MailAlert Introduction

MailAlert is a convenient utility for Microsoft Windows 95 and NT operating systems that notifies you when you have received electronic mail. MailAlert works with a variety of commercially available mail systems, and has the advantage of taking up very little memory when in use.   Since you do not have to keep your mail system in memory, MailAlert improves the performance of your other applications, while still keeping you informed of any incoming messages.   You can customize MailAlert to respond to incoming mail differently based on author or subject.

Basic Notification
MailAlert displays an icon in the notification area of your Windows 95 or Windows NT 4.0 task bar. When you receive new mail, the icon will change to show that you have new mail, and will slowly flash until you click on the icon to acknowledge the new mail. You can configure MailAlert to beep, play a sound or video, show a picture, or run any program or document when you receive new mail. You can also have a message box displayed with the Envelope information (author, subject, and date) of any new messages displayed.

Custom Notification
You can also customize MailAlert to notify you differently based on the message author or subject. For example, you could play a special sound (.wav) file when you get e-mail from your boss, or execute a program to page you when your spouse sends you an e-mail. For each custom notification you set up, you have the notification options as above, and you can also display a custom message box.

Ignore Unwanted Messages
If you receive lots of mail, there are two ways to limit which messages you are notified of. Using a custom notification, you can configure MailAlert to ignore messages from a particular author, or having a subject that contains some specified text. For example, you can set up a custom notification to ignore all messages from a particular coworker that contain the word "Help" in the subject. In addition, there is an option to only notify you of messages for which you have set up at least one custom notification. Of course, when you run your e-mail program, all messages will be there regardless of whether you didn't want to be notified of them as they arrived.

Works with almost any LAN or Dial up E-Mail service
MailAlert works with the POP3 protocol, which is used by most internet mail readers such as **Eudora, Pegasus, Netscape, MS Internet Mail** and others. MailAlert will also check for new mail on Microsoft Exchange postoffices, any MAPI (Messaging API) compliant postoffices, and any other postoffice type which is supported by the Microsoft Exchange client (also known as Inbox or Windows Messaging). The postoffice can be located on the same network as the user, or can be reachable by modem using dial-up networking.   MailAlert will dial-up and check for new e-mail at the time interval specified in the properties dialog.

Multiple Mailbox Support
You can use MailAlert to check for new mail for more than one user by running multiple instances of MailAlert. A future version of MailAlert will support multiple mailboxes in a single instance of MailAlert.

ShareWare
MailAlert is a shareware program written by Diamond Ridge, Inc.   You can try it out for 30 days free of charge. If you find MailAlert useful and desire a registered (non-expiring) copy, please refer to the Registration section of this help file.

Properties

The MailAlert Properties dialog box contains the <u>Mailbox Setup</u>, <u>Schedule</u>, <u>Notification</u>, <u>Custom Notification</u>, and <u>Registration</u> tabs.

There are three ways to bring up the Properties dialog box:

1. If the MailAlert icon is visible, click the right mouse button on the icon and then choose Properties from the menu.

2. If your MailAlert is configured to start running when Windows does, choose the MailAlert icon from your StartUp group. This will display a message that says, "Activating previously running copy of MailAlert," and then bring up the Properties dialog box.

3. If the MailAlert icon is not visible, use the Windows Explorer to start MailAlert from the folder into which you installed it. This will also display a message and then bring up the Properties dialog box.

Mailbox Setup

To view or change MailAlert's Mailbox Setup, first bring up the <u>Properties</u> dialog box, then select the Mailbox Setup tab.

Mail System: This drop-down list box lets you choose your electronic mail system.   If your mail system is not in this list, see <u>Mail System Compatibility</u>.

Mail Profile: This field is specific to Microsoft Exchange.   It should contain the name of the profile configured in Microsoft Exchange.

User: For any Mail System other than Microsoft Exchange, enter the Username assigned to the mailbox you are checking.   For Internet mail addresses, do not include the @ sign nor anything to the right of the @ sign.   For Microsoft Exchange, see above.

Password: Enter the email password assigned to the above username or profile.

Mail Server: This field is specific to Internet mail postoffices.   Enter the full name of your POP3 Internet mail server (example: mail.netprovider.com).   If you have separate incoming and outgoing mail server names, only enter the incoming mail server name.

<u>Dial Up Networking settings</u>

Mail Program: This field holds the full path name of your electronic mail program.   (This is the program that MailAlert will run when you invoke mail.)   The Browse button lets you navigate your file system to find your mail program.   Some examples of Mail Program names (without their full path names) are listed below.   For more information about setting up MailAlert for use with these mail programs, see <u>Mail System Compatibility</u>.

Microsoft Exchange/Inbox	`Exchng32.exe`
Microsoft Internet Mail	`Explorer.exe`
	Under the **Advanced** button from the Mailbox Setup tab, enter the following into **Mail Program Parameters**, exactly as shown:
	`/root,C:\WINDOWS\Internet Mail.{89292102-4755-11cf-9DC2-00AA006C2B84}`
Eudora	`Eudora.exe`
Pegasus	`Winpm-32.exe`
Netscape	`Netscape.exe`

Advanced: Brings up the <u>Advanced Options</u> screen.

Run MailAlert on Windows startup: This option determines how MailAlert starts.   If the box is checked, MailAlert begins automatically when Windows starts (*i.e.,* MailAlert is added to your StartUp group).   If this box is not checked, MailAlert will not start unless you start it manually during your Windows session.

Advanced Options

To change MailAlert's Advanced Mailbox Setup options, first bring up the <u>Properties</u> dialog box, then press the Advanced button on the Mailbox Setup tab.

Mail Program Parameters: Enter any parameters which must be specified when running your mail program from the Mailbox Setup tab.   These parameters will be added to the command line that MailAlert runs when it starts your mail program.

Mail Program Initial Directory: If your mail program should have a working directory other than the directory in which the mail program resides, enter it's path name here.

Stay Logged in (MAPI only):   If checked, this tells MailAlert to stay logged in to MAPI even when it is not checking for new mail.   In other words, MAPI software components will stay loaded in memory, and any other services that depend on MAPI will continue to run, such as Microsoft Fax or Scheduling services.   If not checked, MailAlert will do a MAPI login before each time it checks for new mail.

Logging: Select the level of logging that MailAlert should display in its <u>Activity Log</u>.   The three levels of logging are:

Normal	Log all scheduled and manual mail checks including new mail counts, suspensions, and error conditions .
Errors only	Do not log routine mail checks or suspensions, only error conditions.
Troubleshooting	Log POP3 commands in addition to all normal activity.

Display 'Stay Connected' Prompt for: This setting only affects dial-in users.   If new mail is found, MailAlert will not hang up the modem for this number of seconds, giving you the chance to press a **Stay Connected** button so that new mail can be sent or replied to without having to dial in again.   If stayed connected, the connection must be manually terminated by the user.

Schedule

To view or change MailAlert's checking schedule, first bring up the <u>Properties</u> dialog box, then select the Schedule tab.

The list box at the top of the Schedule tab holds entries describing the times that MailAlert should check for new mail.   These entries are added or deleted by pressing the **Add** and **Remove** buttons to the right of the list.

To create new schedule entries, first press the **Add** button.   The new entry will be selected, and can be customized by changing the settings in the Time, Days, and Options groups below.   To edit an existing schedule entry, first select it in the list, then use the options below to change its settings.

Time: For the selected schedule entry, select the **At** option to specify a single time of day for this entry, or the **Every** option to specify a recurring time to check.   The recurring time can be scheduled for a number of minutes or hours between the specified **From** and **To** times.   *Note:* to specify a cycle that should repeat all day (24 hours a day), use a From time of 12:00 AM and a To time of 11:59 PM.

Days: For the selected schedule entry. check the days of the week on which this schedule should be used.

Dial: For the selected schedule entry, specify of the following Dial options from the drop-down list box:

Do not dial	Do not dial the provider before checking for mail. This would be suitable for users who are directly-connected to the same network as their mail server.
Dial before checking	Dial the provider before checking for mail. *Note:* If the connection has already been dialed and is active, MailAlert will not attempt to dial but will still check for new mail.
Check only if already connected	Only check for mail if the provider has already been dialed.

Check on MailAlert Start: Tells MailAlert to check for new mail when first started.

Notification

To view or change MailAlert's default Notification options, first bring up the <u>Properties</u> dialog box, then select the Notification tab.

These settings describe the method that MailAlert uses to notify you of new mail that is not covered by any of the <u>Custom Notification</u> cases.

Display Envelope Information: If this option is checked, MailAlert will display envelope information (author, subject, and date) when you receive a new message.

Beep: If this option is checked, MailAlert will beep (*i.e.,* play the sound Windows assigns to a "Default Beep") when you receive a new message.

Media File: If this field contains the name of a file, MailAlert will "play" that file when you receive a new message.   This file can have a variety of formats, including sound, video, picture, or any executable file. The Browse button lets you navigate your file system to find the file you want to play.   The Play button lets you test the file you have chosen.

Note: If you don't have a sound card, you can still play audio files by using a PC speaker driver.   You can find a PC speaker driver on Diamond Ridge's web site (www.diamondridge.com).

Show unread count: This option describes what happens when you put the mouse on the MailAlert icon (without clicking).   If this box is checked, the unread count is shown along with the new message count.   If this box is not checked, only the new message count is displayed.

Hide icon when no new mail: This option governs the behavior of the MailAlert icon.   If this box is checked, the icon is only visible when there is new mail, even though MailAlert is still running all the time. If this box is not checked, the icon is always visible.

Note: If MailAlert's icon is hidden using the above setting, in order to access MailAlert's Properties pages you must go to the folder where MailAlert is installed and execute it again.   Or, if MailAlert is set to automatically start with Windows, you can execute it by selecting it from the Start menu under Programs, StartUp.   The Properties dialog will then be displayed.

Ignore all except custom notifications: This option allows you to screen your new message notifications.   If the box is checked, only mail with pre-specified subjects or authors (see <u>Custom Notification</u>) will cause an alert.

Dial-Up Networking Settings

The following settings are used by MailAlert to dial a network provider before attempting to check for new mail.   A connection profile for your provider must already be created in Windows Dial Up Networking to use this feature.

Dial: Select one of the following options from the drop-down list box.   This setting is used when **Check Now** is invoked. It is also used as the default setting for new <u>Schedule</u> entries, for which a Dial action can be specified for each entry.

Do not dial	Do not dial the provider before checking for mail. This would be suitable for users who are directly-connected to the same network as their mail server.
Dial before checking	Dial the provider before checking for mail. *Note:* If the connection has already been dialed and is active, MailAlert will not attempt to dial but will still check for new mail.
Check only if already connected	Only check for mail if the provider has already been dialed.

Connection: The name of the Dial Up Networking profile that has been previously created to dial into your network provider.

User: The username assigned to your dial-in account by your network provider.   It is the username used to connect using Dial Up Networking.   This may be different from your e-mail username depending on your provider.

Password: The password assigned to the above username.

Custom Notification

MailAlert allows you to create multiple custom notifications.   If you would like to be notified in distinctive ways for messages with certain subjects or from certain authors, you can do this easily in MailAlert by defining custom notifications.

To view or change custom notifications in MailAlert, first bring up the <u>Properties</u> dialog box, then select the Custom Notification tab.

Custom Notifications: The list box displays the custom notifications that have already been created in MailAlert. To edit an existing notification, select it from the list and then use the controls below to make changes. To create a new custom notification, click on the Add button.   Clicking on the Remove button will delete the custom notification currently highlighted in the list box.

Note: you **must** select the notification for editing by clicking on the Author field.   Clicking on the Subject or Notification fields will not have any effect.

If a custom notification is defined with Author set to *Any* and Subject set to *Any*, this notification becomes your default notification and overrides the default notification settings on the <u>Notification</u> tab.

Condition: The condition controls allow you to create or modify the conditions for the currently selected custom notification.

Author: To customize the current notification based on the authors of incoming messages, you need to decide what text you want to compare the author to and how you want to do the comparison.   Your choices for the author comparison are "any", "equals", "starts with" and "contains".   Use the author drop-down list box to select the desired comparison operator and the text box next to it to enter the text you would like to compare the author of incoming messages to.

For example:

If you select:	You would receive notification for any incoming message where:
Contains *Jones*	*Jones* appears anywhere in the author text
Equals *Jones*	Author text is exactly *Jones*

Note: If the sender is from an Internet-based mail system, the author field contains their Internet email address in brackets (<>) following their 'friendly name'.   This facilitates author comparisons against Internet mail addresses.

Subject: To customize the current notification based on the subjects of incoming messages you would follow the procedure outlined above for customizing based on author.   The text you enter in the text box associated with the subject will be compared against the subject of incoming messages.

Notification Options: Use the Notification Options to indicate what type of notification you would like for the currently selected custom notification.   You can select any combination of the available notification methods for each custom notification.   When an incoming message is received that meets the criteria set in the Options (above) for this notification, the selected notification methods will be activated.

Beep: If this option is selected, MailAlert will beep (*i.e.,* play the sound Windows assigns to a "Default Beep") when you receive a new message that meets your criteria.

Do Not Notify: To turn off notification for a particular author or subject, check this checkbox.

Message: If this option is selected, MailAlert will display a pop-up message box containing the text entered to the right of the checkbox, when you receive a new message that meets your criteria. The message box will also contain the author, subject, and date/time the message was received.

Test: This button will execute any of the Notification Options that have been entered in this section, for testing.

Command: If this field contains the name of a file, MailAlert will "play" that file when you receive a new message. This file can have a variety of formats, including sound, video, picture, or any executable file. The Browse button lets you navigate your file system to find the file you want to play. The Test button lets you test the file you have chosen.

Note: If you don't have a sound card, you can still play audio files by using a PC speaker driver. You can find a PC speaker driver on Diamond Ridge's web site (www.diamondridge.com).

Parameters: Additional parameters for the above executable command line can be specified here. There are five special parameters available, and pressing the **Special** button will enter them into the parameter line for you. They can also be manually typed. The five special parameters are:

%A	Author
%S	Subject
%D	Date and Time received
%M	Mail System
%U	Mail User or Profile name

Initial Directory: If the above program requires specification of a working directory, enter its path name here.

Checking Multiple Mailboxes or Mail Systems

MailAlert can be set up to monitor more than one mailbox or system. If each of the mail systems is installed into Microsoft Exchange as a service, and only one Exchange Profile is being used, then only once instance of MailAlert need be run to check all of the systems.

But if more than one POP3 mail system or a combination of MS Exchange mail systems and POP3 mail systems must be checked, more than one instance of MailAlert may need to be run to check all of the mailboxes.

To run a second or third copy of MailAlert, you need to start MailAlert with a command line parameter of **mailbox=**_mbname_. _Mbname_ should be some simple word to identify the MailAlert instance. For example, if you have two people sharing a computer, you could both be notified of new mail with MailAlert. Run the following commands to start MailAlert (usually you will set up an icon, and copy it to your startup folder or Check the 'Run MailAlert on Startup' checkbox on the Mailbox setup property page):

>   MailAlert.exe mailbox=husband
>   MailAlert.exe mailbox=wife

Now there will be two MailAlert icons on the taskbar. Note that the tooltip for each icon shows the name you entered on the command line. Currently this is the only way to identify which icon is which, other than by the position on the taskbar.

Multiple mailboxes can be handled in more than one way. Below are some sample scenarios which can be used to determine which is the best way for you.

1. **One user, multiple mail systems, each mail system is installed into Microsoft Exchange as a service and they should all be checked at the same times**

   Run one instance of MailAlert and set it to use Microsoft Exchange as the mail system. All services will be checked for new mail at the scheduled times.

2. **One user, multiple mail systems, each mail system is installed into Microsoft Exchange as a service BUT each should be checked at different times**

   Run one instance of MailAlert and set it to use Microsoft Exchange as the mail system. You will only be able to schedule different check times for LAN and Dial-up mail connections, using the **Dial** setting assigned to each schedule entry on the <u>Schedule</u> properties page. For the LAN mail systems, select **Do not dial**, and for the Dial-up mail systems, check the **Dial before checking**. If you require more flexible scheduling than this, use one of the options below.

3. **More than one user, each with a Microsoft Exchange profile**

   Run one instance of MailAlert for each user, using the instructions for setting the command line parameter **mailbox=** shown above for each instance. Each user can then have various mail system schedules set up as explained in scenario 2.

4. **One or more users, each with a combination of MAPI and POP3 mail systems**

   Run one instance of MailAlert for each mail system, using different Properties page settings for each instance. Use descriptive names for

each **mailbox=** parameter to distinguish which mail system and/or user each instance is being used for.

The MailAlert Icon

When the MailAlert icon is visible (see <u>Notification</u>), you have several ways to interact with it.

Moving the cursor over the MailAlert icon brings up information about the number of new and unread messages.

Single left-click on the MailAlert icon acknowledges mail (and stops the icon from flashing)

Single left-click and hold on the MailAlert icon brings up the <u>Envelope Information</u> dialog box. If you don't have any new mail, your system will beep once.

Double left-click on the MailAlert icon brings up your mail system (configured in <u>Mailbox Setup</u>).

Single right-click on the MailAlert icon brings up the MailAlert menu (see below).

MailAlert Menu options:

Run Mail Program brings up your mail system (configured in <u>Mailbox Setup</u>).

Compose Message brings up your mail system's New Message screen.

Envelope Information brings up the <u>Envelope Information</u> dialog box which displays the headers of any new messages.

Check Now performs the check for new mail immediately, instead of waiting the amount of time specified in the <u>Schedule</u> dialog box. **Shift+Check Now** for MAPI users will cause a check without dialing, so the state of any messages already on the local machine will be updated.

Notify Again checks for new mail and if there are notification action(s) specified in the MailAlert <u>Properties</u> for any new messages, those alerts will happen again.

Properties brings up the <u>Properties</u> pages.

View Log brings up the <u>Activity Log</u>, showing each mail check, the number of new messages found, and any errors which interfered with MailAlert's checking.

Help Topics brings up this help file.

About MailAlert brings up a window with information about the MailAlert program.

Suspend MailAlert temporarily stops MailAlert from checking for mail (signified by a red circle and slash through the MailAlert icon), until Suspend MailAlert is selected again.

Exit closes MailAlert.   Note that if you choose this option you will no longer be notified when you receive new messages.

Envelope Information

This screen provides a list of new messages.   You can start your mail system by double-clicking one of the messages or by pressing the **Run Mail** button.

Note: In order to select a message from Envelope Information, you **must** click on the information in the **From** field.   Clicking on the Subject or Received fields will not have any effect.

The **Close** button closes the Envelope Information screen.

The **Preview** button will show the selected message in a window on the screen.   If the message is from a MAPI compliant mail system, the full message will be displayed.   If it is from a POP3 postoffice, you must currently be connected to your postoffice over a LAN or dial-up connection to preview, and only the first 100 lines of the message will be displayed.   You must run your mail   program to retrieve the full message.

The **Hide** button will hide the selected message so that it doesn't appear as a new or unread message in MailAlert. When you run your mail program the message will still be there.

The **Delete** button deletes the highlighted message. This is useful in some cases where you don't need to read the whole message before deleting it. If the message is from a POP3 postoffice, you must currently be connected to your postoffice over a LAN or dial-up connection to delete messages.

The **Help** button will bring up this Help screen.

Activity Log

The MailAlert Activity Log is available by right-clicking on the MailAlert icon and selecting View Log from the menu.   The log shows a list of activity at a level of detail determined by the **Logging** setting on the Advanced Options screen.

The **Show error log after each error** option, when checked, will display the activity log when a communications error occurs and keep it on the screen until manually closed.

If a communications error occurs, the MailAlert icon will turn red until the **Clear** button is pressed from the View Log screen, or until MailAlert could perform another mail check successfully.

Mail System Compatibility

MailAlert works with electronic mail systems that conform to MAPI (Messaging API) and POP3 (Post Office Protocol 3) communications standards.   If your mail system is not mentioned explicitly in MailAlert's configuration list, refer to your mail system's documentation to see what standard it uses.

Some examples of MAPI-compliant mail systems are Microsoft Exchange (Inbox or Windows Messaging) and Microsoft Mail.

Some examples of POP3-compliant mail systems are Netscape, Eudora, Pegasus, or almost any mail system from an Internet Service Provider.

In addition to MAPI and POP3, MailAlert can check for new mail on any mail system that Microsoft Exchange Inbox can use as a service (Compuserve, MSN, etc.).   In these cases MailAlert uses MAPI to communicate with Inbox, and Inbox has drivers installed to communicate with the foreign mail system.

At this time, America OnLine (AOL) mail is not supported, as it does not conform to any of the above standards.

For more detailed information, click on one of the following topics:

CC Mail, Non-MAPI, and VIM mail systems

Setting up MailAlert with POP3 (Internet) Mail Systems

Support for Non-MAPI Mail Systems

CC-Mail and Lotus Notes email support the VIM email standard. In order to use MailAlert with VIM email systems, you need to have a MAPI-to-VIM translation DLL.   Microsoft and Lotus (IBM)   both currently offer MAPI-to-VIM dll's.   Any Microsoft Office product also includes such dlls.

Instructions for using MailAlert with VIM-compliant mail systems.
Diamond Ridge is unable to distribute the MAPI-to-VIM dll's due to licensing restrictions, but if already have the required dll (MAPIVI32.DLL, for example) you can use MailAlert. You must copy the dll into the Windows\System directory, and choose CC-Mail from the MailAlert Mailbox Setup Properties sheet. If you have a MAPI-to-VIM dll with another file name, you can tell MailAlert to use it instead by adding a registry entry under:

        HKEY_CURRENT_USER\Software\Diamond Ridge\MailAlert

Add a new String value with a ValueName of   "MapiDLL" and the value should be the full path and filename of your dll.

Again, note that the Microsoft Office products come with a version of MAPIVI32.DLL that you can use if you have a license for one of those products (Excel, Word, etc).

Setting up MailAlert with POP3 (Internet) Mail Systems

If you use a mail reader such as **Eudora**, **Netscape**, **Pegasus**, **Microsoft Internet Mail**, or other POP3 mail reader, you can set up MailAlert to access a POP3 or Internet mail server using the following steps:

1. The best way to start is to go into your mail program (Netscape, Eudora, Microsoft Internet Mail, Pegasus, etc.) and note all of the configuration settings for Mail Server name, User name, Password, and if applicable, dial-up networking settings.

2. Go to MailAlert's <u>Mailbox Setup</u> tab on the Properties page and select the proper Mail System name.   If none of the mail systems matches the brand of mail program that you have, select **POP3** from the list.

3. Add the settings for your User name, Password, and Mail Server name.   Your User name is normally the portion of your e-mail address before the @ sign.   The mail server name is the Internet name of the server that handles your mail.   For example, *mail.netprovider.com*.

4. If you are on a permanent network connection (not a modem), select **Do not dial** in the Dial Up Networking settings.   If you are using a modem to reach your provider, select either **Dial before checking** or **Check only if already connected**.

5. If using a modem, select the proper Dial Up Networking connection profile to dial for checking mail.   Then fill in the User name and Password for this dial-in account.

6. Fill in the complete path name to your mail program in the **Mail Program** entry.   For examples of correct mail program names, see <u>Mailbox Setup</u>.

7. If additional parameters or an initial directory must be specified for your mail program, press the **Advanced** button and fill in these fields.   Note that additional parameters are **required** for the **Microsoft Internet Mail** program (see <u>examples</u>).

Installing and Removing MailAlert

To install MailAlert:

1. MailAlert is distributed in a self-extracting archive file with a built-in setup program.   To expand the file and start the installation, simply execute the distribution file **MAInst.exe**.

2. The Setup program will guide you through the setup process.

3. Run MailAlert.exe from the folder you chose to install into during the Setup process.   If this is the first time you are running MailAlert, the <u>Properties</u> dialog will appear.

4. Note that in the Mailbox Setup properties page you can check the **Run MailAlert on Windows Startup** box   to create a shortcut to MailAlert.exe in your StartUp folder.

To remove MailAlert:

1. If your registration evaluation period has expired, you can get an extension by contacting <u>Diamond Ridge</u>. If you still want to remove MailAlert, here is how:

2. If MailAlert is currently running, close it by selecting **Exit** from the MailAlert menu.

3. Go to Settings, Control Panel from the taskbar Start menu and select **Add/Remove Programs**.

4. Select **MailAlert** in the list of installed software, and press the **Add/Remove** button.

Registration

MailAlert is shareware. *It is not free.* You are welcome to try the unregistered version to see if the product is useful to you, but if you decide that you do indeed want to use MailAlert, you need to register and pay for the registered version. Please see the description under <u>Shareware</u>

There are several benefits to registering your copy of MailAlert:

You will receive a registration number to enable you to continue using MailAlert after 30 days.

You will receive the latest version of MailAlert.

You will be eligible for free software upgrades for a year after your purchase, and reduced price upgrades thereafter.

If you choose, you will be placed on the <u>Diamond Ridge, Inc.</u> mailing list, to be notified of new versions and products.

Entering your Registration Number

When you register MailAlert, you will be given a registration number that you enter along with your   name in the **Registration** properties page. You can then press the **Register** button. If your registration number and name are entered correctly, your copy of MailAlert is then registered for use.

Getting an evaluation extension

If your evaluation period has expired and you need more time, contact Diamond Ridge, and we can give you a special registration number that will extend your evaluation period by another 30 days.

How To Register:

Price: $15 per copy. New York State Residents must add 7% Sales Tax.

Volume Pricing Schedule

Please see our web site at http://www.diamondridge.com for the latest pricing information.

You can pay via credit card *(Visa, MasterCard, American Express)* by calling us at the following telephone number:

(518) 371-0078

or

Send us a check or money order drawn on a U.S. bank made payable to **Diamond Ridge, Inc.** Our address is:

> **Diamond Ridge, Inc.**
> **Attn. Software Registration**
> **3 Cabot Way**
> **Clifton Park, NY   12065**

You can pay by credit card if you have an account on Compuserve:

Go swreg

click on **Register** and search for **MailAlert**.

or

Contact us and we can send you an invoice if you need one for a purchase order, or arrange for a wire transfer for international orders.

We prefer to send you your registration number (and instructions) via e-mail if at all possible to cut down on the Mailing expenses, and to serve you faster. If you don't have an internet e-mail address however, we will be glad to send it to you over US Mail.

In addition to your payment, we need the following information to register the software:

Name:
Mailing address:
E-mail address:
Number of copies:
Windows system and version:
Do you want to be informed of new versions of MailAlert?
Do you want to be informed of other Diamond Ridge, Inc. products?

We would appreciate this optional information:

Company:
Title:
E-mail system:
How you heard about this product:
Where you got your copy of MailAlert from:

We welcome comments and questions about the registration process at (518)371-0078.
E-mail: **MailAlert@DiamondRidge.com**

Also, please feel free to pass along a copy of the *downloaded* version of MailAlert to friends, family, co-workers, your MIS department, etc. for their evaluation.

Disclaimer - Agreement

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We welcome any comments or questions you have about our company, our software, or life in general (no guarantees on this last, however).   You can contact us at:

E-mail:	**MailAlert@diamondridge.com**
WWW:	**www.diamondridge.com**
Phone:	**(518) 371-0078**
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