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Introduction

Simeon Mail is an electronic mail (email) software package which enables people to communicate with one another from their personal workstation. Simeon Mail provides you with a highly effective tool for creating, organizing, sending and receiving messages. These messages may be "anything which can be represented electronically". This may include text, word processing documents, spreadsheets, graphics, sound or video.

What is Electronic Mail?

Today, more and more computers are not sitting isolated but, instead, are connected into a computer network which is often connected to other computer networks in much the same way as telephone systems connect telephones. If your computer is connected to such a network, you can use email to communicate with people whose computers are connected to the same network. You are no longer limited to your Local Area Network but, in effect, have the world at your fingertips through the Internet. The Internet is a world-wide network connecting tens of thousands of Local Area Networks.

Electronic mail replaces paper memos at the office with electronic mail memos. Reports, letters, spreadsheets, anything generated on your computer can be sent through email, rather than on paper or diskette, around the office or around the world. Electronic mail allows this transfer of information to be done more easily and more cost effectively. Email messages are sent in a fraction of the time of regular mail and at a fraction of the cost of mail sent by courier.

Electronic Mail Addresses

As with regular post, electronic mail requires addresses. These addresses consist of two parts: a user name and a mail domain (sometimes called a domain name). The user name identifies a particular person. It may be their full name or an identification code, but is more likely a shorthand form of their name. The mail domain identifies the place on the Internet where the email for that person should be sent.

When writing electronic mail addresses the user name and mail domain are separated by the "at" symbol ("@"). For instance, to send email to Joe Doe at ABC Company the address could be:

`jdoe@abc.ca`

`jdoe` defines his user name as he is known on his system and `@abc.ca` defines the mail domain.

Note: The mail domain can be left out of the address if you are sending mail to someone using the same mail domain as you.

Types of Messages

You may send and receive messages in various formats. In most cases messages will be received as plain text. That is, the message sender has typed a message and sent it to your email address.

Other messages may contain attachments. These attachments can be files from other programs that can operate on your computer. These files may range from Microsoft Word documents to Lotus spreadsheets to image files.

What Do I Need to Know?

Simeon Mail uses standard functions to access the various features available. No additional special knowledge is required. Should any questions arise there is an on-line HELP facility and the User Guide for reference.

This guide assumes that Simeon Mail is already installed and properly configured for your installation. It also assumes that you have a working knowledge of computers.

Conventions Used in this Guide

Many of the functions in Simeon Mail are available through the use of button icons on a toolbar. Although all functions are available using both the toolbar and the menu system, in most cases they are explained using the button icons. To help with your familiarity in the menu system available with Simeon Mail, however, some functions have been explained using both the menu system and toolbar.

More:

[Typographic Conventions](#)

[Keyboard Conventions](#)

[Mouse Conventions](#)

Typographic Conventions

The following kinds of formatting in the text of this guide have been used to identify special information.

Formatting Convention	Type of Information
<i>Bold Italic</i> type	Indicates choices to be made from the drop down menus. For example, if this manual instructs you on how to create a new folder it would say "...select <i>Folder...</i> from the <i>File/New menu</i> "
Helvetica Bold Font	Indicates the name of a button on the toolbar. An example would be the guide instructing you on how to delete a message by stating "... and click on the Del button".
Monospace Font	Examples of command lines that can be used to launch Simeon or Newsgroup names are indicated in a monospace font.
<i>Italic</i> Font	Specific names of message services, <u>folders</u> and <u>message groups</u> are indicated in italic font. For instance, this guide will indicate the name of a message group as "the <i>Deleted</i> message group".

Keyboard Conventions

All key names are shown in small capital letters. For instance, the Control key is CTRL and the enter or return key is ENTER.

Key	Comments
Shortcut keys	There are a number of keys that can be used in Simeon Mail as keyboard shortcuts. For example, to send a message you may use the Send button, select Send from the Compose menu or use the shortcut key CTRL S. Each shortcut key available is indicated by its menu selection in a drop down menu and is also included in this guide as Appendix A.
Arrow keys	Once an object such as a message in a message group has been selected, you can use the UP ARROW, DOWN ARROW, PAGE UP and PAGE DOWN keys to move to a different selected object.

A full list of shortcut keys and keyboard navigation available is in [Shortcut Keys](#).

Mouse Conventions

You may use any conventional mouse available with your personal computer for Simeon Mail. Simeon Mail supports the use of the right mouse button. Depending on your location the right mouse button will show a menu of available items for the object selected. In this guide the following terms are used to indicate the actions taken with the left mouse button.

- "Click" means to press and then immediately release the mouse button without moving the mouse.
- "Drag" means to point and then hold down the mouse button as you move the mouse to the desired location on your screen.
- "Select" is used to indicate a menu selection that must be made. This means to Click on the stated menu and move the mouse pointer to the selection stated and click again.

Objects

Throughout this guide references are made to objects. Objects in Simeon are the actual messages received or the message groups, folders, sub-folders, search folders or message services that serve as the organization of Simeon Mail in the Message Organizer. Addressbook Organizer objects consist of individual addresses, lists, address books and address book searches.

More:

[Deleting Objects](#)

[Deselecting an Object](#)

Deleting Objects

Objects may be deleted using either the **Del** button on the toolbar or through the **File menu** by selecting **Delete**. You will not be allowed to delete objects such as the *inbox* folder or the *Main* and *Deleted* message groups. You will be allowed to delete the *Post Office* message service, however, this is not recommended as this message service receives all your new mail.

Deselecting an Object

To deselect an object hold down the CTRL key and click on the selected object.

Expanding and Collapsing



Expanding allows you to view the contents of an object such as message service, folder or message group. Any object that can be expanded has a plus (+) sign to the left. Click on the plus sign to expand the object.



If an object has been expanded a minus sign (-) will appear. To collapse an object click on the minus sign to the left of the object.

Closing vs. Collapsing

Objects may be expanded and collapsed as stated above but expanded message services or folders may also be opened into their own window. This is accomplished by using one of three methods; double clicking on the message service or folder name, selecting the message service or folder and ENTER key or, with the appropriate object selected choosing **Open** from the **File menu**. This can be done on any message service or folder and may help you in manipulating mail by making the contents more visible.



When you open a message service or folder into its own window you will notice that the associated icon will be grayed out, this indicates that the object has been opened. To close the open window, double click on the Control Menu button found in the upper-right corner of the opened window or select **Close** from the **File menu**.

More:

[Closing a Message Service or Folder](#)

Closing a Message Service or Folder



To close a message service or a folder and all messages contained in them, choose **Close** from the **Folder menu**. Simeon will prompt you asking if you are sure you wish to close the message service or folder and all objects contained in it.

The next time that message service or folder is accessed, whether expanding or opening into its own window, it will open the appropriate folders and add all messages to the message groups contained in that folder before it is expanded or opened. Closed message services are grayed Post Office icons while open message services have a flag. Folder icons graphically represent file folders.

Count Down



Whenever Simeon Mail is busy the hand in the top left corner will count down. This indicates that Simeon Mail is too busy to take on additional tasks.

Available Functions

Each time an object is selected, the toolbar will display or highlight only those functions that are available. For instance, if no objects are selected only **Compose** and **Addr** (Address Book) are available. If you have selected a folder, **Del** (Delete), **Clean** and **Info** also become available. The same principle holds true for the menus with unavailable options appearing grayed and available options appearing black. The available menu options will change in relation to the active window. For example, active windows are indicated by a colored title bar and all available options related to that window are in dark text. Inactive menu and toolbar options are activated by selecting the related window or feature.

Introduction

Simeon Mail is a simple and intuitive user interface. This chapter deals with the conventions used in Simeon Mail and explains the overall organization of the software.

Starting Simeon Mail



Simeon Mail is started by either double clicking the mouse on the Simeon Mail icon in the Microsoft Windows group that contains the icon or by including Simeon Mail in your startup group.

Saving Your Logon Throughout Session

Each time you access a different function of Simeon Mail, such as the *Post Office* or News Stand message services or Address Books, you will be asked for your user name and password. By checking the box "*Use Login as Session Default*" when you first log in, you will only need to type this information once. Simeon Mail will access this logon information each time it accesses a new area. If you close a message service you have logged on to, you will not have to re-enter your name and password if this box has been selected.

Note If you will be accessing another user's messages through a message service set up in your Simeon Mail configuration, you should not select the "*Use Login as Session Default*" as it will logon to each messages service using your userid.

Organization of Simeon Mail

There are three key objects provided by Simeon Mail to help you organize your mail. These are:

- Message Services
- Folders
- Message Groups

Each of these objects allows you to better receive and organize messages by allowing you to direct specific messages into specific areas where they can be displayed and managed together. The following outlines the order of these objects and their associated icons:

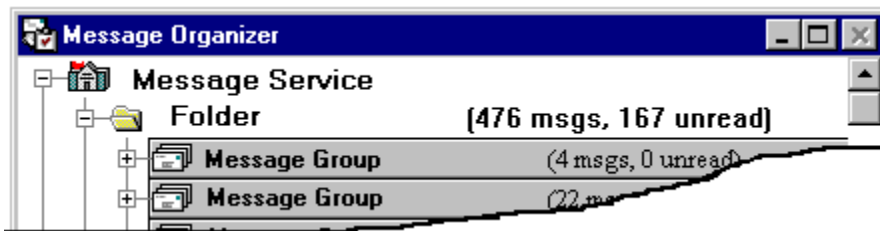


Figure 1 Overview of Simeon Mail Organization

More:

[Message Services](#)

[Folders](#)

[Message Groups](#)

Message Services

Message services act as receiving houses for all messages. Each message is first routed through a message service before it is further classified. There are three system-specified message services initially set up with Simeon Mail: *Post Office*, News Stand and *Local Folders*.

Post Office is where regular messages addressed to you are sent. *News Stand* contains messages sent to the network newsgroups to which you may subscribe. The *Local Folders* message service resides on your workstation and may be used as a repository for messages that have been received. *Local Folders* is also used for offline operation.

Folders

Each message service contains folders where messages are stored.



To view the folders contained in the *Post Office* message service click on the plus sign to the left of the message service. This icon indicates an expanded message service. Double clicking on the icon will open the message service in a separate window.

An expanded message service will show the various folders contained within it. While these folders may be user-specific, Simeon Mail has one system-specified folder. The *inbox* folder is the folder designated to initially receive all messages sent specifically to you.

In addition to the *inbox* folder, three additional default folders have been set up in the *Local Folders* message service. These are: *drafts* for incomplete messages, *outbox* for holding all queued mail, and *sentmail* for storing copies of any messages that have been mailed. These folders will not be created until you have actually requested a message be saved to one. The specific locations of these folders are set under ***Tools/Options/Edit***. For more information on creating or changing these folder locations or names please refer to Send Options for the *outbox* folder and Compose Options for *drafts* and *sentmail* folders.

You may create other *Post Office* folders to hold messages that have been archived or deal with different projects. Individual News Stand folders will contain messages from a single newsgroup. Information on creating new folders can be found in Creating a New Folder.

To expand the folder in *Post Office*, click on the plus sign that corresponds with the folder. This will display the list of sub-folders or message groups contained in that folder.

Message Groups

Folders are initially divided into two message groups, *Main* and *Deleted*. Remember that you must have selected **View Message Groups** under **Folder menu** for these groups to be visible. The *Main* message group contains all messages received by you that have not been specifically routed into another message group. *Deleted* contains all messages deleted by you until they are permanently cleaned from Simeon Mail or undeleted. Simeon Mail also enables you to create any number of message groups to assist in the sorting of your incoming mail. More information on creating message groups can be found in [Creating a Message Group](#).

When viewing the message groups, Simeon Mail will inform you of the number of messages in each group and the status of those messages. Message groups will display similar to that shown below:

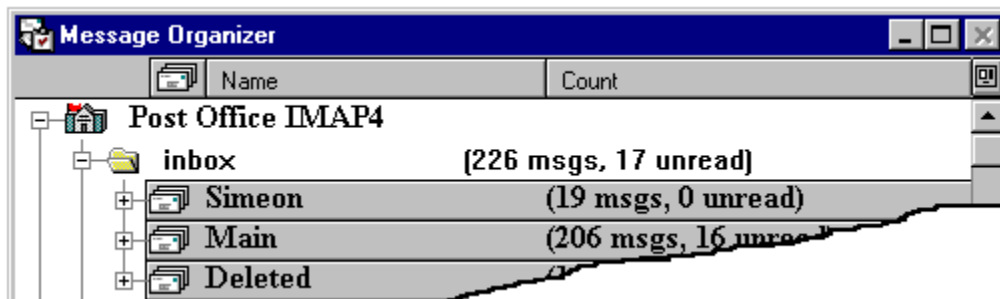


Figure 2 Viewing Message Groups

If you are using Simeon Mail for the first time or have recently upgraded to a newer version of Simeon, you will notice that all message groups are absent. The window arrangement will be similar to the one shown below:

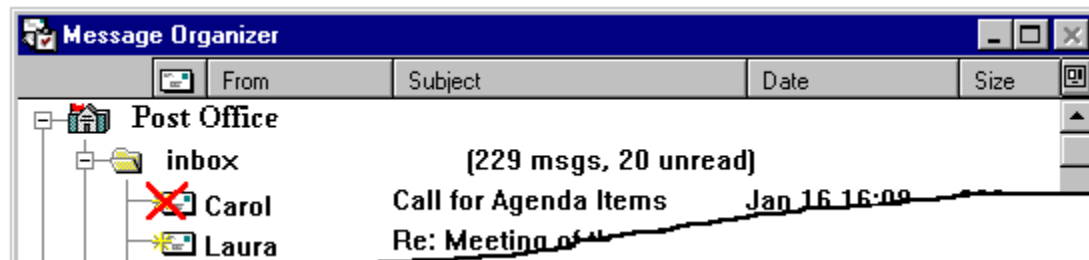


Figure 3 Hiding Message Groups

Each folder can individually display the message groups contained within it. To view your messages in message groups:

1. select the folder where you wish to view the message groups;
2. select **View Message Groups** under the **Folder menu**.

If you are upgrading you will notice that all groups which were created in a previous version will be shown, including those that are empty. Again, accessing the messages in a specific group is done by clicking on the plus (+) sign to the left of the message group to expand that group.

Column Manager

Simeon Mail provides you with various pieces of information regarding the contents of each object displayed. For instance, a folder will graphically display a folder icon and provide the folder name such as *inbox* and message groups provide you with the group name and the number of read and unread messages.

You will notice in Simeon that each time you select one of these objects the Column Manager, located below the title bar, changes to reflect the information available for the object that has been selected. Each component of Simeon Mail can be customized to suit your specific needs. All columns may be resized, reordered or simply turned off. To toggle the Column Manager on or off, from the **View menu** select **Column Manager**. A sample Column Manager for messages is shown below. Along with this sample is a description of the features of the Column Manager.



Figure 4 Column Manager

More:

[Manager Button](#)

[Reordering Columns](#)

[Resizing Columns](#)

Manager Button



The Manager Button on the right side of the Column Manager bar is used to delete, undelete and resize columns. Select a message and click on this button to bring up the following window.

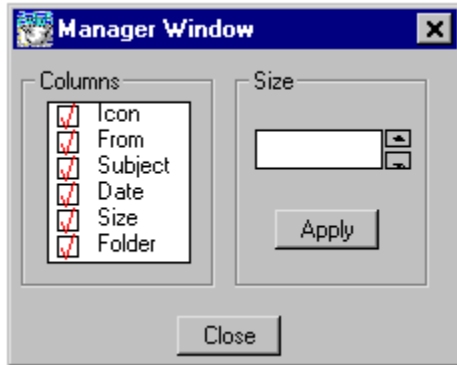


Figure 5 Manager Window

The Manager window will provide the names of the columns available for the object that was selected, in this case a message. Columns currently being viewed are indicated with a check mark beside the column name. Click in this box to deselect that column from the window. Click again to insert it back into the Column Manager. When a column name has been highlighted you will be able to change its size.

Reordering Columns

Reordering columns is done using the Column Manager. To reorder the columns first select the column you wish to move. Selecting again and dragging the column to the new location will reorder your columns.

Resizing Columns

Columns may be resized either through the Manager window or directly on the Column Manager. To resize through the Manager window click on the Manager button to the right of the Column Manager bar, select a column and resize by either clicking on the up and down arrows in the size box or directly inputting a new size. Clicking the **Apply** button will change the column size.

To resize directly from the Column Manager place your mouse arrow any border of the column you wish to resize. Holding down the mouse button so a vertical bar will appear you can then drag the bar to either increase or decrease the column width.

Status of Mail

Simeon Mail graphically indicates the status of your mail to the left of each message.



Indicates a new mail message.



Indicates mail that is received but unopened.



Indicates mail that has been opened.



An unopened box with a flash indicates a new message that contains attachments.



If an unopened message contains an attachment a box representing that attachment will replace the envelope.



If a message containing an attachment has been opened, an opened box will indicate this. This does not indicate that the attachment itself has been opened or read.



This icon indicates that the message is in draft form. Upon double clicking the contents will automatically be placed in a Restart Compose window.



On deleting a message the icon is marked with an "X" to indicate that you have deleted the message. If you have selected **View Message Groups** under the **Folder menu**, the message will appear in your *Deleted Message Group*.

In addition to the open or closed envelopes or boxes, Simeon Mail will indicate if a message has been *replied* to by placing an "**R**" next to the message or you can mark the message as *special* by placing an asterisk ("*") beside the icon. For further information on marking messages *replied* or *special* please see Changing the Status of a Message.

New Mail Notification

Each time you receive new mail Simeon will indicate this in one of two ways. If Simeon is full screen you will hear a beep when new mail is received and the message group receiving the mail will indicate an additional unread message.



If Simeon is minimized, in addition to the beep, the Simeon hand will be holding an envelope. After you have read the message and Simeon is again minimized, you will notice the icon has changed back.

Drag and Drop

Simeon Mail provides a drag and drop facility for moving or copying messages between folders, reorganizing the order of your message groups and folders, or copying addresses from one Address Book to another. It will be discussed throughout the guide as valid drop locations become available.

Exiting from Simeon Mail

You can exit from Simeon Mail using standard Windows procedures by either double clicking on the Control Menu in the top left corner or selecting ***Exit*** from the ***File menu***. You may cancel the exit at this point. If you select **OK**, Simeon Mail will prompt you regarding the disposition of the *Deleted* message group asking you to decide to keep the *Deleted* message group intact or physically delete the messages in this group.

Changing Your Password in Simeon

You can change your login password from within Simeon Mail if your site administrator has enabled this option. This option can be very useful when you are logging on to a foreign network. To perform this operation follow these steps:

1. Select **Change Password** from the **Tools menu**.
2. Specify your hostname and port then your userid and password.
3. Select **Login** if you wish to change your password or **Cancel** if you would like to discontinue the operation.
4. Type in your new password and confirm your password.
5. Select **Change Password**. Again, if you would like to discontinue the operation select **Cancel**.

On opening your *Post Office*, other Message services or Address Books you will be prompted again to login using your new password. By checking the box "*Use Login as Session Default*" when logging in you will only need to type this information once.

Simeon Mail Layout

Regardless of the method of access, when you initially start Simeon Mail you will have a generic window layout. As you work through Simeon Mail you will develop a layout for your folders and message groups that you find comfortable to work with. This may involve having certain message groups expanded or placing specific folders into their own windows. Upon exiting Simeon Mail this setup will be saved allowing you to re-enter with exactly the same layout as when you exited.

Note If you don't want your current desktop setup saved deselect **Save Desktop on Exit** from the **Tools/Options menu**. This will allow Simeon to load the same configuration in your Message Organizer every time to log in.

Information



At any time you may request information regarding any object in Simeon Mail. For instance, to receive information regarding a specific message click on the message then click on the **Info** button on the toolbar or **Properties** in the **File menu**. Please see the example below:

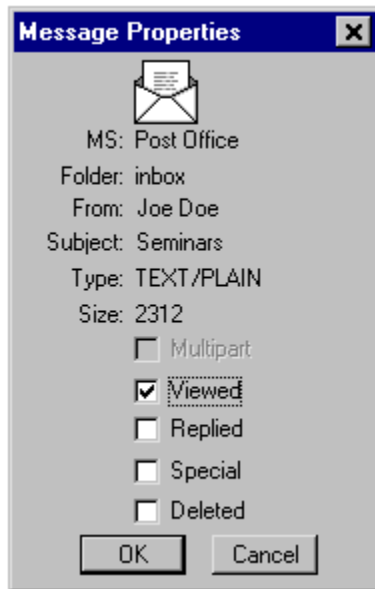


Figure 6 Message Properties Window

This window supplies information on the specific message and contains the message service and folder that contain the message, the sender, subject, type and size in bytes of the message. It will also provide the status of the message, *viewed*, *replied*, *special*, or *deleted*, or whether the message is *multipart* (i.e. it contains attachments). You may change the status of the message from the Properties window if you wish. Clicking on **OK** will make these changes and remove the window from your screen. Clicking on **Cancel** will remove the window from your screen without any changes.

For more information on the *Replied* and *Special* status please refer to [Changing the Status of a Message](#).

Note: Properties can also be accessed through a right mouse button menu available for each object.

Introduction

This section is designed to assist you in setting up your own environment and default settings. The amount of time spent in setting up your default option can provide you with great returns in the long-run.

Options are used to configure your specific environment to accept certain defaults. These defaults may be anything from the signature lines automatically included in any message to the types of attachments you frequently access.

Each preference is accessed through the **Tools menu** by selecting **Options/Edit**. Once this is selected, the following window will appear on your computer allowing you to select either: **User**, **Helper Applications**, **Fonts**, **Message Organizer**, **Compose**, **Editor**, **Reply**, **Forward**, **Send**, **View**, **Address**, or **Logging** Options.

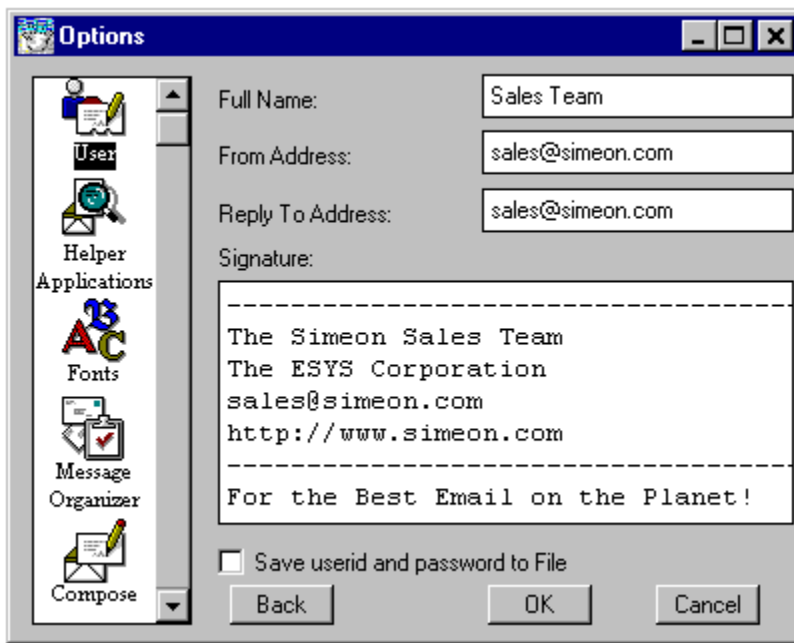


Figure 7 Options Window

To select a specific option, click on the appropriate icon at the left of the window. All panels allow you to either go back to the original, cancel, or accept the changes that have been made. Selecting **Back** will return the panel to the last saved state. Selecting the **Cancel** button will exit the panel without saving any changes. Pressing the **OK** button will exit and save all changes made during the session.

User Options

User options, accessed by clicking the **User** icon in the **Tools/Options /Edit** window, allows you to select the information that is entered into the signature lines included in any composed message. User Options also determine the name and e-mail address used in the header of a message. Selecting **User** from the **Tools/Options/Edit** window will display the following window, allowing you to customize your signature for outgoing messages.

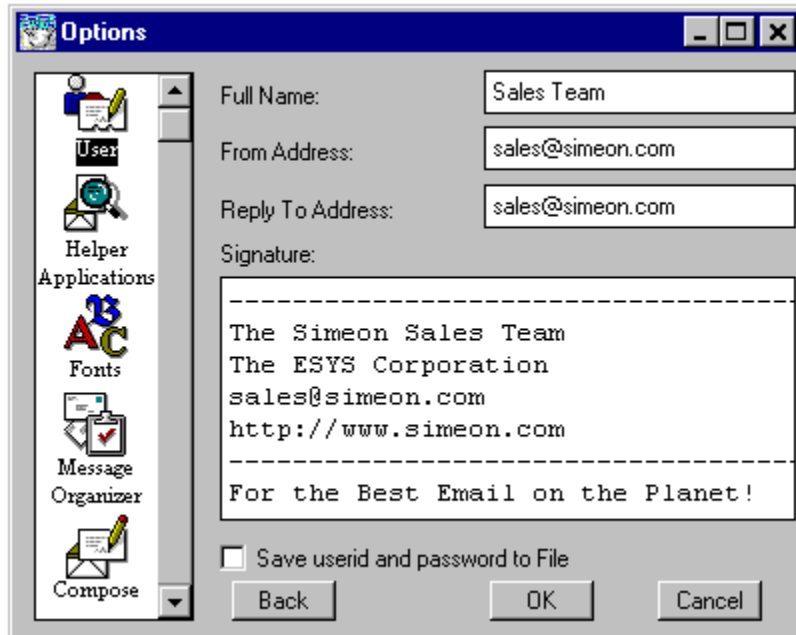


Figure 8 User Options Window

If not already done, you should insert your name and email address as it should appear in the header of a message. You may then elect to add information for the signature or closing of any message. This information may again include your name and e-mail address as well as phone and fax numbers, addresses or any other information you may wish to automatically relay to addressees.

By default the **Reply-To** field will contain your email address. If you continually send email were the replies should be sent to a different email address you may insert that address in this field.

If you enable the option "Save userid and password to File" each time you log into Simeon Mail it will bypass the logon window that requests your user name and password. While this option is available it is discouraged since both your user name and password will be saved as text in your `simeon.ini` file.

Helper Applications Options

Any message sent or received by Simeon may contain one or more different attachments. To avoid any misinterpretation of information the format of these attachments must be relayed to the receiver. The use of standards is one solution to solving a potential disruption in communication. The standards Simeon uses and how they can be manipulated are discussed in the following sections. If you are interested in additional information on the communication standard used by Simeon Mail, refer to [Communication Protocol](#) of this guide.

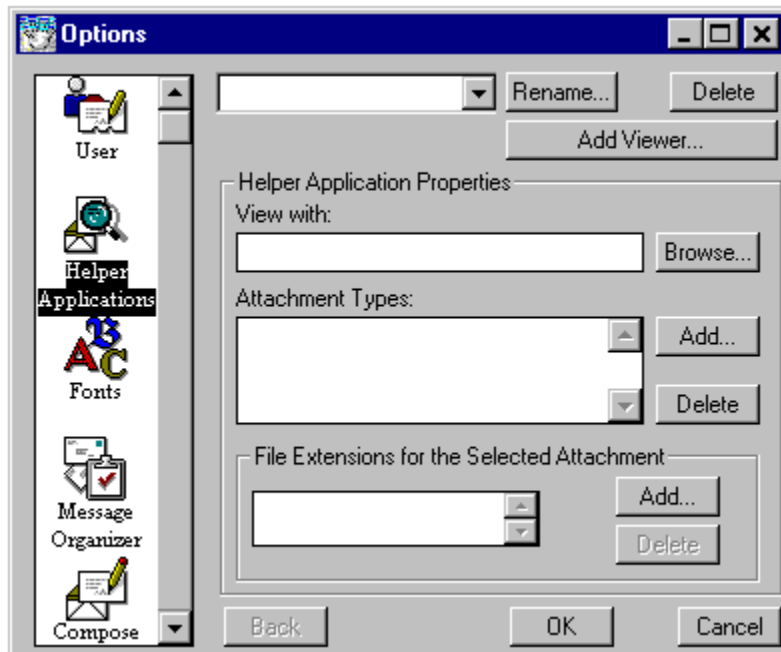


Figure 9 Helper Applications Window

Below is a general description on the function of each field to be defined for a new Helper Application:

- **Name of Viewer:** The name should be descriptive of the application and easily identifiable. This field also serves to rename or delete a Viewer.
- **View with:** This is the location of the application executable used to view the specified attachment. This is similar to defining an Association in Windows. Also, a browse feature is provided for ease of locating the executable file.
- **Attachment types:** These are specified using MIME-content types and subtypes (see [Communication Protocol](#)). The purpose of the types and subtypes are to describe the nature of the information contained in the file. On receipt of a MIME-described file, Simeon Mail identifies the format of the file and selects the appropriate application for viewing.
- **File Extensions for the Selected Attachment:** As in PC extensions these are three characters long and indicate the type of information a file contains. They are *not* preceded by a period. This may seem redundant, considering the content types and subtypes, but extensions are not standard among all platforms.

More:

Helper Application Types

Adding New Helper Applications

Helper Application Types

The Helper Applications window allows you to set up how attachments to messages are sent and viewed. There are seven main types of attachments. The following list states the category of each attachment and an example of what may be included in that category:

- **Text:** files created with notepad or emacs (called ascii files because they contain only letters, numbers and punctuation)
- **Multipart:** an attachment that contains more than one type of file (generally not used)
- **Message:** when forward mail including the original Simeon Mail message as an attachment
- **Application:** any binary file created by Word2, Word6, Lotus 1-2-3 or like application, plus other types of binary files such as programs
- **Audio:** an audio file capable of running on your system
- **Image:** .tif, .pda, .ras, .pcx, .gif, .jpeg, .bmp
- **Video:** a video file capable of running on your system

Remember that to view an attachment the application that displays the attachment must be resident on your computer or you must have access to it through your network (e.g. you must have WordPerfect in order to view a WordPerfect attachment or some sort of sound player to listen to an audio file).

Adding New Helper Applications

This section gives an example of the steps used to add a new Helper Application.

1. Access the Helper Applications window by selecting **Edit** from the **Tools/Options menu** and click on the **Helper Applications** icon.
2. In the **Helper Applications** window click on the **Add Viewer...** button.
3. In the **Helper Application Name** field, choose the name you wish to call the new Viewer. In the case below, the Viewer name is Word7.
4. The **View with** box states the location of the software to start the specific application. If you are unsure of the location, the **Browse** button will allow you to access your system hard drive and network to locate the appropriate executable.
5. The **Attachment Types** field contains the content type and subtype. In the example, "**Microsoft Word**" has the type **Application** and the subtype is **microsoftword**. Multiple subtypes can be used and represent the various formats that may be viewed using the application.
6. **File Extensions for the Selected Attachment** is the same as the file extensions associated with the document itself and reflects the content types and subtypes selected, in this case **doc**. The file extension(s) need not exactly match the subtype. For instance, if you receive a WordPerfect file with the extension wpf but do not have WordPerfect on your system, you may elect to load it into Microsoft Word. In this case you would need to add wpf as a file extension.

An example of this Helper Application setup is in the window below:

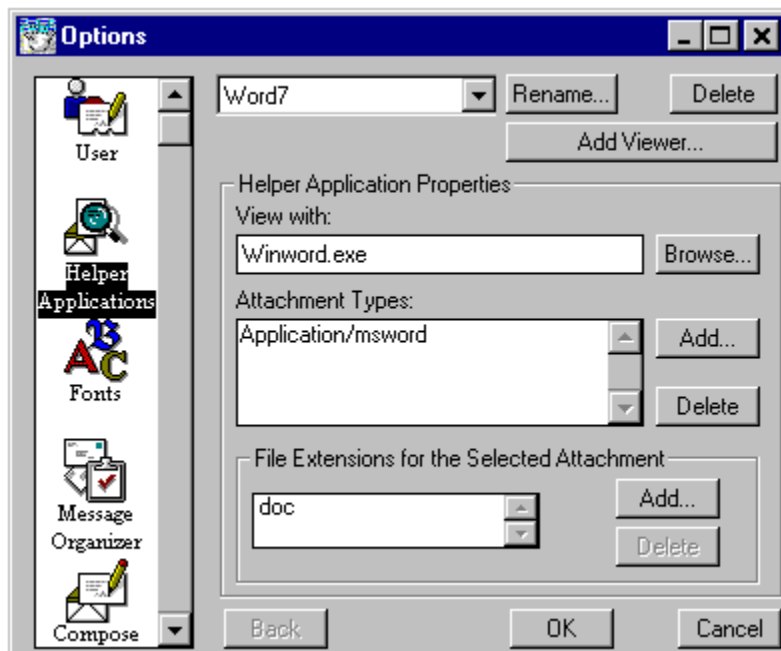


Figure 10 Helper Applications Options with New Attachment Type

Font Options

By accessing the **Tools/Options/Edit menu** and clicking the **Fonts** icon, you are able to customize the fonts used in any area of Simeon Mail. For instance, you may have a different font for folder names than you have for message groups or the Address Book names. Clicking on **Fonts** in the Options window brings up the following window allowing you to select the area, font and font effects. Fonts also allows you to set the color of your priority mail.

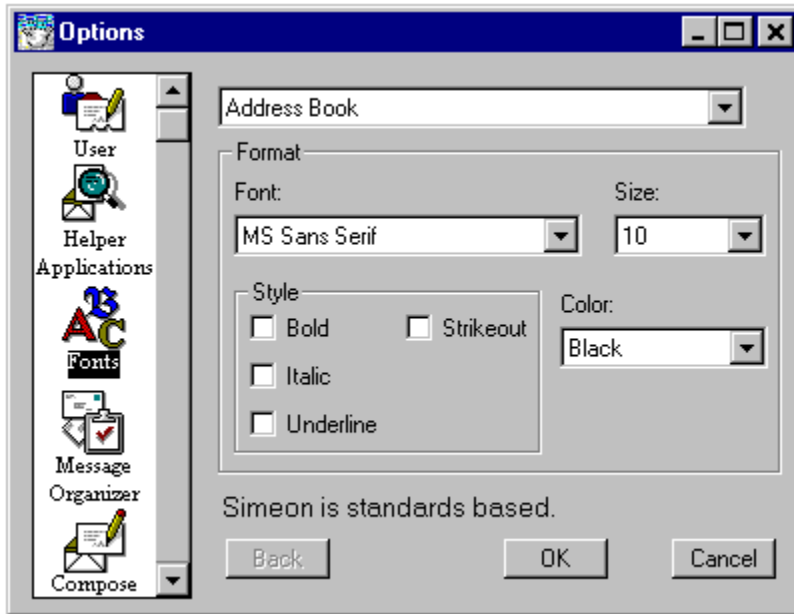


Figure 11 Font Options Window

In the example above, the area selected to be modified is the Address Book name. The font chosen was black, 10 point, "MS Sans Serif" and an example of the effect is displayed below the Format box.

The steps to modify a font in an area of Simeon Mail are:

1. Select the area you wish to modify from the pulldown menu (e.g. in the figure above Address Book) .
2. Choose from a variety of font types, styles, colors, and sizes.
3. Click on the **OK** button to exit and accept the changes. If you wish to modify fonts in more than one area of Simeon Mail do not select **OK** until you have completed all your modifications.

Message Organizer Options

Selecting **Message Organizer** from the Options window, under the **Tools/Options/Edit menu**, accesses general functions related to the Message Organizer. From this window you may determine the length of time between checks for new mail, choose how folders are cleaned on exit, and enable priority headers. The window below, is an example of one users options:

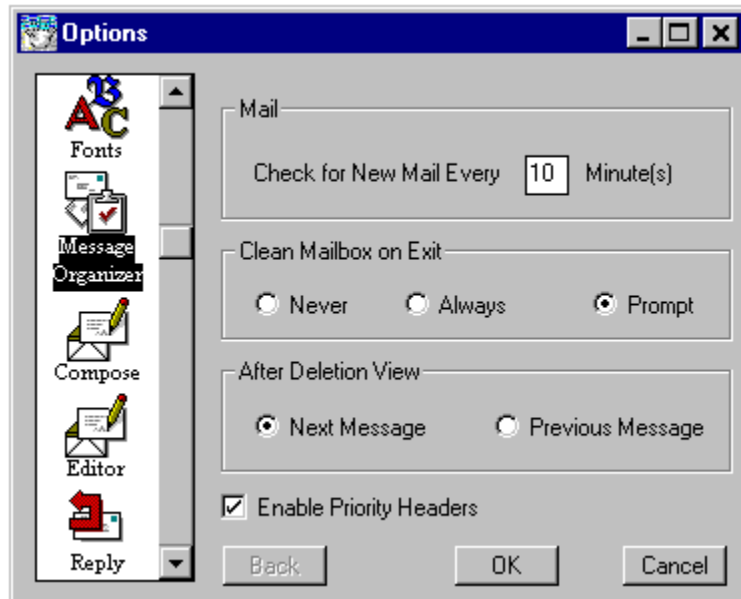


Figure 12 Message Organizer Options Window

This user has chosen to poll for mail every 10 minutes, clean folders on exit if prompted and highlight the next message after the current message in the Message Organizer has been deleted.

Priority headers have also been enabled. Priority headers indicate the urgency of a message that has been mailed to you by coloring the message text (e.g. sender, subject, date, and size) in your folder. Selecting the color of low, medium and high priority messages is done through **Tools/Options/Edit/Fonts**. For more information on setting colors please see [Font Options](#).

Compose Options

Choosing the **Compose** icon in **Edit** under the **Tools/Options Menu** will allow you to set the defaults you wish to use for any outgoing email. Changing any of these elements modifies the default settings for all future messages. For example, you may wish to send all mail to a specific folder in order to track your daily activity; this folder would be specified under Sentmail Folder. The Compose Options window will appear similar to the following figure:



Figure 13 Compose Options Window

Below is a brief description of the function for each element in the window:

Options: This area contains the default setting for Read and Delivery Receipts used to determine whether messages have been delivered to the recipient or read or opened by the recipient; Save Message which is used to save your outgoing message to a predetermined location (by default set to the *sentmail* folder in the *Local Folders* message service); and Queue Message, used when you are either disconnected from the network or wish send the message at a later time. Queued messages are generally saved to the *outbox* folder in the *Local Folders* message service. Select or deselect any number of these items by clicking on the selection box. Remember that each of these options can be toggled under the **Compose/Options menu** or through the **Option** button on the toolbar for an individual message.

Line Wrapping: Offers the user with the option to set the maximum line length for the Compose window. If line wrap is set to 70 characters, each line typed in the text portion of the Compose window will automatically wrap at 70 characters. If, however, the Compose window is narrower than the line wrap value, lines will be wrapped at the right-most edge of the compose window. The default setting is 72 characters which is the standard for most typed pages.

Message Priority: Enables you to set the urgency of all messages sent. Since you will likely adjust the default priority level based on the task-at-hand, select the one you use most often, usually normal priority. The priority can be modified for each compose session under **Compose/Options menu** or by clicking the **Option** button on the toolbar.

Sentmail and Draft Folders: The location of both the sentmail and draft folders can be specified from this window. The location of these folders depends on your needs as a Simeon Mail user. If you are using the Simeon Mail Session Manager for online and offline operation then you should probably leave the location of *sentmail* and *drafts* in your *Local Folders* message service. This way, regardless of where you are, you will have access to your draft and sent messages from your laptop. If you are not using online/offline, the location of these folders is entirely up to you. Selecting the **Browse** button will enable you to change the location of these folders from the existing list or create a new folder. The default location for both *sentmail* and *drafts* is the *Local Folders* message service.

Compose Window after Sending: The disposition of a Compose window can be set to either close, clear, or remain open after a message has been sent. Simply select the preferred option by clicking on the radio button beside your preference. Again, this default can be overridden for each compose session either through the **Compose/Options menu** or the **Option** button on the toolbar.

Editor Options

Under the **Tools/Options/Edit menu** is the **Editor** option for setting the external editor you wish to use during a compose session. This editor can be any word processing or text editor you have access to from your computer. You can choose the editor using the **Browse** button. You also have the option to use the editor for all compose sessions by clicking **Always use External Editor** in this window.

An additional function of the Simeon editor is the ability to launch a web browser directly from a viewer window when you double click on a World Wide Web citation. Input the complete pathname to your browser of choice or click on **Browse** to navigate to the location. Selecting one of **Never**, **Always** or **Prompt** dictates what action will be taken then you double click on the URL. **Never** is used when either no browser is available or you do not wish to launch from Simeon. **Always** will automatically launch the chosen browser and **Prompt** will ask if you really want to launch the browser to view the web site.

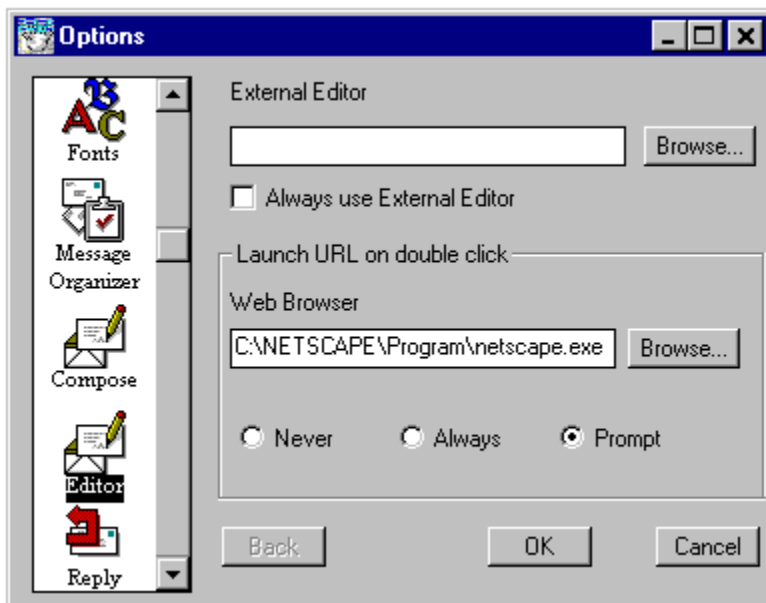


Figure 14 Editor Options Window

Reply Options

Reply Options can be accessed under the **Tools/Options/Edit menu** by selecting the **Reply** icon. In these options you can determine the defaults associated with a reply window. To customize these Options, select one of the radio buttons for each of the Options. Simeon is shipped with the defaults set to **Prompt**. An example of the Reply Options Window is below:

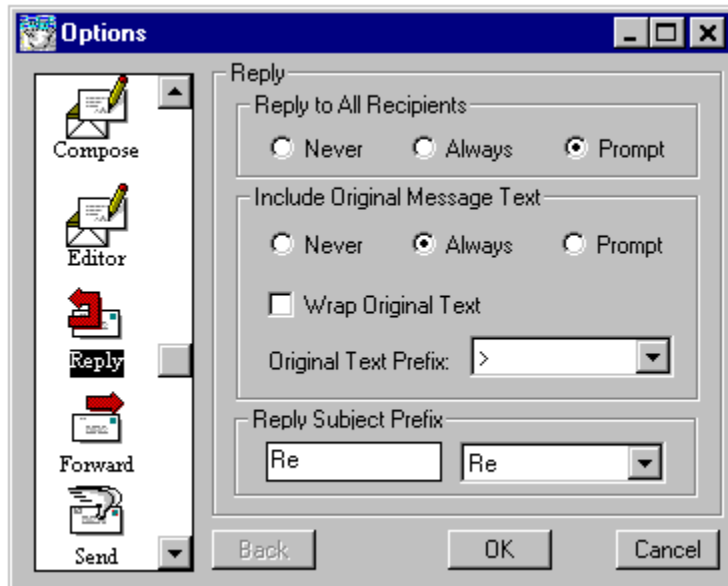


Figure 15 Reply Options Window

For each of the elements you may select only one of the three options: Never, Always, or Prompt. Selecting Never and Always is like saying no and yes respectively; selecting Prompt is like saying maybe and Simeon will respond by asking you to decide when a reply is requested. A brief description of each element is discussed below.

Reply to All Recipients allows you to choose if you wish to reply to everyone who originally received the message or just the originator.

Include Original Message Text allows you to decide if the original message text will be inserted into the reply message text. The included text is easily distinguished from new text by using a specific character prior to each line. Accessing the list adjacent to **Original Text Prefix** will give you the option of choosing a ">", "!", "#", or "\$" as the prefix character to original text.

As well, you have the option of wrapping the original text to match your Reply window size rather than the originating line length. You can now incorporate your response in the original message text which can be useful if you are responding to questions. To type in the original message text, place the cursor in the location where you wish to insert additional text and then type or paste in the new text.

Reply Subject Prefix: To identify to the recipient that the e-mail being received is in reply to their original message Simeon inserts a prefix on the subject line indicating same. The available options are "Re", "re", "RE", "Reply" and "REPLY".

Hint You may insert your own Reply Subject Prefix in the first box in this section if you wish to use a prefix other than one already available.

Forward Options

The **Forward** icon under the **Tools/Options/Edit menu** allows you to set the options when forwarding mail.

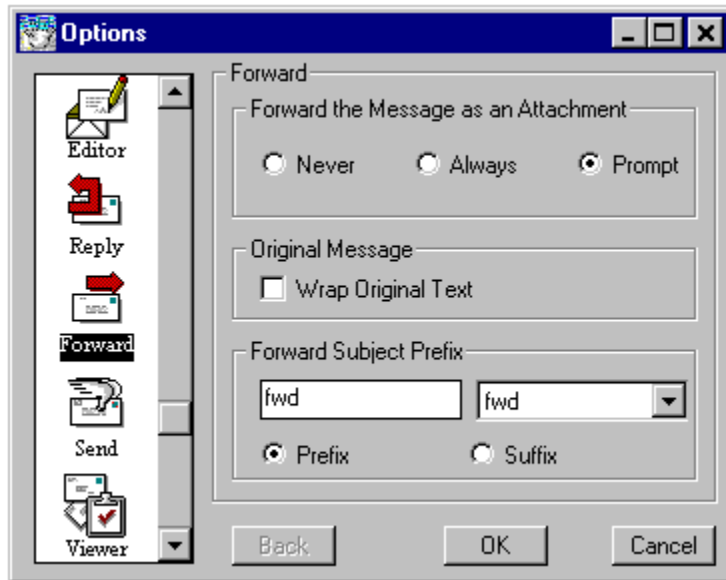


Figure 16 Forward Options Window

Forward the Message as an Attachment: You have the option of including the forwarded message text either in the message portion of your forward window or as an attachment. If you forward messages as attachments they will be sent with a .tmp file extension. These attachments are sent as Application/RFC822 and can be viewed using any plain text or word processing package (i.e. Notepad or Word for Windows). You will probably want to set up a viewer for messages received as attachments with your personal preference of viewer. Please refer to [Adding New Helper Applications](#) for more information on setting this up.

Wrap Original Text: If you have chosen to include the original message text in your message rather than as an attachment, you have the option of wrapping the original message text so it matches your forward window size rather than the line length in the original message.

Forward Subject Prefix: To properly identify forwarded mail, Simeon Mail inserts a notification to the recipient on the subject line in addition to the original subject text. The options for this notification are "fwd", "Fwd", "FWD", "Forward" and "FORWARD". You may also state whether this notification will appear as a prefix or suffix to the subject line.

Hint You may insert your own Forward Subject Prefix in the first box in this section if you wish to use a prefix other than one already available.

Send Options

Clicking on the **Send** icon after selecting **Edit** under the **Tools/Options menu** brings up a window outlining the options for sending mail. In this window you can modify three elements related to sending mail: the Main Delivery Host, alias expansion Foreground or Background send, and the destination of mail queued for Background. A description of each default is listed below:

Main Delivery Host is the server responsible for sending your mail. Simeon initially determines the Hostname and Port number on initial set-up. However, if you switch your Main Delivery Host you can modify both the hostname and port number used by the server in the Send Options window. You will note that the Port field has been left blank; this is because Simeon is shipped with standard port numbers set.

Alias Expansion: Selecting to Auto Expand Aliases on Send will search all Address Books that have Search in Compose selected in the Address Book Properties window to expand aliases when a message is sent. You have the choice to either search against the Name, Alias, or Email field of each address record for possible matches.

Message Sending: Selecting either Foreground or Background send will determine when your mail is sent. If you choose Foreground Send all composed mail will be sent immediately. Selecting Background will send all outgoing email to the queued messages folder, usually outbox, to be sent through the submission manager.

Queued Messages Folder: by clicking on the **Browse** button you will be able to direct all queued mail to the message service and folder of your choice. The default location for storing queued message is the **outbox folder** in the *Local Folders* message service. You can also create a new folder by selecting the message service and clicking on the **New Folder** button. Because of the nature of the *outbox* folder, any new folder created for storing queued messages should be in a local message service. To queue messages when Foreground Send has been selected, toggle the **Queue Message** option under the **Compose/Options menu**. Remote users will find this feature useful when they are not connected to a network. For more information on offline operations please see Introduction.

The Send Options Window resembles the following:

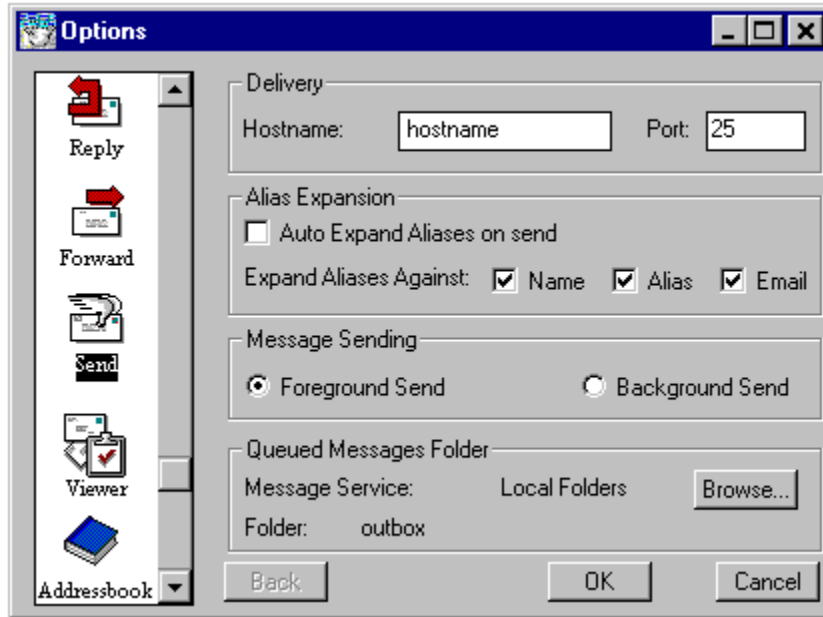


Figure 17 Send Options Window

Viewer Options

Viewer Options can be accessed by clicking on the **Viewer** icon in the Options window under the **Tools/Options/Edit menu**. The number of message viewers can be modified from within this window by selecting either: **One viewer**, **One viewer per folder**, or **One viewer per message**. Below is a description of each of these options:

One viewer is selected if you wish to continually reuse a viewer window. For example, when you access different folders, message groups and messages, the same viewer window will be used for each message viewed.

One viewer per folder can be selected if you prefer to have separate viewers for each folder that is opened. For example, opening two folders and viewing a message in each will produce two separate viewers.

One viewer per message: will open a new viewer window for each message that is opened. This may be of some concern when viewing numerous messages.

Auto Wrap Message: This section dictates whether the mail message being viewed will be automatically wrapped to coincide with your viewer window size. A setting of **Never** will never wrap the incoming message in the viewer. Setting the option to **Always** will always wrap the incoming message. Remember, if you set to **Always** any incoming message that was sent with specific formatting such as tables will be received skewed.

View Action on Message Deletion: This area lets you decide the next action of the viewer window when the currently displayed message has been deleted. **Next** will display the next message in the list in the same viewer; **Previous** will display the previous message in the list in the same viewer; **Close** will close the current viewer.

An opened viewer window will resemble the figure below:

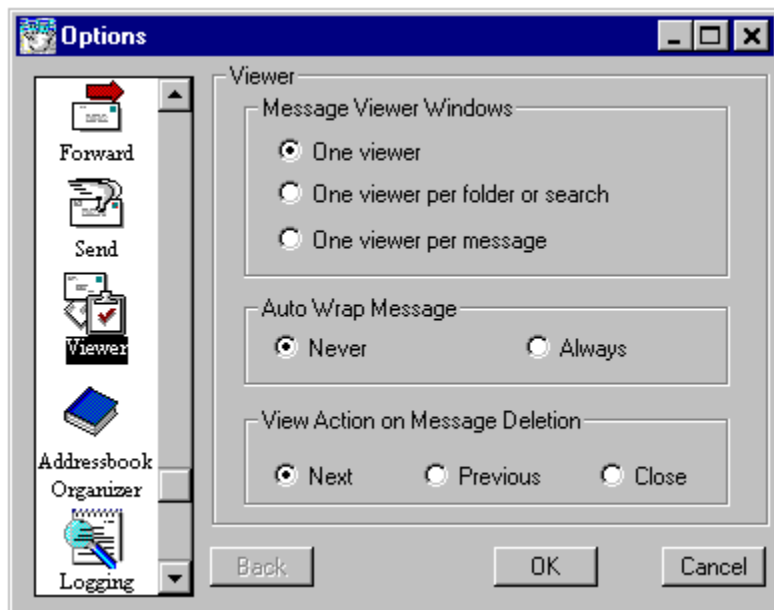


Figure 18 Viewer Options Window

Addressbook Organizer Options

Selecting **Edit** from the **Tools/Options menu** and then clicking on the **Addressbook Organizer** icon, will give you access to information as to which computer on the network stores your address books. These settings are initially set when you setup Simeon Mail on your computer. You may be required to modify these values if you are working remotely or in a different office. Both can be modified by clicking on the appropriate box, deleting the old information and then typing in the new information. The Hostname and Port number will likely be supplied by your Systems Administrator, however, Simeon Mail has been shipped with the standard port numbers for these hosts types.

More:

[Changing Address Book Host](#)

Changing Address Book Host

The hostname and port Simeon Mail reads from can be changed to reflect a change in your working environment. The X.500 Host and Address Book Host represent two types of Address Books that may be accessed with your network. An X.500 host will enable you to utilize Simeon Mail's Public Directory giving you access to e-mail addresses and numerous other pieces of information on various individuals. For more information on the Public Directory please see Introduction.

The Addressbook Organizer Options window will resemble the following:

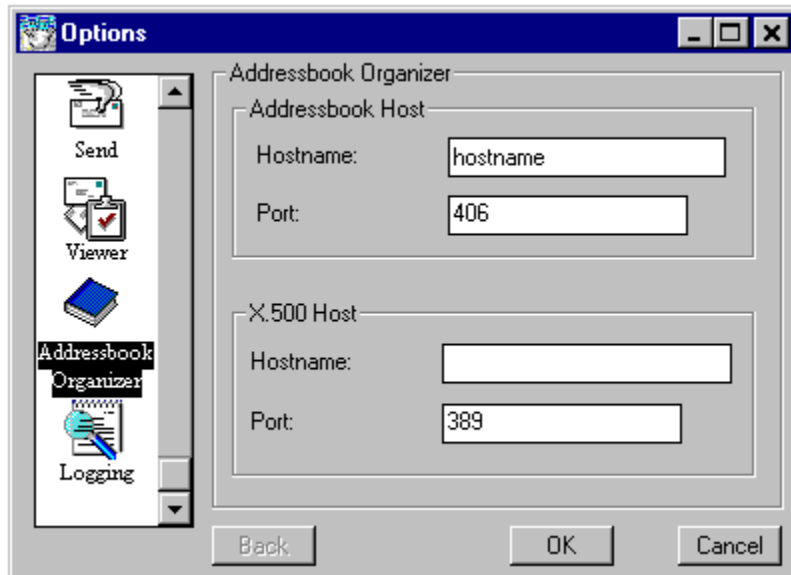


Figure 19 Addressbook Organizer Options Window

Logging Options

Logging Options, accessed by clicking on the **Logging** button after selecting **Edit** from the **Tools/Options menu**, contains information that may periodically be used by a System Administrator to find the cause of any problems occurring with Simeon Mail resident on your computer. Your System Administrator may ask you to modify both the detail and subsystem(s) monitored during a logging session. A brief description of each can be found below:

- **Log Detail:** The level may be changed by clicking on the radio button beside the desired level.
- **Subsystems to Log:** To choose the subsystem(s) that is to be Logged, click on the name of each subsystem that is to be included. The **Check All** button will automatically select all subsystems and **Uncheck All** button will deselect check boxes. It is good practice to deselect all items prior to selecting subsystems to be Logged.

A window similar to the one below will be displayed when Logging Options have been selected:



Figure 20 Logging Options Window

Saving Options

The **Save As** feature in Simeon Mail is an extremely powerful tool that will allow you to get the exact Simeon mail configuration you require at any time regardless of your status (online or offline) or your needs (local, remote or different mail hosts). Not only can you save each of these configurations in a "friendly" name but you can start each Simeon Mail session with any one of your saved configurations.

If you have not saved your Options, wish to change where your Options are stored, or wish to save the current configuration under a different name, select **Save as** from the **Tools/Options menu** and complete the following window:

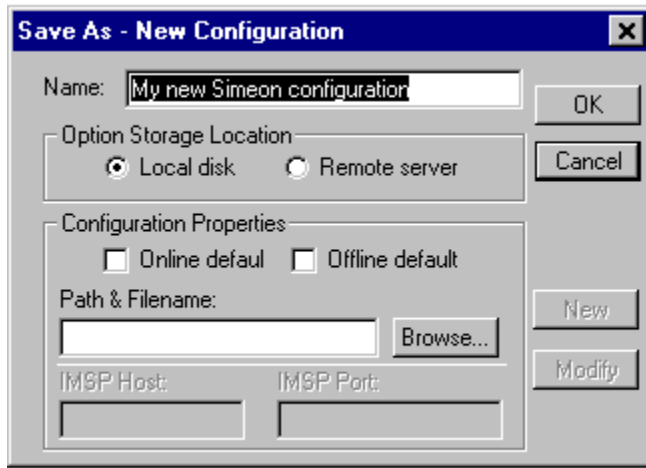


Figure 21 Save as... Options Window

The **New** button will let you name and set the parameters for a new configuration. The **Modify** button will allow you to modify an already saved configuration.

Name: Name your new configuration using any name you wish. You may use spaces, numbers and special characters such as # \$ % ! or ?.

Option Storage Location: Choose whether this configuration will be saved to your local hard drive or on the remote IMSP server. Offline configurations and those configurations used when logging in over a modem from the same laptop should be saved locally. Configurations used in the office would be saved on the remote server.

Configuration Properties: The configuration properties lets you choose whether this configuration will be your online default or your offline default.

Path & Filename: If you have chosen Local Disk as your storage location this area will be available to select the location where the file holding your configuration will be stored. If you are unsure of where you want to store the file use the **Browse...** button to navigate your C:\ drive.

IMSP Host and Port: If you have chosen Remote server as your storage location this is where the name and port number of the IMSP server that will store your configuration will go. Generally the IMSP host is the proper name of your IMSP server and the port number is 406. If you are unsure please check with your System Administrator.

Loading Options

You may elect to have two "option-sets" depending on your needs; one may be residing locally on your hard drive while the other resides on a specified IMSP host computer. To move from one option set to another requires you to **Load** from the **Tools/Options menu**. The window used to load your options will be similar to the one below:

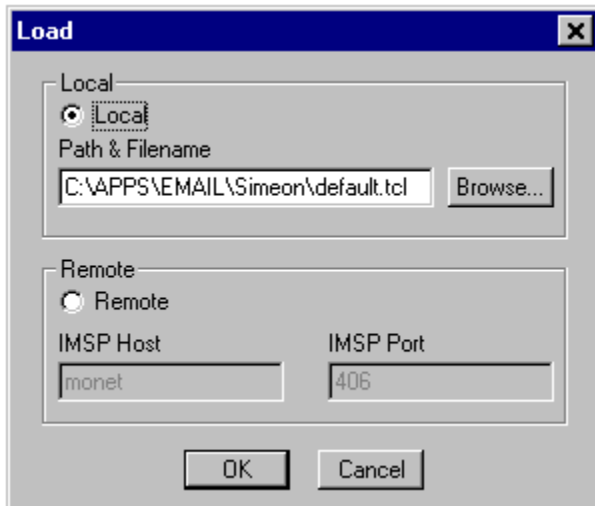


Figure 22 Load... Options Window

You may switch between a local or remote configuration storage location. If you have more than one local configuration use the **Browse...** button to access the different configuration files on your system.

Save Desktop on Exit

The menu item **Save Desktop on Exit** under **Tools/Options** determines whether the current configuration of your Message Organizer will be saved from session to session.

Note This option does not save the state of the Addressbook Organizer or whether objects such as a viewer or compose window are open on exit.

Introduction

Reading and manipulating received messages are the most fundamental tasks associated with Simeon Mail. This chapter covers the basics of these functions as well as how to deal with attachments.

Viewing a Message

Viewing the contents of a Message Group will provide you with a message summary containing: message status, author, subject, date received, size, and the urgency of the message (i.e. indicated by color of text) if you have selected **Enable Priority Headers** in the **Tools/Options/Edit menu** under the **Message Organizer**.

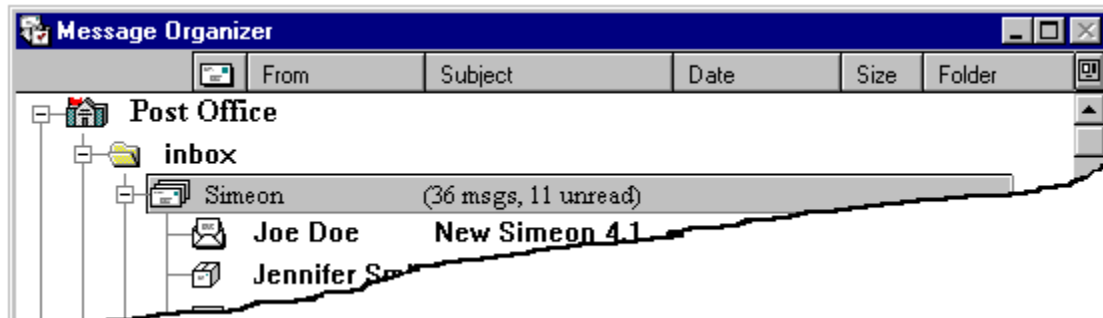


Figure 23 List of Messages in Message Group

To view a message double click the mouse anywhere on the mail message you wish to view. A message viewer window similar to the following will appear:

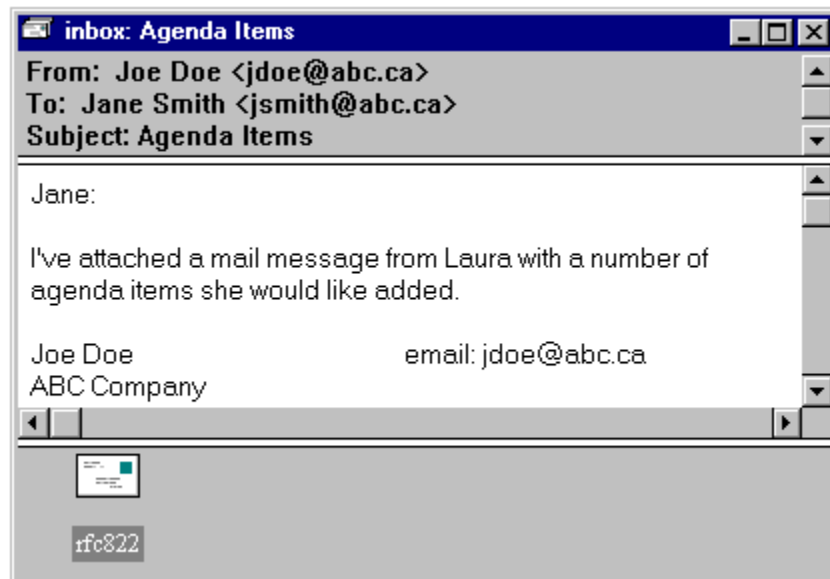


Figure 24 Message Viewer

Message viewer windows generally consist of two parts. The upper envelope portion of the window contains the name and email address of the sender and recipient and perhaps a subject line and who may have received copies of the message. This is referred to as the envelope section. The lower portion of the message viewer contains the text of the message. If an attachment has been added to the message an icon will appear at the bottom of the message indicating the type of attachment and its name.

Hint: If you are getting long lines in your viewer window go to **Edit/Wrap Text**. Your lines will now wrap to the size of the viewer window.

Capturing Addresses

Simeon Mail has the capability of capturing email addresses from received messages into any existing address book. With the message displayed in a viewer window select **Capture Address** from the **Address menu**. Simeon Mail will locate all your local and remove address books and bring up a selection window allowing you to choose which book is to receive the new address.

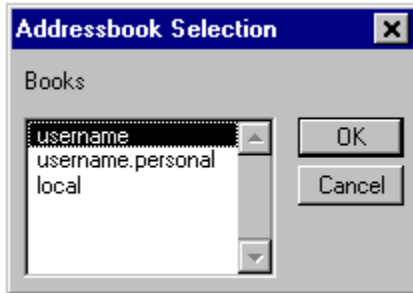


Figure 25 Addressbook Selection for Capturing Addresses

Message Headers

There are two types of message headers: raw and short. The short message header contains only the information as entered in the To, Subject and CC fields as well as the date sent and sender's name. The raw header contains information such as the routing information of the email, priority and any other pertinent information regarding the sending or receiving of the email. To view the different message headers select **Raw Header** or **Short Header** from the **View menu**.

Navigating in Viewer

Once the viewer window has been displayed you may navigate through your messages by using the **Next** and **Prev** buttons on the toolbar.



Click the **Next** button to view the next message in the list. Each time the **Next** button is selected the viewer will display the next message in your list until all messages in the Message Group have been displayed.



Click on the **Prev** button to display the messages that appear in your message list previous to the one currently displayed in the viewer. Again, the viewer will display the previous message in the list until the first message in the message group has been displayed.

Viewing Attachments



If a message contains attachments such as a spreadsheet or a word processing document, an additional box will appear at the bottom of the viewer window. This box, called the Attachments Box, contains the icon associated with the type of attachment sent through Simeon Mail.

Messages that contain attachments are called *multipart* messages. To view the attachments in multipart messages double click on the attachment. The originating (or comparable) application must be resident on your computer in order for Simeon to open the attachment. Simeon Mail will start the appropriate application and then open the attachment file. Simeon Mail may not recognize an attachment since new types of programs are continually being developed. In this case it then requests that you define the program to view the attachment with using the following window:

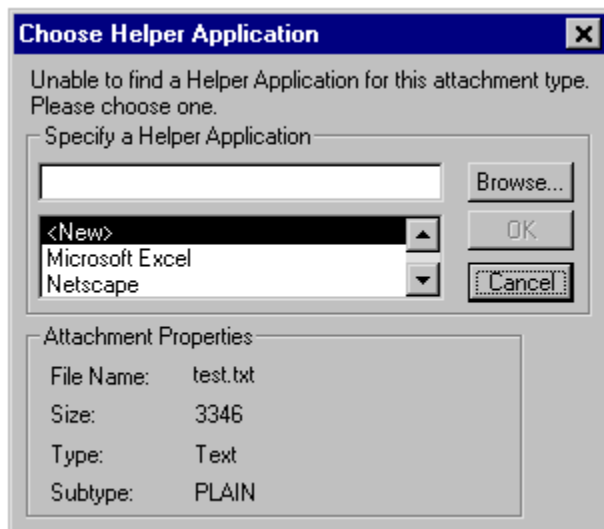


Figure 26 Choosing a Helper Application

If this occurs please refer to [Helper Applications Options](#) or request the assistance of your Systems Administrator.

Viewing URLs

Simeon Mail has the ability to automatically launch a web browser from a unified resource link (URL) in a mail message. This is done by double clicking on the World Wide Web citation. If you have not specified the browser under **Tools/Options/Edit/Editor** Simeon will ask the path to the browser you wish to use.

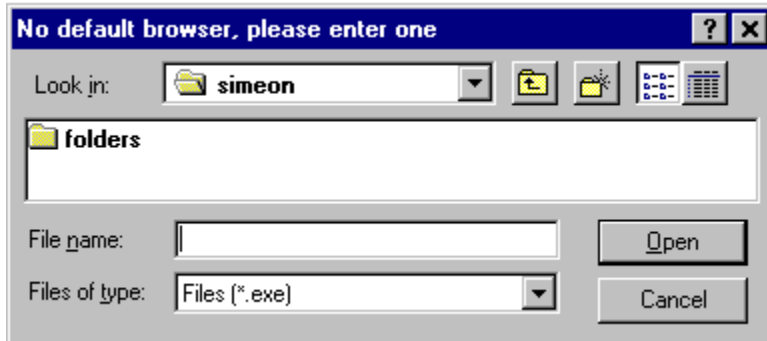


Figure 27 Web Browser Path

If you are unsure of the path use the **Browse** button to navigate to your browser of choice.

For more information on choosing and launching a web browser please refer to [Editor Options](#).

Deleting Current Message

[From the Viewer Window](#)

[Using the Message List](#)

From the Viewer Window



Clicking on the **Del** button, found on the toolbar, will delete the message currently displayed in the viewer.

Remember Remember that the next message displayed depends on what setting was used under ***Tools/Options/Edit/Viewer***. You may either display the next message, previous message or close the viewer window.

Using the Message List



To delete a non-displayed message select the appropriate message in the expanded folder or folder window and click the **Del** button.

Messages may also be deleted by using the **Delete** option under the **File menu**. Remember, if you have chosen to view messages without message groups, all the deleted messages will remain in the list and will be marked with an "X". Deleted messages may be undeleted by selecting the message and either clicking on the **Undel** button or by using the **Undelete** option under the **Message menu**. To remove all of the deleted messages from the list, click on the **Clean** button or select **Clean** from the **Folder menu**. Remember that once you have selected the **Clean** button, the cleaned messages cannot be recovered.

Remember The message that will be highlighted after a delete will be that set under **Tools/Options/Edit/Message Organizer**. The options are to highlight either the next message or the previous message from the one just deleted.

Deleting Multiple Messages

To delete more than one message at a time, select the first message to be deleted by clicking on that message. Each subsequent message you wish to delete is selected by holding the CTRL key and clicking on the message. You can delete a block of messages by clicking on the first message to be deleted with the SHIFT key depressed, then selecting the final message. After all messages have been selected click the **Del** button or select **Delete** from the **Message menu**.

Deleting all Messages in a Group

To delete all messages contained in a specific message group, first select that message group then click on **Del** in the toolbar. Simeon Mail will ask you to choose between deleting the message group, all messages contained in that group or cancel the operation. Selecting **Messages** will delete only the messages and leave the message group intact. Selecting **Group** will delete the message group only and redistribute the messages to other message groups in that folder. All deleted messages are placed into that folder's *Deleted* message group and will be marked with an "X". Remember, if you delete all the messages in a group set to *hide when empty*, the Group will no longer appear in the window after deleting all the messages in that group.

Undeleting a Message

You may undelete or restore messages that have previously been deleted during the current Simeon Mail session or at any time before a folder is cleaned. This is accomplished by taking the following steps:

1. Expand the *Deleted* message group, if you have chosen to view message groups, under the appropriate folder (e.g. *inbox*).
2. Select the appropriate message to undelete by clicking on it.
3. Click on the **Undel** button in the toolbar. The message will be placed back in its original message group and will no longer be marked with an "X".



If you wish to undelete all messages in the *Deleted* message group, select the group and click on the **Undel** button in the toolbar. Simeon Mail will prompt you to either confirm the undelete or cancel the operation. All messages will return to their respective message groups within that folder.

Cleaning Deleted Messages



Each time you exit from Simeon Mail you will have the option of cleaning any deleted messages. You may wish, however, to periodically clean up messages that have been deleted within a folder. This is done by selecting the folder and clicking the mouse on the **Clean** button.

Copying Multiple Messages using Drag and Drop

To copy a number of messages from one folder to another, take the following steps:

1. Click to select the first message.
2. For each subsequent message to be copied keep the CTRL key depressed and click on the desired message. Continue until all desired messages are selected. If you have a block of messages you wish to copy, depress the SHIFT key and click on the first then final message of the block.
3. Keeping the mouse button and CTRL key depressed drag the highlighted messages over the desired folder then release the mouse button and the CTRL key.

Moving Multiple Messages using Drag and Drop

To move a series of messages from one folder to another, take the following steps:

1. Click to select the first message.
2. Press the `SHIFT` key and click the mouse to select the last message in the series or use `CTRL` to select the desired messages.
3. Keeping the mouse button and `SHIFT` key depressed on the block drag the highlighted messages over to the new folder, then release mouse button and the `SHIFT` key.

Releasing the mouse button and `SHIFT` key will result in the messages being moved into the new folder and the messages in the original folder being moved into that folder's *Deleted* message group.

Copying and Moving Between Folders

In some instances, it may not be feasible to drag and drop messages from one folder to another. This may be due to the size of your folders, where the folders are located (different message services) or the area available on your screen. In this case you may elect to use the **Copy to Folder** or **Move to Folder** options available under the **Message menu**. To use this feature take the following steps:

1. Select the message or messages you wish to move or copy. Select a block of messages using the SHIFT key and individual messages using the CTRL key.
2. From the **Message menu** select either **Copy to Folder** or **Move to Folder** depending on the action required. The following window will appear allowing you to navigate to the required Message service and then choose the folder where you wish the messages to be placed. Click on **OK** to perform the operation or **Cancel** to cancel the move or copy.

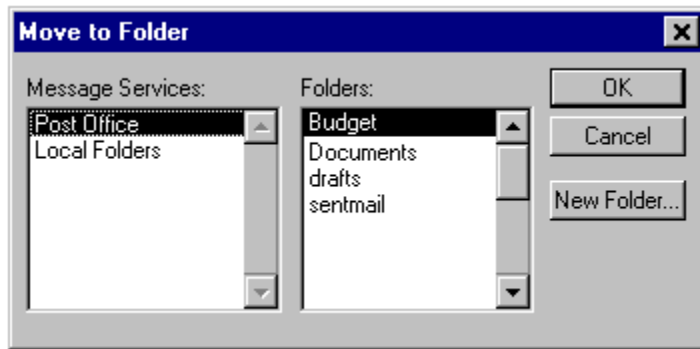


Figure 28 Copy/Move to Folder Window



You may also move a mail message and get a move window similar to the one above by selecting a message or messages and clicking on the **Move** button, shown at left, on the toolbar.

Saving Messages

There are a number of ways to save messages to a file. You may choose to save the text only, the attachment only or the entire multipart message.

More:

[Saving Message Portion](#)

Saving Message Portion



Messages, whether plain text or multipart, may be saved either to a file on the hard drive, network drive or diskette. To save either the text of a message or an attachment, first open the message into a Viewer and select the message or attachment. Click the **Save** button.

Once the **Save** button has been selected, the following window will appear on the screen, allowing you to specify the filename and the location.

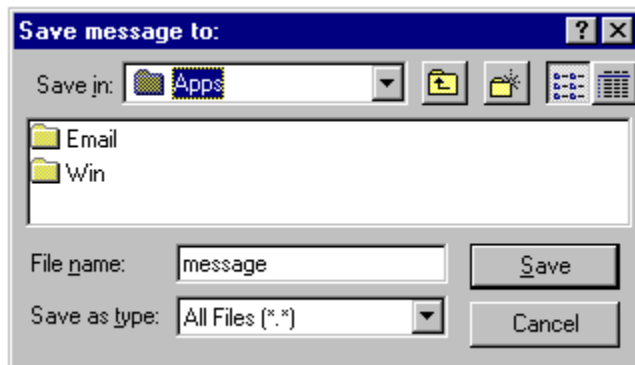


Figure 29 Save Message Window

When choosing a file name remember that you will be restricted by the DOS name limitation of 8 characters if you are working in Window 3.1.

Hint: You may also select either an attachment or the message text and use the **Message menu** items of **Save Text to File** or **Save Attachment to File**.

If you highlight the message in your folder and click on **Save**, Simeon Mail will save all portions of the selected message, including all attachments. Attachments designated as an Application will be saved encoded. Encoded text really has no meaning to a user as it is a document that has been saved to a file with all the formatting codes included. If a message is multipart it is better to select the portion of the message you want to save, either text or attachment, and click on **Save**. Simeon Mail will then save in the appropriate format.

Printing a Message



To print the message currently displayed in the Viewer window, click the mouse on the **Print** button or select **Print** from the **File menu**.

To print from the Message services window, when the Viewer is not displayed, select the message to be printed and click on **Print** or select **Print** from the **File menu**. In each case, the message icon will be changed to reflect that the message has been viewed. If a read receipt has been requested by the sender, it will also be sent at this time.

More:

[Printing Options](#)

[Defining Headers and Footers](#)

Printing Options

On selecting **Page Setup** from the **File menu**, you will be able to define a default header, footer and margins for all printed messages. Headers contain information defined by you and are at the top of each printed page. Footers again contain information defined by you and are at the bottom of each printed page.

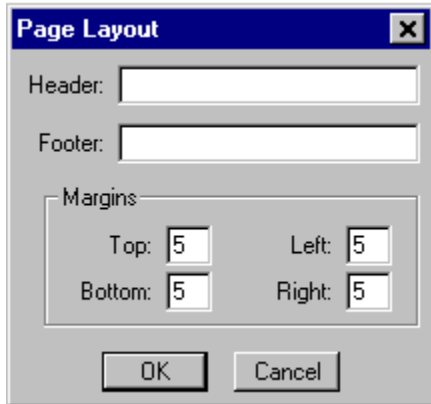


Figure 30 Page Layout Options

To change any of the current values, place the cursor in the appropriate box, delete the current value and type in the desired information.

The top and bottom margin values are indicated by a number of lines, while the left and right margin values are indicated by a number of characters.

Defining Headers and Footers

Headers and footers may be printed using variables or text. A variable is information that can be extracted from the mail message itself, while text is information that you type directly into either the header or footer box. Any information contained in a header or footer can be positioned on the line, either left, center or right justified.

The following are the variables available for printing:

\$from	Prints the name and e-mail address of the individual sending the message as it appears in the envelope section
\$date	Prints the date the message was sent
\$subj	Prints the <u>subject</u> of the message as it appears in the envelope section
\$pdate	Prints the current date (printing date)
\$page	Prints page numbers

Any variable or text can be positioned on the line using the following:

l	The "l" key for left justified text
c	The "c" for center text
r	The "r" for right justified text

In all cases the **l**, **c** or **r** must be preceded by a space and followed by a space. Positional characters need not be preceded by a space if they are the first letter of the header or footer.

Text placed in a header or footer must be enclosed in single quotes. If a single quote is required in the text, use two single quotes. For example:

'Laura''s Mail'

More:

[Examples](#)

Examples

A print layout window with the following information in the header and footer will produce output as follows:

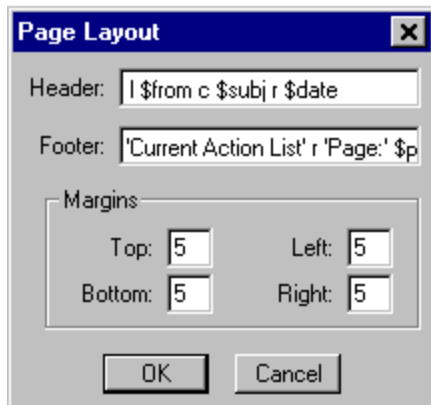


Figure 31 Example of Header and Footer

The header will read:

John Doe

More Action Items

November 23, 1996

The footer will read:

**Current Action List
Page 1**

Printing Attachments

Attachments must be printed using the application specific to that particular attachment. For instance, if a Word for Windows document has been attached to a Simeon Mail message, then double-click on the icon depicting the Word for Windows document in the Attachments Box. This will start Word for Windows on your computer and load the attachment so you may print from that application. You may have to define the application that will be used to view the attachment if Simeon is unable to recognize the application that created the attachment. For information on adding a new helper application please see [Adding New Helper Applications](#).

Printer Setup and Options

Simeon Mail has the facility for selecting printers, page orientation and other printing options. The printing options are accessed through the **File menu** by selecting **Printer Setup**.

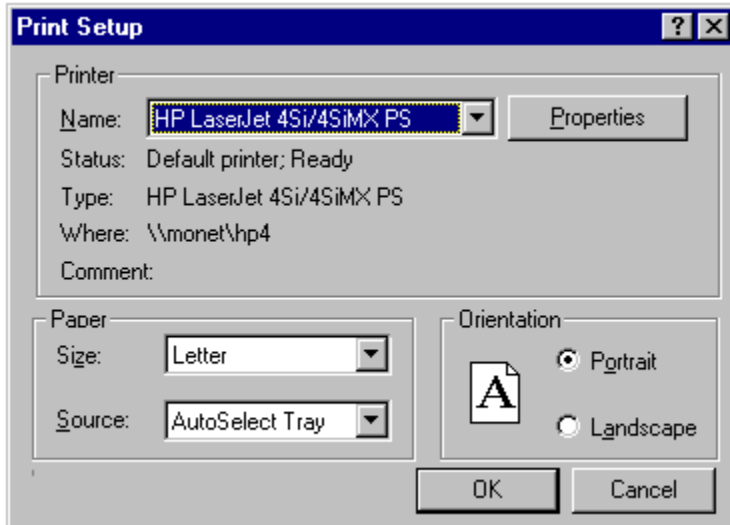


Figure 32 Print Setup Window

You may select the printer to use and the paper tray, page orientation and size. Selecting the **Properties** button on the Print Setup window will allow you more advanced printer options. Please refer to your Windows User Guide for information on printers.

Changing the Status of a Message

You may change the status of any message using the *Message menu*. For instance, if you opened a message but had to close it before reading all of the message, you may elect to change the status to **Not Viewed**. Marking a message **Special** might serve as a reminder to you that it should be dealt with within a certain time period.

There are three status changes that you may make to a message:

1. **Mark Not Viewed**—if a message has been opened but not read this will change the status icon back to the original closed icon.
2. **Mark Replied**—Choosing this status change will put an "R" beside the message, indicating that you have sent a reply. Messages replied to using the Reply feature of Simeon Mail will automatically have the "R" beside the message. In each case, the status icon will change to indicate that it has been read.
3. **Mark Special**—To bring attention to a specific message you may mark it as *Special*. This will put an asterisk ("*") beside the message.

In all cases you may toggle the status of a message. For instance, if a message has been marked as **Special**, going to the *Message menu* you will note that the option is now **Mark Not Special** and you may toggle it accordingly. When viewing messages within a folder or Viewer, you may toggle the message as **Special** or **Replied**. Toggling a message **Not Viewed** when viewing will obviously result in a viewed message. In order to change messages from **Viewed** to **Not Viewed** you must be in the folder. Message status can also be modified from within the Message Properties window.

Introduction

This chapter describes how to compose a mail message, add an attachment to a mail message and use Simeon Mail's built-in address book feature to access email addresses of people to whom you often send mail.

Compose Window

The Compose window is divided into three components: the envelope section, resize bar, and the message text section. These components will allow you to modify the message to suit your particular needs. The following section describes the process of designing and sending a message.



To access the Compose window, click the mouse on the **Comp** button in the toolbar or select **New Message** from the **File/New menu**. The following window will appear:

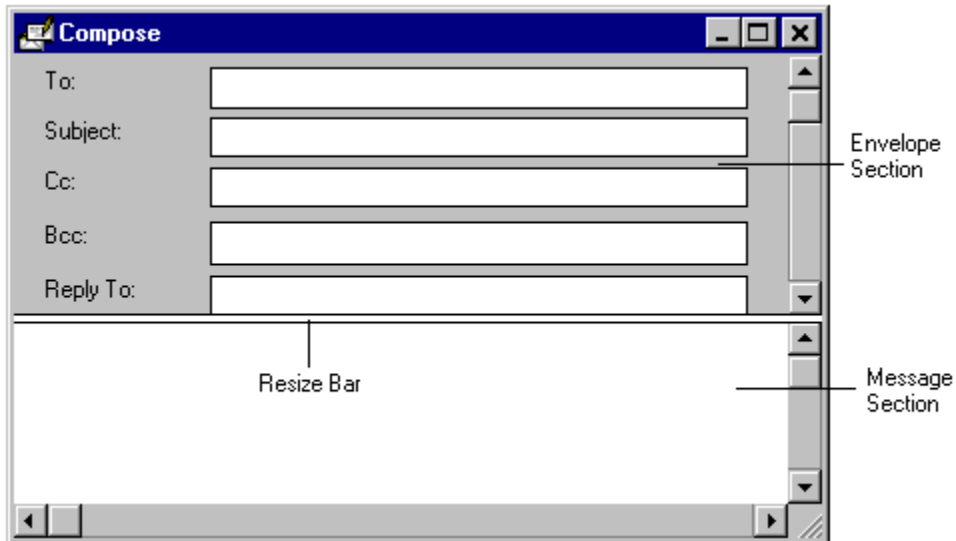


Figure 33 Compose Window

The envelope section contains all the information regarding who will be receiving the email and the nature of the message. The message section contains the typed message itself and any attachments that may be added. The resize bar allows you to resize either the envelope or message section depending on your needs. For instance, if you are not in the habit of sending blind carbon copies, then you may wish to resize the envelope section so that *Bcc* does not show in the window.

To resize, simply place the mouse on the resize bar until the cursor appears as crosshairs (+), then hold the left mouse button and drag the resize bar up or down to the desired location.

Composing a Message

After accessing a compose window you are ready to insert the *To*, *Subject*, *Cc* and *Bcc* fields in the envelope section and begin typing the text of the message in the message section.

To begin addressing the email, move the mouse to the *To* field and click to place the cursor in that field. Begin typing the email address of the receiving party. More than one address may be inserted in this field, each one separated by a comma. Email addresses may be obtained by reviewing received messages, from your personal Address Book available through Simeon Mail, or by asking the recipient for their email address. If installed at your site, email addresses can also be obtained through Simeon Mail's Public Directory

Hitting the tab key will move you to the next box in the envelope section. The *Subject* section will provide the recipient of the email with an idea of what the message is about. The *Cc* field will contain the email addresses of others receiving the message and will be visible in the message header of each recipient. The *Bcc* (blind carbon copy) field will contain the email addresses of others receiving the message, however, the contents of this field will not be visible to any other recipients of the message. As with the *To* field, the *Cc* and *Bcc* fields may contain more than one address, each separated by a comma.

After all envelope section fields have been completed, tab or click in the message section and type the appropriate message.

Sending a Message



When the message has been completed, click on **Send** to send the message to the desired parties or select **Send** from the **Compose menu**.

Using the Address Book

An address book contains email addresses for those parties to whom you most often send mail. These addresses may be internal (within your organization) or external (outside your organization).



To access the Addressbook Organizer to insert an email address, click the mouse on the **Addr** button or select **Open Address Books** from the **Address menu**. An Addressbook Organizer, similar to the following, will appear.

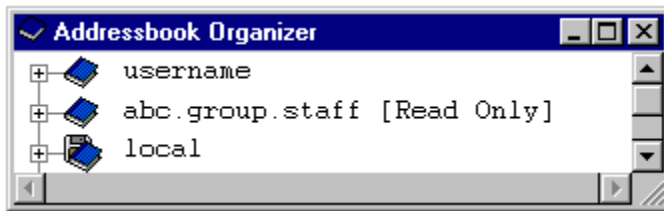


Figure 34 Addressbook Organizer



This window is manipulated in the same manner as the Message Organizer window. To expand or collapse the list of addresses, click the mouse on the plus sign beside the Address Book or double click on the icon of the Address Book.

Once the Address Book has been opened, the names contained in that book will appear (both individuals and lists). To insert a name or list in the *To* field of your Compose window:

1. Click on the name you wish to insert. If you have selected a list name, all members of that group will be selected.
2. Click on the **To:** button on the Toolbar.



The selected address or address list is now pasted into the *To:* field of the Compose window. Inserting it into the *Cc:* and *Bcc:* fields is done by clicking on either the **Cc:** or **Bcc:** buttons or selecting **Paste Address to Compose (To)**, **(Cc)**, or **(Bcc)** under the **Address menu**.

More:

[Address Properties](#)

Address Properties



Selecting the **Info** button while a name has been selected in the Addressbook Organizer will bring up a window that will set out the attributes of that specific address. This allows you to ensure that the selected address is the one required.

Using Alias Expansion

Each entry located in any Address Book has the option of containing a shortened form of the email address. This short form, or alias, is extremely useful since it does not require you to physically access an Address Book in order to insert a correct email address.

In any of the To:, Cc: or Bcc: fields in a Compose, Reply or Forward window you may input the alias name of the recipient intended to receive the message. This alias is intended to be a word or name that you find easier to remember. For instance, Joe Doe's email address at ABC Company is `jdoue@abc.co`. You may not always remember what his identification on his system is. In this case, his alias would be something you find easy to remember, perhaps "joe".



Typing joe in the To: field and clicking on the **Expnd** button or selecting **Compose menu/Expand Aliases** will expand joe to "Joe Doe <jdoue@abc.co>".

You may enter as many aliases in any of the recipient fields as you wish. Clicking on **Expnd** will expand all of them. If an address match is found for more than one person Simeon Mail will request that you select the desired individual from a list of the full names.

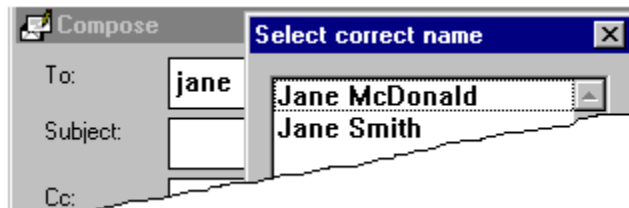


Figure 35 Alias Expansion Selection Window

In order for an alias to properly expand, you must ensure that the Address Book has the option "Search in Compose" selected. This can be accomplished either when creating an Address Book or in the Address Book Properties window accessed by selecting the address book and clicking on the **Info** button or selecting **Properties** from the **File menu**.

Hint Aliases can automatically be expanded upon sending by choosing the **Auto Expand Aliases on send** option under the **Tools/Options/Edit menu** and then clicking on the **Send** icon.

For further information on how to designate an alias for an email address and ensure that your Address Book will properly expand alias names please refer to [Aliases](#) [Aliases](#).

Editing a Message in a Compose Window

The editor supplied with Simeon Mail has the standard editing tools as well as the enhanced features of: **Cut/Copy** and **Paste**, **Clear**, **Select All**, **Find** and **Replace**, **Spell Check** and **Wrap Text**. With the exception of **Spell Check** which is found under the **Tools menu**, these editing tools can be selected from the **Edit menu**. A brief description of these features is below:

More:

Copy or Cut and Paste

Clear

Find and Replace

Spell Check

Wrapping Text

Copy or Cut and Paste

It is possible to copy and paste text from another Viewer window or other applications such as Notepad or Microsoft Word into the Compose window. This is accomplished in the same manner as any other copy and paste function by:

1. Highlighting the appropriate text to be copied by clicking on it or use **Select All** to highlight all text;
2. Selecting **Copy** or **Cut** from the **Edit menu** in the originating application;
3. Selecting **Paste** from the **Edit menu** in Simeon Mail.

Clear

You may clear or delete certain portions of text of any compose, reply or forward session by first highlighting the appropriate text and selecting **Clear** from the **Edit menu**. This will remove the selected text from the window and will **not** place it on the clipboard for later use.

Find and Replace

Simeon Mail also has the ability to either locate or substitute desired word string for another word string. In order to find and replace words in a Compose Window, follow these steps:

1. Select the desired action: **Find** or **Replace** from the **Edit menu**.
2. If using **Find** type in the word you wish to find. If using **Replace** type both the word to find and its replacement.
3. Click on **OK** for each of the occurrences of the word you are replacing.

Spell Check



To bring up Simeon Mail's spell checker, click on the **Spell** button on the toolbar or select **Spell Check** from the **Tools menu**.

Simeon Mail can search your document for spelling errors using Simeon Mail's resident dictionary. Similar to spell checking in Microsoft Word, this feature supplies you with the correctly spelled words or a choice of possible words to replace incorrectly spelled words. You may also add words to your own dictionary by selecting the **Add** button with a word in the Change to field.

Hint: The words used in your personal dictionary for Simeon Mail reside in a file called *dict.txt* found in the Simeon Mail working directory. If you already have a dictionary file you can import those words in *dict.txt*. Just remember, one word on each line.

Wrapping Text

All viewer and compose windows have the ability to wrap text that is too long for the current window. This is accomplished through the **Edit menu** by selecting **Wrap Text**. Here are some guidelines on how text will be wrapped:

1. If no text has been selected all text in the message section will be wrapped.
2. If you have highlighted a paragraph of text only that portion will be wrapped.

Inserting a File

You may insert a file generated through Notepad or other plain text editor into the message text portion of a Compose Window. The size of the file that can be inserted is not limited, however, if the size of the file is greater than 100 Kb, Simeon will give you the choice to insert the file as an attachment or continue with the insertion. Accomplish this by taking the following steps:

1. Place the cursor in the location of the message text portion of the Compose window where the inserted text is to be placed.
2. Select **Insert File** from the **Edit menu**.
3. From the dialogue box, a sample of which is shown below, navigate to the location of the file to be inserted and click on **OK** to place the file into your Compose window.

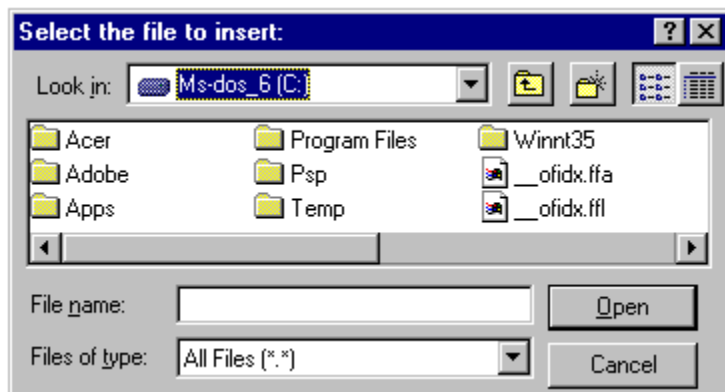


Figure 36 Insert File Window

There are pros and cons to inserting or attaching files to an email message. For instance, you may want to consider the recipient's ability to receive attachments; do they have the programs to read the attachments. On the other hand, if your inserted file has tabs and formatting within the document, it may be better to send as an attachment so the recipient can view the attachment as written. Remember, not all computers are created equal and tab stops may differ from computer to computer.

Note Any text inserted into a compose window will be subject to the wrapping parameters set under **Tools/Options/Edit/Compose**. The same holds true for reply and forward windows found consecutively under **Reply** and **Forward** in the **Tools/Options/Edit menu**. If no wrapping is set in these options you may wrap on an "as needed" basis through **Edit/Wrap Text**.

General Attachments



Other files, such as word processing documents or spreadsheets, images or sounds, may be attached to a message and sent to all recipients. To attach one of these files to a message, click on the **Attach** button or select **Attach file/Standard** under the **Compose menu**. The following window will appear allowing you to select the file to attach:

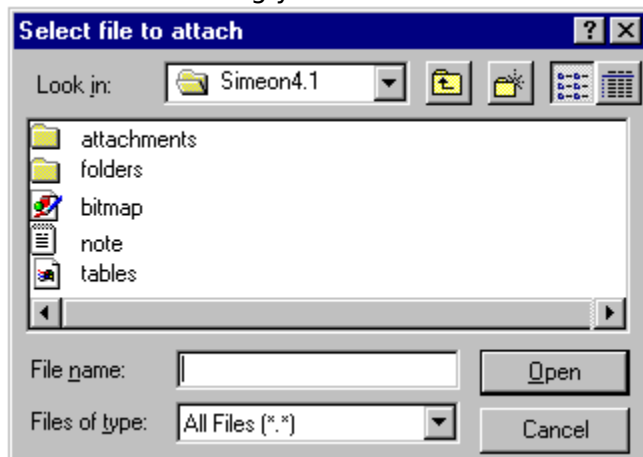


Figure 37 Attach File Window

Once you have selected the appropriate file, Simeon Mail will automatically attach it to your Compose window if a Helper Application already exists for that type of attachment.

Note: When attaching a file to an email message, Simeon mail attaches the original of that document. This means if you modify the original of the attachment the new modified file is the one that will be incorporated when you eventually send your message.

More:

[Attaching Unknown Helper Applications](#)

Attaching Unknown Helper Applications

If a Helper Application does not exist, Simeon Mail will bring up the following window allowing you to choose how the file will be attached.

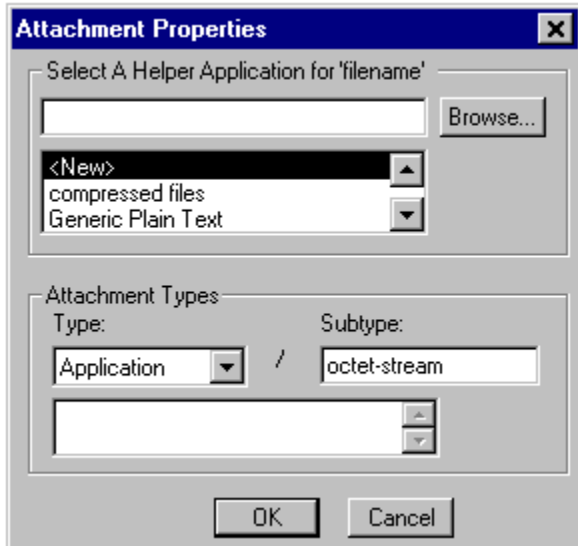


Figure 38 Choose Attachment Type Window

You may need to use the **Browse** button to access the appropriate application for the attachment. Most important, though, is the Attachment Types section. This sets out the appropriate type and subtype for the attachment according to predefined communication standards. The recipient of your message needs to know this information to properly view the attachment. [Communication Protocol](#) will give you a list of commonly used types and subtypes.

After you have selected a Helper Application, Simeon Mail will ask if you wish to save this application and suggest a name. You may use the suggested name or change it to any name that will adequately describe this Helper Application to you.



Figure 39 Naming a New Helper Application

An icon representing the application and file name will appear at the bottom of the [Compose window](#).

Special Attachments

Simeon gives you the ability to attach such specialized files as uuencoded files or binhex'd files "on the fly". That is to say, if you want to send a uuencoded file, select any file to attach and Simeon will automatically uuencode the information. Simeon will also automatically uudecode the attachment on the other end when that attachment is saved to a file.

Bin-hex files are dealt with in the same way. A Simeon Macintosh user can send you a bin-hex'd file. Upon receipt if you select **Save Attachment to File** from the **Message menu**, Simeon will unbin-hex the file saving it in its original state whether that is a Word for Windows document, plain text, image or any other application.

To attach a uuencoded or bin-hex'd file take these steps:

1. Open a Compose window using either the **Comp** button on the toolbar or select **Message** from the **File/New menu**.
2. From the **Compose menu** select **Attach File/Other/UUEncode** or **BinHex** depending on who is to receive the file.
3. Navigate to the appropriate place on your network where the file resides, select the file click **Open**. The file will automatically uuencode or binhex and attach to your email message.
4. Complete the email message envelope and message text area and **Send**.

Extracting a Uuencoded or Binhex'd Attachment

Attachments that are uuencoded are automatically sent as Application/X-Uuencode. Attachments that are BinHex'd are sent as Application/mac-binhex40. These files cannot be launched so they must be saved to a file. Simeon Mail will automatically uuencode or unbinhex as necessary when they are saved.

To save a uuencoded or binhex'd file take the following steps:

1. Select the attachment you wish to save and either click on Send on the toolbar or select **Save/Attachment** from the **Message menu**.
2. Navigate to the area on your network where you wish the file saved.
3. Click **Save**.

Detaching Files



You may delete the attachment by selecting the attachment, then clicking on the **Detach** button found on the toolbar or by selecting **Detach File** from the **Compose menu**.

Using the Phone Message Form

A predesigned form for filling out email messages associated with telephone calls is available. To use this form select **Phone Message** from the **File/New menu**. The following form will appear on your computer for you to fill in accordingly. Each field may be accessed either by tabbing down the fields or selecting each with your mouse.

A screenshot of a software window titled 'Phone Message'. The window has a blue title bar with standard minimize, maximize, and close buttons. Below the title bar, there are two rows of labels and text boxes: 'To:' with an empty text box, and 'Subject:' with a text box containing 'Phone Message'. Below these, there is a vertical list of labels on the left side of a larger form area: 'From', 'Phone', 'Company/Loc', and 'Message'. Each label is followed by a corresponding empty text box for input.

Figure 40 Phone Message Form

Once you have filled in the form, click on the **Send** button or choose **Send** from the **Compose menu**.

Saving a Message to Drafts

Occasionally you may choose to quit a [Compose window](#) before you have finished entering the entire message. You may close a Compose session by either double clicking on the Control menu button in the Compose window, or selecting **Close** from the **File menu**.

If you do quit, Simeon Mail will prompt you for the disposition of the draft message and ask you to select either: save the draft message to the "drafts folder"; do not save the message; or cancel which deletes the message and closes the window. The default location for the *drafts* folder is the *Local Folders Message service*. To specify a different location please see [Compose Options](#).

Note: Selecting **Save to Drafts** from the **Compose menu** will automatically save the message to your specified *drafts* folder

More:

[Restart Compose](#)

Restart Compose

To restart the compose of any message saved to a draft folder, expand the draft folder and either double click on the appropriate draft message or, from the **Message Menu** select **Restart Compose**. This will start a Restart Compose window, placing the entire draft message, including any addresses or attachments, into the window and allow you to continue.



Double-clicking on any draft icon will place that message into a Restart Compose session. The message does not have to be in the *drafts* folder.

Using the Submission Manager

If you are continually sending large messages or messages with large attachments the submission manager may be a sending alternative. Basically, setting up Simeon Mail to use background send will send all outgoing mail to your queued messages folder, usually outbox. These messages will then be sent by the submission manager. This is extremely useful since sending mail in the foreground takes up valuable time in that access to Simeon Mail and its features is denied when the send is processing.

If background send has been selected under **Tools/Options/Edit/Send** then all outgoing messages go to the *outbox* folder. When the submission manager detects messages in the *outbox* folder it will send these messages in the background thereby not tying up valuable time.

Note Do not confuse the submission manager with sending queued messages. The submission manager will only start if the option **Background send** has been selected from **Tools/Options/Edit/Send**. While queued messages can be sent in the background, this is a menu item under **Compose/Send Queue Background** not a default for all message detected in the *outbox* folder.

Compose Window Options

There are numerous options available to deal with mailed messages. These range from setting the message priority, to the disposition of the Compose window after a message has been sent.

All global or default options related to the priority, receipt, saving and queuing of messages are accessed through **Edit/Compose** under the **Options menu** (see Compose Options). These options are also available on an individual compose session basis either through **Compose/Options** menu item or the **Option** button on the toolbar. You may, for example, have a read receipt set for the current message only or can change the priority of that message only.



On first accessing the compose session options either through the **Option** button or **Compose/Options menu**, it will have the defaults as set out under **Compose/Edit/Options**.

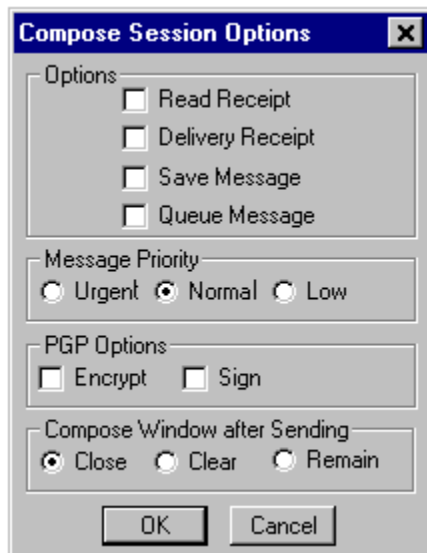


Figure 41 Compose Session Options Window

More:

[Read Receipt](#)

[Delivery Receipt](#)

[Saving the Outgoing Message](#)

[Queue Message](#)

[Message Priority](#)

[Disposition of Compose Window](#)

Read Receipt

By selecting **Read Receipt** from the **Compose/Options menu** you will be informed of the date and time when the addressee has opened this particular message. If you frequently require read receipts for messages you send a default can be set under the **Tools/Options/Edit menu** in **Compose**. It is not recommended that you set this default if your mail list is extremely large, since you would receive a receipt for each individual you mail. Please see [Compose Options](#) for more information on read receipts.

Delivery Receipt

By selecting ***Delivery Receipt*** from the ***Compose/Options menu***, you will be informed of the date and time when the mail was successfully delivered to the addressee. You can choose to have this feature as a default by setting it in ***Compose*** under the ***Options/Edit menu***. Again, using this is not recommended if you have large mail lists. Please see [Compose Options](#) for more information on delivery receipts.

You are not guaranteed that the recipient's system is capable of returning information regarding the status of messages received by them.

Saving the Outgoing Message

Simeon Mail has the ability to keep copies of sent messages in much the same way as paper copies are kept in a file. However, to retain a mail message, a folder must be specified and created for the purpose of retaining these messages. A default folder name of *sentmail* has been specified under the **Options/Compose** from the **Tools menu**. For information on changing the *sentmail* folder location please see [Compose Options](#).

When **Save Message** is selected under the **Compose/Options menu**, the outgoing message will be saved to the folder you have specified in **Compose** also under the **Options/Edit menu**. This *sentmail* folder may contain [message groups](#) to allow you to organize your saved mail.

Your *sentmail* folder can grow very large in a short time frame if you are saving all outgoing messages. Therefore, you should periodically clean old and unwanted messages from the *sentmail* folder.

Queue Message

An option that is particularly useful when you are not connected to your network server is the ability to write and store messages for sending at a later time. Simeon Mail has this ability to keep a message or number of messages in a predefined folder until you wish them to be sent. A default folder called *outbox* has been created in the *Local Folders Message service* for messages that have been queued for sending at a later time. The location of the *outbox* should be on a local Message service (i.e. stored on your hard drive) since it is assumed that this feature would be used when you are disconnected from your network. If you wish to change the default location please see [Send Options](#).

If you would like to use this feature for only a select few messages the option can be toggled for individual messages in *Options* under the *Compose menu*. Messages that are to be mailed at a later time are toggled as queued by selecting *Queue Message* from the *Compose/Options menu* when in the compose session. When you press the *Send* button or select *Send* from the *Compose menu* the message will be directed to your *outbox* folder.

This function can be used when you are connected to a network, but remember that the folder that will retain these messages must still be specified in a local Message service.

More:

[Sending Queued Mail](#)

Sending Queued Mail

Once you have reconnected to your network the mail stored in outbox can be sent at anytime by selecting ***Send Queued Messages Now*** from the ***Compose menu***.

Message Priority

Simeon Mail provides you with the ability to indicate the urgency of all mail sent to the person receiving your mail. The pre-set default for message priority is normal, which produces a black colored *priority header* in the message group. To modify the priority of an individual message, simply select the desired priority from the **Compose/Options menu** while composing the message. The priority may be changed to either urgent (usually red text), normal (usually black text), or low (usually green text) priority.

To change the pre-defined default select **Compose** under the **Tools/Options/Edit menu** and choose a preferred default priority. For a full explanation on changing the default priority please refer to [Compose Options](#). If you wish to modify the colors of each of the priority levels please see [Font Options](#).

Disposition of Compose Window

The three options related to the disposition of the Compose window after a message has been sent are: **Close after Send**, **Clear after Send**, and **Remain after Send**. To set one of these options for an individual message, look under the **Compose/Options menu** and click on the desired option. If you prefer to set one of these options as a default, please see Compose Options. Below is a brief description of the function of each option:

Close After Send: This option will close the Compose window after the **Send** button has been selected.

Clear After Send: Selecting this option will clear the Compose window of the current message after clicking on **Send** leaving the actual Compose window on your screen ready for another message.

Remain after Send: This option will leave the Compose window intact with the current sent message still visible in the window. This feature can be useful if you will be mailing a similar message to a number of recipients.

Edit With...

You may choose to use a different editor, such as Microsoft Word or Notepad, rather than the one provided by Simeon Mail. If this is the case, take the following steps:

1. With a Compose window open, select ***Edit With..*** from the ***Compose menu*** and navigate to the editor you wish to use (e.g. Microsoft Word). This will bring up the chosen editor, allowing you to compose the message.
2. When you have finished, exit the editor and confirm that you wish the file to be saved to the temporary filename given upon exit. Remember that the file is to be saved as text only since special formatting codes specific to that editor will not be available in the Compose window.
3. Fill in the envelope section of the Compose window and click on **Send** to include the temporary file in the outgoing message.

If you have already started composing a message in the Compose window before selecting an editor, that portion of the message will automatically be included in the editor window.

Sending Mail Outside of Simeon Mail

Another feature, similar to using an external editor, is the ability to send a message from any Microsoft software that has a "Send" option. To use this feature, simply compose a message and select the **Send** menu option; normally this option will be located under the **File menu**. Your message will then be an attachment to a Compose window in Simeon Mail. Filling out the envelope section and clicking the **Send** button will complete the mailing process.

If a full workstation installation has been done you will not need to make any changes. However, if you are running Simeon Mail over the network, in order to access this feature certain changes must be made to your `win.ini` file. As well, certain files must be copied from the Simeon Mail application directory to your `c:\windows` directory.

More:

[Editing the win.ini File](#)

[Copying Files](#)

Editing the win.ini File

In order for outside send to work, your win.ini file must be edited to include the following lines:

```
[Mail]
MAPI=1
MAPIX=0
[SIMEON]
PATH=c:\fullpathname\toSimeonExecutable
WORKDIR=c:\workingdirectory\onlocaldrive
```

Copying Files

If you have done a full workstation installation and have selected **MAPI** as part of the installation package, no files will need to be copied to your workstation. If, however, you are on a network and have set up your own Program Group you will need to copy certain files to your workstation. These files will reside somewhere on your network in the Simeon application directory.

More:

[Simeon 16 bit Version](#)

[Simeon for Windows 95](#)

[Simeon for WindowsNT](#)

Simeon 16 bit Version

If you are running a 16 bit version of Simeon you will need to copy a file called `mapi.dll` from the Simeon application directory to your `c:\windows\system` directory.

Simeon for Windows 95

If you are running Simeon Mail for Windows 95 you will need to copy two files, `mapi.dll` and `mapi32.dll` from the Simeon application directory to your `c:\windows\system` directory.

Simeon for WindowsNT

If you are running Simeon Mail for WindowsNT you will need to copy two files, `mapi.dll` and `mapi32.dll` from the Simeon Application directory to `c:\winnt35\system32`.

Replying to a Message

It is often necessary to reply to mail messages. Using the reply facility in Simeon Mail will make replying to these messages easier. For instance, the name of the person who originally sent the email is automatically entered in the *To:* field. As well, users have the option of replying to all recipients of the original mail or to the sender only.



To reply to a message, click on the **Reply** button in the toolbar or select **Reply** from the **Message menu**.

Once **Reply** has been selected Simeon Mail will ask you to choose whether the reply is sent to just the sender or all recipients of the message. If you prefer one of the options or do not wish to be prompted for every reply you make, the default setting can be accessed under the **Tools/Options/Edit menu** in the Reply window. Once this selection has been made or if you have set the **Reply** options default, the following window will appear on your computer.

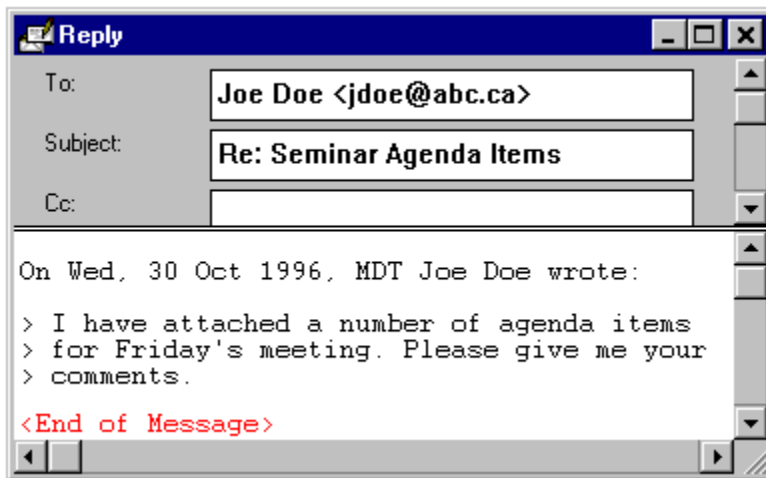


Figure 42 Reply Window

Simeon Mail inserts the appropriate information in the *To*, *Subject* and *Cc* boxes. Assuming that you have chosen to include the original text in the reply, Simeon Mail then inserts the original message in the Message Text window.

Once the text has been inserted you have an option of what to do with the included message. In some cases, you may want the message to remain intact with a specific reply at the top or bottom of the message. In some cases you may wish to annotate portions of the message, giving your responses to questions or issues within the body of the included message. Do not be afraid to delete sections of the original text. Not everything included in the original message will be applicable to your reply. Since each line of the original message is preceded by the symbol selected through the **Tools/Options/Edit/Reply** window, your message will be easily discernible from the original. Remember that all messages replied to will have an "R" next to the opened envelope or box icon in your Message Organizer.

Attachments are not included in the Message Text window. Only that portion of the message that is *plain text* will be included. In order to include the original attachment in the Reply message it must first be saved to a file and then re-attached.

For a more detailed explanation of the reply options please see [Reply Options](#).

Forwarding a Message

It may be necessary to forward received messages to other people. Messages may be forwarded to anyone with an email address.



To forward a message select the appropriate message from within the message group and then the **Fwd** button or **Forward** from the **Message menu**. The following Forward window will appear on your computer:

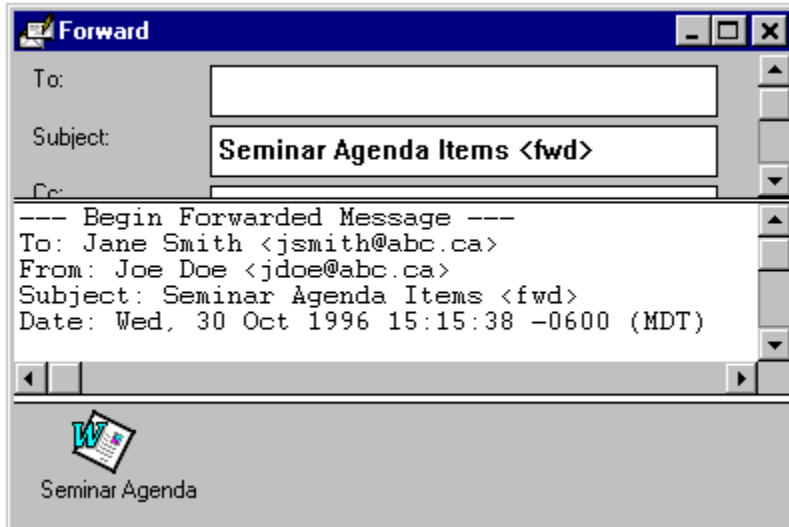


Figure 43 Forward Window

The subject line is automatically inserted from the original message with a <fwd> designation. It will be necessary to complete the remainder of the envelope section. The original message with the original envelope information will be included in the Message Text section. The message may be modified as necessary or personal comments may be added. Forwarded mail will include all of the original attachments.

Introduction

Simeon Mail can move or copy a message or group of messages in a number of different ways. This is accomplished either through drag and drop or the menu system. Messages can be moved or copied to other folders or message services as:

- a single message or block of messages from one folder to another within the same message service;
- a single message or block of messages from one folder to another within a different message service;
- a message group so that the messages contained in the message group become part of another folder in the same message service;
- a message group so that the messages contained in the message group become part of another folder in a different message service;
- a folder so that it becomes a sub-folder of another within the same folder;
- a folder so that it may reside in a different message service.

Some of the ways this can be useful are:

1. If working offline it enables you to move the contents of a pertinent folder to a message service stored locally on your C:\ drive then return it to the original network message service when reconnected.
2. It allows you to organize your messages by moving folders so they become sub-folders thereby creating a folder hierarchy.
3. The messages contained in a message group can be moved or copied to another folder. This is very useful for collecting messages in your *inbox* folder and moving them to another folder for archival purposes.

Parent and Child Objects

Quite simply a parent object is any object which contains another object within it; the child is that other object contained therein. For instance, any sub-folder is considered a child of its immediately containing folder (called the parent); any message group is considered a child of its containing folder and any message is considered a child of its containing message group (or folder if message groups are not being viewed).

How the Move/Copy is Done

When Simeon Mail gets the command to move or copy an object from one location to another it looks to the source and destination to determine if this type of move or copy is allowed. For instance, moving a message from one message group to another within the same folder is not allowed since the sorting criteria used for message groups within that folder will take precedence over the move. However, moving a message from a message group in one folder to another folder will work. Below is a table that helps explain the relationship between the source object and the destination.

Source	Destination			
	Folder	Message Group	Message	<u>Message Service</u>
Folder	will become a sub-folder	will copy/move to parent folder	will copy/move to parent folder	will copy/move as child folder within message service
Message Group (messages only)	will be contained in folder *	will be contained in parent folder *	will be contained in parent folder*	N/A
Message(s)	will be contained in folder *	will be contained in parent folder *	will be contained in parent folder*	N/A
Search Folder (selected messages)	will be contained in folder	will be contained in parent folder	will be contained in parent folder	N/A

*** Note** In these cases the destination folder cannot be the same folder as the object's source folder.

Moving and Copying Search Folders

A search folder cannot be selected and moved or copied. The individual messages or the entire group of messages within the search folder must first be selected then the copy and move functions will become available. Moving or copying the contents of a search folder acts in the same manner as moving or copying messages.

General Move Rules

A move is accomplished by selecting one or more objects and either using drag and drop to move them to their new location, the **Move** button on the toolbar or the appropriate menu item.

More:

[Moving Objects using Drag and Drop](#)

[Moving Objects Using the Menu](#)

Moving Objects using Drag and Drop

To move any object from one location to another using drag and drop:

1. Select the object.
2. Drag the object over the desired destination and release the mouse button.

Note Additional objects may be selected using the CTRL key or a block of objects selected using the SHIFT key.

Moving Objects Using the Menu

You may also move an object to another location by using the menu system. The menu item depends on the object selected.

Object Selected	Menu Item
Message	<i>Message/Move to Folder</i>
Folder	<i>Folder/Move to Folder</i> or <i>Folder/Move to <u>Message Service</u></i>



You may also move an by selecting the object or objects and clicking on the **Move** button on the toolbar.

General Copy Rules

A copy is accomplished by selecting one or more objects and either using drag and drop to copy them to their new location or the appropriate menu item.

More:

[Copying Objects using Drag and Drop](#)

[Copying Objects Using the Menu](#)

Copying Objects using Drag and Drop

To copy any object from one location to another using drag and drop:

1. Select the object with the CTRL key depressed, keeping both the mouse button and the CTRL key depressed.
2. Drag the object over the desired destination and release both the CTRL key and the mouse button.

Note Additional objects may be selected using the CTRL key or a block of objects selected using the SHIFT key. Remember that the CTRL key must be pressed before the drag and drop is started.

Copying Objects Using the Menu

You may also copy an object to another location by using the menu system. The menu item depends on the object selected.

Object Selected	Menu Item
Message	<i>Message/Copy to Folder</i>
Folder	<i>Folder/Copy to Folder</i> or <i>Folder/Copy to <u>Message Service</u></i>

Move and Copy Cursors

During a drag and drop move or copy, Simeon's cursors will let you know what action is taking place and whether the target is valid.



Indicates a drag and drop that will copy the selected objects. The cursor illustrated here shows a message being copied. The cursor will change depending on the object being moved and will show folders, messages with attachments and groups of messages.



This cursor indicates that the drag and drop action is to move the selected objects. Again, the cursor will change to either folders, messages with attachments or groups of messages depending on the object selected.



Invalid "drop" locations are indicated by a circle with a line through it.

Note You may not drag and drop messages between message groups located in the same folder. This is because the messages will remain organized in the manner dictated by the setup in each message group.

Introduction

PGP, or Pretty Good Privacy, allows you to send and receive private email. You may already think that your email is completely private but that may not be. Any information sent over the Internet, through email and from bulletin board services has the potential of being read by others. We can't do much about the bulletin board services or the World Wide Web but we can make your email more secure.

For the most part no one has to worry about their email being read. Let's face it, email isn't that interesting except for those actually carrying on the email conversation, called a "thread". There are exceptions to every rule. If you are confirming a salary increase both parties would like privacy; if you are closing a big sales contract both parties would like privacy. The list goes on.

This section is not designed to lead you through a PGP installation or view the contents of your key ring. It will show you how to create your own public and private keys, share your public key, add other user's public keys to your key ring and send and receive PGP encrypted mail through the Simeon Mail interface.

If you would like further information on PGP, ways of obtain a copy of PGP please search the World Wide Web. We suggest you start here:

http://www.yahoo.co.uk/Computers_and_Internet/Security_and_Encryption/PGP__Pretty_Good_Privacy/ or <http://www.pgp.com>

Remember PGP is a DOS application and must abide by the rules of DOS. When installing PGP please note that due to these restrictions it must be at the root of your C: drive. In addition, on Windows 95 or NT installations, neither PGP nor Simeon can reside in the default location directory Program Files.

PGP Capabilities

PGP will not only ensure that the mail sent and received is not read by others but that it really is from the sender as stated in the message. To do this, PGP uses a form of public key cryptography. It uses a two-key system; a public key and a private key. The public key is distributed publicly to your fellow email correspondents while the private key is kept by you to decrypt any PGP encrypted mail received. Encryption can be used on the message itself or on the signature (used to verify authorship) or both. PGP does not make any guarantees as to the authenticity of any public key received.

Note When you are using PGP within Simeon Mail you will be accessing a DOS window within which PGP will ask for certain information. Due to the variety of PGP products and versions available it is difficult to cover all possibilities.

More:

[Generating Your PGP Key](#)

[Publishing Your PGP Key](#)

[Capturing Another User's Public Key](#)

[PGP Sending Options](#)

[Decrypting Received Messages](#)

Generating Your PGP Key

To generate your own public/private key combination select **PGP/Generate Public/Private Key** from the **Tools menu**. This will open a DOS window and guide you through the steps to generate your key combination. It is suggested that you use option 3, military security, to generate your key (military security uses an extremely high level encryption algorithm and is considered the most secure). After you have run through the steps to generate your keys you should now publish your public key by sending it to those individuals to whom you will be corresponding using PGP encrypted mail.

Publishing Your PGP Key

Selecting **Publish Public Key** from the **Tools/PGP menu** will place your public key into a compose window. Address the message and click on **Send** and the recipient will then be able to capture your key. The Compose window may resemble:

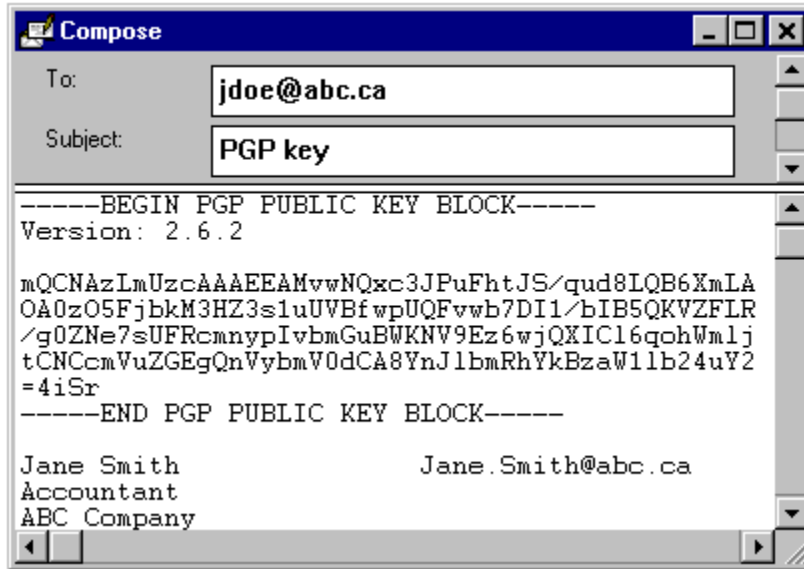


Figure 44 Publishing Public Key Window

Note: You may add any message to the Compose window as long as it appears before or after the public key block.

Capturing Another User's Public Key

When you receive another user's public key open the mail message and go to **Tools/PGP/Capture Public Key**. PGP will ask you to verify the public key and will then add it to your keyring.

PGP Sending Options

Two sending options exist with PGP: sending encrypted messages or digitally signing your outgoing messages. Both of these options are available only in a compose situation either through the **Compose/Options menu** or the **Option** button on the toolbar. When sending any message using PGP you may use either one or both of these options.

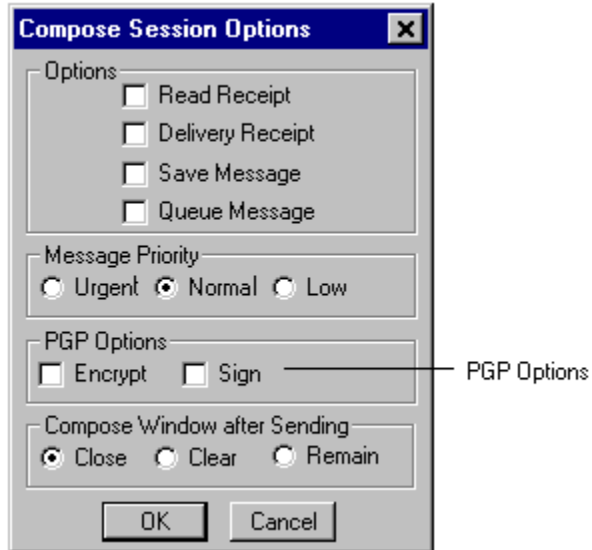


Figure 45 Compose Options for PGP

Decrypting Received Messages

Received PGP encrypted messages will resemble the following:

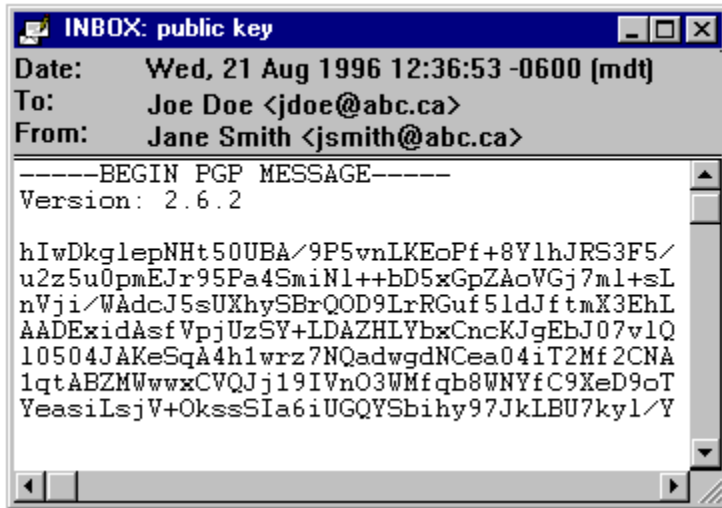


Figure 46 PGP Encrypted Message

The options to decrypt PGP encrypted messages are all available through the **Tools/PGP menu** and are:

1. **Decrypt:** this will decrypt the message and put it in a viewer window. Messages will need to be decrypted each time they are viewed. As well, messages cannot be saved to file decrypted.
2. **Verify Signature:** this option will verify that the signature contained in the email message is authentic. Authenticity is only determined against the public key signature already received from that individual. This feature only applies to digitally signed messages.

Introduction

Simeon Mail has the ability to search through any number of folders for specific messages sent or received by you. Searching is an extremely powerful tool to retrieve messages meeting a certain criteria and bundle them into a central location for review or action.

Searches can be used to plan for offline work, collect messages regarding a certain subject matter, from a specific person or during a specific time frame. They can be general (all messages received from "Joe") or very specific (all messages received from "Joe" regarding the "budget" since "December 15, 1996").

Types of Searches

Quick Search and Advanced Search: both are the same. Each takes a one or more folders and searches the messages contained in that folder for a match. Each creates a search folder containing all messages that meet the criteria. The difference is the ease. Quick searches supply a template to choose your search criteria; Advanced searches allow for a powerful way to build more complicated searches.

Quick Search

The quick search facility allows you to search for a specific phrase using a pre-designed form for ease of use. It is designed to give you a general base to start the search process.



After selecting the folders to search, clicking on the **Srch** button or selecting **Search** from the **File/New menu** allows you to define your quick search.

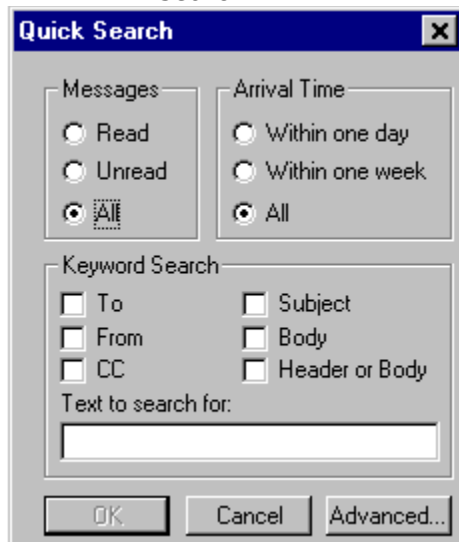


Figure 47 Quick Search Window

The quick search window has three main areas which are described below:

Messages: The Messages section tells Simeon Mail what type of message to search through. The options are read messages, unread messages or all messages in your selected folders.

Arrival Time: This section determines the dates of the messages you wish to search through. The options are: Within one day of search time, Within one week of search time or All messages in the selected folders.

Keyword Search: In this section check the various parts of the messages you want to search and input the text string you wish to search.

More:

[Search Example](#)

Search Example

The following examples show how a search is constructed and how the results of that search will be displayed:

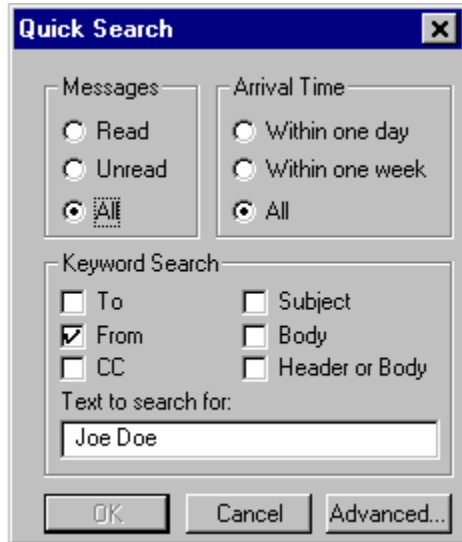


Figure 48 Quick Search Example

The quick search example above requested all messages from Joe Doe that have been received within the last week to be located and isolated for review.

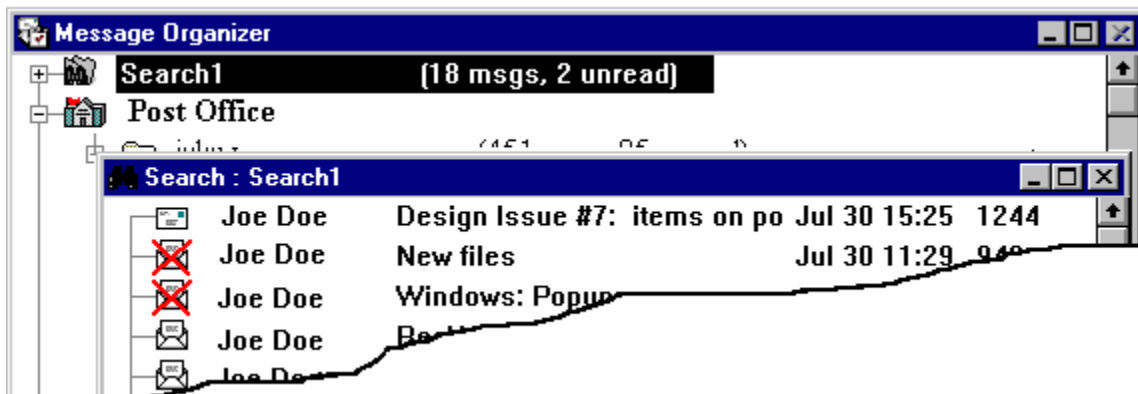


Figure 49 Quick Search Results

Rule Upon selecting a folder for a quick search please remember that any sub-folder will not be searched for message matches. A quick search will only search messages in a selected folder, not the hierarchy.

What Happens to the Messages Found?

When a search is performed, whether a quick search or advanced, a search folder is created in your Message Organizer. This search folder contains the original message. It does not contain a copy of the message that resided in the folders that were searched. Anything you do to a message in a search folder will affect your mailbox.

All messages in your *Post Office message service* are stored on a server somewhere on your network. This is called the message store. Simeon Mail does not copy messages it finds through searches into a search folder; rather it isolates these messages for your viewing convenience.

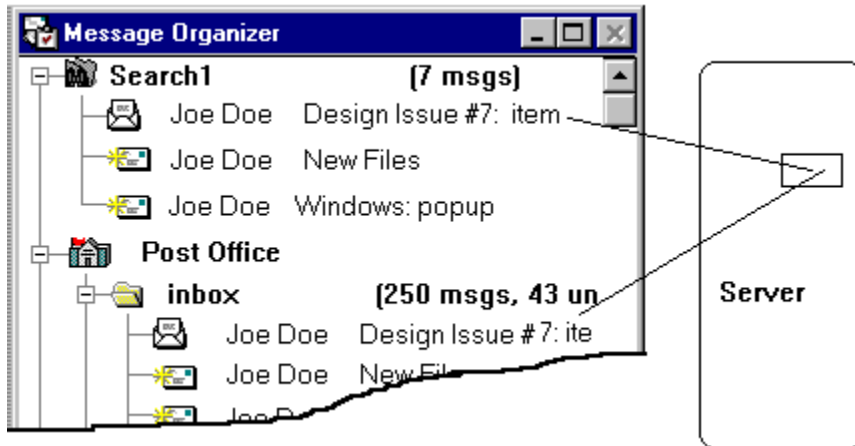


Figure 50 Relationship of Search Messages

More:

[Rules About the Disposition of the Messages Found](#)

Rules About the Disposition of the Messages Found

As mentioned, the messages found in a search folder are simply an additional pointer to the original message residing in your message store. Because of this certain rules apply to the messages in search folders that affect their folders of origin:

- deleting messages from a search folder will also mark those messages deleted in the originating folder;
- cleaning a search folder will also clean all messages marked for deletion in the originating folders regardless of whether they reside in the search folder;
- you cannot move or copy messages into a search folder;
- you will not be able to move or copy the search folders. You must first select the appropriate messages within the search folder then either move or copy.

Advanced Searching

While the quick search will give you an easy, fast way of accessing very specific messages in your folders, an advanced search will give you even more control on the type of messages you want to retrieve.

Advanced searches have the flexibility to look for messages before, after or during specified dates, messages with special status and priority, messages that follow a specific subject matter or all of the above, just to name a few.

Beginning an Advanced Search

Before we get into actually constructing an advanced search there are a few steps to follow, some rules to keep in mind and some planning to do. It sound a lot more complicated than it actually is but you must remember, advanced searching is an extremely powerful tool. It is entirely possible that you have several hundred messages in your folders, both local and remote, and want to search for a specific subject thread. Something like looking for a needle in a haystack. If you remember to plan a little you'll have no trouble:

- What folders are relevant to my search?
- Do I need to search in other message services as well?
- What type of message am I looking for? what time frame? who are the authors or recipients involved? what is the subject matter?

Chances are you already know the answers to these questions—it just doesn't hurt to be reminded.

Building an Advanced Search

Once you have decided what you need to search the time has come to build the advanced search.

The first thing to do is select the folders that you will be searching. These folders may be in any message service to which you have access, either local or remote. After the folders have been selected choose **Search** from the **File/New menu** or click the **Srch** button on the toolbar to access quick search window. Next click the **Advanced** button to obtain the following search properties window:

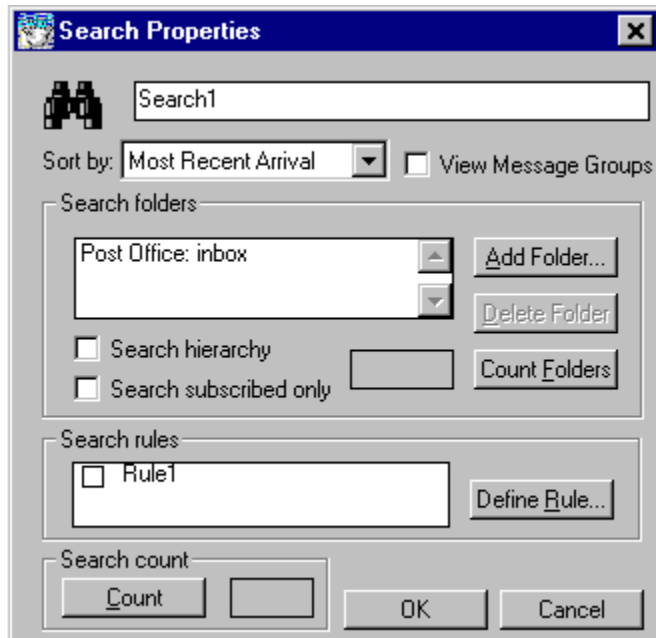


Figure 51 Search Properties Window

The Search Properties window is the first step to defining a search. It allows you to name the search, choose the sort order, decide if you want to view message groups within your search results, add or delete folders to be searched, count the number of folders that will be searched and choose existing search rules or define additional search rules. Last comes the "sanity check": you are able to select the search rules and do a pre-search count to determine the number of messages that would be retrieved if the search had actually been performed.

Naming the Search: searches can have any name you choose. If you leave the search with the default name *Search#*, that search will be temporary and deleted upon exiting Simeon Mail. Only the search will be deleted, the messages will remain in their original folders.

Sort by: Similar to the sorting used for folders and message groups, the **Sort by** box allows you to sort your search by date received or sent in either ascending or descending order, or sort on the From or Subject field.

View message groups: Like folders, search results can contain message groups. Initially, the search result will only contain the *Main* and *Deleted* message groups, however, additional message groups can be added. For more information on creating a message group please refer to Creating a Message Group.

Search Folders: This field will list the folder(s) that you have initially decided to search. You can

add or delete folders using the respective **Add Folder** and **Delete Folder** buttons. If you have selected **Search Hierarchy** all sub-folders will also be searched and you will not need to select each one individually.

Search Hierarchy: Selecting this option tells Simeon Mail to search the hierarchy of the folders listed. In other words, all sub-folders of the named folder will also be searched for messages matching the search criteria.

Search Subscribed Only: If you have selected a main folder that has subscribed and unsubscribed sub-folders, only those folders to which you have subscribed will be searched.

Count Folders: Click on this button to count the number of folders that will be searched. It is very easy to choose three folders only to find out that they contain 250 sub-folders between them. Since there is a limitation of 40 folders that have a connection at any one time, and Simeon must open a connection to the folder in order to search its contents, it is important to know how many folders you'll be searching. If a folder contains no messages meeting the search criteria that connection will be closed and will not be counted as one of the 40 available connections.

Search Rules: The Search Rule area is the area that actually defines what you are looking for. In this section you can choose to search using one or more of the existing rules, or use the **Define Rule** button to create new rules or modify existing rules.

Search Count: If you want to run a test of your search click on the **Count** button. Simeon will let you know how many messages will be identified using the existing search rules. Depending on the answer, you can then narrow or expand your search or click **OK** to proceed to collect the messages.

Note The search count feature is not necessarily a time saver as Simeon Mail must actually perform the search in order to give you the results.

Defining a Search Rule

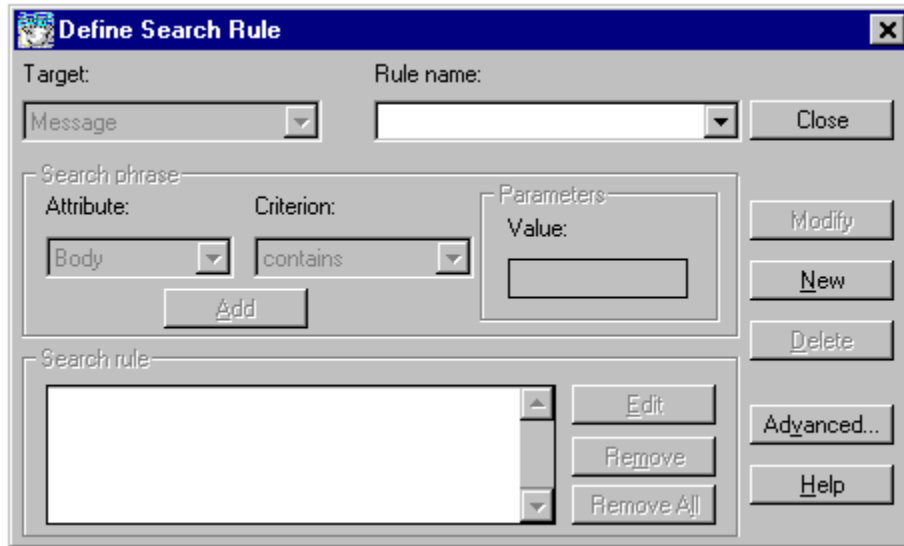


Figure 52 Define Search Rule Window

Target

The target is an object you are looking for. In the case of advanced searches, the object or target is a message.

Rule Name

The name given to a specific search rule. On clicking on the **New** button, the rule name will be set out as *Rule#*. You may rename the rule name to better reflect the context of the search to be performed.

Search Phrase

The search phrase consists of an attribute and possibly criterion and one or more parameters.
One or more search phrases comprise a search rule.

Attribute

Attributes consist of a predefined list of possible search areas that act as the basis for creating search phrases. Attributes may act with or without criterion.

Criterion

Criterion is a list of predefined standards that determine how an attribute is used. For example, an Attribute of "send date" may have a criterion of "after". All criterion require a parameters. However, not all attributes require criterion.

Parameters

Parameters are the boundaries specified for qualifying an attribute and criterion. Parameters may be dates, word strings, etc. and will change depending on the criterion chosen.

Search Rule

The search rule box contains the list of search phrases that comprise the rule. Each phrase may be edited or removed from the search rule or all phrases may be removed from the search rule box.

Edit

Selecting a specific search phrase from the list and clicking **Edit** will place it back in the Search Phrase portion of the window allowing you to modify the contents of that search phrase. Click on **Add** when the changes are made to place it back in the Search Phrase box.

Remove and Remove All

These buttons will either remove the selected search phrase from the list or, in the case of **Remove All**, delete all the search phrases from the Search Phrase box.

Modify

If a name has been specified in the Rule Name box then you can click on the **Modify** button. This will activate this search rule allowing you to edit, add or remove individual phrases or remove all phrases for this search rule. It will also activate the **Delete** button so you can delete this search rule.

Advanced

The **Advanced** button allows you more sophisticated searching capabilities using the IMAP language.

Note: Once a search has been executed it will not be updated automatically as new mail arrives. As new messages arrive in your folder rebuild the search so your search folder is up to date.

Rules about Search Rules

To understand more about search rules here are few rules about what they are and what they are capable of:

- There are quick rules and advanced rules.
- Rules may be temporary or permanent.
- Changing the rule name from that assigned by Simeon changes the status from temporary to permanent.
- Rules may be shared between folders and other searches.
- Rules are made up of one or more phrases. Each phrase is joined by AND. In other words each phrase in a rule must be met to collect the message.

Permanent and Temporary Searches

Initially all searches created are temporary. That is to say, upon exiting Simeon Mail the messages remaining in a search folder upon logging out stay in their original folders and the search folder is deleted. Temporary searches will be named *Search#*.

To make a search permanent:

1. select the search;
2. click on the **Info** button or choose **Properties** from the **File menu**;
3. in the name field select the existing name, *Search#*, and replace it with a new name.

Deleting a Search

Search folders can be deleted in the same manner as any other object by either choosing **Delete** from the **File menu** or the **Del** button on the toolbar. Deleting a search folder gives you three choices. You may either:

- delete the search (this will keep all messages in their originating folders);
- delete the messages contained in the search (this will mark them for deletion in their originating folders); or
- cancel the operation (leave the search and messages intact).

Managing your Folders through Searching

It is possible to filter the messages viewed in any folder through the search facility available in Simeon Mail.

More:

[Filtering the inbox Folder \(example\)](#)

[Defining a Search Rule](#)

Filtering the inbox Folder (example)

Typically your *inbox* folder should be lean. Any messages worth keeping should be moved to another folder either in your *Post Office message service* or *Local Folders* message service. Sometimes that isn't possible or desirable. When this is the case you can set up your *inbox* folder to only retrieve certain messages.

First, your folder properties window should have the **Selected** radio button checked and resemble the following:



Figure 53 inbox Folder Properties Window

Hint Any folder in your Message Organizer, whether local or remote, can be managed by attaching search criteria. Any time you wish to view all messages in the folder simply ensure that the **All** radio button is selected.

Defining a Search Rule

In this example for filtering the *inbox* folder, once the **Selected** radio button is chosen the **Search Rules** box is available and you may define your search. This process is much the same as in [Defining a Search Rule](#). The exception is that in our example only messages from a certain time period will be retrieved. These messages may be those with the **new** flag (those messages received since the last time you accessed your *inbox*) or the **recent** flag (messages with the **new** flag and those messages added to your *inbox* the last time you accessed mail). Alternatively, you may also set a specific date, say messages received within the last week. If you set a search using this criteria you should change the date at least weekly.

The following window shows a search rule built based on retrieving messages with the **recent** flag. Notice that the search has been named so that it will not be deleted upon exiting Simeon Mail.

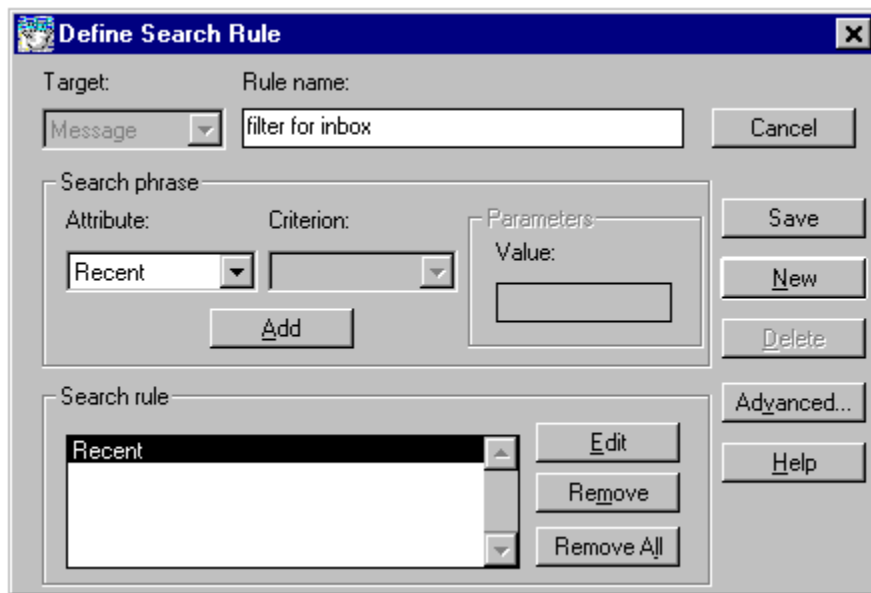


Figure 54 Sample inbox Filter

Note If you clean messages from a folder that has a search attached you will not only clean messages currently in the *Delete* message group but also all messages that are marked as deleted but are not being displayed in your folder due to the nature of your search. This is because the Simeon Mail still has access to all messages on your server you have just opted to display certain messages.

Commonalities between Search Folders and Mail Folders

Search folders and mail folders have much in common. They both:

- contain messages,
- may contain message groups,
- have a specified sort order,
- share search rules,
- share common operations such as viewing, deleting, moving and cleaning mail.

The difference is how dynamic a folder is compared to a search. In order for a folder to update all that is necessary is that new mail is received. A search, however, must be re-executed in order for any new mail being received to be filtered into that search.

Introduction

Simeon session management is an extremely powerful tool used to manage any situation you may encounter with Simeon Mail. Session management allows you to process mail without necessarily having access to your message store. Generally, session management is required if you work on a laptop from various locations. You may be in the office, at home, in an airport or hotel.

All in all the session management gives you the opportunity to work from anywhere, at anytime, with any configuration.

Session Management Definitions

Online vs. offline; configuration specifications vs. configuration options. These are the terms that make session management work.

Configuration Options is the set of user options as defined under *Tools/Options/Edit*. These options provide individual users with a personalized workspace.

Configuration Specifications are set out in the `simeon.ini` file located in your Simeon Mail working directory. This file sets out whether your default login is IMSP or local .tcl, and records the name of each configuration option set you have stored for access during login using the Session Manager.

Offline refers to limited access to Simeon Mail's capabilities. Offline allows you to process your mail rather than have full access. Any email that you have collected and stored locally on your hard drive will be available to process—read, reply to, forward, send.

Online refers to Simeon Mail sessions where you are connected to your network and have full access to all configuration specifications, your full message store and all of Simeon Mail's capabilities.

Session Manager is the system used to access the various configuration options created for online or offline access.

Accessing Different Configurations of Simeon

The first time you access Simeon Mail you will be asked a few questions regarding your mail environment. These questions deal with who you are and what hosts you will be accessing for your mail and address books. With the exception of your identity, your System Administrator will usually provide the host names for you or complete this information beforehand. Once this setup procedure is completed it will act as your default. Every time you log into Simeon Mail this configuration will be your setup. However, with the advent of home computers and laptops you may not have access to or want to access the same configuration each time.

Configuration Storage

Local or Remote? What's the difference? Simeon Mail can store your configuration anywhere; in any location on your hard drive (local), in a specific location anywhere on the network (local or remote) or on a specific mailhost (remote). Not only can Simeon Mail store your configuration in these locations, the Session Manager allows Simeon Mail to store numerous different configurations in each location. The number of different configurations depends on your needs.

Command Line Arguments

Simeon Mail's command line arguments start Simeon in a predefined operational mode. They can make Simeon Mail easier to use.

More:

-r remote_host

-n remote_tcp_port

-f config_file

-u userid -p password

-m mandatory_remote

-s (suppress)

-c connection_mode

-r remote_host

simeon [-r remote_host]

The *-r remote_host* argument (where *remote_host* is the hostname of the server where user configuration options reside) directs Simeon Mail to load the configuration options resident on the specified remote host. If Simeon cannot connect to this host look for the default configuration file in your working directory, usually called *default.tcl*. If this file does not exist Simeon Mail will use its startup mode to configure a new environment.

-n remote_tcp_port

simeon [-n remote_tcp_port]

The *-n remote_tcp_port* argument (where *remote_tcp_port* is the port number of the remote configuration options server) directs Simeon Mail to read from this port number rather than the default port of 406. If a configuration options file does not exist on this alternate IMSP service, Simeon Mail will look for the configuration options in your working directory, usually called *default.tcl*. If this file does not exist Simeon Mail will use its startup mode to configure a new environment.

-f config_file

simeon [-f config_file]

The *-f config_file* (where *config_file* is the name of your configuration options file) variable will direct Simeon Mail to look in a specific location on your network for your configuration options. It is recommended that the path to this file be absolute (e.g.: `c:\simeon\work.tcl` rather than just `work.tcl`).

-u userid -p password

simeon [-u userid] [-p password]

The *-u userid* and *-p password* (where *userid* is the name of the user and *password* that you will login as) will log on to Simeon Mail the specified name and password. This is a time-saving device generally used to bypass the initial login screen. For security reasons it is not recommended.

-m mandatory remote

simeon [-m mandatory_remote]

The *-m* will force Simeon Mail to connect to a remote IMSP configured server. If a server cannot be found to access configuration options, Simeon Mail will exit.

-s (suppress)

simeon [-s suppress]

The -s will suppress the loading of your desktop configurations. This can be helpful if you would like to start with a generic desktop and modify it to suit your present needs.

-c connection_mode

simeon.exe -c d [disconnected] directs Simeon Mail to operate in offline mode. Used when you cannot or do not want to connect to your network.

simeon.exe -c c [connected] directs Simeon Mail to operate in online mode. Used when you can contact your network.

Configuration Load Order

Simeon Mail determines your configuration needs based on the command it is given. First, Simeon Mail looks for a command line argument. If Simeon Mail finds no command line argument, it will go directly to the `simeon.ini` file found on your hard drive in the Simeon Mail working directory to determine which configuration file is used as the default startup configuration. This configuration file may be either local or remote.

Loading Configurations with the Session Manager

-c prompt_connection

Accessing the Session Manager

-c prompt_connection

simeon [-c prompt_connection]

This command line argument is probably the most powerful. It will modify the Simeon desktop to represent operations in offline or online mode and allow you to load any one of your configurations on startup.

simeon.exe -c p causes Simeon Mail to prompt for the operational mode you prefer. You can select between online or offline mode and choose the configuration options file that will be loaded on startup. You will be prompted with the following window:

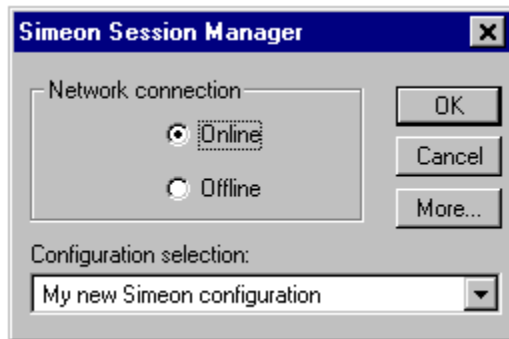


Figure 55 *Session Manager Prompt*

From this dialogue you can choose to work online or offline and choose the configuration you wish to load for this session of Simeon Mail. If you require more information on a specific configuration, the **More...** button will provide a screen outlining the parameters of your configuration specification that may be similar to the following:

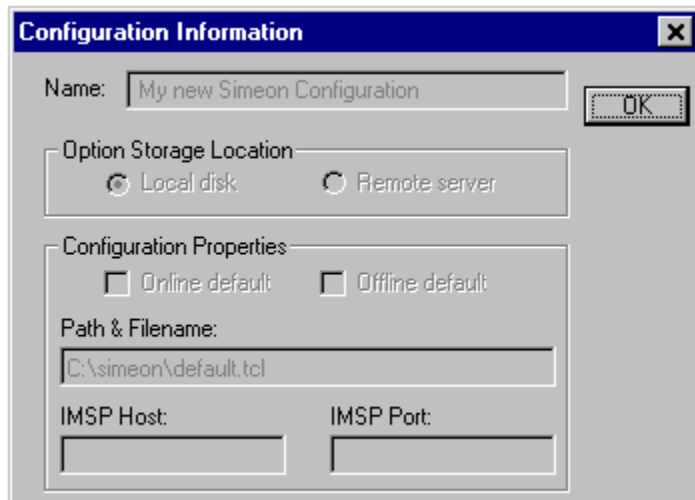


Figure 56 *Configuration Information*

Accessing the Session Manager

Each time you save a new set of configuration options under **Tools/Options/Save As** Simeon Mail will add this to your configuration specifications file, `simeon.ini`, in your working directory for access. You can access these configurations during login or after login by accessing the Session manager under **Tools/Options/Load**.

On Demand Online and Offline

Another way of using Simeon Mail in online or offline mode is through the menu item **Go Online** or **Go Offline** available under the **File menu**. This will change your desktop depending on your choice. Below is a table illustrating what services are available for online and offline:

Function	Offline	Online
Searching	local <u>folders</u> only	all folders
Folders	folders under local message services only	all folders
Public Directory	unavailable	available
Addressbook Organizer	local address books only	all address books
Message Queuing	available	available
Sending Mail	available through queuing	available
Receiving Mail	unavailable	available
Forwarding Mail	available through queuing	available
Replying To Mail	available through queuing	available
Reading Mail	available in local message services only	available

More:

[Using Offline in Online Mode](#)

Using Offline in Online Mode

You've logged in, finished composing a message but for one reason or another cannot send the message now. Perhaps the message must be time stamped after a certain time; perhaps your link to the outside world just disappeared and saving to *drafts* folder is not an option since the message really isn't a draft. In this case you can change your mind using the compose session Options window.

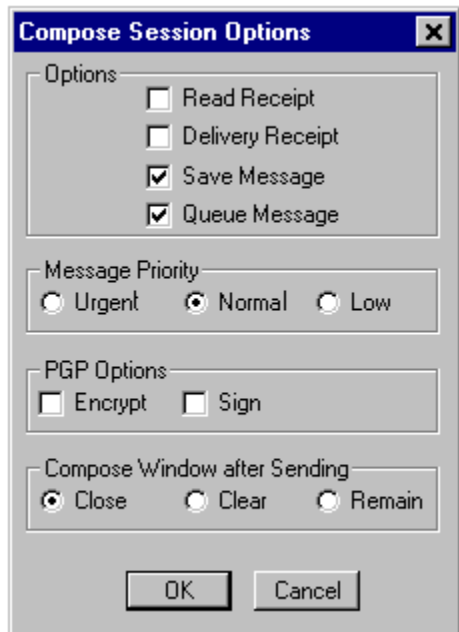


Figure 57 Compose Session Options Window Queuing Message

Select **Queue Message** and click **OK**. After clicking on **Send** your message will be saved to the folder you've designated for saving queued messages, usually *outbox* on your hard drive. Again, the location of the *outbox* folder is determined under **Tools/Options/Edit/Send**.

When you are reconnected to your network you may select **Send Queued Messages Now** from the **Compose menu**. If you have logged the next time you access Simeon Mail in *online* mode it will recognize that there are messages in the *outbox* folder and ask if you wish to send them.

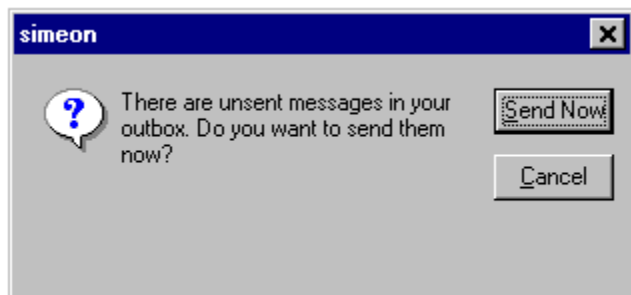


Figure 58 Sending Queued Messages Window

You have the option of sending these messages now or canceling the send and sending through the **Compose/Send Queue Now** menu item at a later time.

Also available is the **Compose/Send Queue Background**. This menu item will send messages

detected in your *outbox* folder using the submission manager. The submission manager works in the background allowing you full access to Simeon Mail. If you have a large number of messages in your *outbox* folder you may wish to use the background method so that you can still read, compose and manipulate your mail.

Introduction

The Addressbook Organizer contains any number of address books each containing a list of names along with the corresponding email addresses of those people to whom you might send mail. But they are not only for email addresses. Address books have the ability to store and retrieve street address information, phone numbers and any number of additional information that is configurable on an individual basis.

Address books may reside on a remote server or on your local hard drive. Your list of address books will not only contain books created and maintained by you but may also contain address books that other users are sharing with you.

Address Books can store the email addresses of individuals either separately or in lists for easier access.

Accessing the Addressbook Organizer



To access the Addressbook Organizer, click on the **Addr** button on the toolbar or select **Open Addressbook Organizer** from the **Address menu**. This will display the following window.

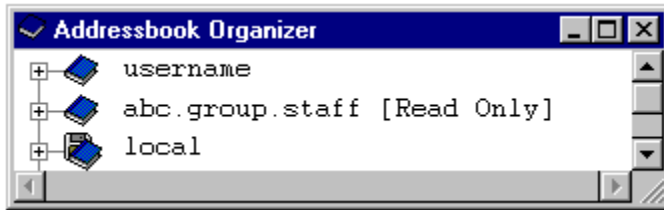


Figure 59 Addressbook Organizer Window

Once the Addressbook Organizer has been accessed, your personal and local address books will appear in the window. The personal book, identified by your user name, gives you access to its contents from any workstation on your network. The local address book is tied to the workstation that it was created on and is called *local*. You may have been given access to other address books by your System Administrator or another individual. These will also appear in the window above.

To expand any address book, click the mouse arrow on the plus sign to the left of the address book name. A double click on the icon will open the address book into its own window.. Once an address book has been expanded, all names and lists contained within that book will be shown. The lists appear first and may be expanded to show their contents.

Types of Addresses

Address books not only contain the names of individuals and their email addresses but may also group those individuals into lists so that they are easier to identify and send group email to.

For instance, if you often send mail to many individuals of a particular company, all those individuals can appear under the company listing. Names appearing in a list will also automatically appear in the general book.

You may also send email to individuals named within a list without sending to the entire list. In this way, lists may be used as an organizational tool for your address book allowing you to group by company or organization.

Address Book View Options

Depending on how you organize your address books, you may elect to view only certain types of entries. The options available are **People**, **Lists** or **Both** and are available in the **View menu**. If you organize all entries in your address book into lists you may elect to view only **Lists**, whereas, if you only maintain lists for group mailings you may wish to view both **Lists** and **People**.

Adding a List to the Address Book



After accessing the address books by clicking on the **Addr** button on the toolbar you may add a list to an address book by first selecting the appropriate book by clicking the mouse on that name. After the Address Book has been selected, click on the **New List** button on the toolbar or select **List...** under the **File/New menu**.

The following window will appear:

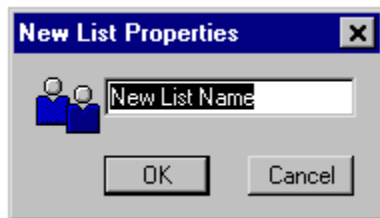


Figure 60 Create New List Window

To create a new list name in your address book, delete the current information, type in the required name with spaces and click on **OK**. This will add the new list to the selected address book enabling you to add individuals to the list.

Adding an Individual



After accessing the address books by clicking on the **Addr** button on the toolbar you may add a name to either a list or to the address book generally. To do this, select either the list or book by selecting the object then either clicking on the **New** button or selecting **Person** from the **File/New menu**.

The New Person Properties Window will appear and allow you to insert the name, alias, email address, phone number and address of the person to be added to the address book.

A screenshot of a Windows-style dialog box titled "New Person Properties". The dialog has a blue title bar with standard window controls (minimize, maximize, close). The main area is light gray and contains several input fields: a name field with "New Name" entered, an "Alias:" field, an "Email:" field, a "Phone Number:" field, and an "Address:" field. Below these is a section titled "Additional Information" containing two empty text boxes and a dropdown menu. At the bottom of the dialog are three buttons: "New", "Edit", and "Delete", and at the very bottom are "OK" and "Cancel" buttons.

Figure 61 New Person Properties Window

After the correct information has been entered click on **OK**. Use the **Cancel** button if you wish to cancel the addition operation. Only the name and email address sections must be filled in. All other fields are for your information only.

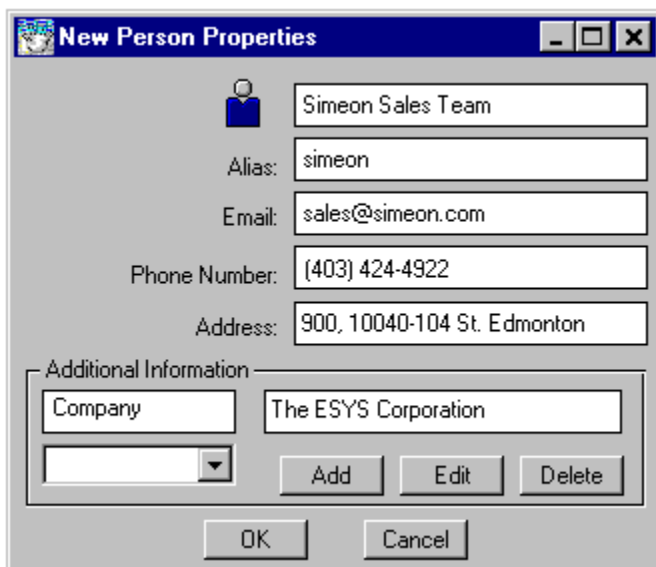
Adding Additional Information to an Address Book Entry

In addition to adding the name, alias, email address, phone number and address of an individual to the address book, you may also add additional information for each name in your address book. This information may be company names, titles or any other significant pieces of information.

Additional Information has two parts: the attribute name and its corresponding information. To add additional information take the following steps:

1. Click on the **New** button;
2. Replace *Attribute_1* in the first box with the attribute name of the additional information you wish to create.
3. In the next box place the required information.

For instance, to add an attribute name called "Company" with the company name The ESYS Corporation, the Properties Window would resemble the following:



The screenshot shows a dialog box titled "New Person Properties". It contains several text input fields for contact information: Name (Simeon Sales Team), Alias (simeon), Email (sales@simeon.com), Phone Number ((403) 424-4922), and Address (900, 10040-104 St. Edmonton). Below these is an "Additional Information" section with a table-like structure. The first row has "Company" in the attribute box and "The ESYS Corporation" in the value box. There is a dropdown arrow below the attribute box. At the bottom of the dialog are "Add", "Edit", and "Delete" buttons, and "OK" and "Cancel" buttons at the very bottom.

Figure 62 Address Properties Window showing added Information

Save the information by clicking the **Add** button. You may add as many pieces of additional information as you want for any one individual by clicking on **New**. To access the information for review select the attribute from the drop down list.

To delete or edit a specific piece of additional information select the attribute from the drop down list to place it in the Additional Information box. Click the **Delete** or **Edit** button depending on the action required.

Aliases

What is an alias? An alias is usually a word or name that you can remember easily. The alias serves as a "short form" of an email address. Expanding an alias into a full address is done by using Simeon Mail's expand feature while in a Compose window. This will save you the time of looking each address up in your address book. Expanding any number of aliases is possible and it can be done in any of the To:, Cc:, Bcc: or Reply To: fields.

More:

[Expanding Aliases](#)

[Automatic Expansion of Aliases](#)

Expanding Aliases



An alias or multiple aliases may be expanded into any of the address fields by entering the alias(es) into the preferred address portion of the Compose Window, and then clicking on the **Expnd** button. The result of this action will be the expansion of the alias(es) into a full email address(es). The following steps explain the complete process for expanding aliases into a Compose Window.

1. Ensure that all books that you wish to search have the **Search in Compose** option selected. If you have not selected this option, it can be toggled in an Address Book Properties window. Properties windows are accessed by selecting the address book and clicking on the **Info** button or **Properties** from the **File menu**.
2. Enter an alias into the address field of a Compose window. Remember you may enter more than one alias into any address field and that multiple entries must be separated by a comma.
3. Click on the **Expnd** button or select the **Expand Aliases** option under the **Compose menu**.

If the alias that you have entered and expanded matches more than one individual, Simeon Mail will ask you to select the correct address from a list of matches.

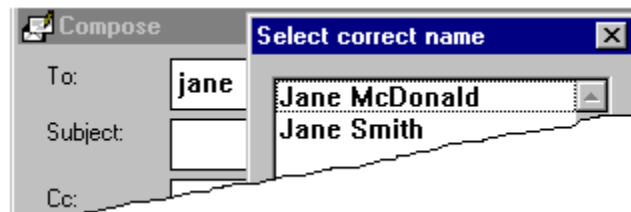


Figure 63 Expand Address

Hint: Addresses can be expanded against more than just the alias. Go to **Tools/Options/Edit** and click on **Send** to access Alias Expansion properties. Even if you have not selected "Auto Expand Aliases on send" expanding against the name, email address or alias is still available for manual expansion using the **Expnd** button.

Automatic Expansion of Aliases

Aliases can be automatically expanded on **Send** by selecting this option through **Options/Edit menu** and clicking on **Send**. For more information on how automatic expansion works please refer to [Send Options](#).

Adding a New Address Book

To further organize your address books you may wish to create additional books to be used for specific addresses. For instance, all email addresses of a personal nature may be stored in a separate address book on your local machine, thereby limiting access by other users.



To add a new address book select **Address Book** from the **File/New menu** or the new book button on the toolbar.. The following window will appear allowing you to input the information required to create the new book:

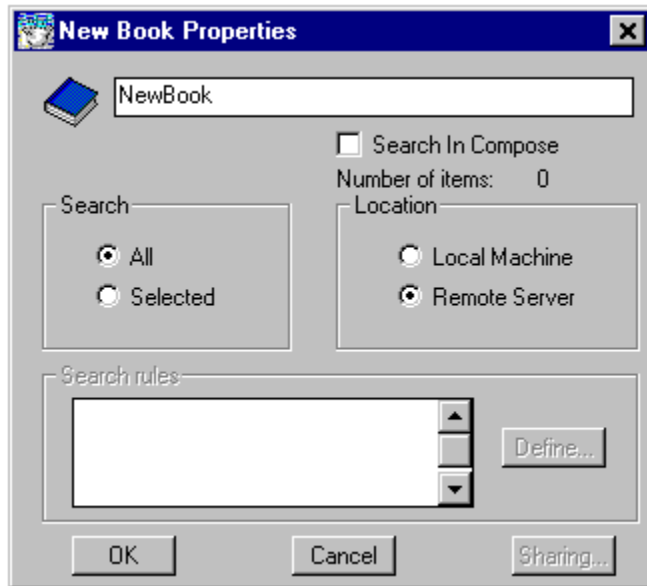


Figure 64 New Book *Properties* Window

A brief description of the available features that can be considered when you are creating a new book are below:

1. **Book Name:** a title for the address book that will represent the contents. This name cannot contain any spaces or special characters (%\$#@*).
2. **Search in Compose:** if selected, it will allow this book to be searched each time you expand an alias.
3. **Location:** you can choose to save the newly created book by selecting one of the two locations described below:
 - a) **Local Machine:** on your local hard drive (i.e. your PC). Local Address Books cannot be shared and the icon is depicted over a disk.
 - b) **Remote Server:** to a hard drive on your network. Selecting this option will enable you to share the Address Book with other individuals on your network.
4. **Search:** If you are creating this Address Book to contain specific addresses that currently exist in other books you may wish to define a search rule. For more information on creating an advanced search for Address Books please refer to Address Book Advanced Searches.

More:

[Search in Compose](#)

[Setting Access Permissions](#)

Search in Compose

If you wish the new book to be searched when expanding aliases, select this box in any address book creation or properties window; if you are unsure, you can always choose to select or deselect it later in the Address Book Properties Window.

Setting Access Permissions

Clicking on the **Sharing...** button in the Properties window will open the Access Permissions window. In this window, you can decide who has access to the address book and the level of their access. Remember, any future additions or deletions to this book will be reflected to all sharing individuals, but if changes to individual permissions have been made at the same time, they are only valid for the new additions. The window will be similar to the Access Permissions window below:

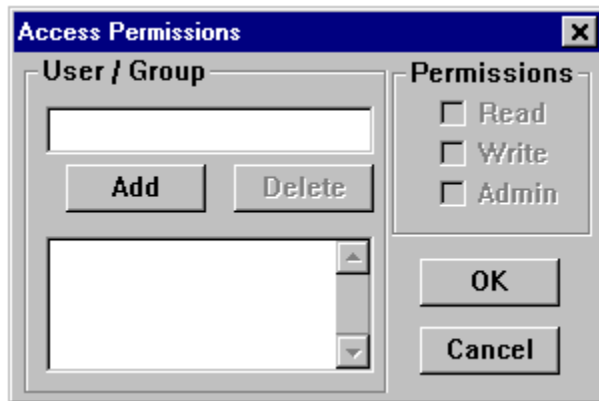


Figure 65 Access Permissions Window

A brief description of each feature can be found below:

Add and **Delete** enables you to either enter or delete a new individual or group to the *User/Group* field. To add an individual or group simply enter in the person's userid or the groupid into the field and select the permissions for that person. Remember that a person's userid is the name they are known by on the system the same way the user name is specified in an email address. To specify different permissions for individuals, either select these permissions when they are being added or select the individual and modify the permissions. If you wish to share the address book with all individuals on your network, type in the group name *anonymous* and set the appropriate permissions.

Read privilege enables an individual to access the book and read or paste any addresses(es) to the various fields of a Compose window.

Write privilege will allow the individual to access the address book and enter new addresses into the book or delete addresses in the book.

Admin (Administrative) privilege allows: reading, adding, deleting, and changing access privileges for any individuals to the address book. You will automatically be given Administrative privileges to any address book that you have created. Other individuals, such as a Systems Administrator, may give you Administrative privileges to other address books.

Searching for an Address

If you cannot find an address or can't remember who you should email or what department to send certain information to, you can always search your address books for this information. Any field available in any of the address books available to you can be searched using either the [quick search](#) or [advanced search](#) method.

More:

[Quick Searches](#)

[Address Book Advanced Searches](#)

[Defining an Address Book Search Rule](#)

Quick Searches



Once your address book window has been opened and the books you wish to search chosen, clicking on the **Srch** button on the toolbar or selecting **Search** from the **File/New menu** will access the quick search window.



Figure 66 Addressbook Quick Search Window

Quick searches can be made against all or any one of the name, alias or email address fields. As well, a search target can be a person or a list.

To do a quick search:

1. click on the **Srch** icon in the toolbar to access the quick search window;
2. choose your target, either person or list;
3. select one or more fields to search in;
4. input the text to search for;
5. click **OK**.

The results of your search will be displayed in an Addressbook Search window similar to the one shown below. To cancel the search before it is performed use the **Cancel** button.

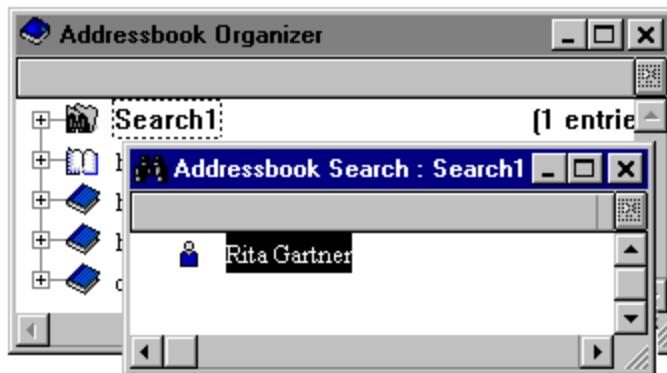


Figure 67 Address Book Search Results

Note: Address book searches are only kept for the current Simeon Mail session. If you wish to keep the search you should change the name from the default name assigned by Simeon to a

name defined by you. Change the name by selecting the search and clicking the **Info** button or selecting **Properties** from the **File menu**.

Address Book Advanced Searches

Advanced searches allow for more in-depth information to be searched in your address books. Again, before beginning an advanced search the address books you wish to search must be chosen. After the address books to search have been chosen access the advanced search window by selecting **Search** from the **File/New menu** and clicking on **Advanced**.



Figure 68 Search Properties Window

The Search Properties window is the first step to defining a search rule for an address book advanced search. It allows you to name the search, choose additional address books to search in, define the search and perform the "sanity check" by performing a pre-search count to determine the number of matching addresses.

Naming the search: Originally named as *Search#*, searches can have any name you choose.

Search books: You can add or delete books already in the list. As well, the **Count Books** button will count the number of books you have chosen for your search.

Search rules: The Search Rule area is the area that actually defines what you are looking for. In this section you can choose to search using one or more of the existing rules or use the **Define Rule** button to create new rules or modify existing ones.

Search count: If you want to test your search before actually grabbing the results the **Count** button will let you know how many addresses matched your criteria. Depending on the answer, you can then narrow or expand your search or click **OK** to collect the addresses.

Defining an Address Book Search Rule

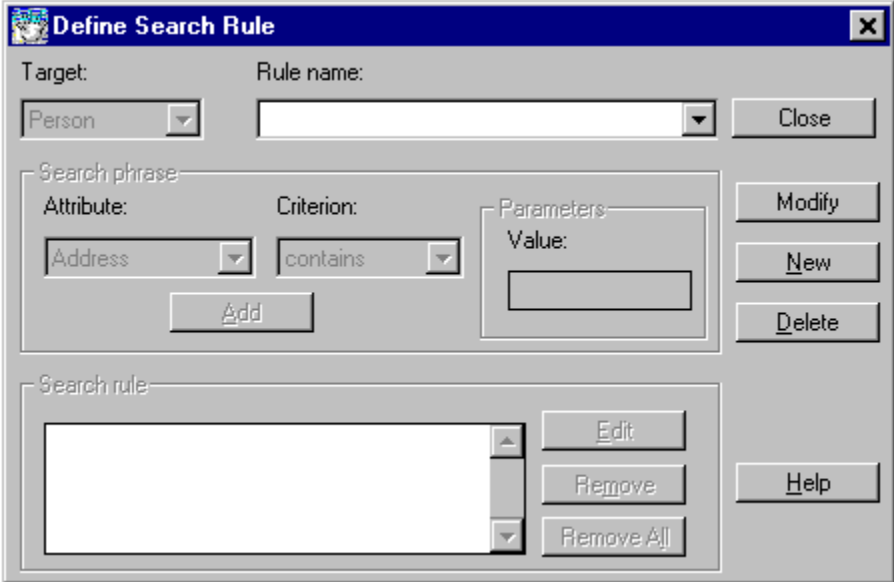


Figure 69 Address Book Advanced Search

Target

The target is the object you are looking for. In the case of a advanced search in address books the object may be either a person or a list.

Rule Name

The name given to a specific search rule. On clicking the **New** button, the rule name will be set out as *Rule#*. You may rename the rule to better reflect the context of the search to be performed.

Search Phrase

The search phrase consists of an attribute and possibly criterion and one or more parameters.
One or more search phrases comprise a search rule.

Attribute

Attributes consist of a predefined list of possible search areas that act as the basis for creating search phrases. Attributes may act with or without criterion.

Criterion

Criterion is a list of predefined standards that determine how an attribute is used. For example, an attribute of "name" may have as one of its criterion "contains". All criterion require parameters, however, not all attributes require criterion.

Parameters

Parameters are the boundaries specified for qualifying an attribute and criterion. In address books, parameters are word strings that can be contained in the field, start or end the field or is the entire field.

Search Rule

The search rule box contains the list of search phrases that comprise the rule. Each phrase may be edited or removed from the search rule box or all phrases may be removed from the search rule box.

Modify

If a name has been specified in the Rule Name box then clicking on **Modify** will activate that rule allowing you to change any or all of its phrases.

New

Clicking on **New** allows you to create new rules for searching your address books.

Delete

The **Delete** button will delete the rule named in the Rule Name box.

Permanent and Temporary Address Book Searches

Initially all address book searches created are temporary. That is to say, upon exiting Simeon Mail the search will be deleted. Temporary searches will be named *Search#*.

To make a search permanent:

1. select the search;
2. click on the **Info** button or choose **Properties** from the **File menu**;
3. in the name field select the existing name, *Search#*, and replace it with a new name.

Modifying the Address Book



To modify an entry in the address book, whether an individual, list or the book itself, first select that entry by clicking the mouse button on the name and clicking on the **Info** button or **Properties** from the **File menu**.

This will bring up the appropriate properties window related to the particular object selected. The separate properties windows offered are:

More:

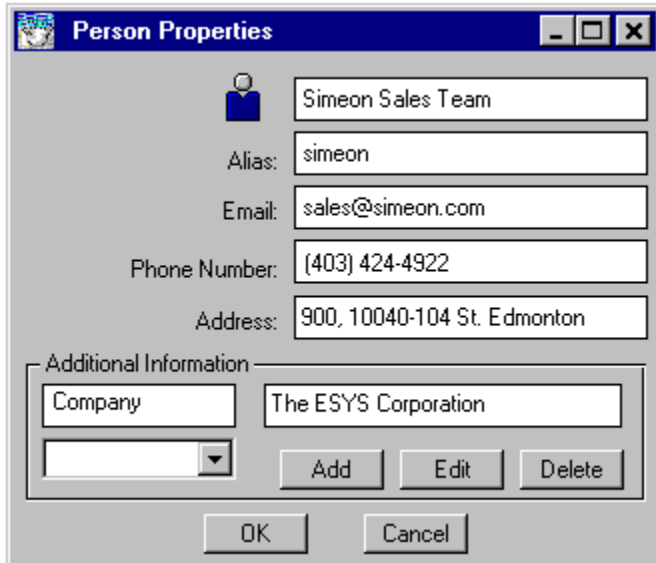
[Person Properties Window](#)

[List Properties Window](#)

[Book Properties Window](#)

Person Properties Window

If an individual address has been selected a Person Properties window similar to the figure below will be displayed:



The screenshot shows a window titled "Person Properties" with a blue header bar. The window contains several text input fields and a section for "Additional Information".

Name	Simeon Sales Team
Alias:	simeon
Email:	sales@simeon.com
Phone Number:	(403) 424-4922
Address:	900, 10040-104 St. Edmonton
Additional Information	
Company	The ESYS Corporation
	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Figure 70 Person Properties Window

All information contained in the Properties window may be modified. You may also attach Additional Information to names already existing in the [address book](#).

Note: You cannot use this feature to add new names to your Address Books as the current information will be substituted for the new.

List Properties Window

The List Properties window displays the current name of the list and the number of entries within the list. Only the list name may be modified when in this properties window. The number of individual members within the list will automatically change as individuals are added or deleted from the list. Below is an example of a List Properties window:



Figure 71 List Properties Window

Book Properties Window

As in the Properties window below, you are provided with information on the name, ability to search, location, and number of entries of a selected book.

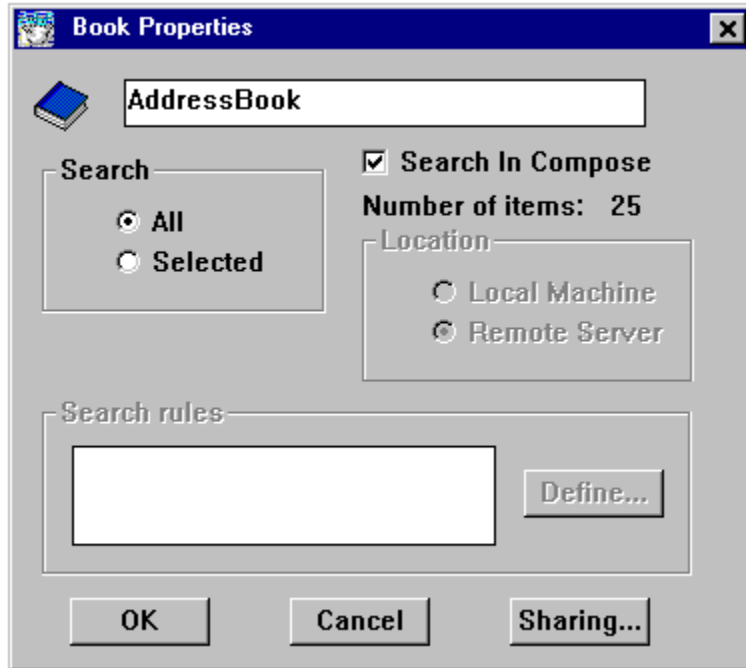


Figure 72 Book Properties Window

Selecting **Sharing...** from this window, will allow you to modify which individuals have access to the your Address Book and the degree of their access. In order to have access to sharing address books you must have specified that the address book will be stored in a remote location by clicking on the Remote Server radio button. This must be done at the time the book was created since option cannot be changed at a later time. Remember that the Address Host must have been specified on starting Simeon Mail or under the **Tools/Options/Edit menu** in **Addressbook Organizer**. For more information on sharing address books please see Setting Access Permissions.

This window also indicates what advanced searches have been performed and gives you access to those searches by clicking on the **Define...** button. For more information on searching your Address Book please refer to Address Book Advanced Searches in the Address Book section.

Drag and Drop

It is possible to drag and drop an individual name or list to a specific list or from one address book to another. When drag and drop is used in the address book the information is either copied or moved.

To move an address simply select the address and drag and drop it into the new address book or list. If you are moving it into a different address book the address will be removed from the original book.

If you are copying the address select and hold the mouse on the address and hold the CTRL key. Drag the address to the new book and release the mouse and the CTRL key. This will copy the address leaving the original address in the original address book.

Lists that are dropped into other lists are independent of the original. That is, any changes made to the original list will not be reflected in the list within a list.

Note: You may select more than one address to move or copy by selecting the first address and the SHIFT key for contiguous block of addresses or the CTRL key for non-contiguous addresses.

Converting an old Address Book

It is possible to convert existing address books from the style used in ECSMail 2.4 or Pine to that used in Simeon Version 4.0. To do this, take the following steps:

1. Open your Version 4.0 address book and select the address book that will receive the converted information. Do not expand the chosen address book.
2. From the **Address menu** select **Import** and navigate through your system to the location of your Version 2.4 address book. The ECSMail or the Pine Address list will be called *lbook*.
3. Select the book to be converted and click on **OK**.

More:

[Extended Importing of Address Books](#)

Extended Importing of Address Books

Simeon Mail supports importing of all text files that are in a Key-value tab delimited format. The key represents the related value (e.g. person's name) and the tab is one-standard tab. In the case of the example below the tab will be represented by "<tab>" and the beginning of a new line is indicated by "<nI>".

Key-value tab delimited format: key=related value<tab>key=related
value<tab>...

More:

[Person Record](#)

[List Record](#)

Person Record

The keys that are supported in the Simeon Mail address books are: *Name*, *alias*, *email*, *phone*, *address* and an "open-key "(undefined) for *additional information*. Any combination of these keys may be used to format a file and the keys can be used in any order. Below is an example of two records to be imported into Simeon Mail's address book. Each Person Record must be in a single line.

```
Name=Doe, John<tab>alias=Jon<tab>email=jdoe@company.com<tab>phone=(  
403) 555 4545<tab>address=1234-56 Ave<tab>spousesname=Jane<nl>
```

```
Name=Smith, Jane<tab>email=jsmith@abc.com<tab>..  
<nl>
```

Note Version 4.0.x format with the key "entryname" for importing both persons and lists is still supported.

List Record

Address lists can also be imported into Simeon Mail. The keys that are supported are *Name* and *member* and must be used in order. The entry names are contained within a bracket pair and commas present in an entry name must be replaced with a double comma, the list members may not contain a bracket. For example:

```
Name=testlist<tab>member=(entry1,entry2,...)<nl>
Name=listname<tab>member=(Doe,,John,Smith,,<nl>
Jane,etc...)<nl>
```

(Note: a single comma is used as an entry separator or delimiter)

When importing Key-value tab delimited format files ensure that all Person Records are contained in a single line. A correctly formatted file can contain both person and list records in any order, however only a List Record may contain new lines (see example above). Your Systems Administrator will be able to assist you in the process if you have any difficulties.

Exporting Addresses

Choosing **Export** from the **Address menu** will take the contents of the Address Book chosen and export it into a plain text file. The contents of this file can then be edited using a text editor such as Notepad. After the information has been edited you can then use **Import** from the **Address menu** to return the information to the Address Book. This feature is also useful when sharing address information with other mail users when access control is not an option.

Introduction

The Public Directory allows you to search for information regarding companies, departments, and individuals within those companies in directories made public by other corporations and educational facilities. Think of it as an on-line telephone book.

These directories, sometimes called X.500 Directories, might be prepared by a Systems Administrator at your site or through an agency who specializes in providing information for a specific industry, government agency or group of companies. Public Directories may be stored locally on your network or accessed from a system outside your network.

This section is included for those sites who have purchased the Public Directory for Simeon Mail.

Accessing the Public Directory

The Public Directory, shown below, is accessed through the **Address menu** by selecting **Open Public Directory**. The Public Directory will initially open showing your site. After it has been opened you can search for the information required.



Figure 73 Directory Viewer

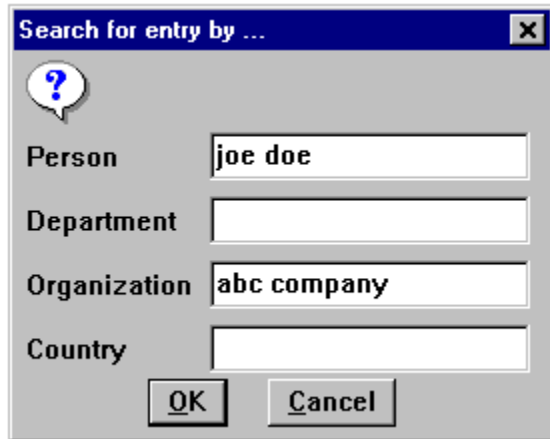
Note If the Public Directory menu item is grayed please refer to [Changing Address Book Host](#) to properly configure the X.500 host for the Public Directory.

Searching the Public Directory

Each search performed in the Public Directory starts with the search for a person. However, if you are unsure of a name, first or last, a department or an organization, you may truncate the name to browse all those entries that match the abbreviated information used. At a minimum the person and organization fields must be filled in.



Use the **Srch** button or select **Search Public Directory** from the **Address menu** to access the search screen for the Public Directory. An example of a search may resemble the following:



The screenshot shows a dialog box with the title "Search for entry by ...". It features a question mark icon in a speech bubble at the top left. Below the icon are four input fields with labels: "Person" (containing "joe doe"), "Department" (empty), "Organization" (containing "abc company"), and "Country" (empty). At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 74 Person Search Example

More:

[Search Results](#)

Search Results

After the search has been completed the results of your search will appear in a window similar to the one shown below.



Figure 75 Results of Person Search

This window supplies all the information available through the Public Directory for the person searched. It also allows you to paste the name and email address into either a Simeon Mail Compose Window or into the Simeon Mail address book.

The Directory Viewer window shows how the results of your search fit into the structure of the Public Directory and will allow you to browse through the Public Directory.

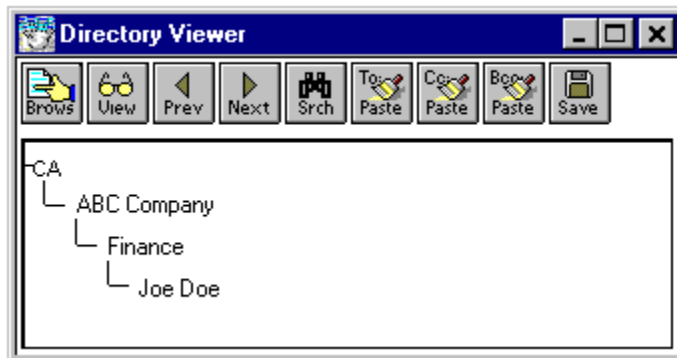


Figure 76 Directory Viewer



To paste the email address into the Compose Window click on the button displayed here.



To retain the name and email address in your Address Book, click on the **Save** button.

The Directory Viewer will then display all address books to which you have write access allowing you to choose which address book will receive the new address information.

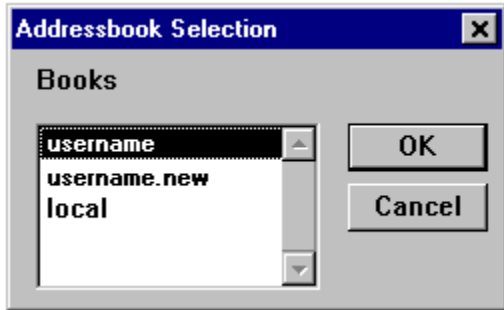


Figure 77 Addressbook Selection Window

Using the Directory Viewer

The Directory Viewer can be used for browsing and viewing entries in the Public Directory. The following will explain the buttons in the Directory Viewer and their functions.



The **Browse** button will expand the directory structure to include any information contained within the highlighted selection.

Generally, countries, organizations and departments will all contain additional entries and the names of those entries may be expanded, allowing you to refine your search or gather further information regarding the organization searched. To *browse* further listings regarding a specific entry, either double click on the entry or select the entry and click the **Browse** button.



The **View** button will view the information regarding the chosen entry contained in the Public Directory. The following is a sample of what information is available when you view the information contained regarding an organization.

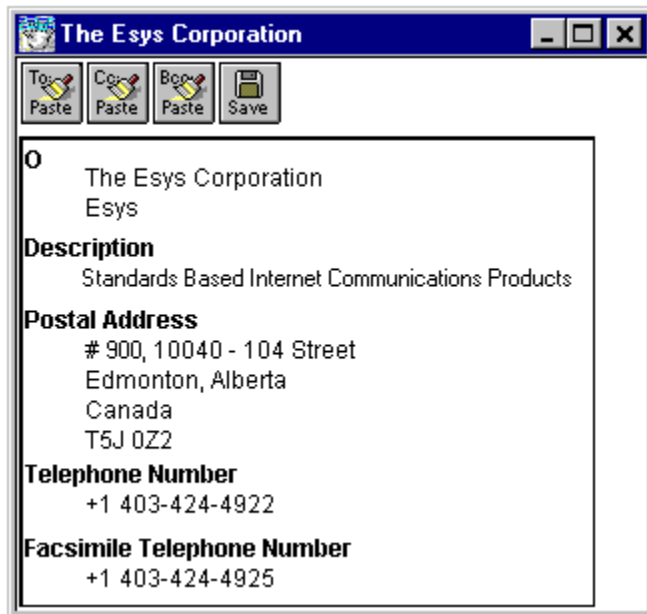


Figure 78 View of Organization



Use the **Prev** and **Next** buttons move up and down the list in the Directory Viewer. When you get to the desired entry click on **View** or **Browse** to access the information you require.

Introduction

Folders are a specific location where messages physically reside. In that sense Simeon Mail folders are not much different than a folder found in a filing cabinet. For instance:

- both store information;
- both can be further sectioned into sub-folders;
- information can be copied so they reside in more than one folder;
- folders can be re-filed or moved between filing cabinets; and
- folders can reside in many different filing cabinets.

So, for Simeon Mail, this means that folders can:

1. store messages;
2. support a folder hierarchy;
3. contain copies of messages that also reside in other folders;
4. be moved or copied to other folders or message services; and
5. reside in any message service created in Simeon Mail.

The major difference between Simeon Mail folders and filing cabinet folder is that Simeon Mail folders can be searched using two methods. Firstly, one or more folders can be searched for messages that meet a certain search criteria. This criteria can be names, dates, subject matters or keywords. Secondly, each folder can have attached to it a search that only retrieves relevant messages. This is particularly useful for the *inbox* folder in that only new messages received on a daily basis need be accessed when logging into Simeon Mail.

Recommended Folders

In addition to the *inbox* folder, it is recommended that you create at least three additional folders to help manage your mail. These folders are:

1. *drafts* - used to store messages that are still unfinished and in draft form;
2. *sentmail* - used as the initial repository for messages that you wish to keep for reference but have been mailed;
3. outbox - used for messages that have been sent while you are working offline. Messages in this will be sent when you reconnect to your network.

See Also:

[Compose Options](#)

[Send Options](#)

Hierarchical Folders

The use of hierarchical folders is an extremely powerful way to control the storage of your messages. With hierarchical folders you can force messages that would normally go to the first available message group into a specific sub-folder. Think of it as manual control or messages as opposed to the automatic message sorting of message groups.

Note: The PMDF server does not support hierarchical folders. All folders that cannot contain sub-folders will be indicated with a blue dot.

For example, in the *Post Office message service* you have a folder entitled "*Budget*". Under *Budget* you have two additional folders, *1996* and *1997*. In each of these folders you can place additional folders further defining how you want to organize your messages. Below is an example of how these folders might be organized.

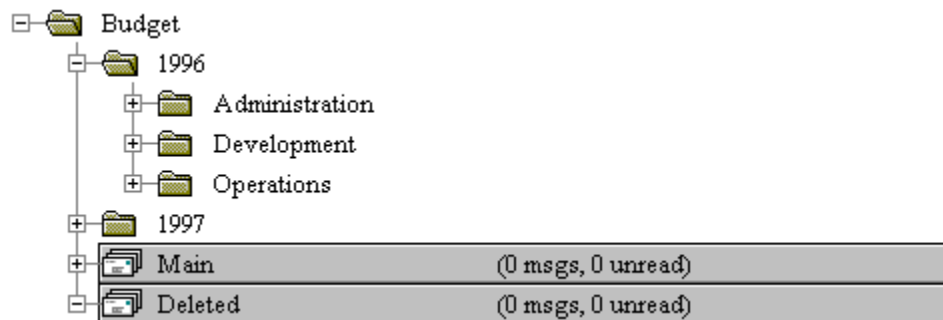


Figure 79 Hierarchical Folders

Note: When numerous sub-folders are present it can sometimes be confusing to look at folders, sub-folders and Messages Groups. By selecting **Hide Message Groups** from the **Folder menu** you can turn off the display of message groups for a selected folder.

Controlling the Display of Folder Contents

Initially on opening a folder Simeon Mail will retrieve all the messages contained therein. In some cases, however, you may wish to retrieve only those messages that were received since you last accessed the folder or within a certain time frame. Simeon Mail allows you to do this without having to create a separate Search folder by using the **Selected** option in the folder properties or New Folder window. You can attach a search to any folder at any time.

Information on retrieving specific messages only within any folder can be found in [Managing your Folders through Searching](#).

Note If you clean deleted messages from any folder that has been filtered through a search, all deleted messages within that folder will be cleaned whether they have been retrieved or not.

Creating a New Folder

To create a new folder, first select either the message service that will contain the new folder or the folder that will contain the new sub-folder. After the folder location has been chosen select **Folder...** from the **File/New menu**. The following window will appear allowing you to name the new folder and set some attributes.

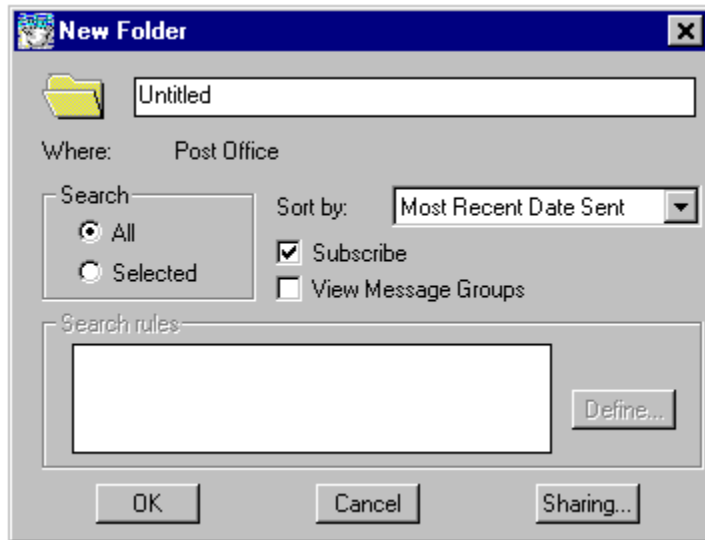


Figure 80 New Folder Window

Remember: Due to restrictions in IMAP you may not create sub-folders in the *inbox* folder.

A description of the available features when creating a new folder are:

Name: To insert a folder name click the mouse in the folder box and remove the current value-*Untitled* by typing or pressing the DELETE key. Type the one word name of the new folder.

Rule: Folder names are one word made up of alpha or numeric characters only. They may contain an underscore (_). Some servers do not accept special characters such as &, %, *, #, \, / or periods. Please check with your System Administrator if you are using any of these characters.

Where: This is the name of the message service or folder that was selected for the new folder. Remember that the *inbox* folder cannot contain additional sub-folders.

View Message Groups: When dealing with hierarchical folders it is sometimes confusing to view both these types of folders and their respective message groups. If you have a folder that contains numerous hierarchical folders it may be easier not to view message groups. This feature is set on a per folder basis.

Sort by: Simeon has the ability to sort mail within folders. The criteria for sorting mail is set by selecting one of the options available under "Sort by". Simeon will use this feature only if you have not selected the **View Message Groups** option under the **Folder menu**. In this case the sort order assigned to the message groups will take priority.

Search and Search Rules: Probably the most powerful feature associated with creating a folder is the ability to bring to that folder only pertinent messages. This is done using folder Searching.

If you have **Selected** as your choice in the Search box, Search Rules will be active and allow you

to define a search. Please refer to [Managing your Folders through Searching](#) for more information on searching in a folder.

Sharing: If you are using a Simeon IMAP 4 server the **Sharing...** button will be active and you can set access permissions for specified individuals. This feature will allow you to share folders with other individuals and specify the level of access to these folders. For more information on Sharing please refer to [Setting Access Permissions](#).

Finally, click on **OK** if you wish to add the folder or **Cancel** if you wish to cancel the operation.

Folder Properties

To get information on an existing folder, select the appropriate folder by clicking on it and either select **Properties** from the **File menu** or click the **Info** button on the toolbar. The following Properties Window will appear for the chosen folder:

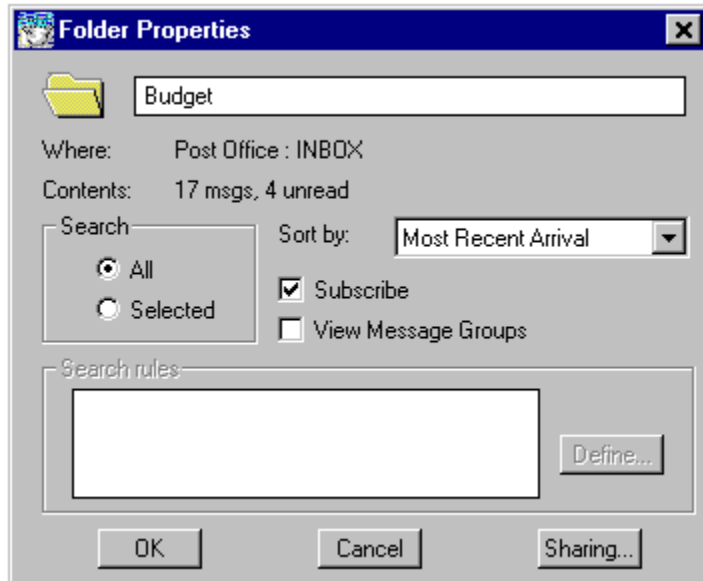


Figure 81 Folder Properties Window

On requesting information for the *inbox* folder, you will notice that you cannot change the name of the folder. Since the *inbox* folder has been designated to receive all your new mail you may not change its name or unsubscribe from this folder. You can fully manipulate all of the information in this window for any folder. For more information on the searching capabilities in folders please refer to [Managing your Folders through Searching](#).

You will also notice an additional button labeled **Sharing...**. If you are using a Simeon IMAP 4 server the **Sharing...** button will not be grayed as it is in the above figure. **Sharing** will allow you to set access permissions on your folders so that you may share the contents of these folders with other individuals.

More:

[Setting Access Permissions](#)

[Changing the Folder Name](#)

Setting Access Permissions

Clicking on the **Sharing...** button in the Properties window will open the Access Permissions window. In this window, you can decide on who has access to the folder and the level of their access. Remember, any future additions or deletions to this folder will be reflected to all sharing individuals, but if changes to individual permissions have been made at the same time, they are only valid for the new additions. The window will be similar to the Access Permissions window below:

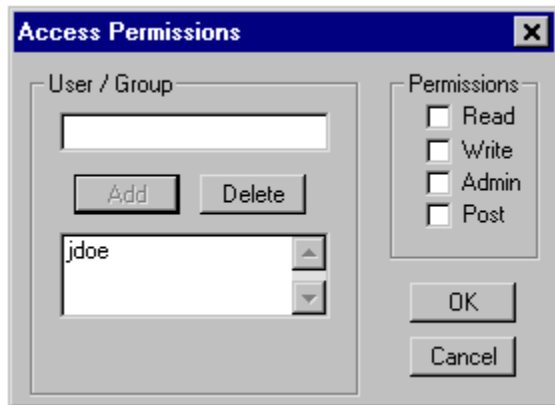


Figure 82 Access Permissions Window

A brief description of each feature can be found below:

Add and **Delete** enables you to either enter or delete a new individual or group to the "User / Group" field. The name entered for a user will be their user name as they are known on your system.

Note: If you add the name **anybody** to the User / Group field you will allow any user with access to your server access to the folder you wish to share.

Read privilege enables an individual to access the book and read or paste any addresses(es) to the various fields of a Compose window.

Write privilege will allow the individual to access the folder. They will be able to create new message groups, delete message groups, copy or move messages in and out of that folder, mark messages for deletion and clean deleted messages.

Admin (Administrative) privilege allows all the privileges associated with Write plus the ability to add, delete and change access privileges for any individual to the folder. You may also create a hierarchical structure within that folder.

You will automatically be given Administrative privileges to any folder that you have created. Other individuals, such as a Systems Administrator, may give you Administrative privileges to other folder.

Post allows those named in the Access Permissions window to post mail to this folder. The email address is usually the folder name followed by your domain name. Please check with your System Administrator to ensure that any folder set with a **Post** permission has been set up to receive mail.

Changing the Folder Name

The folder properties window can be used to change the name of any folder you have created. You will not be able to change the name of the *inbox* folder.

To change a folder name:

1. Click on the folder whose name you wish to change.
2. Click on the **Info** button or select **Properties** from the **File menu**.
3. In the folder properties window, click in the name box, delete the current value, and type in the new folder name.
4. To confirm the name change, click on **OK**. Use **Cancel** to cancel the change operation and close the window.

Deleting a Folder

To delete an existing folder, select the appropriate folder to be deleted and go to the **File menu** and select **Delete** or the **Del** button on the toolbar to obtain the folder deletion window as shown below:

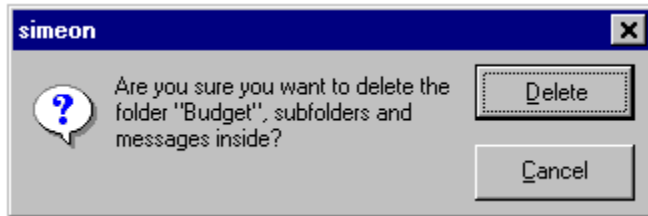


Figure 83 Folder Deletion Confirmation Window

At this point you may delete the folder by clicking the mouse on the **Delete** button or **Cancel** to cancel the deletion process. Deleting a folder will also delete all messages contained in that folder.

Folder Subscription

Simeon Mail enables you to decide which folders will be viewed in any message service. The only folder that is exempt is the inbox; since it acts as a repository for all incoming mail and must always be present. This feature is very helpful when viewing Newsgroups since there can be hundreds of folders that can be viewed.

To view all folders in a message service, select the message service and choose ***Unsubscribed Folders*** from the ***View menu***. All subscribed and unsubscribed folders will then be visible in the message service. Subscription or unsubscription to any folder is accomplished by clicking on the folder and toggling between ***Unsubscribe*** and ***Subscribe*** in the ***Folder menu***.

Generally, folders created by you in the *Post Office* message services will be regularly subscribed to since they are there for a very specific purposes. The area where folder subscription becomes vital to your day-to-day work flow is with shared folders in the *Post Office* message service and News Stand folders.

Note To better differentiate between subscribed and unsubscribed folders, you may select the font and font color and styles for all unsubscribed and subscribed folders. This is found in the ***Tools/Options/Edit*** menu and selecting ***Fonts***.

More:

[Subscribing to Shared Folders](#)

[News Stand Folder Subscription](#)

Subscribing to Shared Folders

Shared folders in the *Post Office message service* will appear at the bottom of the folder list. Each folder is named after the user who granted you access permissions. Most likely this folder will contain sub-folders to which you may subscribe. A shared folder may resemble the following. Note that not all sub-folders need be subscribed.

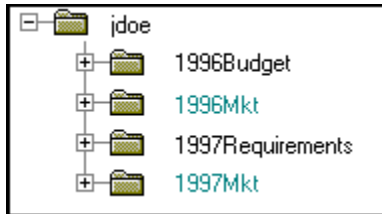


Figure 84 Shared Folders with Unsubscribed Folders in green text

To subscribe to a shared folder select the folder name and **Subscribe** from the **Folder menu**.

News Stand Folder Subscription

News Stand folders are set up to receive the various Usenet newsgroups. Remember, each folder represents a particular newsgroup and since there are literally thousands of newsgroups, folder subscription becomes imperative.

For more information on how to retrieve only those newsgroups of interest and, consequently, their respective folders, please refer to [Subscribing to a Newsgroup](#).

Unwriteable Folders

You may occasionally come across a folder with a blue dot. This blue dot indicates that the folder is the last folder for which you will have access in the hierarchy. It does not indicate the type of access to have to the contents since, depending on the permissions given, you may have write permissions to that folder.

Generally, folders with the blue dot will be shared folders for which the owner has given you access and News Stand folders.

Note Some servers do not support hierarchical folders. In this case all your folders will have blue dots.

Loosing a Folder Connection to your Server



In the event you loose a connection to any of the folders in a remote message service the icon associated with that folder will have a red circle over it. To regain a connection simply close and re-open the folder through the ***File menu***.

Checking and Cleaning Your Folder

There are various ways to manipulate the contents of a folder. The following explains cleaning and checking new mail, both available through the ***Folder menu***:

1. ***Clean*** removes all deleted messages from a selected folder.
2. ***Check New Mail*** will manually check for new mail that is periodically received through Simeon Mail. Simeon Mail is pre-set to check for new mail every ten minutes, this default can be changed in ***Tools/Options/Edit*** under the ***Message Organizer*** option.

Introduction

Message groups are a powerful filter that are used to group email messages received in the *inbox* or stored in any other folder, sub-folder or search folder into specific areas.

A message group contains specifications about the type of mail it will receive. For instance, all mail from a specific source may route to one message group while all mail containing a specific phrase in the subject may route to another message group. These *hooks* are specified when creating the message group.

The classification of message groups will enable you to better organize the priority and subject matter of all messages received.

Creating a Message Group

In order to create a message group within a folder, the folder must be opened. After the folder has been selected, go to the **File/New menu** and select **Message Group**. The following window will appear on your screen:

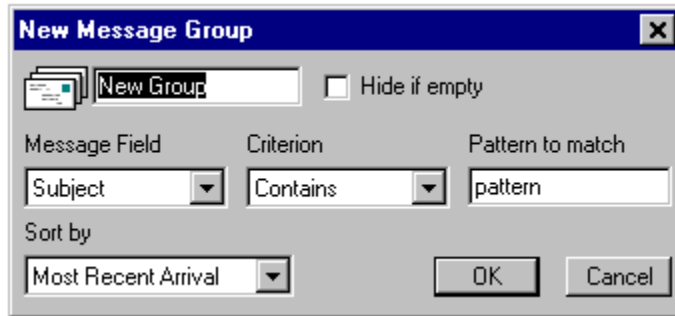


Figure 85 Message Group Creation Window

You are now able to name the new message group, choose to hide the group when it is empty, and select the criteria that will determine what mail will be routed to the new group. There are three selections to make to determine the routing of mail:

1. The **Message Field** box contains a list of the fields that can be looked at to determine the routing of a particular piece of mail. Users may select the *To*, *From*, *Subject*, *Cc*, *Bcc*, *Return Path*, *Reply-To* or *In-Reply-To* fields for the pattern match. An additional field called *Recipient* is also available. This field combines the *To*, *Cc* and *Bcc* fields. You may also choose *All* which will look at all fields mentioned above for the match.
2. The **Criterion** box allows you to select the pattern-match criterion. This would be either *Contains*, *Starts With*, *Ends With* or *Is*.
3. The **Pattern to Match** box contains the actual pattern that will be looked at in the specified Message Field. Patterns are not case sensitive.

Note: Prior to creating a new group, ensure that you have selected **View Message Groups** from the **Folder menu**. If you have not selected this option, none of your new or old message groups will appear in a folder.

For example, if you want to route all mail pertaining to Simeon into the Simeon message group you would select:

- Message Field to *Subject*.
- Criterion box set to *Contains*.
- The Pattern to Match would be *Simeon*.

Remember that pattern matches are not case sensitive and, when dealing with subjective material such as the "subject" field, should be very general in nature, not be thought of as all inclusive. You are at the mercy of the message senders as to how they fill out the envelope section of their messages.

The **Sort by** box allows you to determine the order mail is sorted in any message group. Sorting may be done by arrival time, arrival date, sender or subject.

Choosing **Hide if empty** can be very useful if you have a large number of message groups. Also, since message groups have a specified criteria, their appearance will notify you of the arrival of specified mail groups. To view any groups that are hidden, select **Hidden Message Groups** under the **View menu**.

Select **OK** to confirm adding the message group or **Cancel** to cancel the addition operation.

Reordering Message Groups

Another factor which influences the routing of mail is the order in which you create your message groups. Since pattern matches are very general and should not be thought to be all-inclusive, you may receive a message that will match more than one group. For example, a subject line may contain criteria specified in more than one group. Simeon solves this problem by placing the message into the group which occurs first in your list of message groups.

It is not necessary to recreate all of your message groups if you want to reorder the routing of mail into groups. To reorganize the order of your message groups, use the following steps:

1. Click on the group you want to move.
2. Holding the mouse button, drag and drop the group into the preferred position of the group hierarchy.

Message Group Properties

To obtain the information on any message group such as the criteria for routing the mail, select the appropriate message group and either click on the **Info** button or select **Properties** from the **File menu**. A window similar to the following will appear on your screen:

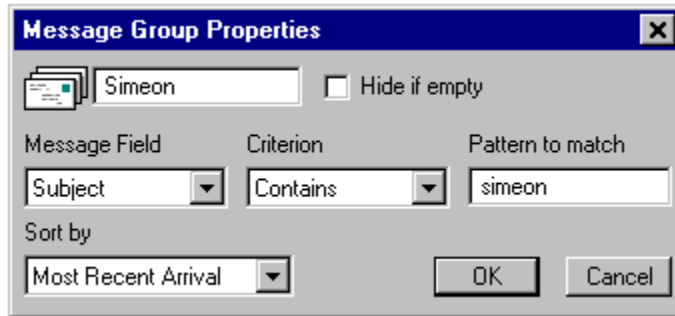


Figure 86 Message Group Properties Window

Changing Message Group Criteria

After bringing up the properties window for any message group by selecting **Properties** from the **File menu** or clicking on the **Info** button, any of the options may be changed. If you change any of the options for a message group, Simeon Mail will reorganize your folder to conform to the new options. Any messages that no longer belong in the changed message group will be transferred to the next message group that fits the criteria or the *Main* message group.

Hidden Message Groups

You may choose to hide your message groups when they are empty by clicking on the **Hide if empty** box found in the message group properties window. This feature is very helpful for focusing in on groups that contain mail. If you would like to view a message group that is hidden or change the sorting criteria of a hidden group, select **Hidden Message Groups** under the **View menu**.

To hide all the message groups, select **Hide Message Groups** under the **Folder menu**.

Deleting a Message Group

To delete a specific message group, first select the required group from the message services window and **Delete** from the **File menu** or the **Del** button on the toolbar. You will be prompted as to whether the messages in the group or the group itself to be deleted and you will have the option to cancel the operation. If you delete only the message group, the messages in that group will be reallocated to the next appropriate message group or groups.

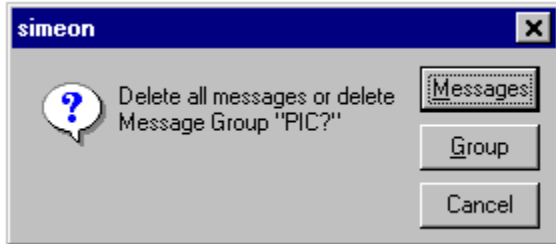


Figure 87 Message Group Delete Options

Introduction

This section further explains the function of message services and how to create them. message services act as a receiving house for all mail received by a particular user. There are two types of message services: *Mail* and Bulletin Board. Mail message services receive mail that has been addressed specifically to a user. Bulletin Boards are shared message areas where people can retrieve and respond to messages. An example would be mail received over Internet from the various newsgroups to which you may subscribe.

Existing Message Services

Simeon Mail has three system-created message services: *Post Office*, *News Stand* and *Local Folders*. The *Post Office* is where general mail is received for each user; *News Stand* will contain mail received from the various newsgroups to which you may belong; and *Local Folders* allows you to store folders, message groups and messages locally on your computer.

Naming a New Message Service

You may wish, however, to set up a new message service that will act as the receiving house for all messages received by another individual. If a colleague goes on vacation, they may want you to monitor their incoming messages. An assistant may also have access to their supervisor's message service in order to respond to email requests.

Message service names should represent the contents. If you are monitoring another user's messages, you may elect to call the new message service by their full name, logon ID or just their initials. Message service names may contain letters, numbers and spaces. Since access to a message service requires a user name and password, you will need the other user's login name and password to gain entry.

Creating a New Message Service

To create a new message service, click on the **File menu** and select **New Message Service**. The following window will appear:

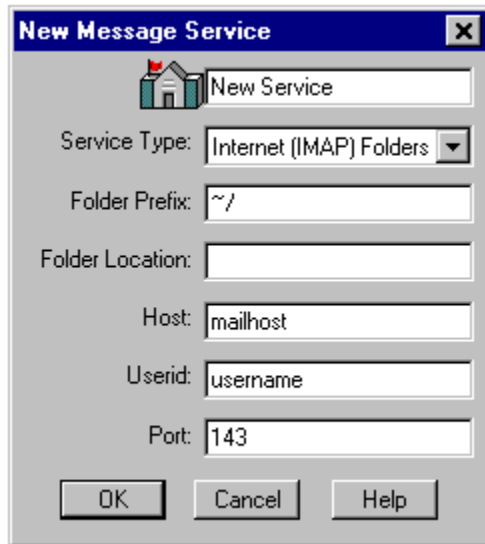


Figure 88 Message Service Creation Window

Initially *New Service* will appear in the first box of the creation window. To change this to the desired name, click the mouse in that box, delete the current value and type in the new name. Except for the Userid of the person whose mail will be monitored, the other information in this creation window will not require any changes as your Systems Administrator will have set up the default parameters upon installation of Simeon Mail.

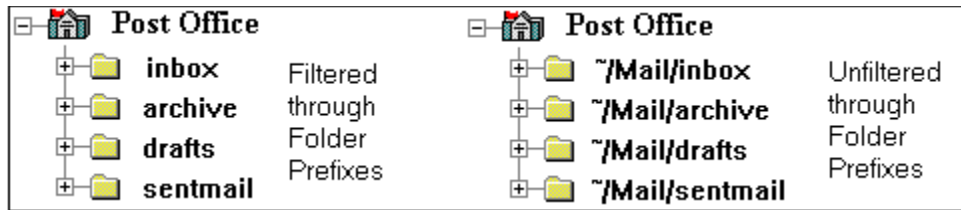
New message services automatically contain an *inbox* folder. However, if a message service has been set up to monitor another user's messages, it will contain all the folders designed by that user. The user-specific message groups for those folders will not be available; only the *Mail* and *Deleted* message groups as set up by Simeon Mail will be available. Consequently, you may organize the message groups in each folder according to your needs.

Note: If you are setting up a message service to monitor another person's mail, you should not check the box "*use login for session default*" when you initially log on to Simeon Mail.

Folder Prefix and Location

Folder prefix and location fields are designed to facilitate accessing multiple folder locations while in the same message service. Through the specification of different folder locations and prefixes you can modify the contents of the selected message service. For example, if an individual is on holidays you can take care of their incoming mail by specifying their folder location and prefix and then logging on with their userid and password. The following section describes how to use these fields and contains some examples.

The folder prefix lets Simeon Mail know what to filter out when displaying the folders contained within that message service. For instance, a folder prefix of ~/Mail/ will filter out that prefix so your message service has a cleaner look.



Post Office		Post Office	
+	inbox	+	~/Mail/inbox
	Filtered		Unfiltered
+	archive	+	~/Mail/archive
	through		through
+	drafts	+	~/Mail/drafts
	Folder		Folder
+	sentmail	+	~/Mail/sentmail
	Prefixes		Prefixes

Figure 89 Filtered and Unfiltered Folder Prefixes

The format of the Folder Prefix represents the type of IMAP used by the server. Only one folder prefix can be listed for each message service that you have created.

Folder Locations specify the actual location of those folders you wish to view. Multiple locations may be specified by separating each location by a comma or a semi-colon.

More:

[Standard IMAP Entries](#)

[Local Message Services](#)

Standard IMAP Entries

There are four main IMAP servers that will determine what the folder prefix and location will be in your message service. These entries are the standard entries for the type of IMAP server specified but should be considered a guide only. Please check with your System Administrator to ensure that they are correct for your site.

Simeon IMAP2bis	~/Mail	~/Mail
Simeon IMAP2bis (blackbox)	~/	~/
Simeon IMAP4 (or Cyrus server)	INBOX.	INBOX.,user.
PMDf IMAP4	INBOX.	INBOX.,user.

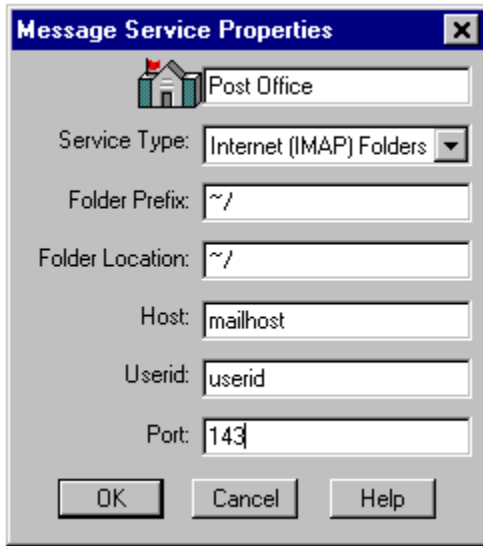
Local Message Services

For a Local Folders message service (a message service stored directly on your computer) the folder prefix and location will always be the same. The default location for the Local Folders message service is ~/ . This will place the message service in the Simeon working directory on your hard drive.

You may choose, however, to have local message services in another location. In this case both the folder prefix and location will contain the full pathname to this message service (i.e. C:\work\mail\ms1\).

Note In all cases, when stating the location of a local message service the path must end with a "\".

Message Services Information



The image shows a dialog box titled "Message Service Properties" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Post Office:** A text field containing the name "Post Office" with a house icon to its left.
- Service Type:** A dropdown menu currently set to "Internet (IMAP) Folders".
- Folder Prefix:** A text field containing "~/"
- Folder Location:** A text field containing "~/"
- Host:** A text field containing "mailhost"
- Userid:** A text field containing "userid"
- Port:** A text field containing "143"

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Figure 90 *Message Service Properties Window*

Name

The name your would like to call this Message Service. The name may be anything that will supply enough information for you to understand the nature of the Message Service.

Service Type

The type of service that this Message Service will be providing. The options are Internet (IMAP) Folders, Internet (IMAP) News and Local (File) Folders.

Folder Prefix

There are four main IMAP servers that will determine what the folder prefix and location will be in your Message Service. These entries are the standard entries for the type of IMAP server specified but should be considered a guide only. Please check with your System Administrator to ensure that they are correct for your site. In the case of the News Stand Message Service, this area will be blank.

Folder Location

There are four main IMAP servers that will determine what the folder prefix and location will be in your Message Service. These entries are the standard entries for the type of IMAP server specified but should be considered a guide only. Please check with your System Administrator to ensure that they are correct for your site. For the News Stand Message Service this area will contain a comma-separated list of the newsgroups that wish to access.

Host

The name of the mailhost from which you will be getting your mail.

Userid

The logon id of the user who will be accessing this Message Service. Unless you will be accessing someone else's mail from this Message Service this value will be your logon id.

Port

The port number of the mailhost, usually 143.

Changing Message Services Information

When you have accessed the message service properties window, either by clicking on **Info** in the toolbar or selecting **Properties** from the **File menu**, you may change any information contained in the message service properties window. Clicking on **OK** will accept any of the changes that have been made to the message service. Simeon will ask if you wish to re-open the message service to take advantage of these changes immediately. Click on **Re-open** if you wish an immediate change or click on **Cancel** to use the changes when you next log in.

Deleting a Message Service

To delete a message service, choose the appropriate service by clicking on the service's name and then go to the **File menu** and select **Delete** or click the **Del** button on the toolbar. Simeon Mail will confirm that you wish to delete the message service. At this point you may delete the service or cancel the deletion process.

News Stand

The News Stand [message service](#) is a [bulletin board](#) service that receives mail posted to the various [newsgroups](#) on [Usenet](#). Usenet is a way for people around the world to exchange articles, opinions and ideas with others subscribing to a specific newsgroup. There are literally thousands of newsgroups covering topics as diverse as: computers, computer programs and programming, space, math and sciences, religion, sports and recreation.

This chapter walks you through subscribing to some of these newsgroups and provides first-time users some tips on etiquette on the net (sometimes referred to as "netiquette"). We'll even teach you some of the lingo surrounding this sub-culture.

Not every site has Usenet set up in the same manner. This chapter is intended as a guide only. If you encounter any difficulties, please consult your Systems Administrator for clarification.

Setting up and playing with the Usenet is not a five minute job. Take your time, relax, enjoy the experience, have a coffee (better yet, find a newsgroup that talks about coffee--there probably is one).

More:

[How to Decode Newsgroup Names](#)

[Subscribing to a Newsgroup](#)

[Newsgroup Folders](#)

[Usenet Lingo](#)

[How to Post](#)

[Posting vs. Mailing](#)

[Okay, So You Really Want to Post](#)

How to Decode Newsgroup Names

Before subscribing to a newsgroup, it is beneficial to have some idea of what the newsgroup is about. Newsgroup names are short, either two or three words separated by periods which hopefully describe the nature of the newsgroup. Some newsgroups may have as many as four or more words.

The first word in a newsgroup name stands for the area of interest. For instance, all newsgroups beginning with `comp` deal with computers while `sci` is science, `rec` is recreation and `soc` is social.

The second word in a newsgroup name is the specific subject matter. Computers is a very diverse topic, so it has been broken down into subgroups such as `unix` which deals with specific UNIX issues, `pc` which contains discussions, on personal computers or `mac` for Macintosh to name just three.

There is often a further breakdown in newsgroup names. If a newsgroup becomes particularly popular with thousands of questions and discussions there might also be a further breakdown into `questions` or `d` for discussion.

Here are a few examples on decoding a newsgroup name:

`comp.sys.mac.hardware`: This one deals with Macintosh hardware in the computer systems newsgroup.

`comp.sys.ibmpc.games`: So, what games are available for your IBM PC? Again, it is in the computer systems newsgroup.

There is a specific newsgroup to which all new users should subscribe. That is `news.newusers.questions`. As you can see, this group deals with questions asked by new users of Usenet. It is the place where new users can find answers to frequently asked questions and also post their own questions.

Subscribing to a Newsgroup

As mentioned, there are hundreds of different newsgroups with topics that appeal to a wide-ranging audience. The hard part about subscribing to any of these newsgroups is to pick the ones that interest you most. It is suggested that new users subscribe to `news.newusers.questions`. That is where we will begin.

More:

[Choosing Your Newsgroups](#)

Choosing Your Newsgroups

When first opening the News Stand message service, all potential newsgroups will be displayed. Each of these newsgroups will be displayed as a folder. There are literally hundreds of newsgroups, so this list will be long.

To shorten this list you may use the message service properties window to list the newsgroup prefixes of those newsgroups you wish to access. To access this box select the News Stand message service and click on the **Info** button or **Properties** from the **File menu**. This will display the following window, allowing you to specify the location of those newsgroups you wish to view.



Figure 91 News Stand Properties Window

The newsgroup prefixes go into the folder location area. If more than one is used they may be separated by either a colon, semi-colon or comma. When you have listed the locations you wish to view, click on **OK**. Simeon will ask if you wish to re-open your message service in order to take advantage of the changes immediately. If you wish to re-open, click on the **Re-open** button. If you do not have a number of newsgroups listed belonging to the prefixes requested, check **Unsubscribed Folders** in the **View menu** ensuring that all unsubscribed newsgroups will be listed.

Once you have all of the newsgroups listed you can pick and choose. Since each newsgroup is a Simeon Mail folder, subscribing and unsubscribing to newsgroups is done in the same way as subscribing and unsubscribing to folders in your Post Office by choosing **Subscribe** from the **Folder menu**.

The newsgroup folders are listed in alphabetical order. To go to `news.newusers.questions` scroll down the list until you reach the newsgroup. If it is unsubscribed select it and select **Subscribe** from the **Folder menu**.

Subscribe to as many newsgroups as you like. You can always unsubscribe later if you find you have no interest in the group. Keep in mind though, the more newsgroups you subscribe to the more you will have to scroll through to get to the newsgroup you want to read at any given time (especially if you find you are not reading most of the newsgroups).

Newsgroup Folders

As with Post Office folders, the News Stand folders also have *Main* and *Deleted message groups*. If these are your only two message groups then all messages received by that newsgroup will be directed to the Main message group. All messages that you have read and deleted will go into the *Deleted* message group.

You may want to set up other message groups that will direct specific messages in the newsgroup. For instance, in `rec.food.recipes` there are very specific rules for the Subject heading. If you choose to classify the recipes received into meat, chicken, vegetable and such you could set up message groups that would route those specific recipes to the appropriate Group.

For more information on setting up message groups please refer to the section on message groups.

Usenet Lingo

If you're gonna play with the big boys, ya gotta talk like 'em. While `news.newusers` is the place for new users not to feel intimidated, you can't stay there forever. When you are reviewing mail in any particular group there are various shortforms and buzz words used by experienced users. These shortforms are used for a purpose--it costs money, time, resources and effort to post to a newsgroup, shortforms save all of these.

: -) This is a smiley face, indicating the author is making a joke. Consequently : - (would be a sad face. Even ; -) if you want to wink at someone.

BTW By The Way

FAQ Frequently Asked Questions. Most newsgroups will periodically post a FAQ list. These lists can be very helpful to new users (or new subscribers to a newsgroup).

FYI For Your Information

IMHO In My Humble Opinion or In My Honest Opinion

RTFM Read the F*ing Manual. Sometimes your questions are answered in the manual (it has been known to happen, honest!).

WRT With Respect To

How to Post

Posting to a group is not unlike mailing to an individual. The difference is in the address entered into the To: field. It is only necessary to enter the domain name of an address; for example, a personal address would be *user@domain.name* while newsgroup you would be only *domain.name*. Three examples of newsgroup addresses are: `news.newuser`; `rec.humor`; `comp.mail.misc`.

Posting vs. Mailing

Yes, there is a difference. You post to a newsgroup you mail to an individual subscriber of a newsgroup. When you post, your message will be read by literally millions of people. The general rule is any personal message to be sent to another subscriber of a newsgroup, congratulations or thanks or anything directed to an individual, should be emailed to that individual (their email address will appear either as a signature to the message or in the header). Posting is for questions or discussions. Think twice about posting questions about the group itself. Many newsgroups have a FAQ list that is posted periodically to deal with these day-to-day queries. Check this out first.

Rule of thumb for new users -- DON'T POST! Get the feel of a newsgroup first, check the FAQ, the manual, anything before posting. If you absolutely must post, please feel free to bother an experienced user for information on how to carry out a successful posting without annoying other users.

Okay, So You Really Want to Post

When you ask that experienced user for help on your first posting, you do not want to come across like you do not know what you are doing. Here are a few guidelines on how to prepare the message.

1. Before you begin, read the FAQ or other information file regarding the way articles should be posted to the newsgroup. For instance, some newsgroups have very specific ways of setting up a subject matter.
2. Keep your lines under 79 characters (even under 65 if possible). That way, if others include your message in a reply, the lines will not wrap.
3. Do not right justify your message text. It looks pretty but not all computers are created equal.
4. Most special control characters will not work for most readers. In fact, the space character is about the only one you can be sure will work consistently. Tabs should also be avoided since they are not the same from system to system.
5. Pictures and diagrams should not use embedded tabs.
6. Refer to articles by their Message-ID, never by the article number. Article numbers vary from system to system, Message-IDs are constants.
7. Articles written in a single case (either upper or lower) are difficult to read. As well, if you write an article in upper case only, you will be considered to be YELLING at the recipient.
8. What you think is the previous article is unlikely to be so elsewhere.
9. Some newsgroups are moderated. This means that you cannot post directly to that newsgroup but must mail to a specified moderator who will look over your message and ensure it is appropriate and in the correct format. Moderating a newsgroup is not an easy task. Make sure you know the rules of posting to make the moderator's job easier.

Last but not least, should this be posted or mailed? Only you and your expert know for sure.

Shortcut Keys

Menu Item	Shortcut
File/New/Message	CTRL N
File/New/ <u>Quick Search</u>	CTRL + SHIFT S
File/New/Phone Message	CTRL T
File/Open	CTRL O
File/Close	CTRL W
File/Properties	CTRL I
File/Print	CTRL P
File/Exit	CTRL Q
Edit/Cut	CTRL X
Edit/Copy	CTRL C
Edit/Paste	CTRL V
Edit/Delete	DEL
Edit/Select All	CTRL A
Edit/Find	CTRL F
Edit/Find Next	CTRL G
Edit/Replace	CTRL H
Compose/Send	CTRL S
Compose/Expand Aliases	CTRL E
Message/Show Next	CTRL + >
Message/Show Prev	CTRL + <
Message/Reply	CTRL R
Message/Forward	CTRL + SHIFT F
Message/Delete	CTRL D
Message/Undelete	CTRL U
Message/Move to Folder	CTRL M
Folder/Clean	CTRL K
Folder/Check New Mail	CTRL J
Address/Open <u>Address Book</u>	CTRL B
Address/Capture Address	CTRL Y
Tools/Spell Check	CTRL L

Navigators

The following keyboard actions are designed to navigate and manipulate Simeon Mail without using the mouse. These navigation keys work in both the Message Organizer and the Addressbook Organizer. The table below is divided into three sections: key (keyboard key used to carry out action), action (result of key use), equivalent (mouse equivalent—if applicable).

Key*	Action	Equivalent
RETURN/ ENTER	open, view	double click
+	expand object	click on + sign
-	collapse object	click on - sign
ARROW UP	Select immediately preceding object.	
SHIFT/ARROW UP	Add previous object to current selection.	SHIFT mouse select to select additional <u>objects</u> .
ARROW DOWN	Select next object.	
SHIFT/ARROW DOWN	Add next object to current selection.	SHIFT mouse select to select additional objects.
ARROW LEFT	Expanded objects will collapse and remain selected. Focus will go to the <u>parent object</u> on collapsed objects.	Click on + sign when expanded object has focus. Click on parent of currently selected object.
SHIFT/ARROW LEFT	Expanded objects will collapse and remain selected. If object is collapsed all objects to and including the parent will be selected.	Click on - sign when expanded object has focus. CTRL click on parent when initial object has focus to select group.
ARROW RIGHT	Collapsed objects will expand and remain selected. When object is expanded moves to the first visible child.	Click on + sign when collapsed object has focus.
SHIFT/ARROW RIGHT	On expanded object with focus will select parent and first child in list.	
PAGE UP	Selects the object at the top of the screen or moves up one screen.	Using vertical scroll bar.

SHIFT/PAGE UP	Selects range from current focus object to top of screen.	
PAGE DOWN	Selects the object at the bottom of the screen or moves down one screen	
SHIFT/PAGE DOWN	Selects range of objects from current focus to bottom on screen.	
CTRL/HOME	Selects the first object in the organizer. Will scroll if necessary.	
SHIFT/CTRL/HOME	Selects all objects from the current focus to the top of the organizer. Will scroll if necessary.	
HOME	Selects the first object on the screen.	
SHIFT/HOME	Selects all objects from the current focus to the top of the screen.	
CTRL/END	Selects the last object in the organizer.	
SHIFT/CTRL/END	Selects all objects from the current focus to the bottom of the organizer	
END	Selects the last object on the screen	
SHIFT/END	Selects all objects from the current focus to the last object on the screen.	
DEL	Deletes the selected object.	Acts like the DEL button on the toolbar.
Any alpha character	When a folder is selected will search for a folder beginning with that character. Works the same in the Addressbook Organizer when an <u>address book</u> is selected. Is case sensitive.	

Note If no object has been selected the navigator keys will first select the first object in the

organizer. After an object has been selected it will perform the stated action.

Communication Protocol

Communication between computers on different platforms is essential for effective communication. The Internet protocol (standard) used to transfer mail is Simple Mail Transfer Protocol (SMTP). SMTP is limited to the US-ASCII character set (e.g. plain-text produced in Notepad). This creates a problem when attaching non-ASCII based files. Attachments like graphic images, video, audio, or some European languages require special coding to maintain the integrity of the file. Multipurpose Internet Mail Extensions (MIME) provide Simeon with the information required to view and attach these unique files.

Note MIME will not convert data from one application for viewing in another. As an example, it will not convert spreadsheets created in one application (eg: Lotus 123) to be viewed using another application unless the viewing application has that capability.

The form of the attachments are MIME content types and subtypes. The type declares the general format of the data and the subtype specifies the specific format of the data within a file. Simeon comes with a number of MIME-defined "attachment Helper Applications", allowing Simeon Mail to recognize the originator (e.g. application used to make the file) of a file and thus open the file. However, new file formats are continually being developed and require that matching Helper Applications are defined.

Below is a selection of content types and subtypes that have been found to be useful. If you have access to the World Wide Web you may also wish to access

<ftp://ftp.isi.edu/in-notes/iana/assignments/media-types/media-types/>

More:

Type Subtype

Type

Subtype

text

plain
richtext

application

msword
postscript
rtf
wordperfect5.1

image

zip
jpeg
gif
tiff

audio

basic

video

mpeg
quicktime

Folder Search Attributes

The following describes the different search attributes, their criterion and, if necessary, parameters to assist you in creating advanced searches in the Message Organizer. Remember that any number of attributes can be combined to make your search as general or specific as necessary.

Attribute Name	Attribute Definition	Criterion	Parameters
Body	Will search the body for keyword(s)	contains/doesn't contain	text string
CC	Will search the cc field for email address or name.	contains/doesn't contain	text string
Comments	Will search the comments field for the text string	contains/doesn't contain	text string
Date Received	Will search the date received field for specified date.	before/on/since	MM/DD/YY
Date Sent	Will search the date sent field for specified date.	before/on/since	MM/DD/YY
Date String	Will search the body of the message for a date in the format input.	contains/doesn't contain	Date string in any format.
Deleted	Will search only the messages marked as deleted.	n/a	n/a
Not Deleted	Will search only the messages marked not deleted.	n/a	n/a
Draft	Searches only for messages marked as a draft.	n/a	n/a
Not Draft	Will look only at messages that are marked as not draft.	n/a	n/a
Encrypted	Looks in the Encrypted header field for the keyword. The keyword being the type of encryption used in the message.	contains/doesn't contain	text string
From	Will search the from field	contains/doesn't	text string

	for the email address or name specified.	contain	
Header	Will search for the specified header field and keyword.	Name: Value:	field name text string
Header or Body	Will search the any header field or the body of any qualifying message for the keyword(s)	contains/doesn't contain	text string
In Reply To	Will search the in-reply-to field of the message header for the message ID or other information found therein.	contains/doesn't contain	text string
Keyword	This header field contains keywords or phrases, separated by commas.	has/doesn't	text string
Marked Special	Will look only for messages marked special	n/a	n/a
Not Marked Special	Will look only for messages that are not marked special	n/a	n/a
Message ID	Will look in the header for the specified message ID number.	contains/doesn't contain	text string
New	Messages are considered new if they have been received since you last accessed your mail..	n/a	n/a
Old	Messages are considered old if they were received, viewed or accessed prior to the last time you logged into your mail.	n/a	n/a
Priority	Looks at the priority of the mail received. Keyword can be high, normal or low.	contains/doesn't contain	text string
Read	Will look for only those messages that have been read.	n/a	n/a

Unread	Will look only at those messages that are unread.	n/a	n/a
Recent	Recent pertains to those messages that have been added to the inbox since the previous time it was accessed.	n/a	n/a
References	The contents of this field identifies other correspondence which this message references usually by message ID.	contains/doesn't contain/is	n/a
Replied To	Looks only in messages that have been replied to.	n/a	n/a
Not Replied To	Looks only at messages that have no been replied to.	n/a	n/a
Size	Will look at messages that are of a certain size. Size is a number measured in bytes.	is larger than/is not larger than/is smaller than/is not smaller than; is in range	value: min: max:
Sender	Looks in the sender field of the message header for the match.	contains/doesn't contain	text string
<u>Subject</u>	Looks in the subject field of the message header for the keyword match.	contains/doesn't contain	text string
To	Looks in the to field of the message header for the keyword match.	contains/doesn't contain	text string

Addressbook Organizer Search Attributes

The attributes associated with the Addressbook Organizer are divided into two targets: person and list.

Target: Person

Attribute Name	Attribute Definition	Criterion	Parameters
Address	Looks in the address field	contains/starts	text string

	for the keyword match	with/ends with/is	
<u>Alias</u>	Looks in the alias field for the keyword match	contains/starts with/ends with/is	text string
Email	Looks in the email field for the keyword match	contains/starts with/ends with/is	text string
Name	Looks in the name field for the keyword match	contains/starts with/ends with/is	text string
Other	Looks in the additional information field (both name and value) for the keyword match	contains/starts with/ends with/is	keyword required for name and value fields
Phone Number	Looks in the phone field for the keyword match	contains/starts with/ends with/is	text string

Target: List

Attribute Name	Attribute Definition	Criterion	Parameters
Member	Looks for the keyword as a member of a lists. Returns list and all entries.	contains/starts with/ends with/is	text string
Name	Looks for the list name. Returns list and all entries.	contains/starts with/ends with/is	text string

Glossary of Terms

Address Book

Advanced Search

Alias

Alias Expansion

ASCII

Attachments Box

Blind Carbon Copy (Bcc)

Bulletin Board

Carbon Copy (Cc)

Child Object

Compose Window
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Drag and Drop
Electronic Mail (email)
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Folders
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IMAP
Mail Host
Message Groups
Message Headers
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Multipart Message
News Stand
Newsgroups
Objects
Offline
Online
Outbox
Parent Object
PGP
Properties Window
Quick Search
Session Manager
Subject
URL
Usenet
Viewer Window

Address Book

Address Books contain a list of people to whom you may wish to send mail. There are local and remote Address Books. The local Address Book is unique to you and resident on your computer. You may add, change, delete and organize it as you see fit. The remote Address Book, again, is yours but is maintained on a remote system on the network and is available to you from any workstation. Address Books support drag & drop and can be shared between individuals of the same usergroup.

Advanced Search

The advanced search is a more in-depth search than the quick search. Advanced searches allow for any number of keywords, statuses and time frames to be searched. Advances searches are available in the Message Organizer and the Addressbook Organizer.

Alias

Normally an attribute or short-form name given to an individual that is easily remembered.

Alias Expansion

The ability to type in a given attribute and expand it into the full body of information on a person. Simeon will expand an alias into the person's full email address.

ASCII

American Standard Code for Information Interchange (ASCII) files contain only letters, numbers and punctuation.

Attachments Box

A part of the Viewer window, the Attachments Box contains the icons that represent any attachments that have been included in a message.

Blind Carbon Copy (Bcc)

Selecting Bcc when sending, forwarding or replying to a message will forward a copy of your message to the person indicated in the Bcc field without any other recipient of the message being aware of it.

Bulletin Board

Bulletin Board is a shared message area where people can retrieve and respond to messages, usually through Usenet.

Carbon Copy (Cc)

Entering an email address in the Cc field when sending, forwarding or replying to a message, will forward a copy of your message to the person indicated in the Cc field. All other recipients of the message will be aware of those receiving a carbon copy.

Child Object

Any object that is contained within another object is considered a child object. For instance, a folder is considered a child of the message service in which it resides. Sub-folders are considered the child of the folder that contains them.

Compose Window

The Compose window appears on your workstation when the **Comp** button from the toolbar has been selected. The Compose window consists of two sections: the envelope section and the message text section. The envelope section consists of the electronic mail address of the recipients of the message (original recipient as well as Cc and Bcc recipients) and a subject line. The message text section allows you to input the text of a message. If an attachment has been selected to go with the message an Attachment Box will also appear at the bottom of the Compose window.

Configuration Options

Configuration options is the set of user options as defined under ***Tools/Options/Edit***. These options provide individual users with a personalized workspace.

Configuration Specifications

Configuration specifications are set out in the `simeon.ini` file located in your Simeon Mail working directory. This file sets out whether your default login is IMSP or local .tcl, and records the name of each configuration option set you have stored for access during login using the [Session Manager](#).

Drag and Drop

Drag and drop allows you to move or copy messages from one folder to another by dragging them with the mouse pointer and dropping into the desired folder. Drag and drop is also available in the Address Books and allows you to copy individuals from one book to another or copy an individual into a list.

Electronic Mail (email)

Electronic Mail is a way of sending messages to other people in your organization or around the world, using your computer. Electronic Mail (email) replaces normal paper copies of reports, letters, memos or spreadsheets with a file that has been generated on your computer.

Electronic Mail Address (Email Address)

The email address is the electronic equivalent of a regular street address that properly routes messages sent to any individual capable of receiving electronic mail.

Folders

A folder is a means of organizing messages received by you. There are three system-generated folders; *inbox*, receives all electronic mail messages; *drafts* stores a partially composed message for access at another time; *sentmail* is the default folder for saving sent messages. Additional folders can be created to store, archive and organize your received messages. Initially a folder contains two message groups, *Main* and *Deleted*. Folders support drag and drop.

Helper Applications

Are used in reference to viewing attachments. These are programs that are capable of opening an attachment. Usually they will be the program that created the attachment.

IMAP

Internet Message Access Protocol (IMAP) is the protocol used by Simeon Mail to communicate with a message service ensuring your mail delivery.

Mail Host

A specific Message Server (computer) responsible for storing and forwarding mail messages.

Message Groups

Message groups are intended to group electronic mail messages received by you into specific subject areas. Message groups contain information that will sort mail into that message group. For instance, the *Main* message group is intended to receive all incoming electronic mail messages. You may wish, however, to direct all messages sent by a specific person to a message group designed for their mail.

Message Headers

Message headers contain all the information regarding the current message displayed in your viewer. There are two types of headers: raw and short. Raw headers contain all information necessary for the routing of the message and includes the routing information, author, recipients, priority and error reporting. The short message header is formatted for easy reading and contains only the information as input into the envelope portion of the Compose window.

Message Service

Message services act as a receiving house for all incoming electronic mail. A message service may be designated to receive your regular electronic mail or act as a bulletin board service to receive mail from the various newsgroups you subscribe to through Usenet.

Multipart Message

A multipart message is a mail message that contains an attachment.

News Stand

News Stand is the message service that receives mail from any of the newsgroups that you subscribe to through Usenet.

Newsgroups

Newsgroups are the individual interest discussion groups available through [Usenet](#). These groups are accessed through the [News Stand message service](#).

Objects

Objects are any of the organizational features of Simeon Mail from the message services through folders, message groups and, finally, individual messages. Objects may also be an Address Book or the individual names or lists contained therein. Objects may be classified as parent or child. A parent object might be a folder that contains a sub-folder. A child would be that sub-folder.

Offline

Offline refers to limited access to Simeon Mail's capabilities. Offline allows you to process your mail rather than have full access. Any email that you have collected and stored locally on your hard drive will be available to process—read, reply to, forward, send.

Online

Online refers to Simeon Mail sessions where you are connected to your network and have full access to all configuration specifications, your full message store and all of Simeon Mail's capabilities.

Outbox

Outbox is the default name given to the folder that resides in your *Local Folders* message service and is used to store messages when you are offline. You may change the name of this folder, however, it must always reside in the *Local Folders* message service.

Parent Object

Any object that contains other objects within it. For instance, a folder which contains a sub-folder is considered the parent of that sub-folder. Sub-folder may also be parents of other sub-folders, message groups or messages.

PGP

Pretty Good Privacy (PGP) is a way of encrypting mail so that only a recipient will be able to decrypt and read it.

Properties Window

You may receive information on the properties of any object available in Simeon Mail by first selecting that object and clicking on the **Info** button. The information available is dependent upon the type of object selected. For instance, information on a particular folder will give you the folder name, the message services, whether the folder is subscribed to and the number of messages contained in the folder. Choosing an individual in your Address Book will provide you with information on that person's email address, full name, and any attribute pertaining to that individual contained in the Address Book.

Quick Search

A quick and easy-to-use search facility available in Simeon Mail. Quick Searches are available for messages and addresses. They have limited searching capabilities looking for a keyword string with limited parameters.

Session Manager

The session manager is the system used to access the various configuration options created for online or offline access.

Subject

The subject line in the envelope section of the Compose window will contain a short description of the message content as input by the sender. Subject lines of forwarded messages will contain the original subject with a <fwd> at the end to indicate the message was forwarded. Subject lines of messages that are being replied to will be preceded by "Re:" followed by the original subject.

URL

A Unified Resource Link (URL) is the location on the World Wide Web where the information mentioned will be found. It is usually preceded by **http://** (although occasionally it can be preceded by **ftp//**). For instance, to access Simeon's web page you would start your browser and type **http://www.simeon.com** in the location section. Automatic launching of URLs is available in viewer, compose, reply and forward windows as well as in the Public Directory.

Usenet

Usenet is not a formal organization but a collection of people who exchange articles covering a wide range of topics.

Viewer Window

The window that appears on your workstation when you double click to view a message or choose the **Next** or **Prev** buttons to view messages. Each new message brought up through the **Next** and **Prev** buttons will show in the same Viewer. Messages viewed by double clicking will bring up a new Viewer. This will allow you to compare messages.

