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How do I...   log into the EasyMail Server?

To log into the EasyMail Server, first determine whether you are logging into the server locally or via a Local Area Network (LAN).

If you are logging onto the server locally, make sure that the menuitem "Enable Local Logon"is disabled (greyed).   If it is not, select the item now.

If you are logging onto the server via a Local Area Network (LAN), make sure that the menuitem "Enable Network Logon"is disabled (greyed).   If it is not, select the item now.

Next, select "Logon" from the "User" menu.

You will then be asked for a user name to log into the server as.   Click the username you are assigned to use, and click "Ok".

Next, enter your user password to verify that you are the user you selected to log into the server as.   If you make a mistake when entering your password, backspace over the entire contents of the box and re-enter your password.

Click "Ok" when you are finished entering your password.

How do I...   log out of the EasyMail Server?

To log out of the EasyMail Server, just select "Logoff"from the "User"menu.

How do I...   change my user password?

To change your password, you must first be logged into the EasyMail Server.

If you have not already done so, log into the server.

To change your password, select "Change Password" from the "User" menu.

Enter your old password for verification and click the "Ok" button to continue.

Next, enter your new password and click the "Ok"button.   You will then have to verify your password by re-typing it.

When you have finished typing it in, click the "Ok" button.

NOTE: REMEMBER YOUR NEW PASSWORD!

How do I...   enable local logons?

To enable you to log into the EasyMail Server using your machine as host server, select "Enable Local Logon"from the "User"menu.

You will no longer be logged onto the AppleTalk server when you log into the EasyMail server.

How do I...   enable network logons?

To enable you to log into the EasyMail Server using another machine as host server over a Local Area Network (LAN), select "Enable Network Logon"from the "User"menu.

EasyMail will no longer use your machine for its host.

NOTE: You will need to configure your AppleTalk settings if you have not already done so.

How do I...   configure AppleTalk settings?

To use your EasyMail Client to access the EasyMail Server via a Local Area Network (LAN), you need to specify certain settings.

Select "Configure AppleTalk..." from the "User" menu.

Next, you will be asked a series of questions related to your Local Area Network (LAN) setup.

How do I...   create a new E-Mail message?

To create a new mail message, select "New E-Mail" from the "Mailbox"menu.

Next, you will be prompted for information such as:
   • User to send E-Mail to
   • Subject of E-Mail message
   • Who to send the Carbon Copy (CC) to*
   • Whether to send the message anonymously or not
   • Whether to post the message privately or publicly*
 * NOTE: These features are not implemented in this version of EasyMail.

After you have entered this information and clicked the "Ok" box, another box comes up to tell you how your message is being sent.

After you dismiss this box, you can enter your message.

How do I...   send an E-Mail message?

To send your E-Mail message text, select "Send E-Mail" from the "Mailbox"menu.

How do I...   read an E-Mail message?

To read an E-Mail message, select "Read E-Mail"from the "Mailbox" menu.

Next, select an E-Mail message to read.   Click on the one you wish to read and click on the button "Ok".

The Message should now be displayed on your screen.

How do I...   delete an E-Mail message?

To delete a mail message, select "Delete E-Mail"from the "Mailbox" menu.

Next, select an E-Mail message to remove.   Click on the one you wish to remove and click on the button "Remove".

How do I...   import text into an E-Mail message?

To import a text file into your E-Mail, you must first have a new E-Mail message template on your screen.

Select "Import Text" from the "File" menu.

Next, select the file you wish to import and click on the button "Ok".

How do I...   export text from an E-Mail message?

To export a text file from your E-Mail, you must first have an existing E-Mail message displayed on your screen.

Select "Export Text" from the "File" menu.

Next, name and select a location for your text file.   Click on the button "Save" to save your file and to dismiss the box.

How do I...   print an E-Mail message?

To print a mail message, simply select "Print Mail"from the "File" menu.

How do I...   attach a file to an E-Mail message?

To attach a file to an E-Mail message, simply select "Attach File..." from the "Utilities"menu.

Next, select the file you wish to send and click the button "Open".

Next, select the user you wish to send the file to.   Click on that user's name and then click on the button "Send".

The file will be transfered over the computer to that user's mailbox.

How do I...   retrieve a file from my mailbox?

To retrieve a file from your mailbox, simply select "Get File"from the "Utilities"menu.

Next, select the file you wish to retrieve and click the button "Ok".

The file should be transfered to your machine automatically.

NOTE: The file will NOT be removed from your mailbox.

How do I...   delete a file from my mailbox?

To delete a file from your mailbox, simply select "Delete File"from the "Utilities" menu.

Next, select the file you wish to remove and click the button "Remove".

NOTE: Once a file has been removed, it cannot be recovered unless you have retrieved the file first.

How do I...   attach a folder to an E-Mail message?

To attach a folder to an E-Mail message, simply select "Attach Folder..." from the "Utilities"menu.

Next, select the folder you wish to send and click the button "Open".

Next, select the user you wish to send the folder to.   Click on that user's name and then click on the button "Send".

The folder will be transfered over the computer to that user's mailbox.

How do I...   retrieve a folder from my mailbox?

To retrieve a folder from your mailbox, simply select "Get Folder"from the "Utilities"menu.

Next, select the folder you wish to retrieve and click the button "Ok".

The folder should be transfered to your machine automatically.

NOTE: The folder will NOT be removed from your mailbox.

How do I...   delete a folder from my mailbox?

To delete a folder from your mailbox, simply select "Delete Folder"from the "Utilities" menu.

Next, select the folder you wish to remove and click the button "Remove".

NOTE: Once a folder has been removed, it cannot be recovered unless you have retrieved the folder first.

How do I...   see who's logged into the EasyMail Server?

To see who is logged into the EasyMail Server at this very moment, simply select "Who's Online?" from the "Utilities"menu.

You will then be presented with a list of users who are currently on-line.

How do I...   chat with other users on-line?

The chat function is not yet implemented in this version of EasyMail.

How do I...   register my copy of EasyMail Client?

To register your copy of EasyMail Client, simply send in your ShareWare fee to receive an access code.

If you already have your access code, click on the button "Register...".

Next, enter your name (or the name of the primary user) into the box and press the button "Ok".

Next, enter the name of your organization (if applicable) into the box and click the button "Ok".

If you do not belong to an organization, then enter your City,State/Province here.

Next, enter your access code.   If you make a mistake entering it, simply backspace over the enter contents of the box and re-enter it again.

Click the button "Ok" to complete the registration.

NOTE: EasyMail will quit after registration is complete.

How much does EasyMail Cost?

US $ PRICING

The basic EasyMail server, with three users, costs $10.00 US to register.   If you require additional users, then you pay only an additional $10.00 US for an unlimited number of users.
If you have already registered, the total payable is only $10.00 US.   Please include your registration number with all correspondence.

CANADIAN $ PRICING

The basic EasyMail server, with three users, costs $15.00 CAN to register.   If you require additional users, then you pay only an additional $15.00 CAN for an unlimited number of users.
If you have already registered, the total payable is only $15.00 CAN.   Please include your registration number with all correspondence.

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How do I...   contact Apple Orchard Software?

Payments for registration and licensing amounts may be made payable to Cam

Giesbrecht using a US Money Order (or if you live in Canada, a Canadian Money Order) to:
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