

# Manual for POPmail 2.3 for the Macintosh

This manual covers the features found in POPmail 2.3 for the Macintosh, a program developed by Academic and Distributed Computing Services, a departmental unit of the Office of Information Technology, University of Minnesota.

---

© 1996 by the Regents of the University of Minnesota. All rights reserved.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, creed, sex, national origin, age, marital status, disability, public assistance status, or sexual orientation.

This publication is available in alternative formats upon request. Please contact Lesa von Munkwitz-Smith, Academic and Distributed Computing Services, 152 Shepherd Labs, 625-1300, [lesa@boombox.micro.umn.edu](mailto:lesa@boombox.micro.umn.edu).

---

---

# POPmail

---

POPmail is an easy-to-use electronic mail (e-mail) client for the Macintosh. It is used in conjunction with a mail server that stores e-mail messages until you get, or “fetch,” your messages from the server. Messages are then downloaded to the hard drive of your Macintosh and subsequently deleted from the mail server. Once downloaded, you then manage your messages in POPmail— by responding to, printing, saving, deleting, or storing them. In addition you can create new messages to send, or “post” to others. The program uses two windows, a Message Browser to fetch and view the messages you’ve received and a Message Sender to create and post messages to others.

Please e-mail any comments, suggestions, bug reports, or questions regarding the program to

`popmail@boombox.micro.umn.edu`

## Requirements

You need at least the following amount of RAM installed in your Macintosh, depending on the version of the Macintosh System that is running.

System Version	Minimum RAM
7.0 or above	4 MB
6.0.7, 6.0.8	4 MB

Keep in mind that *you may need more memory than listed above* if you have INITs, control panel devices, or RAM cache set up for your Macintosh. You may be able to run POPmail with earlier versions of System 6, but some features may not work as documented.

In addition, you must have the following:

1. A connection to a network, either direct (ethernet or local talk) or via a modem and SLIP software.
2. A mail account on a mail server. The mail server needs to be running the SMTP process and either POP3 or IMAP2 message retrieval process (usually, POP3 on Port 110 and IMAP2 on Port 143).
3. A TCP driver properly installed and configured for your Macintosh and type of network connection.

If you do not have all three things listed above, you should consult your network administrator.

### System 7 On-Line Help

If you are using System 7 on your Macintosh, you can use Balloon Help to find out about POPmail’s features.

## Conventions

Commands from a menu are sometimes indicated in this format:

### **File/Close**

which directs “from the *File* menu, choose the *Close* command.” Most words in **bold** identify menus, commands, windows, dialog boxes, buttons, and keys.

Terminology used to explain features and actions conform to guidelines set by Apple Computer, Inc. If you are unfamiliar with terms such as window, button, dialog box, click once, click and hold, etc., consult the User’s Manual that came with your Macintosh.

---

# Table of Contents

---

<b>Setting up for the First Time .....</b>	<b>5</b>
Setting Your E-Mail Address .....	5
Setting Up your Mailbox .....	6
Setting Up Your Signature .....	7
Setting Up Groups .....	7
<b>How to Fetch and View Messages .....</b>	<b>10</b>
The Message Browser Window .....	10
Fetching Messages .....	11
Reading Messages .....	12
Moving a Message to Another Mailbox .....	12
Deleting a Message .....	13
Mailboxes .....	13
Creating a New Mailbox .....	14
Moving Messages .....	14
Sorting Messages .....	15
Renaming Messages .....	15
<b>How To Create and Send a Message .....</b>	<b>16</b>
The Message Sender Window .....	16
Creating a Message .....	17
Copies to Others .....	17
Sending Messages .....	17
Replying to a Message .....	18
Forwarding Messages .....	18
<b>Button Reference .....</b>	<b>19</b>
<b>Options .....</b>	<b>21</b>
<b>Saving Mail and Enclosures .....</b>	<b>24</b>
Saving Messages .....	24
Saving Enclosures .....	24
Enclosing Files with Your Message .....	25
Appending a File to an E-Mail Message .....	27
<b>Advanced Features .....</b>	<b>27</b>
Managing Browser and Sender Windows .....	28
Using the Find Utility .....	29
Using a Spelling Checker .....	29
Customizing the Mail Folder .....	30
Links to Other Internet Client Services .....	30
Previewing Messages .....	31
Multiple Users on One Machine .....	33
File Structure .....	35
Message Conversion from Previous Versions of POPmail .....	35

## Setting up for the First Time

To use POPmail you first need to setup or configure the program, which consists of specifying your e-mail account and password. POPmail is designed so that the first time you retrieve your mail, a mailbox is set up to store your mail message on your computer's hard drive. You also should set up a signature file, which is added to the end of the messages you send.

### Setting Your E-Mail Address

When you open POPmail for the first time, you must use commands from the **Setup** menu (shown below) to get started.



First step in setting up POPmail

Selecting **Username & Server** from the **Setup** Menu brings up the **POPmail Configuration** dialog box:

**POPmail Configuration**

Your full name:  ①

Mail account:  ②

Password:  ③  Save password

Reply-To address:  ④

Mail server's POP/IMAP protocol: ⑤

POP3 server running at port 110

IMAP2 server running at port 143

POPmail Configuration Dialog Box

Follow these six steps to set up POPmail.

1. In the first box, type your full name. This information will be used in all the messages you send.

2. In the second box, type your e-mail account. In the example of a POPmail configuration (shown on the previous page), the person's e-mail account is

smit0001@smit0001.email.umn.edu

3. In the third box, type the password for your e-mail account. If you click in the **Save Password** box, POPmail remembers the password. This means you won't have to type your password every time you use POPmail.

NOTE: This feature **IS NOT** used to change the password; it just reflects the current password of your e-mail account. To actually change a password, you must use a Gopher or Web Browser.

4. Filling in the fourth box, is *optional*. Typically you would fill this in if you have another e-mail account on a different server that you would prefer people use when replying to your mail (see *How to Create and Send a Message* for an explanation of the *Reply* feature). In the example above, Samantha fills in her "corresponding" e-mail address, "smit0001@tc.umn.edu."
5. In the fifth section, Mail server's POP/IMAP protocol, you need to indicate what protocol your mail server is running: POP3 or IMAP2. If your server is "username.mail.umn.edu," "maroon.tc.umn.edu," "gold.tc.mn.edu," or "mailbox.mail.umn.edu" at the University of Minnesota, you should use POP3. If you're not sure which protocol to choose, you should contact the unit or department that runs the mail server you are using.

Click the **OK** button and go on to the sixth step: Setting up your mailbox.

## Setting Up your Mailbox

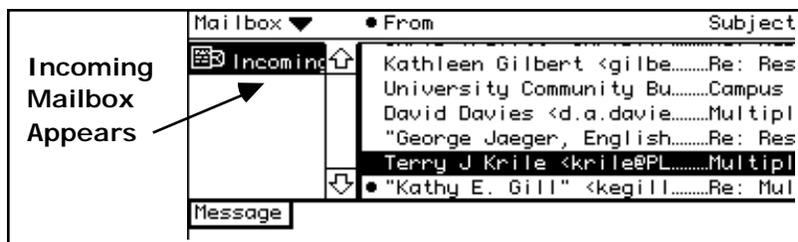
POPmail uses mailboxes to organize all the messages you receive, send, or archive. The sixth step of setting up POPmail for the first time is done automatically by POPmail.

6. In the **Message Browser**, click once on the **Fetch** button.



### The Fetch Button

This creates a mailbox on your computer's hard drive for the messages you fetch, or download, from the mail server. POPmail automatically names this mailbox *Incoming Messages* and an icon representing the mailbox appears in the Message Browser window (shown on the next page).



Incoming Messages Mailbox in Message Browser

## Other Setting-Up Tasks

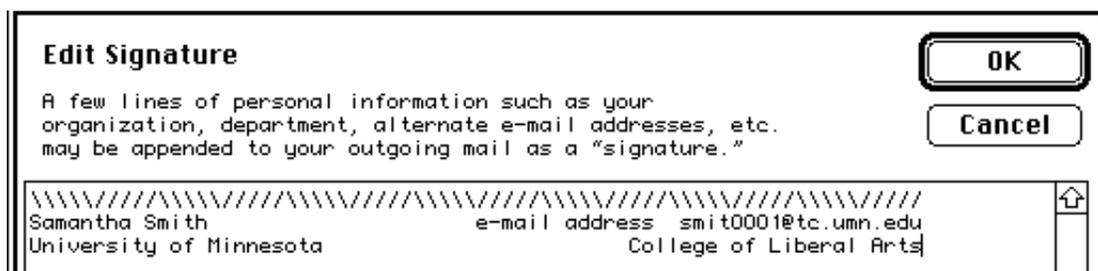
Although setting up POPmail to fetch and send mail has been completed, you may wish to continue the process by 1) creating a signature that will be added to the end of messages you send and 2) creating a list of commonly used e-mail addresses (Groups).

### Setting Up Your Signature

Signatures are used to present information about the sender of the message and may include standard disclaimers. The University of Minnesota suggests that all faculty and staff signatures include their associated department, campus address and phone number, and e-mail address. Students should include their name, college, major, and e-mail address. Personal information such as home address and phone number is discouraged.

To set up your signature, go to **Setup/Edit Signature**.

Type the information into the dialog box that appears (shown below) and click on the **OK** button.



The Edit Signature dialog box

POPmail is initially set up to add your signature automatically to the end of each mail message that you send. If you wish to send a message without a signature, hold down the **Shift** key when you click once on the **Post** button. This feature is controlled through **Setup/Options** (see the *Options* section of this manual).

### Setting Up Groups

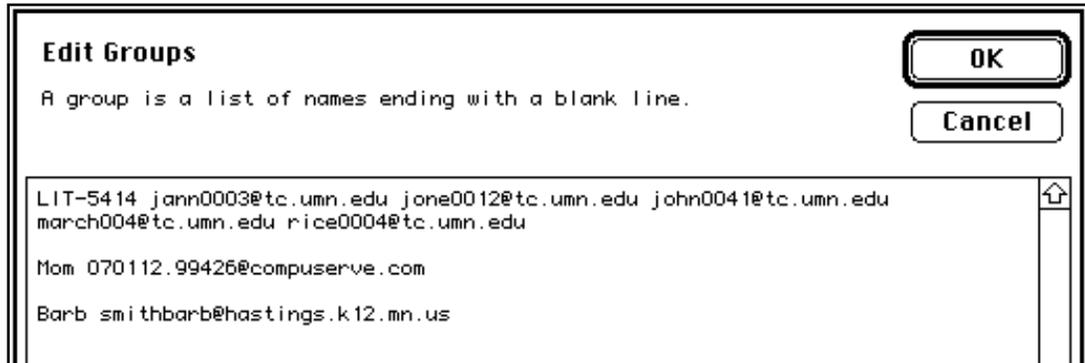
If you have correspondents to whom you routinely send e-mail, you may wish to set up groups by choosing **Setup/Edit Groups**. This feature allows you to create a list of correspondent's e-mail addresses. Typically, groups are composed of several correspondents or a single person who may have a difficult-to-remember e-mail address.

Another method to access this feature is by clicking once on the **Make** button, which is found in the **Message Sender** window



**The Make button**

Either method brings up the **Edit Groups** dialog box.



**The Edit Groups Dialog Box**

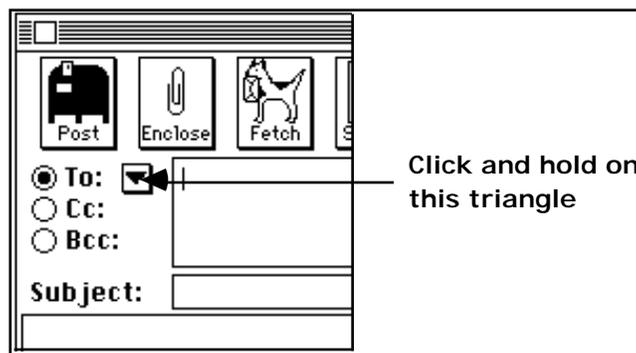
To create group, follow these steps:

1. Type a group name, followed by a space. In the example above, the group names are LIT-5414, Mom, and Barb.
2. Type the e-mail addresses of the group members, separating each e-mail address by one space.
3. Press the **Return** key twice to begin a definition for another group.

### Using the Groups Feature

To use a group when you are sending a message, follow these steps:

1. In the **Message Sender** window, click and hold on the triangle next to "To."



**The Group List Triangle**

A pop-up menu displaying an alphabetized list of the groups you have defined will appear (alphabetized by uppercase then lowercase initial characters).

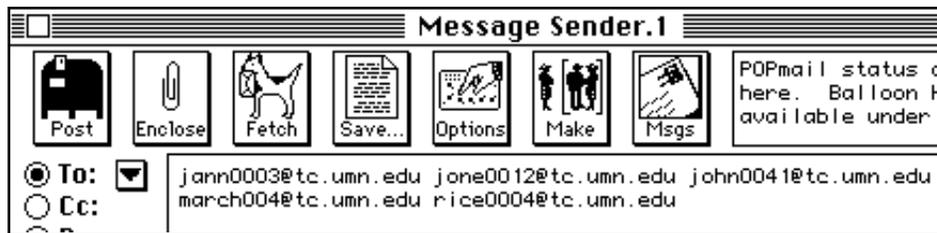
2. Select a group by dragging the mouse until the group name you wish is highlighted.



**Selecting the LIT-5414 Group**

3. Release the mouse button.

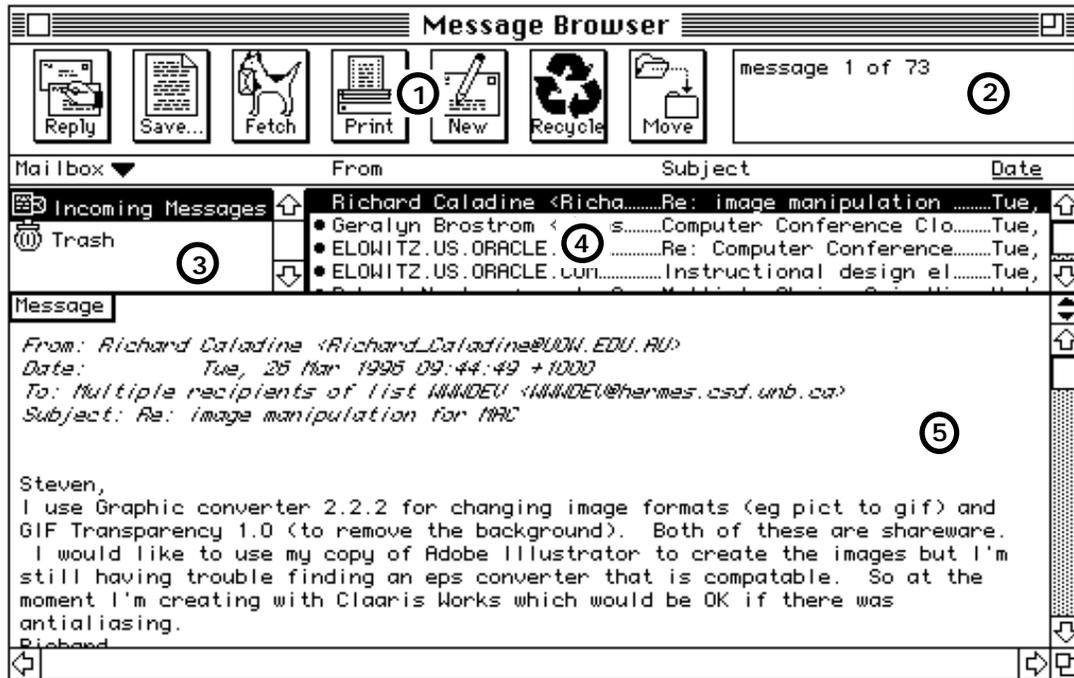
The e-mail addresses of the group you selected are then added to the Message Sender window.



**E-Mail Addresses Added After Using the Group List**

# How to Fetch and View Messages

You use the Message Browser window (shown below) to retrieve, or fetch, messages that are waiting for you on your mail server. It is usually the first window you see when you open the POPmail application.



The Message Browser Window

## The Message Browser Window

The Message Browser consists of five main parts:

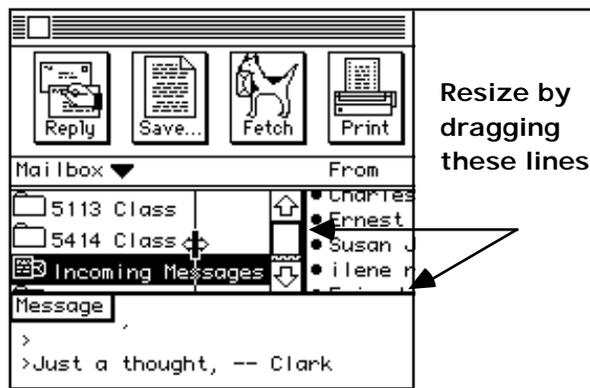
1. **Buttons**
2. **Status box**
3. **Mailbox List**  
Shows available mailboxes, including POPmail's trash.
4. **Message index**  
Includes information about the status, sender, subject, date, and size of the message.
5. **Message section**  
Displays the body of the message.

For complete information about the buttons in the Message Browser window, refer to the *Button Reference* section.

## Resizing the Sections

To resize the mailbox and message index parts, drag the *thickest vertical line* that separates the two sections.

To resize the message index and message section, drag the *horizontal line* that separates the two sections.



**Resizing Mailbox and Message index**

## Fetching Messages

You can fetch your messages from your mail server, in three different ways:

1. Click once on the **Fetch** button.



**The Fetch Button**

This button appears on both of POPmail's windows. If the Message Browser window is not currently active, clicking on the Fetch button retrieves your messages and brings the Message Browser window to the front.

2. Choose **Mail/Fetch**.
3. Use a keyboard shortcut: **⌘-⌘-E**.

If you have any messages waiting for you to read on your mail server, the POPmail status box will display the number of messages being fetched by POPmail. The first message is highlighted in the message index and its text is displayed in the message part of the window. You can begin reading your messages even though POPmail may be in the process of retrieving more messages. If there are no messages waiting, the Status box will notify you.

Messages that you fetch are saved in the *Incoming Messages* mailbox. When you're in the Finder, you cannot successfully start POPmail by double-clicking on the *Incoming Messages* icon. Rather, double-click on the icon for the POPmail application or POPmail settings file.

## Reading Messages

To read a message, click once on its line in the message index. The text of this message will appear in the message section of the window. You may have to scroll through the message index to see additional messages. The Status box shows the number of the message in relation to the total number of messages in the mailbox.

An unread message is bulleted (•) to show it is unfinished business. The bullet is removed when you view that message.

If you wish to emphasize a particular message in the index for later reference, you can add an outlined diamond (◊). To do this, click on the message line in the index and then either select **Edit/Mark** or use the keyboard shortcut **⌘-⌘-4**.

To remove the diamond, select the message and then either choose **Edit/Unmark** or use the keyboard shortcut **⌘-⌘-5**.

To read another message, you can choose **Edit/Previous Message** **⌘-⌘-2** to go to the previous message. Or, choose **Edit/Next Message** **⌘-⌘-3** to go to the next message.

If you would like to see information about the header of the message you are reading, select **Mail/Show Header** **⌘-⌘-⌘-H**. To display the text of the message again, select **Mail/Hide Header** **⌘-⌘-⌘-⌘-H**.

After reading a message, you can leave it in your Message Browser, move it to another mailbox, or delete it.

## Moving a Message to Another Mailbox

### TIP: Selecting Messages

If you wish to delete or move more than one message, hold down the **⌘-⌘** key as you click on each message. If the messages are contiguous, click once on the first message, then hold down the **Shift** key as you click on the last message in the list.

You can move a message to another mailbox:

1. Click once and hold on the **Move** button.  
A drop-down menu appears from which you can select the mailbox in which you wish to store the currently selected message.



Moving a Message to the Work Mailbox



## Creating a New Mailbox

You can create a new mailbox in three different ways:

1. Click on the **Move** button and, from the drop-down menu, select **New Folder** (folder and mailbox are used interchangeably in POPmail commands). Type in the name for the new mailbox. Then click on the **OK** button.



### Using the Move Button to Create a New Mailbox

2. Click on the **Mailbox List** triangle, and, from the drop-down menu, select **New Folder**. Type in the name for the new mailbox. Then click on the **OK** button.
3. Choose **Mail/New Folder**. Type in the name for the new mailbox. Then click on the **OK** button.

## Moving Messages

You can move a message to another mailbox in three different ways:

1. Click and hold on the **Move** button.  
A drop-down menu appears from which you can select the mailbox in which you wish to store the currently selected message.



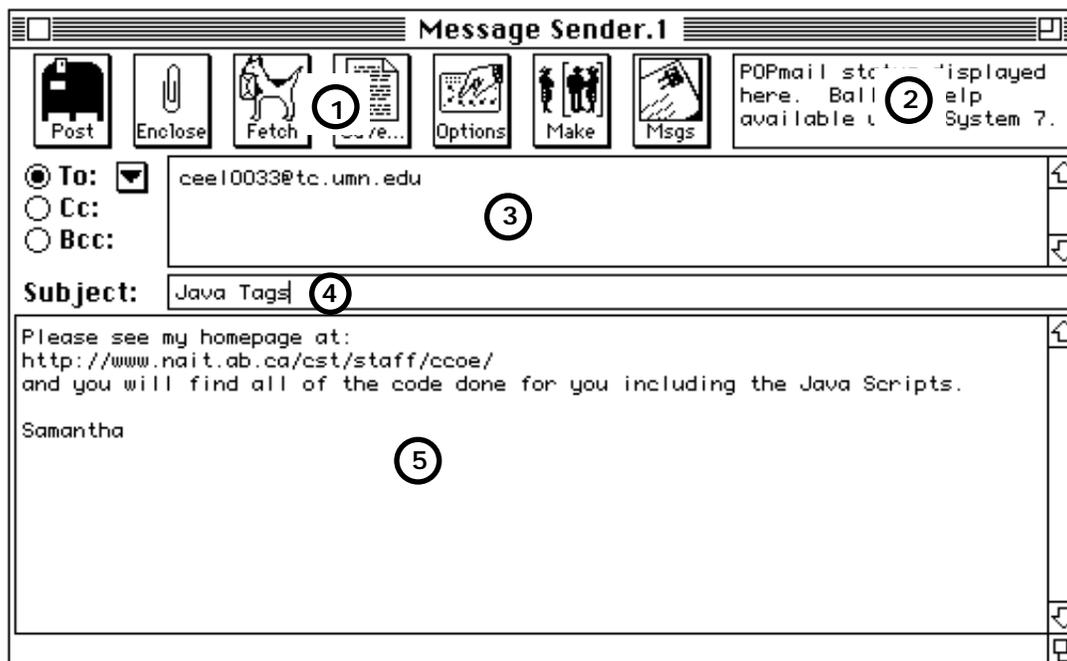
### Moving a Message to the *Work* Mailbox

2. From the **Mailbox List** triangle, choose **Move To** and, from the drop-down menu, select the mailbox you wish.
3. Choose **Mail/Move To** and, from the drop-down menu, select the mailbox you wish.



## How To Create and Send a Message

You use the Message Sender window (shown below) to create and then send, or “post” e-mail messages to other people. The Message Sender Window is used for one message at a time, although this message can be sent to many e-mail addresses.



The Message Sender Window

## The Message Sender Window

The Message Sender consists of these sections:

1. **Buttons**
2. **Status box**
3. **Recipient box**  
Section where you type in the e-mail address(es) of the person(s) to whom you are sending a message.
4. **Subject box**  
Section where you type the subject of your message.
5. **Message box**  
Section where you type in the text of the message that you are sending.

For complete information about the buttons in the Message Browser window, refer to the *Button Reference* section.

## Creating a Message

You need to provide three pieces of information for an e-mail message.

1. **E-mail address**  
This is entered in the Recipient box. The address must be typed in correctly—a typo in the address will result in the message being returned or sent to the wrong person.
2. **Subject**  
Entered in the Subject box. This information used to create the Message Index in the Message Browser window. Be sure to be brief, but descriptive.
3. **Message itself**  
Entered in the Message box.

## Copies to Others

You have two choices for sending copies: carbon copy (Cc) and blind carbon copy (Bcc). Selecting either of these options allows you to type in the e-mail address of the individual who you wish to receive a copy of your message. “Cc” lists the e-mail address of the copy recipient in the header of the message. “Bcc” does not list the e-mail address of the copy recipient in the header of the message. Only the sender and “Bcc” recipient will know that the “Bcc” recipient received a copy of the message.

## Sending Messages

To send a message, follow these steps.

1. Choose **File/Open** from the menu. Or click once on the **New** button when you are in the Message Browser window. Or use the keyboard shortcut  $\text{⌘} \text{⌘} \text{-N}$ .



**The New Button**

2. Click in the **Recipient** box and type in the e-mail address(es) of the person(s) to whom you are sending the message. If you wish, you can click on the radio buttons next to Cc or Bcc and type in the e-mail addresses of people to whom you wish to send a copy of the message.
3. Press **Tab**, or click in the **Subject** box. Type a subject for the message.
4. Press **Tab**, or click in the box located under the Subject box (the unlabeled Message box). Type your message here. You can also use **Edit/Paste** to insert text you have copied from another Mac application, such as a word processor.
5. Click once on the **Post** button to send the message. POPmail displays what it's doing in the Status box.

## Replying to a Message

Sometimes you may wish to have portions of a message that you've received from a correspondent included in the message that you're sending. In fact, the courteous e-mail correspondent routinely includes the original message.

To reply to a message, follow these steps.

1. From the **Message Browser** window, click on the **Reply** button.



### The Reply Button

2. The **Message Sender** window will appear with the original sender's e-mail address in the Recipient box and the original message in the Message box. The first line of the message includes the name of the original correspondent, and symbols (>) are inserted at the beginning of every line to indicate that the following text is from a previous message.
3. Edit the original message, if needed, and add your response.
4. Click once on the **Post** button to send the message.

If the current Message Sender window already contains text, you will get a new Message Sender window. The previous Message Sender window will stick around until you either post  or discard the message . If you quit from POPmail without sending all your messages and then open POPmail again, Message Sender windows with any un-sent messages will appear in front. To get rid of a Message Sender window, you must either successfully send or purposefully discard the message.

## Forwarding Messages

Sometimes you may wish to send along, or forward, an entire message that you have received to others.

To forward a message, follow these steps.

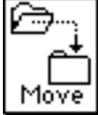
1. From the **Message Browser** window, either hold down the **Shift** key while clicking on the **Reply** button or choose **Mail/Forward**.
2. The **Message Sender** window will appear with an empty Recipient box and the original subject of the message with the word "(fwd)" added to it. The text of the forwarded message is copied into the Message box and bracketed with "Forwarded Message begins here" and "Forwarded Message ends here."
3. Make any changes to the message or add an explanation.
4. Click once on the **Post** button.

## Button Reference

This section is an alphabetical, quick reference to the buttons appearing in all the windows

**Message Browser buttons:** Reply, Save, Fetch, Print, New, Recycle, and Move.

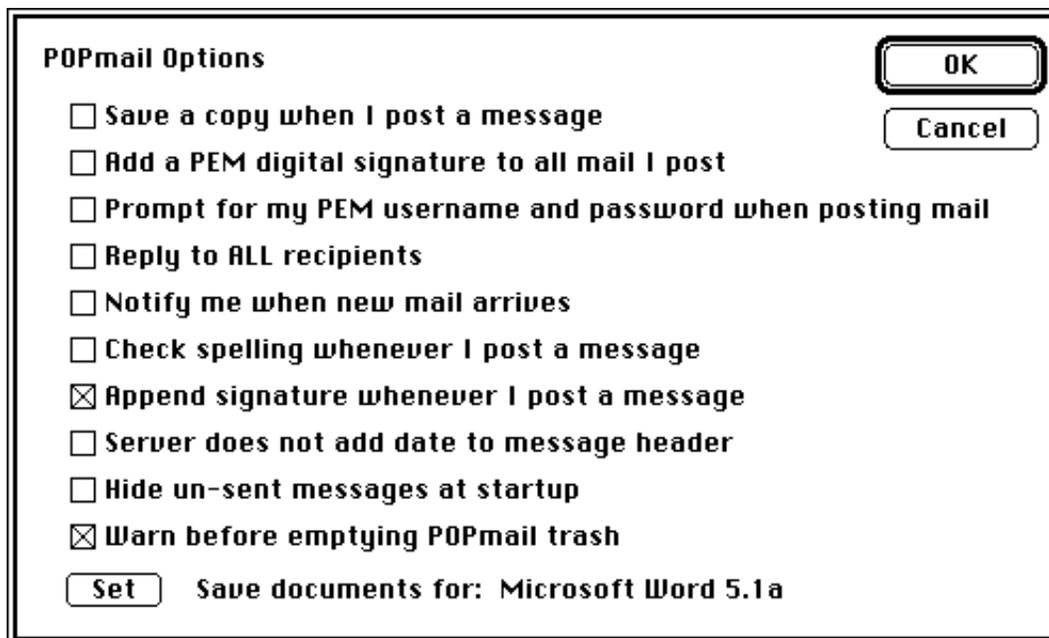
**Message Sender buttons:** Post, Enclose, Fetch, Save, Options, Make, and Msgs.

 <p>Enclose</p>	<p><b>Enclose.</b> Click once when you wish to send another document along with your message. For more information about this feature, see <i>Saving Mail and Enclosures</i>.</p>
 <p>Fetch</p>	<p><b>Fetch.</b> Click once, or use the keyboard shortcut <math>\text{⌘} \text{⌘} \text{-E}</math>, to tell POPmail to fetch any messages waiting for you from your mail server, which acts like an electronic mailbox.</p>
 <p>Make</p>	<p><b>Make (Make Groups).</b> Click once to create a list of correspondents' e-mail addresses. For more information on creating groups, see <i>Setting Up Groups</i>.</p>
 <p>Msgs</p>	<p><b>Msgs (Message).</b> Click once, or use the keyboard shortcut <math>\text{⌘} \text{⌘} \text{-B}</math>, to open the <b>Message Browser</b> window or, if already open, make it the active window (bring it to the front).</p>
 <p>Move</p>	<p><b>Move.</b> Click once and hold to evoke a drop-down menu. Options on the menu 1) create a new mailbox and transfer the currently highlighted message there or 2) move the message to another mailbox.</p>
 <p>New</p>	<p><b>New.</b> Click once, or use the keyboard shortcut <math>\text{⌘} \text{⌘} \text{-N}</math>, to open the <b>Message Sender</b> window so that you can compose a new outgoing mail message. More than one Message Sender may be open at a time.</p>
 <p>Options</p>	<p><b>Options.</b> Click once to display an Options dialog box for setting POPmail features. See the <i>Options</i> section for more information.</p>
 <p>Post</p>	<p><b>Post.</b> Click once, or use the keyboard shortcut <math>\text{⌘} \text{⌘} \text{-T}</math>, to send your message when you are done typing. Holding down the <b>Shift</b> key overrides whatever option that was chosen for adding a signature to the end of a mail message. See the <i>Options</i> section for more information.</p>
 <p>Print</p>	<p><b>Print.</b> Click once, or use the keyboard shortcut <math>\text{⌘} \text{⌘} \text{-P}</math> to print a copy of the message currently displayed in the window. The standard dialog box for printing will appear. Click once on the <b>OK</b> button to print the message.</p>

 <p>Recycle</p>	<p><b>Recycle.</b> Click once to evoke a dialog box from which you can discard or keep the message showing in the window.</p> <p>Clicking while holding down the <b>Option</b> key discards the message without evoking the dialog box. The key combination <math>\text{⌘} \text{⌘} \text{-D}</math> is a shortcut for discarding the message in the same manner.</p>
 <p>Reply</p>	<p><b>Reply.</b> Click once, or use the keyboard shortcut <math>\text{⌘} \text{⌘} \text{-R}</math>, when you wish to respond to the author of a message. The Recipient box and the Subject box are automatically filled in for you.</p> <p>Clicking while holding down the <b>Shift</b> key allows you to “Forward” the message to another person. Be sure to type in the e-mail addresses of the recipient(s) before posting the forwarded message.</p>
 <p>Save...</p>	<p><b>Save.</b> Click once, or use the keyboard shortcut <math>\text{⌘} \text{⌘} \text{-S}</math>, when you wish to save the currently displayed message as a text file that can be opened in a word processing program. The message’s subject is used for the filename. For information on how to designate which word processing program you wish to use, refer to the <i>Options</i> section.</p> <p>If you receive a message with an attached file, you need to click once on this button to “detach” the enclosed file from the message. For more information on using Enclosures, see the <i>Saving Mail and Enclosures</i> section.</p>

# Options

Choosing **Setup/Options** or clicking on the **Options** button in the **Message Sender** window allows you to set preferences in POPmail.



POPmail Options Dialog Box

## Save a copy when I post a message

When checked, a copy of every message that you send is saved in the **Sent Mail** mailbox. To review the messages you have sent, click once on the **Sent Mail** folder icon in the Mailbox list.



The Sent Mail folder in the Mailbox List

## Add a PEM digital signature to all mail I post Prompt for my PEM username and password when posting mail

A PEM digital signature is used for secure e-mail within the University of Minnesota. Unless you are specifically directed to use these features, do not check these boxes.

**Reply to ALL recipients**

When checked, POPmail sends a reply to everyone who received a message, including any individuals who were sent “carbon copies.” If this is not checked, your reply is sent just to the sender of the message.

**Notify me when new mail arrives**

When this option is checked, and POPmail is running in the background, you are notified whenever a mail message is received by your mail server. When a message is received, POPmail beeps and the icon in the upper-right corner of the screen flashes with POPmail’s dog icon. The icon will continue flashing until you fetch the mail from your mail server.

**IMPORTANT:** If you are using System 6.0, you must be using MultiFinder for this option to work.

**SLIP USERS:** If you are using SLIP, do not use this feature. Otherwise, POPmail will initiate a SLIP connection every 10 minutes.

If you have mail notification turned on but have not entered your password, POPmail may display a dialog box for you to enter your password when it goes to check for mail.

If you wish to be notified whenever a mail message is received by your mail server and don’t have enough RAM to keep POPmail running in the background, you might wish to look into setting up an application called MailCall on your mail server. This software can be obtained from Academic and Distributed Computing Services’ Mac Information File Server: Information/Internet Applications/MailCall (2.0).

**Check spelling whenever I post a message**

This option will work only when you have a program called HyperSpeller installed (see *Advanced Features*). Otherwise, this option will be grayed out in the dialog box. When this option is checked and you click once on the **Post** button or choose **Mail/Post**, the current message in the Message Sender window is automatically checked for spelling errors.

**Append signature whenever I post a message**

When checked, this option adds the information you typed in for your Signature to every message that you send (see *Setting Up Your Signature*). Note: the default setting for POPmail is to add the signature when sending a message.

Holding down the **Shift** key while clicking on the **Post** button will override this option.

For example, if this *option is checked* and you hold down the Shift key while clicking on the Post button, your signature will not be added to the end of your message.

If this *option is not checked* and you hold down the Shift key while clicking on the Post button, information typed in for your signature will be added to the end of your message.

**Server does not add date to message header**

This option is for mail servers that do not add the date to messages. If you are using the University of Minnesota’s mail server, do not check this option.

In most cases, the mail server automatically adds the time and date to mail messages. The administrator of the machine changes the date so that all clients of the server are synchronized. If your mail server does not do this, check this box. And be sure to adjust the time for “daylight savings.”

### Hide un-sent messages at startup

This option is for people who tend to keep many unposted Message Sender windows around, but dislike seeing them displayed every time POPmail is started.

If this box is unchecked all un-sent messages will be displayed on top of the Message Browser when POPmail starts.

### Warn before emptying POPmail trash

This option is for people who prefer to empty the Trash mailbox whenever they **Quit** POPmail.

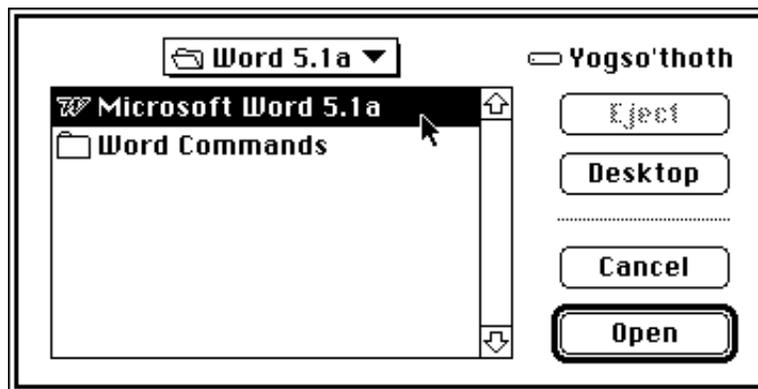
If this option checked a dialog box appears asking whether or not you wish to keep the messages in the Trash mailbox when you quit POPmail. Clicking on the **OK** button permanently deletes the messages in the Trash mailbox. Clicking on the **Cancel** button keeps the messages in the Trash mailbox.

If this option is unchecked, you will never see the dialog box. When you quit, all messages in the Trash mailbox will be permanently deleted.

### Save documents for:

You use this option to designate a word processor so that saved messages can be opened by a particular application. The default is set for MacWrite II.

To change the word processor to one of your choice, click once on the **Set** button. A typical open dialog box will appear. Navigate to the place where you have a word processor application, select it, and click once on the **Open** button. The name of the application will then appear in this option.



Setting up Word 5.1a for the Word Processor

# Saving Mail and Enclosures

POPmail gives you the option of saving copies of messages as text files that can be opened in a word processor such as Microsoft Word. This feature is also utilized when you fetch a message with an enclosure (a separate file sent along with the message).

## Saving Messages

You can save a message using two different methods:

1. Click once on the **Save** button.



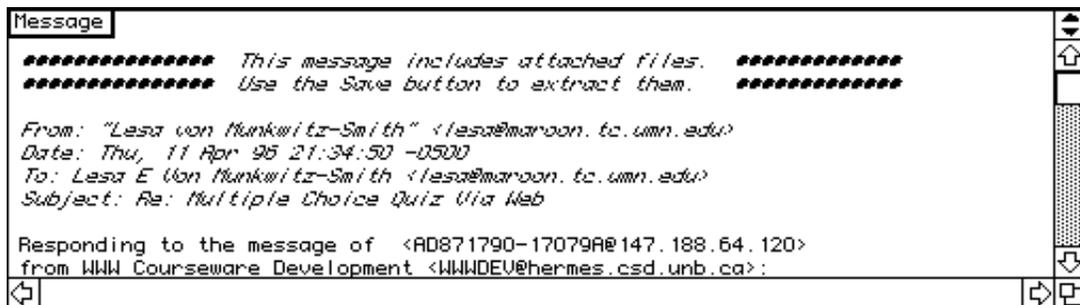
**The Save Button**

2. Choose **File/Save as Text**.

Either method brings up the standard dialog box you see when you save a file in any Macintosh application. Navigate to the folder where you wish to save the file and click once on the **Save** button.

## Saving Enclosures

When you receive an e-mail message that has another file enclosed with the message, you will see the following message at the top of the Message box:



**Notification of an Enclosed File with an E-Mail Message**

When you receive a message like this, follow these steps.

1. Click once on the **Save** button or choose **File/Save as Text**.
2. Select the folder to which you wish to save the enclosed file.
3. Open an appropriate Macintosh application to look at the file you just saved.

If you cannot open the file, or if you open it and it consists of unreadable text, you may have a conflict of file types. You may wish to contact the person who sent you the file to determine

what application was used to create the file and try to find a way to translate it using an application that you own. Whatever the case, you may have to do some troubleshooting to find a way to read the file. Sometimes, you may have to request that the sender save the file in a more common file format, such as text only for a file created with a word processor, and resend the file.

## Enclosing Files with Your Message

Sometimes you may wish to send a report, spreadsheet, or graphic file along with an e-mail message. In POPmail, you can enclose one document per message.

You have two ways to select the Enclose feature:

1. Click once on the **Enclose** button in the **Message Sender** window.



**The Enclose Button**

2. Choose **Mail/Attach an Enclosure**.

A dialog box resembling the standard Macintosh Open dialog box appears. Navigate until you can select the file you wish to enclose and click on the **Open** button. The Message Sender window's status box will list the file you selected as an "Attached enclosure."

### What Happens to the Enclosure?

The enclosed file is converted by POPmail to binary hexadecimal (binhex) format and sent with your message. If your recipient is using POPmail or another MIME-capable program, the binhex information is converted back to the original file format by POPmail. If, on the other hand, the recipient isn't using a program that is MIME-capable and decodes binhex, your enclosed file may end up as an unreadable part of the e-mail message.

### Enclosure Etiquette

As a considerate user of e-mail, you should find out what kind of computer your recipient is using before you enclose a message. Remember, Macs and IBM/PC/DOS-compatibles handle files in different ways. For instance, file names follow a different format for PC-compatible computers: eight characters, a period, and three characters (MANUAL.DOC).

Secondly, even if your recipient has a Mac and is using POPmail II, you must consider another wrinkle when sending enclosures: Does your recipient have software that can read the file you're enclosing? If he or she does, then reading the enclosure is as easy as double-clicking on an icon. If not, then the annoying "application busy or missing" message appears. Be sure to indicate in the e-mail message which application you used to create the file you're enclosing. What follows are several scenarios you should consider before using the Enclose feature.

**Recipient Using Mac and POPmail**

If your recipient is using POPmail to read mail messages, POPmail will automatically convert the binhex file into its original application format and the recipient can save and open it with that application.

**Recipient Using Mac and Another E-Mail Application**

If your recipient has a Mac but is using an e-mail application that is not MIME-capable to read messages, the file may appear in the body of the message as unreadable text. Your recipient will need to copy and paste the binhexed text into a word processing application, save the document as text, and then use the Binhex version 4.0 application (not version 5.0) to convert the file back to its original format.

A version of Binhex 4.0 can be obtained from the Mac Information file server in 152 Shepherd Labs. If connected to the University-wide network, select the MicroCenter AppleTalk zone and then the Mac Information file server, information volume. Look in information/Utilities/Conversion Utilities/Binhex Etc.

**Recipient Using IBM-Compatible and WS-POPmail**

If your recipient has an PC-compatible and is using WS-POPmail, Minuet, or any MIME-capable mail reader, you need to be sure the enclosed file is in a format that can be opened by a DOS or a Windows application. If you are sending a word-processed document, the best format to use may be "text only." Check your application manual to determine what file format can be read by a PC-compatible platform. Then check with your correspondent to see if they own an application that can open the file format.

Many Microsoft application files, however, can be opened by using the equivalent Microsoft application designed for Windows.

**Recipient Using IBM-Compatible and Another E-Mail Application**

If your recipient has an PC-compatible but is using an application that is not MIME-capable, the enclosed file appears in the body of the message in binhex format. Your recipient will need to transfer the binhexed text into a word processing application, save the document as text, and then use a binhex utility to convert it into a format that can be read. A utility that converts binhex can be obtained from the Academic and Distributed Computing Services PC file server in 152 Shepherd Labs, University of Minnesota; look in the subdirectory INFO\APP&UTIL\BINHEX. It is also available via anonymous FTP from boombox.micro.umn.edu; look in /pub/pc subdirectory.

**Recipient Using Central System Computer**

If your recipient has an e-mail account on a central system computer, the enclosed file appears in the body of the message in binhex format. Your recipient will need to transfer the binhexed text into a text editor, save the document as text, and then use a binhex utility to convert it into a format that can be read. Consult with the support staff of the central system to find out the procedures for converting binhexed files to text.

---

## Appending a File to an E-Mail Message

This feature adds the contents of a file to the end of your message, after any signature that you have set up. If your recipient is not using POPmail on a Mac and you wish to send a text file, you should consider appending rather than enclosing it.

You have two ways to use the Append feature:

1. Hold down the **Option** key and click once on the **Enclose** button in the Sender window.
2. Choose **Mail/Append a Text File**.

A dialog box resembling the standard Macintosh Open dialog box appears. Navigate until you can select the file you wish to enclose and click on the Open button. The Sender window's Status box will list the file you selected as an "Appended text file."

REMINDER: To override POPmail adding your signature, hold down the **Shift** key when you click on the **Post** button.

### CAVEAT

Although POPmail allows you to select any file on your hard disk, make sure that the file you append has first been saved in *text only* format. You need to do this step because the integrity of non-standard ASCII characters (characters not found in the regular alpha-numeric set) is not guaranteed by all mail servers. In other words, graphic, spreadsheet, and text files with accented characters or special symbols will not appear as you expect when *appended* to an e-mail message. You should use the *Enclose* feature to send non-standard files.

---

## Advanced Features

This section of the manual covers advanced features found in POPmail.

Managing Browser and Sender Windows

Using the Find Utility

Using a Spelling Checker

Customizing the Mail Folder

Links to Other Internet Client Services

Previewing Messages

Multiple Users on One Machine

File Structure

Message Conversion from Previous Versions of POPmail

## Managing Browser and Sender Windows

You may find you have the Message Browser and several Message Sender windows open at the same time. To move among the windows, use the **Windows** menu (shown on the next page).



**Windows Menu Commands**

The bottom of the menu lists all the open windows, with the active window designated with a check mark ( ✓ ) beside its name. Selecting another window from the list makes that window the active window. You can also choose the Next Window command (⌘ M) to go from one window to the next.

### Message Sender Windows

Because Message Sender windows are saved until a message is either posted or discarded, several commands under the Window menu are used to manage them.

You can use the following commands under the **Windows** menu to manage Message Sender windows.

1. **Open all Senders**  
Brings back any Message Sender windows you have closed.
2. **Close all Senders**  
Puts away any Message Sender windows that are open and un-sent.
3. **Post All Open Senders**  
Sends all messages that are currently in open windows.

When the **Post All Open Senders** is chosen, POPmail checks to see if there are any previously posted, but un-sent messages. If there are, POPmail will repost these messages. If there aren't, POPmail will report "All mail has already been sent." This command will not post messages in closed Sender windows.

These features are handy when you connecting via a modem and SLIP. You may find that you prefer to fetch your messages, and then disconnect so that you can respond to your messages off



## Customizing the Mail Folder

When mail is fetched for the first time, POPmail creates a folder, labeled *Mail*, to store the mailboxes created to manage messages in POPmail. This folder appears at the same level in your file hierarchy as the POPmail application.

If you wish to change the folder where message mailboxes are stored, use the **Setup /Mail Folder**. To create a new folder, click on the **New** button. To select a different folder, navigate to the folder you prefer, highlight it, and then click once on the **Choose** button.

## Links to Other Internet Client Services

If an e-mail message contains a URL (Universal Resource Locator), you can use POPmail to retrieve or connect to the file mentioned in the message.

### Requirements

POPmail actually communicates with other applications to provide connections to various resources on the Internet. In order to connect to these resources, three requirements must be satisfied:

1. You must be using System 7.0. If you are using an earlier version of the system, the **Resolve URLs** command will not work.
2. The name of the URL in the message must be in the correct format and syntax.
3. A “Helper” application that accesses the resource and can communicate with POPmail must be installed on your Macintosh.

### Helper Applications

POPmail uses the following helper applications to resolve URLs.

URL	APPLICATION	SYNTAX
gopher	TurboGopher 2.0x	gopher://server
http	MacWeb or Netscape	http://server
ftp	Anarchie	ftp://server
phone	Ph 1.2	ph://CSOserver

You can obtain all these applications via anonymous ftp from boombox.micro.umn.edu (look in pub/gopher/Macintosh-Turbogopher/helper-applications).

## Using the Feature

To use this feature, the message needs to contain a valid URL, which can be in two formats:

```
<URL:gopher://boombox.micro.umn.edu:70/11/gopher/Macintosh-TurboGopher>  
gopher://boombox.micro.umn.edu:70/11/gopher/Macintosh-TurboGopher
```

Note that in the first example, the format includes brackets that surround the URL and the second example does not include brackets.

Follow these steps to use this feature:

1. Highlight the URL in the message.
2. Choose **Mail/Resolve URL**.
3. If the URL is in a valid format, POPmail will launch the appropriate application and that application will try to connect to the Internet location specified in the e-mail message. If not, you will get an error message. Check the syntax of the URL and try again.

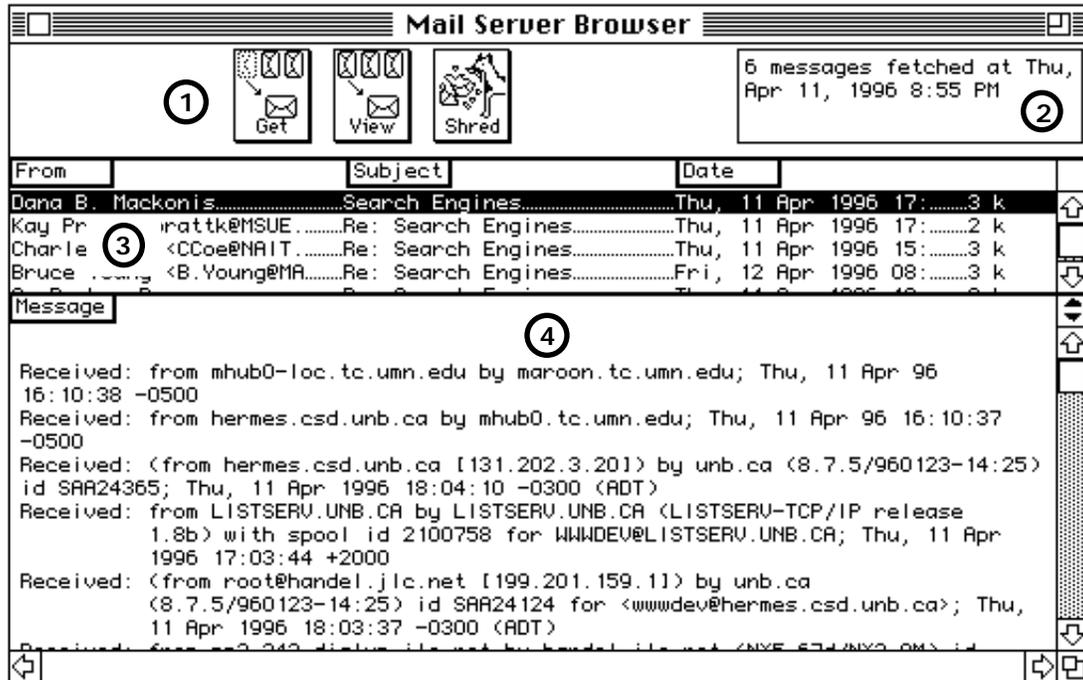
## Previewing Messages

Sometimes you're in a situation when you just want to look at a message and have it remain on the mail server rather than have it be downloaded to your Macintosh. You may be using POPmail with SLIP and don't want to tie up your phone line by fetching a large message. Or, you may be at a conference and just want to look at messages that are waiting for you at the office. Or, if you receive a large volume of mail, you may want to delete extraneous messages before downloading them.

You may have to set POPmail's RAM partition higher than normal if you are using the Preview feature (when in the Finder, choose **File/Get Info**).

## The Mail Server Browser Window

The window used to preview messages is called the Mail Server Browser (shown on the next page).

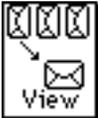


**Window Used to Preview Mail**

The parts of the Mail Server Browser are

1. **Buttons** to manage the mail messages (explained below).
2. **Status box**, same as the Message Browser and Message Sender windows.
3. **Message Index**, same as the Message Browser window.
4. **Message box**, which contains the message (explained on next page).

### Buttons

	<p><b>Get.</b> Click here to fetch only the selected message. The message is deleted from the file server and the Message Browser window comes to the front so that you can read the entire message just as you would if you had just fetched mail.</p>
	<p><b>View.</b> Click here to read the entire message in the Message Browser window, but have it remain on the server. The next time you do a standard fetch, the message will appear again in the list of messages.</p>
	<p><b>Shred.</b> Click here to remove the message from the mail server without bothering to transfer the message to your hard disk.</p>

## Message Box

If you are using POP3 fetch protocol, you'll see the header and the first ten lines of the selected message in the message box.

If you are using IMAP2, you'll see only the header in the message box.

## Using the Preview Feature

You can access the **Mail Server Browser** window in two ways:

1. Hold down the **Option** key as you click once on the **Fetch** button.
2. Choose **Mail/Preview**.

POPmail checks the mail server and displays an index of the messages waiting for you on the mail server in the **Mail Server Browser** window. Depending on the protocol you are using and the size of the message, you may see the entire message, a portion of it, or just its header.

## Multiple Users on One Machine

Sometimes one computer needs to be shared by several people. You need to set up POPmail differently in this type of situation.

### Background Information

When you set up POPmail under System 7, a file called POPmail Settings is automatically saved in the Preferences folder, inside the System folder. This file contains information that you entered for your mail account and password; the location of the Mail folder and any mailboxes you have created; any options you selected; your signature file; and your groups. If you're using System 6, the POPmail Settings file is found in the System folder.

When you double-click on the POPmail application icon, it first hunts for this settings file in the same folder that the application is in. If the settings file isn't there, it looks in the Preferences folder in the System folder. And if it doesn't find it there, POPmail creates a new settings file.

You can also start up POPmail by double-clicking on the POPmail Settings file. By doing this, the POPmail application is started and the data in the clicked settings file is used for that particular session of POPmail.

The goal for setting up multiple users on one computer is to make sure that every person has his or her unique settings file. Then when David wants to read his mail, he just double-clicks on a POPmail Settings file named "David's mail." When Mary wants to fetch her mail, she needs to double-click on a POPmail Settings file named "Mary's mail," and so on. With multiple settings files, you need only one copy of the POPmail program on the disk.

### Creating Multiple POPmail Settings Files

We recommend creating a folder where individual's **POPmail Settings** file and **Mail** folder are stored. That way, all the files pertaining to one person are located in one folder. For security reasons, we also recommend the **Save Password** option should not be checked. Otherwise,

people who have access to the computer can send or fetch messages from another's e-mail account.

Note that once e-mail messages are fetched, POPmail has no feature that prevents another person who has access to the same computer from reading your messages. To ensure security when more than one person uses a computer, you need to seek a third-party software solution.

Follow these steps:

1. Trash any existing **POPmail Settings** file.

In System 7, this file will be located in the **System folder/Preferences folder**. In System 6, this file will be located in the **System folder**.

2. Create a folder that will be used for the person's mail.
3. Drag the POPmail application to that folder and double-click on the icon.
4. Set up POPmail for that person.

Choose the **Setup/Set Username & Server**. Type in the person's name, e-mail account, and password. **Fetch** messages from the mail server to set up the Mail folder and Incoming Messages mailbox.

5. **Quit** POPmail.
6. Drag the **POPmail Settings** file into the folder for the person's mail.

In System 7, this file will be located in the **System folder/Preferences folder**. In System 6, this file will be located in the **System folder**.

7. Rename the **POPmail Settings** file (optional).

Repeat from step 2 (dragging the POPmail settings file out of the Preferences folder in step 6, is essentially the same as step 1) until everyone has his or her own POPmail settings file in a folder along with the Mail folder.

## Reading E-Mail

When Mary wants to read her e-mail, she just needs to double-click on the **POPmail Settings** file in her designated folder rather than the POPmail application. Any changes she makes in POPmail **Options** will be saved to her settings file.

## Accounts On Other Mail Servers

If you have e-mail accounts on different mail servers, you can use the same setup. Set up POPmail for one mail server, quit, then drag the settings file out of the Preferences folder. Rename the POPmail Settings file to correspond to the mail server. Repeat the process for all your e-mail accounts.

## File Structure

This version of POPmail uses a different message storage format than previous versions. The new format is an indexed file containing more than one message. This solves Finder problems encountered by users with thousands of messages and drastically reduces the disk space needed to store messages. For example, on a 1GB disk the minimum file size is 17K even if the message is only 200 bytes in size. Multiply this by a few hundred messages and wasted space adds up quickly.

The old version of POPmail had a separate folder for each of the following:

- Incoming Messages
- Outgoing Messages
- Archived Messages
- Enclosures

With the new file format only one folder is required: *Mail*.

Default mailboxes, which are individual files stored in the Mail folder, include

- Incoming Messages
- Sent Messages
- Trash

## Message Conversion from Previous Versions of POPmail

To convert messages from versions prior to POPmail 2.3 use the application *Mail Converter*. On a Macintosh using System 7, drop a folder containing messages to be converted onto the Mail Converter program. Mail Converter will then consolidate the individual messages into one file that will be used by the new version of POPmail.

**WARNING:** Some extensions can interfere with Mail Converter working correctly. We recommend booting with the **Shift** key down so extensions are disabled. As Mail Converter proceeds with this conversion, it deletes old message files. Therefore, we strongly urge you to make a backup copy of your messages before converting them.

After a folder of messages is converted there will be a file within the “dropped” folder having the same name as the folder. This new file contains the old messages. In addition to this file, there will be an old index file named either *Message Index* or *Archive Index*; these index files can be trashed.

After message conversion, you should place the new files into your *Mail* folder. That is the only location that POPmail will look for received messages and partially composed un-sent messages.

Once the mail conversion has been done you can run the new POPmail and browse old mail and fetch new messages.