



Reference Guide

Mulberry Internet Mail Client Version 2.0

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1. INTRODUCTION

Mulberry is a powerful, easy to use electronic mail (email) program that allows you to send, access, and manage email. Mulberry also helps you manage other email-related information, such as address books.

To ensure maximum compatibility with existing mail servers, Mulberry uses Internet-standard protocols such as IMAP and POP3 for reading mail messages, SMTP for sending mail messages, MIME for sending and receiving attachments within messages, IMSP and ACAP for storage of preferences and address books on a remote server, and LDAP for address lookups.

Mulberry has been designed to fully exploit the graphical user interface provided by the Mac OS and Windows. For example, Mulberry supports drag and drop so that selected items, such as messages, addresses, or any text, can be dragged onto other items to facilitate copying of items from one location to another. Comprehensive Balloon Help (Mac OS) and ToolTips (Windows) is available throughout the program. Users of Mac OS 8 or later, and Windows users, will also find contextual menu support throughout Mulberry.

**MAC OS
ONLY**

Mulberry also supports Apple's text-to-speech software, enabling Mulberry to read messages to you or notify you of new mail via a spoken alert.

2. GETTING STARTED

2.1 System Requirements

Hardware	<i>CPU</i>	MAC OS Any 68K or PowerPC Mac OS computer. Mulberry is a 'fat' application and will run natively on either of these two processors.
		WINDOWS Any x86 or Pentium based computer or compatible that supports Windows 95, Windows 98, Windows NT 4, or Windows 2000.
	<i>Memory</i>	MAC OS Mulberry requires a minimum of 4200K when running on a 68K Mac OS computer or a PowerPC Mac OS computer with virtual memory turned on. It requires a minimum of 9700K on a PowerPC Mac OS computer with virtual memory turned off.
		WINDOWS Mulberry typically requires 3500K when running.
	<i>Network</i>	Mulberry will work with any network hardware that provides access to TCP/IP services: a direct Ethernet connection, TCP/IP running over LocalTalk (Mac OS), TCP/IP running over a wireless connection, or a modem using a protocol such as PPP or SLIP.

System Software	<i>Version</i>	MAC OS	System 7.1 or later.
		WINDOWS	Mulberry is supported for Windows 95, Windows 98, Windows NT 4, and Windows 2000.
	<i>Networking</i>	MAC OS	Mulberry works with either MacTCP (v2.0.6 or later) or OpenTransport (v1.1 or later). You are advised to make sure you have the latest version of the network software installed.
		WINDOWS	Mulberry requires a Win32 TCP/IP stack. The standard TCP/IP stack provided with the OS should suffice.
	MAC OS <i>Drag & Drop</i>	MAC OS	Mulberry can make extensive use of ‘Drag and Drop’ facilities on your Mac OS computer. However, this feature is not always present: any Mac OS computer running System 7.5 or later will always have the Drag Manager software installed - no further action is needed. System versions prior to this require that the Drag Manager extension be installed.
	MAC OS <i>Thread Manager</i>	MAC OS	Mulberry utilizes the Thread Manager in order to perform various threaded operations. For example, threading gives Mulberry the ability to check for new mail in the background while you’re typing a new mail message. The Thread Manager extension is not needed with Mac OS 8.0 or later, as the software is built in to the system.

MAC OS

CFM-68K

MAC OS

If you are using a non-PowerPC Macintosh, Mulberry requires the CFM-68K Runtime Enabler (Code Fragment Manager) extension to be installed. Mulberry will install this extension for you if it does not already exist. This extension is not needed with Mac OS 8.0 or later.

MAC OS

Internet Config

MAC OS

Internet Config is a free third party extension, originally written by Peter Lewis and Quinn, which provides a number of useful features that help in configuring Internet preferences. It allows you to store your Internet settings in one location which Internet Config aware applications can gain access to. This means that you only need to enter most of your Internet settings (e.g. your user id) once rather than in each Internet application that you use. Internet Config also has a list of MIME mappings which help in mapping between Mac OS files and message attachments.

NOTE: The functionality of Internet Config is included in Mac OS 8.5 and later via the "Internet" control panel. If you are running Mac OS 8.5 or later, you do not need the separate Internet Config application.

MAC OS

Speech

MAC OS

Mulberry can read aloud incoming messages if Apple's 'Text to Speech' software is installed on your system. If it is, Mulberry will display a 'Speech' menu in its menu bar. If it is not installed, the 'Speech' menu will not appear. To learn more about text to speech capabilities read the documentation that came with your System Software.

2.2 Installing Mulberry

To install Mulberry, simply double-click the 'Mulberry Installer' file (Mac OS) or the 'Mulberry Setup.exe' file (Windows) on the Mulberry CD-ROM, or the equivalent file that you downloaded from the Internet. A standard installer will then run and give you options as to which parts of the Mulberry distribution to install, as well as the location where it will be installed. The 'Easy Install' option (Mac OS) or 'Typical' option (Windows) will install the application and all its accompanying documentation. If you want to install other parts of the distribution choose 'Custom Install' (Mac OS) or 'Custom' (Windows) in the installer, and select the components you want to install.

2.3 Getting Help

MAC OS

Mulberry makes extensive use of the Mac OS 'Balloon' help mechanism to provide on-line help. To turn on balloon help, choose the **Show Balloons** option from the Mac OS Help  menu (top-right of menu-bar for System 7.6.1 or earlier), or from the **Help** menu (Mac OS 8.0 or later). Once you are familiar with the application you can turn balloon help off by choosing **Hide Balloons** from the same menu.

When balloon help is on, balloons will appear as you move the mouse over various items on the screen, including menu items, buttons and other controls. The text in the balloon explains what the corresponding item will do if selected.

If the balloon help is not sufficient, then consult this document for more detail.

WINDOWS

Mulberry makes extensive use Windows 'ToolTips' to display brief information about controls in windows when the cursor is positioned and held over the control for a short while. Mulberry also includes a Windows online help facility to provide simple descriptions of items while using the program. If the online help is not sufficient, then consult this document for more detail.

2.4 Starting Mulberry

Mulberry can be started in one of two ways.

- Double-click on an existing Mulberry preferences file. This has the same effect as dropping the preferences file onto the application icon. The application's preferences are then taken from this file.
- Double-click the Mulberry application icon. If Mulberry is configured for single-user mode, it will first look for a preferences file in the default location. For Mac OS, the default location is the Preferences folder, inside the System Folder. For Windows, the default location is the Windows Registry. If no preferences file is found, Mulberry will present you with an empty preferences dialog (see page 17), which must be configured before Mulberry can be used. Please consult your network supervisor or your Internet service provider (ISP) if you are unsure of the proper settings for Mulberry.

If Mulberry is configured for multi-user mode, it will present a dialog (shown in Figure 1) asking for personal details only. The other preference information will have been configured by your system administrator. After starting Mulberry in this mode, you can change the preferences to suit your needs and save them in a file for later use.

Mulberry has been designed for use in either a single-user or multi-user environment. The majority of this guide will describe the features and preference settings available in Mulberry in its default, single-user state. Mulberry has a number of powerful administrative options available to system administrators. These options are detailed in the *Mulberry Administrator's Guide*, which is distributed as part of the *Mulberry Administrator's Toolkit* package.

Note: If you are using a copy of Mulberry that has been pre-configured by your system administrator or Internet service provider, some of the features and preference settings described in this guide may not be available to you.

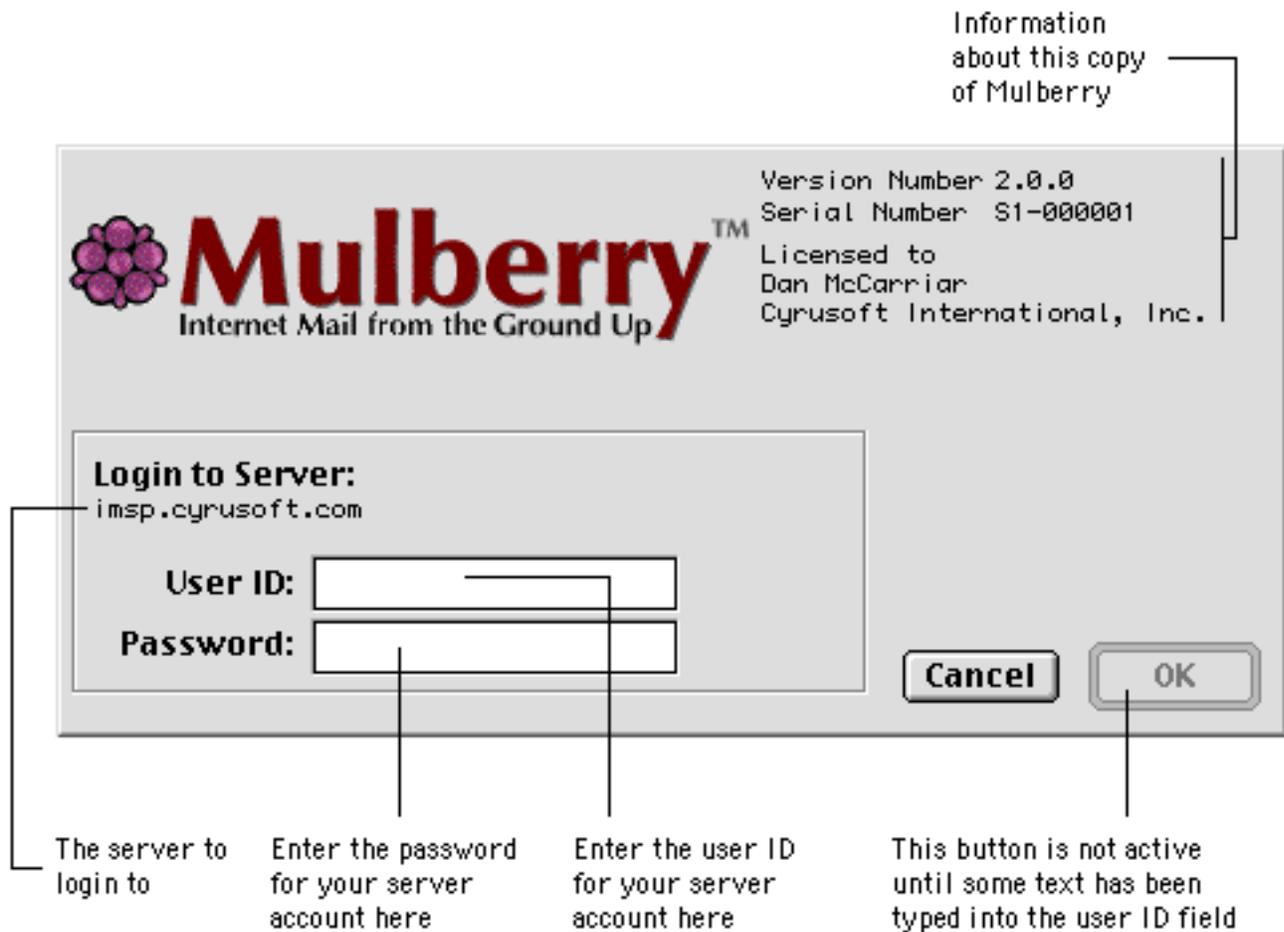


Figure 1 The multi-user login dialog box

Note: The multi-user login dialog may appear slightly different or not be displayed at all depending on the preference information set by your system administrator or Internet service provider.

2.5 Drag and Drop

Dragging and dropping is the same process you use to manipulate files and folders in the Finder (Mac OS) or Windows Explorer (Windows), only in Mulberry (and other applications that support it) it can be used to drag and drop other objects such as text or graphics.

MAC OS ONLY

Mulberry's drag and drop capabilities are available if Mac OS drag manager software is installed on your computer. Note that the drag manager is built-in to Mac OS versions 7.5 and later. Earlier versions of the OS require the 'Drag Manager' extension to be installed.

In Mulberry's case, any text that you can copy or edit can be dragged and dropped to any other text area, be it in the same window, a different window or even a window in another application that supports text drag and drop. You can also drag and drop items such as messages, addresses and groups, as well as incoming or outgoing file attachments. For example, a message in a mailbox window can be dragged to another mailbox window to copy it from one mailbox to another. There are many subtle uses of this feature in Mulberry. For example, Mulberry can copy all the addresses in a message into an address book if you drag the message to the address book window.

For each action which you can accomplish with drag and drop, there is always an equivalent method to achieve the same results. For example, text can be copied and pasted between different locations, and messages can be copied between mailboxes using a menu command.

2.6 Contextual Menus

On systems running Mac OS 8 or later, or any Windows platform, Mulberry makes extensive use of contextual popup menus, which can be accessed by holding down the **control** key and clicking the mouse button (Mac OS), or by clicking the right mouse button (Windows) in different areas of the main windows. Each area has its own associated contextual menu that can be used as a shortcut to several frequently used menu commands.

2.7 Using a Network Connection

If Mulberry is performing a time consuming network task (for example reading a large message or opening a large mailbox), it will display a spinning  cursor (Mac OS), or 'hour-glass' cursor (Windows). When this cursor is visible, you can cancel the current network task by pressing either **Escape** or **command-period** (Mac OS) on the keyboard. However, this will completely terminate the network connection with the server. In the case of IMAP servers (used to read mail) or an IMSP server (used for remote preferences and address books), Mulberry will attempt to automatically log you

back in and recover its previous state. In the case of an SMTP server, canceling the sending of a message will leave the message window open. You can then attempt to send the message again at a later time if you desire.

**MAC OS
ONLY**

When sending draft messages, Mulberry will save a temporary copy of the message about to be sent to disk so that if it is forced to quit because of an unrecoverable network error, the message is not lost. Each time Mulberry starts up it looks for any such temporary message files on the System disk and opens them for you to try sending again.

3. BASIC CONCEPTS

Electronic mail messages are a means of communicating text and other multimedia information between different computers. While this may sound straightforward, the process of getting an email message from your computer to another person's computer is actually quite complex. In the past, Internet mail was limited to text messages. However, modern Internet email systems provide for the sending of complex non-textual information such as documents, graphics, sound, and video.

Throughout this document, the terms 'mail client' and 'mail server' will be used rather frequently. A mail client is simply a program, like Mulberry, that runs on your computer and allows you to view and manipulate your email, as well as send messages to other email users. A mail server is a program that runs on another computer – most often one controlled by your network administrator or Internet service provider. The mail server, among other things, collects new messages that have been sent to your email address since the last time you read your mail. The server also takes care of routing your outgoing mail to the appropriate person.

The interaction between a mail client and mail server is governed by a number of different complex sets of rules, or protocols. In order for you to access your email, a mail client must communicate with a mail server on a regular basis. The mail client sends requests to the server (such as "send me a list of new messages"), and the server sends a response to that request. In order for this system to work, it is essential that the client and server speak the same "language". It is the responsibility of companies that write email clients and servers to adhere to the various email-related protocols that have been established.

The next few sections will describe in more detail the various ways in which Mulberry interacts with mail servers, as well as the protocols that Mulberry utilizes to help you read, send, and manage email effectively.

3.1 Modes of Operation

Mail clients operate in three different 'modes' in their interaction with mail servers.

A client is said to operate in an **online mode** when it maintains a constant connection to a mail server. In this scenario, a user's mailboxes reside on the mail server. This mode of operation requires that the mail client have constant access to a network connection. As such, this mode of operation may not be ideal for certain situations, such as a mobile user trying to access their email from a laptop while on an airplane. However, since mailboxes are stored in one central location, you can always access all of your messages from different locations or different computers.

Offline mode is used when the mailboxes accessed and manipulated by the mail client are stored on a local computer, such as a laptop or desktop PC. A mail client operating

in an offline mode only needs access to a network connection in order to contact the mail server and ask for new messages. If the mail server has new messages available for that user, they are downloaded and stored in the appropriate local mailbox and the network connection is terminated. This approach is advantageous for users who always access their mail from the same computer, or who frequently find themselves in situations where a network connection is not available.

Disconnected mode is a hybrid form of the online and offline modes described above. In a disconnected mode scenario, a single mailbox exists both as a server mailbox, stored on the mail server, and as a local mailbox, stored on a laptop or desktop computer. The mail client can work in either an online mode, directly manipulating mailboxes on the server, or in an offline mode working with local mailboxes. The key to disconnected mode is that the mail client must also provide a means of synchronizing server mailboxes with their local mailbox equivalents. Because the two types of mailboxes are kept synchronized, disconnected mode operations provide all of the advantages of offline and online operations.

3.2 The IMAP and POP Protocols: Accessing your Email

There are two widely-used protocols for reading and manipulating Internet mail. The major difference between these two protocols lies in their support for the various modes of operation, described in section 3.1. The IMAP protocol supports online, offline and disconnected modes, while the POP protocol was designed to work only in an offline mode.

3.2.1 *The IMAP Protocol*

The Internet Message Access Protocol (IMAP) is an Internet standard for the reading and manipulation of electronic mail messages stored on a mail server. An IMAP mail client such as Mulberry normally runs on a user's personal computer, which contacts the IMAP server and allows you to see and manipulate your email messages and mailboxes.

IMAP servers allow you to create and manipulate mailboxes. A mailbox is commonly a file, stored on the IMAP server, which contains a set of messages. The IMAP server reads the mailbox file and sends information about each message to the IMAP client, which then displays the information to you in its own way. The IMAP server also allows a client to read and manipulate messages in a mailbox.

Mailboxes are usually organized hierarchically on the IMAP server. This allows them to be grouped logically according to topic. Mulberry allows you to specify different hierarchies in which to look for mailboxes. This provides you with a method for quick access to groups of interesting mailboxes.

3.2.1.1 Subscriptions

IMAP clients such as Mulberry have the ability to mark a set of mailboxes as 'subscribed' mailboxes. The IMAP client can send a specific request to the IMAP server to get the list

of subscribed mailboxes. It is up to the IMAP client to decide how to present this subscribed mailbox list to you. Mulberry makes use of the subscribed mailboxes feature to allow you to create a set of mailboxes that always appear at the top of the mailbox list. This is useful if you have a set of mailboxes that you frequently use and want quick access to in the server window.

3.2.1.2 Extensions to IMAP

Some IMAP servers support a variety of standardized extensions to the protocol. Among the extensions Mulberry supports are access control for mailboxes, quota information for mailboxes, and namespace information for display hierarchies.

- Access Control for mailboxes allows you to share mailboxes with other people that have access to your mail server. You can set up privileges for mailboxes to determine what levels of access users have.
- Quota information shows levels of resource usage on the server. For example, you might be limited to a maximum amount of disk space or a maximum number of messages in each mailbox.
- Namespace information allows Mulberry to detect all of the top-level display hierarchies available on your mail server. Mulberry has the ability to automatically list these display hierarchies in the server window. Display hierarchies are discussed in detail in section 5.2.2.4.

3.2.1.3 Disconnected Mode

While IMAP mail clients typically operate in an online mode, some IMAP mail clients, such as Mulberry, offer the ability to operate in disconnected mode as well. Mulberry allows you to specify which mailboxes from an IMAP server should be synchronized when switching between online and disconnected modes. Mulberry will automatically create the appropriate local mailboxes to “mirror” the selected mailboxes on the IMAP mail server, as well as handle the synchronization of the local and server mailboxes automatically. Use of disconnected mode in Mulberry is described in more detail in section 5.2.5.

3.2.2 The POP Protocol

The Post Office Protocol, version 3 (POP3) is a simpler Internet standard for downloading email messages from a mail server. As mentioned previously, POP3 was designed to work only in offline mode. The only interaction that a POP3 client has with a POP3 mail server is in contacting the server and downloading new email messages to a local disk. As such, POP3 mailboxes reside on your local computer rather than on the mail server.

3.3 The MIME Protocol: Email is Not Just Text Anymore

Most users of modern email systems have received some sort of non-textual data with an email message – an image, a word processing document, or some other type of file attachment. The Multipurpose Internet Mail Extensions (MIME) protocol specifies a method for encoding any data in such a way that it can be transmitted from one computer to another.

MAC OS	Mulberry supports the use of MIME types and sub-types in conjunction with Internet Config to ensure that files received via email are correctly mapped to file types that the Mac OS will recognize.
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WINDOWS	Mulberry supports the use of MIME types and sub-types in conjunction with the Windows Registry to ensure that files received via email are correctly mapped with file extensions recognized on the local machine.
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3.4 The SMTP Protocol: Sending Mail

The Simple Mail Transfer Protocol (SMTP) is the main Internet standard for the sending of electronic mail messages. It does not provide any capability for a client to read email messages. Mulberry uses SMTP to send email messages that you compose, regardless of whether you're using IMAP or POP3 to access your messages.

3.4.1 Extensions to SMTP

Some SMTP servers support various extensions, some of which Mulberry can take advantage of:

- SMTP AUTH provides a way for an SMTP client such as Mulberry to authenticate with the SMTP server. This allows the SMTP server to know who is trying to send mail and to configure itself appropriately. A number of SMTP servers are set to prevent 'relaying' – the sending of messages from someone outside of the 'domain' of the SMTP server to someone else also outside of the SMTP server 'domain'. SMTP AUTH can be used to verify outside senders as being legitimate users of that server and turn on relaying for those users only.
- Delivery Status Notifications provides a way for SMTP servers to notify the sender of a message as to the status of that message. Status information is sent back to the original sender of the message in the form of a special notification message that can include the whole original message, or just the headers of the original message to help identify which message is being referenced. Status information that can be returned is:
 - 'Success' – indicates that the message was successfully delivered to a recipient's in-coming mailbox.
 - 'Failure' – indicates that the message was rejected and not delivered to a recipient's mailbox.

- 'Delay' – indicates that the message has been delayed en-route to the recipient's mailbox.

3.5 The IMSP and ACAP Protocols: Remote Preference and Address Book Storage

One of the many benefits of IMAP is that it allows you to access all of your mail, stored on a remote server, from different locations and computers. For users that operate in this mode, it also makes sense to have other email-related information stored on a remote server. For example, having your mail client save its preferences on a remote server rather than on your local machine ensures that it will have the same settings no matter where you are. By saving your address books on a remote server, you can guarantee that the names, email addresses, and contact information typically stored in your address book will be available to you everywhere.

The Internet Message Support Protocol (IMSP) is used to store preference and address book information on a remote server. If you store your preferences and address books on an IMSP server, those resources will always be available to you, no matter what computer you use to run Mulberry. This is particularly advantageous if you frequently use different computers to read your mail. Mulberry can be configured to use IMSP, if such a server is available. If it is not available, preferences and address books have to be stored locally on each computer used to run Mulberry.

In addition to storing addresses on a remote server, IMSP allows address books to be searched on the server and shared among groups of users. Shared address books make it easy to set up a centralized address book for a group of individuals or a workgroup, and combined with server based searching, make it easy for co-workers to find addresses of other people in their group.

The Application Configuration Access Protocol (ACAP) is an emerging, standardized replacement for the IMSP protocol. Like IMSP, ACAP allows for the storage and retrieval of information such as address books and preferences, but in a more efficient and reliable manner. Additionally, ACAP is designed to be a more general-purpose solution than IMSP; that is, non-mail applications such as web browsers can take advantage of ACAP for remote storage of information such as bookmarks or configuration options.

When operating in disconnected mode, Mulberry has the ability to synchronize preferences and address books stored on IMSP and ACAP servers with the equivalent local files.

3.6 The LDAP Protocol: Directory Assistance

The Lightweight Directory Access Protocol (LDAP) allows information about individuals and institutions to be stored and accessed from a server. Mulberry allows you to perform basic address lookups using one or more specified LDAP servers.

3.7 General Security Concepts

Many people don't realize that common mail protocols such as IMAP, POP3, and SMTP dictate that personal information such as your username, password, and the text of your email messages are transmitted over the Internet in clear text. A savvy Internet hacker has the ability to intercept that information and use it for any number of illicit purposes. While the chances of that happening are rare, it's best to take advantage of security features whenever possible. Mulberry offers security features in two important areas: authentication, and PGP message security (via a separate PGP plugin). In addition, third-party applications can be used to provide encrypted communications between Mulberry and any servers.

3.7.1 Authentication Security

Authentication refers to the process by which a mail client and server verify your identity. Typically, you enter a username and password into a mail client. The mail client then sends that information to the mail server for verification. Unfortunately, this is commonly done using plain, unencrypted text. In addition to plain text, Mulberry offers support for other popular authentication methods: Kerberos v4, CRAM-MD5, DIGEST-MD5 and NTLM. When you use one of these authentication methods, your password is never transmitted in clear text over the Internet, making it difficult (if not impossible) for a hacker to obtain this information by monitoring the traffic between the client and server.

Mulberry supports different authentication methods by a series of plugins. New authentication methods can be added by simply adding a new plugin to the Mulberry Plug-ins folder. They will then automatically be available for use in Mulberry the next time it starts up.

These alternate authentication methods are available for all the different protocols listed in the sections above. Note that in order to use any of these alternative authentication methods, your server(s) must support that method. Contact your server administrator if you're not sure which authentication methods are supported by your mail servers.

3.7.2 PGP Message Security

In conjunction with the Mulberry PGP Plugin (available separately), Mulberry offers seamless integration with versions 5 and 6 of Network Associates' popular PGP software. In the context of email, PGP allows you to perform several important security operations. When sending email, PGP provides mechanisms to encrypt messages before sending them as well as digitally "sign" messages so that the recipient can verify their authenticity. On the receiving end, PGP allows you to decrypt messages and verify a PGP signature attached to a message. When the Mulberry PGP plugin is installed, various menu commands and buttons will appear to provide seamless access to the signing and encryption capabilities of PGP. For more information on using PGP with Mulberry, please see PGP Guide that is part of the PGP plugin distribution.

3.7.3 *Encrypted Network Traffic*

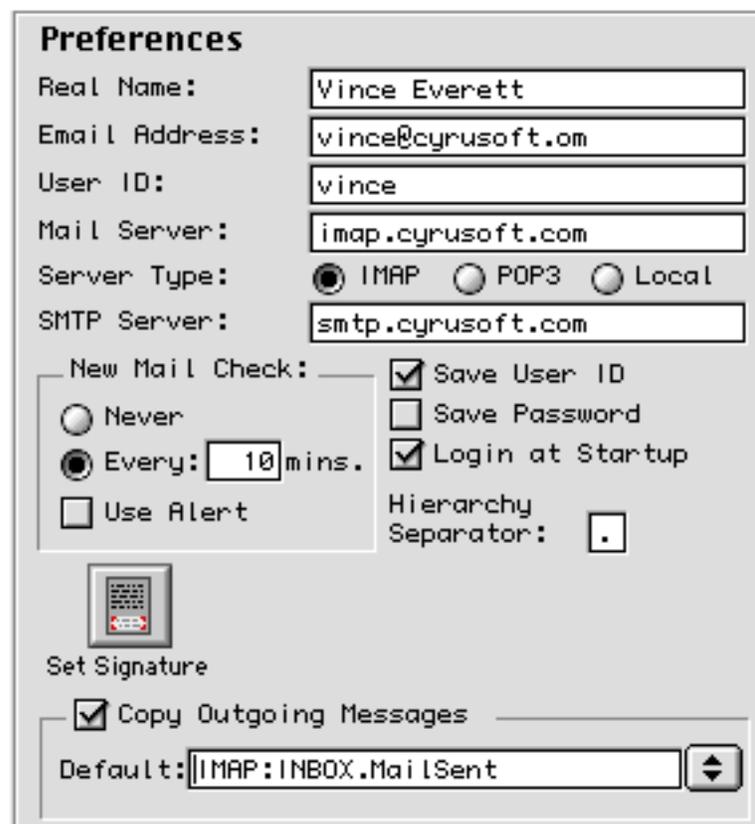
Third-party products that run on the client and server can provide an encrypted 'channel' for sending data between a client program on one machine and a server program on another. Such software uses a mechanism called 'port-forwarding' which allows the third-part software to interact with the client or server program without the need for those programs to be specifically modified to work with them. Mulberry supports port-forwarding software of this kind.

4. CONFIGURING MULBERRY

Mulberry has a number of flexible configuration options. For the basic email user, the simple preferences panel allows quick configuration of a basic set of options necessary to get Mulberry up and running. More advanced email users will want to explore the advanced preferences panel, which gives you access to all of Mulberry's powerful configuration options – including multiple email servers, display fonts and styles, multiple identities, and many other features.

The simple preferences panel is shown in Figure 2. The advanced preferences panel is shown in Figure 3. For using the simple preferences consult the *Mulberry QuickStart Guide*.

Some of the controls in the various preferences panels may be disabled if Mulberry has been pre-configured by your network administrator.



The screenshot shows the 'Preferences' dialog box in simple mode. It contains the following fields and options:

- Real Name: Vince Everett
- Email Address: vince@cyrusoft.com
- User ID: vince
- Mail Server: imap.cyrusoft.com
- Server Type: IMAP POP3 Local
- SMTP Server: smtp.cyrusoft.com
- New Mail Check: Never Every: 10 mins. Use Alert
- Save User ID Save Password Login at Startup
- Hierarchy Separator: .
- Set Signature: 
- Copy Outgoing Messages
- Default: IMAP:INBOX.MailSent

Figure 2 The preferences dialog in simple mode

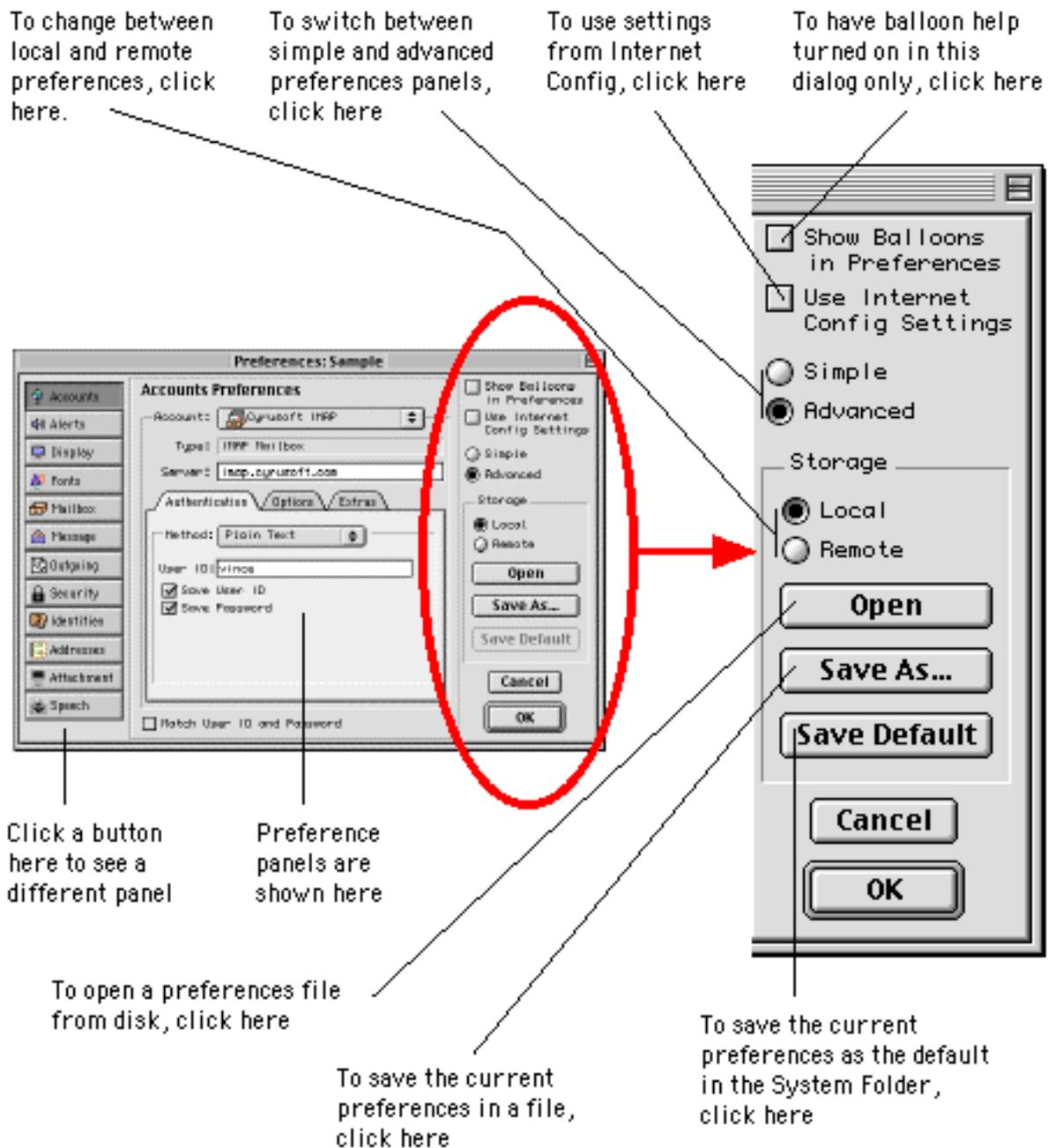


Figure 3 The preferences dialog in advanced mode

The advanced preferences dialog has two main areas:

- The central window pane is used for showing different panels that can be used to set preferences.

MAC OS	To switch between panels, click on one of the buttons on the left hand side of the dialog.
WINDOWS	To switch between panels, click on one of the tabs at the top of the dialog.

- The right hand side of the dialog contains controls used to open and save preferences files, as well as change some universal settings.

Mulberry supports storage of preferences either locally, on a local or shared hard drive, or remotely on an IMSP or ACAP server. To switch between local and remote preferences, click the **Local** or **Remote** radio buttons on the right-hand side of the dialog.

A set of preferences stored in a local file or remotely is called a 'preference set'. You can have as many preference sets as you like and switch between them by clicking the **Open** button.

- For local preferences this will display a standard file dialog allowing you to choose a local preference file to open.
- For remote preferences this will open a dialog showing you the available preference sets on the remote server, and allow you to pick one to open.

One local and one remote preference set can be saved as the 'default set'. The default preference set is the one opened when launching Mulberry by double-clicking its icon. To save the current preference set as the default preference set, you can click the **Save Default** button.

MAC OS	The default location for local preferences is the Preferences folder inside the System Folder.
WINDOWS	The default location for local preferences is the Windows registry for the current user.

Closing the preferences dialog by clicking the **OK** button will also save the current preference set. In this case, the preference set will be saved in the same location from which it was opened.

To save the current preference set under a different name, click the **Save As...** button.

- For local preferences this will bring up a standard file save dialog allowing you to choose the name and location for the preference file.
- For remote preferences, this will open a dialog box listing the current preference sets stored on the server, and allow you to enter a name for the new set.

Multiple preference sets allow you to quickly switch between sets of preferences while Mulberry is running. When you load a new preference set while Mulberry is running, all of your current server connections are terminated, and new connections are established for the various accounts defined in the new preferences file. You can switch preference sets while Mulberry is running in two ways. First, you can use the **Open** button in the Preferences dialog to load a new local or remote preference file. You can also double-click a local preferences file in the Finder (Mac OS) or the Windows Explorer (Windows).

**MAC OS
ONLY**

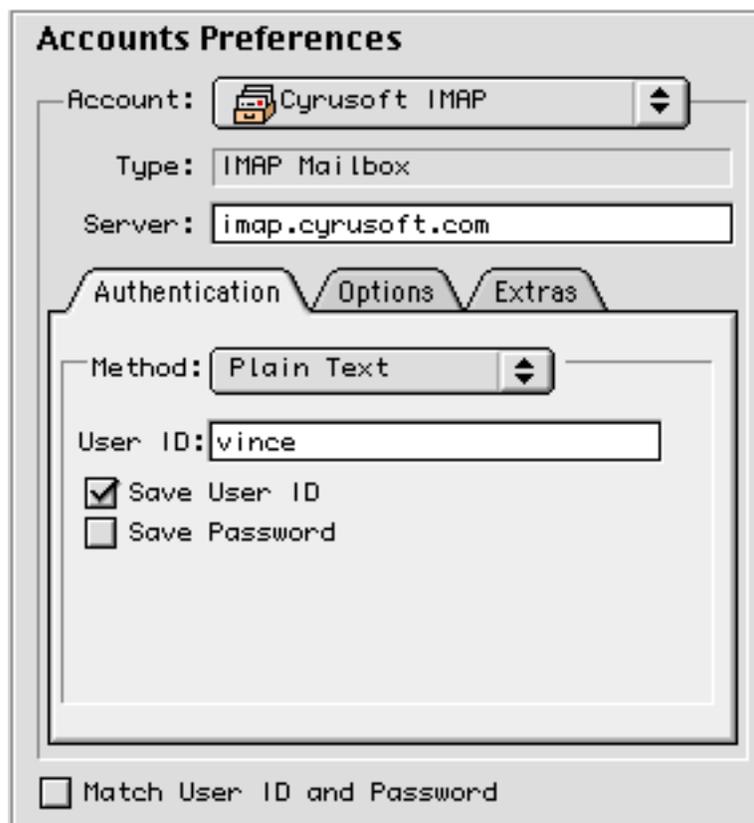
The 'Show Balloons in Preferences' checkbox allows you to turn on Balloon Help only within the preferences dialog itself. Balloon Help contains useful information on how to fill in the various fields in each of the preference panels.

The 'Use Internet Config Settings' checkbox is described in section 7.4.

There are currently twelve different panels to choose from in the advanced preferences dialog, though some of these may not be present or are disabled depending on what additional features are available to Mulberry. Each of these panels will be described in the following subsections.

4.1 Accounts Panel

Please check with your network supervisor or your Internet service provider (ISP) if you are unsure of the proper settings for the Accounts panel.



The screenshot shows the "Accounts Preferences" dialog box. It has a title bar with the text "Accounts Preferences". Below the title bar, there are three tabs: "Authentication", "Options", and "Extras". The "Authentication" tab is selected. Inside the "Authentication" tab, there are several fields and checkboxes:

- Account:** A dropdown menu showing "Cyrusoft IMAP".
- Type:** A text field containing "IMAP Mailbox".
- Server:** A text field containing "imap.cyrusoft.com".
- Method:** A dropdown menu showing "Plain Text".
- User ID:** A text field containing "vince".
- Save User ID
- Save Password

At the bottom of the dialog box, there is a checkbox labeled "Match User ID and Password" which is currently unchecked.

Figure 4 The Accounts preference panel

The following four settings are available regardless of the type of account chosen:

Account	Selects an account for editing, creates a new account, renames or deletes the account currently displayed.
Type	The type of account currently being displayed (not editable).
Server	<p>The internet address of the server should be entered here. This can be a fully qualified name (e.g. imap.cyrusoft.com) or an IP address (e.g. 206.31.218.196). To use a non-default port, add a ':' and the port number (e.g. imap.cyrusoft.com:146). The default port numbers for the various protocols used by Mulberry are:</p> <ul style="list-style-type: none">- IMAP – 143- POP3 – 110- IMSP – 406- ACAP – 674- SMTP – 25- LDAP – 389
Match User ID and Password	<p>To have Mulberry use the same password with a user ID that was used before, turn this on. This allows you to enter your user ID and password only once when the user ID is the same, even if logging in to different types of servers.</p> <p>Note: This option may produce undesirable results if you use the same username but different passwords on more than one server in the Accounts panel.</p>

The remainder of the Accounts panel will vary depending on the type of account currently being displayed.

4.1.1 IMAP Mailbox Account

4.1.1.1 Authentication Tab

The options available in the Authentication tab remain constant regardless of the account type selected. The authentication methods described below are available for IMAP Mailbox accounts and all other account types.

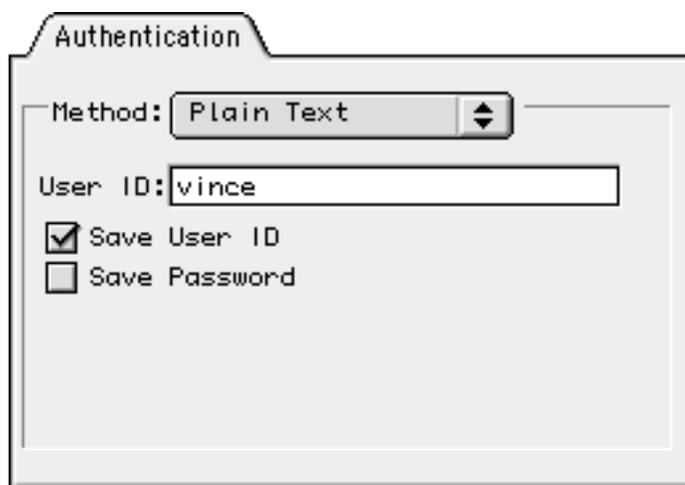


Figure 5 The Authentication tab for authentication methods requiring just a user id and password

Method	To choose the authentication method to use with the current account, click here. Mulberry currently supports Plain Text, CRAM-MD5, DIGEST-MD5, Kerberos v4, and NTLM authentication methods. It also supports ANONYMOUS login which does not require any additional information.
---------------	--

The following options are only available when using an authentication method that requires only a user id and password:

User ID	The user ID required for you to log in to this server should be entered here.
Save User ID	To save the user ID in the preferences file so that it will be used the next time Mulberry is launched with the current preferences file, turn this on.

Save Password

To save the your password in the preferences file so that it will be used the next time Mulberry is launched with the current preferences file, turn this on.

WARNING: If this option is turned on, anyone with access to your preferences file will be able to read your email. Passwords are saved in encrypted form in both local and remote preference sets.

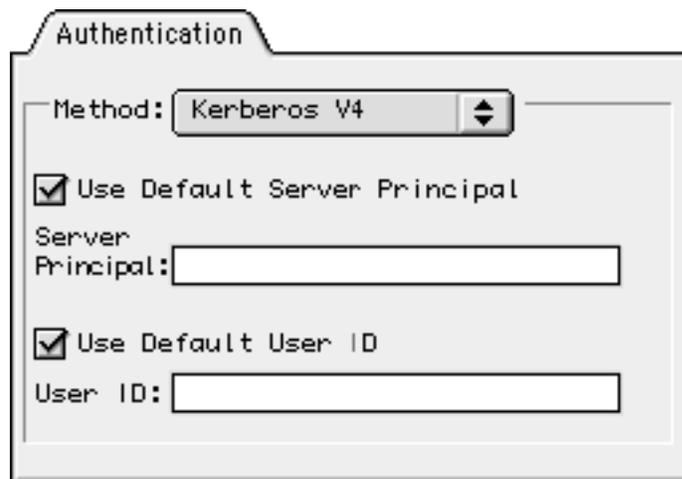


Figure 6 The Authentication panel for Kerberos authentication

The following options are only available when using the Kerberos v4 authentication method:

Use Default Server Principal	To have Mulberry discover the Kerberos server principal automatically, turn this on.
Server Principal	The Kerberos realm of the server should be entered here.
Use Default User ID	To use the default Kerberos user ID to login to the specified server instead of the ID you specified in the “User ID” field, turn this on.
User ID	The user ID required for you to log in to this server should be entered here, if ‘Use Default User ID’ is turned off.

4.1.1.2 Options Tab

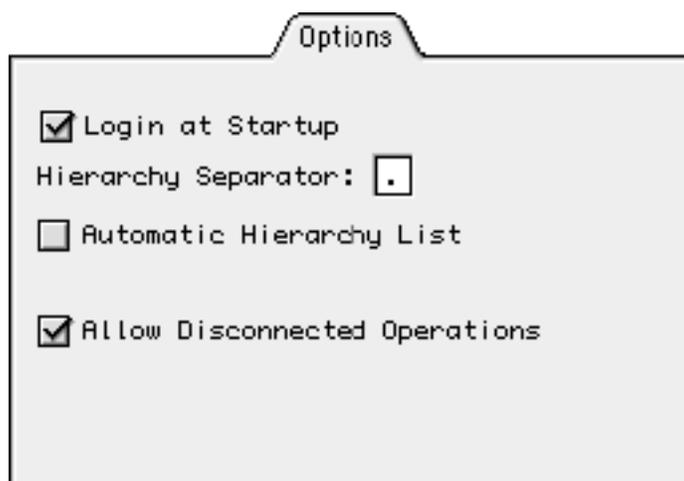


Figure 7 The Options tab for an IMAP Mailbox account

Login at Startup	To automatically login to the selected server when you start Mulberry, turn this on.
Directory Separator	The hierarchy separator character for mailbox hierarchies should be entered here (usually '/' or '.'). If you do not fill in this field, Mulberry will determine the correct separator.
Automatic Hierarchy List	To automatically list any display hierarchies returned by the server, turn this on. The display hierarchies will be shown in the server window. This option only works if your server supports the IMAP 'NAMESPACE' extension. Please see section 5.2.2.4 for a detailed description of display hierarchies.
Allow Disconnected Operations	To enable disconnected operations with this account, turn this on. Disconnected mode allows you to read and manipulate mail from an IMAP Mailbox account without being connected to your mail server. Please see section 5.2.5 for a full description of disconnected mode operations.

4.1.1.3 Extras Tab

The options available in the Extras tab are available for IMAP Mailbox accounts as well as POP3 and Local Mailbox accounts.

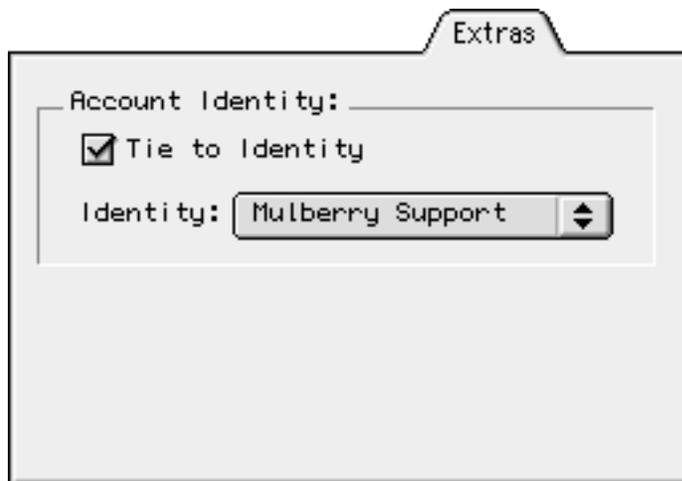


Figure 8 The Extras tab for an IMAP Mailbox account

Tie to Identity

Check this option to tie one of your identities to the selected account. For a complete description of identities, please see section 5.6.1.6.

This option allows you to specify an identity to use by default when replying to or forwarding a message stored in a particular mail account.

Note: You can also tie an identity to a specific mailbox. In this case, the identity tied to the mailbox will override the identity tied to the mail account containing that mailbox. Please see section 5.2.4.1 for instructions on tying an identity to a mailbox.

4.1.2 POP3 Mailbox Account

4.1.2.1 Options Tab



Figure 9 The Options tab for a POP3 Mailbox Account

Leave Mail on Server	To prevent Mulberry from deleting your messages from the POP3 server after downloading them, turn this on.
Delete After	If you select this option, Mulberry will remove messages from the selected POP3 server after the specified number of days, rather than deleting them immediately after downloading them.
Delete after Local Expunge	If you select this option, Mulberry will remove a message from the selected POP3 server only after the corresponding message has been deleted and expunged from the local POP3 mailbox.
Skip Messages Bigger Than	When this option is selected, Mulberry will not download messages from the selected POP3 server that exceed the specified size.
Use APOP When Available	To use the more secure APOP authentication mechanism, turn this on. You must also have Plain Text selected as the authentication mechanism for this POP3 server. APOP will only be used when the server advertises that it is available.

4.1.2.2 Local Tab

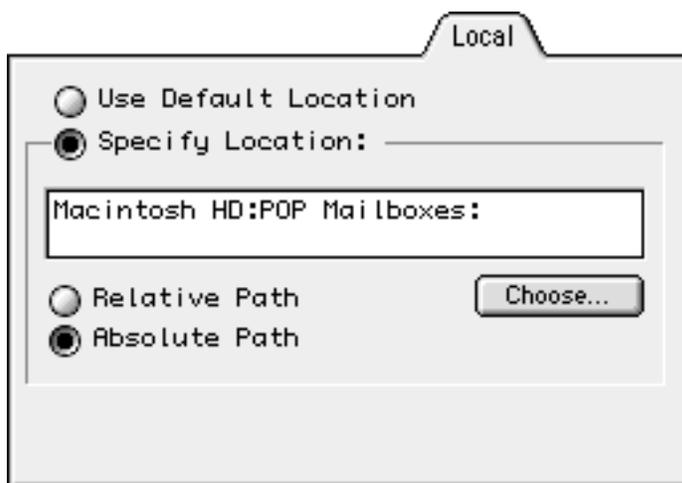


Figure 10 The Local tab for a POP3 Mailbox account

Use Default Location	To store POP3 mailboxes for this account in the default location, click here. The default mailbox location is determined by a setting in the Disconnected tab of the Mailbox preference panel (see section 4.5.3), and can be either the Mulberry application folder or the user documents folder defined by the operating system.
Specify Location	To store POP3 mailboxes in a folder other than the default location, click here. You can type a path in the location box or use the Choose button to select a directory.
Relative Path	If this item is selected, Mulberry interprets the pathname relative to the default location. If you use the Choose button to select a directory, Mulberry will determine whether relative or absolute is most appropriate.
Absolute Path	If this item is selected, Mulberry interprets the pathname as an absolute path. If you use the Choose button to select a directory, Mulberry will determine whether relative or absolute is most appropriate.

4.1.3 Local Mailbox Account

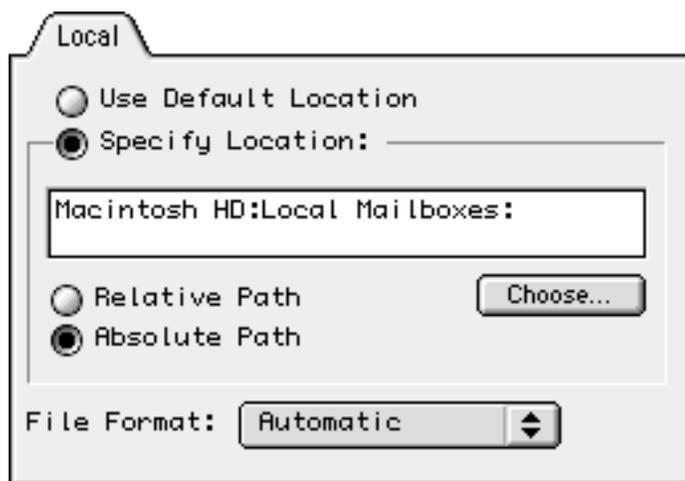


Figure 11 The Local tab for a Local Mailbox account

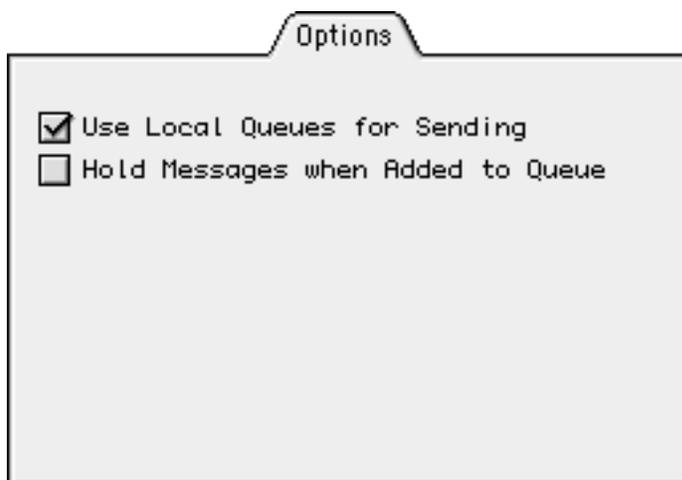
Most of the options in the Local tab are identical to those in the Local tab for a POP3 Mailbox account (see section 4.1.2.2). However, there is one additional option available to specify the format of the local mailboxes in this account type.

File Format

Choose the mailbox format to use for mailboxes under this account. Available options are Automatic, Mac OS, Windows, and UNIX. In general, you will want to keep this set to Automatic. However, if you set up the local mailbox account to access mailboxes on a shared disk from a computer using a different operating system, you may need to change the file format. Additionally, you can modify this setting if you want to create local mailboxes in a format that will allow easy transport to a computer running a different operating system.

4.1.4 SMTP Send Mail Account

4.1.4.1 Options Tab



The image shows a dialog box titled "Options" with a light gray background. It contains two checkboxes. The first checkbox is checked and is labeled "Use Local Queues for Sending". The second checkbox is unchecked and is labeled "Hold Messages when Added to Queue".

Figure 12 The Options tab form an SMTP Send Mail account

Use Local Queues for Sending

Select this option to enable SMTP queuing. When this option is on, Mulberry will create a local mailbox to store outgoing mail sent through the selected SMTP account. Queued mail is sent in the background, allowing you to perform other operations within Mulberry immediately after sending a message.

If you are operating in disconnected mode, the SMTP queue will hold outgoing messages until the next time you connect to a network. You can manipulate the contents of the SMTP queue via the Outgoing Queue window, described in Section 0.

Note: In order to use the selected SMTP account in disconnected mode, you must have this option checked.

Hold Messages when Added to Queue

When this option is selected, messages will be assigned a status of “Hold” when added to the SMTP queue, causing them not to be sent immediately. For held messages to be sent, you must manually change the status of the messages in the Outgoing Queue window, described in Section 0.

4.1.5 IMSP Options Account

4.1.5.1 Options Tab

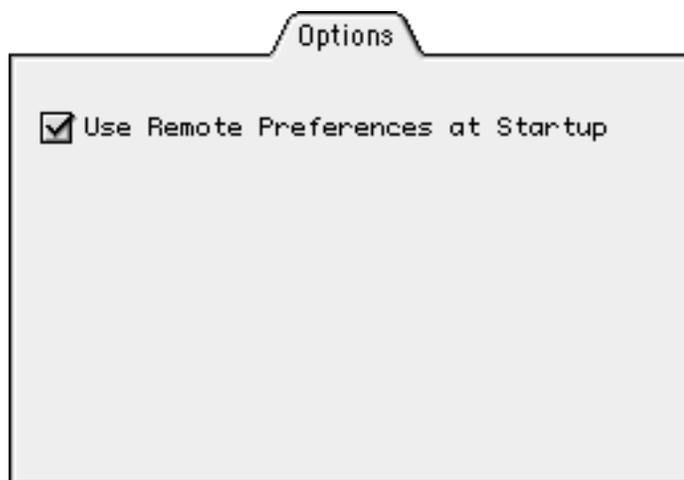


Figure 13 The Options tab for an IMSP Options account

Use Remote Preferences on Startup

Select this option to use the default preference set on the selected remote IMSP server instead of those stored in a local file when starting up Mulberry.

4.1.5.2 Sets Tab

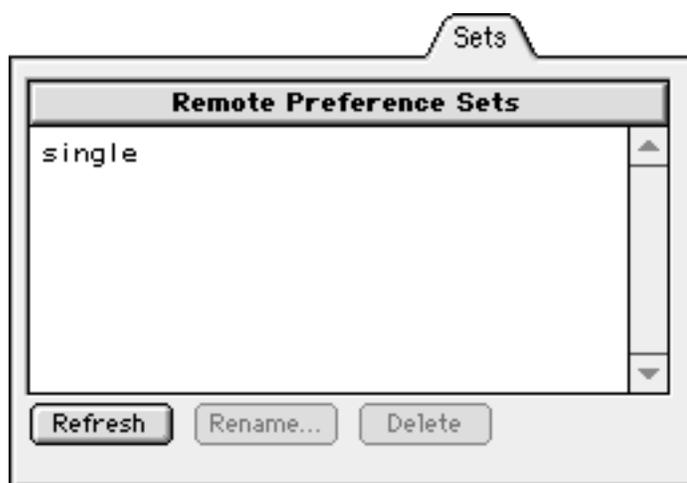


Figure 14 The Sets tab for an IMSP Options account

The Sets tab allows you to view and manipulate the different preference sets on the current IMSP server. A listing of all available preference sets appears in the Remote Preference Sets box. To update the listing of preference sets, click the **Refresh** button.

The **Rename** button allows you to change the name of the currently selected preference set. The **Delete** button will delete the currently selected preference set(s) from the server.

4.1.6 ACAP Options Account

The options available for an ACAP Options account are identical to those available when using an IMSP Options account.

4.1.7 IMSP Address Books Account

4.1.7.1 Options Tab

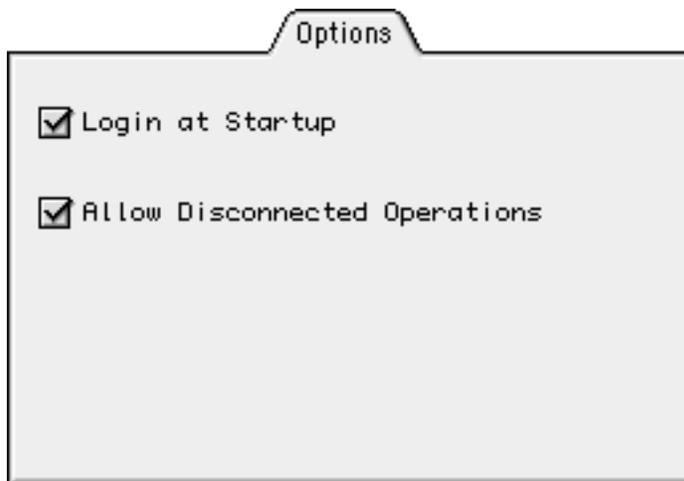


Figure 15 The Options tab for an IMSP Address Book account

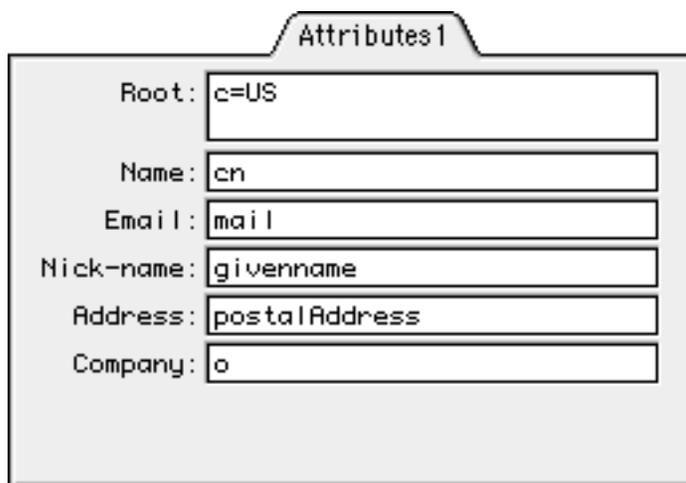
Login at Startup	To set Mulberry to automatically login to the selected IMSP Address Book server when you start the program, turn this on.
Allow Disconnected Operations	To make address books in this account accessible while in disconnected mode, select this option. Please see section 5.2.5 for a full description of disconnected mode operations.

4.1.8 ACAP Address Books Account

The options available for an ACAP Address Book account are identical to those available when using an IMSP Address Book account.

4.1.9 LDAP Address Search Account

4.1.9.1 Attributes1 Tab



The image shows a screenshot of a software interface titled "Attributes1". It contains six rows of text labels followed by input boxes. The labels and their corresponding values are: "Root:" with "c=US", "Name:" with "cn", "Email:" with "mail", "Nick-name:" with "givenname", "Address:" with "postalAddress", and "Company:" with "o".

Figure 16 The Attributes1 tab for an LDAP Address Search account

Root	Enter the root starting location for the LDAP search.
Name	Enter the attribute value on the LDAP server that corresponds to the name of the person being looked up. This will usually be 'cn'.
Email	Enter the attribute value on the LDAP server that corresponds to the email address of the person being looked up. This will usually be 'mail'.
Nick-name	Enter the attribute value on the LDAP server that corresponds to the nick-name of the person being looked up.
Address	Enter the attribute value on the LDAP server that corresponds to the postal address of the person being looked up.
Company	Enter the attribute value on the LDAP server that corresponds to the company of the person being looked up.

4.1.9.2 Attributes2 Tab

The screenshot shows a window titled 'Attributes2' with the following fields and options:

- Phone Work:
- Phone Home:
- Fax:
- URLs:
- Notes:
- Put Attributes in Notes

Figure 17 The Attributes2 tab for an LDAP Address Search account

Phone Work	Enter the attribute value on the LDAP server that corresponds to the work telephone number of the person being looked up.
Phone Home	Enter the attribute value on the LDAP server that corresponds to the home telephone number of the person being looked up.
Fax	Enter the attribute value on the LDAP server that corresponds to the fax number of the person being looked up.
URLs	Enter the attribute value on the LDAP server that corresponds to the URL of the person being looked up.
Notes	Enter the attribute value on the LDAP server that corresponds to the Notes field of the person being looked up. This field is disabled if you check the 'Put Attributes in Notes' option below.
Put Attributes in Notes	To have the full set of attributes returned by the LDAP server for an entry inserted into the address notes field, turn this on.

4.2 Alerts

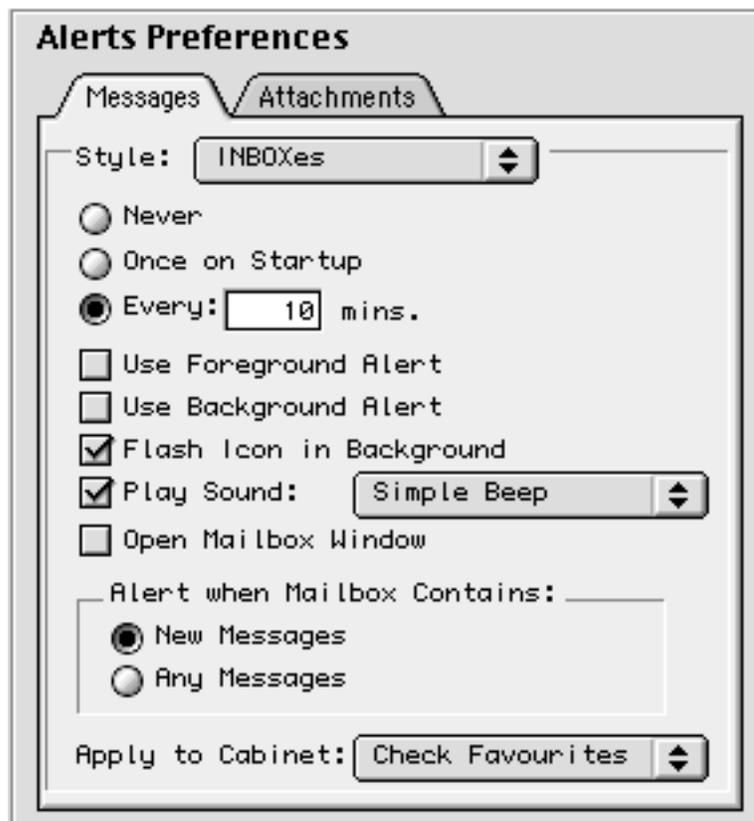


Figure 18 The Alerts preference panel

The Alerts preference panel allows you to define several different alert styles to apply to different groups of mailboxes. For example, you may want to check your INBOX for new mail every five minutes, and receive notification via a sound and foreground alert. You may also want to check another group of mailboxes, such as your subscribed mailboxes, less frequently and receive a different type of alert when new messages arrive in those mailboxes.

Alert styles work in conjunction with cabinets. Each alert style you create has a cabinet associated with it. New mail checking and notification takes place for mailboxes within that cabinet according to the settings specified within the associated alert style. For a complete description of cabinets, please see section 5.2.2.6.

Style	This popup allows you to choose among the different alert styles you've created, as well as make changed to those styles. When you select an alert style using this menu, the settings for that style are displayed. The New... option allows you to create and name a new alert style. The Rename... option allows you to rename the currently selected alert style, and the Delete... option deletes the selected alert style.
New Mail Checking	To enable automatic mail checking, click the 'Every ... minutes' option and enter a time in minutes to specify the interval between automatic mail checks. If 'Never' is selected, no automatic mail checking will take place. Selecting the 'Once on Startup' option causes mailboxes to be checked only once, after you start Mulberry.
Use Foreground Alert	To show an alert dialog when new mail arrives and Mulberry is the active application, turn this on.
Use Background Alert	To show an alert dialog when new mail arrives and Mulberry is in the background, turn this on.
MAC OS ONLY Flash Icon in Background	MAC OS ONLY To flash the application icon in the menu bar when new mail arrives and Mulberry is in the background, turn this on.
WINDOWS ONLY Show Icon in Task Bar	WINDOWS ONLY To show the application icon in the taskbar, turn this on.
Play Sound	To play a sound when new mail arrives, turn this on. You can select the sound from the list of installed system sounds using the popup menu.
Open Mailbox Window	To automatically open the mailbox window for any mailboxes that contain new mail, turn this on.
Alert when Mailbox Contains	To present an alert only when a mailbox is checked and contains new messages, click the New Messages option. To present an alert when a mailbox is checked and contains any type of message, click the Any Messages option. The type of alert presented will depend on the settings above.
Apply To Cabinet	Select the cabinet to associate with this alert style. Mailboxes in this cabinet will be checked at the interval specified and you will be notified of new messages according to the settings specified in the current alert style.

4.2.1 Attachments Tab

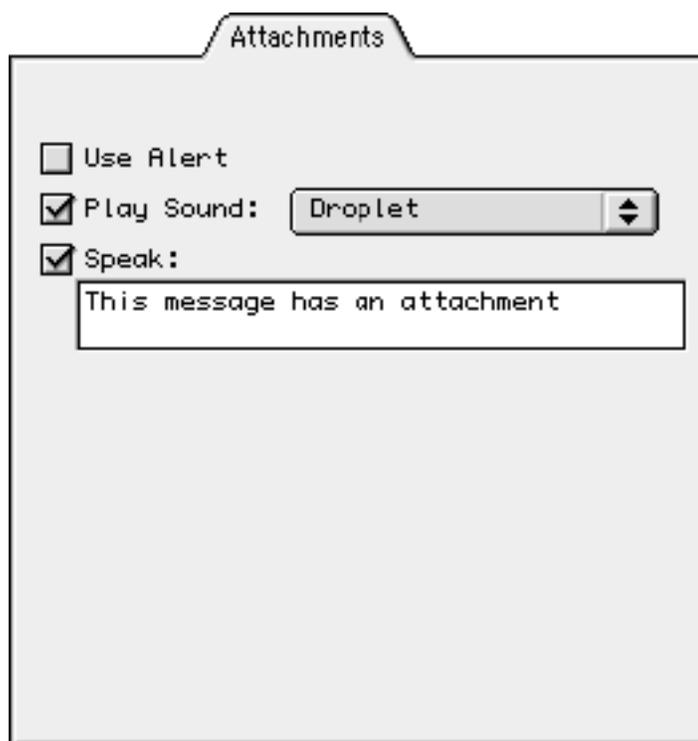


Figure 19 The Attachments tab in the Alert preference panel

Use Alert	To show an alert box when a message with attachments is opened, turn this on.
Play Sound	To play a sound when a message with an attachment is opened, turn this on. You can select the sound from the list of installed system sounds using the popup menu.
MAC OS ONLY Speak	MAC OS ONLY To generate a spoken alert when a message with an attachment is opened, turn this on. You can specify the text to be spoken in the box below the check box.

4.3 Display

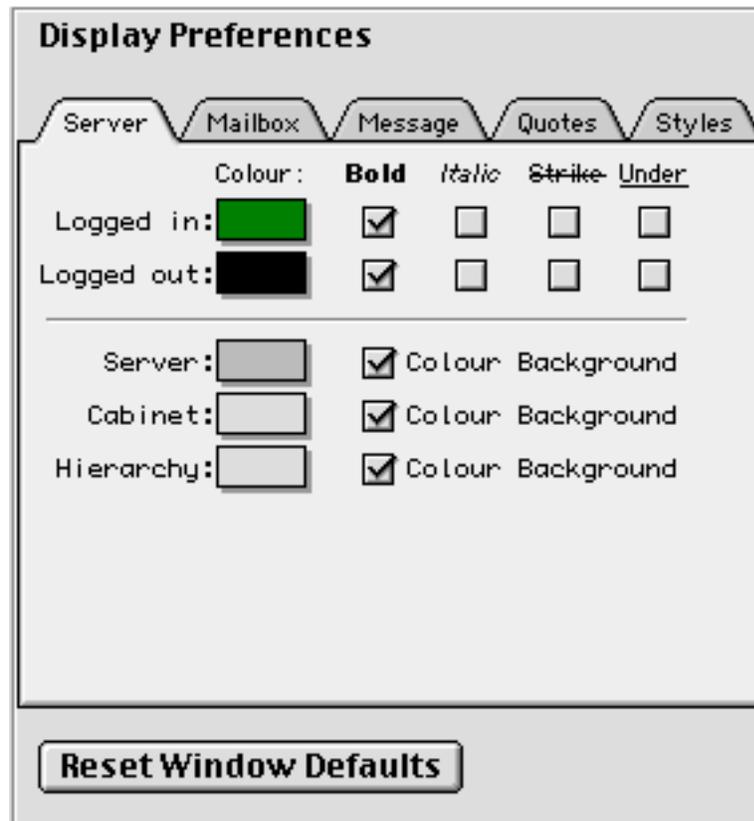


Figure 20 The Display preference panel

In addition to the settings in the Display panel, Mulberry saves window position information in your preferences. To facilitate easy use between different computers, different sets of window positions are saved for different monitor resolutions and different operating system types.

Reset Window Defaults

Resets all window positions to their default values

WINDOWS ONLY

Independent Windows

WINDOWS ONLY

To view each individual Mulberry window as a separate, independent window, turn this on. To confine all of the Mulberry windows inside one rooted window, turn this off. Changes only take effect after you quit and restart Mulberry.

WINDOWS ONLY**Multiple Taskbar Items****WINDOWS ONLY**

To have each individual Mulberry window appear as a separate entry on the taskbar, turn this on. To have a single taskbar entry for all Mulberry windows, turn this off. This option is not available if you do not have the Independent Windows option turned on. Changes only take effect after you quit and restart Mulberry.

4.3.1 Server Tab

The settings in this tab affect the text names of mail servers, cabinets, and display hierarchies appearing in the server window.

Logged In

To set the color for displaying the text name of servers in the server window for which you are currently logged in, click the colored box. To select a text style for the text names of logged in servers, turn the appropriate checkbox on or off.

Logged Out

To set the color for displaying the text name of servers in the server window for which you are not logged in, click the colored box. To select a text style for the text names of logged out servers, turn the corresponding checkbox on or off.

Server

To set the background color for servers in the server window, click the colored box. To eliminate the background color, uncheck the 'Colour Background' box.

Cabinet

To set the background color for mailbox cabinets in the server window, click the colored box. To eliminate the background color, uncheck the 'Colour Background' box.

Hierarchy

To set the background color for mailbox display hierarchies in the server window, click the colored box. To eliminate the background color, uncheck the 'Colour Background' box.

4.3.2 Mailbox Tab

All settings in this tab affect text names of mailboxes appearing in the server window.

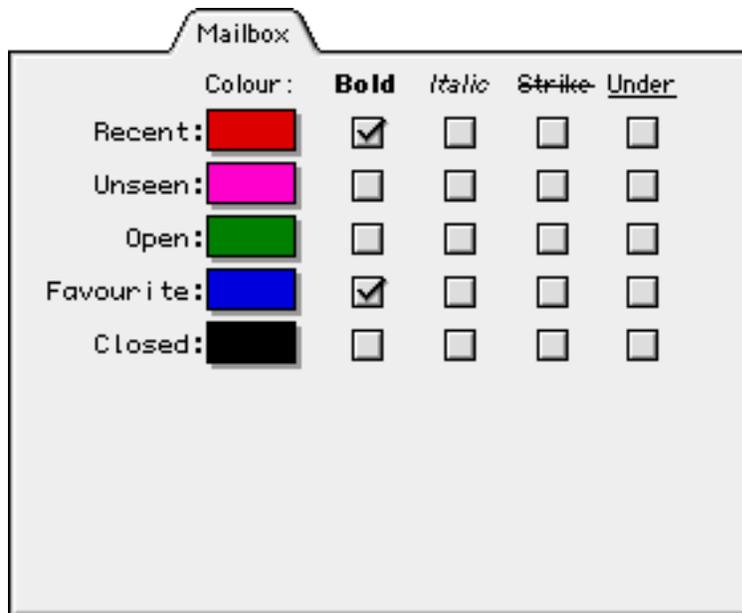


Figure 21 The Mailbox tab in the Display preference panel

Recent	To set the color for mailboxes with new messages, click the colored box. To select a text style for mailboxes with new messages, turn the corresponding checkbox on or off.
Unseen	To set the color for mailboxes with unseen messages, click the colored box. To select a text style for mailboxes with unseen messages, turn the corresponding checkbox on or off.
Open	To set the color for mailboxes that are currently open, click the colored box. To select a text style for open mailboxes, turn the corresponding checkbox on or off.
Favourite	To set the color for mailboxes that are marked as 'Favourites' (those that will be checked for new mail), click the colored box. To select a text style for favourite mailboxes, turn the corresponding checkbox on or off.
Closed	To set the color for ordinary mailboxes, click the colored box. To select a text style for ordinary mailboxes, turn the corresponding checkbox on or off.

4.3.3 Message Tab

All settings in this tab affect message captions appearing in mailbox windows.

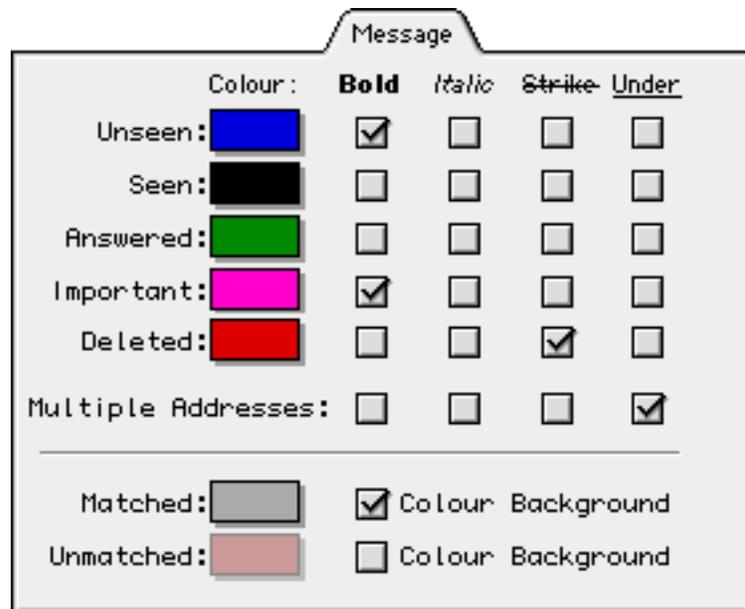


Figure 22 The Message tab in the Display preference panel

Unseen	To set the color for new messages, click the colored box. To select a text style for new messages, turn the corresponding checkbox on or off.
Seen	To set the color for messages that have been seen, click the colored box. To select a text style for seen messages, turn the corresponding checkbox on or off.
Answered	To set the color for messages that have been answered, click the colored box. To select a text style for answered messages, turn the corresponding checkbox on or off.
Important	To set the color for important messages, click the colored box. To select a text style for important messages, turn the corresponding checkbox on or off.
Deleted	To set the color for messages that have been deleted, click the colored box. To select a text style for deleted messages turn the corresponding checkbox on or off.
Multiple Addresses	Some messages in mailbox windows are addressed to multiple recipients. To set a text style for displaying the address fields of such messages, turn the corresponding checkbox on or off.

Matched	To set the background color for messages that meet the current 'Match' criteria, click the colored box. To eliminate the background color, uncheck the 'Colour Background' box.
Unmatched	To set the background color for messages that do not meet the current 'Match' criteria, click the colored box. To eliminate the background color, uncheck the 'Colour Background' box.

4.3.4 Quotes Tab

All settings in this tab affect message text appearing in a message window.

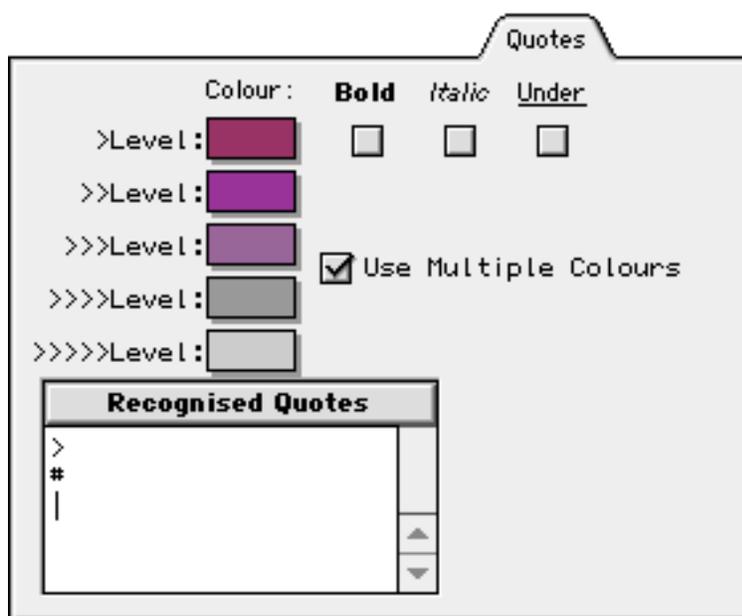


Figure 23 The Quotes tab in the Display preference panel

Level	Click on the Colour box to specify a color for each level of quoted text. You can also use the checkboxes to the right of the first level to specify different text styles for quoted text. Any selected text styles will apply to all levels of quoted text.
Use Multiple Colours	To use different colors for each level of nested quotes, check this box. If this box is not selected, you will only be allowed to specify one color for all quoted text.
Recognised Quotes	Mulberry uses the characters in this box to determine which lines in the text of a message are quoted text. If a line of message text begins with one of the listed characters, Mulberry assumes that line contains quoted text and applies the specified colors and styles.

4.3.5 Styles Tab

All settings in this tab affect message text appearing in a message window.

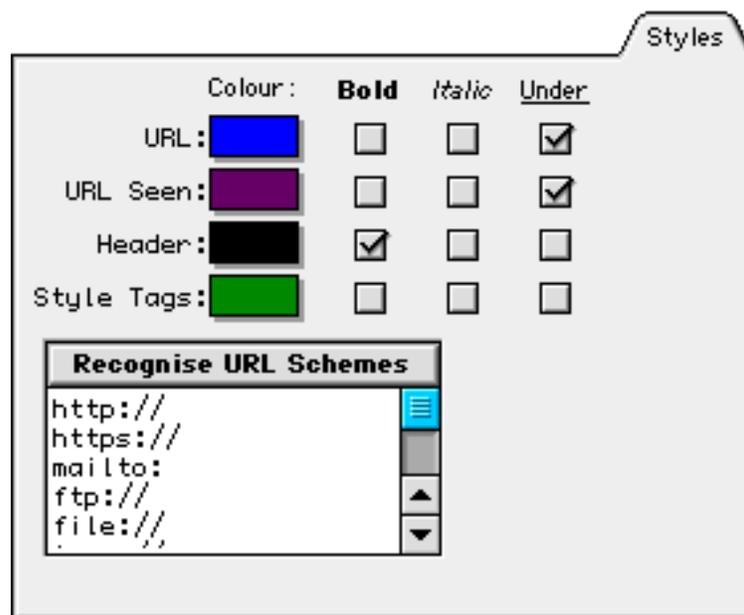


Figure 24 The Styles tab in the Display preference panel

URL	To set the color for displaying active URLs, click the colored box. To select a text style for URLs, turn the corresponding checkbox on or off.
URL Seen	To set the color for displaying followed URLs, click the colored box. To select a text style for URLs, turn the corresponding checkbox on or off.
Header	To set the color for displaying message header fields, click the colored box. To select a text style for message header fields, turn the corresponding checkbox on or off.
Style Tags	To set the color for displaying styled text tags, click the colored box. To select a text style for styled text tags, turn the corresponding checkbox on or off.
Recognise URL Schemes	To have Mulberry recognize a particular type of URL and display it as specified above, enter its scheme here. This should include any required directory characters after the ':' (e.g. use 'http://', not 'http:').

4.4 Fonts

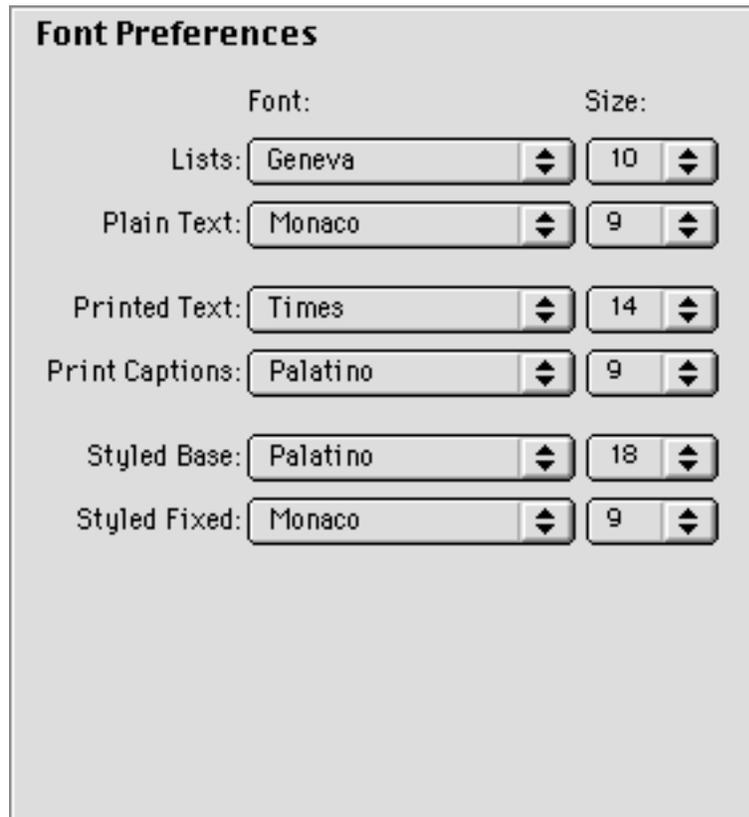


Figure 25 The Font preference panel

Lists

Choose the font face and size to use when displaying lists of items, such as servers and mailboxes in the server window, message captions in a mailbox window, and address books in the address book manager window.

Plain Text

Choose the font face and size to use when displaying message text in a message window or a draft window. You should try to choose a font with a fixed character width (mono-spacing) so that text formatting and alignment is preserved.

Printed Text

Choose the font face and size to use when printing text messages.

Printed Captions

Choose the font to use for the header and footer on printed pages.

Styled Base

Choose the default font face and size to use for displaying styled text in text/enriched and text/html styled text messages or drafts.

Styled Fixed

Choose the font face and size to use for displaying fixed-width text in text/enriched or text/html styled text messages.

4.5 Mailbox

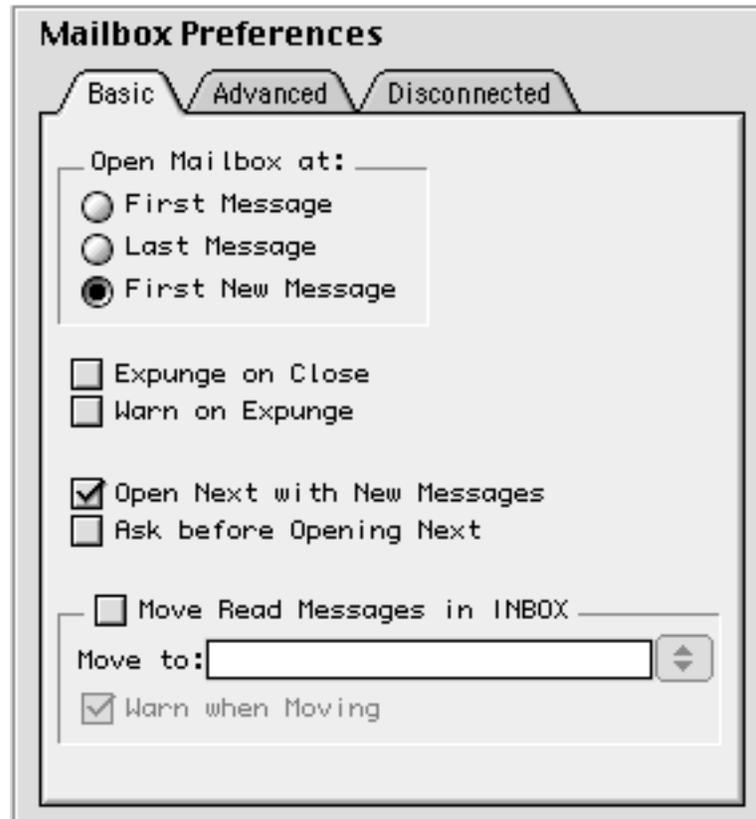


Figure 26 The Mailbox preference panel

4.5.1 Basic Tab

Open Mailbox at	These three radio buttons determine whether mailbox windows are opened with either the 'First', 'Last', or 'First New' message displayed. The 'First' and 'Last' options will display the oldest and newest set of messages, respectively, when a mailbox window is opened. The 'First New' option will cause the oldest unread message to be highlighted when a mailbox window is opened.
Expunge on Close	To automatically expunge a mailbox after closing its window, turn this on. Expunging permanently removes from the mailbox any messages marked as deleted.

Warn on Expunge	To display a warning before expunging a mailbox, turn this on. Expunging permanently removes from the mailbox any messages marked as deleted.
Open Next with New Messages	To automatically move to the next mailbox with new messages in it when you have read all messages in the current mailbox, turn this on.
Ask before Opening Next	To show a warning before moving on to the next mailbox with new messages, turn this on.
Move Read Messages in INBOX	This option allows you to automatically move messages in your INBOX that you've read to another mailbox. Upon closing the INBOX window, all 'seen' messages are moved to the mailbox specified in the 'Move to' field (described next), and deleted messages are expunged from the INBOX.
Move to	When the INBOX is closed any messages that have been seen will be automatically moved to this mailbox and the INBOX expunged. The mailbox name should be the full path name for the mailbox. You can click on the pop-up menu next to the field to select a mailbox from those currently known to Mulberry.
Warn when Moving	To display a warning if any messages are about to be automatically moved out of the INBOX, turn this on.

4.5.2 Advanced Tab

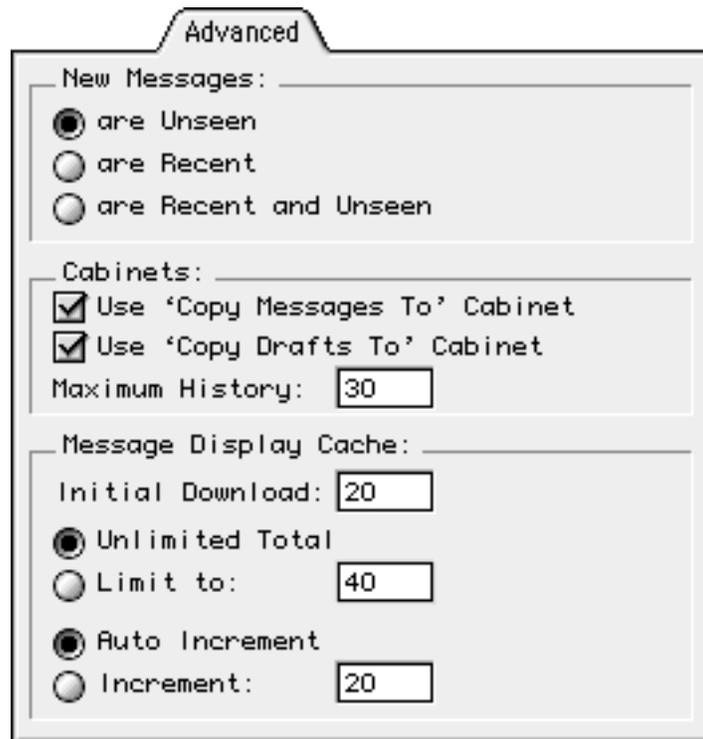


Figure 27 The Advanced tab in the Mailbox preference panel

New Messages

These three radio buttons determine what type of message is considered to be a new message. Selecting 'are Unseen' or 'are Recent' causes messages without the seen flag set and messages with the recent flag set, respectively, to be considered as new. The 'are Recent and Unseen' option causes messages without the seen flag AND with the recent flag to be considered new.

For a complete description of message flags, please see section 5.3.3.3.

Use 'Copy Messages To' Cabinet

To use the list of mailboxes in the 'Copy Messages To' cabinet in the 'Copy To' main menu and popup menu, turn this on.

Use 'Copy Drafts To' Cabinet

To use the list of mailboxes in the 'Copy Drafts To' cabinet in the 'Append To' main menu and popup menu, turn this on.

Maximum History

Enter the number of recently chosen mailboxes to be shown in the 'Copy To' or 'Append To' main menu or popup menu when the menus are set to display their respective cabinet contents.

The next set of options determine the behavior of Mulberry's message display caching. Novice users will probably want to use the default settings.

Initial Download	Enter a number into this field. Mulberry will download a corresponding number of message captions automatically when you first open a mailbox window. Setting this number too high when using a slow network connection could result in poor performance.
Unlimited Total	To allow Mulberry to download an unlimited number of message captions for a mailbox, select this option. If this option is not selected, message caption information will be discarded as other captions need to be downloaded. Selecting this option when working with very large mailboxes could result in a low memory situation.
Limit To	To allow Mulberry to discard information on messages not currently displayed in a mailbox window, click here . When the number of message captions downloaded exceeds the specified number, Mulberry will discard previously downloaded message captions. Enter the number of message captions to remember in the box to the right.
Auto Increment	If this option is selected, Mulberry will automatically download a number of new message captions equivalent to the number of messages displayed in the mailbox window.
Increment	If this option is selected, Mulberry will automatically download a number of new message captions equal to the number entered.

4.5.3 Disconnected Tab

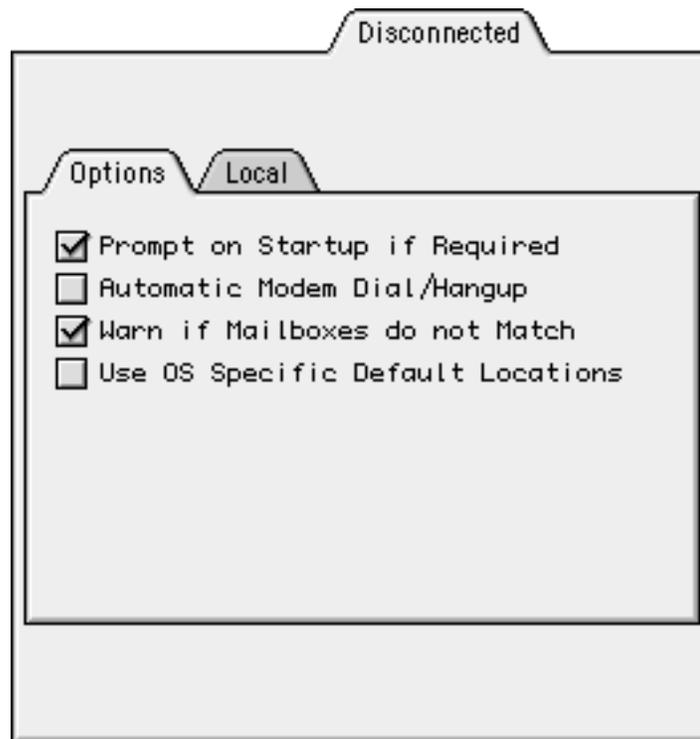


Figure 28 The Disconnected tab in the Mailbox preference panel

Within the Disconnected tab, the Options tab allows you to specify various settings that affect disconnected mode operations.

Prompt on Startup if Required	When Mulberry is started, it will attempt to start up in the same state it was in when it was last quit – either connected or disconnected mode. In the case where Mulberry was previously in connected mode and no network connection is available on startup, you can select this option to have Mulberry prompt you to determine whether you want to establish a connection or startup in disconnected mode instead. If you don't have this option turned on, Mulberry will always try to establish its previous state on startup, and you will receive an error message if a network connection is required but not available.
Automatic Modem Dial/Hangup	Select this option to have Mulberry automatically dial and hang up your modem as necessary when moving between connected and disconnected mode.

Warn if Mailboxes Do Not Match In some rare cases, if an online IMAP mailbox has completely changed since the last time it was synchronized with a disconnected mailbox, Mulberry may not be able to perform some of the pending synchronization options. Turning this option on will produce an alert if this happens.

You will generally want to keep this option on.

Use OS Specific Default Locations To use the default location for documents as specified by the current operating system, select this option. The default location is usually the user documents folder. If this option is off, the default location is the Mulberry application folder.

This setting can potentially affect any local mailboxes, disconnected mailboxes, POP3 mailboxes, and local address books that are set to be stored in the default location.

The items in the Local tab are identical to those in the Local tab for a POP3 mailbox account (see section 4.1.2.2), though the settings in this tab specify the location for the storage of disconnected mailboxes.

4.6 Message

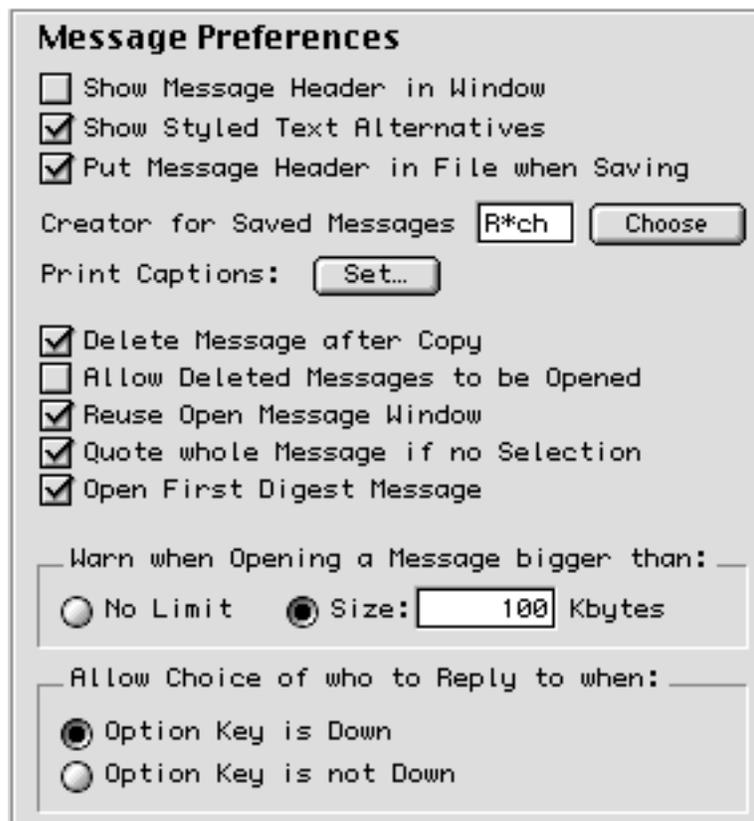


Figure 29 The Message preference panel

Show Message Header in Window	To have the message header displayed at the top of each message when opened, turn this on.
Show Styled Text Alternatives	To display the styled text message part in a multipart/alternative message, turn this on. To always display the plain text part of a multipart/alternative, turn this off.
Put Message Header in File when Saving	To save the message header along with the message text when a message is saved, turn this on.

MAC OS ONLY	MAC OS ONLY
Creator for Saved Messages	<p>Enter the creator code for messages saved to disk. For example:</p> <p>'ttx' for TeachText/SimpleText</p> <p>'MSWD' for Microsoft Word</p> <p>If you don't know the proper creator code for the application you want to use, you can click the Choose button and select the application you want to handle saved messages. Mulberry will fill in the appropriate creator code for you.</p>
WINDOWS ONLY	WINDOWS ONLY
Extension for Saved Messages	<p>Enter the three character filename extension for messages saved to disk. For example:</p> <p>.txt for a plain text file</p> <p>.doc for a Microsoft Word document</p>
Print Captions	<p>Click the 'Set...' button to define the header and footer that will appear when you print a message. A dialog box (shown in Figure 30) will appear. You can create different headers for regular messages and draft messages.</p>
Delete Message after Copy	<p>To delete messages after copying from one mailbox to another, turn this on.</p>
Allow Deleted Messages to be Opened	<p>To allow messages that are marked as deleted to be opened, turn this on.</p>
Reuse Open Message Window	<p>To reuse the oldest open message window when opening a message from a mailbox window, select this option. Holding down the Option (Mac OS) or Alt (Windows) key when opening a message from the mailbox window will produce the opposite behavior.</p>
Quote whole Message if no Selection	<p>If this option is checked and you reply to a message, the complete text of the original message will automatically be quoted in the reply draft window, unless you highlight a specific portion of the original message to quote instead.</p>
Open First Digest Message	<p>To automatically open the first digest message when a multipart/digest message is opened, turn this on.</p>
Warn when Opening a Message bigger than	<p>When this option is selected, a warning alert will be displayed before opening a message exceeding the specified size. If 'No Limit' is selected, no size warning occurs.</p>

Allow Choice of who to Reply to when

This setting allows Mulberry to automatically display a dialog with a choice of reply addresses when replying to a message. To have this dialog always come up, select 'Option Key is not Down' (Mac OS) or 'Alt Key is not Down' (Windows) option. To have the dialog appear only when you hold down the **Option** (Mac OS) or **Alt** (Windows) key while selecting the Reply option, choose 'Option Key is Down' (Mac OS) or 'Alt Key is Down' (Windows).

4.6.1 Editing Captions

You can create custom captions to appear on message printouts. Captions are created using the 'Set Caption' dialog.

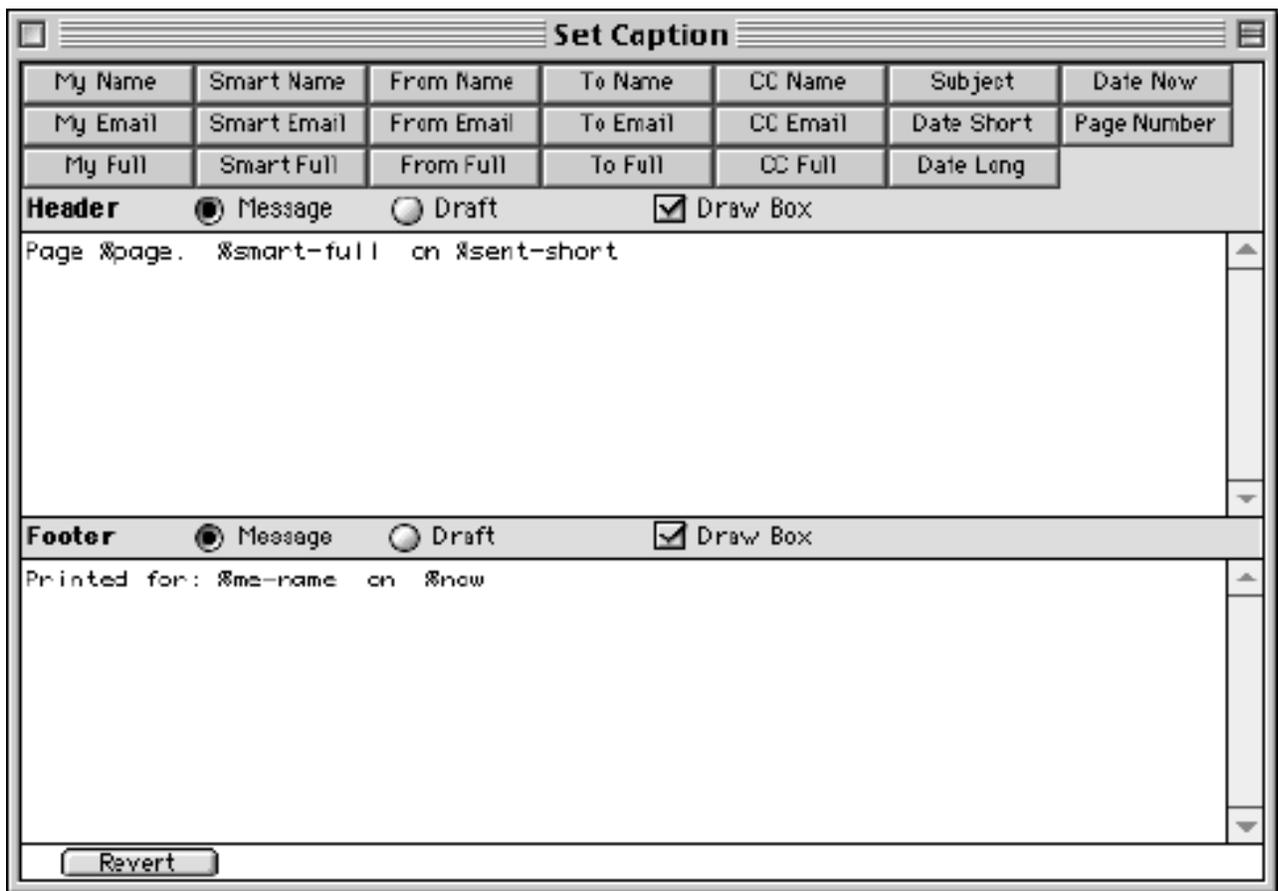


Figure 30 The Set Caption window

You can edit different headers and footers for regular messages and draft messages by selecting either the 'Message' or 'Draft' radio buttons. The buttons at the top of the

window allow you to insert various fields from the message you are printing into the printed header or footer. A description of each field button follows:

My Name	Your real name. If you have not specified your real name in the appropriate preference panel, your email address will be used instead.
My Email	Your email address.
My Full	Your real name and email address.
Smart Name	The real name of the correspondent. If a real name is not specified, the email address of the correspondent will be used instead.
Smart Email	The email address of the correspondent.
Smart Full	The real name and email address of the correspondent.
From Name	The real name specified in the 'From' address of the current message. If a real name is not present, the email address will be used instead.
From Email	The email address specified in the 'From' address of the current message.
From Full	The real name and email address specified in the 'From' address of the current message.
To Name	The real name specified in the 'To' address of the current message. If a real name is not present, the email address will be used instead.
To Email	The email address specified in the 'To' address of the current message.
To Full	The real name and email address specified in the 'To' address of the current message.
CC Name	The real name specified in the 'CC' address of the current message. If a real name is not present, the email address will be used instead.
CC Email	The email address specified in the 'CC' address of the current message.
CC Full	The real name and email address specified in the 'CC' address of the current message.
Subject	The subject of the current message.
Date Short	A short version of the date and time the current message was sent.
Date Long	A long version of the date and time the current message was sent.

Date Now	A short version of the current date and time.
Page Number	The current page number.

To draw a box around either the header or footer, select the appropriate 'Draw Box' checkbox. The 'Revert' button will change all captions back to the state they were in when the Set Caption window was first opened.

4.7 Outgoing

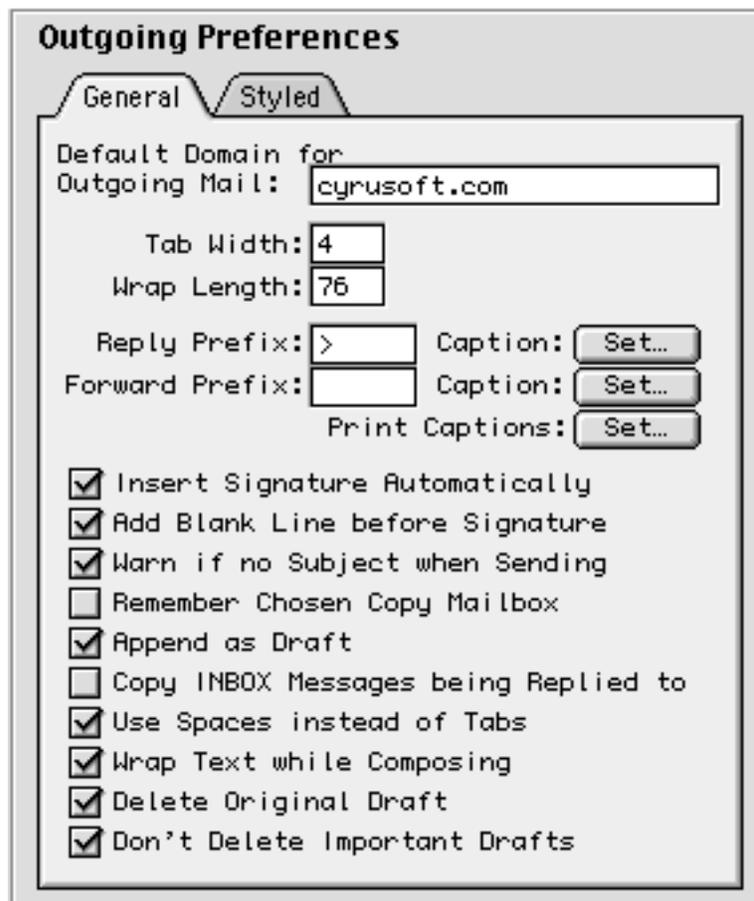


Figure 31 The Outgoing preference panel

4.7.1 General Tab

Default Domain for Outgoing Mail	If you enter an email address without the '@' character which is not a nickname or a group name, this text will be filled in as the rest of the email address. If you are not sure what to enter here, you should leave it blank.
Tab Width	The character width to use for tab characters, or the number of spaces to insert when typing a tab in a draft window when the 'Use Space for Tab' checkbox (described below) is on.
Wrap Length	The number of characters per line to which the text of a draft message is wrapped when it is sent. This should normally be left at 76 characters per line.
Reply Prefix	The string used to indicate a quotation of a message being replied to. This string followed by a space is inserted at the start of each line of the quotation.
Reply Caption	To configure the text displayed before and after each message being replied to, click the 'Set...' button. A dialog box (shown in Figure 30) will appear.
Forward Prefix	The string used to indicate a quotation of a message being forwarded. This string followed by a space is inserted at the start of each line of the quotation.
Forward Caption	To configure the text displayed before and after each message being forwarded, click the 'Set...' button. A dialog box (shown in Figure 30) will appear.
Print Captions	Click the 'Set...' button to define the header and footer that will appear when you print a message. A dialog box (shown in Figure 30) will appear. You can create different headers for regular messages and draft messages.
Insert Signature Automatically	To have the signature specified in the current identity automatically added to the end of a new draft message, turn this on.
Add Blank Line Before Signature	To ensure that there is at least one blank line between the signature and any text that precedes it, turn this on.
Warn if no Subject when Sending	To have a warning displayed when sending a message with an empty subject line, turn this on.

Remember Chosen Copy Mailbox	To use the last mailbox chosen for copying a sent message as the default the next time a draft message window is created, turn this on.
Append as Draft	To copy draft messages into a mailbox so that they will be opened as draft messages, turn this on. Holding down the Option (Mac OS) or Alt (Windows) key while selecting the equivalent command will produce the behavior.
Copy INBOX Messages being Replied To	To automatically set the 'Also copy original message' checkbox when replying to a message in the INBOX, turn this on.
Use Spaces instead of Tabs	To use a run of spaces rather than a real Tab character when typing a tab in a draft window, turn this on. The number of spaces used is determined by the 'Tab Width' setting, described above.
Wrap Text while Composing	To have text in a draft window wrapped to the 'Wrap Length', described above, while composing a message, select this option. If this option is not selected, text will be wrapped to the width of the compose window, and re-wrapped to the specified 'Wrap Length' when the message is sent.
Delete Original Draft	If a draft message is opened from a mailbox, turn this on to have the original draft message deleted after the draft has been sent, saved or copied.
Don't Delete Important Drafts	If the 'Delete Original Draft' option is on, turn this option on to prevent draft messages marked as 'Important' from being deleted. This allows the use of 'template' draft messages by marking such messages as 'Important' to avoid them being deleted like ordinary draft messages.

4.7.2 Styled Tab

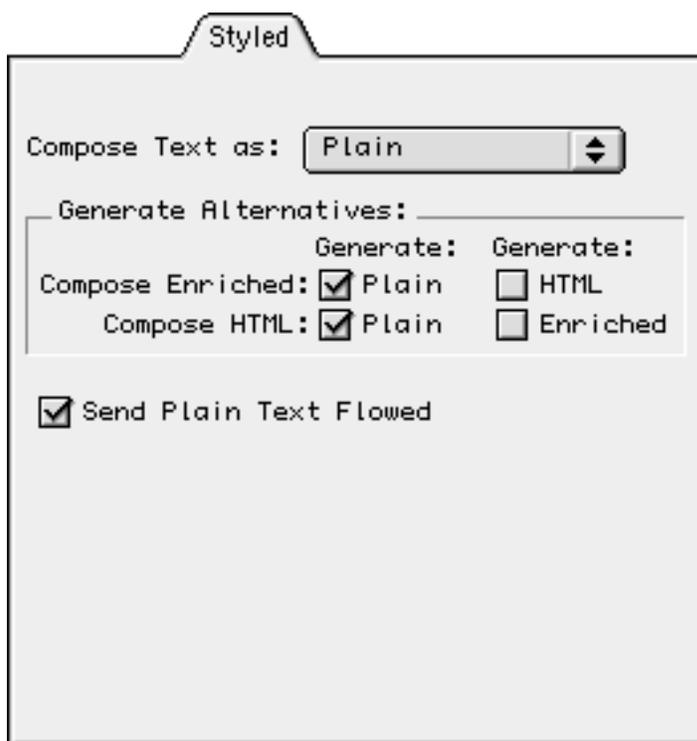


Figure 32 The Styled tab in the Outgoing preference panel

Compose Text as	To set the default styled text format to use when composing draft messages, choose one from the pop-up menu.
Composing Enriched	To automatically generate a text/plain part alternative when composing a text/enriched message, turn 'Plain' on. To automatically generate a text/html part alternative when composing a text/enriched message, turn 'HTML' on.
Composing HTML	To automatically generate a text/plain part alternative when composing a text/html message, turn 'Plain' on. To automatically generate a text/enriched part alternative when composing a text/html message, turn 'Enriched' on.
Send Plain Text Flowed	When this option is on, outgoing text/plain messages are sent using the "flowed" format. If the recipient of such a message is using a mail client that supports flowed text, the message will automatically wrap to the size of their viewing window. Users of mail clients that do not support flowed text will see the message text wrapped to the 'Wrap Length' specified in the General tab of the Outgoing panel (see section 4.7.1).

4.8 Security

Note: The options in this preference panel are only available when you have the Mulberry PGP plugin installed. Please see the PGP Guide that is part of the PGP plugin distribution for a complete description of using PGP with Mulberry.

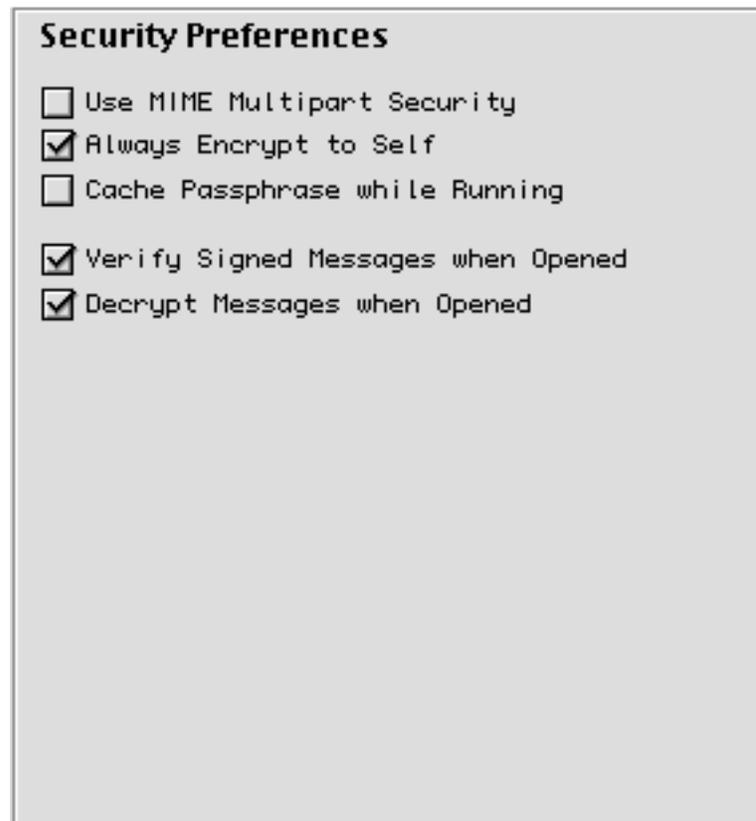


Figure 33 The Security preference panel

Use MIME Multipart Security

When this option is on, Mulberry generates outgoing messages that are signed or encrypted with PGP as proper MIME multipart/signed or multipart/encrypted messages. If this is off, messages are sent as regular text/plain parts with signing and/or encryption information in the message body.

Always Encrypt to Self	When this option is on, any encrypted messages generated will also be encrypted to the signing key specified in the currently selected identity. As an example, if you save copies of all outgoing messages, this option ensures that you can decrypt messages sent to other people.
Cache Passphrase while Running	To cache in memory the passphrase(s) for any signing key(s) you use during the current Mulberry session, turn this on. PGP passphrases are never written to disk.
Verify Signed Messages when Opened	To automatically verify the signature on a signed message when it is opened, turn this on. This feature will only work for messages in a proper MIME multipart/signed format.
Decrypt Messages when Opened	To automatically decrypt an encrypted message when it is opened, turn this on. This feature will only work for messages in a proper MIME multipart/encrypted format.

4.9 Identity

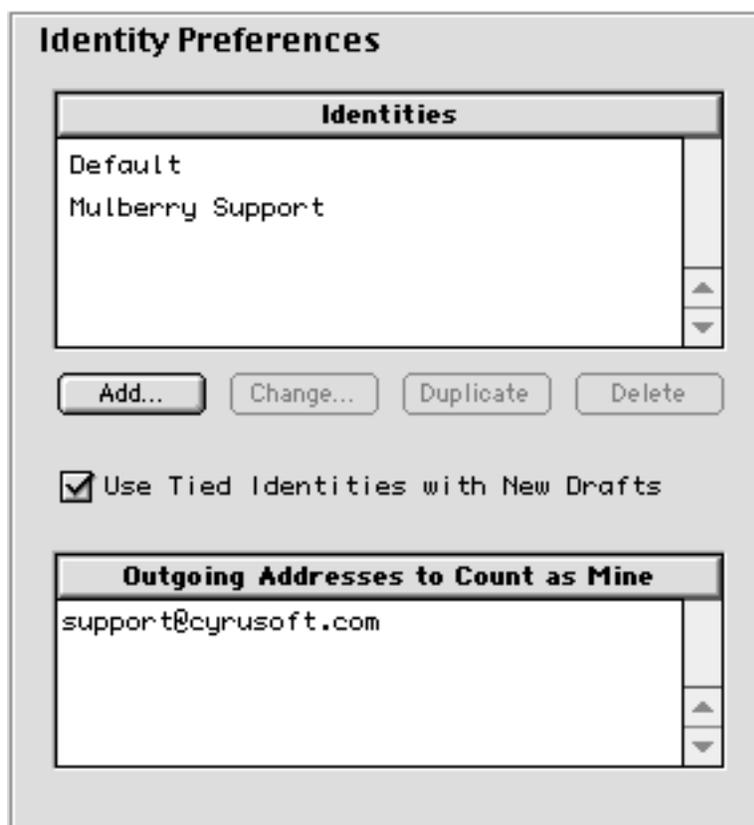


Figure 34 The Identity preference panel

Identities	Displays a list of the current set of identities. You can use drag and drop to re-order identities in the list. The first identity is always considered the 'default' identity.
Add	To add a new identity to the list, click here.
Change...	To edit the currently selected identities, click here.
Duplicate	To duplicate the currently selected identities, click here.
Delete	To delete the currently selected identities, click here.
Use Tied Identities with New Drafts	To automatically select a tied identity when creating a new draft, turn this on. The tied identity is determined by the currently selected mailbox, front most mailbox or message window. Holding down the Option (Mac OS) or Alt (Windows) key when creating a new draft will produce the opposite behavior.
Outgoing Addresses to Count as Mine	Enter addresses into this field, one on each line. The addresses displayed here are used to determine whether or not you are the sender of a message when a 'Smart Address' is displayed in a mailbox window.

4.9.1 Editing Identities

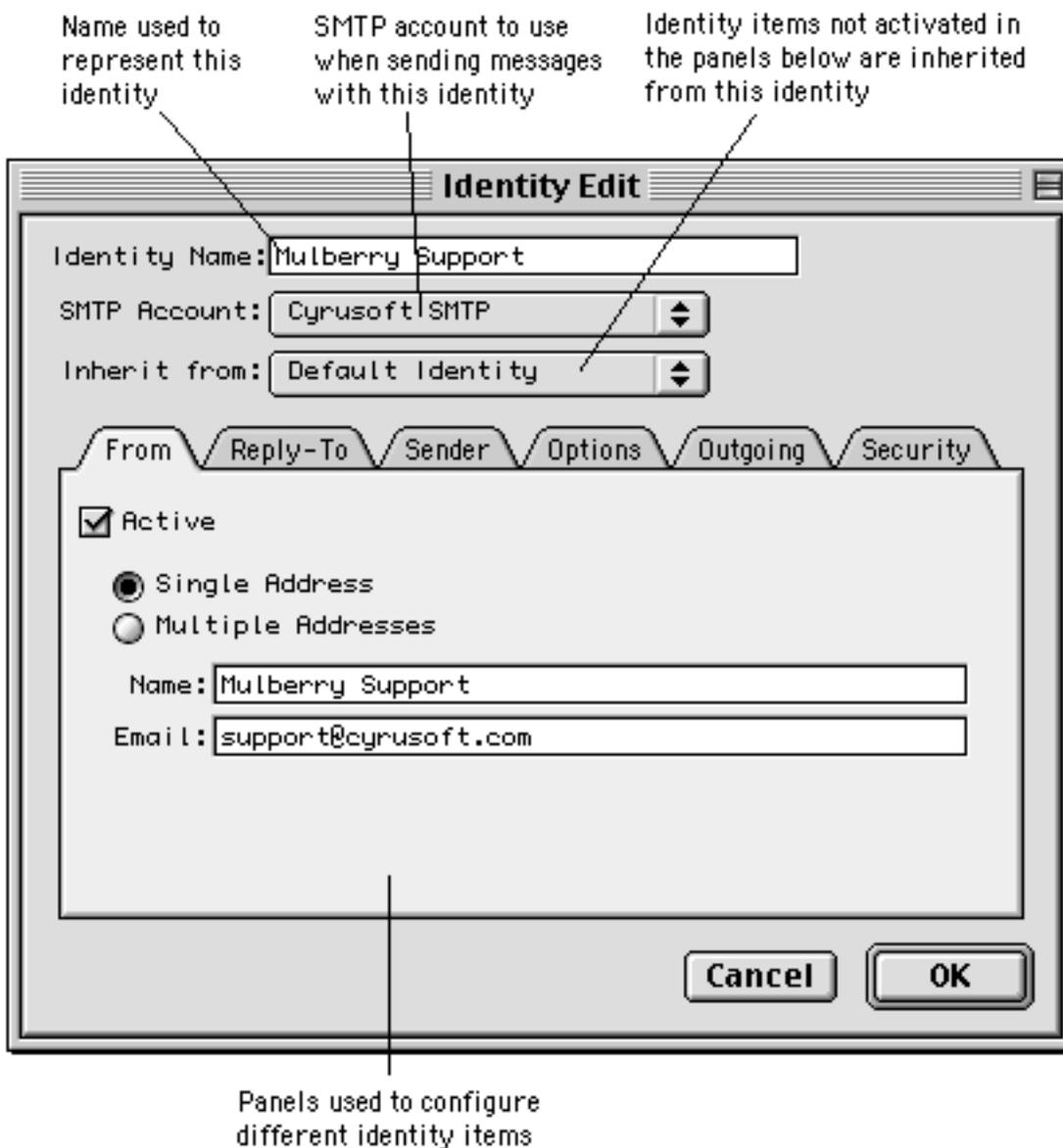


Figure 35 The 'Identity Edit' dialog box

The items in the Identity Edit dialog are:

- 'Identity Name' – A text string describing the current identity.
- 'SMTP Account' – The SMTP server to use for sending messages with this identity. The popup menu includes all 'SMTP Send Mail' accounts as defined in the 'Accounts' panel.

- ‘From’, ‘Reply-To’, ‘Sender’, ‘Options’, ‘Outgoing’ and ‘Security’ tabs – These tabs are used to specify more options for the current identity, and are described below

4.9.1.1 From Tab

Active	To use a custom ‘From’ address when the current identity is selected, turn this on. If this checkbox is not selected, the inherited ‘From’ address is used instead.
Single Address	To enter a single address with separate fields for full name and email address, click here.
Multiple Addresses	To enter multiple addresses in a single field, turn this on. If this option is selected, a single text box will be displayed in lieu of the ‘Name’ and ‘Email’ boxes described next.
Name	The name to be used as part of the custom ‘From’ address should be entered here (e.g. ‘Joe User’).
Email	The email address to be used as part of the custom ‘From’ address should be entered here (e.g. ‘joeuser@cyrusoft.com’).

4.9.1.2 Reply-To Tab

The ‘Reply-To’ tab is identical to the ‘From’ tab. Address(es) entered into this tab will be used as the Reply-To address when the current identity is selected.

Note: If you choose to use the ‘Multiple Addresses’ option in either the ‘From’ or ‘Reply-To’ fields, the addresses you enter should be fully specified email addresses, e.g. "Mulberry Sales" <sales@cyrusoft.com>.

4.9.1.3 Sender Tab

The ‘Sender’ tab is identical to the ‘From’ tab, except the ‘Multiple Addresses’ option is not available. The address entered into this tab will be used as the Sender address when the current identity is selected.

4.9.1.4 Options Tab

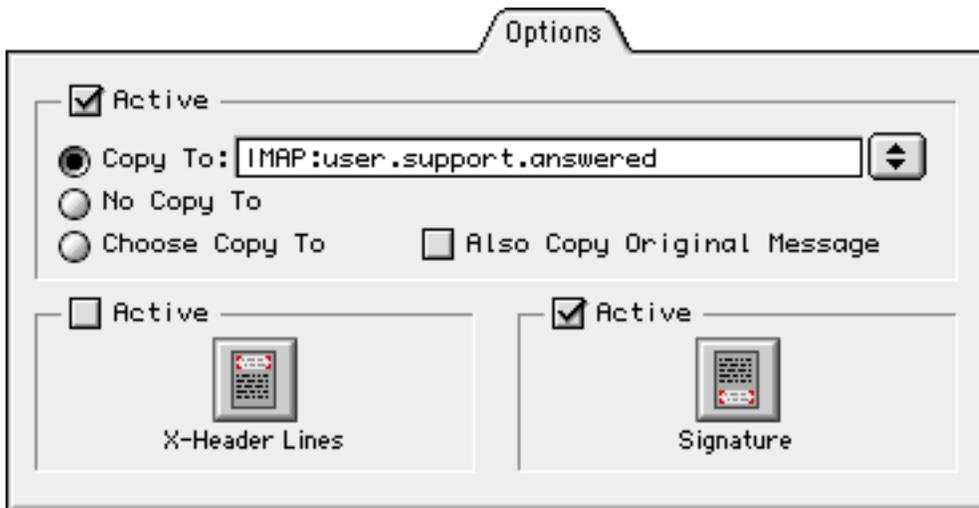


Figure 36 The Options tab of the Identity Edit dialog

Copy To	Enter the mailbox in which copies of messages sent with this identity are to be saved. Use this to keep a record of messages that you send. The 'Active' box must be checked for sent messages to be copied.
No Copy To	When this item is selected, the 'Copy To:' popup menu in the Draft window will be set to 'None' by default when the current identity is used.
Choose Copy To	When this item is selected, the 'Copy To:' popup menu in the Draft window will be set to 'Choose Later' by default when the current identity is used.
Also Copy Original Message	Select this option to copy the original message into the specified 'Copy To' mailbox along with your reply. This option is only applicable when you are composing a reply or forwarding a message.
X-Header Lines	To create your own custom header field lines for this identity, click this button. A text box will open where you can type the additional header lines. The 'Revert' button in the text box will cause the text box to return to the state it was in when originally opened. If 'Active' is not checked, the inherited 'X-Header Lines' will be used instead.

Signature

To create your own custom signature to use when sending messages with this identity, click this button. A text box will open where you can type your custom signature. The 'Revert' button in the text box will cause the text box to return to the state it was in when originally opened. If 'Active' is off, the inherited 'Signature' will be used instead.

4.9.1.5 Outgoing Tab

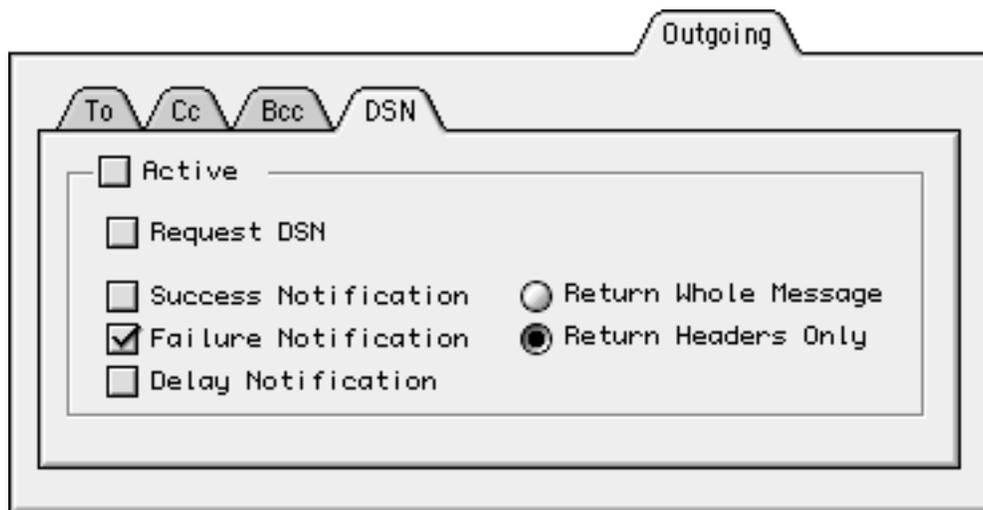


Figure 37 The Outgoing tab of the Identity Edit dialog

The first three tabs allow you to specify one or more email addresses to automatically add to the To, CC, or BCC line of an outgoing message when the current identity is selected. Addresses specified in these tabs are added to the appropriate header line when you select the identity from the popup menu in the Draft window, and removed when you switch to another identity.

The DSN tab allows you to request Delivery Status Notification information for all messages sent using the current identity. Click the 'Active' box to activate this feature.

Request DSN

Check this box to request delivery status notification information for all outgoing messages that use this identity.

Success Notification

Check this box to request a notification when the message is delivered successfully.

Failure Notification

Check this box to request a notification when the messages is NOT delivered successfully.

Delay Notification	Check this box to request a notification when there is a delay in delivering a message.
Return Whole Message	Check this box to request that the entire original message be included with any of the notifications that are selected.
Return Headers Only	Check this box to request that only the headers of the original message be included with any of the notifications that are selected.

Note: Keep in mind that DSN notifications are not guaranteed. These requests depend on the ability of the various SMTP servers that handle your message to honor DSN requests. In some cases, you may not receive notifications even if you have these options turned on.

4.9.1.6 Security Tab

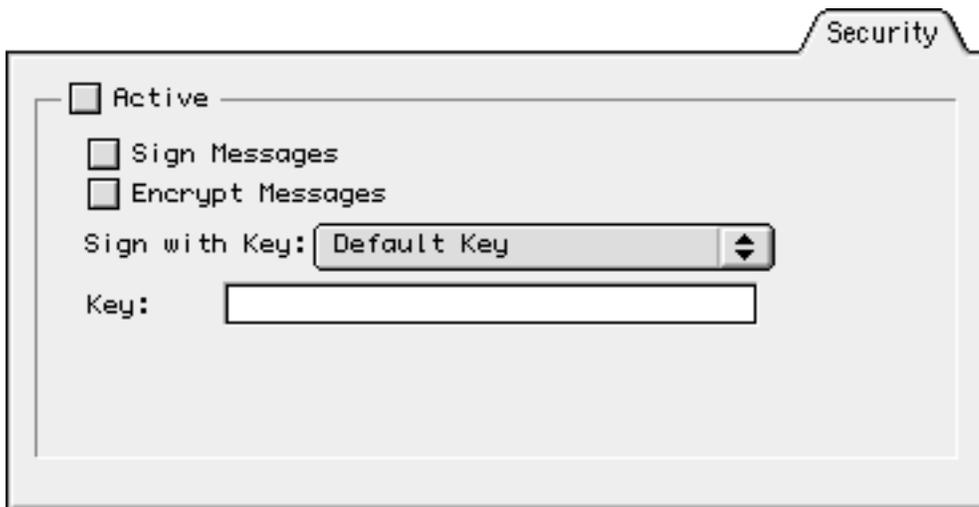


Figure 38 The Security tab of the Identity Edit dialog

This tab will only be available when the Mulberry PGP Plugin is installed.

Sign Messages	To automatically sign messages generated when this identity is active, turn this on.
Encrypt Messages	To automatically encrypt messages generated when this identity is active, turn this on.

Sign with Key

This popup menu allows you to choose the PGP key you will use for signing and encryption options when this identity is active.

Available options are:

- Default Key – uses the default key as specified within the PGP application
 - From Address Key – uses a key with an email address matching the ‘From’ address specified within this identity.
 - Reply-To Address Key – uses a key with an email address matching the ‘Reply-To’ address specified within this identity.
 - Sender Address Key – uses a key with an email address matching the ‘Sender’ address specified within this identity.
 - Other Key – uses a different key. When this option is selected, you can type a string in the ‘Key’ box. When you sign a message, Mulberry will attempt to find a PGP key with a name or email address that contains the specified string.
-

4.10 Addresses

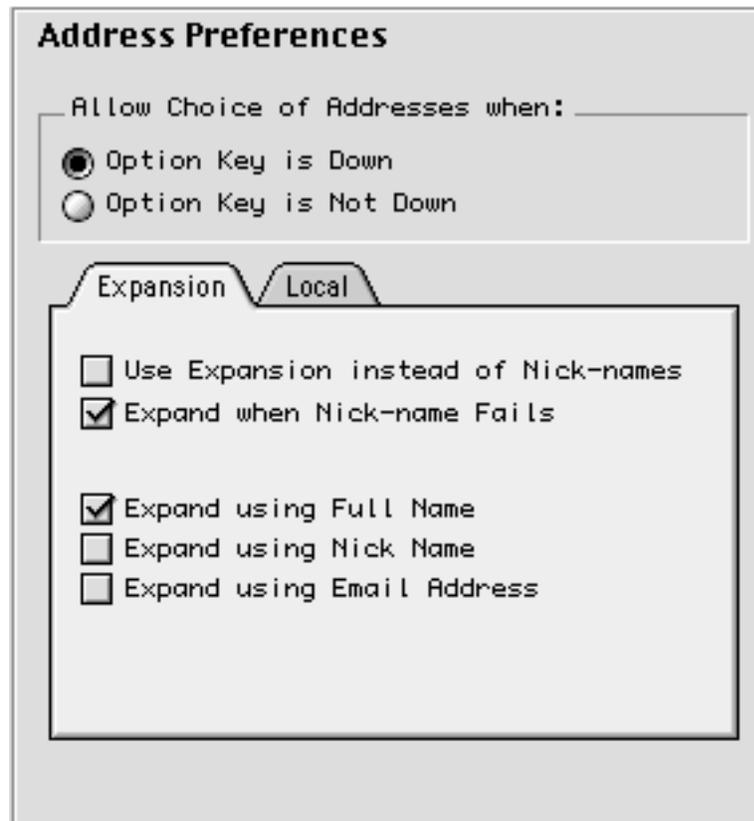


Figure 39 The Addresses preference panel

Allow Choice of Addresses

This setting allows Mulberry to automatically display a dialog with a choice of addresses when you click the Draft button in the Address Book or Address Search window. The items in the dialog will correspond to the items selected in the window when you click the Draft button. To have this dialog always come up, select the 'Option Key is not Down' (Mac OS) or 'Alt Key is not Down' (Windows) option. To have the dialog appear only when you hold down the **Option** (Mac OS) or **Alt** (Windows) key while selecting the Draft option, choose 'Option Key is Down' (Mac OS) or 'Alt Key is Down' (Windows).

4.10.1 Expansion Tab

Use Expansion instead of Nick-names	To expand partial addresses via an address book search instead of using nickname lookup, turn this on. This will cause Mulberry to search all address books marked for searching for matches in the fields specified below using the partial address as a search string.
Expand when Nick-name Fails	To perform address expansion only after nickname resolution fails, select this option.
Expand using Full Name	To search for the partial address in the Full Name field of all address book entries when doing expansion, turn this on.
Expand using Nick-Name	To search for the partial address in the Nick-Name field all address book entries when doing expansion, turn this on.
Expand using Email Address	To search for the partial address in the Email Address field of all address book entries when doing expansion, turn this on.

The items in the Local tab are identical to those in the Local tab for a POP3 mailbox account (see section 4.1.2.2), though the settings in this tab specify the location for the storage of local address books.

4.11 Attachment

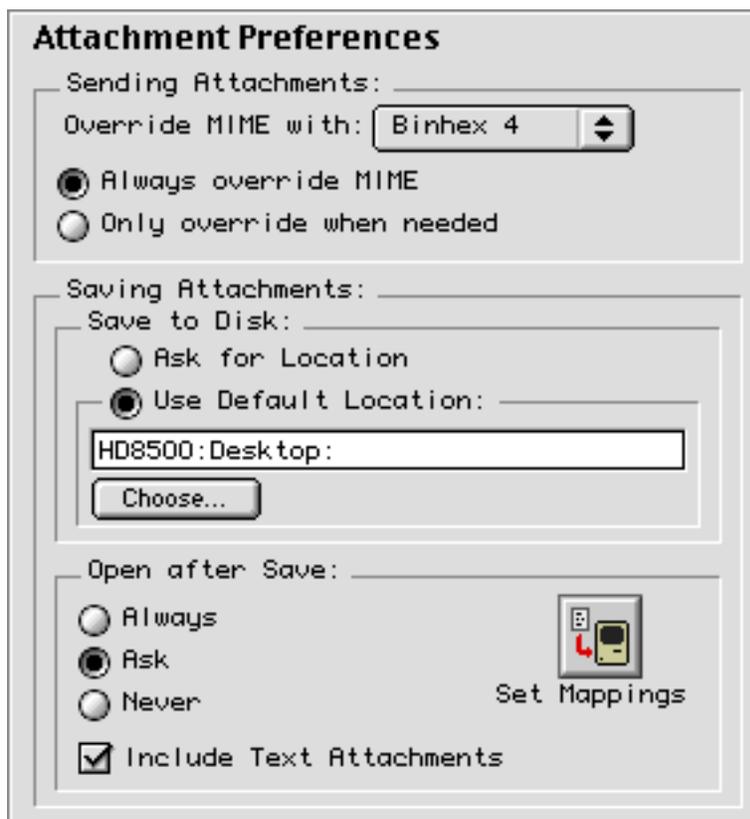


Figure 40 The Attachment preference panel.

Override MIME with

The default encoding to use for files sent from this computer.

MAC OS ONLY

This should normally be set to 'AppleDouble' so that files can be read by users on other computer systems.

Always override MIME

To always use the encoding method specified above regardless of the file's type, turn this on.

MAC OS ONLY

This allows you to always send binary files to other Macintosh users and ensure that the full file information is sent as well.

Only override when needed	MAC OS ONLY To only use the encoding method specified above with binary files or files which may have a resource fork, turn this on. WINDOWS ONLY To use MIME mappings determined by the Windows Registry for files that do not need special processing, turn this on.
Ask For Location	To be given the choice of name and location when downloading an attachment, turn this on.
Use Default Location	To use a default name and save an attachment in a default folder when downloading turn this on and enter the folder location in the text field.
Choose	To choose the location of the default download folder, click here.
Open After Save: Always	To have attachments automatically saved to disk after downloading, turn this on.
Open After Save: Ask	To be given the choice of opening attachments saved to disk after downloading, turn this on.
Open After Save: Never	To prevent attachments saved to disk after downloading from being opened, turn this on.
Include Text Attachments	To have text attachments opened after downloading using the 'Open After Save' option, turn this on. To prevent text attachments from being opened after downloading irrespective of the 'Open After Save' option, turn this off.
WINDOWS ONLY Launch	WINDOWS ONLY To automatically launch all attachments using a particular application, enter the command line for the application here. Enter a %s in the command line to substitute the file name of the attachment.
Set Mappings	To edit the default MIME type to file type mappings, click here. This brings up a dialog box (shown in Figure 41) from which you can specify a relationship between a MIME type/subtype and a Mac OS file creator and file type (Mac OS) or a file extension (Windows). These mappings can then be used to correctly convert between Email attachments and files on the local computer.

4.11.1 Mappings

The mappings set in the explicit mappings dialog are used to override the default MIME to file type mappings specified in Internet Config (see page 206 for more details) (Mac OS) or the Windows Registry (Windows). These mappings are only used for incoming attachments.

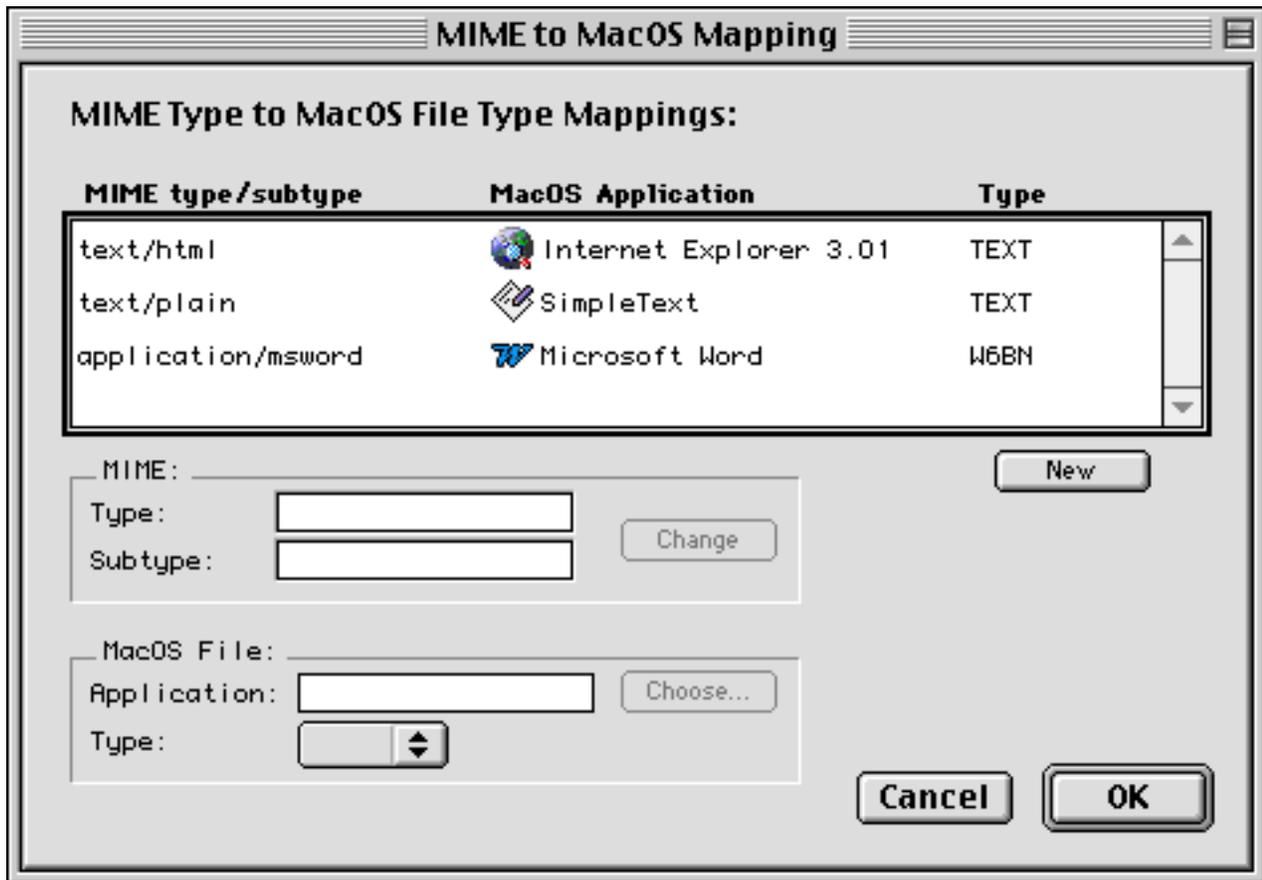


Figure 41 The attachments type mapping dialog

MAC OS

To add a new mapping to the list:

- Click the **New** button to create a new blank entry.
 - Edit the MIME 'Type' and 'Subtype'.
 - Click the **Change** button.
 - Click the **Choose** button and choose the application corresponding to the MIME values entered.
 - Select an appropriate file type from the **Type** pop-up menu. This type
-

must correspond to the MIME type and subtype of the part to be downloaded.

To edit an entry, select that entry in the table and edit the parameters as above.

WINDOWS

To add a new mapping to the list click the **Add...** button. This allows you to set the MIME type and subtype and the corresponding file extension for the mapping. You can also choose which option to use for opening a file when a matching MIME part is downloaded to disk.

To edit an entry, select that entry in the table and click the **Change...** button.

To delete an entry, select that entry in the table and click the **Delete** button.

4.12 Speech (Mac OS Only)

This panel will only be available if the Mac OS Text-To-Speech software is installed on your computer.

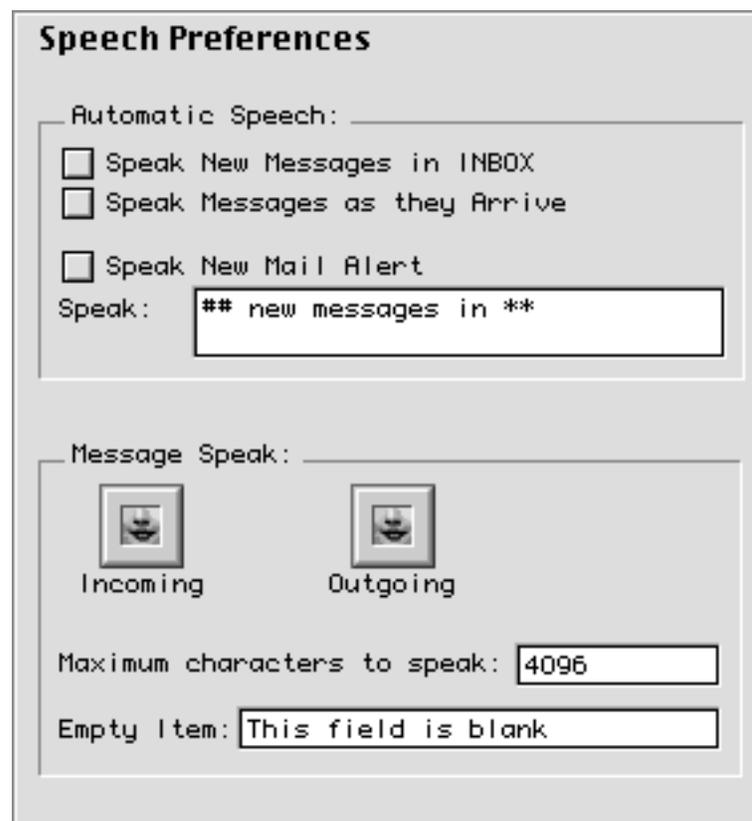


Figure 42 The Speech preference panel.

Speak New Messages in INBOX	To automatically have new messages in your INBOX spoken after you open the INBOX window, turn this on.
Speak Messages as they Arrive	To have new messages spoken when they arrive, turn this on. You can use this to have parts of new mail message read to you as the message arrives (e.g. the name of the sender and the subject).
Speak New Mail Alert	To have the new mail alert speak text instead of beep, turn this on.
Speak	Enter the text to be spoken when new mail arrives if the previous option is on. Use a single '#' to have the number of new messages spoken for each mailbox which has new mail. Use a single '*' to have the name of the mailbox spoken for each mailbox that has new mail. Use '##' to have the total number of new messages in all mailboxes with new mail spoken. Use '**' to have the names of all mailboxes with new mail spoken one after the other in turn.
Incoming	To edit which parts of an incoming message are spoken, click here. This brings up a dialog box (shown in Figure 43) from which message items and suitable text can be specified for speaking.
Outgoing	To edit which parts of a draft message are spoken, click here. This brings up a dialog box (shown in Figure 43) from which message items and suitable text can be specified for speaking.
Maximum characters to speak	The maximum number of characters in the body of a message that will be spoken. Use this to limit the amount of text spoken.
Empty Item	The text to be spoken when a field in the message being read is empty should be entered here.

4.12.1 Speech Configuration

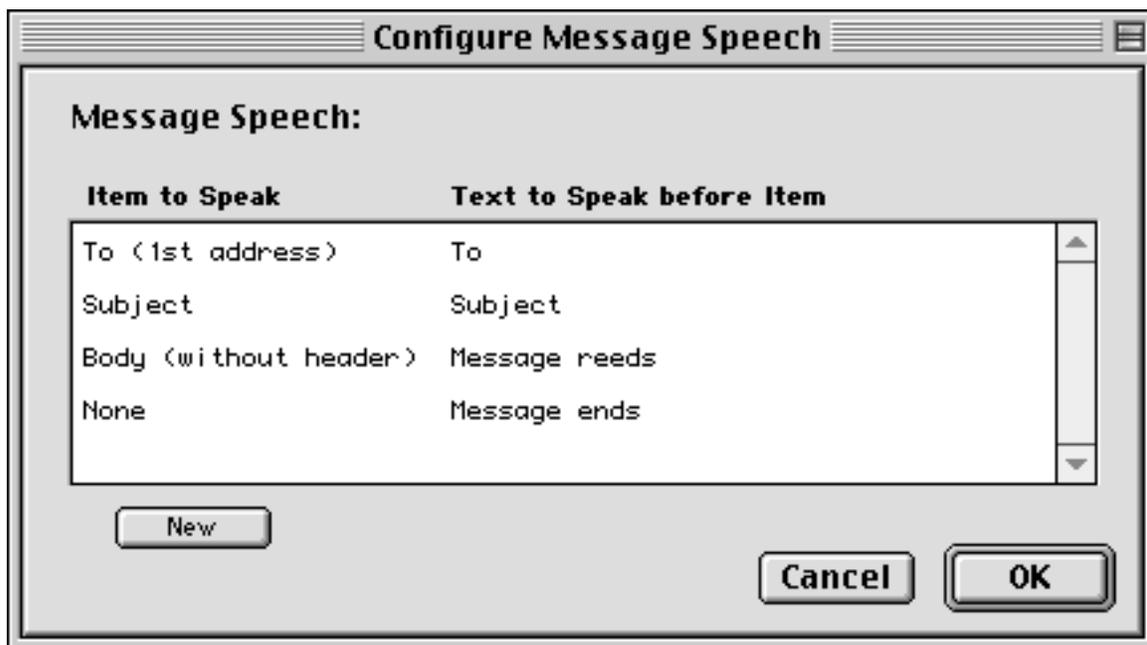


Figure 43 The dialog used to configure which parts of a message are spoken

To add a new mapping to the list click the **New** button to create a new blank entry. This will bring up the dialog box shown in that allows you to choose which message field is read and to specify the text to be spoken before that item is spoken. To edit an entry, double-click that entry in the table. To delete an entry, use the delete key.

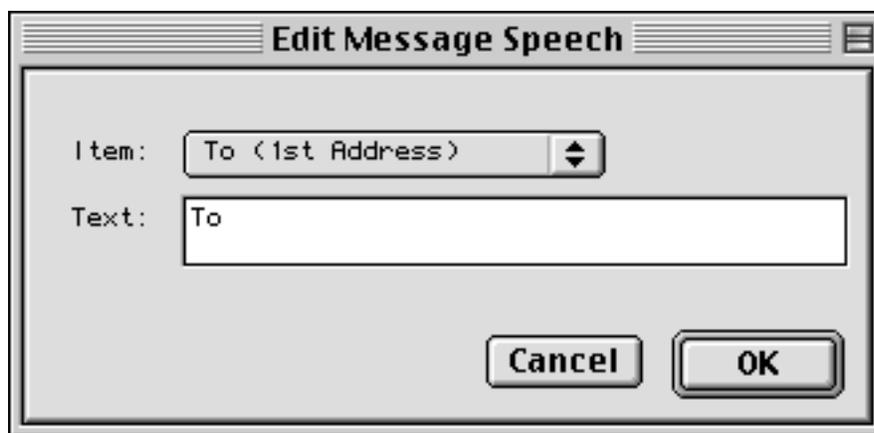


Figure 44 The dialog used to edit items in the speech configuration dialog

You can select which message item to speak from the pop-up menu shown in Figure 45. The 'Text' field can be set to text that will be spoken before the message item is read.

The 'None' item can be used to speak some text at any point during the message speak process.

From (1st Address) From (All Addresses)
To (1st Address) To (All Addresses)
CC (1st Address) CC (All Addresses)
Date Subject Number of Parts
Body (without Header) Body (with Header)
● None

Figure 45 The pop-up menu of message items that can be spoken

5. USING MULBERRY

To help you read, compose, and manage your email, Mulberry uses several different windows. The best way to become familiar with Mulberry is to learn about the information contained in each major window. Each subsection in this chapter describes one of Mulberry's main windows, dialogs and menus that might be encountered in the window, and important concepts to know when using the window.

5.1 Status

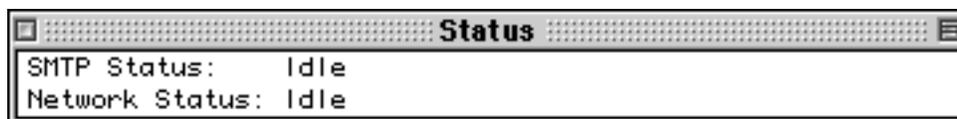


Figure 46 The Status display

MAC OS

This provides status information about the Network (IMAP, POP, IMSP, ACAP and LDAP) and SMTP operations currently in progress. It will also give an indication of the progress of operations that may occasionally take a long time to complete (for example, sending large attachments or opening large mailboxes). Clicking the close box will hide the window. To see the window again select the **Status** item from the **Windows** menu (see page 202). The location of the status window and its hidden/shown state are saved in the current preferences file when Mulberry is closed, and then restored from that preferences file when it is used to launch Mulberry again.

WINDOWS

The status line at the bottom of the main window provides status information about the Network (IMAP, IMSP and LDAP) and SMTP operations currently in progress. It will also give an indication of the progress of operations that may occasionally take a long time to complete (for example sending large attachments or opening large mailboxes).

5.2 Server Window

The server window displays several different entities, the most important being all of the mail servers as defined in the 'Accounts' preferences, as well as the mailboxes available on each mail server.

Depending on how you've configured Mulberry, the server window can display a simple list with your INBOX and a few mailboxes of interest, or a complex list of multiple mail servers, subscribed mailboxes, cabinets, and display hierarchies.

5.2.1 Server Window Layout

The server window, an example of which is shown in Figure 47, is divided into three main sections:

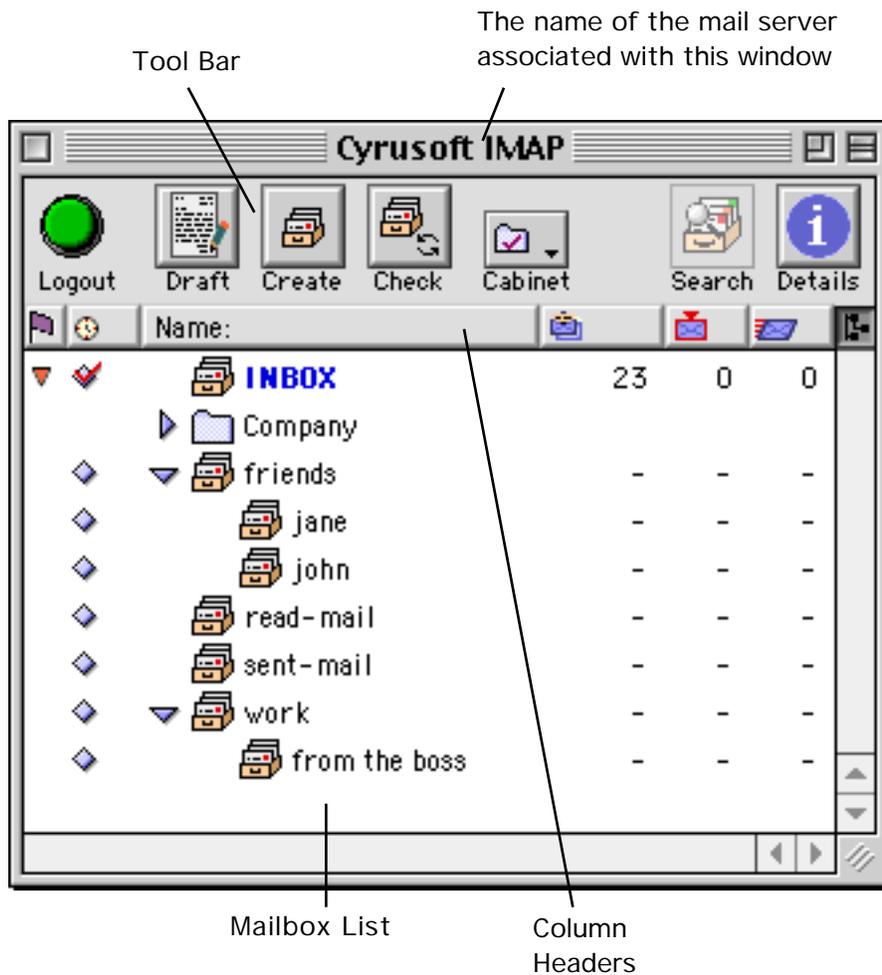


Figure 47 Sections of the server window

- The Tool Bar section contains several buttons and a popup menu for quickly accessing common operations.
- The items in the Column Header section indicate what type of mailbox information is displayed in the corresponding column in the Mailbox List section.
- The Mailbox List section displays lists of mailboxes, cabinets, mail servers, and other items.

5.2.1.1 Tool Bar

There are several buttons in the header area at the top of the server window. These buttons allow you to quickly perform some of the most common operations on items in the server window.

The **Login** button at the top-left of the server window allows you to login or logout of the currently selected IMAP server. Logging in to an IMAP mail server automatically generates a list of mailboxes available on the selected server, which includes your INBOX, any subscribed folders, and any display hierarchies you've previously specified. POP mail servers and local mailbox accounts are always 'logged in'. Logging out of a server causes Mulberry to terminate all connections to that server. Note that Mulberry maintains a constant connection to an IMAP server when logged in.

If you only have one mail server account set up, the **Login** button will act on that server, and will always be available. If you have multiple mail server accounts set up, you must select one of those accounts in the 'Mailbox List' section of the server window to make this button active.

When you are already logged in to the selected mail server, the **Login** button will change to a **Logout** button. Logging out of a server causes Mulberry to terminate all connections to that server.

The **Draft** button is used to compose a new e-mail message. Clicking this button will cause a new compose window to appear. For more information on the compose window, see page 151.

The **Create** button allows you to create a new mailbox in a selected mail account or within a selected display hierarchy. When you click this button, you will be presented with a 'Create Mailbox' dialog that allows you to enter a name for the new mailbox and specify where it will be created. This button is not available unless a mail server, display hierarchy or mailbox (that is allowed to contain other mailboxes) is selected. Creating mailboxes is covered in more depth on page 90.

The **Check** button causes Mulberry to check the selected mail server or mailbox for new messages. When checking the INBOX of a POP3 account, Mulberry will login to the POP3 server, download any new mail, and then logout.

The **Cabinet** popup menu allows you to hide, show, create, delete, and rename cabinets. More information on cabinets is available on page 91.

The **Search** button allows you to search for messages within a mailbox. This button is only available when a mailbox is selected in the server window. When you click this button, you are presented with a new search window. The search window is covered on page 117.

The **Details** button at the top-right allows you to view detailed information about mailboxes and servers in the server window. The Details button is only active if a mailbox or mail server is selected.

5.2.1.2 Column Headers

The column headers indicate what mailbox information is displayed in each column in the mailbox list below it. The column indicates with text or an icon what the information is:

Name	The name of the displayed item.
 State	<p>Icons representing the state of the corresponding mailbox. These icons include:</p> <ul style="list-style-type: none"> <li data-bbox="475 894 1360 961">  Indicates that the mailbox is open and a corresponding mailbox window is on screen. <li data-bbox="475 995 1338 1062">  Indicates that the mailbox is closed, but is marked for automatic mail checking. <li data-bbox="475 1096 1292 1163">  Indicates that the mailbox is closed, but it has new messages. <p>No icon means the mailbox is closed and has no new messages.</p>
 Total	<p>The total number of messages in the mailbox the last time it was checked. If the mailbox has never been checked or opened, a dash will appear.</p>
 Recent	<p>The number of new messages that have arrived in the mailbox the last time it was opened. If the mailbox has never been checked or opened, a dash will appear.</p>
 Unseen	<p>The number of unseen messages in the mailbox the last time it was checked, or, if the mailbox is open, the current number of unseen messages in the mailbox window. This last value may be different from the total number of unseen messages in the mailbox if the mailbox window is only displaying a subset of all the messages in the mailbox. If the mailbox has never been checked or opened, a dash will appear.</p>

 Favourite	<p>A 'diamond' button that can be clicked to turn on or off automatic checking of the corresponding mailbox. If the mailbox is marked for automatic checking the button will have a check mark:</p> <ul style="list-style-type: none">  Indicates a mailbox not marked for automatic checking.  Indicates a mailbox marked for automatic checking. <p>Mailboxes marked as favourites are automatically added to the 'Check Favourites' cabinet. For more information on cabinets, see page 91.</p>
Size	<p>The size of the mailbox. This information is available for locally-stored mailboxes, such as mailboxes in a POP or Local Mailbox account, or IMAP mailboxes cached for disconnected mode operations.</p> <p>For IMAP mailboxes in connected mode, the size has to be manually calculated. For mailboxes that have not had their size calculated the  button appears. Clicking this button will cause Mulberry to calculate the mailbox size and then display it in place of the button.</p>
 Hierarchy Display  Toggle Button	<p>This button is only available when a cabinet or display hierarchy is selected. Items within cabinets and display hierarchies can be viewed as either a flat or hierarchical list. Clicking this button toggles between these two views.</p>

Column headers can be re-arranged, added, or deleted.

MAC OS Hold down the command (⌘) key and click the mouse button (⌘-click) on a column header to change the column type, insert a new column, or delete the column.

WINDOWS Click the right mouse button on a column header to change the column type, insert a new column, or delete the column.

When you do this, the menu shown in Figure 48 will appear.

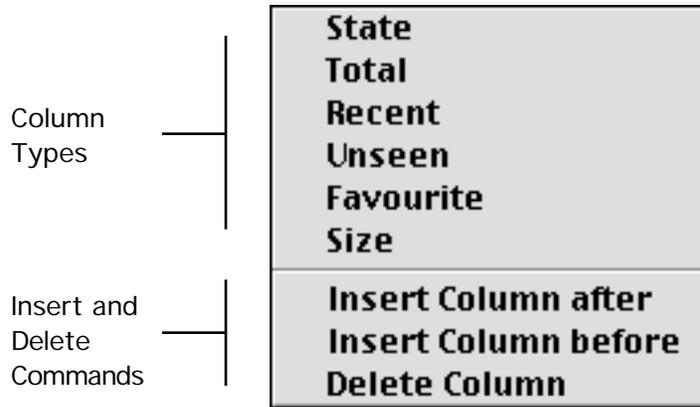


Figure 48 The pop-up menu for changing column headers in the server window

Note: The ‘Name’ column, which displays the names of the various items in the server window, is always present and cannot be changed or deleted. However, you can insert columns before or after it. Additionally, the hierarchy display toggle button cannot be changed or removed.

5.2.1.3 Mailbox List

The main purpose of the mailbox list section of the server window is to display the various mailboxes available to you. However, depending on the number and type of mail servers you have access to, your list of interesting mailboxes may be quite large. In order to help you categorize and organize your mailboxes, several types of entities other than mailboxes can be displayed in the server window. These different entities are represented by the following icons:

Servers



An IMAP server account.



An IMAP server account that is available for use in disconnected mode. This icon is only shown when in disconnected mode.



A POP server account.



A Local Mailbox account.

Mailboxes



A remote mailbox that can be opened.



A remote mailbox that cannot be opened or that failed to open in the past.



A remote mailbox that contains no new messages.



A remote mailbox marked as interesting.



A mailbox with messages stored on the local disk. This can either be a mailbox within a POP or Local Mailbox account, or an IMAP mailbox that has been synchronized for use in disconnected mode.



A mailbox whose contents are only available while in connected mode.

Note: Mulberry depends on responses from the IMAP server to decide which of the remote mailbox icons to display for a particular mailbox. Some IMAP servers do not communicate mailbox states, in which case the first remote mailbox icon will be used for all mailboxes.

Cabinet



A cabinet, which stores aliases of mailboxes (see page 91).



An alias to a mailbox, found within a cabinet

Mailbox 'containers'



A folder, which may contain more mailboxes or other folders. Note that unlike a mailbox, a folder does NOT hold mail messages. It is simply used as a placeholder within a hierarchical list of mailboxes.



A display hierarchy, which may contain mailboxes or folders (see page 87).



The subscribed mailbox list.

At the highest level, the mailbox list shows all of the mail servers you have defined in the Accounts preferences panel, listed alphabetically, as well as any cabinets that you have made visible. Within each mail account, the INBOX is shown at the top, followed by the list of subscribed mailboxes and any display hierarchies that have been defined, listed alphabetically.

Figure 47 shows a simple server window, with the default column headers and only one mail server defined. There are no subscribed mailboxes, and one display hierarchy is defined. Notice that since only one mail server account is defined in the Accounts preferences panel, the name of the account is shown in the title bar of the server window rather than in the mailbox list area. Because only one display hierarchy is defined in this example, the contents of the hierarchy are displayed directly in the mailbox list area.

A more complex server window is shown in Figure 49. The window shows multiple mail accounts and their contents. Since multiple mail accounts are defined, the title of the server window is simply 'Servers', and the contents of each server account are

displayed under a collapsible header. The list of 'Subscribed' mailboxes in the third mail account (the second IMAP account) is shown as a flat list, while the contents of the expanded display hierarchy 'INBOX.*' in the first IMAP account is shown as a hierarchical list.

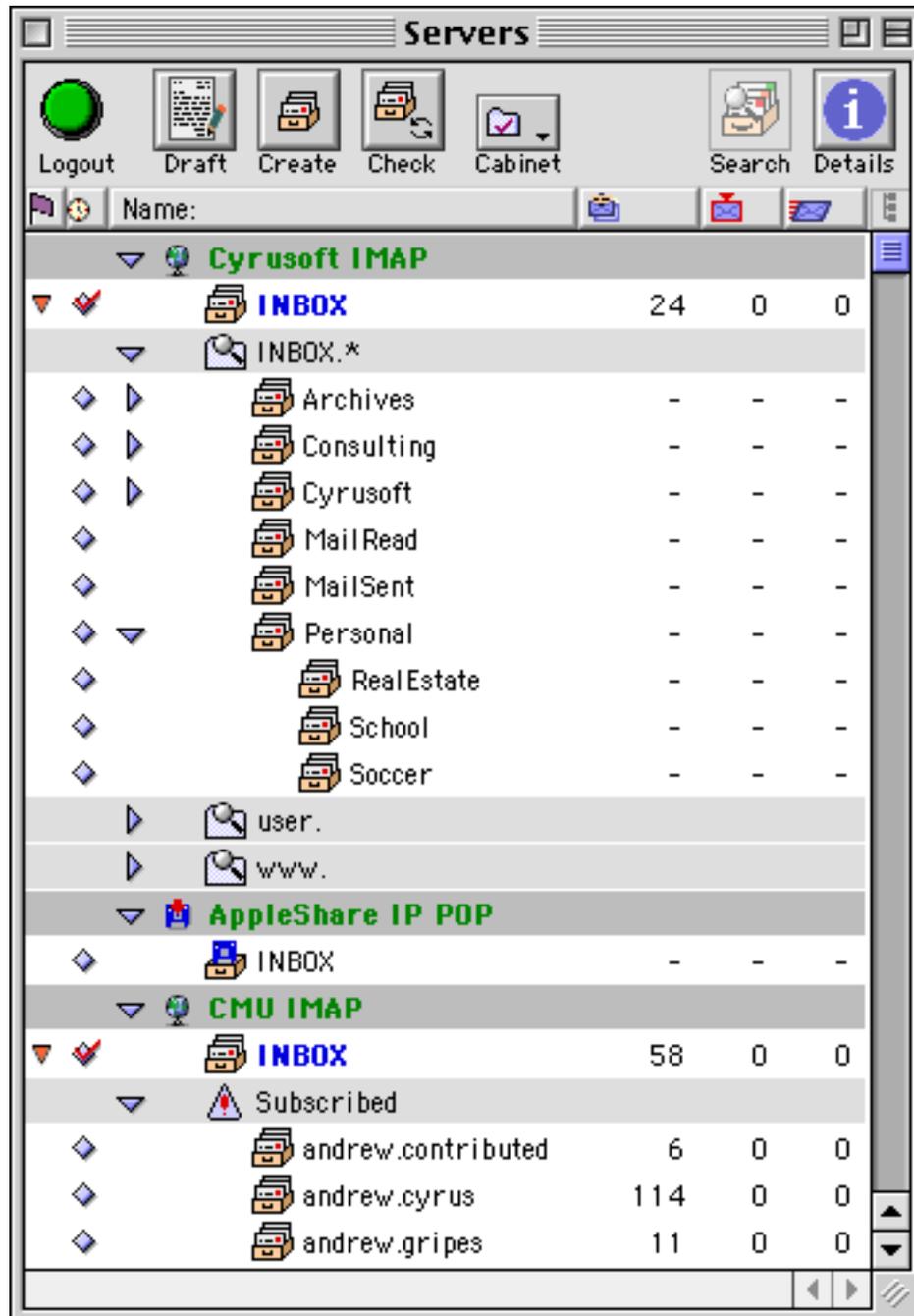


Figure 49 The server window with multiple mail accounts, multiple display hierarchies and some subscribed mailboxes

Double-clicking on a server name will open a new window, similar to the server window, but displaying only the contents of that mail server account. Double-clicking a mailbox in the list will open a mailbox window containing message captions for that mailbox (see page 111).

Note that several items in the server window, including mail servers, cabinets, and all hierarchies can be expanded and collapsed using disclosure triangles. This allows you to organize a complex server window to show only the mailboxes of immediate interest.

5.2.2 Working with the Server Window

5.2.2.1 Logging In To Servers

When you open an IMAP mailbox in connected mode, Mulberry must first log in to the appropriate IMAP server if it has not already done so. When you check for new mail in a POP3 INBOX mailbox, Mulberry must login to the POP3 server. When a login is necessary, the dialog shown in Figure 50 appears, allowing you to enter your user ID and password for that server. If you wish, you can set your preferences to automatically login to all IMAP mail servers when you start Mulberry (see page 25).

Note: Your user ID may be specified in the preferences, in which case you will not be able to change it (as shown in Figure 50). Similarly, if you have also set your preferences to save the password for the current account, the Login dialog may not appear at all. In addition, some authentication mechanisms do not require the Login dialog.

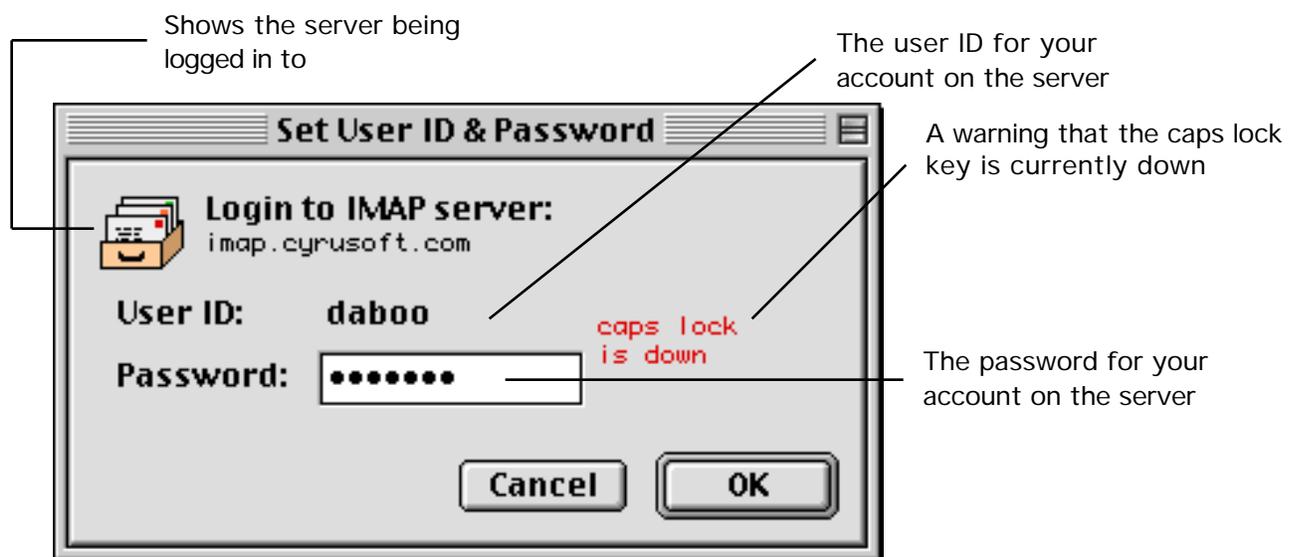


Figure 50 The dialog used to log in to a server

The login dialog will also appear when a login is necessary for other types of servers, such as an IMSP or ACAP preferences server. The icon in the login dialog is used to indicate what type of account is being logged in to. The server type icons are:



For an IMAP mail server.



For a POP mail server.



For an SMTP send mail server.



For an IMSP or ACAP remote preferences server.



For an IMSP or ACAP remote address book server.



For an LDAP remote address lookup server.

5.2.2.2 Modifying the List of Mailboxes

By default, Mulberry will always show your INBOX as the first item under each mail server account. The INBOX is usually where your incoming mail is stored. In the case of IMAP mail accounts, any subscribed mailboxes will be automatically displayed after you login, in the 'Subscribed' hierarchy, immediately below the INBOX. Other mailboxes and hierarchies are displayed only if you explicitly ask for them. This can be done in two ways:

- Open a mailbox directly. This is described in more detail on page 85.
- Add a new display hierarchy. This is described in more detail on page 87.

5.2.2.3 Opening Mailboxes

The simplest way to open a mailbox is to double-click on the icon of the desired mailbox in the mailbox list. Alternatively, a mailbox can be opened by selecting the **Open Mailbox...** option from the **File** menu (see page 186). When you do this, the dialog shown in Figure 51 is displayed.

In the Open Mailbox dialog, you can enter the full pathname of the mailbox to open in the 'Name' text box. If you have configured multiple mail server accounts, you can select the account on which the mailbox exists in the 'Account' popup menu. Clicking the Browse... button will produce a 'Browse Mailbox' window with contents similar to the server window, allowing you to select a mailbox to open. The Open Mailbox...

command is most useful for directly opening mailboxes that aren't listed in the server window.

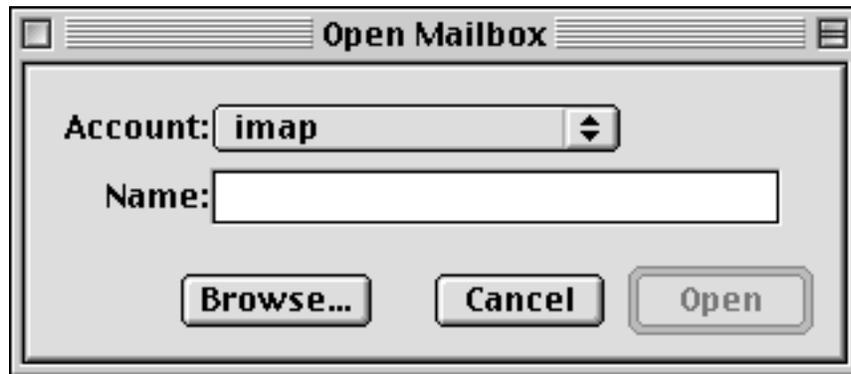


Figure 51 The Open Mailbox dialog

Note: The server window must be the active window for the Open Mailbox command to be active.

5.2.2.4 Display Hierarchies

Display hierarchies are a means of displaying a list of mailboxes within a particular hierarchy. These are most useful in conjunction with IMAP servers, where mailboxes are stored in hierarchies, but can also be used to view mailboxes in POP or Local Mailbox accounts that you have organized hierarchically on disk.

The concept of display hierarchies are somewhat complicated by the fact that different types of IMAP servers store mailboxes in different ways.

Some IMAP servers store mailboxes within a standard UNIX directory structure on the server machine. For example, mailboxes can be stored in a user's home directory (usually denoted as '~/'), or in a subdirectory of the home directory, such as '~ /mail/'. Since IMAP servers allow mailboxes to be shared among many users, interesting mailboxes may also exist in directories outside of a user's home directory, such as '~bob/mail/public/' or '~public/'.

In contrast, other types of server maintain a completely separate mail store, which is often not directly accessible to users except through IMAP. Users can create personal mailboxes in the INBOX hierarchy, such as 'INBOX.work' or 'INBOX.friends.bob'. Other users' shared mailboxes may be available in a separate hierarchy such as 'user.bob.public'.

In order for Mulberry to display the mailboxes available in a particular location on an IMAP server, a display hierarchy must be created. In simple terms, a display hierarchy is simply a pointer to a particular location in a mail store. For example, a display hierarchy of '~/*' on the first type of server described above, will list all of the available

mailboxes in a user's home directory. An 'INBOX.*' display hierarchy on the second type of server will list all of a user's personal mailboxes.

To simplify the process of creating display hierarchies, Mulberry provides the Display Hierarchy dialog, which is accessed by selecting **Display Hierarchy>New Display Hierarchy...** from the **Mailboxes** menu. This dialog, shown in Figure 52, allows you to build a new display hierarchy using a natural language query.

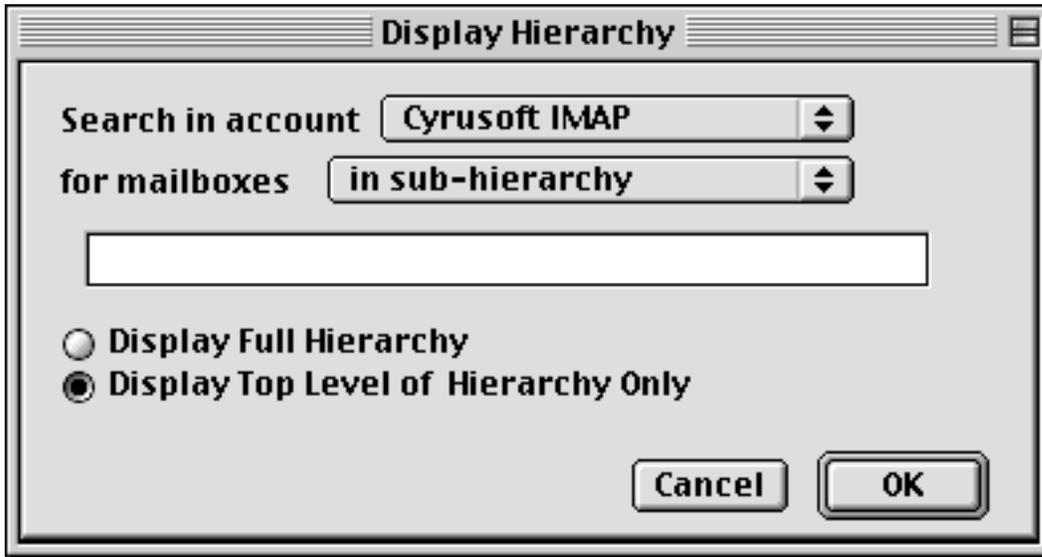


Figure 52 The Display Hierarchy dialog box

Several options are available to assist you in finding available mailboxes:

Search in account	If you have more than one mail server account defined, choose the account you want to search using this popup menu.
For mailboxes	<p>This popup menu specifies the pattern you wish to use to find available mailboxes. Each of these options works in conjunction with a string that you type in the text box below the popup menu. Available options are:</p> <p>‘whose name starts with’ – find mailboxes with names that begin with the specified text string.</p> <p>‘whose name ends with’ – find mailboxes with names that end with the specified text string.</p> <p>‘whose name contains’ – find mailboxes with names that contain the specified text string.</p> <p>‘whose name is’ – find mailboxes with names that match the specified text string exactly.</p> <p>‘in sub-hierarchy’ – find mailboxes in the hierarchy specified by the text string</p> <p>‘in entire hierarchy’ – find all mailboxes available on the specified mail server. The text box will not accept any input if you choose this option.</p>
Display Full Hierarchy	<p>To have the full hierarchy matching the search pattern initially displayed, choose this option. Selecting this option causes the names of all mailboxes in the specified hierarchy to be fetched from the server when logging in.</p> <p>Note: This is only available when you are finding mailboxes using the ‘in sub-hierarchy’ or ‘in entire hierarchy’ options.</p>
Display Top Level of Hierarchy Only	<p>To have only the top level of the hierarchy matching the search pattern initially displayed, choose this option. Selecting this option causes Mulberry to fetch only the names of the mailboxes at the top level of the specified hierarchy when logging in.</p> <p>Note: This is only available when you are finding mailboxes using the ‘in sub-hierarchy’ or ‘in entire hierarchy’ options.</p>

Once you have created a display hierarchy, it will be shown under the appropriate mail server account in the server window until you delete it. To delete a display hierarchy, click once on the hierarchy and select **Display Hierarchy>Remove Display Hierarchy...** from the **Mailboxes** menu. To edit a display hierarchy, select **Display Hierarchy>Edit Display Hierarchy...** from the **Mailboxes** menu. A dialog box will appear asking you to specify a new path for the display hierarchy. To refresh the contents of a display hierarchy, select **Display Hierarchy>Refresh** from the **Mailboxes** menu.

Note: If there is only one display hierarchy defined for a particular server, only the contents of that display hierarchy will be visible. To edit or remove a single hierarchy, you need to use the Server Details window for the server (see page 95).

Note that some display hierarchies may appear automatically under certain IMAP mail accounts. IMAP servers that support the NAMESPACE extension (see page 12) have the ability to advertise a list of interesting display hierarchies to a mail client. Mulberry will automatically list these display hierarchies if the 'Automatic Hierarchy List' option (see page 25) is turned on for a particular IMAP mail account.

5.2.2.5 Creating, Renaming, and Deleting Mailboxes

Once you have customized the mailbox list in the server window, you may want to create your own mailboxes under one or more mail server accounts. You can create a new mailbox by choosing **Create...** from the **Mailboxes** menu or by clicking the **Create** button in the server window tool bar. When you do this, the dialog shown in Figure 53 is displayed.

You can choose to enter the full pathname for the new mailbox (e.g. 'INBOX.newbox' or '~/mail/newbox') by clicking the **Full Pathname** button. You can also choose to create the mailbox in an existing hierarchy by clicking the **Create in Hierarchy** button. In this case just enter the name of the mailbox (e.g. 'newbox'). You can choose to have the server automatically subscribe to the new mailbox by selecting the **Subscribe when Created** checkbox. When you create a new mailbox, Mulberry will automatically insert it in the correct location in the server's mailbox list and also open an empty mailbox window for the new mailbox.

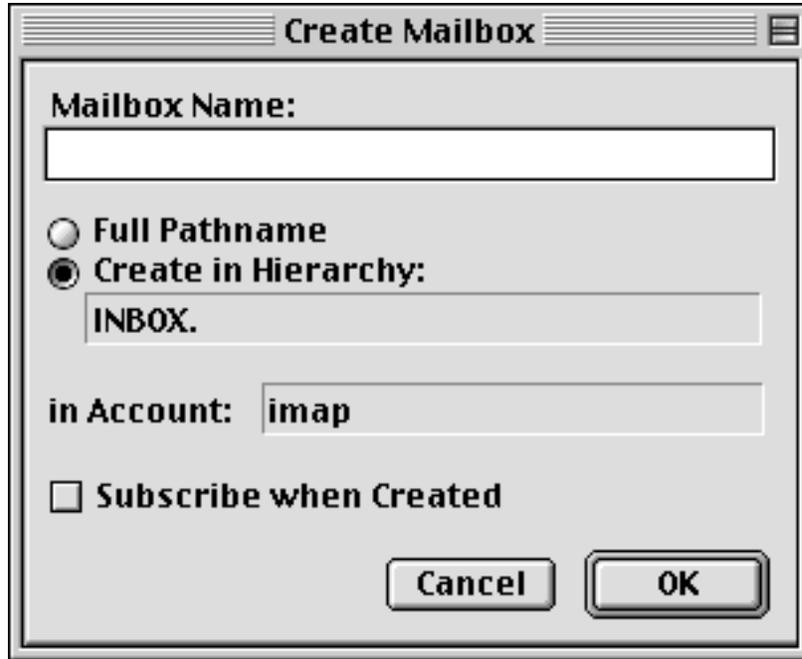


Figure 53 The dialog used to create a new mailbox on the server

The default selections in the Create Mailbox dialog will vary depending on the item you had selected before executing the Create Mailbox command. For example, if you click on a display hierarchy in the server window and then create a new mailbox, the dialog assumes you meant to create the new mailbox in that hierarchy. If you click on a server name in the server window and then create a new mailbox, you will only be able to specify the new mailbox name using a full pathname.

5.2.2.6 Cabinets

Cabinets provide a powerful mechanism for grouping sets of mailboxes together. In simple terms, a cabinet is a collection of aliases to different mailboxes. The server window displays cabinets at the top of the mailbox list section, before any mail servers or mailboxes. Cabinets can not be displayed in individual server windows, only the main server window. You can control which cabinets are displayed using the **Cabinet** popup menu in the server window tool bar. To display a cabinet, click on the **Cabinet** popup menu and select a cabinet name. Cabinets that are currently displayed have a check mark in front of their name. To hide a cabinet, click on the popup menu and select the appropriate cabinet name again. Figure 54 shows the server window with three cabinets displayed:

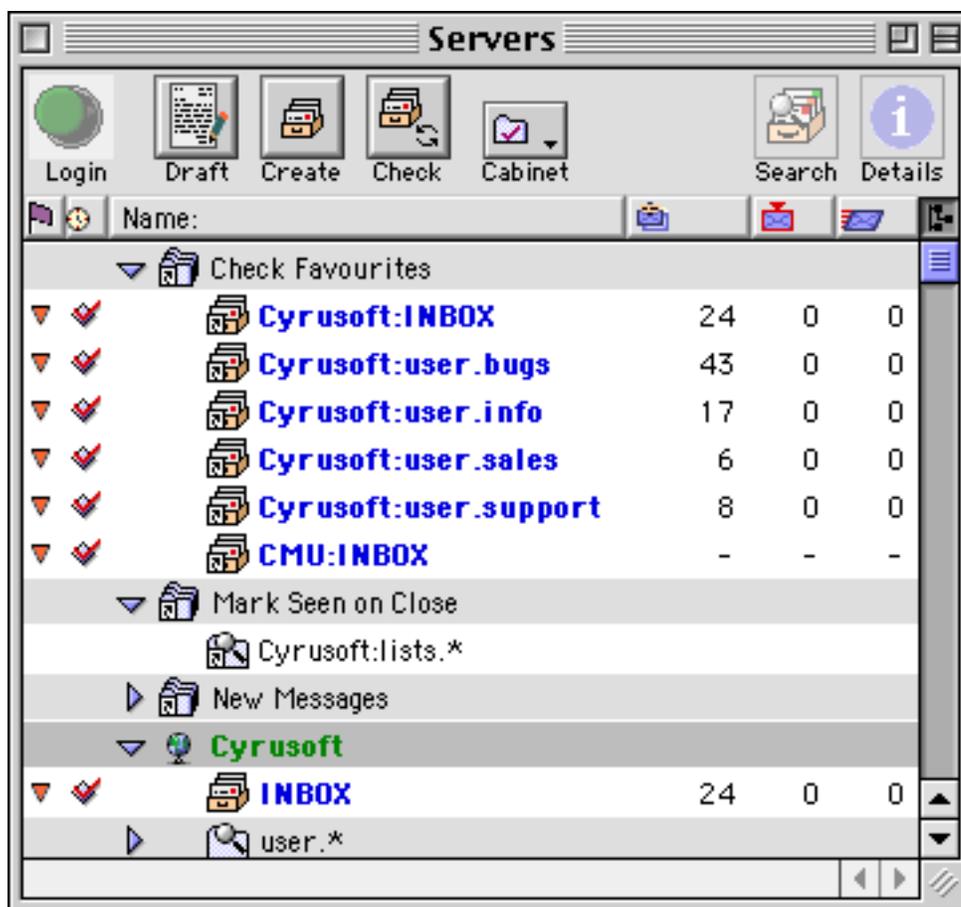


Figure 54 The server window with cabinets displayed

Mulberry comes with several pre-defined cabinets. You can also create as many of your own cabinets as you like. The pre-defined cabinets that come with Mulberry are:

Check Favourites	This cabinet contains a list of mailboxes marked for automatic checking. This cabinet is used by the first alert style by default (see page 35).
Open After Login	This cabinet contains a list of mailboxes that Mulberry should open automatically after starting up.
Copy Messages To	This cabinet contains a list of mailboxes that will appear in the Copy To popup in the Message window or the Copy to Mailbox sub-menu under the Messages menu. Note that the contents of this cabinet are only used if the 'Use Copy Messages To Cabinet' option is checked in the Mailbox preference panel (see page 47).
Copy Drafts To	This cabinet contains a list of mailboxes that will appear in the Copy To popup in the Draft window or the Append to

	Mailbox sub-menu under the Draft menu. Note that the contents of this cabinet are only used if the 'Use Copy Drafts To Cabinet' option is checked in the Mailbox preference panel (see page 47).
Mark Seen on Close	Mailboxes listed in this cabinet will automatically have all messages marked as seen when their mailbox windows are closed.
Auto Synchronise	This cabinet contains a list of IMAP mailboxes that will be synchronized automatically when switching between connected and disconnected modes. For more information on disconnected mode operations, see page 104.
New Messages	This cabinet contains a list of all mailboxes that have been marked for automatic checking, AND have been found to have new messages since they were last opened. This is a fast and convenient way to display a list of only those mailboxes that have new messages to be read. This cabinet is an example of an 'automatic' cabinet that is maintained by Mulberry. The contents of this cabinet can not be changed directly.
Subscribed	This cabinet contains a list of all mailboxes marked as subscribed in all IMAP mail accounts.

Cabinets can contain mailboxes from multiple mail servers. When multiple mail server accounts are defined, Mulberry will prepend the server name and a colon (:) to the mailbox names within a cabinet. The contents of cabinets are always sorted, first by server name and then either alphabetically or hierarchically.

To add a mailbox alias to a cabinet, first make sure the cabinet is visible at the top of the server window. Then, simply find the mailbox(es) that you wish to add to the cabinet and drag the icon for the mailbox(es) onto the appropriate cabinet icon. Mulberry will add an alias to the appropriate mailbox to the selected cabinet.

To remove a mailbox alias from a cabinet, highlight the mailbox alias you wish to remove and press the delete key on your keyboard or choose **Cabinets>Remove Item** from the **Mailboxes** menu. Removing a mailbox alias just removes that item, it does not delete the mailbox that it refers to.

Note: You cannot change the contents of the 'New Messages' cabinet. The contents of this cabinet are managed automatically by Mulberry.

To create your own cabinet, select **New...** from the **Cabinet** popup menu or select **Cabinets>New Cabinet...** from the **Mailboxes** menu. Mulberry will prompt you

for a name for the new cabinet. User-defined cabinets are listed after the pre-defined cabinets in the order that they are created. You can create as many cabinets as you like.

In addition to individual mailbox aliases, cabinets can also contain 'wildcard' items. These items allow you to quickly add the contents of an entire mailbox hierarchy to a cabinet. For example, you might want all of the folders in your INBOX hierarchy to appear in the 'Copy Messages To' cabinet. One way to set this up would be to select all of the folders in your INBOX hierarchy and drag them to the 'Copy Messages To' cabinet. Unfortunately, if you were to then create a new mailbox in your INBOX hierarchy, you would have to remember to also add that new folder to the 'Copy Messages To' cabinet. An elegant solution for this problem is to place a single wildcard entry for the 'INBOX.*' hierarchy into the 'Copy Messages To' cabinet. 'Wildcard' entries are dynamic – every time they are needed, the full list of matching mailboxes is determined and substituted for the 'wildcard' entry. Thus any changes to the mailbox hierarchy will always be picked up by the 'wildcard' entry.

To add a 'wildcard' entry to a cabinet, click once on the appropriate cabinet and select **Cabinets>New Wildcard Item...** from the **Mailboxes** menu. You will be presented with a dialog box like the one in Figure 55.

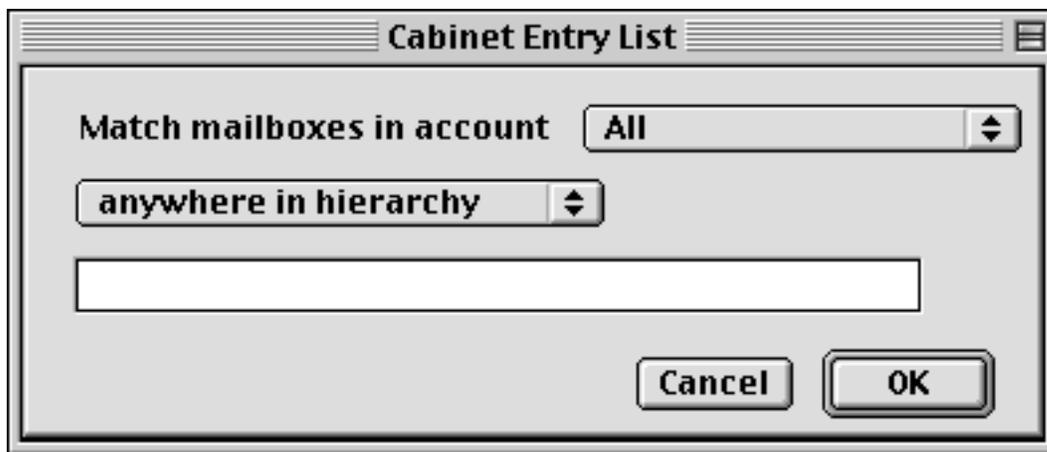


Figure 55 Cabinet wildcard item dialog box

The options in this dialog box are very similar to those in the Display Hierarchy dialog, described on page 87.

You can modify a wildcard item within a cabinet by clicking once on the wildcard item and selecting **Cabinets>Edit Wildcard Item...** from the **Mailboxes** menu, or by double-clicking on the wildcard item. A dialog box will appear, allowing you to specify a new path for the wildcard item.

Note that the mailbox aliases within a cabinet function in a manner very similar to the actual mailboxes they represent. Double-clicking on a mailbox alias will open a separate mailbox window for the associated mailbox. If you attempt to remove a cabinet item

using the **Delete...** command from the **Mailboxes** menu, you will be asked whether you want to delete the mailbox alias or the actual mailbox associated with the alias.

5.2.2.7 Closing the Server Window

Clicking the close box on the server window will automatically log you out from any IMAP servers. A dialog box will also appear asking if you would like to quit Mulberry, or just hide the server window. Mulberry will not operate without the server window, so the window will only be hidden if you choose to close the window.

Note: Logging out of an IMAP server will close all mailbox and message windows that belong to that server.

To see the server window again, select the appropriate item from the **Windows** menu (see page 202), which contains a list of all available windows.

Note: Since the server window is hidden, its name appears in brackets in the **Windows** menu.

The location and size of server windows are saved in any existing current preferences file when Mulberry is closed, and then restored from that preferences file if it is used to launch Mulberry again.

5.2.3 Getting Information on Mail Servers

Mulberry allows you to view detailed information on the various mail servers you have configured in your Accounts preferences. This information will be of most interest to experienced users and system administrators.

To get information on a server, click once on the server name in the server window and click the **Details** button in the server window tool bar, or select **Properties...** from the **Edit** menu. The dialog shown in Figure 56 will appear. The dialog shows the name of the server, the type of the server recognized by Mulberry, the 'Greeting' text, and the 'Capability' text.

- The name is just the Internet address of the server.
- The type indicates which mail protocol Mulberry is using to communicate with the server. This will depend on what versions the server supports, and will be one of 'POP3', 'IMAP2bis', 'IMAP4' and 'IMAP4rev1'.
- The greeting is the first line of text sent back by the server when first contacted by Mulberry. It sometimes gives details about the manufacturer and version of the server software.
- The capability text is the information returned by the server when Mulberry requests information about what commands and extensions the server supports. This usually indicates the version of the IMAP protocol the server is using (e.g.

'POP3', 'IMAP2bis', 'IMAP4rev1' etc.) and any extensions that the server supports (e.g. 'ACL' or 'QUOTA'). This information is useful when trying to track down problems with the server, or making sure you are connected to the right server.

- The hierarchies text appears if only one display hierarchy is defined for the selected server. You can edit or remove the hierarchy path in this window. See page 87 for more information on display hierarchies.

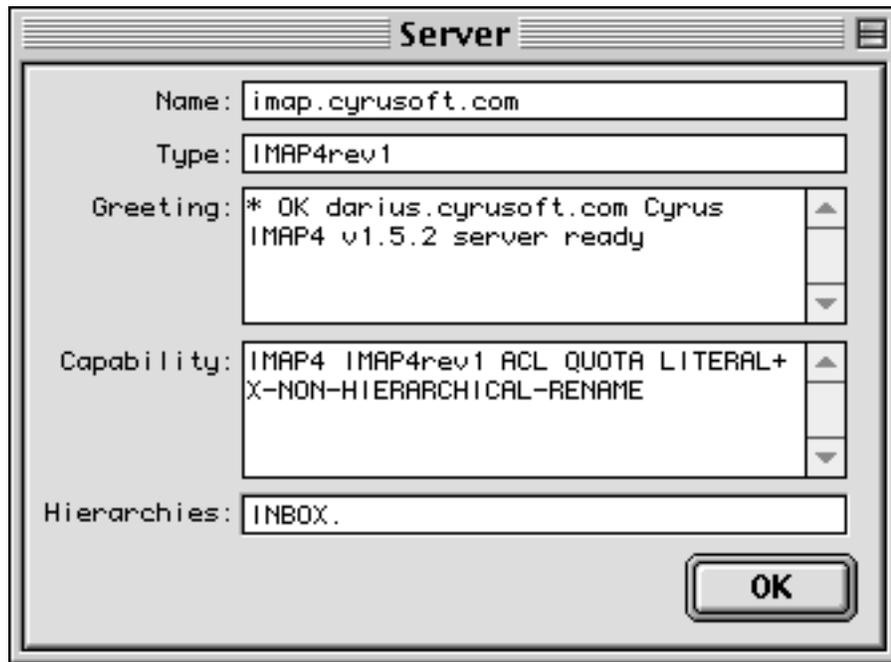


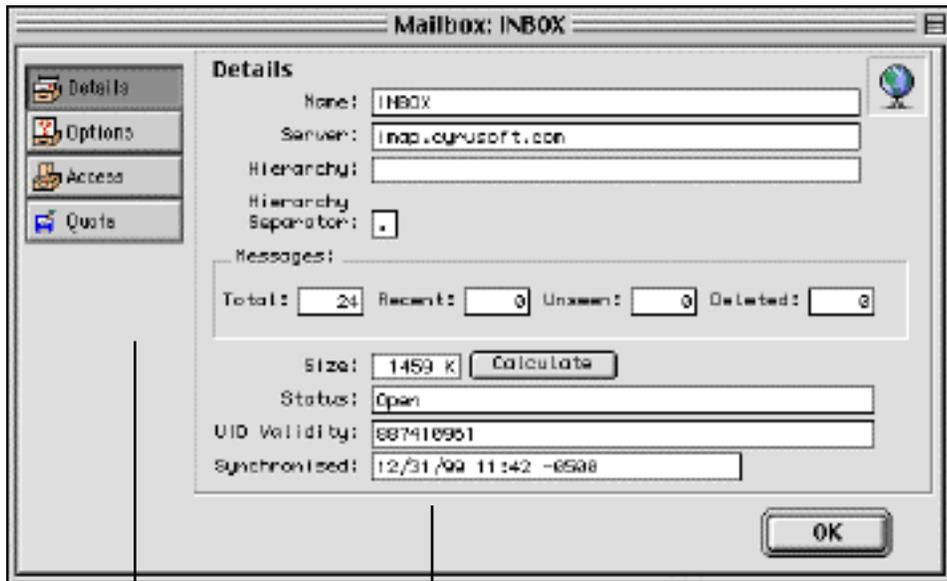
Figure 56 The server properties dialog box

5.2.4 Getting Information on Mailboxes

Detailed information is also available for individual mailboxes. To get information on a mailbox, click once on the mailbox and click the **Details** button in the server window tool bar or select **Properties...** from the **Edit** menu. You will be presented with the Mailbox Properties dialog box, which is shown in Figure 57.

The Mailbox Properties dialog can have up to four different panels displaying different information about the mailbox. The four possible panels are:

- **Options**
- **Details**
- **Access** *
- **Quota** *



Click button here
to see a different
panel

Different panels
are shown here

Figure 57 The Mailbox Properties dialog showing the 'Details' panel

*** Note:** The 'Access' and 'Quota' panels are only available when you are communicating with an IMAP mail server that supports the ACL or QUOTA extensions, respectively.

5.2.4.1 Mailbox Properties: Options

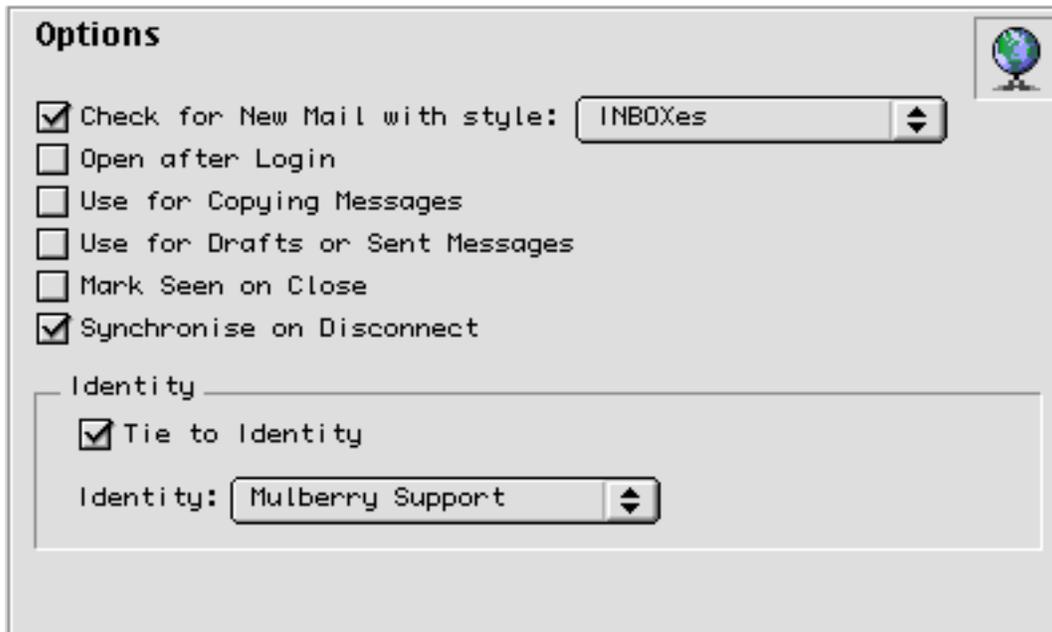


Figure 58 The Mailbox Properties 'Options' panel

This panel allows you to set several different options for a given mailbox. The available options are:

- 'Check for New Mail with style': If turned on, the mailbox will be checked for new messages at the interval specified by the alert style selected in the popup (see page 35).
- 'Open After Login': This option tells Mulberry to automatically open this mailbox after the program is launched and you have successfully logged into the IMAP server containing the mailbox.
- 'Use for Copying Messages': This option lets you add the selected mailbox to the list of mailboxes used in the 'Copy To' menu in the Message window.
- 'Use for Drafts': This option lets you add the selected mailbox to the list of mailboxes used in the 'Copy To' menu in the Drafts window.
- 'Mark Seen on Close': This option tells Mulberry to automatically mark all messages in the selected mailbox as seen when you close the mailbox window.
- 'Synchronise on Disconnect': This option tells Mulberry to automatically add the selected mailbox to the list of mailboxes that will be synchronised when disconnecting.
- 'Tie to Identity': If turned on, the identity chosen in the popup menu will be 'tied' to the selected mailbox. When creating new drafts, or replying to messages in the

selected mailbox, Mulberry may automatically select the 'tied' identity in the new draft window. For more information on tied identities see page 156.

5.2.4.2 Mailbox Properties: Details

The screenshot shows a 'Details' panel for a mailbox. The fields are as follows:

Name:	INBOX
Server:	imap.cyrusoft.com
Hierarchy:	
Hierarchy Separator:	.
Messages:	
Total:	23
Recent:	0
Unseen:	0
Deleted:	0
Size:	51 K
Status:	Open
UID Validity:	887410961
Synchronised:	12/30/99 16:31 -0500

Figure 59 The Mailbox Properties 'Details' panel

The items in this panel are:

- 'Name' The full pathname of the mailbox.
- 'Server' The Internet address of the server on which this mailbox is located.
- 'Hierarchy' The hierarchy that the folder belongs to, if any.
- 'Hierarchy Separator' The character that signifies a new level of hierarchy in the mailbox name.
- 'Messages'
 - 'Total' The total number of messages in the mailbox.
 - 'Recent' The number of new messages in the mailbox the last time it was checked. This is the number of messages that have arrived since the last time the mailbox was open.
 - 'Unseen' The number of unseen messages in the mailbox the last time it was checked, or, if the mailbox is open, the current number of unseen messages in the mailbox window. This last value may be different from the total number of unseen messages in the mailbox if the

mailbox window is only displaying a subset of all the messages in the mailbox.

- ‘Deleted’ The number of messages marked as deleted in the mailbox, if open. If the mailbox is closed this value will be empty.
- ‘Size’ Shows the size of the mailbox in bytes.
- ‘Calculate’ Clicking this button causes the mailbox size to be re-calculated.
- ‘Status’ Shows various status information about the mailbox:
 - ‘Open’ Indicates that the mailbox is open and has a window on-screen.
 - ‘Subscribed’ Indicates that the mailbox is subscribed to.
 - ‘No Hierarchy’ Indicates that the mailbox does not have a sub-hierarchy.
 - ‘Cannot Open’ Indicates that the mailbox cannot be opened.
 - ‘Interesting’ Indicates that the server has marked the mailbox as ‘interesting’.
- ‘UID Validity’ A number that is unique to this mailbox and provided by the server. This value is only available for IMAP4 and later version servers.
- ‘Synchronised’ Shows the date and time that the IMAP mailbox was last synchronised with a disconnected mailbox on this machine.

5.2.4.3 Mailbox Properties: Access



Figure 60 The Mailbox Properties 'Access' panel

The 'Access' panel displays information about the access control list for the mailbox or mailboxes being examined in this dialog. The access control list for the mailbox chosen in the 'Mailbox' popup is displayed in the dialog. To see the access list for other mailboxes being examined, choose them via the popup menu.

The access control list is the list of users who have 'rights' to the mailbox. For mailboxes, there are a total of nine 'rights' that can be applied to each user. These are:

-  'Lookup' - if set, the user is able to see the mailbox if they attempt to list it.
-  'Read' - if set, the user is able to read messages in the mailbox.
-  'Seen' - if set, each user can mark a message as seen without affecting other users.
-  'Write' - if set, the user can change any message flag except the delete flag.
-  'Add' - if set, the user can add messages to the mailbox by copying them in.
-  'Post' - if set, the user is able to send mail directly to the mailbox. This capability is only available if supported on the server.
-  'Create' - if set, the user can create sub-hierarchies of mailboxes below the mailbox.

-  'Delete' - if set, the user can delete and expunge messages from the mailbox.
-  'Admin' - if set, the user is able to change the access control list for the mailbox.

The rights that you have to the mailbox are shown in the 'Current User:' row at the top of the access control list table. All users' rights are then shown in the table below this. Each row consists of a user id, followed by nine icons or buttons representing the state of the right for that user:

-  A button indicating that this right is turned off for the user, but it can be changed by clicking it.
-  A button indicating that this right is turned on for the user, but it can be changed by clicking it.
-  An indication that this right is turned off for the user, but it cannot be changed because you do not have the rights to do so.
-  An indication that this right is turned on for the user, but it cannot be changed because you do not have the rights to do so.

When you have the right to change 'rights' for the mailbox, you can do so by clicking one of the 'diamond' buttons in the list. To change the 'rights' for more than one user at a time, select all their user ids and click a diamond button with the option key held down.

To delete one or more users from the access control list, select their user ids in the list and click the 'Delete' button. To create add rights for a new user, click the 'New User...' button. This will display the dialog shown in Figure 61. This allows you to enter any number of user ids, one on each line, and choose a set of 'rights', by clicking the buttons below the list, to apply to all the users that you enter.

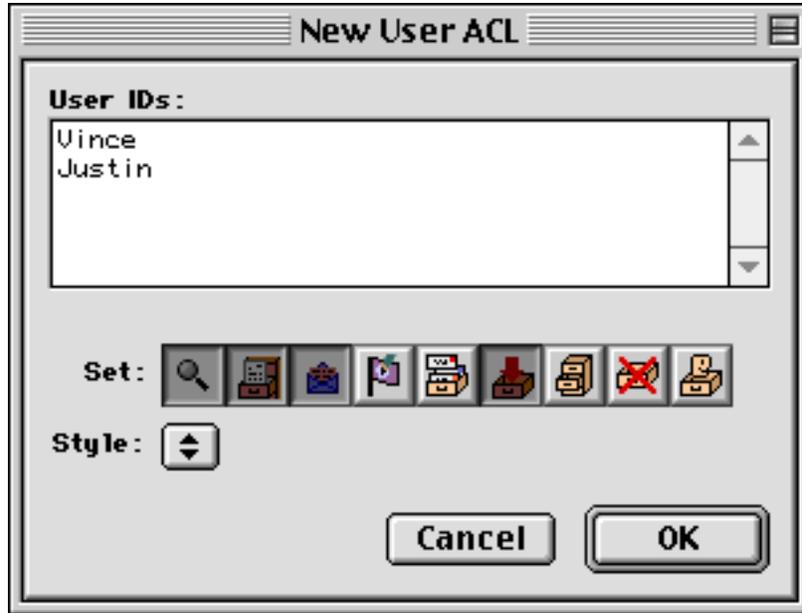


Figure 61 The dialog used to add new users to an access control list

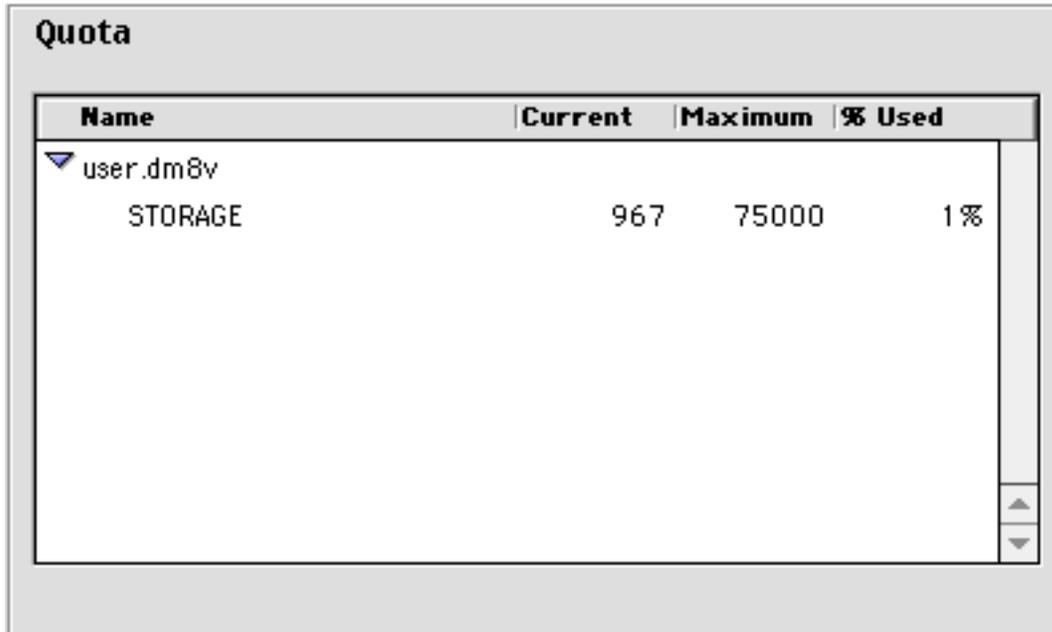
You can create a set of 'rights' as a style to quickly apply frequently used 'rights'. To create a new style:

- Select a user id with the set of 'rights' to use.
- Click the 'Style' pop-up menu and choose 'New Style...'.
• Enter your chosen name for the new style in the resulting dialog.

The new style will be added to the end of the 'Style' pop-up menu list. To apply a style, select one or more user ids in the access control list and then select the required style from the 'Style' pop-up menu.

When there is more than one mailbox being examined, you can apply the rights for the current mailbox selected in the 'Mailbox' popup to all the others by clicking on the 'Apply to All'. This provides a convenient and quick way to copy rights from one mailbox to others.

5.2.4.4 Mailbox Properties: Quota



Name	Current	Maximum	% Used
user.dm8v			
STORAGE	967	75000	1%

Figure 62 The Mailbox Properties 'Quota' panel

The 'Quota' panel displays information about the available quota for the mailbox. This is a hierarchical list of 'quota roots' and quota values. In the example in Figure 62, 'user.vince' is a 'quota root', and 'STORAGE' a quota value. For each quota value, the current and maximum values are shown together with the percentage used. The units of the values are determined by the type of quantity being described. Thus for 'STORAGE' the units will probably be Mb of disk use, for 'MESSAGES' the units will be number of messages.

5.2.5 Disconnected Mode Operations

Messages in remote IMAP mailboxes can be cached locally for use when the computer running Mulberry is not connected to a network. These messages can be read and otherwise manipulated in the normal manner, and any changes made to messages while in disconnected mode will be reflected in their online counterparts the next time a network connection is made. This is known as disconnected mode operation.

In order to use an IMAP mailbox in disconnected mode, you must first synchronize that mailbox with a local cache. There is some preparation necessary before IMAP mailboxes can be synchronized for disconnected use:

- The IMAP account that contains the mailboxes to be used in disconnected mode must have the 'Allow Disconnected Operations' preference option enabled (see page 25).

- The IMAP mailboxes to be synchronized must be identified. For mailboxes that will be synchronized on a regular basis, the easiest way to do this is to add the desired mailboxes to the 'Auto Synchronise' cabinet (see page 91). A mailbox can also be chosen for synchronisation using the Options tab of the Mailbox Properties dialog (see page 98).

5.2.5.1 Disconnecting

To switch Mulberry into disconnected mode, select the **Disconnect...** item from the **File** menu. The Disconnect Options dialog, shown in Figure 63, will appear.



Figure 63 The Disconnect Options dialog

The Disconnect Options dialog provides the following options:

Synchronise All Messages	Selecting this option causes all messages in each mailbox to be synchronised. Any messages already synchronised will have their flag state updated and messages removed from the IMAP server will be removed from the disconnected cache. New messages on the IMAP server not already in the disconnected cache will be downloaded.
Synchronise New Messages	Selecting this option causes only new messages in each mailbox to be synchronised. Only messages on the IMAP server that are not already in the disconnected cache will be downloaded. Other messages in the disconnected cache will not be touched.
No Message Synchronisation	When this option is selected, no message synchronisation takes place.
Synchronise Mailbox Lists	This option causes a list of all defined mailboxes to be cached for use in disconnected mode. When a mailbox list is cached for disconnected use, all display hierarchies will be navigable as they are while in connected mode.
Send Queued Messages First	This option causes pending messages in the outgoing queue to be sent before going into disconnected mode.
Synchronise Remote Address Books	This option causes remote IMSP or ACAP address books to be cached for disconnected use. Address books to be synchronised must be specified in the 'General' panel of the Address Book Properties dialog (see page 168) and their address account must be marked for disconnected operations (see page 32).
Entire Message	When this option is selected, the entire contents of each message (header and all parts) will be downloaded and available in disconnected mode.
Entire Message Below nn	When this option is selected, only those parts of a message with a total byte count below the specified number will be downloaded. This means that some messages in the disconnected cache may only be 'partial'. Such messages can be 'fully' downloaded at a later date to bring all parts into the disconnected cache as required.
First Displayable Part Only	When this option is selected, only the first text part that would be shown in the message window is downloaded. As with the previous option, this results in a partial message in the disconnected cache.

The bottom portion of the dialog displays the mailboxes to be synchronised. By default, the contents of the 'Auto Synchronise' cabinet are listed (see page 91). The contents of other cabinets can be quickly added using the **Add Cabinet** popup menu. To add one or more individual mailboxes, click the **Add...** button. To remove mailboxes, select them and hit the delete key. To clear the entire list of mailboxes, click the **Clear** button.

When all disconnected options are set as desired, click the **OK** button to begin the synchronisation process. The bottom line of the dialog gives status information on the progress of synchronisation, including the total number of mailboxes to be synchronised, the number completed, and the total number of messages synchronised.

After synchronisation has completed, Mulberry will terminate all active connections to IMAP, IMSP, and ACAP servers. Once this is complete, the Disconnected Options dialog will disappear and Mulberry will be in disconnected mode. In this state, it is safe to remove any network connection.

5.2.5.2 Connecting

To return to connected mode, select **Connect...** from the **File** menu. A dialog, shown in Figure 64, similar to the Disconnect Options dialog will appear.

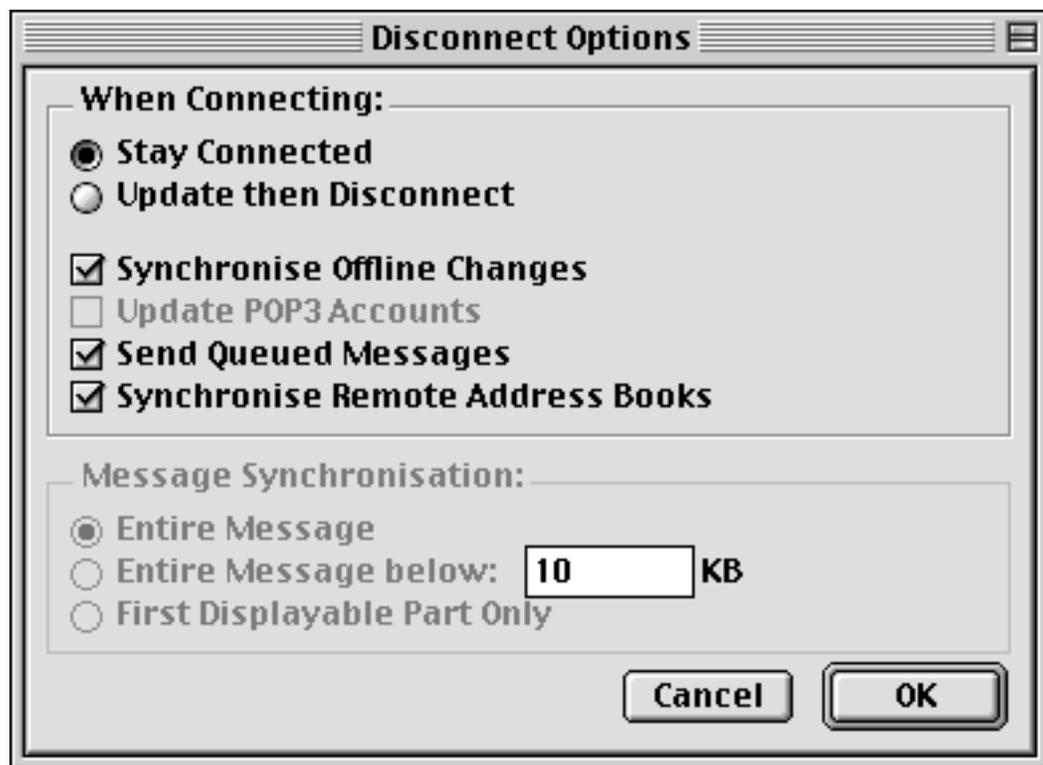


Figure 64 The Connect Options dialog

Many of the options in this dialog are similar to those in the Disconnect Options dialog. However, several new options appear, including:

Stay Connected	Selecting this option causes Mulberry to stay in connected mode after performing any specified synchronisation.
Update then Disconnect	When this option is selected, Mulberry will perform any specified synchronisation options and then return to disconnected mode.
Synchronise Offline Changes	When this option is selected, any changes made to messages in disconnected mailboxes will be synchronised with the equivalent messages in online IMAP mailboxes.
Update POP3 Accounts	When this option is selected, Mulberry will check any POP3 accounts listed in the server window for new messages while in connected mode. This option is only available when the 'Update then Disconnect' option is selected.
Send Queued Messages	This option causes pending messages in the outgoing queue to be sent. When using the 'Update then Disconnect' option, Mulberry will wait until all messages in the outgoing queue have been sent before automatically disconnecting.
Synchronise Remote Address Books	When this option is selected, any changes made to addresses in disconnected address books will be synchronised with the equivalent address in online address books.

When using the 'Update then Disconnect' mode, the mailbox list used in the Disconnect dialog will be available to allow you to specify which mailboxes should be synchronised before the disconnect.

5.2.5.3 Manual Synchronisation

When Mulberry is in connected mode, individual mailboxes can be synchronised without switching into disconnected mode. To do this, either select a mailbox in the server window or open a mailbox and view its captions in a mailbox window, and then select **Synchronise...** from the **Mailboxes** menu. The Synchronise dialog, shown in Figure 65, will appear.



Figure 65 The Synchronise dialog

All of the options in this dialog are similar to the options found in the Disconnect Options dialog, except for the 'Selected Messages' option. This option allows you to synchronise only a selected list of messages in a particular mailbox. For this option to be available, you must first double-click on a mailbox to open it, select one or more messages, and then select the **Synchronise...** menu option.

5.2.6 Reference

OPERATIONS ON ITEMS IN THE SERVER WINDOW

To open one or more selected mailboxes	Press return or enter on the keyboard.
	Double-click any one of the selected mailboxes.
To open a mailbox that does not appear in the server list	Choose Open Mailbox... from the File menu.
To see information about the selected mailbox	Choose Properties... from the Edit menu or press Command-I (Mac OS) or Ctrl-I (Windows).

To create a new mailbox on the server	Choose Create... from the Mailboxes menu or click the create button in the server window.
To rename one or more selected mailboxes	Choose Rename... from the Mailboxes menu.
To delete one or more selected mailboxes	Choose Delete... from the Mailboxes menu.
To subscribe to one or more selected unsubscribed mailboxes	Choose Subscribe from the Mailboxes menu or press Command+= (Mac OS) or Alt+= (Windows).
To unsubscribe from one or more selected subscribed mailboxes	Choose Unsubscribe from the Mailboxes menu or press Command-- (Mac OS) or Alt-- (Windows).
To check for new messages in one or more selected mailboxes	Choose Check Mail from the Mailboxes menu or press Command-L (Mac OS) or Ctrl-L (Windows).
To check the set of mailboxes marked for automatic checking	Choose Check Favourites from the Mailboxes menu or press Shift-Command-L (Mac OS) or Shift-Ctrl-L (Windows).

5.3 Mailbox Window

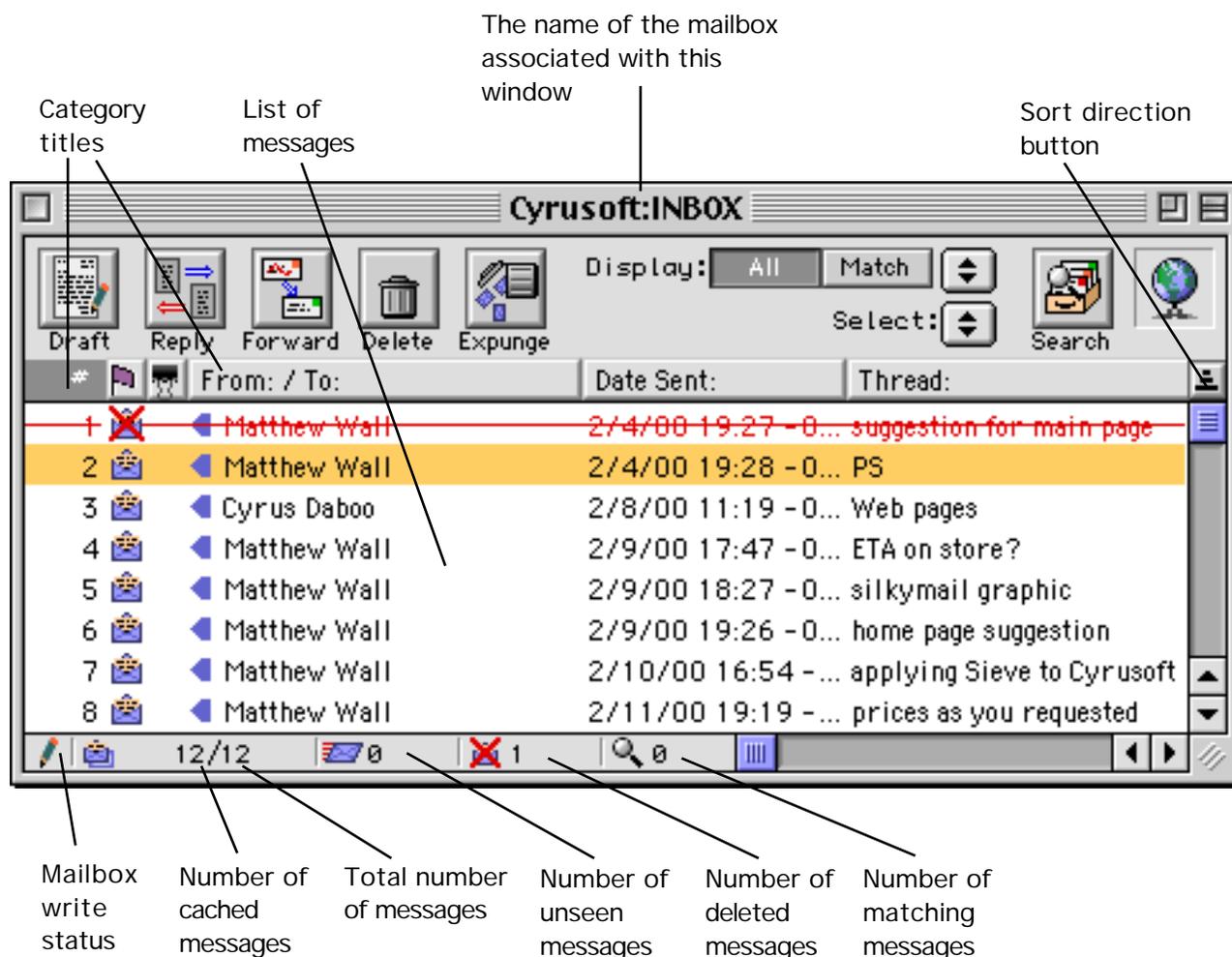


Figure 66 A mailbox window showing all available messages in the mailbox

Figure 66 shows a typical mailbox window. Mailbox windows show a list of messages in the corresponding mailbox (the window title is the name of the mailbox). The window is divided into four main sections:

- The Header section contains several buttons and popup menus used to perform actions on messages in the window.
- The Column Headers section indicates which information from a message is displayed in the corresponding column and which category is used to sort the messages.
- The Message List section shows all the requested categories of information about each message sorted according to your preference.

- The Mailbox Information section at the bottom of the window lists important information about the mailbox. The first icon indicates whether the mailbox can be changed by you (read-write permission) or whether you can make no changes (read-only permission). The two icons are:
 -  Indicates read-write permission - you can do almost anything to a message.
 -  Indicates read-only permission - you can read messages, but you may not be able to delete or expunge them, or change particular flags.

If a mailbox has read-only permission you will not be able to delete or expunge any messages, or copy any messages into the mailbox. You may be able to set some of the flags (see page 127) for messages in the mailbox, but this depends on your permission to do so as determined by the server. If you do not have enough permission to change a flag, an error message from the server will be displayed when you try to do so.

A choice of options set in the 'Mailbox' preferences (see page 44) allows mailbox windows to be opened either at the start or end of the message list or with the oldest new message in the list selected and displayed.

The next icon to the right is a button that allows you to jump directly to a particular message number, or to quickly cache all of the header information for messages in the current mailbox. The next set of numbers tells you the number of message that currently have cached header information (the first number) and the total number of messages in the mailbox (second number). Header caching is described in detail on page 127.

The next two icons indicate the number of unseen messages, and the number of messages marked for deletion, respectively. Note that these two numbers include information only on messages that are currently cached.

The final icon indicates the number of messages that match the current 'Match' criteria. Matching is described in detail on page 113.

5.3.1 Header

The header contains several buttons on the left side for performing various actions on messages in the current mailbox. Menu commands that carry out the same actions are also available (see page 56).

- The **Draft** button allows you to quickly open a new Draft window and start composing a new message.
- The **Reply** button opens a new Draft window and allows you to compose a reply to the currently selected message. Information from the message you're replying to is automatically included in the new Draft window. This button is only available if a message is selected in the Mailbox window.
- The **Forward** button opens a new Draft window and allows you to forward the currently selected message to another person. The text of the message you're

forwarding is automatically included in the new Draft window. This button is only available if a message is selected in the Mailbox window.

- The **Delete** button allows you to mark the currently selected message(s) for deletion. The **Delete** button has three states depending on what is selected.
 - If no messages are currently selected in the mailbox window then the **Delete** button is not active.
 - If one or more selected messages are not deleted then the **Delete** button is off and clicking on it will delete the undeleted messages in the selection.
 - If all the selected messages are deleted, then the button title changes to **Undelete** and it is in the on state. Clicking the button now will undelete the selected messages.

Note If you delete a single message, Mulberry will automatically select the next message after the one deleted (if one exists).

- The **Expunge** button allows you to permanently remove any message(s) currently marked for deletion. The **Expunge** button is only available when there are some deleted messages in the mailbox.

The right-hand side of the header section provides you with different ways to filter the list of messages in the mailbox and search for specific messages of interest. Searching and matching are covered later in this section. The upper right corner of the header displays an icon that indicates the connected/disconnected status of the mailbox. Possible icons include:



An online (IMAP) mailbox



A POP3 or Local mailbox



An online (IMAP) mailbox that has been synchronized and is being used in disconnected mode.

5.3.1.1 Matching

Mulberry's matching feature provides a quick and easy way to select or display only messages of interest within a mailbox window. There are two buttons and two popup menus located in the Header section of the mailbox window that control this functionality. By default, each mailbox window displays 'All' messages that are available when opened. You can choose to limit this list of messages by constructing a match pattern and clicking the 'Match' button. The popup menu next to the Match button allows you to construct a match pattern by choosing from the following options:

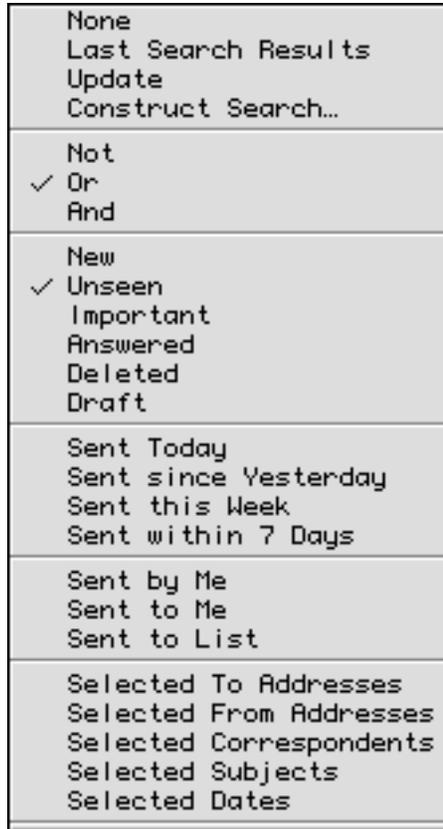


Figure 67 The Match Criteria popup

A match pattern is constructed from one or more message characteristics and a boolean operator. For example, you might wish to display only a list of new messages from the last 7 days. To do this, you would select 'And' as your boolean operator, select the 'New' and 'Sent within 7 Days' options, and click the **Match** button. The list of messages in your mailbox window is then filtered to display only those messages meeting the criteria you specified. To resume viewing all of the available messages in the mailbox, click the **All** button.

The following chart describes each available matching option in depth:

None	This option allows you to quickly unselect all current matching criteria for this mailbox.
Last Search Results	This option tells Mulberry to use the results of the last search on this mailbox as its matching criteria. For more information on searching, see page 117.

Update	This option tells Mulberry to check the current mailbox again for messages meeting the current matching criteria. This is useful when new messages have come in to a mailbox, or when additional messages in the mailbox have been cached since a match was originally constructed.
Construct Search	This option opens the search window and uses the current matching criteria as the search criteria.
Not	Boolean operator that matches messages which do NOT meet the currently selected criteria.
Or	Boolean operator that matches messages which meet one or more of the currently selected criteria.
And	Boolean operator that matches messages which meet ALL of the currently selected criteria.
New	Matches any message that is new.
Unseen	Matches any message that is unseen.
Important	Matches any message that is important.
Answered	Matches any message that has been answered.
Deleted	Matches any message that is marked for deletion.
Draft	Matches any message that is a draft.
Sent Today	Matches any message that was sent today.
Sent since Yesterday	Matches any message that was sent either today or yesterday.
Sent This Week	Matches any message that was sent this week.
Sent within 7 Days	Matches any message that was sent within the last 7 days.
Sent by Me	Matches any message that was sent by you.
Sent to Me	Matches any message that was sent to you.
Sent to List	Matches any message that was sent to a list of people.
Selected to Addresses	Matches any message with the same 'To:' address as the currently selected message(s) in the mailbox window.
Selected From Addresses	Matches any message with the same 'From:' address as the currently selected message(s) in the mailbox window.

Selected Correspondents	Matches any message with the same 'To:' or 'From:' addresses (excluding your own) as the currently selected message(s) in the mailbox window.
Selected Subjects	Matches any message with the same subject as the currently selected message(s) in the mailbox window.
Selected Dates	Matches any message that was sent on the same date as the currently selected message(s) in the mailbox window.

The last five options above act on one or more currently selected messages within the mailbox window. You can select one or more messages manually from the mailbox window that have the characteristics you're looking for. Alternatively, the 'Select' popup menu in the header section of the mailbox window allows you to quickly highlight groups of interesting messages within the mailbox window:

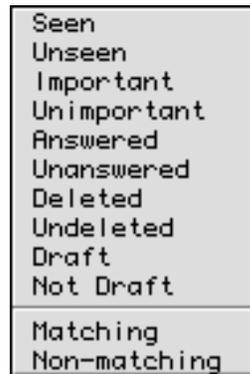


Figure 68 The 'Select' popup menu

The following table describes each of the available selection options in depth:

Seen	Selects messages that have been seen.
Unseen	Selects messages that have not been seen.
Important	Selects messages that are important.
Unimportant	Selects messages that are not important.
Answered	Selects messages that have been answered.
Unanswered	Selects messages that have not been answered.
Deleted	Selects messages that are marked for deletion.
Undeleted	Selects messages that are not marked for deletion.

Draft	Selects messages that are drafts.
Not Draft	Selects messages that are not drafts.
Matching	Selects messages that meet the current match criteria.
Non-Matching	Selects messages that do not meet the current match criteria.

5.3.1.2 Searching

Mulberry provides robust message searching capabilities. Using the search window, you can find email messages meeting multiple criteria. You can search for messages in one or several different mailboxes. You can even save searches and reuse them later. The Message Search window, shown below, is the interface to this powerful functionality:

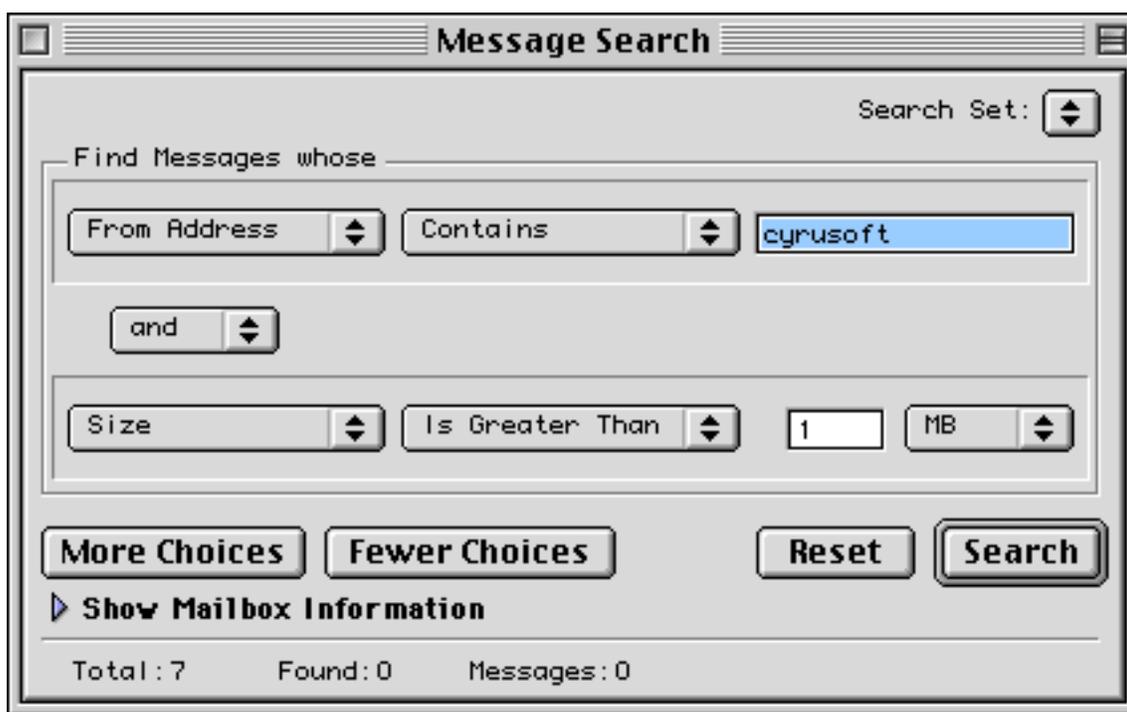


Figure 69 The Message Search window

The top section of the window allows you to set one or more email message attributes to search. By default, the Search window is configured to search on one attribute. To add more attributes, click the **More Choices** button. To decrease the number of attributed to search on, click the **Fewer Choices** button. The message attributes that can be searched are:

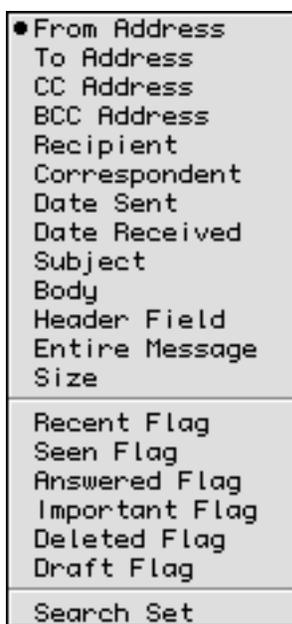


Figure 70 The Search Attributes popup menu

From Address	The 'From' address of the message.
To Address	The 'To' address of the message.
CC Address	The 'CC' address of the message.
BCC Address	The 'BCC' address of the message.
Date Sent	The date the message was sent.
Date Received	The date the message was received.
Subject	The subject text of the message.
Body	The body text of the message.
Header Field	The header text of the message.
Entire Message	The entire message, including all headers and the message body.
Size	The size of the message.
Recent Flag	The recent flag of the message.
Seen Flag	The seen flag of the message.
Answered Flag	The answered flag of the message.
Important Flag	The important flag of the message.
Deleted Flag	The deleted flag of the message.

Draft Flag	The draft flag of the message.
Search Set	This option allows you to select a previously saved set of search criteria in order to combine it with one or more other criteria.

Once you have selected a message attribute to search, you must set certain criteria to search on. The available criteria vary with the different attributes. When you select a text field, such as the 'To', 'From', 'CC', or 'BCC' addresses, or the message Subject or Body, you can choose from the following criteria:

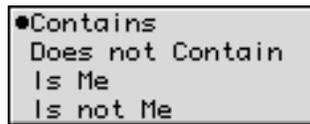


Figure 71 Text Search Criteria

- Contains** The selected field contains the following text.
- Does not Contain** The selected field does not contain the following text.
- Is Me** The selected address field contains my email address. This option will only be available if an address field is selected.
- Is not Me** The selected address field does not contain my email address. This option will only be available if an address field is selected.

When searching a date field, the following criteria are available:

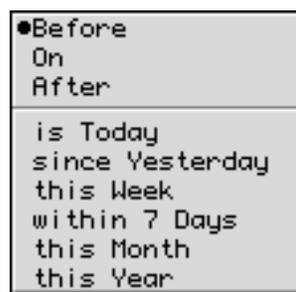


Figure 72 Date Search Criteria

- Before** The selected date field is before the following date.

Is Today	The selected date field is equal to today's date
Since Yesterday	The selected date field is equal to either today's or yesterday's date.
This Week	The selected date field falls within the current week.
Within 7 Days	The selected date field falls within the past 7 days.
This Month	The selected date field falls within the current month.
This Year	The selected date field falls within the current year.

If at any time you need to clear the criteria you've set, click the **Reset** button. When you have selected the message attributes you wish to search and the appropriate criteria, click the **Search** button to begin the search. Mulberry will search the selected mailboxes for messages that match your search criteria. If any messages are found, the current mailbox window is brought to the front and you are presented with a list of only messages matching your search parameters.

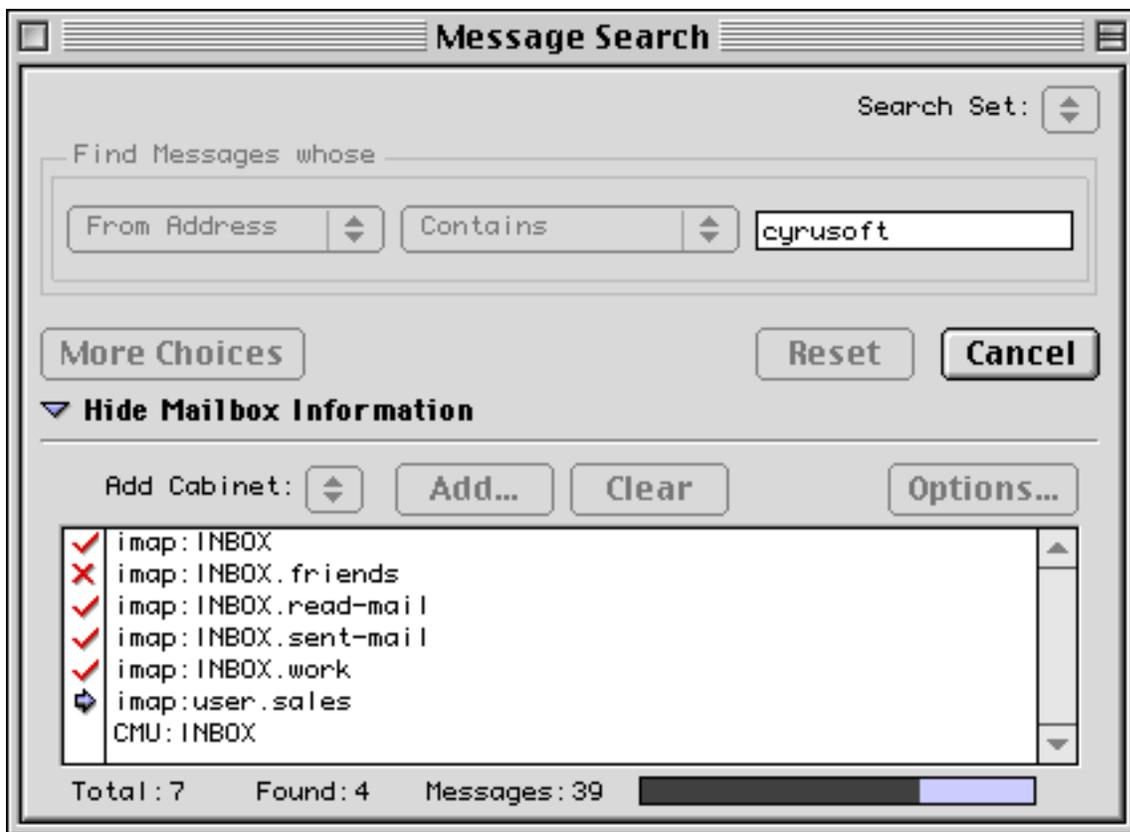


Figure 73 The Message Search window with mailbox information displayed

As the search progresses, the Search window presents information on the total number of folders being searched ('Total'), the number of mailboxes that contain messages found during the search ('Found'), and the total number of messages in all mailboxes that match the current search ('Messages'). While the search is in progress, a progress bar will be visible to indicate the time remaining.

If you would like to save a set of search parameters for later use, you can use the **Search Set** popup menu in the upper right corner of the Search window. Choose the **Save As...** option to specify a name for the current set of search parameters. The information will be saved, and a search set with the appropriate name will be added to the **Search Set** menu. To recall the search parameters you've saved, simply choose the appropriate set name from the **Search Set** menu.

By default, Mulberry searches the current mailbox for messages that match your search criteria. You can also specify multiple mailboxes to be searched. To get a list of mailboxes to be searched, click the disclosure triangle next to the 'Show Mailbox Information' text. A list of the mailboxes to be search will be revealed. You can add mailboxes to the list by clicking the **Add...** button and selecting a mailbox. To clear the list of mailboxes to be searched, click the **Clear** button. You can also quickly all of the mailboxes within a cabinet to the search list by using the **Add Cabinet** popup menu. The **Options...** button provides you with a dialog from which you can set various options:



Figure 74 The Search Options dialog

You should check with your server administrator if you're unsure about any of these settings.

Simultaneous Searching	Selecting this option causes Mulberry to search all of the mailboxes you've specified simultaneously instead of one at a time. Mulberry will open an separate IMAP connection for each mailbox to be searched if this option is selected.
Maximum Number	This field allows you to specify a maximum number of IMAP connections that Mulberry can make at once for performing searches. This option is only available if 'Simultaneous Searching' is turned on.
Load Balance Multiple Accounts	This option tells Mulberry to split the number of IMAP connections used for searching across multiple IMAP servers, when appropriate.
Open First Matching Mailbox	To automatically open the first mailbox with messages matching the current search, select this option. The mailbox window will be opened after the search is completed.

5.3.2 Column Headers

The column headers indicate what message information is displayed in each column in the message list below it.

MAC OS To change a category, or to insert a new category, or to delete an existing category click the mouse button with the command (⌘) key down (⌘-click) on the category title.

WINDOWS To change a category, or to insert a new category, or to delete an existing category click the right mouse button on the category title.

A menu will appear giving you the choice of what category to show in the corresponding column, as shown in Figure 75. You can also insert a new column before or after the one clicked, or delete the column that was clicked.

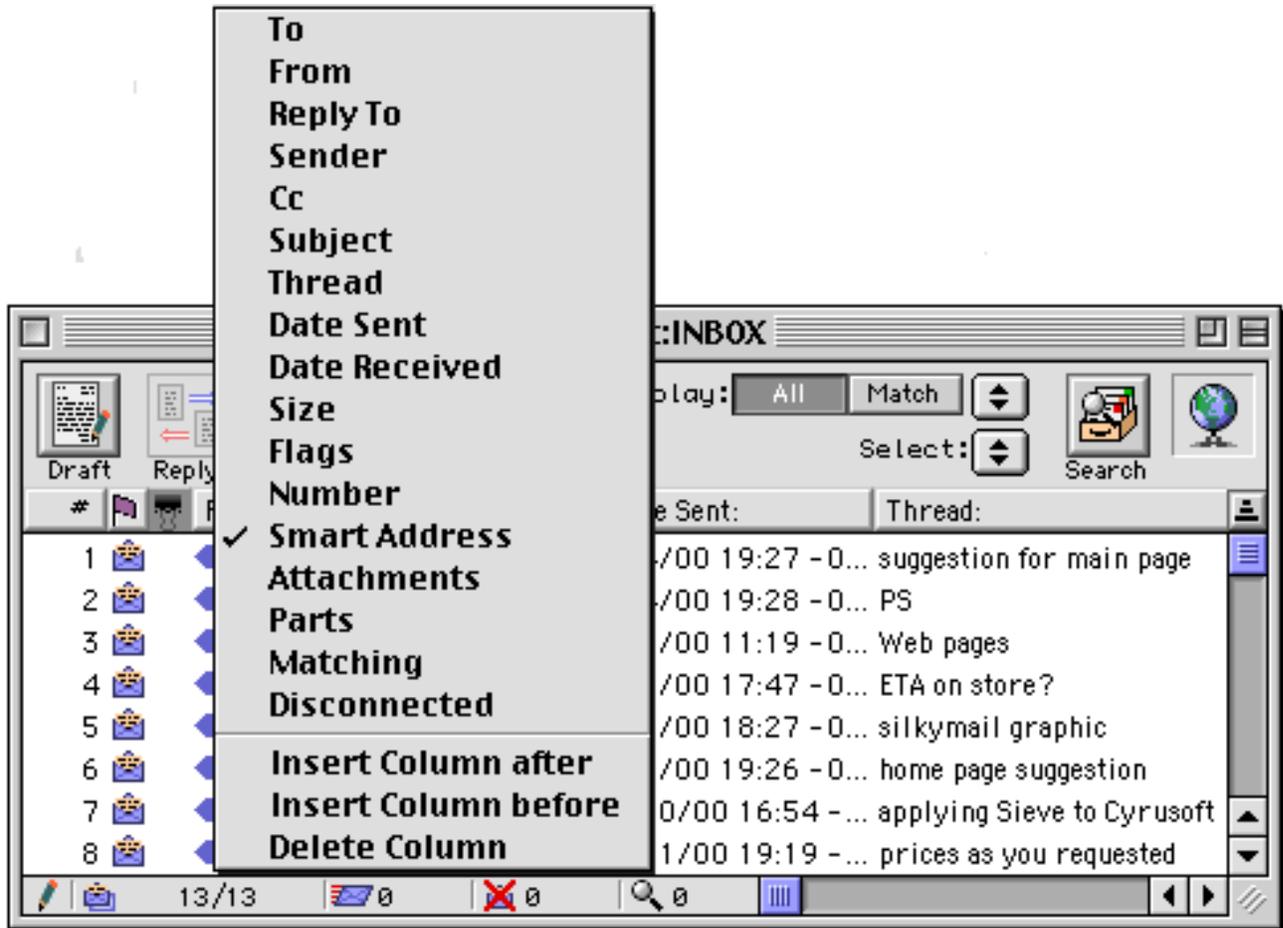


Figure 75 A mailbox window with the column title changer menu displayed.

5.3.2.1 Resizing Column Headers

Columns in the mailbox window can be resized by clicking and dragging the cursor whilst it is over a column boundary (the cursor will change shape to \pm when it is close to a column boundary).

5.3.2.2 Smart Address

One special category is the 'Smart Address' category. When this category is selected, the column title is 'From: / To:' (see the third column in Figure 66). When this category is chosen, Mulberry discriminates between messages that were sent by you to someone else, messages sent directly to you by someone else, and sent indirectly to you (possibly via a mailing list). This is useful if you have a mixture of messages received and messages sent in the same mailbox. In this case Mulberry will display in the message list either the 'From:' address, if the message was sent by someone other than you, or the 'To:' address, if the message was sent by you.

To indicate which is which, it displays different icons in front of the addresses in that column:

-  for messages sent directly to you by someone else (your address does not appear in the 'From' address field of the message, but does appear at least once in the 'To' or 'CC' address field)
-  for messages sent indirectly to you by someone else (your address does not appear in the 'From' address field of the message, and it does not appear in the 'To' or 'CC' address field)
-  for messages sent by you (your address appears at least once in the 'From' address field)

Note By default Mulberry always uses the email address which it has set for you to discriminate between messages sent or received by you. But you can specify additional address to count as yours by adding them to the 'Outgoing Addresses to Count as Mine' list in the 'Mailbox' preferences (see page 44).

5.3.2.3 Sorting Messages

You can sort the message list in a mailbox window by any message category. If a category appears in a column title, you can click that column title to sort by that category. If the category in a column is the one being used to sort the messages the title display will change (for example in Figure 66 the messages are being sorted by 'Number' (the '#' column)).

If you want to sort the mailbox by a category that is not displayed then choose the category from the **Sort** sub-menu in the **Mailboxes** menu (see page 191). The order of sorting (ascending or descending) can be changed by clicking the sort direction button on the far right of the category titles. The button appears differently for each sorting method:

-  for ascending sorts
-  for descending sorts

When sorting a mailbox, keep in mind that only messages that currently have information cached will be included in the sort (for a detailed description of caching, see page 127). If you attempt to sort the messages in a mailbox by clicking on a column header, and all of the messages in that mailbox have not yet been cached, you will be presented with the following dialog:



Figure 76 The Search Warning dialog box

To sort only the messages for which Mulberry currently has information cached, click the **Current** button. To download information on all messages that have not been cached and then perform the sort, click the **Full Sort** button. Note that this action may not be desirable if the mailbox has a large number of messages or you're limited by available memory or a slow connection (e.g. a modem). To cancel the sort action, click the **Cancel** button.

5.3.2.4 Displaying Message Threads

A special sorting category is 'Thread'. When this is selected for a column, Mulberry displays in the column the subject of the message. The messages in the list are grouped together by subject but sorted by the date of the first message in each group. Thus message 'threads' are kept together and are sorted by the date of the first message in the thread.

5.3.3 Message List

The message list shows one message per row with the data in each column corresponding to the category of message information selected for that column. Messages in this list can be manipulated in a number of different ways.

5.3.3.1 Selecting Messages

All operations on messages only occur for those messages that are selected at the time. There are a number of different ways to select a message:

- A message can be selected by clicking anywhere in its row.
- More than one message can be selected either by shift-clicking to extend a selection, or command-clicking (Mac OS) or control-clicking (Windows) to make a noncontiguous selection.

5.3.3.2 Manipulating Messages

You can manipulate selected messages in a number of different ways:

- Pressing `return` or `enter` on the keyboard will also open any selected messages. If the message is marked as a draft it will be opened into a draft window (see page 151), otherwise it will open into a message window (see page 131).
- Pressing `delete` on the keyboard will toggle the delete flag of any selected messages.
- Messages may be copied by dragging them out of the mailbox window into another mailbox window or onto a mailbox shown in the server window. An option in the 'Message' preferences panel (see page 51) allows copied messages to be automatically marked as deleted after a successful copy. This option can be toggled by holding down the `option` key during the drag.

MAC OS ONLY

- Messages may also be saved by dragging them to the Desktop or a Finder window. They can also be dragged to a window of any open application that can receive drag and dropped text (SimpleText for example). In this case the first text part of the selected message is sent to the receiving application.

-
- Some commands can act on all messages in a selection together, or on each individual message. For example, Figure 77 shows the dialog that appears when saving more than one selected message. You are given the choice of saving all messages in the selection to a single file (click the **Single** button), or saving each message to their own separate file (click the **Multiple** button). A similar dialog appears when replying or forwarding with more than one message in the selection.

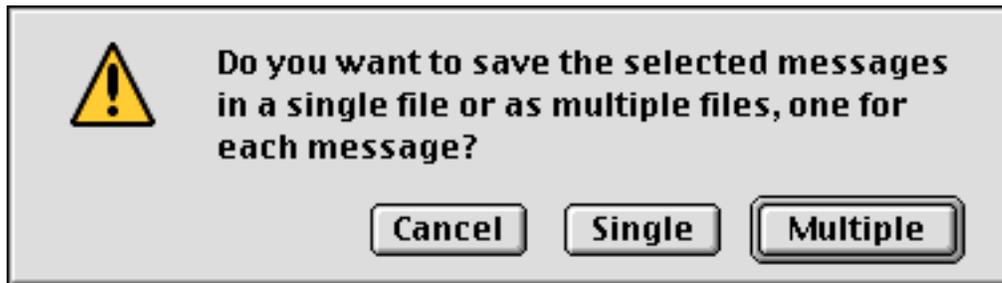


Figure 77 The dialog giving the choice of whether to operate on all messages in a selection together or individually

5.3.3.3 Message Flags

The IMAP server assigns various flags to each message that is stored in a mailbox, to help you keep track of the state of each message. If you have the 'Flags' category column on display in the table, Mulberry will display different icons to represent these states. These icons are:

-  for messages that have arrived since the mailbox was last checked (recent)
-  for messages that have never been opened (unseen)
-  for messages that have been opened at least once (seen)
-  for messages that have been replied to (answered)
-  for messages that are drafts (draft)
-  for messages that have been marked as deleted (deleted)

For messages in more than one state (e.g. answered and deleted) the icon order in the list above will take precedence (i.e. for messages answered and deleted, the deleted icon will be shown).

5.3.3.4 Attachments in messages

You can see if any messages in the mailbox have attachments by viewing either the 'Attachments' column category or the 'Parts' column category. The 'Attachments' column will display an icon if the message contains more than one part. The 'Parts' column will display the total number of parts in the message.

5.3.3.5 Color and Text Style of Displayed Messages

The color and text style of messages displayed in the window is also determined by the state of the message. The color and text style can be set in the 'Display' preferences (see page 35).

5.3.3.6 Limiting the Number of Displayed Messages (Caching)

You can limit the maximum number of messages on display in every mailbox window by changing the 'Message Display Cache' settings in the 'Mailbox' preference panel (see page 44). This may be required if you have large mailboxes that would either use up too much of the available memory when all messages are visible, or take a long time to download over a slow connection (e.g. when using a modem).

The individual caching options are described on page 45. As you become more familiar with these settings, you will be able to customize them to suit your available RAM and connection speed. The following chart will give you starting point for different situations:

		Connection Speed	
		Slow	Fast
Available Memory	Low	Initial Download: 20, Limit To 100, Auto Increment	Initial Download: 100, Limit To: 100, Auto Increment
	High	Initial Download: 20, Unlimited Total, Auto Increment	Initial Download: 100, Unlimited Total, Increment by: 100

5.3.4 Reference

OPERATIONS ON MESSAGES IN MAILBOX WINDOWS

To open one or more selected messages

Press `return` or `enter` on the keyboard.

Double-click one of the selected messages.

Choose **Open Message** from the **File** menu or press **Command-O** (Mac OS) or **Ctrl-O** (Windows).

To delete one or more selected messages

Press `delete` or `clear` on the keyboard.

Choose **Delete** from the **Messages** menu or press **Command -D** (Mac OS) or **Ctrl-D** (Windows).

Click the **Delete** button in the mailbox window.

To undelete one or more selected messages (which are all deleted)

Press `delete` or `clear` on the keyboard.

Choose **Undelete** from the **Messages** menu or press **Command -D** (Mac OS) or **Ctrl-D** (Windows).

	Click the Undelete button in the mailbox window.
To undelete one or more selected messages (some of which are not deleted)	Delete the messages 'twice'. The first time will delete all those not already deleted. The second time will undelete all the deleted messages.
To copy one or more selected messages to another mailbox	Select the mailbox you want to copy the messages to from the Copy to Mailbox sub-menu in the Messages menu.
	Drag and drop the messages onto another open mailbox window. (This feature is only available if Drag and Drop is supported)
	Drag and drop the messages onto a mailbox in the server window. (This feature is only available if Drag and Drop is supported)
To print one or more selected messages	Select Print from the File menu or press Command -P (Mac OS) or Ctrl-P (Windows). (Only the first text part in the message is printed, not the whole message)
To save one or more selected messages to disk	Select Save from the File menu or press Command -S (Mac OS) or Ctrl-S (Windows). (Only the first text part in the message is saved, not the whole message)
To check for new messages	Select Check Mail from the Mailbox menu or press Command -L (Mac OS) or Ctrl-L (Windows).

To create a text clipping (a simple text file in the Finder) of the message text in one or more selected messages	<p>Drag the messages to the Desktop.</p> <p>(Only the first text part in the message is dropped on the destination, not the whole message)</p> <p>(This feature is only available if Drag and Drop is supported)</p>
To change the flags for one or more selected messages	Select the flag to toggle from the Flags sub-menu in the Messages menu.
To select messages with a particular flag set or unset	Choose the flag to select by from the Select by Flag sub-menu in the Edit menu.
To reply to or forward the selected messages	Select the required option from the Messages menu or click the appropriate button in the mailbox window.
To bounce or send the selected messages	Select the required option from the Messages menu.
To create a message digest of the selected messages	Choose Create Digest from the Messages menu.
To expunge (permanently remove) deleted messages from the mailbox	<p>Choose Expunge from the Mailboxes menu or press Command -E (Mac OS) or Ctrl-E (Windows).</p> <p>Click the Expunge button in the mailbox window.</p>

5.4 Outgoing Message Queue Window

Mulberry has the ability to collect outgoing messages in a local queue. The outgoing message queue is a special type of local mailbox that is managed by Mulberry. There are several advantages to this approach, including the ability to send outgoing messages in the background, as well as compose messages while in disconnected mode and send them the next time a network is available.

To enable the outgoing message queue for a particular SMTP account, you must first select that account in the Accounts preference panel and turn on the appropriate items in the Options tab (see page 30).

Once one or more SMTP accounts are enabled for local queuing, the Outgoing Message Queues window will be accessible via the **Show Outgoing Queues** item in the **File** menu. The window is shown in Figure 78.

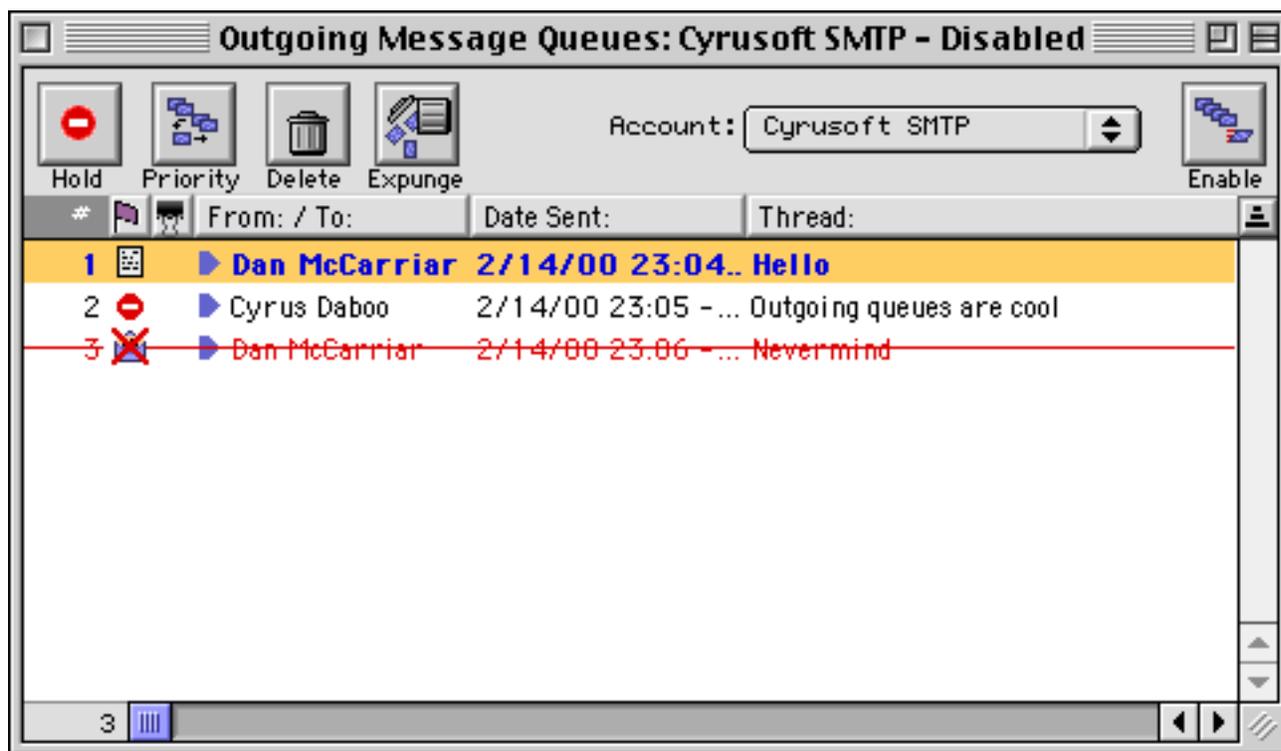


Figure 78 The Outgoing Message Queues window

The Outgoing Message Queues window is very similar to a Mailbox window, although different buttons are used in the header area and the icons in the 'Flag' column are different. Messages can be opened, deleted, and expunged exactly as in a regular Mailbox window. The other header buttons include:

- The **Hold** button allows you to put a selected message on 'hold'. Held messages are not sent, even when Mulberry is in connected mode and the outgoing queue is enabled.
- The **Priority** button allows you to assign a higher priority to a particular message. Priority messages are sent before other messages.
- If multiple SMTP servers are defined in the Accounts preference panel, the **Account** popup allows you to switch between the queues for each SMTP server.
- The **Enable** button allows you to enable the outgoing queue and send any queued messages. When the queue is enabled, this button will change to a **Disable** button. The outgoing queue is automatically disabled when Mulberry is in disconnected mode. When switching from disconnected back to connected mode, the outgoing queue is normally re-enabled, and any messages queued while in disconnected mode are sent.

The possible flag icons for messages in the outgoing queue include:

-  A message waiting to be sent.
-  A message being held in the queue.
-  A message in the process of being sent.
-  A message that was not sent successfully.
-  A messages that has been marked as deleted.

5.5 Message Window

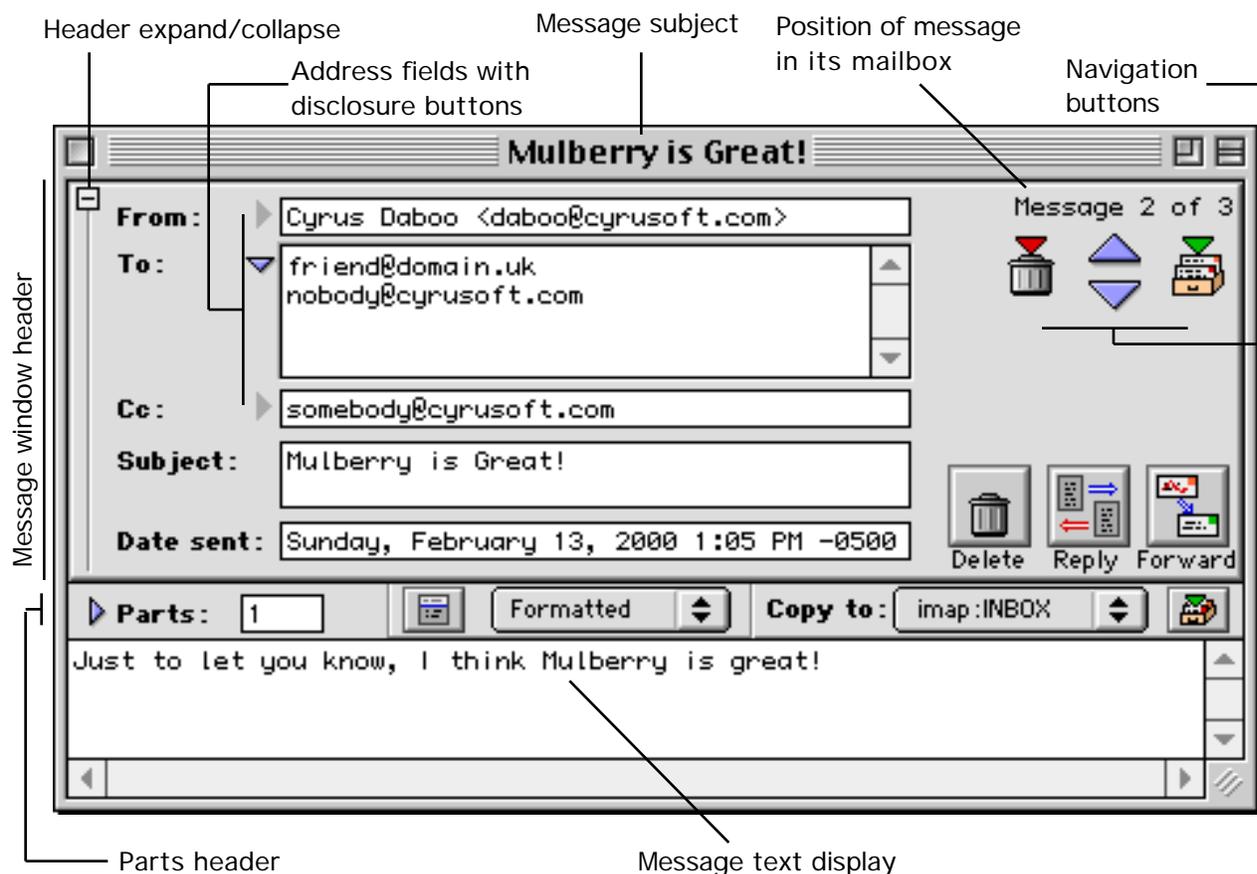


Figure 79 A typical message window with an expanded header area, one address list expanded and its parts list collapsed

Figure 79 shows a typical incoming message window. Message windows display the contents of incoming messages (the window title is the text of the subject or the address of the sender if the subject line is empty). You can set the default size and location for message windows by sizing and positioning a message window to your tastes and then choosing **Save Default Window** from the **Windows** menu (see page 202).

Message windows are divided into three main sections:

- The Header section can appear expanded or collapsed:
 - Expanded: shows the addresses, subject and date for the message, together with navigation buttons and other buttons to operate on the message (as illustrated in Figure 79).
 - Collapsed: Shows only the navigation buttons and other buttons used to operate on the message.. Address, subject and date information is displayed in summary form in the message text display area (as illustrated in Figure 80).

- The Parts section can be expanded or collapsed. In its collapsed state (as shown in Figure 79) it shows the total number of MIME parts to the corresponding message, together with a button for displaying the message header, pop-up menus to change the display format and choose a mailbox to copy the message to, and a button to perform a copy to the selected mailbox. In its expanded state, it also shows a list of each MIME part allowing you to manipulate the individual parts.
- The Text Display section is used to display any text parts in the message.

These sections are now described in more detail.

5.5.1 Header

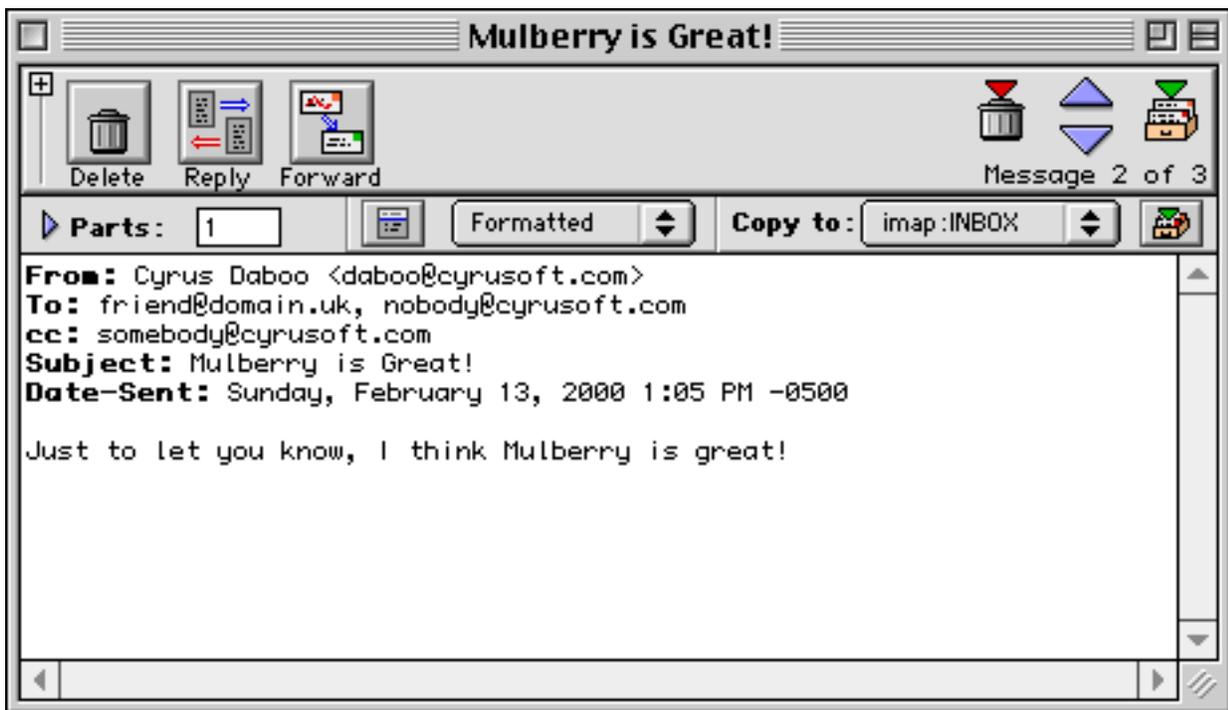


Figure 80 The message window showing the header area in collapsed state, with the message address, subject and date information displayed in the message body.

In its expanded state, the message window header shows three address fields for the 'From:', 'To:' and 'CC:' address lists in the message. These fields display either the first address in the corresponding list if it is collapsed, or a scrolling list of all the addresses in the corresponding address list if expanded. Each address field can be expanded or collapsed by clicking the disclosure button next to it.

Note When Mulberry opens or displays a new message in an existing message window with an expanded header, it will automatically expand or collapse the address fields depending on whether there is one or more than one address in the list to be displayed. If there is only one address and its text fits in the single address field, the disclosure triangle will be disabled.

The expanded header in the message window also shows the subject of the message and the date on which it was sent. You cannot edit the text in these fields or any address field. However, you can select the text and either copy it or drag and drop it to a different location (for example dragging addresses to an address book, which would add those addresses to the address book list).

5.5.1.1 Moving Between Messages

The message window header in both expanded and collapsed states includes four navigation buttons as shown in Figure 81. These buttons are used to display a different message in the current message window without having to open another window.

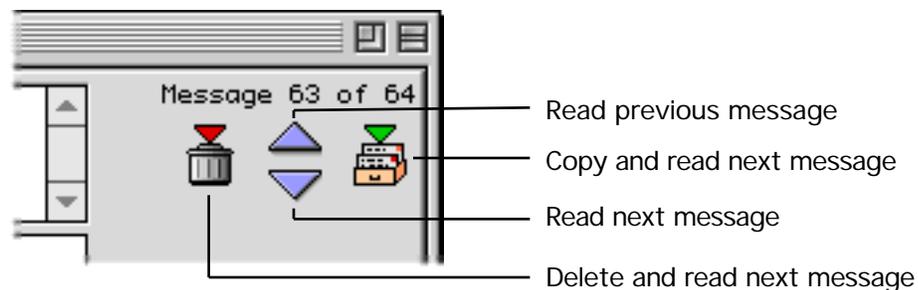


Figure 81 The navigation buttons in a message window

- To display the previous message in the mailbox, click the read previous button .
- To display the next message in the mailbox, click the read next button .
- To delete the current message and then display the next message in the mailbox, click the delete and read next button .
- To copy the current message to the mailbox specified in the 'Copy To' pop-up menu in the parts header area, and then display the next message in the mailbox, click the copy and read next button . If you hold down the **Option** (Mac OS) or **Alt** (Windows) key while clicking the button, the effect of the 'Delete Message after Copy' option in the 'Messages' preferences panel (see page 51) will be toggled for the copy action.

Note If the current message is the first in the mailbox then the read previous button will be inactive, as there is no previous message to read. Similarly, the read next button will be inactive if the message is the last message in the mailbox. However, the delete and read next button is never inactive. Instead the message is deleted and the window will be closed.

Note If the message is a MIME sub-message part within another message then the navigation buttons are replaced with text indicating this situation (see Figure 82). The read next and previous buttons also change functionality to let you move through the other sub-message parts.

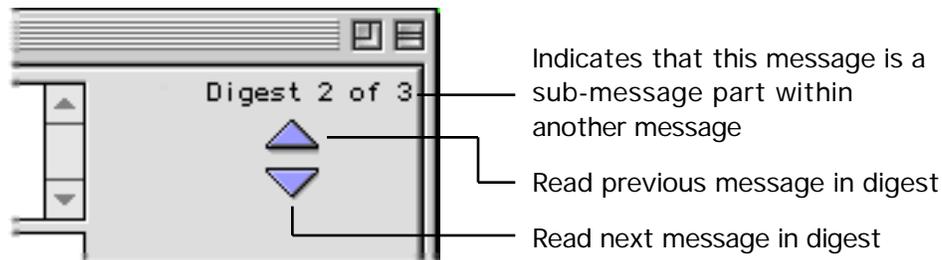


Figure 82 Indication of the fact that the message on display is a MIME sub-message part within another message

Figure 83 shows the three other buttons available in the message window header in either expanded or collapsed state, to allow messages to be deleted or undeleted, to create a reply to the message, or to create a forward template in order to forward the message to another user.

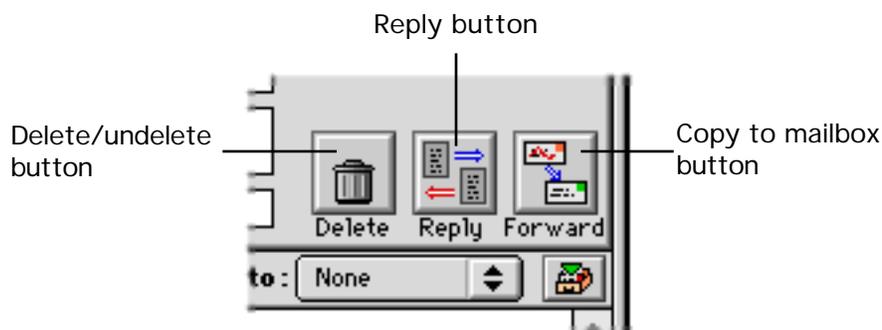


Figure 83 Message window header buttons

5.5.1.2 Deleting a Message

A message can be deleted by clicking the **Delete** button.

Note Mulberry can be configured to prevent or allow the opening of deleted messages. This is controlled by the 'Allow Deleted Messages to be Opened' checkbox in the 'Message' preferences panel (see page 51). If this option is off you will not be able to open any deleted messages from a mailbox window. Similarly when you delete a message with a corresponding message window, the window is automatically closed. If the option is on then deleted messages can be opened and displayed in a window. In this case the **Delete** button changes to an **Undelete** button.

Note If the message comes from a mailbox with read-only permission you will not be able to delete it and the **Delete** button will not be active.

Note If the message is a MIME sub-message part within another message you will not be able to delete it and the **Delete** button will not be active.

5.5.1.3 Replying to Messages

There are two ways to use the **Reply** button which depend on whether the **Option** (Mac OS) or **Alt** (Windows) key is held down when clicking the button. The choice of action is determined by the 'Message' preference panel setting (see page 51).

- In one case a new draft message window (see page 151) is automatically created in reply to the current message. The draft message has its 'To:' address field filled in with the 'Reply-To:' address of the message being replied to. Any other addresses in the original message are ignored.
- In the second case Mulberry will display a dialog (shown in Figure 84) which allows you to choose which addresses from the original message are to be used in the reply and where they should appear in the reply. The dialog lists all the addresses in the original message (it does not display duplicate addresses) and indicates in what field the addresses were originally in. You can then choose where to put each address in the reply message by clicking on or off one of the diamond buttons next to the address. Once the required choice is made click the **Create Reply** button or press `return` to create a new draft message with the requested addresses automatically filled in. The 'quick select' buttons immediately below the address list allow typical choices for different types of replies to be automatically selected by Mulberry, or in the case of the 'None' button removes any choice.

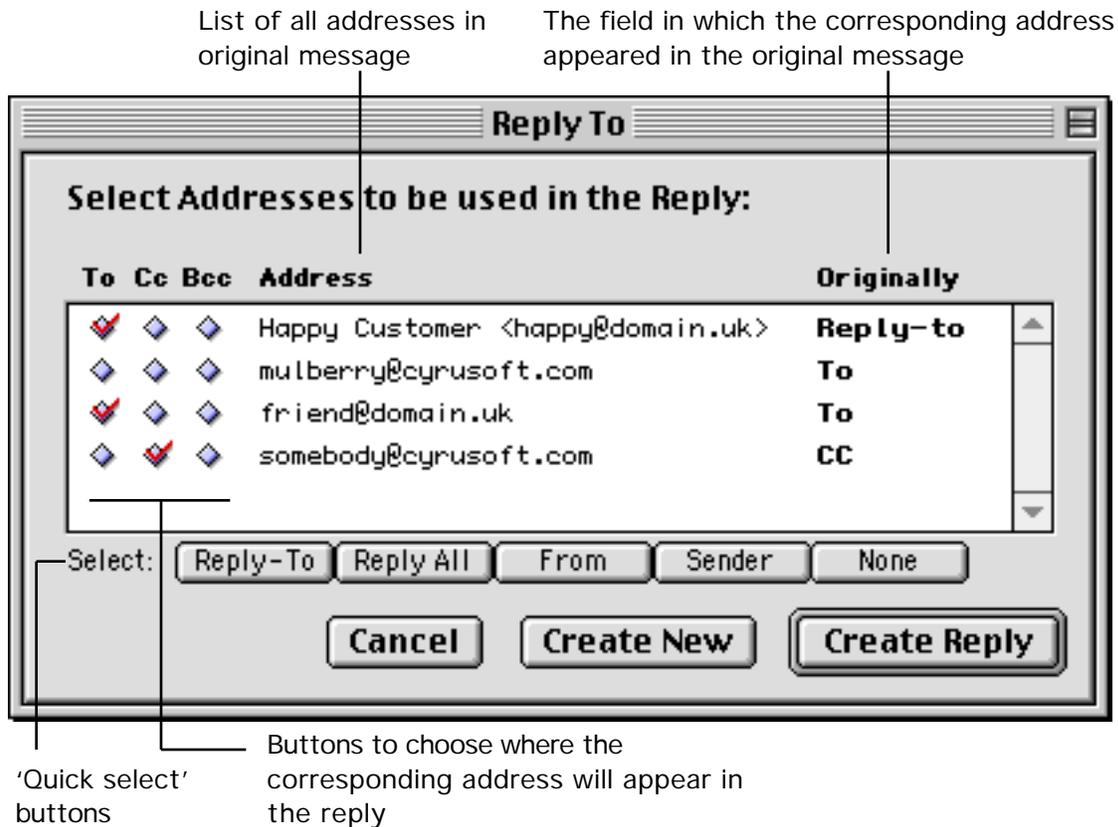


Figure 84 A typical 'Reply To' dialog used for filling in addresses for a message in reply to another

Note The default 'Reply To' action can be toggled at your option. The default is to have the dialog appear only when the **Option** (Mac OS) or **Alt** (Windows) key is down. To change this click the appropriate radio button in the 'Allow Choice of who to Reply to when' group in the 'Message' preferences panel (see page 51).

5.5.1.4 Quoting Message Text in a Reply

When replying to the message, if you want to have any part of the message text automatically displayed as a quotation in the reply, select the required text before clicking the **Reply** button or using one of the reply commands from the **Messages** menu. Alternatively, if the 'Quote Whole Message if no Selection' option is turned on in the 'Message' preferences panel (see page 51), the whole of the text on display in the text area will be quoted in the reply if no selection already exists. If this option is off, no text will be quoted unless there is an existing selection.

5.5.1.5 Bouncing, Forwarding and Sending Again

Mulberry gives you three additional ways to 'reply' to messages:

- 'Bounce' - allows you to pass the message on to someone else and have it appear as though it originated from the original sender of the message. This allows the recipient to reply direct to the original sender.
- 'Forward' - allows you to pass the message on to someone else (who may not be in the original list of recipients or may not be the original sender).
- 'Send Again' - allows you to resend any messages which were originally sent by you. This option is only available when Mulberry recognizes the message as having been sent by you.

5.5.1.6 Copying the Message to Another Mailbox

The message on display can be copied to another mailbox. There are two different ways to specify the mailbox to copy to. You can choose a mailbox directly from the **Copy to Mailbox** item in the **Messages** menu. Selecting a mailbox from this menu will immediately carry out the copy operation.

Alternatively you can select a mailbox from the 'Copy To' pop-up menu in the parts header area (shown in the next section). Then either click the **Copy Now** button, select **Copy Now** from the **Messages** menu, or use the copy navigation button (described on page 135) or select **Copy & Read Next** from the **Messages** menu.

5.5.2 Parts Header

5.5.2.1 Message Parts Header: Controls

The message parts header area contains a number of controls as shown in Figure 85, and described in more detail below:

- 'Parts' disclosure triangle Expands or collapses the display of the parts table.
- 'Parts' number The total number of parts in this message.
- Attachment indicator If present, indicates that the message contains some attachments. Different icons indicate different types of attachment:
 -  Indicates a message which contains styled text and plain text alternatives.
 -  Indicates a messages which contain other types of attachment.
- 'Header' button Toggles the display of the message's header (see next section).

- ‘Formatting’ pop-up menu Changes the formatting of the text on display (see page 144).
- ‘Copy To’ pop-up menu Selects the mailbox that will be used when one of the copy buttons is clicked or the **Copy Now** item in the **Messages** menu is used.
- ‘Copy Now’ button Copies the current message to the mailbox specified in the ‘Copy To’ pop-up menu.

Note When opening a new message window, the last value chosen for the **Copy To** pop-up menu is used for the new message window. The first message window opened after starting Mulberry, will have ‘None’ set as the copy to mailbox.

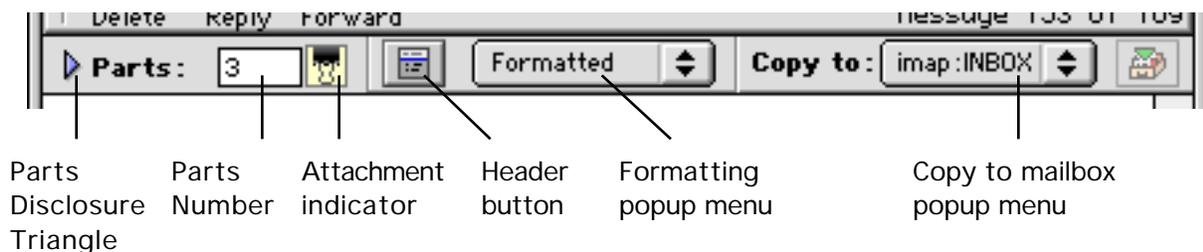


Figure 85 The message parts header area controls

5.5.2.2 Showing Message Headers

Mail headers contain the addressing information and details about the structure of the message and are used by SMTP servers when a message is sent. The headers are also used by the IMAP server to determine the addressing information as well as the MIME parts and structure of the message. Sometimes it is useful to see all the headers in a message and the header button (shown in Figure 85) is used to toggle the display of the message’s mail header. When it is on, the mail header text is displayed at the top of the text display area. When off, the mail header is not displayed.

The style for the header fields displayed in the header can be changed in the ‘Styles’ tab of the Display preferences panel.

Note You can choose whether to have the mail header displayed or not displayed when first opening a message window. This option is controlled by the ‘Show Message Header in Window’ option in the ‘Message’ preferences panel (see page 51).

5.5.2.3 Message Parts Header: Parts Table

The MIME standard allows messages composed of multiple parts to be sent via email. These parts can be ordinary plain text or more complex 'binary' data such as images or even application files. The MIME structure of a message is hierarchical and allows message parts to be grouped in a 'multipart' part.

MIME messages have these features:

- Every message contains one or more parts.
- Each part is described by a type and a related subtype. For example there are three standard subtypes corresponding to the 'text' type. These are:
 - 'plain' - indicates the part contains plain, unformatted text.
 - 'enriched' - indicates the part contains text in the special 'enriched' format which allows formatted text to be sent.
 - 'html' - indicates that the part contains HTML (Hyper Text Mark-up Language) text that is used as the basis for World Wide Web pages.

Other types are used to represent binary data (e.g. 'image', 'audio', 'video', 'application') and the 'multipart' type is used to indicate a group of other parts. A special 'message' type also exists and this is used to indicate an encapsulated email message inside another or other information about a specific email message.

- Mulberry allows you to view any text part, and includes support for viewing enriched and HTML formatted text as well as plain text (see page 144).
- Other parts can be downloaded to any disk on your local computer and then opened using their appropriate application.

The message MIME parts display can be either collapsed (as shown in Figure 79) or expanded (as shown in Figure 86). In the collapsed state it just indicates the total number of different MIME parts in the message. When expanded it displays a either a hierarchical list of all the MIME parts in the message or a flat (simplified) list, showing the MIME type and sub-type, the size, and the name of each part. To switch between hierarchic and flat mode use the flat/hierarchic toggle button. In the flat (simplified) mode Mulberry shows only those parts which you can actually view or save to disk.

The expanded view also shows which parts can and cannot be viewed in the text display area, and whether they have already been seen. This is indicated by the diamond buttons in the first column of the list:

-  Indicates the part currently on view in the text area below.
-  Indicates that the corresponding part is of a type that Mulberry can display in the text area below. Clicking this button will cause the part to appear in the text area below.

-  Indicates that a part which Mulberry can display has already been seen. Clicking this button will cause the part to appear in the text area below.
-  Indicates a part which Mulberry is unable to display in the message window.
-  Indicates a part that is a MIME sub-message included in the main message. Clicking this button will open a new message window showing the sub-message.
-  Indicates a MIME sub-message part that has already been seen.

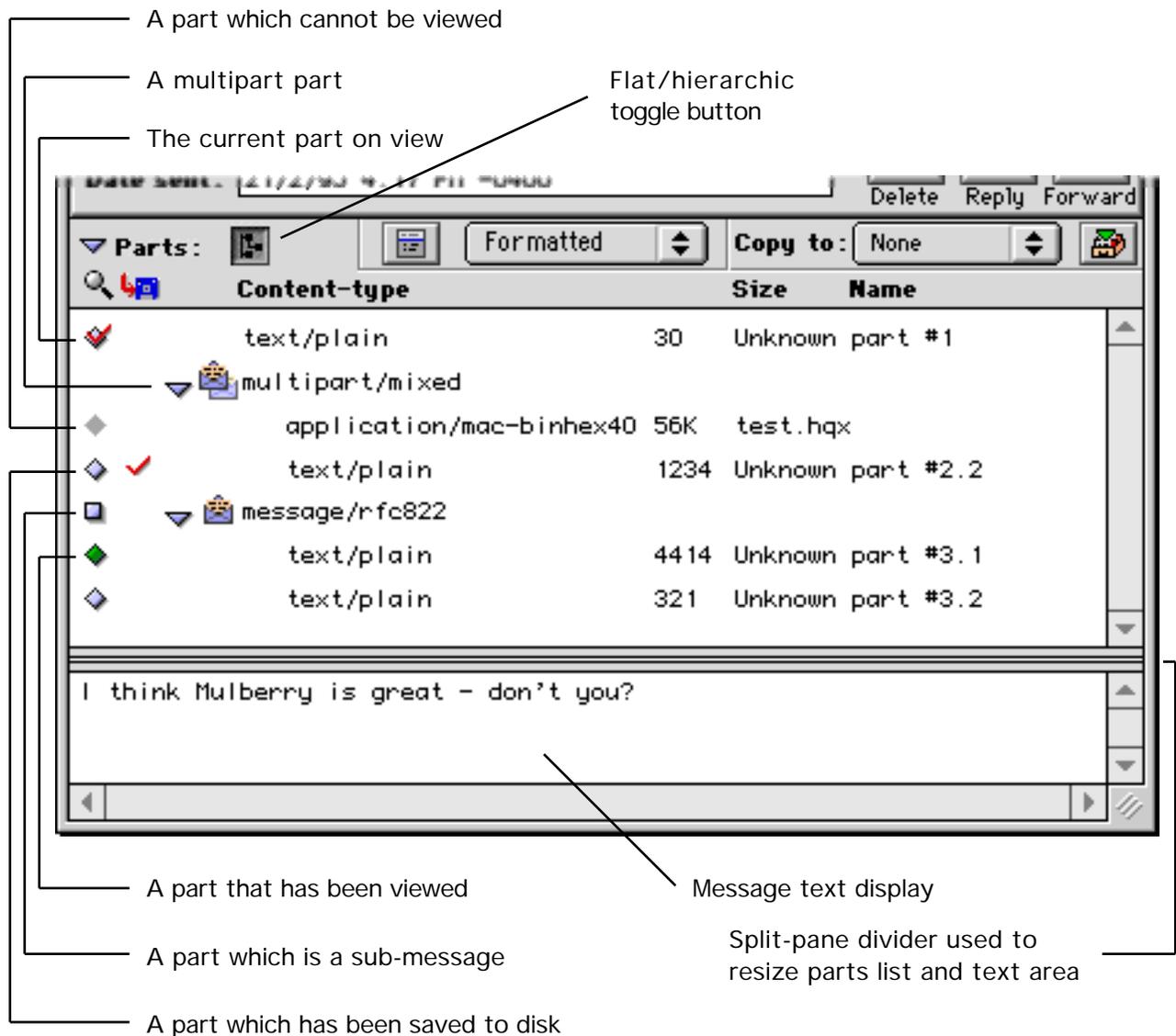


Figure 86 The message parts list showing a complex message structure

You can see more detailed information about each part by selecting it and choosing **Properties...** from the **Edit** menu. This will display the dialog shown in Figure 87 with the details for the selected MIME part filled in.

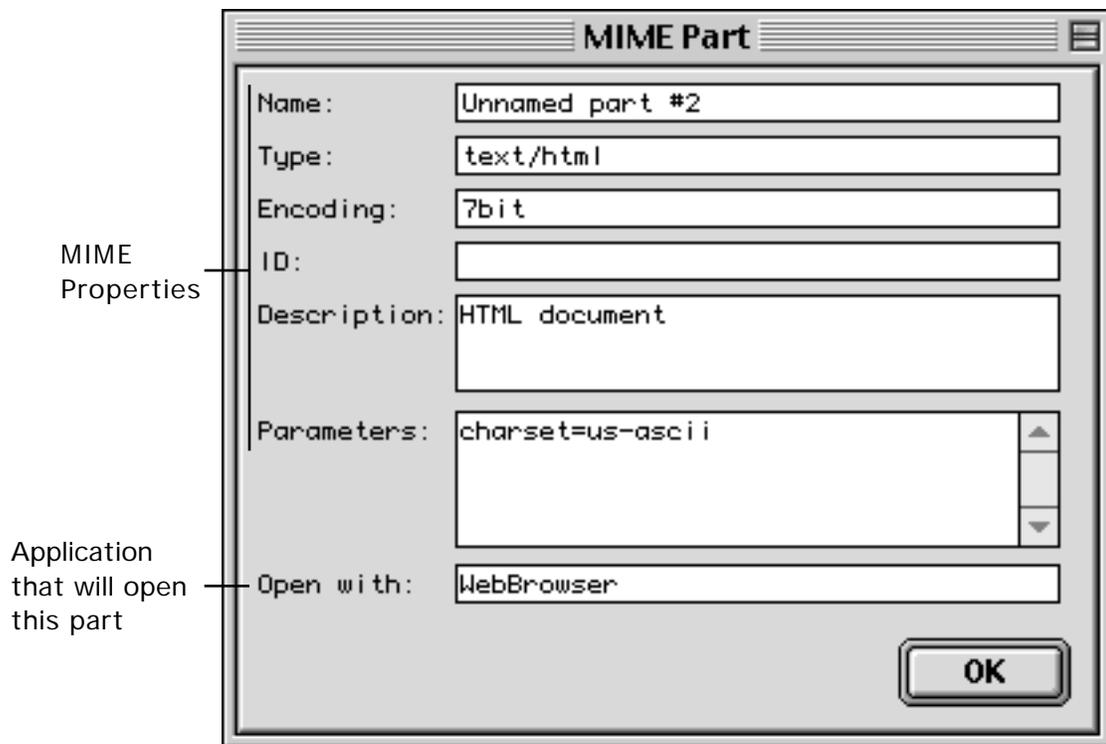


Figure 87 A typical 'MIME Part' dialog that shows detailed information about a particular MIME part

5.5.2.4 Saving MIME Attachments to Disk

One or more parts can be saved to disk by selecting them and either double-clicking them, dragging them to the Finder, or selecting **Extract Parts** from the **Messages** menu (see page 195). When a part has been saved to disk a ✓ mark appears next to it in the second column of the list. If you drag a multipart item to disk then all the enclosed parts are downloaded one after another.

MAC OS ONLY If you receive a multipart/appledouble part then you should download the multipart item rather than the individual sub-parts because the whole multipart actually corresponds to a single Mac OS file.

You can choose how Mulberry behaves when it downloads a part to disk by choosing the appropriate option in the 'Save to Disk' section of the 'Attachment' preferences panel. You can choose to have Mulberry give you the choice of where to download a

part to (when double-clicking or using **Extract Parts** from the **Messages** menu) or automatically download the part to a pre-chosen destination folder.

You can also choose how Mulberry behaves after a part is downloaded to disk. This is controlled by the choices in the 'Open after Save' section in the 'Attachment' preference panel. Mulberry can be set to either automatically open the downloaded part in its appropriate application, to ask you whether to open the part, or to never open the part. In addition, it is possible to override this for parts that can be displayed in Mulberry (i.e. text parts). This allows you to choose not to open parts that you have already seen if all you want to do is save them for later perusal.

Note You can resize the parts list by clicking and dragging on the split-pane divider lines between the parts list and the text display area. When the cursor is over the split-pane divider it changes shape to 

5.5.3 Text Display

This displays the text of the currently selected MIME part in the message. Mulberry will show the first item in the MIME parts list that it is capable of displaying when opening a new message window. If there are no parts that can be displayed in the text area then this is left blank. The message's mail header may appear at the top of the text area depending on whether the header button (see page 140) is on or off.

Note You can use the spacebar to navigate through messages. When you press the spacebar Mulberry will scroll down the current text display area one page at a time. When it reaches the end of the scrollable area it will move on to the next message in the mailbox list. If you hold down the **Option** (Mac OS) or **Alt** (Windows) key while using the spacebar, the message being read will be marked as deleted before the next message is displayed.

5.5.3.1 Working with Styled Text

Mulberry is able to display a number of different formats of styled text. Styled text is text which has different type-face characteristics, for example a different font or size, or use of bold or italic text. Styled text normally requires the use of special 'tags' embedded within the text itself that are used to mark the start and end of 'style runs'. These tags are interpreted by the application viewing the text and used to create the styled text display. Mulberry is able to interpret 'enriched' and 'HTML' styled text. When you receive a MIME message with text in one of these formats, Mulberry determines what type it is and displays it accordingly. You can choose to change how Mulberry displays the text by using the formatting pop-up menu, shown in Figure 88, in the message parts header area (see page 139).

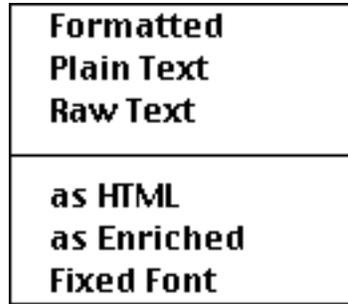


Figure 88 The formatting pop-up menu

- 'Formatted' – the text is displayed using the styles determined from the tags and appropriate for the type of styled text being viewed.
- 'Plain Text' - the text is displayed without styles, but with the styled text tags removed.
- 'Raw Text' - the text is displayed without styles, with styled tags showing.
- 'as HTML' – the text is displayed as HTML.
- 'as Enriched' – the text is displayed as Enriched text.
- 'Fixed Font' – the text is displayed using a fixed-width font.

For all text types, when 'Formatted' text is being displayed, URLs are highlighted using the style set in the 'Styles' tab of the 'Display' preference panel (see page 43). When the cursor is over a URL it changes to a hand icon and you can click on the URL to launch it. Mulberry only highlights URLs that have a scheme that matches an entry in the 'Recognize URL Schemes' area in the 'Styles' tab of the 'Display' preferences panel (see page 43). URLs are not highlighted when viewing 'Plain' or 'Raw Text'.

MAC OS

Note URLs can only be launched if a suitable 'Helper' application is set-up in Internet Config (see page 207).

WINDOWS

Note URLs can only be launched if a suitable 'Helper' application is available in the Windows Registry.

When the message header is displayed, Mulberry will change the text style of the message header fields to that specified using the style set in the 'Styles' tab of the 'Display' preferences panel (see page 43). When 'Formatted' text is being displayed, any URLs in the message headers will also be styled according to the URL style as described above.

When viewing 'Raw Text', Mulberry will change the text style of any formatting tags to that specified using the style set in the 'Styles' tab of the 'Display' preferences panel (see page 43).

5.5.3.2 Text alternatives

Sometimes you may receive messages with 'alternative' text parts. These usually consist of a plain text part followed by a styled text part, and are sent to ensure that all email programs are able to see the text of the message correctly. Since some email programs are not able to display styled text, they will display the first plain text part to the user. Other mail programs, including Mulberry, that are able to display styled text will choose to show the second, styled text, part to the user. You can control this behavior in Mulberry by using the 'Show Styled' option in the 'Message' preferences (see page 51). When turned on, Mulberry will pick the best styled part in a text alternative message to display. When turned off, Mulberry will always display the plain text part in an alternative.

5.5.4 Reference

OPERATIONS ON MESSAGE WINDOWS	
To save the current message display text	Choose Save from the File menu or press Command-S (Mac OS) or Ctrl-S (Windows).
To print the current message display text	Choose Print from the File menu or press Command-P (Mac OS) or Ctrl-P (Windows).
To show the previous message in the mailbox in the current window	Click the Read Previous button Choose Read Previous from the Messages menu or press Command-[(Mac OS) or Alt-[(Windows).
To show the next message in the mailbox in the current window	Click the Read Next button Choose Read Next from the Messages menu or press Command-] (Mac OS) or Alt-] (Windows).

To delete the current message and then show the next message in the mailbox in the current window

Click the **Delete and Read Next** button

Choose **Delete & Read Next** from the **Messages** menu or press **Command- /** (Mac OS) or **Alt- /** (Windows).

To copy the current message and then show the next message in the mailbox in the current window

Select a mailbox in the **Copy To** pop-up menu. Then click the **Copy and Read Next** button

Select a mailbox in the **Copy To** pop-up menu. Then choose **Copy & Read Next** from the **Messages** menu or press **Command- ** (Mac OS) or **Alt- ** (Windows).

To delete the current message

Click the **Delete** button in the message window

Choose **Delete** from the **Messages** menu or press **Command-D** (Mac OS) or **Ctrl-D** (Windows).

Delete the message in its mailbox window.

To undelete the current message

Click the **Undelete** button.

Choose **Undelete** from the **Messages** menu or press **Command-D** (Mac OS) or **Ctrl-D** (Windows).

To show the message's mail header

Click the header button in the message window.

	Choose Show Header from the Messages menu or press Option-Command-H (Mac OS) or Alt-Ctrl-H (Windows).
To hide the message's mail header	Click the header button in the message window. Choose Hide Header from the Messages menu or press Option-Command-H (Mac OS) or Alt-Ctrl-H (Windows).
To reply to the message's 'Reply-To:' address	Click the Reply button in the message window. Choose Reply from the Messages menu or press Command-R (Mac OS) or Ctrl-R (Windows).
To reply to the message's 'Sender:' address	Choose Reply to Sender from the Messages menu.
To reply to the message's 'From:' address	Choose Reply to From from the Messages menu.
To reply to the all the addresses in the messages	Choose Reply to All from the Messages menu.
To forward the message to someone else	Choose Forward from the Messages menu or press Command-J (Mac OS) or Ctrl-J (Windows). Click the Forward button in the message window.
To bounce the message to someone else	Choose Bounce from the Messages menu.

To send the message again	Choose Send Again from the Messages menu. (This feature is only available if the message was originally sent by you)
To copy the message to a different mailbox	Select the mailbox you want to copy the messages to from the Copy to Mailbox sub-menu in the Messages menu.
To copy the message to the mailbox selected in the Copy To pop-up menu	Click the Copy Now button in the message window. Choose Copy Now from the Messages menu or press Shift-Command-C (Mac OS) or Shift-Ctrl-D (Windows).
To change any of the flags for the message	Select the flag to toggle from the Flags sub-menu in the Messages menu.
To save one or more selected parts in the parts list	Double-click the selected parts. Drag the selected parts to the Finder. (This feature is only available if Drag and Drop is supported) Choose Extract Parts from the Messages menu or press Command-; (Mac OS) or Alt-; (Windows).
To see more detailed information about a selected part	Choose Properties... from the Edit menu or press Command-I (Mac OS) or Ctrl-I (Windows).

To decode BinHex embedded in the message text

Choose **BinHex** from the **Decode Embedded** sub-menu in the **Messages** menu.

To decode UU embedded in the message text

Choose **UU** from the **Decode Embedded** sub-menu in the **Messages** menu.

MAC OS ONLY

To have your computer read the message to you aloud

MAC OS ONLY

Choose **Speak Message** from the **Speak** menu or press **Command-T**.

(This feature is only available if Speech is supported)

5.6 Draft Window

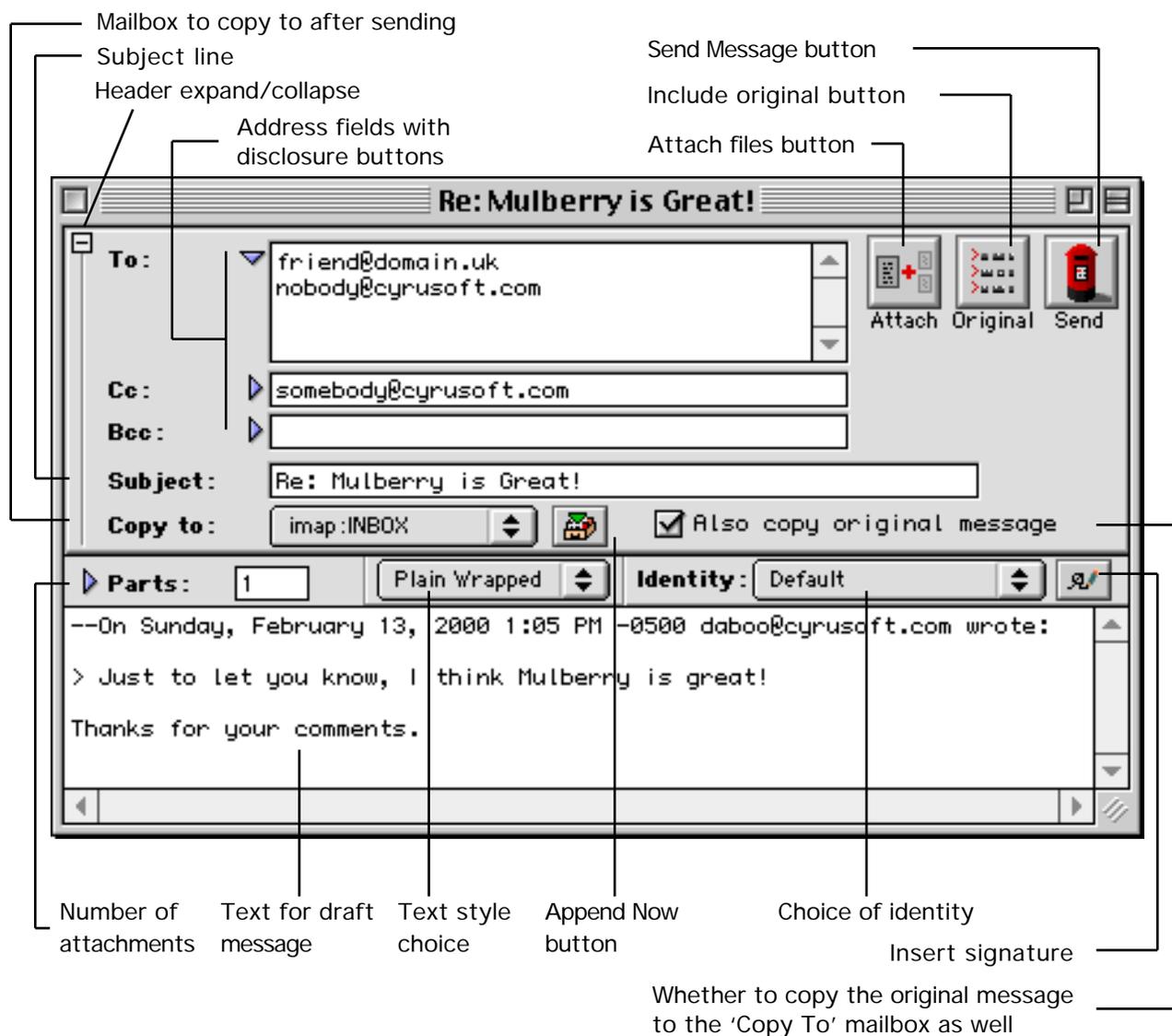


Figure 89 A typical draft message window with the header area in expanded state

Figure 89 shows a typical draft message window. Draft message windows display the contents of messages which you are in the process of writing prior to sending (the window title is the name of the file if the draft message was originally opened from disk).

You can set the default size and location for new draft windows by sizing and positioning a draft message window to your tastes and then choosing **Save Default Window** from the **Windows** menu (see page 202).

Draft message windows are divided into three main sections:

- The draft header section can appear expanded or collapsed:
 - Expanded: shows the addresses and subject for the new message. It also contains buttons and a menu listing all available mailboxes for saving a copy of the message when sent (as illustrated in Figure 89).
 - Collapsed: Contains buttons and a menu listing all available mailboxes for saving a copy of the message when sent (as illustrated in Figure 90).
- The draft parts section contains a hierarchical list of MIME parts that represents the structure of the message being sent.
- The message text display section is where you can type text for any text parts you wish to send in the message.

These sections are now described in more detail.

5.6.1 Header

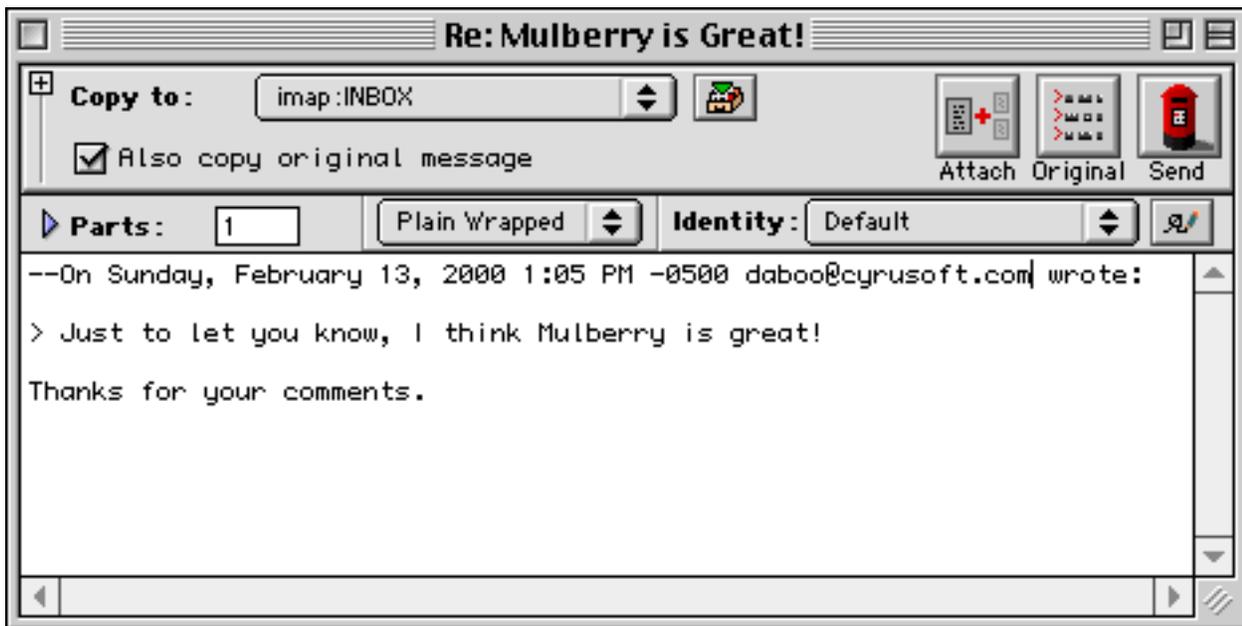


Figure 90 The draft window showing the header area in collapsed state.

In its expanded state, the window header has three address fields which can be used to enter the email addresses to which you want to send this message ('To'), or to which you want a copy to be sent ('Cc'), or to which you want an copy to be sent without revealing their email address ('Bcc'). Use of these fields are described in more detail in the next section.

The subject of the message should be entered in the 'Subject' field. If this message was generated as a reply to an existing message, Mulberry will insert 'Re: ' followed by the subject from the original message into the subject field ('Re: ' is not prepended if it is

already there). Similarly, if the message is being forwarded, Mulberry inserts the original message's subject followed by '(fwd)' in the subject field.

5.6.1.1 Address fields

Each of these fields can be collapsed to display a single line of text, or expanded to display a scrolling list of text.

Single addresses can just be typed straight into a collapsed field.

For multiple addresses, separate the addresses by a comma or put each one on a new line. You can type legitimate email addresses in a number of different ways:

Example Address	Description
mul berry@di al . pi pex. com	Standard email address format
<mul berry@di al . pi pex. com>	Standard email address format
"Mul berry Owner" <mul berry@di al . pi pex. com>	Email address with name
mul berry@di al . pi pex. com (Mul berry Owner)	Email address with comment
<mul berry@di al . pi pex. com> (Mul berry Owner)	Email address with comment

As you type in addresses, Mulberry attempts to determine whether what you typed was a complete address or a 'partial' address. In the case of a partial address a number of things might happen when you type **Return** or move the cursor outside of the address field:

5.6.1.1.1 Nickname Resolution

Address or group entries in address books can contain nick-names (see page 164 for more about Address Books). Just type the name of the nick-name or group name in place of an email address. Mulberry will attempt to resolve the nick-name by searching each address book marked for nick-name resolution (see section 5.7.4 for more details). The first matching nick-name (if one exists) will then be substituted for the partial address in the address field.

5.6.1.1.2 Address Expansion

When doing address expansion, Mulberry searches the text in various address fields in an address book (as specified in the 'Expansion Tab' of the 'Addresses' preferences panel – see page 69) for a match to the partial address. The search is done on each address book marked for searching (see section 5.7.4 for more details). If there is a single match it will be substituted in place of the partial address in the address field. If there is more

than one matching address, then Mulberry will display all matches in a dialog box list allowing you to choose one or more addresses to substitute for the partial address.

5.6.1.1.3 Default Domain

If Mulberry cannot resolve a partial address as a nick-name, or via expansion, it assumes that the text typed is an 'unqualified' address. It will then append the 'Default Domain for Outgoing Mail' value, set in the 'Outgoing' preferences panel (see page 55), to the typed text and take that to be the email address. If the 'Default Domain for Outgoing Mail' value is empty, an error will occur when you attempt to send the message because the typed text cannot be recognized as a valid email address.

5.6.1.2 Saving Copies of Sent Messages

If you want to have the draft message copied to a mailbox in the server list after it is successfully sent, select the required mailbox from the 'Copy To' pop-up menu. Alternatively select 'None' at the top of the 'Copy To' pop-up menu.

You can also copy the draft message to any mailbox before sending it by selecting a mailbox from the 'Copy To' pop-up menu, and clicking the 'Append Now' button, or choosing **Append Now** from the **Draft** menu. Alternatively, choose a mailbox from the **Append to Mailbox** sub-menu.

Note When creating a new draft message, Mulberry will automatically select the default 'Copy To' mailbox specified in the 'Draft' preferences (see page 55). Also, if 'Remember Chosen Copy Mailbox' is on in the 'Draft' preferences then any change to the 'Copy To' mailbox in a draft message window is remembered and the modified value used the next time a draft message window is created.

If the draft message is in reply to another (or is being forwarded or bounced) then you can also choose to have Mulberry copy the original message to the 'Copy To' mailbox before it copies the reply by turning on the 'Also copy original message' checkbox. This allows you to file messages, relating to the same subject, together in a mailbox in the correct order (i.e. original before reply).

5.6.1.3 Quoting Text in a Reply

The **Original** button can be used to insert the text of an original message at the current selection position in the text display area. The text is inserted as a quotation with a header giving information about the original message (see the first four lines of text in Figure 89). If the draft message is not a reply to another message then the **Original** button will not be active.

5.6.1.4 Sending a Message

The **Send** button can be used to send the draft message.

After sending a message, an icon appears in the bottom right of the header area to indicate successful completion (see Figure 91). This will not appear if the message could not be sent. Since a network related error can occur either while sending the message or while copying it to a mailbox (if that option is chosen), the icon can be used to confirm that the message was sent correctly and that the problem arose after sending it (i.e. while copying to a mailbox). Mulberry automatically closes a draft message window only after successfully sending the message and copying it to a mailbox (if that option is chosen). This could mean that the window may disappear before the successful send icon can be seen, but the message has been sent successfully in this case.

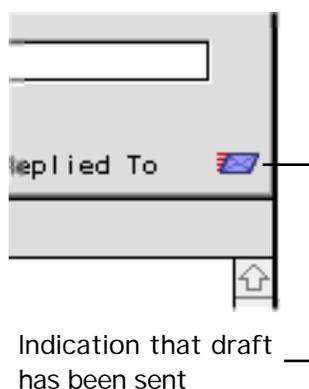


Figure 91 The symbol used to indicate that sending the draft message was successful

5.6.1.5 Attaching Files

The **Attach** button works together with the parts list and is described in the next section.

5.6.1.6 Using Identities

The **Identity** popup can be used to choose the identity used when sending a draft message. An identity provides a way to set information such as the return address or signature used with a draft. For more information on the contents of an identity and how to create and edit them see page 62. When you switch identities using the **Identity** popup, or edit the existing identity set in the popup, Mulberry automatically changes information in the draft window to reflect the new identity chosen, or the changes made to the currently selected identity. This includes change any signature, changing the **Copy To** popup menu setting, and various other items.

5.6.1.6.1 Tied Identities

When creating a draft message, Mulberry determines which identity to use based on a set of rules that use 'tied identities' to determine what to do. An identity can be 'tied' to a mailbox (see page 98) or a mail account (see page 26) such that use of that mailbox or account will trigger the use of the 'tied' identity when creating drafts with that mailbox or account 'active'. To determine the correct tied identity Mulberry uses the following rules:

Server window active, server row selected	Use the tied identity for the account of the selected server, if it exists or Use the default identity
Server window active, mailbox selected	Use the tied identity for the mailbox, if it exists or Use the tied identity for the mailbox's account, if it exists or Use the default identity
Mailbox window active	Use the tied identity for the mailbox, if it exists or Use the tied identity for the mailbox's account, if it exists or Use the default identity
Message window active	Use the tied identity for the mailbox containing the message, if it exists or Use the tied identity for the account of the mailbox containing the message, if it exists or Use the default identity
Any other case	Use the default identity

Mulberry will then use the tied identity or the default identity based on another set of rules outlined in the next sections.

5.6.1.6.2 Tied Identities and new drafts

When creating a new draft using the **New Message** menu command or by clicking a **Draft** button in a server or mailbox window, the following rules apply:

'Use Tied Identities with New Drafts'	Option (Mac OS) or Alt (Windows) Key	Identity set when draft is created
Off	Not used	Default identity
Off	Down	Tied identity for the active window (as determined by rules in section 5.6.1.6.1).
On	Not used	Tied identity for the active window (as determined by rules in section 5.6.1.6.1).
On	Down	Default identity

5.6.1.6.3 Tied Identities when replying, forwarding, bouncing, sending again or creating a digest

When replying, forwarding, bouncing, sending again or creating a digest of messages, Mulberry will always use the tied identity appropriate for the selected messages as determined by the rules of section 5.6.1.6.1.

5.6.2 Sending Attachments: Parts Display

Mulberry allows you to create sophisticated MIME-structured messages for sending. As well as sending any number of text parts, which it allows you to type in, you can also send any type of file stored on the local file system, complete messages from any mailbox on the IMAP server, or individual parts of messages on the IMAP server.

By default, the draft message window is created with a single text part. Additional parts can be added in a number of ways and the hierarchical structure of the MIME message changed accordingly. Mulberry also allows you to set details for each part being sent such as the encoding method, the MIME type details, the name of the part and the description of the part, which could be useful to the recipients.

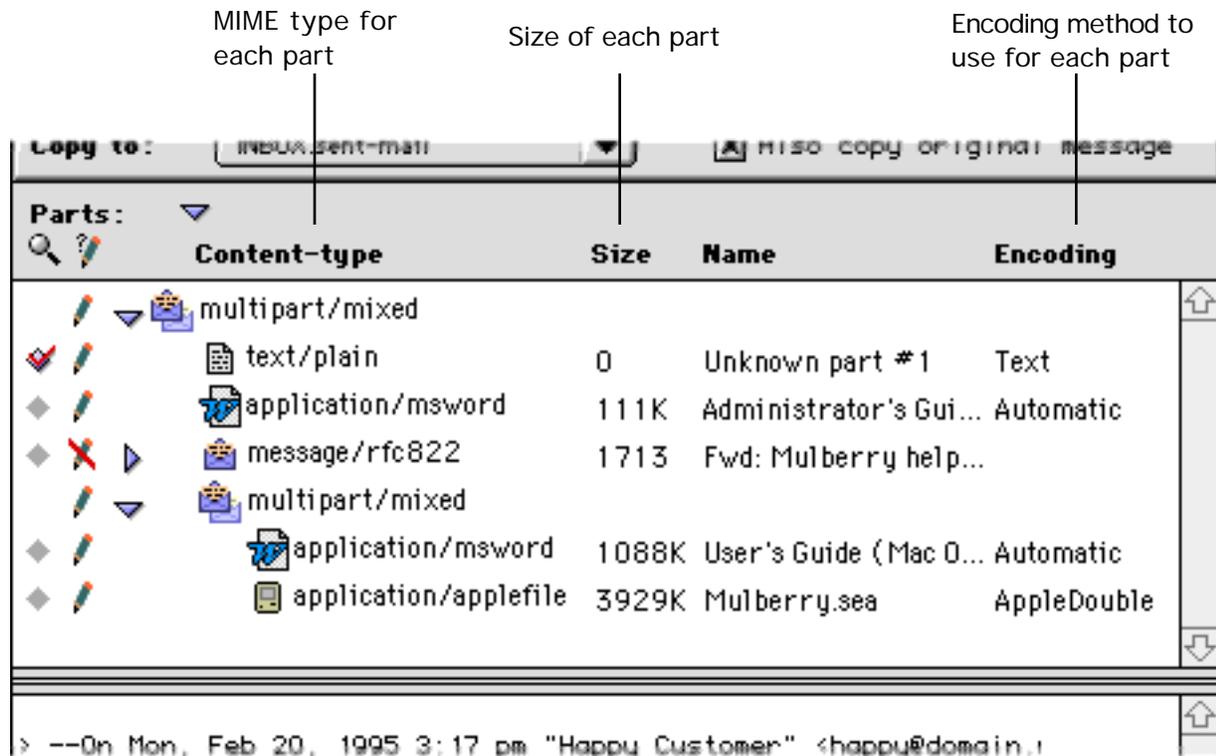


Figure 92 The expanded hierarchical parts list in a draft message window

The message parts display section contains a hierarchical list (see Figure 92), similar to the one in the incoming message window, that displays the full hierarchy of the message being composed.

- The diamond buttons in the first column have the same meaning as in the message window parts list (see page 139).
- The second column indicates whether the details of the part can be changed. This includes being able to change the MIME type and encoding used for the part. In general, all message parts (be they a complete message or a part from within an existing message) that belong to messages on the IMAP server are read-only.
- The third column lists the MIME type that will be used when the part is sent.
- The fourth column shows the size of the part. Note that the size of the current text part is only updated when switching the text display to another part.
- The fifth column shows the name of the part. If the part has no assigned name, Mulberry will generate a default name for display in the hierarchy list. However, this name is not used when the message is sent.
- The final column indicates the type of encoding that will be used to send the part. 'Text' and 'Automatic' encodings correspond to the standard MIME encodings. Mulberry will choose the best MIME encoding to use in this case. Other encodings

may be used if the file requires special processing, for example to ensure that the resource fork of the file is preserved when sent between Mac OS users.

5.6.2.1 Editing MIME Information

The type, name and encoding of parts can be modified (if the part can be changed) or viewed (if the part is read-only) by choosing **Properties...** from the **Edit** menu.

For read-only attachments, the dialog shown in Figure 87 is displayed with the relevant information filled in. For parts that can be modified, the dialog shown in Figure 93 is displayed. This allows you to change the name of the part, the MIME type and subtype, the encoding and add a description to the part. The name and description are sent with the part and can be viewed by the recipient if they have a suitable application to view the message with (Mulberry for instance!). The type and subtype should not generally need to be changed, as Mulberry will generate defaults for these that should suffice.

To change them, either type a new value into the appropriate field or choose one from the pop-up menu next to each field. Note that the items in the subtype pop-up menu depend on the value in the type field.

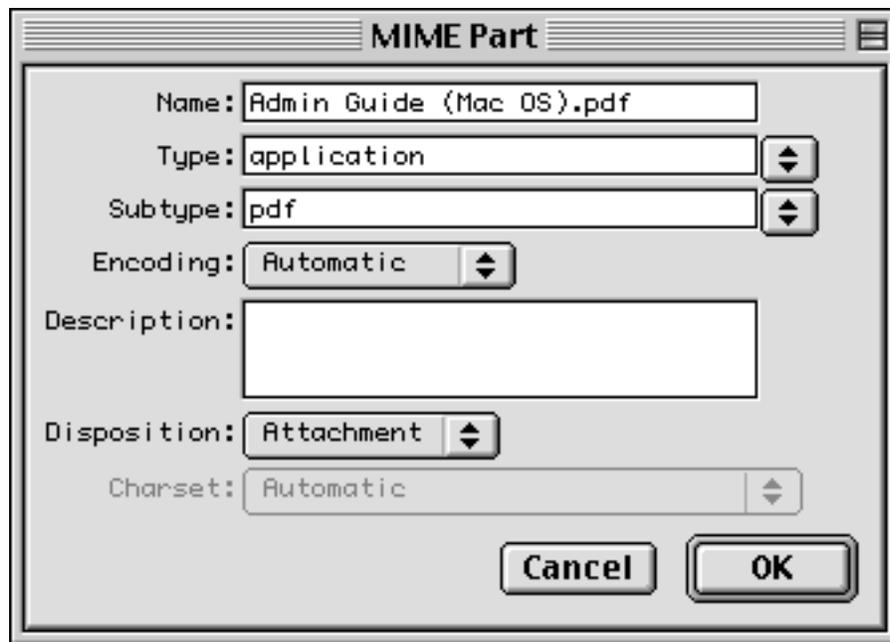


Figure 93 The dialog used to edit the details of a MIME part before sending it

5.6.2.2 Creating MIME Multiparts

You can add new levels of parts hierarchy by choosing a suitable 'Multipart' item from the **New Multipart** sub-menu in the **Draft** menu. This will create a new hierarchy level into which you can place single parts or more multipart hierarchies.

When inserting new parts into the parts list, the new parts will always be added as sub-parts of any selected hierarchy. Thus to create a hierarchy within a hierarchy, select the top level hierarchy part in the list and then choose the appropriate menu item. If no hierarchical part is selected in the list, new parts are added at the top level of the hierarchy.

You can move parts around inside the parts list by dragging them to the desired hierarchy position.

The next sections describe how you can create and use different types of parts in Mulberry.

5.6.2.3 Manipulating Text Parts

You can create new text parts by choosing an item from the **New Text Part** sub-menu in the **Draft** menu. This will add a new text part of the chosen subtype to the parts hierarchy list and automatically switch the text display area over to viewing this part.

You can switch the text display area between different text parts by clicking the diamond buttons in the first column of the parts hierarchy list. These buttons have the same meaning as those used in incoming message windows (see page 139). The size of the text part displayed in the parts table is only updated when switching to another part.

5.6.2.4 Attaching Files to a Message

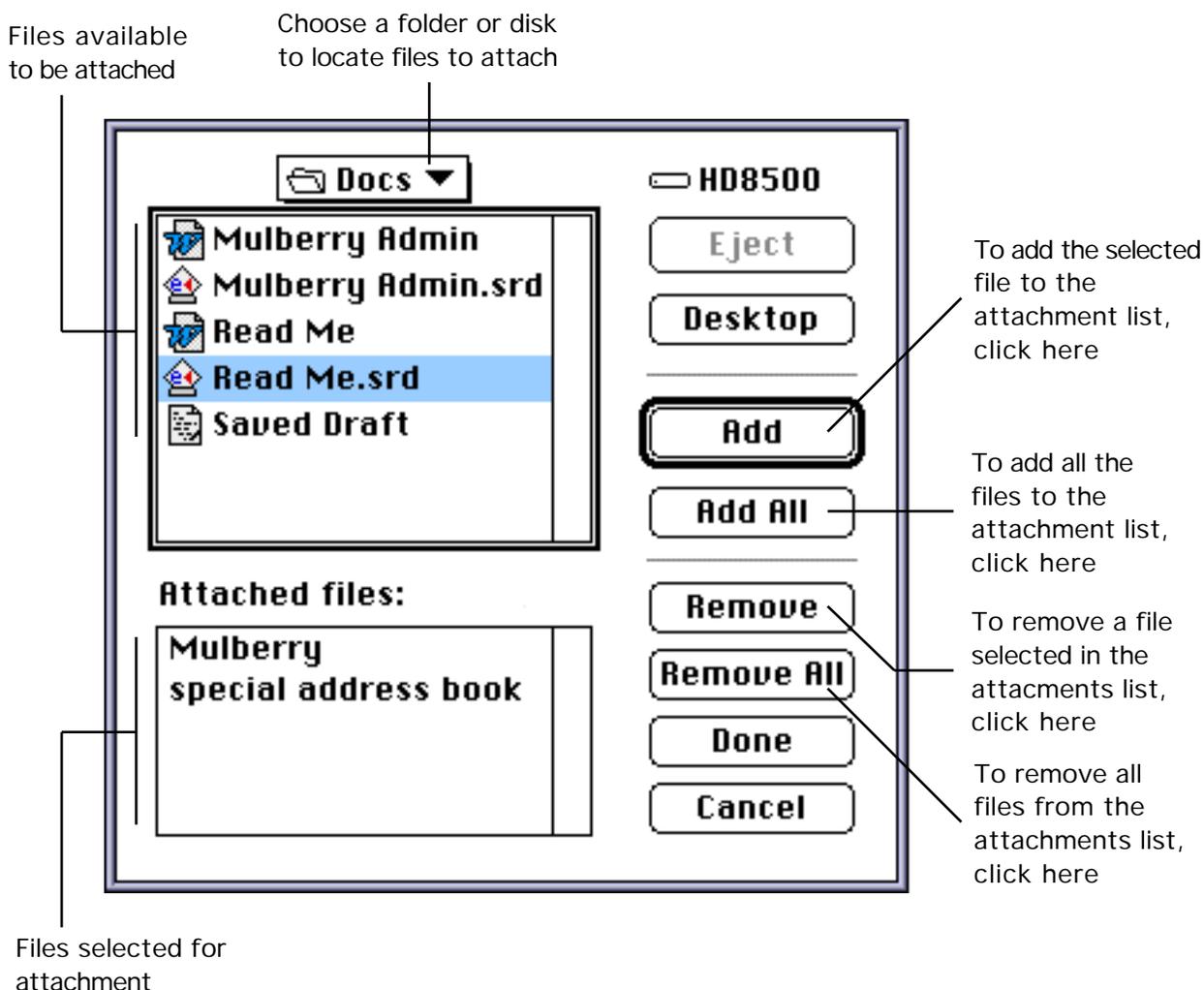


Figure 94 The dialog box used to select and attach files to a draft message (pre-Mac OS 8 Navigation Services)

MAC OS WITH NAVIGATION SERVICES

To attach files to draft messages so that they get sent along with any other parts, click the **Attach** button, and the dialog shown in Figure 94 will appear. This allows you to choose any number of files to be attached to the draft message. You can also drag files directly from the Finder into the parts list to have those files sent.

OTHERS

To attach files to draft messages so that they get sent along with any other parts, click the **Attach** button, and choose the files you want to send from the resulting file open dialog. This allows you to choose any number of files to be attached to the draft message. You can also drag files directly from the desktop into the parts list to have those files sent.

5.6.2.5 Whole Message Parts

You can attach a complete message located on the IMAP server to a draft message. To do this drag the message out of its mailbox window into the draft message's parts list. This will produce a 'message/rfc822' part which contains the parts hierarchy for the original message. You can delete parts from the sub-message's hierarchy but you cannot reorder them or add other parts.

5.6.2.6 Parts from other Messages

You can attach parts from messages located on the IMAP server to a draft message. This allows you to send particular parts of messages that have been sent to you on to someone else. To do this, drag the parts from the parts list of the original message window into the draft's parts list.

5.6.3 Text Display

This displays the text of the currently selected draft message part. You can type the text for the message here. Mulberry allows you to create and edit plain, enriched or HTML text. When a draft is first opened, Mulberry chooses the text style based on the settings in the 'Outgoing' preferences panel (see page 55). When editing enriched or HTML styled text, Mulberry places a toolbar at the top of the text area to allow you to easily change the formatting of selected text, as well as show the current format of the selected text. Formatting can also be changed by choosing a command from the Draft menu (see page 198).

5.6.4 Reference

OPERATIONS ON DRAFT MESSAGE WINDOWS

To save a draft message	Choose Save from the File menu or press Command-S (Mac OS) or Ctrl-S (Windows).
To save a draft message using a different name to the one previously used	Choose Save As... from the File menu.
To create additional text parts	Choose New Text Part from the Draft menu.
To create multipart	Choose the appropriate item from the New Multipart sub-menu in the Draft menu.

To attach files to a draft message	Click the Attach button and add the files you want to attach.
	Drag a file from the Finder into the expanded parts list.
	Drag a file from a parts list in another draft message window into the parts list of this draft message window.
To attach a message from a server mailbox to a draft message	Drag the message from its mailbox window into the parts list.
To attach one or more parts from a message in a server mailbox to a draft message	Drag the parts from the original message window into the parts list.
To remove attachments from a draft message	Select the attachments in the parts list and press delete.
To include the text of the message being replied to, forwarded or bounced	Click the Original button.
	Choose Include Original from the Draft menu.
To include text as a quotation in the draft message	Copy the text to the clipboard and choose Paste as Quotation from the Edit menu or press Command-' (Mac OS) or Alt-' (Windows).
To send the message	Click the Send button.
	Choose Send from the Draft menu or press Command-M (Mac OS) or Ctrl-M (Windows).

5.7 Address Book Manager Window

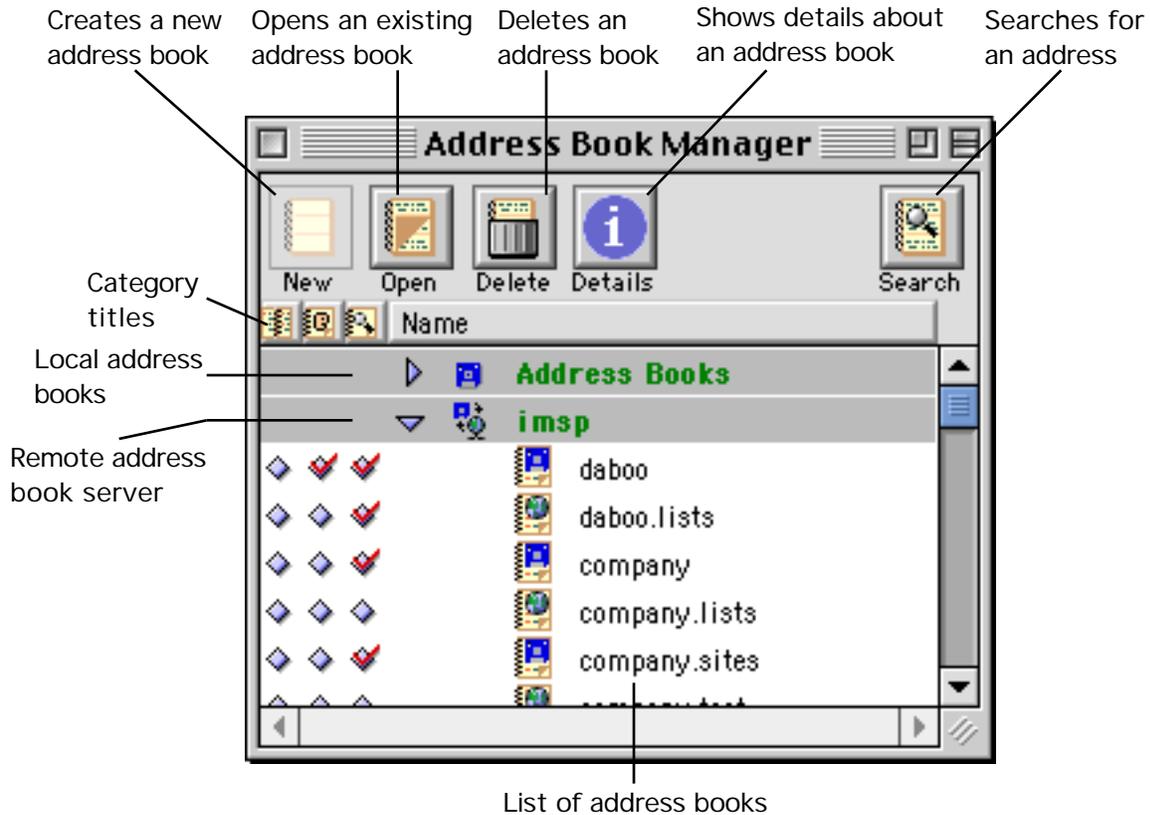


Figure 95 The Address Book Manager window used to manage local and remote address books

Figure 95 shows the address book manager window. The address book manager is used to organize local and remote address books. The address book manager window is divided into three main sections:

- The Header section provides buttons to help manipulate address books.
- The Column Headers section indicates which information about an address book is displayed in the corresponding column in the list below.
- The Address Book List section shows the list of address accounts and their corresponding address books.

5.7.1 Header

The **New** button creates a new address book. In order to do this you must first select an account (either local or remote) in the address book manager list.

The **Open** button opens an existing address book. In order to do this you must first select an account (either remote or local) in the address book manager list. For local

address books, a standard file dialog is then shown allowing you to choose an address book located on the local machine. For remote address books, a dialog requesting the name of the address book is shown. You will need to enter the full name of the address book to open it. In general you will not need to do this as Mulberry displays all remote address books available to you when you login to the remote address book server. You can then open a remote address book by double-clicking on it in the address book manager list.

The **Delete** button deletes the local or remote address books selected in the address book manager list. This will permanently remove the address book and all its entries.

The **Search** button brings the Address Search window (see page 167) to the front ready to execute a search for an address.

The **Details** button allows you to configure and see information about the address books selected in the address book manager list as described on page 167.

5.7.2 Column Headers

The column headers indicate what address book information is displayed in each column in the list below it. The column indicates with text or an icon what the information is:

- 'Name' The name of the mailbox or hierarchy.
-  Shows a 'diamond' button that can be clicked on or off to have address books opened on startup.
-  Shows a 'diamond' button that can be clicked on or off to have address books used for nick-name resolution.
-  Shows a 'diamond' button that can be clicked on or off to have address books used for searching for email addresses when using the Address Search Window (see page 172).

MAC OS To change a category, or to insert a new category, or to delete an existing category click the mouse button with the command (⌘) key down (⌘-click) on the category title.

WINDOWS To change a category, or to insert a new category, or to delete an existing category click the right mouse button on the category title.

When you do this the menu shown in Figure 96 will appear giving you the choice of what category to show in the corresponding column. You can also insert a new column before or after the one clicked, or delete the column that was clicked.



Figure 96 The pop-up menu used to change column information in the address book manager window

Note The 'Name' column which shows the name of the address book or address server is always present and cannot be changed or deleted. You can insert columns before or after it though.

5.7.3 Address Book List

The address book manager list shows address books within a hierarchy that represents the local or remote 'account' that handles the address books. The first account is always 'Address Books' and represents the local storage of address books on the computer on which Mulberry is currently running. Subsequent accounts are remote address book accounts setup in the 'Accounts' preference panel (see page 68). Different icons are used to represent the different types of items displayed in each row:



A remote address book server account.



A remote address book server account that is available for use in disconnected mode. This icon is only shown when in disconnected mode.



A Local address book account.



A remote or local address book that can be opened.



A remote address book that has been synchronized for use in disconnected mode. This icon is only shown when in disconnected mode.

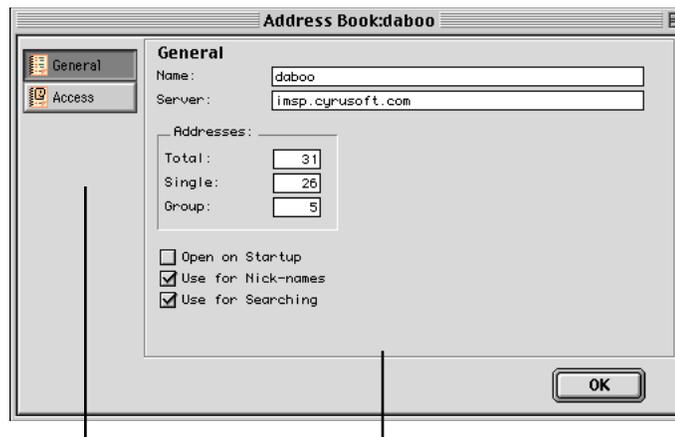


A remote address book whose contents are only available while in connected mode. This icon is only shown when in disconnected mode.

5.7.4 Getting Information on Address Books

Information about address books can be displayed by selecting the address book and then choosing **Properties...** from the **Edit**, or clicking the **Details** button in the address book manager header (see page 164). This will display the dialog shown in Figure 97 which will have two different panels displaying different information about the address book:

- 'General'
- 'Access'



Click button here
to see a different
panel

Different panels
are shown here

Figure 97 The Address Book Properties dialog showing the 'General' panel

5.7.4.1 Address Book Properties: General

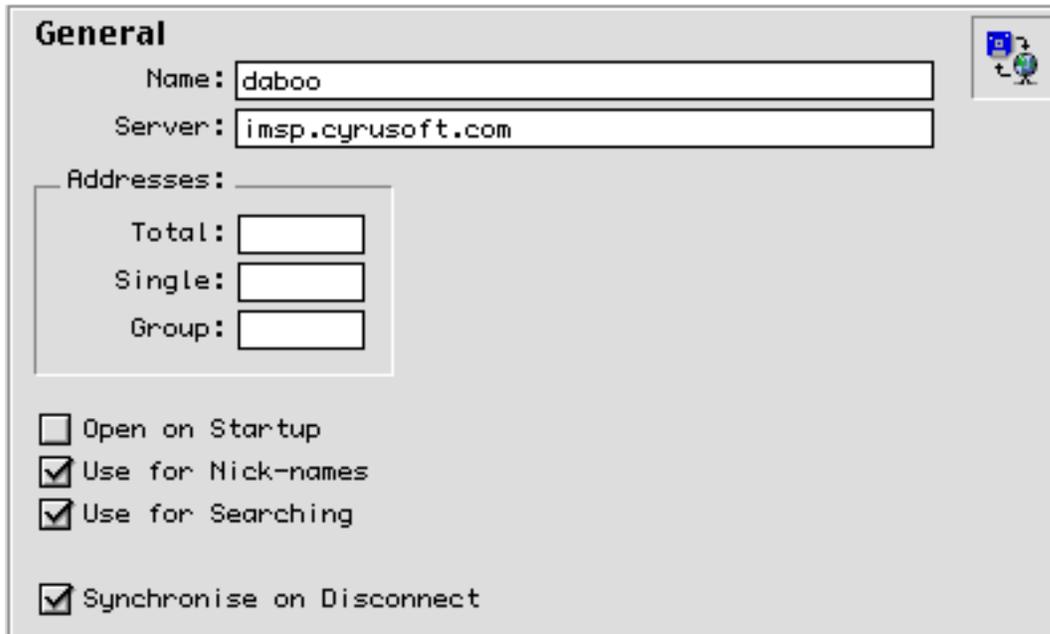


Figure 98 The Address Book Properties 'General' panel

The items in this panel are:

- 'Name' The name of the local address book or full pathname of the remote address book.
- 'Server' The internet address of the server on which this address book is located.
- 'Addresses' These items will only be available if the address book is open. This will always be the case for local address books, but not necessarily for remote address books which may be listed in the address book manager but may not be open in Mulberry.
 - 'Total' The total number of addresses and groups in the address book.
 - 'Single' The number of single addresses in the address book.
 - 'Groups' The number of groups in the address book.
- 'Open on Startup' If turned on, the address book will be opened whenever the current preference set is opened, including when Mulberry next starts up.
- 'Use for Nick-names' If turned on, the address book will be used for nick-name resolution when typing addresses into an address field in a draft window. If the address book is local, it must also be open in Mulberry for nick-name resolution to take place. If it is a remote address book, Mulberry must be logged in to the server,

but the address book need not be open in Mulberry as nick-name resolution can be done remotely.

- ‘Use for Searching’ If turned on, the address book will be used for searching when searching address books (see page 172).
- ‘Synchronise on Disconnect’ If turned on, the address book will be synchronised when disconnecting from the network, provided that address book synchronisation has been requested in the disconnect dialog (see section 5.2.5).
- Address book state icon:



An address book on a remote server.



An address book on the local machine.



An address book on a remote server that is available for use in disconnected mode. This icon is only shown when in disconnected mode.

5.7.4.2 Address Book Properties: Access



Figure 99 The Address Book Properties ‘Access’ panel

The 'Access' panel displays information about the access control list for the address book. This is the list of users who have 'rights' to the address book. For address books, there are a total of six rights or privileges that can be applied to each user. These are:

-  'Lookup' - if set, the user is able to see the address book if they attempt to list it.
-  'Read' - if set, the user is able to see addresses or groups in the address book.
-  'Write' - if set, the user can change any address or group in the address book, but not delete them.
-  'Create' - if set, the user can create sub-hierarchies of address books below the current address book.
-  'Delete' - if set, the user can delete addresses or groups from the address book.
-  'Admin' - if set, the user is able to change the access control list for the address book.

The rights that you have to the address book are shown in the 'Current User:' row at the top of the access control list table. All users' rights are then shown in the table below this. Each row consists of a user id, followed by six icons or buttons representing the state of the right for that user. This table behaves in exactly the same way as the one used to set the access control for mailboxes (see page 101).

5.7.5 Reference

OPERATIONS ON ADDRESS BOOKS	
To bring the Address Book Manager window to the front	Choose Address Book Manager from the Addresses menu.
To create a new address book	Choose New Address Book... from the Addresses menu after selecting an address server, or click the New button.
To open one or more selected remote address books	Press <code>return</code> or <code>enter</code> on the keyboard, or click the Open button.
	Double-click any one of the selected address books.

To open an address book	Choose Open Address Book... from the Addresses menu, or click the Open button
To rename one or more selected address books	Choose Rename Address Book... from the Addresses menu.
To import addresses from a different type of address book into the selected address book	Choose Import Addresses... from the Addresses menu.
To export addresses in the selected address book to a different type of address book	Choose Export Addresses... from the Addresses menu.
To delete one or more selected address books	Choose Delete Address Book... from the Addresses menu, or click the Delete button.
To login to the selected remote address book server	Choose Login... from the Addresses menu. Double-click the remote address book server.
To logout from the selected address book server	Choose Logout from the Addresses menu.
To see information about the selected address book	Choose Properties from the Edit menu, press Command-I (Mac OS) or Ctrl-I (Windows), or click the Details button.
To search for addresses in address books marked for searching	Choose Search... from the Addresses menu or click the Search button.

5.8 Address Search Window

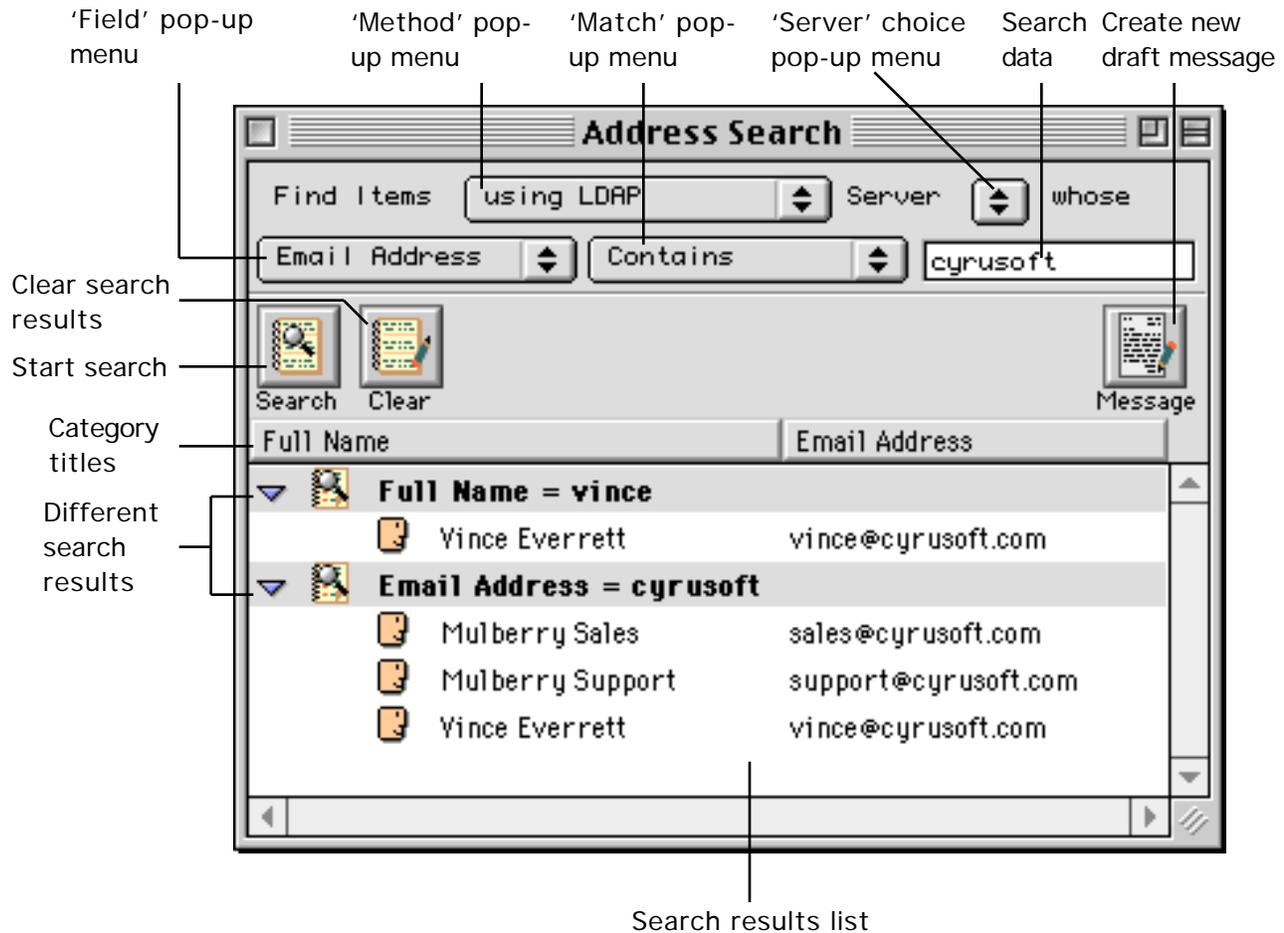


Figure 100 The Address Search window used to search for addresses in local and remote address books, or using directory services

Figure 100 shows the Address Search window. This is used to perform searches for addresses either in local or remote Mulberry address books, or using a directory lookup protocol.

The Address Search window is divided into four main sections:

- The Criteria section is used to specify the criteria for the search operation.
- The Button section allows has various buttons for common actions.
- The Column Headers section indicates which information about an address is displayed in the corresponding column in the list below.
- The Results section displays a list of search results.

5.8.1 Criteria

The address criteria section allows the search criteria to be specified. It consists of three pop-up menus and one text field:

- The 'method' pop-up menu (shown in Figure 101) allows you to choose between the various types of address accounts available for searching:
 - 'in Address Books' will search those Mulberry address books that have the 'Use for Searching' option turned on (see page 168).
 - 'using LDAP' will use any LDAP directory accounts selected in the 'Server choice' popup menu.

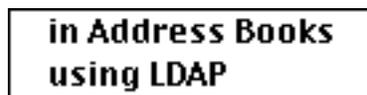


Figure 101 The method pop-up menu used to select the method to use for the address search

- The 'server choice' pop-up menu (shown in **Error! Reference source not found.**) only appears when LDAP has been chosen as the search method. The pop-up allows each individual LDAP server to be searched in turn if desired.
- The 'field' pop-up menu (shown in Figure 102) allows you to choose which address field to search. These are the fields available in a Mulberry address book (see page 179).



Figure 102 The field pop-up menu used to select which field to search on when doing an address search

- The 'match' pop-up menu (shown in) allows you to choose which part of the address field you want to look for text in:

- ‘Is’ will attempt to find addresses with fields exactly matching the search text.
- ‘Starts with’ will attempt to find addresses with fields which have the search text at the start.
- ‘Ends with’ will attempt to find addresses with fields which have the search text at the end.
- ‘Contains’ will attempt to find addresses with fields which have the search text contained anywhere within it.

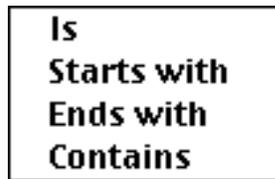


Figure 103 The match pop-up menu is used to select which part of the address text to compare with the search text

- The text field allows you to enter the text to search for. Pressing `return` or `enter` on the keyboard will initiate the search. You can use a ‘*’ as a wildcard character to match one or more occurrences of any character. e.g. ‘cyru*’ will match ‘cyrus’ and ‘cyrusoft’. When you use the ‘Starts with’, ‘Ends with’ or ‘Contains’ options for the ‘Contains’ pop-up menu, Mulberry automatically includes a ‘*’ in the appropriate place for the search. E.g. assuming the text field is set to ‘search’
 - ‘Starts with’: actual text searched ‘search*’.
 - ‘Ends with’ : actual text searched ‘*search’.
 - ‘Contains’ : actual text searched ‘*search*’.

5.8.2 Buttons

The button section contains the following buttons:

- **Search** – initiates a search using the criteria provided.
- **Clear** – removes all search results from the results list.
- **Message** – creates a new draft message with its address fields automatically filled in with any selected entries in the results list. There are two ways to use the **Message** button which depend on whether the **Option** (Mac OS) or **Alt** (Windows) key is held down when clicking the button or not. The choice of action is determined by the ‘Addresses’ preference panel (see page 60).
 - In one case a new draft message window is automatically created with its ‘To:’ address field filled in with the selected entries in the active list.

- In the second case Mulberry will display a dialog (similar to the one shown in Figure 84) which allows you to choose which addresses from the selection in the active list are to be used in the draft message and in which address fields they should appear. You can choose where to put each address in the draft message by clicking on or off one of the diamond buttons next to the address. Once the required choice is made, click the **New Message** button or press `return` to create a new draft message with the requested addresses automatically filled in.

5.8.3 Column Headers

The column headers indicate what address information is displayed in each column in the list below it.

MAC OS To change a category, or to insert a new category, or to delete an existing category click the mouse button with the command (\mathbb{C}) key down (\mathbb{C} - click) on the category title.

WINDOWS To change a category, or to insert a new category, or to delete an existing category click the right mouse button on the category title.

When you do this the menu shown in Figure 104 will appear giving you the choice of what category to show in the corresponding column. You can also insert a new column before or after the one clicked, or delete the column that was clicked.

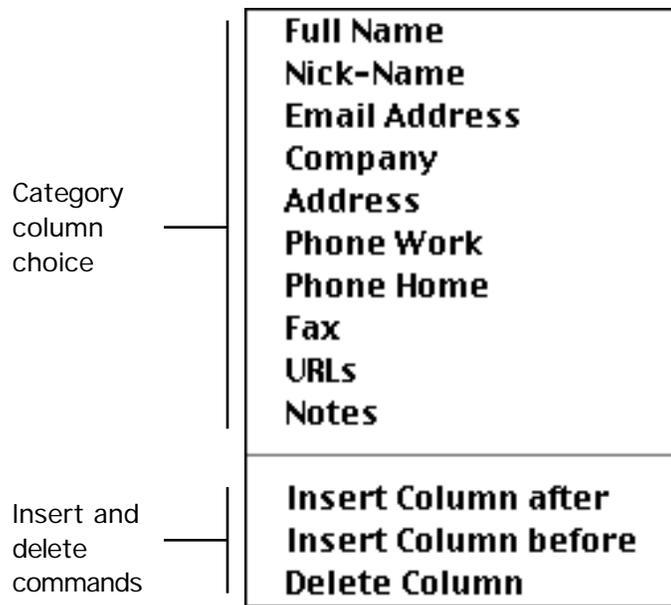


Figure 104 The pop-up menu used to change column information in the address search window

5.8.4 Results

The results lists shows results of searches. Each search is shown in its own hierarchy, with the hierarchy row shown in gray, and with a description of the search criteria used to generate that particular set of results. You can collapse or expand a hierarchy by clicking on the disclosure button next to the description.

The search results will not be deleted when the window is closed, but they will be lost when quitting from Mulberry. You can remove all the results using the **Clear** button. You can delete an entire hierarchy by selecting the hierarchy description row and pressing `delete`. You can delete individual search results by selecting them and pressing `delete`.

Each address can be edited by double-clicking on the address entry. This will display the dialog shown in Figure 107, which can be used to edit the address.

Addresses in the results table can be copied to an address book or to a draft window address field either through the clipboard **Copy** and **Paste** functions, or by using drag and drop to drag the addresses of interest to their destination.

5.8.5 Reference

SEARCHING ADDRESS BOOKS	
To bring the Address Search window to the front	Choose Search... from the Addresses menu.
	Click the Search button in the Address Book Manager window.
To start a new search	Click the Search button.
	Press <code>return</code> or <code>enter</code> on the keyboard after entering text in the text field.
To delete all search results	Click the Clear button.
	Press <code>clear</code> on the keyboard.
To delete selected search result sets	Press <code>delete</code> on the keyboard.
To delete selected individual address search results	Press <code>delete</code> on the keyboard.
To change one or more selected individual address search results	Double-click the selected address, or press <code>return</code> or <code>enter</code> on the keyboard.

To create a draft message using one or more selected addresses or groups

Choose **New Message** from the **File** menu or press **Command-N** (Mac OS) or **Ctrl-N** (Windows).

Click the **Message** button in the address book window.

To copy one or more selected addresses to a draft message

Choose **Copy** from the **Edit** menu or press **Command-C** (Mac OS) or **Ctrl-C** (Windows), go to the address in the draft message and choose **Paste** from the **Edit** menu or press **Command-V** (Mac OS) or **Ctrl-N** (Windows).

Drag the selected items to the address field in the draft message window.

(This feature is only available if Drag and Drop is supported)

To add one or more selected addresses to an address book

Choose **Copy** from the **Edit** menu or press **Command-C** (Mac OS) or **Ctrl-C** (Windows), go to the address book window choose **Paste** from the **Edit** menu or press **Command-V** (Mac OS) or **Ctrl-N** (Windows).

Drag the selected items to the single address table in the address book window.

(This feature is only available if Drag and Drop is supported)

Drag the selected items to the address book listed in the Address Book Manager window.

(This feature is only available if Drag and Drop is supported)

5.9 Address Book Window

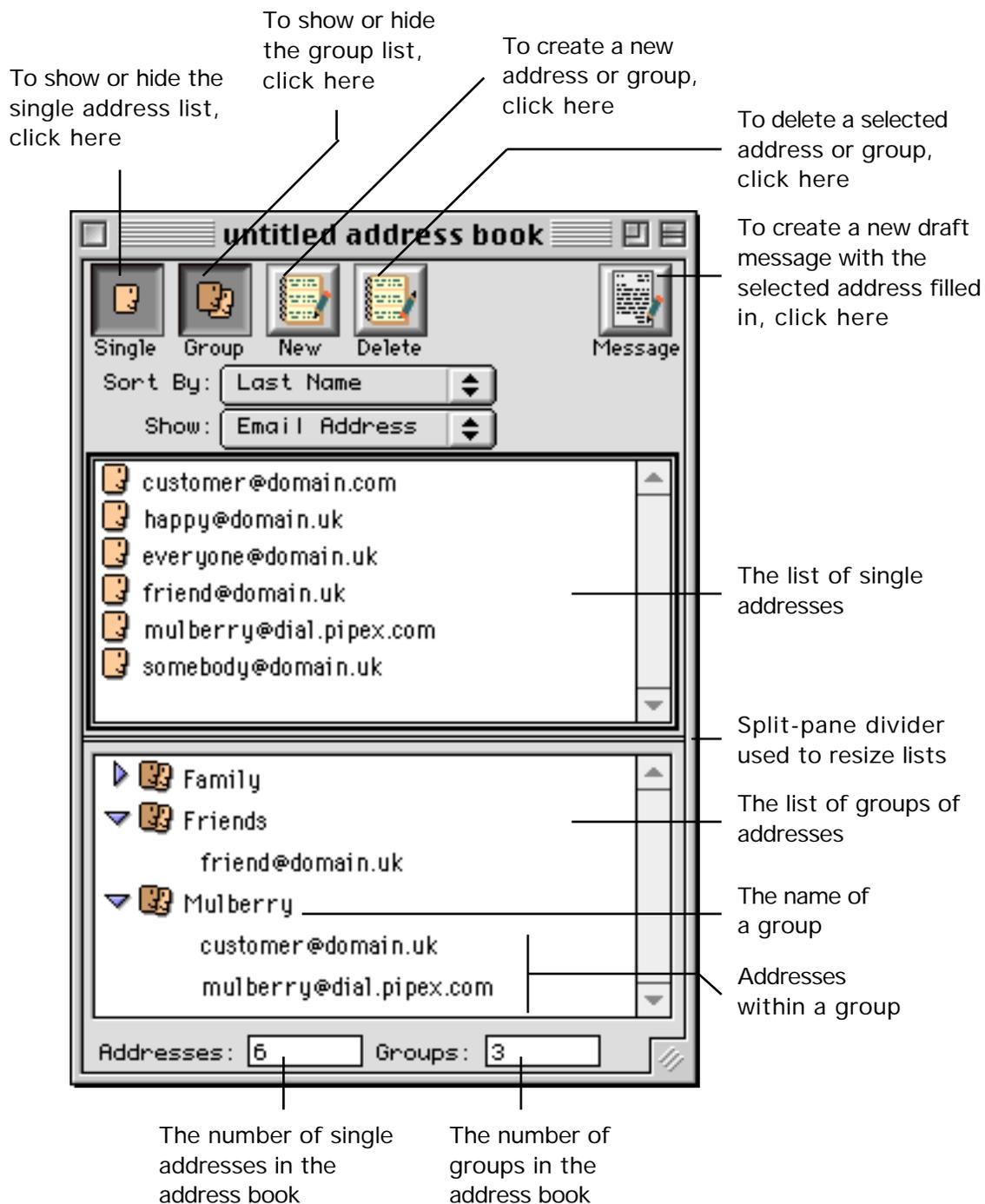


Figure 105 A typical address book window

Figure 105 shows a typical address book window.

Address books allow you to store commonly used email addresses and groups of addresses. Address books can either be stored locally on the computer running Mulberry, or remotely on a server. Address books are managed using the Address Book Manager window.

You can assign ‘nick-names’ to addresses and groups, which you can then enter in address fields in draft message windows. Mulberry will automatically substitute the correct email address when it sends the message.

Note Nick-name resolution only works if the address book containing the nick-name has been marked for nick-name resolution in the Address Book Manager Window. In addition, local address books must be open for nick-name resolution to take place. To this end, Mulberry will issue a warning whenever you attempt to close a local address book window.

You can specify any number of address books to be opened when a preference set is opened by turning on the ‘Open at Startup’ option for the address book in the Address Book Manager window.

An address book window is divided into three main sections:

- The header section provides buttons and pop-up menus for changing the appearance of the address book and for editing entries.
- The single address list section shows the list of single addresses in the address book.
- The group list section shows a hierarchical list of groups with their corresponding addresses.

5.9.1 Header

The **Single** and **Group** buttons can be used to toggle the display of the single address and group lists. In Figure 105 both lists are visible, so clicking on one of these buttons will hide the corresponding list, shrinking the size of the window.

The **New** button can be used to create new entries in the active list. To activate a list, select it by clicking in it (the active list appears with a black border around it as the single address list in Figure 105 has). Similarly, the **Delete** button is used to delete the selected entries from the active list.

5.9.1.1 Creating Messages with the Address Book

The **Message** button is used to create a new draft message with its address fields automatically filled in with any selected entries in the active list. There are two ways to use the **Message** button which depend on whether the **Option** (Mac OS) or **Alt** (Windows) key is held down when clicking the button or not. The choice of action is determined by the ‘Addresses’ preference panel (see page 60).

- In one case a new draft message window is automatically created with its ‘To:’ address field filled in with the selected entries in the active list.
- In the second case Mulberry will display a dialog (similar to the one shown in Figure 84) which allows you to choose which addresses from the selection in the active list are to be used in the draft message and in which address fields they should appear. You can choose where to put each address in the draft message by clicking on or off one of the diamond buttons next to the address. Once the required choice is made, click the **New Message** button or press `return` to create a new draft message with the requested addresses automatically filled in.

5.9.1.2 Displaying Address Details

The two pop-up menus are used to determine what information is shown in the single address field and what method of sorting is used to display the addresses. The menu choices are shown in Figure 106.

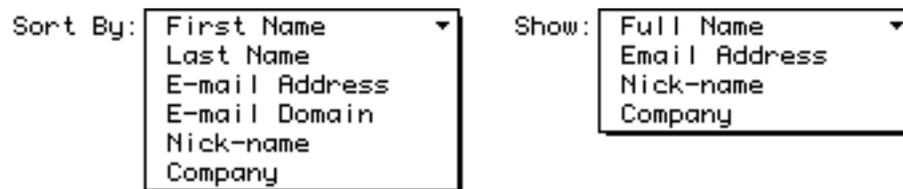


Figure 106 The choices available for sorting and displaying addresses in an address book window

5.9.2 Single Address List

The single address list shows single addresses in the address book. The information displayed is determined by the ‘Show’ pop-up menu in the address book header. The order of addresses in the list is determined by the ‘Sort By’ pop-up menu in the address book header.

5.9.2.1 Creating a New Address

To create a new entry in the single address list, first make sure it is active by clicking inside it and then click the **New** button in the address book header. This will display the dialog shown in Figure 107. Enter the values you desire and then click **OK**. The ‘Nick-name’ field can be used as an alias for the email address. This can be entered in any draft message window and Mulberry will resolve the nick-name to its proper email address provided the address book containing it is open.

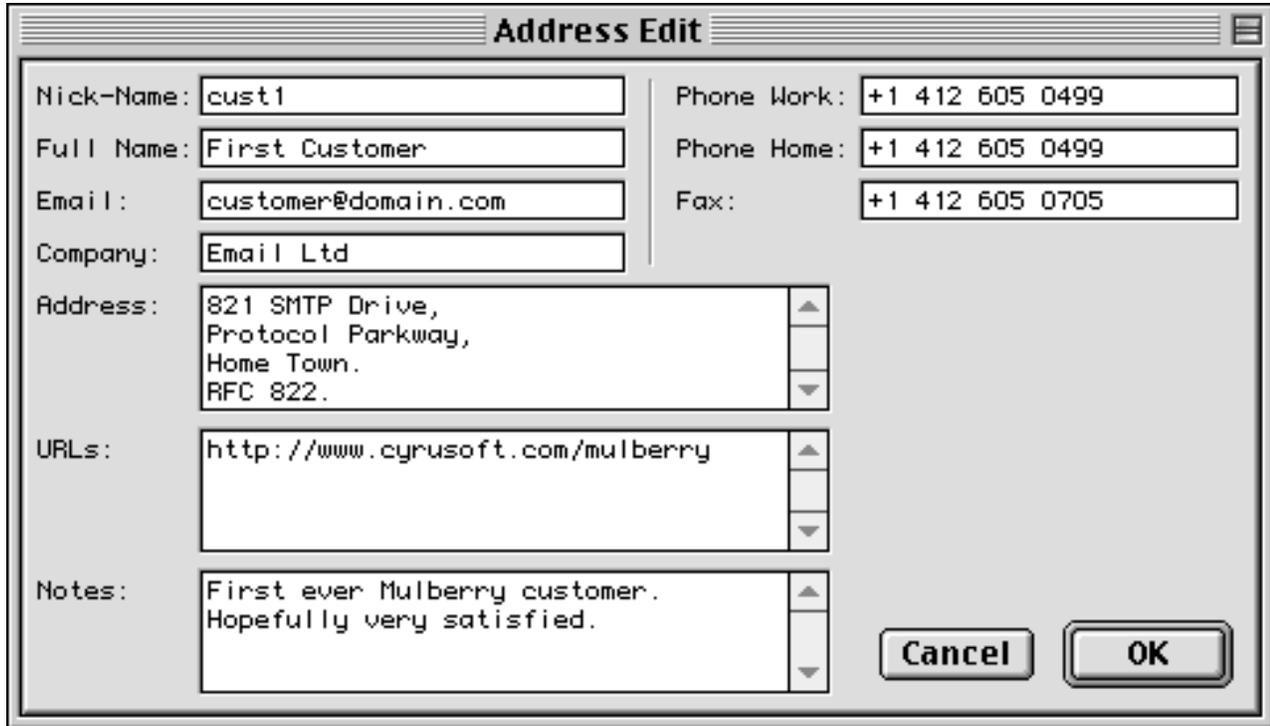


Figure 107 The new address dialog, which is also used for editing address information

5.9.2.2 Editing an Address

To edit an address in the single address list double-click it. The dialog shown in Figure 107 will again appear allowing you to change the values previously entered.

5.9.2.3 Copying Addresses

You can drag and drop addresses between address books or to a draft message window to copy an address to another location.

5.9.3 Group List

The group list shows groups of addresses in the address book. You can group any number of single addresses or other groups together in a group, which can then be referred to by a nick-name. When a group nick-name is resolved all the addresses in the group will be inserted into the address field. Mulberry can resolve up to 10 levels of nested groups as well.

5.9.3.1 Creating a Group

To create a new entry in the group list, first make sure it is active by clicking inside it and then click the **New** button in the address book header. This will display the dialog shown in Figure 108. Enter the values you desire and then click **OK**. The 'Nick-Name' field can be used as an alias for the group. Single addresses or groups should be typed

into the 'Addresses' field. Entries in the 'Addresses' field can also be alphabetically sorted by clicking the **Sort** button.



Figure 108 The new group dialog, which is also used for editing a group

5.9.3.2 Editing a Group

To edit a group in the group list, double-click it. The dialog shown in Figure 108 will again appear allowing you to change the values previously entered.

5.9.3.3 Copying Groups

You can also drag and drop or copy and paste addresses from a single address field into a group. You can drag and drop groups between address books or to a draft message window to copy the group to another location.

5.9.4 Reference

OPERATIONS ON ADDRESS BOOKS

To create an address book

Choose **New Address Book** from the **Addresses** menu with either the 'Local' or a remote server item selected in the Address Book Manager window.

To open an address book from disk	Choose Open Address Book... from the Addresses menu with either the 'Local' or a remote server item selected in the Address Book Manager window..
To import addresses into an address book from a different format address book	Choose Import Addresses... from the Addresses menu. You can import 'Communicator', 'Pine', 'Eudora' or 'Netscape' address entries.
To export an address book in another format	Choose Export Addresses... from the Addresses menu. You can export as 'Communicator', 'Pine', 'Eudora', or 'Netscape'.
To save an address book	Choose Save from the File menu or press Command-S (Mac OS) or Ctrl-S (Windows).
To save an address book using a different name	Choose Save As... from the File menu.
To create a new address	Select the single address list and click the New button in the address book window.
To change one or more selected single addresses	Double-click the selected address.
To delete one or more selected addresses	Click the Delete button in the address book window.
To create a new group	Select the group list and click the New button in the address book window.
To add addresses or other groups to a group	Drag the selected addresses or groups to the another group.

	Double-click the destination group and type the addresses or groups you want added.
To change one or more selected groups	Double-click the selected group.
To delete one or more selected groups	Click the Delete button in the address book window.
To create a draft message using one or more selected addresses or groups	Choose New Message from the File menu or press Command-N (Mac OS) or Ctrl-N (Windows).
	Click the Message button in the address book window.
To copy one or more selected addresses or groups to a draft message	Choose Copy from the Edit menu or press Command-C (Mac OS) or Ctrl-C (Windows), go to the address in the draft message and choose Paste from the Edit menu or press Command-V (Mac OS) or Ctrl-V (Windows).
	Drag the selected items to the address field in the draft message window.
To add addresses from a message to an address book	Drag the message from its mailbox window into the address book window.

6. MENU REFERENCE

6.1 File Menu

File	
New Message	⌘N
Open Mailbox...	⇧⌘O
Open Message	⌘O
Open Draft...	
Import Text...	
Close	⌘W
Save	⌘S
Save As...	
Revert	
Preferences...	
Disconnected Mode...	
Show Outgoing Queues	
Page Setup...	
Print...	⌘P
Quit	⌘Q

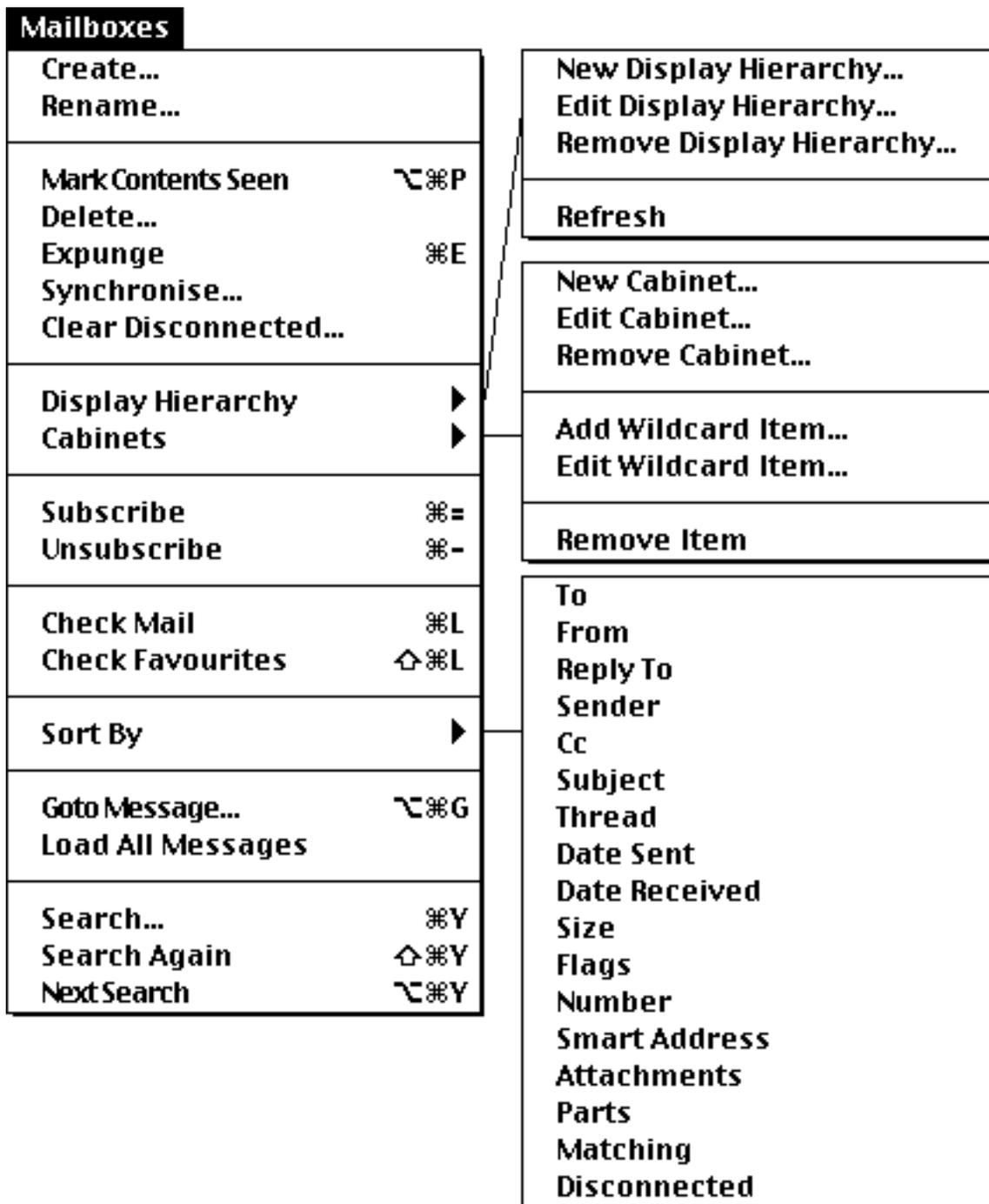
New Message Command-N	Creates a new draft message window in which you can create messages to send.
Open Mailbox... Shift-Command-O	Opens a new mailbox or a selected mailbox depending on the current selection in the top server window.
Open Message Command-O	Opens the selected messages in the top mailbox window.
Open Draft...	Opens a previously saved draft message from disk.
Import Text...	Inserts text from any text file at the current selection position in a draft message window.

Close		Closes the active window.
	Command-W	
Save		Saves the current message, draft message or address book to disk.
	Command-S	
Save As...		Saves the current draft message or address book to disk allowing you to choose the file location and name.
Revert		Discards changes to the current draft message or address book.
Preferences...		Opens the 'Preferences' dialog box to allow the settings for the application to be changed.
Disconnected Mode...		Switches Mulberry between connected and disconnected mode.
Show Outgoing Queues		Opens the 'Outgoing Message Queues' window or brings it to the front.
Page Set-up...		Sets paper size, orientation and other printing options for printing messages.
Print...		Allows selected messages in a mailbox window or messages displayed in their own window to be printed.
	Command-P	
Quit		Quits from Mulberry. This will close all open windows (allowing any unsaved changes to be saved or discarded) and logs out of the mail server if its still logged in to.
	Command-Q	

Paste Command-V	Pastes the text contents of the clipboard at the selection position in the active window.
Paste as Quotation Command-'	Pastes the text contents of the clipboard into at the selection position in the active draft message. The text is indented using the quotation character from the 'Outgoing' preferences panel
Clear	Remove the current selection in the active window.
Select All Command-A	Selects all available items in the active window. This could be text in a message or draft message window, messages in a mailbox window, mailboxes in a server window, or addresses and groups in an address book window.
Find... Command-F	Display the Find and Replace dialog that can be used to find and replace text in a message or draft window.
Find Next Command-G Shift-Command-G	Finds the next occurrence of text in a message or draft window. If the shift key is down, the previous occurrence is searched for.
Find Selection Command-H Shift-Command-H	Finds the next occurrence of the currently selected text in a message or draft window. If the shift key is down, the previous occurrence is searched for.
Replace Command-B	Replace the currently selected text with that previously specified in the Find dialog.
Replace & Find Next Command-T Shift-Command-T	Replace the currently selected text with that previously specified in the Find dialog, and then find the next occurrence of the text. If the shift key is down, the previous occurrence is searched for.
Replace All	Replace all occurrences of the text to find with the text specified in the Find dialog.
Properties... Command-I	Displays a dialog box that gives detailed information about the selected item.
Change Password...	Allows passwords for accounts setup in the preferences to be changed using password plugins installed in the Plug-ins folder.
Check Spelling Option-Command-L	Checks the spelling of the currently selected text in a message or draft window. If there is no selection the entire text will be checked. Only text in a draft window can be replaced with corrections.

Spelling Options...	Displays a dialog allowing various spell checking options to be set.
Dictionary	Choose... Allows a new default dictionary to be set for use when spell checking.
	Edit... Allows the current default dictionary to be edited.

6.3 Mailboxes Menu



Create...

Creates and opens a new mailbox on the server. A dialog appears asking for the name of the new mailbox.

Rename...	Renames any mailboxes selected in the active server window. A dialog appears asking for the new name.
Mark Contents Seen Option-Command-P	Marks any unseen messages as seen in the entire mailbox.
Delete...	Deletes any mailboxes selected in the active server window.
Expunge Command-E	Expunges the deleted messages in the active mailbox window. This will permanently remove any messages flagged as deleted from the mailbox.
Synchronise...	Synchronises the messages in the active mailbox window or any mailboxes selected in the active server window.
Clear Disconnected...	Clears the disconnected message cache for the active mailbox window or any mailboxes selected in the active server window.
Display Hierarchy	<p>New Display Hierarchy... Creates a new display hierarchy in the currently selected server. This can be used to create a new hierarchy of mailboxes to view.</p> <p>Edit Display Hierarchy... Edits the root name for the currently selected display hierarchies in the active server window.</p> <p>Remove Display Hierarchy... Removes the currently selected display hierarchies from the server window. This does not delete any mailboxes, it merely removes them from the server window display.</p> <p>Refresh Refreshes any selected display hierarchy, or all the display hierarchies in a selected server. Refreshing forces the mailbox list to be updated from the server.</p>

Cabinets	<p>New Cabinet... Creates a new mailbox cabinet in the server window.</p> <p>Edit Cabinet... Edits the name of the currently selected mailbox cabinets in the server window.</p> <p>Remove Cabinet... Removes the currently selected mailbox cabinets from the server window. This does not delete any mailboxes, it merely removes the cabinet and its contents.</p> <p>Add Wildcard Item... Creates a new cabinet item that is able to match a group of mailboxes using search criteria.</p> <p>Edit Wildcard Item... Edits the name of a cabinet item that is able to match a group of mailboxes using search criteria.</p> <p>Remove Item... Removes an item from a mailbox cabinet. This does not delete any mailboxes, it merely removes the cabinet item from the server window.</p>
Subscribe Command=	Adds any mailboxes selected in the active server window to the server's list of 'subscribed' mailboxes.
Unsubscribe Command--	Removes any mailboxes selected in the active server window from the server's list of 'subscribed' mailboxes.
Check Mail Command-L	Checks for new mail arriving in any mailboxes selected in the active server window, or in the active mailbox window.
Check Favourites Shift-Command-L	Checks for new mail arriving in any mailboxes marked for automatic checking.
Sort By	Provides a hierarchical menu to choose the sorting method for the active mailbox window.
Goto Message... Option-Command-G	Allows the selection in the active mailbox window to be moved to a specific message number.
Load All Messages	Forces the loading of all message details when a mailboxes message cache is not complete.
Search... Command-Y	Allows messages to be searched for in the current mailbox or any mailboxes selected in the server window.

Search Again Shift-Command-Y	Applies the previously used search criteria to the current mailbox or currently selected mailboxes in the server window.
Next Search Option-Command-Y	Closes the current mailbox and opens the next mailbox which has search results from the last search carried out.

6.4 Messages Menu

Messages	
Read Previous	⌘[
Read Next	⌘]
Delete & Read Next	⌘/
Copy & Read Next	⌘\
Reply	⌘R
Reply to Sender	
Reply to From	
Reply to All	⌘K
Forward	⌘J
Bounce	
Send Again	
Create Digest	
Copy to Mailbox	▶
Copy Now	⇧⌘C
Flags	▶
Extract Parts	⌘;
Decode Embedded	▶
Verify/Decrypt	
Delete	⌘D
Show Header	⇧⌘H

Seen	⇧⌘1
Important	⇧⌘2
Answered	⇧⌘3
Deleted	⇧⌘4
Draft	⇧⌘5

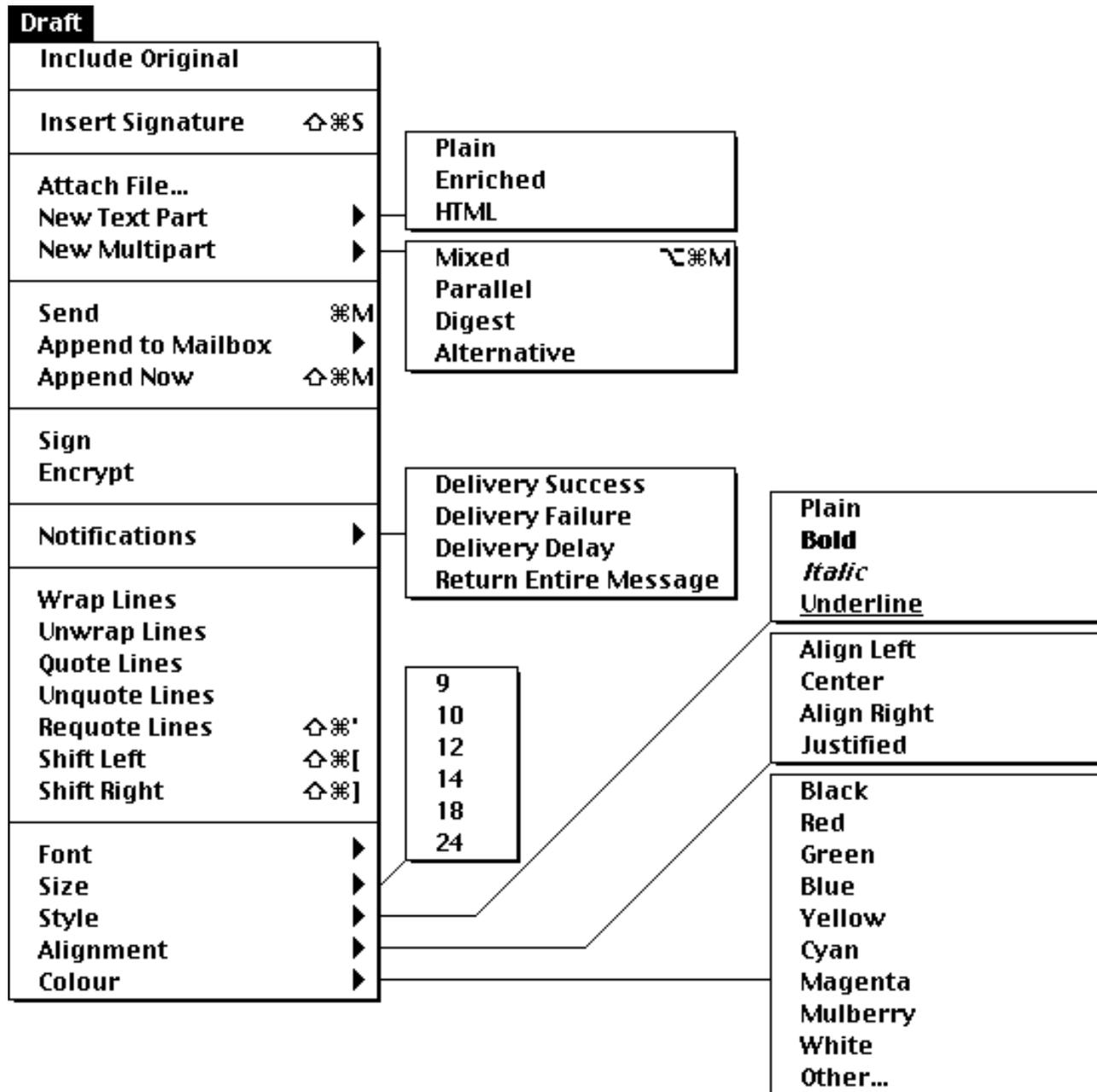
BinHex
UU

Read Previous Command- [Displays the previous message in the mailbox in the active message window.
Read Next Command-]	Displays the next message in the mailbox in the active message window.
Delete & Read Next Command- /	Deletes the message and displays the next message in the mailbox in the active message window.

Copy & Read Next Command-\	Copies the message to the mailbox selected in the 'Copy To' pop-up menu, and displays the next message in the mailbox in the active message window.
Reply Command-R	Creates a reply to the message in the active message window. A draft message window is created and the 'To:' and 'Subject:' fields automatically filled in.
Reply to Sender	Creates a reply to the sender of the message in the active message window. A draft message window is created and the 'To:' and 'Subject:' fields automatically filled in.
Reply To From	Creates a reply to the 'From:' address of the message in the active message window. A draft message window is created and the 'To:' and 'Subject:' fields automatically filled in.
Reply to All Command-K	Creates a reply to all the recipients and the sender of the message in the active message window. A draft message window is created and the 'To:', 'Cc:' and 'Subject:' fields automatically filled in.
Forward Command-J	Forwards the message in the active message window. A new draft message window is created and the 'Subject:' field is automatically filled in. The original message is automatically quoted in the draft
Bounce	Bounces the message in the active message window. A new draft message window is created, the 'Subject:' field is automatically filled in, and the MIME parts of the original message are included in the new message.
Send Again	Resends the message in the active message window. A new draft message window is created and all the fields filled in with the same values as the original message.
Create Digest	Makes a multipart/digest draft from the selected messages in the active mailbox window.
Copy to Mailbox	Copies selected messages in the active mailbox window or the message in the active message window to the mailbox chosen from the sub-menu.
Copy Now Shift-Command-C	Copies the message in the active message window to the mailbox selected in the 'Copy To' pop-up menu in the active message window.
Flags	Inverts flags for the message in the active message window.

Extract Parts Command-;	Extracts the parts selected in the parts list in the active message window to disk.
Decode Embedded	Decodes the text currently displayed in a message window as a BinHex attachment, or a UU attachment based on the choice from the hierarchical menu.
Verify/Decrypt	Verifies a digital signature or decrypts and encrypted message part or the entire message. (Only available if the PGP Plugin is present)
Delete Command-D or Undelete Command-D	Deletes the message in the active message window. This only flags the message as deleted, it does not permanently remove it from the mailbox. Undeletes the message in the active message window.
Show Header Option-Command-H or Hide Header Option-Command-H	Shows the mail header of the message in the active message window. Hides the mail header of the message in the active message window.

6.5 Draft Menu



Include Original	Includes the message being replied to in the active draft message window. This will copy the text of the message being replied to into the active draft message window at the selection point and quote it using the quotation character.
Insert Signature Shift-Command-S	Inserts the signature for the current identity at the insertion point in the text display.
Attach File...	Attaches a file to the active draft message window. Specified files can be attached and sent with the message.
New Text Part	Adds a new MIME text part to the active draft message window and switches the text display to the new part.
Plain	The added part is a text/plain part.
Enriched	The added part is a text/enriched part.
HTML	The added part is a text/html part.
New Multipart	Adds a MIME multipart part to the active draft message window.
Mixed	The added part is a multipart/mixed part.
Option-Command-M	
Parallel	The added part is a multipart/parallel part.
Digest	The added part is a multipart/digest part.
Alternative	The added part is a multipart/alternative part.
Send Command-M	Sends the message in the active draft message window.
Append to Mailbox	Copies the draft message in the active draft message window to the mailbox chosen from the sub-menu.
Append Now Shift-Command-M	Copies the draft message in the active draft message window to the mailbox selected in the 'Copy To' pop-up menu in the active draft message window.
Sign	Digitally signs the current draft message. (Only available if the PGP Plugin is present)

Encrypt	Encrypts the current draft message. (Only available if the PGP Plugin is present)
Notifications	Turns on Delivery Status Notifications for different delivery conditions. Delivery Success Selects a status notification for successful delivery. Delivery Failure Selects a status notification for failed delivery. Delivery Delay Selects a status notification for delayed delivery. Return Entire Message Turns on or off the return of the entire message or just it headers in the status notification.
Wrap Lines	Insert carriage returns into the selected text so that each line is no longer than the wrap length specified in the preferences.
Unwrap Lines	Removes carriage returns from the selected text so that the text can be reflowed within each paragraph. Only one carriage return will be removed from a consecutive set of carriage returns so that the paragraph formatting is unaffected.
Quote Lines	Inserts the currently defined quotation string at the start of each line of selected text, and ensures that each line is terminated by a carriage return and is no longer than the wrap length specified in the preferences.
Unquote Lines	Removes the currently defined quotation string from the start of each line of selected text.
Requote Lines Shift-Command-'	Performs the Unquote Lines , Unwrap Lines , and Quote Lines commands in sequence.
Shift Left Shift-Command-[Removes a tab or an equivalent number of spaces from the start of each line of selected text.
Shift Right Shift-Command-]	Adds a tab or an equivalent number of spaces to the start of each line of selected text, and ensures that each line is terminated by a carriage return and is no longer than the wrap length specified in the preferences.
Font	Changes the font of the selection in the active draft message window's text display, when composing a styled text message.

Size	Changes the font size of the selection in the active draft message window's text display, when composing a styled text message.
Style	Changes the text style of the selection in the active draft message window's text display, when composing a styled text message.
Alignment	Changes the line alignment of the selection in the active draft message window's text display, when composing a styled text message.
Color	Changes the text color of the selection in the active draft message window's text display, when composing a styled text message.

6.6 Addresses Menu

Addresses	
Address Book Manager	
New Address Book Open Address Book... Rename Address Book...	
Import Addresses Export Addresses	
Delete Address Book...	
Login... Logout Refresh List	
Synchronise... Clear Disconnected...	
Expand Address	⌘return
Search...	

Address Book Manager	Brings the address book manager window to the front, and shows it if it was hidden.
New Address Book	Creates a new local or remote address book depending on what is selected in the Address Book Manager window, or whether any remote address book accounts are available.
Open Address Book	Creates a new local or remote address book depending on what is selected in the Address Book Manager window, or whether any remote address book accounts are available.
Rename Address Book...	Renames the currently selected address books in the address book manager window, or the active address book.

Import Addresses	Imports addresses from a different format address book into the active address book.
Export Addresses	Saves the active address book in a different address book format.
Delete Address Book...	Deletes the currently selected address books in the address book manager window, or the active address book.
Login...	Logs in to the currently selected remote address book server.
Logout	Logs out from the currently selected address book server.
Refresh List	Refreshes the list of address books for the server selected in the address book manager window.
Synchronise...	Synchronises any address books selected in the address book manager window.
Clear Disconnected...	Clears the disconnected address cache for any address books selected in the address book manager window.
Expand Address Command-return	Expands an address in an address entry field by doing a search of address books.
Search...	Brings the address search window to the front, and shows it if it was hidden.

6.7 Windows Menu

Windows	
Save Default Window	
Reset To Default	
Expand Header	⌘⌥A
Show Parts	⌘⌥B
✓ Status	
imap.cyrusoft.com	⌘1
INBOX	⌘2

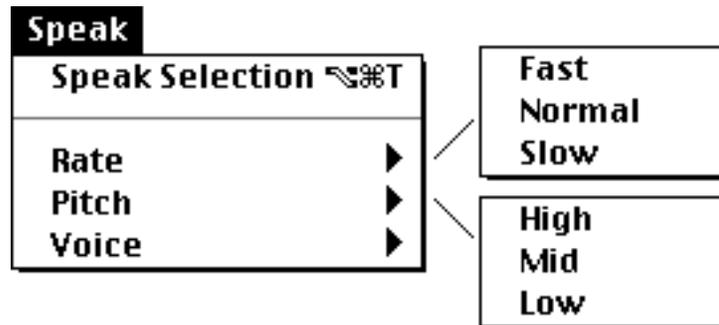
WINDOWS ONLY Cascade	WINDOWS ONLY Stack the windows one on top of another with a horizontal and vertical offset between each.
WINDOWS ONLY Tile Horizontally	WINDOWS ONLY Tile the windows so they fill the full width of the main window.
WINDOWS ONLY Tile Vertically	WINDOWS ONLY Tile the windows so they fill the full height of the main window.
Save Default Window	Saves the current window's position and size as the default for that type of window.
Reset to Default	Resets the current window's position and size to the default for that type of window.
Expand Header Option-Command-A	Collapses or expands the active window's header area.
Show Parts Option-Command-B	Collapses or expands the active window's parts list.
Status	Shows or hides the Status window based on its current state. If it is currently visible, this item will have a <input checked="" type="checkbox"/> mark.

Other menu items

Other menu items correspond to other windows that are open. Select an item to bring the corresponding window to the front. If an item appears in brackets '(...)' then the window is hidden. Select the item to make the window visible again.

6.8 Speak Menu (Mac OS Only)

This only appears in the menu bar if speech synthesis software is installed and activated.



Speak Selection Option-Command-T	Speaks the selected messages in the active mailbox window.
--	--

or

Speak Message Options-Command-T	Speaks the message in the active message window.
---	--

or

Stop Speaking Option-Command-T	Cancels the current text to speech operation.
--	---

Rate	Provides a hierarchical menu to alter the rate at which text is spoken.
-------------	---

Pitch	Provides a hierarchical menu to choose alter the pitch of the voice used to speak text.
--------------	---

Voice	Provides a hierarchical list of all voices available to speak text.
--------------	---

7. Appendix A: Using Internet Config (Mac OS Only)

7.1 General

Internet Config is a System Extension that provides a central location for the storage of internet based preferences and information. Applications, such as Mulberry, that are 'Internet Config aware' can make use of the information stored in Internet Config to determine their own settings. The major benefit of using Internet Config is that common internet preferences only have to be entered once (in Internet Config), without having to make the user duplicate the same information in each application. Also, it makes it easy to change settings, since they only need to be changed once, in Internet Config, rather than in each application. Mulberry makes use of three types of information stored in Internet Config:

• File Mappings	These are used to determine MIME type to Mac OS and Mac OS to MIME type file mappings. These are always used.
• URL Helpers	These are used to determine which application should be used for a particular type of URL when it is clicked by the user. These are always used.
• Preferences	These are used to set various preferences in Mulberry. They are only used when the 'Use Internet Config Settings' checkbox is on in the Preferences dialog (see page 17).

7.2 File Mappings

Mulberry uses the file mappings in Internet Config to determine:

- The MIME type for a file attached to a draft message.
- The Mac OS file type for a MIME attachment in an incoming message.

You should ensure that for every type of attachment you want to send or receive, there is a corresponding suitable entry in Internet Config for that attachment.

Since MIME to Mac OS file type mappings is a one-to-many mapping (e.g. 'text/plain' could map to a SimpleText document or some other word processing document), it is necessary to explicitly tell Mulberry which of the possible mappings you want to use for an incoming attachment. You can do this by using the 'Mappings' option in the Attachment Preferences (see page 69) to set up the unique mapping from MIME to Mac OS file type. If an explicit mapping is not set, Mulberry will use the first mapping returned by Internet Config (which is usually the first one in its list that matches the MIME type).

7.3 URL Helpers

Mulberry uses the URL helpers settings in Internet Config to determine which application should be used when a user clicks on a URL in an incoming message. For each type of URL that you are likely to receive, you should ensure that Internet Config has been configured with the application appropriate to your local machine. For example, make sure that your current Web browser has been set as the helper for 'http' URLs.

7.4 Preferences

When the 'Use Internet Config Settings' checkbox is on in the Preferences dialog, Mulberry will read certain preference information from Internet Config and use these in place of any settings previously stored in the preferences. It will also disable the relevant fields or controls in the dialog, so that their values can only be changed via Internet Config. When the checkbox is on, Mulberry will read in the Internet Config settings whenever the corresponding preference set is opened. It will also re-read the settings if the checkbox is switched from off to on. Thus if you make any changes to the Internet Config preference settings that Mulberry uses, while Mulberry is running, you should turn off, then turn on the 'Use Internet Config Settings' checkbox in the Preferences dialog to ensure that Mulberry 'picks-up' the new values. The preferences that are affected by Internet Config are:

'Personal' panel in Internet Config	
Real Name	If simple preferences are being used, this is used to set the 'Your Name' field. If advanced preferences are being used, this is used to set the 'Name' field in the 'From' tab of the Default Identity, which can be found in the 'Identities' preference panel. (see page 60).
Quote String	The quote string is used to set the 'Reply Prefix' value in the 'Outgoing' preference panel (see page 55).
Signature	If simple preferences are being used, this is used to configure the 'Set Signature' option. If advanced preferences are being used, this is used to set the 'Signature' in the 'Options' tab of the default identity, which can be found in the 'Identities' preference panel (see page 64).

'Email' panel in Internet Config	
Email Address	When simple preferences are active, this is used to set the 'Email Address' field. When advanced preferences are active, this is used to set the 'Email' field in the 'From' tab of the Default identity, which can be found in the 'Identities' preference panel. (see page 60).
Email Account	This should be a string of the form 'mulberry@imap.cyrusoft.com'. The user id part of this string (i.e. 'mulberry' in the above example) is used to set the 'IMAP User ID' field in the simple preferences. The domain part of this string (i.e. 'cyrusoft.com' in the above example) is used to set the 'IMAP Server' field in the simple preferences. When advanced preferences are being used, the user id and the domain are used as the User ID and the Server, respectively, for the default IMAP Mailbox account.
SMTP Host	This is used to set the 'SMTP Server' field in the simple preferences. When advanced preferences are active, this is used to fill in the 'Server' text box for the default SMTP server. (see page 30).
Email Headers	When advanced preferences are used, this is used to set the 'X-Header Lines' in the 'Options' tab of the default identity, which can be found in the 'Identities' preference panel.

'Fonts' panel in Internet Config	
List Font	This is used to set the 'Lists' font and font size in the 'Fonts' panel of the advanced preferences dialog (see page 38).
Screen Font	This is used to set the 'Plain Text' font and font size in the 'Fonts' panel of the advanced preferences dialog (see page38).
Printer Font	This is used to set the 'Printer' font and font size in the 'Fonts' panel of the advanced preferences dialog (see page 38).

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To get up-to-date information about Mulberry look at the Web page at:

<http://www.cyrusoft.com>

Here you can find a list of known problems as well as a list of features being considered for future versions.

Mailing lists are available to promote discussion of Mulberry and related issues and for announcements about Mulberry. A Frequently Asked Questions (FAQ) page is also maintained. Information on all these is available on the Web page:

<http://www.cyrusoft.com/support>

If you have any comments or reports please email them to:

<mailto:mulberry@cyrusoft.com>

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