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How do I... create a new EasyMail Server?

To create a new EasyMail Server, simply select "Create New Server" from the "Server" menu.

How do I... delete an existing EasyMail Server?

To delete an EasyMail Server, simply select "Delete Server" from the "Server" menu.

How do I... open an EasyMail Server for network access?

To open an EasyMail Server for access over a Local Area Network (LAN), simply select "Open Server" from the "Sharing" menu.

NOTE: You will need to have File Sharing installed, setup and running in order to open the server. If you do not, then EasyMail will return an error.

If you require further assistance, check out "Sharing Setup" below.

How do I... close an EasyMail Server from network access?

To close an EasyMail Server to stop access over a Local Area Network (LAN), simply select "Close Server" from the "Sharing" menu.

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

To register your copy of EasyMail Administrator, 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 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 name (or the name of the primary user) here.

Next, enter your Serial # exactly as it is printed on the information card from Apple Orchard Software.

Finally, 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.

Sharing Setup

If you are running EasyMail for the first time, or if you have not run File Sharing since your last restart, you must select “Close Server” from the “Sharing” menu (if it is enabled), and then you must select “Open Server” from the “Sharing” menu to start File Sharing on your machine.

How do I... create a new user?

To create a new user, simply select “Create New User” from the “User” menu.

Next, enter the login name for your user.

Next, enter a password for your user.

NOTE: The password is not displayed as it is typed in for security reasons. Please inform the user of their password.

Finally, you must verify the password by re-typing it. This ensures that the password is correct.

NOTE: The password is not displayed as it is typed in for security reasons. Please inform the user of their password.

How do I... delete a user?

To delete a user, simply click on the user you wish to delete from the User List.

Next, select “Delete User” from the “User” menu.

How do I... change a user's login password?

To change a user's password, simply click on the name of the user you wish to change from the User List.

Next, click on the user's password box.

Next, type in the new password.

NOTE: The password is not displayed as it is typed in for security reasons. Please inform the user of their new password.

Next, you must verify the new password by re-typing it.

NOTE: The password is not displayed as it is typed in for security reasons. Please inform the user of their new password.

How do I... license additional EasyMail users?

To license additional users, you must first have registered your copy of EasyMail.

To license additional users, simply select "License Users" from the "User" menu.

Next, enter your access code.

How do I... export a list of users?

To export a list of users, simply select "Export User List" from the "File" menu.

How do I... print a list of users?

To print a list of users, simply select "Print User List" from the "File" menu.

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:

Apple Orchard Software
c/o
EasyMail Registration Fees
18 Parasiuk Place
Winnipeg, Manitoba
R3W 1E9
CANADA

or via the InterNET at:
cam@skyview.bison.mb.ca

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.

Shareware information

EasyMail is sold under the ShareWare system. You may use the EasyMail Administrator, as well as the EasyMail Client software for a period of 30 days before you must register the software.

Copyright information

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