

Overview of TransSoft's Mail Control




TransSoft's Mail Control is a comprehensive e-mail client with several unique features :

- Supports multiple users.
- Supports multiple e-mail accounts for each individual user.
- Multiple folders for storage of messages
- Automatically sorts incoming mail into different folders based on rules, specified by the user.
- Automatically reply to incoming mail based on rules specified by the user.
- Can leave messages on the remote mail server, but still only receive new messages.
- Can launch a webbrowser to view URL's (webpages) referenced in mail messages.
- Includes a Control Center for manipulating messages at the remote mail server.
- Includes a spelling checker to spell-check your messages before sending them.
- MIME or UU ENCODE selectable for sending mail attachments.
- Automatically detects MIME or UUENCODE in received attachments.
- Up to 5 different signatures for each e-mail account.
- PGP support.

Adding users

There are 3 ways to add new users to the system :

1. A. Press the  button at the bottom of the main window
B. From the Pop-up menu select 'New User'

or

2. A. Click with the right mouse button anywhere on the users/e-mail tree.
B. Select 'New User'

or


3. From the Menu bar select 'Folders | Add new user'.

After this you should type the name of the user in the 'Create New User' Dialog.

Adding accounts to users

To add a new e-mail account to user :

1. In the users/e-mail tree, select the user you want to add an e-mail account to. (You can also select any node under the user)
2. Click with the right mouse button anywhere on the users/e-mail tree.
3. Select 'New eMail address'.


1. You can also press the  button and select 'new eMail address' from the pop-up menu.

After this, fill in the information in the eMail properties window.

Creating folders

To create a new folder:

1. In the users/e-mail tree, select the e-mail account that you want to create the folder in. (You can also select any folder under that e-mail account)
2. Click with the right mouse button anywhere on the users/e-mail tree.
3. Select 'New Folder'.

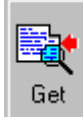
1. You can also press the  button and select 'new Folder' from the pop-up menu.

After this, type the name of the new folder in the 'Folder properties' window.

Getting Mail

To receive mail for an e-mail account :

1. In the users/e-mail tree, select the e-mail account that you want to receive mail from. (You can also select any folder under that e-mail account)



2. Click on the  button, or select Mail | Get messages from mailbox from the menu.


After this you will get the Receive Mail Progress window which shows the progress of the mail reception.

Sending Mail

To send undelivered mail for an e-mail account :

1. In the users/e-mail tree, select the e-mail account that you want to send mail for. (You can also select any folder under that e-mail account)



2. Click on the  button, or select Mail | Send unsent messages from the menu.


After this you will get the Send Mail Progress window which shows the progress of the mail transmission.

Sending and Receiving Mail

To send undelivered mail for an e-mail account and check for new mail :

1. In the users/e-mail tree, select the e-mail account that you want to send and receive mail from. (You can also select any folder under that e-mail account)



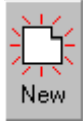
2. Click on the  button, or select Mail | Send unsend messages from the menu.

After this you will get the Send Mail Progress window which shows the progress of the mail transmission.

Composing a new mail message

To compose a new mail message:

1. In the users/e-mail tree, select the e-mail account that you want to send the mail from. (You can also select any folder under that e-mail account)



2. Click on the  button, or select Mail | New message from the menu.


After this, you will get the Message editor window where you can write your message.

Replying to received mail

To compose a reply to a mail message you have already received :

1. Select the message that you wish to reply to in the message list.




2. Click on the  button, or select Mail | Reply to current message from the menu.

After this, you will get the Message editor window with the original message that you can refer to.

Checking for new mail



To check for new mail in all active e-mail accounts click on the  button.

If there are new messages at any of the active e-mail accounts, you will get the mailbox status window which shows how many new messages are waiting. Because this is only used to show a summary of messages waiting, you still have to get the mail from each e-mail account.

Main Window

The main window consists of the following objects :

The mail message area

The users/e-mail tree



The message list

The left button bar

The Tools button

The PGP button.

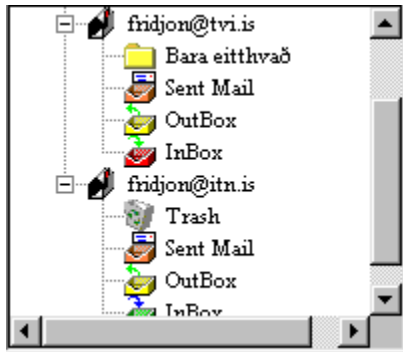
The mail message area

<input type="checkbox"/>	Recipient:	_____	 
	Carbon copy:	_____	
NEW!	Subject:	_____	
	Mail sender:	_____	
	Attachment:	_____	
<div style="border: 1px solid black; height: 100px; width: 100%;"></div>			

The mail message area shows the message currently selected in [the message list](#)

Also shown in this area is the [PGP button](#) which enables working with [PGP](#).

The users/e-mail tree











The Users/e-mail tree shows all users, their accounts and all folders under each account. The nodes of the tree can be expanded or collapsed as required.

A + before the node indicates that there are more nodes under the current one. Just click on the + sign to expand them.

Similarly, a - sign indicates that the nodes under the current node are expanded and can be collapsed by clicking on the - sign.

When a folder is selected here, the [message list](#) shows all the messages presently in the folder.

The message list


Date	Subject	Other person
 11.21.1996	encryptað bréf	Bjorn Heidar
 11.21.1996	Prófun á sign	Bjorn Heidar
 11.20.0096	Your command, ADD	PGP Key Ser
 11.20.0096	Your command, GET bhg@...	PGP Key Ser
 11.19.1996	Jæja, hvað!!?	Bjorn Heidar
 11.19.1996	Athugasemdir vegna tilkynni...	Jon Ingi Thor
 11.19.1996	Tilkynning vegna brota á not...	Jon Ingi Thor
 11.15.1996	New release of TransMail	bhg@centrur


The message list shows all messages in the folder currently selected in the [users/e-mail tree](#).


When a message is selected here, it will be displayed in the [mail message area](#). You can also double-click on the message to view it in the [message editor](#).

The icon before the date shows the status of the message as follows :

 **Unread.** The message has not been read.

 **Read.** The message has already been read.

 **Undelivered.** The message has not yet been delivered (use 'Send Mail' on the [left button bar](#) to deliver).

 **Delivered.** The message has already been delivered.

The left button bar



The left button bar contains buttons for frequently used commands. They are :

Get

Checks for, and retrieves, new mail for the e-mail account currently selected in users/e-mail tree.

Send

Sends all undelivered messages (in the 'Inbox' folder) through the e-mail account currently selected in users/e-mail tree.

New

Creates a new mail message from the e-mail account currently selected in users/e-mail tree. When pressed the message editor is started so that the new message can be written.

Reply

Creates a reply message to the message currently selected in the message list. When pressed the message editor is started so that the reply message can be written.

Get & Send

Retrieves all pending messages and sends all undelivered messages for the e-mail account currently selected in users/e-mail tree.

Fwd Mail

Forwards the message currently selected in the message list to someone. When pressed the message editor is started with the message to be forwarded is loaded.

Redirect Mail

Redirects the message currently selected in the message list to someone. When pressed the message editor is started with the message to be redirected is loaded.

Redirect mail works in the same way as forwarding except that you can only change the recipient of the message but not the message itself.

Check Mail

Checks all active e-mail accounts for new mail. If there is new mail then only summary information is retrieved. This can be used to quickly browse through the titles of incoming mail.

The Tools button



The Tools button is used for selecting miscellaneous operations. When pressed, the button brings up a pop-up menu with the following items :

Browse Users/Email

Brings a list of all users of the system. When a user is selected, all email accounts for that users will be displayed and can be selected.

New user

Adds a new user to the mail system. Each user can have multiple e-mail accounts.

New email address

Adds a new e-mail account to the user currently selected in the users/e-mail tree.

New folder

Creates a new folder under the e-mail account currently selected in the users/e-mail tree.

Change properties

Allows changing the user name, e-mail account properties or folder names depending on what is currently selected in the users/e-mail tree.

Delete selected treenode

Allows deleting a user, an e-mail account or a folder depending on what is currently selected in the users/e-mail tree.

Note : System folders can not be deleted.

Delete selected messages

Deletes the message currently selected in the message list.

Reuse selected message

Reuses the message currently selected in the message list and sends it to the outbox for resending.

Print selected message

Prints the message currently selected in the message list.

Message editor

Edits the message currently selected in the message list with the message editor.

Addressbook

Brings up the address book window.

Preferences

Brings up the system settings window.

Empty Trash folder

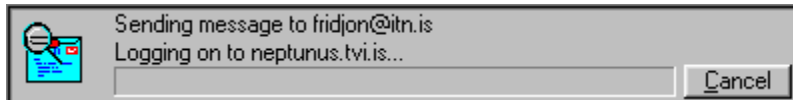
Empties the trash folder for the selected e-mail account.

An e-mail account is active if the Inactive/Active checkbox in the 'e-mail address properties' window is unchecked. This can be used to temporarily disable an e-mail account.

System folders are the 'InBox' folder, the 'OutBox' folder and the 'Sent Mail' folder

Send Mail Progress window

The sending mail progress window shows the status of the mail transmission from your computer to the remote mail server.

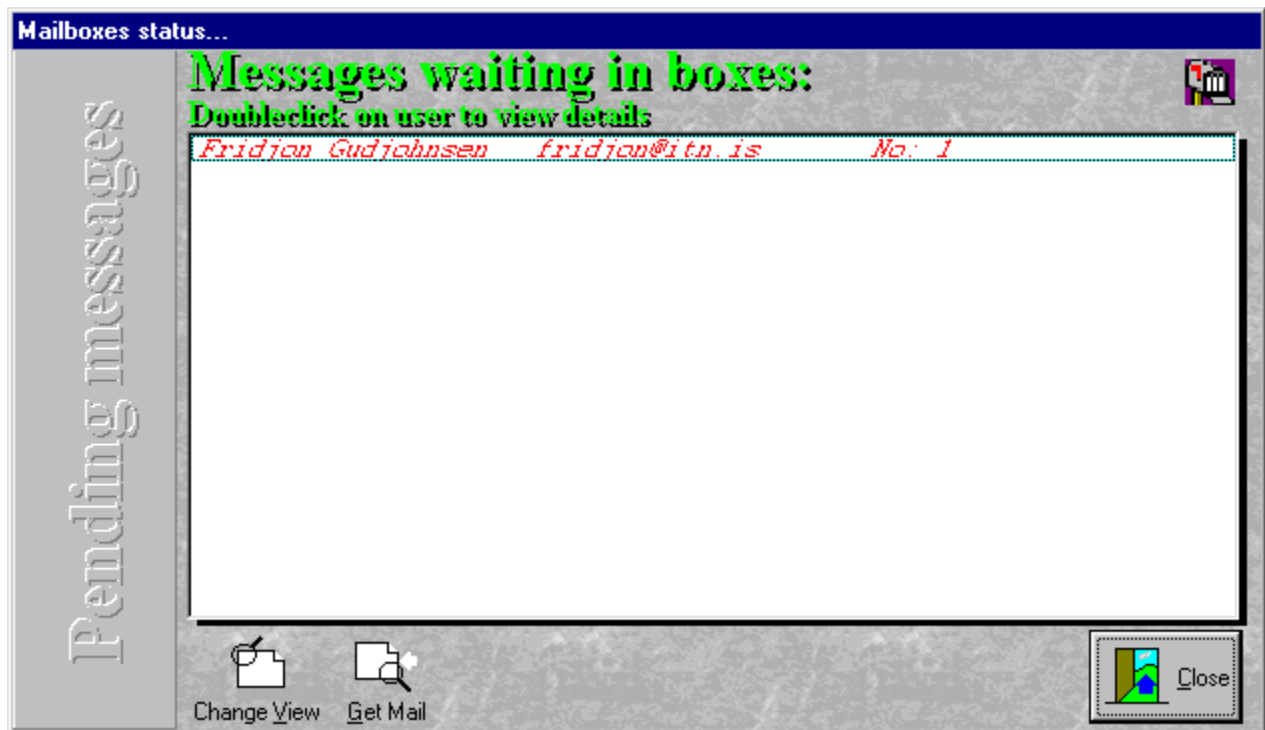


Receive Mail Progress window

The Receiving mail progress window shows the status of the mail reception from the remote mail server to your computer.

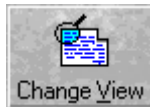


Mailbox status window



This window is shown after you have checked for mail. It shows a summary list of messages in all e-mail accounts that have new mail. On the list are :

- Full name of user
- E-mail account name of user
- Number of messages waiting




By pressing the **Change View** button toggle between a summary of all pending messages and a list of all messages and their senders and subjects.



By pressing the **Get Mail** button you can receive the pending mail.

The message editor

The message editor is used to write e-mail messages. It consists of the following fields :

Recipient: The recipient of the mail message. You can also press the  to bring up the address book where you can select the recipient from.

Sender: The sender of this message. This will be prefilled with the e-mail address and user name of the e-mail account that you are sending from.

Subject: Used for the subject of the message.



Attachment Button for adding attachments to a file. Also used to save files attached to incoming mail. When clicked it brings up a list of files attached to this message. You can then save files attached to incoming messages or add files to attach to outgoing messages.

Message field: This is the field where the message is written to.

Priority: (Normal, high, low) Here you can select the priority of the outgoing message. Note that the priority feature is not implemented by all mail servers.

Want receipt: When checked, you will be mailed a receipt as soon as the recipient has received this message.

Editor status

Line: Shows the line number that the cursor is located in.

Column : Shows the column number that the cursor is located in.

Wrap at : Shows the column number that the editor wraps lines at. You can change this number to make the editor wrap lines at different column number.



Spell check: Spell checks the text in the message field. Prompts you and suggest new words for words it does not find in its list.



Import Text: Imports text to the message from a file. When pressed you will be able to select a file to import text from. After that the text in the file will be inserted to the message.



Signature 5 buttons for custom signatures. When you click a signature button the signature is added to the message field. The signature text is set up in the e-mail properties window.

The address book

The address book is used to manage a list of recipients. In it you can store names, e-mail addresses, street addresses, phone numbers e.t.c. You can also assign persons to groups and only select persons that belong to a specific group.

The address book window consists of the following fields :

Address book: Lists all persons in the address book in the currently selected group. If no group is specified all persons are listed.

Selected addresses: Lists all the persons that you have selected for sending mail to. Note that you cannot add persons there unless you brought the address book up from a new message in the message editor.



Used to add a person to the selected addresses list.



Used to remove a person from the selected addresses list.



Used to add all persons currently shown in the address book to the selected addresses list.



Removes all persons from the selected addresses list, thereby emptying it.

New address Used for adding a person to the address book. After clicking on it you can enter information about the person in the fields below.

Edit address Used to change information about the person currently selected in the address book list.

Remove Removes the person currently selected in the address book from it.

Done Closes the address book.

Group-filter Allows you to filter the list shown in the address book. After entering the group name, press the check mark to apply the filter.

The following fields can only be changed after the 'New address' or 'Edit address' buttons have been pressed.

First name: First name of person.

Last name: Last name of person.

eMail address: eMail address of person.


Street address: Street address of person.

Group(s): Group, or groups, that this person belongs to. Use a comma to separate groups.


Telephones: Telephone number of person.

Overview of configuration

The configuration of the program is on several levels.

First there is the system settings that apply to the whole program and all the e-mail accounts. The system settings window can be brought up by clicking on the  button and selecting 'preferences' from the pop-up menu or selecting `File | Settings` from the menu.

Secondly, there are the e-mail properties which apply only to a specific e-mail account. The eMail properties window can be brought up by :

1. In the users/e-mail tree, select the e-mail account that you want to modify properties for. (You can also select any folder under that e-mail account)
2. Click on the  button and select 'Change properties' from the pop-up menu

To use the program for automatic answer of incoming mail, you have to set up the Incoming rules editor. There, you can set up rules for how you want to handle the mail that is received. The Incoming rules editor is brought up by selecting `Folders | Incoming rules editor` from the menu.

You can also set up automatic sorting of outgoing mail into folders. This is done with the Outgoing rules editor. There, you can set up rules for how you want to handle the mail that is received. The Outgoing rules editor is brought up by selecting `Folders | Outgoing rules editor` from the menu.

eMail Properties Window

eMail Address Properties

Signatures:

Inactive/Active: (If checked this email address will be skipped in mail checking..!)

eMail Address:

POP3 mail host:

SMTP mail host:

User name:

Password:

Encode type:

Auto fetch: Tells the system to fetch automatically the messages when one is found pending in background check.

Header text (Created when you compose a new message):

Done

The eMail properties window allows you to change the properties for a selected e-mail account. These properties are as follows :

- Inactive/Active : When checked, this e-mail account is temporarily inactive.
- eMail Address: The e-mail address of this e-mail account. The e-mail address consists of a username, followed by @ symbol, followed by a domain name. For example johnd@where.com.
- POP3 mail host: The name of the POP3 mail host computer.
- SMTP mail host: The name of the SMTP mail host computer.
- Username: The username for this e-mail account. Note that the username does NOT include the '@' symbol and domain name of the user.
- Password: The password for this e-mail account. The password is shown as '*' for security reasons.
- Encode type: The encoding mechanism used for this e-mail account. The default is MIME but the older UU ENCODE method is also supported by this program.
- Auto-fetch: When checked, all incoming mail that is pending in the e-mail account, will be automatically retrieved during the background check (if active).
- Signature text: The default Signature text that will be added to your messages.
- Signature Buttons: Up to 5 custom signatures can also be selected. When each signature button is pressed you can type in the text for that signature. You can then add these

signatures in the message editor by pressing the corresponding button there.

System settings

The system settings window contains settings that affect the whole program. These settings are :

- Background mail check active: When checked, all active e-mail accounts are automatically checked for new mail. When unchecked, no e-mail accounts are automatically checked for new mail.
- Check every ___ minutes: (Available when **Background mail check active** is checked). Sets the time between checking mail.
- Also send unsent messages: When checked, all unsent messages will be sent during the background check. When unchecked, the program will only check for incoming messages.
- Leave messages on server: When checked, messages will not be deleted from the remote mail server right after retrieval. When unchecked, messages at the remote mail server will be deleted after retrieval.
- Leave on for _N_ days or to a max. of __M_ messages : (Available when **Leave messages on server** is checked). Sets the criteria for when messages should be deleted from the remote mail server. Messages will be deleted from the remote mail server after N days **or** when there are M messages left at the server.
- Check mail on startup: When checked, all active e-mail accounts will be checked for new mail when the program is started.
- Play sounds: When checked, sounds will be played while sending or retrieving mail.
- Delete messages from folders when they are _N_ days old: When checked, all messages in folders, that are older than N days, will be deleted.
- Custom help active: When checked, gives fly-over balloon hints for most controls in the program.
- Skip messages if they are larger than _N_ KB: When checked, messages larger than N KB will be skipped.
- Do not display user banner: When checked, the banner that shows the current e-mail account, will not be displayed. This saves a little space on the screen, giving more room for the message.
- Do not highlight entry fields in the main window: When checked, the program will not highlight the fields of the mail message area when the mouse is over them. When unchecked, these fields will be highlighted when the mouse is over them.
- Do not quote the original message when replying: When checked, the message that you are replying to, is not copied to your reply message for reference. When unchecked the message you are replying to is copied to your reply message.
- Inactive sensitive help hints when over objects: When checked the help hints that are displayed when the mouse cursor

	is over objects is turned off. When unchecked, help hints are displayed.
Work off-line. Dial to send and get mail:	When checked, the program will automatically dial up when getting and sending mail but otherwise work while disconnected to the mail host. When unchecked, the program will not change the dial-up connection.
Word wrapping width on send:	Specifies the column number that sent message lines will be wrapped at in the message editor.
Color of main window:	Allows changing the color of the main window.
Background color of message view in main window:	Allows changing the background color of the fields in the <u>mail message area</u> .
Font of message view in main window:	Allows changing the font used for the fields in the <u>mail message area</u> .
Default settings:	Sets word wrapping, the colors and font to the default values.
Mail signature for all users (default):	The default signature used for all users, if other signatures have not already been defined in the <u>e-mail properties</u> window.

The Incoming rules editor

Receive options for Fridjon Gudjohnsen - fridjon@itn.is

Shuffle rules
Sorts incoming mail into folders

Current rules:
LeitAdAlgeri

Rule name: LeitAdAlgeri

Header items:

Containing:

Mail text containing:
algeri

Attachment names:

Go to folder:
Alger Mappa

New rule Change Remove Save changes Advanced Close

The incoming rules editor is used to set up rules for how to respond to incoming mail. You can have the program automatically move the incoming mail to a specific folder or even automatically send a reply to the sender.

Here below is a description of the fields in the incoming rules editor window:

- Current rules: List of all the rules that are currently apply.
- New rule: Adds a new rule to the **current rules** list.
- Change: Change the rule currently selected in the **current rules** list.
- Remove: Remove the rule currently selected in the **current rules** list.

The following fields can only be changed when a new rule is being added or when you are changing an existing rule :

- Rule name: The name of the rule, as it will be displayed in the **current rules** list.
- Header Items
- Containing: Specifies which header items should contain what text so that this rule triggers. Example : If you want to trigger this rule when you receive mail with the subject 'Junk mail', you would :
- 1) Select 'Subject' from the Header Items combobox.
 - 2) Type 'Junk mail' in the 'Containing' field.
- Mail text containing: Specifies what text a message should contain so that this rule applies to it.
- Attachment names containing: Specifies what attachment names a message should have so that this rule applies to it.
- Go to folder: Specifies to what folder a message, that this rule applies to, should go to. Note that

you can not select any of the system folders here.

Save changes: Saves the changes you have made to this rule.

Advanced: The advanced button opens up the Incoming Rules Advanced options window, which specifies how to automatically answer the mail. This is explained here below.

{ bmc Incoming Rules Advanced.bmp}

The advanced options specify how to reply to the incoming mail if this particular rule applies to it. Here below is a description of the fields on this window.

Automatic reply

active: When checked, a reply will be sent to this message's sender. When unchecked, no reply will be made.

Subject: Specifies the subject of the message that will be sent to this message's sender.

Reply text: Specifies the text of the message that will be sent to this message's sender.

Optional attached files:

Specifies if and which files will be attached to the reply message.

Add sender to addressbook:

When checked, the sender will be added to the addressbook. When unchecked the sender will not be added to the addressbook.

Belonging filtering group:

Specifies under which group the sender will be added in the addressbook if 'Add sender to addressbook' is checked.

Remove sender from addressbook:

When checked, the sender will be removed from the addressbook if he, or she, is present there. When unchecked the sender will not be removed from the addressbook.

Send copy of

incoming message to: Specifies if, and to whom, a copy of the incoming message will be sent to.

The Outgoing rules editor

Receive options for Fridjon Gudjohnsen - fridjon@itn.is

Outgoing rules
Place outgoing mail to separate folders

Current rules:
SvonaRegla

Rule name: SvonaRegla

Containing:

Sender:

Recipient:

Subject:

Mail text containing:
algeriti

Attachment names containing:

Go to folder: Alger Mappa

New rule Change Remove

Save changes

Close

The outgoing rules editor is used to set up rules for deciding in which folder outgoing messages are stored.

Here below is a description of the fields in the outgoing rules editor window:

- Current rules: List of all the rules that are currently apply.
- New rule: Adds a new rule to the **current rules** list.
- Change: Change the rule currently selected in the **current rules** list.
- Remove: Remove the rule currently selected in the **current rules** list.

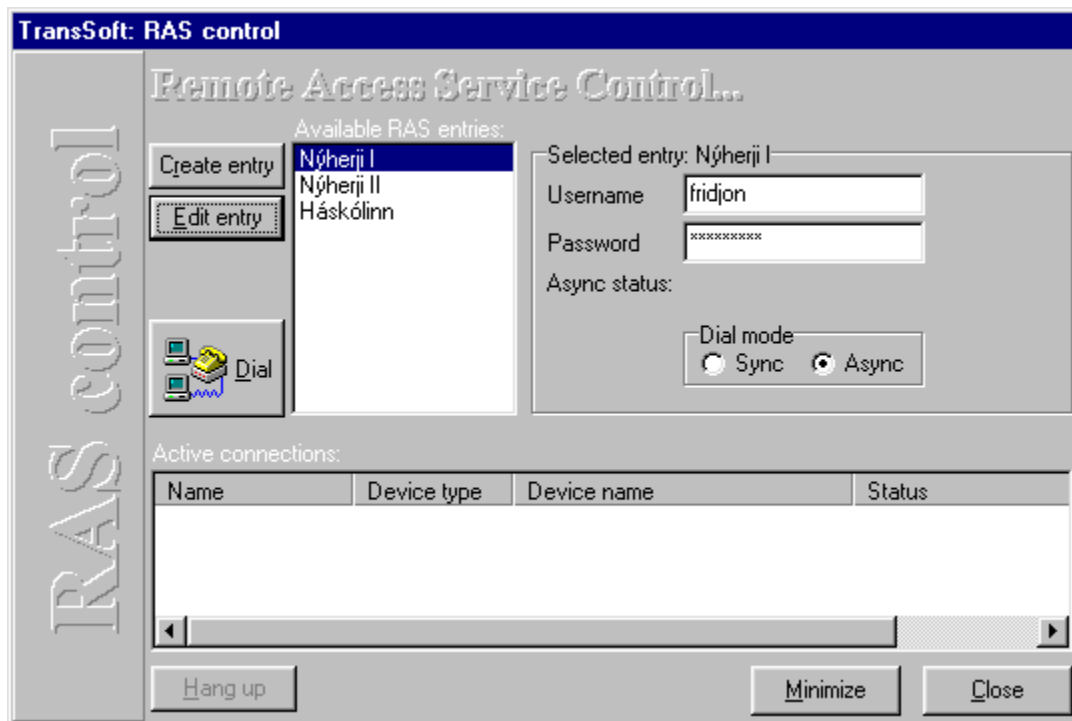
The following fields can only be changed when a new rule is being added or when you are changing an existing rule :

- Rule name: The name of the rule, as it will be displayed in the **current rules** list.
- Sender:
Recipient:
Subject: Specify what sender, recipient or subject the outgoing message should have so that this rule applies.
- Mail text containing: Specifies what text a message should contain so that this rule applies to it.
- Attachment names containing: Specifies what attachment names a message should have so that this rule applies to it.

Go to folder: Specifies to what folder a message, that this rule applies to, should go to. Note that you can not select any of the system folders here.

Save changes: Saves the changes you have made to this rule.

The Remote Access Service (RAS) control window



The RAS control window allows you to set up a connection to a dial-up host. These connections are the same ones that Windows 95 uses when you connect through the Dial-up networking in windows. From this window you can set the connections up and dial a connection. The following is an explanation of each item in the window :

- Create entry:** Creates a RAS entry for use in connecting to a dial-up host.
- Edit entry:** Edits the properties for the currently selected entry in the available RAS entries list.
- Available RAS entries:** Lists all the RAS connection entries that are present within Windows 95.
- Dial:** Dials and establishes connection for the currently selected RAS entry.
- Selected entry**
- Username:** The username for the selected entry.
- Password:** The password for the selected entry (the password is only shown as a collection of *'s for security reasons).
- Dial mode:** Selects whether asynchronous or synchronous dial mode is used for the selected entry.
- Active connections:** Lists all connections that are currently active (connected).
- Hang-up:** When pressed, disconnects the currently selected active connection.
- Minimize:** Minimizes this window. Usefull if you want to monitor the progress of the connection.

Close:

Closes this window.

Auto-Mail

Auto-mail is to allow the user to let TransSoft's Mail Control manage mailboxes by itself. When activated the system will dial up to the Internet Access Provider, check the status of all email boxes and retrieve all new messages for those mail-boxes that have "Auto-Fetch" enabled in their email properties. This allows the user to leave the computer working while he/she is away. The system will retrieve messages, answer them using the Auto-Reply facilities activated in the "Folders/Incoming Rules Editor", store the messages in their corresponding folders etc. All while the user is away.

The following is a description of the fields in the window :

Permanent connection:	When checked, the program will not automatically dial the remote host but just connect to it through the underlying network support. This should only be used if you have a permanent connection to the internet.
Available entries:	Selects which <u>RAS connection</u> will be dialed when automatically checking for mail.
Users login:	Specifies what username to use when logging in automatically.
Password:	Specifies what password to use when logging in automatically.
Dial up and check every __ min:	Specifies how long the program should wait between calling the mail host. The time is in minutes.
Save and exit:	Saves the Auto-mail configuration and exits the program. Note : To enable Auto-mail, you have to select rom the menu 'Auto-mail Activate auto-mail'.

The control center

The control center allows you to view a list of messages that are present at the remote mail server. You can also view the message headers and remove messages from the mail server.

The message list shows a list of all messages that are stored at the remote server. You can select a message (or messages) on the list.

At the bottom of the window is a summary of messages stored (number of messages and total size of messages).

The following buttons can be used in this window :



Removes the currently selected message(s) from the host.



Views the currently selected message.



Views header information for the currently selected message.



Retrieves the selected messages from the host.



Marks the selected messages as unread so that they can be retrieved again.



Marks the selected messages as read so that they will not be read.



Refreshes the list of messages at the remote host.

PGP Overview

The PGP program is a stand-alone program originally written by Paul Zimmerman. It is freeware as long as you use it non-commercially. The program allows you to encrypt and decrypt messages and provides you with authentication services so that you can 'sign' a message in a way no-one else can forge. In the same way you can verify that messages you receive, and have been signed by PGP, are really from the person that sent them.

The PGP Button

The PGP button is used for toggling PGP mode active or inactive. To use the PGP mode, you have to have the PGP program installed.

The PGP button shows if the program is in PGP mode or not. If it is not in PGP mode the button looks like this :



If it is in PGP mode the button looks like this:



The PGP Menu

The PGP menu is only available if you are currently in PGP mode. To enter PGP mode press the PGP button.

The following is a list of menu items on the PGP menu :

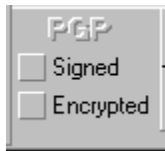
Submit your public key

Get a specified public key

Work with keys

Signing messages with PGP

When you have entered PGP mode, two new checkboxes are added to the message editor :

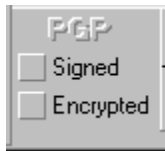


These two checkboxes will appear in the lower left hand corner of the message editor.

To sign a message with your public key, simply click on the 'Signed' checkbox.

Encrypting messages with PGP

When you have entered PGP mode, two new checkboxes are added to the message editor :



These two checkboxes will appear in the lower left hand corner of the message editor.

To encrypt a message to a recipient, with his/her public key, simply click on the 'Encrypted' checkbox.

Note: In order to send someone a PGP decrypted message, you have to have the recipient's public key. If you try to encrypt a message to someone that you do not have a public key for, the program will notify you.

Reading PGP signed messages

When you receive a message that has been signed by its sender you have to be in PGP mode to verify the signature.

When the message is selected in the The message list a floating window will appear over the PGP Button :



This window should indicate that the signature is valid.

Decrypting messages

When you receive a message that has been encrypted with your public key, you have to be in PGP mode to read the decrypted message.

When the message is selected in the The message list a floating window will appear over the PGP Button :

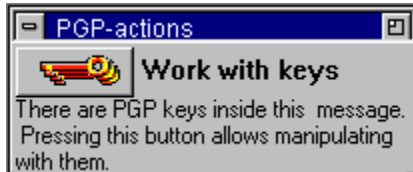


When you press the button, the message in the The mail message area should be decrypted.

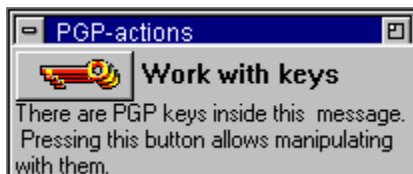
Adding PGP keys

When you receive a message that has public keys in it, you have to be in PGP mode to work with the incoming keys.

When the message is selected in the The message list a floating window will appear over the PGP Button :



When the button is pressed, the 'Key work' window will appear :



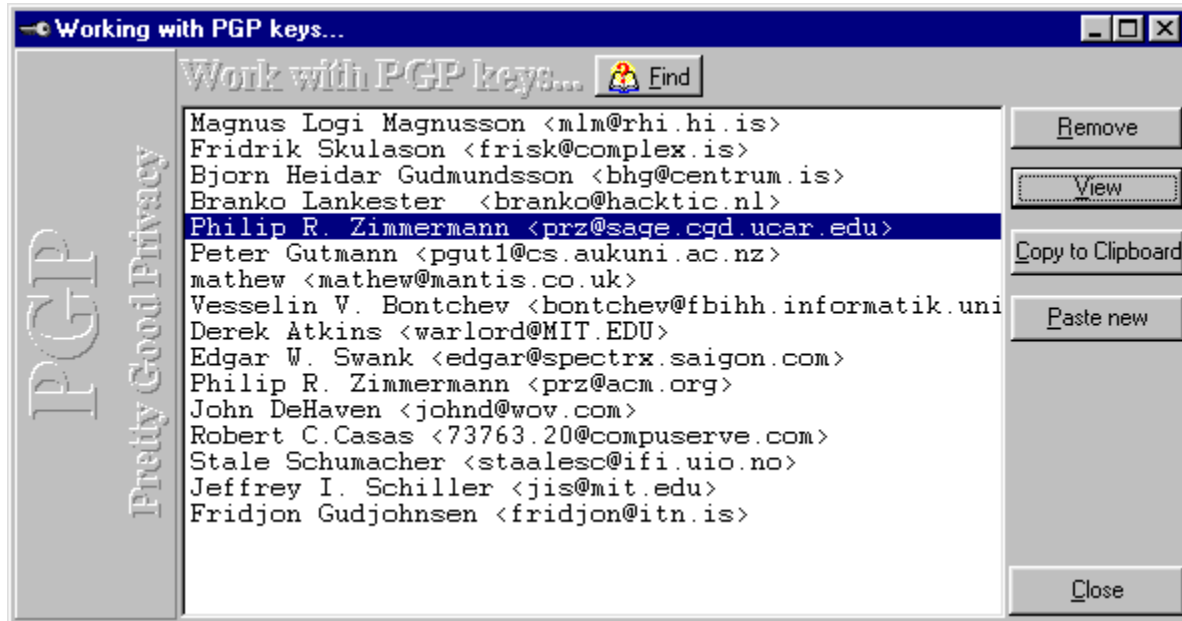
This window lists all the keys present in this message. The buttons have the following meaning:

- Add entire block: Adds all the keys in this message to your key set.
- Add selected keys: Adds all the keys you have selected to your key set.
- Add addr.book matches: Adds all keys that match an email address in your addressbook.
- Close: Closes this window.

Working with keys

To work with your current key set, select the 'PGP | Work with keys' menu item from the menu. Note that the PGP menu is only available if you are in PGP mode.

When this item is selected from the menu, the following window appears :



In this window you can see all the keys that are present in your key set. The buttons have the following meaning :

- | | |
|--------------------|--|
| Remove: | Removes the currently selected key from your key set. |
| View: | Views the currently selected key. From there you can save the key to a file. |
| Copy to clipboard: | Copies the currently selected key to the clipboard. You can then paste the key to other applications |
| Paste new: | Adds a key that you have already copied to the clipboard from another application. |
| Close: | Closes this window. |

Getting public keys

To get keys for a person from a keyserver, select the 'PGP | Work with keys' menu item from the menu. Note that the PGP menu is only available if you are in PGP mode.

When you ask a keyserver about a person key, the keyserver will respond (usually within minutes) whether it has the key or not. If it has the key for the person it will include it in the reply. You can then add the key to your keyset.

Submitting your public key

To submit your key to a keyserver, select the 'PGP | Work with keys' menu item from the menu. Note that the PGP menu is only available if you are in PGP mode.

When you submit your public key to a keyserver, it will distribute it to anyone that asks for it. Other people can then use your public key to verify message signatures from you or send you encrypted messages, encrypted with your public key.

Registering TransSoft's Mail Control

This program is sold as shareware. You can use it for 30 days for evaluation, but if you will be using it longer than that, you will have to register it.

You can register this program by sending an e-mail message or a fax with ordering information. The registration fee is U.S.\$ 50 (see the table below for prices in other currencies). Payment is accepted by Visa Matercard (Eurocard), or American Express.

Currency	Price
US \$	50.-
Canadian \$	58.-
Pounds sterling	35.-

Information for [registering by fax](#).

Information for [registering by e-mail](#).

Registering by e-mail

To register by e-mail, select `Help | Register Mail Control` from the menu. After that you will get a window where you can enter all relevant information (credit card information, name, address, email address e.t.c.). Please note that the message, along with the credit card information, will be sent to us through the net. Some people are reluctant to send credit card information over the Internet. If you are uncomfortable with this please [register by fax](#).

Registering by fax

Print out this form, complete it, and fax it to the number at the bottom.

>Disclaimer

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PURCHASE INFO:

TransSoft's Mail Control

----- M A I L / F A X O R D E R F O R M -----

Registrations info and password will be sent to you by email after evaluation of the information below. This will take no more than 24 hours.

Please complete the form below and fax it to the phone numbers indicated below:

>What Operating System Do You Use?

Windows 95 _____
Windows NT _____

>Number of items and price:

# COPIES	Price Per Copy	AMOUNT
_____	U.S. price \$50	\$ _____
	Canadian price \$58	\$ _____
	U.K price £35	£ _____
TOTAL		\$ _____ or £ _____

>PAYMENT INFORMATION:

CHARGE:

MasterCard []
 Visa []
American Express []
Expiration Date _____

Card Number: _____

Card Issued To: _____
(Name on card)

Your signature: _____

>MAILING ADDRESS:

Name: _____

Address: _____

City/State/Province: _____

Country/Postal
Code: _____

Telephone
(Voice/FAX/Modem): _____

Internet Email
Addresses: _____

URL (if any): _____

Mail or FAX your completed order form to:
In the U.S.

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