

Mulberry® QuickStart Guide Unix (Linux/Solaris) Version 4.0

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Getting Started

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

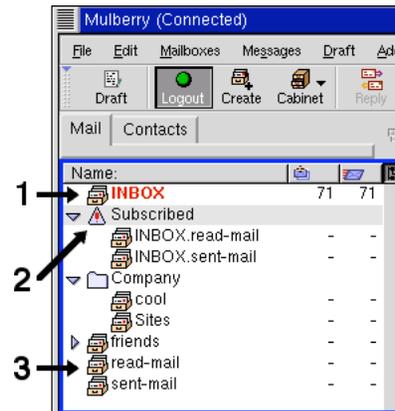
Contact your local network administrator to obtain specific information for your account.

The screenshot shows the 'Preferences' dialog box with the following fields and settings:

- Real Name: Vince Everett (arrow 1)
- Email Address: vince@cyrusoft.com (arrow 2)
- User ID: vince (arrow 3)
- Mail Server: imap.cyrusoft.com (arrow 4)
- Server Type: IMAP (arrow 5)
- SMTP Server: smtp.cyrusoft.com (arrow 6)
- Check for New Mail: Every: 5 mins. (arrow 7)
- Signature: (arrow 7)
- Copy Outgoing Messages: (arrow 8)
- Default: INBOX.sent-mail (arrow 8)

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** and 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

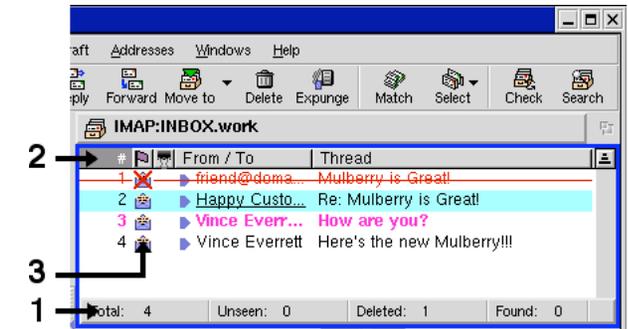
- To download new messages from the POP3 server open the **INBOX** (1), and select **Check Mail** from the **Mailboxes** menu. Enter your user ID and password at the prompt.

General

- **To Open a Mailbox to view its contents:**
 - select the mailbox with a single click in 3-pane mode
- **To Create a New Mailbox:**
 - choose **Create Mailbox...** from the **Mailboxes** menu

Using the Mailbox Pane

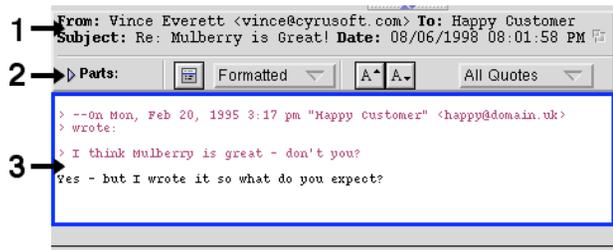
- Once you’ve opened a mailbox, a list of messages in that particular mailbox will be shown in a default sort order.



- 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, click with the right mouse button 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 window, 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.



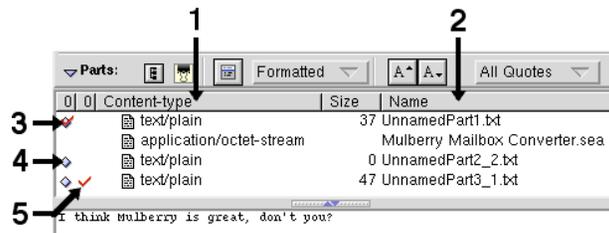
- **To View Information about a Message:**
 - click on the twist-down arrow on the **Parts** table (2) to see a list of attachments and MIME parts
 - click on the message text display (3) to select and copy text to the clipboard.
- **To Read through a Message:**
 - click on the scrollbars to display 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 keyboard shortcuts **Meta+[** and **Meta+]**, *or*
 - keep hitting the spacebar at the end of a message to automatically open the next message in your mailbox window in the existing window.
- **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 window, first select the messages by holding the control key and clicking one or more message captions. Then choose **Print** or **Save** from the **File** menu.

Viewing and Saving Attachments

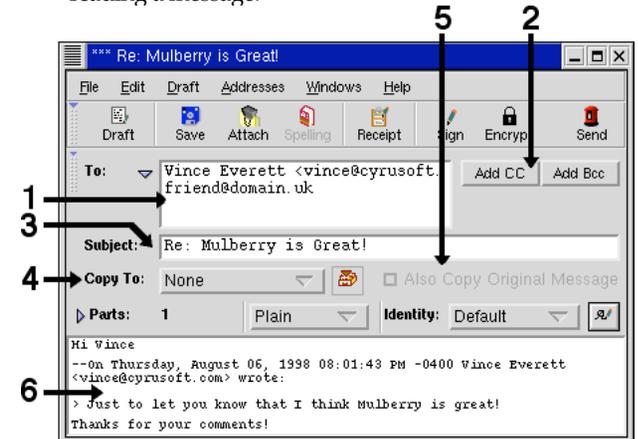
- Click on the Parts twist-down to see a list of message parts. Message parts are identified by their MIME type and subtype (1) and a name (2). There is always at least one part to a message – usually the **text/plain** message you can read.



- 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 keyboard shortcut **Meta+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).
 - If you’re replying to a message, you can also copy (5) the original message to the Mailbox selected in (4).
 - Type in the message text area (6) 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** 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 **Meta-M**.
- **To Exit Mulberry:**
 - select **Quit** from the **File** menu.

More Help with Mulberry

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