

## Table of Contents

Welcome to the DT Mail help file.

This help system is context sensitive. To find out what a particular menu item's function is simply highlight the menu item and press the F1 key. You can also get help from the various program windows by clicking on the help button (if available) or by pressing the F1 key. Please note that because a particular window or dialog box does not have a help button does not mean that there is no help available.

[Overview of DT Mail](#)

[Sending and Receiving Messages](#)

[Viewing messages](#)

[Message Filtering](#)

[Configuring DT Mail](#)

[Glossary](#)

[Copyright & Software Licence](#)

[Registration](#)

Please note that this help file is still under construction. To get the latest version please [register](#) your copy of this program.

(c) 1995/96 DTSsoftware  
Slauerhoflaan 87  
1422 DG UITHOORN  
The Netherlands

## Overview of DT Mail

DT Mail is a sophisticated Internet e-mail program with which you can send, receive and store e-mail messages and files on your computer.

### List of program feature:

- Smart menu's that change depending on what you are doing;
- Compose and send messages;
- Store recipient lists in files for later retrieval;
- Receive messages;
- Print messages;
- Save messages and attachments to disk;
- Organize messages;
- Send and receive files as attachments to messages;
- Launch attachments with the associated application;
- Launch your favorite web browser while viewing mail with embedded http URL's simply by clicking on the URL;
- Context sensitive help;
- Easier to setup and use than competitive e-mail program's;
- The program is small, compact and executes fast.

Go back to the [Table of Content](#).

## Sending and Receiving new messages

Please click on one of the topics below for more information.

[Sending Messages](#)

[Checking for New Mail](#)

[Replying to a message](#)

[Saving Attachments you Receive](#)

[Message Filtering](#)

## Sending Messages

To send a new message select New Message (Ctrl+N) from the Mail Menu or click on the New button . A window will be displayed in which you can compose the new message.

### Smart Menu

When editing a message a new menu will appear on the menu bar, Edit. The edit menu contains all the standard edit functions such as cut, copy, paste etc.

### New Message Window

Below is a brief description of the various components of the new message window.

#### To

Enter to E-mail address of the primary recipient of the message.

Example:

bugs@acme.com

or

bugs@acme.com|Bugs Bunny

If you are sending the message to more than one recipient then you must build up a list of recipients from the Address book. To build a list of recipients click on the Address Book button.

#### cc

'cc' recipients also receive the message and are listed as carbon copy recipients in the message header.

If you are sending the message to more than one cc recipient then you must build up a list of recipients from the Address book. To build a list of cc recipients click on the Address Book button. For more information on adding recipients see the [Address Selection](#) help topic.

#### Bcc

Bcc recipients receive the message, but are not listed as carbon copy recipients in the message header. This option can be used to avoid long lists of cc recipients in the message header or for reasons of privacy.

If you are sending the message to more than one Bcc recipient then you must build up a list of recipients from the Address book. To build a list of Bcc recipients click on the Address Book button.

#### Subject

You may optionally enter the subject of your message in this field.

#### Attachments

This attachments dropdown list contains a list of all the files that are attached to the message. To add or delete [attachements](#) click on the Attachments button.

#### Attachments Button

It is possible to attach one or more files to the message. Clicking on this button will cause the [Message Attachments](#) Window to popup.

After you have filled in all the details needed by the program to deliver your message and its attachments you can proceed to type your message in the text editor.

#### Send Now

Selecting the Send Now button will cause the program to log onto the SMTP mail server and send the message.

**Send Later**

If you are sending several messages you can put the message in the Pending Message box by clicking on the Send Later button.

**Cancel**

Clicking on the cancel button will cancel the current message without sending it.

## Adding Attachments

### Selecting one or more files to attach to your message:

- Select the file you wish to attach;
- Click the Add Attachment button;
- Enter a description for the attachment;
- Click the Ok button.

You may repeat the above process if you want to add more than one attachment to your message.

### Removing files from the attachment list:

To remove a file from the attachment list simply click on the file and then click the Remove Attachment button.

For a more detailed discussing on adding message attachments please see the [Message Attachments](#) help topic.

For more information on adding new MIME types see [Setup \(MIME\)](#)

## Checking for New Mail

To check the mail server to see if there are any new messages waiting for you select Check Mail (Ctrl+M) from the Mail menu or click on the Check button.

All incoming messages are placed in the Messages Received mailbox which is automatically opened if you have new messages.

## Viewing Messages

To view a message open the required mailbox by selecting it from the Mailbox menu. Next double click on the message you wish to view. For more information on the Mailbox window please see the [Mailbox Windows](#) help topic.

### Viewing and saving attachments

If the message you are viewing contains does not contain any attachments then the view message window will simply contain a number of buttons, then sender, date and subject of the message along with the message itself.

If however the message contains one or more attachments then a list of the attachments will be displayed at the bottom of the windows. To view an attachment select it from the list and then click the **View** button. You may also save the attachment by clicking on the **Save** button.

### Smart menu's

When a View Message windows is displayed and is the topmost window two new menu's will appear:

#### Edit Menu

##### Copy

Copy the selected message text to the windows clipboard.

##### Select All

Select the whole message. This is usefull if you wish to copy the whole of the message text to the windows clipboard.

#### Message Menu

##### Next

Display the next message in the mailbox if available.

##### Previous

Display the previous message in the mailbox if available.

##### Reply

Reply to the current message.

##### Forward

Forward the current message to somebody else.

##### Redirect

Redirect the current to somebody else. Redirect works similarly to Forward except that you cannot the edit the message and it will appear to the recipient that the original sender of the message sent the message directly to him or her.

##### Delete

Delete the current message.

##### Transfer

Transfer the current message to a different mailbox.

##### Save

Save the current message to a file.

##### Print



Print the current message.

### **The Buttonbar**

For your convenience the viewers button bar mirrors the functionality of the Message Menu (see above).

## Message Filtering

DT mail contains a message filtering mechanism with which you can copy messages from the Messages Received mailbox to the mailboxes you have created at the click of a button.

We feel that not fully automating this process has one great advantage over mail programs that do automate the process and that is to avoid messages 'disappearing' into mailboxes unread.

The filters are based on the text contained in the [From](#) and [Subject](#) fields of the messages you have received.

To use message filtering you must first define your filters by selecting the [Mailbox Filters](#) option in the Setup menu.

Please note that you cannot set filters for the four primary mailboxes.



To invoke the filters mechanism simply click on the Filter inbox messages button.

## Configuring DT Mail

If you share a computer with one or more users or if you have more than one e-mail account then you may set up as many sets of mailboxes and servers as you like. To do this simply add the name of the directory you wish to use. The parameter you pass to the program on startup may not contain more than 8 characters. Please see your windows documentation for more details on running program's.

Below is a list of items found in the Setup menu.

Setup (General)

Setup (Options)

Setup (MIME)

Setup (Signature)

Setup (Address Book)

## Setup (General)

### User Information

User information contains information used to log onto your mail server for retrieving e-mail messages and for creating your e-mail return address.

#### **Name (required)**

Enter your name in full

#### **User ID (required)**

This is the user id you use to retrieve e-mail from the POP3 server.

#### **Return Address**

The return address is used when the person you send a message to wishes to send a reply back to you and should be filled in as follows:

UserID@Server.Domain

eg. gallacher@Rullet.LeidenUniv.nl

You need not specify a return address in which case the return address will be automatically generated using the information you entered in the User ID and POP3 Server (see below) fields.

USERID@POP3Server

### SMTP Server

The SMTP section contains information DT Mail needs to send mail and has usually but not always the same address as the POP3 server.

#### **SMTP Server (required)**

This is the server to which DT Mail sends all outgoing e-mail messages.

eg. mail.microsoft.com

#### **SMTP Port (required)**

This is the SMTP server's port number and is usually 25.

#### **POP3 Server (required)**

This is the server that DT Mail will log onto to retrieve your e-mail messages.

eg. mail.microsoft.com

#### **POP3 Port (required)**

This is the POP3 server's port number and is usually 110.

#### **Password**

You may optionally enter your POP3 password here. If you choose not to enter your password then DT Mail will ask for it when required.

## Setup (Options)

### Getting Mail

The Getting Mail section is used to tell DT Mail when and how to get mail from your mail host.

#### **Check for new mail on program startup**

Checking this option will cause DT Mail to check your mail host for new messages every time the program is started.

#### **Check for mail every ... Minutes**

Check this option if you want DT Mail to check for mail at regular intervals. You must also specify how often DT Mail should check the host by entering the number of minutes.

#### **Automatically add address from mail received to address book**

You can have DT Mail automatically add the sender's e-mail address of incoming messages to the address book. To turn on this feature the check box should be checked.

### Sending Mail

The sending mail section is used to tell DT Mail what action to take when sending mail.

#### **Save sent messages in Out Mailbox**

Checking this option will instruct DT Mail to save a copy of all sent messages in the Out Mailbox.

### General

#### **Show full headers in messages**

Internet e-mail messages contain numerous headers at the beginning of each message. These headers are used by mail servers and DT Mail to determine things like who the message is from, where it should be sent to, the message subject etc. This information is not of much interest to most users and you can choose whether or not DT Mail displays this information. If you do wish to view this information then check this option otherwise leave it unchecked.

#### **Web Browser**

While viewing a message it is possible that the sender has included a World Wide Web URL as a reference to an Internet document. In the mail viewer such a reference would look like this:

<http://www.microsoft.com/windows/>

It is possible to launch your favourite web browser simply by clicking on this URL.

To select your web browser click on the **Browse** button.

## Setup (MIME)

### **MIME Type**

The MIME type field is used to hold the type of attachment and consists of two parts, the major type and the subtype which are separated by a slash. For instance 'application/msword' has a major type of 'application' and a subtype of 'msword'.

There are six major types which are defined in the MIME standard:

- application: used for applications which is also used for any type that does not fit in any other type;
- audio: files containing digitized audio;
- image: files containing images;
- message: files containing a message or a collection of messages;
- text: files containing text;
- video: files containing digital video.

### **(Default) extension**

This is the default file extension for the MIME type.

### **(Viewer) Application**

Points to the application that is associated with the MIME type. To select the application you wish to associate with a MIME type click on the Browse button to browse your computer and select the desired program.

### **Description**

A short description of the MIME type.

It is also possible to define your own MIME types from the MIME Types dialog box. To do so simply click the New button and fill out the form with the necessary information (see above).

## Setup (Signature)

You can automatically add a signature to the end of each message you send. You can enter any information you like to the signature although it is usual to limit it to information such as, your telephone number, e-mail addresses, your home page URL and so on.

Simply enter the text you wish to add in the edit box and then check the Use Signature box.

Please note that internet etiquette suggests that you use less than five lines for your signature. Also many Internet users do not like receiving unwanted advertising.

## Setup (Address Book)

### **Selecting and address**

To move to a selection of address click on the alphabet tabs with the left mouse button.

### **Add**

Select the add button to add new addresses to the address book.

### **Edit**

Select the edit button to edit existing addresses in the address book.

### **Delete**

Select the delete button to delete the currently selected record from the address book.

### **Compact**

Select the compact button to show a compact list of address records. What is displayed in the list depends on the current selection in the Sort by field.

### **Verbose**

Select the verbose button to show an expanded list of address records.

### **Sort by**

Select the sort criteria for the address list.



## Setup Mailbox Filters

The Mailbox Filters form is where you set up your filters text for [Message Filtering](#).

### Filter Editor

#### Mailbox

This is the mailbox name currently being edited. You may change the mailbox by selecting a different one for the pull down list.

#### Active Filters

This is a list of active filters for the currently selected mailbox.

#### Filter

This is the currently selected filter (if any) in the *Active Filters* list.

#### Editing Filters

- To add a new filter simply type in the required string into the *Filter* field and click on the *Add* button.
- To update a filter select the required filter from the *Active filters* list, edit the filters text that will be displayed in the *Filter* field and then click on the *Update* button.
- To remove a filter permanently from the *Active Filters* list select the required filter from the *Active Filters* list and then click on the *Delete* button. The filter will be removed from the list.

## Dialogs

## Address Book

### **Selecting and address**

To move to a selection of address click on the alphabet tabs with the left mouse button.

### **Add**

Select the add button to add new addresses to the address book.

### **Edit**

Select the edit button to edit existing addresses in the address book.

### **Delete**

Select the delete button to delete the currently selected record from the address book.

### **Compact**

Select the compact button to show a compact list of address records. What is displayed in the list depends on the current selection in the Sort by field.

### **Verbose**

Select the verbot button to show a expanded list of address records.

### **Sort by**

Select the sort criteria for the address list.

## Address Selection

The Address Selection window is used to add recipients to the recipient list of the message you are sending.

There are three types of recipients:

### **To (Normal recipient)**

The entries in this list will receive the message as a normal message

### **cc (Carbon Copy recipient)**

cc recipients receive a carbon copy of the message. The normal recipients will be able to see who has received a carbon copy of the message.

### **Bcc (Blind Carbon Copy )recipient**

Bcc recipients also receive a carbon copy of the message but the normal recipients will not be able to see who has received a carbon copy.

### **Adding a recipient to the recipient list**

To select a To, cc or Bcc recipient for the message select an entry from the address book panel and click on the button marked >> for the type of recipient you wish to send the message to.

You may add several recipients to the recipient lists.

### **Loading and saving recipient lists**

If you send messages to a group of people on a regular basis then it is probably a good idea to save the list to a disk file. To do this you must first build the required list as described above. Next click on the **Save** button and type in a filename and press the OK button. To load a recipient simply click on the **Load** button and select the file you wish to load.

### **Removing a recipient from the recipient list**

Select the entry from the To, cc or Bcc list you wish to remove and press the << button next to that list.

When you are done adding recipients click on the OK button to confirm your selection and return to the message editor.

### **Adding, Editing and Deleting Address Book Entries**

For information on adding, editing and deleting address book entries please see the [Address Book Help Topic](#).

## Message Attachments

The Message Attachments window is used to select attachments to the attachments list of the message you are sending.

### Selecting a file to add to your message

On the left hand side of the message attachments window you will see the boxes.

- The first box is the drive combo box from which you can select the drive on which the file you wish to attach resides.
- The second box is the directory list box from which you can select the directory in which the file you wish to attach resides.
- The third box is the file list box from which you can select the actual file you wish to attach to the message.

To actually add a file to the attachments list select the file by using the three above mentioned controls and then click on the **Add Attachment >>** button. The file will be added to the attachment list at the bottom right of the window.

### Removing an attachment from the attachment list

To remove an attachment from the attachment list simply highlight it by clicking on it in the attachment list and then click on the **Remove Attachment <<** button.

### Viewing an attachment

You can view an attachment by highlighting the attachment in the attachment list and then clicking on the **View Attachment** button. The application that is associated with the MIME type will be launched.

### Adding a new MIME type

For help on adding MIME types please see the [MIME Setup](#) help topic.

## Mailbox Window

### **Viewing a message**

To view a message simply double click on it. You may also highlight the message by using the arrow key and pressing the spacebar.

### **Sort order**

You can rearrange the sort order of the messages displayed in the Mailbox Windows by clicking on the header titles with the left or right mouse button. The header title that you click on is used as the sort key. Clicking on a header with the left mouse button will sort the list in ascending order. Clicking on the a header with the right mouse button will sort the list in descending order.

For information on adding, deleting and editing mailbox descriptions please see the [Mailbox Manager](#) help topic.

## Mailbox Manager

### **Adding new mailboxes to the mailbox list**

To add a new mail box to the mailbox manager fill in the **Filename** and **Description** fields and then click on the **Add** button. Please note that the filename field must contain only alphabetic characters and must not contain a file extension.

### **Removing mailboxes from the mailbox list**

To remove a mailbox from the mailbox list highlight the mailbox you wish to remove and then click on the **Delete** button.

Please note that you cannot remove the four primary mailboxes, which are always display at the top of the mailbox list.

### Changing the description for a particular mailbox

To change the description for a particular mailbox highlight it by clicking on it in the mailbox list. Fill in the new description and then click on the **Change** button.

## MIME Viewer Applications

When an attachment is about to be viewed the MIME Viewer launch form will appear so can can confirm that the correct application is associated with the MIME type.

To launch the application click on the OK button. You may also change the associated application. To change the associated application click on the Change button and select a new application.



## File Messages

To select a mailbox click on it and then press the OK button.

# Copyright & Software Licence

## Software Licence

Please read the following lines carefully before using this software. If you disagree with any of the following, you are not allowed to use this program. You MUST then delete it immediately.

### Software Licence

Please read the following statement carefully before using this software. If you disagree with any of the following, you are not allowed to use this program and you MUST delete it from your computer system immediately.

### Shareware version

You are allowed to test the shareware version of this program for a periode of 30 days. You are allowed to copy the shareware version (AND ONLY THE SHAREWARE VERSION) and pass it onto any other person as long as it remains intac and unmodified in any way whatsoever. You are not allowed to add this program to or pack it with any other commercial program or book. Shareware vendors are not to sell this program without contacting the DTSoftware first.

You are encouraged to put this program on as many BBS systems as possible. The distribution on CD-ROM is also permitted, as long as the original files are not changed in any way.

### Ham Radio Logbook Users

Please note that if you have obtained this program through the registration of the Ham Radio Logbook then you may not pass this program on to anybody else.

### Registration

This program is neither Freeware or Public Domain. If you continue to use this program after 30 days then you must register it. See the Registration Form for details on how to register this program.

Registration will entitle you to the latester version, support and free upgrades including the forthcoming 32 bit version.

### Company Licences

For information on company licences and versions containing your company logo please contact:

Mr. R. Boon  
DTSoftware  
Slauerhoflaan 87  
1422 DG UITHOORN  
The Netherlands

### Liability

Although we try to keep out software as bug-free as possible we cannot guarentee that this program doesn't contain any bugs. Due to the compelexety of modern computer systems, operating systems and computer software error free software is is to all intents and purposes none exsistant which is the reason we cannot guatantee that this software will run on every environment together with any other application. However this program has been tested on systems ranging from 386 SX based systems through to Pentium based systems running MS Windows 3.1, 3.11 WfW and Windows 95. Any liability of any kind is hereby denied.

### Support

For technical support please send e-mail to [100326.3126@CompuServe.com](mailto:100326.3126@CompuServe.com).

**ETC**

Many thanks to Tony BenBrahim of StarTech Computers.

Special thanks to bj mansfelt beck for his continuing patience and suggestions.

All mentioned Trademarks and Copyrights belong to their respective owners.

## Registration

Please print this form, fill it out and send it to:

DTSOFTWARE  
Slauerhoflaan 87  
1422 DG UITHOORN  
The Netherlands

For questions regarding registration and site licences please send e-mail to:  
101564.3160@CompuServe.com

### Registration form for DT Mail

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Zip/postcode \_\_\_\_\_  
Country \_\_\_\_\_  
Phone/Fax \_\_\_\_\_  
Email address \_\_\_\_\_

Method of payment    cheque [    ]    cash [    ]    other \_\_\_\_\_

#### In Europe

DT Mail personal license	Dfl	35,-	[    ]
Shipping and handling	Dfl	7,50	[    ]
Extra bank costs (non eurochequepayments)	Dfl	15,-	[    ]

**or**

DT Mail personal license	US\$	20,-	[    ]
Shipping and handling	US\$	5,-	[    ]
Extra bank costs for cheque	US\$	10,-	[    ]

Total \_\_\_\_\_

#### USA and countries outside of Europe

DT Mail personal license	US\$	20,-	[    ]
Shipping and handling	US\$	10,-	[    ]
Extra bank costs for cheque	US\$	10,-	[    ]

Total \_\_\_\_\_

Please note that there is no shipping cost if you require your order to be sent via e-mail.

Shipping method:    e-mail [    ]    Surface/Air mail [    ]

# CompuServe Registration

If you would like to register via compuserve the GO SWREG. The registration number is 11689.

Prices are current as of May 25th 1996 and are subject to change without notification

Where did you hear about or get DT Mail

---

Date

---

Signature

**Thank you for your order**

# Glossary

## A

Attachment

## M

MIME

## P

POP3

POP3 Server

## S

SMTP

SMTP Server

A file that is attached to an e-mail message. You may attach several files to the same e-mail message.

## Multimedia Internet Mail Extensions



## Post Office Protocol

The host computer to which you log onto to retrieve your e-mail messages

## Simple Mail Transfer Protocol

The host computer to which you log onto to send your e-mail messages



