

## AtlantisMail&News Help

AtlantisMail&News is a combined newsreader and email client. With

AtlantisMail&News it's possible to both send and retrieve email to and from

anyone in the entire world and also post and read messages on Claranet's

28,000+ newsgroups. AtlantisMail&News makes all of this very easy via its

simple and easy to use interface.

· Introduction

· Settings

· Interface Guide

## Introduction

### What is Email?

Email, or Electronic mail is very much similiar to the postal mail you are undoubtebly used to. A piece of email has an address, a return address and of course the contents of the piece of mail to be sent. Like postal mail you are not limited to sending a written letter, you can send pictures, sounds, programs, or any other kind of file using file attachments. Unlike traditional postal mail, a piece of email will take minutes (sometimes seconds) to reach its destination, regardless of the geographical location of the recipient. Once you begin to use email, you may wonder how you ever managed to survive without it.

### What is News?

News, or Usenet as it is also known, is like a huge international Bulletin

Board. It consists of thousands of discussion groups, each on its own topic, to which people send messages (called news articles), which can be read by other people all over the world. Almost everyone who has access to news will be able to read your message within a day or so.

These articles are sorted into groups – these are a collection of articles which have some connection to a particular topic. These groups are collected together under subheadings know as a heirarchy.

Some groups have only two words in the their title (for example news.answers). Other have many more, (for example comp.sys.ibmpc.games.flight-sim).

The following are some of the main divisions:

comp \_\_\_\_\_ Everything relating to computers

sci \_\_\_\_\_ Subjects relating to science

rec ——— Recreational — sports, hobbies, arts

soc ——— Social groups e.g. soc.singles, soc.couples.wedding

news ——— Relating to Usenet itself

misc ——— Miscellaneous — everything that doesn't belong anywhere else

talk ——— Discussion groups

uk ——— The uk specific groups

alt ——— 'Alternative' groups

claranet ——— Groups relating to Claranet specifically

Most newsgroups available contain FAQ's — this stands for Frequently Asked Questions. A FAQ is a list of the answers to the questions that appear on the group over and over again. —

They can be a very good starting point for research into a topic as they will often have details of where to go for more information.

Binary groups are also useful. A binary is a computer program or something else (such as a picture or a word file) which is other than plain text. They are posted only to binary groups. These will have binaries in their name somewhere. With the AtlantisMail&News decoding is very simple and these files can be viewed or used almost instantly.

The word 'subscribe' when used by NewsClient software (such as AtlantisMail&News) refers only to the way the software separates newsgroups that you are interested in from those that you are not. Access to all newsgroups is free once you have an Internet Account with an Internet Server Provider(ISP) that provides access to a news server.

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## Settings

AtlantisMail&News needs a little information before you are able to use it.

·—— IMPORTANT General

·—— Address book

·—— Newsgroups

·—— Folders

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General

General Settings window:



IMPORTANT

Before you can use AtlantisMail&News with your Claranet internet account,

you will need to enter the following information into the relevant fields.

Identity:

Name:

You need to enter your full name here.

Email Address:

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Enter your email address here. The format for your email address is [Login-  
name]@clara.net. Your email address is case sensitive and must be entered in  
lower case.

Reply To Address:

For users who do not wish to use multiple email addresses the Reply To  
Address will be the same as the email address. If however you wish to use  
Multiple Email Addresses with your Claranet account you will need to setup  
your Reply To Address appropriately. Whether or not you use multiple email  
addresses, your Reply To Address must be entered in lower case.

Organization:

Enter a name for your organization. It is an entirely optional field so if you do  
not wish to disclose your place of work, you may leave this field blank.

Account Information:



SMTP Server:

You'll need to enter the name of Claranet's mail server here: mail.clara.net.

This must be entered in lower case.

POP3 Server:

Again, you'll need to enter the name of Claranet's mail server here:

mail.clara.net. This must also be entered in lower case.

NNTP: Server

This is where you need to enter the name of Claranet's News Server:

news.clara.net. Again, this must entered in lower case.

Username:

This is the username you selected when you set up your Internet account

with Claranet. This is seperate from your email address so you must not

append @clara.net, it must also be entered in lower case only.

Password:

You'll need to enter the password you chose when you setup your account

with Claranet. For security reasons when you enter your password, only

asterisks(\*) will be displayed on the screen. Due to this you must take extra

care when entering your password. It must be entered in lower case only.

Timezone:

Select BST (British Summer Time) during March-October or GMT (Greenwich

Mean Time) for the rest of the year.

Automatic Mail Retrieve:

Enabled:

Automatic Mail Retrieval should only be activated if you plan on spending a

large amount of time connected to Claranet. When this option is enabled

AtlantisMail&News will automatically check to see if you have any new mail

waiting.

NOTE AtlantisMail&News needs to be running and you must be dialed in, in

order for this function to work.

Time Retrieval:

Time interval in minutes between mail checks when you have Automatic Mail

retrieval enabled.

Signature:

Enabled:

Activates the use of a Signature File.

Edit:

Allows you to edit the Signature File you have entered in the File field below.

File:

Enter the name of the signature file you wish to use here.

Note The signature file entered here must be an ASCII text file.

Attachment Size:

When sending a file attachment each individual email message will be

limited to the size (in kilobytes) you set here. If the file you are sending is

larger than the attachment size you select here, it will be split across

multiple messages and will become a multiple file attachment. For example if

you wish to send file attachment that is 500K is size, and limit the

attachment size to 100k, then the file will be shared across 5 email

messages each with a size of 100K.

Header Limit:

Many newsgroups will have hundreds and hundreds of articles.

Downloading them all could easily take 10 or twenty minutes. Obviously,

this could be frustrating if it turns out there's nothing useful in the group.

Therefore this limits the amount you download in one go. A good setting for

this is 50 — enough to give a reasonable idea of what the group is like, but

shouldn't take that long to download.

Font:

Change Font:

Click here to change the type, style and size of Font used throughout

AtantisMail&News. The attributes of the currently selected Font are displayed

along with a small example of what the Font looks like.

Change Color:

[Click here to change the color scheme used throughout AtlantisMail&News.](#)

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## Address Book

Address book window:



The address book is used to store frequently used email addresses. When composing a peice of email the address book can be selected to insert one of your stored addresses into the To field of your message.

The main window lists previously entered addresses.

The two text fields at the buttom of the window, Real name and Email address are where you will insert both the name and email address you wish to store.

Text entry fields:

Real name:

Enter the name of the person whose email address you wish to store here.

Email Address:

Enter the email address you wish to store here.

Note email addresses are case sensitive.

Control Buttons:

Add:

Once you have entered both a Name and Email address in the relevant text

fields click Add to add the new entry to the stored addresses list.

Remove:

To remove an unwanted entry from your address book first highlight the

entry you wish to remove, then click Remove.



### Modify:

To change either the Name or Email Address of an address book entry, first select the entry you wish to modify, edit the information stored in the two text entry fields, then click Modify to store the changes.

### Sort:

To list all your Address book entries in alphabetical order, click on the Sort button.

### Clear:

If you wish to clear the text stored in both the text fields click on the Clear button.

### Help:

Click on the Help button to view the help file you are currently reading.

Cancel:

Click on the Cancel button to abort any changes you have made to your  
address book.

OK:

Once you are happy with the ammendments you have made to your address-  
book click on the OK button and the changes will then be made permanent.

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## Newsgroups

Newsgroup setup window:



The Newsgroups window is split into 3 sub-windows: New newsgroups,

Subscribed newsgroups and Active newsgroups.

The Active newsgroups window will list all newsgroups that are currently

accessible to you. In order for you to read or post to any newsgroup you will

first need to Subscribe to that group. Once you have subscribed to a

newsgroup it will then also be listed in the Subscribed newsgroups window

and also listed in the newsgroup list of the Main program window. From time

to time, new newsgroups will become available on Claranet's news server. In

order to access these news groups you will need to update your news group

list, the New newsgroups window will list any new groups

New newsgroup window:

Selecting update active newsgroup list from the newsgroup list will allow you  
to download a list of the new articles on the news server. This may take  
some time.

New newsgroups are listed in the main part of the window. Double clicking  
on a group will subscribe you to this newsgroup.

Once you have subscribed to a new newsgroup it will then also be listed in  
the Subscribed newsgroups window.

Subscribed newsgroups window:

Before you can post or read messages to or from a news group listed in the  
Active newsgroup list you must first Subscribe to that group. All currently

subscribed to groups will be listed in this window.

If you wish to remove any newsgroup from your list of subscribed

newsgroups first select the group you wish to unsubscribe to and then select

on the unsubscribe option in the newsgroup menu.

Active newsgroups:

The active group list is listed in this window. You have full access to any

newsgroup that is listed in this window, but before you can post or receive

any news messages to a particular group, you must first subscribe to the

group.

Clicking retrieve active newsgroup list will discard the active newsgroup list

present on your computer and download a new grouplist from Claranet's

news server. As Claranet have provided an active grouplist with

AtlantisNews&Mail, then there is no need to download a new grouplist. If you

wish to access any new newsgroups that become available on Claranet's news server, use the click Update from the New newsgroups window instead.

\*Warning\* As there are 28,000+ newsgroups available on Claranet's news server downloading a new group list can take long period of time, in excess of half an hour in some cases.

Click on the name of the group to subscribe to the newsgroup(s) you have selected in the active newsgroup list. Once you have subscribed to a newsgroup it will be then also be listed in the Subscribed newsgroups window. If you want to search for a group on a specific subject, use the find in active newsgroup list option.

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## Folders

Folders are very useful for separating email and news messages you have stored locally on your computer. Any new mail folder you create can be configured in a number of different ways.

If you are using multiple email addresses, mail folders can be created so that incoming email for each address would be separated into different mail boxes.

You are not limited to sorting incoming mail, you can also sort outgoing mail into separate mail folders too. If for instance, you wanted to keep a record of all mail sent to particular address you could create a mail box that would store a copy of all outbound mail to that address.

The following lists how to create and configure new mail folders:

Create:

Selecting this option allows you to create a new mail folder. You will be prompted to enter a name for your folder. Folders must be named according to their proposed use. For instance, if you wish to use multiple email addresses, the name of the folder must match the first part of the email address before the '@' symbol. Example: If you are using an email address of john@smith.clara.net to have AtlantisMail&News store mail destined for that address into a separate mail folder the folder would have to be named john.

If you wish to separate outgoing mail, the mail folder must also be named appropriately, i.e. the folder must have the same name as the first part of the outgoing email address. Example: If you wish to save a copy of all mail destined for the email address sales@somebusiness.com then the mail folder would have to be named as sales.

Delete:



Clicking here will delete the mail folder you currently have selected in the mail folders list. \*Warning\* Deleting a mail folder, will also delete any messages you have stored in that folder.

Rename:

Click here to change the name of the folder you currently have selected in the mail folders list. \*Note\* As mail is sorted into mail folders based on the folder's name, renaming a folder will change what messages are sorted into the folder.

Folder Options:

Click here to change the settings for the currently selected folder in your mail folders list.

The settings window:



The folder options window is split into two sections, one that dictates how email messages are stored and sorted, and the other how news messages are sorted.

Email: (Message->folder)

Send:

When a peice of email is sent you can store a copy of the email message into a mail folder by enabling the following options:

Author: \_\_\_\_\_

\_\_\_\_\_ Enable if you wish mail to be sent to this folder based upon the author (i.e. the return address the message is being sent from) of the message.

~~Would be useful when mutliple email addresses are being used, and you'd like to store mail from a particular user. Disable otherwise.~~

~~To: \_\_\_\_\_~~

~~\_\_\_\_\_ Enable if you wish mail to be sent to this folder based upon the recipient (i.e. the email address the message is being sent sent to) of the message. Would be useful for storing a copy of mail sent to a particular email address. Disable otherwise.~~

~~Retrieve:~~

~~When you retrieve your email you can set AtlantisMail&News to automatically sort your waiting messages into seperate mail folders.~~

~~Author: \_\_\_\_\_~~

~~\_\_\_\_\_ Enable if you wish retrieved email to be sent to this folder based upon~~

~~the author (i.e. the email address of the person who sent the original message). Would be useful if you receive a lot of email from a particular email address and would like to keep a record of it. Disable otherwise.~~

~~To: \_\_\_\_\_~~

~~\_\_\_\_\_ Enable if you wish mail to be sent to this folder based upon the recipient (i.e. the email address the message is being sent to) of the message. Would be useful when multiple email addresses are used and you'd like to separate mail destined for that address from the rest of your email. Disable otherwise.~~

~~News Articles: (article -> folder)~~

~~Post:~~

~~When you post a news article you can store a copy of the posted message into a mail folder by enabling the following options:~~

Author:

Enable to if you wish news articles to be sent to this folder based upon the author (i.e. the return address the message is being sent from) of the message. Would be useful when mutliple email addresses are being used, and you'd like to store mail from a particuliar user. Disable otherwise.

Newsgroup:

Enable if you wish any posts that are sent to a particular newsgroup to be sent to this folder. Would be useful for storing a copy of news sent to a particuliar newsgroup. Disable otherwise.

\*Note\* You can not change the settings for the default mail folders, in, out, sent and bin.

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How to?

Mail:

How do I:

• Send email?

• Reply to email?

• Retrieve my email?

News:

How do I:

• Post an item to a newgroup?

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Retrieve an email message

Before you can retrieve a piece of email you must make sure your General

Settings are correctly configured.

To retrieve an email, you should click on the Retrieve Mail Menu and select

Retrieve Mail. This will connect you to the mail server and check to see if

there's any mail for you. If there is mail, you will be able to decide if you

want to download it. You can also collect mail by doubleclicking on the in-

box folder in the mail folders window.

Send an email message

Before you can send a piece of email you must make sure your General

Settings are correctly configured.

Click upon the Compose menu from the Main window of AtlantisMail&News

and select Email message. You will then be presented with the Compose

window. Enter the relevant information into the Message fields, and message

body components on the Compose window. Select



Post an item to a newsgroup

To post an item to a newsgroup select the new news article option in the

Compose Menu. Fill in the options and then click on the OK button. The

article will then be in the out box until you open the Deliver Menu and select

the post news article in outbox option.

Read an email message

To read an email message double click on the headers in the inbox folder.

## Reply to email message

To reply to an email message, open it and then press the R key. This will  
open a reply box which will allow you type in the text of your reply. When  
you have completed this, click on the OK button. When you want to send  
these double click on the outbox.

## Guide to the interface

There are 3 main elements to the AtlantisMail&News interface.

• Main Application window:

• View message window:

• Compose email message window:

• Compose news message window

• Keyboard Shortcuts

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## The Main Window

This is the window you see when you first load AtlantisMail&News. From this window you will gain full control of both Internet email and Internet news.

The following details each individual function accessible from this window.



## The Menubar:

The menubar consists of the following menus:

Atlantis mail

View

Compose

Deliver

Retrieve

Settings

Help

Toolbar:

The toolbar consists of a row of buttons which activate commonly used functions.



Listed from left to right the buttons:

Cancel, Print, Save as, Compose, Deliver, Settings, Folders, Help, Exit.

Windows:

Mail Folders window

The mail folder window contains a list of all the mail folders

you have. There are four standard mail folders listed in this window, In, Out,

Sent and Bin. If you have set up your own mail folders they will also be listed

here. The messages present in the currently selected mail folder will be listed

in the Message folder window.

In:

The In folder is where any email you retrieve will initially be stored.

Out:

When you compose or reply to an email message or post to a newsgroup the

message won't immediately be sent to its destination address. Instead it will

first be stored in this folder until you select Send email messages from either

the menu or the toolbar. This allows you to compose replies off-line and

then send them after you've dialed in, therefore saving on your phone bills.

## Sent:

Once you have sent any email messages or newsgroup posts onto the internet, the messages in the Out Folder will then be moved from the Out folder to the Sent folder.

## Bin:

If you delete any mail messages or news articles from any of your folders or subscribed newsgroups, they won't immediately be removed from your computer. Instead the message will be moved to your Bin folder. Deleting any messages in your Bin folder will completely remove the messages from your computer.

## Newsgroups window

Any newsgroups that you have subscribed to will be listed in this window.

Once you click on any newsgroup listed in this window the messages



headers that you have retrieved from Claranet's news server will be listed in the Message window.

Message window:

Listed in this window are any messages you have in the currently selected folder from the Mail folders window, or if you have highlighted a newsgroup from the Newsgroup window, the headers you have retrieved from that newsgroup will be listed instead.

When you have a folder selected from the Folder window, the messages listed will be split into the following fields:

Author:

The name and email address of the person who wrote the email message.

Recipient/Newsgroup:

If you have a mail folder selected from the mail folders window, the name and email address of the person who received the email. This will be your name and email address.

Subject:

Short description of what the contents of the message are about. If 'Re:' (regarding) is present at the beginning of the Subject field, then the email message is a reply to another message.

Date:

The date the message was sent.

Size:

The size in Kilobytes of the message.

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## Atlantis Mail Menu

The file menu consists of the following selections:

Select all:

This selects all the items in the active window, which allows you to perform any action on them.

Move selected items to folder:

Allows you to copy the selected or highlighted message(s) to any other mail folder you may have set up.

Move all items to folder:

Allows you to copy all message(s) to any other mail folder you may have set up.

Delete selected items:

~~If you select this option whilst you have selected/highlighted some mail in any mail folder excluding the bin mail folder, the messages will then be moved to the bin folder. If however, you delete any mail from your bin mail folder, the messages will be deleted off of your computer and therefore lost for ever.~~

~~Only delete mail from the bin folder once you are sure you no longer need those messages.~~

~~Delete all items:~~

~~Selecting this option whilst you have any mail folder other than the bin mail folder selected, will move all mail in the currently selected folder to the bin folder. If however, you select this option whilst you have the bin folder highlighted every message present in the bin folder will be deleted off of your computer and therefore lost for ever.~~

Only delete mail from the bin folder once you are sure you no longer need those messages.

Highlight selected items:-

Highlighting messages in any of your mail folders will allow you to perform a single task on all your highlighted messages.

For example if you wanted to delete a number of messages at once, instead of deleting each message individually you could highlight a group of messages and then by selecting delete from the file menu you would be able to delete all those messages in one go.

Unhighlight selected items:-

If you have any highlighted messages, select this option to unhighlight them.

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ÿ@ickletmessage will be moved to your Bin folder. Deleting any messages in

your Bin folder will completely remove the messages from your

computer.W½#7E={vfid7526676250594705518}

H€5 {vfid2307933319987488884}€ {vfid478404413293}€€

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€,,ÿ {vfid\_9079256848776533900}Newsgroups window

Any newsgroups that you have subscribed t

in mail in-in molde)letis window the messages headers that you have

retrieved from Claranet's news server will be listed in the

Message window