Mail Tool (OpenWin environment)

The Mail Tool application enables you to communicate with other people electronically. You can use Mail Tool to send messages to and receive messages from anyone on the same network.

Note - You should have only one Mail application running at any given time. Otherwise, the mail program may not operate correctly and you may lose messages you want to keep.

When you receive an electronic mail message (or "email message"), you can save it to a file in any convenient location in your file system, you can delete it, you can send it to another recipient by including it in your own message, or you can send the message to a printer. This section describes how to perform each of these tasks.

Opening Mail Tool

When you start up OpenWindows, the Mail Tool application may be on the Workspace in icon form, by default. To open the icon into a window, double-click SELECT on the icon.

Your email address is your login ID and your domain name, combined like this: name@its.brooklyn.cuny.edu. Others on your network will typically have the same address format. For now, try sending a test message to yourself. To compose a message, do the following:

1. In the Mail Tool control area, click Select on the Compose button control area. A pop-up window appears.

2. Address the message by placing the pointer on the To text field, typing your email address. Figure illustrates a message that has been addressed.

3. Press return at the end of the To text field, and type a subject such a 'Test Message.' The Cc line is discussed later, under "Multiple Recipients."

4. Move the pointer onto the window pane, click SELECT to set the input area, and begin typing. Alternatively, you can press the Return key on your keyboard twice to move the insert point from the address line onto the window pane.

5. Type a simple message such as "This is my first message.'

Multiple Recipients

You can type many email addresses on the To text field in the window pane by separating each address with a space. When the line is full, the names disappear into a buffer, but those recipients still receive the message.

The Cc text field in the Compose Message control area is for sending a "carbon copy" to another addressee. You may want to inform someone of the communications between yourself and another person. Everyone who is included in the mail message-recipients on the To line and the Cc line alike-can see from the mail message header who received the mail.

Including a Third-Party Message

It is often helpful to pass on a message from a third party. For instance, you may want to inform a colleague that a meeting is taking place. The simplest way to do this is to include a message about the meeting.

To do this, you compose a message as described previously, and then choose the Include button, as well as one of the following options from the Compose window control area:

1. Bracketed

This option attaches a comment before and after the included message. These are, "Begin Included Message" and "End Included Message."

2. Indented

This option indents the message with a greater-than sign (>) at the beginning of each line.

Figure illustrates a message that has been included using the Bracketed message option.

Attaching a File to a Message

You can attach a file such as an ASCII text file or an audio file to a mail message, although it is ill-advised to send exceptionally large files. (Mail Tool displays a warning if the contents of a message exceed the limit for that system.) To attach a file to a mail message:

1. Click SELECT on the Compose button. Or, if you are responding to a mail message, choose Compose)- Reply.

2. Address and type in the message.

3. Choose File * Add in the Attachments control area of the Compose Message pane.

4. Type in the directory path to the file in the Directory text field.

5. Type in the file name in the File text field.

6. Click SELECT on the Add button.

Sending Messages

Send the message by clicking SELECT on the Deliver menu button. By del the window is dismissed when you send the message. You can choose or several other options by holding down the MENU button, and dragging pointer down to highlight your choice:

Close window Clear message Leave message intact

Close window sends the message and closes the message window to an icon. Clear message sends the message and keeps the message window open, but empties the contents. Leave message intact sends the message and keeps t window and the message up on the Workspace.

Reading Messages

When the Mail Tool icon shows an overflowing in-box,

you know you have received a new email message. If Mail Tool is already open on the Workspace when you receive new mail, the new message counter in the lower right corn of the base window is incremented and the new message header appears in the header list.

Each message header contains this information:

Status of the messages: N = new message; U = unread; no marker means it has been read; a small diamond indicates that the mail has an attached file.

Email address of the sender.

Date and time the mail was received.

Number of lines and characters in the message.

Subject

Number of the message in the mail queue.

To read a message, double-click SELECT on the message header line. When you double-click on a message, an outline appears around it and a new window pops up with the message inside it.

Replying to a Message

To reply to a message, click SELECT on the header of the message to which you want to reply. Move the pointer to the Reply button, press the MENU button, and drag it down to highlight your choice:

To Sender (default) To All To Sender, Include TO All, Include

If you choose To Sender, you receive a blank composition window addressed to the sender. To All addresses everyone that the sender of the original message addressed. To Sender, Include adds the original message from the sender to the Compose window. To All, Include does the same, but sends the message to everyone on the original sender's list.

To include additional messages, click once on the header of the message that you would like to include, and then click SELECT on the Include button.

Deleting a Message

If the message was for your information only (such as your test message to yourself), you may want to delete it as soon as you get it. To do this:

1. Click SELECT on the header of the message you want to delete

2. Click SELECT on the Delete button. The message is preserved in a clipboard until you save the changes you have made in Mail Tool.

Undeleting a Message

If you delete a message in error, you can undelete it by highlighting Undelete under the Edit menu button. Undelete has a submenu with two further options. You can undelete the last message you deleted, or choose the message you want to retrieve from a list of those deleted since the last time you saved your changes.

To undelete the last message, choose Edit @ Undelete @ Last from the Mail Tool control area. Figure illustrates the choices in the Edit menu.

Saving Messages

You can file messages that you want to keep in your file system for future reference. The default location for mail files is a directory called Folders in your home directory. It is your choice whether you want to use the default location, or save messages in other locations in your file system.

Saving to a Mail File To save a message in a file, do the following:

1. In the Mail File text field, type a file name for the message you want to same. The file name can be a new file or it can be an existing one. If it is an existing file, the mail is appended to the end of the existing file.

If you want the file to be saved to a location other than the Folder directory, type a tilde (-), followed by the path to the destination. The path should be in the form: /directory1/directory2/filename, where directory1 is a location in your home directory.

2. Choose the Move menu button or the Copy menu button from the Mail Tool control area. The Copy button leaves the original message intact in the Mail Tool In-Box, and stores a copy of the message, whereas the Move button moves it out of the In-Box into the mail file.

Note that if you have typed a file name on the Mail File text field, that becomes the default destination. All you need to do to store a chosen mail file in that location is click SELECT on Move or Copy.

Printing Messages

When you print an email message, it is sent to the default printer. To print a message, click SELECT once on the message header, then choose File @ Print from the Mail Tool control area.

Alternatively, you can drag and drop a message onto Print Tool. This feature is described in the "Print Tool" section later in this chapter.

Saving Changes

It is important to save the changes you have made to your mail file regularly. Saving the changes updates the mail numbering in the queue and permanently deletes any messages that are in the clipboard. After saving your changes, you cannot undelete messages deleted prior to the save.

To save your changes, choose File >- Save changes. Alternatively, to end the current session and save your changes simultaneously, click SELECT on the Done button in the Mail Tool control area. This deletes any files in the clipboard, updates the numbering in the queue, and closes Mail Tool to an icon.