a new message](#)
[Answering a message](#)
[Forwarding a message](#)
[The Out Folder](#)
[Addressing a message](#)
[Adding attachments](#)
Message menu

Sending the User List

When users are added or deleted, or an existing user's Name or User ID are changed, Message Center users need to be advised of the changes. Message Center provides a feature which the Administrator can use to broadcast an updated user list to all Message Center users.

To broadcast the user list:

Note: managing users can only be done when the Administrator is logged into the Administrator account. The menu items mentioned below do not appear when a user is logged into a normal user account.

1. Select Send User List from the File menu.
2. The Send dialog box is displayed, and select the OK button.
3. The broadcast message is automatically sent.

Related topics:
Adding users
Modifying users
Deleting users
File menu

Splitting Fields

When creating a new field map for importing or exporting of data to or from a ZAURUS Filer folder attachment, there are instances where it is desirable to split the data of a Source File field into two or more (up to 4) parts so they may be mapped individually to Destination File fields.

For example, a person's first name and last name may be in the same field in the Source File, but you may want to put them into separate fields in the Destination File.

To split a field:

1. Select the field to be split in the Source File list, and then select the Split Field button. The Split Field dialog box is displayed.

2. Enter the number of parts (1 to 4) you want in the Split Field into box.

3. Select the appropriate Separating Character box(es). The separating character determines where the field data will be split during an Import or Export. Note that you may select more than one separating character, if necessary.
   You can select among:

   o   [,] - Comma
   o   [SP] - Space
   o   [CR] - Carriage Return
   o   [/] - Slash

4. Select the OK button to split the field.

The In Folder

When you access your Message Center mailbox, you are initially presented with the In folder Index view. The In folder contains messages you have received. To access the In folder when viewing other folders, select Folder/In from the View menu, or click on the In folder tab. You may switch between Index and Detail view by selecting the desired mode from the View menu, or clicking on the appropriate tool bar buttons.

The In folder Index view displays the following information:

Unopened/Opened/Priority/Attachments
One of the following icons are shown in the left column to indicate the unopened/opened status of the message, the message's priority, and whether or not the message has any attachments:

⊠	Unopened, no attachments.
⊘	Opened, no attachments.
⊠	Unopened with attachment(s).
⊘	Opened with attachment(s).
!	Is combined with the message icons above to indicate high priority.
↓	Is combined with the message icons above to indicate low priority.

Message Originator
Shows the sender of the message.

Subject
Shows the subject of the message.

Size
Shows the total size of the message, including attachments.

Date
Shows the date the message was received.

The In folder Detail view displays the following information:

Date and Time
Shows the date and time the message was received.

Priority
Shows the message priority; High, Normal, or Low.

Message Originator
The From field shows the sender of the message.

Message Recipients
The To and Cc fields show the recipients of the message. Note that Bcc recipients are of course not shown.

Subject
Shows the subject of the message.

Message Contents
The contents of the message are shown in the Message box.

Attachment Count
The number of attached files are shown in the Attachments field.

Return Receipt
The Return Receipt field indicates whether or not the message originator requested a receipt be sent when you receive the message.

Detach Button
If the Attachments field indicates there are message attachments, you may use the Detach button to detach them.

Related topics:
Accessing your mailbox
Answering a message
Forwarding a message
Detaching attachments
Reading a message
Printing
Print formats
View menu

The Out Folder

The Out folder contains messages you have created but not yet sent. To access the Out folder when viewing other folders, select Folder/Out from the View menu, or click on the Out folder tab. You may switch between Index and Detail view by selecting the desired mode from the View menu, or clicking on the appropriate tool bar buttons.

The Out folder Index view displays the following information:

Priority/Attachments
One of the following icons are shown in the left column to indicate the message's priority, and whether or not the message has any attachments:

Note: messages in the Out folder are always shown as unopened.

⊠ Unopened, no attachments.
⊠ Unopened, with attachment(s).
❘ Is combined with the message icons above to indicate high priority.
⊠ Is combined with the message icons above to indicate low priority.

First Recipient
Shows the first recipient you specified for the message.

Subject
Shows the subject of the message.

Size
Shows the total size of the message, including attachments.

Date
Shows the date the message was created.

The Out folder Detail view displays the following information:

Date and Time
Shows the date and time the message was modified if you are modifying a previously created message, or only the date if you are creating the message for the first time.

Priority
Shows the current message priority; High, Normal, or Low.

Message Recipients
The To, Cc, and Bcc fields show the recipients you have specified for the message.

Subject
Shows the subject of the message.

Message Contents
The contents of the message are shown in the Message box.

Attachment Count
The number of attached files are shown in the Attachments field.

Return Receipt
The Return Receipt check box indicates whether or not you are requesting a receipt be sent when the recipients receive the message.

Save sent Message
The Save sent Message check box indicates whether you want the message saved in the Sent folder after it has been sent.

Attach Button
You may use the Attach button to attach files to the message.

Related topics:
Accessing your mailbox
Creating a new message
Answering a message
Forwarding a message
Addressing a message
Adding attachments
Sending a message
View menu

The Sent Folder

The Sent folder contains messages you have created and sent. To access the Sent folder when viewing other folders, select Folder/Sent from the View menu, or click on the Sent folder tab. You may switch between Index and Detail view by selecting the desired mode from the View menu, or clicking on the appropriate tool bar buttons.

The Sent folder Index view displays the following information:

Priority/Attachments
One of the following icons are shown in the left column to indicate the unopened/opened status of the message, the message's priority, and whether or not the message has any attachments:

⊠	Unopened, no attachments.
⊠	Unopened, with attachment(s).
⊠	Is combined with the message icons above to indicate high priority.
⊠	Is combined with the message icons above to indicate low priority.

First Recipient
Shows the first recipient you specified for the message.

Subject
Shows the subject of the message.

Size
Shows the total size of the message, including attachments.

Date
Shows the date the message was sent.

The Sent folder Detail view displays the following information:

Date and Time
Shows the date and time the message was sent.

Priority
Shows the message priority; High, Normal, or Low.

Message Recipients
The To, Cc, and Bcc fields show the recipients you have specified for the message.

Subject
Shows the subject of the message.

Message Contents
The contents of the message are shown in the Message box.

Attachment Count
The number of attached files are shown in the Attachments field.

Return Receipt
The Return Receipt field indicates whether or not you requested a receipt be sent when the recipients receive the message.

Copy to OUT Folder Button
You may use the Copy to OUT Folder button to copy the sent message to the Out folder so that you can modify and resend it.

Attach Button
You may use the Attach button to view the files that are attached to the message.

Related topics:
Accessing your mailbox
The Out Folder
Creating a new message
Sending a message
View menu

Undo

When available, undoes the last editing operation.

User List

Accesses the User List dialog box where you may <u>add</u>, <u>modify</u>, and <u>delete</u> users. This menu item only appears when the Administrator is logged in.

Related topics:
<u>Adding users</u>
<u>Modifying users</u>
<u>Deleting users</u>

View Filter

The View Filter feature of Message Center allows you to select a subset of messages to display based on specified criteria.

To filter the display of messages:

1. Select View Filter on from the View menu. The View Filter on dialog box is displayed.

2. The following filter settings are available:

Filter by Priority:	When this check box is selected and the priority is selected in the list-box on the right, only messages with the specified priority are displayed.
From:	Only messages originated by the specified user are displayed.
To/Cc:	Only messages that include the specified recipient are displayed.
Subject:	Only messages with a subject that contains the specified text are displayed.
Message:	Only messages that include the specified text in the message body are displayed.

   When you have completed your settings, select the OK button.

3. When you wish to return to an unfiltered view, select View Filter off in the View menu.

Related topics:
The In Folder
Searching for messages
View menu

View Filter off

Turns off the previously set view filter for the current folder. Each folder (In, Out, and Sent) may have it's own view filter.

Related topics:

View Filter

View Filter on

The view filter allows you to specify criteria for which messages should be displayed in the current folder. Each folder (In, Out, and Sent) may have it's own view filter.

Related topics:
View Filter

View Folder

View Folder has a sub menu which allows you to switch among the In, Out, and Sent folders, although switching folders is more typically done by clicking on the folder tabs.

Related topics:
The In Folder
The Out Folder
The Sent Folder

View Next

Moves you to the next message in the current folder.

View Previous

Moves you to the previous message in the current folder.

View menu

View	
Folder	**In**
	Out
Next	Ctrl+>	Sent
Previous	Ctrl+<	
Index View	
Detail View	
View Filter on...	
View Filter off	

Viewing Filer folder attachments

Messages can have two types of attachments; PC files, and ZAURUS Filer folder attachments. You may view the contents of ZAURUS Filer folder attachments without first detaching them.

To view Filer folder attachments:

1. While in the detail view of the desired message, select the Attach button. The Attachments dialog box is displayed.

2. Select the desired Filer folder and then select the Modify button. The Import ZAURUS Filer Folder dialog box is displayed.

3. Select the entry you wish to view and then select the Quick View button. The Quick View dialog box is displayed and the attached data is shown, along with the name of the application which uses the data.

4. If there is more than one entry in the Filer Folder, you may use the Prev and Next buttons to display other entries.

Related topics:
Adding attachments
Detaching attachments

ZAURUS Message Center Help Contents

The following Help Topics are available:

Main screen

Menus

Messaging

On the ZAURUS
Communicating via IR/Cable
Sending Mail
Receiving Mail

On the PC
Creating and Sending Mail
Receiving Mail

Printing
Printing
Print formats
Print setup

Pager service settings
Pager filter

Setup

Preferences setup
Communication setup
Pager Service setup
Message Server setup

For Help on Help, Press F1