Getting Started Guide

Mulberry Internet Email/Calendar Client
Version 4.0

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1. INTRODUCTION

Mulberry is a powerful, easy to use electronic mail (email) and calendar program that allows you to send, access, and manage email and calendar data. Mulberry also helps you manage contact information used in conjunction with email and calendars. Mulberry is designed for use with email servers that support the Internet Message Access Protocol (IMAP) and the Post Office Protocol (POP3). Mulberry supports several other Internet standard protocols, including the Internet Message Support Protocol (IMSP), Simple Mail Transfer Protocol (SMTP), Application Configuration Access Protocol (ACAP), and the Lightweight Directory Access Protocol (LDAP). For calendaring, Mulberry supports Hypertext Transfer Protocol (http), Web-based Distributed Authoring and Versioning (WebDAV), and Calendar extensions to WebDAV (CalDAV). For more information on these protocols, please refer to the Mulberry *Reference Guide*.

This guide is an introduction to the Mulberry program. It contains basic information and exercises designed to get you familiar with the most important concepts of Mulberry. More detailed information, including complete descriptions of all Mulberry preferences and menu items, is available in the Mulberry *Reference Guide*.

In the following sections, you will learn to:

- Install and run Mulberry
- Use Mulberry to log in to your email account
- Read email
- Send email
- Manage your email folders and messages
- Send and receive email attachments
- Manage and use address books
- Manage and use calendars

2. INSTALLING MULBERRY

MAC OS X   To install Mulberry, simply double-click the 'Mulberry Installer' file 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 will install the application and all its accompanying documentation. If you want to install other parts of the distribution choose 'Custom Install' in the installer, and select the components you want to install.

WINDOWS   To install Mulberry, simply double-click the 'Mulberry Setup.exe' file 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 'Typical' option will install the application and all its accompanying documentation. If you want to install other parts of the distribution choose 'Custom' in the installer, and select the components you want to install.

UNIX   To install Mulberry copy the mulberry.tgz file suitable for your Unix distribution from the CD-ROM, or the equivalent file that you downloaded from the Internet, into your home directory. Decompress and untar it into that directory. This will install the mulberry application into your home directory, and also add the full set of plug-ins into the ~/.mulberry directory.

3. RUNNING AND CONFIGURING MULBERRY

3.1 Starting Mulberry

MAC OS X **WINDOWS**	To start Mulberry, simply double-click on the Mulberry application icon. You can also double-click on a Mulberry preference file to start Mulberry using those preferences.
UNIX	Run the 'mulberry' executable from the command line, or setup a taskbar button shortcut for launching the application in your window manager.

3.2 Simple Configuration

If this is your first time launching Mulberry, you will be presented with a simple preference dialog panel, as shown in Figure 1.

Figure 1   The simple preferences dialog panel

This dialog panel allows you to enter the minimum amount of information necessary to begin working with email in Mulberry. You must fill in the first six items for Mulberry to operate properly.

The following are descriptions of each of the simple preference items:

Real Name	Enter your full name here (e.g. 'Vince Everett'). Note that this name will appear in the "From" line on all messages that you send using Mulberry.
Email Address	Enter your email address here. This address will also be used in the "From" line of all outgoing messages.
User ID	Enter the User ID you use to login to your email server.
Email Server	Enter the hostname of your email server. If you do not know what this is, contact your network administrator or Internet Service Provider.
Server Type	Select the type of your email server (IMAP or POP). Select Local if you want to create and manage local mailboxes without an email server.
SMTP Server	Enter the hostname of your SMTP server. This is used to send outgoing messages. If you do not know the address of your SMTP server, contact your network administrator or Internet Service Provider.
New Email Check	To enable automatic email checking, click the 'Every … minutes' option and enter a time in minutes for the interval between automatic email checks. If 'Never' is selected, no automatic email checking occurs.
Use Alert	When this option is selected, Mulberry will display a dialog notifying you when new email arrives.
Save User ID	When this option is selected, Mulberry will remember the User ID you use to log on to your email server.
Save Password	When this option is selected, Mulberry will remember the password you use to log on to your email server. You should be careful when using this, as it will allow anyone with physical access to your computer to log on and read your email.
Login at Startup	When this option is selected, Mulberry will attempt to log you in to your email server automatically when it is started.
Hierarchy Separator	If you are using an IMAP email server, the separator character for mailbox hierarchies should be entered here (usually '/' or '.'). This character differs between the various IMAP email servers. If you do not fill in this field, Mulberry will determine the correct separator itself.
Set Signature	Click this button to create your own custom signature to use when sending messages. 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.
Copy Outgoing Messages	When this option is checked, Mulberry automatically places a copy of each outgoing message into the mailbox specified in the "Default" box.

When you are finished setting your preferences, click the **OK** button to save a copy of your preferences on your computer. Unless you specify a different location.

MAC OS X	The default location for local preferences is the Library directory in your user directory.
WINDOWS	The default location for local preferences is the Windows registry for the current user.
UNIX	The default location for local preferences is the ~/.mulberry directory.

After your preferences have been saved, your Mulberry session will begin.

Mulberry has many more preferences that can be used to completely customize the program. These additional options are only available in 'Advanced' mode. For more information on advanced preferences, please refer to the Mulberry *Reference Guide*.

3.3 Logging In

After starting Mulberry, assuming the program has been configured properly, you will be presented with the login dialog, as shown in Figure 2.
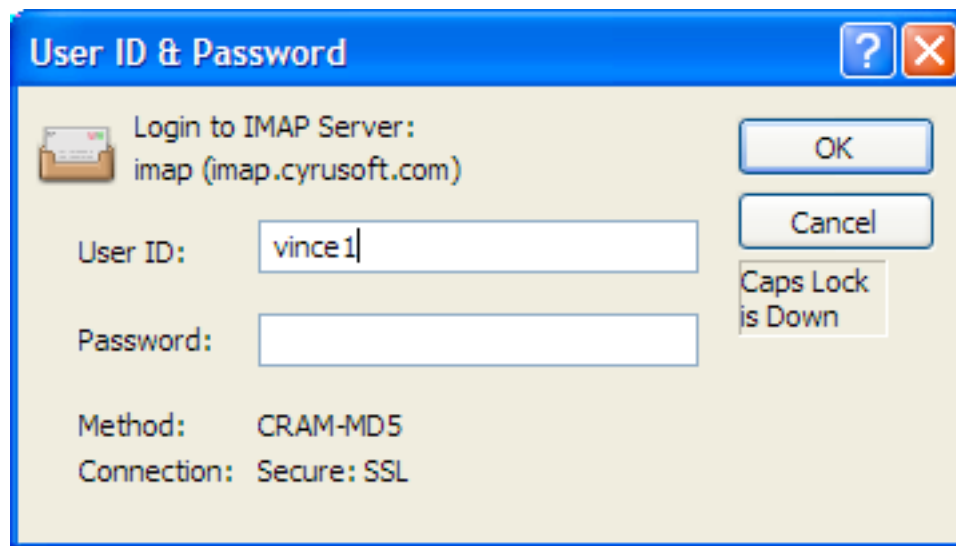
Figure 2   The login dialog

Note that the login dialog box may appear slightly different if you are using a version of Mulberry that has been pre-configured by your network administrator.

To log in to the email server and begin working with your email, enter your User ID and password in the appropriate boxes. Note that if you have turned on either the **Save User ID** or **Save Password** options in your preferences (see Section 3.2), you may not be able to edit those fields in the login dialog.

The **Method** and **Connection** fields describe various security options in place for the server you are about to log in to, please refer to the Mulberry *Reference Guide* for more details about these.

4. BASIC EMAIL CONCEPTS

4.1 Overview of the Mulberry Windows

Mulberry defaults to a 3-pane window layout that comprises three resizable panes showing different categories of information all contained within a single window. Alternatively, you can choose to use the separate window mode, in which each category of information is displayed in its own window. The descriptions below describe the 3-pane mode, but are also applicable to separate window mode.

There are several windows used in a typical Mulberry email session. These include:

- The 3-pane Window for Email
  - Server Pane
  - Mailbox Pane
  - Message Preview Pane
- The Draft window
- The Outgoing Message Queue window
- The 3-pane Window for Contacts
  - The Address Book Manager Pane
  - The Address Book Pane
  - The Address/Group Preview Pane
- The Address Search Window

Each of these windows will be introduced as needed in this guide.
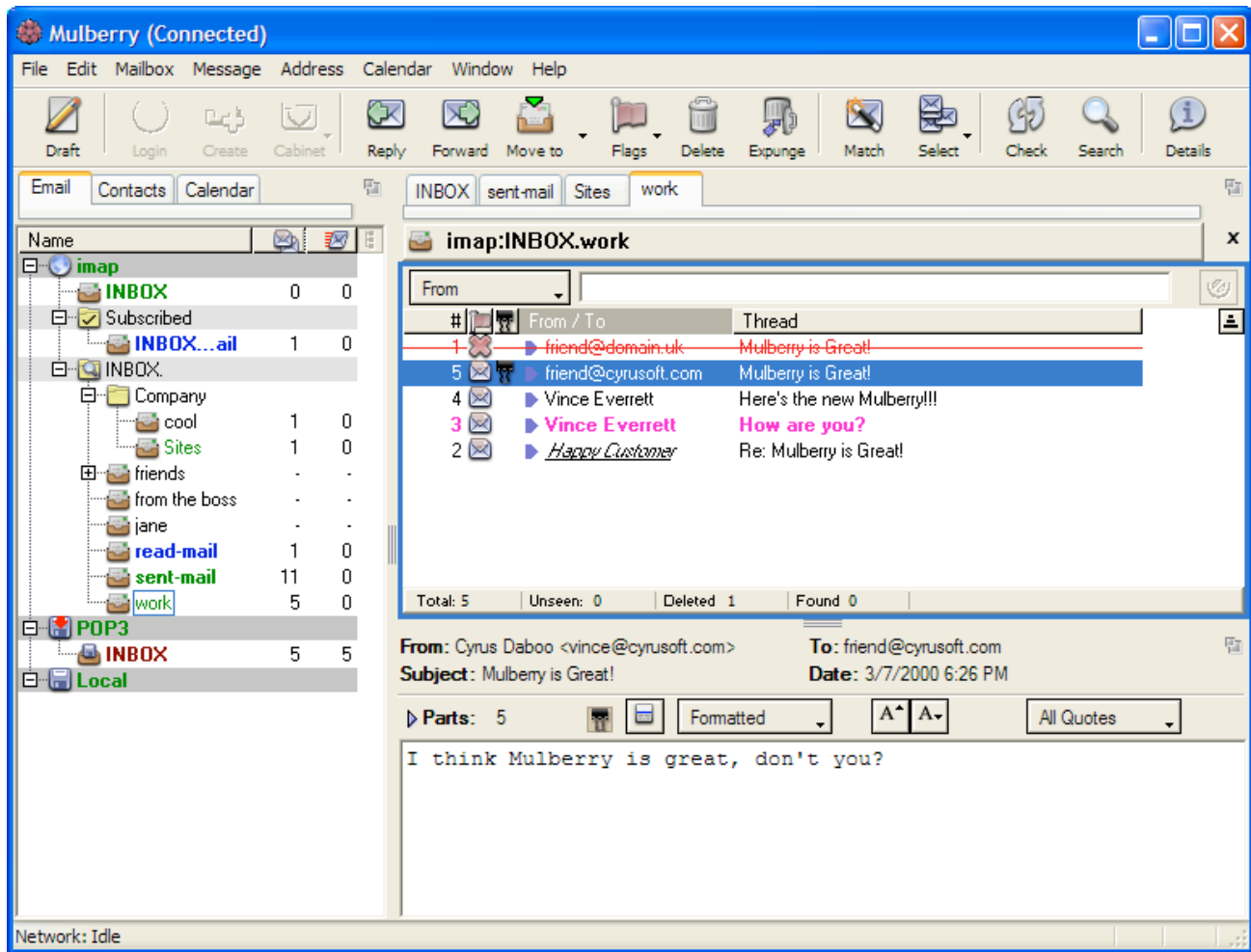
4.1.1 The 3-pane Window for Email

Figure 3   The 3-pane window showing email details.

The 3-pane window displays email, contact or calendar information in each of its resizable panes. The window contains the following areas:

- The Tool Bar

  Contains a set of buttons to control actions in the various panes. The buttons will operate on the 'active' pane in the window. The 'active' pane has a rectangular border around it. To activate a pane, simply click anywhere in that pane.

- The List Pane

  Contains a set of tab buttons at the top to switch between viewing **Email**, **Contacts** or **Calendar** in the entire 3-pane window. When set to **Email,** the list pane shows the list of email accounts and lists of mailboxes within those accounts. When set to **Contacts**, the list pane shows the list of address accounts and lists of address books within those accounts. When set to **Calendar**, the list pane shows the list of calendar accounts and lists of calendars within those accounts.

- The Items Pane

  When set to **Email**, the items pane shows the content of one or more mailboxes. When more than one mailbox is being displayed, each has an associated tab button at the top of the pane, and you can switch between viewing each mailbox by clicking on the corresponding tab. For more details about managing mailbox tabs in this pane, see the *Reference Guide*. When set to **Contacts**, the items pane shows the contents of a selected address book. When set to **Calendar**, the items pane shows events and tasks from a chosen set of calendars within a specified time range using different views.

- The Preview Pane

  When set to **Email**, the preview pane shows a selected message and associated addressing and attachment information. When set to **Contacts**, the preview pane shows information about a selected address or group, which can be changed. When set to **Calendar**, the preview pane shows information about a selected event or task.

To resize the panes, click on the area between them (the cursor will change to a horizontal or vertical bar when over that area) and drag the mouse.

You can show or hide any pane in the 3-pane window by selecting the **Show**/**Hide List**/**Items**/**Preview** menu commands in the **Window** menu.

You can zoom a specific pane to fill the entire 3-pane window area by clicking on the ▣ button in the top-right corner of the relevant pane.

4.1.2 The 3-Pane Window Email Toolbar

When set to view email details, the 3-pane window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message.
Login	Login or logout of the email server selected in the server pane. This is only meaningful for IMAP servers.
Create	Creates a new mailbox in the server pane.
Cabinet	Allows you to toggle the display of cabinet items in the server pane. Please see the Mulberry *Reference Guide* for more details about cabinets.
Reply	Creates a reply to messages selected in the mailbox pane, or the message in the preview pane, depending on which is focused.

Forward	Forwards the messages selected in the mailbox pane, or the message in the preview pane depending on which is focused.
Move to	Copies or moves the messages selected in the mailbox pane, or the message in the preview pane depending on which is focused.
Delete	Deletes the messages selected in the mailbox pane, or the message in the preview pane depending on which is focused.
Expunge	Expunges (permanently removes) deleted messages in the mailbox shown in the mailbox pane.
Match	Turns on or off the mailbox view Match behaviour. Please see the Mulberry *Reference Guide* for more details about matching.
Select	Selects messages with the flag criteria (chosen from the popup menu) in the mailbox pane.
Check	Checks the selected mailboxes in the server pane for new email, or checks for new email in the mailbox shown in the mailbox pane depending on which is focused.
Search	Searches for messages in the selected mailboxes in the server pane, or the mailbox shown in the mailbox pane depending on which is focused.
Details	Displays information about the mailboxes selected in the server pane, or the mailbox shown in the mailbox pane depending on which is focused.

4.1.3 The Server Pane
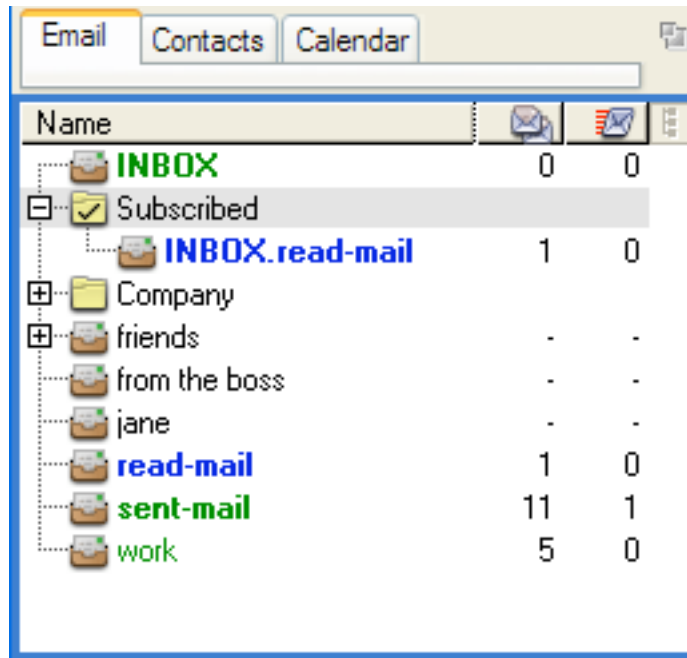
Figure 4   The Server pane in its logged-in state.

The server pane displays lists of mailboxes available on the email server. The server pane is divided into two main sections:

- The Column Headers
- The Mailbox List

4.1.3.1 The Column Headers

The Mailbox List, described in the next section, is divided into several columns. Each column has a title or icon that describes the type of information it provides.

Icon	Title	The name of the displayed item.
	Name	Shows the name of the mailbox.

	State	Icons representing the state of the corresponding mailbox. These icons include:
		Indicates that the mailbox is open in a mailbox pane.
		Indicates that the mailbox is closed, but is marked for automatic email checking.
		Indicates that the mailbox is closed, but it has new messages.
		No icon means the mailbox is closed and has no new messages.
	Total	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.
	Recent	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.
	Unseen	The number of unseen messages in the mailbox. If the mailbox has never been checked or opened, a dash will appear.
	Favourite	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:
		Indicates a mailbox not marked for automatic checking.
		Indicates a mailbox marked for automatic checking.
		Mailboxes marked as favourites are automatically added to the 'Check Favourites' cabinet.
	Size	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.
		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.
	Hierarchy Display Toggle Button	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.

4.1.3.2 The Mailbox List

The Mailbox List section of the server pane displays cabinets, mailboxes, and display hierarchies. Any visible cabinets are displayed first, followed by your INBOX and your Subscribed mailboxes, if any. Display hierarchies that you have defined are displayed last.

The INBOX will be our primary focus throughout the majority of this guide, as it holds all incoming messages.

4.2 Working with Mulberry Messages

4.2.1 Viewing and Reading Messages

When you first log in to the email server, Mulberry obtains a list of your incoming messages and displays those messages in the INBOX. You can view the contents of the INBOX as long as you are logged in to your email server.

To view the messages in your INBOX, click on its title in the server pane. When you do this, the mailbox pane will appear, as shown in Figure 5.
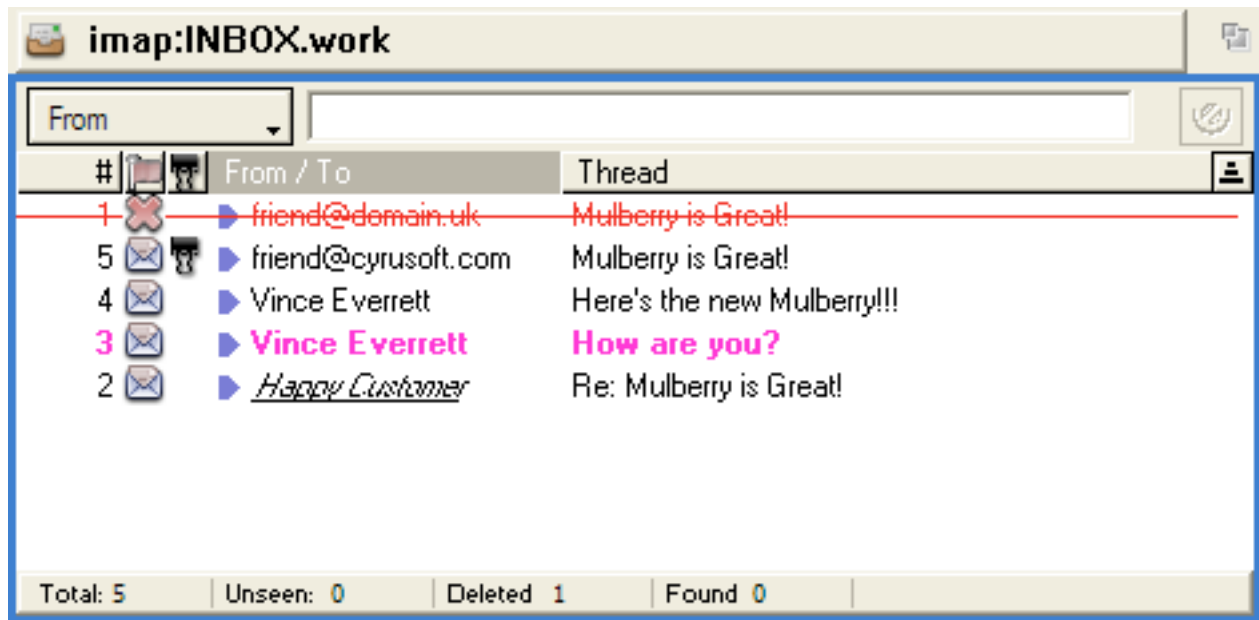
Figure 5   The Mailbox pane

To view a message listed in the mailbox pane, click on the message you want to read. The content of the message will appear in the preview pane, as shown in Figure 6.

```
From: Vince Everett <vince@cyrusoft.com>      To: Happy Customer <happy@domain.uk>, ...   cc:
Subject: Re: Mulberry is Great!              Date: 8/6/1998 8:01 PM

▷ Parts:  1              [ ]   [Formatted  ▾]   [A▴][A▾]         [All Quotes  ▾]

> --On Mon, Feb 20, 1995 3:17 pm "Happy Customer"
<happy@domain.uk>
> wrote:

> I think Mulberry is great - don't you?

Yes - but I wrote it so what do you expect?
```
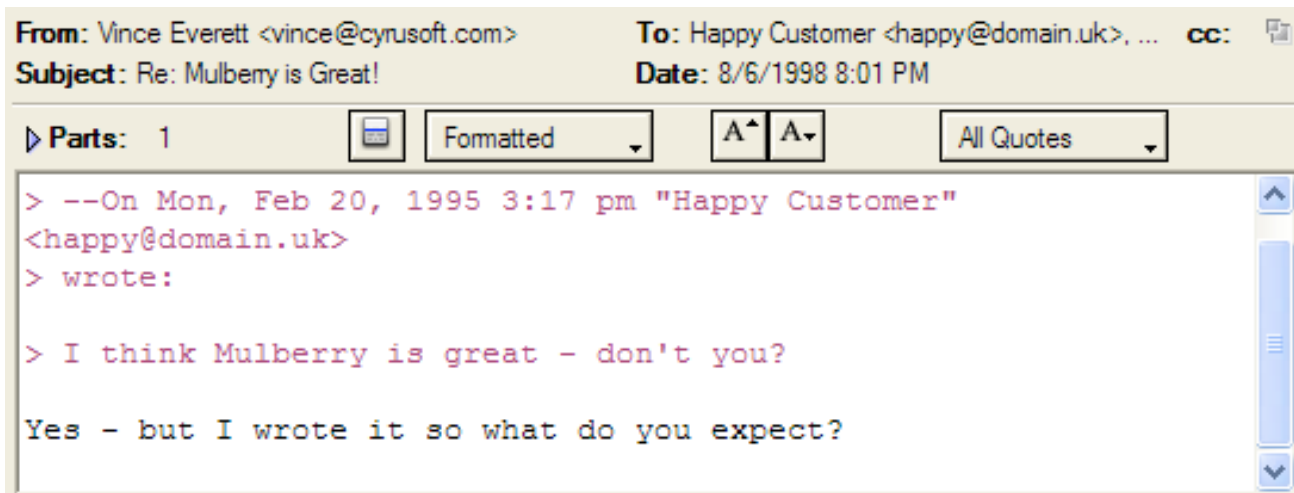
Figure 6   The Message preview pane

The Message preview pane will display the message you selected, including information such as the name and email address of the sender, the date the message was sent, and the subject of the message.

Task 1: *Reading a Message*

What You Do	Comments/Prompts
1. In the Server pane, click on the **INBOX**.	The contents of the INBOX are displayed in the Mailbox pane.
2. Click on a message.	The Message preview pane displays the message.

4.2.2 Replying to Messages

You can reply to a message when either the Mailbox pane or the Message preview pane is focused.

To reply to a message, click once on the message you are replying to in the Mailbox pane and click the **Reply** toolbar button.

After you click the **Reply** toolbar button, you will be presented with a 'Reply To' addressing dialog, as shown in Figure 8, in which you may select the email addresses from the original message that you would like to use in your reply.
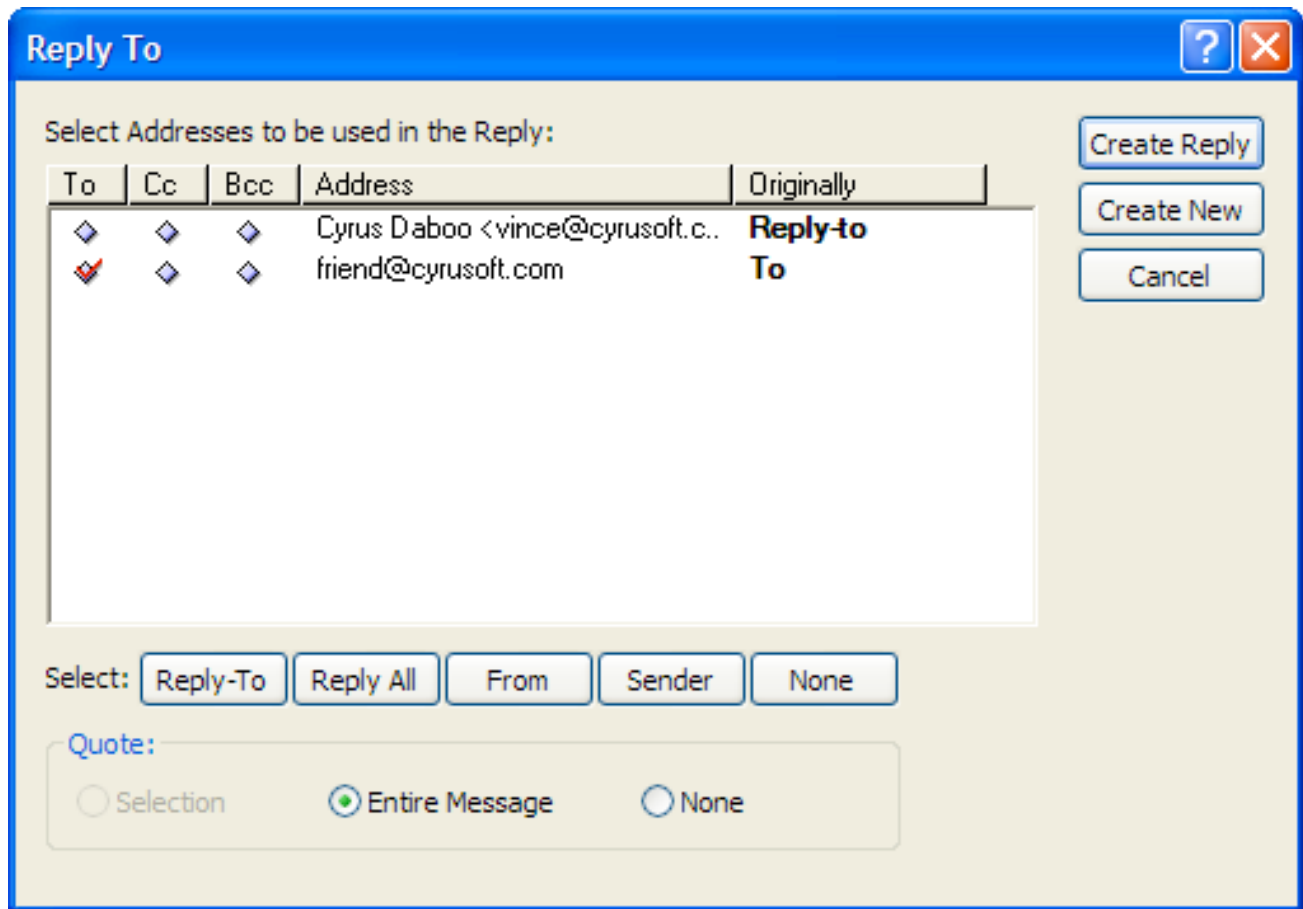
Figure 7   The 'Reply To' dialog

You can also choose how the original message text is quoted in the reply:

Selection	Only the selected text in the current message pane will be quoted. This option is only available when there is selected text in the message pane.
Entire Message	Quotes the entire text from the original message.
Nothing	No text is quoted.

After you have selected the email addresses and quotation type to use in your reply, click the **Create Reply** button to begin composing your message. A new Draft window, as shown in Figure 8, will appear.
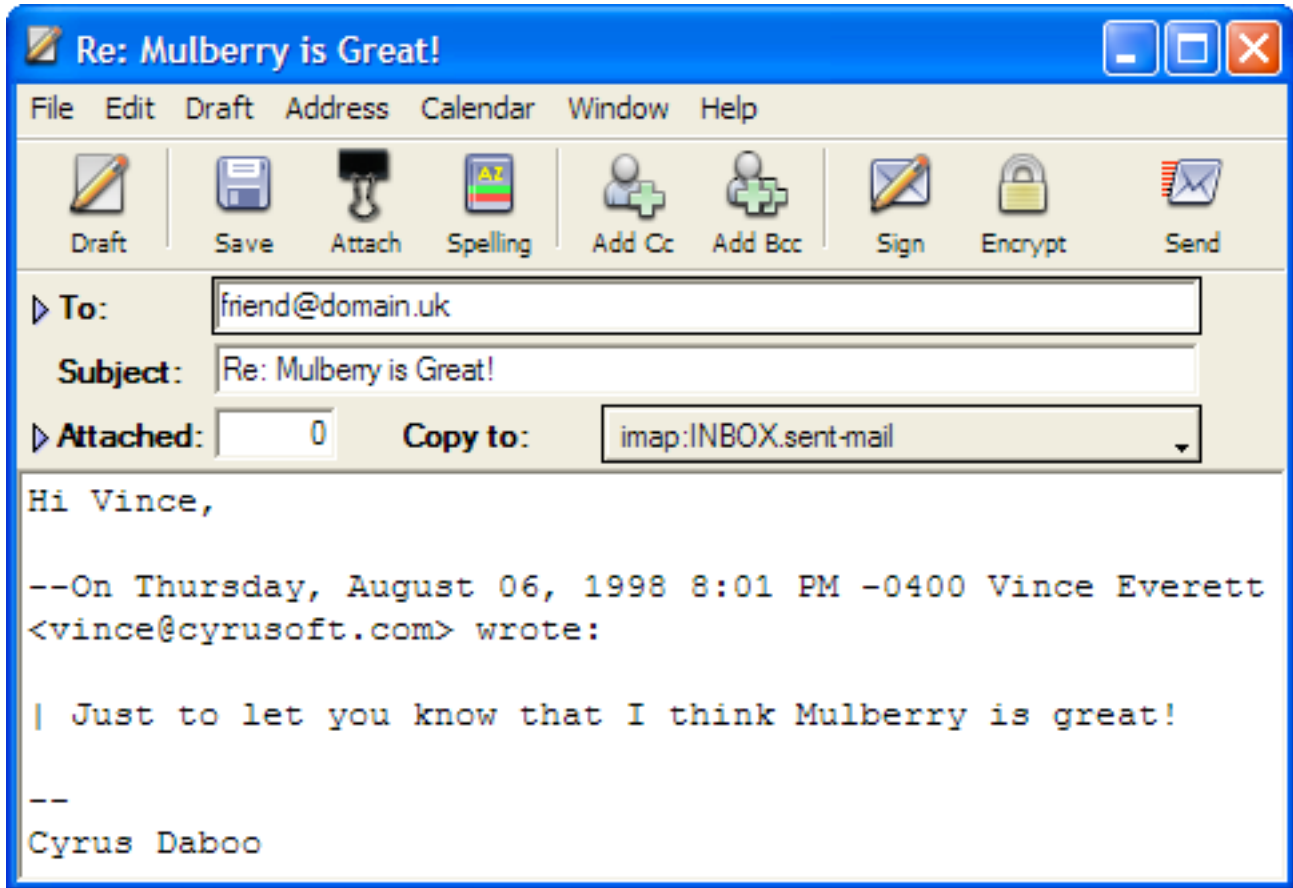
Figure 8   The Draft window

When you reply to a message, Mulberry will automatically fill the Draft window with the appropriate information from the original message, including the addresses you selected in the 'Reply To' dialog, the Subject, and any quoted text from the original message.

When you are finished composing your reply, click the **Send** toolbar button to send the message.

Task 2: *Replying to a Message*

| What You Do	Comments/Prompts
1. In the Mailbox pane, click once on a message you wish to reply to.	
2. Click the **Reply** toolbar button.	A 'Reply To' dialog will appear.
3. Select the email addresses to which you want your reply sent.	
4. Click the **Create Reply** button.	A Draft window will appear.
5. In the message text area of the Draft window, enter the following text: **This is a test reply.**	You should enter the text of your reply after the quoted text of the original message.
6. Click the **Send** toolbar button.	The Draft window will disappear after the message is sent successfully. Notice that the icon of the message you replied to has changed in the Mailbox pane, indicating that you have replied to the message.

4.2.3 Deleting and Undeleting Messages

Deleting messages from Mulberry is a two-step process. First, you must mark one or more messages for deletion. Deleted messages appear in the Mailbox pane with a red line through the caption and an 'X' over the flag icon, such as the first message in Figure 5. To mark a message for deletion, click once on the message in the Mailbox pane, and click the **Delete** button. To select several contiguous messages at once for deletion, click once on the first message and then hold down the Shift key and click on the last message to be selected. To select non-contiguous messages, click once on the first message and then hold down the Control key while clicking on the remaining messages.

Messages marked for deletion are not actually removed from the mailbox. If you change your mind and would like to retrieve a message, you can go back and undelete it. To do this, click once on a "deleted" message in the Mailbox pane. Notice that the **Delete** button is now labeled **Undelete**. To undelete the highlighted message, click on the **Undelete** button.

When you wish to remove deleted messages permanently, you must use the **Expunge** button. Clicking this button will permanently remove any messages you have marked for deletion. You will be prompted to confirm that you really want to erase the marked messages.

Task 3: *Deleting and Expunging a Message*

What You Do	Comments/Prompts
1. Click once on a message in the Mailbox pane that you want to delete.	
2. Click the **Delete** toolbar button.	The message icon will change, indicating that it has been deleted.
3. Click the **Expunge** toolbar button to permanently erase the deleted message.	**WARNING:** The message will be permanently removed from the mailbox.

Task 4: *Undeleting a Message*

What You Do	Comments/Prompts
1. Select the first message in your INBOX.	
2. Hold down the **Shift** key and click on the third message in your INBOX.	Three messages should now be selected.
3. Click the **Delete** button.	The messages are now deleted.
4. Click once on the first deleted message.	Note that the **Delete** button changed to **Undelete**.
5. Click the **Undelete** button.	The message is no longer deleted. Repeat for the other two deleted messages.

4.2.4 Composing a New Message

In Section 4.2.2, the Draft window was used to compose a reply to an existing message. To compose a new message from scratch, we will use the same window. To start a new message, select **New Message** from the **File** menu. A blank Draft window will appear.

The Draft window is divided into four components: the toolbar, the header section, parts section, and the text display section. Review the parts of the Draft window in Figure 8.

4.2.4.1 Draft Window Toolbar

The Draft window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message.
Save	Saves the current draft either to disk or to a mailbox. The draft can later be opened to continue composition.
Attach	Allows you to choose files to add as attachments to the draft.
Spelling	Spell checks the text of the draft.
Add Cc	Adds a **Cc:** address field for including additional recipients.
Add Bcc	Adds a **Bcc:** address field for blind-copying additional recipients.
Sign	Turns on using a cryptographic digital signature with the message (only available if appropriate cryptographic software is installed).
Encrypt	Turns on using a cryptographic encryption of the message (only available if appropriate cryptographic software is installed).
Send	Sends the draft message. The message will be added to an outgoing queue that Mulberry maintains and processes in the background.

4.2.4.2 Draft Window Items

The header section allows you to insert address information for your message as well as a subject. Type the email address of the main recipient in the **To:** field. If you wish to send a copy of the message to one or more additional people, click the **Add Cc** toolbar button, and then type their email address(es) in the **Cc:** field. The addresses in the Cc field will appear in the message header that the recipients see when they view the message. If you wish to send copies of your message to one or more people without the knowledge of the rest of the recipients, click the **Add Bcc** toolbar button, and then type those addresses in

the **Bcc:** (blind carbon copy) field. The addresses in the Bcc field will not appear in the message header that the recipients see. You may insert more than one email address in each of the address fields if you separate them by commas or use the return key to place each on a separate line. The **Subject** field is where you can type a short line that will give the recipient some idea of the content of your message.

The attachments section of the Draft window displays the number of attachments in the message you're composing. To view the attachments, click on the triangle next to the **Attached** display. The attachments section will expand to display more information about each attachment.

The text display section is where you can view and edit the text of the message you are composing.

Task 5: *Sending a Message*

What You Do	Comments/Prompts
1. Select **New Message** from the **File** menu.	A blank Draft window will appear.
2. Enter the email addresses of two friends or associates in the **To:** field.	Make sure to separate the addresses with a comma or place each address on a separate line.
3. Press the **TAB** key.	The TAB key moves the cursor between fields in the Draft window. This will move the cursor to the Subject line of your new message.
4. Type the text "My first message" in the Subject line.	
5. Press the TAB key once.	The cursor moves to the text display section.
6. Type the text "HELLO" in the text section.	
7. Click the **Send** toolbar button to send your message.	The Draft window will disappear after the message is sent successfully.

4.2.5 Bouncing, Forwarding, and Sending Again

In addition to replying to a message, Mulberry provides three alternative ways to send an existing message to another person.

The **Forward** command allows you to pass a message on to someone. Forwarding is the most common method of passing on messages to other people. When you select the Forward command, a Draft window appears with the Subject line filled in and the full text

of the forwarded message in the text display area. You must enter the email address of the person you want to forward the message to in the **To:** line. You can also enter text of your own in the text display area.

The **Bounce** command allows you to pass a message on to someone else and have it appear as though it originated from the person who sent it to you. The advantage of this is that replies to the bounced message go directly to the original sender instead of to you, as opposed to forwarding, where a reply to a forwarded message would come back to you. You cannot edit the original parts of a bounced message. However, you can add a new text part to the message, or change its subject. Instructions on how to do this will appear in the Draft window that appears when you select the Bounce command.

The **Send Again** command allows you to resend a message that you originally sent to another person. For example, if you have Mulberry set to automatically save copies of your outgoing messages, you can retrieve those messages and send them to different recipients using Send Again. This option is only available when Mulberry recognizes a message as having been sent by you.

Each of these commands is available from the Messages menu.

Task 6: *Forwarding a Message*

What You Do	Comments/Prompts
1. In the Mailbox pane, click once on a message you wish to forward to another person.	
2. Click the **Forward** button.	A Draft window appears with information from the message being forwarded.
3. Type the email address of the recipient in the **To:** field.	You may enter multiple addresses in the To: field. You can also enter addresses in the **Cc:** and **Bcc:** fields.
4. In the text display area, type your comments on the forwarded message if you wish.	
5. Click the **Send** button to send the message.	The Draft window will disappear after the message is sent successfully.

4.3 Advanced Topics

4.3.1 Working with Attachments

From time to time you may wish to include files with an email message. For example, you may wish to send a copy of a spreadsheet or word processing document to a co-worker. You can do this by including the file as an *attachment*. If a message contains an attachment, you will see a paperclip icon next to that message's information in the Mailbox pane.

When you have a message with attachments open in a Message pane, you can click on the triangle next to the parts section to view the attachment(s). To view an attachment, double-click on the name of that attachment in the parts list. To save the attachment to disk, click on it to select it and then choose **Extract Part** from the **Messages** menu.

To add an attachment to an outgoing message, you can use the **Attach** toolbar button in the Draft window. A file dialog will appear asking you to select one or more files to attach to the message. After doing this, you will be returned to the Draft window, and the number of attachments will increase by the number of files you chose to attach, and the attachments section will be expanded to show the new attachments.

Task 7: *Attaching a File to a Message*

What You Do	Comments/Prompts
1. Select **New Message** from the **File** menu.	A new Draft window will appear.
2. Click the **Attach** button.	A standard file dialog will appear.
3. Navigate through the files on your computer and find a file to attach to the message. Once you've chosen a file to attach, click once on the file name to highlight it.	
5. Click the **OK** button.	The file dialog closes and you are returned to the Draft window. Notice that the number of attachments has increased.

4.3.2 Display Hierarchies and Subscribed Mailboxes

Display hierarchies are lists of mailboxes available on an IMAP server. Some display hierarchies, such as the 'Subscribed' hierarchy, are always available in Mulberry's server pane. You can create other display hierarchies of your own in the server pane as well.

To create a new display hierarchy, select Display Hierarchy->New Display Hierarchy… from the Mailboxes menu. A dialog appears asking you to enter the criteria for the display hierarchy.
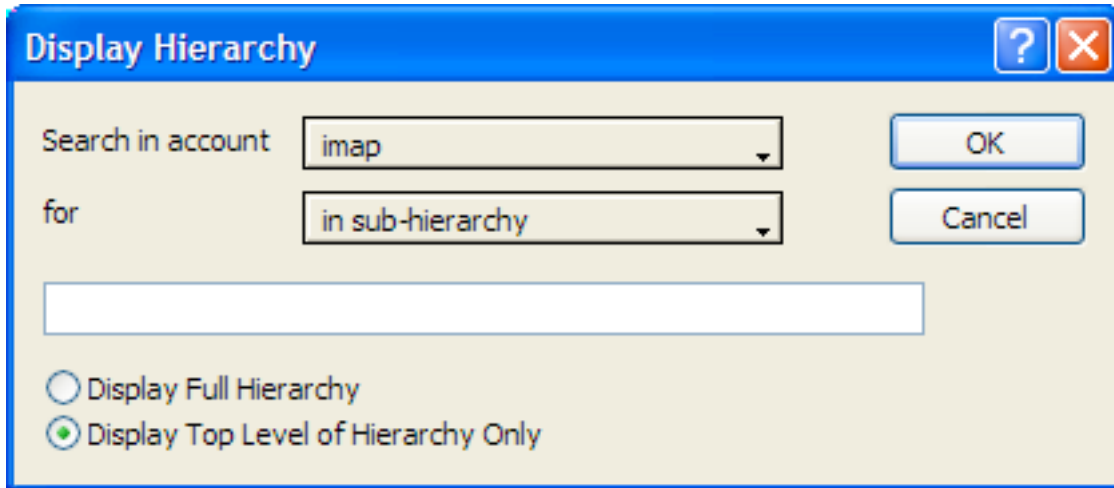
Figure 9   The Display Hierarchy dialog

There are several criteria you can specify for a new display hierarchy. As an example, your company may have several mailboxes set up on an IMAP server to store messages relevant to their sales operations. You may know that all of these mailboxes have the word 'sales' somewhere in the title, but you may not know their exact names. To create a display hierarchy listing all the mailboxes on your server with the word 'sales' in the title, select the "whose name contains" option in the 'for mailboxes' popup menu, and type the word "sales" in the empty box. Click on the "Display full hierarchy" radio button, and click OK. A new display hierarchy will appear in the server pane. Clicking on the triangle next to the new display hierarchy will reveal all of the mailboxes that match the criteria you specified in the Display Hierarchy dialog – in this case, all the mailboxes that contain the word 'sales' in their name.

To delete a display hierarchy, click once on the icon for that display hierarchy in the Server pane and select Display Hierarchy->Remove Display Hierarchy… from the Mailboxes menu.

Mulberry has a special display hierarchy, called the 'Subscribed' hierarchy that is always visible in the server pane. The subscribed hierarchy contains a list of those mailboxes on an IMAP email server that you have 'subscribed' to. Subscriptions are a handy way to mark bulletin boards that you wish to monitor on a regular basis.
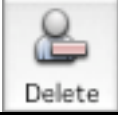
To add a mailbox to your subscribed hierarchy, click once on it in the server pane and select Subscribe from the Mailboxes menu. You will see the mailbox added to your 'Subscribed' hierarchy. To unsubscribe from a mailbox, click once on the name of a mailbox in your 'Subscribed' hierarchy and select 'Unsubscribe' from the Mailboxes menu.

5. ADDRESS BOOKS

Mulberry has the ability to store email addresses in address books. Address books allow you to keep lists of people you correspond with and to insert their email addresses into the various address fields of a Draft window without having to type the whole address yourself. Address books can contain records for individual users as well as "groups" of multiple email addresses. To see address information in the 3-pane window, click the **Contacts** tab in the list pane.

5.1 The 3-Pane Window Address Toolbar

When set to view contacts details, the 3-pane window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message.
New	Creates a new address book.
Open	Opens the address book selected in the address book manager pane.
Delete	Deletes the address books selected in the address book manager pane.
Single	Creates a new address in the current address book shown in the address book pane.
Group	Creates a new group in the current address book shown in the address book pane.
Delete	Deletes the addresses or groups selected in the address book pane.
Search	Allows searching for addresses in address books.
Details	Shows details about the address books selected in the address book manager pane, or the address book shown in the address book pane.

5.2 Address Book Manager pane

Address books in Mulberry are organized in the address book manager. Mulberry supports both local address books, which are stored on your computer, or server address books, which can be stored on an IMSP or ACAP address book server and accessed from any computer that has Mulberry installed. In this guide, we will focus on local address books. More information on IMSP, ACAP, and remote address books is available in the Mulberry *Reference Guide*.

To see the Address Book Manager pane, click the **Contacts** tab in the 3-pane window's list pane. The Address Book Manager pane is shown in Figure 10.
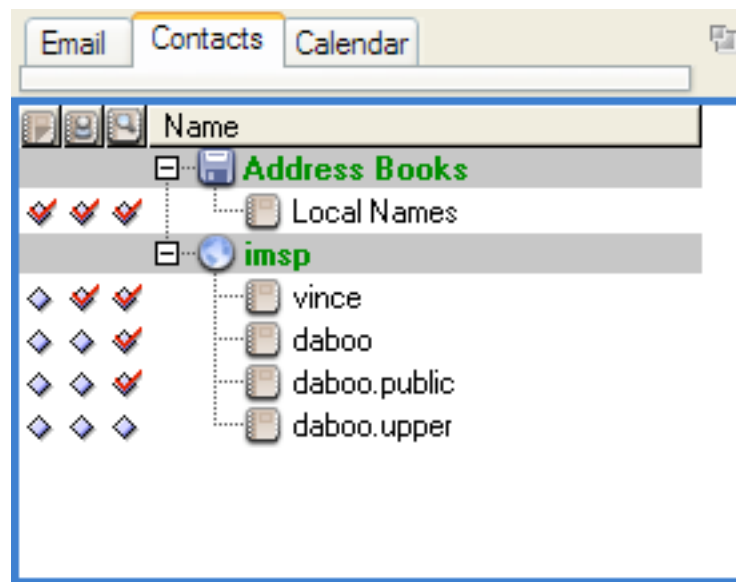

Figure 10 The Address Book Manager pane

The Address Book Manager pane is divided into a column header section, and the address book list section.

The four column headers from left to right are:

- ![icon] - Shows a 'diamond' button that can be clicked on or off to have address books opened on startup.

- ![icon] - Shows a 'diamond' button that can be clicked on or off to have address books used for nickname resolution.

- ![icon] Shows a 'diamond' button that can be clicked on or off to have address books used for searching for email addresses or when having addresses expanded in a Draft window.

- 'Name' - The name of the mailbox or hierarchy.

5.3 Setting Up a Local Address Book

To create a local address book, click once on the 'Address Books' row in the Address Book Manager pane and click the **New** button, and enter the name for the new address book. The Address Book pane in the 3-pane window will then contain the new address book, as shown in Figure 11. The new address book will be added to the list of address books beneath the 'Address Books' row in the Address Book Manager pane.
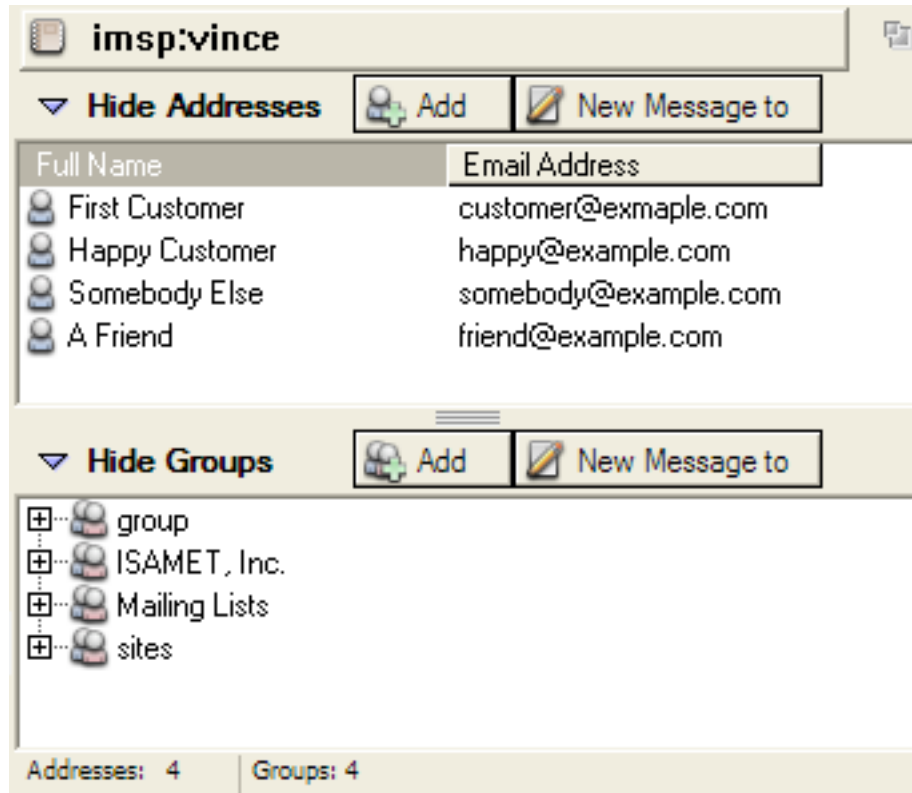

Figure 11 The Address Book pane

Addresses in a local address book can be used to address drafts when the address book is open or closed.

The Address Book pane normally has two panes. The top pane lists your individual entries and the bottom pane lists your 'group' entries. You can hide and show these two panes by clicking the **Hide Addresses** or **Hide Groups** buttons. If both panes are visible, you must be sure that the appropriate pane is active when you want to make changes. To activate a pane, click anywhere in its interior. A border will appear around the active pane.

Task 8: *Creating a Local Address Book*

What You Do	Comments/Prompts
1. Select Address Book Manager from the **Addresses** menu.	
2. Click once on the Address Books row to highlight it.	This tells Mulberry that you want to create a Local address book.
3. Click the **New** toolbar button.	This displays a dialog asking for a name for the new address book.
4. Enter a name for the new address book and click **OK**.	The new address book now appears in the address book pane. You may add individual or group entries at this point if you wish.

5.3.1 Adding an Individual

To add a new name to a local address book, first be sure that the address book you want to work with is open and that the individual pane is visible and active. Click the **Add** button in the pane or the **Single** toolbar button to add a new entry. A window will appear, as shown in Figure 12, allowing you to enter information about the individual.

Figure 12 The Address Edit dialog

The Address Edit dialog allows you to enter a large amount of information about each individual in your address book, however most of this information is optional. The most important fields are the 'Nick-Name', 'Full Name', and 'Email' fields, as they are used to display and sort the entries in your address book.

After you have entered all of the information for your new address book entry, click the **OK** button. The Address Edit window will close and you will see a new entry appear in the Address Book pane.

Task 9: *Adding an Individual*

What You Do	Comments/Prompts
1. Click **Contacts** in the 3-pane Window.	A list of your address books will appear.
2. Click on an address book to open it.	The address book will appear in the list section.
4. Click the **Single** toolbar button.	An Address Edit dialog appears.
5. Enter the word 'me' in the **Nick-name** field.	
6. Enter your name in the **Full Name** field.	
7. Enter your email address in the **Email** field.	
8. Click **OK**.	You have now created an individual address book entry for yourself.

5.3.2 Adding a Group

A 'group' entry within an address book is different from an individual entry in that a group entry contains a list of one or more email addresses. Group entries are convenient for storing lists of email addresses that you use frequently. For example, you might have a group entry that contains the email addresses of all the attendees of a weekly meeting. Using a group entry, you can quickly send email to a large number of people without typing each individual address on the **To:** line of a new message.

To create a new group, first make sure that the group pane in your address book is visible and active. Click the **Add** button in the pane or **Group** button to create a new group. A window will appear, as shown in Figure 13, allowing you to enter information about the group.
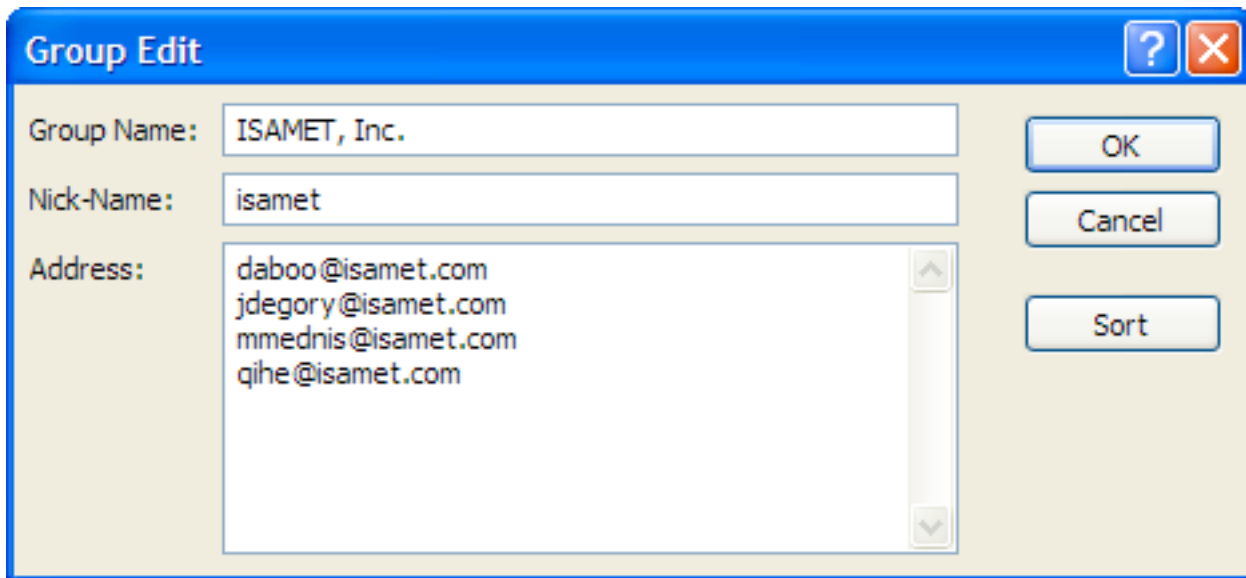
Figure 13 The Group Edit dialog

You may enter the email addresses of group members directly in the 'Addresses' box. The **Sort** button allows you to sort the individual email addresses alphabetically. Click the **OK** button when you are finished entering all the email addresses for the new group. A new group entry will appear in the Address Book pane. You can view the email addresses within a group by clicking the triangle next to the group entry in the Address Book pane.

Task 10: *Adding a Group*

What You Do	Comments/Prompts
1. With the Address Book open, click once in the Group pane to activate it.	
2. Click the **Group** button.	A Group Edit dialog appears.
3. Type 'friends' in the **Nick-Name** field.	
4. Type 'Circle of Friends' in the **Group Name** field.	
5. Enter the email addresses of two or more friends in the **Addresses** field. Press return after each address.	
6. Click **OK**	A new group entry appears in your address book.

5.3.3 Deleting an Individual or Group

To delete an individual or group entry in your address book, simply click once on the entry you wish to delete and click the **Delete** button. In the case of group entries, you can highlight and delete individual addresses within the group, or the entire group.

5.3.4 Editing an Individual or Group

At some point, you may need to modify one of the individual or group entries you created in your address book. To do this, simply double-click on the entry that you want to edit in the Address Book pane. An Address or Group edit dialog will appear as it did when you first created the entry. Modify any of the fields you wish, and then click OK to save your changes.

5.4 Using Entries in an Address Book

5.4.1 Using the Address List to Send Email

To send a message to an individual or group address in your address book, click on one or more individual or group entries and click the **New Message to** button in the pane. A 'Create Draft To' dialog will appear, similar to the 'Reply To' dialog in Figure 7. This dialog allows you to determine where the address(es) you selected will appear in the message you are about to compose. Click the **New Draft** button to bring up a new Draft window. The address(es) you selected in your address book will appear in the address fields you specified.

Task 11 *Using an Individual Entry in a New Message*

What You Do	Comments/Prompts
1. Open your address book.	
2. Click once on the individual entry for yourself that you created in Task 8.	
3. Click the **Draft** button.	A 'Create Draft To' dialog will appear.
4. Click the **New Draft** button.	A new Draft window will appear with your email address in the To: line.
5. Fill in the other fields of the message and click Send.	The message will be sent to your email address.

The same process can be used to add all of the email addresses in a group entry to the **To:** line of a new message.

5.4.2 Using NickNames

When you create individual and group entries in your address book, one piece of information that you can enter is a nickname for each entry. Email addresses are often

difficult to remember, but you can assign a familiar nickname to each entry in your address book. The nickname can then be used as a substitute for the individual (or group) email address in any of the header fields in a draft message. For example, in Task 8, you set up an individual entry for yourself in an address book and gave that entry a nickname of 'me'. Since that entry exists, you can type the word 'me' on the **To:**, **Cc:**, or **Bcc:** lines of a new message, and Mulberry will replace the word 'me' with your proper email address before sending your message.

Before you can use nicknames, you need to tell Mulberry to look for nicknames in your address books. To do this, use the diamond boxes in the Address Book Manager (see page 29). This option is turned on automatically when creating an address book.

Task 12: *Using a Nickname in a Message*

Before starting this task, be sure that you have checked the appropriate diamond button in the Address Book Manager to tell Mulberry to look for nicknames in your local address book.

What You Do	Comments/Prompts
1. Select **New Message** from the **File** menu.	A blank Draft window appears.
2. Type the word 'me' in the **To:** line of the new draft message.	
3. Press the TAB key to move to the next field.	Mulberry looks up the nickname 'me' in your local address book and replaces it with your email address.
4. Click the close box in the upper left to close the Draft window.	If you are prompted to save the message, click the **Don't Save** button.

5.4.3 Address Expansion

Another way to quickly insert email addresses into an address field in the Draft window is to use the 'address expansion' feature. With this feature, you can type in some part of an address, for example the surname in the Full Name field, and then have Mulberry search your address books for any addresses that include that text. 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.

Before you can use address expansion, you need to tell Mulberry which of your address books to search. To do this, use the diamond boxes in the Address Book Manager (see page 29). This option is turned on automatically when creating an address book.

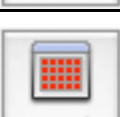**Task 13:** *Using Address Expansion*
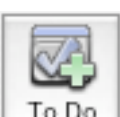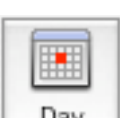
Before starting this task, be sure that you have checked the appropriate diamond button in the Address Book Manager to tell Mulberry which of your address books to use.
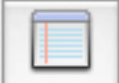
What You Do	Comments/Prompts
1. Select **New Message** from the **File** menu.	A blank Draft window appears.
2. Type your surname only in the **To:** line of the new draft message.	
3. Press the TAB key to move to the next field.	Mulberry expands the text in the field by looking in your local address book and replaces it with your email address.
4. Click the close box in the upper left to close the Draft window.	If you are prompted to save the message, click the **Don't Save** button.

6. Calendars

6.1 The 3-Pane Window Calendar Toolbar

When set to view calendar details, the 3-pane window toolbar contains the following items:

Draft	Creates a new draft window. When an event or task is selected, the selected item is added to the draft as an attachment.
Login	Changes calendar accounts between online and offline states.
Create	Creates a new calendar or calendar container in a calendar account.
Event	Creates a new event.
To Do	Creates a new to do item (task).
Day	Changes the calendar view to display a single day.
Work	Changes the calendar view to show the workdays.
Week	Changes the calendar view to show an entire week.
Month	Changes the calendar view to show an entire month.
Year	Changes the calendar view to show an entire year.

Summary	Changes the calendar view to display a listing of events within a specified time range.
Tasks	Shows or hides the tasks view.
Today	Changes the current event view so that the current day is displayed.
Details	When a calendar or calendar account is selected, this will display a dialog providing details about the selected item.

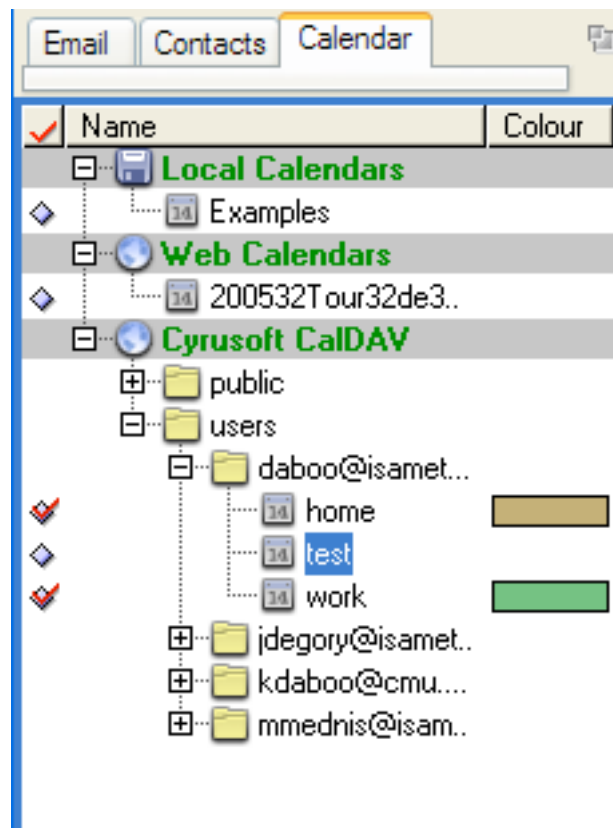## 6.2 Calendar Store Manager pane

Figure 14 Calendar Store View.

The Calendar Store Manager pane is divided into a column header section, and the calendar list section.

The three column headers from left to right are:

- ✔ - Shows a 'diamond' button that can be clicked on or off to add calendars to the main calendar display.
- 'Name' - The name of the mailbox or hierarchy.
- 'Colour' - The colour of the calendar's displayed events and. You can double-click the colour to change it. The colour button is only present when the calendar is subscribed.
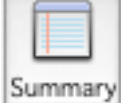
6.3 Setting Up a Local Calendar

6.3.1 Creating a Calendar

To create a new local calendar, click once on the 'Local Calendars' row and then click the Create toolbar button. Enter a name for the new calendar and click OK. The new calendar will appear in the Calendar Store Manager below the 'Local Calendars' row. Once it is present, click on the 'diamond' button to ensure the calendar is displayed.

6.3.2 Different Views of the Calendar

Calendars can be displayed in a number of different ways, as controlled by toolbar buttons:

- Displays a single day's worth of events.

- Displays a five day's worth of events corresponding to weekdays.

- Displays a week's worth of events.

- Displays a month's worth of events.

- Displays a view of all months in a chosen year.

- Displays a text listing of ranges of events.

6.4 Events and Tasks

6.4.1 Creating an Event

To create an event, click the **Event** button on the toolbar. This will display the dialog shown in Figure 15.

Figure 15 The New Event Dialog.

Adjust the start date and time and the duration, and enter some text for the summary and click OK. This will add the event to the calendar.

6.4.2 Creating a Task

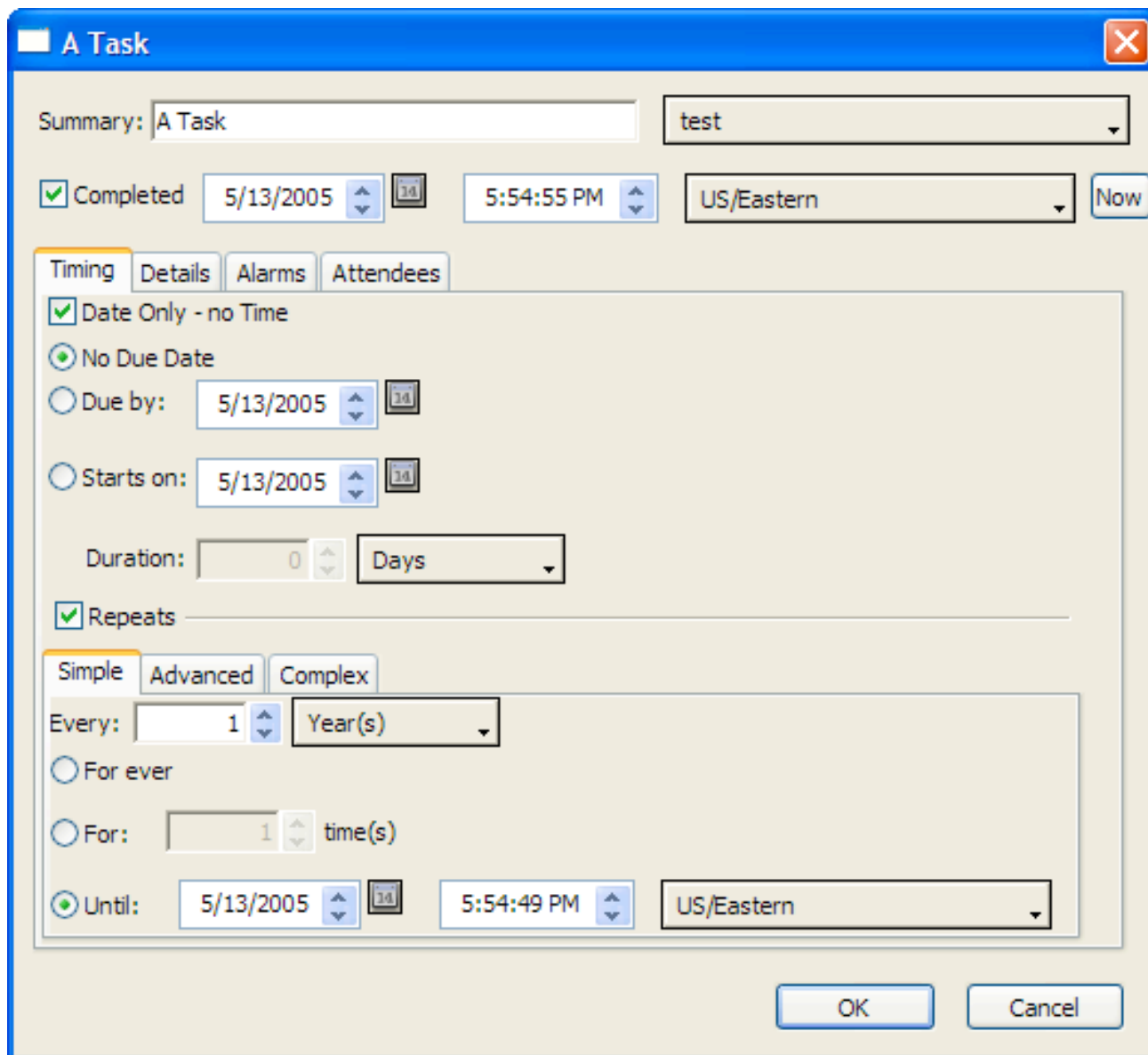To create a task, click the **Task** button on the toolbar. This will display a dialog shown in Figure 16.

Figure 16 The New Task Dialog.

Choose a due date, and enter some text for the summary and click OK. This will add the task to the calendar.

6.4.3 Deleting Events or Tasks

Click once on the event or task to select it and then hit the delete key.

6.4.4 Editing Events or Task

Double-click on the event or task to edit it.