



Lunds datacentral  
Datakonsultenheten

# MacPost User's Guide

## 1 Introduction

MacPost is an application for sending and receiving electronic mail. The application was developed by Lund University Computing Center with support from Apple Computer AB, Sweden and Lund University. MacPost may be freely copied.

Electronic mail has become increasingly common lately. People send and receive mail directly from their computers. The receiver or sender can be in the next room or on the other side of the world. It has been said that electronic mail (when it works) combines the benefits of the telephone and traditional ordinary mail:

- Messages arrive *fast* and *always!*

MacPost uses a mail server, which handles communication with the world outside. The mail server is a centrally placed Macintosh where unread mail is kept while the receivers Macintosh is turned off.

MacPost is easy to use and works mainly like other Macintosh applications. (Multifinder is no requirement).

You have access to a simple address book in which you choose what receivers you want to reach. You can add short names and create groups yourself.

When you send mail, you use domain addresses. This means that a computer mail address is of the form: "user@department.organisation.country". An example of such a computer mail address is Per.Svensson@ldc.lu.se (ldc=Lunds datacentral, lu=LU, se=Sweden). Through the university computer network you can reach hundreds of thousands of users, mainly in Western Europe and North America. There is no demand for the receiver to use MacPost, only for the receivers mail system to be connected to the university computer network.



Computer mail addresses for all employees of LU are found in "Person- och adresskatalogen".

The users is notified when new mail arrives, regardless of what application he is currently using. Sending and receiving mail is always done with the MacPost application.

Translation between the Macintosh character set and the standard 7-bit character set works both for outgoing and incoming mail. This means that swedish letters (å, ä, ö, ...) work.

In this manual,  means "Short cut",  means "Good advice", and  signifies information specific for LU.

## 2 Installing MacPost



MacPost



Lyssnaren

These are the requirements for using MacPost:

- Macintosh (Plus or later)
- System, version 6.0 or later (MacPost works fine with system 7.0).
- AppleTalk, version 48 or later (only for Macintosh Plus with system 6.0)
- Access to mail server.  
Means that you have to have some kind of AppleTalk connection to a mail server.
- User identity and password on the mail server.
- MacPost
- The Listener

The Listener is a system extension that is automatically executed when the Macintosh is started. The first time the listener is executed, the document "MacPost preferences" is created in your system folder.

If the Listener has executed without problems, then MacPost can be started. You now have the possibility of selecting a mail server and typing in your user id and password.

Summary of the MacPost installation process:

- 1) Copy the Listener to your system folder (the extensions folder in system 7).
- 2) You may need to copy the AppleTalk system file to your system folder.
- 3) Copy MacPost to floppy or hard disk.
- 4) Restart your Macintosh.
- 5) Start MacPost and select a mail server.



Current versions of MacPost, the Listener and this manual are found on the file server LULDCFS in zone LUNET. Look in the MAC:Public:Kommunikation:MacPost folder.



Requests for user id's on the mail server are sent to op@ldc.lu.se (tel 7454). First read the swedish text "Läs detta om MacPost". It can be found on the file server LULDCFS (See note above).

## 3 Starting MacPost

If you have had no previous connection to a mail server, the login dialog will normally appear when MacPost is started.

To proceed in MacPost you have to type in your user id and password. Note that the password is case sensitive.

If you give your user id, but not the password, it means that you connect to the mail server, after which MacPost will finish, but that you will be notified as mail arrives. To read the mail you have to restart MacPost and type in your password.

The "Startup Preferences..." button produces the default startup preferences dialog. It can make sense to connect to the mail server at startup.

When several persons use the same Macintosh, it's best not to save anything.

If several persons have access to the Macintosh you use, it can be best to save only the user id. At startup you will then find out the amount of unread mail, but will be forced to give your password to start MacPost and get access to the mail.

If you are the sole user of your Macintosh, you can save both your user id and password. The connection to the mail server is then established automatically at startup, but at the cost of security.

The "Mail server..." button lets you search for and choose among accessible mail servers. There is usually only one mail server on a network.



The mail server at Lund University is called "MacPost".

The first time that MacPost is started, this dialog will appear and you get to choose a mail server.

If you are already connected to a mail server, you will go directly into MacPost. If you have unread mail, the headers of these are displayed in a window. Otherwise, you start with a new, empty mail item (optional under settings).



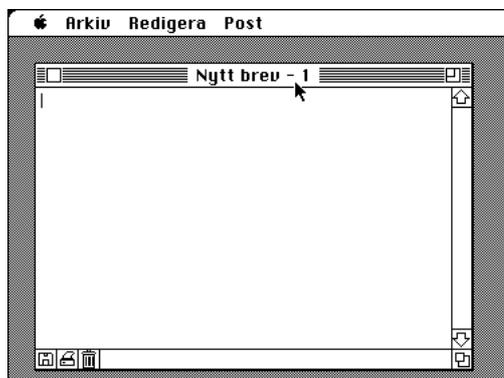
If you start MacPost with the alt-key down, you will force the login dialog to appear.

## 4 Writing Mail

The easiest way is to write your mail in MacPost. A new, empty mail item can be produced in the usual way, by selecting "New" in the "File" menu.



The new mail item is displayed in a window, whereupon the contents of the mail can be typed in..



The three symbols in the lower left corner of the window are shortcuts for saving, printing and dismissing mail. If you press the waste basket when the mail item is saved, for instance on a hard disk, the saved document is also removed.

Mail that is saved from MacPost is placed in a text document. The document can be opened again, using MacPost or any other word processor.



Till Helena

It is possible to use another word processor to write mail, especially longer texts. To get the text into MacPost, you can either copy and paste the text into MacPost, or you can save the text and reopen it in MacPost. If you do that, it is important that the document is saved as pure text if

MacPost is to be able to read it.

When you close the window, you normally get a question about saving the mail.

 If you hold down the alt-key when you click the close button (or the waste basket), the window is closed with no questions asked.

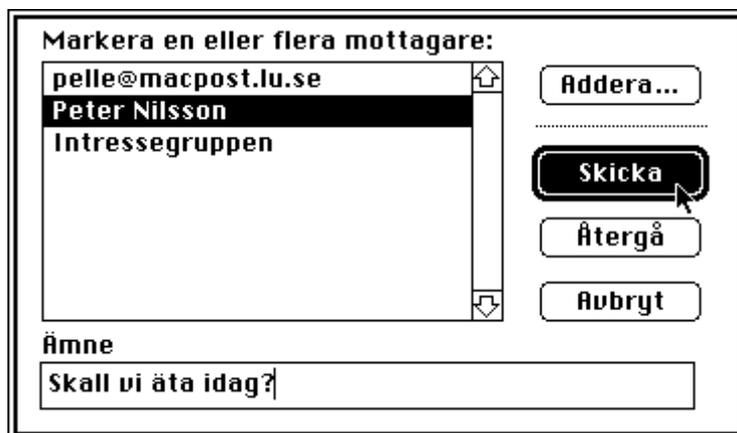
## 5 Sending Mail

To send the contents of a window, select "Send Mail..." from the "Mail" menu.



If the text is saved as a text document you could alternatively select "Send Text Document..." and then select the document to be sent.

Then the receiver dialog appears, where one or more receivers are selected.



If you send the mail to a computer mail address without a domain, pelle for instance, it is implied that pelle is a user in your own domain, which could be "macpost.lu.se".

Press the "Add..." button to add receivers to the list.



In the dialog you write the computer mail address you want to add. If you like the address to be there the next time MacPost is executed, just mark the square "Add it to the Address Book".

If you don't want to send the mail, but still wish to save the changes made in the receiver dialog you press the "Return" button.

To send the mail you press the "Send" button. Note that at least one address must be selected in the list and that a subject must be filled in for the mail to be sent. If the number of selected addresses is five or more you must first confirm that the mail is to be sent.

It is important to have in mind that a translation is made from the Macintosh 8-bit character set to a 7-bit character set when a mail is sent. This means that the special characters that are available through the alt-key (eg. §, •, ...) will be replaced by other characters (eg. S, o,.). Because of this, such special characters should be avoided when composing mail. (The swedish letters å, ä, ö, Å, Ä, Ö are in this case considered to be special characters and are sent as }, {, |, [, ], \, but the receiving computer converts them without bothering the user.)

With the menu option "Send Any Document...", any Macintosh document can be sent. It could be a MacWrite document or even an application. If a document is to be sent as electronic mail, it must be encoded in a special manner. This is done automatically when you select "Send Any Document...". The encoding is called BinHex and is used for sending Macintosh documents as electronic mail over mail systems that are only capable of handling 7-bit characters. It is up to the receiver to recognise the BinHex document and decode it. You can tell a BinHex document from the filename extension ".hqx" and from the line at the beginning saying "(This file must be converted with BinHex 4.0)". The receiver must write the mail to disk and is then able to decode it with the menu option "Decode BinHex...". For meaningful transmission of BinHex documents, the receiver should be able to recognise them and have access to a Macintosh!



Since ordinary mail is easier to receive than encoded mail, primarily use "Send Mail..." and "Send Text Document...". Only use "Send Any Document..." when you need to send documents containing other things than unformatted text.



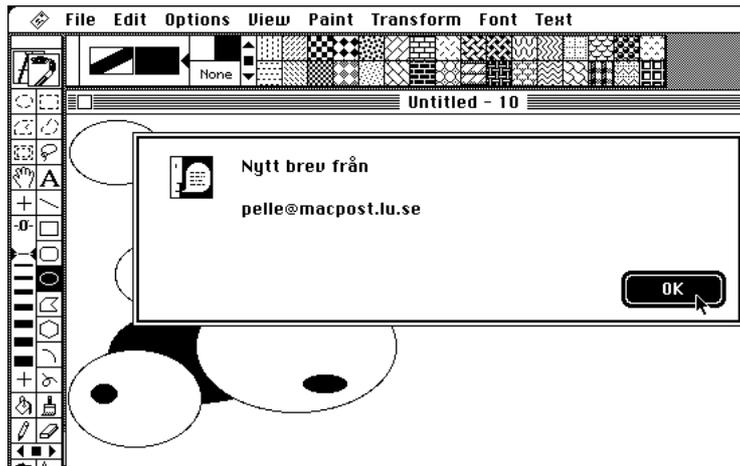
Under MultiFinder, MacPost can be placed in the background when long mail items or documents are sent.



Double clicking on one or more selected addresses in the list has the same effect as pressing the "Send" button.

## 6 Reading Mail

When a new mail arrives you are notified by a dialog regardless of what program you are currently working with.



In MacPost, the subject lines of the unread mail are visible in the "Unread Mail" window. From the list you can tell who sent the mail, the subject, the date and time of arrival and the number of lines.



To select several items, keep (in accordance with Mac standard) the command or shift key depressed as you click in the list. The selected items can then be read, saved or removed by pressing the buttons below the list.

The "Read" button is used to fetch mail and display it in a window. If it is too big to be displayed in a window (more than 32 000 characters), then you can't press the "Read" button. Instead you have to save the mail directly to the disk by pressing the "Save as..." button.

The "Save as..." button allows you to choose a name for the saved mail, after which it is fetched and placed in a document.

The "Delete" button removes the mail after a confirmation.

The "Append to..." button allows you to pick an existing text document and append the contents of the mail to it.

When a mail contains more than 999 lines, this is shown by a line number setting of >999.



If the alt-key is depressed when the "Read" or "Save as..." button is activated, no character translation is performed on the mail. Then brackets and other characters won't be replaced by swedish letters (å, ä, ö, ...).



Under MultiFinder, MacPost can be placed in the background when long mail items are fetched.



The arrow keys work (even in combination with the shift key) for moving the selection in the list.



Double clicking on one or more selected mail items in the list has the effect as pressing the "Read" button.



If the alt key is held down when a mail is removed with the "Delete" button, there will be no request for confirmation.

## 7 Replying to Mail

Replying to mail is supported by MacPost through the "Prepare Reply" option in the "Mail" menu. The current mail is quoted (copied to a new window where every line begins with the '>' character). In this way you have the possibility of referring to what the sender wrote. You are of course free to remove unimportant lines.

When you have composed your answer and wish to send it you select "Send Reply..." from the "Mail" menu.



The sender and the subject are automatically entered in the receiver dialog. If you want to, you can select additional receivers or change the subject.

## 8 The Address Book

The Address Book that is the basis of the address list in the send dialog is a MacPost document named "Address book" in the system folder. The first time that MacPost is executed, an empty Address Book is created in the system folder. So the Address Book is an ordinary text document, which can be edited with any word processor.

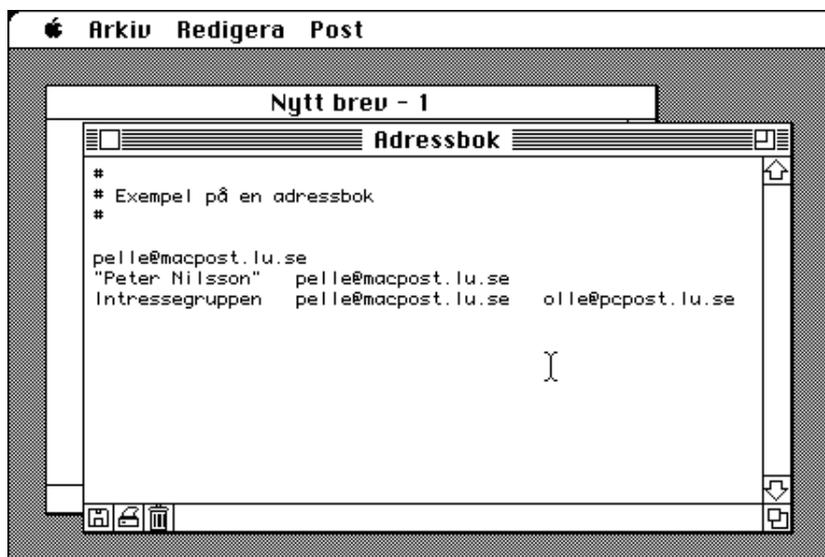


Adressbok

The Address Book is easiest to open with the "Open Address Book" option in the MacPost "File" menu.



The Address Book is placed in an ordinary MacPost window. The changes you make to the Address Book are active as soon as it is saved.



One name on the line signifies a computer mail address and that it is shown in the address list when a mail is sent.

For example:

```
Per.Svensson@ldc.lu.se
```

Two names signifies that the first name is a short form for the other, which is the computer mail address per se. The short form is shown in the address list and the mail is sent to the mail address.

For example:

```
"Per Svensson" Per.Svensson@ldc.lu.se
```

Several names on the line signifies that the first name is a group name, while the others are computer mail addresses. The group name is shown in the address list and the mail is sent to the computer mail addresses.

For example:

```
Intressegruppen Per.Svensson@ldc.lu.se Helena.Persson@ldc.lu.se
```

Different names on the same line are separated by one or more spaces.

Comments are inserted with the '#' character, which makes MacPost ignore the rest of the line (empty lines are also ignored).

If there are special characters (such as space or comma) in a name, you must surround the name with apostrophes (') or quotation marks (").



To group the receivers in the address book you can insert separating lines, such as:

"... Institutionen ..."

## 9 Signature

You often end a mail with your name, phone number, mail address and other things. To simplify this you can use a signature. It works much like the footer on a mail form. In MacPost, the signature text is stored in a document called "Signature" in the system folder. The easiest way to edit it is to select "Open Signature" in the "File" menu.

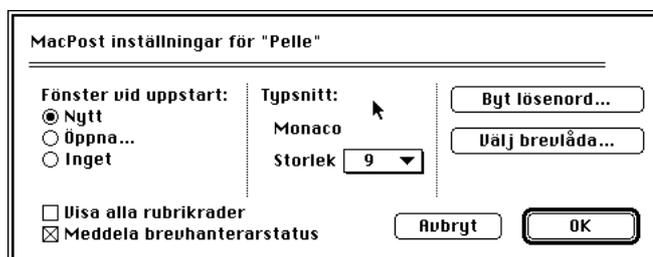
The contents could be:

Per Svensson, Lunds datacentral, Box 783, 220 07 Lund  
 Tel: 046-123456 Fax: 046-234567  
 Datorpost: Per.Svensson@ldc.lu.se

## 10 Settings



A dialog is displayed where settings for MacPost can be made.



- Window at startup

This sets the behaviour when MacPost starts and no unread mail is found. "New" means that a new and empty mail item is to be displayed. "Open..." means that the dialog for opening text documents is to be displayed. "Nothing" means that nothing happens.

- Show all subject lines

When this square is marked, all subject lines of mail received are shown. It is not normally marked,

which means that only "From", "To", "Date" and "Subject" are shown.

- Report mail server status

If this square is marked, the user is notified when the mail server goes down and when it is restarted.

- Font size

The size of the characters in the mail windows is set here and is used for all new mail items.

- Change password

Here you change your personal password. Passwords are neither stored nor transmitted on the network in unscrambled form.

- Choose mailbox

Here you get the opportunity of choosing a folder that you come to when you save or open documents with MacPost.



Create a folder on your disk and call it "Mailbox", for instance. Then choose this folder as the MacPost mailbox. For every new subject area in which you correspond, create new folders in this one and save the mail you wish to preserve there.

- Include signature

If the square is not marked, no signature is sent.

## 11 Stopping MacPost

There are two ways of stopping MacPost. Either through the "Quit" option or the "Disconnect" option in the "File" menu.



By choosing "Quit" MacPost is terminated, but you are still connected to the mail server. This means that you get continuous information about new mail and that when you choose to start MacPost again, you get directly into the program without having to type in your password.

"Disconnect" has the effect of first breaking the connection to the mail server, then placing you in the connection dialog. There you can connect to the mail server without a password and then leave MacPost. This can be meaningful if several persons have access to the Macintosh and you want to

demand a password every time MacPost is started, but still get information about incoming mail. As long as you are not connected, you get no information about new mail.



If a time consuming operation is to be done on your Macintosh (eg. a security backup), then close the connection to the mail server or place the time consuming operation in the background under MultiFinder. This is because the dialog that reports the arrival of a new mail locks the foreground application. We hope that Apple corrects this in future system versions.



In dialogs without text input fields you can press the keyboard key matching the first letter of the name of a button to select that button. The esc (escape) key and the key combination command/period cancel the dialog.