

How to Use FreeMail, version 4.0 for Windows95



[About FreeMail, Inc.](#)

FreeMail, Inc. (406) 586-4200

Special Information

[Click here for Special Information](#)FreeMail product specials.

[Terms of the EVALUATION Software](#)



Getting Started

Introduction to FreeMail. Basic concepts and procedures. Setting up your site for the first time.



The FreeMail FamilyUpgrading from Child to Parent, and from Parent to Extended Family. Cross-platform and gateways. Internet & FreePrint.



Copyright and Serial Number InfoLicensing rights and limits of this product. Security. Miscellaneous product and company information.

Using Help Click on any underlined word, phrase or picture to jump to a new screen with more detailed information. Use the 'Back' button and the 'Contents' button to move through the Help System. To Print any topic, use the 'Print' button.



Internet and Connectivity to Other Networks



Using FreeMail

Detailed info on reading, writing, sending and receiving e-mail and files. Customizing your site. Making Child copies.

[Click here to see list and meaning of symbols](#)



Technical Support

What to do if FreeMail is not working. How to contact Tech Support. Information on FreeMail Application files.

Creating FreeMail Children

You must use the 'Free Child' button to create FreeMail children. Do not make FreeMail children by using diskcopying

Creating A FreeMail Child requires a Parent copy of FreeMail. Children can not create children.

A FreeMail child is freely distributable copy of FreeMail, which can be given away to anyone who wants one. A FreeMail Parent can create an unlimited number of FreeMail Children. When a FreeMail Child is called by or calls a FreeMail parent, it functions identically as a Parent. A FreeMail child can also be used to contact other FreeMail children, however a child-to-child connection will not be able to transfer any files, and the length of e-mail messages is limited to 400 characters.

To create a FreeMail child you will need a blank, formatted diskette of at least 1.2 megs in size. FreeMail will not format or erase files on the diskette you use for creating the child.

The FreeMail child will have its own setup program, its own site serial number, and it will have the site information of its creating parent. The parent site information will contain the parent's site name, phone number, any time restrictions.

You must use the 'Free Child' button to create FreeMail children. Do not make FreeMail children by using diskcopying, as these children will not have unique serial numbers, and will not be able to correctly communicate with your parent copy of FreeMail. See [FreeMail Extended Family](#) See [Update Existing Child Sites](#)

Send Through Option

If your FreeMail site is either an Extended Family Site (an Extended Child or and Extended Parent), or if your site is a Parent Site, you will be able to send mail to other FreeMail sites Through Extended Family Parents.

Extended Family Parents (also called Central E-mail routers or Central FreeMail Post Offices), and can store messages and files for other sites that call their site.

To use the Send Through Option, you will need have access to at least one Extended Family Parent Site (which will appear in your Sites and Groups list with a small, double arrow front of the site name). Check the radio button in front of the **Send Through** Field and then enter the site name of the Extended Family Parent .

By first selecting the Send Through radio button, you can then select the Address Book button to display your Sites & Groups list. Sites which are preceded by a small, double arrow can be used as sites which you send messages and files **through**.

Groups

FreeMails 'group addressing' can be used send the same E-mail message or files to any number of FreeMail sites at the same time. Any number of FreeMail sites can now be combined together and be put into groups --such as 'FRIENDS' 'BRANCH OFFICE' 'FACULTY MEMBERS' 'ALL STUDENTS' 'CHEM 101 STUDENTS' 'PAYING SUBSCRIBERS' 'GOLD MEMBERS' etc. etc. FreeMail sites can belong to more than one group, and there is no practical limit to the number of different groups you can have.

Sites can be organized into 'Groups,' allowing you to write E-mail or send files to any number of sites at once. Any 'Group' can be called the way same as a Site is called; if you have several Sites in a Group, calling the Group will dial each site in the group.

Groups appear in the 'Other Sites' Address book in **bold-blue text** and have a 'Group Symbol' --it looks like a small group of faces-- in front of the Group Name.

When other FreeMail sites connect with your FreeMail site, if their site name is a member of a Group, they will receive any [Persistent Messages](#) which have been left for their Group.

The calling site does not need to know what group(s) it belongs to, and mail that is sent to any Group will appear to the receiver without any indication that it was sent to more than one site.

To create a group, Choose the 'Add Group' button from the 'Sites & Groups' menu option. Enter a Group name --a name which is descriptive is the best, such as 'Local Friends'-- and which is different than any other Group or Site name in your current address list. After you have entered the Group name, choose the Sites which you want to be included in the new group --from the address list which will be displayed on the lower part of the screen-- by highlighting them and selecting the 'Add to Group' button. Each Site which is a member of a Group will appear in the 'Members' list at the top of the screen.

You can modify any existing Group: by selecting the Group from the Address book and then selecting the 'Modify Group' button.

<p>Special Feature: Groups can contain other Groups as their members. This can get rather confusing to maintain, but there are situations where you may want to organize your sites into 'Groups of Groups.' For example, you may have one Group called 'Friends -local' and another called 'Friends - long distance.' You could then create a third Group called, simply, 'Friends,' which would contain only two members: 'Friends - local,' and 'Friends - long distance.'</p>
--

A group can have times when it is automatically called --Polled-- in much the same way that Sites can. When a group is automatically polled, each member of the Group --one-at-a-time-- will be called at the polling time(s), starting with the first group member, and moving through the Group list to the last member. Any Group member in the list which happens to have restriction times during the Group polling time will be skipped over. Also, any member which is unsuccessfully called --a busy line, a broken connection-- will also be skipped over.

Groups can be deleted, and members of a Group can also be deleted as needed.

Persistent E-mail and persistent files(s) can be created for Groups (from the 'Mail' main menu option and the 'Create Persistent Mail' choice). Persistent E-mail and persistent files(s) left for a Group will be picked up any calling site which is a member of the Group. If calling sites do not want to receive persistent mail, they can check their 'Don't' Accept Persistent Mail' check box in their own 'Options' from the 'Me' main menu choice.

Version Number, Rev Number & Version Date

The version, rev number and program date for your copy of FreeMail can be found in the 'Help' 'About' screen.

The version number only increases when there are core changes to the communication and database functions of FreeMail.

The Rev Number -- which is shown on the About Screen from the Help Menu-- is the number of the most recent, shipping, minor revision of FreeMail. This number is incremented every time anything is changed in FreeMail, no matter how minor.

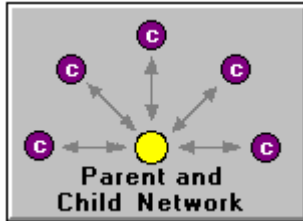
The date --which is shown on the About Screen from the Help Menu-- is the date that your copy of FreeMail was compiled.

If you need technical support, please let us know the rev number & the compile date as well as your entire serial number.

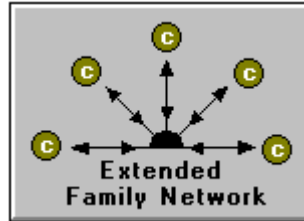
The FreeMail Family of Products

If you are using a Child Copy of FreeMail, we want you to know that you can upgrade to a Parent copy. If you are using a Parent copy of FreeMail, we hope you consider upgrading to an Extended Family Router. All FreeMail products look and function almost identically, but each has special features that we encourage you to consider. See [Internet and Connectivity to Other Networks](#)

(Click any Button)



Unlimited transmissions between Parent and Child copies



FreeMail Private Network . Create secure, direct networks.



Internet products: SMTP / POP3 readers, SMTP and POP3 Servers, eMail web Servers



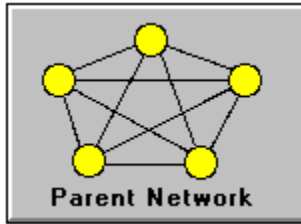
FreeMail for Printers. The Quick Print Industry Standard.



Ordering Information

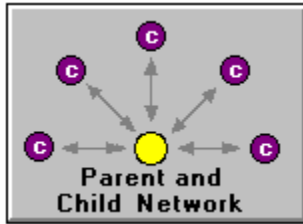
See [Distributing Child Copies](#)

See [Upgrading from a Child](#)



- ⇒ Full e-mail and file transfer interconnectivity between all Parent sites
- ⇒ Seamless communication between Mac and Windows
- ⇒ Parent-parent networks can be combined with Parent-Child networks
- ⇒ Any FreeMail site can potentially communicate with any other FreeMail site if the site name and modem phone number is known

To increase the power of this network, Any Parent Site can upgrade to a Extended Family Site!!



- ⇒ Parent makes unlimited Child copies
- ⇒ e-mail, file transfer, and document delivery network
- ⇒ Unlimited e-mail and files exchanged between Parent and Child
- ⇒ Parent can only make Child copies for same platform (Child copies for other platforms may be purchased separately)
- ⇒ Child copies inherit all FreeMail features, except the ability to make Child copies.
- ⇒ Any FreeMail site can potentially communicate with any other FreeMail site if the site name and modem phone number are known

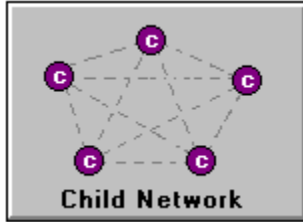
To increase the power of this network, ANY child site can upgrade to a Parent site, and ANY Parent site can upgrade to an Extended Family Router site.

**Mac and Windows
Interconnections**

All FreeMail products are available on these platforms:

- ⇒ Windows 3.1 (and Windows For Workgroups)
- ⇒ Windows 95
- ⇒ Windows NT
- ⇒ Macintosh System 7

All platforms are interconnectable. Parents can only make Child copies that run on the Parent platform.



- ⇒ **Child copies generated by a Parent--Cost: None**
- ⇒ See Extended Family section for information on Extended Child sites
- ⇒ Standard Child sites can send e-mail messages of up to 400 characters to each other
- ⇒ No file transfer between Child sites
- ⇒ Parents can make Child copies for sites using the same platform as the Parent
- ⇒ Child copies for cross-platform communications can be purchased separately

ANY Child site can upgrade to a Parent or an Extended Family Router.

FreePrint Product



This is the Industry Standard for the quick print industry.

Call us at (406) 586-4200

FreeMail Extended Family and LAN Extended Family

See Using Extended Family

See Setting up LAN Extended Family

Extended Family FreeMail allows 'Children' to fully communicate with each other by way of one, central 'Parent'. Extended Family FreeMail is a fully automatic, Client-Server E-mail Router which uses regular phone lines and standard modems. **LAN Extended Family FreeMail** uses regular phone lines or your LAN's TCP/IP capabilities.

The Extended Family Parent can create 'Child' diskettes, which can then be given away to any one, and the entire 'Family' of Children can then exchange E-mail and files with each other. Additional 'Extended Family Child Packs' can be purchased.

The LAN Extended Family Parent can create 'Child' diskettes, which can then be given away to any one, who has a computer on your local network (using TP/IP) *or* who is at a remote location and is using a modem.

Both Extended Family products have **all** of the features of FreeMail, including: message and file encryption; flexible group addressing; launching of applications for viewing and editing transmitted documents; exchanging of any kind and size of file; automated call times for any site or group; standard Windows functionality; cut/copy/paste; common dialog printing and file management; forwarding of messages to individuals or groups; and a well organized user interface.

By dedicating one PC, one modem, and just one phone line to the 'Extended Family Parent', businesses and organizations can give full E-mail communication to their off-site employees, customers or clients, allowing everyone in the 'Extended Family,' to easily, and privately, communicate with each other.

Offices that use **FreeMail Extended Family** can give out the Child diskettes --with the on-line help system and setup program being 'inherited' onto all Child diskettes-- and the Child program will install itself as well as locate the com port and determine if there is a functioning modem. This is done without the need of a network, an E-mail administrator, or the purchase of any other software.

See Order Form

FreeMail Call Home

Remote message and file pick-up system, an add-on product

FreeMail Call Home is a specially modified Parent copy of FreeMail which is installed on more than one computer. This is an add-on / update product from FreeMail, Inc. which allows the remote retrieval of E-mail and files from a FreeMail Parent Site.

With FreeMail Call Home, you will have a 'Base' FreeMail site, and one (or more) 'Remote' FreeMail sites. The 'Remote' FreeMail sites will never accept calls. The remote sites will only be used to call your Base site.

Other FreeMail sites (i.e., your Child sites), will only send mail to your Base site. They will not send mail to your Remote site(s) (However, you can use the Remote site(s) to call *any* other FreeMail site to send or pick up mail. However, to the sites you are calling, it will appear that you are calling from your Base site).

With FreeMail Call Home, you can call in and pick up new & unread messages and files which have been sent by other FreeMail sites.

FreeMail Call Home is designed to be installed on more than one computer. For example, you may install FreeMail Call Home on a Base computer where you maintain a dedicated phone line, and also install FreeMail Call Home on a lap-top computer which you use to call into the Base FreeMail Site to pick up your mail and files while you are traveling.

Installing FreeMail Call Home

Using FreeMail Call Home



Product and Copyright Info

Product and copyright Information

Disclaimer

Distributing Child Copies, Limitations

Security

Disclaimer and copyright

The Software and its related documentation are owned by FreeMail, Inc., a Montana Corporation, and are protected under the Copyright Laws of the United States of America and various international treaty provisions. All rights reserved. FreeMail, Inc. is providing the software "as is", and FreeMail, Inc. makes no warranty, expressed or implied, with regard to the software. All implied warranties, including the warranties of merchantability and fitness for a particular use, are hereby excluded. In no event shall FreeMail, Inc. be liable for any lost profits, lost savings, telephone tolls; or other consequential, special, or indirect damages, even if FreeMail, Inc. has been advised of the possibility of such losses or damages. In any event, FreeMail, Inc.'s liability arising out of any kind of legal claim (whether in tort, contract, or otherwise) in connection with the software will not exceed the fee paid for the software license. FreeMail, Inc. does not warrant the functions contained in these programs will meet your requirements or that the operation of the programs will be uninterrupted or error free.

Under no circumstances will FreeMail, Inc. be liable for any long distance phone charges resulting from the use of this communication product.

FreeMail 'Children' diskettes, created from a 'Parent' copy of FreeMail, are copyrighted software and are owned and protected under the Copyright Laws of the United States of America and various international treaty provisions. Child diskettes can be freely given away to other parties as long as only one copy of FreeMail is installed on a computer system at a time. No copies of FreeMail, Child or Parent, may be posted on any sort of computer bulletin board, FTP site, or other electronic distribution system. Child diskettes must not be duplicated in any form. Child diskettes can only be created by selecting the 'Free Child' button in a 'Parent' copy of FreeMail.

Product and Copyright Information

see FreeMail Family

All program files (including this help file) are copyrighted 1994, 1995 by **FreeMail, Inc.** of Bozeman, MT. FreeMail, [FreeVoice](#), Extended Parent, and Call Home are Trademarks of **FreeMail Inc.**, of Bozeman, MT.

FreeMail TM was inspired by looking at fax machines and realizing that with their large, simple buttons these machines changed the way the world does business; we wanted to do the same thing but with modems.

FreeMail is dedicated to Chester F. Carlson, who invented the dry photocopying process and then spent the next 30 years convincing the world that his system was more useful than carbon paper -- and to Giovanni Caselli, who patented the first practical fax machine which was used to send images of writing and drawings, over existing telegraph wires, between Paris and Lyons from **1866** to **1870**.

FreeMail is written in highly portable and efficient C code. It has been designed to be working on whatever computers and operating systems show up in the future. FreeMail was designed and written by Steve Saroff, Glenn Kreisel, Ray Kreisel. We had a lot of special help (tolerance of the endless 16 hour days) from Cindy and Jen.

Security

Each copy of FreeMail, parent copies and child copies, have a unique serial number. This serial number can be seen in the 'About' screen from the main menu's 'Help' option.

Each site's unique serial number is used as the actual identifier of all FreeMail site's. Whenever any FreeMail site first connects with your FreeMail site, the unique serial numbers are exchanged and registered and used as references for all subsequent connections. This keeps different sites which happen to have the same site name from getting mail and files that should not go to them. (If you are called by a site which has the same name as a site you have already been communicating with, the second site will get an exclamation point '!' appended after its name.)

This also means that you should not make copies of FreeMail parent or children by DOS or Windows diskcopying. If you need to make FreeMail child copies to be given away, do so with the 'Free Child' button control. If you want more parent FreeMail copies, please purchase them.

Remember, a child copy of FreeMail has all the capabilities of a purchased parent as long as the child copy is connected with a purchased parent. The only limitation on child copies is that they can not create their own children and that a child-to-child connection is limited (no file transfers are allowed and the e-mail length is limited to several lines only).

See [Encryption](#) , [Logon Password](#)

Encryption

To encrypt (make secret) your messages or files, select the 'Lock Message' button while writing mail, or use the Right Mouse button --Control+mouse button for Mac users-- when the message or file you want to lock is highlighted.

To read an encrypted (locked) message, or to save an encrypted file, you will need to enter the same password that was used by the person who sent the mail. When you attempt to read an encrypted message (by double clicking on the message or by clicking the READ button) you will be prompted to enter the password. If you do not know the password, you will not be able to read the message or save the file.

You will then be prompted to enter a password. Make sure that you choose a password that you can remember, since tech support will NOT be able to find out what password you used. You will also need to let the person who you are sending your encrypted message to know what the password you used is. To do this you will have to let the person know by voice (in person or over the telephone) what your password is.

When you lock a message, all files attached to the message are also locked.

Clicking the RIGHT Mouse button --Control+mouse button for Mac users-- whenever a message or a file is highlighted will display a menu which will let you change or remove a password on any locked message or file.

Message and File encryption is only available to FreeMail users in North America. Child copies with encryption should not be sent overseas.

see: [Logon Password](#), [Security](#)

Voice Support Policy

If you have technical problems that you are not able to resolve yourself (by reading documentation, and / or by making sure that your own computer, modem, network etc. are configured correctly and are fully functional), you can contact us by voice for tech support.

Depending on where you purchased your copy of FreeMail, and also depending on if you are using a purchased 'Parent' copy or a 'Child' copy, we may refer you first to the dealer where you purchased FreeMail, or to your 'Parent' site for help.

We will not be able to help you if your problem is caused by faulty computer hardware, bad phone wiring, or if you are attempting to use FreeMail on anything less than our suggested, minimum recommended hardware platform.

FreeMail, Inc's. tech support number currently is (406) 586-4200

Our Internet address currently is freemail@aol.com

See also [Notes about files](#) , [Modem_Connection_Problems](#)

Upgrading from a 'Child' to a 'Parent'

If you are currently using a 'Child' copy of FreeMail, and want to be able to create your own 'Child' copies of FreeMail and be able to communicate fully with other 'Child' copies, you will need to purchase a 'Parent' Copy. You can either purchase an Extended Family Parent or a Parent copy. Please call (406) 586-4200 for ordering and price information.

If you want to keep your same serial number (which is used as your site's true id), you will need to do one of the following:

Your serial number consists of two parts: an 8 character Parent part, and an 8 character child part. It is necessary to know the entire 16 character serial number to be able to provide you with a 'Parent' update that will appear identical to all the sites you have been in contact with.

1) contact FreeMail Inc. **with** FreeMail---
FreeMail (406) 549-7457 -- or FreeMail-Inc (406) 586-4774
and place your FreeMail order (your serial number will then be known by us) by giving us your Name, Shipping address, phone number, and Visa or Mastercard number. We will confirm, by phone, all orders before shipping.

2) look at the 'About' screen (from the 'Help' Menu choice), write down your **entire 16 character serial number** and include that number in your order
voice: (406) 586-4200 mail: 2504 West main. Ste. K Bozeman, MT 59715
Fax: (406) 586-4336

See also Product and Copyright Information

Distributing Child Copies

FreeMail 'Children' diskettes, created from a 'Parent' copy of FreeMail, are copyrighted software and are owned and protected under the Copyright Laws of the United States of America and various international treaty provisions. Child diskettes can be freely given away to other parties as long as only one copy of FreeMail is installed on a computer system at a time. No copies of FreeMail, Child or Parent, may be posted on any sort of computer bulletin board, FTP site, or other electronic distribution system. Child diskettes must not be duplicated in any form. Child diskettes can only be created by selecting the 'Free Child' button in a 'Parent' copy of FreeMail.

All FreeMail child diskettes must be clearly labeled with FreeMail, Inc. copyright and trademark information. If you need additional child labels, please contact the FreeMail-Inc. business office at (406) 586-4200. Additional sheets of child labels can be purchased for a nominal price.

FreeMail Extended Family Parents are licensed based on the number of Child disks to be created. Licensing information may be obtained by calling (406) 586-4200.

FreeMail products are provided for use for 30 days for evaluation purposes. If you use the software longer than 30 days or for any commercial purpose you must obtain a license by calling 406-586-4200.

Default Sites

FreeMail is shipped with a least two sites already entered: FreeMail and FreeMail-Inc. These are the two Technical Support centers for FreeMail. You can send technical support questions to either of these numbers. (Depending on where you purchased FreeMail --directly or from a vendor-- your copy of FreeMail may include more support lines, located in other parts of the country.)

Please note: the phone calls to the Technical Support Lines, are long distance and NOT toll-free. If you do not want to make calls to these long-distance sites, please delete them by highlighting them and then selecting the 'Delete' button in the 'Other FreeMail Sites' box.

If your copy of FreeMail is a Child copy, you will also have the site name and number of the parent which created your child copy. To call the parent copy, select the parent's site name in the 'Send To:' drop-down list and then select the 'Call Now' button. see [Creating FreeMail Children](#)



Getting Started

Overview of FreeMail

Installing FreeMail

Using FreeMail for the First Time

Detailed instructions for calling FreeMail Inc. and picking up a message.

Logon Password

You can enable a logon password.

"Your Site Information" Dialog Box

Setting Up Your Phone Line

Installing FreeMail

see [Using FreeMail for the First Time](#)

Instructions for Installing FreeMail on Windows, Windows'95 and Macintosh Computers

See [Setting up LAN Extended Family](#)

Windows Users

Installation and first time set up:

1. Start Windows (version 3.1 or later).
2. Put the FreeMail disk into the appropriate drive (usually drive A:).
3. Open the Program Manger.
4. Select the File option from the Program Manager's menu bar.
5. Select the Run menu option.
6. In the command line field, type `a:setup` and press ENTER.
7. Follow the instructions that appear on your screen.
8. When the setup program has finished, it will create a new program group called 'FreeMail'
9. Each FreeMail disk can only be installed on one computer.
10. Double click on the FreeMail group, then double click on the FreeMail application icon.
11. You will be asked to supply information about your FreeMail site.
12. Enter your site name. It can be up to 20 characters long. Do NOT use spaces or special characters.
13. Enter your area code and phone number of your modem, even if you will not be accepting calls.
14. Click on the 'OK' button.
15. Fill in the 'Personal Information' dialog box that appears. This information is important.
16. Make sure that your modem, if external, is connected to your computer and is turned on.
17. Make sure that your modem is plugged into a functioning telephone jack.

Mac Users:

Installation and first time set up:

1. Put the FreeMail disk into the floppy drive.
2. Double click on the floppy disk icon.
3. Double click on the icon labeled "FreeMail Install."
4. Follow the instructions that appear on your screen. This will install FreeMail onto your hard drive.
5. Each FreeMail disk can only be installed on one computer.
6. Double click on the FreeMail application icon labeled "FreeMail".
7. You will be asked to supply information about your FreeMail site.
8. Enter your site name. It can be up to 20 characters long. Do NOT use spaces or special characters.
9. Enter your area code and phone number of your modem, even if you will not be accepting calls.
10. Click on the 'OK' button.
11. Fill in the 'Personal Information' dialog box that appears. This information is important.
12. Make sure that your modem, if external, is connected to your computer and is turned on.
13. Make sure that your modem is plugged into a functioning telephone jack.

Windows '95 Users

Installation and first time set up:

1. Start Windows '95
2. Put the FreeMail disk into the appropriate drive (usually drive A:).
3. Click on the 'Start' button from the Task Bar.
4. Select the Run menu option.
5. In the command line field, type `a:setup` and press ENTER.
6. Follow the instructions that appear on your screen.
7. When the setup program has finished, it will create a new program group called 'FreeMail'
8. Each FreeMail disk can only be installed on one computer.
9. Double click on the FreeMail group, then double click on the FreeMail application icon.
10. You will be asked to supply information about your FreeMail site.
11. Enter your site name. It can be up to 20 characters long. Do NOT use spaces or special characters.
12. Enter your area code and phone number of your modem, even if you will not be accepting calls.
13. Click on the 'OK' button.
14. Fill in the 'Personal Information' dialog box that appears. This information is important.
15. Make sure that your modem, if external, is connected to your computer and is turned on.

16. Make sure that your modem is plugged into a functioning telephone jack.

see **Using FreeMail for the First Time**

Small Information Symbols

Tiny graphical symbols appear throughout FreeMail that give information about the items they are next to. There are three types--**message info symbols, viewing-category symbols, and site info symbols.**

Site Information Symbols

These symbols are shown to the Left of site names, in the mail and address book viewer.



Group



Routing site (Extended Family only)



Unknown site, first contact

(there also are symbols indicating if a site is using either a Macintosh or a Windows computer)

Message Information Symbols

(Note--a blue check appears on a message symbol after the message has been opened the first time)



E-mail message



Data file



File with accompanying e-mail message



Attachment, an item sent with other items



Compressed file



Compressed attachment



E-mail message with a "Hold" placed on it



Certified message



Confirmation certified message was opened



Encrypted message

Viewing-Category Symbols



Received mail, **with** new messages



Received mail, with **no** new messages



Waiting-to-be-sent mail, **with** messages waiting to be sent



Waiting-to-be-sent mail, with **no** messages waiting to be sent



Sent mail



Deleted mail, not yet cleared from system



Persistent mail



Custom Cabinets

The View Tool bar

The View Toolbar is used to select a category of mail to view. If the Toolbar is not on your screen, select SHOW TOOLBAR from the VIEW MENU. Move the toolbar anywhere on your screen by clicking and dragging on the blue top bar. Select any button to view mail in that category.



Click any of the above buttons to see more information on that view category.

- 1) **Received Mail**--mail received by your site
- 2) **Waiting-to-be-sent Mail**--mail originating at your site, not yet transmitted via modem
- 3) **Sent Mail**--mail sent from your site via modem
- 4) **Deleted Mail**--mail you have deleted, but not yet cleared from your system
- 5) **Persistent Mail**--mail that is sent automatically to other sites when they call your site
- 6) **Custom Cabinets**--mail you have organized into customized categories

(See **Deleted Mail**)

(See **Persistent Mail**)

(See **Custom Cabinets**)

Received Mail--mail received by your site

Waiting-to-be-sent Mail--mail originating at your site, not yet transmitted via modem

Sent Mail--mail sent from your site via modem

Overview of FreeMail

FreeMail is an automatic e-mail and document exchange communication system for Microsoft Windows and the Macintosh operating systems. FreeMail uses standard telephone lines and modems, and can exchange any kind and size of file with other FreeMail sites. FreeMail also can exchange e-mail between other FreeMail sites. (Versions of LAN FreeMail are also available.)

A FreeMail parent can create unlimited, and free, child copies, which can be given to anyone who has a PC running Windows (3.1, Windows 95, or Windows NT), or Macintosh system 7 see [Creating FreeMail Children](#)

FreeMail is a communication program which does not allow any interaction from users during connection time. What this means is that writing of mail, selecting of files, receiving mail and files, and the reading of mail is all done when the FreeMail sites are not connected together.

FreeMail uses 'logicDial' and 'logicAnswer' technology which allows its use on a single phone line which is shared with an answering or fax machine. 'logicAnswer' does not require any kind of hardware switch box to function; 'logicDial' and 'logicAnswer' are software technologies developed and trademarked by FreeMail, Inc. Patents for logicAnswer, as well as other features of FreeMail, have been applied for. See [logicAnswer](#)

Mail and files that you want to send to another FreeMail site are written and selected before you call the other site. After the mail has been written and/or files selected, you then call the other site or wait for the other site to call you.

FreeMail is not a regular, interactive, communication program. You can not use FreeMail to call other bulletin boards or to exchange files with people who do not have a copy of FreeMail. (Remember though, any parent copy of FreeMail can create children copies that can be given freely to anyone and which will work with any other parent copy of FreeMail. Thus, everyone whom you want to exchange e-mail and files with can have a copy of FreeMail).

All of the actual communication is done automatically. You do not even need to be present for your FreeMail site to exchange mail and files with another FreeMail site: you can leave your and modem on with FreeMail waiting for a call, and when another FreeMail site dials your modem's phone number, the other FreeMail site will receive any mail you have left waiting for that site and at the same time your FreeMail site will receive any mail or files that the other site is sending to you.

E-mail which you write with FreeMail is limited in length by your computer's available memory (about 30 pages of typewritten text for most machines). However, you can send and attach files of ANY length. You can send Windows files to Macintosh computers, and Macintosh users, likewise, can send files to Windows computers.

You do not have to be sending mail or files to a site to call it. You can call a site, even when you have nothing to send to that site. You can call other FreeMail sites to receive mail and files that those sites have for you. see [Site Polling](#) , [FreeMail Extended Family](#), [Address Book](#)

Using FreeMail the First Time

1) Enter Your Site Information The first time you run FreeMail, you are asked to fill out your Site Information. This information is important for communicating with other FreeMail sites. You may add or change your Site Information at any time. Click on the EDIT Menu, and then select Modify My Site to open this dialog box.

(See [Your Site Information Dialog Box](#))

2) Check your Phone Line Make sure that your computer is connected to your modem (if it is an external modem), and that your modem is plugged into a phone jack. Make sure the modem is plugged in to a power source, and that it is turned on.

(See [FreeMail and Your Phone Line](#))

3) Select FreeMail Inc from your Send-To address list The pull down Send-To address list is opened by clicking the small down-arrow button in the top center portion of the FreeMail screen. You have two or three sites listed. These are "default" sites. Their FreeMail site phone numbers and other information are already entered. Click once on FreeMail Inc. It is now highlighted in the Send To "focus" window.

(See [Send To Menu](#))



4) Click the Call Now Button This starts the automated process of modem-to-modem contact. The program looks up the selected site's modem information, and within seconds makes contact.

(See [Calling Other Sites](#))

5) Read the Messages You have received a message from FreeMail Inc. To read it, click on the Received Mail button (left most icon on the floating tool bar) A list of sites appears on the left side of the screen. Click **once** on FreeMail Inc. A list of messages appears on the right. Select a message by clicking on it, and then click the Read Mail button. (letter with eyeglasses). You can only open e-mail messages (marked in the message list by a small picture of a letter) this way. To open a file (marked by a small picture of a file), you must follow a different procedure.

(See [Reading Mail](#))

(See [Sending and Receiving Files](#))

Note The message you received is a Persistent Message. Persistent messages are automatically sent to calling sites.

(See [Persistent Mail](#))

Your Site

Your Site Name

Your site name is how you are known to all other FreeMail Sites.

Your Site Phone Number

This is the phone number your modem is plugged into.

Update Others

If this check box is marked, other sites will receive your phone number and restriction times.

Dialing Prefixes

Numbers that are dialed before all out-going calls.

Dialing Suffixes

Numbers that are dialed after all out-going calls.

Use Phone Card Info

You can enter your long-distance access and/or credit card numbers here. Make sure to also include " , " "

Can't Be Called Check Box

When you do not want other FreeMail site's placing calls to you.

Make Info Private Check Box

When you do not want other sites to get your site information.

Remote Access Password

(For Call HomeFeature Extended Family Parents only.)

Additional Answering Options For Your Site

Setting Up Your Phone Line with FreeMail

Default Sites

logicAnswer

Call Now Button

Press to make an outgoing call to send or pick up messages.

Read Mail Button

Press to open a selected e-mail message.

Your Site Name

When you first run FreeMail you are asked to **enter the name of your site**. The name you choose for your site is important, since this will be the name of your FreeMail address for all other FreeMail sites that you contact. Your **site name** is distinct from your **user name**. They may be the same (example -- JohnSmith@JohnSmith) or they may be different (example -- JohnSmith@SmithCompany).

Files and mail that are sent to you will be sent to your site name, even if your phone number changes (if you are using FreeMail on a lap-top computer your phone number may be constantly changing, but your site name will always be the same).

Choose a site name that you can remember, and that is long enough to be distinctive. Do not use spaces or special characters in the site name. A good method of picking a site name is to use your last name followed by the initial of your first name. For example, John Smith's site name could be johns. FreeMail ignores the case of site names. Site name can be up to 20 characters long.

FreeMail uses your unique serial number as well as your site name to identify you to other sites. Even if another site has the same name, your mail can not be mixed up because your serial numbers are each unique.

(See [Security](#))

Changing Your User Name

Your user name is not the same as your site name. Your site name should remain unchanged --the site name is the name of your FreeMail site. Your user name can be changed as often as you want, and it will be put in front of your site name in all mail that you send to other FreeMail sites. You change your user name by selecting the 'Change My User name' option from the main menu's 'Me' selection.

If you do not enter a user name from 'Change My User name', then whenever you send e-mail you will be prompted to enter a user name in the 'From' field.

Your Site Phone Number

After entering your site name, you will need to enter your current phone number. This will be the phone number your modem is connected to. Enter the area code even if you do not plan to be making any long distance calls.

If your modem is connected to a phone number at an extension, you should put several commas before the extension number.

If your modem is plugged into the modem port of a **fax switch**, you will need to add several commas followed by the modem access number of the fax switch, followed by a comma, and then by the access number again. Put these commas and access numbers into your own phone number in the **extension field**. For example, if your fax switch uses the access number 44 put the following into your the **extension field** field: ,,,44,,44,,44

Your Site Baud Rate

See [Options](#)

FreeMail will attempt to set your baud rate to the maximum baud rate it can communicate at. If you need to set your baud rate to a different rate, you can do so from the Options screen, from the Edit Menu.

Many fax / modems have been sold that can only communicate over the modem at 2400 baud, even though they may state that they communicate at 9600 baud. You may find that you will need to move your baud rate down to 2400 baud if you have a fax modem.

If you have a 14400 modem (or a 28K baud), but are having trouble connecting, you may need to set your baud rate to 9600, or even 4800 since some slower computers (or slower serial cards) will not be able to keep up with the speed of your modem.

You can modify your own site's phone number if it changes (if you are traveling with a lap-top, for example).

Dialing Prefixes

You can also enter dialing prefixes which may be needed to place calls. The default dialing prefixes are nothing for local calls and '1' for long distance calls. If you will be placing calls from a multi-line phone system you may need to enter '9,,' for the local call prefix, and '9,,1,,' for the long distance call prefix.

See also [Country Codes](#), [Dialing Suffixes](#)

Dialing Suffixes

Dialing suffixes are optional and are only used if you are dialing out from a location where you need to enter a long distance access code **after** you dial a number. Many professional offices have phone systems where this is the case --where someone placing a call needs to enter their own, personal long-distance access code after dialing a long distance number.

Dialing Suffixes will be added to **all** the out-going calls you place after the phone number, but **Before** the phone number extension (if any). You can enter a different dialing suffix for local, long-distance and long-distance-same-area code calls.

If you use dialing suffixes, It is important to add several commas in front of them. Commas mean pauses to a modem, and by putting several commas in front of your dialing suffix, it will cause the modem to pause between dialing your out-going phone call and your long-distance access code.

For example, if your long distance code is the number 1234, and if it should be entered after you dial your out-going call, you would enter ,,,1234 in the field labeled Long Distance, Different Area Code Suffix:

Note: if you need to enter a long distance access code before you place an out-going call, enter it in the dialing Prefix field(s) and leave the suffix fields blank.

Dialing Suffixes are entered for your own site only, from the Modify My Site screen from the Me main menu option. See also Country CodesCountryCode

Use Phone Card Info

If you check the "use Phone Card Info" box in your site's information dialog, then whatever number is entered into the Phone Card Info field will be dialed before any other number is dialed.

For example, if you have a credit card whos number is 123 456 7890 and has a PIN of 6666 and an 800 number access number of 1 800 555 1212, you would then enter all of the following into the "use credit card info" area:

1,8005551212,,,,1234567890,,6666

Can Not Be Called Check Box

From 'Edit', then 'Modify My Site' menu choice

If you are using FreeMail on a portable computer, or from a location where you do not want to accept incoming calls from other FreeMail site's, check the 'Can Not Be Called' box.

Make Info Private

From 'Edit', then 'Modify My Site' menu choice

FreeMail automatically passes on your address information, as well as your address book, to other sites you connect with. If you do not want this information given out, you should check the 'Make Info Private' box.

Remote Access Password

From 'Edit', then 'Modify My Site' menu choice

If you have a FreeMail Extended Family Parent, you can enter a remote access password. The remote access password is used by your second installation of your copy of FreeMail (a copy with the SAME serial number as the Parent copy), to pick up messages and files from a remote location.

Most people do not use this feature, and it is included for backwards compatibility.

Using FreeMail

See [FreeVoice](#)



Reading Mail



Sending and Receiving Files



Writing Mail



Your Site



Calling Sites



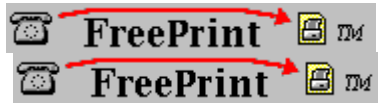
Other Sites



Receiving Mail



Making and Using Child Copies



[Click here to see list and meaning of symbols](#)

Reading Mail

Reading Mail, Basic Procedure

Viewing Unread Mail

Floating View Toolbar

Read Mail Dialog Box

Small Message Information Symbols

Writing Mail

Writing mail, Basic Procedure

Compose-Mail Dialog Box: Information Fields

To, From, Subject, Message Body

Compose-Mail Dialog Box: Options

Urgent, Certified, Include Files, Lock

Compose-Mail Dialog Box: Actions

Mail, Hold, Cancel

Encryption

Persistent Messages

Calling Other Sites

Note--FreeMail modem-to-modem connections transmit messages in both directions. Example--Site A has a message in the Waiting-to-be-Sent cue addressed to Site B. That message will be transmitted if Site A calls Site B, **OR** if Site B calls Site A.

Sending Mail: Basic Procedure

Persistent Messages

Site Polling

Connecting to a New Site

Using Send-Through Feature (Extended Family Only)

logicAnswer

Dialing Manually (from Motels, hotels, etc.)



Sending and Receiving Files

Sending Files

Receiving Mail and Files

Saving Files

Launching Other Applications



Receiving Mail

To receive mail and files from any other FreeMail site, select the "**Wait**" button. FreeMail will then search for and initialize your computer's modem and set it to answer all calls.

If you are using 'logicAnswer,' (the letter 'L' will be displayed on FreeMail's lower left status line) the auto answer light on your modem will not be displayed.

If you are not using 'logicAnswer' your modem will answer all incoming calls on the first ring (or on the ring number you have entered in the 'Options' box for 'How I Answer').

The word 'Waiting' will be displayed on FreeMail's lower status line whenever FreeMail is waiting for a call. If the word 'Waiting' is not shown, then FreeMail will not answer incoming calls.

You can switch to another Windows application and FreeMail will still answer incoming calls. see [Running FreeMail in the background](#)

If you want FreeMail to stop answering incoming calls, select the 'Wait' button again. The word, 'waiting' will then be removed from the status line and FreeMail will not answer incoming calls.

See [Launching Other Applications](#)

See [logicAnswer](#)



Making and Using Child Copies

Creating FreeMail Children

Product and copyright Information

Distributing Child Copies, Limitations



Customizing Your Site

Site Polling

Site Restrictions

Edit Menu--Options

Techie Stuff

Changing Your User Name

logicAnswer

Optimize Performance

Button Looks

Your Site Information Dialog Box

Personal Information Dialog Box



Other Sites

Groups

Adding FreeMail Sites

Site Stats

Default Sites

Main Window "Send To" Menu

Other Sites Overview

Other Site Name

Logic Dial Check Box

Other Site Phone Number

Country Code

Send Through Option (for **Extended Family** Members Only)

Setting up LAN FreeMail

Sending and Receiving Internet e-mail

Other Sites Overview

All FreeMail sites that call your site will automatically transfer to you their site name and phone number, their modem's speed, time restrictions when they should not be called and can not be polled, and whether they are a 'logicAnswer' site. If a site changes any of its information (for example, someone who uses a lap-top computer will often have a different phone number, depending on where they are calling from), the information will be updated in your 'Other FreeMail Sites' box. (see [Site Restrictions](#))

When other sites connect with your site, they will receive your current address list. You can set up who can, and who can not, receive this address list. See [System Administration](#), [Public Address Book](#)

Your FreeMail site does not need to know the names of other sites to be able to accept calls.

FreeMail will accept calls and mail from unknown sites (unless you have marked the option to not accept any calls from unknown sites from the Options Screen from the Edit Menu).

Unknown sites that have called your FreeMail site will have a prominent red question mark in front of their site name in the 'Other FreeMail Sites' box. **If you want to communicate with the new site, you register it by double clicking on the new site's name and then by selecting the 'Register' button in the 'Site' box.** If you do not want to communicate with the unknown site, you can highlight it and then select the 'Delete' button.

If the other site is at an Extension, and you are calling from within the same office, you choose the Dial Extension Only radio button. If this radio button is selected, then only the number in the sites extension field will be dialed, and not the entire phone number.

If you are using an Extended Family Version of FreeMail (see [FreeMail Extended Family](#)) you can communicate with other FreeMail Extended Family Sites by sending your messages and files **through** a FreeMail Extended Parent. Mark the **Send Through** radio button and then enter the site name of the Central FreeMail Extended Parent (you can select the Parent from the Address Book. All Extended Parents are indicated by a small, double arrow in front of their name, Parent sites are indicated by a single, blue arrow, and Child sites have no arrow).

See [Adding FreeMail Sites](#)

You can delete any site by going to the 'Other Sites' box from the 'Sites' menu choice, highlighting the unwanted site, and then selecting the 'Delete' button. The site, and all mail and files from that site, will be deleted.

For you to be able to send file and mail to sites that you have not connected with before, you must add the new site's name and phone number. If you know someone who has a FreeMail site, ask them, by voice in person or over the phone, for their site name and the phone number associated with their modem.

Adding FreeMail Sites

To add a new FreeMail site, select the 'Sites' option from the main menu, then the 'Other Sites' option. The 'Other FreeMail Sites' dialogue will be displayed, showing a list of all your current sites.

Window sites (people who are using FreeMail on a computer running Windows) will have a Blue computer icon to the left of their site name. Macintosh users will have a Red apple to the left of their site name.

When you have added a site which you have never connected with, a GRAY question mark will be displayed to the left of the site, indicating that it is unsure if the site is a Mac or a Windows user.

After each site's name are five columns which will have check marks indicating specific information for each site.

Polling on 'P'
If the site has set times when it should be automatically called.
Contacted 'C'
If the site has ever been in contact with your site.
Local call 'L'
If the site is a local call from your site.
child copy 'c'
If the site is a child site.
logicDial 'D'
If the site will only answer if it is called with 'LogicDial'

Sites are automatically added to your list of 'Other FreeMail Sites' when they contact your site. You can also add new sites by select the 'Add' button from the 'Other FreeMail Sites' box.

If you enter a site, you must enter the new site's name (the case of the name does not matter), the phone number for the new site --include the area code even if it is a local call. After entering the phone number, select the radio button next to the call type: whether the call is a local call or a long distance call. If you know it, enter the fastest baud rate of the modem at the site you will be calling.

If the new site is on a phone line shared by an Answering or FAX machine, select the 'logicDial' check box. 'LogicDial' will only work if the other site IS a 'logicAnswer' site. A site becomes a 'logicAnswer' by setting 'How I Answer' to 'logicAnswer' in the options box of the 'Edit' menu. See 'Your Site' above.

When you are done entering this information, select the 'Save' button.

If you want to enter 'Polling information' you can select the 'More' button, and then enter the times or intervals at which the new site should automatically be called.

If you are using FreeMail Extended Family, Central Routing Parents will be indicated with a small, double arrow in front of their site name. Extended Family Members that are not Central Parents, will be displayed in dark red, indicating that they are sites which you communicate with by sending and receiving messages and files **Through** another site.

See [Site Polling](#)

See [Using Extended Family](#)

Other Sites Names

When other FreeMail sites call and connect with your site, their name will be automatically added to your sites and groups list.

If you are entering a FreeMail site **before** it has connected with you, make sure that you spell its Site Name EXACTLY. You will have to ask (in person or over the phone, etc.) Exactly how the other site is spelled. As an alternative, you can have the other site call you; doing so will let the other site automatically become entered in your site list.

If a site that connects with your site has the same Site Name as one of the other sites already in your site and group list (for example, if you have a site that is Named JOHN and someone else calls you up and has also named their site JOHN) the second site will get an * appended to its name. If you have problems with multiply named sites, you might want to ask one or more of the sites that are named with non-unique site names (i.e., all the sites named JOHN) to come up with more specific site names for themselves (they can modify their site name from their own Modify My Site screen from the Edit Menu). For example, get one of the Sites named JOHN to modify their site name and change it to JOHN-E-SMITH or something that better identifies themselves from all the other FreeMail JOHNS in the world.

Other Sites' Phone Numbers

When other sites connect with your freemail, they will automatically send you their phone number, including their area code and any extension or fax access code information.

You can enter or edit this information as well, but when you connect with the other site, the numbers in the phone number fields will be updated with whatever the other site has entered for their own site information.

You should also make sure that the correct radio button is marked indicating what sort of call the other site is: if it is a local call, a long distance call, or a call within the same extension area (within a single business or building).

The phone number field for other sites is visually broken in the U.S. conventional fields of 3 digit area code, 3 digit exchange, and 4 digit number. If you have marked the Country Code option (see [Country Code](#)) the phone number field will become one, long entry area. The phone number can include the numbers or symbols in the extension field) when calls are placed. The Extension field is a scrollable field, and can hold 15 characters. Thus, a site phone number can be any combination of standard symbols (, * # etc.) and numbers, up to a length of 25 characters in length.

When sites are called, depending on what radio button is checked (long distance or local, etc.) the dialing prefixes that are entered from your own site information (from the Modify My Site screen of the Edit menu option) will be placed in front of the 25 character phone number string. If you are calling a site in a different country, no dialing prefixes nor dialing suffixes will be used. Instead, the numbers in the Country Code field will be dialed before the site phone number. (see [Country Code](#))

Site Stats

Each site has a 'Stats' button which shows the total connect time, in hours, minutes and seconds, as well as the total number of calls placed to and received by the Site. Double clicking on a site's name will display the site dialog box, and the 'Stats' button will be shown. Selecting the 'Clear' all button will set all statistic information for the selected site back to zero.

Calling Other Sites; Basic Procedure

Note--FreeMail modem-to-modem connections transmit messages in both directions. **Example**--Site A has a message in the Waiting-to-be-Sent cue addressed to Site B. That message will be transmitted if Site A calls Site B, OR if Site B calls Site A. **You can call a site to pick up mail even if you are not sending anything.**

1) Select a site or a group of sites. Use the drop-down Send To Menu located in the top center portion of the main screen.

(See "**Send To:**" **Menu** for more details.)

(See **Connecting to a New Site** if you have never contacted the site.)

2) Press the Call Now button. Within seconds, your site is trying to contact the other site. If you select a group, your site calls the members of the group sequentially. Any message in your Waiting-to-be-Sent cue that is addressed to the chosen site will be sent, unless it has a hold placed on it.



3) To stop the call... If you want to stop the call in progress, press the "Hang Up" floating button that appears in the top left corner of the main screen.

4) Status information The status bar at the bottom of the screen shows you what is happening. When a connection is made, dialog boxes appear that show how many files are being sent and received. They also show estimated time of transmission for large files.

5) Connection Problems You will get information if there is a connection problem. The other phone line might be in use. The other FreeMail site might not be turned on. The "Receive Calls" button on the receiving site might not be activated. You might be calling at a "restricted time."
(See **Troubleshooting**)

Connecting to a New Site

From the 'Sites and Groups' main menu choice, you can select the 'Connect to a New Site' option to call a site where all you know is the phone number.

This is the best way to connect for the first time with a new freemail site. Enter the phone number of the new site, and (if you know it) whether or not the site is a logic answer site. After you have entered the phone number, select the Connect to New Site button. The new site will be called, and after the connection has been made, your address book will contain the name of the new site. You can then register the new site (by selecting the Register button that will be shown in the address book for the site -- from the Other Sites And Groups menu choice).

When your FreeMail site connects with another FreeMail site, each of your sites will exchange information: your site names, your personal information, and your restriction information will be exchanged. It is not necessary to know the name of a site to call it, only its phone number.

If you have trouble connecting with a new FreeMail site, you should change the LogicDial check box (in the Connect to a New FreeMail Site dialog), and then try again.

Site Polling

Any FreeMail site or Group can be called automatically at set times during the day or the week, as well as at regular intervals during the day. This is called site 'Polling' and is useful when you do not want sites to call your site (for example, if you are using FreeMail at home where there is a single phone number, it would be impractical for a business or office to call your number every time mail needed to be sent to you), but you still want to get any sent mail and files in a timely way. see [Groups](#)

You set up the intervals and times for any sites you want to periodically poll in the 'More' options for other sites. You enter the intervals and or the times (in any combination) in 24 hour time, and you then select the 'On' button. If the 'Off' button is selected, the site will not be polled.

You must also enable site polling on by selecting the 'Enable Remote Site Polling' check box from the 'Options' box for your own site under the 'Edit' main menu selection. see [Options](#)

When site polling is on, the letter 'P' will be displayed on the lower left hand corner of the main status display.

If you do not enable site polling, none of the remote sites will be automatically called. This way, if you have many remote sites, you can disable automatic calling to all of them without losing the specific time information for each remote site.

Sites which have time restrictions will not be polled during their restricted times.

Receiving Mail and Files

To receive mail and files from any other FreeMail site, select the "**Wait**" button. FreeMail will then search for and initialize your computer's modem and set it to answer a calls.

If you are using 'logicAnswer,' (the letter 'L' will be displayed on FreeMail's lower left status line) the auto answer light on your modem will not be displayed.

If you are not using 'logicAnswer' your modem will answer all incoming calls on the first ring (or on the ring number you have entered in the 'Options' box for 'How I Answer').

The word 'Waiting' will be displayed on FreeMail's lower status line whenever FreeMail is waiting for a call. If the word 'Waiting' is not shown, then FreeMail will not answer incoming calls.

You can switch to another Windows application and FreeMail will still answer incoming calls. see [Running FreeMail in the background](#)

If you want FreeMail to stop answering incoming calls, select the 'Wait' button again. The word, 'waiting' will then be removed from the status line and FreeMail will not answer incoming calls.

See [Launching Other Applications](#)

Viewing Mail, Basic Procedure

1) Select the category of mail you want to see. This is done either with the **View Tool-Bar**, or by selecting a category from the **View drop-down menu**. There are six categories of mail you can view. They are Sent Mail, Received Mail, Waiting-to be-Sent Mail, Persistent Mail, Deleted Mail, and Custom Cabinets. *Note: Messages stored in Custom Cabinets are arranged and accessed differently.* (See **Custom Cabinets.**) (See **View Tool-Bar**)

When a category is selected, a list of sites appears in the left side of the main window. No list appears if you have no mail in the category selected.

2) Select the site whose mail you want to see. Single click the site from the site list. (Double-clicking activates the Site Information Dialog Box for the site selected. If you accidentally activate it, press the [CANCEL] button in the dialog box.)

When a site is selected, a list of messages that corresponds to the category and site selected appears in the left side of the main window. Little pictures to the left of the site name and the message heading give important information. (See **Small Information Symbols**)

3) Select and open a message. This can be done either by high-lighting a message and then pressing the **Read Mail** button, or by double-clicking the message.



4) Read the message. The Read Mail Dialog Box appears with the desired message. You can close the message unchanged after reading it by pressing Close. You can also perform any of the actions available in the dialog box buttons. These actions are -- Forward, Reply, Print, Save to another File, and Delete. (See **Read Mail Dialog Box**)

"Send To:" Menu

FreeMail's main window has a drop-down list box in the center of the upper tool-bar called 'Send To:' Selecting this list box by selecting its drop-down arrow, will display a scrollable list of all the FreeMail sites you have entered or connected with. The 'Send To:' site which is selected and highlighted in this drop-down box becomes the site in 'Focus.' The site in Focus is the site which any new mail you write or files you select will be directed to.

Sending Files

Files can be sent without mail by:

- selecting the site from the main window's drop down box.
- selecting the Send Files button

The send files dialogue can select files of any type and any length from any available drive or directory. To send a single file double click on the file name. To send multiple files single click on the file name while also holding down the control key.

Files are compressed before they are sent, and automatically un-compressed after they are received.

If the modem connection is broken (if the phone line becomes unplugged for example), when the two FreeMail sites reconnect the file transfer will resume where it was interrupted.

Forwarding Files

You can forward any file or files you receive. You can forward files to any other FreeMail sites that you are in contact with. You can forward a file to many sites or groups at once.

To forward a file, or files, highlight the file(s) in the received mail viewer which you want to forward, and then press the RIGHT mouse button --Control+mouse button for Mac users. A small menu will appear, and you should then choose the Forward menu choice.

When you forward files, you can either enter the forward site, or you can select the site (or group) from the address book which will be displayed in the Forwarding Files dialog. You can also Lock (encrypt) the file(s), mark them as Urgent, or request a confirmation when the files are received and saved by selecting the Certified check box.

If you select the **Hold** check box, the files will be placed in the Out Going Mail viewer, but will not be sent until you remove the Hold on the files. To remove the Hold on the files, you would select the file(s) in the Out Going Mail viewer, and then press the Right Mouse button --Control+mouse button for Mac users-- and choose the UnHold menu choice.

Viewing Unread Mail

When you have new unopened mail, several things occur to let you know.



The New Mail picture appears in the status bar at the bottom of the screen.



If you are running FreeMail in the background while using another application, the FreeMail icon changes to the "glowing letter" icon when you get new mail

The Scroll Lock Light located on your keyboard slowly blinks when you have new mail. The light is in the top right corner of your keyboard. You can see if you have new mail while your screen is turned off.

Compose Mail Dialog Box: Info Fields

To, From, Subject, and Message Body

Move between information fields (white areas) by clicking in the desired area, or by using the tab key.

1) To: You have already chosen a destination site or group.. The person the message is addressed to (the "user name") can be different than the site name. Example--Janis@Deerfield Labs The site or sites can be changed or added to by typing directly in the To: field, or by using the Address button to access your site list
(See **Address List**)

2) From: If you have filled out the Change My User Name option from the Edit Menu on the main screen, the From: field will be filled in. If the From: field is blank, type your user name. Your User name is distinct from your Site name. Example--JohnSmith@SmithCompany

3) Subject This identifies your message. The receiver will see the subject before opening the message, like the spine of a book that is sitting on a shelf..

4) Message Body Type the message here. If it is longer than the white area, the screen will scroll. Expand the dialog box by pressing the small up arrow for long messages.

Windows: Right Mouse Button Features

Macintosh: Control + Mouse Button

The right mouse-button (Mac users press the Control key and the Mouse button) has several features to aid message composition. They are Cut, Paste, Copy, and Spell-Check. See [Spell Checker](#)

Macintosh:

See **Right Mouse-Button Features**

Compose Mail Dialog Box: Options

See [Compose Mail: Actions](#)

Choose Files, Lock Message, Urgent, and Certified.

Note: All these functions can also be accessed through right mouse-button shortcuts from the message list in the main window.

(See [Right Mouse-Button Features](#))

1) Choose Files Click this button to add files to the message. The button gives access to the standard Windows file tree. Any files may be sent. They will be marked by a small symbol of a thumbtack in the message listing to show they are attachments.

(See [Sending and Receiving Files](#))

2) Lock Message Click this button to automatically encrypt the message or files. If you lock a message with attached files, the files will also be locked. Enter and verify a password in the Lock Message dialog box that appears. The locked message will be marked by a small symbol of a key in the message listing. When either sender or receiver tries to open an encrypted message, they will be asked for the password. **Warning--Locked messages with lost passwords are unrecoverable.**

FreeMail Tech Support can not unlock encrypted messages.

(See [Encryption](#))

3) Urgent Click this box to mark the message as urgent. The message heading (subject, from, date) will appear in **bold red type** in message lists.

4) Certified Click this button if you want confirmation that the message has been received and opened. A certified message is marked by a small blue c-shaped arrow in message lists. When a certified message is opened by its recipient, that site automatically generates a confirmation message to your site that consists only of your messages heading and the time it was received and opened. A confirmation message is marked by a yellow smiley-face symbol. Although the confirmation message is generated automatically, it is transmitted only when modem-to-modem contact is made.

(See [Receiving Mail](#))

Confirmations of certified messages are not stored in the Deleted Mail database as normal messages are. Deleted confirmations are cleared from the system.

Compose Mail Dialog Box: Actions

Lock, Urgent, Certified, Mail, Hold, and Cancel

- 1) Lock Message** Press this button to 'encrypt' your message, with a password of your choice. The person(s) receiving your message will have to know the same password to be able to read your message. [See Encryption](#)
- 2) Urgent** Mark this check box if you want your message sent as "urgent." An urgent message is the same as all other messages, except that it is indicated as urgent by being marked in **RED**.
- 3) Certified** Mark this check box if you want to get a receipt confirmation indicating the time your message was delivered and what time it was read. To get your confirmation, you will have to re-call either the site you sent your mail to, or the site you route you mail through.
- 4) Mail** Press this button to put the message in the Waiting-to-be-Sent cue. The message can be re-opened by you and modified before being sent. The message can either be actively sent, or left waiting for the recipient to call and "pick it up."
(See [Sending Mail](#))
- 5) Hold** Press this button to make a message temporarily untransmittable. A message with a hold is listed in your Waiting-to-be-Sent message list with a small red circle symbol next to it. Note: The Hold function can also be accessed through right mouse-button shortcuts from the message list in the main window. Use the right mouse-button shortcut to Unhold the message when you want it to be sent or picked up.
(See [Right Mouse-Button Features](#))
- 6) Cancel** Press this button to discard the message. You are asked to confirm abandoning the changes, and then returned to the main screen. The message is NOT saved in the Deleted Mail list.
(See [Deleted Mail](#))

Right Mouse-Button Features

--Control+mouse button for Mac users--

Depending where you are in the FreeMail program, the Right Mouse button (or the Control key pressed with the mouse button for Mac users), will bring up a small menu with relevant choices.

Text Editing (in the Compose Mail Dialog Box) Cut, Copy, Paste and Spell-checking Use these features within the Compose Mail dialog box, or to cut and paste text from another application. Spell-checking might be available, depending on your Revision number.

Waiting-to-be-Sent and Persistent Mail (from Main Screen Message List) Reply, Forward, Print, Lock, Hold, Unhold, Send Certified, Uncertify

Sent, Received, and Deleted Mail (from Main Screen Message List) Reply, Forward, Print, Lock.

Files (from Main Screen Message List) Open

Site Information (from Main Screen Site List) Personal Info, Connection Statistics.

Certified Mail

When you send a Certified Mail message, you will receive a Mail Confirmation from the site after your mail has been opened (read).

You can mark your messages as Certified when you write them, or by highlighting mail in your Waiting To Be Sent Viewer, and pressing the RIGHT mouse button. When you send Certified Mail, the site that receives your message will then generate a small outgoing mail message for you after they open (read) your message. This outgoing message will have the time and date when your mail was received and when it was read. The outgoing message will then be sent back to you the next time your two sites are in contact with each other.

The confirmations you receive will only contain the subject line of your message, and the dates and times the messages were received and when they were opened (read). Confirmation messages have a graphic Smiley Face to their right. When you delete confirmation messages they are NOT put into the Deleted Mail Viewer.

Read Mail Dialog Box

When you open a message, you read it in the Read Mail dialog box. Whether the message is received, sent, or waiting-to-be-sent, there are many ways to modify it. Many of these can also be done from the main screen using Right Mouse-Button short-cuts.

(See **Right Mouse-Button Features**)

- 1) Modify Text** Change the subject or message body by typing in the appropriate white area. The To: and From: fields are unchangeable.
(See **Compose Mail Dialog Box; Info Fields**)
- 2) Forward** Send the message to another site or group. A forwarded message is marked by **FW** in front of the heading in the message lists.
- 3) Reply** Send an answering message to the sender. A reply message is marked by **RE** in front of the heading in the message lists.
- 4) Print** Make a paper copy of the message.
- 5) Delete** Delete the message. It will then be stored, at least temporarily, in the Deleted Mail database.
(See **Deleted Mail**)
- 6) Urgent** Mark the message as urgent. The message heading is then changed to **bold red type** in the message lists.
- 7) Close** Return to the main screen by clicking Close.
- 8) Save Message Text** Save a copy of the text message to any directory in your computer.

Deleting Mail, Viewing Deleted Mail, Clearing Deleted Mail

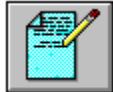
- To delete any mail or files, highlight the mail or files and then select the Waste Basket Control (looks like a small waste basket), displayed on the upper right hand corner of each Mail Viewer. You can also highlight the mail and press the 'Del' key on your keyboard. You can delete unread mail or files, but you will be warned before they are deleted. When you delete mail or files that are in the 'Sent' and the 'Deleted' viewer, you will not be warned before they are deleted.
- While you are reading mail, you can delete it by selecting the 'Delete' button.

All mail which you receive goes first to the 'Received Mail' viewer. After deleting received mail, it is moved to the 'Deleted Mail' viewer (the symbol in front of all sites in the 'Deleted Mail' viewer is the green recycling circle). All mail which you are sending out to other sites goes first into the 'Waiting to Be Sent' viewer, and then is moved to the 'Sent Mail' viewer (the symbol in front of all sites in the 'Sent' viewer is a canceled postage stamp). When you delete mail or files from either of these two viewers you will not be warned or asked to confirm the deletions.

Writing Mail, Basic Procedure

1) First, select the destination site or group. Use the pull-down Address List located in the top center of the main screen. Click on the small down arrow. This activates the address list. Select a destination site. The selected site appears in the **Send To:** window. (See **Other Sites** for info on setting up and modifying sites and groups.)

2) Press the "Write Mail" button on the main button bar. This will make the Compose Mail dialog box appear.



3) Fill in the Compose Mail dialog box "information fields" or blank areas. These areas are--To, From, Subject, and Message. Other destination sites can be added using the Address button. (See **Compose Mail Dialog Box: Information Fields** for info on filling in these fields.)

4) Choose any options desired to modify the completed message. Press the appropriate button or buttons in the Compose Mail dialog box. These options are--Choose Files, Lock Message, Urgent, and Certified. (See **Compose Mail Dialog Box: Options** for info on these options.)

5) Choose an action to be done to the completed message. Press the appropriate button in the Compose Mail dialog box. The options are--Mail, Hold and Cancel. (See **Compose Mail Dialog Box: Actions** for info on these actions.)

Note: Choosing the Mail option DOES NOT actually send the message. It puts the message in the Waiting-to-be-Sent category or cue. Connecting two FreeMail sites via modem is a separate procedure. (See **Sending Mail**).

Launching Other Applications

By highlighting any file in any of the mail viewers, and then pressing the Right Mouse Button --or the Control Key + Mouse button for Mac users-- will display the option menu.

Select the 'Open' choice from the small menu that will be displayed.

For Window users: If the file is of a type that is Associated with a Windows Application (Such as files ending in *.DOC, *.TXT, *.BMP, *.WP etc.) the 'Open' option will be shown on the displayed menu. Selecting the 'Open' option will then Launch the Application associated with the highlighted file. For example, if someone sends you a Text File (an ASCII file ending in *.TXT), selecting Open from the menu that is displayed after pressing the Right Mouse Button will then Launch the Write application, and you will automatically be able to view (and edit) the file that was sent to you.

For Mac Users: All macintosh files are automatically associated with a program. By using the Control Key + the Mouse button, when a file is highlighted, you should then click on the 'Open' choice from the small menu that will be displayed.

Saving Files

Files that have been sent to you can be saved to any available drive and can either be saved with their original name or can be renamed. If a file with the same name exists, you will be warned before the older file is overwritten.

See [Launching Other Applications](#) Launching_Other_Apps

Custom Cabinets



FreeMail provides a powerful way to keep messages and files, that you have sent or received, organized. By using the standard Windows and Macintosh 'drag-and-drop' technique, you can drag messages or files to the Custom Cabinet icon, which is in the lower, left corner of the FreeMail screen. When you drop a message or a file into the Custom Cabinet, you will be prompted to either create a new 'Drawer' for the message, or to select a drawer that you have already created. Drawers in the Custom Cabinet viewer are categories that you want messages grouped in. This way, for example, you could create a drawer for a specific project. Then, as you received messages, you could drag-and-drop all the messages that have anything to do with the specific project and place them into one, specific 'drawer.' Messages in a drawer can be from any site, and even from your own site (copied from the 'Sent Mail' viewer).

Messages and files in the Custom Cabinet viewer can be forwarded, replied to, printed and locked the same as messages in any of the other viewers (by highlighting the message and then pressing the RIGHT mouse button).

To drag-and-drop messages or files into the Custom Cabinet, highlight a message, from any viewer, by single clicking on it. Then, click on the message again, but do NOT let go of the mouse button. While holding down the mouse button, 'drag' the message to the Custom Cabinet icon down in the lower left corner of the FreeMail screen. As you drag the message, the cursor icon (which is normally a pointing arrow) will change to an icon that shows a very small file cabinet and the word "move."

When you drag-and-drop messages into your custom cabinet, they will be moved from. However, if you want to copy the messages; i.e., if you want to drop the message into a custom cabinet but ALSO leave it in the mail viewer from which you dragged it, use the standard Windows or Macintosh drag-and-drop technique of holding down the Control (Ctrl) key while you are dragging the message.

You can create any number and variety of custom cabinets 'drawers' for organizing your messages and files. When you drop a message into the Custom Cabinet Icon, a dialog will be displayed which will show all of your current Custom Cabinets, as well as a prompt that asks you if you want to create a new 'Destination Drawer.'

The names of the Drawers in your Custom Cabinet can be changed without losing any of the messages that are in the drawer. To modify the names (or to delete) of a Custom Cabinet Drawer, select the 'Modify Custom Cabinet' menu option from the main menu's 'Edit' option.

Messages that are in a Custom Cabinet Drawer can be moved or copied to another Drawer. To move or copy a message from one drawer to another, drag-and-drop the message on top of the Custom Cabinet icon down in the lower left hand corner of the FreeMail screen.

Persistent Messages

Persistent messages are e-mail and files that will be sent to other FreeMail sites or Groups every time those sites, or Group members, call your site. A persistent message is created by choosing the main menu's 'File' option, and then by selecting the 'Create Persistent Mail'.

There are several types of persistent messages that you can create:

1) Persistent messages that will go to all 'New Callers' only the first time that they call your site. New Callers are other FreeMail sites that are not already in your 'Other Sites' list box.

Note: All FreeMail sites that connect with your FreeMail site are 'New Callers' until you click on the 'Register' button while in the 'Other Sites' dialogue. This will 'register' the new sites.
--

2) Persistent messages that will go to 'All Callers' each time they call your site. Persistent messages for 'All Callers' will Not be sent to 'New Callers'.

3) Persistent messages that will go only to specific FreeMail sites; i.e., FreeMail sites which you have previously connected with.

4) Persistent messages and files that are sent to 'Groups.' Any FreeMail site that calls you and is already a group member, will receive Persistent messages and files for that Group. see [Groups](#)

You can also create persistent messages (and leave persistent files) JUST for Child sites, JUST for Macintosh users, JUST for Windows users, or JUST for Multi-media users... If you have a sound card, and a microphone, you can record [FreeVoice](#) messages as persistent messages JUST for Multi-media users!

FreeMail sites that call your site may receive any number of persistent messages and files, and if the calling site belongs to more than one group, the calling site will receive all the persistent messages and files that have been left for each group the site is a member of, as well as messages that may have been left for 'All Callers.'

Depending on the status of the **Send on Outgoing Call** check box in your sites options (see [Persistent Mail Options](#)), Persistent messages and files will be sent to FreeMail sites that call in to your site, and can be sent to sites that you call.

If the **Send on Outgoing Call** option box is not checked, when your FreeMail site calls another site, the other site will NOT be sent your persistent messages.

If the **Send on Outgoing Call** option box is checked, when your FreeMail site calls another site, the other site WILL be sent your persistent messages.

Persistent messages are the only case where it matters to FreeMail which site is the calling site and which is the answering site.

Any number of persistent messages can be created for 'New Callers', for 'All Callers', and for any other specific sites or Groups which you want to have persistently receive messages. Persistent messages can have file attachments, and these files can be of any type and of any size.

Files that are attached to messages are the actual files located on your hard disk. This means that if the file is modified after the message with its attachments are created, the most recent version (the modified file) will be what is sent. This advantage of this, especially when files are attached to persistent messages, is that the calling FreeMail sites will always get the most recent modification of the attached file. This is extremely useful when, for example, a calling FreeMail site needs to pick up a document or information which changes daily, but which persistently is called the same thing; such as back-up files, daily work-sheets and reports, database files or the most recent chapters of a writing project.

Viewing persistent messages (persistent messages that you have created from the 'Sites' main menu) is done from the main menu's 'View' menu, and then by selecting the 'Persistent Mail' option. The persistent mail viewer will then display a list of all sites which will receive persistent messages and files when they connect with your site. The icon in front of these sites will be a small pyramid (indicating persistence). The sites will be specific FreeMail sites, or 'All Callers,' or 'New Callers.' Selecting any of the displayed sites will show what messages and files will be persistently sent to these sites when they call your site. Double clicking on messages will let you view, print or modify the message.

To delete any out-going persistent message, select the persistent message or file and then select the Trash Can Control, or press the delete key.

When your site connects with another FreeMail site which has persistent messages for you, you will receive and be able to view the persistent messages the same as you view all other messages and files.

Important: If you do not want to be sent any persistent messages from any other FreeMail site, you can mark the 'Don't accept Persistent Mail' check box in the 'Options' box under the 'Edit' main menu choice.

Exiting FreeMail

To exit FreeMail either double click on the upper left-hand corner of the FreeMail screen, or select the 'File' menu selection, and then select the 'Exit' selection.

FreeMail will not answer calls or accept mail or files if it has been exited. If you want to work in another Windows application, and still have FreeMail accept calls from other FreeMail sites, do not exit FreeMail; instead switch you your other application with the standard Window's keyboard controls of Alt-Tab, or Ctl-Esc, or by using the task list from the system menu option in FreeMail. You can also minimize FreeMail by selecting the large down arrow in the upper right-hand corner of the FreeMail main window.

If you have activated [FreeMail's Logon Password feature](#), When you exit FreeMail you will have the option to leave FreeMail running but in a locked state: ie, so that FreeMail will be able to accept calls but will not let any one use (or view mail) FreeMail without entering the Logon Password.

see also [Running FreeMail in the background](#) , [Logon Password](#), [logon Password](#)

Running FreeMail in the background

FreeMail will let you know when you get a call and when you have mail.

If you want FreeMail to accept mail and files while you are working in another Windows application, start FreeMail from the program manager, make sure that the bottom status line is displaying the 'Waiting' message (if it is not, select the main 'Wait' button), and then minimize FreeMail by pressing the large down arrow button on the upper right-hand corner of the FreeMail main window.

When FreeMail is 'Iconized' (shrunk to down to an Icon), it defaults to sending you messages letting you know when other sites are calling you and showing you what the other sites are sending you. This can become an annoyance when you have sites calling you often. From the 'Options' of the main menu's 'Edit' choice, you can check the '**No Status Dialogs When Iconic**' check box, and you will not be interrupted.

The FreeMail icon, however, will turn to a smiling 'Yes' when you have received mail, and a gentle chime sound will still be sounded.

The Scroll Lock LED on your key board will slowly flash whenever you have new mail.

Site Restrictions

You can enter time restrictions for your own site. You can not enter time restrictions for other sites. Time restrictions are time when you do not want other FreeMail sites to call you. When you have entered time restrictions for your site, any FreeMail site that connects with your site will be given your restriction times automatically.

Time restrictions are for the time in your own time zone. If you are on the West cost and you have marked the times between 8:00am and Noon as a restricted time, a person on the East cost would be warned before calling you between 11:00am and 3:00pm their time.

Whenever you contact any FreeMail site, restrictions are exchanged automatically.

During restricted times, other sites can not poll your site, and the modem at your site will not answer calls.

To enter time restrictions for your site, choose the 'Sites' selection from the main menu, then choose 'Modify My Site'. The restriction times are shown when you press the 'More>>' button from the 'This Site's Information.' All the times must be entered in 24 hour format. **After you enter restriction times, select the 'On' radio button to activate the restrictions.** To deactivate the restrictions for your own FreeMail site, select the 'Off' radio button from the 'Modify My Site', 'More>>' box.

Techie Stuff Menu

Techie Stuff menu has the following choices:

Optimize Performance

This will remove old (deleted) records from the databases and will rebuild all data indexes. Set options for when to automatically delete mail.

System Administration

Public address book and security options.

Update Existing Child Sites

Create update disks for existing child sites.

Choose Message Text Font

Select message font size and style.

Button Looks

This will let you select the main tool bar's button 'look (has no effect on program)

Optimize Performance

From the "Techie Stuff Menu" you can select Optimize database Performance, and set FreeMail to automatically delete old mail.

- Rebuilding Indexes

The 'Optimize Performance' selection will rebuild all data indexes and remove all deleted records from the data files. If you have been using FreeMail for quite a while, you may want to select the "Now" button, which will rebuild all the data indexes.

You can also set your site to Rebuild indexes daily. If you are using your FreeMail site as an Extended Family Router Site, you should rebuild your data indexes nightly (or whenever the traffic through your router is at the minimum), such as at 2:30 in the morning.

When data indexes are being rebuilt, your FreeMail site will not accept incoming calls, and will not attempt to place any outgoing calls.

- Deleting Old Mail

You can set FreeMail to automatically delete mail. FreeMail will delete all mail from the "Deleted Mail" and from the "Sent Mail" viewers after whatever number of weeks you choose.

FreeMail will NOT delete mail from the "Waiting to be sent" for from the "Received Mail" viewers.

Button Looks

You may choose from several button looks. Choosing a button look has no effect on the how FreeMail works. FreeMail's buttons, from left to right, do the following (regardless of the 'look'):

Internet Button: clicking on this button will place a call to FreeMail or your own UUCP provider.

Read: display the highlighted mail, or will bring you to the Received mail viewer.

Write: write mail to the site in the 'Send to:' box.

Call Now: call the site in the 'Send to:' box.

Wait for a call: toggles FreeMail waiting, i.e., will prepare FreeMail to accept calls.

Make a child disk: create a FreeMail child diskette.

Installing and setting up FreeMail Call Home

In the following instructions, the original FreeMail Parent site, which other FreeMail sites will be sending you mail and files to, will be referred to as the 'Base Site.'

Install the FreeMail Call Home Parent onto the Base Site computer, by following the instructions printed on the distribution diskette.

If you are upgrading, make sure that you have exited out of FreeMail. The setup program will overwrite you existing FreeMail program and will install the Call Home Parent. Your data and phone books will not be changed.

Because you would not want impostors to call into your Base site and pick up your mail and files, Call Home requires a password. When you install Call Home, enter a password for your Base site, from the 'Modify My Site' dialog which you get to from the 'Edit' menu.

Use the same distribution Call Home Parent disk for installing your remote sites(s). FreeMail, Inc. licenses FreeMail Call Home to be installed on more than one computer.

Install FreeMail, from the distribution FreeMail Call Home distribution diskette, onto the computer(s) which will be used to call the Base Site. When prompted to enter information about the newly installed FreeMail sites(s), enter the same site name and the same phone number as the Base Site.

From the Sites & Groups menu selection, choose Add Site and add the Base site. The Base site is where you are going to call into to pick up mail and files which other FreeMail sites will be sending you. Enter the Base Site name (which will be the SAME name as all of your installed Parent Copies of FreeMail Call Home), and enter the phone number of the Base Site.

Using FreeMail Call Home

FreeMail Call Home is a specialized FreeMail Parent designed for users of portable computers, or anyone else that wants access to their FreeMail site through multiple computers.

In the following instructions, the original FreeMail Parent site, which other FreeMail sites will be sending you mail and files to, will be referred to as the 'Base Site.'

FreeMail Call Home should be installed on the Base site, and on the remote site(s) with the **same** site name as the Base site, as well as the same phone number of the base site. For example, if your Base site name is **SussanAtHome** and the phone number for SussanAtHome is **(406) 555-1212**, then you must enter the same site name and the same phone number on your remote site(s). Even though the remote site(s) are located at different phone numbers, you must enter the same phone number as your base site (this sentence was repeated on purpose).

You will then have to add a site to your remote site(s), which has the same name and same phone number as your Base site. The way Call Home works, is that, really, it is used to call itself. For example, if you have now installed Call Home onto a lap-top computer, which you will be using while traveling, to call **SussanAtHome** (your Base site), your laptop FreeMail site will also be called SussanAtHome, and you will also have an entry in your 'Other Sites and Groups' address book for **SussanAtHome**. To call in and pick up your new mail and files, you will select the site SussanAtHome from the 'Send To' list, and then press the 'call now' button. Depending on where you are physically located (whether you are in California, Montana, Washington, etc.) when you place the call, you may need to modify the site, from the 'Sites and Groups' menu, setting SussanAtHome to either a long distance or a local call.

The first time you call in to your Base Site, you will be asked to enter your password AFTER you have connected. This is a security feature, since the serial numbers of your Base and Remote sites are the same.

After you have connected at least once with your Base Site, you will be prompted for your remote access password BEFORE placing calls.

Mail and files will only be transferred to your remote sites if they are unread.

After mail and files have been transferred from your Base site to a remote site, they will become marked as Read (with a blue check mark) on the Base Site.

Using FreeMail Extended Family

See Extended Family

If you are using an Extended Family Child copy of FreeMail, you will be able to send messages and files to other Extended Family Children through the central Extended Family Parent.

When you connect with an Extended Family Parent, all of the messages and files that you have waiting to be sent to other Extended Children will be temporarily transferred to the Extended Parent, and then you will receive all the messages and files that other members of your FreeMail Family have left for you.

You will only be able to route messages and files if you are using an Extended Family version of FreeMail, either an Extended Family Parent or an Extended Family Child version of FreeMail. Extended Child diskettes can only be created by Extended Parents. If your copy of FreeMail is an Extended Family version, the introductory splash screen will display the words, Extended Family.

To route mail and messages, First, enter the site name, phone number and baud rate of the Extended Parent which you will be using as the central parent of your FreeMail Family (if it is not already entered in your site list).

Next, enter (or edit) the other sites which you will be communicating with Through the central Extended Parent ---- mark the '**Send Through**' radio button in the site information for the site you want to send messages and files to (the site information is found from the Sites & Groups menu selection), and then enter the site name of the Extended Family Parent which you will be using as your Family router.

You should NOT enter any phone number or baud rate information for sites which you are communicating with through Extended Family Parents. You do not need to know the phone numbers of these routed sites, since you will not be connecting directly with them; instead, you will be connecting with their Extended Family Parent.

Write messages and select files to send to Extended Family Sites in the same way as usual, and call those sites the same way as usual (by selecting the site name in the Send To list box, and then selecting the Call Now button). When you call an Extended Family Child Site, your modem will call the Extended Parent Site which is listed in the Send Through Field in the Child Site information. When ever you connect with an Extended Parent Site, you will receive all messages and files that have been routed to you, and you will also send all of the messages and files that are going to all the child sites that are part of the Extended Family.

Extended Family Parents which you connect with will appear in the Sites & Groups list with a small, double arrow in front of their site name. You can use these sites to route messages and files to any of their Extended Family Sites.

Sites that you communicate with only through and Extended Family Site, will appear in your Sties & Groups list in dark red. This indicates that when you call them you actually will be calling their Extended Parent Site.

Messages and files sent through an Extended Parent Site will be placed into the Outgoing Mail list. Routed mail can be deleted from the Extended Parent Site, but it can not be saved, read, or viewed. Thus, private messages can be routed, however, for extra privacy, consider locking (encrypting) routed mail.

On the Extended Family Parent, routed mail will appear in the outgoing mail list in gray, indicating that it is mail in transit: that it was sent by one family member to another by way of the central router.

The list of Family members for a particular Extended Family Parent is private. Sites connecting with an Extended Family Parent will not find out what other sites connect with, or route, through the Extended Family Parent.

You will need to know the Site Name for any Family Site you want to communicate with. You can be told the site name in person, over the phone, or by mail (including persistent messages) sent by the Extended Family Parent.

If you received an Extended Child Diskette from an Extended Family Parent, the Site Name of the Parent will automatically be placed in your address list.

For example: if the Parent site name is MAIN-OFFICE, and you name your own site, JOE-AT-HOME, you may want to send mail to another employee. You should call that employee up --talk to him/her -- and ask them their site name. They may have named their site GODZILLA. To send mail to GODZILLA, choose the Sites & Groups menu, and enter a site called GODZILLA, and then check the radio button next to Send Through. In the Send Through Field enter MAIN-OFFICE (which you can also pick from the address list), and then select the SAVE button. Now, write mail and select files to be sent to GODZILLA (by selecting GODZILLA from the drop-down Send To list). When you are done writing your mail, select the Call Now button. On the lower right status line it will say, Calling GODZILLA through MAIN-OFFICE and will show the phone number for the MAIN-OFFICE site. When your site connects with MAIN-OFFICE, your mail for GODZILLA will be transferred into the Mail Waiting To Be Sent list, and GODZILLA will receive it the next time MAIN-OFFICE and GODZILLA connect with each other.

FreeVoice

With FreeVoice, you can send voice messages to any other FreeMail site which has a sound card. You will need to have a microphone and a sound card in your computer to be able to record FreeVoice messages. Macintosh computers have sound systems built in.

To play FreeVoice messages, your computer must have a sound card and speakers. To record FreeVoice messages, your computer must have a microphone.

If FreeMail detects a sound card installed in your computer, a microphone symbol will appear on the main tool bar. To use FreeVoice, you click on the microphone symbol, select the site you want to send the voice message to, and then select the RECORD button.

FreeVoice messages will appear in the mail viewers with a small speaker symbol next to them.

FreeVoice messages can be forwarded and sent to any other sites, however if those sites do not have a sound system, they will not be able to play the message.

FreeVoice is fully cross-platform compatible: Macintosh users can send (and route) FreeVoice messages to Windows users, and Windows users can send FreeVoice messages to Mac users.

You can record very long messages, however you will note that transfer time increases. Using a 14.4 baud modem, the transfer time for FreeVoice messages is about the same time it takes to record the message.

FreeVoice is a trademark of FreeMail, Inc.

Remote Access Password

For Call Home Parents and Extended Family Members only

If you are using Call Home --which is the remote pick-up system for FreeMail Parents-- you should enter a password in the Remote Access Password field. This password is only used by your copy of Call Home, when you call into your base FreeMail Site to pick up your E-Mail remotely. The remote access password is not used by any other FreeMail sites, and it is NOT used in any way for message or file encryption.

See [FreeMail Call Home](#)

Additional Answering Options For Your Site

Selecting the More button when you are modifying information for your own FreeMail site, will display times when you do not want to accept other FreeMail calls.

See [Site Restrictions](#)

Options For Your Site (From the Options screen from the Edit Menu) :

You can also set several options for your FreeMail site. You can set FreeMail to use 'logicAnswer', to turn the modem speaker off, to automatically retry-calls that were interrupted, and to have FreeMail locate and set-up your modem for you. You set the options for your site from the 'Options' choice of the "Me" menu. See also [Options](#)

If you want to be able to have FreeMail answer calls on the same phone line that is being used by an answering machine or by a FAX machine, you should select 'logicAnswer,' and then make sure that your answering or FAX machine is set to answer only on or after the 4th ring. (You can also restrict the time when FreeMail will accept calls, and this restriction information will be automatically transferred to all other FreeMail sites you communicate with, keeping them from attempting to call you an inconvenient times. Many people use FreeMail, with 'logicAnswer,' to accept files and messages while they are out of the house. With a single phone line --as is the case in most homes-- FreeMail can be used even if there is an answering machine on the same line. The answering machine will pick up all calls placed by people, and FreeMail will pick up all calls placed by other FreeMail sites. This is all done with a new software technology: "logicDial" and "logicAnswer" and does not require any sort of hardware switching devices or modifications to the existing phone system. See also: [Site Restrictions](#)

'Edit Menu' -- Options

Your site has the following options which can be set in the 'Options' box from the main menu's 'Edit' menu.

Answer Options

Answer on a set number of rings or use LogicAnswer

Persistent Mail Options

Whether your site Sends persistent mail on outgoing calls. Whether your site accepts any, all, or just changed persistent mail.

Communication Settings

Auto-Detect Comm Port and baud rate, Use standard modem init. string, or enter your own, automatic file compression.

Public Address Options

Whether or not you want your address book given to sites that call you.

Connection Options

What to do on broken connections, limiting unknown sites from connecting, retry on busy signal, pulse or tone dialing, turning off the modem speaker.

Miscellaneous Options

Polling, turning off status dialogs when iconic, waiting whenever started, turning off sounds when mail is received, including Carbon Copy notice on messages.

Answer Options

The Answer options are in the OPTIONS box from the 'Edit' main menu choice.

How I Answer (choose one)

Answer on # rings (default)

Logic-Answer

Answer on # rings can be used to set your modem to answer (if the 'Wait' button has been selected) on after a set number of rings (max is 4, default is 1).

Logic Answer is used when you want FreeMail to work on a phone line which is also shared by a FAX or an Answering machine. If you select logicAnswer, you MUST set you FAX or Answering machine to answer on the 4th (or greater) ring. FreeMail will detect the sequence of incoming rings, and, through software ring-detection, only answer calls from other FreeMail sites. For Logic-Answer to work correctly, the other FreeMail sites that will be calling your site must have selected the 'LogicDial' check box in the information about your site (this information will have been automatically sent to the other site if you have ever contacted them).

The letter 'L' will be displayed on the lower left status line when your site is using logicAnswer for answering calls.

Communication Settings

The Communication Setting options are in the OPTIONS box from the 'Edit' main menu choice.

Use Comm Port #

Auto Detect Port (default)

FreeMail will attempt to locate your modem automatically. If you have more than one modem on your computer, or you have a hardware configuration that causes Auto Port Detection not to function correctly, you may want to enter the comm port number where your modem is connected. Valid numbers are 1,2,3, or 4.

Detect Baud (default)

Use Baud

FreeMail will attempt to find the fastest baud rate at which your modem will communicate. If you want to set your modem's baud rate yourself, you can set it to any baud rate, either from choosing a number from the baud rate list, or by entering in an valid baud rate (300 - 28800).

Use Default Init String (default)

User Defined Init String

FreeMail sends a modem initialization control string to your modem before all communication activity. The default initialization string works for %99 of available modems and in most countries. However, if you need to use a custom initialization string you can enter one in. If you erase the FREEMAIL.OPT file (which is stored in the default freemail directory C:\freemail) the 'User Defined Init String' will default back to what it was shipped as:
E0V1&D2&C1S8=2X4S0=0S7=120

Compress Files (default is checked)

FreeMail, from rev 5f of version 3.11, includes file compression. Whenever FreeMail transfers files, it will attempt to compress the files. The file compression will cut telephone time by about 50% for file transfers. FreeMail will not try to compress files that end in the *.zip file extension.

NOTE: persistent message files, that may be modified by other applications (such as automatic backup systems or daily ledger transfers) should be saved when this check box is NOT checked; i.e., do not use compression for persistent files that may be altered by other applications.

Except for persistent message files, you should leave the compressed file box checked.

Persistent Mail Options

The Persistent Mail options are in the OPTIONS box from the 'Edit' main menu choice. After changing any of the options, click on the **Close** button.

There are 3 Persistent Mail Radio Buttons and two Persistent Mail Check Box.

Radio Buttons

Don't Accept

If you do not want to get persistent mail or files when you call other FreeMail sites

Accept All

If you want to receive all persistent mail that a site has for you -- even if you have received it in the past-- select this button.

Accept Unread Only

If this button is selected, you will only receive persistent mail that you have not received in the past.

Check Boxes

Normally, Persistent Mail is sent only to sites that call you. If you want to send your persistent mail to sites when you call them, check the **Send On Outgoing Call** check box.

If you want persistent mail to be logged in the 'Sent Mail' viewer, check the **Log To Sent Viewer** check box.

Connection Options

The Connection options are in the OPTIONS screen from the Edit main menu choice.

Dial Again on Broken Connection

If a communication session is broken, or if a call can not be completed, FreeMail will attempt two more times (separated by one minute intervals) to complete the session if this check box is selected.

Retry on no answer or busy

If this box is checked, and a call you place gets a busy signal or no answer, then your FreeMail site will keep calling again, every 45 seconds, for the number of retries shown in the retry box (default is 3).

Don't Allow Unregistered Sites to Connect

If this box is checked, then sites which are not listed in your 'Other Sites' list will NOT be able to connect with your site. This is a security feature, and it will keep unknown sites from being able to send you e-mail, files, or information about their site. If this box is checked, you will have to manually enter site information (site name, phone number and baud rate) for each new site that needs to call you.

Silent Modem

This turns off the speaker on your modem.

Use Pulse Dialing

If your modem or phone line does not support dial-tone dialing, check this box.

Miscellaneous Options

These options are found in the Options screen for your site, from the `Edit` menu, then the Options choice.

Enable Remote Site Polling

Select this check box to turn on the automatic calling of other sites. When this option is selected, the letter 'P' is displayed in the lower left corner of FreeMail's status line. **See [Site Polling](#)**

Always Start in Wait State

Select this check box if you want FreeMail to always start up waiting for incoming phone calls.

No Status Dialogs when Iconic

Select this check box if you want to minimize FreeMail while it is 'waiting' for calls, and you do not want Dialog screens to appear when calls are answered.

Disable All Noises

Select this check box if you do not want FreeMail to make sounds when it receives mail.

Include CC:

The symbol `CC:` stands for carbon copy. If this box is checked, when you write a message and send it to more than one site at a time, a carbon copy notice will be added to the top of your message, which will show all the sites that received the message. If you send a message to a Group, the `CC:` notice will only include the group name and not the site names in the group.

For example, if you send a message to `freemail` and to `FreeMail-Inc`, the `CC:` notice at the top of your message will read: `(cc: freemail, FreeMail-Inc)`

For example, if you send a message to a group that you create and call `FRIENDS`, then the `CC:` notice at the top of the message to every site in the group called `friends` will read: `(cc: FRIENDS)`

Logic Dial Check Box

Sites that connect with your site will automatically transfer to your site their phone number (or send through path), their baud rate, restriction times (if any), and whether their site is a logicAnswer Site.

If their site is a logicAnswer site, the **LogicDial Check Box** in the information screen for their site will be checked. This indicates that whenever you call their site, you will call them with LogicDial: a special sequence of two calls with an exactly timed pause between the two calls -- and this will let their site be able to automatically distinguish that another FreeMail site is calling them.

You can change the state of the LogicDial Check Box for any site. You may need to change the state of the check box if a site that you have been in contact with has changed they way they answer (either to or from logicAnswering).

logicAnswer

If you want to be able to have FreeMail answer calls on the same phone line that is being used by an answering machine or by a FAX machine, you should select 'logicAnswer,' as the way your FreeMail site answers calls. See also [Options](#)

To use logicAnswer, make sure that your answering or FAX machine is set to answer only on or after the 4th ring. (You can also restrict the time when FreeMail will accept calls, and this restriction information will be automatically transferred to all other FreeMail sites you communicate with, keeping them from attempting to call you an inconvenient times. See also [Site Restrictions](#)

Many people use FreeMail, with 'logicAnswer,' to accept files and messages while they are out of the house. With a single phone line --as is the case in most homes-- FreeMail can be used even if there is an answering machine on the same line. The answering machine will pick up all calls placed by people, and FreeMail will pick up all calls placed by other FreeMail sites. This is all done with a new software technology: "logicDial" and "logicAnswer" and does not require any sort of hardware switching devices or modifications to the existing phone system.

Update Others

When any other FreeMail site contacts your site -either by calling you or when you call the other site-- your phone number and restriction times (if any) are automatically given to the other site. If you UN check the Update Others check box in your own site information (Me, Modify My site), then your phone number and restriction times will NOT be given to the calling sites.

This feature is useful for places that may their modem plugged into a phone line that has both an 800 and a toll phone number. Such a site could first enter their 800 number as their phone number, create child disks that would be given to all employees, and then enter their toll number so that all child disks would have the toll number. The site would then un-check the Update Other check box, so that when employees call in on the 800 number, they will not automatically have the phone number reset to the toll number.

Country Code

Each site in you Other Sites and Groups phone book list (from the Other Sites and Groups menu choice) can have its own Country Code access number entered in the Country Code field. A Country code can contain up to 15 characters. These can be numbers, commas, or any other symbol that phone systems can use. The country code for a particular site is used only when call that particular site; each site that is in another country will need its own country code information entered.

When the Country Code option for a site is selected, the phone number field will automatically turn into one, long data field which can hold up to 25 characters.

When ever a call is placed to a site which has the Country Code option selected, the numbers in the Country code field are dialed before the numbers in the Phone# field are dialed. No site prefix numbers are dialed.

You can enter more than just the Country Code number in the Country Code field: you should also enter the access number for your overseas carrier, as well as any needed commas (which are pauses to a modem).

Information in the Country Code field must be manually entered. Country code information does NOT come from the sites you connect with. It is entered by you, so that you can gain access to both your over-seas carrier, as well as where you enter the overseas country code.

For example, if you contact a site in Luxembourg whose phone number is 015143744, you would enter 015143744 in the phone number field, and you would enter (depending on who your overseas carrier was) 001,,352,,

Personal Information

You can enter your address, phone and fax numbers, and other personal information that will be automatically given to all contacted sites. You can read the personal information for other sites, by selecting the personal information button for any selected site. If a site has not entered personal information, all of the fields will be empty. You can not edit or change other sites personal information (which will appear as grey text).

You can edit and add to your own personal information as often as you want to.



Technical Support and Troubleshooting

Notes about FreeMail Application Files

Modem Connection Problems

In Case Of Problems

Notes about FreeMail Application Files

Windows users only:

FreeMail stores information in data and index files. FreeMail creates its data files and index files if they do not exist and stores them in a subdirectory called \database under the \freemail directory. Transfer files and mail are stored temporarily in a directory called \vital underneath the FreeMail directory.

FreeMail puts all of its files in the subdirectory C:\freemail (with the exception of the freemail.ini and freemail.grp files which are put in the windows directory.)

FreeMail stores start-up options in a file called 'FreeMail.OPT' in the FreeMail directory (default is C:\FREEMAIL). If this option file is deleted, FreeMail will recreate it and will factory default options.

All of the files that are installed in the \freemail directory are essential for FreeMail's correct operation.

In Case Of Problems

Most problems associated with FreeMail are caused by your computer not being correctly set up to work with your modem. The most common problems with the modem are the modem's power not being on, the modem not being correctly plugged into a phone jack, or that the cables from the modem to your computer are faulty, or that you have another device connected to your computer which is in conflict with your modem (such as your mouse or a sound system). FreeMail has a sophisticated set of built-in hardware testing functions which will attempt to inform you of any hardware conflicts, however, if you are not able to make your modem function correctly please contact the vendor(s) where you purchased your computer and modem from.

Windows users only:

If your databases seem to be corrupted or not in the correct order, you should select the Optimize Performance menu selection from the 'Techie Stuff' menu. This will rebuild data indexes.

If Your copy of FreeMail will not start up at all, or if it is starting up with strange sized windows, or with no visible windows, the **FREEMAIL.OPT** file may have become corrupted by another process. You can delete the 'freemail.opt' from your freemail directory (C:\freemail is the default).

If FreeMail is functioning, but you have other problems or questions, please use FreeMail to send messages to any of the support centers which are listed in your 'Other sites' list. Please describe your problem or question, and then call back to the support site (with FreeMail) after 24 hours to see if we have answered your question.

See [Voice Support Policy](#)

See also [Notes about files](#) , [Modem_Connection_Problems](#)

Modem Connection Problems

For Windows Users Only:

If you are having problems connecting, or being able to initialize your modem, you might need to add one (or more) of the following "command line parameters" to FreeMail's properties. These are advanced, trouble shooting features, which can also be of use for making 'blind' dialing calls (such as over certain cell or air phones), or for working through specific PBX systems, etc.

<u>COMMAND LINE</u>	<u>WHAT IT DOES</u>
-nomr	turns off detection of Modem Ready
-noirq	turns off interrupt driven communication, and uses 'polled mode' communication instead
-nocd	turns off detection of the modem's carrier detect.
-nodtr	turns off the detection of the modem's data terminal ready.

all of these arguments are preceded by a hyphen. If more than one argument is used, they must be separated by a space, and each needs its own hyphen.

Note: The 'o' in each argument is the letter 'oh', and NOT a zero.

To add any of these command line arguments to FreeMail, you must do the following:

- 1) From the program manager, highlight the FreeMail icon.
- 2) From the program manager, select the 'File' menu option, and then the 'Properties' menu choice.
- 3) Edit the 'Command Line:' field to read: **C:\freemail\FREEMAIL.EXE -nocd**
- 4) Save this modification by selecting the 'Ok' button

System Administration

(From the "Techie Stuff" menu option)

You can share your site information with the sites that call you. Your list of sites are called your "address book."

The system administration menu allows you to set which sites get your address book.

The following choices can be made from the System Administration menu:

- No one
- Your children sites only
- All registered sites
- Everyone (all sites, even first time callers)

You can also set a check box that will make all unregistered sites (first time callers), private.

See [Public Address Book](#) for full information about other people's address lists.

Update Existing Child Sites

You create child sites (from the "Free Child" button). Under certain conditions, you may need to make an update for one of these sites.

These conditions are:

- If your Parent copy of FreeMail is updated, and you want to updated your child sites.
- if the child site's computer was stolen, damaged, etc.
- If the person using a child site now decides to work from a physically different computer.

When you select "Update Existing Child Sites," you will see a list of just your child sites. This list will only show sites that have connected to your site. This list will not show child sites that were created from another parent site.

Select the site you want to make the update for. Put a disk in. Hit the big button.

You should then physically deliver the new update disk to the site that is being updated.

Choose Message Text Font

From the "Techie Stuff" menu option.

You can choose what size and style font is used on your computer. The size and style font you select will only effect how messages appear on your own computer.

Logon Password

FreeMail has the option to force the entry of a password before it can be used.

The default is to NOT require a password.

If a logon password is selected, then each time you attempt to start FreeMail, you will have to enter your logon password.

1. To turn on this password-protection system:
2. Go to the Edit Menu
3. Select the "Change my Logon Password" choice

Make sure to remember your password. If you forget your password, you may not be able to use FreeMail.

Session locking:

If you turn on the password protection feature of FreeMail (by setting a logon password), when you exit FreeMail you will be prompted whether you want to exit the program or if you want to lock the session.

Locking the session means that you can leave FreeMail running --so it can accept calls-- but no one will be able to use FreeMail without first entering your logon password.

See [Security](#)

Spell Checker

A spell checker is available for Windows users. This is an add-on product, which fully integrates with FreeMail. It has both a standard, as well as a custom dictionary which users can add their own words to.

(Currently we do not offer a spell checker for Macintosh users.)

Installing the spell checker

1. To install the spell checker:
2. If it is running, Exit out of FreeMail
3. Put the spell checker disk into drive a: (or b:)
4. From the program manager, choose the main menu 'File' choice
5. From the 'Run' prompt, type 'a:setup' (or b: setup)
6. Use same directory (C:\freemail) where FreeMail is installed for the Spell Checker directory.

Using the spell checker

The spell checker is used to check and correct spelling in message body areas of mail you write, read, and receive.

After the spell checker has been installed, you can use it by moving your mouse cursor into the message area of any FreeMail message and then press the RIGHT mouse button.

The RIGHT mouse button will display a list of options, and one of them will be "Spell Check."

T-Shirts

We have them!

"FreeMail Is Here to Save the Day!"
T-shirts are available.

All cotton. White and speckled.
All sizes (even kids).



**Ordering
Information**

Public Address Options

From 'Edit' Menu, Options.

Your by default receives new addresses from all Parent sites you connect with. These addresses are the Parent's "Public Address Book." If you are a child site, or a Parent site, you receive other Parent's address books. You can set options which effect how and what you receive.

Parent (and router) sites can also control what addresses they automatically give out to the sites that connect with them. See [System Administration](#)

All sites -- Child, Parent and Routers-- can set up how they receive other people's public address book lists. This is done from the 'Edit' main menu choice, and then the 'Options' choice. From the Edit, Options choice, you can set the following:

Your address book will only receive other people's address book entries when you call them.

Don't download

Means that you will not receive any one else's address list.

Download New

Means that you will only receive new addresses from other people's address lists.

Download All

Means that you will always receive other people's address lists.

Internet



[see Setting up LAN FreeMail, Sending and Receiving Internet e-mail](#)

FreeMail, Inc. has several options for people who want to use FreeMail for their Internet e-mail. If you are using a FreeMail Parent, or any Extended Family product (including children of Extended Family Parents), you can send Internet mail simply by entering an Internet address in the 'send to' field, write your message, and then click the Internet button. Children of regular parents and shareware copies can not send Internet mail.

You can pick up --receive-- Internet mail simply by clicking on the Internet button.

FreeMail has add-on products that can be set up to act as Internet mail gateways through local (and national) Internet service providers.

[See FreeMail UUCP Gateway Option](#)

[See SMTP Gateway Option](#)

We also sell FreeMail routers that can be connected to Internet service providers, and which create FreeMail Children who can then send and receive Internet e-mail through their own, private FreeMail router.

And we have [SMTP](#)/POP3, SMTP gateways, LAN and TCP/IP products, and gateways to and from other well known e-mail systems.

FreeMail can become your total e-mail solution, no matter how large your organization is, FreeMail can be of use to you.

Please call our business office at (406) 586-4200 for details.

[See FreeMail Family](#)

SMTP Internet Gateway Installation

[See Using FreeMail's SMTP Gateway](#)

The FreeMail SMTP Internet Gateway is a FreeMail product is both a FreeMail Lan Extended Family and a SMTP Internet Gateway. It should not be installed on any FreeMail Child site.

These are the technical instructions on how to install and use the SMTP Gateway.

The SMTP gateway is an Extended Family router and a Gateway site, making it possible for other FreeMail sites to send and receive Internet mail through the one Gateway site.

Nearly all the setup is required only for the one Gateway site. FreeMail sites that call into the Gateway site (children of the Extended Parent or other Parents), do not have to install any other product.

NOTE: Extended FreeMail SMTP sites are referred to as 'FreeMail Gateway sites.'

Installing the SMTP Gateway

In order for you to use the FreeMail SMTP Internet Gateway Site, you first must setup a TCP/IP network connection to the Internet. This is done through a full time internet connection with an Internet Service Provider. Two Internet Service providers are:

Holonet voice (510) 704-0160
UUNET voice (800) 488-6383

From your Internet Service Provider you will need to get the following information:

- IP addresses for all of the machines on your LAN
- A Internet domain, such as "mycompany.com"
- The hostname of the SMTP mail server at your Internet Service Provider.

After you have set up your LAN connected to the Internet, write down the above information and then follow these steps to install the FreeMail and the FreeMail SMTP Internet Gateway:

1. If you haven't already done so, install FreeMail on your PC by running A:\SETUP on the FreeMail disk. The default location is C:\FREEMAIL.
2. Start FreeMail by double clicking on the FreeMail icon that should be in the FreeMail program group.
3. If you haven't done so already, after FreeMail has started, enter your Site & Personal Information from the main menu 'Edit' choice.
4. Select the "Techie Stuff" main menu choice , then select "Internet Options".
5. The following steps require the information given to you by your Internet Service Provider.
6. In the "Server Hostname:" field enter the hostname of your Internet Server Provider's SMTP mail server.
7. In the "Internet Domain" field enter your domain such as "mycompany.com"
8. Press the "OK" button.
9. In order for your FreeMail SMTP Gateway to be able to talk to your Internet Service Provider you will need a UUCP Chat Script from your Internet Service Provider. The default script is in the file C:\FREEMAIL\UUCPMAIL.CFG should work with the HOLONET service. Your Internet service provider should to able to give you a version of this script that will work with their dialup lines. Copy the chat script from your service provider into the file : \FREEMAIL\UUCPMAIL.CFG
10. As an example, and to test your system, try sending mail to us.
11. Press the "Compose Mail" button on the mail FreeMail toolbar, this is the picture of the

letter and the pen

12. In the "To:" field enter "freemail@freemail.com"

13. In the "Subject:" field enter "test"

14. In the main message body enter "test", then press the "Mail" button on the "Compose Mail" window.

15. You will be asked "Is 'freemail.com' a New Internet Site ?", answer yes to this question. On the main FreeMail toolbar, press the "Call Internet Gateway" button, which is the picture of the world. This will make a connection your Internet Service Provider and send the outgoing mail.

SMTP -- Using the SMTP Internet Gateway

[See Installing the SMTP Gateway](#)

Contacting your SMTP Internet service provider:

Each time the FreeMail Gateway site connects with the SMTP Internet service provider, any Internet mail that is in the 'Waiting to Be Sent' viewer of the Gateway site will be delivered to the Internet.

You can force a call to your SMTP Internet service provider at any time by clicking on the "Call Internet Gateway" button (globe).

You can schedule automated call times for your SMTP Internet connection. You do this by scheduling time(s) when you contact your Internet SMTP site, and by enabling remote site polling.

To set the times when you want to call your SMTP Internet provider, select "Sites & Groups" from the main menu, and then double clicking on the site called "InternetGateway". From the site information which will be displayed for the InternetGateway site, select the "More >>" button, which will display the "Automated call times for this site" dialog. Enter how often, or specifically when, you want to call your SMTP Internet service provider. Depending on how much Internet mail you and your other FreeMail sites send and receive, you may want to set the Automatic call times to be every 20 minutes.

After you have set the automated call times for your SMTP Internet site, you need to enable remote site polling at your Gateway site. To enable remote site polling: select the 'Edit' main menu choice, and then select the 'Options' menu choice, and check the "Enable Remote Site Polling" box, which is in the lower-left corner of the options dialog. Select the "Update" button to save your changes. Note: when remote site polling is enabled, the letter "P" will be displayed on the lower-left of the FreeMail status bar.

Internet addressing.

All Internet addresses are in the form of Someone@SomeSite.TypeOfSite

The '@' symbol is read as the word 'at'

The period is read as 'dot.'

Everything to the right of the '@' symbol is referred to as a 'Domain.' Each site can have one or more people who can be reached there. Everything to the left of the '@' symbol is usually considered as a user name.

When you use FreeMail to send mail to other FreeMail users, you usually just address your mail to their FreeMail site. When you send mail to people who are using the Internet, you will need to address the mail with their full address. For example, to send mail to someone who is using the commercial service America Online, you would address their mail as such:
ScreenName@aol.com

When you use FreeMail to send messages through the Internet you must address your messages correctly, putting the address of the person you want to reach (usually their last name), the '@' symbol and the full name of the Internet site. You must NOT use any spaces when entering an Internet address.

To send mail to someone who is using the commercial service NetCom, you would address their mail as such: Name@netcom.com

To send mail to someone who is using the Internet at the University of Montana, you would address their mail as such: Name@Seleway.umt.edu

In general, make sure you know the correct and full Internet address of people before you address their mail.

Sending Internet Mail

You can enter Internet addresses in FreeMail's "Send To:" combo box, or in the "To:" field while in FreeMail's compose mail dialog.

All FreeMail sites that contact your FreeMail site will have an Internet address in the form of:
ChildSite@InternetDomain

Where 'ChildSite' is the FreeMail site name of the child, and 'InternetDomain' is the domain name setup by your SMTP Internet provider. Note: The domain name, given to you by your SMTP Internet provider, will most likely NOT be the same as your site name.

For example, currently we have a domain name on our FreeMail site called, "FreeMail.com," and one of our child sites is called "Saroff." Anyone who has access to the Internet (via America Online, CompuServe, etc.), can send mail to Steve Saroff by addressing it as such: saroff@FreeMail.com

Child sites send and receive Internet mail by calling (or polling) your FreeMail site. Child sites never directly call your SMTP Internet provider.

Child sites can call your site either by selecting the "Call Internet Gateway" button (globe), or by selecting your FreeMail site name from the address book and then selecting the "Call Now Button."

Child Site Addresses

When Child sites address and send Internet mail through a FreeMail Gateway Site, their full return address (including the domain name of the SMTP Internet gateway) will automatically be included with their mail. This return address will be their Internet address. It will consist of their FreeMail site name, an '@' symbol, and the domain name of your FreeMail SMTP Internet gateway

The people who receive mail from your Child sites (people on the Internet), can send (and/or reply) by mailing to the child's full Internet address -- their FreeMail site name, an '@' symbol, and the domain name of your FreeMail SMTP Internet gateway. For example, the Internet address of my FreeMail child site is:

Saroff@FreeMail.com

Internet Sites in FreeMail

Internet sites are displayed in FreeMail's Sites and Group Address book, as well as in the FreeMail viewer windows, preceded by a small globe symbol.

To add a person's full Internet address (which is both a Name and a Site), since FreeMail uses just 'Site' notation, you can use FreeMail's Group feature to store full Internet addresses into the FreeMail address book.

Setting Up LAN Extended Family FreeMail

Using LAN Extended Family FreeMail over the Local Area Network (LAN)

In order for LAN Extended Family FreeMail to run over the LAN, you must first install a Winsock 1.1 compatible TCP/IP stack on all of the machines that FreeMail will be running on. If you are running a Windows For Workgroups network, you can get Microsoft's TCP/IP stack free of charge from either FreeMail, Inc. or Microsoft. Otherwise talk to your network vendor, i.e. Novel has a their own TCP/IP stack.

It is important that when setting up the LAN FreeMail Extended Family for LAN access, that the TCP/IP 'hostname' of the router machine is the same as the FreeMail site name of the router.

This means that the 'site' name of the Extended Family Parent **MUST** be the same as the TCP/IP hostname. In Windows for Workgroups you can find and change your host name from the 'Network' icon, which is usually displayed in the 'desktop' program group.

When FreeMail runs the first time it will use the TCP/IP hostname as the FreeMail site name by default. From each of the machines that run 'child' copies of FreeMail you must be able to reach the server machine via TCP/IP. This can be tested by typing: 'ping server_hostname' for each of the client machines. For example if my FreeMail router is setup as "Widgets-Inc", then from every machine that you want to run FreeMail on, you must be any to run the command: "ping widget-inc" from the MS-DOS prompt and have it successfully complete. If this command is successful then you are ready to install a FreeMail child on this machine. FreeMail child disks for the LAN are made by selecting the "Free Child" button on the router, and selecting "Network Connection". Once the 'child' disk is installed and running, check the lower left portion of the status bar for a while icon that looks like a wall socket, or electrical outlet. This icon indicates that the TCP/IP stack has initialized correctly. Then select the name of your FreeMail router from the "Send to:" list in the top center of the main application window and the press the "call now" button (the phone with the arrow going out from it. This will make a connection to the router and send any outgoing mail and pick up any mail that it wait for you, it will also download the addresses of all other known FreeMail sites to your machine.

Sending and Receiving Internet Mail



See [UUCP Gateway](#), [SMTP Gateway](#)

Sending and Receiving E-mail over the Internet with FreeMail

Once you have installed your FreeMail Parent, or your Extended Family product, register your site with FreeMail. by selecting the site called "**FreeMail**" in your "Send to:" list, then press the "Internet" button, which is the left most button on FreeMail's tool Menu. This will make a outgoing phone call to our main FreeMail site (which will most likely be a long distance, toll, call). This will register your site, in the process you will receive a few welcome messages and new product updates. You will then be able send and receive Internet e-mail (for testing purposes), for no charge at all except for your normal long-distance phone charges. Your Internet FreeMail Address will become:

YourFreeMailSite@freemail.com

For example if your FreeMail site name is "Widget-Inc" then your Internet e-mail will be:

widget-inc@freemail.com

To send Internet e-mail from your Parent or FreeMail Extended Family product you can do the following. If you wanted to send e-mail to "bob@xyz.com". Then press the compose mail button, just the same as writing a normal FreeMail message. In the "To:" field type "bob@xyz.com" and fill out the "Subject" and message body. When you are done typing your message press the "Mail" button in the upper right-hand corner. FreeMail will then ask you, "Create New Internet Site 'xyz.com' Now ?". Answer yes to this prompt. By default, if you are a child copy, all of your Internet mail will be routed through your Parent copy of FreeMail.

You can use your Parent or FreeMail Extended Family product to send and receive Internet e-mail through our main FreeMail site for limited testing. However, If you want to give Internet e-mail access to all of your child sites, then you will need to purchase either the FreeMail Internet UUCP add-on product or the FreeMail SMTP add-on product. With the either of these FreeMail add-on products you will be able setup your Internet domain, through an Internet service provider like Holonet or UUNET Technologies. With your own domain you will then have an internet e-mail address like:

freemailsite_name@mycompany.com

Then each of your child sites can send and receive e-mail through your FreeMail Extended Family. For example if you have a child site called, "Bob.Smith" then their Internet e-mail address would become:

bob.smith@mycompany.com

For more information on the FreeMail Extended Family Internet add-on product contact FreeMail, Inc at (406) 586-4200.

About FreeMail, Inc.

Executive Officers and Lead Developers

Steve Barrett

Steve Saroff

Ray Kreisel

Glenn Kreisel

Greg Gianforte

Founded in 1994, FreeMail, Inc. is the creator of FreeMail, the self-replicating e-mail system that does not require a network and uses regular telephone lines. With an installed base in the thousands, and with new FreeMail 'Children' being constantly distributed, FreeMail is one of the fastest growing personal e-mail systems for Windows(TM) and Macintosh users.

FreeMail, Inc.'s business office is located in Bozeman, Montana, the fly fishing capital of the West. FreeMail, Inc.'s development office is located in Missoula, Montana. FreeMail, Inc. is privately owned.

[Employment Opportunities at FreeMail, Inc.](#)

Stephen M. Barrett, President

Mr. Barrett is a founder in FreeMail, Inc. Mr. Barrett most recently served as Chief Executive Officer of a publicly traded company, Video Lottery Technologies, Inc. (NASDAQ, VLTS). VLTS was recognized by both Fortune and Inc. magazines as among the best-run small companies in the U.S.

Steve S. Saroff, Vice President / Chief Technology Officer

Steve Saroff is a founder of FreeMail, Inc. and one of the key designers of the FreeMail family of products. He is the author of several other nationally recognized software packages. He started programming when he was ten, was working in Palo Alto at 21, and then left Silicon Valley at 23, moving to Montana to write fiction and study Mountains. In between short stories, he wrote Windows programs, met programmers and businessmen, and convinced a lot of people to believe in FreeMail.

Ray Kreisel, Software Engineer

Ray Kreisel started the coding of FreeMail before leaving for a solo-bicycle ride across China and Tibet. After four months of hiding behind the Himalayas, dodging military check-points, and trying to find paths at 17,000 feet, he emerged with calm and perfect ideas about POP3, SMTP and the Internet. Ray has worked for Sun Microsystems, and as a consultant for NEC and DEC. He and Glenn have been programming together all their lives.

Glenn Kreisel, Vice President / Guru

Glenn's brother Ray was able to convince Glenn to leave his job at Microsoft and start working on FreeMail by saying to him, "We need you." Glenn describes software design like this: "When you juggle 3 balls, they ask, 'can you do 5?' When you do 5, they say, 'O.K., now do 7.' " Glenn can juggle 7 items, and is working on 9. Glenn has been programming all his life, and has worked as a software engineer at Electronic Arts as well as a software engineer at Microsoft on the Word team.

Greg Gianforte, Vice President of Sales

Greg Gianforte began his career in technology at AT&T Bell Laboratories. In 1986 he founded Brightwork to develop local area network management software. Brightwork grew to 75 people and over \$7.5 million in revenue without external funding before being sold to McAfee Associates (NASDAQ: MCAF) where Mr. Gianforte ran North American Sales during 1994. During his tenure at McAfee worldwide sales grew from an annual rate of \$25M to in excess of \$50M. Mr. Gianforte is currently Managing Director of the Bozeman Technology Incubator a venture capital firm focusing on communication technology firms.

UUCP Gateway Options

From Main menu 'Techie Stuff,' then, from 'Internet Options.'

This dialog has 5 edit controls:

Node Name: The name of your UUCP node.

UUCP Account Name: Your login account name for your UUCP service provider.

UUCP Password: Your password for your account on your UUCP service provider's dial up line.

Internet Domain: The name of your local Internet domain, for example, "MyCompany.com"

Internet Gateway site: FreeMail site name where all of your Internet mail is routed through. It defaults to "UUCP"

See [FreeMail UUCP Gateway Option](#)

Internet Gateway Options

From Main menu 'Techie Stuff,' then, from 'Internet Options.'
The FreeMail UUCP Internet Gateway is an add-on product to FreeMail.

This dialog has the following control:

Internet Gateway site: FreeMail site name where all of your Internet mail is routed through. It defaults to the name of your parent site.

See [FreeMail UUCP Internet Gateway option](#)
see [FreeMail UUCP Gateway](#)

FreeMail UUCP Internet Gateway Option

The FreeMail UUCP Internet Gateway is an add-on product to FreeMail. It should be installed on a computer which is running FreeMail *Extended Family* or FreeMail *Lan Extended Family*. It should not be installed on any FreeMail Child site.

The UUCP gateway converts an Extended Family router into a Gateway site, making it possible for other FreeMail sites to send and receive Internet mail *through* the one Gateway site.

Nearly all the setup is required only for the one Gateway site. FreeMail sites that call into the Gateway site (children of the Extended Parent or other Parents), do not have to install any other product.

NOTE: Extended FreeMail sites equipped with the add-on UUCP gateway are referred to as 'FreeMail Gateway sites.'

See [Installing the UUCP Gateway option](#)

See [Using the UUCP Gateway option](#)

Installing the UUCP Gateway

The FreeMail UUCP Internet Gateway is an add-on product to FreeMail.

In order for you to use the FreeMail UUCP Internet Gateway Site, you first must setup a UUCP dialup account with an Internet Service Provider. Two UUCP Internet Service providers are:

Holonet voice (510) 704-0160
UUNET voice (800) 488-6383

From your UUCP account provider you will need to get the following information:

- UUCP Account Name
- UUCP Account Password
- UUCP Dial Up Phone Number
- UUCP node name, this will be either your account name or your domain name
- Internet domain, such as "mycompany.com"
- UUCP Chat script, which is used to login to your UUCP dialup account.

FreeMail default chat script is in C:\FREEMAIL\UUCPMAIL.CFG, which should work with HOLONET (a nation-wide UUCP dialup provider). FreeMail chat scripts have the same syntax as PIMP chat scripts. Your UUCP Service Provider should be able to supply you with a known working PIMP chat script.

See annotated examples of login script following instructions.

After you have set up your UUCP account, write down the above information and then follow these steps to install the FreeMail and the FreeMail UUCP Internet Gateway:

1. If you haven't already done so, install FreeMail on your PC by running A:\SETUP on the FreeMail disk. The default location is C:\FREEMAIL.
2. Exit from the FreeMail program if it is running.
3. Insert the FreeMail UUCP Internet Gateway diskette into drive a: (or b:), and then run a:setup.exe from the Windows Program Manager. Make sure, when prompted, to enter the same directory where you installed your copy of FreeMail. When The setup program for the UUCP Gateway is complete, you will be back at the program manager.
4. Start FreeMail by double clicking on the FreeMail icon that should be in the FreeMail program group.
5. If you haven't done so already, after FreeMail has started, enter your Site & Personal Information from the main menu 'Edit' choice.
6. Select the "Sites & Groups" menu and then select "Other Sites & Groups"
7. Press the "Add Site" button, and in the new site dialog, enter "**UUCP**" for the **site name**.
8. Enter the phone number for your UUCP dialup connection, this is the phone number of your UUCP service provider, i.e. Holonet, Netcom, UUNET etc...
9. Select the baud rate of your UUCP dialup provider, and mark whether the call is local or long distance.
10. Press the "Save" button and then "close" to save the information about you UUCP site.
11. Select the "Techie Stuff" main menu choice, then select "**Internet Options**".
12. The following steps require the information given to you by your UUCP account provider.
13. In the "**Node name**" field enter your UUCP node name.
14. In the "**UUCP Account Name**" enter the name of your UUCP account
15. In the "**UUCP Password**" enter your UUCP password
16. In the "**Internet Domain**" field enter your domain such as "mycompany.com"
17. In the "**Internet Gateway Site**" enter "**UUCP**". Make sure to enter all the letters in Caps.
18. Press the "OK" button.

19. In order for your FreeMail UUCP Gateway to be able to talk to your Internet Service Provider you will need a UUCP Chat Script from your Internet Service Provider. The default script is in the file C:\FREEMAIL\UUCPMAIL.CFG should work with the HOLONET service. Your Internet service provider should be able to give you a version of this script that will work with their dialup lines. Copy the chat script from your service provider into the file C:\FREEMAIL\UUCPMAIL.CFG

20. As an example, and to test your system, try sending mail to our account on AOL.

21. Press the "Compose Mail" button on the mail FreeMail toolbar, this is the picture of the letter and the pen

22. In the "To:" field enter "freemail@aol.com" (reads as, FreeMail 'at' A oh el dot com).

23. In the "Subject:" field enter "test"

24. In the main message body enter "test", then press the "Mail" button on the "Compose Mail" window.

25. You will be asked "Is 'aol.com' a New Internet Site ?", answer yes to this question.

1. On the main FreeMail toolbar, press the "Call Internet Gateway" button, which is the picture of the world. This will make a phone call to your Internet Service Provider

Here is the contents of a UUCP login script, followed by the same script but with comments:

```
LOG
PAUSE 3
WAITFOR rvice
SEND holonet
WAITFOR est"):
SEND myLOGIN
WAITFOR word:
SEND myPASSWORD
PAUSE 6
WAITFOR none:
SEND uucp
```

Here is the same script, but with comments:

```
LOG -- Turns on log file, freemail.log
PAUSE 3 -- waits for three seconds.
WAITFOR rvice -- waits for the text string "rvice" which is a substring of "service"
SEND holonet -- sends the text string "holonet" If you have a different ISP, this will be different.
WAITFOR est"): -- waits for the text string est"): which is a substring of "Guest"):
SEND myLOGIN -- sends the username field from the UUCP options dialog (techie stuff, internet gateway)
WAITFOR word: -- waits for the text "word:" which is a substring of "password:"
SEND myPASSWORD -- sends the password field from the UUCP options dialog
PAUSE 6 -- waits for six seconds.
WAITFOR none: -- waits for the text string "none:"
SEND uucp -- sends the text "uucp"
```

Each SEND line may be followed by <CR><LF> independently or in any order,. If none appears then a carriage return - line feed sequence is appended to the string.

For example, any of these lines can be part of the script:

```
SEND blueriver<CR>
SEND blueriver<CR><LF>
SEND blueriver <LF>
```


SEND blueriver <LF><CR>

Using the UUCP Gateway

The FreeMail UUCP Internet Gateway is an add-on product to FreeMail.

Calling your UUCP dial up service provider.

Each time the FreeMail Gateway site connects with the UUCP service provider, any Internet mail that is in the 'Waiting to Be Sent' viewer of the Gateway site will be delivered to the Internet, and any Internet mail that is destined for the Gateway site --or any of the FreeMail sites that connect with Gateway site-- will be picked up.

You can **force a call** to your UUCP service provider at any time by clicking on the "Call Internet Gateway" button (globe).

You can schedule **automated call times** for your UUCP dial up account. You do this by scheduling time(s) when you call your UUCP dial up site, and by enabling remote site polling.

To set the times when you want to call your UUCP dial up provider, select "Sites & Groups" from the main menu, and then double clicking on the site called "**UUCP**." From the site information which will be displayed for the UUCP site, select the "**More >>**" button, which will display the "Automated call times for this site" dialog. Enter how often, or specifically when, you want to call your UUCP service provider. Depending on how much Internet mail you and your other FreeMail sites send and receive, you may want to set the Automatic call times to be every 240 minutes (4 hours), or even more frequently. *Be aware that you are charged by your UUCP dial up account provider based on usage and the amount of time you are connected.*

1. After you have set the automated call times for your UUCP site, you need to enable remote site polling at your Gateway site. **To enable remote site polling:** select the 'Edit' main menu choice, and then select the 'Options' menu choice, and check the "Enable Remote Site Polling" box, which is in the lower-left corner of the options dialog. Select the "Update" button to save your changes. Note: when remote site polling is enabled, the letter "P" will be displayed on the lower-left of the FreeMail status bar.

See [Internet addressing](#)

See [Sending Internet Mail](#)

See [Child Site Internet Addresses](#)

Internet Addressing

Part of The FreeMail UUCP Internet Gateway, an add-on product to FreeMail.

1. All Internet addresses are in the form of **Someone@SomeSite.TypeOfSite**
The '@' symbol is read as the word 'at'
The period is read as 'dot.'

Everything to the right of the '@' symbol is referred to as a 'Domain.' Each site can have one or more people who can be reached there. Everything to the left of the '@' symbol is usually considered as a user name.

When you use FreeMail to send mail to other FreeMail users, you usually just address your mail to their FreeMail site. When you send mail to people who are using the Internet, you will need to address the mail with their full address. For example, to send mail to someone who is using the commercial service America Online, you would address their mail as such:
ScreenName@aol.com

When you use FreeMail to send messages through the Internet you must address your messages correctly, putting the address of the person you want to reach (usually their last name), the '@' symbol and the full name of the Internet site. You must NOT use any spaces when entering an Internet address.

To send mail to someone who is using the commercial service NetCom, you would address their mail as such: Name@netcom.com

To send mail to someone who is using the Internet at the University of Montana, you would address their mail as such: Name@Seleway.umt.edu

In general, make sure you know the correct and full Internet address of people before you address their mail.

Sending Internet Mail

Part of The FreeMail UUCP Internet Gateway, an add-on product to FreeMail.

1. You can enter Internet addresses in FreeMail's "**Send To:**" combo box, or in the "To:" field while in FreeMail's compose mail dialog.

All FreeMail sites that contact your FreeMail site will have an Internet address in the form of:
ChildSite@InternetDomain

Where 'ChildSite' is the FreeMail site name of the child, and 'InternetDomain' is the domain name given to you by your UUCP dial up provider.

For example, currently we have a domain name on our FreeMail site called, "FreeTech.uu.holonet.net," and one of our child sites is called "Saroff." Anyone who has access to the Internet (via America Online, CompuServe, etc.), can send mail to Steve Saroff by addressing it as such: saroff@FreeTech.uu.holonet.net

Note: *The domain name, given to you by your UUCP provider, will most likely NOT be the same as your site name.*

Child sites send *and* receive Internet mail by calling (or polling) your FreeMail site. Child sites never directly call your UUCP provider.

Child sites can call your site either by selecting the "Call Internet Gateway" button (globe), or by selecting your FreeMail site name from the address book and then selecting the "Call Now Button."

Child Site Internet Addresses

Part of The FreeMail UUCP Internet Gateway, an add-on product to FreeMail.

When Child sites address and send Internet mail through a FreeMail Gateway Site, their full return address (including the domain name of the UUCP gateway) will automatically be included with their mail. This return address will be their Internet address. It will consist of their FreeMail site name, an '@' symbol, and the domain name of your FreeMail UUCP gateway (assigned to you by your UUCP service provider).

The people who receive mail from your Child sites (people on the Internet), can send (and/or reply) by mailing to the child's full Internet address -- their FreeMail site name, an '@' symbol, and the domain name of your FreeMail UUCP gateway. For example, the Internet address of my FreeMail child site is:
Saroff@FreeTech.uu.holonet.net

Call Manually

From the 'File' main menu, then the 'Call Manually' choice.

This is used when you want to make FreeMail dial an exact number, such as when you are in a motel, hotel, etc.

First, make sure that your modem, and your phone, are plugged into the same phone line.

Select the site you want to call in the send to field, and then select 'call manually' from the file menu. The site's phone number will be displayed on the lower right part of the status bar.

A dialog will ask you to now dial the phone manually (i.e., by pressing the phone's key pad yourself).

The time to press the 'OK' is when the other modem answers.

Make sure, of course, to hang up the phone after you hit the OK button.

FreeMail is one of the fastest growing e-mail communication systems today

If you are an experienced Windows or Macintosh developer, consider contacting us. We will always be looking for people with great personalities and relentless, obsessive talent.

No phone calls. Use FreeMail to send us a letter and/or a resume.

Terms Of EVALUATION Software

FreeMail products are provided for use for 30 days for evaluation purposes. If you use the software longer than 30 days or for any commercial purpose you must obtain a license by calling 406-586-4200.

Ordering Information

Call our business office at (406) 586-4200 for current price and product information.

FreeMail Directory Interface

You can use your own applications (written in any language) to send messages and files with FreeMail by with FreeMail's Directory Interface feature.

You can also have FreeMail automatically Save messages and files, upon receipt, to a file of your choice.

[1\) FreeMail Import -- DOS files to FreeMail messages](#)

[2\) FreeMail Export - FreeMail Messages to DOS Files](#)

FreeMail Export - FreeMail Messages to DOS Files

You can have FreeMail automatically Save messages and files, upon receipt, to a file of your choice.

From the 'Techie Stuff' Menu:

- 1) Choose "Import / Export"
- 2) Choose 'Enable Auto Save of Messages and Files'
- 3) Enter a directory where Auto Save will save messages and files to.

When FreeMail receives messages and files. Messages will automatically be saved as DOS files in the directory you entered, with the following format (shown here in blue text). The exported messages will have a header that shows time and date, who the mail was sent from and who it is being sent to, and the subject of the message. Appended to the end of the message will be a blank line, a period on a line by itself, and then the word 'END.' Files will be automatically saved with no headers or other formatting.

Exported FreeMail Msg on 05:12 PM 03/03/96

MAIL FROM:Glennk@FreeMail

RCPT TO:all@FredOffice

DATA

SUBJECT:A Subject...

hello fred,

this is a letter to you.

It was good having you buy lunch.

Get In touch sometime.

Glenn Kreisel

V.P. Engineering

FreeMail, Inc. (406) 586-4200

**.
END**

FreeMail Import -- DOS files to FreeMail messages

You can use your own applications (written in any language) to send messages and files with FreeMail by with FreeMail's Directory Interface feature.

From the 'Techie Stuff' Menu:

By creating ANY ascii text file that is placed in a directory called IMPORT beneath FreeMail's root directory (c:\freemail\IMPORT) in a specific format, you can have FreeMail automatically place messages and files into FreeMail's OutGoing Que.

The contents of the text files placed in the \freemail\import directory must be formatted specifically, with text lines stating where the messages are going to, who is sending them, the subject, and attachments (if any).

Enable this feature from the "Techie Stuff" menu option. You set how often (in minutes) FreeMail should "scan" the ..\import directory. When FreeMail finds files in the import directory, it will read the file and, if it is in the correct format, move the messages, subjects, and files to the Waiting To Be Sent outgoing mail que. FreeMail will then mark the ascii file as Hidden (this is so your application can re-use the file by changing the attributes back to noraml). If you use this feature often, make sure to periodically remove the hidden files from the import directory.

This interface is based on the SMTP protocol.

Here is a commented file which is in the correct format:

```
# ***** THIS IS BASED ON THE SMTP PROTOCOL *****
# This is a comment line
# The '#' must be the first character in the line. Comments are optional.
# Blank lines between commands are ignored
#
# All lines MUST be 80 characters or less.

# The next line is where the mail is being sent to. If a person replys, this is where
# their reply will be sent.
MAIL FROM:Steve@MyPlace

# The next two lines are where the message is being sent to. The addresses can be
# any FreeMail site, or, if you are using Internet gateways, can be internet addresses.
#Multiple recipients can be specified.
RCPT TO:JohnSmith
RCPT TO:glennk@netcom.com
#
# (note Make sure not to have any spaces before or after the ':s )
#
# The next lines are files that are to be attached and sent with the message.
# Attachments follow the FROM and TO commands.
# They must include a full path to the file
ATTH d:\freecore\build\nt\windebug\uucpmail.cfg
ATTH c:\temp\uudecode.exe

# The following lines are subject, and then the body of a message.
# Data for the message body follows the DATA command
```

```
# The Subject: must follow the DATA command.
# A Blank line must also follow the Subject:
# The period denotes the end of the message body data.
DATA
Subject: This is a test
```

```
Hello There
This is a test
Goodbye
```

```
.
```

```
# Starting another message here
# This messages has no attachments and one recipient
MAIL FROM:ListServer@myApp
RCPT TO:GKreisel@aol.com
DATA
Subject: To Internet
```

```
From GLennK
Hello World
```

```
.
```

```
# The QUIT command denotes no more messages in this file
QUIT
# EOF
```

NOTE:

For System Administrators, we have included with FreeMail Parent disks for Windows, a small dos program called "EXPC.EXE" is included which will help format a file in the correct format. EXPC without an paramaters will display a usage screen. EXPC takes command line arguments, and thus can be set up in Batch files, etc.

It is not necessary to use EXPC.exe, but it can be of a help to see the correct format of the ascii file.

