Help for Microsoft Mail System Selector

The Microsoft Mail System Selector lets you connect to various servers (such as Microsoft Mail Remote) or services (such as AT&T Mail).

To learn how to use Help, click Help Basics below.

See Also

Help Basics
Specifying a Mail Driver
Removing a Mail Driver

Specifying a Mail Driver

Microsoft Mail can use an installable mail driver to connect to various servers (such as Microsoft Mail Remote) or services (such as AT&T Mail). Use the Microsoft Mail System Selector to choose the appropriate mail system driver. The driver currently in use is the current mail driver.

Caution: Do not restart your computer while selecting a driver. If you do, you may have to reinstall Mail Remote.

To specify a mail driver as current

1 Double-click the Microsoft Mail System Selector icon.

2 In the Installed Mail Drivers box, select the mail driver you want to make current.

3 Choose the Set As Current Mail Driver button.

The newly chosen mail driver appears in the Current Mail Driver box.

4 Choose the Close button.

Removing a Mail Driver

If you install a Mail driver and find that you are not using it and need the additional space on your hard drive, use the Microsoft Mail System Selector to remove it.

Caution: Removing the driver erases all files in the associated subdirectory; for example, removing the AT&T driver deletes all files in the AT&T subdirectory.

To remove a mail driver

1 Double-click the Microsoft Mail System Selector icon.

2 In the Installed Mail Drivers box, select the mail driver you want to remove.

3 Choose the Remove button.

4 You are asked to confirm that you want to remove the driver. Choose Yes to remove the driver, or No to cancel the operation.

5 Choose the Close button.

Help Basics

Using Help

You can always get help by pressing F1.

- To return to the previous topic, choose the Back button.
- To return to the Contents screen, choose the Contents button.
- To see a definition, click a word with a dotted underline. Click again to close the definition.
- To see more information in a topic, use the scroll bar.

Three Ways to Get Help

- Using Help Contents
- Viewing Related Topics
- Searching for Help Topics

Using Help Contents

The Help Contents screen appears when you choose the Help Contents command from the Help menu. The Help Contents screen contains all the Help topics, grouped according to related task.

- To display a Help topic, click one of the underlined topics.
- To return to Help Contents, choose the Contents button.

Viewing Related Topics

Most Help topics refer you to related topics. Related topics are underlined and appear after the See Also heading.

To View a Related Topic

- Click the underlined topic name.

Searching for Help Topics

Another way to find a Help topic is to search through related words called keywords. For example, you can list the Help topics that discuss the keyword address.

To search for a topic

1 Choose the Search button.

The Search dialog box appears.

2 Type a keyword, or use the scroll bar to scroll through the list of keywords.

3 Double-click the keyword, or choose the Show Topics button.

A list of related topics appears.

4 Choose the Go To button, or double-click the topic you want to view.

Using the Mail Remote Dialog Box

When you use the Microsoft Mail System Selector to switch from the Microsoft Mail for PC Networks driver to the Mail Remote driver, the Mail Remote dialog box appears. Use this dialog box to update address lists and move your message file from the postoffice to your remote computer.

Your message file (.MMF) keeps all your messages and folders. You can have more than one .MMF file. For instance, if you use Mail directly in the office and from a remote computer at home, you have two .MMF files. You can import and export file folders to work with at the other location.

Click the dialog box region you want information about, or press TAB until the region is highlighted, and then press ENTER.

Copy Address List From Postoffice
Select this option to copy the address list from the postoffice to your remote computer.

Move Message File From Postoffice To

Select this option to move your message file from the postoffice to the hard disk on your remote computer. To change the proposed location of the file on your remote computer hard disk, type a different path in the File box.

OK   To implement the options you selected, choose the OK button.

Help   Choose the Help button to get Help for this dialog box.