Mulberry®
QuickStart Guide
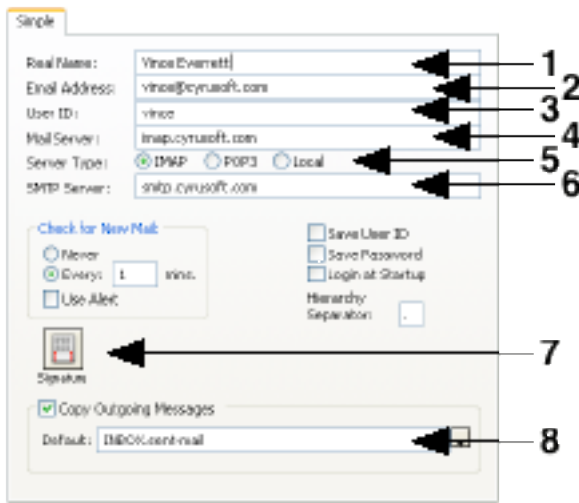## Windows Version 4.0

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** 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
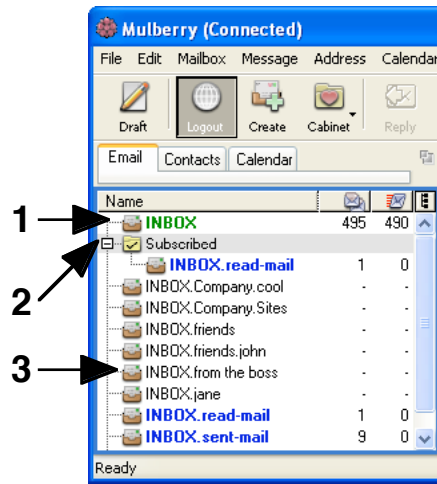
IMAP

- 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.
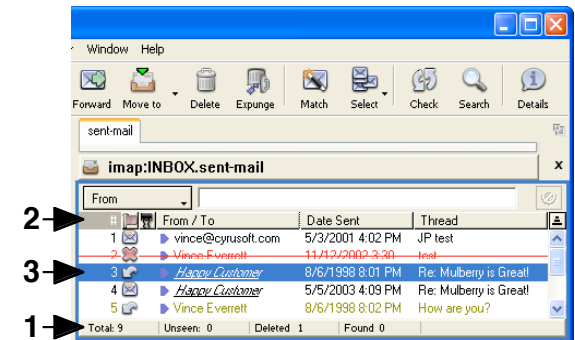
- Mulberry displays some information about the name of the mailbox, the number of messages in the mailbox **(1)**, and the number marked for deletion.
- Below the Mailbox header area is a row **(2)** listing the category of message information shown in the columns below.
  – clicking on a particular 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.
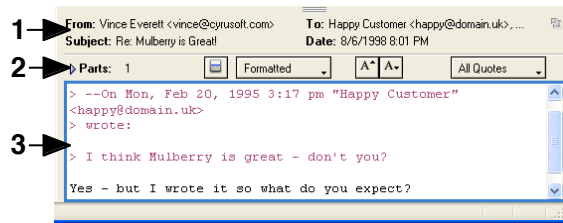
- **To View Information about a Message:**
  – click on the twist-down arrow on the **Parts** table **(2)** to see a list of attachments and MIME parts
  – click on the message text display **(3)** to select and copy text to the clipboard.

- **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 **Alt+[** and **Alt+]**, *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.
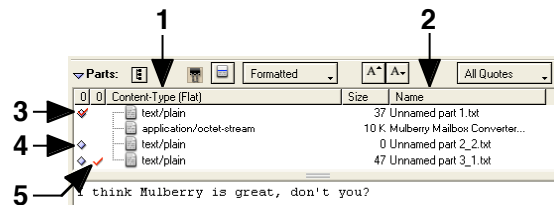
  – The message part currently on display is marked with a red checkmark **(3)**.
  – Other parts that can be displayed in Mulberry can be viewed by clicking the button next to them **(4)**.

- **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 **Ctrl+N**, *or*
  – click the **Draft** toolbar button, *or*
  – click the **Reply** or **Forward** toolbar buttons while reading a message.
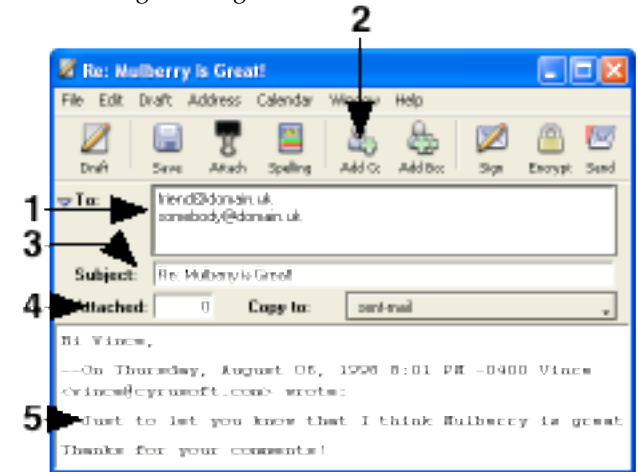
- **To Compose a Message:**
  – Type one or more email addresses in the **To: (1)** field.
  – To send a copy to another person, click **Add Cc (2)**, then type in the address in the **Cc:** field, if required.
  – Supply a subject in the **Subject: (3)** field.
  – If you want to keep a copy of the 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 **Ctrl-M**.

- **To Exit Mulberry:**
  – select **Exit** 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`