SecureMail™ *User's Guide*

™

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1

Before You Begin

This document describes the basic functions of the SecureMail electronic mail package, such as reading, managing, and composing messages. This document *does not* describe the SecureMail privacy-enhancement features. Each privacy-enhancement protocol is described in its own document.[1]

Prerequisites

Before you read this document, you should

- Understand the basics of the X Windows Motif environment. For example, you should know how to operate the mouse, manipulate windows, and so forth.

- Install SecureMail on your system.

Document Conventions

Terminology

- The term *host* refers to a computer that is connected to the network. The *local host* is the computer on which you run SecureMail. A *remote host* is any other host.

- The term *click* means to move the mouse pointer over an object and press and release the mouse select button (by default, the left mouse button). For example:

  Click the **OK** button to accept the changes you have made in the window.

Typefaces

- Parts of the graphical user interface are displayed in a bold font. For example:

  Click the **OK** button to accept the changes you have made in the window.

- Menu items are described by the menu name, an arrow, and the menu item. In the following example you should pull down the **Folder** menu, then choose the **Iconify All** item:

  Choose the **Folder→Iconify All** menu item.

  In cases where the window name is not implied, the window name is placed in front of the menu item, enclosed in parenthesis:

  Choose the **(Folder Viewer)Folder→Iconify All** menu item.

---

1. See *Other Documents* on page 2.

Icons

Note: This icon indicates a note.

Caution! This icon indicates a task that you should perform with caution.

Advanced Topic This icon indicates an advanced topic. Novice users may want to skip these topics.

Activity Icon

Activity This icon indicates an activity that you can perform.

Finding Additional Information

On-line Help

SecureMail contains extensive on-line help. For more information, see the section *Displaying On-line Help* on page 20.

Other Documents

Refer to the following documents for more information:

- SecureMail Privacy Enhanced Mail (PEM) User's Guide
- SecureMail Message Security Protocol (MSP) User's Guide
- SecureMail User's Guide for Compartmented Mode Workstation (CMW)

2
Welcome to SecureMail

SecureMail is a program that helps you manage your electronic mail. This chapter explains the parts of an electronic mail system, and describes the features of SecureMail.

Understanding Electronic Mail

With electronic mail (e-mail) you can send messages across the network to other computer users. A program (such as SecureMail) that you use to send and receive e-mail is called a Mail User Agent (MUA). The MUA lets you send and receive messages without worrying about details such as the special formats used for e-mail. Instead, you can concentrate on the content of your message.

An additional program, called the Mail Transfer Agent (MTA) does most of the work of delivering your message. SecureMail formats your message, and then invokes the MTA to deliver the message. The MTA transfers the message across the network to a corresponding MTA on the remote host where your message is to be delivered. The remote MTA then places the message in a user's system mail file.

The remote user can then use an MUA (such as SecureMail, or another program) to retrieve the message and read it, as shown in the following figure:
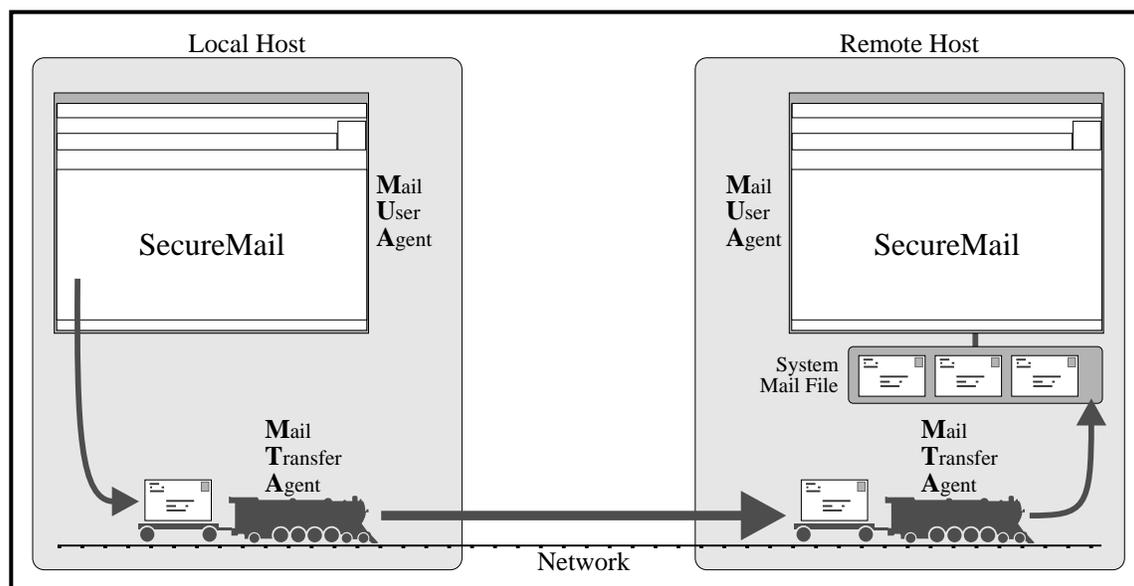
Figure 2-1: Electronic mail system components.

Note: To keep things simple, and avoid the use of yet another acronym, from now on this document refers to a Mail User Agent as a "mailer program", or simply "mailer".

You can see that SecureMail is a component of a larger mail delivery system, somewhat like the U.S. Postal Service: you drop your mail off with SecureMail; after the mail leaves your hand, the postal service does everything it can to deliver mail to the correct address.

E-mail Addresses

E-mail users have unique addresses that identify them and their network location. The messages you receive contain your e-mail address, and the messages you send must contain the address of the recipients. Your system administrator can supply a list of e-mail addresses for users on your local area network.[1]

SecureMail Features

In addition to the basic functions of reading and sending mail, SecureMail provides the following advanced features:

- Privacy-enhanced Mail
- Multimedia Mail
- Mail Folders

Privacy-enhanced Mail

SecureMail includes the following privacy features:

- Message Confidentiality
- Message Integrity
- Authentication of Sender (and optionally of recipients)
- Non-repudiation of Origin

SecureMail uses several protocols to provide these privacy features, and each protocol is described in its own document. Refer to the appropriate document for more information on these privacy features.[2]

Multimedia Mail

In addition to text, SecureMail lets you attach non-text files to your message, such as pictures, digital audio and video, spreadsheets, and other types of non-text files.
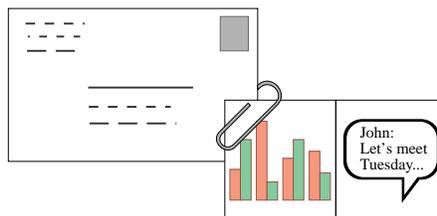
Figure 2-2: Multimedia Attachments

---

1. You may also be able to select users in an SecureMail address book, if one is defined on your system. For more information, see the section *Specifying Addresses* on page 51.
2. See *Other Documents* on page 2.

To view the attachments, the recipient of the message must have a mailer that understands messages in the MIME[1] format, and an application that can display the attachment. For more information, see the section *Multimedia and MIME* on page 71.

Mail Folders

SecureMail stores your messages in *folders*. A folder is a directory that contains one file for each message in the folder. SecureMail folders are located in the `$SECUREMAIL_HOME`[2]`/folders` directory as shown in the following figure:
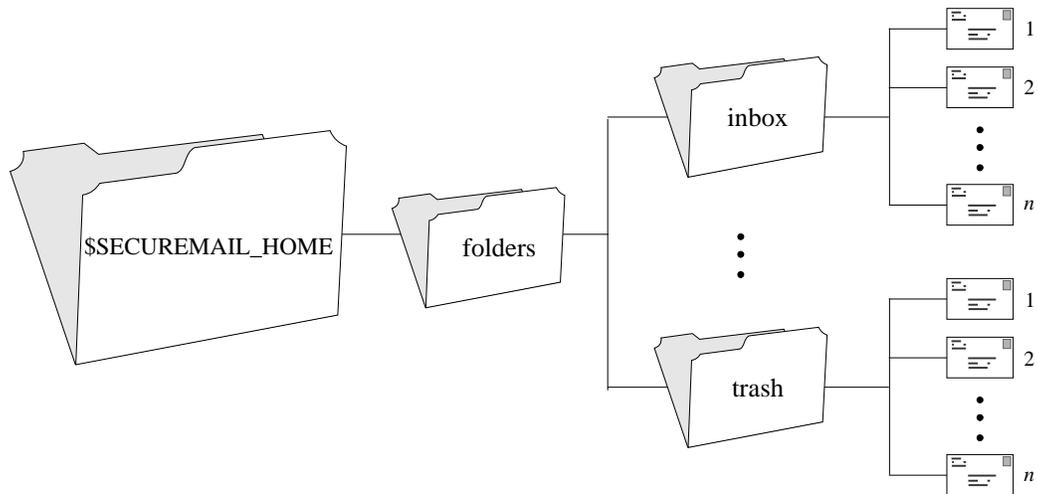
Figure 2-3: SecureMail folders.

You can create as many folders as necessary to group and manage your messages. For example, you can create a folder to store messages from a certain user (folder *john*), or to store all messages about a specific topic (folder *project X*).

SecureMail automatically creates and uses the following special folders:

- The *inbox* folder contains your incoming messages. When you receive a new message, SecureMail places the message into this folder.

- The *drafts* folder contains messages that you are composing, but have not yet sent. If you close the message composer instead of sending the message, SecureMail prompts you to file the message into this folder.

- The *trash* folder contains messages that you have deleted. You should periodically "empty the trash" to remove these messages. SecureMail always prompts you to empty the trash when you exit.

SecureMail folders are described more completely in the section *Managing Messages* on page 29.

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1. Multipurpose Internet Mail Extensions.
2. `$HOME/SecureMail` by default. See *Setting the Mail Cabinet Location* on page 90.

3
Guided Tour

This chapter contains a short tutorial introduction to SecureMail. Experienced electronic mail users might want to skip this chapter and begin using SecureMail. Refer to the on-line help and this document if you encounter something that you do not understand.

Starting SecureMail

If you do not see the SecureMail **Folder Viewer** or **Mail Notification** windows on your screen (that is, if SecureMail is not already running), then you must start it.

Open a command shell window and type the following command at the prompt:

```
securemail
```

Your environment might also have an icon on the desktop that lets you start SecureMail. Contact your system administrator for more information.

When you start SecureMail, it displays the following windows:
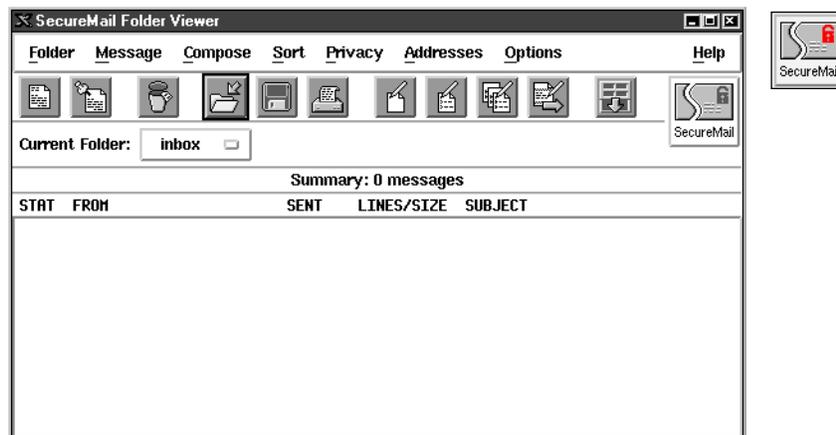
Figure 3-1: SecureMail start-up windows.

The large window is a **Folder Viewer**: it displays all of the messages in your *inbox* folder.[1] If this is your first time running SecureMail, then your *inbox* folder probably does not contain any messages. You will add messages to your *inbox* as you proceed through this chapter.

The use of toolbar icons is controlled by the **SecureMail*UseToolbarIcons** resource. To change the default refer to section *Using X Windows Resources* on page 95.

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1. SecureMail stores all of your incoming messages in the *inbox* folder. For more information, see the section *Mail Folders* on page 5.

The small window is the **Mail Notification** window: it can tell you when you have new mail. By default, SecureMail does not automatically scan for new mail,[1] in which case the mail notification window serves only as a shortcut for manually retrieving your new mail. SecureMail may have been configured to not display the mail notification window[2], so do not worry if it does not appear when you start SecureMail.

Composing and Sending a Message

The first task you should try is to compose a test message and mail it to yourself. To start composing a new message, click the **New Message** button in the folder viewer.

SecureMail displays a new window:
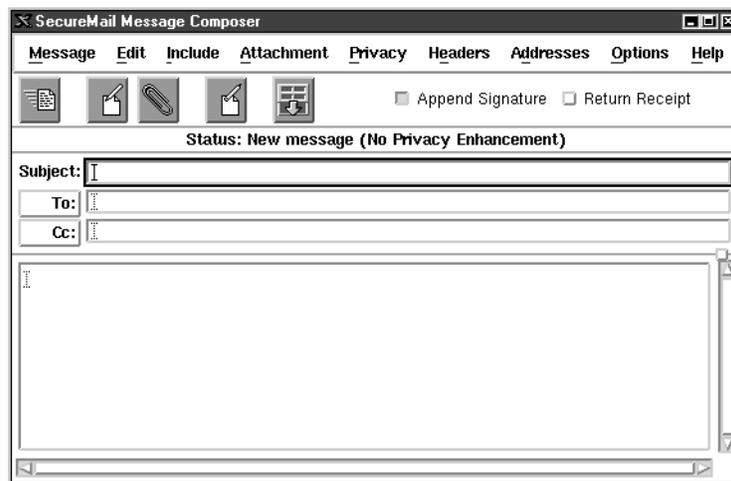
Figure 3-2: Window for composing a new message.

This window is the **Message Composer** window, which you use to compose all SecureMail messages. It contains two main parts[3]:

- The header area contains the message header fields, which contain information about the message such as the subject of the message and the addresses to which you want to send the message.

- The message text area contains the information that you are sending in the body of message.

When you start a new message, all fields are blank, and the keyboard focus is on the **Subject** field. Type a subject for your message:

```
test message
```

---

1. To make SecureMail automatically scan for new mail and notify you when it arrives, see the section *Automatically Retrieving Incoming Mail* on page 18.

2. See the section *Configuring the Mail Notification Window* on page 94.

3. There is also an optional third part that contains the multimedia attachments for the message. For more information, see the section *Multimedia and MIME* on page 71.

After you type the subject, press Return or Tab to move the focus to the next field. SecureMail highlights the **To** field. Since you are sending a message to yourself, type your address[1] into the field. For example, if your address is *john*, then type

    john

Press Return or Tab to move the focus to the next field. SecureMail highlights the **Cc** field. Since you are not sending copies to other addresses, leave this field blank. Press Return or Tab to move the focus to the message text area.

Type your message into the message text area. For example:

    This is a test message.

Now you are ready to send your message. Click the **Send** accelerator button. SecureMail closes the message composer and sends the message to the address you specified in the *To* header (in this case, to yourself).

Note: SecureMail does not directly deliver your message; it formats your message and gives it to another program called the Mail Transfer Agent (MTA). The MTA examines the addresses in your message and delivers the message to the proper destinations.

Since the next step is to read the message you just sent, you might have to wait for the message to arrive. You can ask your network administrator about your system's expected mail delay time.

Reading the Message

SecureMail does not automatically scan for new mail by default.[2] You must manually retrieve your new mail into the *inbox* folder. SecureMail provides two ways to quickly retrieve your new mail:

- Double-click on the mail icon in the folder viewer, or

- Double-click on the mail icon in the mail notification window.

With either method, SecureMail checks for new mail and then switches the folder viewer to display the messages in the *inbox* folder. If you have any new messages, they are listed in the folder viewer, and marked with a status of N[3] (for *new and unread*).

Double click on the mail icon now, to retrieve the test message that you sent to yourself. If it does not appear, wait and try again. If it still does not appear, contact your network administrator to help determine the problem.

When you receive the test message, the folder viewer should contain a one-line summary of the message. The message summary indicates the message status (STAT), author (FROM), the date it was sent (DATE), the size in lines and characters (LINES/SIZE), and the subject of the message (SUBJECT).

To read the test message, double-click anywhere on the message summary. SecureMail displays a new window:

---

1. Your address is usually the same as your user name (the name that you use to log into the system).
2. See *Automatically Retrieving Incoming Mail* on page 18.
3. See *Message Status* on page 22.
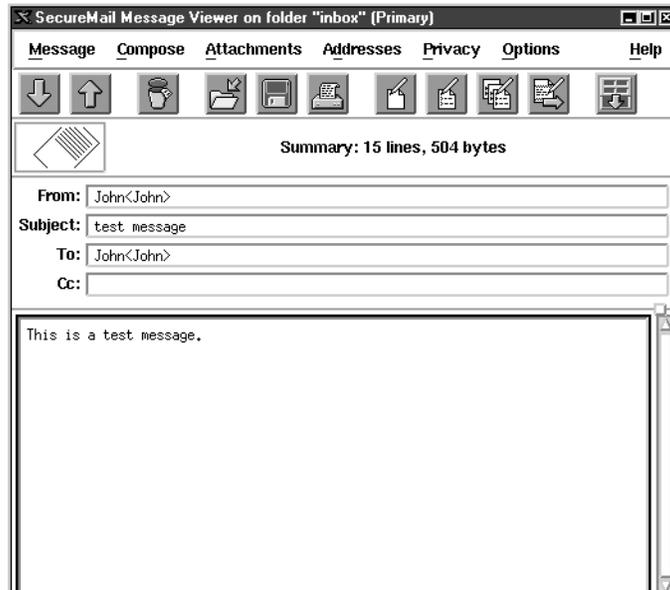
Figure 3-3: Message viewer with the test message.

This window is the **Message Viewer**, which you use to view all SecureMail messages. Like the message composer, it contains a header area and a message text area[1]:

- The header area lists the message headers:

    — From: *your address*

        Notice that the *From* address is listed even though you did not supply it when you composed the message. SecureMail added this header automatically, and the MTA may have modified it while delivering the message.

    — Subject: test message

    — To: *your address*

    — Cc: *blank*

- The message text area contains the text of the message:

    This is a test message.

Leave the message viewer open as you continue the next exercise.

Replying to the Message

The purpose of e-mail is to exchange information and conduct conversations, so you will typically exchange messages several times, adding new information and commenting on previous messages. SecureMail provides an easy way for you to reply to a message that you received.

To reply to the test message, click the **Reply** accelerator button in the message viewer[2]. SecureMail opens a new message composer:

---

1. It also contains a multimedia attachment area if the message contains attachments.
2. You can also select the message and click on the **Reply** accelerator button in the folder viewer instead of the message viewer.

Figure 3-4: Message composer with a reply

This time the message composer is not blank. Some of the header values are filled in for you:

- The *Subject* field contains the subject of the message to which you are replying. The subject is prefixed with "Re: " (meaning *regarding*) to indicate that the message is a reply. For example:

  ```
  Re: test message
  ```

- The *To* field contains the address of the person who sent the message to you. In the case of our test message, the *To* field contains your address.

By default, the message text area is blank; however, SecureMail provides an easy way to insert the text of the original message, so you can comment on it and incorporate it into your new message[1]. Change the focus to the message text area by clicking on it or by pressing the Tab key, then choose the **Include→Original Text** menu item. SecureMail inserts the text of the original message[2]:

```
This is a test message.
```

Add your comments to the reply by pressing Return a few times and typing some additional text:

```
Thank you, I received your test message.
```

Click the **Send** button to send the reply. SecureMail removes the message composer and returns you to the message viewer. Click the **Close** button to remove the message viewer and return to the folder viewer.

Give the system some time to deliver the message, then double-click the mail icon to retrieve the message. Read the message to examine your reply.

---

1. You can also configure SecureMail so it automatically includes the text of the original message when you reply to the message. See *Including Text from the Original Message* on page 46.
2. When you choose the **Include→Original Text** menu item, SecureMail inserts the original text with no modifications. When you configure SecureMail to automatically insert the original text, you can also specify a prefix string (such as "> ") to insert before each line of the original text.

Storing the Message in a Folder

So far you have worked only in the *inbox* folder. You can keep as many messages as you want in the *inbox* folder, but it is better to file the messages that you want to save into other folders, and use the *inbox* folder as a temporary location for new messages. In this exercise, you will create a new folder and file a message into it.

You should now have two messages listed in the *inbox* folder viewer:

- `test message`

- `Re: test message`

Select one of the messages and click the **File Into** accelerator button. SecureMail displays a new dialog:

Figure 3-5: Selecting a folder.

This dialog lists all of your folders. If you have never before created a folder, you should see only the *drafts, inbox*, and *trash* folders. These folders are used by SecureMail and you should not use them to permanently store your messages.

The **File Into** dialog also provides a shortcut for creating a new folder. Type the name of a new folder into the **Enter folder to file into** field. For example, type the folder name `"test"`, then click the **OK** button.

Since the folder you selected does not exist, SecureMail asks if you want to create it. Click the **Yes** button to create the folder, file the selected message into it, and return to the folder viewer. The message list should now contain only one message, since the message you selected is now in the *test* folder[1].

To view the *test* folder, click the **Current Folder** option button. SecureMail displays a list of available folders: *drafts*, *inbox*, *test*, and *trash*. Click on the *test* folder. SecureMail displays the messages in the folder.

---

1. You can also file a message into another folder and keep a copy of the message in the original folder by selecting the **Retain in original folder** checkbox in the **File Into** dialog.

Deleting the Message

Now you can delete the test message, since you probably do not want to save it. Click on the test message to select it, then click the **Delete** button. SecureMail moves the message into the *trash* folder, which is a special temporary holding place for your deleted messages. The deleted messages remain in the *trash* folder, where you can view and retrieve them if necessary, until you "empty the trash".

SecureMail asks if you want to empty the trash whenever you exit. When you empty the trash, SecureMail permanently deletes all of the messages in the *trash* folder, after which you cannot retrieve them.

Using On-line Help

SecureMail contains extensive on-line documentation that explains all aspects of the user interface. To see a list of the on-line help topics, choose the **Help→Index** menu item from any of the main SecureMail windows. SecureMail displays the help window:
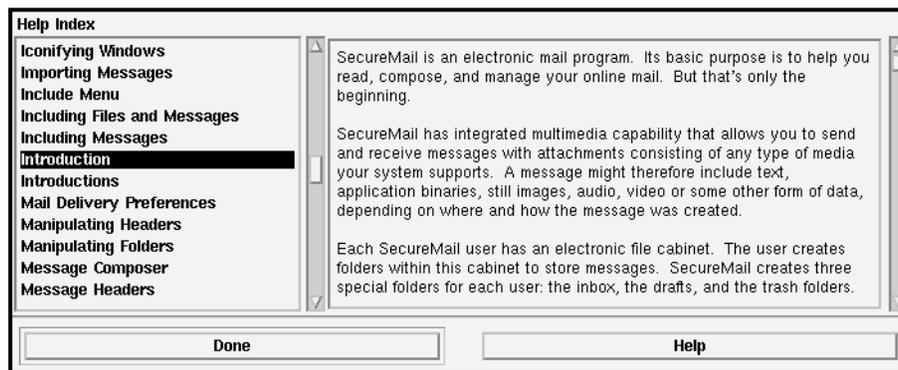
Figure 3-6: *Introduction* **help topic.**

Click on a topic in the **Help Index** to view the on-line documentation for the topic. Click the **Done** button to close the help window. For more information, see the section *Displaying On-line Help* on page 20.

Exiting SecureMail

To exit SecureMail, click the **Close** button on the folder viewer, or the **Exit** menu item in any of the main windows. SecureMail prompts you to empty the trash:

Figure 3-7: Empty the trash when you exit.

Click the **Yes** button to empty the trash and exit.

This is the end of the guided tour. You should now understand some basic tasks such as reading, composing, sending, and managing your messages. The easiest way to learn about SecureMail is to start using it! If you encounter something that you do not understand, refer to the on-line help and to this document to get more information.

4
SecureMail Basics

This chapter describes basic functions of SecureMail. After you complete this chapter, you should be able to

- • Start SecureMail.

- • Iconify SecureMail.

- • Exit SecureMail.

- • Retrieve and display your incoming mail.

- • Display on-line help.

Starting SecureMail

If you do not see the SecureMail **Folder Viewer** or **Mail Notification** windows on your screen (that is, if SecureMail is not already running), then you must start SecureMail.

Starting SecureMail

Log into your host and enter the following command:

```
securemail
```

Your environment might also have an icon on the desktop that lets you start SecureMail. Contact your system administrator for more information or if the command does not work[1].

When you start SecureMail, the program displays the **Folder Viewer** window and a **Mail Notification** window[2]. If necessary, SecureMail also automatically creates a mail cabinet[3] and several folders: the *inbox*, *drafts*, and *trash* folders.

---

1. The default location for the `securemail` executable is `/usr/bin/X11`, but your administrator may have installed it elsewhere.
2. You can also configure SecureMail to disable the mail notification window. For more information, see the section *Configuring the Mail Notification Window* on page 94.
3. See *Setting the Mail Cabinet Location* on page 90.
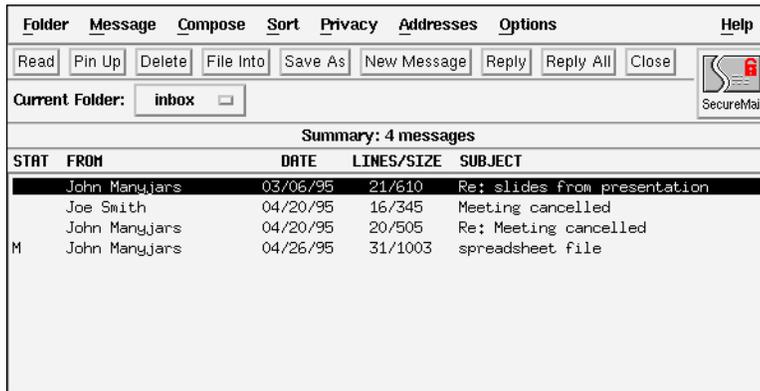
Figure 4-1: SecureMail start-up windows.

SecureMail accepts the following command-line options. To set the option permanently, you can set the corresponding X resource or environment variable.[1] For more information on environment variables and X resources, see the chapter *Customizing SecureMail* on page 89.

Option	X Resource	Environment Variable	Description
-help			Displays a list of available command-line options.
-addresses *file*	SecureMail.addressesFile	SECUREMAIL_ADDRS	Sets the filename for your personal address book file. The default file is `addresses` in your SecureMail file cabinet. For more information, see the section *Managing Addresses* on page 63.
-home *dir*	SecureMail.homeDir	SECUREMAIL_HOME	Sets the directory for your SecureMail file cabinet. The default directory is `$HOME/SecureMail`. For more information, see the section *Setting the Mail Cabinet Location* on page 90.
-library *dir*	SecureMail.library	SECUREMAIL_LIB	Sets the directory for your SecureMail library. The default directory is `/usr/lib/SecureMail`.
-siteaddrs *file*	SecureMail.siteAddressesFile	SECUREMAIL_SITE_ADDR	Sets the filename for your site address book file. The default file is `site_addrs` in the SecureMail library directory. For more information, see the section *Managing Addresses* on page 63.
-smhelpfile *file*	SecureMail.helpFile	SECUREMAIL_HELP	Sets the filename for the SecureMail on-line help file. The default filename is `SMail.help` in the SecureMail library directory. For more information, see the section *Changing the On-line Help* on page 101.

---

1. Command-line options override the values in the X resources, which in turn override the values in the environment variables.

Iconifying SecureMail

You can leave SecureMail running during your login session, and iconify[1] it while you work in other windows. Even when iconified, SecureMail can scan your incoming mail and notify you when you receive a message.[2] When you want to read or compose a message, you can re-open the SecureMail windows.

Iconifying SecureMail windows:

To iconify all of the SecureMail windows:

- Choose the **(Folder Viewer)Folder➞Iconify All** menu item. SecureMail iconifies all windows, except for the **Mail Notification** window.

To re-open the **Folder Viewer** window and switch to the inbox folder:

- Click the mail icon in the **Mail Notification** window.

To re-open other iconified windows

- Double-click on the icon for the window.

Exiting SecureMail

Before you end your login session, you should exit SecureMail:

Exiting SecureMail:

1. Exit with one of the following methods:

    — Click the **(Folder Viewer)Close** accelerator button for all of the folder viewers on the screen.

    OR

    — Choose any of the following menu items:
    (Folder Viewer)Folder➞Exit
    (Message Viewer)Message➞Exit
    (Message Composer)Message➞Exit

SecureMail prompts you to save any drafts that are in progress, then displays the following question dialog if your *trash* folder[3] contains messages:

---

1. For more information on iconifying windows, see the section *Icons* on page 78.
2. See *Retrieving Incoming Mail* on page 18.
3. SecureMail temporarily stores deleted messages in a folder named *trash*. See *Deleting Messages* on page 31.

Figure 4-2: Exit Question Dialog

2. Click one of the following buttons:

    — **Yes** to empty the trash and then exit.
    — **No** to exit without emptying the trash.
    — **Cancel** to return to SecureMail without emptying the trash.

Retrieving Incoming Mail

Before you can read an incoming mail message, SecureMail must retrieve it and place it in your *inbox* folder. You can make SecureMail scan for new messages at any time. You can also make SecureMail periodically scan for new messages, and notify you when a new message arrives.

SecureMail retrieves the messages from the system mail drop, which is a file where the MTA stores your incoming messages. The filename is identified by the MAIL environment variable. If you have not specified this variable, then SecureMail looks for the following files in order (where *login* is your login name):

- `/usr/spool/mail/`*login*
- `/usr/mail/`*login*
- `/var/mail/`*login*
- `/var/spool/mail/`*login*

Manually Retrieving Incoming Mail

By default, SecureMail does not automatically scan for new mail. It displays the mail icon, with the words *Scan Off*:

Figure 4-3: *Scan Off* mail icon.

To make SecureMail scan for new mail, double click the mail icon in the **Mail Notification** window, or in the **Folder Viewer** window. SecureMail scans for new messages, moves any new messages to the *inbox* folder, and switches to the *inbox* folder.

Automatically Retrieving Incoming Mail

Instead of making you periodically check for new mail, SecureMail can do it for you. When it detects a new message, SecureMail performs the following actions:

- Moves the new message to the *inbox* folder.

- Notifies you that new mail has arrived, by beeping and changing the mail icon in the **Mail Notification** window. Click the mail icon to open the **Folder Viewer** window (if it is iconified) and switch to the *inbox* folder.

Figure 4-4: Mail icons

Setting the New Mail Scan Interval

To set the time that SecureMail waits between scans for new messages:

1. Choose the **Options→Mail Delivery Preferences** menu item. SecureMail displays the **Mail Delivery Preferences** dialog:

Figure 4-5: Mail Delivery Preferences Dialog

2. Select the **Scan for new mail every N minutes** checkbox to turn on message scanning, or unselect it to turn off message scanning. If you turn off message scanning, you must manually retrieve all incoming mail.[1]

3. Move the slider to the number of minutes that you want SecureMail to wait between scans for new messages. The number you select is automatically rounded to the nearest .25 minutes (that is, 15 seconds).

4. Click the **OK** button to accept the settings.

When you use a remote POP server[2] to retrieve your mail, automatic scanning causes network traffic. You should use a long scan interval if possible.

---

1. See *Manually Retrieving Incoming Mail* on page 18.
2. See *Using a Remote Host for Mail Services* on page 100.

Displaying On-line Help

SecureMail contains extensive on-line information about all parts of the user interface.

Using On-line Help

All of the SecureMail menu bars contain a **Help** menu as the rightmost menu. You can start help by choosing one of the following menu items:

- **Help→General** displays overview information about SecureMail.

- **Help→On Help** describes how to use the **Help** window.

- **Help→On Window** describes the window from which you invoked help. For example, if you choose **(Folder Viewer)Help→On Window**, then SecureMail describes the **Folder Viewer** window.

- **Help→Index** displays an index of the on-line help topics.

- **Help→On Version** displays a window with the version of SecureMail.

You can also start on-line help from any SecureMail dialog, by clicking the **Help** button. SecureMail describes the dialog from which you invoked help.

The **Help** window contains a scrollable list of help topics, displayed alphabetically, and a scrollbox that contains the text of the currently-selected topic:

Help Index

| Iconifying Windows |
| Importing Messages |
| Include Menu |
| Including Files and Messages |
| Including Messages |
| **Introduction** |
| Introductions |
| Mail Delivery Preferences |
| Manipulating Headers |
| Manipulating Folders |
| Message Composer |
| Message Headers |

SecureMail is an electronic mail program. Its basic purpose is to help you read, compose, and manage your online mail. But that's only the beginning.

SecureMail has integrated multimedia capability that allows you to send and receive messages with attachments consisting of any type of media your system supports. A message might therefore include text, application binaries, still images, audio, video or some other form of data, depending on where and how the message was created.

Each SecureMail user has an electronic file cabinet. The user creates folders within this cabinet to store messages. SecureMail creates three special folders for each user: the inbox, the drafts, and the trash folders.

Done   Help

Figure 4-6: Help Window

To view a help topic, click it in the list. Click the **Done** button to close the **Help** window.

5 *Reading Messages*

This chapter describes how to read messages in a single folder[1] (for example, in the *inbox* folder, which is the default folder when you start SecureMail, and the folder in which you receive new messages). After you complete this chapter, you should be able to

- Identify the parts of the folder viewer and the status of a message.

- Select one or more messages in a folder.

- Read a message.

- Identify the parts of the message viewer.

- Read additional messages in the folder without returning to the folder viewer.

- Display multiple messages on the screen.

- Search for an alphanumeric pattern in a single message.

- Mark an important message to remind yourself to read it again later.

- Close the message viewer and return to the folder viewer.

The next chapter, *Managing Messages*, describes how to manage messages in multiple folders.

Understanding the Folder Viewer

When you start SecureMail, it automatically displays a **Folder Viewer** window and displays a list of messages in the *inbox* folder:
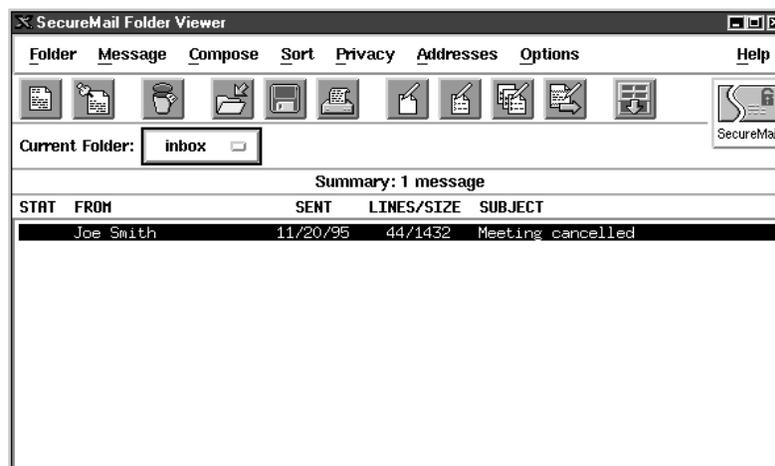
Figure 5-1: Folder Viewer Window

_____

1. Folders are described in the section *Mail Folders* on page 5, and in the next chapter *Managing Messages* on page 29.

The **Folder Viewer** window consists of the following parts:

- The menu bar and accelerator buttons let you select SecureMail commands.

- The **Current Folder** option button displays the name of the folder that you are viewing. You can also tear off this widget to create a separate window that lists all folders.

- The mail icon is highlighted when you receive new mail. You can click this icon to switch to the *inbox* folder, and double-click it to retrieve new mail.

- The **Summary** line lists information about the messages in the folder, such as the number of messages.

- The message list contains a short description of each message:

  — **STAT** is the message status, as described in the section *Message Status* on page 22.

  — **From** is the name or address of the person who sent the message.

  — **Sent** is the date on which the message was sent.

  — **Lines/Size** is the number of lines in the message and the number of characters in the message.

  — **Subject** is the subject of the message.

If necessary, you can scroll the message list up and down to view additional messages, or left and right to view the complete message descriptions.

Message Status

To help you keep track of your messages, SecureMail assigns a status indicator to each message. A message can have several concurrent states, as indicated in the folder viewer's **STAT** column. SecureMail uses the following letters to indicate message status:

Indicator	Status
1	Urgent priority.
3	Non-urgent priority. If there is no number listed, then the priority is *normal*.
e	Encrypted
F	Forwarded
N	New and unread
M	Contains multimedia attachments.
P	Printed
R	Replied to
s	Digitally signed
S	Saved to a file
U	Unread

When a new message arrives in your *inbox* folder, SecureMail assigns it a status of N, for new and unread. If you close SecureMail without reading the message and later restart SecureMail, or if you file the message without reading it, SecureMail changes the indicator from N to U, to remind you that the message is still unread. You can also manually change the status to U, to remind yourself to read the message again later[1]. When you read the message, SecureMail removes the N or U indicator.

Selecting Messages

Before you can perform an operation on a message (such as reading the message) you must select it. SecureMail highlights the messages that you have selected.

You can perform some operations on multiple selections, but other operations require a single selection. If you have selected multiple messages, SecureMail warns you when you attempt an operation that requires a single selection.

Selecting messages in the folder viewer:

To select a single message:

- Click on the message.

To select all of the messages in the folder:

- Choose the **Message→Select All** menu item.

To select a continuous block of messages:

- Press and hold the mouse button on the first message, drag the mouse until the block of messages is highlighted, and release the mouse button.

  OR

  Click on the first message, then hold the Shift button while you click on the last message in the block.

  OR

  Click on the first message, then hold the shift key while using the up and down arrow keys to highlight the block of messages.

To select multiple messages which are not contiguous:

- Click on the first message, then hold the Ctrl key while you click on the additional messages.

Reading a Message

Reading messages is the most frequent operation for most SecureMail users.

---

1. See *Marking Important Messages* on page 28.

Displaying a message:

To display a message from the folder viewer:

- Double click the message.

OR

1. Select a single message.

2. Click the **Read** accelerator button, or choose the **Message→Read** menu item, or press the Return key.

Each of these options opens a **Message Viewer** window to display the selected message, or uses an existing **Message Viewer** window (as illustrated in Figure 5-2).

Understanding the Message Viewer
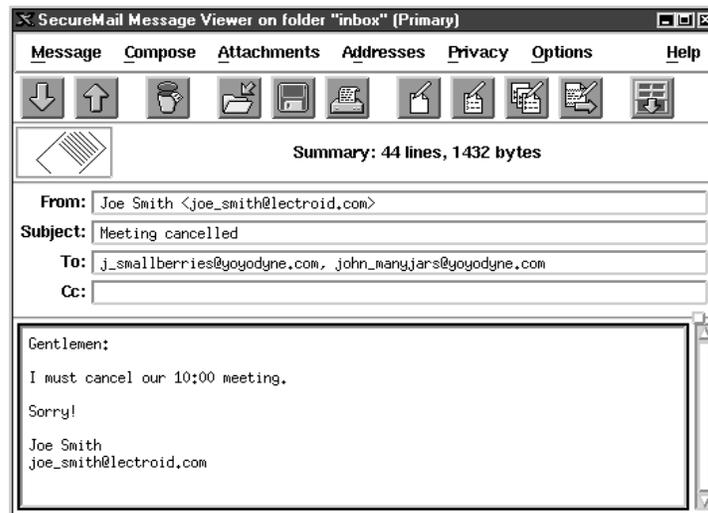
Figure 5-2: Message Viewer window.

The message viewer consists of the following parts:

- Menu bar and accelerator buttons that let you select SecureMail commands.

- The **Summary** line lists information about the message, such as the number of lines and number of characters in the message. It also contains the signature icon[1].

- The header fields contain selected headers from the message. See the section *Header* below.

- The message text area contains the body of the message, and optionally the complete header of the message.

- The attachments panel, if present, contains an icon for each attachment in the message.

---

1. The signature icon is described in the privacy user's guides. For more information, see the section *Privacy-enhanced Mail* on page 4.

Primary and Secondary Message Viewer Windows

There are two types of **Message Viewer** windows:

- A single *primary* window always updates to the currently-selected message when you display a message.

- Multiple *secondary* windows can display additional messages when you *pin up* a message.

For more information, see the section *Displaying Multiple Messages* on page 26.

Header

All e-mail messages consist of two main parts:

- The *message header* contains information about the message. The header fields contain information for you, such as the subject of the message, and information for the computer systems that deliver your message, such as the to and from addresses.

- The *message body* contains the text and multimedia attachments of the message.

The message viewer is similarly divided: the top portion of the window contains the message header, and the bottom portion contains the message text and attachments. You can control which header fields are displayed in the header area, and you can optionally display the entire message header in the message body area.

For more information, see the section *Setting the Default Mail Headers* on page 92.

Wrapping

By default, the message viewer displays mail just as the sender formatted it, so sometimes a message may contain lines that are too long to display in your window. To display the full lines, you can perform one of the following tasks:

- Increase the width of the window (resize it).

- Use the horizontal scroll bar to pan the message text area across long lines.

- Wrap lines that are longer than the width of the window.

Wrapping long lines:

To turn on line wrapping for a single message:

- Select the **(Message Viewer)Options**➞**Wrap Long Lines** toggle.

To turn on line wrapping for all messages:

1. Choose the **Options**➞**Viewer Global Preferences** menu item. SecureMail displays the **Viewer Global Preferences** dialog.

2. Select the **Automatically wrap lines wider than viewer** checkbox.

3. Click the **OK** button.

Reading Additional Messages

From within the message viewer, you can move to the next or previous message in the folder (relative to the current message) without returning to the folder viewer.

Reading the next or previous message:

To read the next message in the folder:

- Click the **Next** accelerator button or choose the **Message→Next** menu item. If there is no next message in the folder, then the button and menu item are grayed out and you cannot select them.

To read the previous message in the folder:

- Click the **Previous** accelerator button or choose the **Message→Previous** menu item. If there is no previous message in the folder, then the button and menu item are grayed out and you cannot select them.

Displaying Multiple Messages

Normally SecureMail displays only one message viewer, the *primary* message viewer, for each folder viewer. When you read a message, it always appears in the primary message viewer. If you read another message, it replaces the existing message in the primary message viewer.

To read multiple messages at the same time, you must *pin up* the additional messages in their own *secondary* message viewers. This is especially useful when composing messages based on two or more messages, because you can copy and paste information from several displayed messages.

Pinning up a message:

From a folder viewer:

1. Select the message or messages that you want to pin up.

2. Click the **Pin Up** accelerator button or choose the **Message→Pin Up** menu item. SecureMail displays a **Message Viewer** window for each selected message.

From a message viewer:

- Choose the **Message→Pin Up** menu item. SecureMail pins up the current message in a secondary message viewer, and creates a new primary message viewer with the next message in the folder (or the current message if there is no next message).

Searching Message Text

SecureMail lets you perform two kinds of searches:

- A folder search to search all of the messages in a folder. See *Searching a Folder* on page 35.

- A message text search to search a single message.

Activity

Searching a single message:

1. Select and display the message.

2. Choose the **(Message Viewer)Message→Search Text** menu item. SecureMail displays the **Search Message** dialog:

```
Folder: inbox
Message Subject: Re: slides from presentation
Search For Pattern: [            ]

              ☐ Ignore Case   ☐ Wrap Around

              ◆ Next Occurrence   ◇ All Occurrences


  [ Done ]    [ Search ]    [ Clear ]    [ Help ]
```
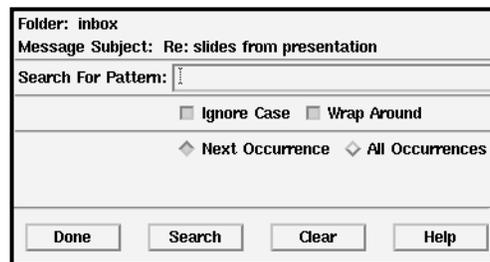
Figure 5-3: Search Message dialog.

3. Type the text for which you want to search into the **Search For Pattern** field. For example, *Spot*. If necessary, click the **Clear** button to erase the field and start over.

4. Select the **Ignore Case** checkbox if upper- and lower-case differences should not affect the search (for example, to match *spot*, *Spot*, and *SPOT)*. Unselect the checkbox if case is significant (for example, to mach *Spot*, but not *spot* or *SPOT*).

5. Select the **Wrap Around** checkbox to make the search continue from the beginning of the message when it reaches the end of the message. Unselect the checkbox to make the search stop when it reaches the end of the message. This option is valid only when you select the **Next Occurrence** radio button (see below).

6. Click the **Next Occurrence** radio button to make the search stop after finding the next match.

   OR

   Click the **All Occurrences** radio button to make the search continue until it finds all of the matches.

7. Click the **Search** button to begin the search. SecureMail performs the search according to the options you specified, and highlights any matches in the message text.

Note:

The message text search always searches both the message header and the message body. It does not search any attachments to the message. To view the matches in the message header, you must display the header in the message display area[1].

---

1. Select the **Options→Show All Headers in Body** menu item.

8. If you specified the **Next Occurrence** option, repeatedly click the **Search** button to find subsequent matches.

9. Click the **Done** button to remove the **Search Message** window when you are finished searching.

Marking Important Messages

To remind yourself that a message is important, you can mark it with a status[1] of unread (status U) at any time.

Note: You can sort the messages in a folder such that the new (status N) and unread (status U) messages are placed at the top of the list. For more information, see the section *Sorting Messages* on page 39.

Activity | **Marking a message as unread:**

1. Display a message in a message viewer, or select one or more messages in a folder viewer.

2. Choose the **Message→Designate Unread** menu item.

Closing the Message Viewer

When you are done reading the message, you can close the message viewer to get it out of the way.

Activity | **Closing the Message Viewer window:**

•   Click the **Close** accelerator button or choose the **Message→Close** menu item.

---

1. See *Message Status* on page 22.

6
Managing Messages

SecureMail contains many features that let you efficiently manage large numbers of messages. When you complete this chapter, you should understand how to

- File your messages into folders.

- Delete messages and empty the trash.

- Print messages.

- Save messages to files.

- Search for specific messages in a folder.

- Change the sorting order of messages.

Folders

Before you begin this section, you should understand the basics of SecureMail folders, as described in the section *Mail Folders* on page 5.

Creating a New Folder

When you start SecureMail for the first time, it automatically creates the *inbox*, *drafts*, and *trash* folders. To further organize your messages, you can create as many additional folders as you need.

Activity

Creating a folder:

1. Choose the **(Folder Viewer)Folder➞Create** menu item. SecureMail displays a list of existing folders and prompts for the name of the new folder. The name must not already exists, and it must contain only alphanumeric characters or spaces. For example, `Project X` or `John Manyjars`.

2. Click the **OK** button to create the folder.

You can also create a folder while filing a message. When prompted for a folder name, type the name of the new folder. SecureMail prompts you to create the new folder.

The folder is a subdirectory of the `$SECUREMAIL_HOME/folders` directory.

Viewing a Folder

When you start SecureMail, it creates a **Folder Viewer** window that displays the messages in the *inbox* folder, as illustrated in Figure 5-1. You can display other folders using this window, or you can create additional folder viewers to display multiple folders at the same time.

Activity

Viewing messages in a folder:

To change the folder that is displayed in a folder viewer:

1. Click the **Current Folder** option button or choose the **Folder➟View** menu item. SecureMail displays an alphabetical list of the available folders:

Figure 6-1: List of available folders.

2. Click on a folder name in the list, or type the folder name and press Return or click the **OK** button. SecureMail displays the messages in the folder.

To open an additional folder viewer so you can view multiple folders at the same time:

1. Choose the **Folder➟New Viewer** menu item. SecureMail prompts for a folder to view.

2. Click on a folder name in the list, or type the folder name, then click the **OK** button. SecureMail creates a new **Folder Viewer** window and displays the messages in the folder.

Since the *inbox* folder contains your incoming mail, SecureMail provides the following shortcut to quickly display it:

•   Click on the mail icon in the **Folder Viewer** window or the **Mail Notification** window. SecureMail displays the messages in the *inbox* folder.

Filing Messages

SecureMail lets you easily move and copy messages between folders.

Activity

Filing messages into a folder:

You can file multiple messages from the folder viewer, or a single message from the message viewer:

1. Display the message in a message viewer, or select one or more messages from the folder viewer.

2. Click the **File Into** accelerator button or choose the **Message➟File Into** menu item. SecureMail prompts for the name of the folder.

3. Click on the folder into which you want to file the message, or type the name of a new or existing folder.

4. By default, SecureMail removes the message from the current folder after filing it. To keep a copy of the message in the current folder, select the **Retain in current folder** checkbox.

5. Click the **OK** button to file the message into the selected folder. If you typed the name of a new folder, SecureMail prompts to create the folder. SecureMail files the message into the folder.

Renaming a Folder

You can rename the folders that you create, but you cannot rename the special folders *inbox*, *drafts*, or *trash*.

Renaming a folder:

1. Choose the **(Folder Viewer)Folder→Rename** menu item. SecureMail prompts for the folder to rename, and the new name.

2. Click on the name of the folder that you want to rename, or type the name into the **Folder to rename** field.

3. Type a new name for the folder into the **Enter new name** field.

4. Click the **OK** button to rename the folder. SecureMail displays an error dialog if the new folder name already exists, or if you try to rename the special folders *inbox*, *drafts*, or *trash*.

Deleting a Folder

You can delete the folders that you created, but you cannot delete the special folders *inbox*, *drafts*, or *trash*.

Deleting a folder:

1. Choose the **(Folder Viewer)Folder→Delete** menu item. SecureMail prompts for the folder to delete.

2. Click on the name of the folder that you want to delete, or type the name into the **Folder to delete** field.

3. Click the **OK** button to delete the folder. SecureMail prompts to verify the delete only if the folder contains messages. When deleting a folder, SecureMail also deletes the messages that the folder contains (and places them in the *trash* folder, as described in the next section).

Deleting Messages

To give you added protection against accidentally deleting important messages, SecureMail provides a two-stage process for deleting messages:

Stage 1: When you delete a message, SecureMail moves the message to the *trash* folder. If you accidentally delete a message, you can view the *trash* folder and copy the message back to its original folder.

Stage 2: When you exit SecureMail it prompts you to "empty the trash" (that is, to actually delete the messages from the *trash* folder). After you empty the trash, you cannot retrieve the messages.

There is one exception to this process: if you delete a message in the *trash* folder, then SecureMail prompts to verify the delete, then permanently deletes the message, after which you cannot retrieve it.

Deleting messages:

To move one or more messages into the *trash* folder:

1. Display the message in a message viewer, or select one or more messages in a folder viewer.

2. Select the **Delete** accelerator button, or choose the **Message→Delete** menu item. SecureMail moves the selected messages into the *trash* folder.

To retrieve messages that were deleted since the last time you emptied the trash:

1. View the messages in the *trash* folder.

2. Select the message or messages that you want to retrieve.

3. File the messages into a different folder.

To empty the trash:

• Choose the **(Folder Viewer)Folder→Empty Trash** menu item.

OR

1. Exit SecureMail. SecureMail prompts you to empty the trash and exit.

2. Click the **Yes** button. SecureMail permanently deletes the messages in the *trash* folder, after which you cannot retrieve them.

Printing Messages

You can print one or more messages using a print command of your choosing. The default print command is

```
lp -t '%h' '%m'
```

For BSD systems, like SunOS 4.1.3, the default print command is

```
lpr -J '%h' '%m'
```

Notice the special variables `%h` and `%m` in the print command. Before executing the command, SecureMail replaces these special variables with the following values:

Variable	Value

%h	The subject of the message.
	
	 SecureMail replaces any non-alphanumeric characters in the subject with the underscore character (_), except for the colon (:) character. For example, if the subject is
	`Re: Tomorrow's meeting`
	 then SecureMail changes it to
	 `Re:_Tomorrow_s_meeting`

%m	The name of the file that contains the message. For example: `/usr/fred/SecureMail/folders/inbox/3` Since folder names can contain spaces, you should always enclose the `%m` variable with single quotes when using it as part of a command-line. If you do not specify the `%m` variable as part of the print command, then SecureMail automatically adds it to the end of your command.

After substituting for the special variables, the default print command looks like the following:
```
lp -t 'Re:_Tomorrow_s_meeting' '/usr/fred/SecureMail/folders/inbox/3'
```

In other words, print the file `/usr/fred/SecureMail/folders/inbox/3` to the default print queue, and name the print job `Re:_Tomorrow_s_meeting`.

If you select multiple messages to print, then SecureMail executes the print command once for each message that you selected, and replaces the special variables with the subject and filename of each message.

For information on the *lp* or *lpr* command refer to the on-line manual page (type `man lp` or `man lpr` the UNIX command prompt) or contact your system administrator.

Printing messages:

Activity

1. Display the message in a message viewer, or select one or more messages from the folder viewer.

2. Select the **(Message Viewer)Print** accelerator button, or the **Message→Print** menu item. SecureMail displays the print dialog:
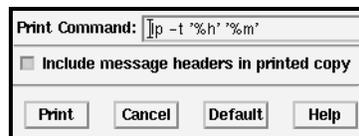
Figure 6-2: Print dialog.

3. Verify the print command, or type in a custom command to the **Print Command** field.

4. Select the **Include message headers in printed copy** checkbox to print the header and the message body, or unselect it to print only the message body.

5. Click the **OK** button to execute the print command for each selected message.

If successful, SecureMail saves the print command as the default for future printing. To return to the SecureMail default print command, click the **Default** button in the **Print** dialog.

Saving Messages

Saving a message is not the same as filing a message:

- When you file a message, SecureMail places the message into the specified folder directory using a numeric filename. For example, if you file a message into the `resumes` folder, then the filename might be as follows:

    `$SECUREMAIL_HOME/folders/resumes/6`

    Though you can examine the SecureMail folder directories directly, it is not easy to find a specific message because of the terse filenames.

- When you save a message, you choose the directory and filename. You can also save the message with or without header fields, and even save multiple messages in a single file. However, when you save a message, the resulting file is not directly accessible as a message to SecureMail (but the original message that you saved is still available).

After you save a message, you can perform numerous actions on the file. For example, you can

- Edit the file that contains the message with a text editor such as *vi* or *emacs*.

- Incorporate the message into other documents.

- Import the messages from the file into other mail applications[1].

- Re-import the saved messages from the file back into SecureMail, if you do not alter the message header information[2].

Note: When you save a message that contains attachments, the message and the attachments are saved in MIME[3] format, parts of which may not be human-readable. For more information, see the section *Saving Attachments* on page 75.

Activity **Saving messages:**

1. Display the message in a message viewer, or select one or more messages from a folder viewer.

2. Click the **(Folder Viewer)Save As** accelerator button or choose the **Message→Save As** menu item. SecureMail displays the **Save As** dialog:

---

1. See *Exporting Messages to other Mailers* on page 104.
2. See *Importing Messages from other Mailers* on page 104.
3. See *Multimedia and MIME* on page 71.
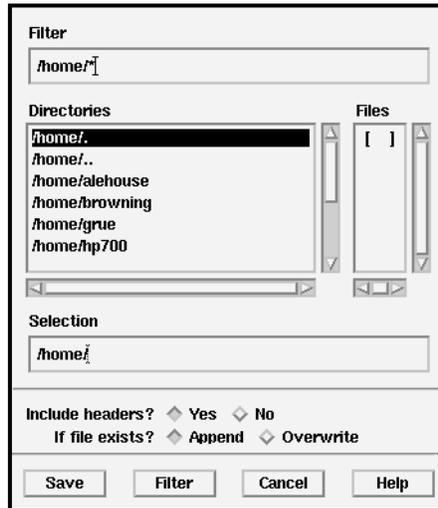
Figure 6-3: Save As dialog.

3. Select a filename or type a filename into the **Selection** field.

4. To save the header with the message, click the **Yes** radio button next to the **Include headers** prompt, otherwise click the **No** radio button.

If you do not save the message header, then you cannot re-import the saved message into SecureMail, or into other mail applications.

5. If the file already exists, SecureMail can append the message to the end of the file or overwrite the file (that is, erase the existing contents of the file). Click the **Append** or the **Overwrite** radio button.

6. Click the **OK** button to save the message.

Searching a Folder

As described in the section *Searching Message Text* on page 27, SecureMail lets you perform two kinds of searches:

*   A folder search that searches all of the messages in a folder.

*   A message text search that searches a single message.

Activity

Searching multiple messages in a folder:

1. Choose the **(Folder Viewer)Folder→Search** menu item. SecureMail displays the **Search Folder** dialog:
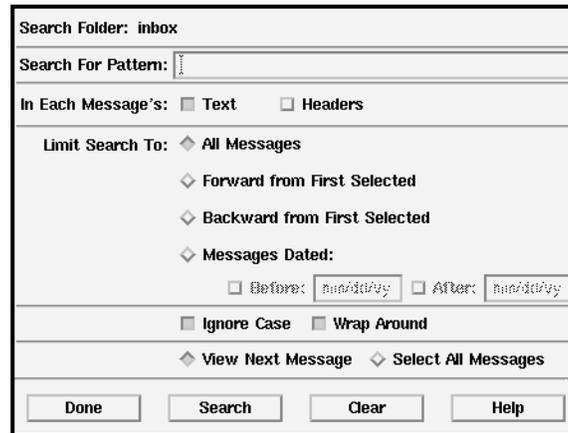
Figure 6-4: Search Folder dialog.

2. Type the text for which you want to search into the **Search For Pattern** field. For example, *Spot*. If necessary, click the **Clear** button to erase the field and start over.

   If you are searching the messages within a range of dates (see step 4), you can leave the field blank to match all messages in the range of dates.

3. Select the parts to search in each message. You can search in each message's text, header, or both:

   — Select the **Text** checkbox to search in the message body. Unselect it to ignore the message body.

   — Select the **Headers** checkbox to search in the message header. Unselect it to ignore the message header.

   By default, SecureMail searches the message body and ignores the message header.

4. Select the range of messages to search:

   — Click the **All Messages** radio button to search all messages in the folder.

   — Click the **Forward from First Selected** radio button to search all of the messages that are below the first selected message in the message list.

   — Click the **Backward from First Selected** radio button to search all of the messages that are above the first selected message in the message list.

   — Click the **Messages Dated** radio button to search only the messages that fall within a range of dates, then select the range of dates[1]:

   To search all messages before a date, select the **Before** checkbox and type the date into the field.

------

1. The format for a date is *mm*/*dd*/*yy*, where *mm* is the numeric month, *dd* is the numeric day of the month, and *yy* is the numeric year. For example, to represent the date March 5, 1995, use the following date: 03/05/95.

To search all messages after a date, select the **After** checkbox and type the date into the field.

To search all messages within a range of dates, select both the **Before** and **After** checkboxes. Type the latest date into the **Before** field, and type the earliest date into the **After** field.

5. Select the **Ignore Case** checkbox if upper- and lower-case differences should not affect the search (for example, to match *spot*, *Spot*, and *SPOT)*. Unselect the checkbox if case is significant (for example, to mach *Spot*, but not *spot* or *SPOT*).

6. Select the **Wrap Around** checkbox to make the search continue from the first message in the folder when it reaches the last message in the folder. Unselect the checkbox to make the search stop when it reaches the last message of the folder. This option is valid only when you select the **View Next Message** radio button (see step 7).

7. Click the **View Next Message** radio button to stop the search when a match is found and display the matching message in the primary[1] message viewer. If a primary message viewer does not exist, then SecureMail creates one.

OR

Click the **Select All Messages** radio button to continue the search until it is complete, and select the matching messages.

8. Click the **Search** button to start the search[2]. If there are no matches, SecureMail displays the message **The pattern was not found**. If one or more messages contain the search pattern:

— If you selected the **View Next Message** radio button, SecureMail displays the first matching message in a primary **Message Viewer** window. To continue the search with the next message, click the **Search** button in the **Search Folder** dialog.

— If you selected the **Select All Messages** radio button, SecureMail displays the message **N messages containing a match now selected in Folder Viewer** (where *N* is the number of messages that matched the search). In the folder viewer, SecureMail selects all of the messages that matched the search pattern.

9. Click the **Done** button to close the **Search Folder** dialog when you are finished.

Example Searches

This section contains some examples of using the **Search Folder** dialog to help you accomplish other tasks in SecureMail.

Searching for Messages from a Single User

To search for messages from a single user:

---

1. See *Primary and Secondary Message Viewer Windows* on page 25.
2. You can also start the search by pressing Return in the **Search for Pattern** field.

1. Choose the **(Folder Viewer)Folder→Search** menu item. SecureMail displays the **Search Folder** dialog.

2. Type the user's e-mail address into the **Search For Pattern** field. You do not have to type the entire address, just enough to match it in a message (but not so little as to match other addresses). For example, if the complete address is `john_manyjars@yoyodyne.com`, then "`From: john_manyj`" should be enough to get a unique match, but "`john`" might also match other messages.

3. Click the **View Next Message** radio button (it should be selected by default).

4. Click the **Search** button to view the first message that contains the pattern.

5. To continue the search and view the next message that contains the pattern, return to the **Search Folder** dialog and click the **Search** button again.

Deleting Old Messages

If your folder grows excessively large you can delete the oldest messages in the folder. You can sort the folder by date, and then delete the oldest messages, or you can search for messages before a certain date, and delete them. This example assumes that today's date is 3/1/95, and you want to delete messages that are older than 2 months.

1. Choose the **(Folder Viewer)Folder→Search** menu item. SecureMail displays the **Search Folder** dialog.

2. Leave the search pattern blank, to match all of the messages within the range of dates.

3. Select the messages that were sent before January 1, 1995:

    — Click the **Messages Dated** radio button.

    — Select the **Before** checkbox.

    — Type `1/1/95` into the **Before** field.

4. Click the **Select All Messages** radio button.

5. Click the **Search** button. SecureMail selects all of the messages that were sent before January 1, 1995.

6. Click the **Done** button to dismiss the **Search Folder** dialog and return to the folder viewer.

7. Click the **Delete** accelerator button to delete the selected messages.

Successively Limiting a Search

For some complex searches, you may have to perform several smaller searches before you find the desired message. For example, assume that you want to find the following messages:

*   From your boss (whose address is *idaboss*), and

*   Concerning *Project X*, and

- Sent during the month of February, and

- Dealing with the project *budget*.

If you have a very large folder, this message could be hard to find. For example, of the 264 messages in the folder, 82 might be from your boss, 128 might concern Project X, 50 could have been sent during the month of February, and 91 could deal with the budgets of various projects. You might have to read 50 messages before you find the one for which you are looking.

This section describes how to successively limit a search so that after each search there are fewer messages remaining to search. When you finally narrow the search to a few messages, you can read each individual message to find the message in which you are interested.

1. Perform the first search, looking in the message header for the pattern *idaboss*, and selecting all of the messages that match. Assume that SecureMail matches 82 messages in the folder.

2. Return to the folder viewer, and file the 82 selected messages into a new folder[1] named `search1` (or any other unique name). Be sure to select the **Retain in current folder** checkbox, otherwise SecureMail will remove the messages from the current folder.

3. Switch to the new `search1` folder, and perform the next part of the search, looking in the message text and header for the pattern *Project X*, and selecting all of the messages that match. Assume that SecureMail matches 23 of the 82 messages in the folder.

   At this point, you know that the 23 messages contain *idaboss* in the header, and contain *Project X* in the text or header.

4. Return to the `search1` folder viewer, and file the 23 selected messages into a new folder named `search2` (or any other unique name). Since the selected messages are only copies of the original messages, it does not matter if you retain them in the current folder.

5. Finally, switch to the new `search2` folder, and perform the last part of the search, looking for messages sent during the month of February, and containing the pattern *budget*. Assume that 3 messages match.

   Now you know that the 3 messages match all of your search criteria.

6. Since 3 messages is a manageable number, view each message to find the one in which you are interested.

7. When you are finished, delete the temporary folders that you created (*search1* and *search2*).

As you can see, this is a powerful method for performing complex searches. You can continue performing searches until you reach a manageable number of matches.

Sorting Messages

To help keep your messages organized, SecureMail lets you change the order in which messages are displayed in the folder viewer. A folder can have one of the following sort orders:

- By default, all folders use the *global sort order* (except for the *inbox* folder, which has its own default).

- You can override the default and set a *folder sort order* for individual folders.

---

1. You can automatically create a new folder while you file messages by typing the new folder name into the **File Into** dialog.

When you set a folder sort order you can

- Make it temporary, so the sort order remains in effect only until you exit SecureMail (or change the folder sort order again).

  OR

- Make it permanent, so the sort order remains in effect even after you exit and re-start SecureMail.

If you display the same folder in multiple folder viewers, you can set a different sort order for each viewer.

You can sort messages according to the following criteria:

Criteria	Sort Order
Date (sent or received)	Oldest message to newest message.
Subject (with or without "Re:")	Alphabetical.
Author	Alphabetical.
Size (lines or characters)	Smallest to largest.
Priority	`urgent`, `normal` (or no priority header), `non-urgent`.
Status	New (`N`), unread (`U`), other.

You can reverse the sort order for any criterion. For example, if you reverse the date sort order, then the messages are sorted from newest message to oldest message (that is, the newest messages are moved to the top of the list).

You can make the sort ignore case (*spot*, *Spot*, and *SPOT* are sorted to the same location) or you can make the sort case-sensitive (the order becomes *SPOT*, *Spot*, *spot*). In a case-sensitive sort, an uppercase letter always come before any lowercase letter (that is, the letter *W* comes before the letter *w* and also before the letter *a*).

Compound Sort

You can sort a folder according to a single criterion, such as the date sent, or you can combine several sort criteria into a compound sort. For example, you can sort according to

1. The message author, and

2. The message priority, and

3. The date sent.

The order of the criteria in the compound sort is important. SecureMail performs a sort according to the first criterion; then, if there are multiple messages with the same value, SecureMail sorts them according to the next criterion. SecureMail continues sorting until it runs out of sort criteria, or until there are no more messages with the same value.

For example, if a folder contains the following messages:
```
From: john@yoyodyne.com,  Priority: normal, Date: 03/01/95
From: steve@yoyodyne.com, Priority: normal, Date: 02/10/95
From: steve@yoyodyne.com, Priority: urgent, Date: 02/12/95
From: john@yoyodyne.com,  Priority: urgent, Date: 03/11/95
From: john@yoyodyne.com,  Priority: normal, Date: 02/23/95
```

1. SecureMail sorts the messages according to the author:
    ```
    From: john@yoyodyne.com,  Priority: normal, Date: 03/01/95
    From: john@yoyodyne.com,  Priority: urgent, Date: 03/11/95
    From: john@yoyodyne.com,  Priority: normal, Date: 02/23/95
    From: steve@yoyodyne.com, Priority: normal, Date: 02/10/95
    From: steve@yoyodyne.com, Priority: urgent, Date: 02/12/95
    ```

    There are three messages from `john`, and two from `steve`, so SecureMail continues with the next sort criterion.

2. SecureMail sorts the messages from `john` according to the message priority, then sorts the messages from `steve` according to the message priority:
    ```
    From: john@yoyodyne.com,  Priority: urgent, Date: 03/11/95
    From: john@yoyodyne.com,  Priority: normal, Date: 03/01/95
    From: john@yoyodyne.com,  Priority: normal, Date: 02/23/95
    From: steve@yoyodyne.com, Priority: urgent, Date: 02/12/95
    From: steve@yoyodyne.com, Priority: normal, Date: 02/10/95
    ```

    There are two messages from `john` with the same priority, so SecureMail continues with the next sort criterion.

3. SecureMail sorts the messages from `john` and with a priority of `normal` according to the date sent:
    ```
    From: john@yoyodyne.com,  Priority: urgent, Date: 03/11/95
    From: john@yoyodyne.com,  Priority: normal, Date: 02/23/95
    From: john@yoyodyne.com,  Priority: normal, Date: 03/01/95
    From: steve@yoyodyne.com, Priority: urgent, Date: 02/12/95
    From: steve@yoyodyne.com, Priority: normal, Date: 02/10/95
    ```

    Finally, there are no more search criteria (and no messages with the same values), so the folder is sorted.

Global Sort Order

Setting the global sort order:

1. Choose the **Options→Viewer Preferences** menu item. SecureMail displays the **Viewer Preferences** dialog:
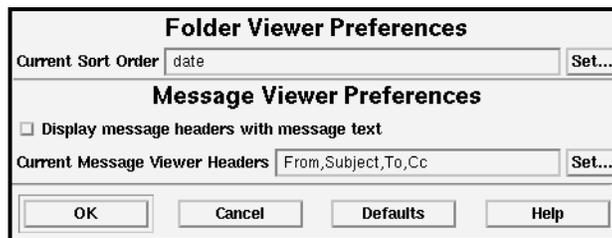
Figure 6-5: Viewer Preferences Dialog

The global sort order is shown in the **Current Sort Order** field.

2. Click the **Set** button next to the **Current Sort Order** field. SecureMail displays the **Folder Sort Order** dialog. The dialog contains the text *Default Folder Sort Order*:
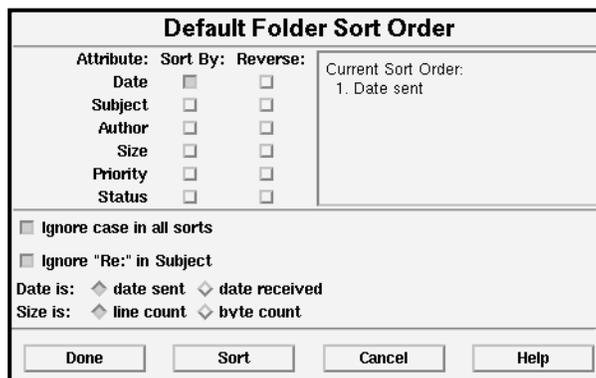
Figure 6-6: Folder Sort Order dialog for the global sort order.

3. Clear the current sort order by unselecting all of the **Sort By** and **Reverse** checkboxes. SecureMail clears the **Current Sort Order** text area.

4. Specify the sort criteria, in order, by selecting the **Sort By** checkboxes. SecureMail displays a description of the compound sort in the **Current Sort Order** text area.

5. Select the **Reverse** checkbox to reverse the sorted order for a single sort criterion. Unselect it to return to the default sorted order. SecureMail displays the text "(reverse)" in the **Current Sort Order** text area for the reversed criteria.

6. Select the **Ignore case in all sorts** checkbox to treat lower- and upper-case characters the same. Unselect it to make the sort case-sensitive.

7. Select the **Ignore "Re:" in Subject** checkbox if you are sorting according to subject and SecureMail should ignore the text "Re:". This text is automatically inserted by most mailer programs when you reply to a message.

8. If you are sorting according to the message date:

— Click the **date sent** radio button to sort according to the date on which the message was sent (the *Date* header field in the message).

OR

— Click the **date received** radio button to sort according to the date on which you received the message (the latest *Received* header field in the message).

9. If you are sorting according to the message size:

— Click the **line count** radio button to sort according to the size (in lines) of the message. The line count might be meaningless for messages with multimedia attachments).

OR

— Click the **byte count** radio button to sort according to the size (in characters) of the message.

10. Click the **Sort** button to test the sort in the **Folder Viewer** window. Examine the results and change the sort if necessary.

11. Click the **OK** button to accept the global sort order.

Folder Sort Order

By default, all folders use the global sort order (except the *inbox* folder); however, you can override the default by setting a sort order for an individual folder.

Setting the folder sort order:

To quickly (and permanently) sort a folder according to a single sort criterion:

1. Display the folder in the **Folder Viewer** window.

2. Choose one of the following menu items:

— **Sort➡By Date**
— **Sort➡By Subject**
— **Sort➡By Author**
— **Sort➡By Size**
— **Sort➡By Priority**
— **Sort➡By Status**

SecureMail sorts the folder according to the criterion that you chose.

To temporarily change a folder's sort order:

1. Display the folder in the **Folder Viewer** window.

2. Choose the **Sort➡Other** menu item. SecureMail displays the **Folder Sort Order** dialog:

Figure 6-7: Folder Sort Order dialog for the folder sort order

3. Unselect the **Use Default Sort Order** checkbox.

4. Click the **temporary** radio button.

5. Continue setting the sort options[1]. SecureMail uses the sort order only until you exit SecureMail, or until you change the sort order again.

To permanently change a folder's sort order:

1. Display the folder in the **Folder Viewer** window.

2. Choose the **Sort→Other** menu item. SecureMail displays the **Folder Sort Order** dialog (as illustrated in Figure 6-7).

3. Unselect the **Use Default Sort Order** checkbox.

4. Click the **permanent** radio button.

5. Continue setting the sort options[2].

To sort a folder according to the default global sort order:

1. Display the folder in the **Folder Viewer** window.

2. Choose the **Sort→Other** menu item. SecureMail displays the **Folder Sort Order** dialog (as illustrated in Figure 6-7).

3. Select the **Use Default Sort Order** checkbox.

4. Click the **OK** button. SecureMail returns the folder to the global sort order.

---

1. See step 3 of the activity *Setting the global sort order:* on page 42.
2. See step 3 of the activity *Setting the global sort order:* on page 42.

7 *Composing and Sending Messages*

This chapter describes how to compose messages and send them to other users. After you complete this chapter, you should be able to

- Create a new message from scratch, or by using an existing message as a basis for your message.

- Use the message composer to edit your message.

- Add headers to your message.

- Select the recipients for your messages.

- Automatically wrap the text of your message as you type it.

- Attach multimedia files to your message, or include text from a file into the body of your message.

- Check the spelling of your message text.

- Edit the message with another editor (such as *emacs* or *vi*).

- Close or cancel the message without sending it.

- Send the message and optionally append a signature to the message.

Composing Messages

Use one of the following methods to compose a message:

- Compose a new message from scratch.

- Reply to a message that someone previously sent to you.

- Forward an existing message to someone else.

- Resend an existing message to someone else.

- Use an existing message as a draft for your new message.

Composing a New Message

When you compose a new message from scratch, SecureMail creates a message with blank headers and a blank message body. You must supply all of the information for the message.

Composing a new message from scratch:

Activity

From a folder viewer or a message viewer:

- Click the **New Message** accelerator button.

  OR

- Choose the **Compose➜New Message** menu item.

SecureMail displays the **Message Composer** window, as illustrated in Figure 7-2.

Replying to a Message

You can reply to the messages that you receive, and send the reply to the person who sent you the message. You can optionally send the reply to any other users who received the message.

Replying to a message:

1. Display the message in a message viewer, or select one or more messages in a folder viewer.

2. To reply only to the person who sent the message, click the **Reply** accelerator button or choose one of the following menu items:

   — **Compose➜Reply➜To Sender**
   — **Compose➜Reply➜To Sender (Include Text)**

   OR

   To reply to the person who sent the message and to everyone who received the message, click the **Reply All** accelerator button or choose one of the following menu items:

   — **Compose➜Reply➜To All**
   — **Compose➜Reply➜To All (Include Text)**

SecureMail displays the **Message Composer** window, as illustrated in Figure 7-2. If you selected multiple message from a folder viewer, then SecureMail lets you reply to the messages one at a time.

Including Text from the Original Message

SecureMail lets you easily insert the text from the original message into the body of your reply. You can configure SecureMail to start your replies with a blank message body, or to automatically insert the text from the original message. When you use the **Reply** or **Reply All** accelerator button to compose a reply, SecureMail uses the default configuration.

To override the default, you can use the **Reply** menu items to compose a reply. The following menu items always compose a reply with a blank message body:

   — **Compose➜Reply➜To Sender**
   — **Compose➜Reply➜To All**

The following menu items always compose a reply with the text from the original message:

   — **Compose➜Reply➜To Sender (Include Text)**
   — **Compose➜Reply➜To All (Include Text)**

Also, at any time you are composing the reply, you can insert the original text into the message body.

Activity

Inserting text from the original message into a reply:

To automatically insert the original text when you compose a reply with the accelerator buttons:

1. Choose the **Options→Composer Preferences** menu item. SecureMail displays the **Composer Preferences** dialog:

2. Click the **Others** checkbox to open the **Other Preferences** menu.
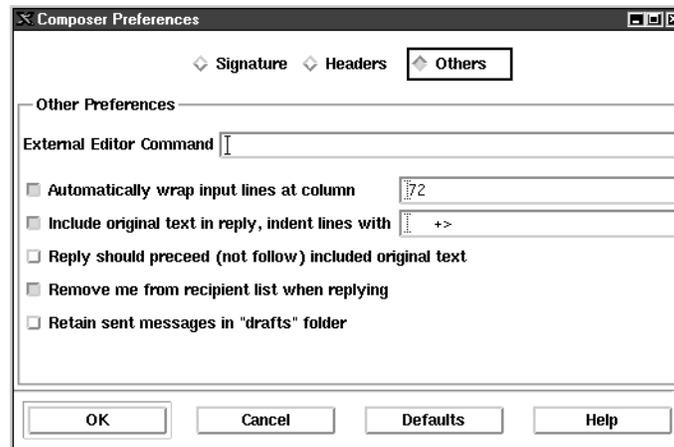
Figure 7-1: Composer Preferences dialog.

3. Select the **Include original text in reply** checkbox.

4. Type the reply prefix into the **Indent each line with** field. The default prefix is "> ".

5. Select the **Reply should preceed original text** checkbox. By default, the reply follows included original text.

6. Click the **OK** button. The next time you reply to a message, SecureMail automatically inserts the text of the original message, and places the reply prefix in front of each line in the message. SecureMail also places the address of the original author in front of the message text. For example:

```
John Manyjars <john_manyjars@yoyodyne.com> writes:
> Dear Steve:
> I must cancel our 11:00 meeting.
> Let's reschedule for next week.
>
> John Manyjars
> john_manyjars@yoyodyne.com
> (404) 555-3285
```

After you start composing the reply, to insert the original text into the message body:

1. Click on the text area of the message, and position the cursor at the point where you want to insert the text.

2. Choose the **Include→Original Text** menu item. SecureMail inserts the text from the original message at the insertion point.

Forwarding a Message

If you receive a message and want to send a copy to someone else, you can forward the message. When you forward a message, SecureMail uses some special formatting:

- SecureMail adds the address of the person who sent the original message to the subject. For example, if `steve@lectroid.com` sent the original message with the subject "`Meeting cancelled?`", then SecureMail uses the following subject for the forwarded message:

      Meeting cancelled? (Forwarded from steve@lectroid.com)

  You can, of course, change the subject when you start composing the message.

- SecureMail places the following markers around the original message, and inserts it into the body of your forwarded message:

      -------- Forwarded Message
      original message header and body
      -------- End of Forwarded Message

Forwarding a message:

1. Display the message in a message viewer, or select one or more messages in a folder viewer.

2. Click the **(Message Viewer)Forward** accelerator button or choose the **Compose→Forward** menu item.

SecureMail displays the **Message Composer** window, as illustrated in Figure 7-2. If you selected multiple message from a folder viewer, then SecureMail lets you forward the messages one at a time.

Quickly Forwarding a Message

The method described above is sufficient for forwarding a message when you want to add comments to the message; however, sometimes you want to forward the message without adding any comments. Instead of requiring you to compose each message, SecureMail provides an alternate method for quickly forwarding one or more messages.

Quickly forwarding a message:

1. Display the message in a message viewer, or select one or more messages in a folder viewer.

2. Choose the **Message→Forward** menu item. SecureMail prompts for the addresses to which you want to forward the message.

3. Type in the recipients' addresses. Separate multiple addresses with a comma character.

4. Click the **OK** button to forward the messages.

Resending a Message

When you forward a message, SecureMail changes the message header and body:

```
From: your_address@yoyodyne.com
Subject: Meeting cancelled? (Forwarded from steve@lectroid.com)
To: john@yoyodyne.com

-------- Forwarded Message
original message header and body
-------- End of Forwarded Message
```

If you don't want to change the message header and body, you can *resend* the message instead. The recipient of the resent message sees the same message that you received, with the exception of some special `Resent-To` and `Resent-From` header fields.

Resending a message:

1. Display the message in a message viewer, or select one or more messages in a folder viewer.

2. Choose the **Message→Resend** menu item. SecureMail prompts for the addresses to which you want to resend the message.

3. Type the recipients' addresses. Separate multiple addresses with a comma character.

4. Click the **OK** button to forward the messages.

Using a Message as a Draft

If you previously closed a message that you were composing and saved it in the *drafts* folder[1], SecureMail lets you resume composing the message. This is called using the message as a draft.

You can also use any message you receive as a draft for a new message. SecureMail uses as much information as possible from the original message to create the new message for you to compose.

Using a message as a draft:

1. Display the message in a message viewer, or select one or more messages in a folder viewer.

2. Choose the **Compose→Use as Draft** menu item.

SecureMail displays the **Message Composer** window, as illustrated in Figure 7-2. If you selected multiple message from a folder viewer, then SecureMail lets you compose the messages one at a time.

---

1. See *Closing or Cancelling the Message* on page 58.

Understanding the Message Composer
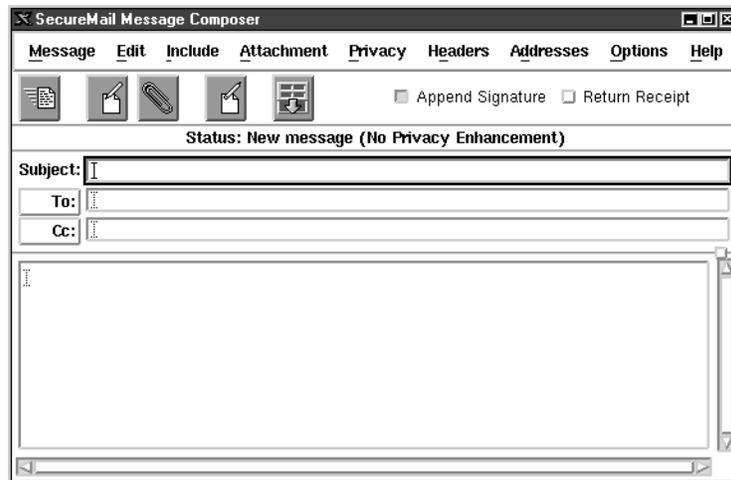
Figure 7-2: Message Composer window.

The **Message Composer** window consists of the following parts:

- The menu bar and accelerator buttons let you select SecureMail commands and options.

- The **Status** line displays information about the message you are composing.

  If you are composing multiple messages (for example, if you selected multiple messages from the folder viewer and then clicked the **Reply** accelerator button) then the **Status** line displays the number of the current message, and the total number of messages that you are composing. For example:
  ```
  Reply 2 of 3
  ```

- The header fields contain the message headers. See the section *Adding Headers* below.

- The message text area contains the body of the message. You can type your message here, cut and paste from other messages, and insert the contents of text files.

- The attachment panel, if present, contains an icon for each attachment in the message. See the section *Including Files* below.

Adding Headers

By default, the message composer contains the following header fields:

- The **Subject** header field contains a description of the message.

- The **To** header field contains the primary recipients of the message.

- The **Cc** (carbon copy) header field contains the secondary recipients of the message.

You can add additional header fields to the message by choosing a header from a list, or by typing the name of a custom header. You can also change the default headers that SecureMail displays in the message composer, as described in the section *Customizing SecureMail* on page 89.

Some of the additional message headers are as follows:

- The **Bcc** header contains additional recipients of the message, but their identities are hidden from the other message recipients.

- The **Fcc** header contains the name of a folder into which SecureMail files a copy of the outgoing message.

- The **Reply-To** header contains an address to which replies to your message should be sent.

- The **Priority** header contains the `urgent`, `normal`, or `non-urgent` keywords.

- The **Keywords** header contains a comma-separated list of words that describe the contents of your message.

Adding a header to the message:

To quickly add one of the most frequently-used headers:

- Choose one of the following menu items:

    — **Headers➝To**
    — **Headers➝Subject**
    — **Headers➝Cc**
    — **Headers➝Bcc**
    — **Headers➝Fcc**
    — **Headers➝Reply-To**
    — **Headers➝Priority**
    — **Headers➝Keywords**

To add any other header to the message:

1. Choose the **Headers➝Others** menu item. SecureMail displays a list of headers.

2. Click on the name of a header from the list, or type the name of a custom header into the **Enter header name** field.

    Header names must contain only alphanumeric characters or the dash (-) character. You cannot use spaces in the header name. Also, you should append the text "`x-`" to the beginning of any non-standard header. For example, instead of using the header `company-branch`, you should instead use `x-company-branch`. This will prevent your custom header from conflicting with any future additions to the standard headers that are recognized by all mailer programs.

3. Click the **OK** button to add the header. SecureMail returns to the message composer and adds a field for the header.

For more information, see the section *Setting the Default Mail Headers* on page 92.

Specifying Addresses

You can specify the following types of addresses as recipients of your message:

- The **To** header contains the primary recipients of the message. You must specify at least one address for this header.

- The **Cc** (carbon copy) header contains the secondary recipients of the message. This header is optional.

- The **Bcc** (blind carbon copy) header contains additional recipients of the message, but their identities are hidden from the other message recipients. This is useful if you do not want the other recipients of the message to know that you are sending a copy of the message to these addresses. This header is optional.

When you specify multiple addresses for a header, you must separate the addresses with a comma character (`,`). For example:

```
To:   fred@lectroid.com, debbie@lectroid.com
Cc:   john@yoyodyne.com, steve@yoyodyne.com
Bcc:  lawyer@yoyodyne.com
```

To specify the addresses for these headers, you can type the addresses directly into the header fields, or you can use the address book to select addresses by name or alias. For information on configuring the SecureMail address book, see the section *Managing Addresses* on page 63.

Specifying addresses:

To type an address directly into the header field:

- Click on the field for the **To**, **Cc**, or **Bcc** header and type the addresses into the field. For multiple addresses, separate each address by a comma character.

You can also type some special abbreviations in the header fields, to make SecureMail search through your address book and "expand" the abbreviation into the complete address.

- To make SecureMail expand an alias into a complete address, type the alias followed by a comma character (`,`).

- To make SecureMail expand a name into a complete address, type a unique abbreviation of the name (first name, space, last name) followed by a semi-colon character (`;`). For example, if your address book contains the following names:

  — John Manyjars
  — John Murphy
  — John Smith

  Then you can type "`john mu;`" to make SecureMail expand the name into John Murphy's address. If you type "`john;`" or "`john m;`" then SecureMail beeps to indicate that the abbreviation is not unique, or that the abbreviation does not match any entries in your address book.

When SecureMail expands an abbreviation, it automatically places a comma character (,) after the address, so you can continue typing additional addresses. If you instead move to the next field, SecureMail automatically removes the comma from the end of the line.

To select addresses from your address book:

1. Display the address book:

   — Click the **To** button, or
   — Click the **Cc** button, or
   — Click the **Bcc** button, or
   — Choose the **Address→Select** menu item.

   SecureMail displays the **Select Addresses** dialog:
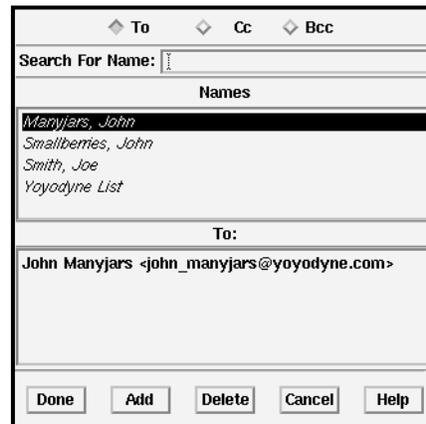
Figure 7-3: Select Addresses dialog.

This dialog lets you modify the **To**, **Cc**, and **Bcc** headers. You can add addresses from the list, and you can delete individual addresses that are already in the headers. SecureMail automatically ensures that the headers remain in the correct format (with commas between multiple addresses).

2. Select the type of header that you want to modify:

    — Click the **To** radio button, or
    — Click the **Cc** radio button, or
    — Click the **Bcc** radio button.

When you switch to a different header, SecureMail automatically updates the header that you were previously editing. For example, if you were modifying the **To** header, and then you clicked the **Cc** radio button, then SecureMail updates the **To** header in the message composer.

3. To search for a name in the list, or to switch to another alphabetical page[1] in the address book:

    a. Type the first letter of the person's last name into the **Search For Name** field. SecureMail selects the first item in the **Names** list that matches the letter, or switches to the alphabetical page for the letter.

    b. Continue typing letters until you locate the name.

When you get close to the name, you can press the Tab key to move the keyboard focus to the **Names** list, then use the arrow keys to select the correct name. Press the Return key to add the address to the header.

4. To add an address to the header:

    — Double-click on the name, or
    — Click on the name, then click the **Add** button.

SecureMail adds the address to the header list.

5. To remove a name from the header:

---

1. See *Splitting the Address Book into Alphabetical Pages* on page 69.

      a.   Click on the name in the dialog's lower list area (the **To:**, **Cc:**, or **Bcc:** text area).

      b.   Click the **Delete** button.

SecureMail removes the address from the header list.

6.   Click the **Done** button to return to the message composer.

SecureMail updates the header that you were editing.

Wrapping the Message Text

SecureMail can automatically *wrap* the text of your message: when you type beyond a certain column, SecureMail can automatically move the cursor to the next line.

Automatically wrapping the message text:

To configure SecureMail to automatically wrap your message text:

1.   Choose the **Options→Composer Preferences** menu item. SecureMail displays the **Composer Preferences** dialog, as illustrated in Figure 7-1.

2.   Click the **Others** checkbox to open the **Other Preferences** menu.

3.   Select the **Automatically wrap input lines** checkbox.

4.   Type the column number (at which SecureMail should wrap text) into the **column** field.

5.   Click the **OK** button to accept your changes.

SecureMail now automatically wraps the text that you type into the message composer's text area. When you delete text, SecureMail attempts to automatically re-wrap the text until the end of the paragraph (where a paragraph ends with a blank line or a line that begins with whitespace).

SecureMail does not automatically wrap lines that begin with your reply prefix ("> " by default).[1]

Re-wrapping Text

You can also select a region of text and re-wrap it. SecureMail wraps the text one paragraph at a time (where the end of a paragraph is a blank line or a line that begins with whitespace).

Re-wrapping the message text:

1.   Select the text in the composer window. For best results select an entire paragraph.

2.   Choose the **Edit→Wrap Selection** menu item. SecureMail wraps the selected text.

---

1. See *Including Text from the Original Message* on page 46.

Including Files

You can type as much text as necessary into the message body; however, you might want to add information from other sources:

- To add text from a file on your system, you can *include* the file into the body of your message.

- To add a binary file to your message, or to add a text file that you don't want to include in the body of the message, you can *attach* the file to your message. For information on attaching files, see the section *Multimedia and MIME* on page 71.

Note: As described previously, when you reply to a message you can also include the text from the original message. For more information, see the section *Including Text from the Original Message* on page 46.

Activity **Including text from a file:**

You can insert the text from a file into the body of your message. After you insert the text, you can continue editing the message.

1. Click on the text area of the message, and position the cursor at the point where you want to insert the text.

2. Choose the **Include→File** menu item. SecureMail prompts for a filename.

3. Select the name of a text file and click the **OK** button.

SecureMail inserts the file at the insertion point. If SecureMail encounters non-printable characters in the file, it stops inserting the text.

Checking for Spelling Errors

SecureMail provides an interface to the popular *ispell* spelling checker.

Activity **Checking for spelling errors:**

1. Compose the message.

2. Choose the **Edit→Check Spelling** menu item. SecureMail displays the following dialog:
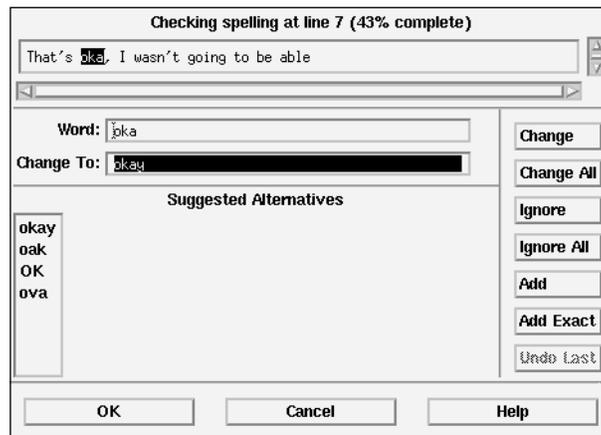
Figure 7-4: Check Spelling dialog.

The dialog contains the following controls:

— A text area which contains your message body.

— A field for the misspelled word.

— A field for the correctly-spelled word.

— A list of possible alternatives for the misspelled word.

— Control buttons that allow you to modify the message text.

SecureMail automatically searches for and displays the first misspelled word.

3.   To replace a misspelled word:

a.   Place the correct spelling into the **Change to** field, by typing it into the field, or selecting it from the list of **Suggested Alternatives**.

b.   Click the **Change** button or press Return in the **Change to** field to replace a single occurrence of the misspelled word,[1] or click the **Change All** button to replace all occurrences.

If you incorrectly replace a word, you can click the **Undo Last** button to erase your last change.

SecureMail continues by searching for the next misspelled word.

4.   If SecureMail finds an unknown word in the message text, but the word is actually correct, then you can ignore the word and continue checking, or you can add the word to a personal dictionary file (to ensure that future spelling checks will recognize the word as a correct spelling).

— To ignore the word, click the **Ignore** or **Ignore All** buttons.

---

1. You can also double-click on a word from the list of **Suggested Alternatives** to replace a single occurrence of the misspelled word.

— To add the word to your personal dictionary[1], click the **Add** button to accept the word in capitalized or uncapitalized form (that is, `spell` or `Spell`, but not `sPell`), or click the **Add Exact** button to accept the word only when it matches the exact case of the selected word (for example, `NASA` but not `nasa` or `Nasa`).

SecureMail continues by searching for the next misspelled word.

5. SecureMail displays the following message when it can find no more misspelled words:

Spelling checking complete, press "OK" to accept changes.

Click the **OK** button to accept your spelling corrections, or click the **Cancel** button to discard your changes. If you are using SecureMail's automatic spelling check before sending a message, then SecureMail sends the message after you click **OK**, or returns to the composer if you click **Cancel**.

For additional information, see the section *Setting the Spelling Checker Options* on page 91.

Using an External Editor

Instead of using the message composer, you can use an external editor such as *emacs* or *vi* to edit your message text. When you finish editing the message, SecureMail returns you to the message composer. You must use the message composer window to complete the message headers, attach files to your message, and send the message.

To use an external editor, you must

- Set the editor command in the composer global preferences.

  OR

- Exit SecureMail, set the `EDITOR` environment variable[2], and restart SecureMail. Set the variable to the name of your editor command (for example, `emacs` or `vi`).

See the section *Setting the Editor Command* below for more information.

Using an external editor:

1. Start composing the message.

2. Click the **External Editor** accelerator button or choose the **Edit→Editor** menu item. SecureMail removes the message composer, creates a file that contains only the message text, and invokes your editor.

   If the editor command fails, SecureMail displays an error dialog and redisplays the message composer.

3. Use the editor to modify the message text.

4. Save the file and exit the editor. SecureMail displays the message composer with the updated message text.

---

1. See *Setting the Spelling Checker Options* on page 91.
2. For instructions on setting environment variables, see the section *Setting Environment Variables* on page 89.

Setting the Editor Command

You can set the editor command in the composer preferences, or you can let SecureMail construct a command from the $EDITOR environment variable. To ensure that the constructed command has a window in which to run, SecureMail uses an xterm window to run the editor command. For example, if your editor is *vi*, then SecureMail constructs a command like the following:

```
xterm -e vi filename
```

There is one exception to this rule. Since the *emacs* editor opens its own window, SecureMail does not use an xterm window to run the emacs command.

If you set the editor command in the composer preferences, SecureMail does not use an xterm window to run the command.

Setting the editor command:

1. Choose the **Options→Composer Preference** menu item. SecureMail displays the **Composer Preferences** dialog, as illustrated in Figure 7-1.

2. Click the **Others** checkbox to open the **Other Preferences** menu.

3. Type the command into the **External Editor Command** field. As in the print command[1], you can specify %m in the command, and SecureMail replaces it with a filename to edit. For example, if you type the following command:
    ```
    xterm -e myeditor %m
    ```
    then SecureMail runs the following command:
    ```
    xterm -e myeditor filename
    ```
    If you do not specify %m in the command, SecureMail appends a filename to the end of the command. For example, if you type the following command:
    ```
    xterm -e myeditor
    ```
    then SecureMail runs a command like the following to edit the message:
    ```
    xterm -e myeditor filename
    ```

4. Click the **OK** button to accept your settings.

Closing or Cancelling the Message

You can *close* the message if you decide that you don't want to send it, or if you want to temporarily stop composing the message and return to it later[2].

If you are composing multiple messages (for example, if you select multiple messages from a folder viewer and then press the Reply button), then when you close a message, SecureMail does not continue composing the remaining messages; however, you can *cancel* the message to stop composing the current message but continue with the others.

Closing or cancelling a message:

To close a message (and stop composing any remaining messages):

---

1. See *Printing Messages* on page 32.
2. See *Using a Message as a Draft* on page 49.

1. In the message composer, click the **Close** accelerator button, or choose the **Message→Close** menu item. If the message body contains text, SecureMail prompts you to save the message in the **drafts** folder.

2. Click one of the following buttons:

    — **Yes** to close the message composer and file the message in the *drafts* folder.

    — **No** to close the message composer without filing the message, after which you cannot retrieve the message.

    — **Cancel** to return to the message composer.

To cancel a message, and continue composing any remaining messages:

1. In the message composer, choose the **Message→Cancel** menu item. If the message body contains text, SecureMail prompts you to save the message in the **drafts** folder.

2. Click the **Yes**, **No**, or **Cancel** button as described above. SecureMail continues composing messages.

Sending the Message

When you finish composing the message, you can send it to the addresses listed in the **To**, **Cc**, and **Bcc** headers.

Sending the message:

- Click the **Send** accelerator button or choose the **Message→Send** menu item.

SecureMail sends the message to the mail transfer agent on your host[1]. The mail transfer agent is responsible for delivering the message. If there are problems sending your message, such as an incorrect address, the mail transfer agent sends you a message that explains the problem.

Appending a Signature

When you finish composing a message, you probably want to add some information about yourself to the end of the message. For example:

```
Steve:

I must cancel our 11:00 meeting.  Can we meet tomorrow instead?

John Manyjars
john_manyjars@yoyodyne.com
(404) 555-3285
```

Instead of typing this personal information for each message you send, SecureMail lets you define it in one location, and automatically appends it to your outgoing messages.

---

1. Or to the host specified as your mail delivery host. For more information, see the section *Using a Remote Host for Mail Services* on page 100.

Appending a signature:

To define your signature information:

1. Choose the **Options➞Composer Preferences** menu item. SecureMail displays the **Composer Preferences** dialog, as illustrated in Figure 7-1.

2. Select the **Signature** checkbox to open the **Signature Preferences** menu.

3. Select the **Automatically include editable signature text in new compositions** checkbox to view and modify (if needed) the signature for each mail. The default is to **Invisibly append signature text to outgoing mail**. You may choose to turn both options off, if you wish.

4. Type your signature information into the field directly below the checkbox.

5. Click the **OK** button.

   When you compose a message, the **Append Signature** checkbox is selected in the message composer's accelerator bar, and the **Options➞Automatically Append Signature** menu item is selected.

To turn off the signature for an individual message:

- Unselect the **Append Signature** checkbox in the message composer's accelerator bar, or unselect the **Options➞Automatically Append Signature** menu item.

To turn off the signature for all messages:

1. Choose the **Options➞Composer Preferences** menu item. SecureMail displays the **Composer Preferences** dialog, as illustrated in Figure 7-1.

2. Unselect the **Automatically append signature to outgoing mail** checkbox.

3. Click the **OK** button.

Keeping the Draft

By default, SecureMail automatically removes the message from the *drafts* folder after you send it. However, you can instruct SecureMail to retain a copy of the message in the *drafts* folder. You can later use the draft to compose a new message[1].

Keeping the draft after you send a message:

To retain a copy of the message in the *drafts* folder:

- Choose the **Options** menu item. Select the **Keep draft after send** checkbox. SecureMail copies the message into the *drafts* folder when you send the message.

- To set the default so that every message you send is saved in the drafts folder click on the **Options➞Composer Preferences** menu item and select the **Retain sent messages in drafts folder** checkbox.

---

1. See *Using a Message as a Draft* on page 49.

Filing a Copy of the Message

When you send a message, SecureMail can automatically file a copy of the message into a folder. For example, you can create a *sent* folder to store copies of the messages that you send.

You can configure SecureMail to file all outgoing messages into a single folder, or your can specify different folders for individual messages.

Filing a copy of outgoing messages:

To file a copy of a single outgoing message:

1. While composing the message, add the *Fcc* header (File carbon copy) to the message by choosing the **Headers→Fcc** menu item. SecureMail adds a field for the *Fcc* header.

2. Type the name of a folder into the **Fcc** field. It can be an existing folder or a new folder name.

3. When you send the message, SecureMail automatically files a copy of the message into the folder.

   If the folder does not exist, SecureMail prompts you to create the folder. Click one of the following buttons:

   — **Yes** to create the folder, file the message, and send the message.
   — **No** to send the message without creating the folder or filing the message.
   — **Cancel** to return to the message composer without sending the message.

To file a copy of all outgoing messages:

1. Choose the **Options→Composer Preferences** menu item. SecureMail displays the **Composer Preferences** dialog, as illustrated in Figure 7-1.

2. Select the **Headers** checkbox to open the **Header Preferences** menu.

3. Add the **Fcc** header to the list of **Current Composer Message Headers** if it is not already present:

   a. Click the **Set** button. SecureMail displays the **Composer Headers** dialog:
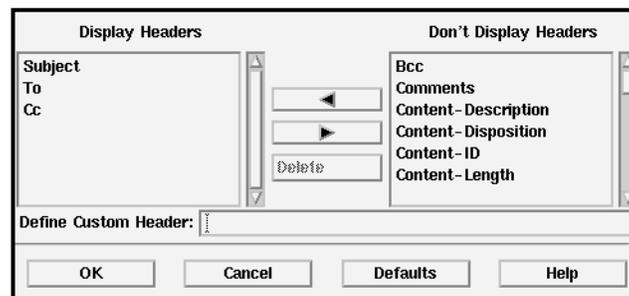
Figure 7-5: Composer Headers dialog.

   b. Click on the `Fcc` header in the **Don't Display Headers** list.

   c. Click the left arrow button between the two lists. SecureMail moves the `Fcc` header into the **Display Headers** list.

   d. Click the **OK** button and return to the **Composer Preferences** dialog.

4. In the **Default Composition Header Values**, type the folder name into the **Fcc** field.

5. Click the **OK** button.

SecureMail automatically adds the **Fcc** field to any messages that you compose, and places the folder name in the field. You can override the default by typing another folder name into the field, or by erasing the folder name in the field.

SecureMail uses an *address book* to help you manage addresses. When you compose and send messages, you can select addresses from your address book instead of typing them into the *To*, *Cc*, and *Bcc* header fields. The section *Specifying Addresses* in the previous chapter described how to select addresses from your address book. This chapter describes how to create and maintain your address book. After you complete this chapter you should be able to:

- Identify the types of entries in a SecureMail address book, and locate the files in which SecureMail stores the address book.

- Add an entry to the address book.

- Change an entry in the address book.

- Delete an entry from the address book.

- Save the address book.

- Split the address book into alphabetical pages.

Understanding the Address Book

An address book consists of entries which can be *individual* entries or *list* entries. An individual entry consists of the following information:

- The *last name* is required, since SecureMail uses it to sort the address book. For example: `Smith`.

- The *first name* is optional. For example: `John`.

- The *address* is an e-mail address. For example: `jsmith@yoyodyne.com`.

- The *alias* is a unique[1] abbreviation for the address book entry. For example, `jsmith`.

- The *notes* contain additional information that you want to associate with the entry. For example: `Marketing representative from Yoyodyne`.

A list entry consists of the following information:

- The *list name* is required, since SecureMail uses it to sort the address book. To easily distinguish list entries from individual entries, it is recommended that you use the word "list" as part of the list name. For example: `Marketing List`.

- The *alias* is a unique abbreviation for the address book entry. It is not required unless you plan to include the list in another list, but it is recommended. For example, `market`.

---

1. SecureMail does not require aliases to be unique, but it is recommended that you use unique aliases. When searching for an alias, SecureMail uses the first match it encounters.

- The *members* are the individual addresses (or address book aliases) in the list. For example:

  — `jsmith`

  — `ljones@yoyodyne.com`

  — `rnelson@yoyodyne.com`.

Address Book Files

The address book is stored in the following files:

- Your *personal* file contains entries for your personal use.

- The *site* file contains addresses for use by all of the users on your host. You can modify the entries in the site file only if you have write access to the file.

SecureMail combines the entries in these files into a single address book.

Adding an Entry

You can add individual entries or list entries to your address book.

Adding an Individual Entry

Adding an individual entry to the address book:

1. Choose the **Addresses➞Address Book** menu item. SecureMail displays the **Address Book** dialog:
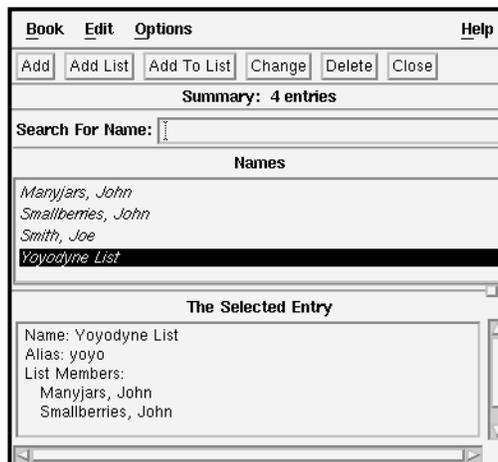
Figure 8-1: Address Book dialog.

2. To add the entry to your personal file, click the **Add** button, or choose the **Edit→Add Entry** menu item.

    OR

    To add the entry to the site file, choose the **Edit→Add Site Entry** menu item. This menu item is grayed out if you do not have permission to modify the site file.

    SecureMail displays the **Add Entry** dialog:

Figure 8-2: Add Entry dialog.

3. Type the last name, first name, address, alias, and notes into the fields. Only the **Last Name** field is required.

4. Click the **Done** button to add the entry and return to the address book.

    OR

    Click the **Add** button to add the entry, clear the dialog, and continue adding additional entries.

5. Close the address book and save your changes, as described below in the section *Saving Your Changes*.

Adding an Individual Entry from a Message

The message viewer provides a shortcut to let you quickly add an entry for a person who sent you a message.

Adding an entry from a message:

1. Display the message in a message viewer.

2. Choose the **Addresses→Add Sender to Book** menu item.

    SecureMail displays the **Address Book** dialog (Figure 8-1) and the **Add Entry** dialog (Figure 8-2). SecureMail attempts to complete the **Add Entry** dialog with information from the message.

3. Verify the information in the **Add Entry** dialog, or type additional information. Click the **Done** button to add the entry.

4. Close the address book and save your changes, as described below in the section *Saving Your Changes*.

Adding a List Entry

This section describes how to add a list entry to the address book, and how to add and remove members from the list.

Adding a list entry to the address book:

1. Choose the **Addresses→Address Book** menu item. SecureMail displays the **Address Book** dialog, as illustrated in Figure 8-1.

2. To create a new list entry for your personal file, click the **Add List** accelerator button or choose the **Edit→Add List Entry** menu item.

   OR

   To create a new list entry for your personal file, and automatically add some members that are already in the address book:

   a. Select the entries to be members of the new list entry.

   b. Click the **Add To List** accelerator button or choose the **Edit→Add To List** menu item.

   OR

   To create a new list entry for the site file, choose the **Edit→Add Site List Entry** menu item.

   SecureMail displays the **Add Mailing List** dialog:

Figure 8-3: Add Mailing List dialog.

3. Type the list name and alias into the fields. Only the **List Name** field is required.

4. To add members to the list:

— Type an alias into the **Add List Member** field and press `Return`. SecureMail adds the alias to the list members, and, if possible, displays an address next to the alias[1].

OR

— Type an address into the **Add List Member** field and press `Return`. SecureMail adds the address to the list members.

OR

— Switch to the **Address Book** dialog and select one or more names[2], then click the **Add To List** accelerator button. SecureMail adds the selected entries to the list members. Switch back to the **Add Mailing List** dialog.

OR

To remove members from the list:

   a. Select the members that you want to remove.
   b. Click the **Delete** button.

5. Click the **Done** button to create the list entry and return to the address book.

OR

Click the **Add** button to create the list entry, clear the dialog, and continue adding additional list entries.

6. Close the address book and save your changes, as described below in the section *Saving Your Changes*.

Changing an Entry

After you create an individual entry or a list entry, you can modify it. For example, you can add additional members to a list entry.

Changing an entry:

1. Choose the **Addresses→Address Book** menu item. SecureMail displays the **Address Book** dialog, as illustrated in Figure 8-1.

2. Select the entries that you want to change.

3. Click the **Change** button or choose the **Edit→Change** menu item. If you are changing a site entry, SecureMail displays a dialog with the following choices:

— Change site-wide entry

Select this option to change the entry in the site file. You can select this option only if you are authorized to change the site file.

---

1. When you use an alias as a member of a list, SecureMail stores only the alias in the address book. If you later change the address that corresponds to the alias, then SecureMail automatically uses the new address when you send a message to the list.
2. Each name you select must contain an alias or an address.

— Override in personal address book

Select this option to add the entry to your personal address book, and use the personal entry to override the site entry[1].

— Add additional personal entry

Select this option to add the entry to your personal address book, without overriding the site entry.

SecureMail displays a **Change Entry** dialog for the first individual entry that you selected, and another dialog for the first list entry that you selected.

4. Change the entry, using the methods described in the previous section *Adding an Entry*.

5. Click the **Done** button. SecureMail moves to the next entry that you selected. After you change all of the entries, SecureMail returns to the address book.

6. Close the address book and save your changes, as described below in the section *Saving Your Changes*.

Deleting an Entry

Deleting an entry:

1. Choose the **Addresses→Address Book** menu item. SecureMail displays the **Address Book** dialog, as illustrated in Figure 8-1.

2. Select the entries that you want to delete.

3. Click the **Delete** button. SecureMail removes the entries from the list.

4. Close the address book and save your changes, as described below in the section *Saving Your Changes*.

Saving Your Changes

When you make changes to the address book, you must save your changes. If you do not save the address book, your changes remain in effect only until you exit SecureMail.

Saving your changes:

To close the address book and save your changes:

---

1. SecureMail uses the address to determine which site entry to override. If you change the address, then the personal entry will no longer override the site entry.

1. Click the **Close** accelerator button on the **Address Book** dialog, or choose the
   Book→Close menu item. If you have made changes to the address book, SecureMail
   prompts you to save the address book.

2. Click the **Yes** button.

To save your changes without closing the address book, choose the **Book→Save** menu item.

Splitting the Address Book into Alphabetical Pages

If your address book is extremely large, you can split it into alphabetical pages. To switch to a page,
type a letter in the **Search for name** field. For example, if you type the letter "a" into the field, then
SecureMail displays all of the names that begin with the letter "a".

Activity

Splitting the address book:

1. Choose the **Addresses→Address Book** menu item. SecureMail displays the
   Address Book dialog, as illustrated in Figure 8-1.

2. Select the **Options→View as Separate Pages** menu item to split the address book, or
   unselect it to view the address book as one page.

3. Exit and restart SecureMail.

9

Multimedia and MIME

In addition to text, SecureMail lets you attach non-text files to your message, such as pictures, digital audio and video, spreadsheets, and other types of non-text files.
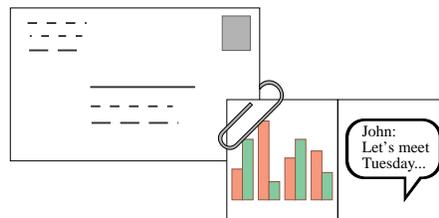
Figure 9-1: Multimedia Attachments

To view the attachments, the recipient of the message must have a mailer that understands messages in the MIME format, and an application that can display the attachment.

After you complete this chapter you should be able to:

- Identify MIME messages.

- Attach files to a message that you are composing.

- View text files that are attached to a message that you are reading.

- Save files that are attached to a message that you are reading.

Understanding MIME

MIME (Multipurpose Internet Mail Extensions) is the standard that allows you to send and receive messages with file attachments. Both the sender and the receiver of the message must have a mailer that understands MIME format messages.

The following is an example MIME message:

```
From: John Smallberries <john_s@yoyodyne.com>
Mime-Version: 1.0
Content-Type: multipart/mixed;
        boundary="yradnuoB98euqinU76A54sI32sihT10=05/08/95:11:22:09"
Content-Transfer-Encoding: 7bit
Subject: mime message
To: john_manyjars@yoyodyne.com


THIS IS A MESSAGE IN 'MIME' FORMAT. Your mail reader does not support MIME.
Read the first section, which is plain text, and ignore the rest.


--yradnuoB98euqinU76A54sI32sihT10=05/08/95:11:22:09
Content-Disposition: inline
```

```
This is the message body.
--yradnuoB98euqinU76A54sI32sihT10=05/08/95:11:22:09
Content-Type: application/octet-stream; name="test.txt"
Content-Transfer-Encoding: base64
Content-Disposition: attachment; filename="test.txt"

VGhpcyBpcyBhIHRleHQgYXR0YWNobWVudC4=

--yradnuoB98euqinU76A54sI32sihT10=05/08/95:11:22:09
Content-Type: application/octet-stream; name="test.gif"
Content-Transfer-Encoding: base64
Content-Disposition: attachment; filename="test.gif"

R0lGODdhCgAKAIAAAAAAAP///ywAAAAACgAKAAACEwyCiacK9liKRjZzZ8abvRZZWQEAOw==

--yradnuoB98euqinU76A54sI32sihT10=05/08/95:11:22:09--
```

Attaching Files

You can attach any file to your message. The file can be a text file, or it can be a binary file such as a graphics file, spreadsheet, or word processing document. When SecureMail sends a message with attachments, it converts the message to MIME format.

Attaching files to a message:

To attach a file to a message that you are composing:

1. Choose the **Attachment➞Attach** menu item. SecureMail displays the **Import Attachment** dialog:
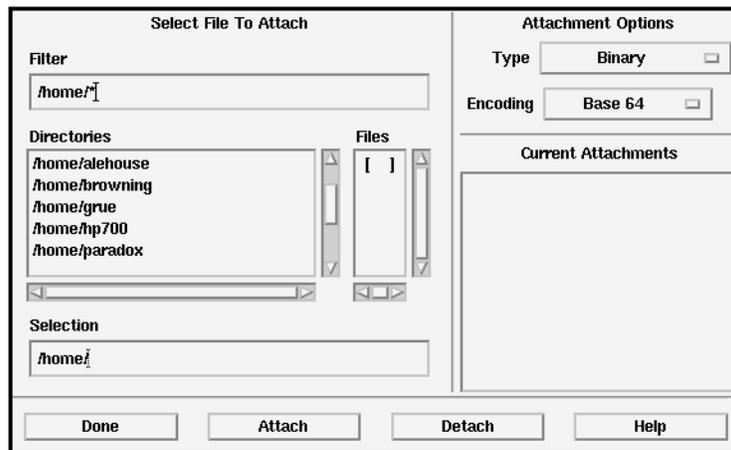
Figure 9-2: Import Attachment dialog.

2. Select a file that you want to attach to the message.

3. Click the **Type** option button to display a list of file types. Click on the name of the file type for your file. For example, select **GIF** if your file is a GIF graphics file. If your file is not one of the listed type, click on **Binary**.

4. SecureMail automatically sets the appropriate encoding for the file type, but you can select a different encoding by clicking the **Encoding** option button to display a list of encoding methods. Click on the name of an encoding method. If the attachment file contains non-printable text or binary data, it is best to use Base64 encoding.

5. Click the **Attach** button. SecureMail adds the filename and the attachment options to the **Current Attachments** list.

6. Return to step 2. to attach additional files,

   OR

   Click the **Done** button when you have attached all of the files. When you return to the message composer, the attachments are displayed as icons in the attachment panel.

To remove an attachment from the message:

1. Choose the **Attachment→Attach** menu item. SecureMail displays the **Import Attachment** dialog, as illustrated in Figure 9-2.

2. Click on the attachment filename in the **Current Attachments** list.

3. Click the **Detach** button. SecureMail removes the filename from the list.

4. Return to step 2. to detach additional files,

   OR

   Click the **Done** button to return to the message composer.

Viewing Attachments

When you receive a message with multimedia attachments, SecureMail gives the message a status of M. When you view the message, the attachments appear at the bottom of the message viewer:
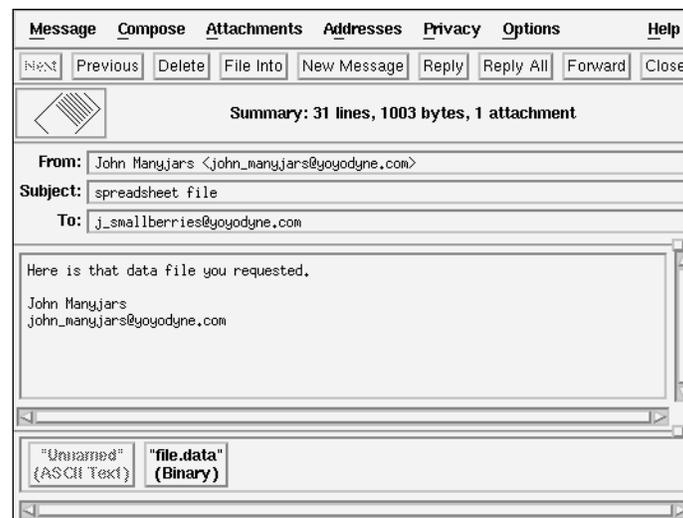
Figure 9-3: Message Viewer with attachments.

SecureMail automatically attempts to display the first part of the message (if it is text). The first part of a MIME message is usually the message body. To display other attachments, click on the icon for the attachment:

- If it is a text attachment, SecureMail displays the text in the message viewer, and grays out the icon.

- If it is a non-text attachment, SecureMail starts a viewer application to display the attachment. If no viewer is configured for the attachment type, then SecureMail displays the **Save Attachment** dialog.

Viewer Applications

SecureMail uses a *mailcap* file to determine which viewer to run for a specific attachment type. For example, if you click on the icon for a GIF attachment, SecureMail looks in the mailcap file for the *image/gif* file type, which (by default) maps to the *xv* utility. SecureMail then decodes the attachment and displays it with the *xv* utility.

The format of the mailcap file is described in Internet RFC 1524. Briefly, the mailcap file contains lines like the following:

```
type/subtype ; viewer
```

type	The type of file. For example, `text`, `audio`, `image`, `application`, and so forth.
subtype	The subtype depends on the type. It can be `"*"` to indicate all subtypes. For example, `image/gif` or `image/*`.
viewer	Viewer command. Use `%s` to represent the attachment filename. For example, `xv %s`.

SecureMail uses the `$MAILCAPS` environment variable to find the mailcaps file. This variable contains a colon-separated list of filenames; SecureMail searches the files in the order specified. By default, the `$MAILCAPS` environment variable contains the following filenames:

- `$HOME/.mailcap`
- `/usr/lib/SecureMail/mailcap`
- `/usr/local/etc/mailcap`
- `/usr/etc/mailcap`
- `/etc/mail/mailcap`

The default SecureMail mailcap file (`/usr/lib/SecureMail/mailcap`) contains mappings for some of the common attachment types. The `$SECUREMAIL_LIB/bin` directory contains some viewer utilities that are delivered with SecureMail; you should put this directory in your path if you want to use these viewers.

Customizing the mailcap file:

Activity

To customize the system mailcap file, edit the `$SECUREMAIL_LIB/mailcap` file. To override the system mailcap file with your own personal settings:

1. Copy the `$SECUREMAIL_LIB/mailcap` file to `$HOME/.mailcap`:
   ```
   cp /usr/lib/SecureMail/mailcap $HOME/.mailcap
   ```

2. Edit the `.mailcap` file with a text editor such as *vi* or *emacs*.

Refer to the SecureMail on-line help for more information about viewing attachments.

Multipart Attachments

You might receive MIME messages that are nested in a hierarchical structure, as shown in the following illustration:
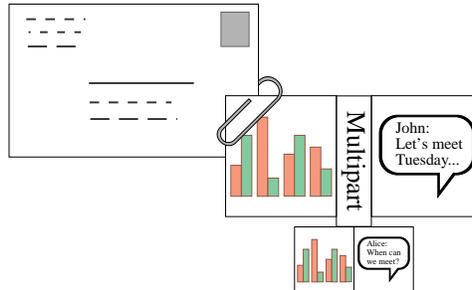

Figure 9-4: Multipart attachments.

When you click on the multipart attachment, SecureMail removes the current attachment icons, and displays new icons for the parts of the multipart attachment. The leftmost icon is an up-arrow:

Figure 9-5: Multipart attachment icons.

Click on the up-arrow to return to the previous level of attachments.

Saving Attachments

When you save a message that contains attachments (using the **Message→Save As** menu item), the message and attachments are saved in MIME format, parts of which might not be human-readable. To extract the attachments from a message and save them in their proper formats (for example, as a graphics file, a spreadsheet file, or a word processor file) you must save each attachment in its own file.

Saving attachments:

1. Display the message in a message viewer.

2. Choose the **Attachments→Save As** menu item. SecureMail displays the **Save Attachment** dialog:
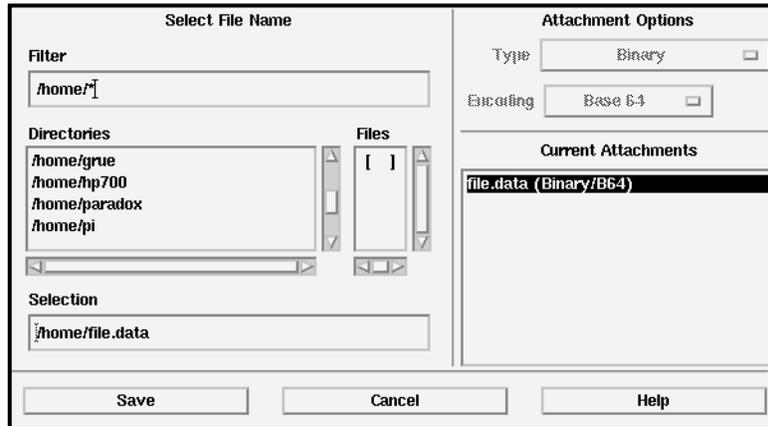
Figure 9-6: Save Attachment dialog.

3. Click on the attachment name in the **Current Attachments** list. SecureMail changes the filename in the **Selection** field to match the name of the attachment (if it has a name).

    For multipart attachments, you must first click on the multipart attachment icon in the message viewer. SecureMail updates the **Save Attachment** dialog to list the available attachments.

4. Verify the filename in the **Selection** field, or type in a new filename.

5. Press the **OK** button to save the attachment in its proper format.

Appendix A
Using the Motif Interface

SecureMail is a Motif application, which means that it conforms to the user interface conventions promoted by the Open Software Foundation. These conventions give SecureMail the same "look and feel" as other Motif programs. Many of the operating conventions you learn for one Motif program will work for others, even those from other manufacturers. This common interface shortens the learning curve and gives you a sense of familiarity when using new programs.

This section describes many of the Motif features you encounter when using SecureMail. If you have used other Motif applications, you might already be familiar with many of these features.

Windows

SecureMail uses rectangular display areas (*windows*) to display information or to request information from you. SecureMail has three main windows: the **Folder Viewer, Message Viewer**, and **Message Composer**, as shown in the following figure:
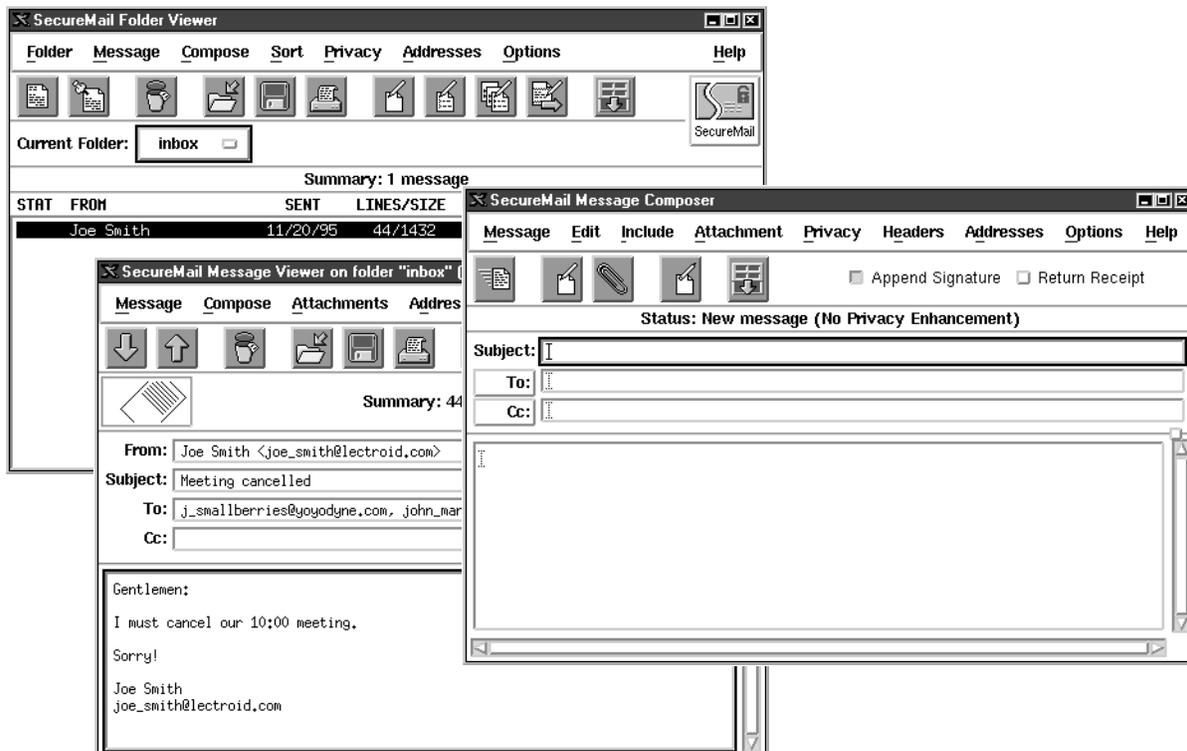
Figure A-1: SecureMail Windows

Title Bars

Most windows have a title bar that contains a **Window Menu** button, **Minimize** button, **Maximize** button, and the title or name of the window[1]:
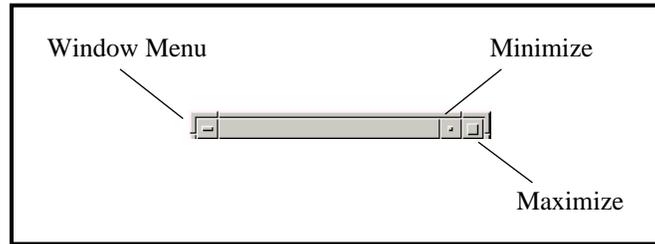
Figure 9-7: Title bar in the Motif window manager.

Use these buttons as follows:

- **Window Menu**

   Click this button to display a menu of window commands, such as **Close**, **Resize**, and so forth.

- **Minimize**

   Click this button to reduce the window to an icon. Double click the icon to restore the window.

- **Maximize**

   Click this button to expand the window to its maximum size on your display screen. Click it again to return this window to its previous size.

Icons

A window can be either opened or *iconified*. When a window is iconified, its normal image is replaced with a smaller image — an *icon*. When iconified, you cannot use the window, but the application using the window is still running.

Iconifying windows:

To iconify a single window:

- Click window's minimize button.

To iconify all open SecureMail windows:

- Choose the **(Folder Viewer)Folder→Iconify All** menu item.

To open an iconified window:

- Double-click the window's icon.

---

1. These window features can be changed or turned off by the application or the user: for example, the SecureMail **Mail Notification** window does not contain these buttons.

Menus

Each main window has a menu bar that contains several pulldown menus. You issue commands to SecureMail by choosing items from its menus. When you click a menu name, a pulldown menu appears:

| Folder | Message | Compose | Sort | Privacy | Addresses | Options | Help |

Figure 9-8: Menu Bar

Choosing a menu item with the mouse:

1. Display the pulldown menu by pressing and holding the mouse select button on the menu name.

2. Continue holding the mouse select button and move the pointer to a menu item name.

3. Release the mouse button to choose the menu item.

OR

1. Display the pulldown menu by clicking the menu name.

2. Click the menu item name on the pulldown menu.

Tear-off Menus

You can also place a pulldown menu into its own window that is always visible. This is known as *tearing off* the menu, and makes the menu items easier to access.

| General... |
| On Help... |
| On Window... |
| Index... |
| On Version... |

Figure 9-9: Tear-off Help menu.

Tearing off a menu:

1. Display the pulldown menu by clicking the menu name.

2. Click the dashed line at the top of the pulldown menu. SecureMail tears off the pulldown menu and displays it in a separate window.

3. Move the window to the desired position on the screen.

To remove the tear-off menu, select the window and press the Esc key (or the appropriate key for your window manager).

Accelerator Buttons

You can use menus to initiate most window operations, but *accelerator buttons* provide a more convenient way to perform some of the most common operations. Accelerator buttons are located in the *accelerator panel* immediately below the menu bar. For example, in the **Folder Viewer** window, clicking **New Message** from the accelerator panel does the same thing as choosing the **Compose→New Message** menu item.

Figure 9-10: Icon Accelerator panel.

SecureMail can be configured to display the accelerator buttons in the text form. To change the default refer to section *Using X Windows Resources* on page 95.

Figure 9-11: Text Accelerator panel.

Sometimes a menu item or accelerator button appears in light grey text (*grayed-out*), as opposed to normal text. This indicates that the item is not currently available and cannot be selected, usually because the option does not make sense in the current context. For example, if you display the last message in a folder, the **Message→Next** menu item and the **Next** accelerator button are both grayed-out because there are no more messages in the folder. Grayed-out menus and accelerators are also referred to as being *insensitive*, because they are not sensitive to your selections.

Dialogs

All menu items that contain a trailing ellipsis (...) generate *dialogs*. Dialogs are windows that let you "enter into a dialog" with SecureMail. Most dialogs contain the following buttons:

- **OK**   Perform the specified operation and close the dialog window.
- **Cancel**   Cancel the operation, do not implement any changes.
- **Help**   Display on-line help to give the user additional information.

For example, the **Create Folder** dialog contains all of these buttons:

Figure 9-12: Create Folder Dialog

Some dialogs have additional buttons. From the context of the dialog, it is usually obvious what each button does; for example, dialogs that control configuration options always have a **Default** button to let you return to the SecureMail defaults; the folder **Sort** dialog has a **Sort** button that sorts the messages in the folder; the **Search Folder** dialog contains a **Search** button.

Question and Error Dialogs

Some dialogs are displayed primarily for informational purposes. These include *Question* and *Error* dialogs. Question dialogs usually appear when you initiate destructive operations, to let you confirm or cancel the operation. For example, if you close the **Message Composer** window while drafting a message, SecureMail does not automatically save the composition, so the draft would be lost. SecureMail displays a question dialog to ask if you want to save the draft:

Figure 9-13: Example Question Dialog

Question dialogs usually have the following options:

- **Yes**   Implement the operation and close the window.

- **No**   Do not proceed with the operation, but close the window anyway.

- **Cancel**   Do not implement the questioned operation, and keep the window open.

Error dialogs are SecureMail's response to user commands that can't be performed or don't make sense. For example, if you choose the **Read** accelerator button without selecting a message, SecureMail displays an error dialog that explains your error.

Figure 9-14: Example Error Dialog

File Selection Dialogs

When SecureMail requires a filename (for example, when you save a message to a file), it displays a file selection dialog:
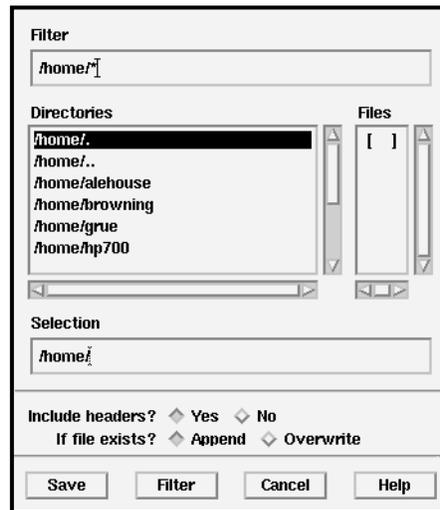
Figure 9-15: Example file selection dialog.

The file selection dialog lets you display the files in a directory, and select a single file. You can also filter the display so it lists only the types of files that interest you. For example, to see the files that end with ".txt", filter the display with the "*.txt" pattern.

Some file dialogs also have additional options, depending on the operation you are performing.

Using a file selection dialog:

To change directories:

- Double-click the name in the **Directories** list. Motif displays the files in the selected directory, using the same filter pattern that was previously in the **Filter** field.

    OR

1. Type the directory into the **Filter** field. You must end the directory with a slash character, and you can optionally specify a pattern after the slash. If you do not specify a pattern, Motif automatically uses "*" to display all of the files in the directory.

2. Press Return or click the **Filter** button to display the files in the directory.

To filter the files that are displayed:

1. Type the pattern to match the files you want to display. Use the "*" character to match any number of characters. For example, to display only the files that start with "m", use the pattern "m*". To display only the files that end with ".txt", use the pattern "*.txt".

2. Press Return or click the **Filter** button to display the files that match the pattern.

To select a file:

- Double-click the name in the **Filename** list.

    OR

- Select the filename and then click the button for the action you want to perform. For example, to save a message, click the **Save** button.

    OR

•   Type the filename into the **Selection** field and press Return.

Controls

This section describes how to use some of the more complex controls that may appear in a Motif window.

Lists

A *list* is a rectangular area that displays rows of information. Some lists are single-selection lists, where you can select a single item from the list; others are multiple-selection lists, where you can select one or more items from the list. Lists usually provide a default action associated with double-clicking on a list item. For example, if you double-click on an item in the message list, SecureMail displays the message.

```
John Manyjars        03/06/95    21/610     Re: slides from presentation
Joe Smith            04/20/95    16/345     Meeting cancelled
John Manyjars        04/20/95    20/505     Re: Meeting cancelled
```

Figure 9-16: Example list.

Selecting items from a list:

Activity

To select a single item from a list:

•   Click on the item. Motif highlights the selected item.

To select a contiguous block of items (from a multiple-select list):

•   Press and hold the mouse select button on the first item, drag the mouse until the block of items is highlighted, and release the mouse button.

    OR

•   Click on the first item, then hold the Shift button while you click on the last message in the block.

    OR

•   Click on the first item, then hold the shift key while using the up and down arrow keys to highlight the block of items.

To select multiple items which are not contiguous:

•   Click on the first item, then hold the Ctrl key while you click on the additional items.

Scroll Boxes, Scroll Bars and Sashes

A *scroll box* is a text area or list in which you can scroll text either vertically or horizontally, to bring portions of text that were previously hidden into view. The narrow bar next to the text area called the *scroll bar* is used to scroll text. You can scroll text in either direction by clicking the appropriate arrow on the scroll bar, or by pressing and holding the mouse select button on the *thumb* (the solid rectangle that looks like a side-view of a thumbwheel) and moving the mouse in either direction.

Some SecureMail windows are divided into areas. For example, a message composer contains an area for the message headers, an area for the message text, and (optionally) an area for the message attachments. You can change the relative sizes of these areas by moving the *sash*, a small square button that controls the dividing line between window areas. Use the mouse to grab the sash and drag it up or down.

Figure 9-17: Scroll boxes, scroll bars, and sashes.

Toggle Buttons

Toggle buttons, which let you turn options on and off, come in two forms:

- *Radio buttons* are diamond-shaped. They present groups of options from which you can select only one option at a time.

- *Check boxes* are square. They present groups of options from which you can select multiple options at the same time.

An unselected toggle appears undarkened or pushed out, while a selected toggle appears darkened or pushed in. Toggle buttons can also appear in menu items, for example, the **(Message Viewer)Options→Wrap Long Lines** toggle.
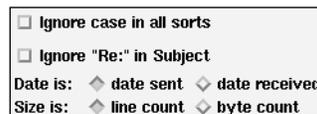
Figure 9-18: Toggle Buttons

Text Widgets

A *text widget* is a rectangular area that displays text. A text widget that displays a single line of text is called a *field*. If it displays multiple lines it is called a *text area*. Text widgets can be editable, where you can type information into the widget, or non-editable, where you can read and select the information, but you cannot alter it.

Most editable text widgets are intuitive to use: click the widget and type in some text. This section describes several methods for cutting and pasting text into the SecureMail text widgets. You can use windows other than SecureMail's when copying text: for example, you can copy to and from an xterm window[1].

Copying and moving text:

Before you can copy or move some text, you must select it:

- Press and hold the mouse select button, drag the mouse to highlight the text, and release the mouse button.

  OR

- Double-click the mouse select button to select a single word, triple-click to select a line, or quadruple-click to select the entire text.

  OR

- Click the mouse select button at one end of the text, and shift-click at the other end of the text. You can also shift-click beyond the selected text to expand the range, or inside the selected text to shorten the range.

After you select the range of text, you can copy the text into another area of the same text widget, or into a different text widget:

- Click mouse button 2 at the location where you want to insert the text.

You can also use the *drag and drop* method to move or copy text. After you select the text:

1. Place the mouse pointer within the selected text.

2. To move the text, press and hold mouse button 2. The pointer changes to the Motif copy icon, as illustrated in the following figure.

   Or, to copy the text, press and hold mouse button 2 while pressing the `Ctrl` key. The pointer changes to the Motif copy icon, as illustrated in the following figure.

Move   Copy

Figure 9-19: Motif drag and drop icons.

3. While holding mouse button 2, move the mouse cursor to the new location, then release the button. Motif inserts the text at the new location. If there is an error (for example, if you attempt to insert the text into a non-editable text widget) then Motif displays the icon returning to the selected text.

Finally, you can use the *quick copy* method to copy text within a single text widget. This method does not require you to select the text before you begin:

---

1. Windows other than SecureMail's might not support all of the methods described in this section.

1. Click the mouse select button at the location where you want to insert the text.

2. Press and hold the `Alt` key, and select the range of text with mouse button 2. When you select the text with this method, Motif underlines the text instead of highlighting it.

3. Release the mouse button to copy the selected text to the location you specified in step 1.

Navigating with the Keyboard

SecureMail lets you select program functions with the keyboard rather than the mouse.

Navigating Menus with the Keyboard

You can navigate the menus with the keyboard using three methods: arrow keys, keyboard accelerators, and mnemonic characters.

Note: The keyboard shortcuts described in this manual are the default configuration. You can substitute other keyboard combinations according to your taste. For more information, see the section *Using X Windows Resources* on page 95.

Arrow Keys

You can choose a menu and menu item with the arrow keys, then select the item with the spacebar or `Return` key.

Choosing a menu item using the arrow keys:

1. Press the `F10` key to activate the menu bar. Motif highlights the leftmost menu name.

2. Use the left and right arrow keys to select a menu. Display the pull-down menu by pressing the down arrow key, the spacebar, or the `Return` key.

3. Use the up and down arrow keys to select a menu item. Choose the menu item by pressing the spacebar or the `Return` key.

Keyboard Accelerators

You can choose some menu items with a sequence of keys, without pulling down the menu. These *keyboard-accelerators* are always indicated to the right of the option in the menu. For example, in the **Folder** menu `Ctrl+S` is the keyboard accelerator for the **Search** function, and `Ctrl+V` is the keyboard accelerator for the **View** function.

Choosing a menu item using a keyboard accelerator:

To choose the menu item associated with a keyboard accelerator, press the indicated key combination. For example, to initiate a **Search**, press and hold down the `Ctrl` key and then press the `s` key.

Mnemonic Characters

Every menu name, and menu item name, contains a single underlined character. This is the *mnemonic* character for the menu (or menu item). You can use mnemonic characters to pull down the menu and to choose a menu item.

Choosing a menu item using mnemonic characters:

1. Pull down the menu by pressing and holding the `Alt` key, then typing the mnemonic character for the menu. For example, press `Alt+f` to pull down the **Folder** menu.

   After you pull down the menu, you can use the keyboard left and right arrow keys to move to the adjacent pulldown menus.

2. Choose the menu item by typing the mnemonic character for the menu item. For example, type `i` to choose the **Iconify All** menu item.

   OR

   Use the keyboard up and down arrow keys to choose the menu item, then press `Return` to accept it.

Navigating Widgets with the Keyboard

In any window there can be multiple widgets that can accept keyboard input. Motif displays an extra border around the widget to which keyboard input is currently directed. This widget is said to have the *focus*.

The first time you open a window, SecureMail places the focus where it believes you are most likely to need it, so the initial focus may vary. You can change the focus by clicking a widget with the mouse, but it is frequently useful to move the focus from the keyboard.

You must use *tab groups* to change the focus. A tab group is a group of related widgets that you can select with the `Tab` key. Tab groups are ordered in a circular list, so you can switch to the next or previous tab group in the window. For example, the folder viewer contains three tab groups: the accelerator buttons, the current folder pop-up, and the list of messages.

Using tab groups:

1. Highlight the tab group:

   — To move to the next tab group, press the `Tab` key until a widget within the desired group is highlighted.

   — To move to the previous tab group, press `Shift+Tab` until a widget within the desired group is highlighted.

   One exception to the tab-to-focus rule is when the focus is in the **Message Composer** window's message text widget. If you press the `Tab` key when this widget is active, then SecureMail inserts a tab character into the text. To move to the next tab group, press `Ctrl+Tab`. In general, if a `Tab` character is a reasonable input for the widget, you must "escape" it by also pressing the `Ctrl` key[1].

---

1. You can use `Ctrl+Tab` to switch to the next tab group even in controls where the `Ctrl` key is not required.

2. Highlight a widget within the tab group with the keyboard arrow keys.

3. Activate the widget by pressing the spacebar (or the `Return` key on Motif 1.1 systems).

Navigating Lists with the Keyboard

When a list has the keyboard focus:

- Use the up and down arrow keys to move the selection bar.

- Hold down the shift key and use the arrow keys to select a contiguous block of items (from a multiple-select list).

- Press the `Return` key to simulate double-clicking on the list item.

Appendix B

Customizing SecureMail

This appendix describes how to customize many of the SecureMail features. After you complete this appendix, you should be able to

- Set environment variables to configure SecureMail.

- Set the directory in which SecureMail stores your personal files.

- Set the files in which SecureMail stores your address book.

- Set the files and options for the spelling checker.

- Set the default mail headers that SecureMail displays in the message viewer and message composer.

- Remove the mail notification window.

- Use X resources to modify aspects of the user interface such as the colors, window positions, fonts, keyboard accelerators, and mnemonic characters.

- Use a remote POP server to retrieve your mail, or use another host to send your mail.

- Change the on-line help.

Setting Environment Variables

SecureMail uses several environment variables to specify directory names and filenames[1]. This section describes how to set an environment variable.

Setting an environment variable:

Before you set the directory, you must exit from SecureMail. When you restart SecureMail, it uses the new environment variable settings. The examples in this activity assume that you are setting an environment variable called `MYENV`.

If you use the C shell:

1. Use a text editor such as `vi` or `emacs` to edit your `$HOME/.login` file and add the following line:
   ```
   setenv MYENV value
   ```

   where *value* is the value for the environment variable.

2. Save the file and exit the editor.

3. At the command prompt, enter the following command:
   ```
   source .login
   ```

---

1. The environment variables are listed in the index.

If you use the Korn or the Bourne shell:

1. Use a text editor such as `vi` or `emacs` to edit your `$HOME/.profile` file and add the following lines:
   ```
   MYENV=value
   export MYENV
   ```

   where *value* is the value for the environment variable.

2. Save the file and exit the editor.

3. At the command prompt, enter the following command:
   ```
   . .profile
   ```

Setting the Mail Cabinet Location

SecureMail stores all of your personal files (folders, mail messages, address book, and so forth) in the `$HOME/SecureMail` directory by default. To store your SecureMail files in another directory, set the `SECUREMAIL_HOME` environment variable, set the `SecureMail.homeDir` resource, or use the `-home` command-line option.

SecureMail checks the directory:

- If the directory does not exist, SecureMail attempts to create it and the necessary files and subdirectories.

- If the directory exists, SecureMail creates the necessary files and subdirectories if they do not exist.

To change the location of an existing SecureMail cabinet, you must set the new directory, and move the contents of the old directory to the new location.

Setting the Address Book Filenames

The chapter *Managing Addresses* on page 63 describes the SecureMail address book features. This section describes how to change the location of the personal address book file and the site address book file.

Personal Address Book File

SecureMail stores your personal address book entries in the `$SECUREMAIL_HOME/addresses` file by default. To change the location of the personal address book file, set the `SECUREMAIL_ADDRS` environment variable, set the `SecureMail.addressFile` resource, or use the `-addresses` command-line option.

Site Address Book File

SecureMail stores the site address book entries in the `$SECUREMAIL_LIB`[1]`/site_addrs` file by default. To change the location of the site address book file, you can set the `SECUREMAIL_SITE_ADDRS` environment variable, set the `SecureMail. siteAddressesFile` resource, or use the `-siteaddrs` command-line option.

Setting the Spelling Checker Options

To check the spelling of your message, SecureMail uses a *system* dictionary and a *personal* dictionary. You can set the filenames for both dictionaries, and set some additional spelling checker options.

Setting the spelling checker options:

1. Choose the **Options→Spelling Checker Preferences** menu item. SecureMail displays the following dialog:

| System Dictionary: | english |
| Personal Dictionary: | ispell_english |

☐ Ignore lines beginning with reply indentation when checking
☐ Automatically check outgoing messages before sending
☐ Alphabetically sort suggested alternate spelling choices

| OK | Cancel | Defaults | Help |
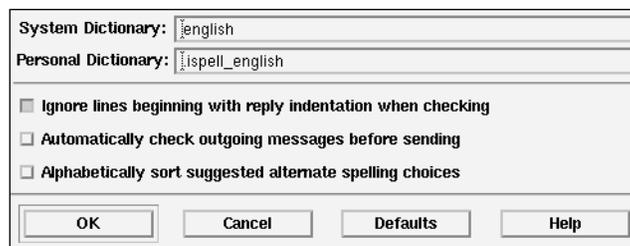
Figure 9-20: Spelling Checker Preferences dialog.

2. Type a dictionary name into the **System Dictionary** field. The default dictionary name is `english`, and represents the files `/usr/local/lib/english.aff` and `/usr/local/lib/english.hash`.

    Alternatively, you can set the `SecureMail.systemDictionary` resource.

3. Type a filename into the **Personal Dictionary** field. The default filename is `. ispell_english`, in your `$HOME` directory. If you do not specify a full path for the filename, then SecureMail assumes that the path starts in your `$HOME` directory.

    Alternatively, you can set the `SecureMail.personalDictionary` resource.

4. Select the **Ignore lines beginning with reply indentation when checking** checkbox to make SecureMail ignore the original message text when you are replying to a message. This checkbox is selected by default.

5. Select the **Automatically check outgoing messages before sending** checkbox to always start the spell-checker automatically when you send a message. This checkbox is unselected by default.

6. Select the **Alphabetically sort suggested alternative spelling choices** checkbox to alphabetically sort the spelling replacement alternatives. This checkbox is unselected by default, to list the alternatives according to which choices are most likely to be correct.

---

1. The default value for the `SECUREMAIL_LIB` environment variable is `/usr/lib/SecureMail,` the value of the `SecureMail. library` resource, or the `-library` command-line option.

7. Click the **OK** button to accept the spelling checker preferences.

Setting the Default Mail Headers

The message viewer and the message composer windows each contain a header area. You can control the default header fields that SecureMail displays in the header area.

Setting the default mail header fields:

To set the default header fields for the message viewer:

1. Choose the **Options→Viewer Preferences** menu item. SecureMail displays the **Viewer Preferences** dialog:

Figure B-1: Viewer Preferences dialog.

The currently-displayed header fields are listed in order in the **Current Message Viewer Headers** field.

2. Click the **Set** button next to the field. SecureMail displays the **Message Viewer Headers** dialog:
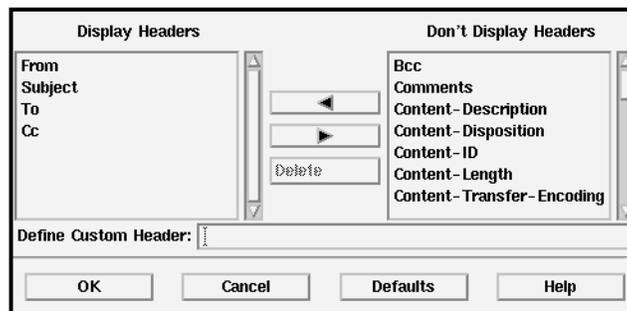
Figure 9-21: Message Viewer Headers dialog.

This dialog contains a list of headers that SecureMail displays in the message viewer's header area, and a list of available headers that SecureMail does not display.

• To move a header from one list to the other:

a. Click on the header name in the list.

       b.   Click on the arrow button that points to the other list. SecureMail moves the header to the other list.

For example:

       a.   Click on the `Date` header in the **Don't Display Headers** list.

       b.   Click on the left arrow button to move it to the **Display Headers** list.

- To add a custom header, type the name of the header into the **Define Custom Header** field and press `Return`. SecureMail adds the new header to the **Display Headers** list.

  To delete a custom header:

         a.   Click on the header name in the list. SecureMail activates the **Delete** button.

         b.   Click the **Delete** button.

- To change the order of the headers, you must remove them from the **Display Headers** list, then move them back into the list in the desired order.

- Click the **OK** button on both dialogs to accept the settings.

You can also display all of the message headers in the message viewer's message text area:

1.   Choose the **Options→Viewer Preferences** menu item. SecureMail displays the **Viewer Preferences** dialog, as illustrated in Figure B-1.

2.   Select the **Display message headers with message text** checkbox.

3.   Click the **OK** button.

To toggle the message headers in the message text area, choose the **(Message Viewer)Options→ Show All Headers in Body** menu item.

To change the default headers for composing a message:

1.   Choose the **Options→Composer Preferences** menu item. SecureMail displays the **Composer Preferences** dialog:
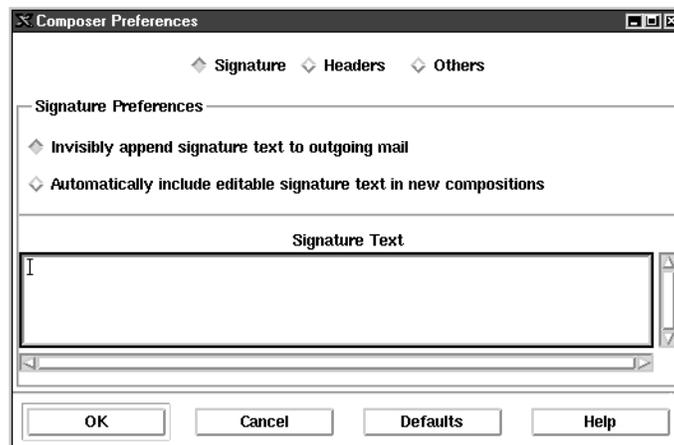
Figure 9-22: Composer Preferences dialog.

The currently-displayed headers are listed in order in the **Current Message Composer Headers** field.

2.   Click the **Set** button next to the field. SecureMail displays the
     Message Composer Headers dialog, as illustrated in Figure 9-21.

3.   Select the headers to display (follow the instructions for setting the message viewer
     headers, starting with step 2.).

4.   Click the **OK** button on both dialogs to accept the settings.

You can also set default values for the `Cc`, `Bcc`, and `Fcc` headers:

1.   Choose the **Options→Composer Preferences** menu item. SecureMail displays the
     Composer Preferences dialog, as illustrated in Figure 9-22.

2.   Type the default values into the **Cc**, **Bcc**, and **Fcc** fields.

3.   Click the **OK** button.

Configuring the Mail Notification Window

By default, SecureMail displays a **Mail Notification** window to notify you when you receive new
mail, and to provide a shortcut for displaying your *inbox* folder:

Figure 9-23: Mail Notification window.

You can configure SecureMail to remove this window. SecureMail can still notify you about new
mail, by changing the window manger icon on your iconified windows.

Configuring the Mail Notification window:

To configure the **Mail Notification** window:

1.   Choose the **Options→Mail Delivery Preferences** menu item. SecureMail displays the
     Mail Delivery Preferences dialog:

Figure 9-24: Mail Delivery Preferences dialog

2. To remove the **Mail Notification** window, unselect the **Use "New Mail" Indicator Window** checkbox.

    OR

    To display the **Mail Notification** window, select the checkbox.

3. Click the **OK** button.

Using X Windows Resources

Note: Only privileged users can change the X Windows resources. Refer to the *Trusted Facility Manual* for more information.

Like most X Windows application programs, SecureMail lets you use X Windows resources to customize many aspects of the user interface. For example, you can change

- Colors.

- Default window positions and sizes.

- Fonts.

- Menu mnemonics and keyboard accelerators.

- Other SecureMail defaults.

The default SecureMail X resources are located in the file `/usr/lib/X11/app-defaults/SecureMail`. Examine this file to determine the X resources that you can change. You should never change the entries in this file (unless you are the system administrator and have a good reason to do so); instead, you should override the default X resources by copying entries from the file into your personal X resource file (typically the `$HOME/.Xdefaults` file) and modifying them there.

Note: If you use *xrdb*(1), the X resource database manager, you must also run a command like the following after you modify your X resource file: `xrdb -merge $HOME/.Xdefaults`

Changing Colors

The following X resources set the default window colors:

Resource	Description
SecureMail*background	Background color for all windows.
SecureMail*foreground	Foreground color for all windows.

Changing colors:

1. Determine the names of the colors that you want to use by examining the `/usr/lib/X11/rgb.txt` file. For example, a *LightSkyBlue* background and *Black* foreground.

2. Add the resources to your personal X resource file. For example, edit the `$HOME/.Xdefaults` file and add the following lines:

   ```
   SecureMail*background:LightSkyBlue
   SecureMail*foreground:Black
   ```

3. Save your X resources and restart SecureMail.

Changing Default Window Positions and Sizes

Many X Windows applications use a *geometry* resource to set the window position and size. For information on the proper format for the geometry resource, refer to the on-line manual page for the X Windows System (type `man X` at the command prompt).

The following X resources set the default window positions and sizes:

Window	Resource	Description
Mail Notification	`SecureMail.newMailIconWindow.geometry`	Position of the window. Do not change the size of this window.
Folder Viewer	`SecureMail.FolderViewer.XmSelectionBox.listVisibleItemCount`	Number of messages displayed in the folder viewer's message list. This controls the height of the window.
	`SecureMail.FolderViewer.geometry`	Position and width of the window. Do not set the height of the window with this resource.
Message Viewer	`SecureMail.MessageViewer.msgDisplayArea.XmText.columns`	Number of columns in the window's message text area.
	`SecureMail.MessageViewer.msgDisplayArea.XmText.rows`	Number of rows in the window's message text area.
	`SecureMail.MessageViewer.geometry`	Position of the window. Do not set the size of the window with this resource.
Message Composer	`SecureMail.Composer.msgDisplayArea.XmText.columns`	Number of columns in the window's message text area.
	`SecureMail.Composer.msgDisplayArea.XmText.rows`	Number of rows in the window's message text area.
	`SecureMail.Composer.geometry`	Position of the window. Do not set the size of the window with this resource.

Changing Fonts

SecureMail uses many resources to set the fonts. Refer to the `/usr/lib/X11/app-defaults/SecureMail` file for example resources.

To get a list of available fonts, run the *xlsfonts* command (if available on your system) or refer to the `/usr/lib/X11/fonts/*/font.dir` files. These files contain lines like the following:

```
courB08.pcf -adobe-courier-bold-r-normal--11-80-100-100-m-60-iso8859-1
```

You must use the second part of the line as the font name. For example, to use the above font in the message composer, use the following resource:

```
SecureMail*Composer*XmText.fontList:\
  -adobe-courier-medium-r-normal--11-80-100-100-m-60-iso8859-1
```

You can also use an asterisk character (*) to shorten the font name:

```
SecureMail*Composer*XmText.fontList: -*-courier-medium-r-normal--11-*
```

To preview a font, use the *xfd* command (if available on your system):

```
xfd -fn '-*-courier-medium-r-normal--11-*'
```

Refer to the Motif User's Guide for more information about fonts.

Changing Keyboard Accelerators

Each keyboard accelerator is defined by two X resources:

- The *accelerator* resource tells SecureMail the sequence of keys for the accelerator. For example, the default accelerator to exit SecureMail is
  ```
  SecureMail*XmMainWindow*exitButton.accelerator:Ctrl<Key>X
  ```

- The *acceleratorText* resource tells SecureMail the description for the accelerator to display next to the menu item. For example:
  ```
  SecureMail*XmMainWindow*exitButton.acceleratorText:Ctrl+X
  ```

Note: You must always change the *accelerator* and *acceleratorText* resources together.

Changing a keyboard accelerator:

1. Copy the two entries[1] from the `/usr/lib/X11/app-defaults/SecureMail` file to your personal X resource file. For example, copy the following two lines to your `$HOME/.Xdefaults` file:
   ```
   *XmMainWindow*exitButton.accelerator:Ctrl<Key>X
   *XmMainWindow*exitButton.acceleratorText:Ctrl+X
   ```

2. Append the name `SecureMail` on the front of the entries, to avoid conflicts with other applications. For example:
   ```
   SecureMail*XmMainWindow*exitButton.accelerator:Ctrl<Key>X
   SecureMail*XmMainWindow*exitButton.acceleratorText:Ctrl+X
   ```

3. Modify the values for both entries. For example, to change the exit accelerator to `Ctrl-z`:
   ```
   SecureMail*XmMainWindow*exitButton.accelerator:Ctrl<Key>Z
   SecureMail*XmMainWindow*exitButton.acceleratorText:Ctrl+Z
   ```

---

1. You can also add a keyboard accelerator to a menu item that does not already have one. Get the resource name for the menu item from the mnemonic resource, then construct the *accelerator* and *acceleratorText* resources.

4. Save your X resources and restart SecureMail.

Changing Menu Mnemonics

Each menu mnemonic is defined by a single X resource:

- The *mnemonic* resource tells SecureMail the mnemonic key for the menu item. For example, the default mnemonic key to the **Exit** menu item is
  ```
  SecureMail*XmMainWindow*exitButton.mnemonic:x
  ```

Changing a menu mnemonic:

1. Copy the entry from the `/usr/lib/X11/app-defaults/SecureMail` file to your personal X resource file. For example, copy the following line to your `$HOME/.Xdefaults` file:
   ```
   *XmMainWindow*exitButton.mnemonic:x
   ```

2. Append the name `SecureMail` on the front of the entry, to avoid conflicts with other applications. For example:
   ```
   SecureMail*XmMainWindow*exitButton.mnemonic:x
   ```

3. Modify the mnemonic. For example, to change the exit mnemonic to `z`:
   ```
   SecureMail*XmMainWindow*exitButton.mnemonic:z
   ```

4. Save your X resources and restart SecureMail.

Other X Resources

SecureMail also uses the following additional X resources:

Resource	Description
SecureMail.library	SecureMail library (by default, `/usr/lib/SecureMail`). This resource can be overridden by the `SECUREMAIL_LIB` environment variable or the `-library` command-line option.
SecureMail.homeDir	Mail cabinet directory (by default, `$HOME/SecureMail`). This resource can be overridden by the `SECUREMAIL_HOME` environment variable, or the `-home` command-line option.
SecureMail.addressesFile	Personal address book file (by default, `$SECUREMAIL_HOME/addresses`). This resource can be overridden by the `SECUREMAIL_ADDR` environment variable, or the `-addresses` command-line option.

Resource	Description
SecureMail.siteAddressesFile	Site address book file (by default, $SECUREMAIL_LIB/site_addrs). This resource can be overridden by the SECUREMAIL_SITE_ADDRS environment variable or the -siteaddrs command-line options.
SecureMail.personalDictionary	Spelling checker personal dictionary (by default, $HOME/.ispell_english).
SecureMail.systemDictionary	Spelling checker system dictionary (by default, english).
SecureMail.helpFile	On-line help file (by default, $SECUREMAIL_LIB/SMail.help). For more information, see the section *Changing the On-line Help* on page 101.
SecureMail.popHost	Remote POP server. For more information, see the section *Using a Remote Host for Mail Services* on page 100.
SecureMail.mtaHost	Remote host for sending mail. For more information, see the section *Using a Remote Host for Mail Services* on page 100.
SecureMail.ftpProxy	Name of the FTP proxy, if your system requires one. This is used only for external-body MIME attachments.

Window	Resource	Description
Mail Notification	SecureMail. NewMailIconWindow. popUpWhenNew	If set to true, SecureMail moves the mail notification window in front of all other windows when new mail arrives. If set to false, SecureMail beeps and highlights the mail icon, but does not move the window to the front. This resource is used only when you configure SecureMail to automatically scan for new messages.
	SecureMail. newMailIconWindow. mwmDecorations	If set to one (1) SecureMail uses the default window decorations (*minimize*, *maximize*, etc.) for the window.
Folder Viewer	SecureMail. FolderViewer. maxFolderPopupRows	Determines the number of folder names in a column of the **(Folder Viewer)Current Message** option button (that is, it determines the height of the option button's pop-up window).
Message Viewer	SecureMail. MessageViewer. sashTraversalOn	If set to true, you can tab to the sash widget in the window. If set to false (the default) you cannot.
Message Composer	SecureMail.Composer. sashTraversalOn	

Window	Resource	Description

Message Viewer	`SecureMail.`
	`MessageViewer.`
	`resizeHeadersToFit`
		If set to `true` (the default) SecureMail automatically resizes the header area in the window to accommodate the headers that are displayed. If set to `false`, SecureMail does not resize the header area.

Message Composer	`SecureMail.Composer.` `resizeHeadersToFit`	
All Windows	`SecureMail*useColorObj`	If set to `true`, the VUE window manager on HP systems will override the SecureMail color choices.

Using a Remote Host for Mail Services

In the default configuration, SecureMail receives incoming mail and sends outgoing mail directly on your local host. It reads your incoming mail from a mail drop file in a special directory (such as `/usr/spool/mail`), and sends outgoing mail through a local program (such as *sendmail*).

SecureMail can also retrieve your incoming mail from a remote system by using the Post Office Protocol (POP). The remote system is called the *remote POP server*. SecureMail can use the same remote system or another remote system to send your outgoing mail.

Ask your system administrator if you should use a remote POP server to receive your mail, or a remote system to send your mail.

Setting the mail delivery preferences:

To configure SecureMail to retrieve your incoming mail from a remote POP server:

1. Choose the **Options→Mail Delivery Preferences** menu item. SecureMail displays the **Mail Delivery Preferences** dialog, as illustrated in Figure 9-24.

2. Type the name of the remote POP server into the **POP Server Host Name** field. Alternatively, you can set the `SecureMail.popHost` resource.

3. Type your user name for the remote POP server into the **POP User Name** field.

4. Click the **OK** button.

To configure SecureMail to send your mail through a remote system:

1. Choose the **Options→Mail Delivery Preferences** menu item. SecureMail displays the **Mail Delivery Preferences** dialog, as illustrated in Figure 9-24.

2. Type the name of the remote system into the **Mail Delivery Host** field. Alternatively, you can set the `SecureMail.mtaHost` resource.

3. Click the **OK** button.

You can also use the **Mail Delivery Preferences** dialog to retrieve your incoming mail, as described in the section *Retrieving Incoming Mail* on page 18.

When SecureMail communicates with a remote POP server that is a Compartmented Mode Workstation (CMW), you are transparently authenticated via an exchange of your login user ID with the remote POP server. Otherwise, when communicating with a non-CMW system, the remote POP server requires a password (the one you enter to log in to the remote POP server host) and uses that to authenticate you — proving that you are authorized to access mail associated with the specified

user name. In the latter case, SecureMail displays the **Enter POP Password** dialog to prompt for your password. You never see this dialog if the POP server is a CMW and you have the same user id on both systems.

Changing the On-line Help

SecureMail reads the on-line help from the file `$SECUREMAIL_LIB/SMail.help`. To change the location of the help file, you can set the `SECUREMAIL_HELP` environment variable, set the `SecureMail.helpFile` resource, or use the `-smhelpfile` command-line option.

The help file is a plain text file that uses a special format for the help topics. You can change the help text, or add additional topics. Before you make changes to the help file, you should make a backup copy.

Help Topic Format

Help topics use a format like the following:

```
ID:topic=heading:message=\
text
:
```

- The *ID* is a unique identifier for the help topic. It must consist only of alphanumeric characters and the underscore character (_). To ensure that your help topics do not conflict with the SecureMail topics, you should always append "`USER_`" to the front of your topic ID. For example, USER_my_help_topic.

- The *heading* can contain alphanumeric characters and spaces. For example: `My First Help Topic`.

- The *text* of the topic can contain multiple paragraphs separated by blank lines. Use the backslash character (\) at the end of a line to continue a paragraph. SecureMail wraps the text in the paragraph according to the width of the help window. For example:

```
This is my first topic. \
I can wrap this text \
within a single paragraph.

On the other hand, I can start \
a new paragraph by using a blank \
line.
```

To use a colon character in the message text, you must precede it with a backslash character (\:).

- A colon character (:) at the beginning of a line signals the end of the topic text.

The following is an example topic:

```
USER_my_help_topic:topic=My Help Topic:message=\
This is my first topic . \
I can wrap this text \
within a single paragraph.

On the other hand, I can start \
a new paragraph by using a blank \
line.
```

Miscellaneous Customizations

Changing Delete Key Behavior

The default behavior for the `Delete` key is to remove the character on the right of the cursor. To make the `Delete` key remove the character on the left of the cursor, create the file `$HOME/.motifbind`, with the following line:

```
osfBackSpace : <Key>Delete
```

After you create the file, restart the window manager and restart SecureMail.

Displaying the Mail Notification Window in all VUE Workspaces

If you are using SecureMail in the HP VUE environment, you might want to make the mail notification window appear in all of your workspaces. You normally accomplish this by choosing **Occupy All** from the window menu; however, the mail notification window may not have the proper window manager decorations to allow you to do so.

To display the window menu, type `Shift-Esc` or `Alt-Spacebar`, then choose the **Occupy All** menu item.

Changing Window Focus

In some cases, it is important to verify the window focus. For example, if you start typing a password, you do not want to accidentally type it into a window where it will be visible. SecureMail tries to avoid this problem by giving the focus to password dialogs; however, if your window manager's focus policy is set to follow the mouse pointer, SecureMail cannot control the window focus.

To change the focus policy for the Motif window manager, use the following resource[1]:

```
Mwm*keyboardFocusPolicy: explicit
```

---

1. The Motif window manager uses the *explicit* focus policy by default.

Appendix C

Using SecureMail with other Mailers

This chapter describes how to transfer messages between SecureMail and other mailer programs. After you complete this chapter, you should be able to

- Identify the differences between SecureMail folders and folders used by some other mailer programs.

- Import messages from other mailers into SecureMail.

- Export messages from SecureMail for use with other mailers.

- Read your SecureMail messages from a command shell window using the MH mailer.

Understanding Mail Folders in other Mailers

Before you started using SecureMail, you may have used another mailer program to read and manage your mail. For example, the *elm* mailer is a popular and inexpensive mailer. Like SecureMail, elm lets you file your messages into folders; however, elm folders are different than SecureMail folders:

- An SecureMail folder is a directory that contains one file for each message in the folder.

- An elm folder is a single file that contains multiple messages. The messages are separated by some special text; the mailer knows that a new message begins when it encounters the word *From* at the beginning of a line[1]. This is the same format that is used by the MTA that delivers and stores your new mail in the system mail drop file[2].

SecureMail lets you add the messages from an elm-style folder to a SecureMail folder. In fact, that is exactly what SecureMail does whenever it retrieves your new mail: it reads the messages from the system mail drop file and adds the messages to your inbox folder.

Some mailers, like the MH Message Handling System, use the same folder format as SecureMail. With some configuring, you can use these mailers to directly read the messages in your SecureMail folders.

The following figure illustrates the concepts in this section:

---

1. If you send a message where the message text contains the word "From" at the beginning of a line, the underlying mail system changes the word to ">From". This is because the word "From" at the beginning of a line is the special indicator that tells the mailer when a new message begins. To avoid confusion, the underlying mail system changes your message text.

2. See *Retrieving Incoming Mail* on page 18.
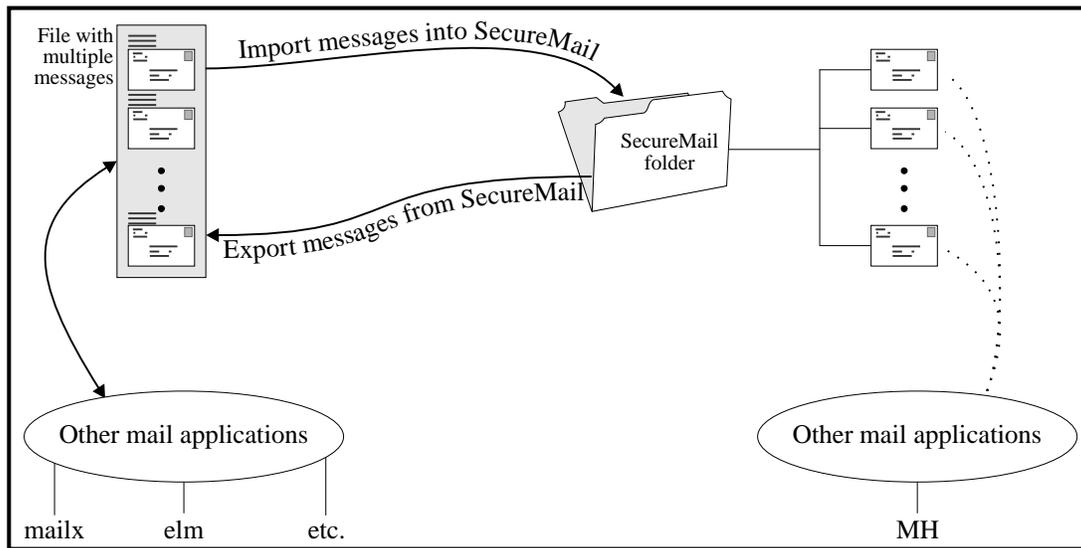
Figure C-1: Using SecureMail with other mailers.

Importing Messages from other Mailers

This section describes how to import the messages from an elm-style folder into SecureMail.

Importing messages into SecureMail:

1. Display the folder into which you want to import messages.

2. Choose the **(Folder Viewer)Folder→Import** menu item. SecureMail displays a file dialog.

3. Select the file that contains the messages you want to import.

4. Click the **OK** button.

If the file contains multiple messages in the proper format, SecureMail imports them into the current folder. If the file is not in the correct format, SecureMail creates a single message with the text from the file as the message body.

Exporting Messages to other Mailers

This section describes how to export SecureMail messages into a single file. You can then import that file into mailers that accept elm-style folders.

Exporting messages from SecureMail:

1. Display the folder from which you want to export messages.

2. Select the messages that you want to export.

3. Choose the **(Folder Viewer)Message→Save As** menu item. SecureMail displays the following dialog:
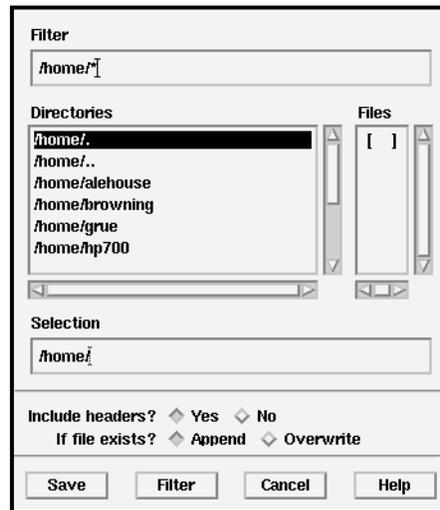
Figure 9-25: Save As dialog.

4. Select or type a filename into which to export the messages.

5. Select the **Include headers? Yes** radio button. You must include the headers if you want to later import the file into another mailer.

6. If the file already exists, select one of the following radio buttons:

   — Select **Append** to add the messages to the end of the file, or

   — Select **Overwrite** to delete the existing contents of the file before adding the messages.

7. Click the **OK** button. SecureMail removes the dialog and writes the selected messages to the file.

8. To add additional messages to the file, select additional messages (even in another folder), and repeat the process. Select the **Append** radio button to add the new messages to the end of the file.

Reading Messages Directly with MH

The MH Message Handling System is a freely-available mailer that you can run in a command shell window use to directly read the SecureMail messages. This is useful if you want to read your messages remotely and when you cannot display SecureMail on an X Windows display.

Do not run MH commands while SecureMail is running.

Obtaining MH

MH is in the public domain, and is available for all of the systems on which SecureMail runs. You can get MH by using anonymous ftp to the following hosts:

- ics.uci.edu

- louie.udel.edu

Another valuable resource for MH is the document "*MH & xmh: E-mail for Users & Programmers*", published by O'Reilly & Associates, Inc.

Configuring MH for use with SecureMail

After you set up MH, you must make one simple change to tell it where to find the SecureMail folders. Edit the `$HOME/.mh_profile` file and change or add the following line:

```
Path: your_SecureMail_home/folders
```

where *your_SecureMail_home* is the directory in which SecureMail stores your files.

For example, if SecureMail stores your files in the default location (`$HOME/SecureMail`), use the following line:

```
Path: SecureMail/folders
```

Note: If the directory does not begin with "/", then MH assumes that it is a subdirectory of your `$HOME` directory.

If you are using another directory to store your SecureMail files, use the value of the SECUREMAIL_HOME environment variable as the MH path. For example, if your SECUREMAIL_HOME variable is set to `$HOME/mail`, then use the following line:

```
Path: mail/folders
```

Example MH Commands

This section contains some sample commands for reading your mail with MH. Refer to the MH documentation for more information.

- To list the messages in your inbox folder:
  ```
  scan +inbox
  ```

  MH displays a numbered list of the messages in your folder.

- To read one of the messages:
  ```
  show 2
  ```

  MH displays the message:

- To retrieve your new messages:
  ```
  inc
  ```

  MH adds the new messages to your *inbox* folder.

Appendix D
Menu Cross-reference

This chapter contains a cross-reference from the SecureMail menu items to the tasks described in this user's guide. Since this chapter is for reference purposes only, beginning users can skip to the next chapter.

Folder Viewer

| Folder | Message | Compose | Sort | Privacy | Addresses | Options | Help |

Folder

Message

Compose

Menu Item	See section…	On page…
New Message	Composing a New Message.	45
Reply	Replying to a Message.	46
Forward	Forwarding a Message.	48
Use as Draft	Using a Message as a Draft	49

Sort

See the section *Sorting Messages* on page 39.

Addresses

See the section *Managing Addresses* on page 63.

Options

Menu Item	See section…	On page…
Composer Preferences	Setting the Default Mail Headers	92
	Including Text from the Original Message	46
	Wrapping the Message Text	54
	Appending a Signature	59
Mail Delivery Preferences	Using a Remote Host for Mail Services	100
	Retrieving Incoming Mail	18
Spelling Checker Preferences	Setting the Spelling Checker Options	91
Viewer Preferences	Sorting Messages.	39
	Wrapping.	25
	Setting the Default Mail Headers	92

Help

See the section *Displaying On-line Help* on page 20.

Message Viewer

| Message | Compose | Attachments | Addresses | Privacy | Options | Help |

Message

Menu Item	See section…	On page…
Next	Reading Additional Messages	26
Previous	Reading Additional Messages	26
Pin Up	Displaying Multiple Messages	26
Delete	Deleting Messages.	31
Designate Unread	Marking Important Messages	28
Search Text	Searching Message Text	27
Forward	Quickly Forwarding a Message.	48
Resend	Resending a Message.	49
File Into	Filing Messages	30
Save As	Saving Messages	34
Print	Printing Messages	32
Close	Closing the Message Viewer	28
Exit	Exiting SecureMail	17

Compose

Menu Item	See section…	On page…
New Message	Composing a New Message.	45
Reply	Replying to a Message.	46
Forward	Forwarding a Message.	48
Use as Draft	Using a Message as a Draft	49

Attachments

Menu Item	See section…	On page…
Open	Viewing Attachments	73
Save As	Saving Attachments.	75

Addresses

Menu Item	See section…	On page…
Address Book	Managing Addresses	63
Add Sender To Book	Adding an Individual Entry from a Message.	65

Options

Menu Item	See section…	On page…
Show All Headers in Body	Header 25	
	Setting the Default Mail Headers 92	
Wrap Long Lines	Wrapping 25	
Composer Preferences	Setting the Default Mail Headers 92	
	Including Text from the Original Message 46	
	Appending a Signature 59	
Mail Delivery Preferences	Using a Remote Host for Mail Services 100	
	Retrieving Incoming Mail 18	
Spelling Checker Preferences	Setting the Spelling Checker Options 91	
Viewer Preferences	Sorting Messages 39	
	Header 25	
	Setting the Default Mail Headers 92	

Help

See the section *Displaying On-line Help* on page 20.

Message Composer

Message	Edit	Include	Attachment	Headers	Addresses	Options	Help

Message

Menu Item	See section…	On page…
Send	Sending the Message 59	
Editor	Using an External Editor 57	
Save As	Saving Messages 34	
Clear		
Cancel	Closing or Cancelling the Message 58	
Close	Closing or Cancelling the Message 58	
Exit	Exiting SecureMail 17	

Edit

Menu Item	See section…	On page…
Editor	Using an External Editor 57	
Check Spelling	Checking for Spelling Errors 55	
Wrap Selection	Wrapping the Message Text 54	

Include

Menu Item	See section…	On page…
File	Including Files 55	
Original Text	Including Text from the Original Message 46	

Attachment

Menu Item	See section…	On page…
Attach	Attaching Files.	72
Save As	Saving Attachments	75

Headers

Menu Item	See section…	On page…
To	Adding Headers	50
	Specifying Addresses.	51
Subject	Adding Headers	50
CC	Adding Headers	50
	Specifying Addresses.	51
Bcc	Adding Headers	50
	Specifying Addresses.	51
Fcc	Adding Headers	50
	Filing a Copy of the Message	61
Reply-To	Adding Headers	50
Priority	Adding Headers	50
Keywords	Adding Headers	50
Others	Adding Headers	50

Addresses

Menu Item	See section…	On page…
Select	Specifying Addresses.	51
Address Book	Managing Addresses	63

Options

Menu Item	See section…	On page…
Automatically Append Signature	Appending a Signature	59
Keep Draft After Send	Keeping the Draft	60
Automatically Wrap Lines	Wrapping the Message Text	54
Composer Preferences	Setting the Default Mail Headers	92
	Including Text from the Original Message	46
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Help

See the section *Displaying On-line Help* on page 20.

Glossary

Abbreviations and Acronyms

e-mail	Electronic Mail
MIME	Multipurpose Internet Mail Extensions
MTA	Mail Transfer Agent
MUA	Mail User Agent
PEM	Privacy Enhanced Mail
POP	Post Office Protocol

Terms

folder	A directory that contains one or more SecureMail messages. Folder directories are located in the `$SECUREMAIL_HOME/folders` directory.
header	The top part of a message, which contains the header fields. Separated from the body of the message by a single blank line.
header field	A specially formatted line that contains information about a message. For example, the *To*, *From*, and *Subject* headers. All header fields are located at the top of the message in the header.
Mail Transfer Agent	The underlying software that delivers electronic mail messages.
Mail User Agent	A program that lets you read and send electronic mail. Acts as an interface to the Mail Transfer Agent.
Post Office Protocol	A network protocol that lets you retrieve electronic mail that is stored on a remote host.
remote POP server	The remote host that contains your mail to be retrieved using the Post Office Protocol.

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