

# TransSoft's Mail Control

version 2.3b

## Features and how to use them

This system is quite rich of features. It probably is the most feature-rich client on the net today and our aim is to keep it that way.

This document covers only some of these features and how they are used. This is not a manual, but is made just to point out where to go, when and how to....

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## **1. The Incoming "Shuffle Rules" and/or "AUTO reply".**

**This feature ables the user to make the system put the messages into seperate folders on arrival, depending on what the message covers. This technique is based on words that the message contains, either in the "header", which describes who sent, when, to whom, subject etc, or in the body of the message, e.g. the message itself.**

**To do this you only have to:**

- A. Make a new folder, if it does not already exist.**
- B. Get into the menu topic "Folders/Incoming Rules Editor".**
- C. There you can add a new rule or edit an one, previously added. There are four main categories to notice:
  - Mail headers, used if you want your rule to filter out by header info's like: who sent, subject or recipient. If you f.ex. would like to filter out those with the word "Please send" in the subject of the message you would fill out one this:  
Lines with: Subject  
Containing: Please send**
  - Mail text containing is used to filter out messages which contain special text in it's body. If f.ex. you would like to filter out the messages "Please send" from the body of the message you would put this frase there: Please send**
  - Attachment names, used to filter out messages which have special files attached. You would put the names of these files here. Example: article.doc****

- Go to folder tells the system to put these filtered messages in to that particular folder.

D. Automatic reply active. Here you can optionally tell the system to send a reply to the sender of these filtered messages. There you give the system the Subject of the reply, message text and even to attach to the replying message.

files

NOTE:

You can make the "Auto-replyer" reply to all messages by setting the "Lines with" option to "Subject:" and the "Containing" option to the same "Subject:".

Hereafter, all messages that combine with these criterias will be put on to the selected folder and replied to if that option is checked.

## 2. The Outgoing mail "Shuffle Rules".

Just as with the incoming messages, the system can filter you outgoing messages into separate folders. To gain access to the filtering of the outgoing messages you select the menu topic "Folders/Outgoing Rules Editor".

This is a quite similar work as with the incoming messages, only leaving out the reply method, of cause....

Please read description 1. for details.

## 3. The Multiple signatures.

A signature is some text which is placed under the message. This signature can contain your full name, email addresses and/or Homepage link, and/or other personal

**information. Or it can contain family greetings or business info's. One user can have up to 5 signatures per each email address in TransSoft's Mail Control. Those signatures are defined in the email properties (email tree folder). To set them you can select the email address in the folder tree and push the change button below. There you can see 5 buttons marked "Signature 1", "Signature 2", etc. Pressing one of these allows you to compose a signature or change.**

**To use the signatures, while composing a message, you just press the corresponding signature button, and it's content is pasted below the message (at the bottom).**

#### **4. The Address Book.**

**The system can hold an address book of emails. To access the Address book you can select the menu topic "File/Address book".**

**When active you have a few buttons to choose from.**

- New Address:            Opens up the fields below for edit. There you write the new address and pushes the Done or Cancel button on the lower right when finished.**
  
- Edit Address:            Opens up the fields below for edit. There you write the changes to the previous informations and pushes the Done or Cancel button on the lower right when finished.**
  
- Remove                    Removes the currently selected address from the address-list.**
  
- Done                      Closes the Address book window.**
  
- Group filter              There is one field in the properties of each address called "Group". This field is there for filtering out messages. There you can write f.ex. "Business,VIP,OIL".**

**This tells the system that this person/address has three groups. Later you can filter out all address that fit in a group. F.ex. all addresses with "VIP" in the group field. You do this by writing VIP into this "Group filter" and press the corresponding button. Then the address list will renew itself and only those matching this filter will appear. You can then remove this filtering by empty it's contents and press the corresponding button again.**

**If you are in the message editor and have accessed the address book via the button corresponding to the recipient field you have an option. You can fetch one, more or all addresses from the address book by double-clicking on each address you wish to send a message. When done selecting press the "Done" key. This way you can send the same message to multiple recipients. There is no limit. 1, 2, 3....1000. What ever....**

## **5. The system settings.**

**You can control the systems setting through the "File/Settings" topic. These are the options:**

- Background mail check active. If checked the system will check for new mail on the corresponding interval. F.ex. each 15 minutes.**
- Leave messages on server, do not erase. This option tells the system to leave an optional number of messages on the server for security or for optional number of days.**
- Check mail on startup. Lets the system check for new mail on startup.**

- **Play sounds.** The system has a few sounds it revokes on various occasions. F.ex.  
When getting mail, starting programs, error messages and more. This can be hazardous to your mental health....
- **Delete messages from folders when they have reached optional age.**
- **Custom help active.** When checked the system starts behaving as a tutor.  
Explanations will follow the mouse pointer, telling the user what the underlying object, button, edit-field or other, is for and how to gain access to other relative options.
- **Skip messages when they are larger than ....**  
Tells the system NOT to download messages if they are larger than specified number of KB ( 1 K = 1024).
- **Do not display user banner...** Tells the system not to display the currently selected user and his currently selected email address on the front view.
- **Do not highlight the entry fields....** As the user will notice the systems front view will follow the mousepointer vigurously, changing background colors, button colors etc. This option tells the system not to change the background of the entryfields in the front view while mouse moves over.
- **Do not quote the original message when replying.** Tels the system not to put the ">" sign in front of every line in the old message while replying, but skips all quoting except for one line which tells that this is a reply message.
- **Color of main window, button** allows you to change the front windows color.
- **Background color of message view, button** allows you to change the front message view background.
- **Font of message view, button** allows you to make changes to the font of the front

message view.

## 6. The Message Editor.

The message editor is filled with widgets to help you composing and working with messages. It has a number of features to help you with text, attachments and more. In general it is a normal message editor with helping widgets, such as "Spell checking", "Multiple signatures", "Text importing from file" and priority and receipt options. Not to mention the attachment dialog, where you can add files, remove, copy, save, view info.....

These are the widgets:

- **Spell checking:** Spell checks you message, stopping at each word that it does not recognize, giving you ideas of how it should be spelled or allowing you to add the word to your personal dictionary. Fast and reliable.
- **Import text:** Allows the user to import text form text/ascii files.
- **Signatures:** 5 buttons with seperate signature can be used. Their contents are initialized/edited in the email roperties. Please read "3. Multiple signatures" for more.  
..
- **Address book:** The Address book button allows you to gain access to your collection of email addresses. There you can add, edit, remove addresses or fetch them by double-clicking on the list of addresses. When double-clicking the chosen address moves from the list and on to the "selected addresses". With this you can select multiple addresses to send this one

message. Send one message to even thousands.

- **Priority:** Allows three stages of priorities. High, normal or low.

- **Receipt Requested:** When checked the system asks the receiving client for message receipt.

Some clients reply to this, others don't. We do... And some mail servers also. So you can even have 2 recipients if the client has this feature and his mail server also....

- **Attachments**The Attachments button allows you to attach files and send with the message. When the attachment pad is active these controls are visible:

**New:** Button to attach a new file to the current message.

**Del:** Button to remove file from the current message.

**Save:** Saves an attached file on to a new location.

**Info:** Gives size information of an attached file.

**Open:** Executes/ opens an attached file.

**Close:** Closes the attachments pad.

**MIME and UUencode:** Attachments encoding type.

## 7. Email properties.

In the email properties you specify your email address, host and how to gain access to it.



**But there are also more specifications there on how the system should manipulate with the email.**

**These are the properties of an email address:**

- **Inactive/Active:** If checked the email address is currently inactive. The system will not check for new messages on host, allow creation of new messages nor will it allow get or send for an inactive email.
- **Email Address:** Your email address, as you want it published. F.ex.: john@anyhost.net
- **POP3 mail host:** Name of the host to retrieve messages from.
- **SMTP mail host:** Name of the host to send messages to.
- **User name:** Login name of user.
- **Password:** Login Password for this users name.
- **Encode type:** Default encode type for attachments.
- **Auto Fetch:** If checked, the system will retrieve mail from this email address as soon as it sees one pending during background check (See: System Settings). All features for get mail are activated: It gets the message(s) and replies to them using the Rules (See: Incoming Rules/Auto Reply) if the message matches a filter in a rule.  
This also effects the Auto-Mail facilities in the same way.
- **Header Text:** This text is inserted when you start composing a new message, building a header.

**- Signature buttons:** There are five buttons marked "Signature 1", "Signature 2", etc. These buttons are for you to compose signatures, which can be pasted/appended to a message during composing, replying or forwarding. These Signatures are accessible through the message editor. (see: Message Editor section).

## **8. Host Control Center.**

**The Host Control Center allows the user to work online on the mail host. This can be extremely useful.**

**There you can view all downloaded messages, their headers, body, size, and remove them from the host.**

## **9. RAS control.**

**RAS (Remote Access System) control allows the user to have multiple ISP (Internet Service Providers) for dial up access to the internet. This comes in handy for more speedy access f.ex. to local FTP sites and/or Homepage-sites.**

**To start RAS select the menu topic "RAS/Remote Access Control". Up loads a program called TransSoft's RAS Control (TransRAS.exe). This program can also be used from outside the TransSoft's Mail Control as a standalone RAS Control System.**

**When using RAS start by selecting the Dial-up entry (Highlight it). When you select an entry for the first time the "Users Login Name" and "Password" are missing and**

have to be entered before pressing the Dial/Connect button. Next time you use this entry for dial up you will not have to repeat this as these login information will become default the next time you use them.

## 10. Auto Mail Facilities.

The feature called TransSoft's Auto Mailing, allows the user to leave the computer, letting it to take the control. While the computer is in Auto-Mail state it dials up every now and then to check for messages. The user sets it up once before activating. Here is how this works:

- A. **Scheduling Auto-Mail** Select the menu topic "Auto-Mail/Scheduling Auto Mail". There you tell the system where to dial and on what interval (minutes between calls).
- B. **Activate Auto-Mail:** Before leaving the house you activate Auto-Mail by selecting the topic "Auto-Mail/Activate Auto-mail".

Here is what happens:

After the specified number of minutes the system will automatically dial up. It checks if there are any new messages on the host for each active email account the system is supplied with. If it finds a new message for an email and the email's property Auto-Fetch is activated it automatically starts the "Get Mail" procedure.

This way the auto-reply feature activated without the human hand.

## 11. Working offline.

**In the File/Setting topic there is an option called "Work Offline". This feature allows the user to connect to the ISP only when needed. F.ex. to retrieve messages, send them or check for their existence. The systems connects, does it's work and hangs up afterwards. This way the user does not have to be online all the time.**

## **12. Various hints.**

- **You can drag messages from one folder to the other.**
- **You can drag messages and/or folders, users, email-nodes to the trashcan to remove.**
- **You activate background mail checking in "File/Settings".**
- **You can send one message to many recipients by selecting the Address book button in the message editor and double-click on all those you wish to send to.**
- **To access attached files in incoming messages you bring the message to the Message Editor by f.ex. double-clicking on the message and push the Attachments button from there.**
- **You can change the font size and colors of the front view in File/Settings.**
- **You can make the "Auto-replyer" reply to all messages by setting the "Lines with" option to "Subject:" and the "Containing" option to the same "Subject:".**
- **To compose a new message must be located on a folder or email node before pressing the new mail button.**
- **You can view who is sending you mail before downloading them by using check mail and double clicking on the user in the list of pending messages.**

- You can move to a folder fast by pressing the F4 key or select "Search/Search for folders", giving its name or a part of it. F5 then gets you to the next match if any.
- You can search for words in messages by pressing Ctrl-F or choosing "Search/Find messages". F3 is used to find next matching message.
- You can ask the receiving email client of a message to send receipt on arrival by checking the "Receipt Request" option in the message editor while composing.
- You can ask for help for the currently open window by pressing F1.
- You can Re-use a previously sent message by selecting it in the list of messages and pushing the Re-use button. The message will then be move to the Output folder.

### **13. Disclaimer.**

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### **14. Registering TransSoft's Mail Control by fax.**

**TransSoft's Mail Control**

**----- MAIL / FAX ORDER FORM -----**

**Registrations info and password will be sent to you  
by  
email after evaluation of below informations. 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:**

<b># COPIES</b>	<b>Price Per Copy</b>	<b>AMOUNT</b>
_____	<b>U.S. price \$50</b>	<b>\$</b> _____
	<b>Canadian price \$58</b>	<b>\$</b> _____
	<b>U.K price £35</b>	<b>£</b> _____

**TOTAL** ..... **\$** \_\_\_\_\_  
**or** **£** \_\_\_\_\_

**PAYMENT INFORMATION:**

**CHARGE:**

**MasterCard**   
**Visa**   
**American Express**

**Expiration Date:** \_\_\_\_\_

**Card Number:** \_\_\_\_\_

**Card Issued To:** \_\_\_\_\_  
**(Name on card)**

**Your signature:** \_\_\_\_\_

**YOUR 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:

TransSoft Ltd  
c/o Bjorn Heidarr Gudmundsson  
Sudurgata 57,  
IS-220 Hafnarfjordur  
Iceland

Phones: +354 898 0020  
+354 555 1933  
+354 888 0020 (voice)  
+354 896 4496 (mobile)

Fax number: +354 555 2213  
or: +354 511 4901

**15. Registering TransSoft's Mail Control by bank transmission.**

**You can purchase TransSoft's Mail Control by bank transfer.**

**This way it only takes you only 24 hours to get registered.**

**All you do is this:**

**Go to your bank and let it send money \$50 US into below account.**

**Then fax us the bank-receipt along with informations such as your name, phone, address, country and email address.**

**You can use the below sheet to fill out before faxing us.**  
-----

**Account:  
SWIFT-BUISISRE  
0301-38-100318**

**Account owner:**

**Bjorn Heidar Gudmundsson, ID: 021060-4619**  
**TransSoft**  
**Sudurgata 57,**  
**IS-220 Hafnarfjordur**  
**Iceland**

**Registration information:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Province:** \_\_\_\_\_

**Country/Postal  
Code:** \_\_\_\_\_

**Telephone  
(Voice/FAX/Modem):** \_\_\_\_\_

**Internet Email  
Addresses:** \_\_\_\_\_

\_\_\_\_\_

**URL (if any):** \_\_\_\_\_

**Mail or FAX this completed order form to:**

**TransSoft Ltd**  
**c/o Bjorn Heidarr Gudmundsson**  
**Sudurgata 57,**  
**IS-220 Hafnarfjordur**  
**Iceland**

**Phones:**            **+354 898 0020**  
                          **+354 555 1933**  
                          **+354 888 0020 (voice)**  
                          **+354 896 4496 (mobile)**

**Fax number: +354 555 2213**  
**or: +354 511 4901**