



Incoming Mail

Retrieving, Reading, and Responding to Mail

In this chapter you will learn:

- ▼ How to check for mail.
- ▼ How to schedule automatic mail checks.
- ▼ How to open and read messages.
- ▼ How to download message headers only.
- ▼ How to mark headers for retrieval.
- ▼ How to print messages.
- ▼ How to save messages and file attachments.
- ▼ How to forward and reply to messages.

Receiving Messages

QMC offers you both convenience and flexibility in the areas of retrieving and responding to mail. You can retrieve mail manually or automatically. You can retrieve either the complete message or only the message headers if you wish, to save time and disk space. The message header shows you the sender and subject of a message; once you read the header you can decide if you want to download and read the message or not.

To receive messages sent to your Internet address, you need to be connected to the Internet, but you do not need to remain online to read mail after you have downloaded it. When you are not connected, new mail is held for you at your POP server, the Internet server used for your incoming mail.

Manually Checking Mail

You can manually check for mail at your convenience. Whether you work offline or online, you can check for mail whenever you have time or are expecting important messages. If you are offline when you manually check for



mail, QMC connects to the Internet, retrieves the messages which are waiting for you and then disconnects from the Internet. If you are online when you manually check for mail, QMC retrieves the messages that are waiting for you and you remain connected to the Internet.

To manually check for mail:

- 1 Pull down the Connect menu and select **Check Mail**.
- 2 Or, to send messages in your outbox and check for new mail at the same time, pull down the Connect menu and select **Send/Check Mail**.

QMC displays a message box telling you how many new messages you have.

- 3 Click **OK**.

The list of new messages is added to the list of messages currently in the Inbox folder.

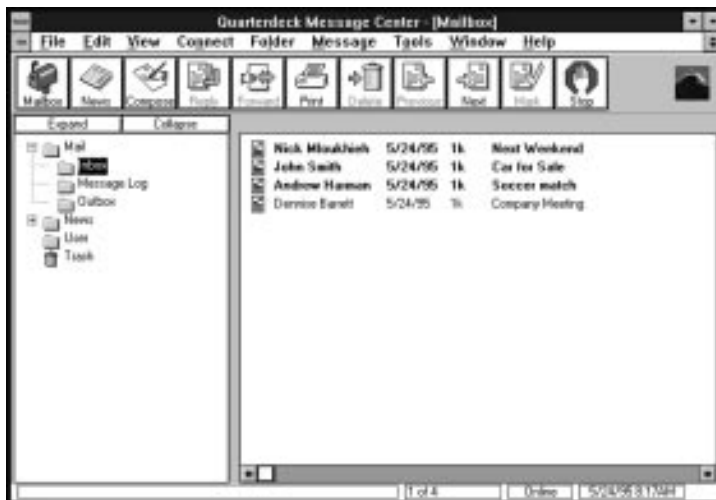


Figure 43: Mailbox Window

Automatically Checking Mail

You can also schedule automatic, regular checks of your incoming mail while you are online. When you have mail checks scheduled, QMC retrieves new messages addressed to you, at regular intervals, and adds the new messages to your Inbox.

To automatically check for mail at regular intervals:

- 1 Pull down the Tools menu and select **Preferences**.

The Preferences dialog box displays.

- 2 Click the **Mail tab**.

The mail related options display.



Figure 44: Preferences Dialog Box, Mail Tab

- 3 Select **Enable Automatic Check for New Mail**.

Enter the number in minutes to indicate how often you want to check mail, in the **Check Every Minutes** text box.



If you enter 0 (zero), QMC checks mail when you first connect to the Internet, but does not check at regular intervals.



4 Click **OK**.

QMC checks mail automatically at the time interval you entered whenever you are online, and QMC notifies you when you have new mail. The list of new messages is added to the list of messages currently in the Inbox folder.

No mail checking is done automatically when you are offline. If you are offline you can begin or resume scheduled mail checking at any time by connecting to the Internet.

To begin or resume scheduled mail checking:

- ◆ Pull down the Connect menu and select Connect.

You are connected to the Internet and scheduled mail checks begin.

Reading Mail

The Inbox folder is where all your messages are initially stored.

To see the list of messages currently in the Inbox:

- ◆ Click the **Mailbox** button on the toolbar or pull down the View menu and select **Mailbox**.

The Mailbox window always opens with the Inbox folder highlighted. The messages currently in the Inbox display in the message list on the right. The list contains both new messages and messages that you have previously retrieved.

You can select and open more than one message at a time. You can also display the contents of a message or article by double clicking it in the message list.

To read any message:

- ◆ Double click the message line to open the Message window or select the message and pull down the Message menu and select **Open**.

The message opens in a new Message window.



You can also open a message using its pop-up menu; for information see the online help.



Figure 45: Message Window



For detailed information on the Message window, see the online help.



If only the message header has been downloaded and you are offline, double clicking marks the message for retrieval the next time you are online. See "Downloading Mail Headers" on page 132 for more information.

To read the next or previous message in the message list:

- ◆ Click the **Next** or **Previous** button on the toolbar or pull down the Message menu and select **Next** or **Previous**.



The next or previous message (excluding headers only) in the message list displays in the active Message window.

Viewing Multiple Message Windows

Each time you choose the Open command or double click a message you open a new Message window. You can open as many Message windows at one time as you like and these message windows can remain open, and be sized and positioned as needed.



When you use Next or Previous to read another message, no new Message windows are opened; the current message is closed and the new message is opened in the active Message window.

To view all open windows:

- ◆ Pull down the Window menu and select **Tile Horizontal**, **Tile Vertical** or **Cascade**.

Downloading Mail Headers

You may find that you receive a significant amount of messages you are not interested in reading. Or, you may receive large messages with files attached which take a while to download and cause you to be connected for longer than you want. You can prevent both of these problems by downloading only the headers of messages, when you check for mail. Once you read a message header, you can decide whether you want to download the complete message or disregard it.

The message header shows the name of the sender, the sender's Internet address, the date the message was created, the size of the message and the subject. You will be able to see the sender, date, size and subject in the message list area of the mailbox.



Figure 46: Message Header

To download only mail headers when you check for mail:

- 1 Pull down the Tools menu and select **Preferences**.
The Preferences dialog box displays.
- 2 Click the **Mail** tab.
The mail related options display.
- 3 Select **Retrieve Only Headers when Checking New Mail**.
- 4 Click **OK**.

If you retrieve only the headers, you can browse through the headers in the message list area of the mailbox and determine which messages you want to read. After you read the header of a message, you may decide you want to read the text. If you are online, you can immediately download the full message and read it.

To read a message that has not been retrieved (when you are connected to the Internet):

- ◆ Double click the message in the message list or click the message and pull down the Message menu and select **Open**.

The message is downloaded immediately and opens in the Message window.

The next section describes what to do if you are offline and want to read a message.

Marking Mail for Retrieval

If you are offline and find you want to read a message after you have downloaded only the header, you can mark the message for retrieval. Then you can connect to the Internet and retrieve the message.

To mark a message for retrieval:

- 1 Select the message in the message list by clicking on it.
You can select as many messages as you like, in order to mark them all, by pressing Ctrl and clicking on each one.
- 2 Click the **Mark** button on the toolbar or pull down the Message menu and select **Mark for Retrieval**.



This places a check mark next to every selected message indicating that the full body of the message should be downloaded the next time a mail check occurs. You can also repeat this process for news articles in different folders. Marks are maintained even after you close the Message Center. The full body of each marked article is downloaded from the Internet the next time a news check occurs for those newsgroups or folders.



You can also mark a message using its pop-up menu; for information see the online help.

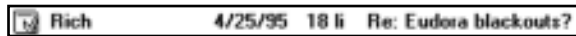


Figure 47: Marked Message

To immediately retrieve marked messages:

- ◆ Pull down the Connect menu and select **Check Mail** or **Retrieve Marked**.

The full body of all the marked messages is retrieved.

When you have marked message headers and find you do not want to read the body of some marked items, simply remove the marks.

To remove a mark from a message:

- 1 Select the message in the message list by clicking on it.
- 2 You can select as many messages as you like by pressing Ctrl and clicking on each one.
- 3 Pull down the Message Menu and select **Unmark**.

This removes the check mark next to every marked and selected message in the message list, canceling the request that QMC download the full body of the message or article.



You can also remove a message's mark using its pop-up menu; for information see the online help.

Printing Messages

You can print the contents of any message and you can print more than one message at any time, even if you have moved the messages to other folders.

To print the message displayed in the active Message window:

- 1 Click the **Print** button on the toolbar or pull down the File menu and select **Print**.

The Print dialog box displays with the available print options.

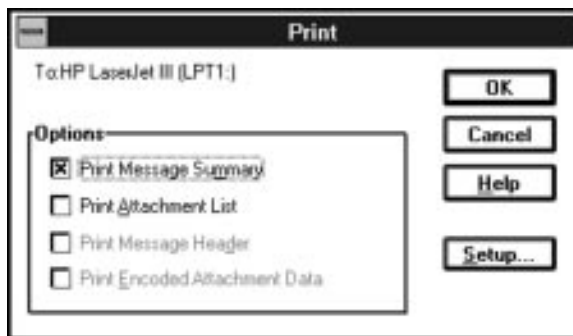


Figure 48: Print Dialog Box

- 2 Change any option settings in the Print dialog box.
- 3 Click **OK**.

To print messages that are not currently displayed:

- 1 Select the message in the message list by clicking on it.
- 2 Click the **Print** button on the toolbar or pull down the File menu and select **Print**.

The Print dialog box displays with the available print options.

- 3 Change any option settings.



- 4 Click **OK**.



You can also print a message using its pop-up menu; for information see the online help.



When you need to change the selected printer or its current settings, you can access the standard Windows Print Setup dialog box by choosing Print Setup from the File menu.

Saving Messages as Text Files

When messages are received, they are not automatically saved as individual files on your hard disk. If they were, the result would be a large number of files and directories and an inefficient storage system. Usually, you will not need to handle messages as files. You will simply read them and store or delete them. When you do want to save a message in file format, follow these steps. You can save a message as a text file while it is displayed in the active Message window.

To save an open message as a text file:

- 1 Pull down the File menu and select **Save As**.
- 2 The Save As Options dialog box displays.

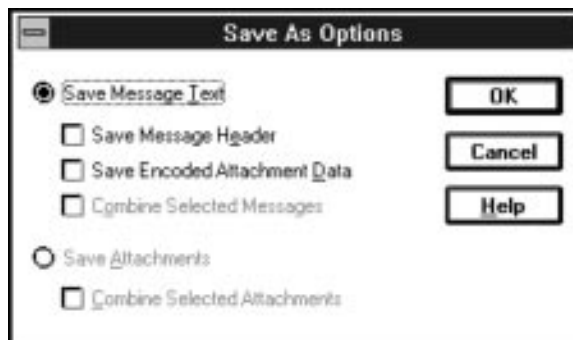


Figure 49: Save As Options Dialog Box

- 3 Choose the applicable check box options.

- 4 Click **OK**.

The Save File As dialog box opens.

- 5 Select the drive and directory and specify a filename.

- 6 Click **OK**.

The Save As command saves the text of the message as a file.



To save a file that was sent as a message attachment, use the Save As button in the Attachments dialog box.

You can also save one or more messages as a file after you have closed them or moved them to another folder.

To save closed messages as a file:

- 1 In the folder tree, click the folder which contains the messages to be saved.

- 2 In the message list on the right, select the messages.

- 3 Pull down the File menu and select **Save As**.

The Save As Options dialog box displays.

- 4 Choose the applicable check box options.

- 5 Click **OK**.

The Save File As dialog box opens.

- 6 Select the drive and directory and specify a filename.

The text of the messages is saved as one file.



You can also save a message using its pop-up menu; for information see the online help.



Saving Attachments

Messages you receive may include one or more files sent as attachments. Large files may be broken up into several smaller files, each attached to a message..



When you receive a file with an attachment that has been uuencoded, QMC automatically uudecodes it for you when you detach it, so you can work with it right away



For more information on uuencoding, see Chapter 16 on page 193.

To save an attachment:

- 1 Click the **Attachment** button in the Message Window.
The Attachments dialog box displays.
- 2 Click the file to select it in the Attachments list box.
- 3 Click **Save As**.
The Save Attachment dialog box displays.
- 4 Select the drive and directory and specify a filename.
- 5 Click **OK**.
- 6 Click **Close** to close the Attachments dialog box.
The attached file is saved as a file on your hard disk with the filename you gave it.



If you receive a large file which has been broken up and attached to several messages, use the Save command on the File menu and select the Combine Attachments option to create one file out of two or more attachments.

Forwarding Messages

Once you have read a message you may wish to send a copy of it to someone else. You can add additional text to the message, quote the text from the original message, and forward any attachments. You can forward a message

while it is displayed in the active Message window or by first selecting it in the message list.

To forward a message:

- 1 Click the **Forward** button on the toolbar or pull down the Message menu and select **Forward**.

The Forward dialog box displays so you can specify options for this message.

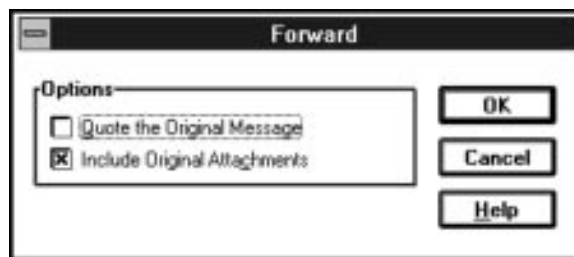


Figure 50: Forward Dialog Box

- 2 Change any option settings in the Forward dialog box and click **OK**.

Quote the Original Message	Sets off the text of the original message with either indenting or brackets, depending on the Quote Method preference you have selected in the Preferences dialog box, Editor Tab.
Include the Original Attachments	Includes any attachments to the original message with your forwarded message.

The New Message window opens so you can enter a forwarding address.



- 3 Type the **Internet address** of the person to whom you are sending the message and press the Enter key. You can also use the **Address Book** to select recipients.
- 4 Click the **Send** button in the window or choose **Send** from the Message menu.

The New Message window closes and the message is placed in the Outbox folder.



You can also forward a message using its pop-up menu; for information see the online help.



Default forwarding options are specified in the Preferences dialog box, Message tab.

Replying to Messages

There will be times when you want to reply to a message, and you may also want to include part of the original message in your response. You can reply to the sender of a message and/or the additional recipients by selecting options in the Reply dialog box. You can reply to a message while it is displayed in the active Message window or by first selecting it in the message list.

To reply to a message:

- 1 Click the **Reply** button on the toolbar or pull down the Message menu and select **Reply**.

The Reply dialog box displays so you can specify options for this message.

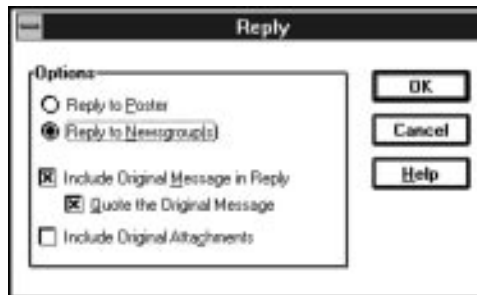


Figure 51: Reply Dialog Box

- 2 Change any option settings in the Reply dialog box and click **OK**.

Reply to All Recipients	Places the name of each current message recipient and the sender in the To list of your reply.
Include Original Message in Reply	Includes the original message in the body of your reply.
Quote the Original Message	Sets off the text of the original message with either indenting or brackets, depending on the Quote Method preference you have selected in the Preferences dialog box, Editor tab.
Include the Original Attachments	Sends the attachments to the original message with your reply.

The New Message window opens and the To and Subject fields are automatically filled in.

- 3 If necessary, type **the Internet address** of any additional persons who should receive a copy of the message and press the Enter key. You can also use the **Address Book** for this.
- 4 Click in the message area and type your message.



- 5 Click the **Send** button.

The New Message window closes and the message is placed in the Outbox folder.



You can also reply to a message using its pop-up menu; for information see the online help.



Default reply options are specified in the Preferences dialog box, Message tab.

Inserting a Quote

A *quote* is a part of a message that is indented and/or set off in brackets, depending on the Quote Method preference you have selected in the Preferences dialog box, Editor tab. You can select an area from a message you receive and then insert it in your reply as a quote in order to highlight it, in several ways.

To quote part of a message in your reply:

- 1 In the message area of the original message, select the text you wish to quote.
- 2 Pull down the Edit menu and select **Copy**.
- 3 In the message area of the reply, place the cursor where you want to paste the quote.
- 4 Pull down the Edit menu and select **Paste as Quote**.

To quote an entire message in your reply:

- ◆ Choose the option **Quote the Original Message** when the Reply dialog box displays.

To quote an entire message in a forwarded message:

- ◆ Choose the option **Quote the Original Message** when the Forward dialog box displays.

To mark text in any message as a quote:

- 1 Select the text with the cursor.
- 2 Pull down the Edit menu and select **Quote Selection**.

