

Mulberry® QuickStart Guide

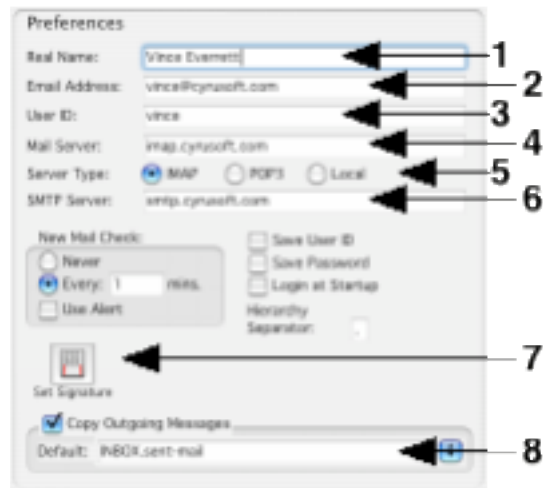
Mac OS X Version 4.0

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Getting Started

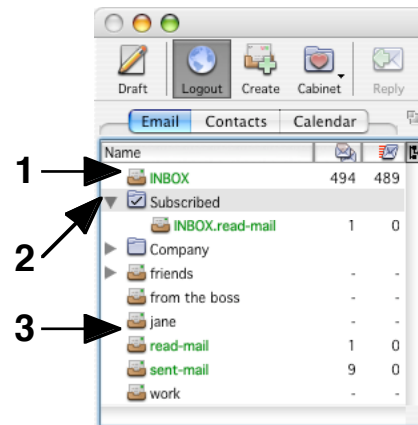
- Double-click on the Mulberry icon to start the program.
- Configure the basic network information through the “Simple” preference panel when it opens.

Contact your local network administrator to obtain specific information for your account.



1. Enter your **Real Name**.
 2. Enter your internet **Email Address**.
 3. Enter your **User ID**.
 4. Enter the **Mail Server** internet address.
 5. Select the **Server Type** – IMAP or POP3.
 6. Enter the **SMTP Server** internet address.
 7. If you want text placed at the bottom of every message sent, click **Set Signature** to enter your signature.
 8. To save copies of messages you send, turn on **Copy Outgoing Messages**, and enter the name of the mailbox. It is easier to come back to this once you have logged in and have a list of available mailboxes on your server. You can then use the popup menu next to the text field to select the appropriate mailbox.
- Click **OK** in the preferences dialog to save these settings permanently and get started using Mulberry!

Using the Server Pane



IMAP

- To login to your IMAP mail server, click the **Login** toolbar button. Enter your user ID and password at the prompt. The button will change to **Logout**.
- At first you may not see a list of mailboxes, in which case choose **New Display Hierarchy** from the **Display Hierarchy** sub-menu in the **Mailboxes** menu and enter the location of your normal mailbox hierarchy.
- Mailboxes are displayed in the following order:
 - your **INBOX (1)** for new mail is always first.
 - any IMAP **Subscribed (2)** folders are next. Subscribed folders are ones you’re particularly interested in.
 - any mailbox display hierarchies **(3)**.

POP3

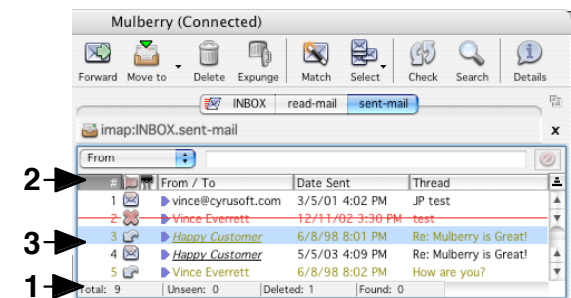
- To download new messages from the POP3 server open the **INBOX (1)**, and select **Check Mail** from the **Mailboxes** menu. Enter your user ID and password at the prompt.

General

- **To Open a Mailbox to view its contents:**
 - select the mailbox with a single click
- **To Create a New Mailbox:**
 - choose **Create Mailbox...** from the **Mailboxes** menu

Using the Mailbox Pane

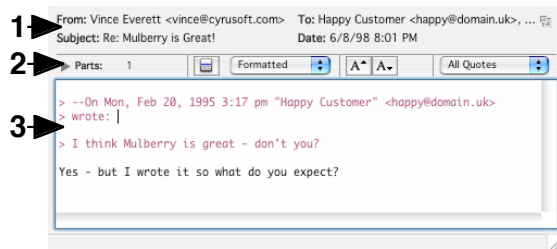
- Once you’ve opened a mailbox, a list of messages in that particular mailbox will be shown in a default sort order.



- Mulberry displays some information about the name of the mailbox, the number of messages in the mailbox **(1)**, and the number marked for deletion.
- Below the Mailbox header area is a row **(2)** listing the category of message information shown in the columns below.
 - clicking on a particular column title **sorts** the messages by that category.
 - to **add, delete, or change** a message category, hold down the command key while clicking on an existing category title for a pop-up menu.
 - the **message number** category indicates the order the message was inserted into this mailbox.
 - special icons **(3)** indicate the mail server’s **flag** for that message.
- **To Preview a Message :**
 - select the message with a single click.
- **To Delete a Message:**
 - select the message and click the **Delete** toolbar button to mark the message for deletion.
 - the message will not be removed from the server until the **Expunge** toolbar button is clicked.
- **To Copy a Message to another Mailbox:**
 - select the message and drag it over a mailbox name in the server pane, and release the mouse button.
- **To Search a Mailbox for Messages with particular details:**
 - click the **Search** toolbar button to display the search dialog and set up the search criteria to find the messages of interest.

Reading Messages

- The Mulberry Message Preview pane is divided into three parts: an **address caption (1)** that displays a summary of the address and subject information, a **parts (2)** table for displaying attachments, and the **message text display (3)** to show the message itself.



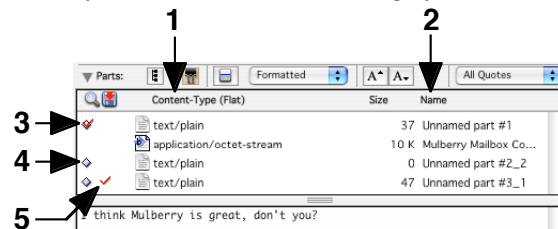
- **To View Information about a Message:**
 - click on the twist-down arrow on the **Parts** table (2) to see a list of attachments and MIME parts
 - click on the message text display (3) to select and copy text to the clipboard.
- **To Read through a Message:**
 - click on the scrollbars to display more text, *or*
 - use the Page Up and Page Down keys, *or*
 - use the spacebar to scroll down to the bottom.
- **To Read through a Series of Messages:**
 - use the command key shortcuts **cmd-[** and **cmd-]**, *or*
 - keep hitting the spacebar at the end of a message to automatically preview the next message in your mailbox.
- **Actions from within a Message Pane:**
 - to **delete a message**, click the **Delete** toolbar button
 - to **reply to the person who sent you the message** you are currently reading, click the **Reply** toolbar button.
 - To forward the message to someone else, click the **Forward** toolbar button.

Printing and Saving Messages to a File

- To Print the current message, choose **Print** from the **File** menu.
- To save the current message, choose **Save** from the **File** menu.
- To print or save one or more messages from the mailbox pane, first select the messages by holding the command key and clicking one or more message captions. Then choose **Print** or **Save** from the **File** menu.

Viewing and Saving Attachments

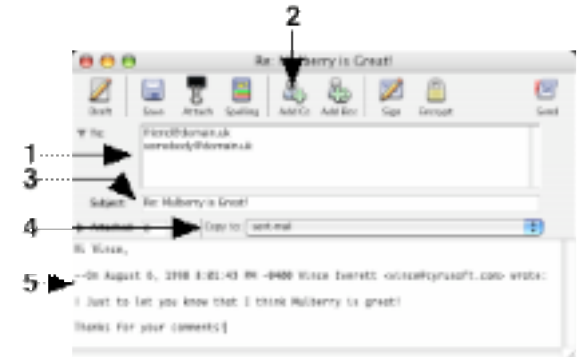
- Click on the Parts twist-down to see a list of message parts. Message parts are identified by their MIME type and subtype (1) and a name (2). There is always at least one part to a message – usually the **text/plain** message you can read.



- The message part currently on display is marked with a red checkmark (3).
- Other parts that can be displayed in Mulberry can be viewed by clicking the button next to them (4).
- **To View a Message Attachment:**
 - double-click on the part caption
- **To Save a Message Attachment:**
 - double-click on the part caption, *or*
 - click on the part to select it and drag it to the desktop
 - provide a file name when prompted.
 - A part that has already been saved to disk is indicated by a checkmark (5).
- **To Open the Attachment with a Helper:**
 - if Mulberry has a “helper” application available that can display or use the attached part you’ve saved, it will additionally ask you if you wish to display the part. In another dialog box. Click **OK** to launch the application automatically and open the saved part.

Composing Messages

- **To Start a Draft of a New Message:**
 - choose **New Message** from the **File** menu or use the command key shortcut **cmd-N**, *or*
 - click the **Draft** toolbar button, *or*
 - click the **Reply** or **Forward** toolbar buttons while reading a message.



- **To Compose a Message:**
 - Type one or more email addresses in the **To:** (1) field.
 - To send a copy to another person, click **Add Cc (2)**, then type in the address in the **Cc:** field, if required.
 - Supply a subject in the **Subject:** (3) field.
 - If you want to keep a copy of the message you sent, select a Mailbox from the list in the pop-up menu (4).
 - Type in the message text area (5) to compose your message. Compose as you would with a word processor, letting the text wrap around.
 - To spell check the text, click the **Spelling** toolbar button.
 - To add an attachment, click the **Attach** toolbar button and choose the files to attach.
 - When ready, click the **Send** toolbar button or use the command key shortcut **cmd-M**.
- **To Exit Mulberry:**
 - Select **Quit (cmd-Q)** from the **File** menu.

More Help with Mulberry

- Select **Mulberry Help** from the **Help** menu
- Go to Preferences (in the **Mulberry** menu) to configure other Mulberry options
- read the *Mulberry Getting Started Guide*
- contact your site's Mulberry administrator
- <http://www.mulberrymail.com/support>

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