

Additional Notes About Using Mail with Microsoft Windows for Workgroups Version 3.11

This document contains information about using Mail and administering the Workgroup Post Office (WGPO). For additional information about Microsoft® Windows™ for Workgroups that does not pertain to Mail, see "Other Online Documents" at the end of this document.

Using Write to View This Document

To make this document easier to read, you can enlarge the Write window to its maximum size. To do so, click the Maximize button in the upper-right corner of the window. Or open the Control menu in the upper-left corner of the Write window (press ALT+SPACEBAR), and then choose the Maximize command.

To move through the document, press PAGE UP or PAGE DOWN. Or click the arrows at the top and bottom of the scroll bar along the right side of the Write window.

To print the document, choose Print from the File menu.

For Help on using Write, press F1.

To read other online documents, choose Open from the File menu.

Contents

This document contains information about the following topics:

1.0 Using Mail

- 1.1** Frequency of Checking for New Mail and Sending Mail
- 1.2** Sending a Bitmap as an Attachment
- 1.3** Connecting to a Post Office on a Novell NetWare Server
- 1.4** Mail and Protocols
- 1.5** Setting Up Mail for Multiple Users on One Computer

2.0 Managing the Mail System Files

- 2.1** Changes Made to Files When You Create a WGPO
- 2.2** Recreating the Mail Initialization Procedure
- 2.3** Backing Up the MSMAIL.MMF File
- 2.4** Backing Up the MSMAIL.INI File
- 2.5** Restoring the MSMAIL.INI File
- 2.6** Creating and Accessing Other Message Files

3.0 Managing a Workgroup Post Office

- 3.1** Workgroup Post Office Share Names
- 3.2** Compressing Shared Folders
- 3.3** Postoffice Manager and the Post Office Administrator
- 3.4** Changes Made to Files When You Create a WGPO
- 3.5** Workgroup Post Office Must Be at the Root of Share on Server
- 3.6** Setting Up a Post Office on Another Computer
- 3.7** Changing the Post Office Administrator
- 3.8** Changing the Name of Your Workgroup Post Office
- 3.9** Moving Your Workgroup Post Office
- 3.10** Removing Your Workgroup Post Office

4.0 Using Mail with Other Message Systems

5.0 Creating Schedule+ Resources

6.0 Other Online Documents

Microsoft and **MS-DOS** are registered trademarks and **Windows** is a trademark of Microsoft Corporation.

AT&T Easylink is a service mark of American Telephone and Telegraph Company.

AppleTalk is a registered trademark of Apple Computer, Inc.

Banyan is a registered trademark of Banyan Systems, Inc.

Dutch is a trademark of Bitstream, Inc.

CompuServe is a registered trademark of CompuServe, Inc.

Infonet is a registered trademark of Computer Sciences Corporation.

Data General is a registered trademark of Data General Corporation.

Da Vinci Systems is a trademark of Da Vinci Systems Corporation.

All-In-1, DEC, and **VMS** are registered trademarks of Digital Equipment Corporation.

IBM, OfficeVision, and **PROFS** are registered trademarks of International Business Machines Corporation.

cc:Mail is a trademark of cc:Mail, Inc., a wholly owned subsidiary of Lotus Development Corporation.

Lotus Notes is a registered trademark of Lotus Development Corporation

Novell and **NetWare** are registered trademarks of Novell, Inc.

Retix is a registered trademark of Retix.

Soft-Switch is a trademark of Soft-Switch Inc.

Unisys is a registered trademark of Unisys Corporation.

UNIX is a registered trademark of UNIX Systems Laboratories.

WANG is a registered trademark of Wang Laboratories.

Paintbrush is a trademark of ZSoft Corporation.

1.0 Using Mail

This section discusses how to use Mail.

1.1 Frequency of Checking for New Mail and Sending Mail

The setting in the Options dialog box that determines how often Mail checks for new messages also determines how often Mail checks the Outbox for messages to submit to the post office. A message first waits in the Outbox for the amount of time specified, and then waits again for the same amount of time until Mail checks for new messages. For example, if you specified that Mail should check for new messages every three minutes, it can take up to six minutes before you receive new mail.

If it takes longer than you expect to receive your messages, try specifying a lower value.

1.2 Sending a Bitmap as an Attachment

In a mail message, if you include a bitmap that was created with Paintbrush™ or another graphics application, the recipient may not be able to view the bitmap if he or she is using a display adapter that has a different resolution from yours.

1.3 Connecting to a Post Office on a Novell® NetWare® Server

When you connect to an existing WGPO by using Mail, Mail displays a network-share browser which enables you to select the network server and share on which the post office resides. For NetWare servers, you must have previously attached to the server. Then, in the Network Path box, you can specify the path to the post office directory.

1.4 Mail and Protocols

You must have the Microsoft Windows Network installed to use Mail to communicate by electronic mail with others in your workgroup. Mail is not dependent on any particular protocol.

1.5 Setting Up Mail for Multiple Users on One Computer

You can set up one computer so that more than one person can use Mail on it. A separate .MMF file will be maintained for each user on the Post Office computer. Note that there must be enough disk space available on the Post Office computer for all inboxes that are stored there.

The setup steps should be followed by the Post Office administrator. For detailed information about the first four steps, refer to Chapter 4, "Mail" and Appendix A, "Maintaining Mail" in the Microsoft Workgroup Add-On User's Guide.

To set up a computer for multiple Mail users:

1. Set up the Workgroup Post Office. The Post Office must be set up on a different computer.
2. Set up the accounts for each user, rather than having each user set up his or her own account.
3. Start Mail and logon using the mailbox name of the most frequent user. The first account created is the default account name used when starting Mail.
4. In the Welcome to Mail dialog box, select Connect to An Existing Postoffice.
5. From the Mail menu, select Options.
6. Select the Server button.
7. In the Storage section, check the Postoffice checkbox, and then choose OK.
8. From the Mail menu, select Exit and Sign Out.

One user can now use Mail.

9. Logon to Mail as each user, and repeat steps 5 through 8.

Once setup is complete, anyone who has been added by the administrator can logon to Mail. The logon dialog box will display the mailbox name of the first account created, so other users will need to type their mailbox name. All users on the shared computer must Exit and Sign Out each time they leave Mail.

2.0 Managing the Mail System Files

Each user and the WGPO has two Mail system files:

- The message file: MSMAIL.MMF
- The Mail file: MSMAIL.INI

The message file, MSMAIL.MMF, stores messages, message folders, and the Personal Address Book. This file is updated as messages are received.

The Mail file, MSMAIL.INI, controls the way Mail works.

Your MSMAIL.MMF and MSMAIL.INI files are located in the directory where you set up Windows for Workgroups (the default is C:\WINDOWS).

When you create a WGPO or connect to a post office, these files are automatically modified as described below. You need to edit the Mail system files only when you want to change functionality or restore these files to a particular state. For example, if you set up a WGPO and then delete it, you need to modify your MSMAIL.INI file to connect to a different post office.

2.1 Changes Made to Files When You Connect to a WGPO

When you connect to a WGPO, the following occurs:

- The following commands are added to the [Microsoft Mail] section of your MSMAIL.INI file, which is in the Windows directory:

```
ServerPath=\\computername\sharename  
Login=mailbox_name
```

- A message file is created for you. The default name is MSMAIL.MMF.

2.2 Recreating the Mail Initialization Procedure

When you first run Mail, you are given the option to connect to an existing post office or create a new post office. After you make your selection, you cannot go back and change your selection. Use the following procedure if you chose to set up a new post office, and you did not want to.

To reinitialize the Mail initialization procedure:

1. Open the MSMAIL.INI file in an ASCII text editor, such as Notepad.
2. Disable the **ServerPath=** and the **login=** lines by typing a semicolon (;) at the beginning of each line.
3. Add or edit the **CustomInitHandler=** line so that it appears as follows:

```
CustomInitHandler=WGPOMGR.DLL,10
```

4. Run Mail. The initialization procedure begins.

2.3 Backing Up the MSMAIL.MMF File

Since the MSMAIL.MMF file contains all your messages, you should back it up regularly. For instructions on backing up and restoring the MSMAIL.MMF file, see the *Microsoft Workgroup Add-On User's Guide*.

In some circumstances, Mail may encounter problems in the MSMAIL.MMF file and you will be asked if you want Mail to repair the file. If you choose Yes, Mail makes a backup copy of the MSMAIL.MMF file in the Windows directory or in the directory specified by the MailTmp parameter in the

MSMAIL.INI file. Each time the file is repaired, a new backup file is created. The first such backup file will be named MSMTP.BAK, and subsequent backup files will be named MSMTP.001, MSMTP.002, and so on. You can delete these backup files.

2.4 Backing Up the MSMTP.INI File

In general, you don't need to modify your MSMTP.INI file; however, you might want to restore it to a given state or alter it so that you can change the way Mail works. If you do change your MSMTP.INI file, you should make a backup first.

Important: After altering the MSMTP.INI file, you must restart Mail for the changes to take effect.

To back up your MSMTP.INI file:

1. In the Main group, choose the File Manager icon.
2. Select your MSMTP.INI file. It is in the directory where you set up Mail (the default is C:\WINDOWS).
3. From the File menu, choose Copy.
4. In the To box, type a name for your backup file—for example, MSMTP.OLD.
5. Choose the OK button.

To restore your MSMTP.INI file, you can rename a backup copy, if you have one, or you can edit your existing MSMTP.INI file. How you edit the file depends on whether you created a WGPO or connected to one.

2.5 Restoring the MSMTP.INI File

To restore your MSMTP.INI file after creating a WGPO:

If you made a backup copy of your MSMTP.INI file, rename it as MSMTP.INI, and move it to the directory where you set up Mail (the default is C:\WINDOWS).

If you don't have a backup copy, follow these steps:

1. Remove the following lines from the [Custom Commands] section of your MSMTP.INI file:

```
WGPOMgr1=3.0;Mail;;13
WGPOMgr2=3.0;Mail;&Postoffice Manager...;14;
WGPOMGR.DLL;0;;Manage Workgroup Postoffice;MSMAIL.HLP;2870
```

2. Remove the following lines from the [Microsoft Mail] section of the MSMTP.INI file:

```
ServerPath=drive:\directory
```

Login=mailbox_name

2.6 Creating and Accessing Other Message Files

You can create message files in addition to your primary message file by using the Backup command or the Export Folders command.

To access these files, use the /f option to include the name of the file in the Mail command line, as follows:

```
mmail.exe /f filename
```

Mail starts offline, and then opens the specified message file instead of your primary message file. To revert to your primary message file, start Mail without using the /f option.

3.0 Managing a Workgroup Post Office

3.1 Workgroup Post Office Share Names

The share name defined for a WGPO should not be longer than eight characters, and must not include spaces.

3.2 Compressing Shared Folders

When compressing shared folders in the Postoffice Manager, the administrator should ensure that the shared folders are not being used by Mail users.

3.3 Postoffice Manager and the Post Office Administrator

Postoffice Manager is the program used by the post office administrator to administer the WGPO. By default, Postoffice Manager is installed on the computer of the person who creates the WGPO.

3.4 Changes Made to Files When You Create a WGPO

When you create a WGPO, the following occurs in the administrator account:

- The WGPO directory is created in the specified location.
- The following commands are added to the [Custom Commands] section of the MSMAIL.INI file (which is in the Windows directory):

```
WGPOMgr1=3.0;Mail;;13  
WGPOMgr2=3.0;Mail;&Postoffice Manager...;14;  
WGPOMGR.DLL;0;;Manage Workgroup Postoffice;MSMAIL.HLP;2870
```


The Postoffice Manager command is added to the Mail menu on the computer from which the WGPO was created. The commands appear only on the Mail menu on this computer. To run Postoffice Manager on another computer, you must add the commands to the MSMAIL.INI file on that computer and delete them from the original computer.

- The following commands are added to the [Microsoft Mail] section of the MSMAIL.INI file:

ServerPath=drive:\directory
Login=mailbox_name

- A message file is created for the administrator account. The default filename is MSMAIL.MMF.

3.5 Workgroup Post Office Must Be at the Root of Share on Server

If you create a WGPO on a Microsoft Windows NT, LAN Manager, or similar network server, you must define a share on that server that has the WGPO directory as its root. When users run Mail to connect to a post office on the network, they can select only a post office that resides in the root of the share, not one in a subdirectory of the share.

3.6 Setting Up a Post Office on Another Computer

The WGPO can be set up on another computer across the network. For the following procedure, assume these conditions are true:

- The post office is set up and administered from computer 1, a Windows for Workgroups computer. The user on computer 1 is the post office administrator. Postoffice Manager runs on computer 1.
- The post office files are actually kept on computer 2, a computer with server/sharing capabilities such as one running Windows for Workgroups, Windows NT, LAN Manager, or Novell NetWare.

Note: Novell servers require some special attention. Refer to the "Creating a WGPO on a Novell NetWare Server" section in this file.

To set up a post office on another computer, the designated administrator of the WGPO should carry out the following procedure:

1. On computer 1, from the Main group, start Mail.
2. Choose Create A New Workgroup Postoffice.
3. To connect to computer 2, choose the Network button.

If computer 2 is running Windows for Workgroups, Windows NT, or is a LAN Manager server, type the server name and share name (**\\server\share**) where you want the post office created, and then choose the OK button. You must have access rights to the server and the share.

If computer 2 is a Novell server, you must be logged onto the Novell server and have the correct permissions. Then, connect to the server and use one of these conventions:

server/share:directory
\\server\share\directory
remapped drive:\directory

4. After the WGPO is established, check to ensure that it is shared properly on computer 2.

3.7 Changing the Post Office Administrator

You can transfer WGPO administrator responsibilities from one person to another. In this procedure, the following conventions are used:

- Admin1 is the current Post Office Administrator.
- Admin2 will become the new Post Office Administrator.

The following fields are required:

Name:

Mailbox:

Password: (You must know the passwords for Admin1 and Admin2.)

To change administrators:

1. Copy the MSMAIL.INI file from the WGPO computer to a floppy disk so that you can use it later when establishing the Admin2 account.
2. From Admin1's computer, sign on to Mail, select the Mail option, then select Postoffice Manager.
3. Select the Details option, and write down the required information for Admin1 and Admin2 (obtain the passwords from the Administrators; passwords don't appear in the details dialog box).
4. Admin1 should delete the user account for Admin2 and edit the details of the Admin1 account so that it matches the new Post Office Administrator's account (Admin2).
5. Open Admin1's MSMAIL.INI file in a text editor (such as Notepad) and remove the following lines from the end of the [Custom Commands]

section:

```
WGPOMgr1=3.0;Mail;;13  
WGPOMgr2=3.0;Mail;&Postoffice Manager...;14;  
WGPOMGR.DLL;0;;ManageWorkgroup Postoffice;MSMAIL.HLP;2870
```

- Admin1 should exit and sign out of Mail.
- On Admin2's computer, open the MSMAIL.INI file that was copied to the floppy disk. Using a text editor (such as Notepad) cut the following lines from this file:

```
WGPOMgr1=3.0;Mail;;13  
WGPOMgr2=3.0;Mail;&Postoffice Manager...;14;  
WGPOMGR.DLL;0;;ManageWorkgroup Postoffice;MSMAIL.HLP;2870
```

Then, paste these lines into the [Custom Commands] section of Admin2's MSMAIL.INI file (located in the Windows directory). Be sure that these lines are the last lines in the [Custom Commands] section.

- Save the changes made to the MSMAIL.INI file, then start Mail.

Note: A message may appear that states Mail was unable to find your .MMF file. A dialog box then appears that displays the .MMF file that was detected. Select the detected .MMF file and then choose the OK button.

- Open Mail and select the Mail option to verify that Postoffice Administrator is now available on Admin2's computer.
- If necessary, create a user account for Admin1.

3.8 Changing the Name of Your Workgroup Post Office

Before you rename your WGPO, inform members of your workgroup that they will not be able to exchange messages until they reconnect to the renamed WGPO.

To rename your WGPO:

- Ask all people in your workgroup to quit and sign out of Mail.
- In the Main group, choose the File Manager icon.
- Select the WGPO directory.
- On the toolbar, click the Share As button. Or choose Share As from the Disk menu.
- In the Share Name box, type the new name for your WGPO, and then choose the OK button.
- Edit the following line in the [Microsoft Mail] section of your MSMAIL.INI file to reflect the new name of the WGPO:

ServerPath=drive:\directory

or

ServerPath=\\computername\sharename

7. If your shared directory has a password, you need to delete or edit the line specifying the password for the shared directory.
8. Inform people in your workgroup of the new name, and ask them to edit the following line in the [Microsoft Mail] section of their MSMAIL.INI file to reflect the new name of the WGPO:

ServerPath=\\computername\sharename

They may also need to delete or edit a line specifying a password for the shared directory.

3.9 Moving Your Workgroup Post Office

You may need to move your WGPO to a different directory—for example, if the computer on which you set up the WGPO runs out of disk space. Before you move your WGPO, inform people in your workgroup that they will not be able to exchange messages until they reconnect to the relocated post office.

To move your WGPO:

1. Ask all people in your workgroup to quit and sign out of Mail.
2. In the Main group, choose the File Manager icon.
3. Select the WGPO directory.
4. From the File menu, choose Move.
5. In the To box, type the new path for your WGPO, and then choose the OK button.
6. Share your WGPO.
7. Edit the following line in the [Microsoft Mail] section of your MSMAIL.INI file to reflect the new location of the WGPO:

ServerPath=drive:\directory

or

ServerPath=\\computername\sharename

8. If your shared directory has a password, you need to delete or edit the line specifying the password for the shared directory.
9. Inform people in your workgroup of the new location for the WGPO, and ask them to edit the following line in the [Microsoft Mail] section of their MSMAIL.INI file to reflect the new location of the WGPO:

ServerPath=\\computername\sharename

They may also need to delete or edit a line specifying a password for the shared directory.

3.10 Removing Your Workgroup Post Office

You may need to remove a WGPO that you have just created, and then re-create it. Before you remove your WGPO, inform people in your workgroup that they will not be able to exchange messages until they reconnect to a new post office.

To delete your WGPO:

1. In the Main group, choose the File Manager icon.
2. Delete the WGPO directory.
3. Delete the following lines from the [Custom Commands] section of your MSMAIL.INI file:

```
WGPOMgr1=3.0;Mail;;13
WGPOMgr2=3.0;Mail;&Postoffice Manager...;14;
WGPOMGR.DLL;0;;Manage Workgroup Postoffice;MSMAIL.HLP;2870
```

4.0 Using Mail with Other Message Systems

To connect a workgroup post office to another workgroup post office, you must purchase Microsoft Mail Postoffice Upgrade for Windows for Workgroups for each post office. To connect to another message system, such as X.400 or SMTP, the Microsoft Mail Postoffice Upgrade is required, as well as the gateway software which enables the two message systems to exchange information.

Each message system can connect to the workgroup post office by using one or more specific gateways. The following table is a partial list of the Microsoft gateways needed for various message systems. If you use one of the message systems listed in this table, you need to purchase the appropriate gateway.

Additional gateways that use the Microsoft Mail File Format API may also be available. If you are interested in a message system or gateway that is not listed, contact your local Microsoft subsidiary.

Message system	Gateway
ARCOM 400 Swiss PTT	X.400
AT&T® Easylink SM	X.400
AT&T Mail	X.400 or AT&T Gateway
Atlas 400	X.400 (NF mark from Afnor)
Banyan® Mail	MHS or X.400
Beyond Mail	MHS
cc:Mail™	X.400, MHS, SMTP, or Office Vision*
CompuServe®	SMTP or MHS
The Coordinator	MHS
Data General® CEO	X.400
DaVinci™	MHS
DEC® All-In-1®	X.400, PROFS, SNADS, or SMTP
DEC VMS® Mail	X.400 or SNADS

Dutch® PTT	X.400
Envoy 100/Gemdes	X.400
Fax	Fax
Fischer International EMC2	X.400 or SNADS
Gold 400 UK	X.400
Higgins	MHS
IBM® AS/400®. Office	SNADS, or through PROFS Distribution Manager, if you have a VM host
IBM System 36	PROFS/OV
IBM CMS NOTES	PROFS
IBM DISOSS	SNADS
IBM OfficeVision. MVS	SNADS, or through PROFS Distribution Manager, if you have a VM host
IBM PROFS®	PROFS
Infonet®	X.400
Internet	SMTP
Lotus® Notes®	MHS, or the MS Mail-Notes Gateway built by Phoenix Systems, distributed by Corporate Software
Microsoft® Mail for AppleTalk®	Microsoft Mail connection
NCR Corporation	X.400, or in some cases, the AT&T Gateway
Novell® NetWare®	MHS
Retix®.	X.400
Soft-Switch™ Central	SNADS
Sprint TeleMail	X.400
Telebox 400 German PTT	X.400
Touch	X.400
Unisys®	X.400
UNIX® SMTP	SMTP (SMTP is a part of TCP/IP, not a part of Unix. You can also have SMTP origination to a VAX or IBM host.)
UUCP	SMTP (requires connectivity to an SMTP host which acts as a router to UUCP)
Verimation Memo	SNADS
WANG® Office	MHS, X.400, or PROFS

5.0 Creating Schedule+ Resources

To create a Schedule+ resource (for a conference room, overhead projector, or other shared equipment), the Post Office Administrator must do the following:

1. Create a Mail account for that resource by using the Postoffice Manager command on the Mail menu.
2. Exit and sign out of Mail.
3. Sign in to Mail and Schedule+ by using the mailbox name and password that correspond to the resource.
4. From the Schedule+ Options menu, choose the General Options command.
5. Select "This account is for a resource," and then choose the OK button.
6. Quit Mail and Schedule+ by choosing Exit & Sign Out from the Schedule+ File menu.

If you will be setting up resources from a computer that is used by another Mail account, this process will require you to sign in as multiple Mail users on the same computer. Resources do not receive mail, so in most cases there is no need to maintain separate message files for them. Therefore, if you are setting up resources on a computer that is used by only one other mail user (or no other mail users), set the passwords for all the accounts on that computer to be the same. You will be able to sign in as any of the accounts.

6.0 Other Online Documents

The following table describes other online documents that contain important information about Windows for Workgroups that is not included in the printed documentation or in Help:

Document	Contains
SETUP.TXT	Information about problems that may occur when you set up Windows for Workgroups.
MAIL.WRI	Information about the MSMAIL.INI file and other Mail administration information.
PRINTERS.WRI	Information about specific printers and fonts.
NETWORKS.WRI	Information about running Windows for Workgroups with specific network configurations.
README.WRI	Information about using Windows for Workgroups with the Multimedia Extensions version 1.0, specific display-adaptor and system configurations, and MS-DOS-based applications, and information that was unavailable when the documentation was printed.
SYSINI.WRI	Information about the settings in the SYSTEM.INI file.
WININI.WRI	Information about the settings in the WIN.INI file.