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The Right Mouse Button

You can use the right mouse button to access many options, depending on the particular section of the mail agent you are currently using.

Main window

[Open](#)

[Properties](#)

Conference window - clicking the right mouse button while you are in this section pops up the following options:

[Open](#)

[Add to selected conferences](#)

[Properties](#)

Message window

[Open](#)

[Reply to sender](#)

[Reply to sender via e-mail](#)

[Forward message](#)

[Add author to address book](#)

[Add recipient to address book](#)

[Download attachment](#)

[Download attachment and run](#)

[Properties](#)

Compose windows - clicking the right mouse button while you are in this section pops up the following options:

[Redo](#)

[Undo](#)

[Cut](#)

[Copy](#)

[Paste](#)

[Delete](#)

[Select All](#)

Redo

Re-does the last action taken before an [Undo](#) again. Undoes the undo.

Add author to address book

Add the sender of the current message to your [address book](#).

Add recipient to address book

Adds the recipient of the current message to your [address book](#).

Reply to sender via e-mail

Send a reply to the sender of the current message via e-mail, rather than posting a message in the current conference.

Add to selected conferences

Adds the highlighted conference to the list of personal selected conferences.

View

Allows you to select from [large icon](#), [small icon](#), [list](#) or [detail](#) view.

Undo

Undoes the last action taken. This can be keystrokes, certain menu commands, deletes, etc.

View list

Displays the items as a list.

Open File

Opens the selected file, conference, or message.

Overview of the Message client

The message client is a remote mail processing agent that lets you compose and send mail messages. The message client works as part of the Navigator.

When you launch the message client, the client opens and displays All Conferences and Selected conferences, if you have selected conferences to read. Double-click the icon to open the conferences you desire.

Conferences containing unread mail appear in bold font, while conferences that do not contain new messages are in regular font.

The main command menu

The Command menus let you select options and move around in the message client. All features of the message client are accessible through the command menus. These are the options available from the Command menus:

[File](#)

[View](#)

[Tools](#)

[Compose](#)

[Help](#)

The main File Menu

The **File** menu lets you create, view, save, and edit messages. Each option listed lets you perform tasks related to sending and receiving messages. These are the options available from the **File** menu:

[Open](#)

[Save](#)

[Delete](#)

[Properties](#)

[Print](#)

[Print Setup](#)

[Up One Level](#)

[Disconnect](#)

[Exit](#)

Conference Properties

These are the properties that can be viewed on the **Conference** property sheet.

[Type](#)

[Number](#)

[Sysop](#)

[Attributes](#)

[Access](#)

[OK](#)

[Cancel](#)

[Apply](#)

[Help](#)

Conference Group Type

Displays the name of the conference group.

Exit

Closes the currently active window.

Number

Displays the message number.

Conference Group Size

How many conferences are included in this group.

OK

Confirm your selections and close the current window.

Cancel

Discard your selections and close the current window.

Apply

Confirm your selections and continue editing items in this window.

Help

Display a help screen about the selected item.

Conference Type

The type of conference.

Conference Number

The conference number.

Conference Sysop

The name of the sysop for this specific conference is listed here.

Attributes

These are the message attributes that are selectable:

[High ASCII](#)

[Return Receipt](#)

[Attachments](#)

[Carbon](#)

[Long Headers](#)

[Access](#)

[OK](#)

[Cancel](#)

[Apply](#)

[Help](#)

High ASCII

When this command is **on**, you will see a checkmark beside the command.

Attachments

When this command is **on**, you will see a checkmark beside it and attachments to posted messages are allowed by the host system.

Carbon

When this command is **on**, you will see a checkmark beside it and carbon copies of messages posted to the conference are allowed.

Long Headers

When this command is **on**, you will see a checkmark beside it and long filenames are accepted by the host system.

Access

[Read](#)
[Write](#)
[Sysop](#)

Read

If you have **Read** access to a conference, that access is displayed here.

Write

If you have **Write** access to a conference, that access is displayed here.

Sysop

If you have **Sysop** access to a conference, that access is displayed here.

Message Properties

Each message has unique properties. The message properties property sheet displays them, and lets you perform other tasks, such as forwarding and replying to messages.

[Subject](#)

[Type](#)

[Number](#)

[Author](#)

[Recipient](#)

[Written](#)

[Recieved](#)

[Attachment](#)

[Private](#)

[OK](#)

[Cancel](#)

[Apply](#)

[Help](#)

Subject

The Subject, or title, of the mail message.

Read

The date the message was last read.

Type

The type of message, including templates and attachments

Size

The size of the mail message in bytes.

Location

The conference that the message is stored in.

Sent

The date and time that the message was sent.

Received

The date and time that the mail message was received.

Last changed

If the message has been edited or forwarded, the date of the last change made to the file.

Name

Subject of the message.

Type

What type of file is contained (i.e., a message).

Author

Who wrote the message.

Recipient

Who the message was addressed to.

Written

Date and time that the message was written.

Received

Date and time the message was received or read.

The View Menu

The **View** menu lets you select the way you want the message client to display messages. Using commands in the View menu, you can view conversations, details, and select how you want your messages arranged. These are the options available from the **View** menu:

[Toolbar](#)

[Statusbar](#)

[Large icons](#)

[Small icons](#)

[Details](#)

[Expand all conversations](#)

[Collapse all conversations](#)

[Read previous messages](#)

Read previous messages

Select **View/Read previous messages** to go back and read messages that you have already read. Selecting this option pops up a Read Previous Messages dialog box.

You can select how these previous messages will be retrieved.

[Go back ___ messages](#)

[Start at message number](#)

[Start at message date](#)

Select the way you want the messages to be displayed, and click **OK**.

Go back

Select this option to retrieve a specific number of messages. The message client displays the number of previous messages that you enter in the text area.

Start at message number

Selecting this option lets you start displaying messages at a specified message number. Enter the number of the message that you want the message client to begin with.

Start at message date

Lets you select the age of previous messages to be displayed. The message client will display previously read messages newer than the date entered.

Find

Searches the messages for specified text.

Toolbar

Use the View/Toolbar command to toggle the Toolbar on and off. When this command is **on**, you will see a checkmark beside it beside the command, and the toolbar is visible.

Statusbar

The Statusbar at the bottom of the message window shows information about current program status, for instance the status of your Caps Lock and NumLock keys. Use the View/Statusbar command to show or hide the statusbar.

Large Icons

Displays the folders, groups, or conferences as large icons. No detail information is displayed when Large icon view is used.

Small Icons

Displays the folders, groups, or conferences as small icons. No detail information is displayed when small icon view is used.

Details

Displays the folders, groups, or conferences as small icons with detail information, such as size, name, and conversations, visible.

Arrange Messages

By Subject - Arranges all the messages in a conference or group alphabetically by subject.

By Author - Arranges all the messages in a conference or group alphabetically by author.

By Size - Arranges all the messages in a conference or group in descending order by file (message) size.

By Date - Arranges all the messages in a conference or group in descending order by date.

Expand All Conversations

Displays all message numbers in a [conversation](#) as a list, in the order they were received.

Collapse All Conversations

Displays only the first message in a [conversation](#). To view the rest of the messages in this conversation, press the down arrow or select Expand All Conversations.

Unread Personal Mail

Loads all unread mail messages.

Read Outgoing Mail

Loads all messages in your Outbox.

Search

Opens the **Search for Messages** dialog box. This lets you specify criteria and search for specific messages in any conference. Criteria for search is Message Conference, Message Groups, From User, To User, Subject, text in a Message Body, Message Number, and search Direction.

Download attachment

Downloads a file attached to a message.

Get more messages

Gets the next group of messages in the conference. The number of messages that will be displayed depends on how many you have configured this command to get in the **Tools/Options** section.

Don't flag messages as read

Lets you read your messages without resetting the message read pointers. This means that you can read your messages, but they will not appear to have been read, and will be listed the next time you launch the mail agent.

Configure selected conferences

Pops up the selected conferences dialog box, allowing you to select conferences to read.

Download attachment and run

Sometimes executable files are attached to messages. Use this command to download the attached executable file and immediately run the program.

Add user

Adds a user to the address book.

Add group

Adds a new group to the address book.

Remove

Removes an entry from the address book or group.

Properties

Displays the properties of the entry.

Address Book

The address book is just like your written personal address book.

[Search](#)

[Add user](#)

[Add group](#)

[Remove](#)

[Properties](#)

[Address name](#)

Type Name or Select from List

Type the name of the person you want to send a message to. As you type, MESSAGE attempts to find the name in your address book. If it is there, it will be highlighted by the mail agent. If not, you can add it to the list.

Help Topics

Launches the online help system.

About the message client

Displays version and other information about the message client.

New Entry

Opens the New Entry dialog box.

Properties

Clicking **Properties** opens a property sheet displaying information about the specific address book entry. The information displayed depends on the type of entry. Click on the [Add to Personal Address Book](#) to copy the selection from another address book to your own.

Add to Personal Address Book

Adding to personal address book copies all of the user information into your personal address book. The information is included in the format of the original, so that if you are entering addresses to your personal address book from different sources, the information may be displayed differently.

Remove

Removes the highlighted entry from the checking order. This command does not remove the entry from the address list.

Add

Opens an Add Address List dialog box. Select the address list to add to your address files.

The Compose Menu

The compose menu has four options:

[Compose a new message](#)

[Reply to sender](#)

[Reply to sender via e-mail](#)

[Forward message](#)

Compose a New Message

Selecting the **New Message** command opens a New Message dialog box. From here, you can compose the new message, determine who receives it, edit the message and send it to the specified conference and user.

[Message To](#)

[Message CC](#)

[Message Subject](#)

[Message Conference](#)

[Message Body](#)

[Private](#)

[Return receipt](#)

[The File Menu](#)

[The Edit Menu](#)

[The View Menu](#)

[The Compose Menu](#)

Reply to Sender

Use this command to open the Reply to Sender dialog box edit and [reply](#) to the current message.

Forward a Message

Use this command to open the Forward dialog box and [forward](#) a message to another person.

New Message To

Enter the name of the person you want to send the new message to in this box. You can also click on the **To** button to open your address book, and select the message recipient's name from there.

CC

If you want to send a copy of this message to someone, enter the recipient of the copy's name in this box. You can also click **CC** to open your address book, and select the copy recipient's name from there.

Subject

Type in the subject, or title, that you want the new message to display.

Conference

Select the conference you want the new message posted to by typing in the name of the conference or clicking the **...** button at the right of the Conference edit window.

Body

Type the body of the message here. The message accepts an unlimited number of lines, but keep in mind that many services limit the number of lines allowed to 150 lines.

The File Menu

The File menu lets you send, receive, save and print messages. Options available from the File menu are:

[Send](#)

[Save](#)

[Save as](#)

[Print Setup](#)

[File Properties](#)

[Close](#)

[Exit](#)

Send

Sends the message you have just composed to the selected recipient and conference. The Mail Agent automatically (re)validates the names before saving the message to the remote system. It also warns you if the New Message [New Message To](#) Address is blank, or contains a name that could not be resolved.

Close

Closes the current window.

Save

Saves the new message for sending or editing at a future time.

Disconnect

Closes the mail agent and disconnects the current connection. You will be prompted to save any changes before closing.

The Edit Menu

The **Edit** menu lets you copy, cut, and paste text from one message to another. You can also use the Edit menu to launch the spell checker and the Find option. These are the options available from the **Edit** menu:

[Undo](#)

[Cut](#)

[Copy](#)

[Paste](#)

[Delete](#)

[Select all](#)

[Spell check](#)

Select All

Process all of the items in this list.

Spell check

Checks the spelling of marked text.

Cancel

Close the Replace dialog box without completing the search.

The Message View Menu

The **Message View** menu lets you select the way that the message client displays messages. These are the options available from the **Message View** menu:

- [View Toolbar](#)
- [View Statusbar](#)
- [Previous message](#)
- [Next message](#)
- [Next Unread message](#)
- [Previous conversation](#)
- [Next conversation](#)
- [Next unread conversation](#)

View Previous Message

Display the previous message in the conference.

View Next Message

Displays the next message in the conference.

View Next Unread Message

Displays the next message that you have not read yet.

View Previous Conversation

Using this command returns you to the previous conversation listed.

View Next Conversation

Use this command to view the next conversation listed. This displays the next conversation, even if you have already read it. You may want to use this command if you have partially read this conversation, and you think that new messages have been posted to it.

View Next Unread Conversation

Use this command to view the next conversation that you have not yet read on the list. All messages in this conversation must be unread. If you want to read a conversation that you have partially read, select that conversation or use the Next Conversation command.

Attach File

Use this command if you want to include an existing file in your message. You will be prompted for the filename and path.

Return Receipt

If you want to know when the recipient of the message receives this message, select Return Receipt. You will receive a notification message when your mail has been delivered.

Private Status

Locks out other users from being able to see this message. Only the sender and receiver (and under some circumstances, the sysop) are granted read privileges.

The Message Tools Menu

You can launch the address book, verify the spelling of a name, and attach sound files to actions using this menu. These options are available to you from the Message Tools menu:

[Tools Address Book](#)

[Check Names](#)

[Options](#)

[Sounds](#)

Options

Quote Original Message Text

Auto spell check replies on send

Auto suggest replacement words

Retrieve _____ messages at a time

Quote Original Message Text

When replying to a message, the original text is automatically inserted into the reply.

Auto spell check replies on send

Checks the spelling on a replied message without requiring a prompt.

Auto suggest replacement words

Suggests replacements for misspelled words.

Retrieve ___ messages at a time

Type in the number of messages that you want listed when messages are displayed.

Sounds

Opens the **Sounds Properties** property sheet, allowing you to associate sounds with specific events.

Tools Address Book

Opens the [Address Book](#), containing information about all users registered on the system.

Check Names

Lets you check and verify that the recipient's name is correct.

Password

Opens a "Change Password" dialog box. You are prompted to type in your old (current) password, and the new password. You are asked to re-type in your new password, so that the system can make sure that the password is correct.

File Transfer Status

Opens the File Transfer Status box

Connection Settings

Opens the [Connections Settings](#) dialog box, allowing you to select the dialing, modem, and system preferences.

The Message Compose Menu

Selecting commands from the Message Compose menu lets you create a new message, forward a message, or reply to a message.

[New Message](#)

[Reply to Sender](#)

[Forward Message](#)

New Message

Use this command to open the New Message dialog box and create a [new](#) message.

Reply to Sender

Use this command to open the Reply to Sender dialog box edit and [reply](#) to the current message.

Forward Message

This command opens the Forward dialog box and [forward](#) a message to another person. The original message text will be appended to any comments you create. This is graphically shown by shading the background color of the original message text.

Reply to Sender

Replies to the sender of the current mail message. This opens the Reply To Message screen, allowing you to edit the original message, add your reply, and send your reply to the originator.

Forward Message

Forwards the mail message currently being read to another user. Selecting this opens the Forward Message screen, allowing you to edit the original message and add your own comments before forwarding the mail message.

The Area Selection box

A drop down box that lists all groups and conference areas seen by the mail agent. Select the conference area to which you want to view, read, or post.

Conversation

A conversation is a thread of messages all dealing with a specific subject, or title. Messages listed by Conversation are shown in the order they are received, allowing you to follow the entire conversation without viewing unrelated messages.

How Do I...

[Check My Mail](#)

[Read Mail and Messages](#)

[Reply to or Forward Messages](#)

[Sending a message to everyone](#)

[Select conferences](#)

[Delete Messages](#)

[Exit the Mail Agent](#)

Check My Mail

If you are not prompted to read your mail at logon, you can click the **Inbox** icon. You can also use the **View/Inbox** menu command.

Sending a message to everyone

You can send a message to everyone in a conference by addressing the message to ALL. This sends the message to each other caller with security to enter that conference.

Another way to send a message to more than one person without typing the message in each time is to create a [group](#) in your address book.

Select Conferences

You can create a Selected conferences option, which allows you to see just the conferences that you have told the remote system you want to read. To configure your Selected Conferences:

1. Select **Tools/Configure Selected Conferences**.
2. The Selected Conferences dialog box pops up, displaying a list of all conferences available.
3. Click the box to the left of the conference to be added. A checkmark appears.
4. You can **Select All** or **Clear All** in order to reset your **Selected** file.
5. You can add conference groups, also. Click Groups, and all available groups are displayed. Click the box beside those groups to add to your **Selected** file.
6. When you are satisfied with your selections, click **OK**, or click **Cancel** to close the Configure window without saving your changes.

Read Mail and Messages

Select the file area you want to view by clicking the [edit area](#) arrow and highlighting that conference.

Once you have selected the file area you want to read mail or messages in, double click on the message you want to read, or use **Search** to find a specific message. The message and all of its replies (or the "thread") will appear, and the first message will be opened in the Mail Agent reader.

To view the next message in the series (or thread), click the down arrow icon on the toolbar, or select **View/Next** from the command menu.

To go to the next conversation, click the **Next Conversation** icon.

Reply to or Forward Mail or Conference Messages

After you have read a message, you have several options. You can read the next message, read the next message in a thread, reply to a message, or forward the message to another user.

[Next Message](#)

[Next Unread Message](#)

[Reply to Message](#)

[Forward Message](#)

[Compose New Message](#)

Next Message

Use **the View/Next** command, or click the **Next** icon on the toolbar. You can also press the space bar to see the next message.

Next Unread

If you have read an entire thread, you may not want to read those messages again as you scroll down a list of messages. Use the **View/Next Unread** command in the command menu to skip to the next unread message in the conference, bypassing any messages you may have read out of order.

Reply to a Message

To reply to a message, click the **Reply** icon on the toolbar or select **Compose/Reply to Sender**. The mail agent is opened with the To, Subject, and Conference fields filled in, and the original message inserted.

You can edit the original message in your reply without changing the original posting. Enter your message, and select **Send**. Your message is sent.

Forward Message

Forwarding a message is similar to replying to one.

Click the **Forward Message** icon on the toolbar, or select **Compose/Forward Message** from the command menu. The mail agent is opened with the To, Subject, and Conference fields filled in, and the original message inserted.

You can edit the original message in your reply without changing the original posting. Enter any message you would like to add to the original message. Select **Send**, and your message is sent.

Compose New Message

Select the **Compose/New Message** from the command menu, or click on the **New Message** icon. The Message screen appears.

Enter all the information - To:, CC, Subject:, and Conference.

Note: You can see all available conferences from the **New Message** screen by clicking the [...](#) button next to the Conference text box. To select a conference, highlight it and click **OK**. It appears in the textbox.

Type in your message. You can make your message [private](#), get a [return receipt](#) when the message is read, or add an [attachment](#) by selecting **Message** (or use the toolbar icons). Click the feature you want to enable.

When you are satisfied with your message, click **Send** , and your message is sent.

Delete Messages

Depending on the security access needed to delete messages on the system, you may (or may not) be allowed to delete messages other than those you have posted yourself, or that are addressed to you. When you want to delete a message, there are three ways to do this.

1. Menu Command:

You can use the **File/Delete** command to delete a message. Highlight the message and activate the File menu. Select **Delete**. The highlighted (marked) message is deleted.

2. Ctrl+D:

You can use the Ctrl+D keyboard shortcut. This is the same as using the **File/Delete** command.

3. Toolbar Icon:

To delete a message using the toolbar icon, highlight the message to be deleted, and click the icon. You will **not** be prompted to confirm the deletion.

Exit the Message Client

1. To close the message client:

Use the **File/Close** command to close the current window.

2. To sign out of the system:

Use the **File/Disconnect** command only when you are completely finished and want to disconnect from the service.

Open

Clears the window and opens a specified file for input and editing.

Save As

Prompts you to enter a name, path and drive to save your text file. Use this command to create a new copy of an existing file without overwriting the original.

Delete

Deletes the highlighted file message.

Properties

[Conference Properties](#)

[Message Properties](#)

Print

Pops up the Print Dialog Box, allowing the text or graphics in the current mail message to be printed.

Print Setup

Pops up the Print Setup dialog box, allowing you to select and configure your printer before printing text or graphics.

Up One Level

Displays the drive or folder one level higher than the one currently selected.

Cut

Copies the selected text to the clipboard, and deletes the text from the document. Note that anything you copy to the clipboard replaces the current clipboard contents.

Copy

Copies the current selection to the Windows clipboard. Note that anything you copy to the clipboard will replace the current clipboard contents.

Paste

Copies the contents of the clipboard to the document, at the cursor location.

Invert Selection

Selecting **Invert Selection** reverses the selection of marked (highlighted) entries in a list. For example, if you wanted to copy all but one file in a list, you might mark that file, then select **Invert Selection** to make the originally marked file the only file not marked.

View Toolbar

Use the View/Toolbar command to toggle the toolbar on and off.

View Statusbar

The Statusbar at the bottom of the message window shows information about current program status, for instance the status of your Caps Lock and NumLock keys. Use the **View/Statusbar** command to show or hide the statusbar.

Large Icons

Displays the folders, groups, or conferences as large icons. No detail information is displayed when this is used.

Small Icons

Displays the folders, groups, or conferences as small icons. No detail information is displayed when this is used.

Details

Displays the folders, groups, or conferences as small icons with detail information, such as size, name, and conversations, visible.

Expand All Conversations

Displays all message numbers in a [conversation](#) as a list, in the order they were received.

Collapse All Conversations

Displays only the first message in a [conversation](#). To view the rest of the messages in this conversation, press the down arrow or select Expand All Conversations.

Refresh

Refreshes the current window, updating any information that has changed. If new messages have been received since the window was opened, these are now displayed.

Search

Opens the **Search for Messages** dialog box. This lets you specify criteria and search for specific messages in any conference. Criteria for search is Message Conference, Message Groups, From User, To User, Subject, text in a Message Body, Message Number, and search Direction.

Message Conference

Select the message conference to search in. You can search one or several conferences at the same time.

From User

To search using **From User**, type in the name of the originator of the message.

To User

To search for a message to a particular person, type in the name of the caller that the message was addressed to.

Subject

To search for a specific subject, type the subject title in the **Subject** box

Message Body

To search for specific text within the body of a message, type it in here. For instance, if you type in **weather**, the search will find all messages that have the word weather somewhere in the body of the message.

Message Number

To find a particular message number, enter the message number you are searching for here.

Direction

Select the direction to search in. You can choose Forward (from the current position down) or Backward (from the current position up).

Address Book

The Address Book is just like your personal address book, or the local phonebook. It the repository of information about other users' addresses.

Show All Messages

Displays all messages in the selected conference.

Password

In some cases, you may need a password to enter certain areas. You may be assigned an initial password by the sysop, or you may have chosen your own. To change your password, select **Tools/Password** from the command menu. A password dialog box appears.

[Old Password](#)

[New Password](#)

[Verify New Password](#)

Once you have entered the correct information, click **OK** to accept your select or **Cancel** to close the dialog box without saving the changes.

Old password

Type in your old password.

New password

Type in the new password you have chosen.

Verify new password

Type in the new password again, so that the remote system can verify it.

Compose New Message

Use this command to open the New Message dialog box and create a [new](#) message. Selecting the **New Message** command opens a New Message dialog box. From here, you can compose the new message, determine who receives it, edit the message and send it to the specified conference and user.

Reply to Sender

Replies to the sender of the current mail message. This opens the **Reply To Message** screen, allowing you to edit the original message, add your reply, and send your reply to the originator.

Forward Message

Replies to the sender of the current mail message. This opens the **Reply To Message** screen, allowing you to edit the original message, add your reply, and send your reply to the originator.

Display more (button)

Displays the next 100 messages in the selected conference.

Display all (button)

Displays all the unread messages in a selected conference.

Command reference

This section contains a list of all command used by the message client, as well as a brief description of each.

[Conference groups](#)

[Conference areas](#)

[Compose new message](#)

Conference Groups

[File](#)

[Tools](#)

[View](#)

[Compose](#)

[Help](#)

File

Open - Opens the selected conference groups.

Save - Saves the selected entry.

Delete- Deletes the selected entry.

Properties

Name- Displays the name of the selected conference group.

Type- Displays the selected conference group type.

Size- Displays the number of conferences in the selected group.

Print - Prints a selected message.

Print Setup

Default printer - Select the printer to be used as the default (automatically selected) printer.

Specific printer- Select a specific printer to be used for the selected print job only.

Orientation- Select portrait or landscape paper orientation for printing.

Paper size- Select a paper size from available options.

Paper source - Select the source of paper for the printer to use.

Up one level - Move you to the folder one level up.

Disconnect - Disconnects the current connection.

Exit- Closes the message client and returns you to the browser.

View

Toolbar - Toggles the toolbar view on and off.

Statusbar - Toggle the statusbar view on and off.

Large icons - View the conferences as large icons with only the conference name displayed.

Small icons - View the conferences as small icons with only the conference name visibly displayed.

Details - View the conferences as small icons with detailed information visibly displayed.

Unread personal mail - Opens your mailbox and searches for unread personal mail.

Tools

Address book - Opens your personal address book. For detailed information about the address book, refer to that section in this document, or to the online help system in the address book itself.

Read previous messages - Displays messages in this conference that you have previously read.

Show remaining messages - Displays all the remaining unread messages in this conference, regardless of how many are available.

Get more messages - Displays the next group of unread messages in the selected conference.

Dont flag messages as read - Displays the message but does not change the message pointer for this message. The message remains unread.

Search

Toggle - Toggles on or off selected message conferences or groups to search.

Message conference- Displays the conferences available. Toggle specific conferences or groups in which to search.

Areas selected- Displays the number of conference areas to be searched.

Search criteria- Select the criteria to be used to perform a search. You can use one or several of the search parameters.

From User - Searches for all messages sent from a specific user.

To user - Searches for all messages addressed to a specific user.

Subject - Performs the search by subject,

Message body - Searches the selected messages for specified text.

Message number - Search for a specific message number.

Search direction - Select a direction to search. Select from **Search forward** (all messages numerically larger than the current one) or **Search backward** (search previous messages).

Configure selected conferences - Lets you select your "most read" conferences. These will all be checked when you search **Selected Conferences** as your search criteria.

Download attachment - Downloads a file attachment to a message.

Download attachment and run - Downloads a file attachment to a message and executes it when the download is completed.

Options

Select one or all of these option to determine how the message client handles your outgoing messages.

Quote original message text - When replying to another message, this feature inserts the entire text of the message being replied to into the reply. This can then be edited.

Spell checking - The message client has a built-in spell checker. There are two spell checking options.

Auto spell check replies on send- When replying to another message, this feature performs a spell check on response text automatically before sending the reply.

Auto suggest replacement words - If this feature is selected, the spell checker will automatically suggest replacement words when it encounters an unfamiliar or misspelled word.

Sounds

Events - Select the event you want to have associated with a sound.

Browse - Browse other drives and directories for available sound files.

Play - Previews the selected sound.

Clear- Removes an associated sound from the selection.

Compose

New message - Opens the **Compose New Message** dialog. New messages are composed and send using this screen. No information is entered automatically.

Reply to sender - Opens a **Reply message** screen addressed to the sender of the original message. Dependent on the selected options for messages, the original message may be inserted for quoting.

Reply to sender via E-mail - Opens an unaddressed **Reply message** screen. You must enter an address for this user. Use this option when you do not want to reply in the public message conference, but instead want to send a private response. Dependent on the selected options for messages, the original message may be inserted for quoting.

Forward message - Opens a **Forward Message** screen. This screen copies the selected message and forwards it to another user. You can add additional comments to the message.

Help

Help topics - Launches the online help system.

About - Displays version, registration, and system resource information about the Message Client.

Conferences

[File](#)

[Tools](#)

[View](#)

[Compose](#)

[Help](#)

Files

Open - Opens the selected item for viewing.

Save - Saves the selected item to disk.

Delete- Deletes the selected item.

Properties

Name- Displays the name of the selected conference.

Type- -Displays the selected conference type.

Size - Displays the number of conferences in the selected group.

Sysop - Displays the name of the conference sysop.

Print- Prints a selected message.

Print Setup - Lets you set the [options](#) for the printer.

Up one level- -Moves you to the folder one level above the current one.

Disconnect- Disconnects you from the current service. Other clients that may be running are notified of the disconnection.

Exit - Closes the message client.

Options

Default printer - Select the printer to be used as the default (automatically selected) printer.

Specific printer- Select a specific printer to be used for the selected print job only.

Orientation- Select portrait or landscape paper orientation for printing.

Paper size - Select a paper size from available options.

Paper source- Select the source of paper for the printer to use.

View

Toolbar - Toggles the toolbar view on and off.

Statusbar - Toggles the statusbar view on and off.

Conversation view - Displays conference messages in the conversation view. This means that messages with the same subject are grouped together. Note that what you see will be affected by how you have set your **View** options. **Large icons** displays only a large icon with a name, while the **Details** shows information about the message.

List view - Lists all messages in ascending chronological order. Note that what you see will be affected by how you have set your **View** options. **Large icons** displays only a large icon with a name, while the **Details** shows information about the message.

File view - Displays only those messages that contain file attachments. Note that what you see will be affected by how you have set your **View** options. **Large icons** displays only a large icon with a name, while the **Details** shows information about the message.

Expand all conversations - Displays all messages in each conversation.

Collapse all conversations - Displays only the first message of a conversation

Unread personal mail - Displays the contents of your **Inbox**. This is your unread personal mail.

Tools

Address book - Opens your personal address book. For detailed information about the address book, refer to that section in this document, or to the online help system in the address book itself.

Read previous messages - Displays messages in this conference that you have previously read.

Show remaining messages - Displays all the remaining unread messages in this conference, regardless of how many are available.

Get more messages - Displays the next group of unread messages in the selected conference. This number is determined by the number you type in **Options**.

Dont flag messages as read - Displays the message but does not change the message pointer for this message. The message remains unread.

Search - [Search](#) messages for specific information

Configure selected conferences - Lets you select your "most read" conferences. These will all be checked when you search **Selected Conferences** as your search criteria.

Download attachment- Downloads a file attachment to a message.

Download attachment and run - Downloads a file attachment to a message and executes it when the download is completed. Options - Select one or all of these [options](#) to determine how the message client handles your outgoing messages.

Sounds

Events - Select the event you want to have associated with a sound.

Browse- Browse other drives and directories for available sound files.

Play - Previews the selected sound.

Clear - Removes an associated sound from the selection.

Options

Quote original message text - When replying to another message, this feature inserts the entire text of the message being replied to into the reply. This can then be edited.

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Search

Areas selected - Displays the number of conference areas to be searched.

From User - Searches for all messages sent from a specific user.

Message body - Searches the selected messages for specified text.

Message conference - Displays the conferences available. Toggle on specific conferences in which to search.

Message number - Search for a specific message number.

Search criteria- Select the criteria to be used to perform a search. You can use one or several of the search parameters.

Search direction - Select a direction to search. Select from Search forward (all messages numerically larger than the current one) or Search backward (search previous messages).

Subject- Performs the search by subject,

To user - Searches for all messages addressed to a specific user.

Toggle - If a conference is not selected, mark the conference and click **Toggle** to select it.

Compose

Forward message- Opens a **Forward Message** screen. This screen copies the selected message and forwards it to another user. You can add additional comments to the message.

New message - Opens the **Compose New Message** dialog. New messages are composed and send using this screen. No information is entered automatically.

Reply to sender via E-mail - Opens an unaddressed **Reply message** screen. You must enter an address for this user. Use this option when you do not want to reply in the public message conference, but instead want to send a private response. Dependent on the selected options for messages, the original message may be inserted for quoting.

Reply to sender- Opens a **Reply message** screen addressed to the sender of the original message. Dependent on the selected options for messages, the original message may be inserted for quoting.

Help

Help topics - Launches the online help system.

About - Displays version, registration, and system resource information about the Message Client.

Compose New Message

[File](#)

[Edit](#)

[View](#)

[Tools](#)

[Help](#)

[Message screen](#)

File

Send - Sends a message once it has been composed.

Save as - Saves the message using another file name. This does not affect the original.

Print - Prints a selected message.

Print Setup - Pops up the Printer Setup dialog box, allowing you to choose printer preferences.

Properties - Displays the message properties.

Disconnect - Disconnects the current connection, closing all other clients that are active.

Close - Closes the **Compose New Message** dialog box. You will be prompted to save any changes before closing.

Edit

Undo - Removes the results of last editing command you executed. For instance, if you cut or cleared a block of text, the Undo command will restore the text to its original place in the document.

Redo - Restores the results of the last editing command removed with the Undo command. It "undoes" an "undo".

Cut- Copies the selected text to the clipboard, and deletes the text from the document. Note that anything you copy to the clipboard will replace the current clipboard contents.

Copy - Copies the current selection to the Windows clipboard. Note that anything you copy to the clipboard will replace the current clipboard contents.

Paste - Copies the contents of the clipboard to the document, at the cursor location.

Delete- Deletes the highlighted text from your file. Note that the deleted text is not copied to the clipboard. Use the **Undo** command to recover text that you deleted by mistake.

Select all- Select all text in the document.

Find - To specify what words to search for, enter them in the Find box or click the down arrow and then select from the most recent four entries.

Replace- To replace the text specified in the Find box, type the replacement text in the Replace With box, or click the down arrow and then select from the most recent four entries. To delete the text in the Find What box, leave the Replace With box blank.

Spell check- Checks the entire message or marked text for [spelling](#) errors.

Spell check

Not in dictionary - Displays any word that is not recognized as a genuine word by the spell checker. This can include misspellings, proper names, or formatting tags.

Change to - This is a provided word that most closely matches the questioned word. Click on **Change to** have the message client replace the questioned word with the word displayed here.

Suggestions - This displays a list of other possibilities that the spell checker has determined may be the correct word.

Progress indicator - Displays how much of the message has been processed by the spell checker.

Ignore - Sets the flag to the spell checker to do nothing about this word.

Ignore all - Sets the flag to the spell checker to do nothing about all instances of this word.

Change - Sets the flag to the spell checker to change this word to the word displayed in the **Change to** field.

Change all - Sets the flag to the spell checker to change all instances of this word to the word displayed in the **Change to** field.

Suggest - Suggests possible words with which to replace the word in question.

Add - Adds the word in question to the dictionary.

View

Toolbar - Toggles the toolbar view on and off.

Statusbar- Toggles the statusbar on and off.

Tools

Address book - Opens the address book, allowing you to select a recipient from a list of previously defined entries.

Check names - Verifies that the recipient of the message is listed as a valid name and address.

Attach file- Opens the **Attach file** dialog box. You can select the file to attach from all available drives and directories.

Help

Help topics - Launches the online help system.

About- Displays version, registration, and system resource information about the Message Client.

Message Screen

To:- The recipient of the message.

CC:- Anyone other than the recipient who will be sent a copy of this message is listed here.

Subject: - The subject of the message.

Conference: - This is the conference that the message will be sent to.

. . . (button) - Pops up the **Select Conferences** dialog box.

Private - Sets the **Mark Message as Private** flag. When this flag is set, no one but the sender and recipient can read the message. If the sysop has set the sysop flag to allow it, he may be able to read private messages.

Return Receipt - Sets the **Return Receipt Requested** flag. When the recipient of this message receive it, you will be notified.

Select Conference

When composing a new message, you must select the conference in which you want to send that message.

All available conferences are displayed in the text area (on the left-hand side of the screen). Mark the conference to be selected, and click **OK**.

If you do not see the conference you want, type the name, or any part of it, in the text area at the bottom of the screen, and click **Find**. The message client will search **up** or **down** the list of conferences. Select the option you want. This is an either/or option.

Each instance of the text you entered will be displayed. If the conference is not the one you want, click **Find** again, and the next instance of this text will be displayed. Continue until the correct conference is displayed.

When you have selected the conference in which you wish to post your message, click **OK**.

