Getting Started

with Messaging
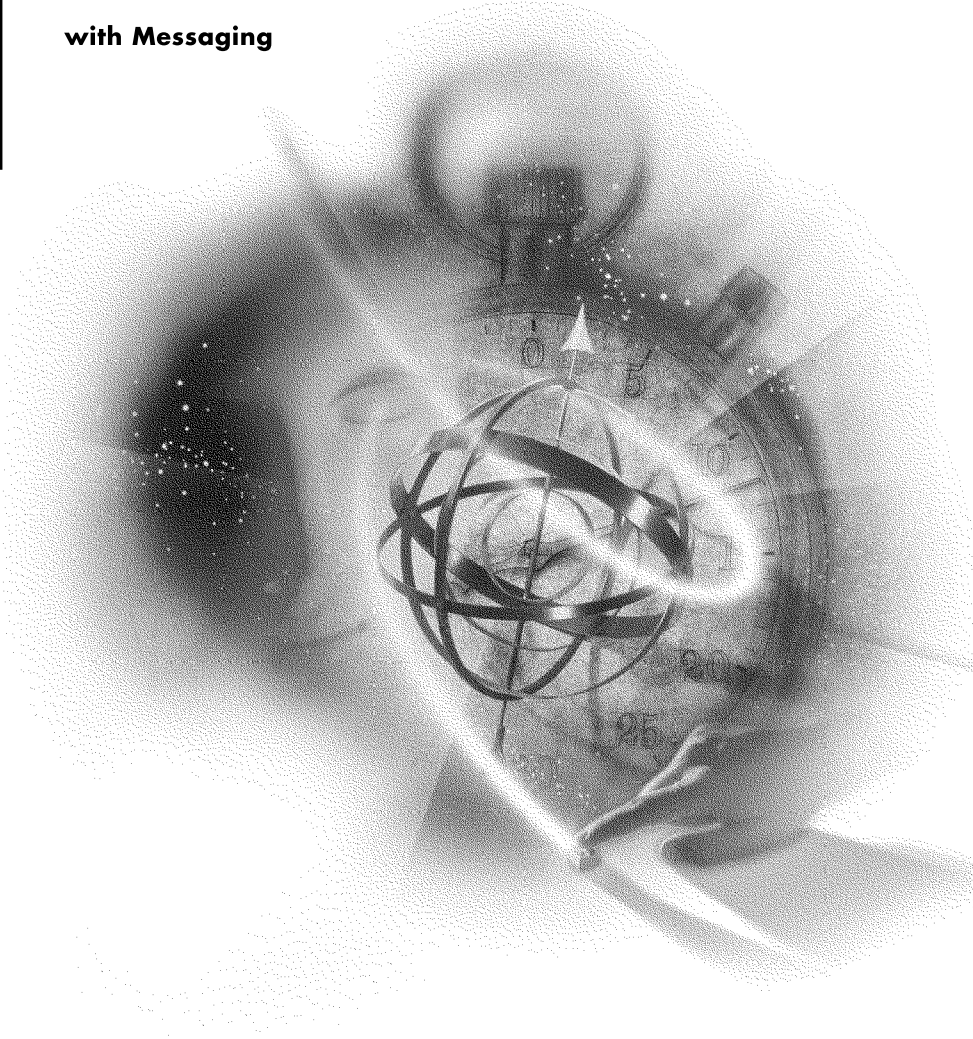
NetWare® 3.12

NETWORKING SOFTWARE

Novell®

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Contents

1 **Introduction**

This manual introduces you to the NetWare® messaging starter kit, which contains NetWare Basic MHS™ and FirstMail™. The Basic MHS product provides message delivery among users on the same file server. The FirstMail electronic mail utility provides basic mail functionality, including the ability to create, send, and receive messages. FirstMail is available in both DOS and Macintosh versions.

This manual is divided into three sections.

- *Getting Started with Basic MHS,* which is for the administrator who will be installing Basic MHS and FirstMail. It describes how Basic MHS works, explains how to install the software, and provides instructions for starting your Basic MHS server. It assumes the administrator is familiar with NetWare.

- *Getting Started with FirstMail for DOS*, which is for a person who will use the FirstMail for DOS program to communicate with other people on the same server. It provides basic information about FirstMail for DOS, including how to start the program and compose, send, and read messages.

- *Getting Started with FirstMail for the Macintosh*, which is for a person who will use FirstMail on a Macintosh to communicate with other people on the same server. It provides basic information about FirstMail for the Macintosh, including how to start the program and compose, send, and read messages.

2 Getting Started with Basic MHS

NetWare Basic MHS provides message delivery among users on the same file server. Users on a Basic MHS server can quickly and easily begin using MHS-compatible electronic mail applications for local communication.

Basic MHS is the starter product in the NetWare MHS™ family. The NetWare MHS family also includes:

- NetWare Global MHS™, a scalable, full-featured MHS platform that provides network-wide messaging services for NetWare v3.11 and later environments. Global MHS provides message delivery among users at multiple file servers. When your messaging needs grow beyond Basic MHS, you can upgrade to the Global MHS product.

- NetWare Remote MHS™, which provides laptop users with convenient asynchronous access to the MHS network.

Benefits of Basic MHS

The benefits of Basic MHS include the following:

- *Basic MHS provides a fast and easy way to implement electronic mail applications for environments with limited connectivity requirements.* Thus, it is a convenient tool for evaluating messaging applications.

- *Basic MHS supports many third-party applications.* The Basic MHS software works in conjunction with many third-party messaging applications, including electronic mail software. The FirstMail utility is one such application.

- *User addresses can be full usernames.* For example, John Smith's address can be "John Smith." Using names as user addresses simplifies addressing of messages.

- *Defining users in the Basic MHS database is easy.* The installation program allows you to import users from the NetWare bindery into the Basic MHS database.

- *Upgrading to NetWare Global MHS is easy.* If you want to implement message delivery between servers connected asynchronously or across an IPX network, or if you want to connect to an SMTP, SNADS, or X.400 environment, you can upgrade your Basic MHS server to Global MHS.

Basic MHS is fully compatible with Global MHS. When you upgrade to Global MHS, all of your users and distribution lists are retained.

To purchase Global MHS, or for more information about the product, contact your Novell reseller.

How Basic MHS Works

A user creates and sends a message using an *MHS-compatible electronic mail application*. An MHS-compatible application is an application that uses Novell's standard interface for message delivery. In , Anne Jones uses FirstMail, which is supplied with Basic MHS, to create and send a message to John Smith.

The application submits the message to the *Basic MHS server*, the file server on which Basic MHS is installed. This server checks its *database*, which contains information about all the users and distribution lists to which messages can be delivered. Using the information in the database, the server delivers the message to the recipient(s), who read the incoming message with an MHS-compatible application. In , John uses FirstMail to read the message.

Figure 1   Sending a Message with Basic MHS
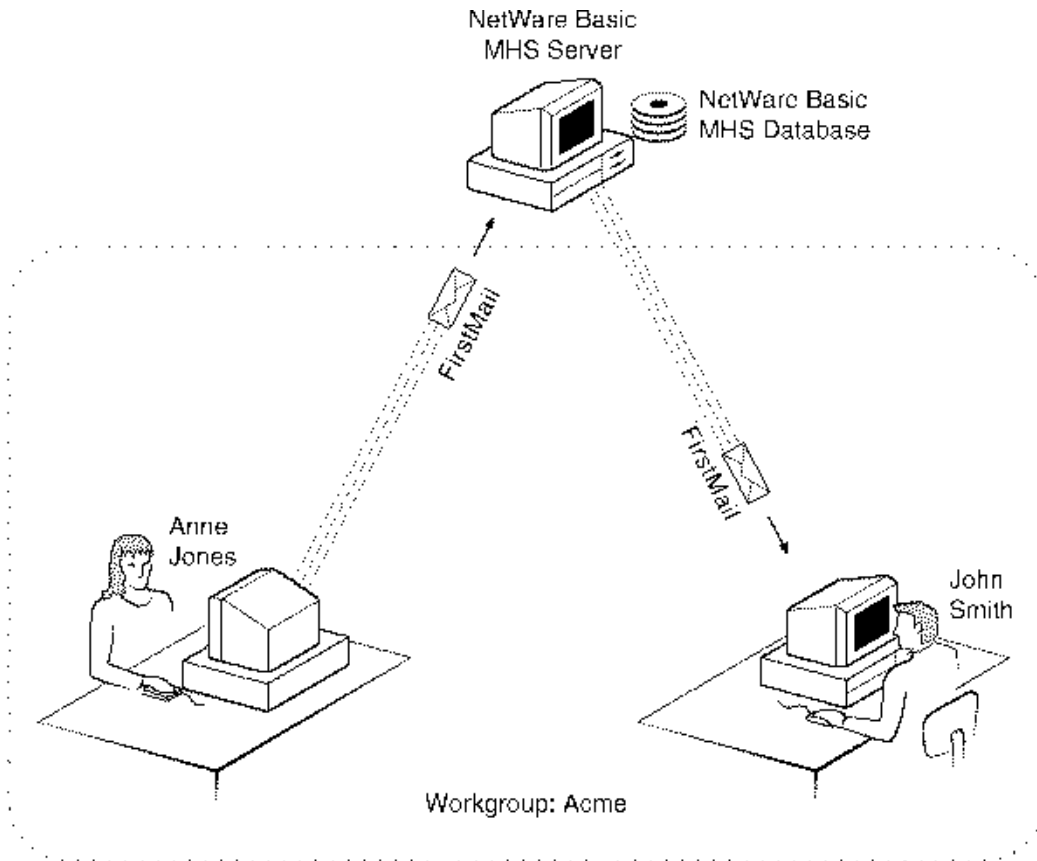
In NetWare MHS, you must organize all users into logical groups, called *workgroups*. To make addresses meaningful to users, base your workgroups on organizational groupings, such as company, division, or department. All Basic MHS users must belong to the same workgroup. For example, Anne and John, employees of Acme, Inc., belong to the workgroup *Acme* (see).

NOTE: Other products, like Global MHS, allow you to define multiple workgroups.

User Addresses

A user address uniquely identifies an MHS user. In Basic MHS, a user address contains an MHS username and (optionally) a workgroup.

For example, John Smith's username is "John Smith" and his workgroup is "Acme." To send a message to John, you can address it to "John Smith@Acme." Because Basic MHS only supports communication within a single workgroup, the workgroup part of the address is optional.

When you install Basic MHS, you can choose whether to use bindery full names or login names as MHS names.

To provide compatibility with older applications, Basic MHS also maintains short names for users. During installation, short names are generated from users' login names. For example, John's short name might be "JSmith." Short names are limited to eight characters, and can include numbers, letters, the hyphen (-), dollar sign ($), and number sign (#).

Installing Basic MHS

This section provides instructions for installing the Basic MHS software on a file server running NetWare v3.11 or a later version. To install Basic MHS, you must:

- Complete all the tasks listed in "Preparing For Installation" on page 13.
- Install the software following the instructions in "Installing the Basic MHS Software" on page 13.
- Start the Basic MHS server following the instructions in "Loading Basic MHS" on page 16.

Software and Hardware Requirements

You need the following software and hardware to install the Basic MHS software.

❑ A file server running NetWare v3.11 or a later version, with an extra 250 KB of memory and 2.5 MB of disk space for Basic MHS. (Additional disk space is required for messages and attachments.)

❑ NetWare Btrieve v5.15 or later installed on the file server.

❑ NetWare C NLM Runtime Library (CLIB) v3.11e or later installed on the file server.

Preparing For Installation

Before installing the Basic MHS software, complete the following tasks:

- Ensure that users have been assigned full names in the NetWare bindery, if you want to use bindery full names as MHS usernames. For users who do not have full names, the login name will be used.

- Ensure that CLIB.NLM is loaded on the file server on which you are installing Basic MHS.

- Check the BSTART.NCF file, which is in the SYSTEM directory on the file server on which you are installing Basic MHS. Ensure that it is set to load BTRIEVE and BSPXCOM. If it is not, refer to your NetWare Btrieve manual to find out how to update this file. If it is, execute BSTART from the file server console.

- On the file server on which you are installing Basic MHS, load BSETUP and configure the following Btrieve parameters:

  Number of transactions = 2 (or more)Largest page size = 4096

  NOTE: If you are using an earlier version of Btrieve than 6.0b, you must also configure the following parameter:

  Number of files per transaction = 2 (or more)

  If you are using other Btrieve applications, enter the *Number of files per transaction* required by the application that uses most. For example, if you have two other applications, one requiring 3 files per transaction, and one requiring 4, enter "4."

After completing the preparatory tasks, you must install the Basic MHS software. Follow the instructions in ."

Installing the Basic MHS Software

To install Basic MHS on your NetWare server, enter **LOAD INSTALL** at the console prompt and select *Product Options*. When the Currently Installed Products list appears, press <Insert>. INSTALL prompts for the path to the source media; enter the drive letter of the floppy disk drive containing the first Basic MHS diskette. Insert the remaining diskette(s) as prompted.

NOTE: The Basic MHS programs are installed at the root of the SYS: volume on your file server. You can install the MHS\MAIL subdirectory, which contains the user mailboxes and the Basic MHS database, in a different location.

If an older version of Basic MHS exists, the installation program upgrades it. If MHS 1.5, Global MHS, or a newer version of Basic MHS exists, the installation program terminates.

During installation, the following prompts are displayed:

1. `[Default]Workgroup long name: long_name`

   `Workgroup short name: short_name`

   `Accept Workgroup names? [Yes|No|Quit]: >`

   The default workgroup long name is the name of your file server. Novell recommends that you change the workgroup long name to your company name. The workgroup short name is automatically created from the workgroup long name.

   To change the workgroup long name, enter N. INSTALL prompts you to enter a new name. A workgroup long name can contain any printable characters except: period (.), at sign (@), double quote ("), semicolon (;), comma (,), parentheses (( )), square brackets ([ ]), and braces ({ }). (The period is a reserved character that has a special meaning in MHS.) The workgroup long name is part of the user address, which can contain up to 253 characters.

   To use the displayed name as the name of your workgroup, enter Y.

2. `[Default]  Mail Volume Path: server/SYS:`

   `Accept Mail Volume Path? [Yes|No|Quit]: >`

   The MHS\MAIL subdirectory contains users' mailboxes and the Basic MHS database. To install this subdirectory under SYS:, enter Y.

   To install it in a different location (for example, to put it on a volume that has more space for user messages), enter N; INSTALL prompts you to enter the new path. Enter the path to the location in the format *volume:path* (for example, USERS:\MAILBOX).

3. Enable Messaging Services for Existing Users? [Yes|No]: >

   Enter N if you do not want all your NetWare users to be Basic MHS users. If you enter N, you must add users to the Basic MHS database manually. For detailed instructions, refer to the ADMIN.DOC file in the MHS/SYS subdirectory.

Enter Y to import users from the NetWare group EVERYONE into the Basic MHS database. INSTALL imports all users who are not messaging users. If you enter Y, INSTALL prompts:

```
User's mail name is either the Full Name or Login
Name
```

```
Use Full Name for user's mail name? [Yes|No]: >
```

Enter Y to use bindery full names as MHS usernames. Enter N to use login names as MHS usernames.

4. `Update System Login? [Yes|No]: >`

Enter Y to update the system login script. If you enter Y, INSTALL updates the system login script with the following entries:

MAP INS S16:= *server/volume:*`\MHS\EXEDOS SET MV =`
  "*server/volume:mv_path***"**

where *mv_path* is the path to the MHS\MAIL subdirectory.

Enter N to leave the system login script unchanged. If you enter N, you must add these entries to either the system login script or each Basic MHS user's login script. Otherwise, MHS-compatible mail applications will be unable to send mail.

5. Update Autoexec.ncf File? [Yes|No]: >

Enter Y to update the AUTOEXEC.NCF file for your file server so that Basic MHS will be loaded automatically whenever the file server is booted. If you enter Y, the following entries will be added to the end of your AUTOEXEC.NCF.

```
SEARCH ADD SYS:MHS\EXELOAD BASICMHS
```

Enter N if you do not want to update AUTOEXEC.NCF. If you enter N, you must load Basic MHS manually. For detailed instructions, refer to the ADMIN.DOC file in the MHS/SYS subdirectory.

NOTE: The installation program defines Supervisor as a user in the Basic MHS database. Only Supervisor and supervisor equivalents are authorized to update the database.

All messages displayed during installation are logged in SYS:BASIC.LOG. If the installation fails, print this log file, and look up any error messages in MESSAGES.DOC, located on the first installation diskette. Also, check to see if the SYS:MHS and *mv_path*\MHS\MAIL directories were created; if they were, use the FILER utility to delete them. Then re-install Basic MHS.

After installing the Basic MHS software, you must load BASICMHS.NLM so that it can begin delivering messages. To do so, follow the instructions in "Loading Basic MHS" on page 16."

Loading Basic MHS

If you chose to update the AUTOEXEC.NCF, you can load Basic MHS by rebooting your server. Or, enter the following commands at the file server console prompt:

```
SEARCH ADD SYS:MHS\EXE
LOAD BASICMHS [-N mv_path]
```

Include the -N parameter if you installed the MHS\MAIL subdirectory in a location different from the default.

The FirstMail files are automatically copied to SYS:PUBLIC when you install Basic MHS. Once you load Basic MHS, users on your server can use FirstMail for DOS immediately. For information about customizing FirstMail for DOS, see "Setting up and Maintaining FirstMail for DOS" on page 17. Macintosh users must copy the FirstMail for Macintosh files to the Macintosh hard drive. For detailed instructions, refer to "Setting up and Maintaining FirstMail for the Macintosh" on page 18.

If your site is using other mail applications, install and configure them following the instructions in the application documentation.

Managing the Basic MHS Server

When your Basic MHS server is installed and operational, you must continue to manage it. Detailed instructions for managing the server are provided in the *Basic MHS Administration* manual, which is contained in the ADMIN.DOC file located in the MHS\SYS subdirectory.

Management tasks include:

- *Monitoring the log file.* Basic MHS maintains a log called BASICMHS.LOG, located in the MHS\MAIL\PUBLIC directory. Monitor this log for problems. Novell recommends that you archive or delete the log regularly.

- *Backing up the server.* Novell recommends that you back up the Basic MHS data files (especially the files in MHS\MAIL\PUBLIC) and user mailboxes (located in MHS\MAIL\USERS) using your standard file server backup procedures.

- *Administering users.* You must add new employees whose mailboxes will be serviced by your server and remove employees who leave your server. You can also change users' profile data.

- *Defining distribution lists for your users.*

- *Registering new MHS-compatible applications.*

- *Customizing the way your server operates.* For example, you can customize how often your server delivers messages.

Setting up and Maintaining FirstMail for DOS

FirstMail for DOS is installed automatically when you install Basic MHS.

NOTE: FirstMail for DOS files are installed in the SYS:\PUBLIC directory.

No further configuration is necessary; users can begin sending and receiving messages from a workstation that has:

- at least one free, unmapped drive letter

- 384 KB of RAM

- DOS 3.0 or a later version

Users can configure FirstMail to use LIM/EMS memory, if it is available.

HINT: To help your users learn how to use FirstMail for DOS, duplicate and distribute the material in . Users can find more detailed information about this program in the USER.TXT file, which is located in the SYS:\PUBLIC directory.

To add and delete FirstMail users, use the Basic MHS Administration program. Basic MHS automatically creates and maintains the FirstMail Directory list. (When you customize the Basic MHS configuration, you can determine how often this list will be updated.)

You can customize some FirstMail features for your site. For example, you can:

- Set up a bulletin board

- Customize defaults for options such as the Copy-self option

- Disable access to DOS from FirstMail

- Modify the system login script to provide new mail notification

For detailed information about these features and how to use them, refer to the ADMIN.DOC file in the MHS\SYS subdirectory.

Setting up and Maintaining FirstMail for the Macintosh

FirstMail for the Macintosh is installed automatically on the NetWare server when you install Basic MHS. Macintosh users must copy the FirstMail files onto their Macintosh hard disk drive.

This section discusses the requirements for running FirstMail for the Macintosh and describes what you must do before Macintosh users can copy the FirstMail files onto their Macintosh. It also describes how to add and delete users and how to enable Macintosh users to use the system files you create with FirstMail for DOS.

NOTE: FirstMail for the Macintosh files are installed in the SYS:\PUBLIC directory.

Because FirstMail for Macintosh uses the SYS:\MAIL directory structure, which NetWare maintains for each user, you need not create mailboxes for Macintosh users.

The following are required to run FirstMail for the Macintosh:

* *On the NetWare server*: Your NetWare server must be running NetWare for Macintosh, version 3.01 or later. The SYS: volume must have the Macintosh name space added. If you installed the MHS\MAIL\USERS subdirectory under a different volume than the SYS: volume (which is the default), the Macintosh name space must also be added to that volume. Macintosh users must be able to see the PUBLIC, MAIL, and LOGIN directories and must have the default NetWare rights in SYS:\MAIL ([C]).

* *On a Macintosh*: Each Macintosh computer must be running system software version 6.03 or later.

Before users of FirstMail for the Macintosh can install FirstMail files on their Macintosh systems, do the following:

1 Configure your NetWare server for Macintosh access.

2 Run the file *Mac-Mail.EXE*.

Mac-Mail.EXE is an executable file that unloads a self-extracting archive file, *Firstmai.sea*, onto the NetWare server. You must complete this step so that Macintosh users can copy the FirstMail files to their Macintosh hard disk drive.

3 Test that FirstMail is working correctly on a Macintosh.

    3a Install the FirstMail files on a Macintosh computer.

        Refer to "Setting up and Maintaining FirstMail for the Macintosh" on page 18 for installation instructions.

    3b Verify that the path to the MHS\MAIL\USERS directory is correct.

        Open the FirstMail Config file, which is located in the FirstMail folder on your Macintosh. Check the path in the *Path to base of NetWare MHS/SMF directory tree* field (which is a parameter in the General Setup command).

        If you installed the MHS\MAIL\USERS subdirectory in the default location—at the root of the SYS: volume—the path should be in the form *server*.SYS:. If it is not, change the path.

        If you installed the MHS\MAIL\USERS subdirectory under a different volume than the SYS: volume, enter the path to the location in the format *server.volume:path* (for example, server1.USERS:\MAILBOX).

    3c Send test messages to verify that FirstMail is working correctly.

4 Ask each Macintosh user to copy the FirstMail files onto the Macintosh hard disk drive.

To help your users learn how to install and use FirstMail for the Macintosh, duplicate and distribute the material in "Introduction" on page 7. Users can find more detailed information about FirstMail in the FirstMail Manual files, which are in the FirstMail folder that users copy onto their Macintosh.

To add and delete FirstMail for Macintosh users, use the Basic MHS Administration program. Basic MHS automatically creates and maintains the FirstMail Directory list. (When you customize the Basic MHS configuration, you can determine how often this list will be updated.)

Users of FirstMail for the Macintosh can use any bulletin boards or system-wide distribution lists that you set up with FirstMail for DOS. To allow Macintosh users to access bulletin boards and distribution lists, you must open the FirstMail Config file on your Macintosh and enter the path to the location of these files.

3 GettingStarted with FirstMail for DOS

FirstMail` is an electronic mail utility that lets you compose and send messages to other users on your server. The following sections describe what you need to know when you first start using FirstMail, including how to:

- ◆ Start and quit FirstMail
- ◆ Display on-line help at any time
- ◆ Compose and send a message
- ◆ Read messages you receive
- ◆ Send a reply to, or forward a message
- ◆ Print a message
- ◆ Organize and store your messages

What You Should Know Before Using FirstMail

<key_name>: Key names enclosed in angle brackets indicate one or more keys you must press to perform the task described in the related text. For example, <F10> means you should press the F10 key, <Delete> means you should press the Delete key, and <Alt+A> means that you should hold down the Alt key and press the A key.

Selecting a menu option: Either highlight the option (that is, move to the option you want by using the <Up-arrow> or <Down-arrow> key) and press <Enter>, or press the letter that precedes the option.

Getting Help: Press <F1> at any time to get detailed information about the part of the program you are using. If a pop-up menu of relevant topics appears, just select the topic you want. Use the <Up-arrow>, <Down-arrow>, <PgUp>, and <PgDn> keys to scroll through the list. To exit from a Help screen, press <Esc>.

Selecting a message or an address from a list: Highlight an item using the <Up-arrow> or <Down-arrow> key and press <Enter>. If small arrows appear near the top and bottom of the left border of the window, use the <Up-arrow>, <Down-arrow>, <PgUp>, and <PgDn> keys to scroll through the list.

Selecting multiple items from a list: Highlight the first item and press either <F5> or <Space> (the space bar) to mark it (this places an asterisk (*) before the item); then do the same with the second item, and so on. You can mark all listed items at the same time by pressing <Shift+F5>. After you mark the items, you can issue a command that affects all the marked items at the same time.

Unselecting a marked item from a list: Marked items are preceded by an asterisk (*). To remove the asterisk from an item, highlight the item and press <F5>.

Sending a message: Press <Ctrl+Enter> when you finish writing.

Accepting and saving settings - By pressing <Enter> in any pop-up window, you can accept the field you are in and move the cursor to the next field that contains settings you can change. To accept and save all settings (and return to the previous screen), press <Ctrl+Enter>.

Starting FirstMail

Before you run FirstMail, make sure that you have logged in to your NetWare file server and that your system administrator has loaded Basic MHS. Type the following command at the DOS prompt and then press <Enter>:

```
MAIL
```

When you run FirstMail, the *Mail Options* menu appears. The options that you are most likely to use at first are pointed out in the following illustration.

Select to read new mail. This option appears only if you have a new message.

Select to compose and send a message.

Select to read messages that you saved.

Mail Options

N: check for **N**ew mail

S: **S**end a mail message

B: **B**rowse mail messages

P: **P**references

E: **E**dit a file

Q: **Q**uit using First Mail

Select to exit FirstMail.
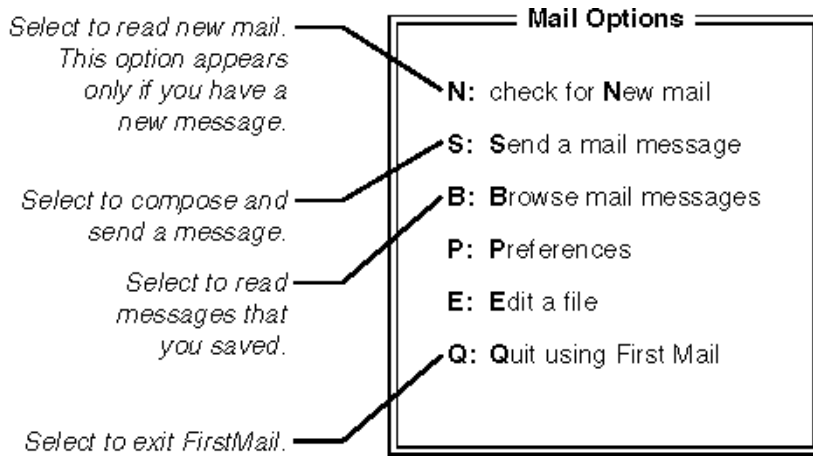
Quitting FirstMail

You can quit and return to the DOS prompt from anywhere in the program by pressing <Alt+F10>. From the *Mail Options* menu, you can also quit by selecting the *Q: Quit using FirstMail* option, pressing <Q>, or pressing <Esc>.

Using FirstMail

The following sections provide the basic information you need to start using FirstMail.

Composing and Sending Messages

To compose and send a message, either select the *S: Send a mail message* option from the *Mail Options* menu and press <Enter>, or press <S>. The *Send Message: Editing Screen* window appears.

You can type a short description of the message here.

The easiest way to enter the recipient's address is to press <F2> and then select the recipient from the directory. You can also type the address.

```
───────────── Send Message: Editing Screen ─────────────
 To   : [                                                              ]
 Subj:




















 KEYS:  F1=Help  F2=User lookup  F3=Address books  F6=Distribution lists
        F7=File attachments  F9=More options  Ctrl-Enter=Send the message
```

Type your message here.

To send a message, press <Ctrl+Enter>.

Addressing Your Message

To address your message, press <F2> when you are in the *To* header and select a recipient from the SMF Directory List.

```
Select the user you want and press <Enter>.
FirstMail puts the user's E-mail address in the To header.
```

```
───────────── Send Message: Editing Screen ─────────────
 To  : [                                                    ]
 Subj:
             ───────── SMF Directory List ─────────
      Name                                    Phone

    Smith, Chris                            123-4567
    Jones, Jane                             765-4321

       Name: Smith, Chris
       Dept.: Sales
       Title: MGR.
       Phone: 123-4567
     Address: Chris Smith@Acme


 KEYS:  F1=Help  F2=User lookup  F3=Address books  F6=Distribution lists
        F7=File attachments  F9=More options  Ctrl-Enter=Send the message
```

When you select one or more recipients from the SMF Directory List, FirstMail enters each recipient's electronic mail address in the *To* header.

You can also type addresses in the To header. Refer to the Help screen for the *To* header or read the SYS:\PUBLIC\USER.TXT file for information about address format.

Composing Your Message

Type the text into the *Send Message: Editing Screen.* FirstMail formats your message automatically.

Specifying Who Should Receive a Copy

Before you send your message, you can specify whether you want to receive a copy of it. You can also specify one or more recipients who should receive a Carbon copy (Cc) of your message.

Press <F9> in the *Send Message: Editing Screen* to display a list of additional headers and options. When you finish, press <Ctrl+Enter> to return to the *Send Message: Editing Screen.*

To save a copy for yourself, set the Keep a copy? field to Y. Copies of your messages are saved in the Copies to self folder.

To send a copy of your message to other recipients, press <F2> in the Cc field and select the recipients from the directory.

```
┌───────────────── Options for your message ─────────────────┐
│  Cc       : [                                             ] │
│  Bcc      :                                                 │
│  Reply to :                                                 │
│  Keep a copy?     : Y                                       │
│  Confirm reading? : N                                       │
│  Confirm delivery? : N                                      │
│  Urgent message?  : N                                       │
│  Omit signature?  : N                                       │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Sending Your Message

To send your message, press <Ctrl+Enter> from the *Send Message: Editing Screen.* FirstMail sends the message and returns you to the Mail Options menu.

Reading, Replying to, Forwarding, and Printing Messages

Select either of the following options from the Mail Options menu to display your mail. To read your new messages, select the *N: check for New mail* option. (This option appears only when you have new mail.) To read messages that you read and saved, select the *B: Browse mail messages* option.

A window similar to the following appears:

```
———————— Folder: <Main> (2 messages) ————————
    From              Subject                    Date          +

  ✓ Evelyn Nesbit@Acme    Western Sales          5  Jan  93  11:55
  ✓ Jim Mint@Acme         1992 Sales Figures     5  Jan  93  12:05
                    ——<  End of list  >——————————————————————

  Attachments Copy Dos Forward Info Locate Move Order Print Reply Send eXtract
  KEYS:   F1Ø=Select folder F5=(un)mark Enter=Read Del=Delete Esc=Exit
```

Using these commands and keys, you can do other things besides reading your messages. Just type the capitalized letter or press the key for the command you want. For example, press <R> for Reply or press <Esc> to exit the window.

The top of the window displays the name of the current folder. A folder is a mail file where you can organize and store your messages. FirstMail provides the Main folder and automatically puts messages there after you read them.

When you select the *B:Browse mail messages* option, FirstMail always opens the folder that you were in last. If you want to change to another folder, press <F10> to display a list of your folders. Select a folder and FirstMail displays a list of the messages in it.

Reading Messages

> To read a message, select the message from the list in the *New Mail* or *Browse Mail* window. The message appears in a window like this:

```
┌─ From Evelyn Nesbit@Acme, with 0 attachment (s) ──────────── 1 of 2 ─┐
│                                                                      │
│ From:      Evelyn Nesbit@Acme                                        │
│ To:        Jim Mint@Acme                                             │
│ Subject:   Sales Figures                                             │
│ Date:      6-Jan-1993  1:39:22  -0800                                │
│                                                                      │
│                                                                      │
│                                                                      │
│ Dear Jim,                                                            │
│ I liked those sales figures. Keep up the good work.                 │
│                                                                      │
│ Eve                                                                  │
│                                                                      │
│                                                                      │
│                                                                      │
└─ +/- <F5>-mark <Del> Copy Forward Headers Move Print Reply eXtract ──┘
```
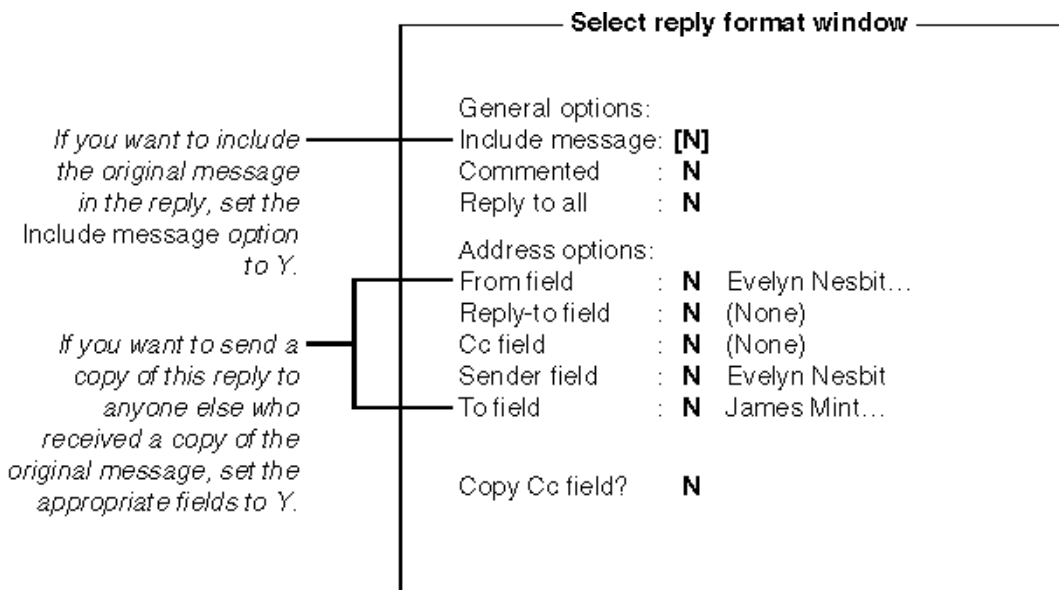
To read the next message, press <+> on your keypad; to read the previous message press <−> on your keypad. To return to the list of messages (so you can select one), press <Esc>.

Some of the same commands that are available in the New mail *and* Browse mail *windows are also available here.*

Replying to Messages

To reply to a message, select the message from the New mail or Browse mail window and press <R>. The *Select reply format* window appears, similar to the one below:

```
─────────────── Select reply format window ───────────────

                     General options:
                     Include message: [N]
                     Commented    :  N
                     Reply to all  :  N

                     Address options:
                     From field    :  N    Evelyn Nesbit...
                     Reply-to field :  N   (None)
                     Cc field      :  N    (None)
                     Sender field  :  N    Evelyn Nesbit
                     To field      :  N    James Mint...

                     Copy Cc field?    N
```

If you want to include the original message in the reply, set the Include message option to Y.

If you want to send a copy of this reply to anyone else who received a copy of the original message, set the appropriate fields to Y.

When you finish setting your reply options, press <Ctrl+Enter> to display the editing window where you can type your reply.

When you finish typing your reply, press <Ctrl+Enter> to send it and return to the *New mail* or *Browse mail* window.

Forwarding Messages

To forward a message to someone else, select the message from the New mail or Browse mail window and press <F>. The *Forward message or file to* window appears:

Press <F2> and select
the address from the
directory list.

```
┌──────────────── Forward message or file to: ────────────────┐
│  To     :  [                                              ]  │
│  Edit before sending?  :  N                                  │
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

To display the message so that
you can edit it, set this to Y.

When you finish, press <Ctrl+Enter>.

If you set the *Edit before sending?* field to N, FirstMail forwards the message and returns you to the *New mail* or *Browse mail* window. If you set it to Y, the message is displayed and you can edit it, type additional text, or both. When you are ready to forward the message, press <Ctrl+Enter>. FirstMail forwards the message and returns you to the *New mail* or *Browse mail* window.

Printing Messages

To print a message, select the message from the *New mail* or *Browse mail* window and press <P>. The *Print settings* window appears containing options for printing to a printer, a print queue, or a file, similar to the one below.

The first time you print a message, you have to tell FirstMail about your printer. Ask your system administrator what to put in the Print to and PostScript fields.

```
──────────────── Print settings ────────────────

 Print to    :  LPT1     (<Enter> to change)
 File name   :  C:\HP2PS
 PostScript? :  N
 PS font     :  Courier  (<Enter> to change)
 Page length (Lines @ 6LPI)  :  66
 Print a banner page?        :  N
```

You can use the default values for the last two fields when you first start.

At first, you are likely to use only the *Print to* and *PostScript?* fields. If you need help about your printer, ask your system administrator.

After you set your printing options for the first time, you can turn off this window so that it does not appear each time you enter the Print command. To do this, select the *P: Preferences* option on the *Mail Options* menu. From the *Preferences* menu, select the *General Settings* option and set the *Suppress print dialog?* field to Y.

Later, you can change your print setting by pressing <Shift+F10> to display the *Preferences* menu and select the *Print settings* option. For information about more advanced printing features, refer to the USER.TXT file in the SYS:\PUBLIC directory.

Organizing and Storing Your Messages in a Folder

FirstMail provides the *Main* folder and automatically puts messages there after you read them. If you specify that you want to save a copy of the message you send, FirstMail automatically saves a copy of each message you write in the *Copies to self* folder.

You can also create new folders and either move a message from the current folder into another folder or place a copy of a message into one or more folders. To change folders or add a new one, press <F10> while you are in either the *New mail* or *Browse mail* window. The *Select a folder* window appears, similar to the following:

```
┌──────────────── Select a folder ────────────────┐
│                                                  │
│  Sales 91                                        │
│  Sales 92                                        │
│  Projected Western Sales                         │
│  Memos                                           │
│  Main                                            │
│  Copies to self                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                                                  │
│                            (F10 to compress folder) │
│  ─── Del=Delete  Ins=New  AltR=Rename  Enter=Select ─── │
└──────────────────────────────────────────────────┘
```

To delete a folder, press <Delete>.

To create a new folder, press <Insert>.

To change folders, highlight the one you want and press <Enter>.
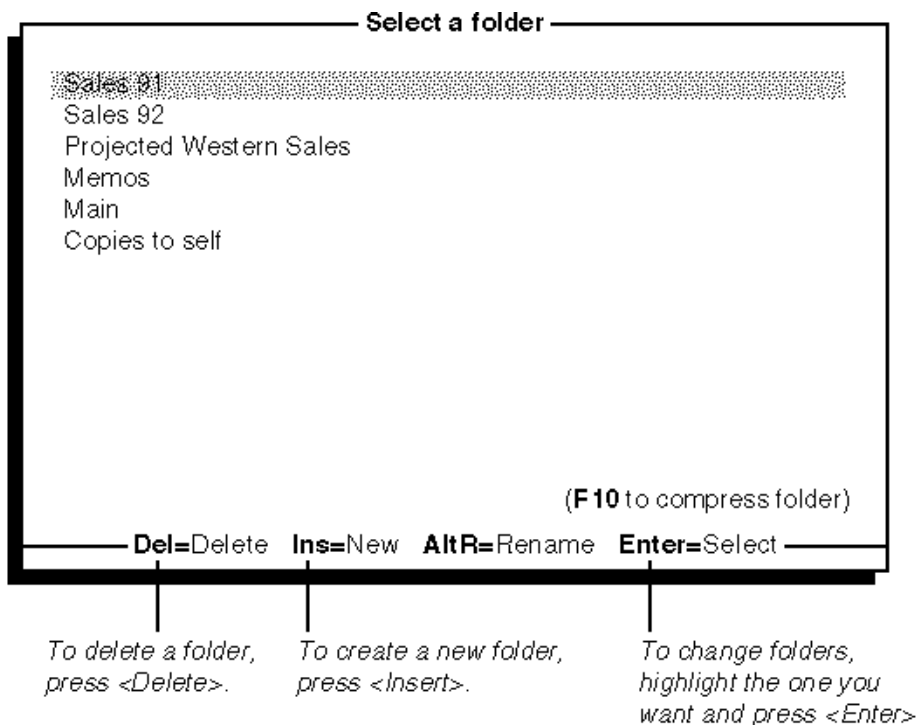
When you press <Insert> to create a folder, you are prompted for a long name and a short name for your new folder. The long name is the descriptive name displayed in the *Select a folder* window and at the top of the *New mail* and *Browse mail* window. The short name is the 8-character name of the file where the messages are saved. It is the name that is displayed on the *Mail Options* menu. If you do not provide a short name, FirstMail provides one for you.

After you create one or more folders, you can either move or copy a message to another folder.

Name of the folder that is currently open.

```
 ────────────── Folder: <Main> (2 messages) ──────────────
 From                    Subject                Date            +

 ✔ Evelyn Nesbit@Acme    Western Sales          5  Jan  93  11:55
 ✔ Jim Mint@Acme         1992 Sales Figures     5  Jan  93  12:05
 ──────────────────────< End of list >──────────────────────




 Attachments Copy Dos Forward Info Locate Move Order Print Reply Send eXtract
 KEYS:    F10=Select folder F5=(un)mark Enter=Read Del=Delete Esc=Exit
```

To copy a message to another folder, press <C> and the Select a folder *window appears. Select the folder where you want to place a copy.*

To move the message to another folder, press <M> and the Select a folder *window appears. Select the folder where you want the message moved.*

Where to Go from Here

When you want to learn more about FirstMail, read the ASCII file USER.TXT, located in the SYS:\PUBLIC directory. This file contains information describing how to set up an Address Book, send attached files with your message, configure how FirstMail operates, and use FirstMail's other advanced features, including the built-in text editor.

4 Getting Started with FirstMail for the Macintosh

FirstMail` is an electronic mail utility that you can use to send messages to other people who have a mailbox on the same NetWare file server as you do. When you use FirstMail on the Macintosh, FirstMail automatically creates a mailbox for you on your NetWare file server and stores your mail in that mailbox.

This document describes what you need to know when you first start using FirstMail, including:

- How to install FirstMail
- How to start and quit from FirstMail
- What mail folders are and how you use them
- How to compose and send a message
- How to read messages you receive
- How to send a reply to or forward a message
- How to print a message

Once you learn how to do the basic activities described in this document, you might want to explore more advanced FirstMail features. Refer to the *FirstMail Manual* text files (provided with the FirstMail program software) for more details about the functions described in this document, and for information about other features.

If you are new to the Macintosh and do not know how to use the mouse, make selections, and manipulate windows, read your Macintosh manual to learn these skills. The information in this document and the *FirstMail Manual* text files is based on the assumption that you have these basic Macintosh skills.

Installing FirstMail

The FirstMail for the Macintosh files must be installed on your Macintosh hard disk drive before you can use FirstMail. Follow the procedure in this section to copy the FirstMail files from the NetWare file server to your Macintosh hard disk drive. (The files are changed from DOS to Macintosh format in this process.)

1 Select the Chooser command from the Apple menu.

2 In the Chooser window, select the AppleTalk zone that is appropriate for your file server.

3 Click on the AppleShare icon.

   A list of available file servers appears in the right-hand side of the window.

4 Select your file server.

5 In the dialog box that appears, select *Encrypted Netware authentication*.

6 In the dialog box that appears, enter your NetWare username and password to that server (if you have a password).

   If you do not know your NetWare username, obtain it from your system administrator.

7 In the next dialog box that appears, select the appropriate server volume.

8 Close the *Chooser* window and look on the desktop to confirm that the icon for the server volume you selected appears.

9 Double-click on the server volume icon.

   A window listing the folders (directories) on that server opens.

10 Open the PUBLIC folder.

11 Copy the file named *Firstmai.sea* to the hard disk drive of your Macintosh.

   You do not need to create a FirstMail folder before copying *Firstmai.sea* to the Macintosh. A FirstMail folder is automatically created in the next step.

12 Double-click on the file *Firstmai.sea*, which is now on the Macintosh hard disk drive.

Double-clicking on the file *Firstmai.sea* generates a new folder, *FirstMail1.0*, on the Macintosh. This new folder contains all files for FirstMail for the Macintosh.

If you want to start FirstMail now, next read . (You established the connection to the NetWare file server during the installation; establishing a connection to the file server is required before starting FirstMail.)

If you will be using FirstMail later, you will need to establish the connection to the NetWare file server at that time, then start FirstMail. The next section describes how to establish the connection to the file server.

Establishing a Connection Before Starting FirstMail

Before you can start the FirstMail program, you must establish a connection to your NetWare file server. To establish a connection, do the following on your Macintosh:

1 Select the Chooser command from the Apple menu.

2 In the Chooser window, select the AppleTalk zone that is appropriate for your file server.

3 Click on the AppleShare icon.

A list of available file servers appears in the right-hand side of the window.

4 Select your file server.

5 In the dialog box that appears, select *Encrypted Netware authentication*.

6 In the dialog box that appears, enter your NetWare username and password to that server (if you have a password).

If you do not know your NetWare username, obtain it from your system administrator.

7 In the next dialog box that appears, select the server name that is in the form *server*.SYS or *server*_SYS.

If a server with a name like this is not listed, ask your system administrator which one to use.

8 Close the *Chooser* window and look on the desktop to see that the icon for the server you selected appears.

If the server icon is on the desktop, you are ready to start FirstMail.

NOTE: If the connection to your file server is broken (because the connection goes down or you drag the server icon to the "Trash"), you must Quit the FirstMail program, reconnect to the file server, and start FirstMail again.

Starting FirstMail

If the icon for your NetWare file server is on the desktop, you are ready to start FirstMail. If it is not there, follow the procedures in the preceding section.

To start FirstMail, double-click on the FirstMail program icon in your FirstMail folder. The following window appears:
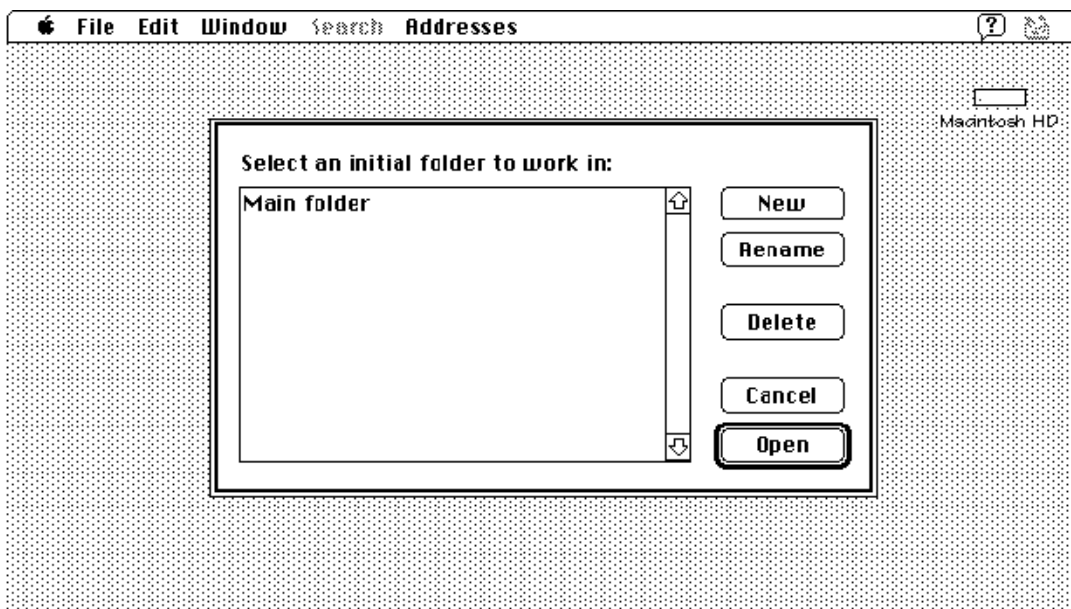
The first time you use FirstMail, the Main folder is likely to be the only folder that is listed. If you have already received a mail message, the New and unread messages folder will also be displayed. You must open a mail folder at this point to be able to use any FirstMail features (for example, to compose and send messages and to read messages).
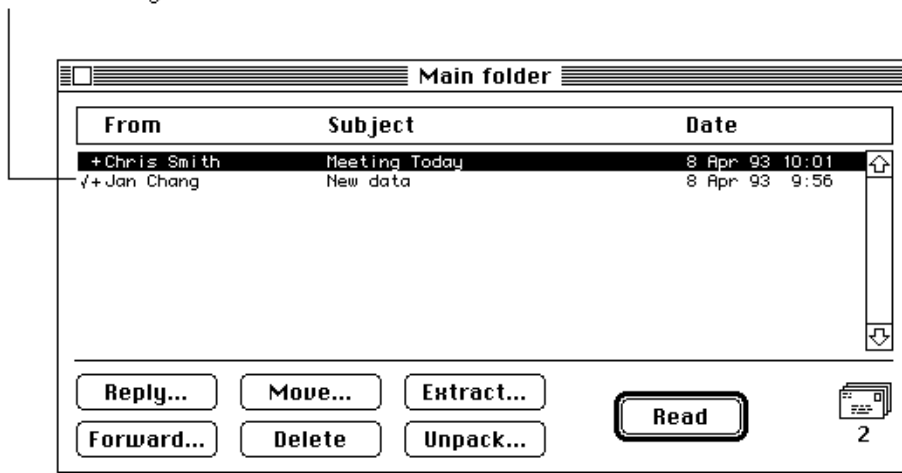
You open a folder by double-clicking on the folder name or by highlighting it and clicking on the Open button.

Understanding Mail Folders

Just as you sort and store paper messages in file folders, you can use mail folders to sort and store your mail messages. FirstMail provides a few folders for you, including the Main folder and the New and unread messages folder. The New and unread messages folder appears when you have a new message; it remains on the "folder list" until you read all of your new messages. FirstMail automatically moves new messages to the Main folder after you read them.

The following example shows the Main folder with two (already-read) messages in it.

A check mark appears next to messages you have read. A plus (+) appears if a file is attached to the message.

You can open any message in a folder by double-clicking on the message or by highlighting it and clicking on the Read button.

You might also want to reply to a message, forward a message (send it to another person), move a message to another folder, or delete a message. You use the *Reply*, *Forward*, *Move*, and *Delete* buttons (respectively) to do these tasks. These tasks are described later in this document. To delete a message, highlight it, click on the *Delete* button, and confirm that you want to delete it.

Adding Mail Folders

As you accumulate mail messages, you might want to create additional mail folders into which you can sort those messages. You can do this in two ways:

- Add a new folder immediately after starting FirstMail. To do so, click on the New button in the "folder list" dialog box that first appears (shown in). Then, enter the name of the new folder and click on OK.

- Add a folder at any time by selecting the Open mail folder command from the File menu. This brings up a dialog box that is similar to the one shown in . Click on the New button, then enter the name of the new folder and click on *OK*.

Quitting FirstMail

You can quit FirstMail at any time by selecting the Quit command from the File menu.

Composing and Sending Messages

To compose and send a message, select the *New message* command from the *File* menu and press <Enter>. The Message Composition window appears.

The easiest way to enter the recipient's address is to select "User lookup" from the Addresses menu and click on the user's name.

You can type a short description of the message here.

| Message 1 |
| To: |
| Subject: |

More options...   Attachments...   Send   Cancel
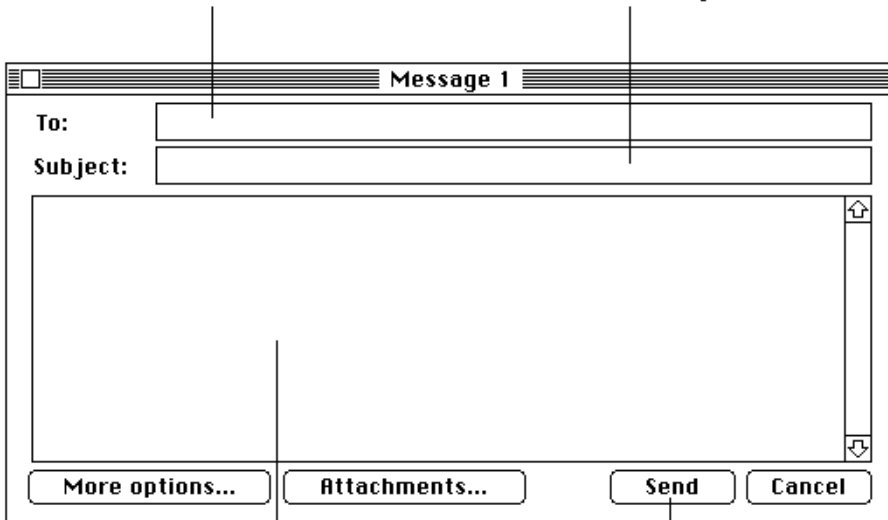
Type your message here.

Click on this button to send the message.

Addressing Your Message

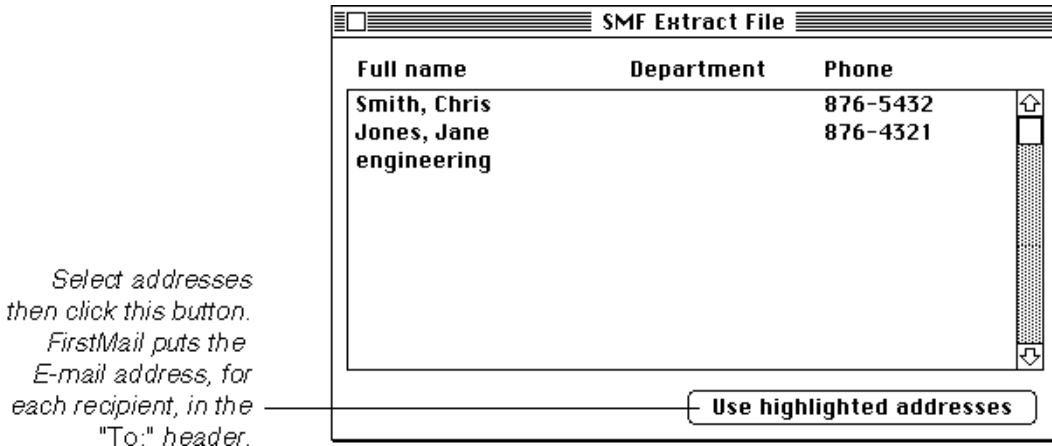The easiest way to address your message is to select the *User lookup* command from the Addresses menu. Then select the recipient(s) from the list that appears (titled SMF Extract File). This list looks much like this:

Select addresses then click this button. FirstMail puts the E-mail address, for each recipient, in the "To:" header.

When you select one or more recipients from the User lookup list, FirstMail enters each recipient's electronic mail address in the *To* header field. (To select more than one recipient, hold down the <Shift> key as you click on the names of the users to whom you want to send the message.)

You can also type addresses in the To: field (or any other header field). Refer to the *FirstMail Manual* text files (provided with the FirstMail program) for information about the format you must use when typing in an address.

Later, you might want to set up an Address Book containing frequently-used addresses. Refer to the *FirstMail Manual* text files for details.

Composing Your Message

To compose your message, type the text into the large box in the Message Composition window. When the line of text reaches the right side of the window, FirstMail automatically wraps it to the next line.

Specifying Who Should Receive a Copy

Before you send your message, you can specify other things about the message including, whether you want to receive a copy of it and other recipients to receive a "carbon" copy (CC) of it.

To specify other message options, click on the More options button. You'll see a window like this:

```
┌─────────────────────────── Message 1 ───────────────────────────┐
│                                                                  │
│   To:       [ Chris@engr.Acme                                ]   │
│   Subject:  [ Can you meet today?                            ]   │
│                                                                  │
│   CC:       [                          │                     ]   │
│   BCC:      [                          │                     ]   │
│   Reply-to: [                          │                     ]   │
│                                                                  │
│   ⊠ Keep a copy of the message                                   │
│   ☐ Request confirmation of reading                              │
│   ☐ Request confirmation of delivery                             │
│   ☐ Message is urgent                                            │
│   ☐ Don't add signature when sending                             │
│                                                                  │
│   ( Edit message )  ( Attachments... )      ( Send )  ( Cancel ) │
└──────────────────────────────────────────────────────────────────┘
```

To save a copy for yourself, click here. Copies of your messages are saved in the Copies of outgoing messages folder.

To send a copy of the message to another recipient, type the recipient's E-mail address here.

If you specify that you want to save a copy of a message you send, FirstMail creates a *Copies of outgoing messages* folder and puts a copy of the message in it.

Sending Your Message

To send your message either from the Message Composition window or the More options window, click on the *Send* button. FirstMail sends the message and returns you to the Message Composition window.

Reading a Message

FirstMail alerts you when a new message arrives. If you want to read the new message immediately, click on the Read now button in the alert box; this opens the *New and unread messages* folder, which contains your new messages.

To read a message at other times, select the folder that contains the message you want to read. To bring up a list of available folders, select the Open mail folder command from the File menu. (This brings up a dialog box that is similar to the one shown in)

You can select and open the message you want to read in either of two ways—double-click on the message, or click once on the message to highlight it and click on the Read button.

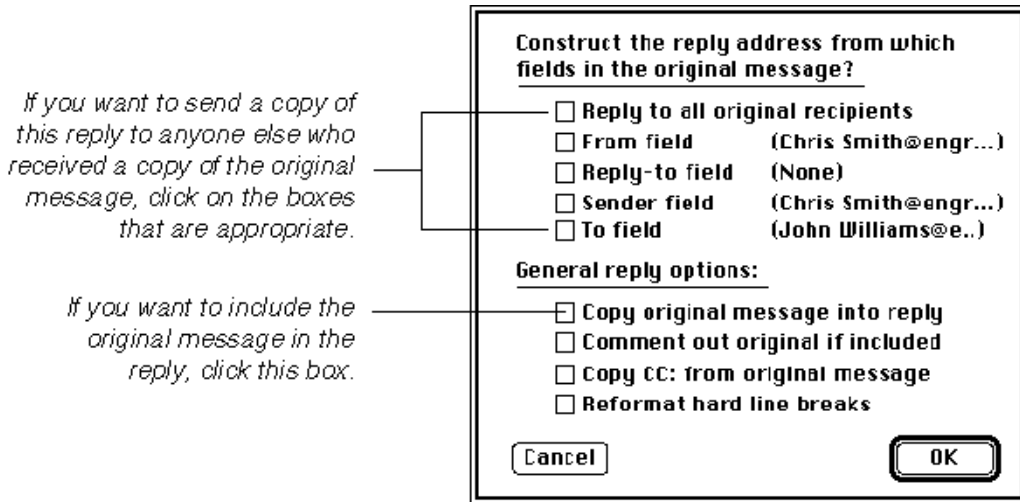The message is displayed in a window like this:
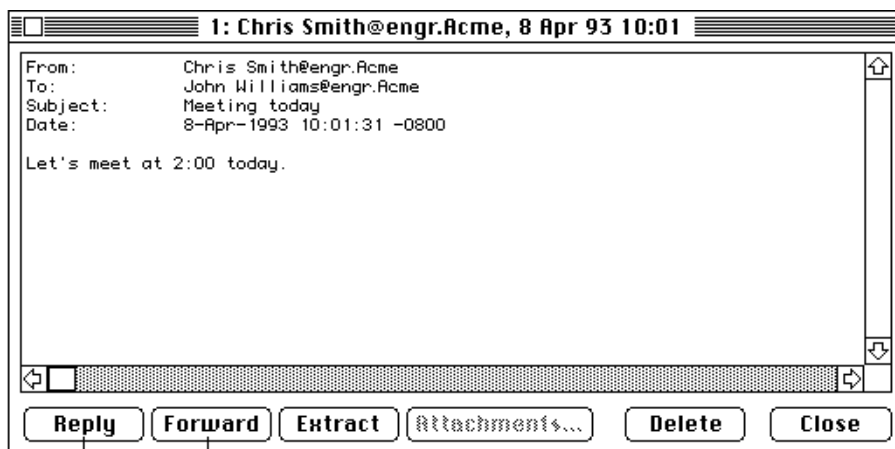
Click on this button to reply to the message.

Click on this button to forward the message.

You can reply to and forward a message from either this window or a folder window.

Replying to a Message

You can reply to a message when the message is open or from a folder window. To reply to a message, click on the *Reply* button. A window like this appears:

Construct the reply address from which fields in the original message?

If you want to send a copy of this reply to anyone else who received a copy of the original message, click on the boxes that are appropriate.

- ☐ Reply to all original recipients
- ☐ From field   (Chris Smith@engr...)
- ☐ Reply-to field   (None)
- ☐ Sender field   (Chris Smith@engr...)
- ☐ To field   (John Williams@e..)

General reply options:

If you want to include the original message in the reply, click this box.

- ☒ Copy original message into reply
- ☐ Comment out original if included
- ☐ Copy CC: from original message
- ☐ Reformat hard line breaks
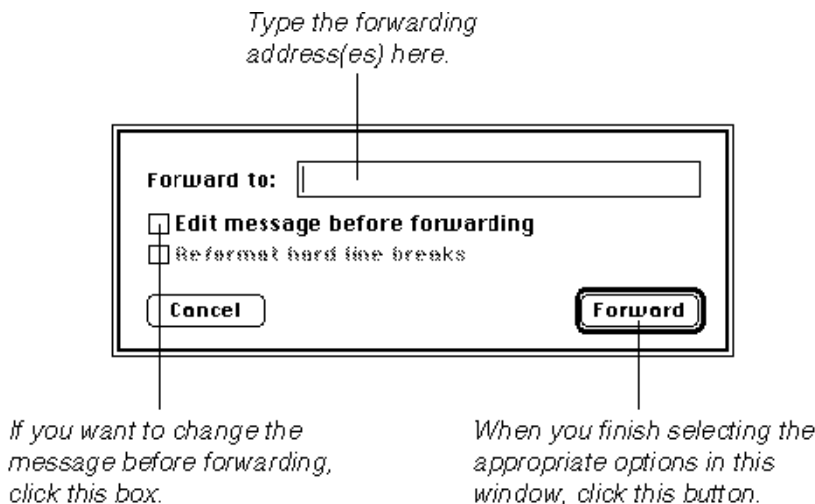
[Cancel]   [OK]

Click on the options you want. When you finish setting your reply options, click on the OK button to display the editing window where you can type your reply.

When you finish typing your reply, click on the Send button to send the message.

Forwarding a Message

You can forward a message when the message is open or from a folder window. To forward a message, click on the *Forward* button. A window like this appears:

Type the forwarding address(es) here.

If you want to change the message before forwarding, click this box.

When you finish selecting the appropriate options in this window, click this button.

If you want to add a comment to or change the message before forwarding it, click on the *Edit message before forwarding* box before you click the *Forward* button. When you select this box, FirstMail displays the message so that you can change it. When you are ready to forward the message, click on the *Send* button; FirstMail forwards the message and returns you to the folder window.

Printing a Message

To print a message, select the Print command from the File menu.

Moving Messages to Another Mail Folder

After you read a message in the New or unread messages folder and close that folder, FirstMail automatically moves the read message into the Main Folder. You might want to create additional mail folders and sort your messages into those folders. (Refer to for information on creating mail folders.)

To move a message:

1 Open the mail folder that contains the message you want to move.

2 Highlight the message you want to move and click on the *Move* button.

3 Select the folder into which you want to move the message and click on the *Open* button.

You can move several messages to the same folder at once by holding down the <Shift> key while clicking on each of the messages you want to move. Then click on the *Move* button and select the folder.

Where to Go from Here

When you want to learn more about FirstMail's advanced features, read the *FirstMail Manual* text files provided with the FirstMail program. These files include information about changing how FirstMail operates for you, setting up an Address Book, and sending attached files with your message.