Reference Guide

**Mulberry Internet Email and Calendar Client
Version 4.0**

Cyrus Daboo
Pittsburgh PA
USA

mailto:mulberry@mulberrymail.com
http://www.mulberrymail.com

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1. INTRODUCTION

Mulberry is a powerful, easy to use electronic mail (email) and calendar program that allows you to send, access, and manage email and calendars. Mulberry also helps you manage other related information, such as contact information.

To ensure maximum compatibility with existing email servers, Mulberry uses Internet-standard protocols: IMAP and POP3 for reading email messages, SMTP for sending email messages, MIME for sending and receiving attachments within messages, IMSP and ACAP for storage of preferences and address books on a remote server, and LDAP for address lookups. It also uses http, WebDAV and CalDAV for storing and retrieving calendar data.

Mulberry has been designed to fully exploit the graphical user interface provided by the Mac OS, Windows and Unix. For example, Mulberry supports drag and drop so that selected items, such as messages, addresses, or any text, can be dragged onto other items to facilitate copying of items from one location to another. Comprehensive ToolTips are available throughout the program, as well as contextual menu support.

2. GETTING STARTED

2.1 System Requirements

Hardware	CPU	**MAC OS X**
		Any PowerPC Mac OS X computer.
		WINDOWS
		Any x86 or Pentium based computer or compatible that supports Windows NT 4, Windows 2000 or Windows XP (or higher).
		UNIX
		Any x86 running linux or Solaris 8, any PowerPC running linux, or any SPARC running Solaris 8.
	Memory	**MAC OS X**
		Mulberry requires a minimum of 7Mb when running.
		WINDOWS
		Mulberry typically requires 6Mb when running.
		UNIX
		Mulberry typically requires 8Mb when running.
	Network	Mulberry will work with any network hardware that provides access to TCP/IP services: a direct Ethernet connection, TCP/IP running over a wireless connection, or a modem using a protocol such as PPP or SLIP.
System Software	Version	**MAC OS X**
		OS X 10.3 or later.
		WINDOWS
		Mulberry is supported for Windows NT 4, Windows 2000 and Windows XP.
		UNIX
		Mulberry is supported for linux RedHat 5.x, 6.x, 7.x, LinuxPPC and Solaris 8.

Networking	**MAC OS X**	
	The standard TCP/IP stack provided with the OS should suffice.	
	WINDOWS	
	Mulberry requires a Win32 TCP/IP stack. The standard TCP/IP stack provided with the OS should suffice.	
	UNIX	
	The standard TCP/IP stack provided with the OS should suffice.	
Speech	Mulberry can read aloud incoming messages if suitable 'Text to Speech' software is installed on your system. If it is, Mulberry will display a 'Speech' menu items in the Edit menu. If it is not installed, the 'Speech' menu items will not appear.	
	MAC OS X	
	The standard 'Text to Speech' software can be used to enable speech support in Mulberry.	
	WINDOWS	
	Microsoft's Speech SDK software version 4.0 or 5.0 is required.	
	UNIX	
	Speech is not currently supported on Unix.	

2.2   Installing Mulberry

MAC OS X   To install Mulberry, simply double-click the 'Mulberry Installer' file on the Mulberry CD-ROM, or the equivalent file that you downloaded from the Internet. A standard installer will then run and give you options as to which parts of the Mulberry distribution to install, as well as the location where it will be installed. The 'Easy Install' option will install the application and all its accompanying documentation. If you want to install other parts of the distribution choose 'Custom Install' in the installer, and select the components you want to install.

WINDOW   To install Mulberry, simply double-click the 'Mulberry Setup.exe' file on the Mulberry CD-ROM, or the equivalent file that you downloaded from the Internet. A standard installer will then run and give you options as to which parts of the Mulberry distribution to install, as well as the location where it

will be installed. The 'Typical' option will install the application and all its accompanying documentation. If you want to install other parts of the distribution choose 'Custom' in the installer, and select the components you want to install.

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

2.3 Getting Help

MAC OS X	Mulberry makes extensive use of the Mac OS X help mechanism to provide on-line help.
	Mulberry also includes an online help facility to provide simple descriptions of items while using the program. If the online help is not sufficient, then consult this document for more detail.
WINDOWS	Mulberry makes extensive use Windows 'ToolTips' to display brief information about controls in windows when the cursor is positioned and held over the control for a short while.
	Mulberry also includes a Windows online help facility to provide simple descriptions of items while using the program. If the online help is not sufficient, then consult this document for more detail.
UNIX	Mulberry makes use of 'ToolTips' for buttons and other controls in the main windows. These are displayed when the cursor is positioned and held over the control for a short while. Mulberry also includes a basic online help system, available via the Help menu, that displays support information and a few common frequently asked questions. If the online help is not sufficient, then consult this document for more detail.

2.4 Starting Mulberry

MAC OS X **WINDOWS**	Mulberry can be started in one of two ways. • Double-click on an existing Mulberry preferences file. This has the same effect as dropping the preferences file onto the application icon. The application's preferences are then taken from this file. • Double-click the Mulberry application icon. If Mulberry is configured for single-user mode, it will first look for a preferences file in the default location. For Mac OS X, the default location is the Library directory in the current user's home directory. For Windows, the default location is the Windows Registry. If no preferences file is found, Mulberry will present you with an empty preferences dialog (see page 30), which must be configured before Mulberry can be used. Please consult your network supervisor or your Internet service provider (ISP) if you are unsure of

the proper settings for Mulberry.

UNIX   Mulberry can be started via the command line using the 'mulberry' command. Command line options can be used to launch it with documents or URL information:

-h, --help

prints the list of command line options

-v, --version

prints the version number

-D <directory path> (default: user home directory)

location for .mulberry directory for default preferences and local storage of mailboxes etc

-p <file path>   (default: ~/.mulberry/preferences.mbp)

preference file to use on startup

-u <url>

mailto url to generate a draft message on startup

-d, --disconnect

prompt to start in disconnected mode if not already set to do so

If Mulberry is configured for multi-user mode, it will present a dialog (shown in Figure 1) asking for personal details only. Your system administrator will have configured the other preference information. After starting Mulberry in this mode, you can change the preferences to suit your needs and save them in a file for later use.

Mulberry has been designed for use in either a single-user or multi-user environment. The majority of this guide will describe the features and preference settings available in Mulberry in its default, single-user state. Mulberry has a number of powerful administrative options available to system administrators. These options are detailed in the Mulberry *Administrator's Guide*, which is distributed as part of the Mulberry *Administrator's Toolkit* package.

> **Note:** If you are using a copy of Mulberry that has been pre-configured by your system administrator or Internet service provider, some of the features and preference settings described in this guide may not be available to you.
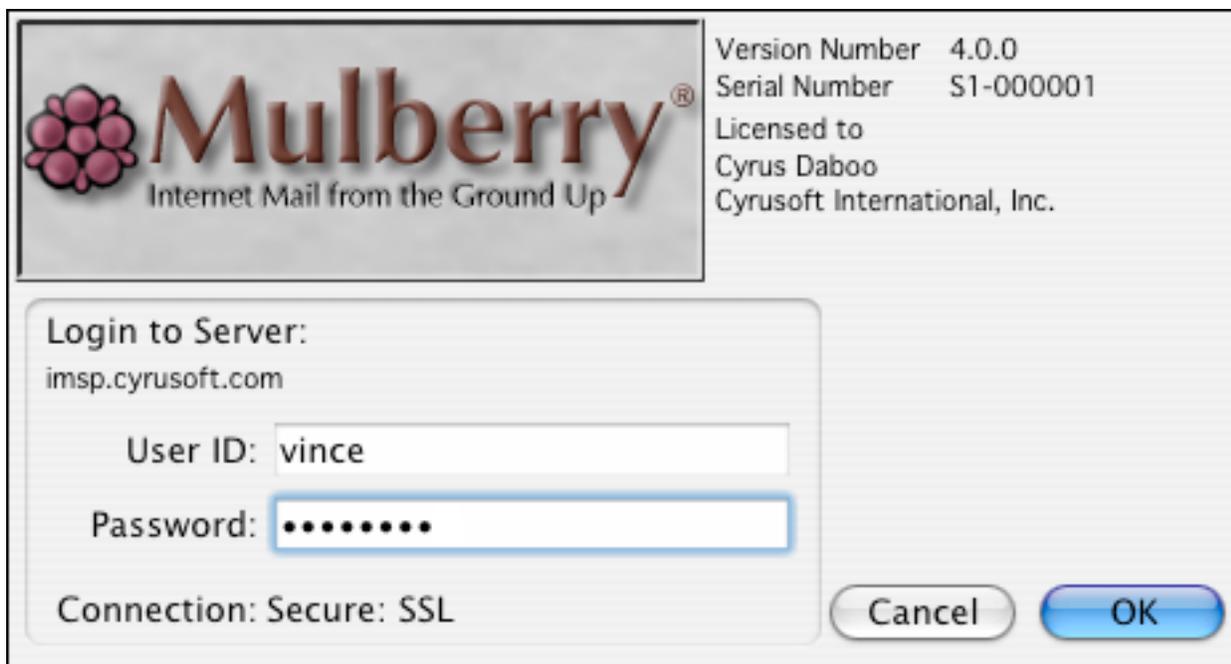
Figure 1   The multi-user login dialog box

Note: The multi-user login dialog may appear slightly different or not be displayed at all depending on the preference information set by your system administrator or Internet service provider.

2.5   Drag and Drop

Dragging and dropping is the same process you use to manipulate files and folders in the Finder (Mac OS X) or Windows Explorer (Windows), only in Mulberry (and other applications that support it) it can be used to drag and drop other objects such as text or graphics.

In Mulberry's case, any text that you can copy or edit can be dragged and dropped to any other text area, be it in the same window, a different window or even a window in another application that supports text drag and drop. You can also drag and drop items such as messages, addresses and groups, as well as incoming or outgoing file attachments. For example, a message in a mailbox window can be dragged to another mailbox window to copy it from one mailbox to another. There are many subtle uses of this feature in Mulberry. For example, Mulberry can copy all the addresses in a message into an address book if you drag the message to the address book window.

For each action which you can accomplish with drag and drop, there is always an equivalent method to achieve the same results. For example, text can be copied and pasted between different locations, and messages can be copied between mailboxes using a menu command.

2.6 Contextual Menus

Mulberry makes extensive use of contextual popup menus, which can be accessed by holding down the **control** key and clicking the mouse button (Mac OS X), or by clicking the right mouse button (Windows and Unix) in different areas of the main windows. Each area has its own associated contextual menu that can be used as a shortcut to several frequently used menu commands.

2.7 Using a Network Connection

If Mulberry is performing a time consuming network task (for example reading a large message or opening a large mailbox), it will display a spinning cursor (Mac OS X), or 'hour-glass' cursor (Windows and Unix). When this cursor is visible, you can cancel the current network task by pressing either **Escape** or **command-period** (Mac OS X) on the keyboard. However, this will completely terminate the network connection with the server. In the case of IMAP servers (used to read email) or an IMSP server (used for remote preferences and address books), Mulberry will attempt to automatically log you back in and recover its previous state. In the case of an SMTP server, canceling the sending of a message will leave the message window open. You can then attempt to send the message again at a later time if you desire.

3. BASIC CONCEPTS

Electronic mail messages are a means of communicating text and other multimedia information between different computers. While this may sound straightforward, the process of getting an email message from your computer to another person's computer is actually quite complex. In the past, Internet email was limited to text messages. However, modern Internet email systems provide for the sending of complex non-textual information such as documents, graphics, sound, and video.

Throughout this document, the terms 'email client' and 'email server' will be used rather frequently. An email client is simply a program, like Mulberry, that runs on your computer and allows you to view and manipulate your email, as well as send messages to other email users. An email server is a program that runs on another computer – most often one controlled by your network administrator or Internet service provider. The email server, among other things, collects new messages that have been sent to your email address since the last time that you read your email. The server also takes care of routing your outgoing email to the appropriate person.

The interaction between an email client and email server is governed by a number of different complex sets of rules, or protocols. In order for you to access your email, an email client must communicate with an email server on a regular basis. The email client sends requests to the server (such as "send me a list of new messages"), and the server sends a response to that request. In order for this system to work, it is essential that the client and server speak the same "language". It is the responsibility of companies that write email clients and servers to adhere to the various email-related protocols that have been established.

Similar considerations apply to managing calendaring data, and in particular sending invitations between users to set up a meeting.

The next few sections will describe in more detail the various ways in which Mulberry interacts with different types of servers, as well as the protocols that Mulberry utilizes to help you read, send, and manage email and calendar data effectively.

3.1   Modes of Operation

Internet clients operate in three different 'modes' when interacting with servers.

A client is said to operate in an **online mode** when it maintains a constant connection to a server. In this scenario, a user's mailboxes or calendars reside on the server. This mode of operation requires that the client have constant access to a network connection. As such, this mode of operation may not be ideal for certain situations, such as a mobile user trying to access their data from a laptop while on an airplane. However, since the data is stored in one central location, you can always access all of it from different locations or different computers.

Offline mode is used when the data accessed and manipulated by the client is stored on a local computer, such as a laptop or desktop PC. A client operating in an offline mode only needs access to a network connection in order to contact the server and ask for new items. If the server has new data available for that user, it can be downloaded and stored in the appropriate local store and the network connection is terminated. This approach is

advantageous for users who always access their data from the same computer, or who frequently find themselves in situations where a network connection is not available.

Disconnected mode is a hybrid form of the online and offline modes described above. In a disconnected mode scenario, the data exists both as on the server on a laptop or desktop computer. The client can work in either an online mode, directly manipulating the data on the server, or in an offline mode working with the local data. The key to disconnected mode is that the client must also provide a means of synchronizing server data with their local equivalents. Because the two data stores are kept synchronized, disconnected mode operations provide all of the advantages of offline and online operations.

3.2   The IMAP and POP Protocols: Accessing your Email

There are two widely-used protocols for reading and manipulating Internet email. The major difference between these two protocols lies in their support for the various modes of operation, described in section 3.1. The IMAP protocol supports online, offline and disconnected modes, while the POP protocol was designed to work only in an offline mode.

3.2.1   The IMAP Protocol

The Internet Message Access Protocol (IMAP) is an Internet standard for the reading and manipulation of electronic mail messages stored on a email server. An IMAP email client such as Mulberry normally runs on a user's personal computer, which contacts the IMAP server and allows you to see and manipulate your email messages and mailboxes.

IMAP servers allow you to create and manipulate mailboxes. A mailbox is commonly a file, stored on the IMAP server, which contains a set of messages. The IMAP server reads the mailbox file and sends information about each message to the IMAP client, which then displays the information to you in its own way. The IMAP server also allows a client to read and manipulate messages in a mailbox.

Mailboxes are usually organized hierarchically on the IMAP server. This allows them to be grouped logically according to topic. Mulberry allows you to specify different hierarchies in which to look for mailboxes. This provides you with a method for quick access to groups of interesting mailboxes.

3.2.1.1   Subscriptions

IMAP clients such as Mulberry have the ability to mark a set of mailboxes as 'subscribed' mailboxes. The IMAP client can send a specific request to the IMAP server to get the list of subscribed mailboxes. It is up to the IMAP client to decide how to present this subscribed mailbox list to you. Mulberry makes use of the subscribed mailboxes feature to allow you to create a set of mailboxes that always appear at the top of the mailbox list. This is useful if you have a set of mailboxes that you frequently use and want quick access to in the server window.

3.2.1.2   Extensions to IMAP

Some IMAP servers support a variety of standardized extensions to the protocol. Among the extensions Mulberry supports are access control for mailboxes, quota information for mailboxes, and namespace information for display hierarchies.

- Access Control for mailboxes allows you to share mailboxes with other people that have access to your email server. You can set up privileges for mailboxes to determine what levels of access users have.

- Quota information shows levels of resource usage on the server. For example, you might be limited to a maximum amount of disk space or a maximum number of messages in each mailbox.

- Namespace information allows Mulberry to detect all of the top-level display hierarchies available on your email server. Mulberry has the ability to automatically list these display hierarchies in the server window. Display hierarchies are discussed in detail in section 5.4.4.4.

- Sort allows the client to have the server return the list of messages in sorted order, without the need for the client to download the necessary sort information required to do the sort itself. This is a major benefit for large mailboxes. Not all the sorting methods provided by Mulberry are available on the server, so in some cases Mulberry will have to do the sort itself, as it will if the server does not support sorting itself.

- Thread allows the client to have the server return the list of messages in a hierarchical thread order. A 'thread' is a sequence of messages that are replies to an original message. The thread sorting method groups messages in the same thread together, and indicates, via indentation, which messages are in reply to others in the thread, allowing the full 'flow' of conversation on topics to be followed. As with sorting, the server-side threading is a big advantage for large mailboxes. If threading is not available on the server, Mulberry will do threading itself.

3.2.1.3 Disconnected Mode

While IMAP email clients typically operate in an online mode, some IMAP email clients, such as Mulberry, offer the ability to operate in disconnected mode as well. Mulberry allows you to specify which mailboxes from an IMAP server should be synchronized when switching between online and disconnected modes. Mulberry will automatically create the appropriate local mailboxes to "mirror" the selected mailboxes on the IMAP email server, as well as handle the synchronization of the local and server mailboxes automatically. Use of disconnected mode in Mulberry is described in more detail in section 5.4.6.

3.2.2 The POP Protocol

The Post Office Protocol, version 3 (POP3) is a simpler Internet standard for downloading email messages from a email server. As mentioned previously, POP3 was designed to work only in offline mode. The only interaction that a POP3 client has with a POP3 email server is in contacting the server and downloading new email messages to a local disk. As such, POP3 mailboxes reside on your local computer rather than on the email server.

3.3 The MIME Protocol: Email is Not Just Text Anymore

Most users of modern email systems have received some sort of non-textual data with an email message – an image, a word processing document, or some other type of file attachment. The Multipurpose Internet Mail Extensions (MIME) protocol specifies a method for encoding any data in such a way that it can be transmitted from one computer to another.

MAC OS X	Mulberry supports the use of MIME types and sub-types in conjunction with Internet Config to ensure that files received via email are correctly mapped to file types that the Mac OS X will recognize.
WINDOWS	Mulberry supports the use of MIME types and sub-types in conjunction with the Windows Registry to ensure that files received via email are correctly mapped with file extensions recognized on the local machine.
UNIX	Mulberry supports the use of MIME types and sub-types provided via configuration files in the OS. Check the Unix faq webpage for the current details on this: http://www.mulberrymail.com/mulberry/unix/faq.

3.4   The SMTP Protocol: Sending Email

The Simple Mail Transfer Protocol (SMTP) is the main Internet standard for the sending of electronic mail messages. It does not provide any capability for a client to read email messages. Mulberry uses SMTP to send email messages that you compose, regardless of whether you're using IMAP or POP3 to access your messages.

3.4.1 Extensions to SMTP

Some SMTP servers support various extensions, some of which Mulberry can take advantage of:

- SMTP AUTH provides a way for an SMTP client such as Mulberry to authenticate with the SMTP server. This allows the SMTP server to know who is trying to send email and to configure itself appropriately. A number of SMTP servers are set to prevent 'relaying' – the sending of messages from someone outside of the 'domain' of the SMTP server to someone else also outside of the SMTP server 'domain'. SMTP AUTH can be used to verify outside senders as being legitimate users of that server and turn on relaying for those users only.

- Delivery Status Notifications provides a way for SMTP servers to notify the sender of a message as to the status of that message. Status information is sent back to the original sender of the message in the form of a special notification message that can include the whole original message, or just the headers of the original message to help identify which message is being referenced. Status information that can be returned is:

  - 'Success' – indicates that the message was successfully delivered to a recipient's in-coming mailbox.

  - 'Failure' – indicates that the message was rejected and not delivered to a recipient's mailbox.

  - 'Delay' – indicates that the message has been delayed en-route to the recipient's mailbox.

- SMTP SIZE provides a way for the client to indicate the size of a message about to be submitted, and a way for the server to advertise the maximum size of message it will allow. If the maximum size reported by the server is larger than the size Mulberry calculates for the message, Mulberry will generate an error and the message will not be sent.

3.5   The IMSP and ACAP Protocols: Remote Preference and Address Book Storage

One of the many benefits of IMAP is that it allows you to access all of your email, stored on a remote server, from different locations and computers. For users that operate in this mode, it also makes sense to have other email-related information stored on a remote server. For example, having your email client save its preferences on a remote server rather than on your local machine ensures that it will have the same settings no matter where you are. By saving your address books on a remote server, you can guarantee that the names, email addresses, and contact information typically stored in your address book will be available to you everywhere.

The Internet Message Support Protocol (IMSP) is used to store preference and address book information on a remote server. If you store your preferences and address books on an IMSP server, those resources will always be available to you, no matter what computer you use to run Mulberry. This is particularly advantageous if you frequently use different computers to read your email. Mulberry can be configured to use IMSP, if such a server is available. If it is not available, preferences and address books have to be stored locally on each computer used to run Mulberry.

In addition to storing addresses on a remote server, IMSP allows address books to be searched on the server and shared among groups of users. Shared address books make it easy to set up a centralized address book for a group of individuals or a workgroup, and combined with server based searching, make it easy for co-workers to find addresses of other people in their group.

The Application Configuration Access Protocol (ACAP) is an emerging, standardized replacement for the IMSP protocol. Like IMSP, ACAP allows for the storage and retrieval of information such as address books and preferences, but in a more efficient and reliable manner. Additionally, ACAP is designed to be a more general-purpose solution than IMSP; that is, non-email applications such as web browsers can take advantage of ACAP for remote storage of information such as bookmarks or configuration options.

When operating in disconnected mode, Mulberry has the ability to synchronize preferences and address books stored on IMSP and ACAP servers with the equivalent local files.

3.6   The LDAP Protocol: Directory Assistance

The Lightweight Directory Access Protocol (LDAP) allows information about individuals and institutions to be stored and accessed from a server. Mulberry allows you to perform basic address lookups using one or more specified LDAP servers.

3.7   Calendar Access

3.7.1 Introduction

Mulberry now supports calendaring and scheduling features in addition to its email and address book capability. Calendaring was added to provide a more complete PIM (personal information manager) solution, as often schedules are managed through email.

This combination of features in a client is now seen as essential in enterprise environments to help manage activities.

As far as possible, the calendar support in Mulberry has been designed to be consistent with the existing email and contacts design, to provide a familiar experience for existing users.

Mulberry uses the iCalendar (RFC2445) data format for all local storage of calendar data, and supplements that with XML metadata files as needed to maintain additional state information, such as for disconnected synchronization etc. The iCalendar data files produced by Mulberry can be used by any other calendar product that supports that standard.

3.7.2 HTTP Web-Calendars

Mulberry supports access to calendars stored on a simple http server and accessed via http: or webcal: URL schemes. These calendars are managed via a simple 'publish/subscribe' model. That is, each change to the calendar will overwrite the entire contents of the item being changed, no synchronization of changes between the two will occur.

When webcal calendars are present, a 'Web Calendars' account item will automatically appear in the calendar store list, below the local account. If web calendars have never been used, then the account will not be present, but will automatically appear the first time a web calendar is required.

Mulberry can set itself up as the default webcal URL handler on the local machine it is running on, in the same manner it sets itself up as the default mailto URL handler.

3.7.3 WebDAV Calendars

Mulberry supports access to calendar hierarchies stored on a WebDAV server. Using WebDAV it is possible to setup public, shared and private hierarchies of calendars on the server to provide an 'enterprise' calendar solution.

Mulberry supports the WebDAV ACL (access control) capability to manage access to the calendar files directly on the server allowing calendars to be easily shared with others, if needed.

Mulberry will allow disconnected operations with WebDAV calendars, so that changes can be made to a calendar whilst offline, and then sync'd up to the server the next time an internet connection is available.

3.7.4 CalDAV Calendars

CalDAV is a new extension to WebDAV that is currently being developed. It promises to improve the performance of WebDAV stored calendars by using a new data layout (each individual event etc is stored as a separate item on the server) and new options to do smart searching, event range retrieval etc on the server.

In addition, CalDAV will support server-based scheduling options, removing the need to use email-based scheduling when users reside on the same server.

Mulberry has support for CalDAV, including the use of ACLs.

Mulberry will allow disconnected operations with CalDAV calendars, so that changes can be made to a calendar whilst offline, and then sync'd up to the server the next time an internet connection is available.

3.7.5 Sending and Receiving Invitations

Both events and tasks can be sent via email to other people in a standard format that should allow them to automatically add those items directly to their own calendars, provided the software they use allows that - if they use Mulberry it will!

3.7.6 Calendar Disconnected Mode

Mulberry will allow you to work with calendar data whilst offline. Of course calendars in the Local calendar account are always stored locally and accessible no matter what. http calendar account data is also stored locally and refreshed from the server as needed, either automatically at some timed interval, or manually at the explicit request of the user. However, this process does not involve synchronization of data – any changes result in the entire calendar being overwritten.

Both WebDAV and CalDAV accounts support full two-way synchronization of data between the client and server as needed. This is enabled by turning on the 'Allow Disconnected Operations' option in the Options panel of the preferences for the account. When this is on, all calendars in that account that are used (i.e. opened for display) will be automatically synchronized as they are opened and used. This is different than the approach used for email where each mailbox can be synchronized independently of the others. Also, the new approach means that an explicit 'synchronize now' operation is no longer needed as local data is always up to date with the server.

The new model for disconnected support now also allows individual accounts to be used in an offline mode, even when others are online. The 'Login'/'Logout' toolbar button now acts as a per-account connect/disconnect switch when the global state (as controlled via the File menu commands) is connected. When the global state is disconnected, then all calendar accounts are set to disconnected mode and the 'Login'/'Logout' toolbar button is disabled.

3.8 General Security Concepts

Many people don't realize that common email protocols such as IMAP, POP3, and SMTP dictate that personal information such as your username, password, and the text of your email messages are transmitted over the Internet in clear text. A savvy Internet hacker has the ability to intercept that information and use it for any number of illicit purposes. While the chances of that happening are rare, it's best to take advantage of security features whenever possible. Mulberry offers security features in two important areas: authentication, and PGP message security (via a separate PGP plugin). In addition, third-party applications can be used to provide encrypted communications between Mulberry and any servers.

3.8.1 Authentication Security

Authentication refers to the process by which a email client and server verify your identity. Typically, you enter a username and password into a email client. The email client then sends that information to the email server for verification. Unfortunately, this is

commonly done using plain, unencrypted text. In addition to plain text, Mulberry offers support for other popular authentication methods: Kerberos v4, GSSAPI (Kerberos v5), CRAM-MD5, DIGEST-MD5 and NTLM. When you use one of these authentication methods, your password is never transmitted in clear text over the Internet, making it difficult (if not impossible) for a hacker to obtain this information by monitoring the traffic between the client and server.

Mulberry supports different authentication methods by a series of plugins. New authentication methods can be added by simply adding a new plugin to the Mulberry Plug-ins folder. They will then automatically be available for use in Mulberry the next time it starts up.

These alternate authentication methods are available for all the different protocols listed in the sections above. Note that in order to use any of these alternative authentication methods, your server(s) must support that method. Contact your server administrator if you're not sure which authentication methods are supported by your email servers.

3.8.2 PGP Message Security

In conjunction with the Mulberry PGP or GPG Plugin, Mulberry offers seamless integration with version 8 of PGP Corp.s' popular PGP software, and the freeware GNUpg software. In the context of email, PGP allows you to perform several important security operations. When sending email, PGP provides mechanisms to encrypt messages before sending them as well as digitally "sign" messages so that the recipient can verify their authenticity. On the receiving end, PGP allows you to decrypt messages and verify a PGP signature attached to a message. When the Mulberry PGP plugin is installed, various menu commands and buttons will appear to provide seamless access to the signing and encryption capabilities of PGP.

3.8.3 S/MIME Message Security

In conjunction with the Mulberry S/MIME Plugin, Mulberry offers S/MIME cryptographic capability. In the context of email, S/MIME allows you to perform several important security operations. When sending email, S/MIME provides mechanisms to encrypt messages before sending them as well as digitally "sign" messages so that the recipient can verify their authenticity. On the receiving end, S/MIME allows you to decrypt messages and verify an S/MIME signature attached to a message. When the Mulberry S/MIME plugin is installed, various menu commands and buttons will appear to provide seamless access to the signing and encryption capabilities of S/MIME.

3.8.4 Encrypted Network Traffic (SSL)

In conjunction with the Mulberry PGP Plugin (available separately), Mulberry supports the Secure Sockets Layer (SSL) v3 protocol and the Transport Layer Security (TLS) v1 protocols. This is the equivalent of the network security provided in web browsers and typically used to secure financial transactions on the web.

Third-party products that run on the client and server can also provide an encrypted 'channel' for sending data between a client program on one machine and a server program on another. Such software uses a mechanism called 'port-forwarding' which allows the third-part software to interact with the client or server program without the need for those

programs to be specifically modified to work with them. Mulberry supports port-forwarding software of this kind.

3.9   Read Receipts Requests

Internet email offers a standard option for senders of email messages to request a receipt message be sent back to them when the recipient of a message reads it. The sender must explicitly turn that option on in order for it to be processed by the recipient. Mulberry supports this directly from its Draft window.

Recipients of read receipt requests can choose at their option how to process them. Typically there will be three choices: never send a read receipt back (users may choose this if they have privacy concerns); always send a read receipt back; or provide a prompt each time a read receipt request is detected, allowing the user to choose whether to send a receipt back or not. Mulberry has preferences to allow you to choose either of these options for read receipt processing.

Since the return of a receipt is solely at the discretion of the recipient, there is no absolute guarantee that if you request one, one will be returned to you when the message is read.

3.10   Message Filtering

To cope with the large volumes of email that users receive these days, a popular mechanism called filtering has been introduced and is in wide-spread use. Filtering is the process whereby messages are automatically processed by some 'agent' based on their content, and certain actions taken. For example, messages know to be important, can have an important 'flag' or indicator added to them. Messages know to be worthless can be immediately deleted and removed before the user has to see or download them. Other messages can be automatically filed away into different mailboxes based on category.

The 'agent' that does the filtering is typically either the email client application, or some process on the server. With client-side filtering, the client application has to download enough information about the messages to be able to determine whether and how they should be processed. With server-side filtering, a program on the server processes the messages as they are being delivered. Server-side filtering takes place even when there is no client connected to it. The advantage of this is that the client doesn't have to waste any of its time doing the filtering.

Mulberry supports both client- and server-side filtering, as described in full in Section 0.

4. CONFIGURING MULBERRY

Mulberry has a number of flexible configuration options. For the basic email user, the simple preferences panel allows quick configuration of a basic set of options necessary to get Mulberry up and running. More advanced email users will want to explore the advanced preferences panel, which gives you access to all of Mulberry's powerful configuration options – including multiple email servers, display fonts and styles, multiple identities, and many other features.

The simple preferences panel is shown in Figure 2. The advanced preferences panel is shown in Figure 3. For using the simple preferences consult the Mulberry *QuickStart Guide*.

Some of the controls in the various preferences panels may be disabled if Mulberry has been pre-configured by your network administrator.
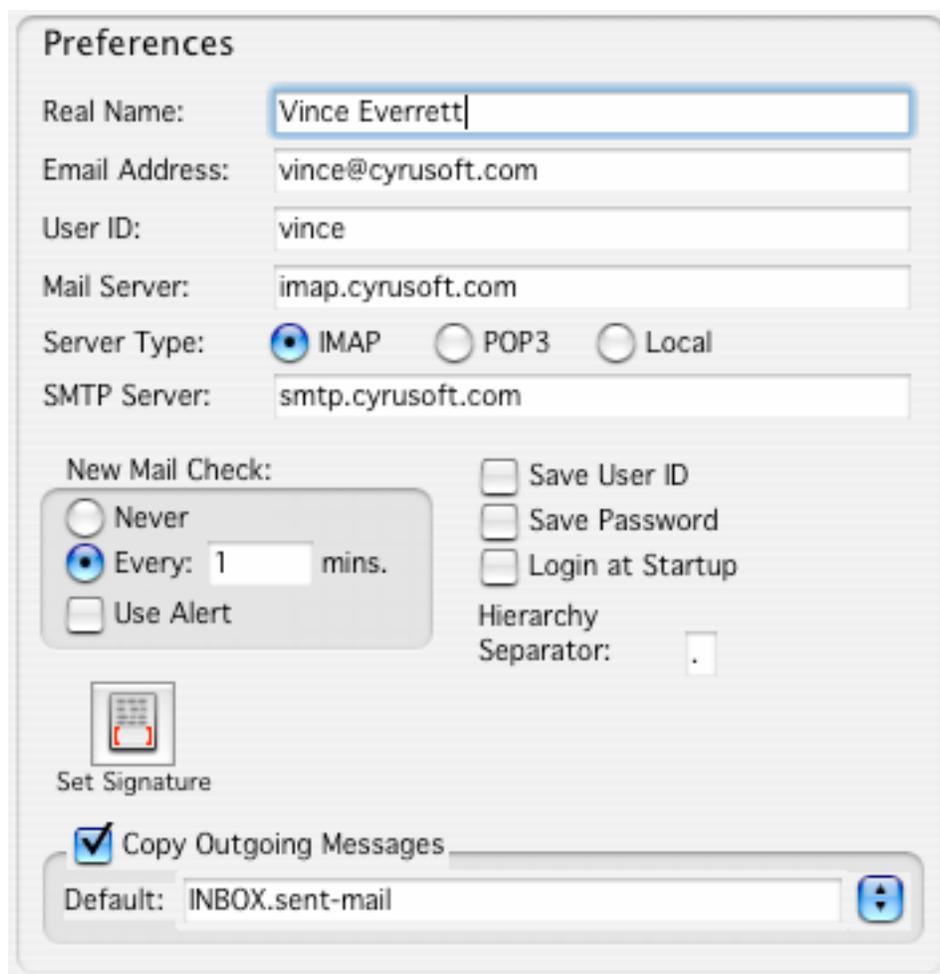
Figure 2   The preferences dialog in simple mode

To change between local and remote preferences, click here.

To switch between simple and advanced preferences panels, click here

Simple
● Advanced

Storage
○ Local
● Remote

Open

Save As…

Save Default

Cancel

OK

Click a button here to see a different panel

Preference panels are shown here

To open a preferences file from disk, click here

To save the current preferences in a file, click here

To save the current preferences as the default in the System Folder, click here

Figure 3   The preferences dialog in advanced mode

The advanced preferences dialog has two main areas:

• The central window pane is used for showing different panels that can be used to set preferences.

MAC OS X **UNIX**	To switch between panels, click on one of the buttons on the left hand side of the dialog.
WINDOWS	To switch between panels, click on one of the tabs at the top of the dialog.

- The right hand side of the dialog contains controls used to open and save preferences files, as well as change some universal settings.

Mulberry supports storage of preferences either locally, on a local or shared hard drive, or remotely on an IMSP or ACAP server. To switch between local and remote preferences, click the **Local** or **Remote** radio buttons on the right-hand side of the dialog.

A set of preferences stored in a local file or remotely is called a 'preference set'. You can have as many preference sets as you like and switch between them by clicking the **Open** button.

- For local preferences this will display a standard file dialog allowing you to choose a local preference file to open.

- For remote preferences this will open a dialog showing you the available preference sets on the remote server, and allow you to pick one to open.

One local and one remote preference set can be saved as the 'default set'. The default preference set is the one opened when launching Mulberry by double-clicking its icon. To save the current preference set as the default preference set, you can click the **Save Default** button.

MAC OS X	The default location for local preferences is the Library directory inside the current user's home directory.
WINDOWS	The default location for local preferences is the Windows registry for the current user.
UNIX	The default location for local preferences is the ~/.mulberry directory.

Closing the preferences dialog by clicking the **OK** button will also save the current preference set. In this case, the preference set will be saved in the same location from which it was opened.

To save the current preference set under a different name, click the **Save As...** button.

- For local preferences this will bring up a standard file save dialog allowing you to choose the name and location for the preference file.

- For remote preferences, this will open a dialog box listing the current preference sets stored on the server, and allow you to enter a name for the new set.

Multiple preference sets allow you to quickly switch between sets of preferences while Mulberry is running. When you load a new preference set while Mulberry is running, all of your current server connections are terminated, and new connections are established for the various accounts defined in the new preferences file. You can switch preference sets while Mulberry is running in two ways. First, you can use the **Open** button in the Preferences dialog to load a new local or remote preference file. You can also double-click a local preferences file in the Finder (Mac OS X) or the Windows Explorer (Windows).

There are currently fourteen different panels to choose from in the advanced preferences dialog, though some of these may not be present or are disabled depending on what additional features are available to Mulberry. Each of these panels will be described in the following subsections.

4.1   Accounts Panel

Please check with your network supervisor or your Internet service provider (ISP) if you are unsure of the proper settings for the Accounts panel.
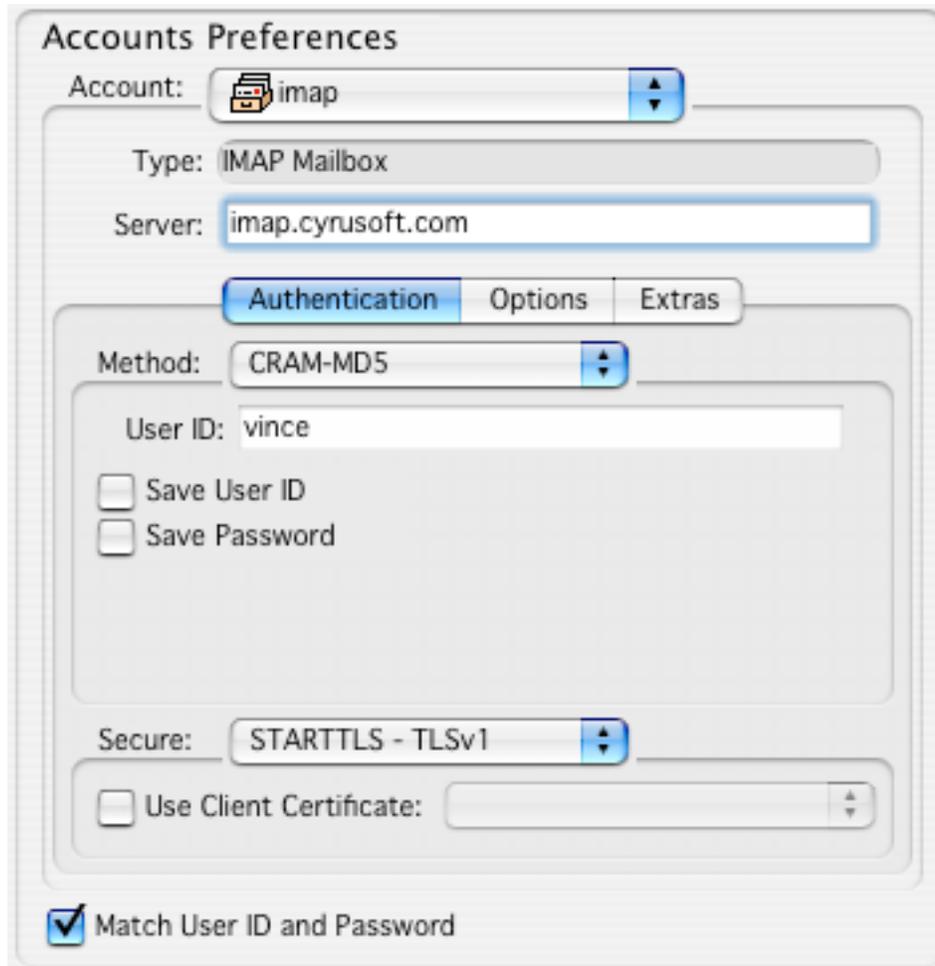
Figure 4   The Accounts preference panel

The following four settings are available regardless of the type of account chosen:

Account	Selects an account for editing, creates a new account, renames or deletes the account currently displayed.
Type	The type of account currently being displayed (not editable).

Server	The internet address of the server should be entered here. This can be a fully qualified name (e.g. imap.mulberrymail.com) or an IP address (e.g. 206.31.218.196). To use a non-default port, add a ':' and the port number (e.g. imap.mulberrymail.com:146). The default port numbers for the various protocols used by Mulberry are:

- IMAP – 143 (993 with SSLv3 security)
- POP3 – 110 (995 with SSLv3 security)
- IMSP – 406 (906 with SSLv3 security)
- ACAP – 674
- SMTP – 25 (993 with SSLv3 security)
- LDAP – 389 (636 with SSLv3 security)
- ManageSIEVE – 2000
- CalDAV – 80 (443 with SSLv3 security)
- WebDAV – 80 (443 with SSLv3 security)

Match User ID and Password	To have Mulberry use the same password with a user ID that was used before, turn this on. This allows you to enter your user ID and password only once when the user ID is the same, even if logging in to different types of servers.

> **Note:** This option may produce undesirable results if you use the same username but different passwords on more than one server in the Accounts panel.

The remainder of the Accounts panel will vary depending on the type of account currently being displayed.

4.1.1 IMAP Mailbox Account

4.1.1.1 Authentication Tab

The options available in the Authentication tab remain constant regardless of the account type selected. The authentication methods described below are available for IMAP Mailbox accounts and all other account types.
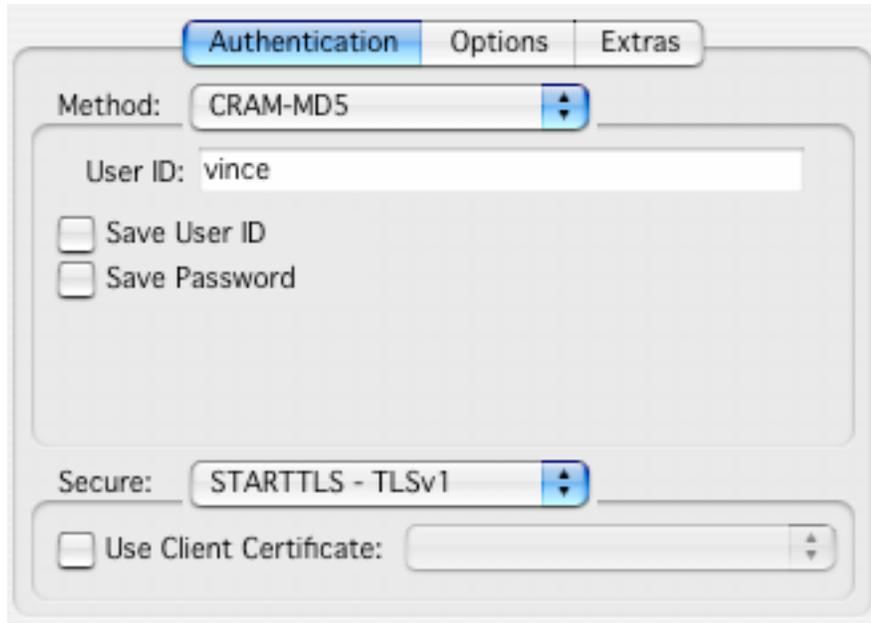
Figure 5   The Authentication tab for authentication methods requiring just a
user id and password

Method	To choose the authentication method to use with the current account, click here. Mulberry currently supports Plain Text, CRAM-MD5, DIGEST-MD5, Kerberos v4, and NTLM authentication methods. It also supports ANONYMOUS login which does not require any additional information.
Secure	Allows you to choose between SSLv3 and TLSv1 network security protocols to secure the entire communications between Mulberry and the server. You need to check with your server administrator as to which of these options is applicable in your case.
Use Client Certificate	Allows you to choose an x509 personal certificate to use with SSL to authenticate via the SSL protocol itself. When this choice is selected you should also select 'SSL Client Certificate' in the **Method** popup.

The following options are only available when using an authentication method that requires only a user id and password:

User ID	The user ID required for you to log in to this server should be entered here.
Save User ID	To save the user ID in the preferences file so that it will be used the next time Mulberry is launched with the current preferences file, turn this on.

Save Password	To save the your password in the preferences file so that it will be used the next time Mulberry is launched with the current preferences file, turn this on. WARNING: If this option is turned on, anyone with access to your preferences file will be able to read your email. Passwords are saved in encrypted form in both local and remote preference sets.
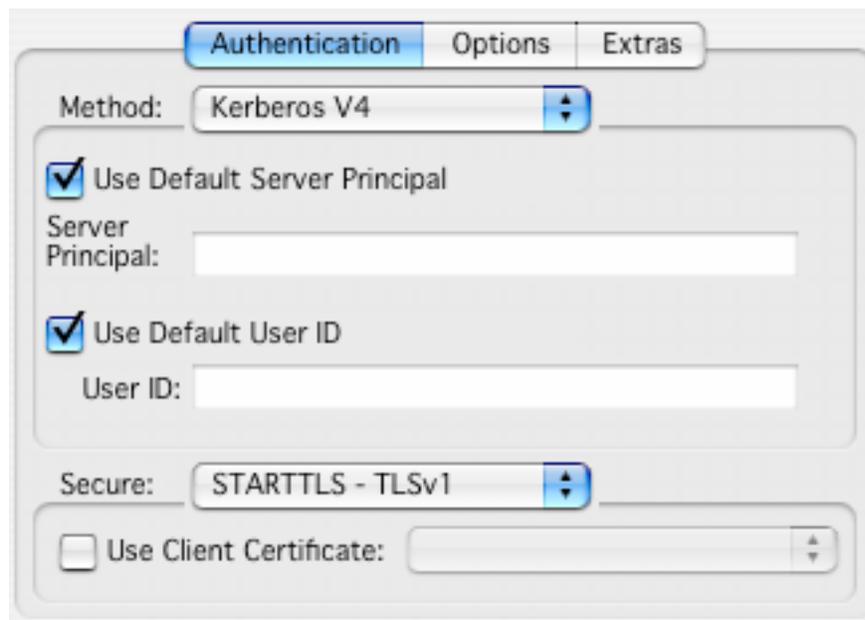
Figure 6   The Authentication panel for Kerberos authentication

The following options are only available when using the Kerberos v4 authentication method:

Use Default Server Principal	To have Mulberry discover the Kerberos server principal automatically, turn this on.
Server Principal	The Kerberos realm of the server should be entered here.
Use Default User ID	To use the default Kerberos user ID to login to the specified server instead of the ID you specified in the "User ID" field, turn this on.
User ID	The user ID required for you to log in to this server should be entered here, if 'Use Default User ID' is turned off.

4.1.1.2 Options Tab

Figure 7   The Options tab for an IMAP Mailbox account

Login at Startup	To automatically login to the selected server when you start Mulberry, turn this on.
Directory Separator	The hierarchy separator character for mailbox hierarchies should be entered here (usually '/' or '.'). If you do not fill in this field, Mulberry will determine the correct separator.
Automatic Hierarchy List	To automatically list any display hierarchies returned by the server, turn this on. The display hierarchies will be shown in the server window. This option only works if your server supports the IMAP 'NAMESPACE' extension. Please see section 5.4.4.4 for a detailed description of display hierarchies.
Allow Disconnected Operations	To enable disconnected operations with this account, turn this on. Disconnected mode allows you to read and manipulate email from an IMAP Mailbox account without being connected to your email server. Please see section 5.4.6 for a full description of disconnected mode operations.

4.1.1.3 Extras Tab

The options available in the Extras tab are available for IMAP Mailbox accounts as well as POP3 and Local Mailbox accounts.

Figure 8   The Extras tab for an IMAP Mailbox account

Tie to Identity	Check this option to tie one of your identities to the selected account. For a complete description of identities, please see section 5.9.2.6.
	This option allows you to specify an identity to use by default when replying to or forwarding a message stored in a particular email account.

> **Note:** You can also tie an identity to a specific mailbox. In this case, the identity tied to the mailbox will override the identity tied to the email account containing that mailbox. Please see section 5.4.5.1 for instructions on tying an identity to a mailbox.

4.1.2 POP3 Mailbox Account

4.1.2.1 Options Tab
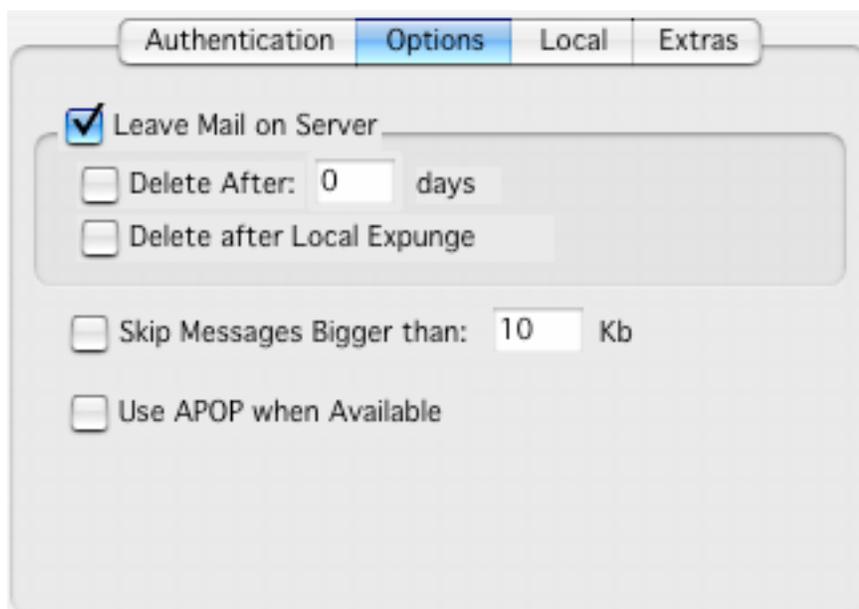
Figure 9   The Options tab for a POP3 Mailbox Account

Leave Email on Server	To prevent Mulberry from deleting your messages from the POP3 server after downloading them, turn this on.
Delete After	If you select this option, Mulberry will remove messages from the selected POP3 server after the specified number of days, rather than deleting them immediately after downloading them.
Delete after Local Expunge	If you select this option, Mulberry will remove a message from the selected POP3 server only after the corresponding message has been deleted and expunged from the local POP3 mailbox.
Skip Messages Bigger Than	When this option is selected, Mulberry will not download messages from the selected POP3 server that exceed the specified size.
Use APOP When Available	To use the more secure APOP authentication mechanism, turn this on. You must also have Plain Text selected as the authentication mechanism for this POP3 server. APOP will only be used when the server advertises that it is available.

4.1.2.2 Local Tab
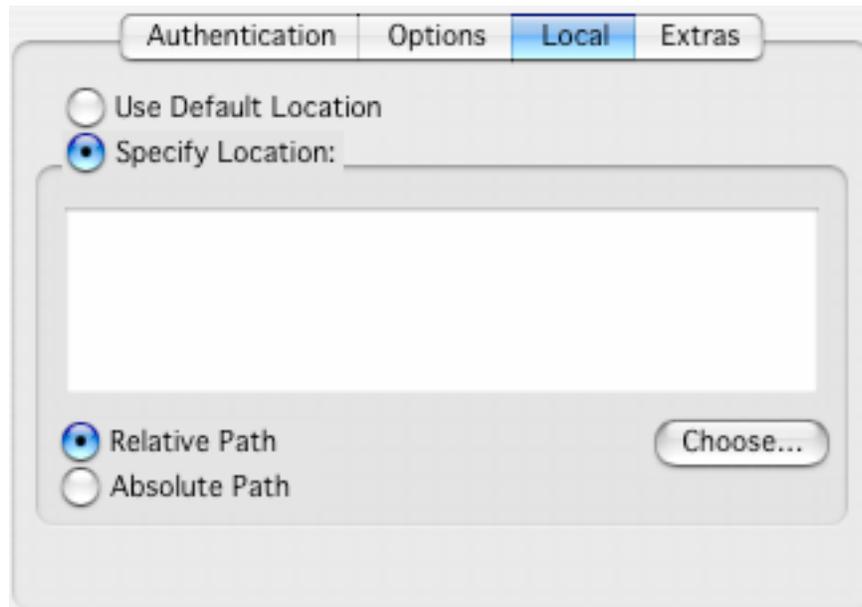
Figure 10 The Local tab for a POP3 Mailbox account

Use Default Location	To store POP3 mailboxes for this account in the default location, click here. The default mailbox location is determined by a setting in the Disconnected tab of the Mailbox preference panel (see section 4.5.3), and can be either the Mulberry application folder or the user documents folder defined by the operating system.
Specify Location	To store POP3 mailboxes in a folder other than the default location, click here. You can type a path in the location box or use the **Choose** button to select a directory.
Relative Path	If this item is selected, Mulberry interprets the pathname relative to the default location. If you use the **Choose** button to select a directory, Mulberry will determine whether relative or absolute is most appropriate.
Absolute Path	If this item is selected, Mulberry interprets the pathname as an absolute path. If you use the **Choose** button to select a directory, Mulberry will determine whether relative or absolute is most appropriate.

4.1.3   Local Mailbox Account
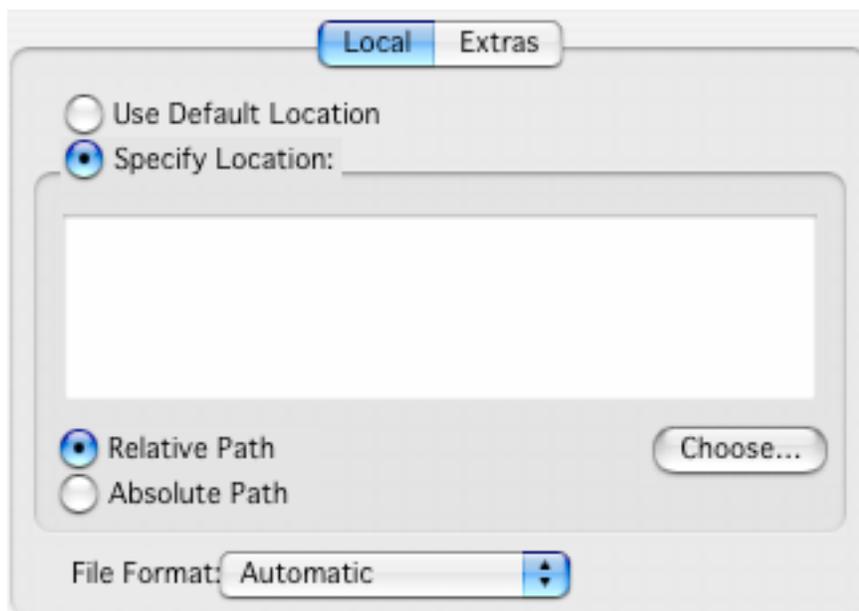
Figure 11 The Local tab for a Local Mailbox account

Most of the options in the Local tab are identical to those in the Local tab for a POP3 Mailbox account (see section 4.1.2.2). However, there is one additional option available to specify the format of the local mailboxes in this account type.

File Format	Choose the mailbox format to use for mailboxes under this account. Available options are Automatic, Mac OS, Windows, and UNIX. In general, you will want to keep this set to Automatic. However, if you set up the local mailbox account to access mailboxes on a shared disk from a computer using a different operating system, you may need to change the file format. Additionally, you can modify this setting if you want to create local mailboxes in a format that will allow easy transport to a computer running a different operating system.

4.1.4 SMTP Send Email Account

4.1.4.1 Options Tab

Figure 12 The Options tab form an SMTP Send Email account

Use Local Queues for Sending	Select this option to enable SMTP queuing. When this option is on, Mulberry will create a local mailbox to store outgoing email sent through the selected SMTP account. Queued email is sent in the background, allowing you to perform other operations within Mulberry immediately after sending a message.
	If you are operating in disconnected mode, the SMTP queue will hold outgoing messages until the next time you connect to a network. You can manipulate the contents of the SMTP queue via the Outgoing Queue window, described in Section 5.6.
	Note: In order to use the selected SMTP account in disconnected mode, you must have this option checked.
Hold Messages when Added to Queue	When this option is selected, messages will be assigned a status of "Hold" when added to the SMTP queue, causing them not to be sent immediately. For held messages to be sent, you must manually change the status of the messages in the Outgoing Queue window, described in Section 5.6.

4.1.5 IMSP Options Account

4.1.5.1 Options Tab

Figure 13 The Options tab for an IMSP Options account

Use Remote Preferences on Startup	Select this option to use the default preference set on the selected remote IMSP server instead of those stored in a local file when starting up Mulberry.

4.1.5.2 Sets Tab
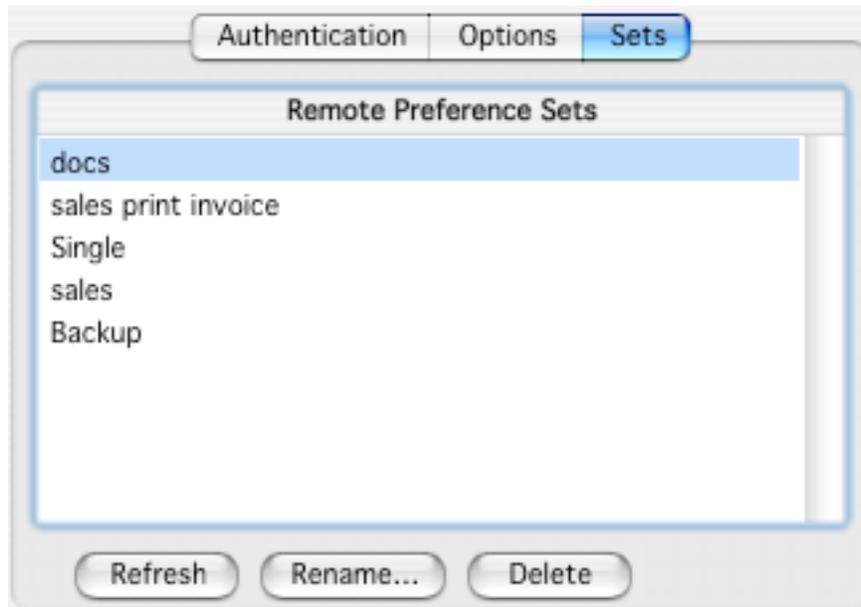
Figure 14 The Sets tab for an IMSP Options account

The Sets tab allows you to view and manipulate the different preference sets on the current IMSP server. A listing of all available preference sets appears in the Remote Preference Sets box.   To update the listing of preference sets, click the **Refresh** button. The **Rename** button allows you to change the name of the currently selected preference set. The **Delete** button will delete the currently selected preference set(s) from the server.

4.1.6   ACAP Options Account

The options available for an ACAP Options account are identical to those available when using an IMSP Options account.

4.1.7 IMSP Address Books Account

4.1.7.1 Options Tab

Figure 15 The Options tab for an IMSP Address Book account

Login at Startup	To set Mulberry to automatically login to the selected IMSP Address Book server when you start the program, turn this on.
Allow Disconnected Operations	To make address books in this account accessible while in disconnected mode, select this option. Please see section 5.4.6 for a full description of disconnected mode operations.

4.1.8 ACAP Address Books Account

The options available for an ACAP Address Book account are identical to those available when using an IMSP Address Book account.

4.1.9 LDAP Address Search Account

4.1.9.1 Options Tab
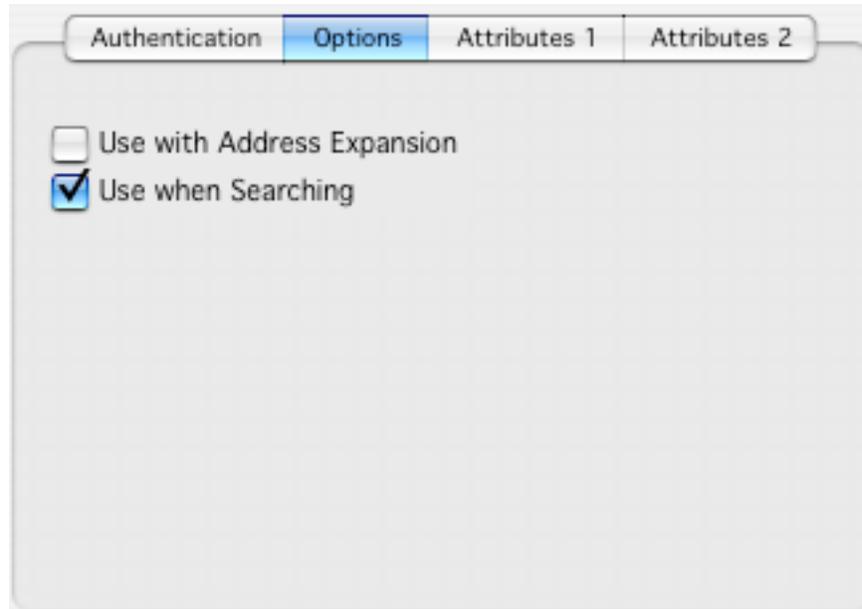
Figure 16 The Options tab for an LDAP Address Search account

Use with Address Expansion	To use this LDAP server when expanding addresses in Drafts, turn this on.
Use when Searching	To use this LDAP server when doing Address searches, turn this on.

4.1.9.2 Attr. 1 Tab

Figure 17 The Attributes1 tab for an LDAP Address Search account

Root	Enter the root starting location for the LDAP search.
Name	Enter the attribute value on the LDAP server that corresponds to the name of the person being looked up. This will usually be 'cn'.
Email	Enter the attribute value on the LDAP server that corresponds to the email address of the person being looked up. This will usually be 'mail'.
Nick-name	Enter the attribute value on the LDAP server that corresponds to the nick-name of the person being looked up.
Address	Enter the attribute value on the LDAP server that corresponds to the postal address of the person being looked up.
Company	Enter the attribute value on the LDAP server that corresponds to the company of the person being looked up.

4.1.9.3 **Attr. 2 Tab**
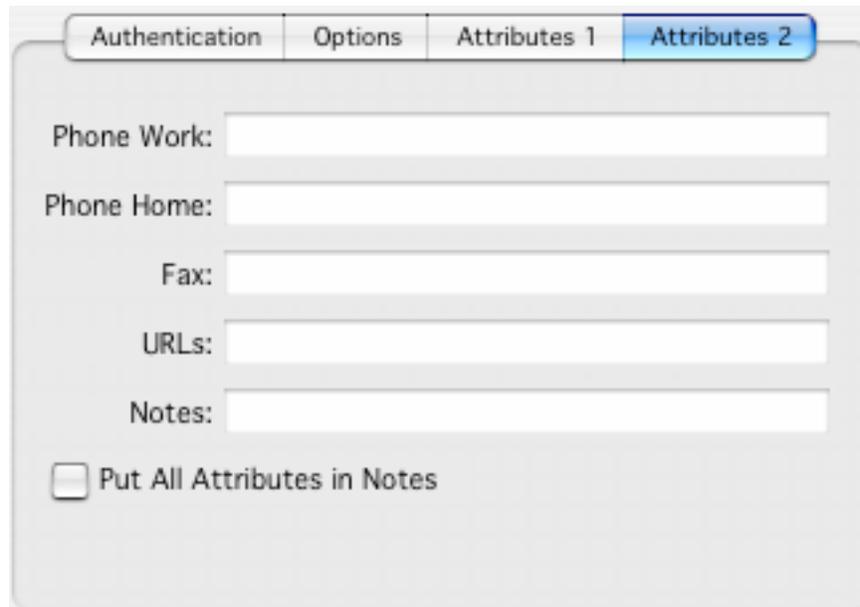
Figure 18 The Attributes2 tab for an LDAP Address Search account

Phone Work	Enter the attribute value on the LDAP server that corresponds to the work telephone number of the person being looked up.
Phone Home	Enter the attribute value on the LDAP server that corresponds to the home telephone number of the person being looked up.
Fax	Enter the attribute value on the LDAP server that corresponds to the fax number of the person being looked up.
URLs	Enter the attribute value on the LDAP server that corresponds to the URL of the person being looked up.
Notes	Enter the attribute value on the LDAP server that corresponds to the Notes field of the person being looked up. This field is disabled if you check the 'Put Attributes in Notes' option below.
Put Attributes in Notes	To have the full set of attributes returned by the LDAP server for an entry inserted into the address notes field, turn this on.

4.1.10 ManageSIEVE Filter Account

There are no options available for ManageSIEVE accounts.

4.1.11 CalDAV Calendar Account

4.1.11.1 Options Tab
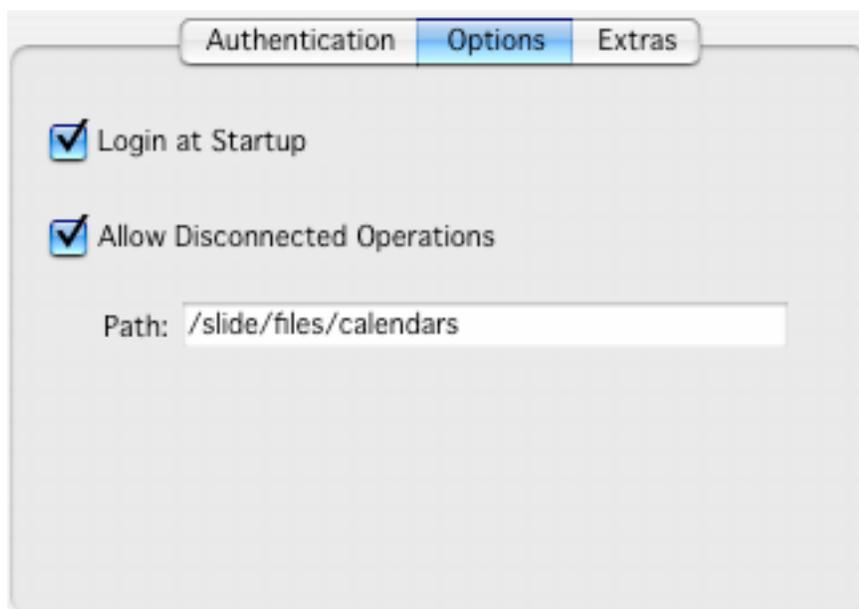
Figure 19 The Options tab for a CalDAV Calendar account

Login at Startup	To set Mulberry to automatically login to the selected Calendar server when you start the program, turn this on.
Allow Disconnected Operations	To make calendars in this account accessible while in disconnected mode, select this option. Please see section 5.4.6 for a full description of disconnected mode operations.
Path	Enter the URL root path to the location on the server that is the top of the calendar hierarchy.

4.1.12 WebDAV Calendar Account

4.1.12.1 Options Tab

Same as CalDAV accounts.

4.2   Alerts
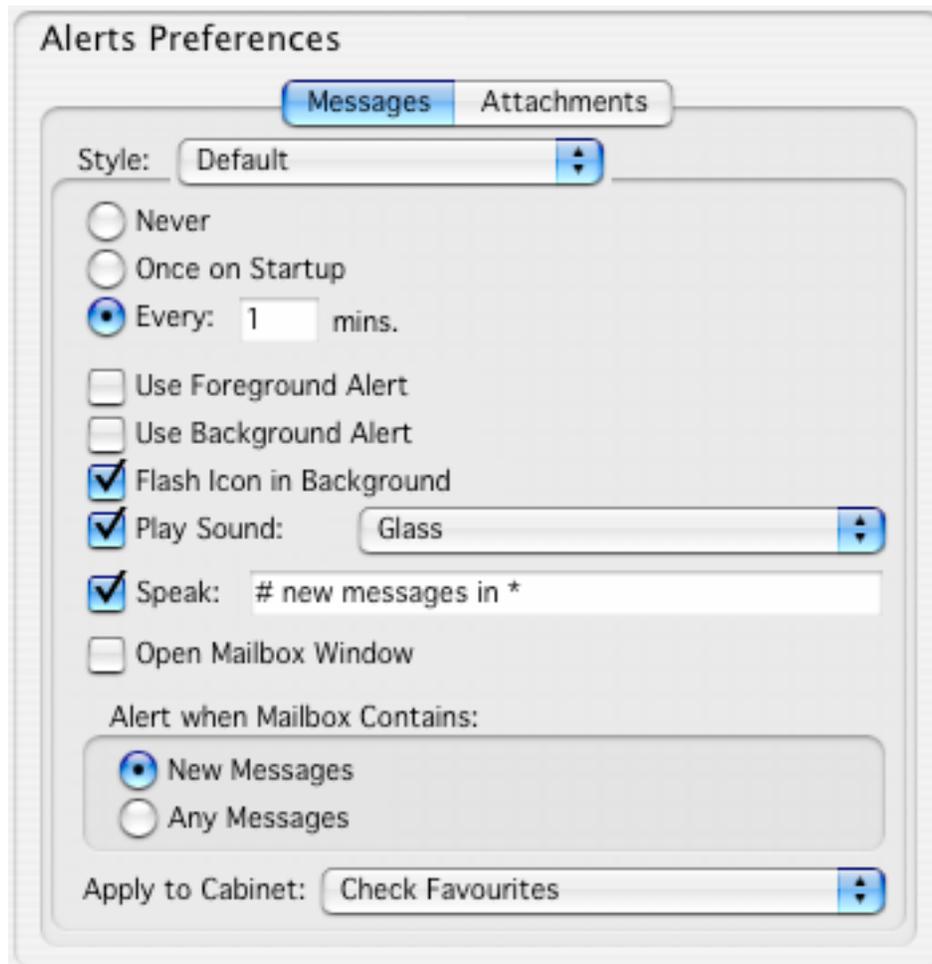
Figure 20 The Alerts preference panel

The Alerts preference panel allows you to define several different alert styles to apply to different groups of mailboxes. For example, you may want to check your INBOX for new email every five minutes, and receive notification via a sound and foreground alert. You may also want to check another group of mailboxes, such as your subscribed mailboxes, less frequently and receive a different type of alert when new messages arrive in those mailboxes.

Alert styles work in conjunction with cabinets. Each alert style you create has a cabinet associated with it. New email checking and notification takes place for mailboxes within that cabinet according to the settings specified within the associated alert style. For a complete description of cabinets, please see section 5.4.4.6.

Style	This popup allows you to choose among the different alert styles you've created, as well as make changed to those styles. When you select an alert style using this menu, the settings for that style are displayed. The **New…** option allows you to create and name a new alert style. The **Rename…** option allows you to rename the currently selected alert style, and the **Delete…** option deletes the selected alert style.
New Email Checking	To enable automatic email checking, click the 'Every … minutes' option and enter a time in minutes to specify the interval between automatic email checks. If 'Never' is selected, no automatic email checking will take place. Selecting the 'Once on Startup' option causes mailboxes to be checked only once, after you start Mulberry.
Use Foreground Alert	To show an alert dialog when new email arrives and Mulberry is the active application, turn this on.
Use Background Alert	To show an alert dialog when new email arrives and Mulberry is in the background, turn this on.
MAC OS X ONLY **Flash Icon in Background**	MAC OS X ONLY To flash the application icon in the menu bar when new email arrives and Mulberry is in the background, turn this on.
WINDOWS ONLY **Show Icon in Task Bar**	WINDOWS ONLY To show the application icon in the taskbar, turn this on.
Play Sound	To play a sound when new email arrives, turn this on. You can select the sound from the list of installed system sounds using the popup menu.
Open Mailbox Window	To automatically open the mailbox window for any mailboxes that contain new email, turn this on.
Alert when Mailbox Contains	To present an alert only when a mailbox is checked and contains new messages, click the New Messages option. To present an alert when a mailbox is checked and contains any type of message, click the Any Messages option. The type of alert presented will depend on the settings above.
Apply To Cabinet	Select the cabinet to associate with this alert style. Mailboxes in this cabinet will be checked at the interval specified and you will be notified of new messages according to the settings specified in the current alert style.

4.2.1 Attachments Tab
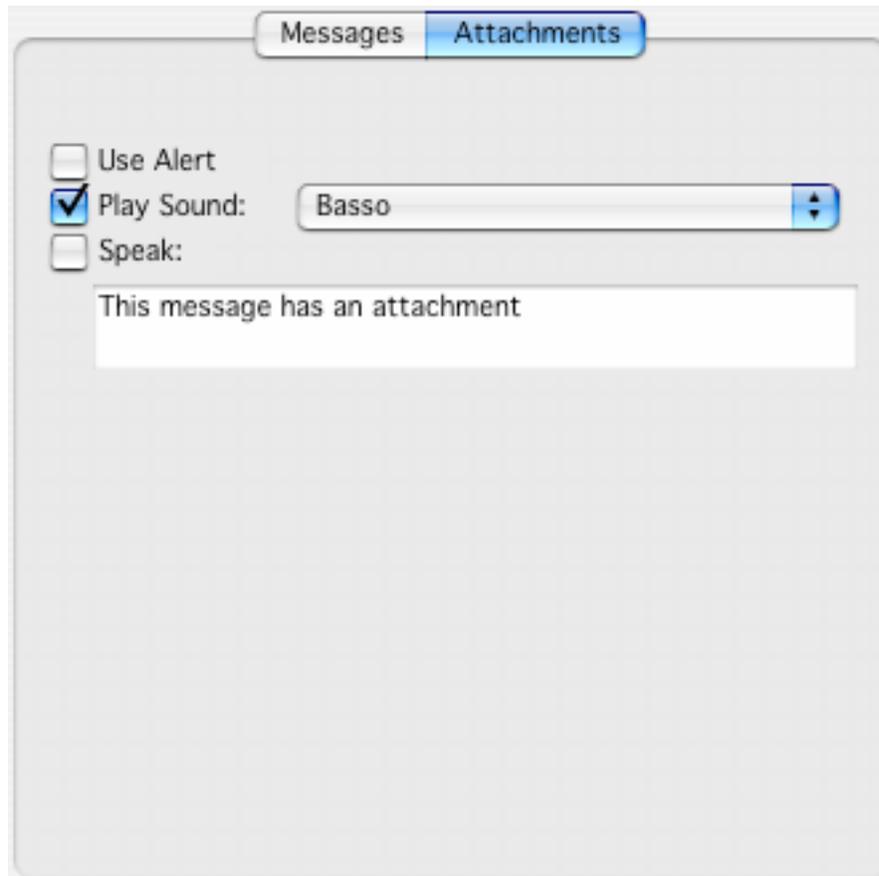
Figure 21 The Attachments tab in the Alert preference panel

Use Alert	To show an alert box when a message with attachments is opened, turn this on.
Play Sound	To play a sound when a message with an attachment is opened, turn this on. You can select the sound from the list of installed system sounds using the popup menu.
MAC OS X & WINDOWS ONLY **Speak**	**MAC OS X & WINDOWS ONLY** To generate a spoken alert when a message with an attachment is opened, turn this on. You can specify the text to be spoken in the box below the check box.

4.3 Display
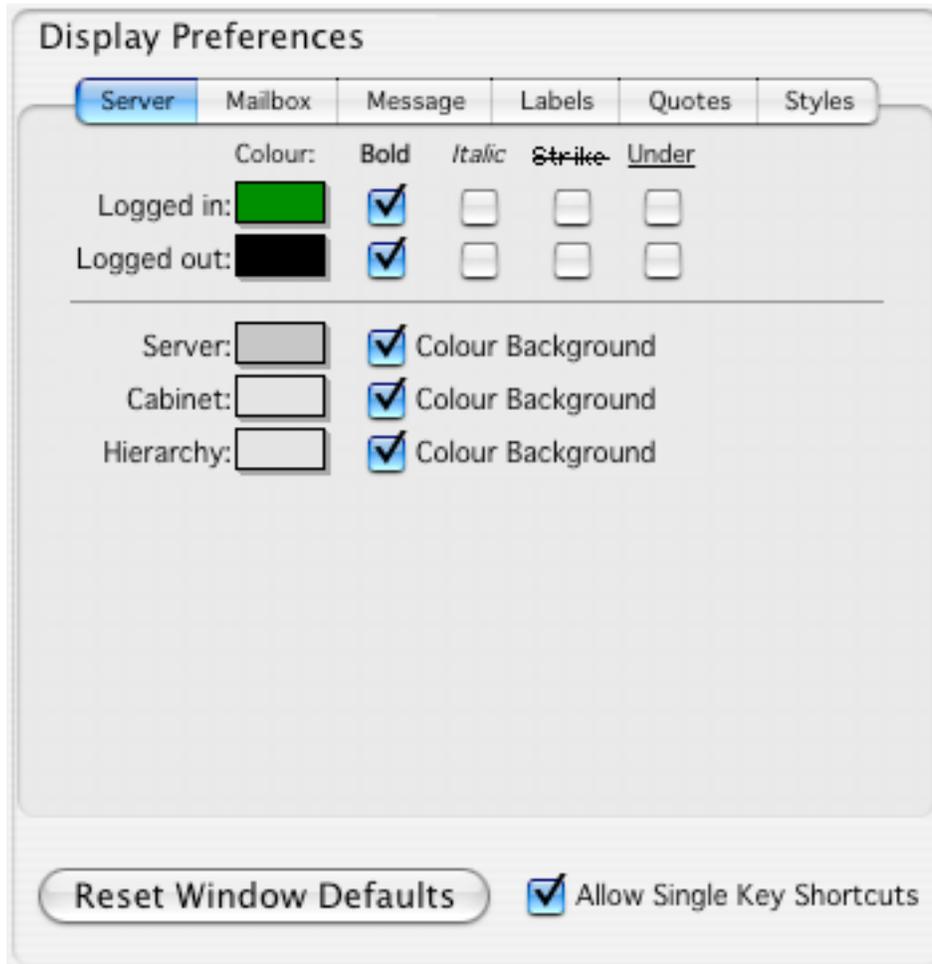
Figure 22 The Display preference panel

In addition to the settings in the Display panel, Mulberry saves window position information in your preferences. To facilitate easy use between different computers, different sets of window positions are saved for different monitor resolutions and different operating system types.

Reset Window Defaults	Resets all window positions to their default values
Allow Single Key Shortcuts	To use single key shortcut commands in mailbox or message panes, turn this on.

	WINDOWS ONLY
Multiple Taskbar Items	To have each individual Mulberry window appear as a separate entry on the taskbar, turn this on. To have a single taskbar entry for all Mulberry windows, turn this off. This option is not available if you do not have the Independent Windows option turned on. Changes only take effect after you quit and restart Mulberry.

4.3.1 Server Tab

The settings in this tab affect the text names of email servers, cabinets, and display hierarchies appearing in the server window.

Logged In	To set the color for displaying the text name of servers in the server window for which you are currently logged in, click the colored box. To select a text style for the text names of logged in servers, turn the appropriate checkbox on or off.
Logged Out	To set the color for displaying the text name of servers in the server window for which you are not logged in, click the colored box. To select a text style for the text names of logged out servers, turn the corresponding checkbox on or off.
Server	To set the background color for servers in the server window, click the colored box. To eliminate the background color, uncheck the 'Color Background' box.
Cabinet	To set the background color for mailbox cabinets in the server window, click the colored box. To eliminate the background color, uncheck the 'Color Background' box.
Hierarchy	To set the background color for mailbox display hierarchies in the server window, click the colored box. To eliminate the background color, uncheck the 'Color Background' box.

4.3.2 Mailbox Tab

All settings in this tab affect text names of mailboxes appearing in the server window.
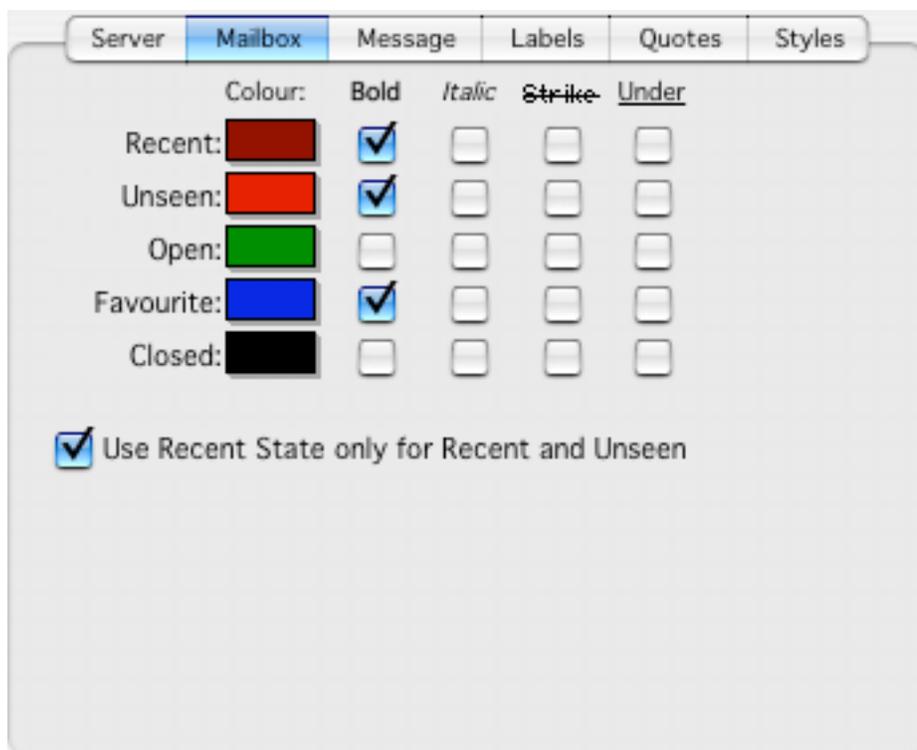
Figure 23 The Mailbox tab in the Display preference panel

Recent	To set the color for mailboxes with new messages, click the colored box. To select a text style for mailboxes with new messages, turn the corresponding checkbox on or off.
Unseen	To set the color for mailboxes with unseen messages, click the colored box. To select a text style for mailboxes with unseen messages, turn the corresponding checkbox on or off.
Open	To set the color for mailboxes that are currently open, click the colored box. To select a text style for open mailboxes, turn the corresponding checkbox on or off.
Favorite	To set the color for mailboxes that are marked as 'Favorites' (those that will be checked for new email), click the colored box. To select a text style for favorite mailboxes, turn the corresponding checkbox on or off.
Closed	To set the color for ordinary mailboxes, click the colored box. To select a text style for ordinary mailboxes, turn the corresponding checkbox on or off.

| **Use Recent State only for Recent and Unseen** | To use the Recent style for messages that have both recent and unseen flags set, as opposed to those only having the Recent flag set, turn the corresponding checkbox on. |

4.3.3 Message Tab

All settings in this tab affect message captions appearing in mailbox windows.
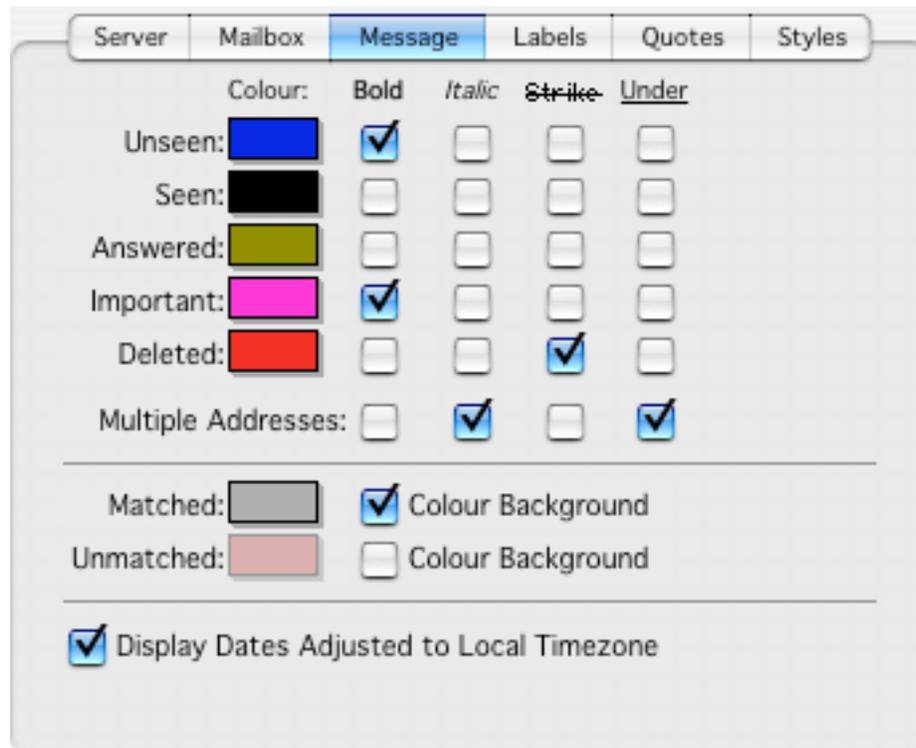
Figure 24 The Message tab in the Display preference panel

Unseen	To set the color for new messages, click the colored box. To select a text style for new messages, turn the corresponding checkbox on or off.
Seen	To set the color for messages that have been seen, click the colored box. To select a text style for seen messages, turn the corresponding checkbox on or off.
Answered	To set the color for messages that have been answered, click the colored box. To select a text style for answered messages, turn the corresponding checkbox on or off.
Important	To set the color for important messages, click the colored box. To select a text style for important messages, turn the corresponding checkbox on or off.

Deleted	To set the color for messages that have been deleted, click the colored box. To select a text style for deleted messages turn the corresponding checkbox on or off.
Multiple Addresses	Some messages in mailbox windows are addressed to multiple recipients. To set a text style for displaying the address fields of such messages, turn the corresponding checkbox on or off.
Matched	To set the background color for messages that meet the current 'Match' criteria, click the colored box. To eliminate the background color, uncheck the 'Color Background' box.
Unmatched	To set the background color for messages that do not meet the current 'Match' criteria, click the colored box. To eliminate the background color, uncheck the 'Color Background' box.
Display Dates Adjusted to Local Timezone	To have dates displayed using the timezone you are currently in, turn this checkbox on. To leave dates displayed using the timezone that they were generated in, turn this checkbox off.

4.3.4 Labels Tab

All settings in this tab affect message captions appearing in mailbox windows.
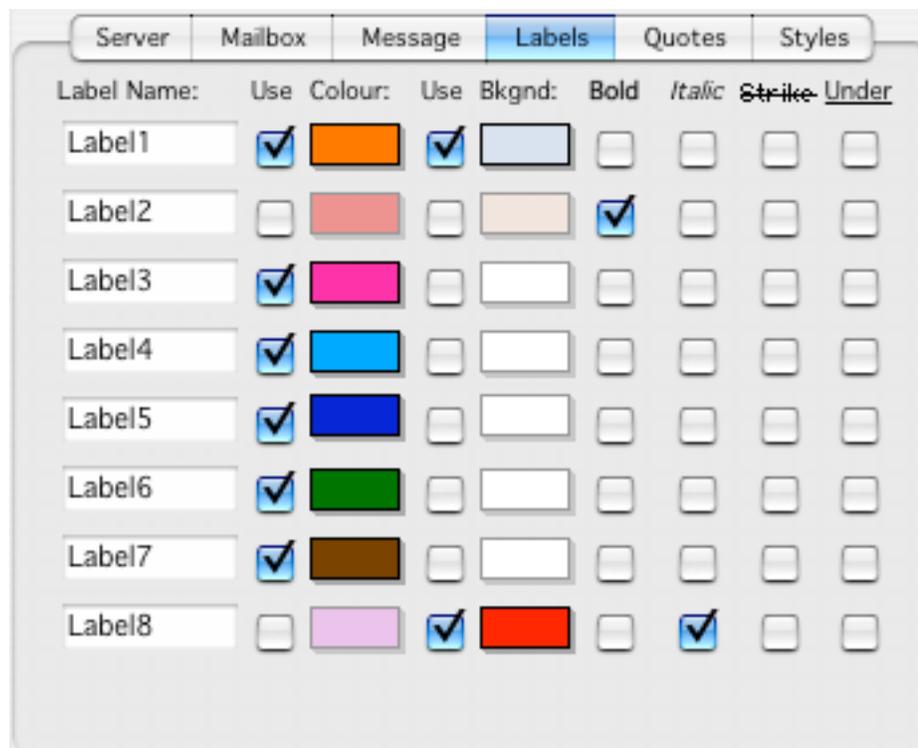
Figure 25 The Labels tab in the Display preferences panel

Label Name	Enter a name for one of the eight labels. Foreground and background colors for messages having the corresponding label can be set by turning them on with the appropriate checkbox and then choosing a suitable color by clicking on the colored box. To set a text style for displaying messages with the corresponding label, turn the corresponding checkbox on or off.

4.3.5 Quotes Tab

All settings in this tab affect message text appearing in a message window.
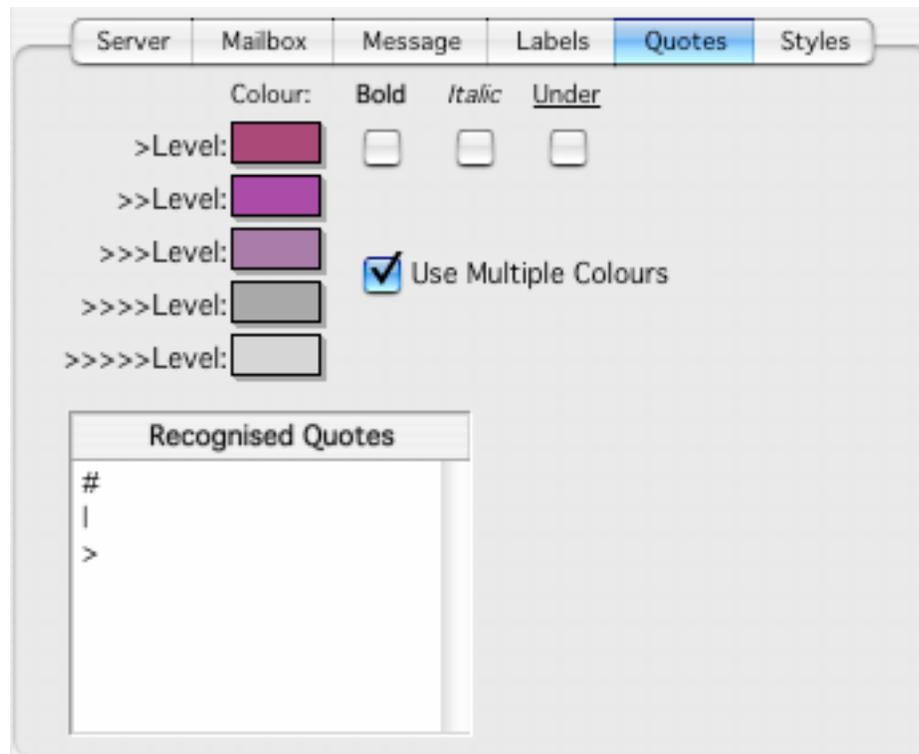
Figure 26 The Quotes tab in the Display preference panel

Level	Click on the Color box to specify a color for each level of quoted text. You can also use the checkboxes to the right of the first level to specify different text styles for quoted text. Any selected text styles will apply to all levels of quoted text.
Use Multiple Colors	To use different colors for each level of nested quotes, check this box. If this box is not selected, you will only be allowed to specify one color for all quoted text.

Recognized Quotes	Mulberry uses the characters in this box to determine which lines in the text of a message are quoted text. If a line of message text begins with one of the listed characters, Mulberry assumes that line contains quoted text and applies the specified colors and styles to that text.

4.3.6 Styles Tab

All settings in this tab affect message text appearing in a message window.
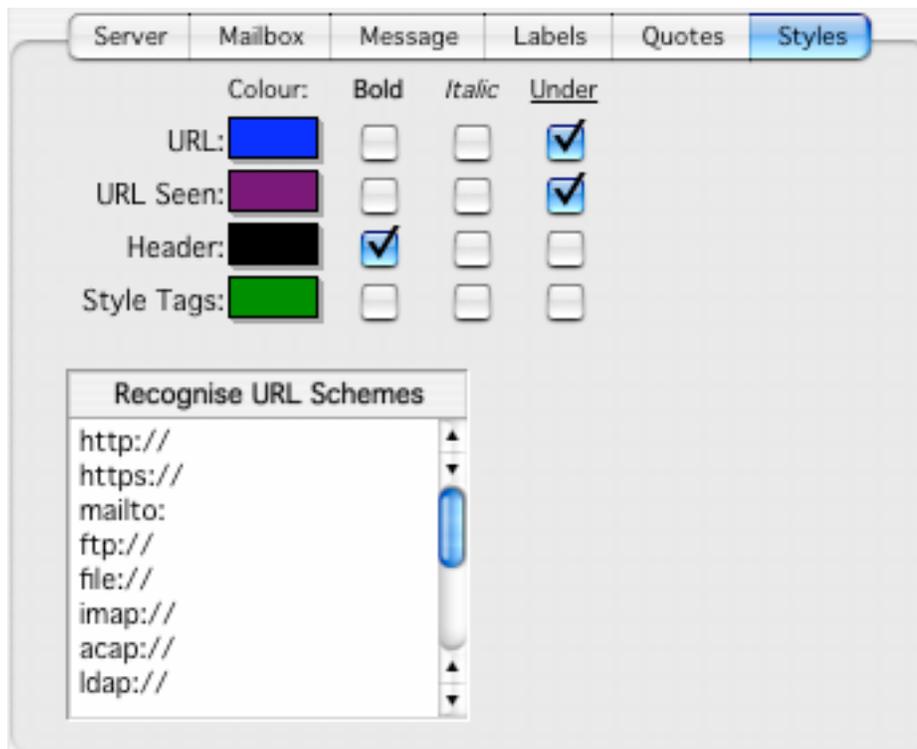
Figure 27 The Styles tab in the Display preference panel

URL	To set the color for displaying active URLs, click the colored box. To select a text style for URLs, turn the corresponding checkbox on or off.
URL Seen	To set the color for displaying followed URLs, click the colored box. To select a text style for URLs, turn the corresponding checkbox on or off.
Header	To set the color for displaying message header fields, click the colored box. To select a text style for message header fields, turn the corresponding checkbox on or off.
Style Tags	To set the color for displaying styled text tags, click the colored box. To select a text style for styled text tags, turn the corresponding checkbox on or off.

Recognize URL Schemes	To have Mulberry recognize a particular type of URL and display it as specified above, enter its scheme here. This should include any required directory characters after the ':' (e.g. use 'http://', not 'http:').

4.4 Fonts
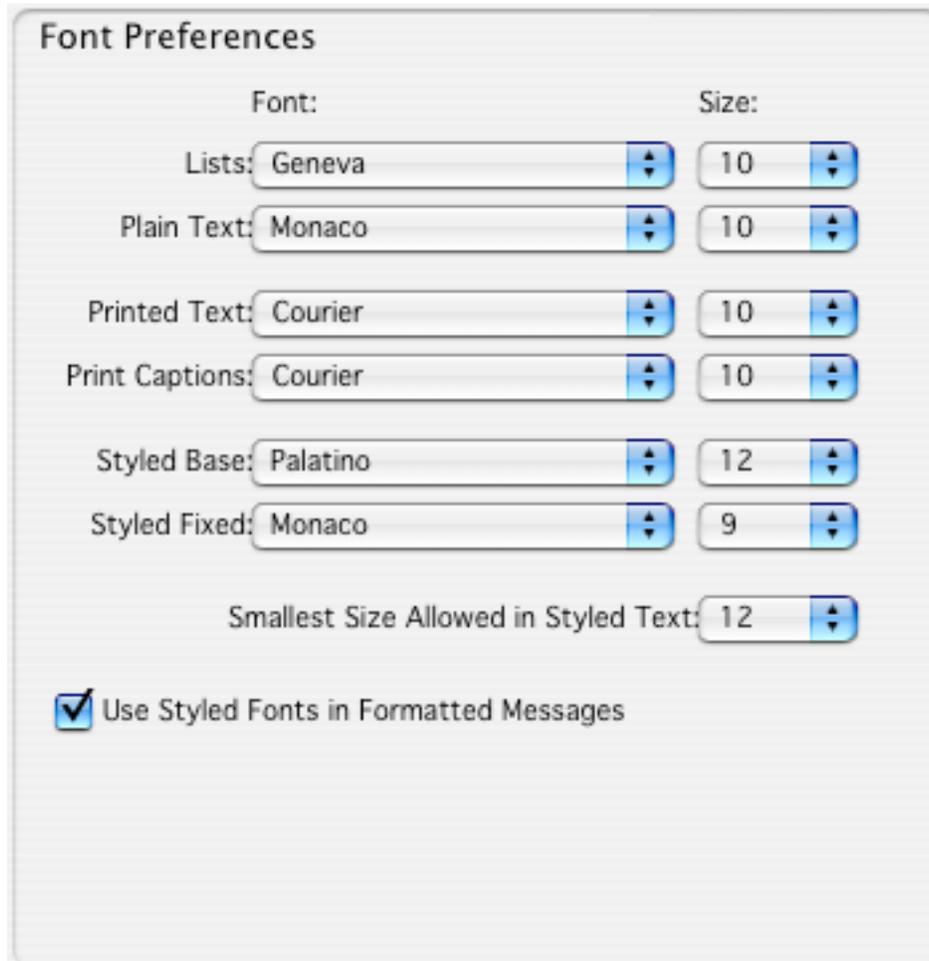
Figure 28 The Font preference panel

Lists	Choose the font face and size to use when displaying lists of items, such as servers and mailboxes in the server window, message captions in a mailbox window, and address books in the address book manager window.
Plain Text	Choose the font face and size to use when displaying message text in a message window or a draft window. You should try to choose a font with a fixed character width (mono-spacing) so that text formatting and alignment is preserved.
Printed Text	Choose the font face and size to use when printing plain text messages.

Printed Captions	Choose the font to use for the header and footer on printed pages.
Styled Base	Choose the default font face and size to use for displaying styled text in text/enriched and text/html styled text messages or drafts.
Styled Fixed	Choose the font face and size to use for displaying fixed-width text in text/enriched or text/html styled text messages.
Smallest Size Allowed for Styled Text	Choose the smallest font size you want to view styled text at.
Use Styled Fonts in Formatted Messages	To always use different fonts in messages with styled text turn this on. To only use the Plain Text font in formatted messages, turn this off.

4.5   Mailbox
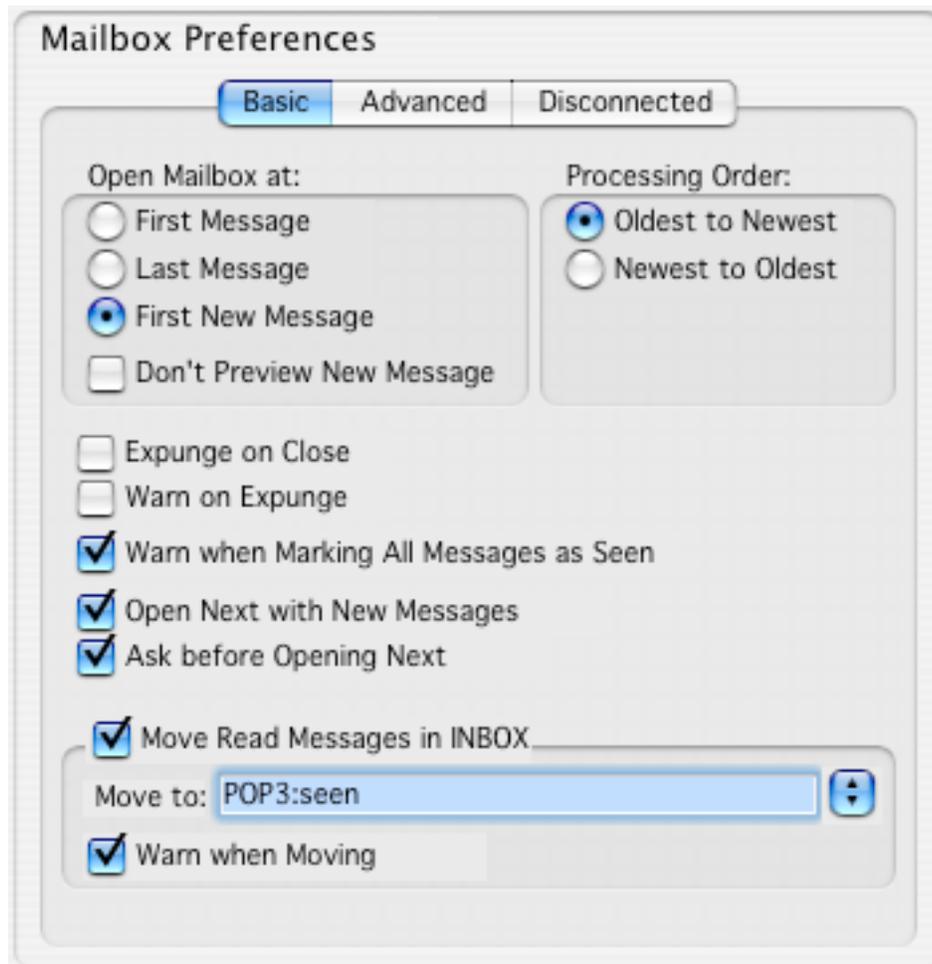
Figure 29 The Mailbox preference panel

4.5.1 Basic Tab

Open Mailbox at	These three radio buttons determine whether mailbox windows are opened with either the 'First', 'Last', or 'First New' message displayed. The 'First' and 'Last' options will display the oldest and newest set of messages, respectively, when a mailbox window is opened. The 'First New' option will cause the oldest unread message to be highlighted when a mailbox window is opened.
Don't Preview New Message	To prevent a new message being previewed when first opening a mailbox, turn this on.

Processing Order	These two radio buttons determine the direction in which Mulberry will automatically move message selections as you are reading through a mailbox. If you prefer to process messages in the order of oldest to newest, turn the 'Oldest to Newest' radio button on. If you prefer to process messages in the order of newest to oldest turn the 'Newest to Oldest' radio button on.
Expunge on Close	To automatically expunge a mailbox after closing its window, turn this on. Expunging permanently removes from the mailbox any messages marked as deleted.
Warn on Expunge	To display a warning before expunging a mailbox, turn this on. Expunging permanently removes from the mailbox any messages marked as deleted.
Warn when Marking All Messages as Seen	To display a warning before marking all messages as seen, turn this on.
Open Next with New Messages	To automatically move to the next mailbox with new messages in it when you have read all messages in the current mailbox, turn this on.
Ask before Opening Next	To show a warning before moving on to the next mailbox with new messages, turn this on.
Move Read Messages in INBOX	This option allows you to automatically move messages in your INBOX that you've read to another mailbox. Upon closing the INBOX window, all 'seen' messages are moved to the mailbox specified in the 'Move to' field (described next), and deleted messages are expunged from the INBOX.
Move to	When the INBOX is closed any messages that have been seen will be automatically moved to this mailbox and the INBOX expunged. The mailbox name should be the full path name for the mailbox. You can click on the pop-up menu next to the field to select a mailbox from those currently known to Mulberry.
Warn when Moving	To display a warning if any messages are about to be automatically moved out of the INBOX, turn this on.

4.5.2 Advanced Tab
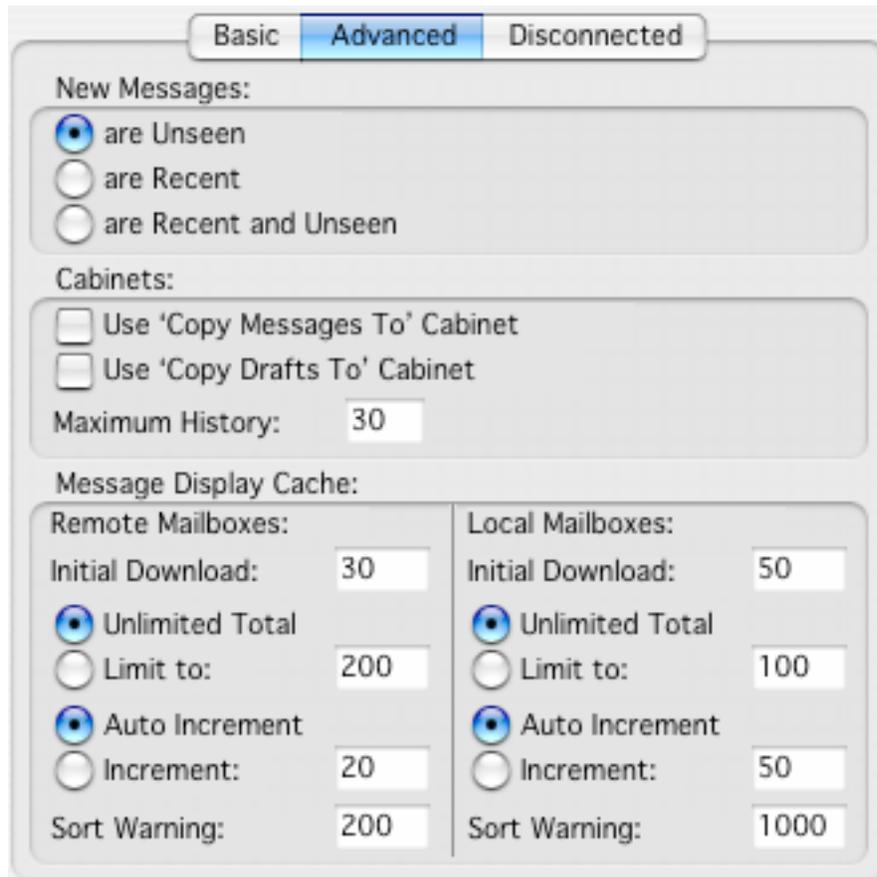
Figure 30 The Advanced tab in the Mailbox preference panel

New Messages	These three radio buttons determine what type of message is considered to be a new message. Selecting 'are Unseen' or 'are Recent' causes messages without the seen flag set and messages with the recent flag set, respectively, to be considered as new. The 'are Recent and Unseen' option causes messages without the seen flag AND with the recent flag to be considered new. For a complete description of message flags, please see section 5.5.4.3.
Use 'Copy Messages To' Cabinet	To use the list of mailboxes in the 'Copy Messages To' cabinet in the 'Copy To' main menu and popup menu, turn this on.
Use 'Copy Drafts To' Cabinet	To use the list of mailboxes in the 'Copy Drafts To' cabinet in the 'Append To' main menu and popup menu, turn this on.
Maximum History	Enter the number of recently chosen mailboxes to be shown in the 'Copy To' or 'Append To' main menu or popup menu when the menus are set to display their respective cabinet contents.

The next set of options determine the behavior of Mulberry's message display caching. Novice users will probably want to use the default settings. There are two sets of options, one of which applies to mailboxes being accessed over a network connection to a server, and the other of which applies to local mailboxes, including ones residing on a server that are being accessed in disconnected mode.

Initial Download	Enter a number into this field. Mulberry will download a corresponding number of message captions automatically when you first open a mailbox window. Setting this number too high when using a slow network connection could result in poor performance.
Unlimited Total	To allow Mulberry to download an unlimited number of message captions for a mailbox, select this option. If this option is not selected, message caption information will be discarded as other captions need to be downloaded. Selecting this option when working with very large mailboxes could result in a low memory situation.
Limit To	To allow Mulberry to discard information on messages not currently displayed in a mailbox window, click here. When the number of message captions downloaded exceeds the specified number, Mulberry will discard previously downloaded message captions. Enter the number of message captions to remember in the box to the right.
Auto Increment	If this option is selected, Mulberry will automatically download a number of new message captions equivalent to the number of messages displayed in the mailbox window.
Increment	If this option is selected, Mulberry will automatically download a number of new message captions equal to the number entered.
Sort Warning	Specifies the maximum number of messages in a mailbox that Mulberry will download to get information for sorting without displaying a warning alert.

4.5.3 Disconnected Tab
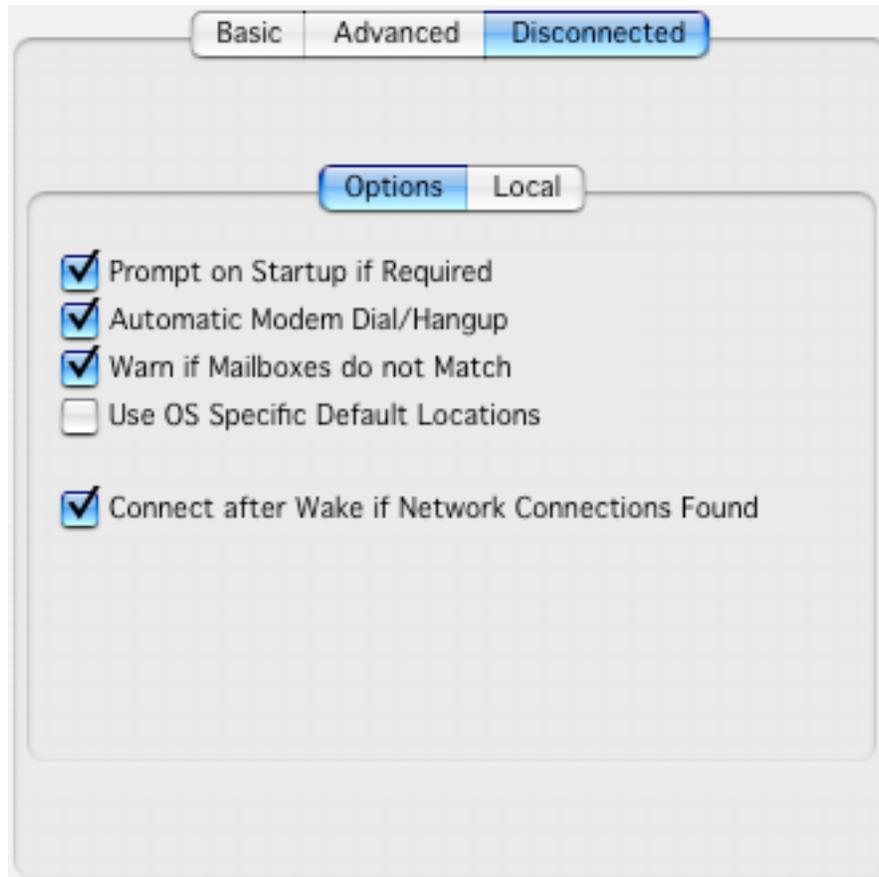
Figure 31 The Disconnected tab in the Mailbox preference panel

Within the Disconnected tab, the Options tab allows you to specify various settings that affect disconnected mode operations.

Prompt on Startup if Required	When Mulberry is started, it will attempt to start up in the same state it was in when it was last quit – either connected or disconnected mode. In the case where Mulberry was previously in connected mode and no network connection is available on startup, you can select this option to have Mulberry prompt you to determine whether you want to establish a connection or startup in disconnected mode instead. If you don't have this option turned on, Mulberry will always try to establish its previous state on startup, and you will receive an error message if a network connection is required but not available.
Automatic Modem Dial/Hangup	Select this option to have Mulberry automatically dial and hang up your modem as necessary when moving between connected and disconnected mode.

Warn if Mailboxes Do Not Match	In some rare cases, if an online IMAP mailbox has completely changed since the last time it was synchronized with a disconnected mailbox, Mulberry may not be able to perform some of the pending synchronization options. Turning this option on will produce an alert if this happens.
	You will generally want to keep this option on.
Use OS Specific Default Locations	To use the default location for documents as specified by the current operating system, select this option. The default location is usually the user documents folder. If this option is off, the default location is the Mulberry application folder.
	This setting can potentially affect any local mailboxes, disconnected mailboxes, POP3 mailboxes, and local address books that are set to be stored in the default location.
Connect after Wake if Network Connections Found	To have Mulberry automatically recover network connections when the computer wakes from sleep, provided an active network connection is found, turn this on. When this is off, Mulberry will always display a prompt after the computer wakes from sleep.

The items in the Local tab are identical to those in the Local tab for a POP3 mailbox account (see section 4.1.2.2), though the settings in this tab specify the location for the storage of disconnected mailboxes.

4.6 Message
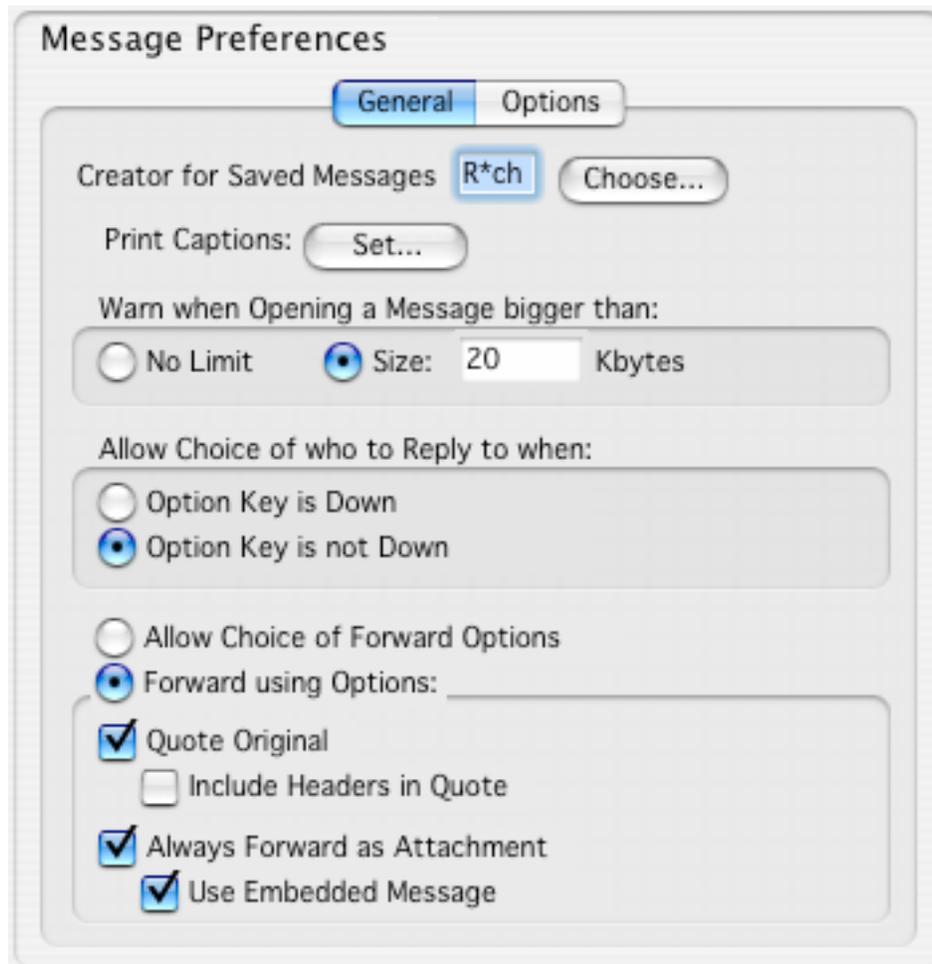
Figure 32 The Message preference panel

4.6.1 General Tab

MAC OS X ONLY	MAC OS X ONLY
Creator for Saved Messages	Enter the creator code for messages saved to disk. For example:
	'ttxt' for TeachText/SimpleText
	'MSWD' for Microsoft Word
	If you don't know the proper creator code for the application you want to use, you can click the **Choose** button and select the application you want to handle saved messages. Mulberry will fill in the appropriate creator code for you.

 Extension for Saved Messages	**WINDOWS & UNIX ONLY** Enter the three character filename extension for messages saved to disk. For example: .txt for a plain text file .doc for a Microsoft Word document
Print Captions	Click the 'Set…' button to define the header and footer that will appear when you print a message. A dialog box (shown in Figure 34) will appear. You can create different headers for regular messages and draft messages.
Warn when Opening a Message bigger than	When this option is selected, a warning alert will be displayed before opening a message exceeding the specified size. If 'No Limit' is selected, no size warning occurs.
Allow Choice of who to Reply to when	This setting allows Mulberry to automatically display a dialog with a choice of reply addresses when replying to a message. To have this dialog always come up, select 'Option Key is not Down' (Mac OS X) or 'Alt Key is not Down' (Windows) option. To have the dialog appear only when you hold down the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key while selecting the Reply option, choose 'Option Key is Down' (Mac OS), 'Alt Key is Down' (Windows), 'Control Key is Down' (Unix).
All Choice of Forward Options	When this option is selected, a dialog presenting options for forwarding a message will appear when the Forward command is used.
Forward using Options	When this is selected, the forward options specified via the controls below it are used to determine how messages are forwarded, avoiding the dialog.
Quote Original	When this is selected the text from the original message is quoted in the forwarded message.
Include Headers in Quote	When this is selected, the headers of the original message are also included in the forwarded message.
Always Forward as Attachment	When this is selected, Mulberry will always attach the original message to the forwarded message, even if it only contains text which is also quoted.
Use Embedded Message	When this is selected, Mulberry will attach the original message as a message/rfc822 part in the forwarded message. When this is not selected, the parts of the original message are attached to the forwarded message 'in-line'.

4.6.2 Options Tab
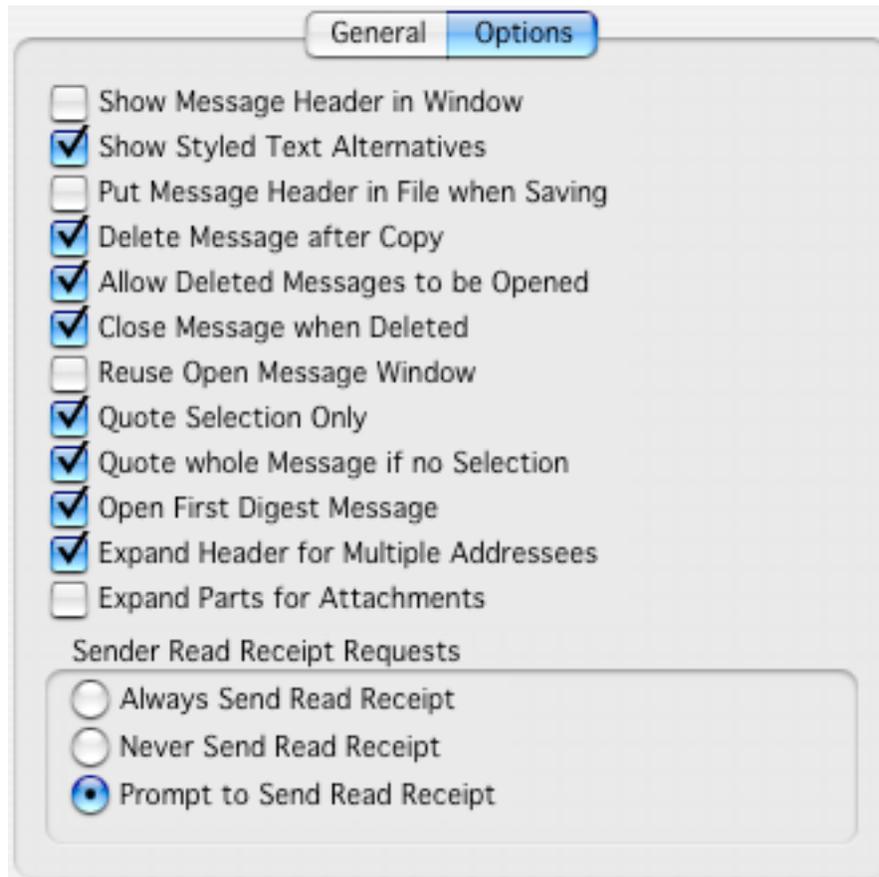
Figure 33 The Options tab in the Message preference panel

Show Message Header in Window	To have the message header displayed at the top of each message when opened, turn this on.
Show Styled Text Alternatives	To display the styled text message part in a multipart/alternative message, turn this on. To always display the plain text part of a multipart/alternative, turn this off.
Put Message Header in File when Saving	To save the message header along with the message text when a message is saved, turn this on.
Delete Message after Copy	To delete messages after copying from one mailbox to another, turn this on.
Allow Deleted Messages to be Opened	To allow messages that are marked as deleted to be opened, turn this on. When off, messages being deleted will have their message windows closed.

Close Message when Deleted	To close message windows when the message they are displaying is deleted, turn this on.
Reuse Open Message Window	To reuse the oldest open message window when opening a message from a mailbox window, select this option. Holding down the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key when opening a message from the mailbox window will produce the opposite behavior.
Quote Selection Only	If this option is checked and you reply to a message, only the text currently selected in the original message will be automatically quoted in the reply draft window.
Quote whole Message if no Selection	If this option is checked and you reply to a message, the complete text of the original message will automatically be quoted in the reply draft window when no text is selected in the original message.
Open First Digest Message	To automatically open the first digest message when a multipart/digest message is opened, turn this on.
Expand Header for Multiple Addresses	When this option is selected, if you open a message which contains more than one address in an address field, Mulberry will automatically expand that address field to show multiple lines when it is visible.
Expand parts for Attachments	When this option is selected, Mulberry will automatically expand the Parts section of a message window (see Section 5.8.2.1) if the contains any attachments.
Sender Read Receipt Requests	These options determine how Mulberry will process read receipt requests that have been sent to you. • **Always Send Read Receipt** - an automatic read receipt will always be sent whenever you read a message that contains a read receipt request. • **Never Send Read Receipt** - read receipts will never be automatically sent even if they are requested. • **Prompt to Send Read Receipt** - when a read receipt request is detected on a message you have just started to read, Mulberry will prompt you as to whether you want to send a read receipt back to the sender of the message, or not.

4.6.3 Editing Captions

You can create custom captions to appear on message printouts. Captions are created using the 'Set Caption' dialog.
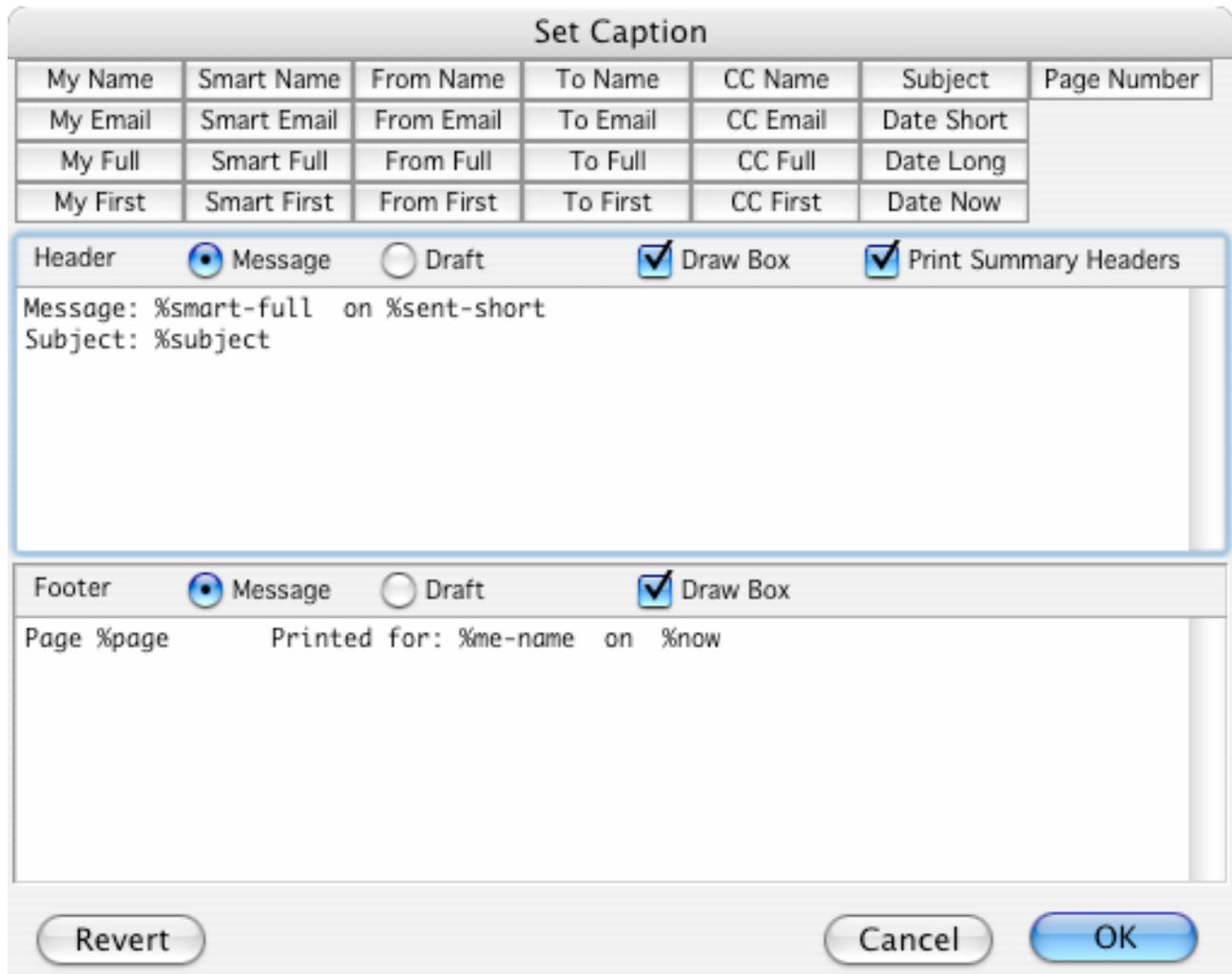
Figure 34 The Set Caption window

You can edit different headers and footers for regular messages and draft messages by selecting either the 'Message' or 'Draft' radio buttons. The buttons at the top of the window allow you to insert various fields from the message you are printing into the printed header or footer. A description of each field button follows:

My Name	Your real name. If you have not specified your real name in the appropriate preference panel, your email address will be used instead.
My Email	Your email address.

My Full	Your real name and email address.
My First	Your first name. If you have not specified your real name in the appropriate preference panel, your email address will be used instead.
Smart Name	The real name of the correspondent. If a real name is not specified, the email address of the correspondent will be used instead.
Smart Email	The email address of the correspondent.
Smart Full	The real name and email address of the correspondent.
Smart First	The first name of the correspondent. If a real name is not specified, the email address of the correspondent will be used instead.
From Name	The real name specified in the 'From' address of the current message. If a real name is not present, the email address will be used instead.
From Email	The email address specified in the 'From' address of the current message.
From Full	The real name and email address specified in the 'From' address of the current message.
From First	The first name specified in the 'From' address of the current message. If a real name is not present, the email address will be used instead.
To Name	The real name specified in the 'To' address of the current message. If a real name is not present, the email address will be used instead.
To Email	The email address specified in the 'To' address of the current message.
To Full	The real name and email address specified in the 'To' address of the current message.
To First	The first name specified in the 'To' address of the current message. If a real name is not present, the email address will be used instead.
CC Name	The real name specified in the 'CC' address of the current message. If a real name is not present, the email address will be used instead.
CC Email	The email address specified in the 'CC' address of the current message.
CC Full	The real name and email address specified in the 'CC' address of the current message.
CC First	The first name specified in the 'CC' address of the current message. If a real name is not present, the email address will be used instead.
Subject	The subject of the current message.
Date Short	A short version of the date and time the current message was sent.
Date Long	A long version of the date and time the current message was sent.

Date Now	A short version of the current date and time.
Page Number	The current page number.

To draw a box around either the header or footer, select the appropriate **Draw Box** checkbox. The **Revert** button will change all captions back to the state they were in when the Set Caption window was first opened.

When used for setting print headers and footers, turn on the **Print Summary Headers** checkbox to ensure a set of headers are always displayed at the top of the first printed page.

4.7   Outgoing
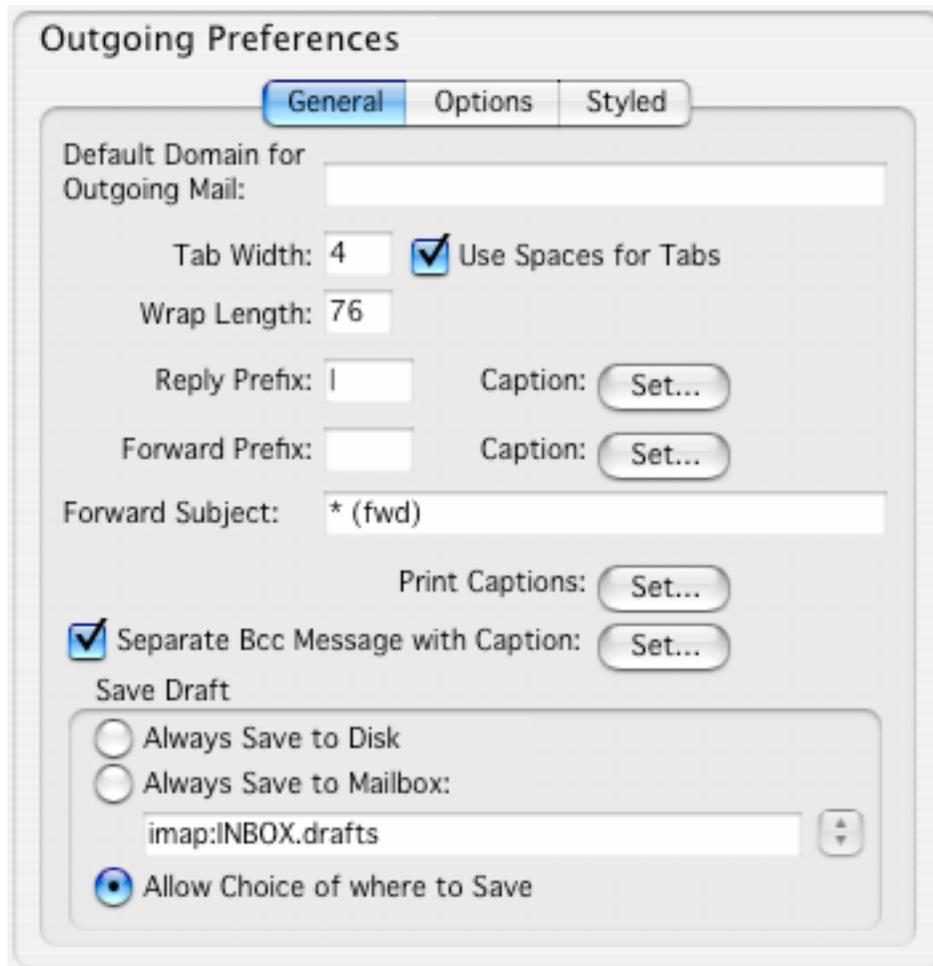
Figure 35 The Outgoing preference panel

4.7.1 General Tab

Default Domain for Outgoing Email	If you enter an email address without the '@' character which is not a nickname or a group name, this text will be filled in as the rest of the email address. If you are not sure what to enter here, you should leave it blank.
Tab Width	The character width to use for tab characters, or the number of spaces to insert when typing a tab in a draft window when the 'Use Space for Tab' checkbox (described below) is on.
Use Spaces for Tabs	To use a run of spaces rather than a real Tab character when typing a tab in a draft window, turn this on. The number of spaces used is determined by the 'Tab Width' setting, described above.

Wrap Length	The number of characters per line to which the text of a draft message is wrapped when it is sent. This should normally be left at 76 characters per line.
Reply Prefix	The string used to indicate a quotation of a message being replied to. This string followed by a space is inserted at the start of each line of the quotation.
Reply Caption	To configure the text displayed before and after each message being replied to, click the 'Set…' button. A dialog box (shown in Figure 34) will appear.
Forward Prefix	The string used to indicate a quotation of a message being forwarded. This string followed by a space is inserted at the start of each line of the quotation.
Forward Caption	To configure the text displayed before and after each message being forwarded, click the 'Set…' button. A dialog box (shown in Figure 34) will appear.
Forward Subject	The string used to configure the subject used when forwarding a message. An '*' character is used to represent the original subject. Thus a value of '* (fwd)' (the default) will append ' (fwd)' to the original subject. A value of 'Fwd: *' will prepend 'Fwd: ' to the original subject.
Print Captions	Click the 'Set…' button to define the header and footer that will appear when you print a message. A dialog box (shown in Figure 34) will appear. You can create different headers for regular messages and draft messages.
Separate Bcc Message with Caption	When this option is selected, Mulberry will send two copies of messages which contain Bcc recipients. One copy is sent to the To and Cc recipients only, the other to the Bcc recipients only. The Bcc copy has some text automatically added to the top of the first text part in the message. This is used to provide a warning to the Bcc recipients to ensure they don't accidentally reply to other recipients and thus expose the fact that they were a Bcc recipient.
Bcc Caption	Click the 'Set…' button to define the text that is automatically inserted into the Bcc copy of a message. This option is only available when the 'Separate Bcc Message with Caption' option (described above) is selected.
Always Save to Disk	When this option is selected, the **File** menu **Save** command will allow you to save draft messages to disk only. Drafts can still be appended to a mailbox using the **Append To** or **Append Now** command in the **Draft** menu.
Always Save to Mailbox	When this option is selected, the **File** menu **Save** command will allow you to save draft messages to the specified mailbox only. You can choose the mailbox via the popup to the right of the text field.

Allow Choice of where to Save	When this option is selected, the **File** menu **Save** command will prompt you whether to save draft messages to disk or to a mailbox.

4.7.2 Options Tab
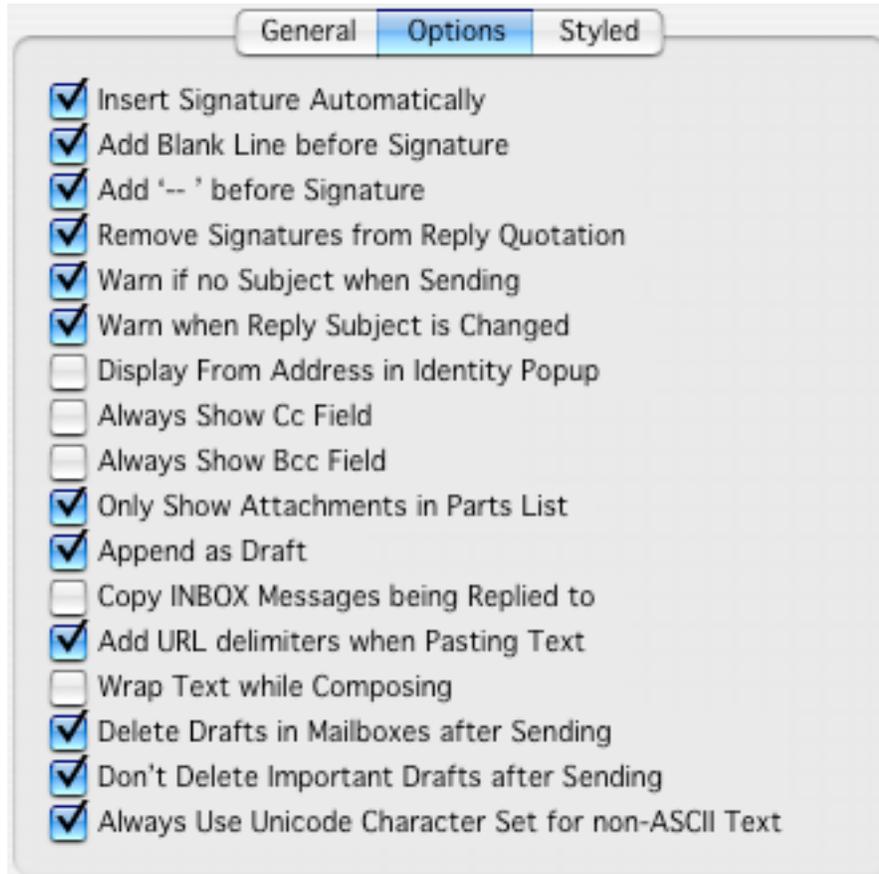
Figure 36 The Options tab in the Outgoing preference panel

Insert Signature Automatically	To have the signature specified in the current identity automatically added to the end of a new draft message, turn this on.
Add Blank Line Before Signature	To ensure that there is at least one blank line between the signature and any text that precedes it, turn this on.
Add '-- ' before Signature	To add a recognizable signature indicator before the signature text, turn this on.
Remove Signatures from Reply Quotation	To have recognizable signatures removed from text being quoted in a reply, turn this on.

Warn if no Subject when Sending	To have a warning displayed when sending a message with an empty subject line, turn this on.
Warn when Reply Subject is Changed	To have a warning when a reply is sent with a different subject than the original, turn this on..
Display From Address in Identity Popup	To include the From address for the selected identity in the Identity popup, turn this on.
Always Show Cc Field	When this option is selected, all new Draft windows will always contain a **Cc:** address field. When this option is off, the Cc address field will initial be hidden in the Draft window, but it can be added by clicking the **Add Cc** toolbar button in the window.
Always Show Bcc Field	When this option is selected, all new Draft windows will always contain a **Bcc:** address field. When this option is off, the Bcc address field will initial be hidden in the Draft window, but it can be added by clicking the **Add Bcc** toolbar button in the window.
Only Show Attachments in Parts List	To display only attachments in the parts list, turn this on. When turned off, all parts of the draft will be displayed, including the text part being edited.
Append as Draft	To copy draft messages into a mailbox so that they will be opened as draft messages, turn this on. Holding down the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key while selecting the equivalent command will produce the behavior.
Copy INBOX Messages being Replied To	To automatically set the 'Also copy original message' checkbox when replying to a message in the INBOX, turn this on.
Add URL Delimiters when Pasting Text	To automatically have <…> delimiters inserted around a URL when pasted into a Draft window, turn this on.
Wrap Text while Composing	To have text in a draft window wrapped to the 'Wrap Length', described above, while composing a message, select this option. If this option is not selected, text will be wrapped to the width of the compose window, and re-wrapped to the specified 'Wrap Length' when the message is sent.
Delete Drafts in Mailboxes after Sending	If a draft message is opened from a mailbox, turn this on to have the original draft message deleted after the draft has been sent, saved or copied.
Don't Delete Important Drafts after Sending	If the 'Delete Original Draft' option is on, turn this option on to prevent draft messages marked as 'Important' from being deleted. This allows the use of 'template' draft messages by marking such messages as 'Important' to avoid them being deleted like ordinary draft messages.

Always use Unicode Character Set for non-ASCII Text	To always send messages with non-ASCII text using a Unicode character set, turn this on. When turned off, Mulberry will attempt to use an ISO-8859-x character set whenever possible, and Unicode in other cases.

4.7.3 Styled Tab
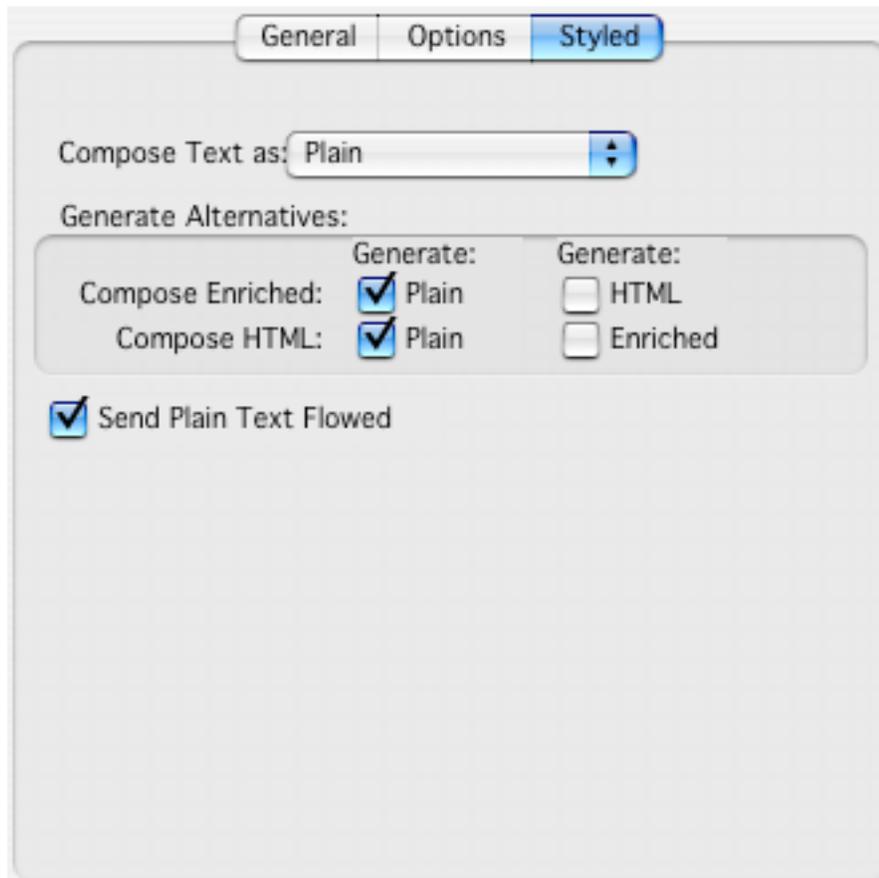
Figure 37 The Styled tab in the Outgoing preference panel

Compose Text as	To set the default styled text format to use when composing draft messages, choose one from the pop-up menu.
Composing Enriched	To automatically generate a text/plain part alternative when composing a text/enriched message, turn 'Plain' on. To automatically generate a text/html part alternative when composing a text/enriched message, turn 'HTML' on.

Composing HTML	To automatically generate a text/plain part alternative when composing a text/html message, turn 'Plain' on. To automatically generate a text/enriched part alternative when composing a text/html message, turn 'Enriched' on.
Send Plain Text Flowed	When this option is on, outgoing text/plain messages are sent using the "flowed" format. If the recipient of such a message is using a email client that supports flowed text, the message will automatically wrap to the size of their viewing window. Users of email clients that do not support flowed text will see the message text wrapped to the 'Wrap Length' specified in the General tab of the Outgoing panel (see section 4.7.1).

4.8   Security

Note: The options in this preference panel are only available when you have the Mulberry PGP, GPG or S/MIME plugins installed and activated

Figure 38 The Security preference panel

Use MIME Multipart Security	When this option is on, Mulberry generates outgoing messages that are signed or encrypted with PGP as proper MIME multipart/signed or multipart/encrypted messages. If this is off, messages are sent as regular text/plain parts with signing and/or encryption information in the message body.
Always Encrypt to Self	When this option is on, any encrypted messages generated will also be encrypted to the signing key specified in the currently selected identity. As an example, if you save copies of all outgoing messages, this option ensures that you can decrypt messages sent to other people.

Cache Passphrase while Running	To cache in memory the passphrase(s) for any signing key(s) you use during the current Mulberry session, turn this on. PGP passphrases are never written to disk.
Verify Signed Messages when Opened	To automatically verify the signature on a signed message when it is opened, turn this on. This feature will only work for messages in a proper MIME multipart/signed format.
Decrypt Messages when Opened	To automatically decrypt an encrypted message when it is opened, turn this on. This feature will only work for messages in a proper MIME multipart/encrypted format.
Warn when Responding without Encryption	To display a warning when sending a an unencrypted reply to a message that was encrypted, turn this on.
Notify Errors with an Alert Box	To display a warning when a verify or decrypt operations produces an error, turn this on.
Manage Certificates	Click this button to display a dialog allowing S/MIME and SSL certificates to be viewed, added or removed.

4.9 Identity
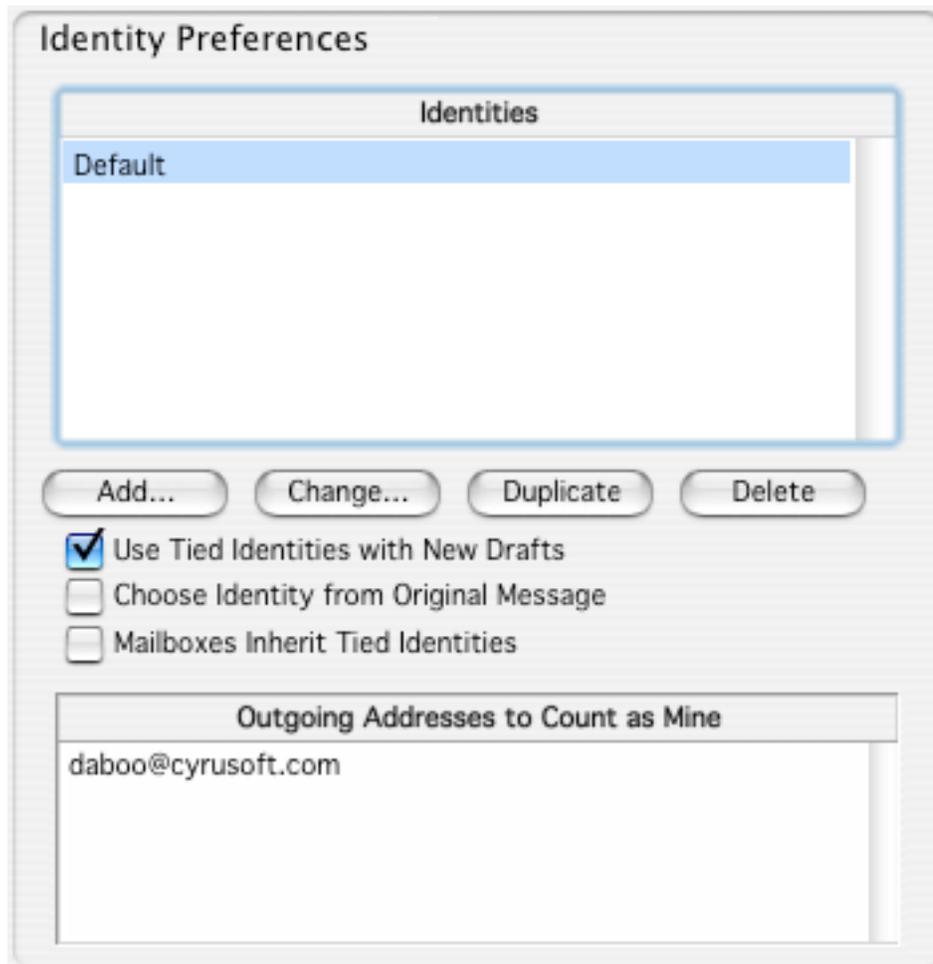
Figure 39 The Identity preference panel

Identities	Displays a list of the current set of identities. You can use drag and drop to re-order identities in the list. The first identity is always considered the 'default' identity.
Add	To add a new identity to the list, click here.
Change…	To edit the currently selected identities, click here.
Duplicate	To duplicate the currently selected identities, click here.
Delete	To delete the currently selected identities, click here.

Use Tied Identities with New Drafts	To automatically select a tied identity when creating a new draft, turn this on. The tied identity is determined by the currently selected mailbox, front most mailbox or message window. Holding down the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key when creating a new draft will produce the opposite behavior.
Choose Identity from Original Message	To automatically select the identity for a reply or forward message based on the addresses in the message being replied to or forwarded, turn this on.
Mailboxes Inherit Tied Identities	To have tied identities inherited from 'parent' mailboxes in a mailbox hierarchy, turn this on.
Outgoing Addresses to Count as Mine	Enter addresses into this field, one on each line. The addresses displayed here are used to determine whether or not you are the sender of a message when a 'Smart Address' is displayed in a mailbox window.

4.9.1 Editing Identities
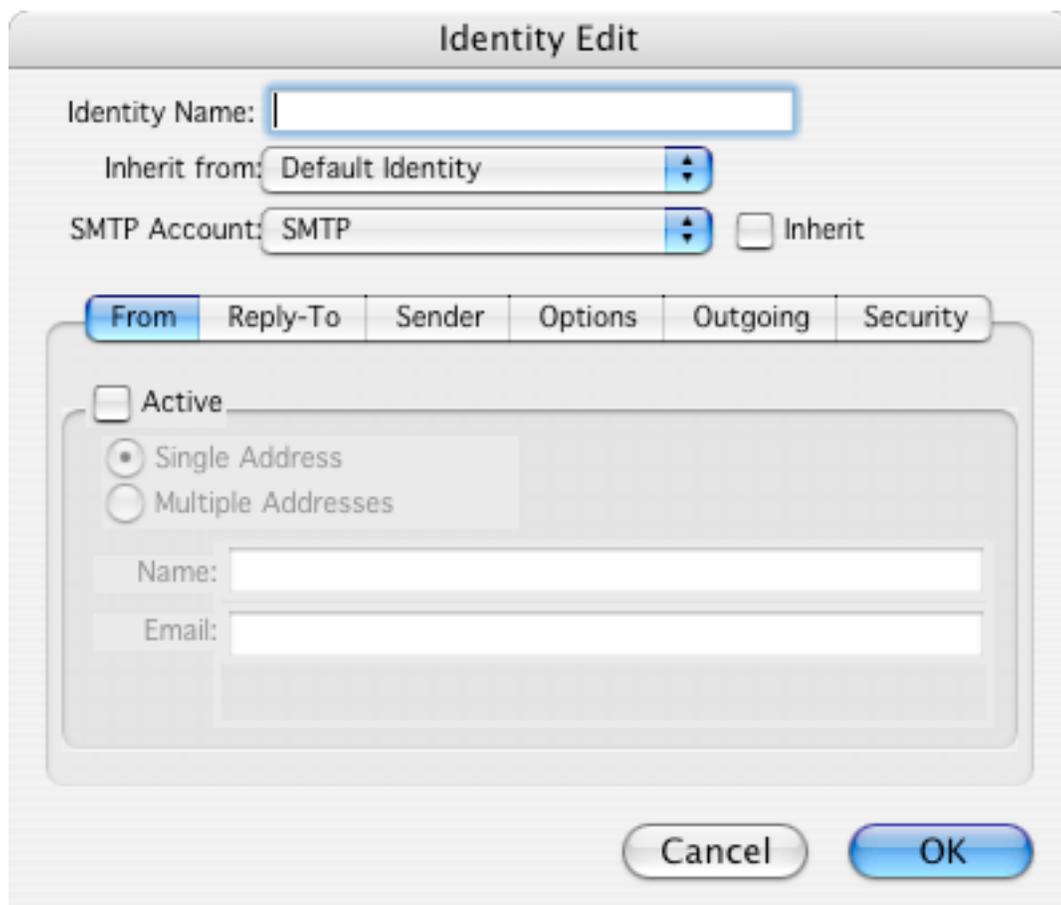
Figure 40 The 'Identity Edit' dialog box

The items in the Identity Edit dialog are:

- 'Identity Name' – A text string describing the current identity.
- 'SMTP Account' – The SMTP server to use for sending messages with this identity. The popup menu includes all 'SMTP Send Email' accounts as defined in the 'Accounts' panel.
- 'From', 'Reply-To', 'Sender', 'Options', 'Outgoing' and 'Security' tabs – These tabs are used to specify more options for the current identity, and are described below

4.9.1.1 From Tab

Active	To use a custom 'From' address when the current identity is selected, turn this on. If this checkbox is not selected, the inherited 'From' address is used instead.
Single Address	To enter a single address with separate fields for full name and email address, click here.
Multiple Addresses	To enter multiple addresses in a single field, turn this on. If this option is selected, a single text box will be displayed in lieu of the 'Name' and 'Email' boxes described next.
Name	The name to be used as part of the custom 'From' address should be entered here (e.g. 'Joe User').
Email	The email address to be used as part of the custom 'From' address should be entered here (e.g. 'joeuser@mulberrymail.com').

4.9.1.2 Reply-To Tab

The 'Reply-To' tab is identical to the 'From' tab. Address(es) entered into this tab will be used as the Reply-To address when the current identity is selected.

> **Note:** If you choose to use the 'Multiple Addresses' option in either the 'From' or 'Reply-To' fields, the addresses you enter should be fully specified email addresses, e.g. "Mulberry Sales" <sales@mulberrymail.com>.

4.9.1.3 Sender Tab

The 'Sender' tab is identical to the 'From' tab, except the 'Multiple Addresses' option is not available. The address entered into this tab will be used as the Sender address when the current identity is selected.

4.9.1.4 Options Tab
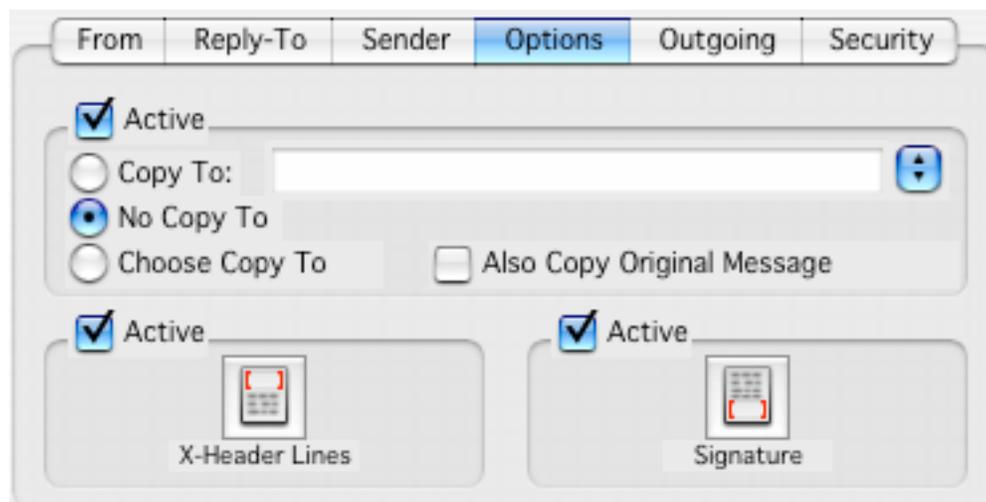
Figure 41 The Options tab of the Identity Edit dialog

Copy To	Enter the mailbox in which copies of messages sent with this identity are to be saved. Use this to keep a record of messages that you send. The 'Active' box must be checked for sent messages to be copied.
No Copy To	When this item is selected, the 'Copy To:' popup menu in the Draft window will be set to 'None' by default when the current identity is used.
Choose Copy To	When this item is selected, the 'Copy To:' popup menu in the Draft window will be set to 'Choose Later' by default when the current identity is used.
Also Copy Original Message	Select this option to copy the original message into the specified 'Copy To' mailbox along with your reply. This option is only applicable when you are composing a reply or forwarding a message.
X-Header Lines	To create your own custom header field lines for this identity, click this button. A text box will open where you can type the additional header lines. The 'Revert' button in the text box will cause the text box to return to the state it was in when originally opened. If 'Active' is not checked, the inherited 'X-Header Lines' will be used instead.
Signature	To create your own custom signature to use when sending messages with this identity, click this button. A text box will open where you can type your custom signature. The 'Revert' button in the text box will cause the text box to return to the state it was in when originally opened. If 'Active' is off, the inherited 'Signature' will be used instead.

4.9.1.5 Outgoing Tab
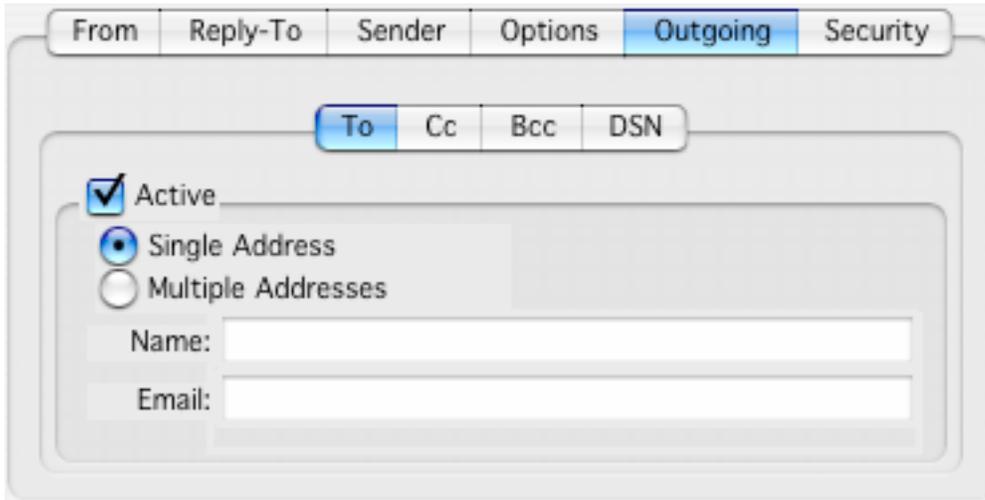
Figure 42 The Outgoing tab of the Identity Edit dialog

The first three tabs allow you to specify one or more email addresses to automatically add to the To, CC, or BCC line of an outgoing message when the current identity is selected. Addresses specified in these tabs are added to the appropriate header line when you select the identity from the popup menu in the Draft window, and removed when you switch to another identity.

The DSN tab allows you to request Delivery Status Notification information for all messages sent using the current identity. Click the 'Active' box to activate this feature.

Request DSN	Check this box to request delivery status notification information for all outgoing messages that use this identity.
Success Notification	Check this box to request a notification when the message is delivered successfully.
Failure Notification	Check this box to request a notification when the messages is NOT delivered successfully.
Delay Notification	Check this box to request a notification when there is a delay in delivering a message.
Return Whole Message	Check this box to request that the entire original message be included with any of the notifications that are selected.
Return Headers Only	Check this box to request that only the headers of the original message be included with any of the notifications that are selected.

Note: Keep in mind that DSN notifications are not guaranteed. These requests depend on the ability of the various SMTP servers that handle your message to honor DSN requests. In some cases, you may not receive notifications even if you have these options turned on.

4.9.1.6 Security Tab
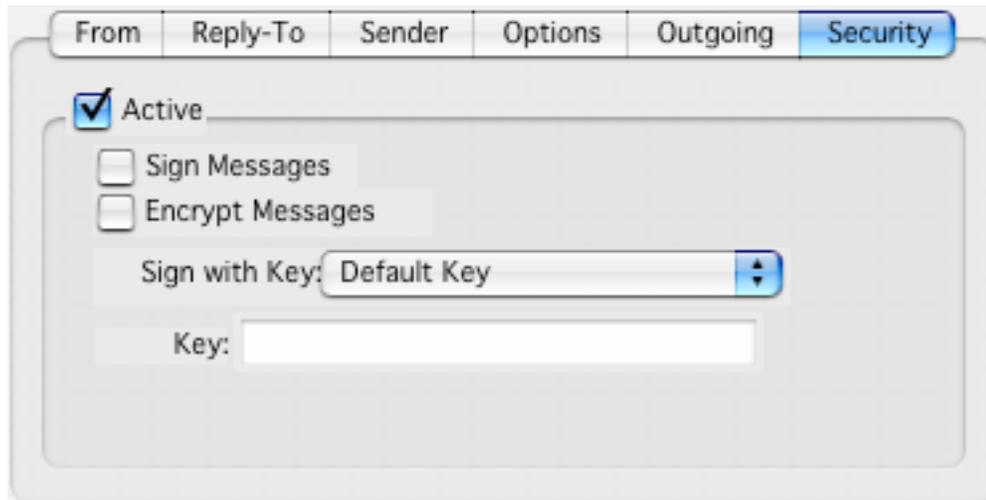
Figure 43 The Security tab of the Identity Edit dialog

This tab will only be available when the Mulberry PGP Plugin is installed.

Sign Messages	To automatically sign messages generated when this identity is active, turn this on.
Encrypt Messages	To automatically encrypt messages generated when this identity is active, turn this on.

Sign with Key   This popup menu allows you to choose the PGP key you will use for signing and encryption options when this identity is active. Available options are:

- Default Key – uses the default key as specified within the PGP application

- From Address Key – uses a key with an email address matching the 'From' address specified within this identity.

- Reply-To Address Key – uses a key with an email address matching the 'Reply-To' address specified within this identity.

- Sender Address Key – uses a key with an email address matching the 'Sender' address specified within this identity.

- Other Key – uses a different key. When this option is selected, you can type a string in the 'Key' box. When you sign a message, Mulberry will attempt to find a PGP key with a name or email address that contains the specified string.

4.10 Addresses
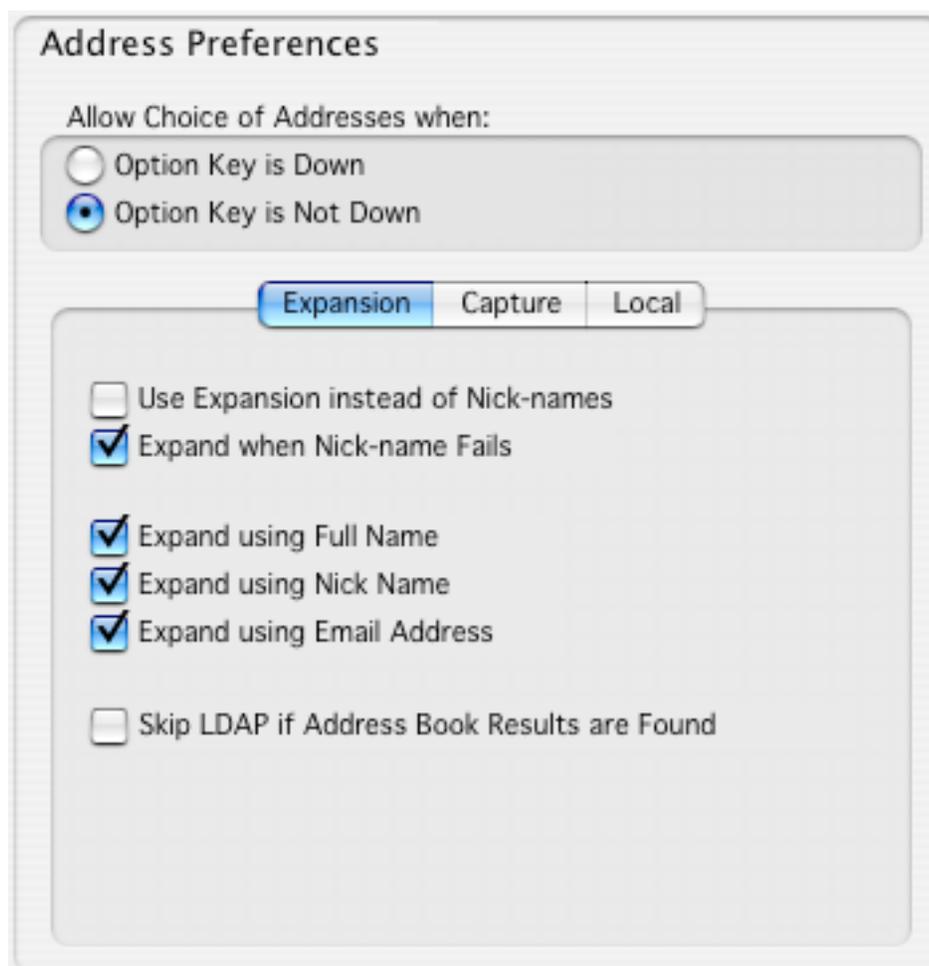
Figure 44 The Addresses preference panel

Allow Choice of Addresses	This setting allows Mulberry to automatically display a dialog with a choice of addresses when you click the Draft button in the Address Book or Address Search window. The items in the dialog will correspond to the items selected in the window when you click the Draft button. To have this dialog always come up, select the 'Option Key is not Down' (Mac OS X) or 'Alt Key is not Down' (Windows) option. To have the dialog appear only when you hold down the **Option** (Mac OS X) or **Alt** (Windows) key while selecting the Draft option, choose 'Option Key is Down' (Mac OS X) or 'Alt Key is Down' (Windows).

4.10.1 Expansion Tab

Use Expansion instead of Nick-names	To expand partial addresses via an address book search instead of using nickname lookup, turn this on. This will cause Mulberry to search all address books marked for searching for matches in the fields specified below using the partial address as a search string.
Expand when Nick-name Fails	To perform address expansion only after nickname resolution fails, select this option.
Expand using Full Name	To search for the partial address in the Full Name field of all address book entries when doing expansion, turn this on.
Expand using Nick-Name	To search for the partial address in the Nick-Name field all address book entries when doing expansion, turn this on.
Expand using Email Address	To search for the partial address in the Email Address field of all address book entries when doing expansion, turn this on.
Skip LDAP if Address Book Results are Found	To prevent LDAP searches occurring when addresses have been found by searching only address books, turn this on.

4.10.2 Capture Tab
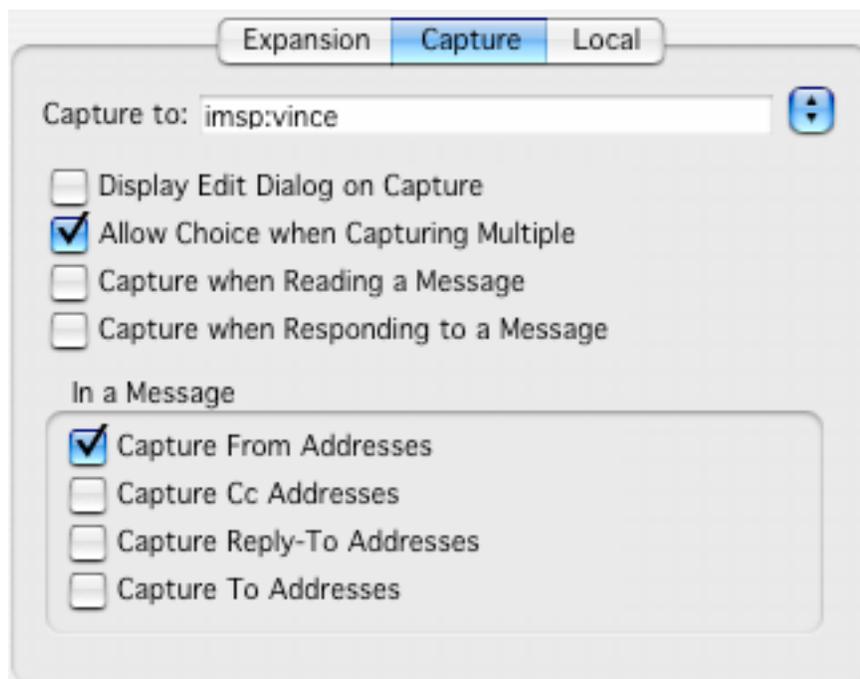
Figure 45 The Captions tab in the Address preference panel

Capture To:	Select the address book to be used for storing captured addresses.
Allow Choice when Capturing Multiple	To be prompted for which address to capture when multiple addresses in a message are detected, turn this option on.
Capture when Reading a Message	To automatically capture addresses from any message that you read, turn this option on.
Capture when Responding to a Message	To automatically capture addresses from any message that you respond to (reply or forward), turn this option on.
Capture From Addresses	To capture the addresses in the message's From field, turn this on.
Capture Cc Addresses	To capture the addresses in the message's Cc field, turn this on.
Capture Reply-to Addresses	To capture the addresses in the message's Reply-to field, turn this on.
Capture To Addresses	To capture the addresses in the message's To field, turn this on.

4.10.3 Local Tab

The items in the Local tab are identical to those in the Local tab for a POP3 mailbox account (see section 4.1.2.2), though the settings in this tab specify the location for the storage of local address books.

4.11 Calendar
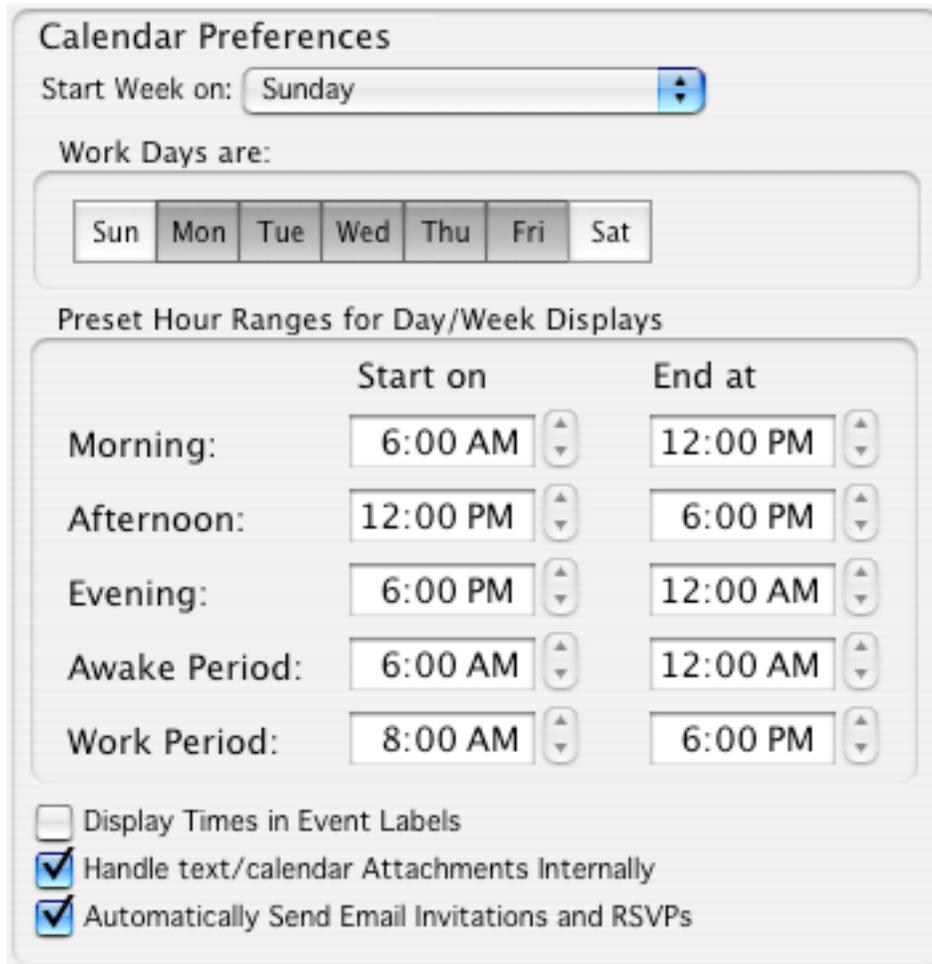
Figure 46 The Calendar preference panel

Start Week on	Select which day of the week is to be considered as the first day in a week. When displaying items in Week view, the selected day is appears in the first column.
Work Days are	Select which days are 'work' days. Non-work days are given a slightly different background when displayed in calendar views.
Preset Hour Ranges for Day/Week Displays	Select ranges of hours to be defined for use in restricting the 'vertical' time range displayed in day/week views.
Display Time in Event Labels	To display the start time in events, turn this on.

Handle text/calendar Attachments Internally	To have calendar attachments handled directly by Mulberry when they are viewed, turn this on.
Automatically Send Email Invitations and RSVPs	To have calendar RSVPs automatically sent, turn this on.

4.12   Attachment
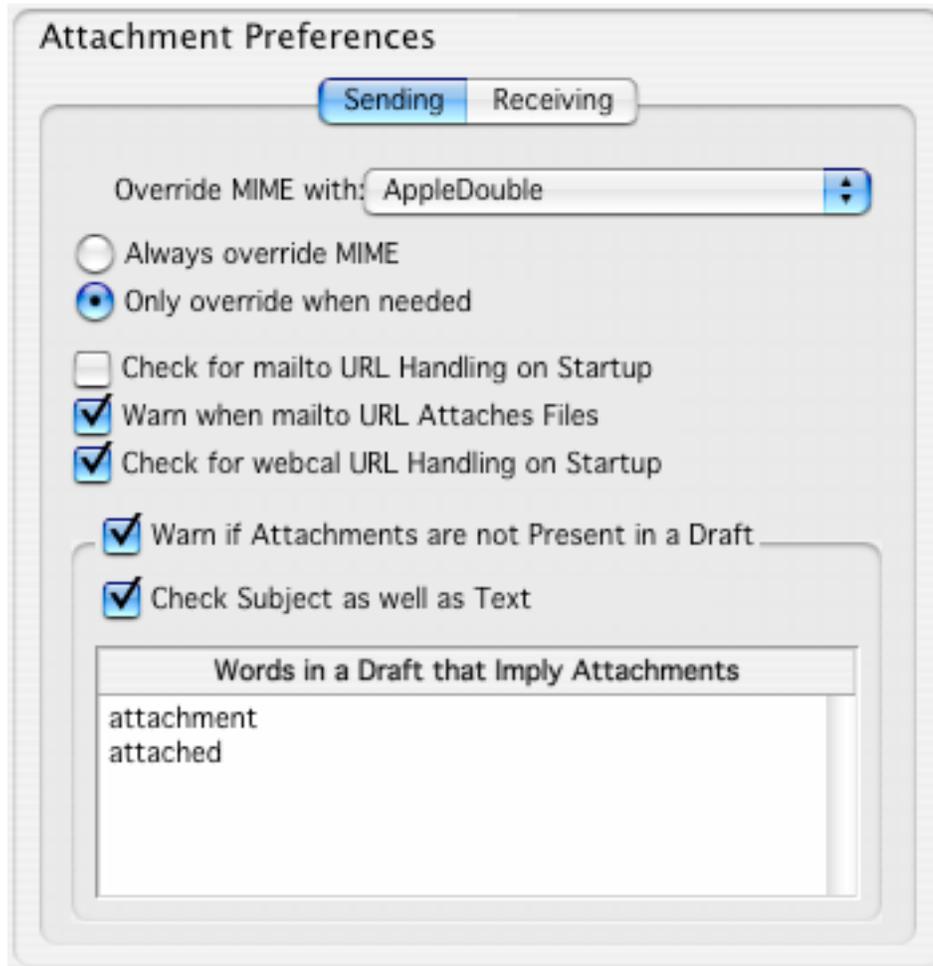
Figure 47 The Attachment preference panel.

4.12.1 Sending Tab

Override MIME with	The default encoding to use for files sent from this computer. **MAC OS X ONLY** This should normally be set to 'AppleDouble' so that files can be read by users on other computer systems.
Always override MIME	To always use the encoding method specified above regardless of the file's type, turn this on. **MAC OS X ONLY** This allows you to always send binary files to other Macintosh users and ensure that the full file information is sent as well.

Only override when needed	 To only use the encoding method specified above with binary files or files which may have a resource fork, turn this on. **WINDOWS ONLY** To use MIME mappings determined by the Windows Registry for files that do not need special processing, turn this on. **UNIX ONLY** To use MIME mappings determined by the mime.types file for files that do not need special processing, turn this on.
Check for mailto URL Handling on Startup	To have Mulberry check whether it is the default mailto URL handler on the machine it is running on, and prompt you to make it the default handler if it is not, turn this option on.
Warn when mailto URL Attaches Files	To display a warning when a mailto URL causes files to be attached to a draft, turn this on.
Check for webcal URL Handling on Startup	To have Mulberry check whether it is the default webcal URL handler on the machine it is running on, and prompt you to make it the default handler if it is not, turn this option on.
Warn if Attachments are not Present in Drafts	To display a warning when sending a message without attachments, but with text that implies an attachment should be present, turn this on.
Check Subject as well as Text	To have the subject checked for attachment words as well as the message body, turn this on.
Words in a Draft that Imply Attachments	Enter the list of words (one on each line) which are used to determine whether an attachment should be included in a draft.

Figure 48 The Receiving tab in the Attachments preference panel

View it	When this option is selected, double-clicking on an attachment in an incoming message window, will result in the attachment being temporarily saved to disk and then automatically opened with the application suitable for displaying it.
Save it to Disk	When this option is selected, double-clicking on an attachment in an incoming message window will result in the attachment being saved to disk at the location specified by the options described below.
Ask For Location	To be given the choice of name and location when downloading an attachment, turn this on.
Use Default Location	To use a default name and save an attachment in a default folder when downloading turn this on and enter the folder location in the text field.
Choose	To choose the location of the default download folder, click here.
Open After Save: Always	To have attachments automatically saved to disk after downloading, turn this on.

Open After Save: Ask	To be given the choice of opening attachments saved to disk after downloading, turn this on.
Open After Save: Never	To prevent attachments saved to disk after downloading from being opened, turn this on.
Include Text Attachments	To have text attachments opened after downloading using the 'Open After Save' option, turn this on. To prevent text attachments from being opened after downloading irrespective of the 'Open After Save' option, turn this off.
Set Mappings	To edit the default MIME type to file type mappings, click here. This brings up a dialog box (shown in Figure 49) from which you can specify a relationship between a MIME type/subtype and a Mac OS file creator and file type (Mac OS X) or a file extension (Windows). These mappings can then be used to correctly convert between Email attachments and files on the local computer.

4.12.3 Mappings

The mappings set in the explicit mappings dialog are used to override the default MIME to file type mappings specified in Internet settings (Mac OS X), the Windows Registry (Windows), or the mailcap files (Unix). These mappings are only used for incoming attachments.
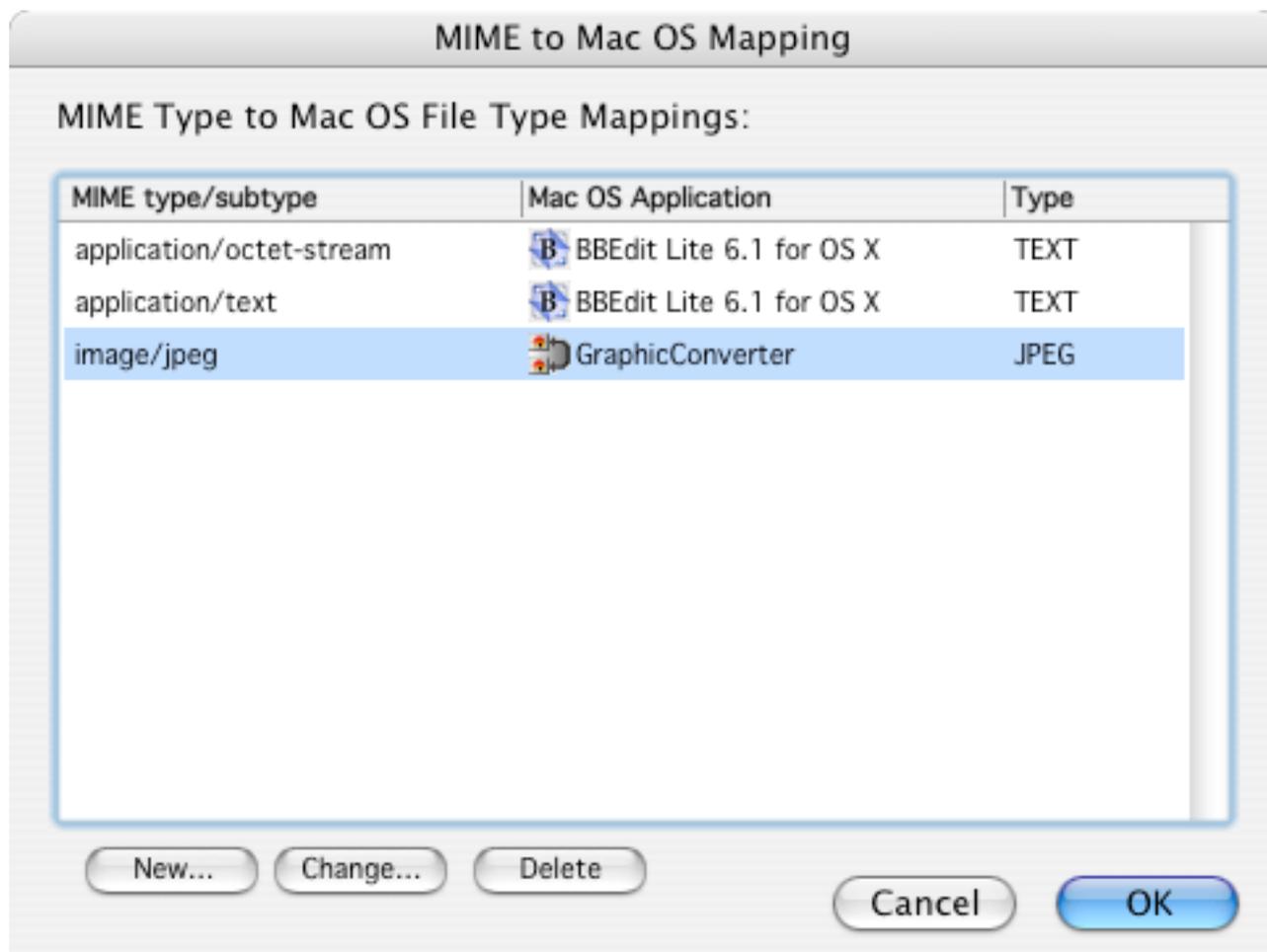
Figure 49 The attachments type mapping dialog

To add a new mapping to the list click the **Add...** button. This allows you to set the MIME type and subtype and the corresponding file extension for the mapping. You can also choose which option to use for opening a file when a matching MIME part is downloaded to disk.

To edit an entry, select that entry in the table and click the **Change...** button.

To delete an entry, select that entry in the table and click the **Delete** button.

4.13   Spelling
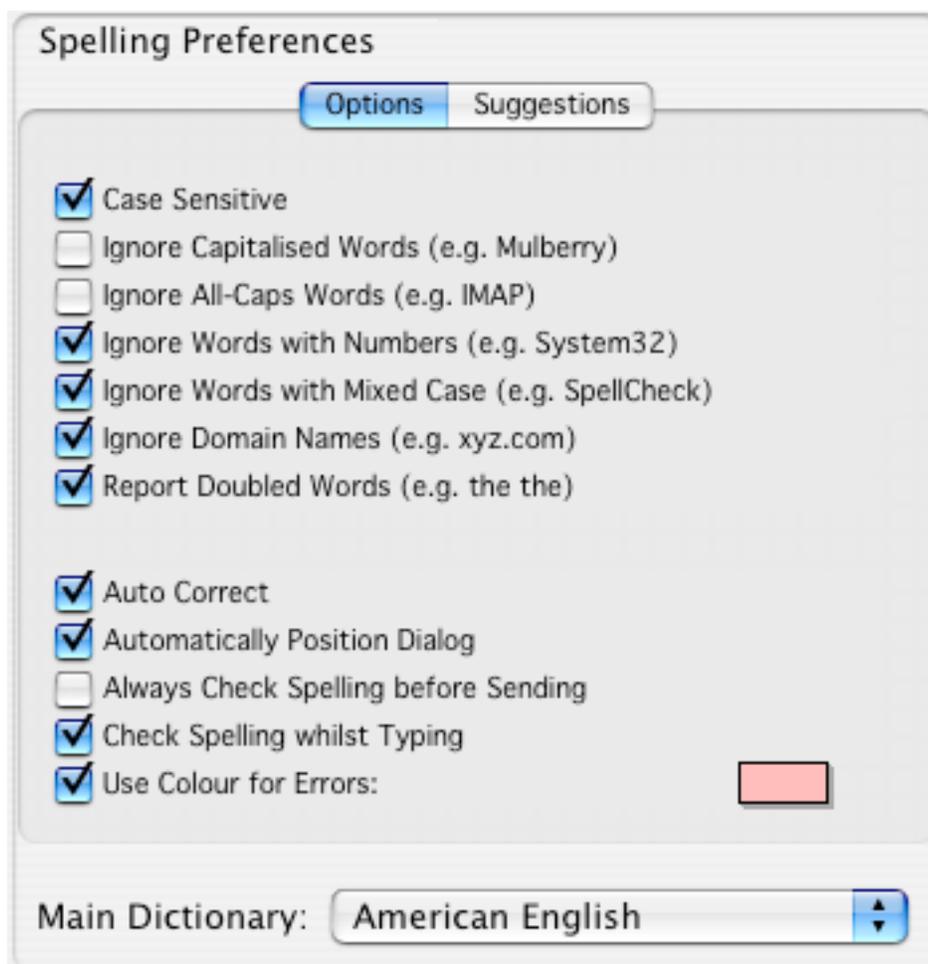
Figure 50 The Spelling preference panel.

4.13.1 Options Tab

Case Sensitive	To test words case-sensitively, turn this on.
Ignore Capitalised Words	To ignore words that are capitalized, turn this on.
Ignore All-Caps Words	To ignore words that contain only capitalized letters, turn this on.
Ignore Words with Numbers	To ignore words that are a mixture of letters and numbers, turn this on.
Ignore Words with Mixed Case	To ignore words that contain both lowercase and uppercase characters within it, turn this on.

Ignore Domain Names	To ignore words which look like internet addresses, turn this on.
Report Doubled Words	To generate a warning when a word appears twice, turn this on.
Auto Correct	To automatically correct certain well known misspellings, turn this on.
Automatically Position Dialog	To automatically position the spelling dialog above the text area being checked, turn this on.
Always Check Spelling before Sending	To have spelling checked before sending, turn this on.
Check Spelling whilst Typing	To have spelling checked as words are typed, turn this on.
Use Colour for Errors	To use a different background colour for misspelled words, turn this on and choose a suitable colour.
Main Dictionary	Choose the dictionary to be used to check words.

4.13.2 Suggestions Tab
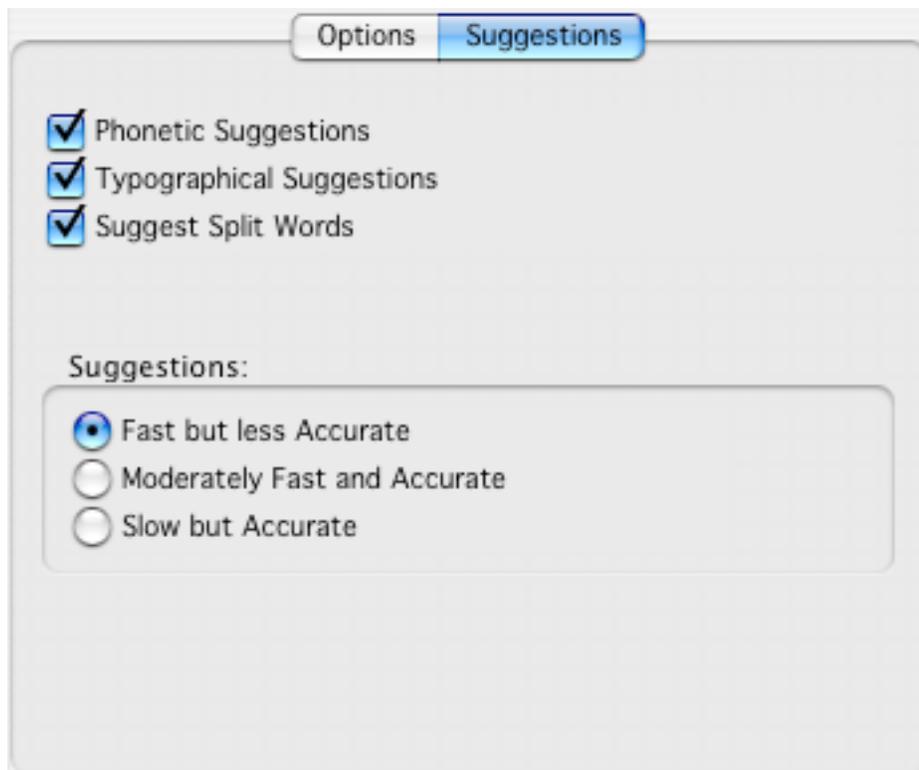
Figure 51 The Suggestions tab in the Spelling preference panel

Phonetic Suggestions	To have suggestions that sound similar to the misspelled word returned, turn this on.
Typographic Suggestions	To have suggestions that correspond to typing errors of the misspelled word returned, turn this on.
Suggest Split Words	To have suggestions that can be more than one word, turn this on.
Suggestions	To determine whether the suggestions are returned quickly or more accurately, choose the appropriate option.

4.14 Speech (Mac OS X Only)

This panel will only be available if the Mac OS X Text-To-Speech software is installed on your computer.

Figure 52 The Speech preference panel.

Speak New Messages in INBOX	To automatically have new messages in your INBOX spoken after you open the INBOX window, turn this on.
Speak Messages as they Arrive	To have new messages spoken when they arrive, turn this on. You can use this to have parts of new email message read to you as the message arrives (e.g. the name of the sender and the subject).
Speak New Email Alert	To have the new email alert speak text instead of beep, turn this on.

Speak	Enter the text to be spoken when new email arrives if the previous option is on. Use a single '#' to have the number of new messages spoken for each mailbox which has new email. Use a single '*' to have the name of the mailbox spoken for each mailbox that has new email. Use '##' to have the total number of new messages in all mailboxes with new email spoken. Use '**' to have the names of all mailboxes with new email spoken one after the other in turn.
Incoming	To edit which parts of an incoming message are spoken, click here. This brings up a dialog box (shown in Figure 53) from which message items and suitable text can be specified for speaking.
Outgoing	To edit which parts of a draft message are spoken, click here. This brings up a dialog box (shown in Figure 53) from which message items and suitable text can be specified for speaking.
Maximum characters to speak	The maximum number of characters in the body of a message that will be spoken. Use this to limit the amount of text spoken.
Empty Item	The text to be spoken when a field in the message being read is empty should be entered here.

4.14.1 Speech Configuration
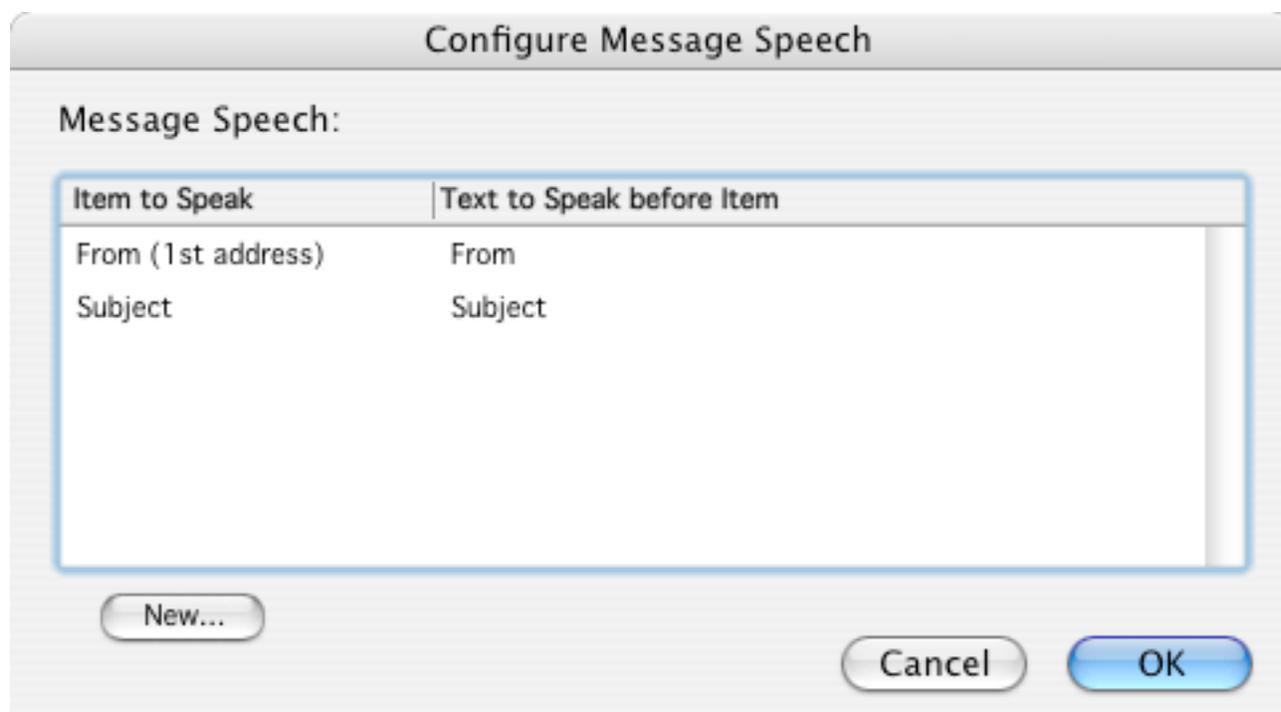
Figure 53 The dialog used to configure which parts of a message are spoken

To add a new mapping to the list click the **New** button to create a new blank entry. This will bring up the dialog box shown in that allows you to choose which message field is read and to specify the text to be spoken before that item is spoken. To edit an entry, double-click that entry in the table. To delete an entry, use the `delete` key.
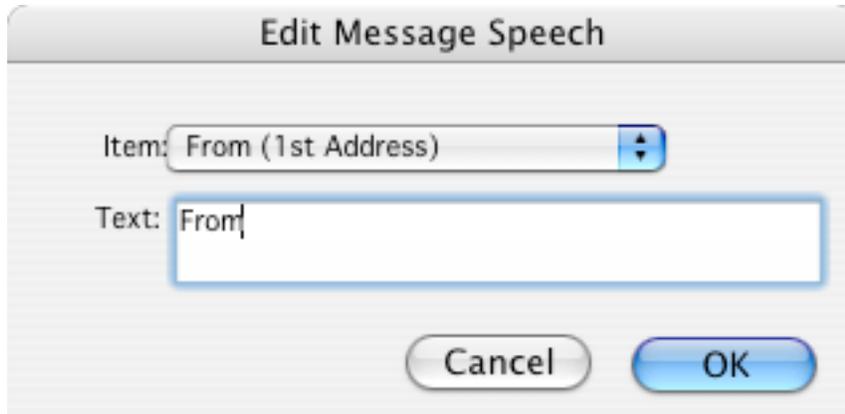
Figure 54 The dialog used to edit items in the speech configuration dialog

You can select which message item to speak from the pop-up menu shown in Figure 55. The 'Text' field can be set to text that will be spoken before the message item is read. The 'None' item can be used to speak some text at any point during the message speak process.
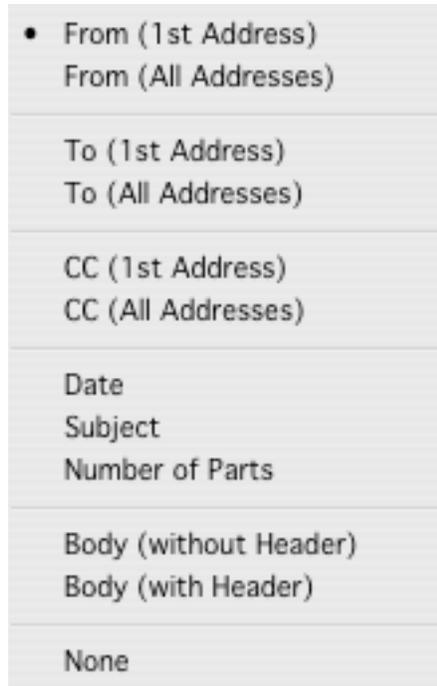
Figure 55 The pop-up menu of message items that can be spoken

5.   USING MULBERRY

To help you read, compose, and manage your email and calendar data, Mulberry uses several different windows. The best way to become familiar with Mulberry is to learn about the information contained in each major window. Each subsection in this chapter describes one of Mulberry's main windows, dialogs and menus that might be encountered in the window, and important concepts to know when using the window.

5.1   Windowing Modes

5.1.1   3-Pane or Separate Windows

Mulberry supports two different window modes for organizing the information it has to display. A email client typically has three main categories of information to display for incoming email: a list of mailboxes where email messages are stored; the contents of a mailbox showing the list of messages in that mailbox; the content of a message. In the 3-pane window mode, a single window is used to contain all three categories, whereas in the separate windows mode, each category appears in its own window. There is a similar set of three categories required for displaying address information.

Mulberry defaults to using the 3-pane mode for new installations. It can be switched between 3-pane mode and separate windows mode at any time whilst it is running.

To switch into 3-pane mode from separate windows mode	Select **Use 3–pane Window** from the **Layout** sub-menu in the **Window** menu
To switch into separate windows mode from 3-pane mode	Select **Use Separate Windows** from the **Layout** sub-menu in the **Window** menu

5.1.2   Window Action Options

Various windows and panes in Mulberry show lists of data. Some of that data represents objects that can be 'opened' or displayed in other windows or panes (e.g. mailboxes or messages). Mulberry allows you to configure exactly what user 'action' can be used to trigger the open/display operation in each of the various lists it displays.

The possible actions available are:

Action	*Description*
Selection Change	The action is triggered when a single item in the list is selected, either via a mouse click or via the keyboard.
Single Click	The action is triggered when the mouse is clicked on a single item.
Double-Click	The action is triggered when the mouse is double-clicked on a single item.
Type a Key	The action is triggered when the specified key is typed on the keyboard, and it operates on whatever is selected in the list when the key is typed.

Table 1   Possible triggers for window actions.

For each list, there may be two possible sets of action that can be used. One controls the 'preview' behavior, the other the 'open' behavior. 'Preview' behavior is used to display the chosen list item in the pane in the same window as the list that is being used for previewing that type of data. For example, the message preview pane in the 3-pane window is used to display message previews from the mailbox pane (which shows the list of messages). The preview action will determine when the message preview pane is changed in response to an action in the mailbox pane. 'Open' behavior is used for opening the chosen list item into its own window. For example, a message window can be opened to display the content of a message in its own window. The open action will determine when the message window is opened in response to an action in the mailbox pane.
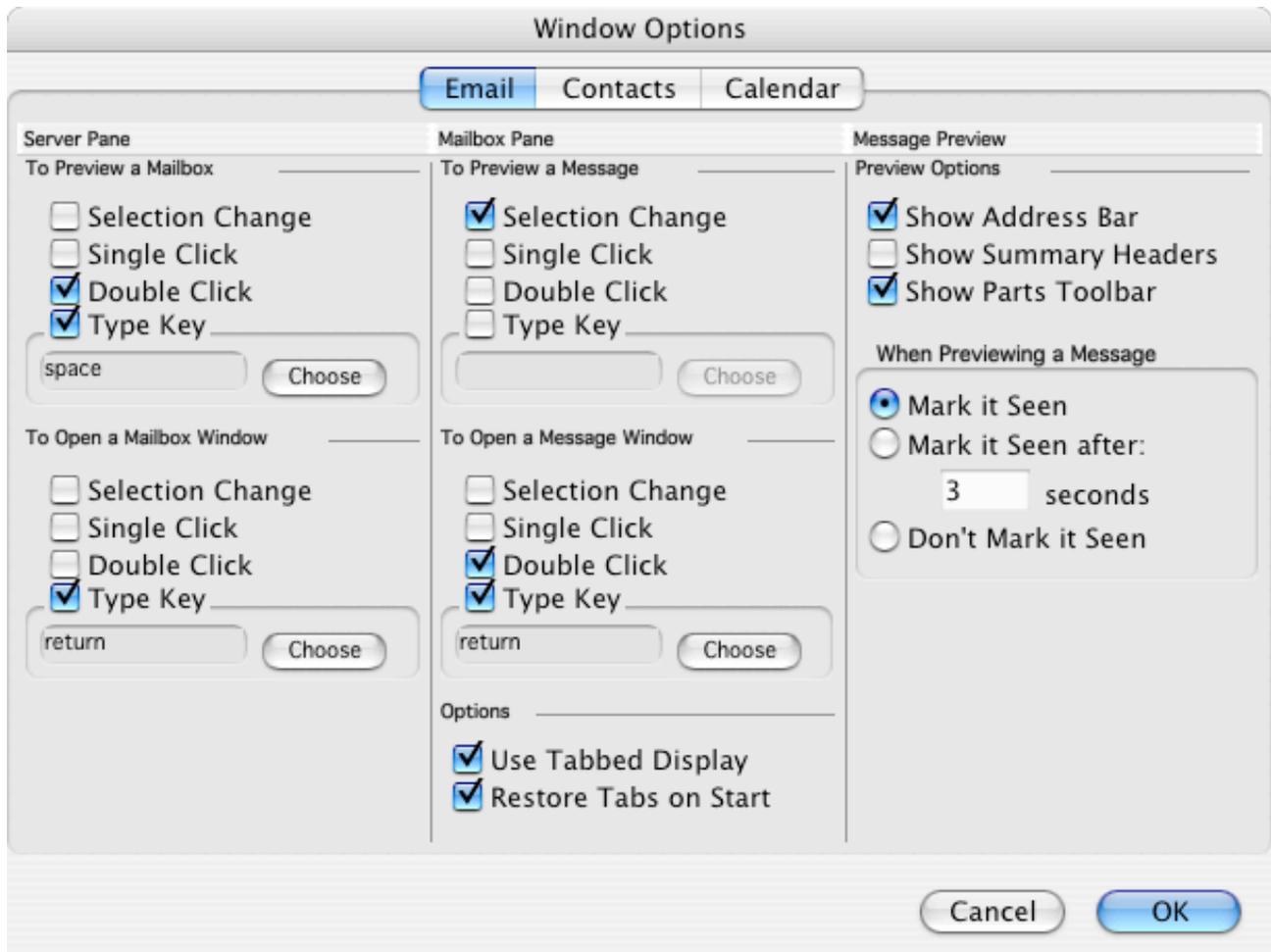
Figure 56 The Window Options dialog.

The window action options can be configured separately for the 3-pane window and for separate windows, and for email related lists and contact related lists. The **Window Options** dialog shown in Figure 56 can be used to set these options.

5.1.3 Toolbars

Every major window in Mulberry contains a toolbar at the top of the window. The toolbar contains buttons that cause certain actions to be executed depending on the button, the window it is in, and whatever might be selected in that window.
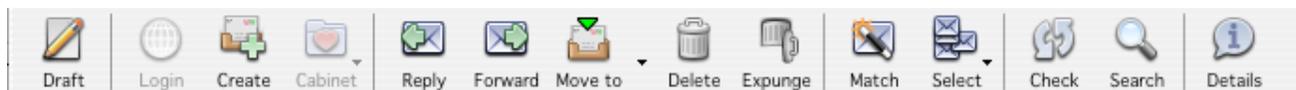
Figure 57 A typical toolbar in a window.

Figure 57 shows a typical toolbar. On the far-left of the toolbar is a button that can be clicked to 'collapse' the toolbar to a thin area that does not show any buttons. When the toolbar is collapsed, another button on the left can be clicked to expand it.

Toolbars in all windows can be completely hidden by selecting the **Hide Toolbar** command in the **Toolbars** sub-menu of the **Window** menu. Toolbars can be shown again by selecting **Show Toolbar** from that same menu.

Toolbar buttons can contain an icon (large or small) and text. You can control whether icons or text are shown or whether small or large icons are used using the **Toolbars** sub-menu of the **Window** menu.

5.1.3.1 Changing Buttons on the Toolbar

The set of buttons in any toolbar can be customized by adding or removing buttons and empty space or vertical dividers, or by moving existing items to re-order them. A context menu is used to manage the toolbar.

Toolbars can contain three types of 'spacer' element:

- 'Separator' – this is a thin vertical line used as a divider between different groups of buttons.
- 'Space' – this is a blank space of fixed width used to increase the gap between buttons.
- 'Expandable Space' – this is used to add space which fills the available space left in the toolbar. Inserting an expandable space between two sets of buttons results in the second set appearing right-justified in the toolbar. Only one expandable space can be present in a toolbar.

To add a new item, bring up the context menu on the toolbar, choose the **Add Toolbar** menu item and select the appropriate button, divider or space from the sub-menu.

To remove an item, bring up the context menu on that item and choose the **Remove** item from the menu.

To move an item, bring up the context menu on that item and choose the **Move** item from the menu. After releasing the mouse, the button will highlight and you can move the mouse left or right to drag the toolbar item to a new location. Once the item is in the new location, click the mouse button once to drop it in place.

The **Reset to Default Buttons** item in the context menu can be used to reset the toolbar to the default set of buttons built-in to Mulberry.

5.2   3-Pane Window
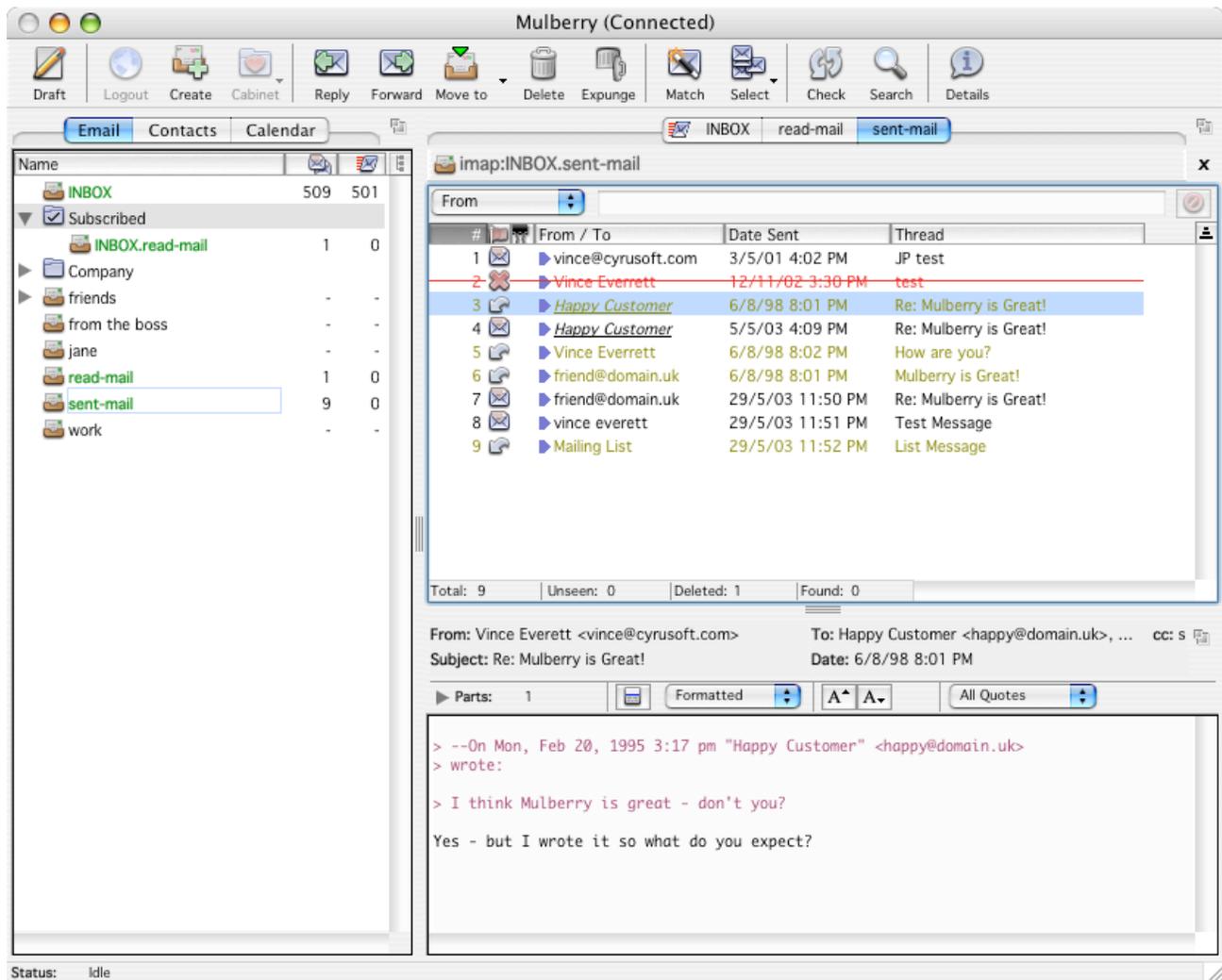
Figure 58 The 3-pane window showing email information.

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

- The Tool Bar

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

- The List Pane

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

within those accounts. When set to **Calendar**, the list pane shows the list of calendar accounts and lists of calendars within those accounts.

- The Items Pane

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

- The Preview Pane

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

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

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

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

5.2.1 Layout Geometry

The 3-pane window has eight different layouts for the three panes that it contains. You can select different layouts for Email or Contacts, if desired. The layout geometries are enumerated in Table 2. To change layout geometry, select the appropriate item from the **Layout** sub-menu in the **Window** menu.

List Vertical

```
+-----+-----------+
|     |   ITEMS   |
|     |           |
| LIST|-----------|
|     |  PREVIEW  |
|     |           |
+-----+-----------+
```

List Horizontal

```
+-----------------+
|      LIST       |
|                 |
|--------+--------|
| ITEMS  | PREVIEW|
|        |        |
+--------+--------+
```

Items Vertical

LIST	ITEMS
PREVIEW	

Items Horizontal

ITEMS	
LIST	PREVIEW

Preview Vertical

LIST	PREVIEW
ITEMS	

Preview Horizontal

LIST	ITEMS
PREVIEW	

All Vertical

LIST	ITEMS	PREVIEW

All Horizontal

LIST
ITEMS
PREVIEW
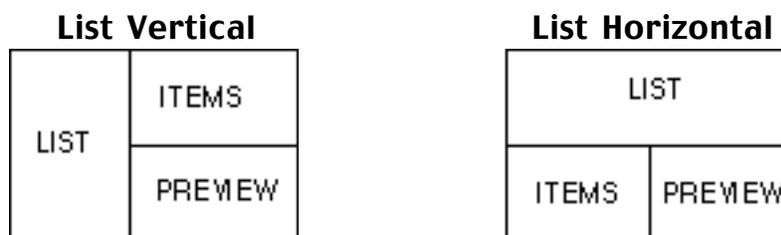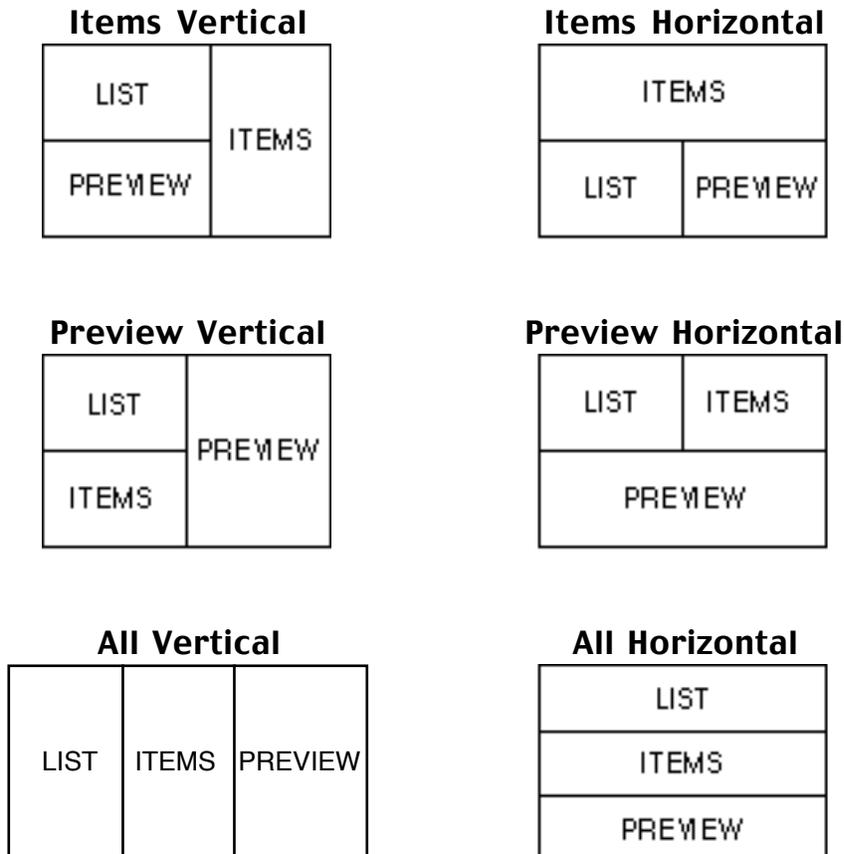
Table 2 3-pane Window Layout Geometries

5.2.2 Email Toolbar

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

Draft	Create a new draft window to allow you to compose a new message.
Login	Login or logout of the email server selected in the server pane. This is only meaningful for IMAP servers.
Create	Creates a new mailbox in the server pane.

Cabinet		Allows you to toggle the display of cabinet items in the server pane.
Reply		Creates a reply to messages selected in the mailbox pane, or the message in the preview pane, depending on which is focused.
Forward		Forwards the messages selected in the mailbox pane, or the message in the preview pane depending on which is focused.
Move to		Copies or moves the messages selected in the mailbox pane, or the message in the preview pane depending on which is focused.
Delete		Deletes the messages selected in the mailbox pane, or the message in the preview pane depending on which is focused.
Expunge		Expunges (permanently removes) deleted messages in the mailbox shown in the mailbox pane.
Match		Turns on or off the mailbox view Match behavior.
Select		Selects messages with the flag criteria (chosen from the popup menu) in the mailbox pane.
Check		Checks the selected mailboxes in the server pane for new email, or checks for new email in the mailbox shown in the mailbox pane depending on which is focused.
Search		Searches for messages in the selected mailboxes in the server pane, or the mailbox shown in the mailbox pane depending on which is focused.
Details		Displays information about the mailboxes selected in the server pane, or the mailbox shown in the mailbox pane depending on which is focused.

Table 3   3-pane Window Email Toolbar

5.2.3 Contacts Toolbar

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

Draft	Create a new draft window to allow you to compose a new message.
New	Creates a new address book.
Open	Opens the address book selected in the address book manager pane.
Delete	Deletes the address books selected in the address book manager pane.
Single	Creates a new address in the current address book shown in the address book pane.
Group	Creates a new group in the current address book shown in the address book pane.
Delete	Deletes the addresses or groups selected in the address book pane.
Search	Allows searching for addresses in address books.
Details	Shows details about the address books selected in the address book manager pane, or the address book shown in the address book pane.
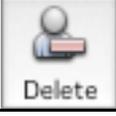
Table 4   The 3-pane Window Contacts Toolbar

5.2.4 Calendar Toolbar

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

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

Tasks	Shows or hides the tasks view.
Today	Changes the current event view so that the current day is displayed.
Goto	Switches the current event view so that a chosen date is displayed.
Details	When a calendar or calendar account is selected, this will display a dialog providing details about the selected item.

Table 5   The 3-pane Window Calendar Toolbar

5.2.5 Server Pane

The server pane is used to display email accounts and mailboxes. A full description of the pane can be found in Section 5.4 where the Server Window is described.

5.2.6 Mailbox Pane

The mailbox pane is used to display the content of a mailbox - the list of messages in that mailbox. The mailbox name is listed at the top of the pane. If the mailbox state cannot be changed, the mailbox name will have the text **(Read-Only)** appended to it. Operations such as deleting will not be possible in that state.

5.2.6.1 Mailbox Tabs
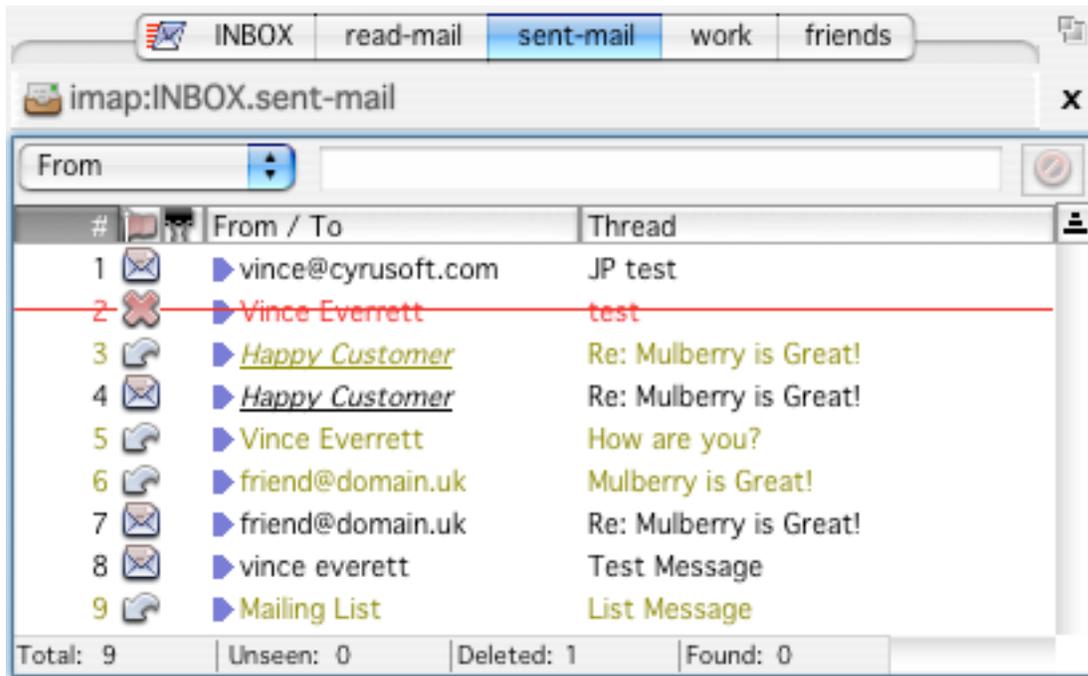
Figure 59 The Mailbox Pane with five tabs.

The 3-pane window supports an optional 'tabbed' mailbox pane, as shown in Figure 59 - which shows a mailbox pane with five tabs. This allows multiple mailboxes to be open within the mailbox pane, with a tab associated with each at the top of the pane. Clicking on a tab will display the associated mailbox content. Mulberry preserves the 'view state' (scroll position, selected messages, message being previewed) for each mailbox tab when switching back and forth between tabs. This allows 'browsing' of multiple mailboxes in an efficient manner. The tab for a mailbox that contains new messages will have a icon before the mailbox name.

The tabbed behavior is controlled via the **Window Options** dialog, accessed via the **Options** command in the **Window** menu. Two options are available:

Window Options item	Description
Use Tabbed Display	When this is on, the tabbed display behavior is turned on. When it is off, tabs are disabled so that only a single mailbox can be open and displayed in the mailbox pane.
Restore Tabs On Start	When this is on, any tabs that were displayed at the time Mulberry was last quit will be re-opened when Mulberry next starts up.

Right-clicking on a tab brings up a context menu, as shown in Figure 60, that allows you to change the position of the tab, as well as set certain properties on the tab.

```
Move Left
Move Right
Move to Start
Move to End

Close
Close All
Close Others

Rename...

Lock
Lock All
Dynamic

Save Current Set
Restore Last Set
```

Figure 60 The Mailbox Pane tabs' context menu.

Mailbox Tab menu item	*Description*
Move Left	Move the tab clicked on one position to the left in the tab list.
Move Right	Move the tab clicked on one position to the right in the tab list.
Move to Start	Move the tab clicked on to the start (far-left) of the tab list.
Move to End	Move the tab clicked on to the end (far-right) of the tab-list.
Close	Close the tab (and thus the mailbox) of the tab clicked on. This may be disabled if the tab is locked.
Close All	Close all unlocked tabs (and thus all mailboxes) in the mailbox pane. Tabs that are locked will not be closed.

Close Others	Close all unlocked tabs (and thus all mailboxes) in the mailbox pane other than the one being clicked on. Tabs that are locked will not be closed.
Rename…	Change the name of the tab clicked on. This allows an alternative to the mailbox name to be used in the tab, which helps avoid the problem of duplicate names (e.g. two INBOX mailboxes from different accounts).
Lock	Locks the tab clicked on. See below for more details on locked tabs.
Dynamic	Changes the 'dynamic state' of the tab clicked on. See below for more details on dynamic tabs.

A 'Locked' tab is one that cannot be accidentally closed. The context menu close commands, the File menu Close command and the tab Close button (far-right of the tab area) are disabled for locked tabs. Locking is useful for mailboxes you always want to be tabbed.

The 'Dynamic' tab is a tab that will be reused when a new mailbox is opened. Only one tab in the entire list can be dynamic, but it is also possible to have no dynamic tabs. This behavior is useful when you have a fixed set of mailboxes you always want visible (locked) but then want to 'browse' other mailboxes without adding more and more tabs for each. The dynamic tab will be reused for each of the additional mailboxes being browsed.

5.2.7 Message Preview Pane

The message preview pane, as shown in Figure 61 is used to display a chosen message from the mailbox currently on display in the mailbox pane.
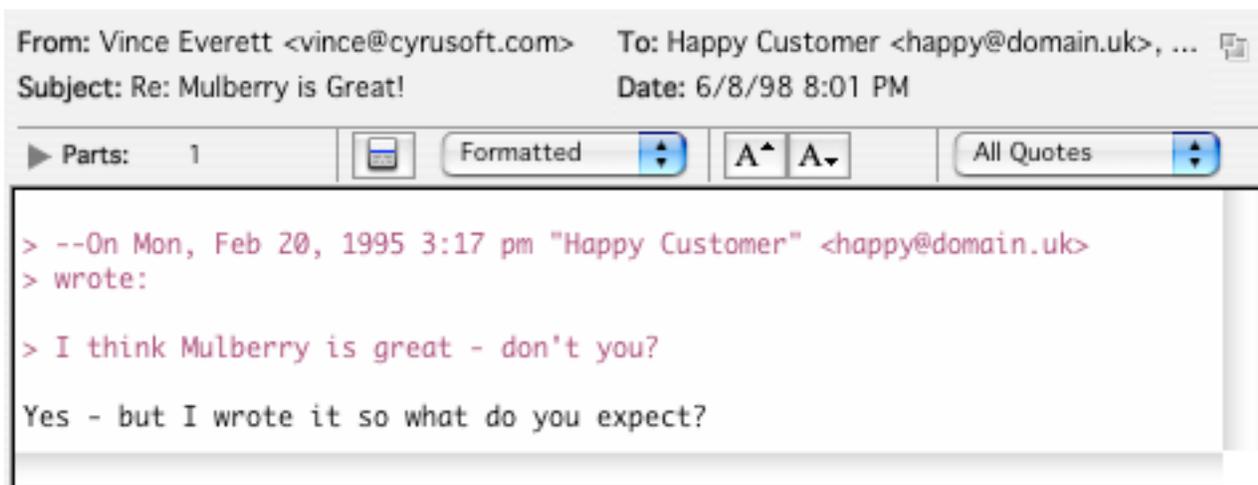
Figure 61 The message preview pane.

The message preview pane has three main sections:

- The Address Bar which is used to provide summary information about the message (the From, To and CC addresses, the Subject and Date).

- The Parts Toolbar which is used to provide information about the parts in the message.

- The Message Text Display which shows the message content

The Parts Toolbar and Message Text Display are described in more detail in Section 5.8.

The components of the message preview can be controlled via the **Window Options** dialog, accessed via the **Options** command in the **Window** menu.

Window Options item	*Description*
Show Address Bar	When this is on, the address bar summary information is displayed in the preview pane.
Show Summary Headers	When this is on, summary message header information is displayed at the top of the Message Text Display in the preview pane.
Show Parts Toolbar	When this is on, the parts toolbar will be displayed in the preview pane.

5.2.7.1 Changing Seen State

When an unseen message is opened into its own window, it is always marked as seen. When a message is previewed in a preview pane, you can control whether the seen state is changed immediately, after a short delay (assuming the message is still previewed after that delay) or not at all. This is controlled via the **Window Options** dialog, accessed via the **Options** command in the **Window** menu.

Window Options item	*Description*
Mark it Seen	When this is on, the message will always be marked seen as soon as it is previewed.
Mark it Seen After:	When this is on, the message will only be marked seen after the specified delay, assuming it is still being displayed at that time.
Don't Mark it Seen	When this is on, the message will not have the seen flag turned on when it is previewed.

5.2.8 Address Book Manager Pane

The address book manager pane is used to display address book accounts and their associated address books. A full description of the pane can be found in Section 5.10 where the Address Book Manager Window is described.

5.2.9 Address Book Pane

The address book pane is used to display the content of an address book - both the single address entries and the group entries. A full description of the pane can be found in Section 5.12 where the Address Book Window is described.

5.2.10 Address/Group Preview

The address/group preview pane is used to display an address or group. The address or group can be edited directly in the preview pane. A full description of the pane can be found in Section 5.12 where the Address Book Window is described.

5.2.11 Calendar Store Manager Pane

The calendar store pane is used to display calendar accounts and their associated calendars. A full description of the pane can be found in Section 5.13 where the Calendar Store Window is described.

5.2.12 Calendar View Pane

The calendar pane is used to display the content of one or more calendars. A full description of the pane can be found in Section 5.14 where the Calendar Pane is described.

5.2.13 Event/task Preview Pane

The event/task preview pane is used to display a details about an event or task. A full description of the pane can be found in Section 5.14 where the Calendar Pane is described.

5.3   Status

MAC OS X **UNIX**	The status line at the bottom of the 3-pane window provides status information about the Network operations currently in progress. It will also give an indication of the progress of operations that may occasionally take a long time to complete (for example sending large attachments or opening large mailboxes). In separate windows mode, the status information appears in its own window. Clicking the close box will hide the window. To see the window again select the **Status** item from the **Window** menu (see page 311). The location of the status window and its hidden/shown state are saved in the current preferences file when Mulberry is closed, and then restored from that preferences file when it is used to launch Mulberry again.
WINDOWS	The status line at the bottom of the main window provides status information about the Network operations currently in progress. It will also give an indication of the progress of operations that may occasionally take a long time to complete (for example sending large attachments or opening large mailboxes).

5.4   Mailbox Server Pane/Window
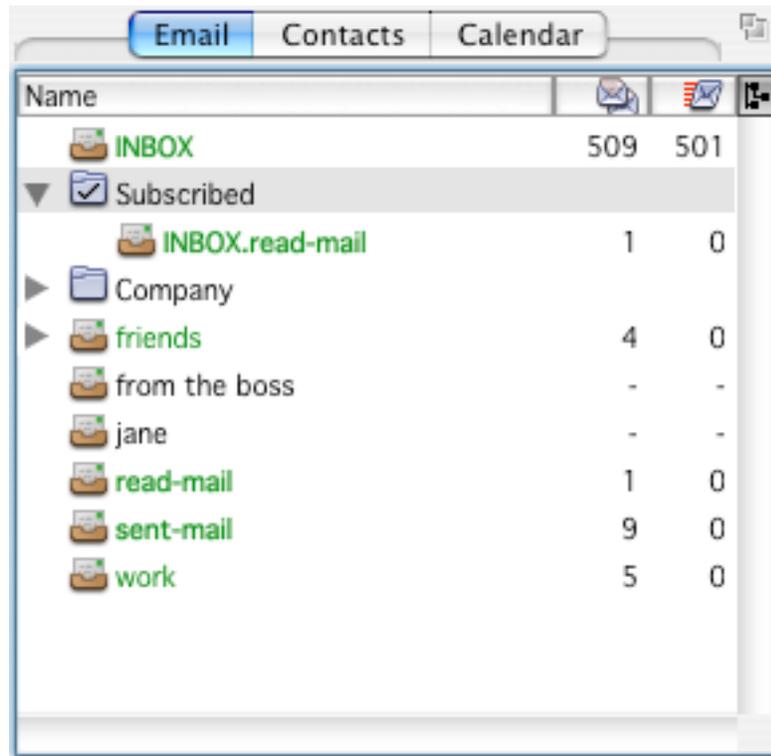
Figure 62 The server pane.

The server pane, an example of which is shown in Figure 62, displays several different entities, the most important being all of the email servers as defined in the 'Accounts' preferences, as well as the mailboxes available on each email server.

Depending on how you've configured Mulberry, the server pane/window can display a simple list with your INBOX and a few mailboxes of interest, or a complex list of multiple email servers, subscribed mailboxes, cabinets, and display hierarchies.

The server pane is divided into two main sections:

- The items in the Column Header section indicate what type of mailbox information is displayed in the corresponding column in the Mailbox List section.

- The Mailbox List section displays lists of mailboxes, cabinets, email servers, and other items.

5.4.1 Server Window Toolbar Buttons

The server window has a toolbar associated with it, whereas the server pane in the 3-pane window uses the toolbar in the 3-pane window.

The server window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message. For more information on the compose window, see page 224.
Login	Login or logout of the email server selected in the server pane. Logging in to an IMAP email server automatically generates a list of mailboxes available on the selected server, which includes your INBOX, any subscribed folders, and any display hierarchies you've previously specified. POP email servers and local mailbox accounts are always 'logged in'. Logging out of a server causes Mulberry to terminate all connections to that server. Note that Mulberry maintains a constant connection to an IMAP server when logged in. If you only have one email server account set up, the **Login** button will act on that server, and will always be available. If you have multiple email server accounts set up, you must select one of those accounts in the 'Mailbox List' section of the server window to make this button active. When you are already logged in to the selected email server, the **Login** button will change to a **Logout** button. Logging out of a server causes Mulberry to terminate all connections to that server.
Create	Creates a new mailbox in a selected email account or within a selected display hierarchy. When you click this button, you will be presented with a 'Create Mailbox' dialog that allows you to enter a name for the new mailbox and specify where it will be created. This button is not available unless a email server, display hierarchy or mailbox (that is allowed to contain other mailboxes) is selected. Creating mailboxes is covered in more depth on page 137.
Cabinet	Allows you to toggle the display of cabinet items in the server pane. More information on cabinets is available on page 138.
Check	Checks the selected mailboxes in the server pane for new email.
Search	Searches for messages in the selected mailboxes in the server pane. When you click this button, you are presented with a new search window. The search window is covered on page 167.
Details	Displays information about the mailboxes selected in the server pane.

Table 6   The Server Window Toolbar

5.4.2 Column Headers

The column headers indicate what mailbox information is displayed in each column in the mailbox list below it. The column indicates with text or an icon what the information is:

	Name	The name of the displayed item.
	State	Icons representing the state of the corresponding mailbox. These icons include: Indicates that the mailbox is open and a corresponding mailbox window is on screen. Indicates that the mailbox is closed, but is marked for automatic email checking. Indicates that the mailbox is closed, but it has new messages. No icon means the mailbox is closed and has no new messages.
	Total	The total number of messages in the mailbox the last time it was checked. If the mailbox has never been checked or opened, a dash will appear.
	Recent	The number of new messages that have arrived in the mailbox the last time it was opened. If the mailbox has never been checked or opened, a dash will appear.
	Unseen	The number of unseen messages in the mailbox the last time it was checked, or, if the mailbox is open, the current number of unseen messages in the mailbox window. This last value may be different from the total number of unseen messages in the mailbox if the mailbox window is only displaying a subset of all the messages in the mailbox. If the mailbox has never been checked or opened, a dash will appear.
	Favorite	A 'diamond' button that can be clicked to turn on or off automatic checking of the corresponding mailbox. If the mailbox is marked for automatic checking the button will have a check mark: Indicates a mailbox not marked for automatic checking. Indicates a mailbox marked for automatic checking. Mailboxes marked as favorites are automatically added to the 'Check Favorites' cabinet. For more information on cabinets, see page 138.

	Size	The size of the mailbox. This information is available for locally-stored mailboxes, such as mailboxes in a POP or Local Mailbox account, or IMAP mailboxes cached for disconnected mode operations.
		For IMAP mailboxes in connected mode, the size has to be manually calculated. For mailboxes that have not had their size calculated the ![button] button appears. Clicking this button will cause Mulberry to calculate the mailbox size and then display it in place of the button.
![icon] ![icon]	Hierarchy Display Toggle Button	This button is only available when a cabinet or display hierarchy is selected. Items within cabinets and display hierarchies can be viewed as either a flat or hierarchical list. Clicking this button toggles between these two views.

Column headers can be re-arranged, added, or deleted.

MAC OS X   Hold down the control key and click the mouse button (ctrl-click) on a column header to change the column type, insert a new column, or delete the column.

WINDOWS   Click the right mouse button on a column header to change the column
UNIX   type, insert a new column, or delete the column.

When you do this, the menu shown in Figure 63 will appear.

Figure 63 The pop-up menu for changing column headers in the server window

Note: The 'Name' column, which displays the names of the various items in the server pane/window, is always present and cannot be changed or deleted. However, you can insert columns before or after it. Additionally, the hierarchy display toggle button cannot be changed or removed.

5.4.3 Mailbox List

The main purpose of the mailbox list section of the server window is to display the various mailboxes available to you. However, depending on the number and type of email servers you have access to, your list of interesting mailboxes may be quite large. In order to help you categorize and organize your mailboxes, several types of entities other than mailboxes can be displayed in the server window. The following icons represent these different entities:

Servers

An IMAP server account.

An IMAP server account that is available for use in disconnected mode. This icon is only shown when in disconnected mode.

A POP server account.

A Local Mailbox account.

Mailboxes

A remote mailbox that can be opened.

A remote mailbox that cannot be opened or that failed to open in the past.

A remote mailbox that contains no new messages.

A remote mailbox marked as interesting.

A mailbox with messages stored on the local disk. This can either be a mailbox within a POP or Local Mailbox account, or an IMAP mailbox that has been synchronized for use in disconnected mode.

A mailbox whose contents are only available while in connected mode.

> **Note:** Mulberry depends on responses from the IMAP server to decide which of the remote mailbox icons to display for a particular mailbox. Some IMAP servers do not communicate mailbox states, in which case the first remote mailbox icon will be used for all mailboxes.

Cabinet

A cabinet, which stores aliases of mailboxes (see page 138).

An alias to a mailbox, found within a cabinet

Mailbox 'containers'

A folder, which may contain more mailboxes or other folders. Note that unlike a mailbox, a folder does NOT hold email messages. It is simply used as a placeholder within a hierarchical list of mailboxes.

A display hierarchy, which may contain mailboxes or folders (see page 133).

The subscribed mailbox list.

At the highest level, the mailbox list shows all of the email servers you have defined in the Accounts preferences panel, listed alphabetically, as well as any cabinets that you have made visible. Within each email account, the INBOX is shown at the top, followed by the list of subscribed mailboxes and any display hierarchies that have been defined, listed alphabetically.

Figure 62 shows a simple server pane, with the default column headers and only one email server defined. There are no subscribed mailboxes, and one display hierarchy is defined. Notice that since only one email server account is defined in the Accounts preferences panel, the name of the account is shown in the title bar of the server window rather than in the mailbox list area. Because only one display hierarchy is defined in this example, the contents of the hierarchy are displayed directly in the mailbox list area.

A more complex server window is shown in Figure 64. The window shows multiple email accounts and their contents. Since multiple email accounts are defined, the title of the server window is simply 'Servers', and the contents of each server account are displayed under a collapsible header. The list of 'Subscribed' mailboxes in the third email account (the second IMAP account) is shown as a flat list, while the contents of the expanded display hierarchy 'INBOX.*' in the first IMAP account is shown as a hierarchical list.
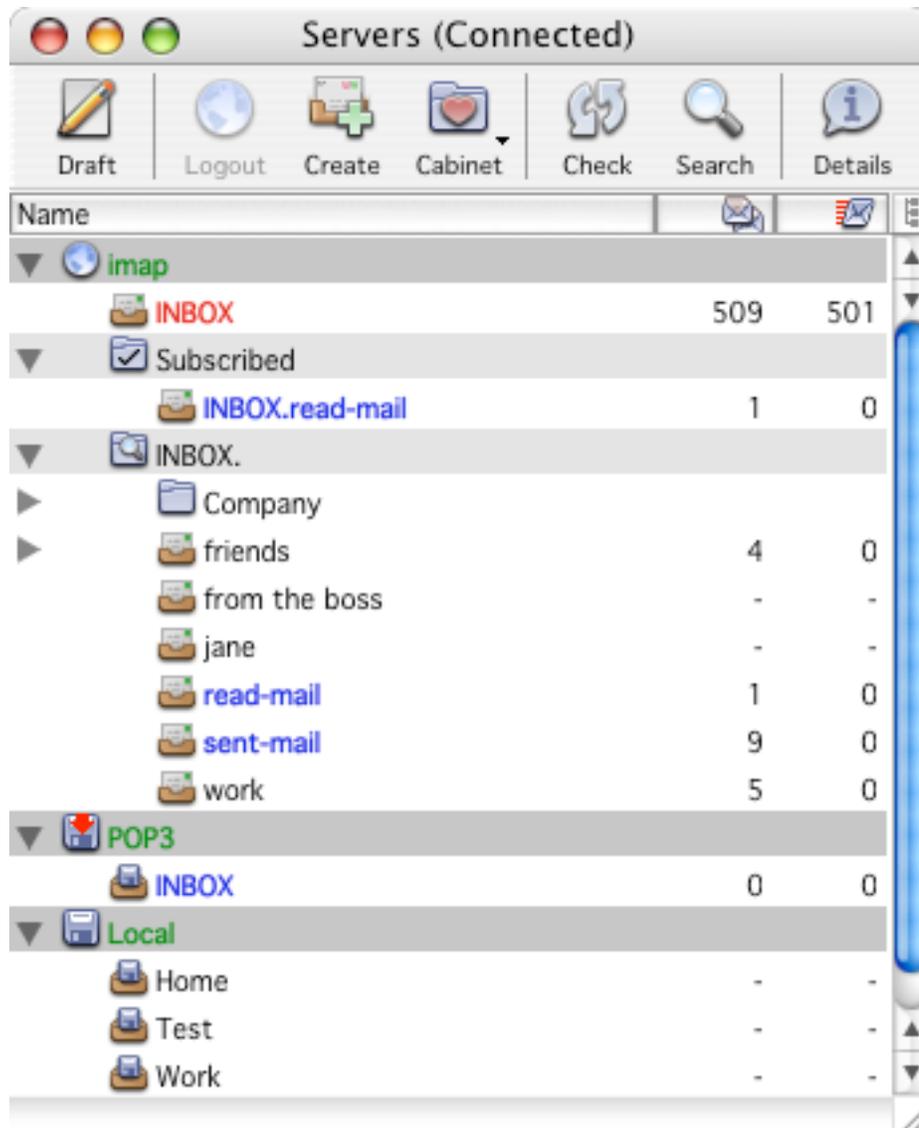
Figure 64 The server window with multiple email accounts, multiple display
hierarchies and some subscribed mailboxes

Double-clicking on a server name will open a new window, similar to the server window,
but displaying only the contents of that email server account. Clicking or double-clicking a
mailbox in the list will open a mailbox window containing message captions for that
mailbox (see page 158).

Note that several items in the server window, including email servers, cabinets, and all
hierarchies can be expanded and collapsed using disclosure buttons. This allows you to
organize a complex server window to show only the mailboxes of immediate interest.

5.4.4 Working with the Server Pane/Window

5.4.4.1 Logging In To Servers

When you open an IMAP mailbox in connected mode, Mulberry must first log in to the appropriate IMAP server if it has not already done so. When you check for new email in a POP3 INBOX mailbox, Mulberry must login to the POP3 server. When a login is necessary, the dialog shown in Figure 65 appears, allowing you to enter your user ID and password for that server. If you wish, you can set your preferences to automatically login to all IMAP email servers when you start Mulberry (see page 38).

> **Note:** Your user ID may be specified in the preferences, in which case you will not be able to change it (as shown in Figure 65). Similarly, if you have also set your preferences to save the password for the current account, the Login dialog may not appear at all. In addition, some authentication mechanisms do not require the Login dialog.
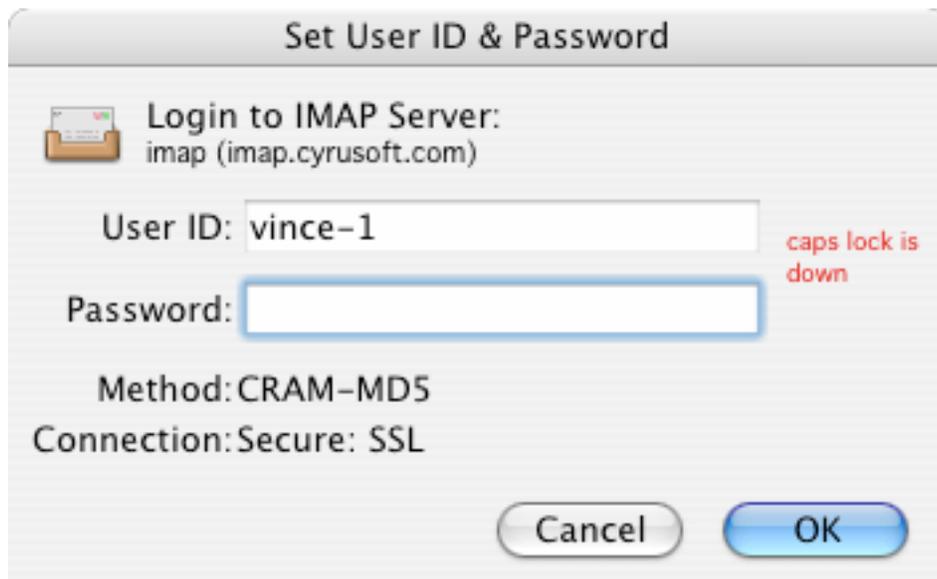
Figure 65 The dialog used to log in to a server

The login dialog will also appear when a login is necessary for other types of servers, such as an IMSP or ACAP preferences server. The icon in the login dialog is used to indicate what type of account is being logged in to. The server type icons are:

 For an IMAP email server.

 For a POP email server.

For an SMTP send email server.

For an IMSP or ACAP remote preferences server.

For an IMSP or ACAP remote address book server.

For an LDAP remote address lookup server.

For a ManageSIEVE sieve script server.

For a WebDAV or CalDAV calendar server

5.4.4.2 Modifying the List of Mailboxes

By default, Mulberry will always show your INBOX as the first item under each email server account. The INBOX is usually where your incoming email is stored. In the case of IMAP email accounts, any subscribed mailboxes will be automatically displayed after you login, in the 'Subscribed' hierarchy, immediately below the INBOX. Other mailboxes and hierarchies are displayed only if you explicitly ask for them. This can be done in two ways:

- Open a mailbox directly. This is described in more detail on page 131.
- Add a new display hierarchy. This is described in more detail on page 133.

5.4.4.3 Opening Mailboxes

The simplest way to open a mailbox is to click/double-click on the icon of the desired mailbox in the mailbox list. Alternatively, a mailbox can be opened by selecting the **Open Mailbox...** option from the **File** menu (see page 296). When you do this, the dialog shown in Figure 66 is displayed.

In the Open Mailbox dialog, you can enter the full pathname of the mailbox to open in the 'Name' text box. If you have configured multiple email server accounts, you can select the account on which the mailbox exists in the 'Account' popup menu. Clicking the Browse… button will produce a 'Browse Mailbox' window with contents similar to the server window, allowing you to select a mailbox to open. The Open Mailbox… command is most useful for directly opening mailboxes that aren't listed in the server window.
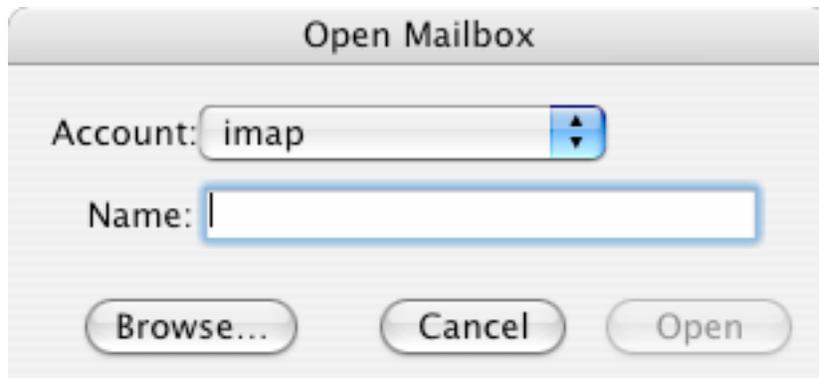
Figure 66 The Open Mailbox dialog

> **Note:** The server window must be the active window for the
> Open Mailbox command to be active.

5.4.4.4 Display Hierarchies

Display hierarchies are a means of displaying a list of mailboxes within a particular hierarchy. These are most useful in conjunction with IMAP servers, where mailboxes are stored in hierarchies, but can also be used to view mailboxes in POP or Local Mailbox accounts that you have organized hierarchically on disk.

The concept of display hierarchies are somewhat complicated by the fact that different types of IMAP servers store mailboxes in different ways.

Some IMAP servers store mailboxes within a standard UNIX directory structure on the server machine. For example, mailboxes can be stored in a user's home directory (usually denoted as '~/'), or in a subdirectory of the home directory, such as '~/mail/'. Since IMAP servers allow mailboxes to be shared among many users, interesting mailboxes may also exist in directories outside of a user's home directory, such as '~bob/mail/public/' or '~public/'.

In contrast, other types of server maintain a completely separate email store, which is often not directly accessible to users except through IMAP. Users can create personal mailboxes in the INBOX hierarchy, such as 'INBOX.work' or 'INBOX.friends.bob'. Other users' shared mailboxes may be available in a separate hierarchy such as 'user.bob.public'.

In order for Mulberry to display the mailboxes available in a particular location on an IMAP server, a display hierarchy must be created. In simple terms, a display hierarchy is simply a pointer to a particular location in a email store. For example, a display hierarchy of '~/*' on the first type of server described above, will list all of the available mailboxes in a user's home directory. An 'INBOX.*' display hierarchy on the second type of server will list all of a user's personal mailboxes.

5.4.4.4.1 Configuring all Display Hierarchies

You can configure all display hierarchies in one go by using the Choose Mailbox Locations dialog, which is accessed by selecting the **Display Hierarchy>Reset All…** command from the **Mailbox** menu. This dialog, shown in Figure 67, allows you to see which hierarchies are

advertised by the server (if there are any) and what other hierarchies you have specified by hand.
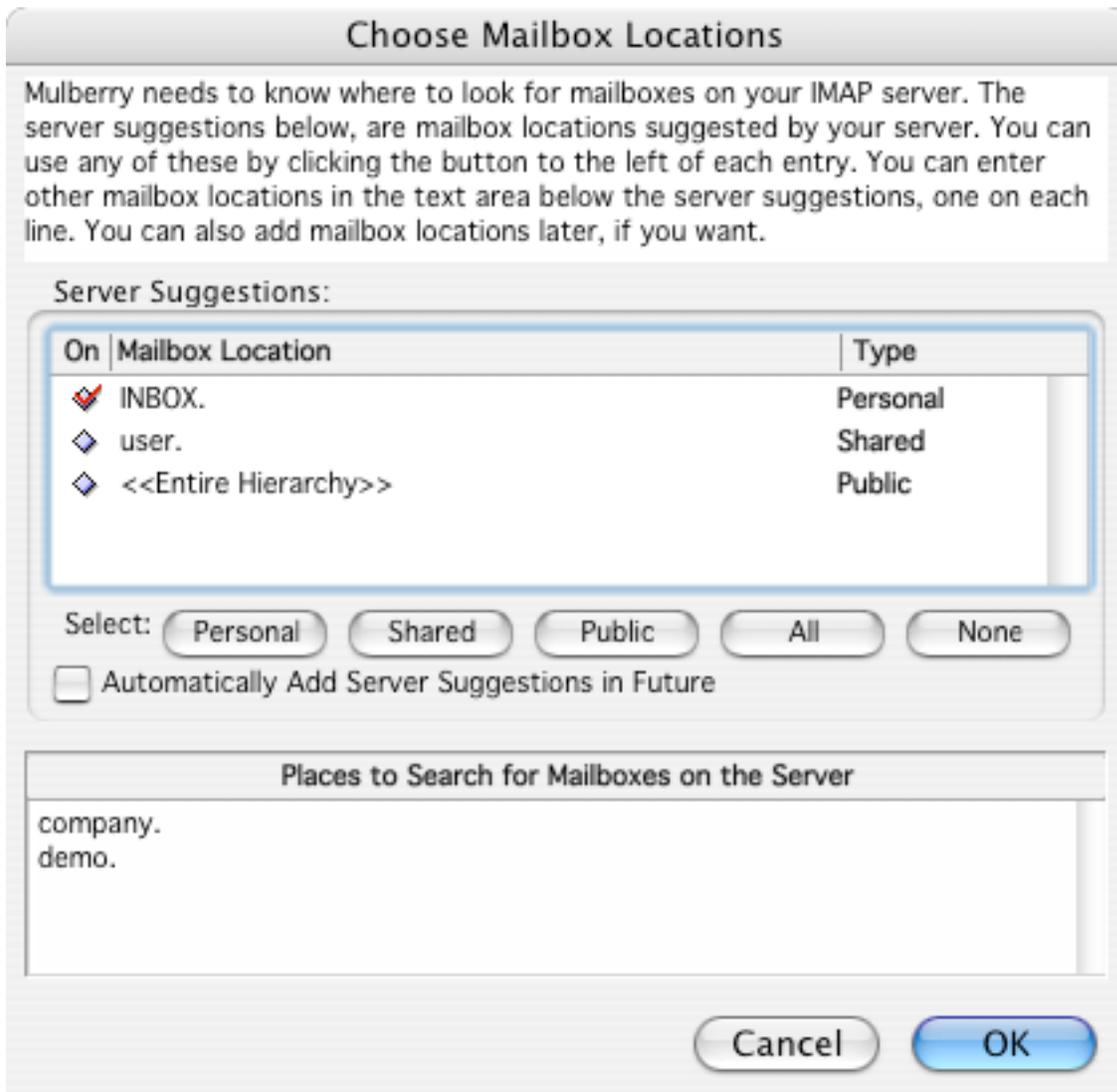
Figure 67 The Choose mailbox Location dialog box

Server Suggestions	Contains the list of display hierarchies advertised by the server via the optional IMAP NAMESPACE extension. If the account being changed is not an IMAP account, or is an IMAP account in disconnected mode, or is an IMAP account on a server that does not support NAMESPACE, then this list, and the buttons immediately below it, will not appear.
	The list shows the name of each hierarchy on the left, and the type of hierarchy on the right. Types are:
	• Personal – a list of mailboxes that belong to you alone.
	• Shared – a list of mailboxes that belong to other users, which have been shared with you.
	• Public – a list of mailboxes that are publicly accessible and available to you.
	To have Mulberry display or remove from display each hierarchy, simply click the diamond to the left of each name.
Personal	Clicking this button will select all the Personal display hierarchies advertised by the server for display by Mulberry.
Shared	Clicking this button will select all the Shared display hierarchies advertised by the server for display by Mulberry.
Public	Clicking this button will select all the Public display hierarchies advertised by the server for display by Mulberry.
All	Clicking this button will select all display hierarchies advertised by the server for display by Mulberry.
None	Clicking this button will deselect all display hierarchies advertised by the server from the display in Mulberry.
Automatically Add Server Suggestions in Future	When this option is selected, Mulberry will automatically insert all display hierarchies advertised by the server into the display, each time it logs in to that account after startup. To prevent display hierarchies from automatically appearing, turn this option off, and deselect the display hierarchies you want to remove from display in the list above.
Places to Search for Mailboxes on the Server	Enter a list of display hierarchies, one on each line, that you want displayed by Mulberry. You do not need to add display hierarchies already selected in the Server Suggestions list, if available.

5.4.4.4.2   Adding a Single Display Hierarchy

To simplify the process of creating display hierarchies, Mulberry provides the Display Hierarchy dialog, which is accessed by selecting **Display Hierarchy>New Display Hierarchy…** from the **Mailbox** menu. This dialog, shown in Figure 68, allows you to build a new display hierarchy using a natural language query.
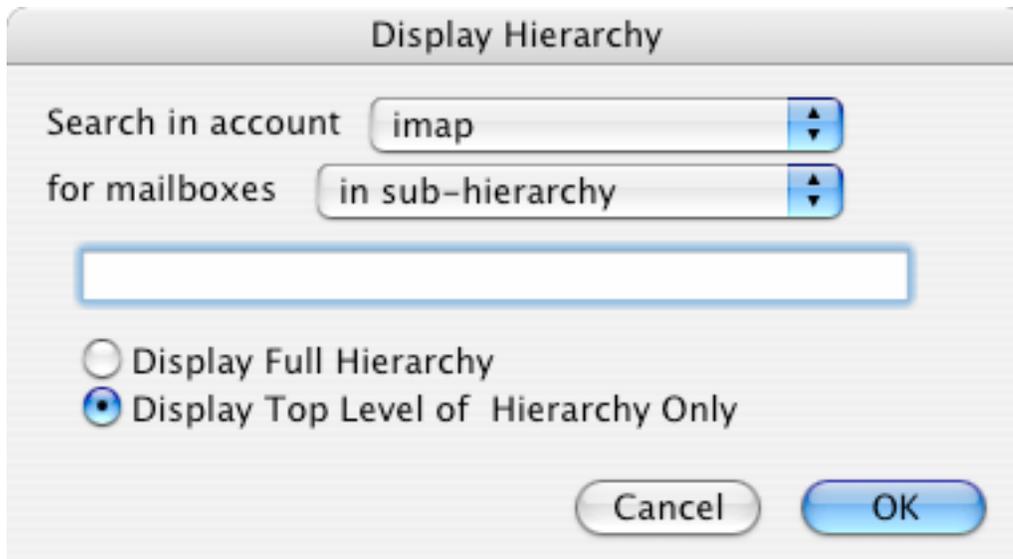
Figure 68 The Display Hierarchy dialog box

Several options are available to assist you in finding available mailboxes:

Search in account	If you have more than one email server account defined, choose the account you want to search using this popup menu.
For mailboxes	This popup menu specifies the pattern you wish to use to find available mailboxes. Each of these options works in conjunction with a string that you type in the text box below the popup menu. Available options are: **'whose name starts with'** – find mailboxes with names that begin with the specified text string. **'whose name ends with'** – find mailboxes with names that end with the specified text string. **'whose name contains'** – find mailboxes with names that contain the specified text string. **'whose name is'** – find mailboxes with names that match the specified text string exactly. **'in sub-hierarchy'** – find mailboxes in the hierarchy specified by the text string **'in entire hierarchy'** – find all mailboxes available on the specified email server. The text box will not accept any input if you choose this option.

Display Full Hierarchy	To have the full hierarchy matching the search pattern initially displayed, choose this option. Selecting this option causes the names of all mailboxes in the specified hierarchy to be fetched from the server when logging in.
	Note: This is only available when you are finding mailboxes using the 'in sub-hierarchy' or 'in entire hierarchy' options.
Display Top Level of Hierarchy Only	To have only the top level of the hierarchy matching the search pattern initially displayed, choose this option. Selecting this option causes Mulberry to fetch only the names of the mailboxes at the top level of the specified hierarchy when logging in.
	Note: This is only available when you are finding mailboxes using the 'in sub-hierarchy' or 'in entire hierarchy' options.

Once you have created a display hierarchy, it will be shown under the appropriate email server account in the server window until you delete it. To delete a display hierarchy, click once on the hierarchy and select **Display Hierarchy>Remove Display Hierarchy…** from the **Mailbox** menu. To edit a display hierarchy, select **Display Hierarchy>Edit Display Hierarchy…** from the **Mailbox** menu. A dialog box will appear asking you to specify a new path for the display hierarchy. To refresh the contents of a display hierarchy, select **Display Hierarchy>Refresh** from the **Mailbox** menu.

> **Note:** If there is only one display hierarchy defined for a particular server, only the contents of that display hierarchy will be visible. To edit or remove a single hierarchy, you need to use the Server Details window for the server (see page **Error! Bookmark not defined.**).

Note that some display hierarchies may appear automatically under certain IMAP email accounts. IMAP servers that support the NAMESPACE extension (see page 23) have the ability to advertise a list of interesting display hierarchies to a email client. Mulberry will automatically list these display hierarchies if the 'Automatic Hierarchy List' option (see page 38) is turned on for a particular IMAP email account.

5.4.4.5 Creating, Renaming, and Deleting Mailboxes

Once you have customized the mailbox list in the server window, you may want to create your own mailboxes under one or more mail server accounts. You can create a new mailbox by choosing **Create…** from the **Mailbox** menu or by clicking the **Create** button in the window tool bar. When you do this, the dialog shown in Figure 69 is displayed.

There are two types of mailboxes that you can create. One is a mailbox that contains messages, the other is a mailbox that is used as the 'root' for a hierarchy of other mailboxes

appearing below it. The later is similar to a 'directory' in a file system, whereas the former is similar to a file. You can select which type of mailbox to create by clicking the **Create a Mailbox to Contain Messages** or **Create a Mailbox to Contain Mailboxes** button.

You can choose to enter the full pathname for the new mailbox (e.g. 'INBOX.newbox' or '~/mail/newbox') by clicking the **Full Pathname** button. You can also choose to create the mailbox in an existing hierarchy by clicking the **Create in Hierarchy** button. In this case just enter the name of the mailbox (e.g. 'newbox'). You can choose to have the server automatically subscribe to the new mailbox by selecting the **Subscribe when Created** checkbox. When you create a new mailbox, Mulberry will automatically insert it in the correct location in the server's mailbox list and also open an empty mailbox window for the new mailbox.
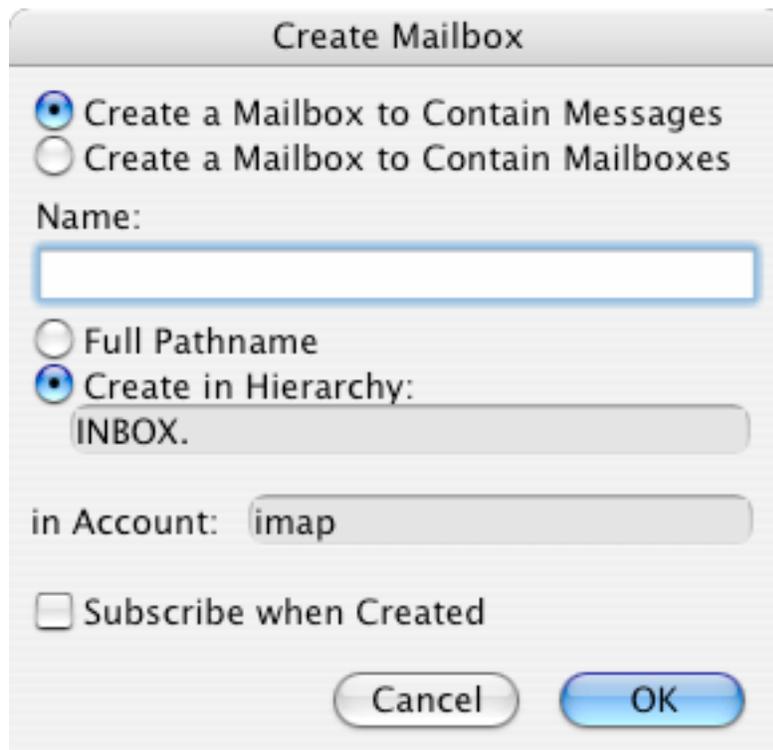
Figure 69 The dialog used to create a new mailbox on the server

The default selections in the Create Mailbox dialog will vary depending on the item you had selected before executing the Create Mailbox command. For example, if you click on a display hierarchy in the server window and then create a new mailbox, the dialog assumes you meant to create the new mailbox in that hierarchy. If you click on a server name in the server window and then create a new mailbox, you will only be able to specify the new mailbox name using a full pathname.

5.4.4.6 Cabinets

Cabinets provide a powerful mechanism for grouping sets of mailboxes together. In simple terms, a cabinet is a collection of aliases to different mailboxes. The server window displays cabinets at the top of the mailbox list section, before any email servers or

mailboxes. Cabinets can not be displayed in individual server windows, only the main server window. You can control which cabinets are displayed using the **Cabinet** popup menu in the server window tool bar. To display a cabinet, click on the **Cabinet** popup menu and select a cabinet name. Cabinets that are currently displayed have a check mark in front of their name. To hide a cabinet, click on the popup menu and select the appropriate cabinet name again. Figure 70 shows the server window with three cabinets displayed:
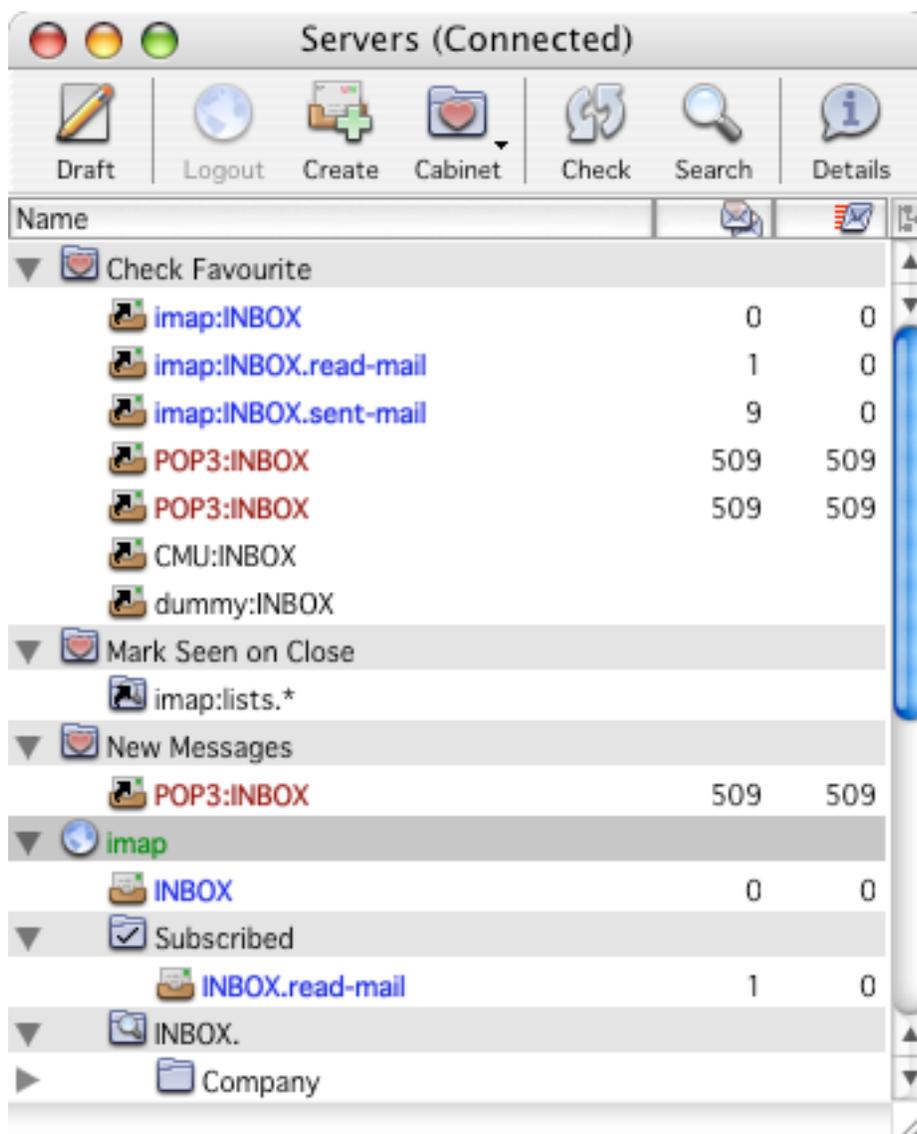
Figure 70 The server window with cabinets displayed

Mulberry comes with several pre-defined cabinets. You can also create as many of your own cabinets as you like. The pre-defined cabinets that come with Mulberry are:

Check Favorites	This cabinet contains a list of mailboxes marked for automatic checking. This cabinet is used by the first alert style by default (see page 50).
Open After Login	This cabinet contains a list of mailboxes that Mulberry should open automatically after starting up.
Copy Messages To	This cabinet contains a list of mailboxes that will appear in the **Copy To** popup in the Message window or the **Copy to Mailbox** sub-menu under the **Message** menu. Note that the contents of this cabinet are only used if the 'Use Copy Messages To Cabinet' option is checked in the Mailbox preference panel (see page 65).
Copy Drafts To	This cabinet contains a list of mailboxes that will appear in the **Copy To** popup in the Draft window or the **Append to Mailbox** sub-menu under the **Draft** menu. Note that the contents of this cabinet are only used if the 'Use Copy Drafts To Cabinet' option is checked in the Mailbox preference panel (see page 65).
Mark Seen on Close	Mailboxes listed in this cabinet will automatically have all messages marked as seen when their mailbox windows are closed.
Auto Synchronize	This cabinet contains a list of IMAP mailboxes that will be synchronized automatically when switching between connected and disconnected modes. For more information on disconnected mode operations, see page 151.
New Messages	This cabinet contains a list of all mailboxes that have been marked for automatic checking, AND have been found to have new messages since they were last opened. This is a fast and convenient way to display a list of only those mailboxes that have new messages to be read. This cabinet is an example of an 'automatic' cabinet that is maintained by Mulberry. The contents of this cabinet can not be changed directly.
Subscribed	This cabinet contains a list of all mailboxes marked as subscribed in all IMAP email accounts.

Cabinets can contain mailboxes from multiple email servers. When multiple email server accounts are defined, Mulberry will prepend the server name and a colon (:) to the mailbox names within a cabinet. The contents of cabinets are always sorted, first by server name and then either alphabetically or hierarchically.

To add a mailbox alias to a cabinet, first make sure the cabinet is visible at the top of the server window. Then, simply find the mailbox(es) that you wish to add to the cabinet and drag the icon for the mailbox(es) onto the appropriate cabinet icon. Mulberry will add an alias to the appropriate mailbox to the selected cabinet.

To remove a mailbox alias from a cabinet, highlight the mailbox alias you wish to remove and press the delete key on your keyboard or choose **Cabinets>Remove Item** from the **Mailbox** menu. Removing a mailbox alias just removes that item, it does not delete the mailbox that it refers to.

> **Note:** You cannot change the contents of the 'New Messages' cabinet. The contents of this cabinet are managed automatically by Mulberry.

To create your own cabinet, select **New…** from the **Cabinet** popup menu or select **Cabinets>New Cabinet…** from the **Mailbox** menu. Mulberry will prompt you for a name for the new cabinet. User-defined cabinets are listed after the pre-defined cabinets in the order that they are created. You can create as many cabinets as you like.

In addition to individual mailbox aliases, cabinets can also contain 'wildcard' items. These items allow you to quickly add the contents of an entire mailbox hierarchy to a cabinet. For example, you might want all of the folders in your INBOX hierarchy to appear in the 'Copy Messages To' cabinet. One way to set this up would be to select all of the folders in your INBOX hierarchy and drag them to the 'Copy Messages To' cabinet. Unfortunately, if you were to then create a new mailbox in your INBOX hierarchy, you would have to remember to also add that new folder to the 'Copy Messages To' cabinet. An elegant solution for this problem is to place a single wildcard entry for the 'INBOX.*' hierarchy into the 'Copy Messages To' cabinet. 'Wildcard' entries are dynamic – every time they are needed, the full list of matching mailboxes is determined and substituted for the 'wildcard' entry. Thus any changes to the mailbox hierarchy will always be picked up by the 'wildcard' entry.

To add a 'wildcard' entry to a cabinet, click once on the appropriate cabinet and select **Cabinets>New Wildcard Item…** from the **Mailbox** menu. You will be presented with a dialog box like the one in Figure 71.
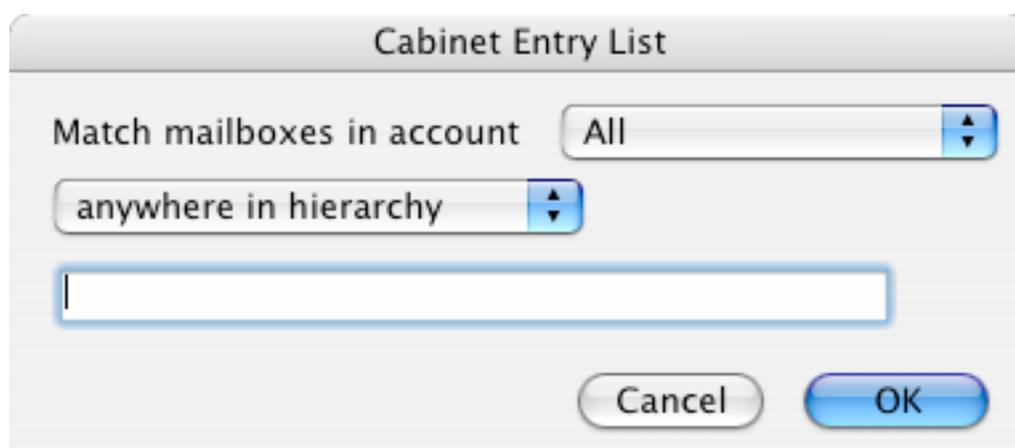
Figure 71 Cabinet wildcard item dialog box

The options in this dialog box are very similar to those in the Display Hierarchy dialog, described on page 133.

You can modify a wildcard item within a cabinet by clicking once on the wildcard item and selecting **Cabinets>Edit Wildcard Item…** from the **Mailbox** menu, or by double-clicking on the wildcard item. A dialog box will appear, allowing you to specify a new path for the wildcard item.

Note that the mailbox aliases within a cabinet function in a manner very similar to the actual mailboxes they represent. Double-clicking on a mailbox alias will open a separate mailbox window for the associated mailbox. If you attempt to remove a cabinet item using the **Delete…** command from the **Mailbox** menu, you will be asked whether you want to delete the mailbox alias or the actual mailbox associated with the alias.

5.4.4.7 Closing the Server Pane/Window

Clicking the close box on the 3-pane window or the server window will automatically log you out from any IMAP servers. A dialog box will also appear asking if you would like to quit Mulberry, or just hide the server window. Mulberry will not operate without the 3-pane window (in 3-pane window mode) or the server window (in separate windows mode), so the window will only be hidden if you choose to close the window.

> **Note:** Logging out of an IMAP server will close all mailbox and message windows that belong to that server.

To see the server window again, select the appropriate item from the **Window** menu (see page 311), which contains a list of all available windows.

> **Note:** Since the server window is hidden, its name appears in brackets in the **Window** menu.

The location and size of server windows are saved in any existing current preferences file when Mulberry is closed, and then restored from that preferences file if it is used to launch Mulberry again.

5.4.5 Getting Information on Email Servers and Mailboxes

Mulberry allows you to view detailed information on the various email servers that you have configured in your Accounts preferences, as well as details about individual mailboxes. This information will be of most interest to experienced users and system administrators.

To get information on a server, click once in a server pane on the server name or a mailbox in the server account you want to examine, and click the **Details** toolbar button, or select **Details…** from the **Edit** menu.

To get information on a mailbox, click once on the mailbox and click the **Details** button in the server pane tool bar or select **Details…** from the **Edit** menu. You will be presented with the Mailbox Details dialog box, which is shown in Figure 72.

The Details dialog can have up to five different panels displaying different information about the server or mailbox. The five possible panels are:

- **Options**
- **Details**
- **Server**
- **Access** *
- **Quota** *
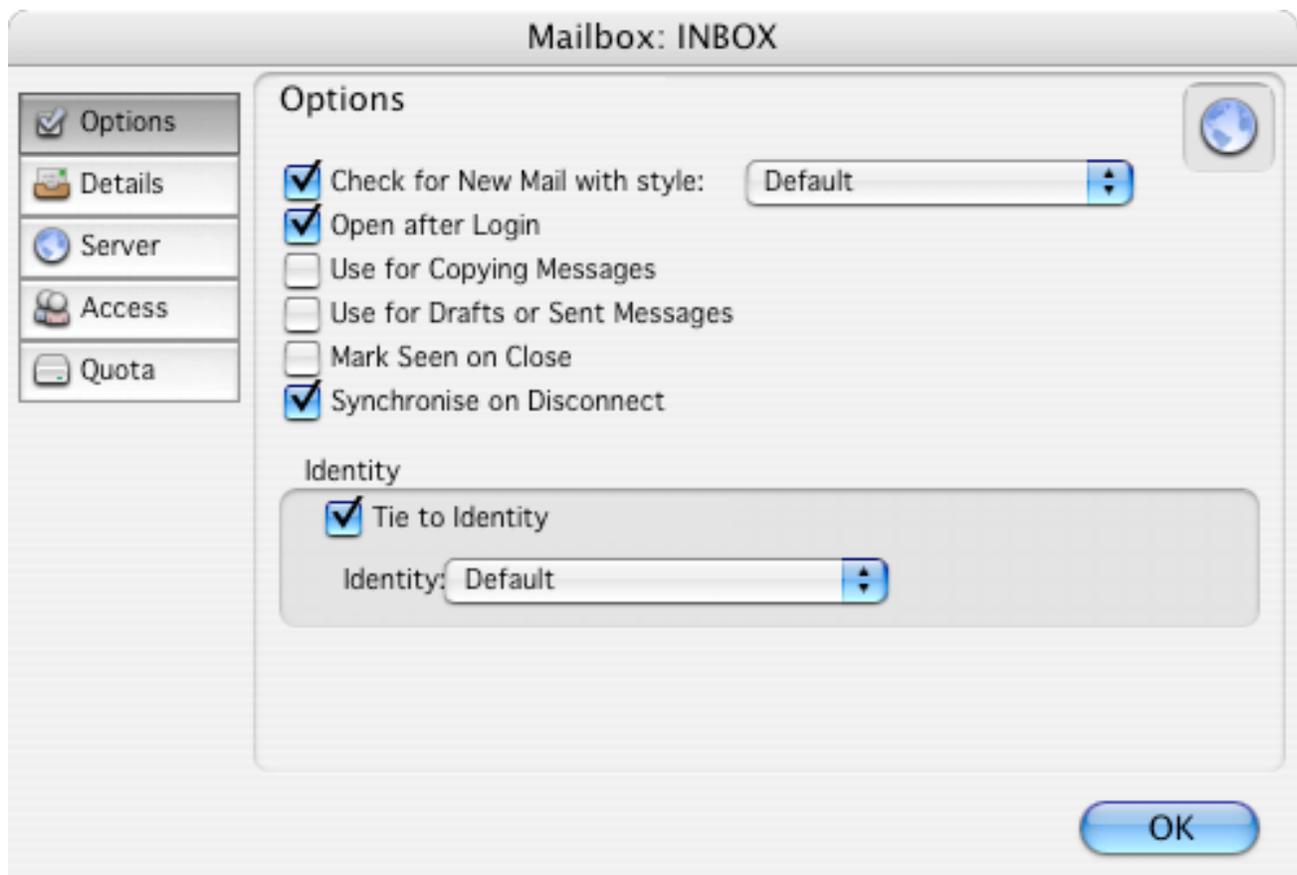
Figure 72 The Mailbox Details dialog showing the 'Options' panel

> * **Note:** The 'Access' and 'Quota' panels are only available when you are communicating with an IMAP email server that supports the ACL or QUOTA extensions, respectively.

5.4.5.1 Details: Mailbox Options
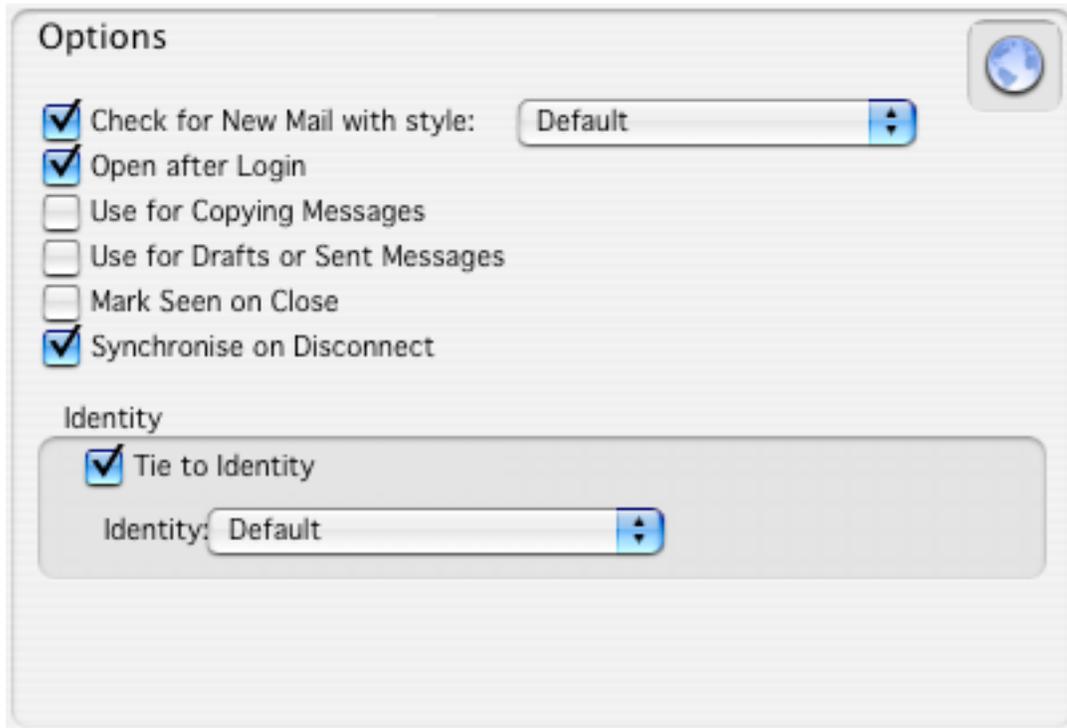
Figure 73 The Mailbox Details 'Options' panel

This panel allows you to set several different options for a given mailbox. The available options are:

- 'Check for New Email with style': If turned on, the mailbox will be checked for new messages at the interval specified by the alert style selected in the popup (see page 50).

- 'Open After Login': This option tells Mulberry to automatically open this mailbox after the program is launched and you have successfully logged into the IMAP server containing the mailbox.

- 'Use for Copying Messages': This option lets you add the selected mailbox to the list of mailboxes used in the 'Copy To' menu in the Message window.

- 'Use for Drafts': This option lets you add the selected mailbox to the list of mailboxes used in the 'Copy To' menu in the Drafts window.

- 'Mark Seen on Close': This option tells Mulberry to automatically mark all messages in the selected mailbox as seen when you close the mailbox window.

- 'Synchronize on Disconnect': This option tells Mulberry to automatically add the selected mailbox to the list of mailboxes that will be synchronized when disconnecting.

- 'Tie to Identity': If turned on, the identity chosen in the popup menu will be 'tied' to the selected mailbox. When creating new drafts, or replying to messages in the selected mailbox, Mulberry may automatically select the 'tied' identity in the new draft window. For more information on tied identities see page 229.

5.4.5.2 Details: Mailbox Details

Figure 74 The Mailbox Details 'Details' panel

The items in this panel are:

- 'Name'   The full pathname of the mailbox.
- 'Server'   The Internet address of the server on which this mailbox is located.
- 'Hierarchy'   The hierarchy that the folder belongs to, if any.
- 'Hierarchy Separator'   The character that signifies a new level of hierarchy in the mailbox name.
- 'Messages'
    - 'Total'   The total number of messages in the mailbox.
    - 'Recent'   The number of new messages in the mailbox the last time it was checked. This is the number of messages that have arrived since the last time the mailbox was open.
    - 'Unseen'   The number of unseen messages in the mailbox the last time it was checked, or, if the mailbox is open, the current number of unseen messages in the mailbox window. This last value may be different from the total number of unseen messages in the mailbox if the mailbox window is only displaying a subset of all the messages in the mailbox.
    - 'Deleted'   The number of messages marked as deleted in the mailbox, if open. If the mailbox is closed this value will be empty.

- – 'Full'   The number of messages in an IMAP mailbox that are completed cached locally for use in disconnected mode.

- – 'Partial'   The number of messages in an IMAP mailbox that are partially cached locally for use in disconnected mode.

- – 'Missing'   The number of messages in an IMAP mailbox that are not cached locally for use in disconnected mode.

- 'Size'   Shows the size of the mailbox in bytes.

- 'Calculate'   Clicking this button causes the mailbox size to be re-calculated.

- 'Status'   Shows various status information about the mailbox:

  - – 'Open'   Indicates that the mailbox is open and has a window on-screen.

  - – 'Subscribed'   Indicates that the mailbox is subscribed to.

  - – 'No Hierarchy' Indicates that the mailbox does not have a sub-hierarchy.

  - – 'Cannot Open' Indicates that the mailbox cannot be opened.

  - – 'Interesting'   Indicates that the server has marked the mailbox as 'interesting'.

- 'UID Validity'   A number that is unique to this mailbox and provided by the server. This value is only available for IMAP4 and later version servers.

- 'Synchronized'   Shows the date and time that the IMAP mailbox was last synchronized with a disconnected mailbox on this machine.

5.4.5.3 Details: Server

Mulberry allows you to view detailed information on the various email servers that you have configured in your Accounts preferences. This information will be of most interest to experienced users and system administrators.

To get information on a server, click once on the server name or a mailbox in the server account you want to examine, in the server window and click the **Details** button in the server window tool bar, or select **Details...** from the **Edit** menu. The dialog shown in Figure 75 will appear. Click on the Servers button to display the server information. The Server panel in the dialog shows the name of the server, the type of the server recognized by Mulberry, the 'Greeting' text, and the 'Capability' text.

- The name is just the Internet address of the server.

- The type indicates which email protocol Mulberry is using to communicate with the server. This will depend on what versions the server supports, and will be one of 'POP3', 'IMAP2bis', 'IMAP4' and 'IMAP4rev1'.

- The greeting is the first line of text sent back by the server when first contacted by Mulberry. It sometimes gives details about the manufacturer and version of the server software.

- The capability text is the information returned by the server when Mulberry requests information about what commands and extensions the server supports. This usually indicates the version of the IMAP protocol the server is using (e.g. 'POP3', 'IMAP2bis', 'IMAP4rev1' etc.) and any extensions that the server supports (e.g. 'ACL' or 'QUOTA').

This information is useful when trying to track down problems with the server, or making sure you are connected to the right server.

• The connection indicates whether an SSL secure connection is in place or not. If one is, the **View Certificate** button can be used to view the SSL certificate that the server provided.
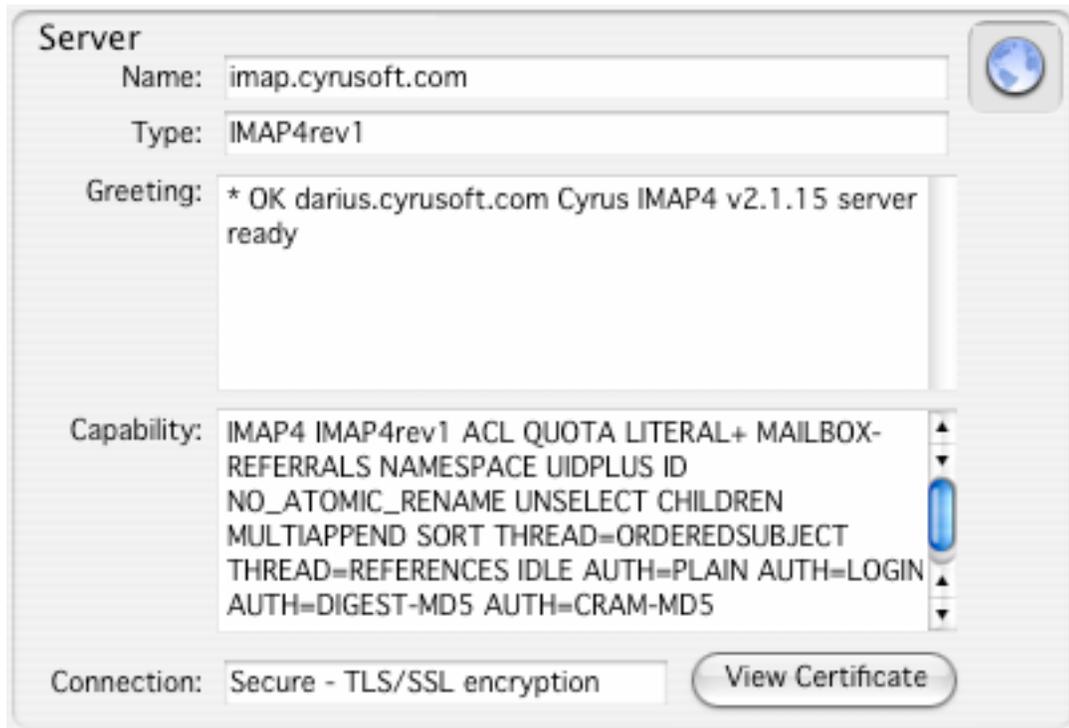
Figure 75 The server panel in the mailbox details dialog box

5.4.5.4 Details: Mailbox Access
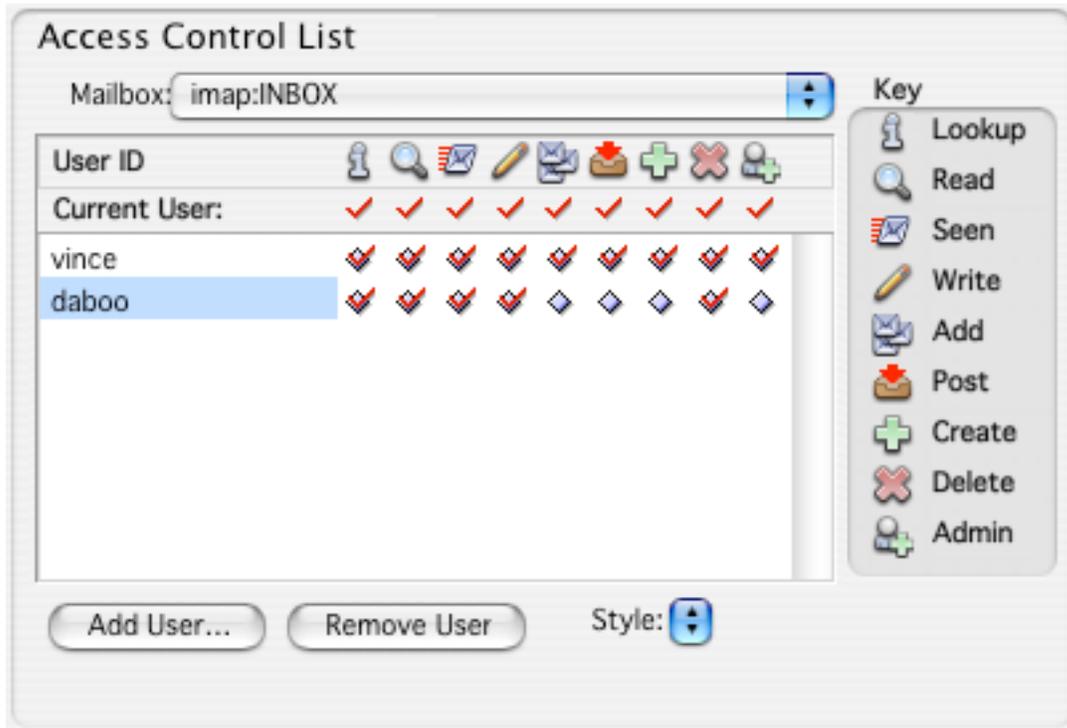
Figure 76 The Mailbox Details 'Access' panel

The 'Access' panel displays information about the access control list for the mailbox or mailboxes being examined in this dialog. The access control list for the mailbox chosen in the 'Mailbox' popup is displayed in the dialog. To see the access list for other mailboxes being examined, choose them via the popup menu.

The access control list is the list of users who have 'rights' to the mailbox. For mailboxes, there are a total of nine 'rights' that can be applied to each user. These are:

- 'Lookup' - if set, the user is able to see the mailbox if they attempt to list it.
- 'Read' - if set, the user is able to read messages in the mailbox.
- 'Seen' - if set, each user can mark a message as seen without affecting other users.
- 'Write' - if set, the user can change any message flag except the delete flag.
- 'Add' - if set, the user can add messages to the mailbox by copying them in.
- 'Post' - if set, the user is able to send email directly to the mailbox. This capability is only available if supported on the server.
- 'Create' - if set, the user can create sub-hierarchies of mailboxes below the mailbox.

- ❌ 'Delete' - if set, the user can delete and expunge messages from the mailbox.

- 👤 'Admin' - if set, the user is able to change the access control list for the mailbox.

The rights that you have to the mailbox are shown in the 'Current User:' row at the top of the access control list table. All users' rights are then shown in the table below this. Each row consists of a user id, followed by nine icons or buttons representing the state of the right for that user:

- ◇ A button indicating that this right is turned off for the user, but it can be changed by clicking it.

- ✓ A button indicating that this right is turned on for the user, but it can be changed by clicking it.

- ✗ An indication that this right is turned off for the user, but it cannot be changed because you do not have the rights to do so.

- ✓ An indication that this right is turned on for the user, but it cannot be changed because you do not have the rights to do so.

When you have the right to change 'rights' for the mailbox, you can do so by clicking one of the 'diamond' buttons in the list. To change the 'rights' for more than one user at a time, select all their user ids and click a diamond button with the option key held down.

To delete one or more users from the access control list, select their user ids in the list and click the 'Delete' button. To create add rights for a new user, click the 'New User…' button. This will display the dialog shown in Figure 77. This allows you to enter any number of user ids, one on each line, and choose a set of 'rights', by clicking the buttons below the list, to apply to all the users that you enter.
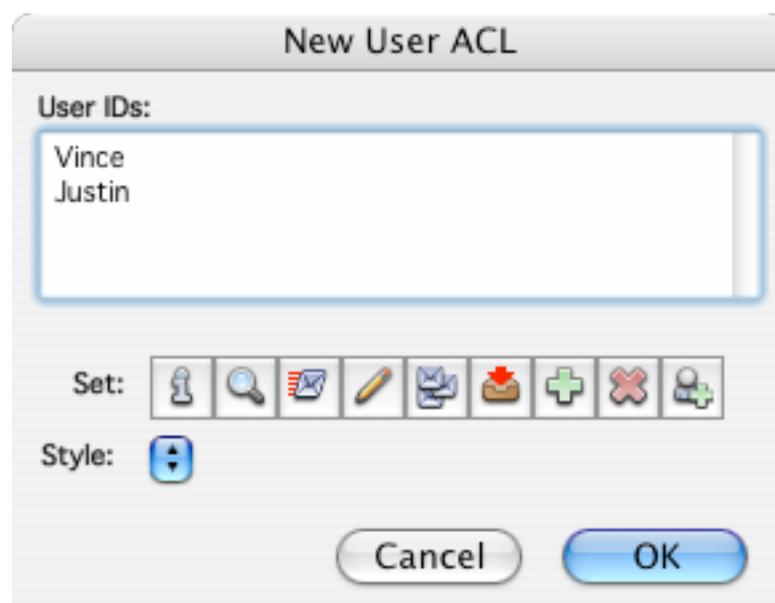
Figure 77 The dialog used to add new users to an access control list

You can create a set of 'rights' as a style to quickly apply frequently used 'rights'. To create a new style:

- Select a user id with the set of 'rights' to use.

- Click the 'Style' pop-up menu and choose 'New Style…'.

- Enter your chosen name for the new style in the resulting dialog.

The new style will be added to the end of the 'Style' pop-up menu list. To apply a style, select one or more user ids in the access control list and then select the required style from the 'Style' pop-up menu.

When there is more than one mailbox being examined, you can apply the rights for the current mailbox selected in the 'Mailbox' popup to all the others by clicking on the 'Apply to All Selected Mailboxes'. This provides a convenient and quick way to copy rights from one mailbox to others.

5.4.5.5 Details: Mailbox Quota
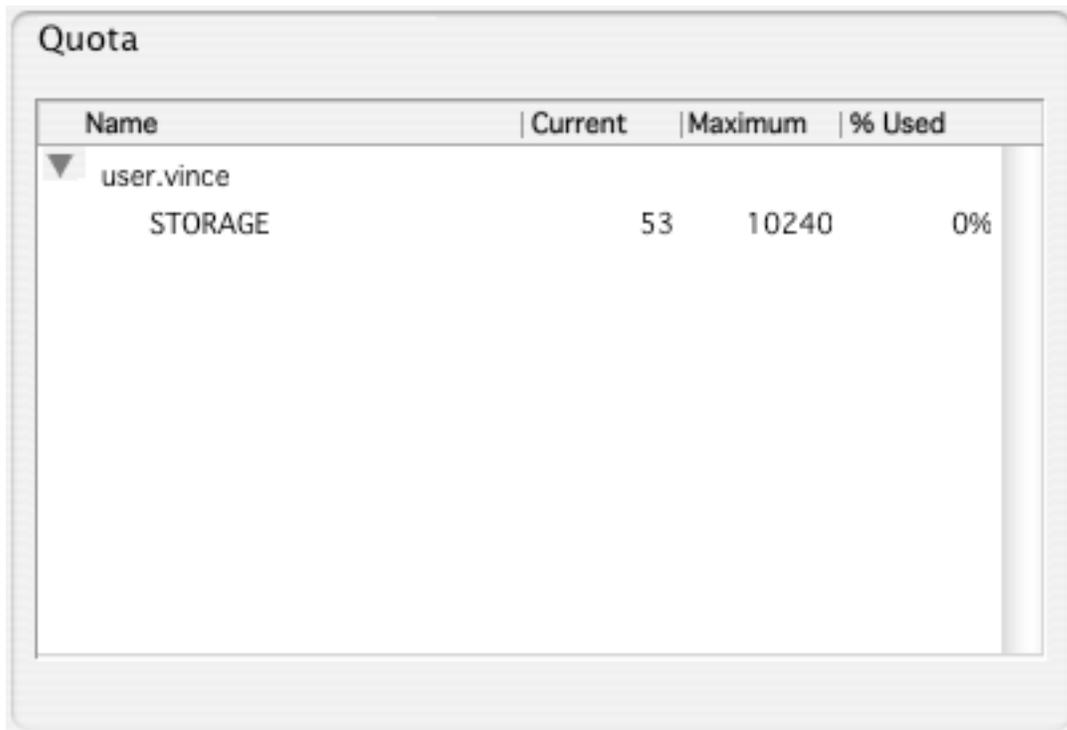
Figure 78 The Mailbox Details 'Quota' panel

The 'Quota' panel displays information about the available quota for the mailbox. This is a hierarchical list of 'quota roots' and quota values. In the example in Figure 78, 'user.vince' is a 'quota root', and 'STORAGE' a quota value. For each quota value, the current and maximum values are shown together with the percentage used. The units of the values are determined by the type of quantity being described. Thus for 'STORAGE' the units will probably be Mb of disk use, for 'MESSAGES' the units will be number of messages.

5.4.6 Disconnected Mode Operations

Messages in remote IMAP mailboxes can be cached locally for use when the computer running Mulberry is not connected to a network. These messages can be read and otherwise manipulated in the normal manner, and any changes made to messages while in disconnected mode will be reflected in their online counterparts the next time a network connection is made. This is known as disconnected mode operation.

In order to use an IMAP mailbox in disconnected mode, you must first synchronize that mailbox with a local cache. There is some preparation necessary before IMAP mailboxes can be synchronized for disconnected use:

- The IMAP account that contains the mailboxes to be used in disconnected mode must have the 'Allow Disconnected Operations' preference option enabled (see page 38).

- The IMAP mailboxes to be synchronized must be identified. For mailboxes that will be synchronized on a regular basis, the easiest way to do this is to add the desired mailboxes to the 'Auto Synchronize' cabinet (see page 138). A mailbox can also be chosen for synchronization using the Options tab of the Mailbox Details dialog (see page 144).

5.4.6.1 Disconnecting

To switch Mulberry into disconnected mode, select the **Disconnect…** item from the **File** menu. The Disconnect Options dialog, shown in Figure 79, will appear.
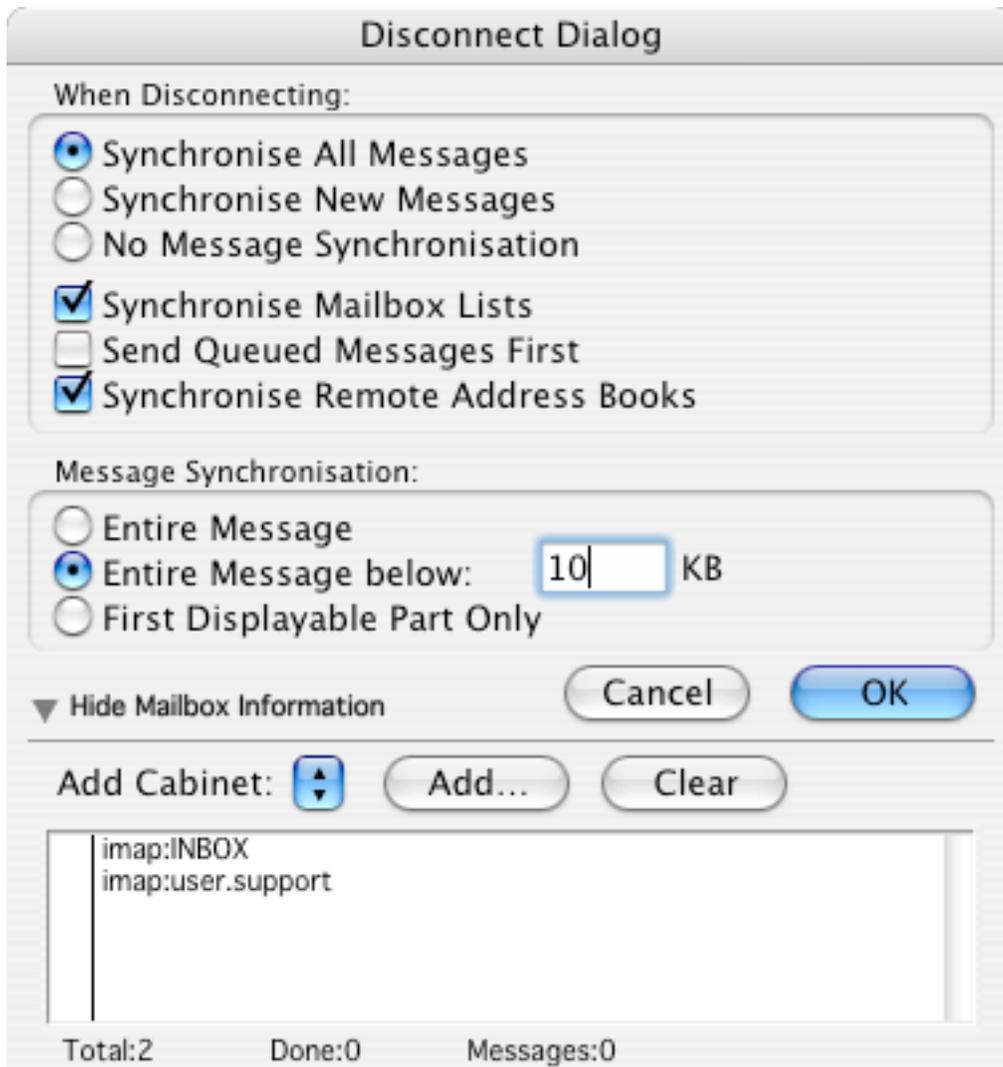
Figure 79 The Disconnect Options dialog

The Disconnect Options dialog provides the following options:

Synchronize All Messages	Selecting this option causes all messages in each mailbox to be synchronized. Any messages already synchronized will have their flag state updated and messages removed from the IMAP server will be removed from the disconnected cache. New messages on the IMAP server not already in the disconnected cache will be downloaded.
Synchronize New Messages	Selecting this option causes only new messages in each mailbox to be synchronized. Only messages on the IMAP server that are not already in the disconnected cache will be downloaded. Other messages in the disconnected cache will not be touched.
No Message Synchronization	When this option is selected, no message synchronization takes place.

Synchronize Mailbox Lists	This option causes a list of all defined mailboxes to be cached for use in disconnected mode. When a mailbox list is cached for disconnected use, all display hierarchies will be navigable as they are while in connected mode.
Send Queued Messages First	This option causes pending messages in the outgoing queue to be sent before going into disconnected mode.
Synchronize Remote Address Books	This option causes remote IMSP or ACAP address books to be cached for disconnected use. Address books to be synchronized must be specified in the 'General' panel of the Address Book Details dialog (see page 240) and their address account must be marked for disconnected operations (see page 46).
Entire Message	When this option is selected, the entire contents of each message (header and all parts) will be downloaded and available in disconnected mode.
Entire Message Below nn	When this option is selected, only those parts of a message with a total byte count below the specified number will downloaded. This means that some messages in the disconnected cache may only be 'partial'. Such messages can be 'fully' downloaded at a later date to bring all parts into the disconnected cache as required.
First Displayable Part Only	When this option is selected, only the first text part that would be shown in the message window is downloaded. As with the previous option, this results in a partial message in the disconnected cache.

The bottom portion of the dialog displays the mailboxes to be synchronized. By default, the contents of the 'Auto Synchronize' cabinet are listed (see page 138). The contents of other cabinets can be quickly added using the **Add Cabinet** popup menu. To add one or more individual mailboxes, click the **Add...** button. To remove mailboxes, select them and hit the delete key. To clear the entire list of mailboxes, click the **Clear** button.

When all disconnected options are set as desired, click the **OK** button to begin the synchronization process. The bottom line of the dialog gives status information on the progress of synchronization, including the total number of mailboxes to be synchronized, the number completed, and the total number of messages synchronized.

After synchronization has completed, Mulberry will terminate all active connections to IMAP, IMSP, and ACAP servers. Once this is complete, the Disconnected Options dialog will disappear and Mulberry will be in disconnected mode. In this state, it is safe to remove any network connection.

5.4.6.2 Connecting

To return to connected mode, select **Connect...** from the **File** menu. A dialog, shown in Figure 80, similar to the Disconnect Options dialog will appear.
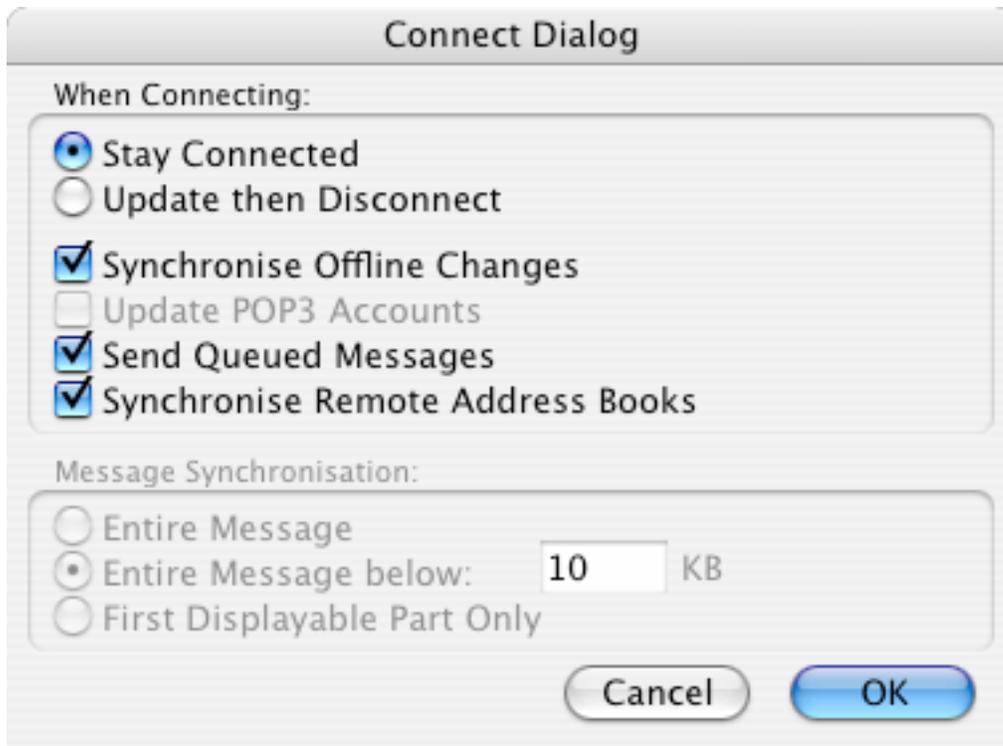
Figure 80 The Connect Options dialog

Many of the options in this dialog are similar to those in the Disconnect Options dialog. However, several new options appear, including:

Stay Connected	Selecting this option causes Mulberry to stay in connected mode after performing any specified synchronization.
Update then Disconnect	When this option is selected, Mulberry will perform any specified synchronization options and then return to disconnected mode.
Synchronize Offline Changes	When this option is selected, any changes made to messages in disconnected mailboxes will be synchronized with the equivalent messages in online IMAP mailboxes.
Update POP3 Accounts	When this option is selected, Mulberry will check any POP3 accounts listed in the server window for new messages while in connected mode. This option is only available when the 'Update then Disconnect' option is selected.
Send Queued Messages	This option causes pending messages in the outgoing queue to be sent. When using the 'Update then Disconnect' option, Mulberry will wait until all messages in the outgoing queue have been sent before automatically disconnecting.

Synchronize Remote Address Books	When this option is selected, any changes made to addresses in disconnected address books will be synchronized with the equivalent address in online address books.

When using the 'Update then Disconnect' mode, the mailbox list used in the Disconnect dialog will be available to allow you to specify which mailboxes should be synchronized before the disconnect.

5.4.6.3 Manual Synchronization

When Mulberry is in connected mode, individual mailboxes can be synchronized without switching into disconnected mode. To do this, either select a mailbox in the server window or open a mailbox and view its captions in a mailbox window, and then select **Synchronize...** from the **Mailbox** menu. The Synchronize dialog, shown in Figure 81, will appear.

Figure 81 The Synchronize dialog

All of the options in this dialog are similar to the options found in the Disconnect Options dialog, except for the 'Selected Messages' option. This option allows you to synchronize only a selected list of messages in a particular mailbox. For this option to be available, you must first double-click on a mailbox to open it, select one or more messages, and then select the **Synchronize...** menu option.

OPERATIONS ON ITEMS IN THE SERVER WINDOW	
To open one or more selected mailboxes	Press return or enter on the keyboard.
	Click/double-click any one of the selected mailboxes.
To open a mailbox that does not appear in the server list	Choose **Open Mailbox...** from the **File** menu.
To see information about the selected mailbox	Choose **Details...** from the **Edit** menu or press **Command−I** (Mac OS X), **Ctrl−I** (Windows) or **Meta−I** (Unix).
To create a new mailbox on the server	Choose **Create...** from the **Mailbox** menu or click the create button in the toolbar.
To rename one or more selected mailboxes	Choose **Rename...** from the **Mailbox** menu.
To delete one or more selected mailboxes	Choose **Delete...** from the **Mailbox** menu.
To subscribe to one or more selected unsubscribed mailboxes	Choose **Subscribe** from the **Mailbox** menu or press **Command−=** (Mac OS X), **Alt−=** (Windows) or **Meta−=** (Unix).
To unsubscribe from one or more selected subscribed mailboxes	Choose **Unsubscribe** from the **Mailbox** menu or press **Command−−** (Mac OS X), **Alt−−** (Windows) or **Meta−−** (Unix).
To check for new messages in one or more selected mailboxes	Choose **Check Email** from the **Mailbox** menu or press **Command−L** (Mac OS X), **Ctrl−L** (Windows) or **Meta−L** (Unix).

To check the set of mailboxes marked for automatic checking	Choose **Check Favorites** from the **Mailbox** menu or press **Shift–Command– L** (Mac OS X), **Shift–Ctrl–L** (Windows) or **Shift–Meta–L** (Unix).

5.5   Mailbox Pane/Window
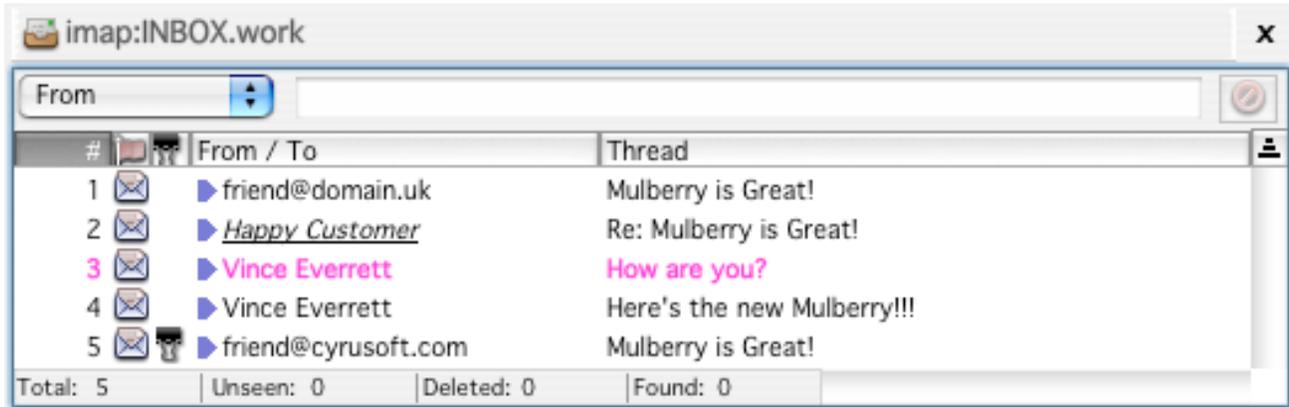
Figure 82 A mailbox window showing all available messages in the mailbox

Figure 82 shows a typical mailbox pane. Mailbox panes show a list of messages in the corresponding mailbox (when displayed in its own window, the window title is the name of the mailbox). The pane is divided into three main sections:

*   The Column Headers section indicates which information from a message is displayed in the corresponding column and which category is used to sort the messages.

*   The Message List section shows all the requested categories of information about each message sorted according to your preference.

*   The Mailbox Information section at the bottom of the window lists important information about the content of the mailbox.

If a mailbox has read-only permission you will not be able to delete or expunge any messages, or copy any messages into the mailbox. You may be able to set some of the flags (see page 166) for messages in the mailbox, but this depends on your permission to do so as determined by the server. If you do not have enough permission to change a flag, an error message from the server will be displayed when you try to do so.

A choice of options set in the 'Mailbox' preferences (see page 61) allows mailbox panes to be opened either at the start or end of the message list or with the oldest new message in the list selected and displayed.

5.5.1 Mailbox Window Toolbar Buttons

The mailbox window has a toolbar associated with it, whereas the mailbox pane in the 3-pane window uses the toolbar in the 3-pane window.

The mailbox window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message.
Reply	Creates a reply to messages selected in the mailbox pane, or the message in the preview pane, depending on which is focussed.
Forward	Forwards the messages selected in the mailbox pane, or the message in the preview pane depending on which is focussed.
Move to	Copies or moves the messages selected in the mailbox pane, or the message in the preview pane depending on which is focussed.

Delete	Deletes the messages selected in the mailbox pane, or the message in the preview pane depending on which is focussed.
	
	 • This button has three states depending on what is selected.
	
	     • If no messages are currently selected in the mailbox window then the button is not active.
	
	     • If one or more selected messages are not deleted then the button is off and clicking on it will delete the undeleted messages in the selection.
	
	     • If all the selected messages are deleted, then the button title changes to **Undelete** and it is in the on state. Clicking the button now will undelete the selected messages.
	
	 Note If you delete a single message, Mulberry will automatically select the next message after the one deleted (if one exists).

Expunge	Expunges (permanently removes) deleted messages in the mailbox shown in the mailbox pane.
Match	Turns on or off the mailbox view Match behavior.
Select	Selects messages with the flag criteria (chosen from the popup menu) in the mailbox pane.

Check	Checks the selected mailboxes in the server pane for new email, or checks for new email in the mailbox shown in the mailbox pane depending on which is focussed.
Search	Searches for messages in the selected mailboxes in the server pane, or the mailbox shown in the mailbox pane depending on which is focussed.
Details	Displays information about the mailboxes selected in the server pane, or the mailbox shown in the mailbox pane depending on which is focussed.

The upper right corner of the toolbar displays an icon that indicates the connected/disconnected status of the mailbox. Possible icons are:

An online (IMAP) mailbox

A POP3 or Local mailbox

An online (IMAP) mailbox that has been synchronized and is being used in disconnected mode.

5.5.2 Quick Search

The quick search area provides a way to quickly search for messages matching a single criterion. The criterion can be chosen via the popup, shown in Figure 83.
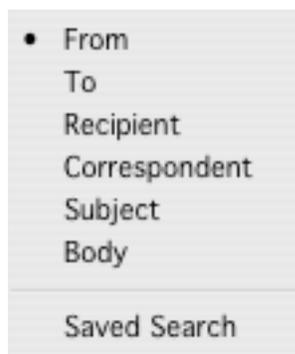
Figure 83 The quick search popup.

A search occurs when text is typed in the edit field and the return key or tab key is hit, or there is a pause in typing for more than about 1 second. When the search occurs, the content of the mailbox is restricted to showing only those messages that match the search

criterion. To edit the quick search mode, click the 🚫 button on the far right off the edit field, or delete all text in the edit field, or turn off the **Match** toolbar button.

5.5.3 Column Headers

The column headers indicate what message information is displayed in each column in the message list below it.

Mac OS X	To change a category, or to insert a new category, or to delete an existing category click the mouse button with the control key down (ctrl-click) on the category title.
Windows Unix	To change a category, or to insert a new category, or to delete an existing category click the right mouse button on the category title.

A menu will appear giving you the choice of what category to show in the corresponding column, as shown in Figure 84. You can also insert a new column before or after the one clicked, or delete the column that was clicked.

To
From
Reply To
Sender
Cc
Subject
Thread
Date Sent
Date Received
Size
Flags
Number
✓ Smart Address
Attachments
Parts
Matching
Disconnected

Insert Column after
Insert Column before
Delete Column
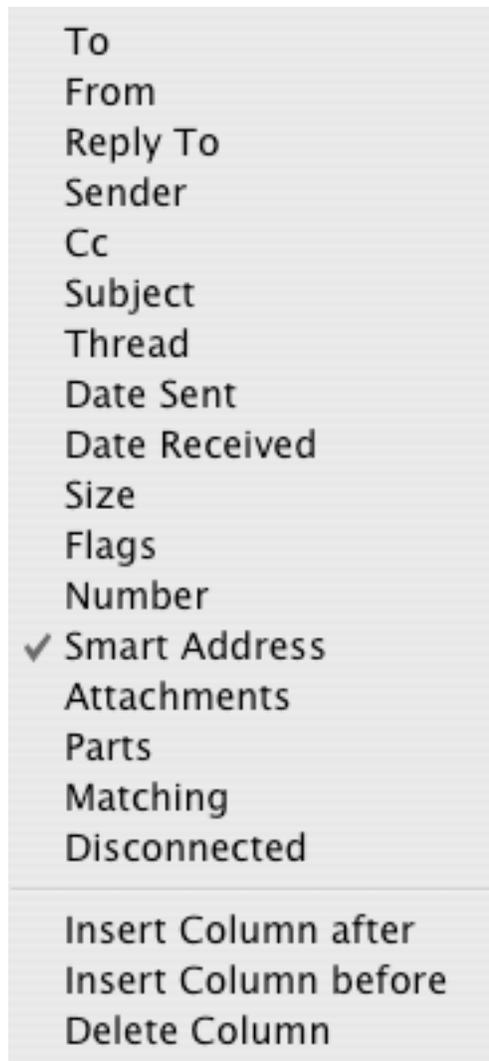
Figure 84 A mailbox window with the column title changer menu displayed.

5.5.3.1 Resizing Column Headers

Columns in the mailbox window can be resized by clicking and dragging the cursor whilst it is over a column boundary (the cursor will change shape to ✛ when it is close to a column boundary).

5.5.3.2 Smart Address

One special category is the 'Smart Address' category. When this category is selected, the column title is 'From: / To:' (see the third column in Figure 82). When this category is chosen, Mulberry discriminates between messages that were sent by you to someone else, messages sent directly to you by someone else, and sent indirectly to you (possibly via a mailing list). This is useful if you have a mixture of messages received and messages sent in the same mailbox. In this case Mulberry will display in the message list either the 'From:'

address, if the message was sent by someone other than you, or the 'To:' address, if the message was sent by you.

To indicate which is which, it displays different icons in front of the addresses in that column:

- ◀ for messages sent directly to you (where you are the primary recipient) by someone else (your address does not appear in the 'From' address field of the message, but does appear at least once in the 'To' address field)

- ◁ for messages sent directly to you (where you are a secondary recipient) by someone else (your address does not appear in the 'From' address field of the message, but does appear at least once in the 'CC' address field, but not in the 'To' address field)

- ← for messages sent indirectly to you by someone else (your address does not appear in the 'From' address field of the message, and it does not appear in the 'To' or 'CC' address field)

- ▶ for messages sent by you (your address appears at least once in the 'From' address field)

> **Note** By default Mulberry always uses the email address that it has set for you to discriminate between messages sent or received by you. But you can specify additional address to count as yours by adding them to the 'Outgoing Addresses to Count as Mine' list in the 'Identity' preferences (see page 4.9).

5.5.3.3 Sorting Messages

You can sort the message list in a mailbox window by any message category. If a category appears in a column title, you can click that column title to sort by that category. If the category in a column is the one being used to sort the messages the title display will change (for example in Figure 82 the messages are being sorted by 'Number' (the '#' column).

If you want to sort the mailbox by a category that is not displayed then choose the category from the **Sort** sub-menu in the **Mailbox** menu (see page 301). The order of sorting (ascending or descending) can be changed by clicking the sort direction button on the far right of the category titles. The button appears differently for each sorting method:

- ▦ for ascending sorts

- ▦ for descending sorts

You can also click on the column title for the category being sorted on to toggle the order of sort between ascending and descending.

When sorting a mailbox, keep in mind that only messages that currently have information cached will be included in the sort (for a detailed description of caching, see page 167), if Mulberry has to do the sort itself. If you attempt to sort the messages in a mailbox by clicking on a column header, and all of the messages in that mailbox have not yet been cached or the server dos not support server-side sorting, you will be presented with the following dialog:

Figure 85 The Search Warning dialog box

To sort only the messages for which Mulberry currently has information cached, click the **Current** button. To download information on all messages that have not been cached and then perform the sort, click the **Full Sort** button. Note that this action may not be desirable if the mailbox has a large number of messages or you're limited by available memory or a slow connection (e.g. a modem). To cancel the sort action, click the **Cancel** button.

5.5.3.4 Displaying Message Threads

A special sorting category is 'Thread'. When this is selected for a column, Mulberry displays in the column the subject of the message. When sorting by Thread, Mulberry looks at the information in each message's In-Reply-To and References header, and links together messages that are in the same thread. The message subjects display in the mailbox window, are then indented by an amount that reflects the position of the message within the thread.

5.5.4 Message List

The message list shows one message per row with the data in each column corresponding to the category of message information selected for that column. Messages in this list can be manipulated in a number of different ways.

5.5.4.1 Selecting Messages

All operations on messages only occur for those messages that are selected at the time. There are a number of different ways to select a message:

- A message can be selected by clicking anywhere in its row.
- More than one message can be selected either by shift-clicking to extend a selection, or command-clicking (Mac OS X) or control-clicking (Windows & Unix) to make a noncontiguous selection.

5.5.4.2 Manipulating Messages

You can manipulate selected messages in a number of different ways:

- Pressing `return` or `enter` on the keyboard will also open any selected messages. If the message is marked as a draft it will be opened into a draft window (see page 224), otherwise it will open into a message window (see page 183).

- Pressing `delete` on the keyboard will toggle the delete flag of any selected messages.

- Messages may be copied by dragging them out of the mailbox window into another mailbox window or onto a mailbox shown in the server window. An option in the 'Message' preferences panel (see page 69) allows copied messages to be automatically marked as deleted after a successful copy. This option can be toggled by holding down the `option` key during the drag.

MAC OS X ONLY

- Messages may also be saved by dragging them to the Desktop or a Finder window. They can also be dragged to a window of any open application that can receive drag and dropped text (SimpleText for example). In this case the first text part of the selected message is sent to the receiving application.

- Some commands can act on all messages in a selection together, or on each individual message. For example, Figure 86 shows the dialog that appears when saving more than one selected message. You are given the choice of saving all messages in the selection to a single file (click the **Single** button), or saving each message to their own separate file (click the **Multiple** button). A similar dialog appears when replying or forwarding with more than one message in the selection.
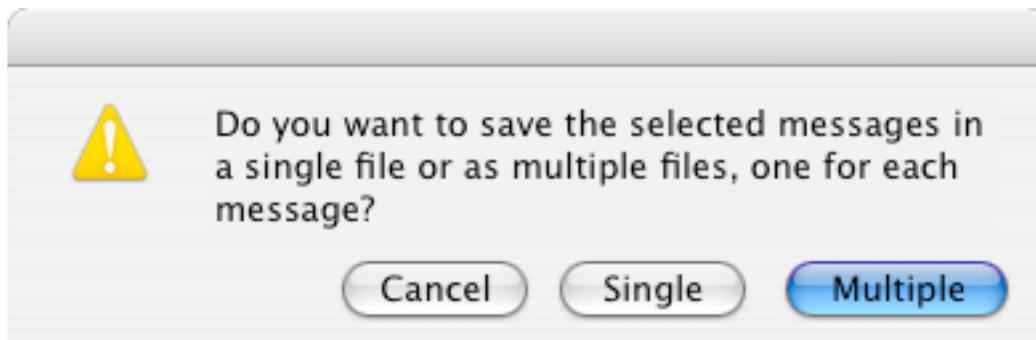
Figure 86 The dialog giving the choice of whether to operate on all messages
in a selection together or individually

5.5.4.3 Message Flags

The IMAP server assigns various flags to each message that is stored in a mailbox, to help you keep track of the state of each message. If you have the 'Flags' category column on display in the table, Mulberry will display different icons to represent these states. These icons are:

- ![icon] for messages that have arrived since the mailbox was last checked (recent)
- ![icon] for messages that have never been opened (unseen)
- ![icon] for messages that have been opened at least once (seen)
- ![icon] for messages that have been replied to (answered)
- ![icon] for messages that are drafts (draft)
- ![icon] for messages that have been marked as deleted (deleted)

For messages in more than one state (e.g. answered and deleted) the icon order in the list above will take precedence (i.e. for messages answered and deleted, the deleted icon will be shown).

5.5.4.4 Attachments in messages

You can see if any messages in the mailbox have attachments by viewing either the 'Attachments' column category or the 'Parts' column category. The 'Attachments' column will display an icon if the message contains more than one part. The 'Parts' column will display the total number of parts in the message. The icons used in the 'Attachments' column are:

- (none)   for messages that contain only plain text
- ![icon] for messages that contain styled text (HTML)
- ![icon] for messages that contain only plain text and attachments
- ![icon] for messages that contain a calendar attachment
- ![icon] for messages that contain styled text (HTML) and attachments
- ![icon] for messages that contain styled text (HTML) and a calendar attachment
- ![icon] for messages that contain only plain text and are cryptographically signed
- ![icon] for messages that contain styled text (HTML) and are cryptographically signed
- ![icon] for messages that contain only plain text and attachments and are cryptographically signed
- ![icon] for messages that contain only plain text and a calendar attachment and are cryptographically signed
- ![icon] for messages that contain styled text (HTML) and attachments and are cryptographically signed

- for messages that contain styled text (HTML) and a calendar attachment and are cryptographically signed

- for messages that are cryptographically encrypted

5.5.4.5 Color and Text Style of Displayed Messages

The color and text style of messages displayed in the window is also determined by the state of the message. The color and text style can be set in the 'Display' preferences (see page 50).

5.5.4.6 Limiting the Number of Displayed Messages (Caching)

You can limit the maximum number of messages on display in every mailbox window by changing the 'Message Display Cache' settings in the 'Mailbox' preference panel (see page 61). This may be required if you have large mailboxes that would either use up too much of the available memory when all messages are visible, or take a long time to download over a slow connection (e.g. when using a modem).

The individual caching options are described on page 63. As you become more familiar with these settings, you will be able to customize them to suit your available RAM and connection speed. The following chart will give you starting point for different situations:

		Connection Speed	
		Slow	Fast
Available Memory	Low	Initial Download: 20, Limit To 100, Auto Increment	Initial Download: 100, Limit To: 100, Auto Increment
	High	Initial Download: 20, Unlimited Total, Auto Increment	Initial Download: 100, Unlimited Total, Increment by: 100

5.5.5 Searching

Mulberry provides robust message searching capabilities. Using the search window, you can find email messages meeting multiple criteria. You can search for messages in one or several different mailboxes. You can even save searches and reuse them later. The Message Search window, shown below, is the interface to this powerful functionality:
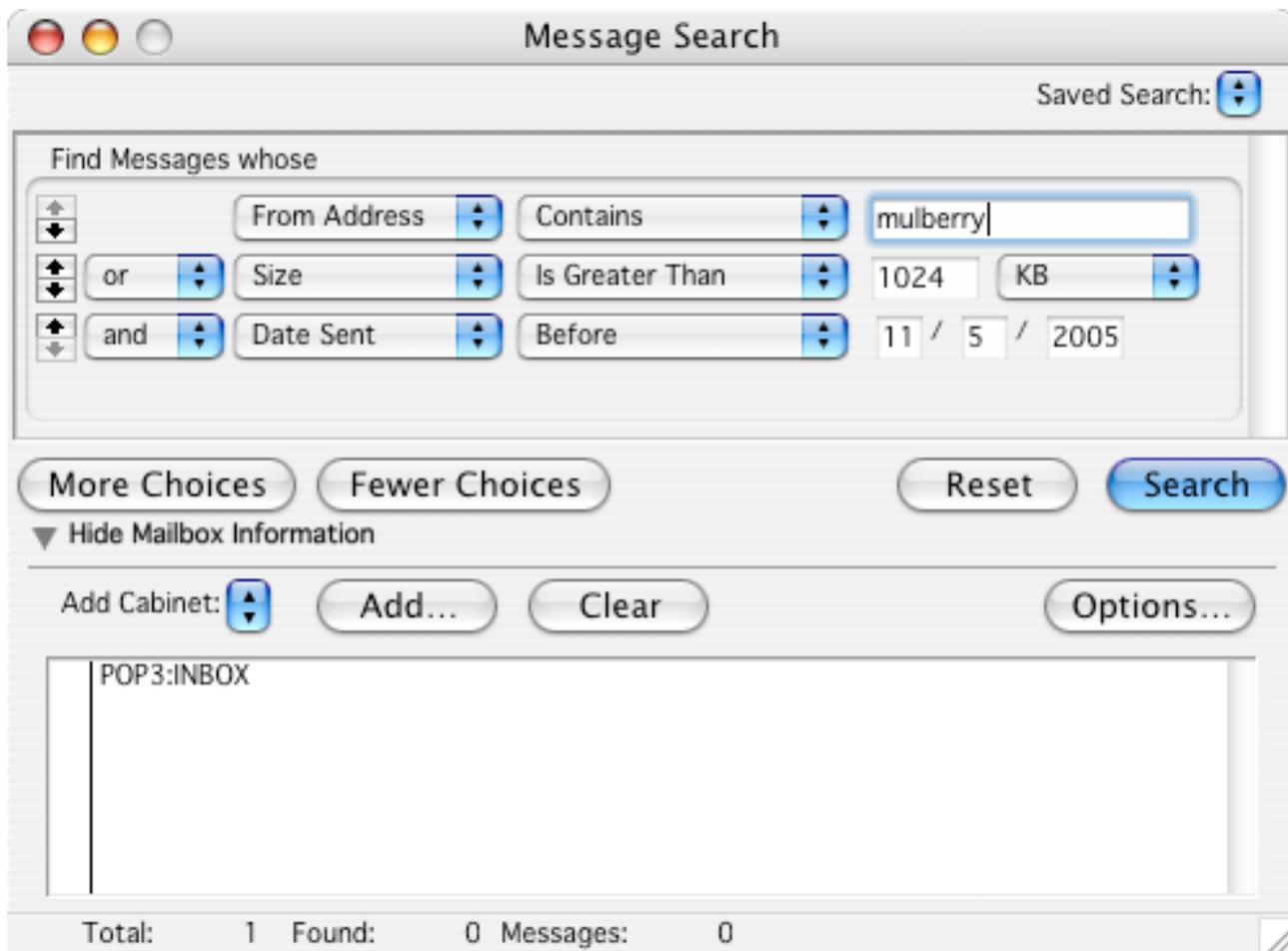
Figure 87 The Message Search window

The top section of the window allows you to set one or more email message attributes to search. By default, the Search window is configured to search on one attribute. To add more attributes, click the **More Choices** button. To decrease the number of attributed to search on, click the **Fewer Choices** button. To re-order the attributes in the list, click on the up or down arrow at the left edge of the attribute to move that one up or down in the list. The message attributes that can be searched are:
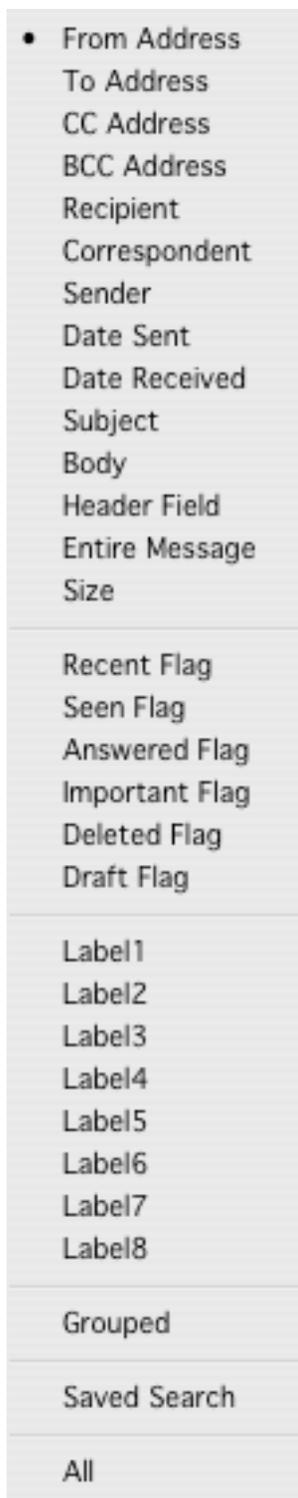
Figure 88 The Search Attributes popup menu

From Address	The 'From' address of the message.
To Address	The 'To' address of the message.

CC Address	The 'Cc' address of the message.
BCC Address	The 'Bcc' address of the message.
Recipient	The 'To', 'Cc' or 'Bcc' addresses of the message.
Correspondent	The 'From', 'To', 'Cc' or 'Bcc' addresses of the message.
Sender	The 'Sender' of the message.
Date Sent	The date the message was sent.
Date Received	The date the message was received.
Subject	The subject text of the message.
Body	The body text of the message.
Header Field	The header text of the message.
Entire Message	The entire message, including all headers and the message body.
Size	The size of the message.
Recent Flag	The recent flag of the message.
Seen Flag	The seen flag of the message.
Answered Flag	The answered flag of the message.
Important Flag	The important flag of the message.
Deleted Flag	The deleted flag of the message.
Draft Flag	The draft flag of the message.
Labels	The named label set on a message.
Grouped	This options creates a 'group' that allows multiple criteria to be grouped together so that their result is considered as a whole.
Search Set	This option allows you to select a previously saved set of search criteria in order to combine it with one or more other criteria.
All Messages	This option causes all messages to be returned. This is primarily useful when used by rules (see Section 5.7.1.2 for more on Rules).

Once you have selected a message attribute to search, you must set certain criteria to search on. The available criteria vary with the different attributes. When you select a text field, such as the 'To', 'From', 'Cc', or 'Bcc' addresses, or the message Subject or Body, you can choose from the following criteria:
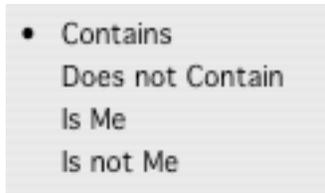
Figure 89 Text Search Criteria

Contains	The selected field contains the following text.
Does not Contain	The selected field does not contain the following text.
Is Me	The selected address field contains my email address. This option will only be available if an address field is selected.
Is not Me	The selected address field does not contain my email address. This option will only be available if an address field is selected.

When searching a date field, the following criteria are available:
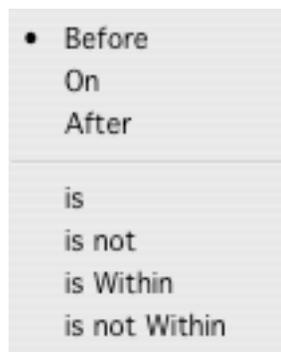
Figure 90 Date Search Criteria

Before	The selected date field is before the following date.
On	The selected date field is equal to the following date.
After	The selected date field is after the following date.

Is	Allows a choice of relative dates selected via a second popup:
	• **Is Today -** The date is equal to today's date
	• **Since Yesterday -** The date is equal to either today's or yesterday's date.
	• **This Week -** The date falls within the current week.
	• **Within 7 Days -** The date falls within the past 7 days.
	• **This Month -** The date falls within the current month.
	• **This Year -** The date falls within the current year.
Is Not	Allows a choice of relative dates selected via a popup:
	• **Is Today -** The date is not today's date
	• **Since Yesterday -** The date is neither today's nor yesterday's date.
	• **This Week -** The date falls outside the current week.
	• **Within 7 Days -** The date falls outside the past 7 days.
	• **This Month -** The date falls outside the current month.
	• **This Year -** The date falls within the current year.
Is Within	Allows a choice of dates within a specified timeframe (number of days, weeks, months or years)
Is Not Within	Allows a choice of dates outside of a specified timeframe (number of days, weeks, months or years)

If at any time you need to clear the criteria you've set, click the **Reset** button. When you have selected the message attributes you wish to search and the appropriate criteria, click the **Search** button to begin the search. Mulberry will search the selected mailboxes for messages that match your search criteria. If any messages are found, the current mailbox window is brought to the front and you are presented with a list of only messages matching your search parameters.
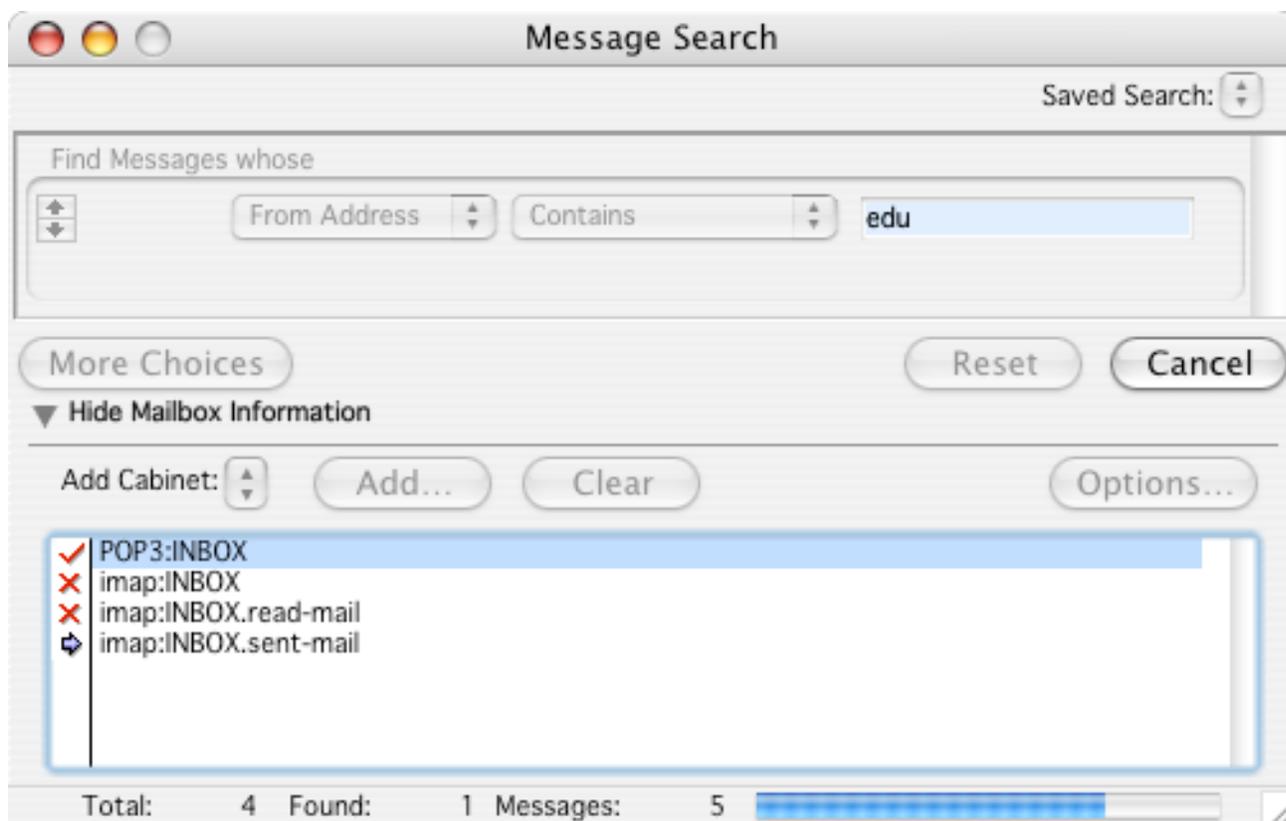
Figure 91 The Message Search window with mailbox information displayed

As the search progresses, the Search window presents information on the total number of folders being searched ('Total'), the number of mailboxes that contain messages found during the search ('Found'), and the total number of messages in all mailboxes that match the current search ('Messages'). While the search is in progress, a progress bar will be visible to indicate the time remaining.

If you would like to save a set of search parameters for later use, you can use the **Search Set** popup menu in the upper right corner of the Search window. Choose the **Save As…** option to specify a name for the current set of search parameters. The information will be saved, and a search set with the appropriate name will be added to the **Search Set** menu. To recall the search parameters you've saved, simply choose the appropriate set name from the **Search Set** menu.

By default, Mulberry searches the current mailbox for messages that match your search criteria. You can also specify multiple mailboxes to be searched. To get a list of mailboxes to be searched, click the disclosure button next to the 'Show Mailbox Information' text. A list of the mailboxes to be search will be revealed. You can add mailboxes to the list by clicking the **Add…** button and selecting a mailbox. To clear the list of mailboxes to be searched, click the **Clear** button. You can also quickly all of the mailboxes within a cabinet to the search list by using the **Add Cabinet** popup menu. The **Options…** button provides you with a dialog from which you can set various options:
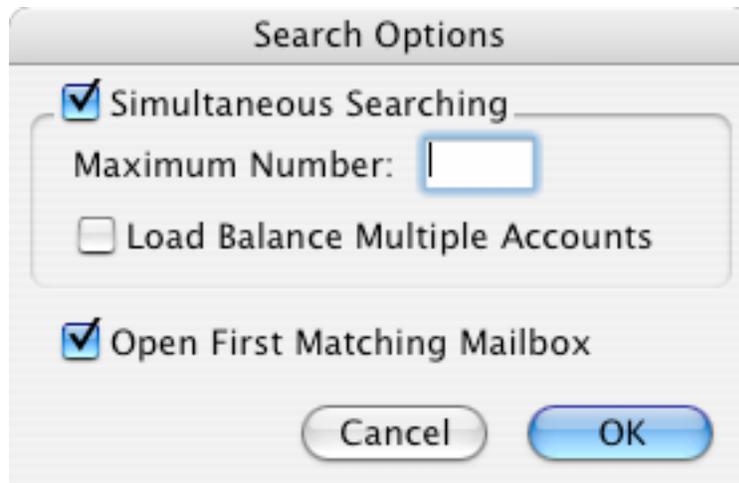
Figure 92 The Search Options dialog

You should check with your server administrator if you're unsure about any of these settings.

Simultaneous Searching	Selecting this option causes Mulberry to search all of the mailboxes you've specified simultaneously instead of one at a time. Mulberry will open an separate IMAP connection for each mailbox to be searched if this option is selected.
Maximum Number	This field allows you to specify a maximum number of IMAP connections that Mulberry can make at once for performing searches. This option is only available if 'Simultaneous Searching' is turned on.
Load Balance Multiple Accounts	This option tells Mulberry to split the number of IMAP connections used for searching across multiple IMAP servers, when appropriate.
Open First Matching Mailbox	To automatically open the first mailbox with messages matching the current search, select this option. The mailbox window will be opened after the search is completed.

5.5.6 Matching

Mulberry's matching feature provides a quick and easy way to select or display only messages of interest within a mailbox window. This is controlled via the **Match** toolbar button. Clicking this button displays the dialog shown in Figure 93 which allows match options to be configured. When in match mode, the toolbar button appears 'depressed'. Clicking the toolbar button in that state, exits the match mode. The behavior for the Match button is:

To enter Match mode and choose the match criteria from the dialog	Click the Match toolbar button

To enter Match mode using the last match criteria without displaying the dialog	Click the Match toolbar button with option (Mac OS X), alt (Windows) or control (Unix) key down.
To exit Match mode without displaying the dialog	Click the Match toolbar button
To change match criteria using the dialog whilst in Match mode	Click the Match toolbar button with option (Mac OS X), alt (Windows) or control (Unix) key down.

The Match dialog, shown in Figure 93, is used to setup match criteria and the mode for the match display. A match pattern is constructed from one or more message characteristics and a boolean operator. For example, you might wish to display only a list of new messages from the last 7 days. To do this, you would select **all Criteria met** as your boolean operator, select the **New** and **Sent within 7 Days** options, and click the **Match** button. The list of messages in your mailbox window is then filtered to display only those messages meeting the criteria you specified. To resume viewing all of the available messages in the mailbox, click the **Match** toolbar button again.
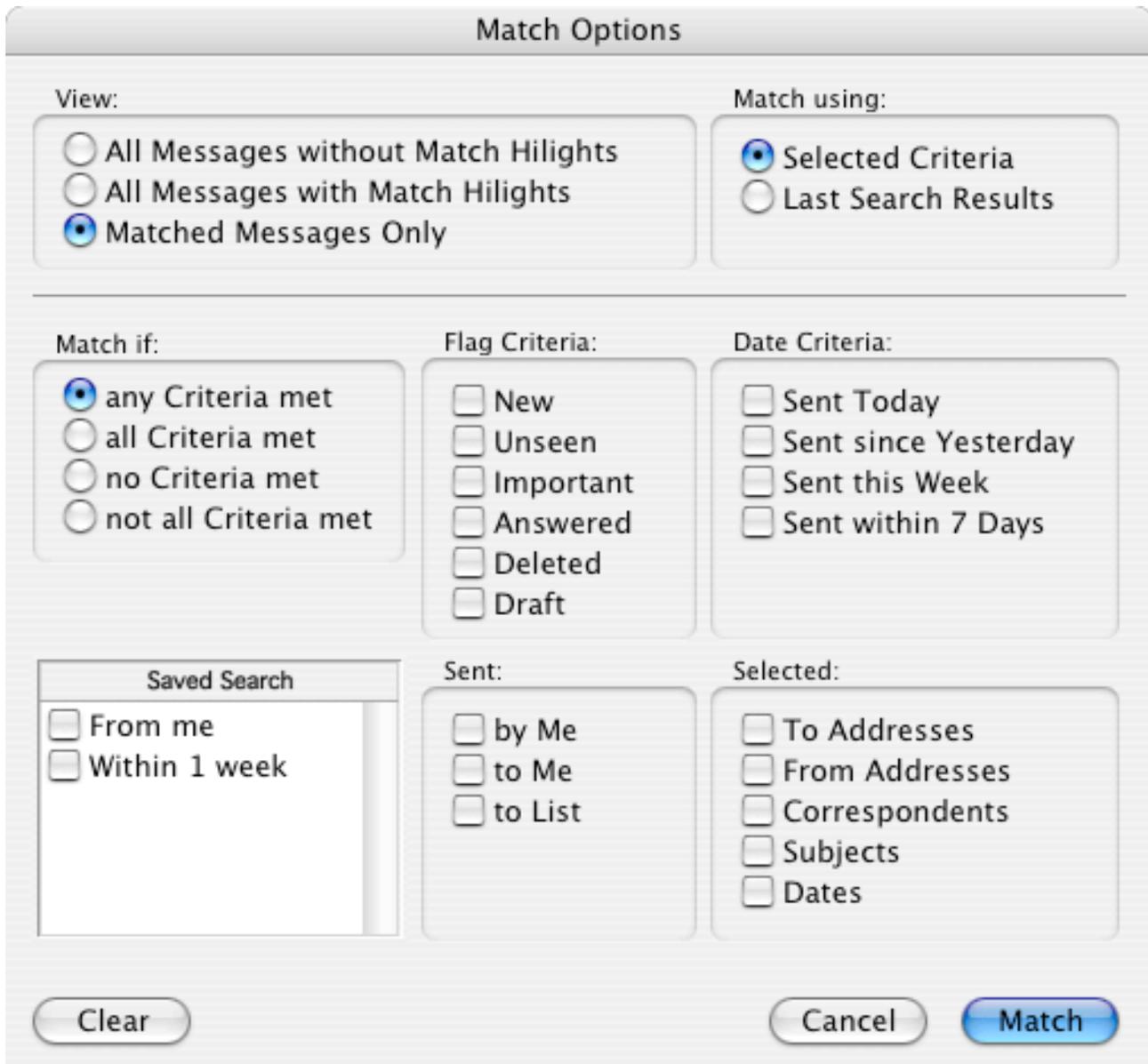
Figure 93 The Match Dialog

The following chart describes the **View** options in the Match dialog:

All Message without Match Highlights	Turns off the Match mode and displays all messages in the mailbox.
All Message with Match Highlights	Turns off the Match mode and displays all messages in the mailbox. Messages with the match criteria are highlighted with the background color set I the Display preferences (see section 4.3.3).

Matched Messages Only	Turns on the Match mode so that only the messages with the match criteria are shown.

The following chart describes the **Match using** options in the Match dialog:

Selected Criteria	Match using the criteria selected in the dialog.
Last Search Results	This option tells Mulberry to use the results of the last search on this mailbox as its matching criteria. For more information on searching, see page 167.

The following chart describes the **Match if** options in the Match dialog:

any Criteria met	Matches messages which meet one or more of the currently selected criteria.
all Criteria met	Only matches messages which meet all of the currently selected criteria.
no Criteria met	Matches messages which meet none of the currently selected criteria.
not all Criteria met	Only matches messages which do not meet all of the currently selected criteria.

The following chart describes each available matching criteria in depth:

New	Matches any message that is new.
Unseen	Matches any message that is unseen.
Important	Matches any message that is important.
Answered	Matches any message that has been answered.
Deleted	Matches any message that is marked for deletion.
Draft	Matches any message that is a draft.
Sent Today	Matches any message that was sent today.
Sent since Yesterday	Matches any message that was sent either today or yesterday.
Sent This Week	Matches any message that was sent this week.
Sent within 7 Days	Matches any message that was sent within the last 7 days.
Sent by Me	Matches any message that was sent by you.

Sent to Me	Matches any message that was sent to you.
Sent to List	Matches any message that was sent to a list of people.
Selected To Addresses	Matches any message with the same 'To:' address as the currently selected message(s) in the mailbox window.
Selected From Addresses	Matches any message with the same 'From:' address as the currently selected message(s) in the mailbox window.
Selected Correspondents	Matches any message with the same 'To:' or 'From:' addresses (excluding your own) as the currently selected message(s) in the mailbox window.
Selected Subjects	Matches any message with the same subject as the currently selected message(s) in the mailbox window.
Selected Dates	Matches any message that was sent on the same date as the currently selected message(s) in the mailbox window.
Search Sets	Selects a saved search set (see section 5.5.5) as a criterion for matching.

The 'Selected …' options above act on all of the currently selected messages within the mailbox pane. You can select one or more messages manually from the mailbox pane that have the characteristics you're looking for. Alternatively, the 'Select' toolbar button allows you to quickly highlight groups of interesting messages within the mailbox window:

Figure 94 The 'Select' toolbar button menu

The following table describes each of the available selection options in depth:

Seen	Selects messages that have been seen.
Unseen	Selects messages that have not been seen.
Important	Selects messages that are important.
Unimportant	Selects messages that are not important.
Answered	Selects messages that have been answered.
Unanswered	Selects messages that have not been answered.
Deleted	Selects messages that are marked for deletion.

Undeleted	Selects messages that are not marked for deletion.
Draft	Selects messages that are drafts.
Not Draft	Selects messages that are not drafts.
Matching	Selects messages that meet the current match criteria.
Non-Matching	Selects messages that do not meet the current match criteria.
Labels	Selects messages that have the corresponding label set.

5.5.7 Reference

OPERATIONS ON MESSAGES IN MAILBOX WINDOWS	
To open one or more selected messages	Press `return` or `enter` on the keyboard.
	Double-click one of the selected messages.
	Choose **Open Message** from the **File** menu or press **Command–O** (Mac OS X), **Ctrl–O** (Windows) or **Meta-O** (Unix).
To delete one or more selected messages	Press `delete` or `clear` on the keyboard.
	Choose **Delete** from the **Message** menu or press **Command –D** (Mac OS X), **Ctrl–D** (Windows) or **Meta-D** (Unix).
	Click the **Delete** button in the mailbox window.
To undelete one or more selected messages (which are all deleted)	Press `delete` or `clear` on the keyboard.
	Choose **Undelete** from the **Message** menu or press **Command –D** (Mac OS X), **Ctrl–D** (Windows) or **Meta-D** (Unix).

	Click the **Undelete** button in the mailbox window.
To undelete one or more selected messages (some of which are not deleted)	Delete the messages 'twice'. The first time will delete all those not already deleted. The second time will undelete all the deleted messages.
To copy one or more selected messages to another mailbox	Select the mailbox you want to copy the messages to from the **Copy to Mailbox** sub-menu in the **Message** menu.
	Drag and drop the messages onto another open mailbox window. (This feature is only available if Drag and Drop is supported)
	Drag and drop the messages onto a mailbox in the server window. (This feature is only available if Drag and Drop is supported)
To print one or more selected messages	Select **Print** from the **File** menu or press **Command –P** (Mac OS X), **Ctrl–P** (Windows) or **Meta–P** (Unix). (Only the first text part in the message is printed, not the whole message)
To save one or more selected messages to disk	Select **Save** from the **File** menu or press **Command –S** (Mac OS X), **Ctrl–S** (Windows) or **Meta–S** (Unix). (Only the first text part in the message is saved, not the whole message)
To check for new messages	Select **Check Email** from the **Mailbox** menu or press **Command –L** (Mac OS X), **Ctrl–L** (Windows) or **Meta–L** (Unix).

To create a text clipping (a simple text file in the Finder) of the message text in one or more selected messages	Drag the messages to the Desktop.
	(Only the first text part in the message is dropped on the destination, not the whole message)
	(This feature is only available if Drag and Drop is supported)
To change the flags for one or more selected messages	Select the flag to toggle from the **Flags** sub-menu in the **Message** menu.
To select messages with a particular flag set or unset	Choose the flag to select by from the **Select by Flag** sub-menu in the **Edit** menu.
To reply to or forward the selected messages	Select the required option from the **Message** menu or click the appropriate button in the mailbox window.
To redirect or send the selected messages	Select the required option from the **Message** menu.
To create a message digest of the selected messages	Choose **Create Digest** from the **Message** menu.
To expunge (permanently remove) deleted messages from the mailbox	Choose **Expunge** from the **Mailbox** menu or press **Command −E** (Mac OS X), **Ctrl−E** (Windows), **Meta−E** (Unix).
	Click the **Expunge** button in the mailbox window.

5.6   Outgoing Message Queue Window

Mulberry has the ability to collect outgoing messages in a local queue. The outgoing message queue is a special type of local mailbox that is managed by Mulberry. There are several advantages to this approach, including the ability to send outgoing messages in the background, as well as compose messages while in disconnected mode and send them the next time a network is available.

To enable the outgoing message queue for a particular SMTP account, you must first select that account in the Accounts preference panel and turn on the appropriate items in the Options tab (see page 43).

Once one or more SMTP accounts are enabled for local queuing, the Outgoing Message Queues window will be accessible via the **Show Outgoing Queues** item in the **File** menu. The window is shown in Figure 95.
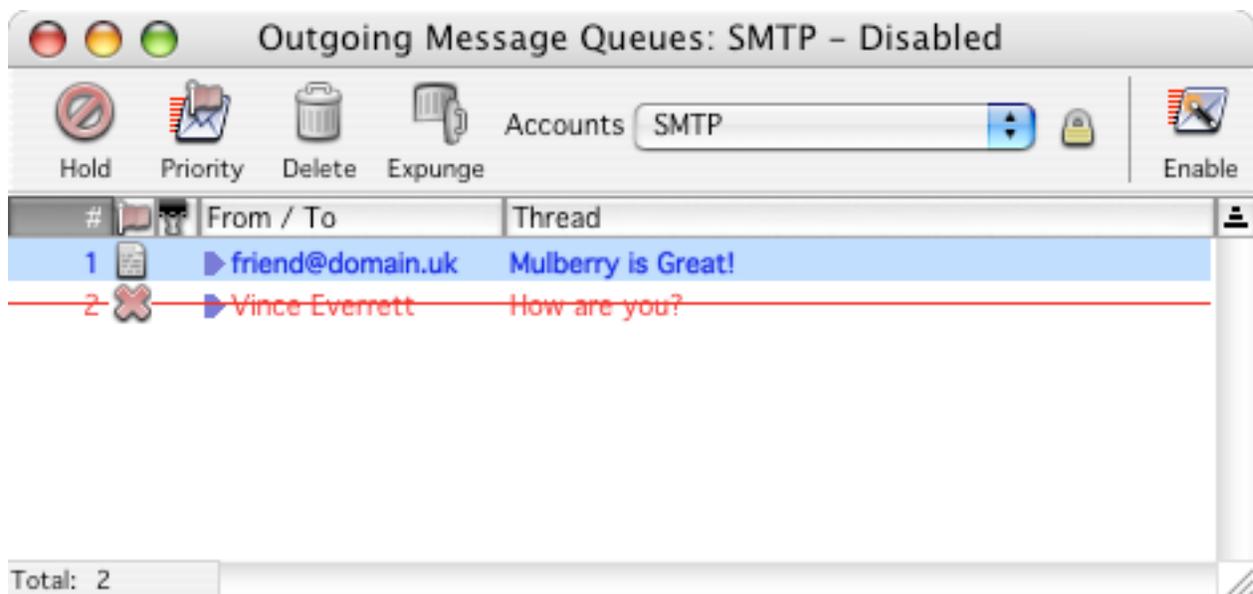
Figure 95 The Outgoing Message Queues window

The Outgoing Message Queues window is very similar to a Mailbox window, although different buttons are used in the header area and the icons in the 'Flag' column are different. Messages can be opened, deleted, and expunged exactly as in a regular Mailbox window.

The outgoing queue window toolbar contains the following items:

Hold	Allows selected messages to be put on 'hold'. Held messages are not sent, even when Mulberry is in connected mode and the outgoing queue is enabled.
Priority	Assigns a higher priority to selected messages. Priority messages are sent before other messages.
Delete	Deletes the selected messages. Deleted messages will not be sent.
Expunge	Expunges (permanently removes) deleted messages.
Account	Allows switching between the queues for different SMTP servers.
Enable	Enables the outgoing queue causing it to send any queued messages. When the queue is enabled, this button will change to a **Disable** button. The outgoing queue is automatically disabled when Mulberry is in disconnected mode. When switching from disconnected back to connected mode, the outgoing queue is normally re-enabled, and any messages queued while in disconnected mode are sent.

The possible flag icons for messages in the outgoing queue are:

- A message waiting to be sent.
- A message being held in the queue.
- A message in the process of being sent.
- A message that was not sent successfully.
- A messages that has been marked as deleted.

5.7 Rules and Filtering

Mulberry has the ability to automatically perform user-defined actions or rules on messages in chosen mailboxes, when a certain 'event' occurs for that mailbox. For example, it is possible to setup a rule to look for new messages containing a particular From address, and to change the flag to important, when a mailbox is first opened.

The current Rules behavior in Mulberry is implemented in two ways:

- 'Local' – with local rules, Mulberry can apply actions to incoming messages that it 'sees' in mailboxes. This implements a 'client-side' filtering capability, allowing Mulberry (the client) to determine how to automatically process incoming messages in mailboxes.

- 'SIEVE' – SIEVE is a 'server-side' filtering technology that allows messages to be filtered when they are delivered to mailboxes on the server, before the client application ever 'sees' them. Server-side filtering is more efficient than client-side filtering as the server does all the work in the background, as opposed to having to wait for the client to do filtering. In order to use SIEVE filtering, your email system must support it – check with your email system manager.

Local and SIEVE rules are described in more detail in the following sections, together with a description of the Rules Manager window which is used to create, edit, delete and manage rules In Mulberry.

5.7.1 Local Rules

5.7.1.1 Introduction

Local rules are used to apply a set of actions to a set of incoming messages when a specific event occurs on a mailbox. This can be thought of in the following way:

When <u>event</u> occurs on <u>mailbox</u>   **Trigger 1**

    If a message matches <u>search criteria</u>   **Rule 1**
        then do <u>actions</u>

    else if a message matches <u>search criteria</u>   **Rule 2**
        then do <u>actions</u>

When <u>event</u> occurs on <u>mailbox</u>   **Trigger 2**

    If a message matches <u>search criteria</u>   **Rule 1**
        then do <u>actions</u>

    else if a message matches <u>search criteria</u>   **Rule 3**
        then do <u>actions</u>
    etc.   etc
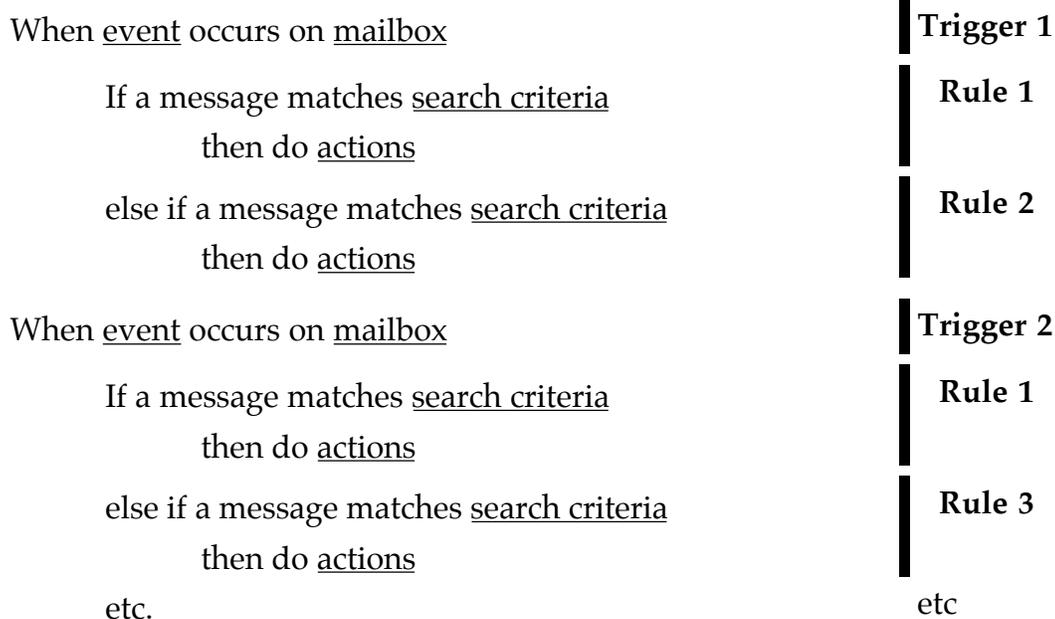
The items underlined above indicate properties that you can set in Mulberry.

This behavior is configured in Mulberry by setting up a series of 'triggers' and 'rules', each with a user supplied unique name. A trigger specifies a set of mailboxes and an event to look for on those mailboxes. A rule specifies a set of search criteria and some actions to apply to messages that match those search criteria. Multiple rules can be associated with a single trigger, and a single rule can be used by multiple triggers, as illustrated above (Trigger 1 contains Rules 1 and 2, Rule 1 is used in both Triggers 1 and 2).

The next sections describe rules and triggers in more detail.

5.7.1.2 Rules

Rules consist of two components: a set of search criteria used to determine which messages should be processed, and a set of actions that will be applied to those message which match the search criteria. Each rule can be associated with one or more Triggers (see Section 5.7.1.2.3 for full details of Triggers) and this can be done by selecting the triggers when the rule is created or by dragging it onto the trigger after it has been created (see Section 5.7.1.3.4 for more details). If a rule is not associated with any triggers, it will never be run, and its name appears in the Rules Manager window in italic text. Each rule has a user supplied unique name.

5.7.1.2.1 Search Criteria

Rules can contain one or more search criteria. When a rule is executed against a set of messages, a search is done to determine which messages in the set match the rule's search criteria. Only those messages which match the search criteria will be processed, others will be ignored by the rule.

Rules search criteria are the same as those available for searching of messages, using the Search window, and are fully described in Section 5.5.5.

5.7.1.2.2 Actions

Rules can contain one or more actions. When a rule is executed against a set of messages, the actions are applied to (only) those messages that match the rule's search criteria. The actions are:

Set Flag	Sets the specified flag or label on the matching messages.
Unset Flag	Removes the specified flag or label from the matching messages.
Copy Message to	Copies the matching messages to the specified mailbox. **Note** This action does not set the deleted flag after the copy operation, even if the 'Delete Message after Copy' option is on in the Message>Options preference panel (see Section 4.6.2).
Move Message to	Copies the matching messages to the specified mailbox and then sets the deleted flag on all of those messages. **Note** The deleted flag is always set, even if the 'Delete Message after Copy' option is off in the Message>Options preference panel (see Section 4.6.2).
Reply to Message	Generates replies to the matching messages, one for each matched message. A number of options for generating the reply are available, and fully described in Section 5.7.3.3.1.
Forward Message	Generates forwarded messages for the matching messages, one for each matched message. A number of options for generating the forward are available, and fully described in Section 5.7.3.3.2.
Redirect Message	Generates bounces to the matching messages, one for each matched message. A number of options for generating the redirect are available, and fully described in Section5.7.3.3.3.
Expunge Message	Expunges (permanently removes) the matching messages from their mailbox. **Note** Only those messages in the matching set that have their deleted flag turned on will be expunged. Thus an Expunge action will likely be preceding by a 'Set Flag Deleted' action or a 'Move Message to' action.
Play Sound	Plays the specified sound when matching messages are found.
Display Alert with	Display an alert box on screen with the specified text appearing in the alert when matching messages are found.
MAC OS X & WINDOWS ONLY **Speak**	**MAC OS X & WINDOWS ONLY** Speaks the specified text when matching messages are found.

5.7.1.2.3   Stopping Rules from further processing Messages

When a trigger contains multiple rules, each rule is executed one after the other when the trigger runs. Sometimes it is necessary to prevent later rules from processing messages that were already processed by an earlier rule.

For example, you might have a rule to match messages from your boss with an action to mark it as important, and another rule to match messages from co-workers in your email domain and move those to another mailbox. If you don't want messages from your boss to be moved out along with the others from co-workers, you can turn on the 'Stop if Matched' option for the 'boss' rule, when creating or editing the rule (see Section 5.7.3.3). That will prevent messages that match that rule from being processed by others that follow it.

5.7.1.3   Triggers

Triggers are different types of events that occur in Mulberry and that can be used to run a set of rules. Each trigger specifies what type of event it is governed by, as well as the set of mailboxes to which it applies. Rules are then added to the trigger and those rules will be executed when the trigger runs.

By default the Triggers list in the Rules Manager window is hidden, but it can be made visible via the **Show Triggers** button. Mulberry provides a set of default triggers that are the common ones most users will need. Additional triggers can be created and configured via the Triggers list in the Rules Manager window.

Each trigger has a user supplied unique name. Triggers can be explicitly enabled or disabled. Disabled triggers appear in the Rules Manager window with their names displayed in italic text.

5.7.1.3.1   Trigger Events

There are a number of different events in Mulberry that can cause a trigger to be run:

Never	The trigger never runs. This can be used to disable a trigger without deleting it.
New Messages Arrive	The trigger runs when new messages are detected when opening a mailbox, or when an open mailbox is checked. This trigger will only be applied to messages that are unseen, not deleted and not drafts, in addition to any other search criteria specified by its rules.
Opening a Mailbox	This trigger runs whenever a mailbox is opened.
Closing a Mailbox	This trigger runs whenever a mailbox is closed.
All	The trigger runs when any of the three previous events occur.

5.7.1.3.2 Trigger Mailbox Sets

Each trigger will only run when its event occurs on a mailbox that is specified in the trigger. There are a number of different ways of specifying the list of mailboxes to which the trigger applies. Using the Rule Triggers dialog (see Section 5.7.3.4), it is possible to create multiple sets of each type. The different types are:

None	There are no mailboxes causing this trigger to run.
Mailbox	The name of a single mailbox can be specified. The trigger will run when the trigger's event occurs on that mailbox only.
Cabinet	The name of a single mailbox cabinet (see Section 5.4.4.6) can be specified. The trigger will run when the trigger's event occurs on any of the mailboxes listed in the chosen cabinet at that time. This provides a quick way to apply a trigger to an arbitrary group of mailboxes, by simply creating a cabinet for those mailboxes, adding them to the cabinet, and choosing that cabinet for the trigger. Adding or removing mailboxes for use with the trigger is then a simple matter of adding or removing them from the cabinet, as opposed to adding or removing individual mailbox selections to the trigger.
Account	The name of a mailbox account can be specified. The trigger will run when the trigger's event occurs on any of the mailboxes belonging to the chosen account.
All	The trigger will always run when the trigger's event occurs on any mailbox.

5.7.1.3.3 Default Triggers

When a new set of preferences is used (for example when first running Mulberry), a default set of triggers is created. These cover the typical set that is used:

All Incoming Email	This trigger is run when new messages arrive in any of the mailboxes in the 'Check Favorites' cabinet. These are by default the set of mailboxes chosen to be checked for new email. The rules are only applied to new messages.
When Opening a Mailbox	This trigger is run when opening any of the mailboxes in the 'Check Favorites' cabinet. These are by default the set of mailboxes chosen to be checked for new email. The rules are applied to all the messages.

5.7.1.3.4   Adding or removing rules

There are two ways to add rules to a trigger:

*   When creating or editing the rule, click on the **Triggered by** popup button in the Rules Edit dialog (see Section 5.7.3.3) and select the trigger you want to add the rule to or remove the rule from. When the rule is added to a trigger, a checkmark will appear against the trigger in the **Triggered by** popup menu.

*   When the Triggers table is visible in the Rules Manager window, each trigger has its set of rules displayed beneath it in a hierarchical list that can be collapsed or expanded. To see the rules associated with a trigger expand the list. To add a rule to a trigger, drag and drop the rule from the Rules list onto the trigger in the Triggers list. To remove a rule from a trigger, select the rule in the Triggers list and hit the `Delete` key.

5.7.1.4   Applying Rules by Hand

Normally rules are run by triggers in response to a particular event on a particular mailbox. It is also possible to manually apply a rule to specific messages in any mailbox, or to messages in all open mailboxes, without the need for a trigger. This can be done either by using the **Apply Rules** sub-menu in the **Mailbox** menu, or by using the **Apply** button in the Rules Manager window.

To use either method, the rule must first be set to appear in the **Apply Rules** sub-menu of the **Mailbox** menu. This can be done by turning on the 'Apply Rules Menu' option in the **Triggered by** popup when editing a rule (see Section 5.7.3.3). Rules which have that option set will appear in the **Apply Rules** sub-menu.

5.7.1.4.1   Using the Apply Rules sub-menu

To manually apply a rule to a set of selected message in an open mailbox, first select messages in the mailbox and then choose the rule from the **Apply Rules** sub-menu in the **Mailbox** menu. Only those messages which match the search criteria in the rule, will be processed – others will be ignored even though they are selected. If you want to have a rule that is always applied to the entire selection, create one with a single search criterion set to 'All' (see Section 5.7.3.3 for more details).

5.7.1.4.2   Using the Rules Manager Apply button

To manually apply all the rules in the **Apply Rules** sub-menu to all the messages in all open mailboxes, go to the Rules Manager window and click the **Apply** button. Only those messages which match the search criteria in each rule, will be processed – others will be ignored.

5.7.1.5   Create a Rule using an Existing Message as a Template

It is possible to use an existing message in a mailbox to create a rule that matches criteria for that message, so that similar messages can be filtered when they next appear. To do that, first select one or more messages in a mailbox window, and then choose the **Make Rule** command in the **Mailbox** menu. This will create a new rule in the Rules manager window, and display a Rules Edit dialog (see Section 5.7.3.3) with the From address and Subject text for each message automatically added as search criteria in the dialog. You can

then remove the criteria you don't want or add additional criteria, or refine the criteria already present as required.

5.7.2 SIEVE Rules

5.7.2.1 Introduction

SIEVE rules are similar to local rules, except that they are put together into a 'script' which is then passed to a SIEVE server. The server then interprets the command in the script whenever a message is delivered for the current user, and takes appropriate actions based on the script contents.

In Mulberry, a SIEVE script is created from a set of rules. These rules are very similar to those used for local filtering, but have slightly different search criteria and actions based on what SIEVE can do. Rules can then be associated with one or more 'scripts', in a similar manner that local rules are associated with triggers. A script can then be generated by writing the script item to disk. From their, the script file can be uploaded to a SIEVE server using the mechanism provided by that server.

The next sections describe SIEVE rules and scripts in more detail.

5.7.2.2 Rules

SIEVE rules are similar to local rules, and are created, edited and deleted in the same manner as local rules. SIEVE rules have slightly different search criteria and actions compared to local rules, and these will be described in the next sections.

5.7.2.2.1 Search Criteria

SIEVE search criteria contain the following items:

From Address	Matches the From address in the message header
To Address	Matches the To address in the message header
CC Address	Matches the CC address in the message header
Bcc Address	Matches the Bcc address in the message header
Recipient	Matches either the To, CC or Bcc addresses in the message header
Correspondent	Matches any address in From, To, CC or Bcc message headers that is not one of your addresses or an alias.
Sender	Matches the Sender address in the message header
Subject	Matches the Subject text in the message header
Header Field	Matches text in a chosen message header
Size	Matches the size of the message
All Messages	Always matches

5.7.2.2.2   SIEVE Actions

SIEVE actions can be any combination of the following:

Keep	The message will always be delivered to the 'default' mailbox (usually INBOX), in spite of any actions that come before or after this one.
Discard	The message will be removed and not be delivered to any mailbox. There will be no error message to indicate the message was removed.
Reject	The message will be sent back to its sender and will not be delivered to any mailbox. You can specify text to be used in the rejection notice sent back to the sender of the original message.
Redirect	The message will be bounced to an address that you specify and will not be delivered to any mailbox.
File into	The message will be delivered into the mailbox that you specify. Mailboxes other than INBOX can only be used when SIEVE is available with an IMAP server. The mailbox that you specify must be a valid mailbox for the SIEVE server. If the mailbox does not exist, the message will instead be delivered to the 'default' mailbox.

5.7.2.3 Scripts

A SIEVE script can contain multiple SIEVE rules, and has a unique user-defined name. When a script is selected in the Rules Manager window, and the **Write** button clicked, a text file will be generated with the textual form of the script as its content, and named after the script name. This file can then be uploaded to the SIEVE server for use by that server.

5.7.3 Rules Manager Window

5.7.3.1 Basic Layout

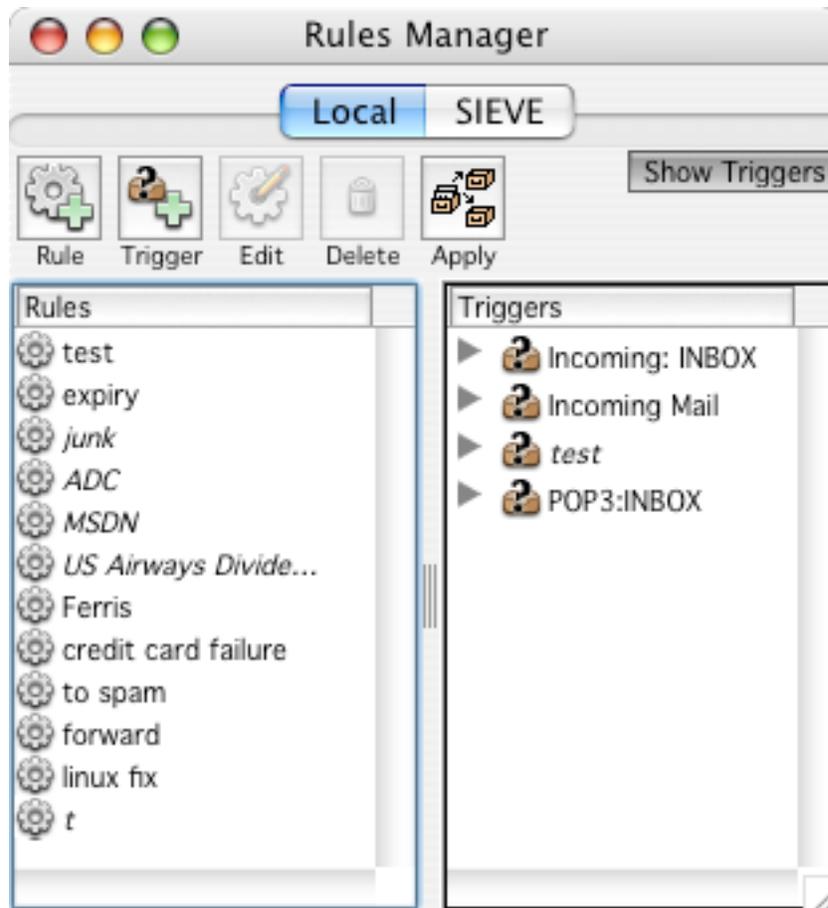The Rules manager Window is shown in Figure 96.

Figure 96 The Rules Manager Window.

The Rules Manager window is divided into three main sections:

- The Tab buttons section allows either Local or SIEVE rules to be displayed in the list area below. When one is selected, the toolbar and lists, will be changed to reflect the type of rules selected for display.

- The toolbar section contains buttons that can be used to create, edit, delete and manage rules. These buttons change depending on whether local or SIEVE rules are being displayed.

- The lists section contains either one or two lists displaying rules, depending on whether local or SIEVE rules are being displayed:

  - Local: when local rules are selected, it is possible to have one or two lists displayed. When a single list is displayed, it contains the list of local rules. When two lists are displayed, the left-hand list is the set of local rules, and the right-hand list is the set of triggers. It is possible to toggle the display between one or two lists using the **Show Triggers** button in the toolbar.

  - SIEVE: when SIEVE rules are selected, two lists are always displayed. The left-hand list shows the set of SIEVE rules, and the right-hand list shows the list of SIEVE scripts.

When both lists are displayed, you can adjust the relative sizes of each by using the split-pane control located between them. Items from the rules list on the left-hand side can be drag and dropped onto items in the right-hand list, to add rules to a trigger or script.

5.7.3.2 Toolbar

5.7.3.2.1 Local Rules

The following buttons are available in the Local rules toolbar:

Rule	Creates a new rule. The rule edit dialog appears to allow a new item to be configured and added to the rules list.
Trigger	Creates a new trigger. The trigger edit dialog appears to allow a new trigger to be configured and added to the triggers list.
Edit	Edits the currently selected rule or trigger.
Delete	Deletes the currently selected set of rules or triggers.
Apply	Applies the currently selected rules to all messages in all open mailboxes.
Show Triggers	Toggles the display of the triggers list.

5.7.3.2.2 SIEVE Rules

The following buttons are available in the SIEVE rules toolbar:

Rule	Creates a new rule. The rule edit dialog appears to allow a new item to be configured and added to the rules list.
Script	Creates a new script. The a dialog appears to allow a name for the new script to be configured and added to the script list.
Edit	Edits the currently selected rule or script.
Delete	Deletes the currently selected set of rules or scripts.
Write	Writes the currently selected script to a server or to disk.

5.7.3.3 Editing a Rule

To edit a rule, either double-click on it in the rules list, or select it and click the **Edit** button in the toolbar. The rules edit dialog shown in Figure 97 will then appear.
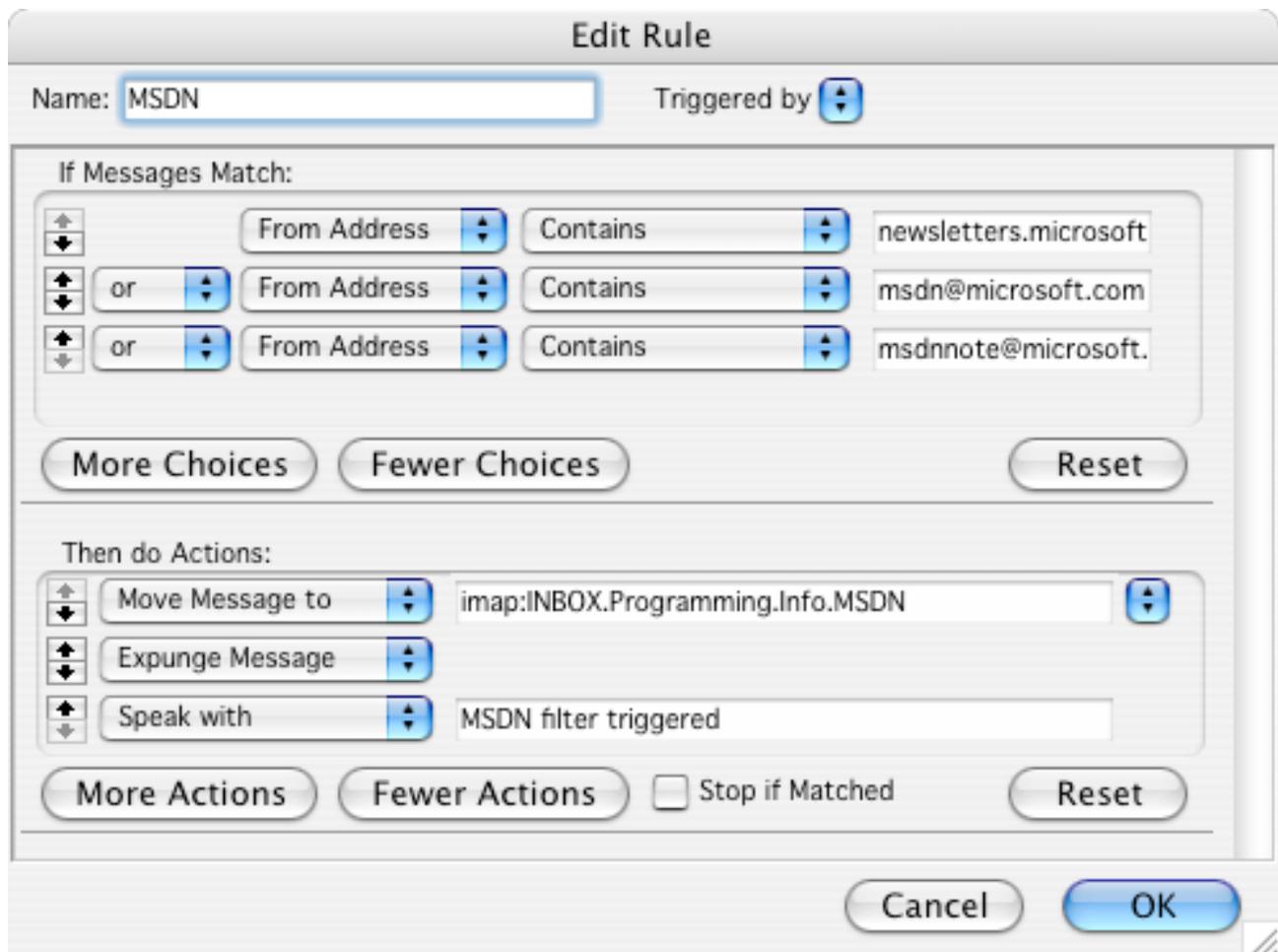
Figure 97 The Rules Edit dialog used for creating or editing rules.

The rules edit dialog contains three main sections:

- Name and trigger/script application: this section allows the name of the rule to be set. The **Triggered by** popup allows the rule to be associated with a trigger or script depending on whether it is a local rule or a SIEVE rule.

- Search criteria section: this section allows the criteria used to match messages to be specified. It is possible to create as many criteria as required, using the **More Choices** button. The last criteria can be removed using the **Fewer Choices** button. Criteria can be moved up or down the list by clicking on the up or down arrow buttons to the left of each item.

- Action criteria section: this section allows the actions to be performed on matching messages to be defined. It is possible to create as many actions as required, using the **More Actions** button. The last action can be removed using the **Fewer Actions** button. Actions can be moved up or down the list by clicking on the up or down arrow buttons to the left of each item.

Reply, forward and redirect actions require extra configuration using the **Options** button that appears with those action items. Clicking on that button, allows the configuration for each of those types of action, and will be described next.

5.7.3.3.1 Reply Options

The reply options edit dialog is shown in Figure 98.

Figure 98 The Reply Options action edit dialog.

The dialog allows editing of the following reply options:

Reply using	Allows you to choose which address from the original message should be used as the address to reply to. Choices are: • Reply-to – the address in the Reply-To header of the original message • Sender – the address in the Sender header of the original message • From – the address in the From header of the original message • All – the addresses in the From and Cc headers of the original message
Quote original Message	If turned on, the original message text will be automatically quoted in the reply.
Reply Text	Click to set the text that is used in the reply.
Use Standard Identity	Turn this on to select the identity that is normally associated with the mailbox or account that the original message is in. This identity will be used for the reply message, and determines what signature is used, and where any copies of the reply will be saved etc
Use Identity	Turn this on and choose an identity via the popup next to it to associate the chosen identity with the reply message. This will override the normal identity that would be used when replying to the message by hand.
Create Draft instead of Sending	Turn this on to generate a draft window containing the reply, without automatically sending it. You can then inspect the reply, modify it if needed, and then send it manually. Turn this off to have the reply automatically sent without giving you the option to inspect or modify it.

5.7.3.3.2 Forward Options

The forward options edit dialog is shown in Figure 99.

Figure 99 The Forward Options action edit dialog.

The dialog allows editing of the following forward options:

To	Allows you to set the addresses to whom the forwarded message will be sent.
Cc	Allows you to set the addresses of recipients that should have the forwarded message cc'd to them.
Bcc	Allows you to set the addresses of recipients that should have the forwarded message bcc'd to them.
Quote original Message	If turned on, the original message text will be automatically quoted in the reply.
Attach Original Message	If turned on, the original message will be added as an attachment to the forward message.
Forward Text	Click to set the text that is used in the forward.
Use Standard Identity	Turn this on to select the identity that is normally associated with the mailbox or account that the original message is in. This identity will be used for the forwarded message, and determines what signature is used, and where any copies will be saved etc
Use Identity	Turn this on and choose an identity via the popup next to it to associate the chosen identity with the forwarded message. This will override the normal identity that would be used when forwarding the message by hand.
Create Draft instead of Sending	Turn this on to generate a draft window containing the forwarded message, without automatically sending it. You can then inspect the message, modify it if needed, and then send it manually. Turn this off to have the forwarded message automatically sent without giving you the option to inspect or modify it.

5.7.3.3.3 Redirect Options
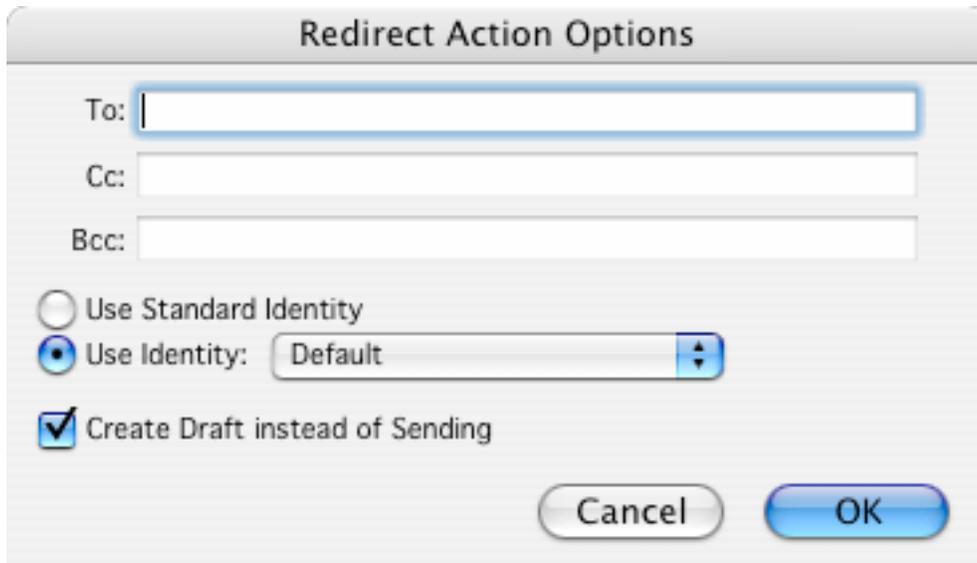
The forward options edit dialog is shown in .

Figure 100 The Redirect Options action edit dialog.

The dialog allows editing of the following forward options:

To	Allows you to set the addresses to whom the bounced message will be sent.
Cc	Allows you to set the addresses of recipients that should have the bounced message cc'd to them.
Bcc	Allows you to set the addresses of recipients that should have the bounced message bcc'd to them.
Use Standard Identity	Turn this on to select the identity that is normally associated with the mailbox or account that the original message is in. This identity will be used for the bounced message, and determines what signature is used, and where any copies will be saved etc
Use Identity	Turn this on and choose an identity via the popup next to it to associate the chosen identity with the bounced message. This will override the normal identity that would be used when bouncing the message by hand.
Create Draft instead of Sending	Turn this on to generate a draft window containing the bounced message, without automatically sending it. You can then inspect the message, modify it if needed, and then send it manually. Turn this off to have the bounced message automatically sent without giving you the option to inspect or modify it.

5.7.3.4 Editing a Trigger

To edit a rule, either double-click on it in the rules list, or select it and click the **Edit** button in the toolbar. The rules edit dialog shown in Figure 101 will appear.
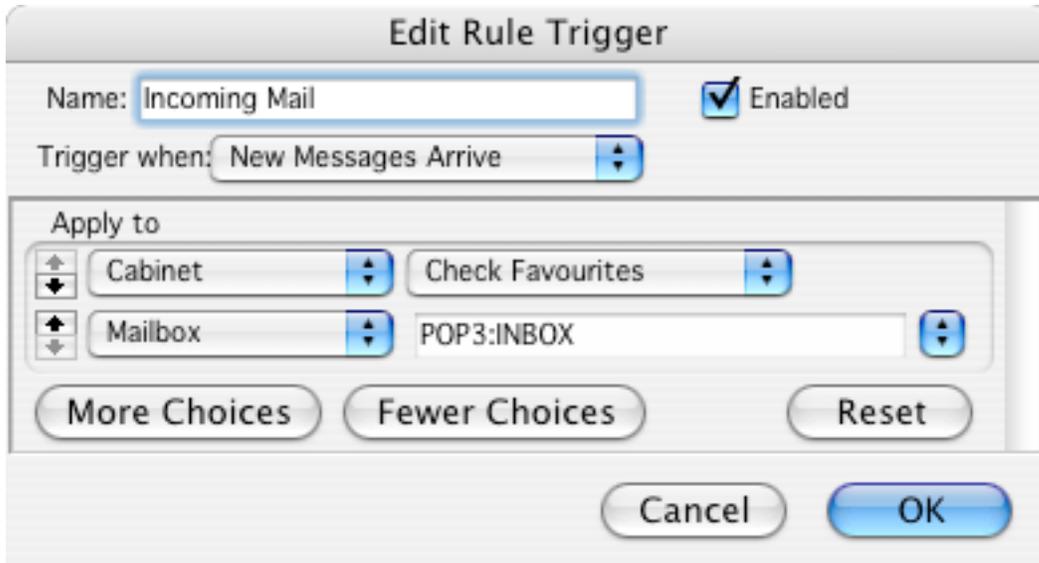
Figure 101 The Triggers edit dialog.

The triggers edit dialog contains the following items:

Name	Allows you to set the name of the trigger that will be displayed in the Rules Manager list. You must enter a unique name for this trigger.
Enabled	Turn this on to enable the trigger. Turn this off to disable the trigger. This gives you the option of temporarily turning off a trigger without having to delete it.
Trigger when	Select the event that should be occur to initiate this trigger. The events that can be selected are described in Section 5.7.1.3.1.
Apply to	Use this section to specify which set of mailboxes this trigger should be applied to. You can create as many mailbox sets as you like. To add a new set, click the **More Choices** button. To delete the last set click the **Fewer Choices** button. To re-order sets, use the up and down buttons to the left of each set item.

The options available for each set are described in Section 5.7.1.3.2. |

5.7.4 Reference

OPERATIONS ON RULES IN THE RULES MANAGER WINDOW	
To display Local rules	Click the Local tab button
To display SIEVE rules	Click the SIEVE tab button
To show or hide the triggers list for Local rules	Click the **Show Triggers** button.
To create a new Local or SIEVE rule	Click the **New** button
To create a new trigger	Click the **Trigger** button
To edit one or more selected Local or SIEVE rules, or triggers or SIEVE scripts	Click the **Edit** button
	Press `return` on the keyboard
	Double-click on the rule, trigger or script
To delete one or more selected rules, triggers or scripts	Click the Delete button
	Press `delete` on the keyboard
To add a Local rule to a trigger	Drag and drop the rule onto the trigger in the triggers' list
	Edit the rule and select the trigger in the **Triggered by** popup in the edit dialog
To remove a Local rule from a trigger	Select the rule in the triggers' list and click the **Delete** button
	Select the rule in the triggers' list and press `delete` on the keyboard
	Edit the rule and deselect the trigger in the **Triggered by** popup in the edit dialog
To add a SIEVE rule to a script	Drag and drop the rule onto the script in the scripts' list
	Edit the rule and select the script in the **Triggered by** popup in the edit dialog
To remove a SIEVE rule from a script	Select the rule in the scripts' list and click the **Delete** button

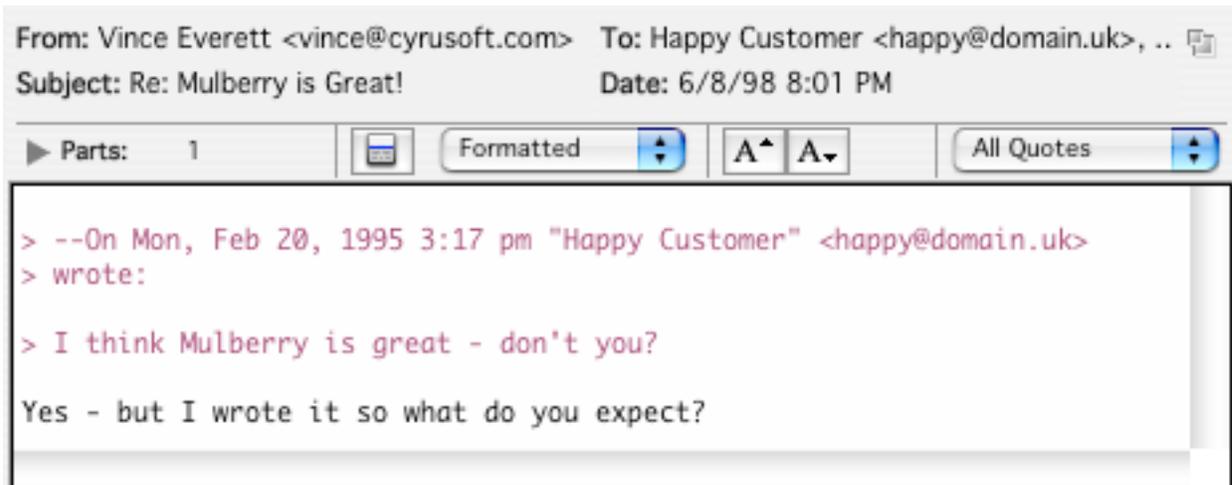| | Select the rule in the scripts' list and press `delete` on the keyboard |
	Edit the rule and deselect the script in the **Triggered by** popup in the edit dialog
To apply selected Local rules to all the messages in all open mailboxes	Click the **Apply** button
To write selected SIEVE scripts to a server or to disk	Click the **Write** button

5.8   Message Pane/Window

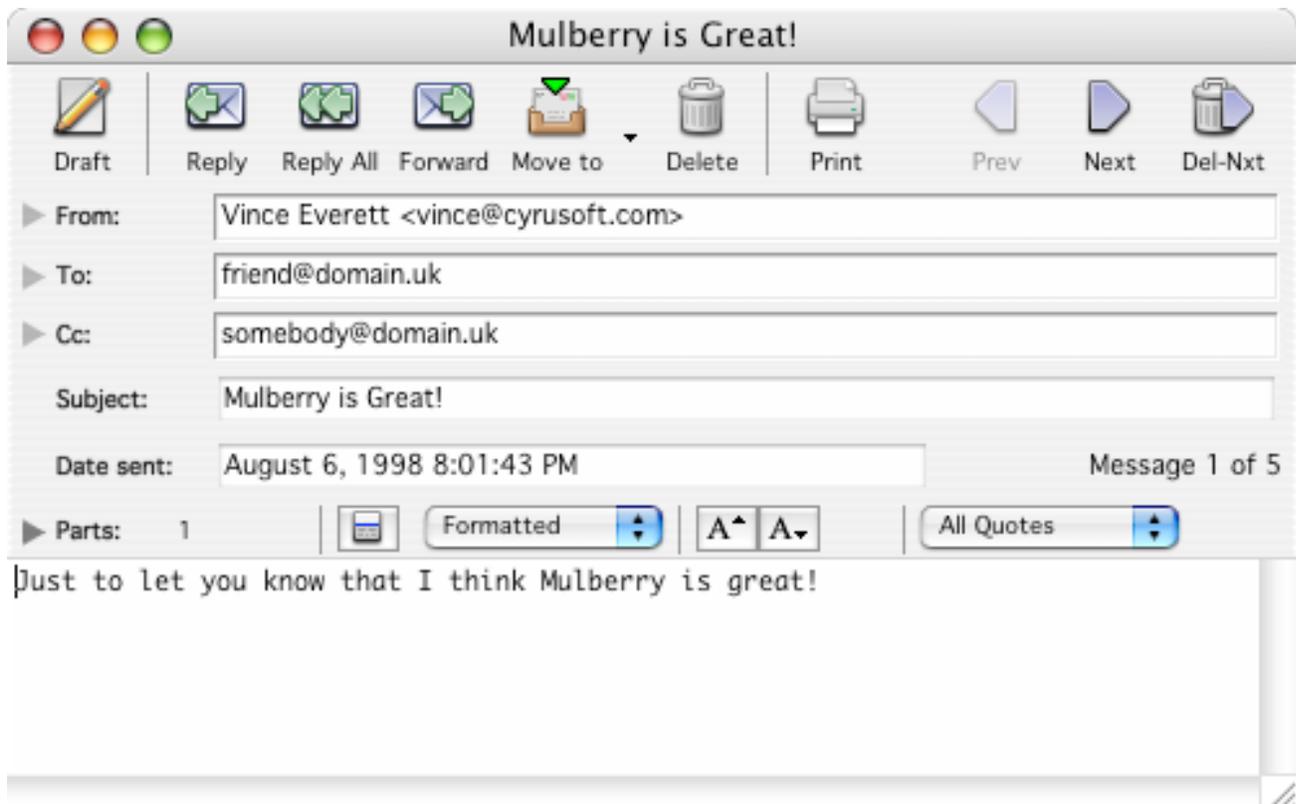Figure 102   A typical message pane with its parts list collapsed

Figure 103   A typical message window with an expanded header area
and its parts list collapsed

Figure 103 shows a typical message preview pane that can appear in the 3-pane window or in a mailbox window. Figure 103 shows a typical message window that displays a message in its own window, the window title is the text of the subject or the address of the sender if the subject line is empty. You can set the default size and location for message windows by sizing and positioning a message window to your tastes and then choosing **Save Default Window** from the **Window** menu (see page 311).

Message windows are divided into three main sections:

* The Header section can appear expanded or collapsed:
  * Expanded: shows the addresses, subject and date for the message, together with navigation buttons and other buttons to operate on the message (as illustrated in Figure 103).
  * Collapsed: Shows only the navigation buttons and other buttons used to operate on the message.. Address, subject and date information is displayed in summary form in the message text display area (as illustrated in Figure 104).
* The Parts section can be expanded or collapsed. In its collapsed state (as shown in Figure 103) it shows the total number of MIME parts to the corresponding message, together with a button for displaying the message header, pop-up menus to change the display format and choose a mailbox to copy the message to, and a button to perform a copy to the selected mailbox. In its expanded state, it also shows a list of each MIME part allowing you to manipulate the individual parts.
* The Text Display section is used to display any text parts in the message.
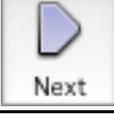
These sections are now described in more detail.

5.8.1 Toolbar Buttons

The message window has a toolbar associated with it, whereas the message preview pane uses the toolbar in the window that contains it.

The message window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message.
Reply	Creates a reply to the message.
Reply All	Create a reply to all correspondents in the message.
Forward	Forwards the message.

Redirect	Bounces the message.
Move to	Copies or moves the message.
Delete	Deletes the message.
Print	Prints the message.
Del-Nxt	Delete the message and display the next message in the mailbox in the window.
Prev	Display the previous message in the mailbox in the window.
Next	Display the next message in the mailbox in the window.

5.8.2 Address Captions

5.8.2.1 Preview Pane

The address captions at the top of the preview pane, shown in Figure 102, display summary details about the addressees, the subject and date the message was sent. The address caption display can be added or removed by turning on or off the **Show Address Bar** option in the Window Options dialog (see section 5.1.2).

As an alternative to the address captions, the summary header information can be displayed at the top of the text area in the message preview. The display of summary headers can be turned on or off using the **Show Summary Headers** option in the Window Options dialog (see section 5.1.2).
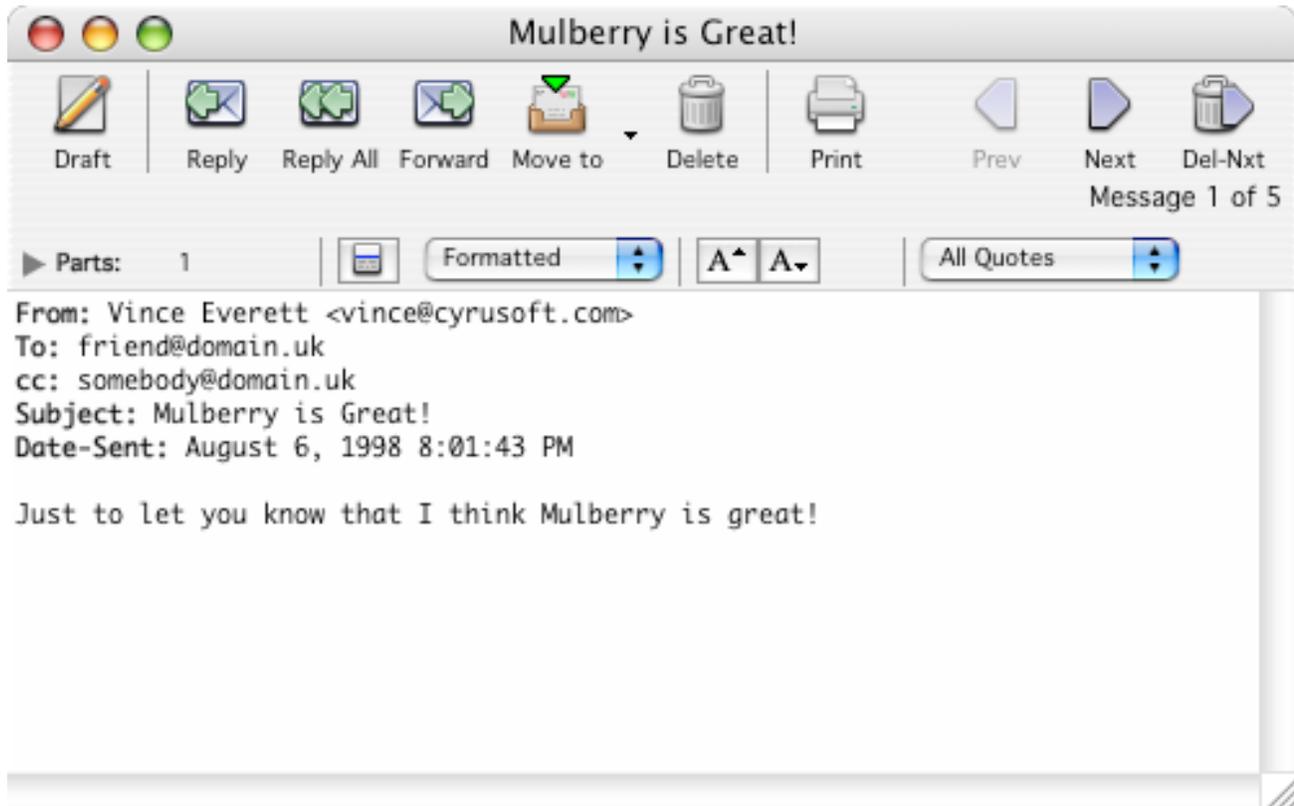
5.8.2.2 Window

Figure 104   The message window showing the header area in collapsed
state, with the summary headers displayed in the message body.

In its expanded state (see Figure 103), the message window header shows three address
fields for the 'From:', 'To:' and 'Cc:' address lists in the message. These fields display either
the first address in the corresponding list if it is collapsed, or a scrolling list of all the
addresses in the corresponding address list if expanded. Each address field can be expanded
or collapsed by clicking the disclosure button next to it.

> **Note** When Mulberry opens or displays a new message in an
> existing message window with an expanded header, it will
> automatically expand or collapse the address fields depending on
> whether there is one or more than one address in the list to be
> displayed. If there is only one address and its text fits in the single
> address field, the disclosure button will be disabled.

The expanded header in the message window also shows the subject of the message and
the date on which it was sent. You cannot edit the text in these fields or any address field.
However, you can select the text and either copy it or drag and drop it to a different
location (for example dragging addresses to an address book, which would add those
addresses to the address book list).

When the header is collapsed, summary message

5.8.3 Security Information

5.8.4 Parts Header

5.8.4.1 Message Parts Header: Controls

The message parts header area contains a number of controls as shown in Figure 105, and described in more detail below:

- 'Parts' disclosure button Expands or collapses the display of the parts table.

- 'Parts' number The total number of parts in this message.

- Attachment indicator If present, indicates that the message contains some attachments. Different icons indicate different types of attachment:

  Indicates a message which contains styled text and plain text alternatives.

  Indicates a messages which contain other types of attachment.

- 'Header' button Toggles the display of the message's header (see next section.

- 'Formatting' pop-up menu Changes the formatting of the text on display (see page 213).

- 'Text Size' buttons Increases or decreases the size of the text used for displaying the message content. The current size factor is displayed next to the buttons.

- 'Quote Level' pop-up menu Turns on or off the display of quoted text at different levels of quotation in the message content.
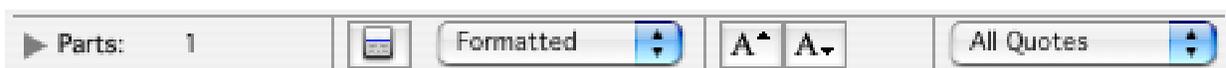
Figure 105   The message parts header area controls

5.8.4.2 Showing Message Headers

Email headers contain the addressing information and details about the structure of the message and are used by SMTP servers when a message is sent. The headers are also used by the IMAP server to determine the addressing information as well as the MIME parts and structure of the message. Sometimes it is useful to see all the headers in a message and the header button (shown in Figure 105) is used to toggle the display of the message's email header. When it is on, the email header text is displayed at the top of the text display area. When off, the email header is not displayed.

The style for the header fields displayed in the header can be changed in the 'Styles' tab of the Display preferences panel.

Note You can choose whether to have the email header displayed or not displayed when first opening a message window. This option is controlled by the 'Show Message Header in Window' option in the 'Message' preferences panel (see page 69).

5.8.4.3 Message Parts Header: Parts Table

The MIME standard allows messages composed of multiple parts to be sent via email. These parts can be ordinary plain text or more complex 'binary' data such as images or even application files. The MIME structure of a message is hierarchical and allows message parts to be grouped in a 'multipart' part.

MIME messages have these features:

- Every message contains one or more parts.
- Each part is described by a type and a related subtype. For example there are three standard subtypes corresponding to the 'text' type. These are:
  - 'plain' - indicates the part contains plain, unformatted text.
  - 'enriched' - indicates the part contains text in the special 'enriched' format which allows formatted text to be sent.
  - 'html' - indicates that the part contains HTML (Hyper Text Mark-up Language) text that is used as the basis for World Wide Web pages.

  Other types are used to represent binary data (e.g. 'image', 'audio', 'video', 'application') and the 'multipart' type is used to indicate a group of other parts. A special 'message' type also exists and this is used to indicate an encapsulated email message inside another or other information about a specific email message.

- Mulberry allows you to view any text part, and includes support for viewing enriched and HTML formatted text as well as plain text (see page 213).
- Other parts can be downloaded to any disk on your local computer and then opened using their appropriate application.

The message MIME parts display can be either collapsed (as shown in Figure 103) or expanded (as shown in Figure 106). In the collapsed state it just indicates the total number of different MIME parts in the message. When expanded it displays a either a hierarchical list of all the MIME parts in the message or a flat (simplified) list, showing the MIME type and sub-type, the size, and the name of each part. To switch between hierarchic and flat mode use the flat/hierarchic toggle button. In the flat (simplified) mode Mulberry shows only those parts which you can actually view or save to disk.

The expanded view also shows which parts can and cannot be viewed in the text display area, and whether they have already been seen. This is indicated by the diamond buttons in the first column of the list:

- ✔ Indicates the part currently on view in the text area below.

- ◈ Indicates that the corresponding part is of a type that Mulberry can display in the text area below. Clicking this button will cause the part to appear in the text area below.

- ◆ Indicates that a part which Mulberry can display has already been seen. Clicking this button will cause the part to appear in the text area below.

- ◆ Indicates a part which Mulberry is unable to display in the message window.

- ▫ Indicates a part that is a MIME sub-message included in the main message. Clicking this button will open a new message window showing the sub-message.

- ◼ Indicates a MIME sub-message part that has already been seen.
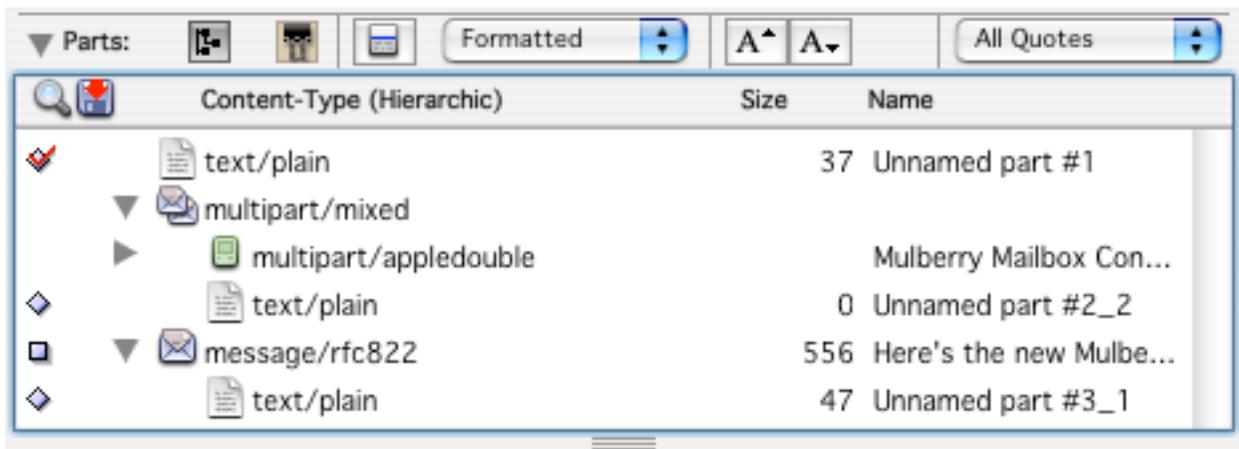
Figure 106   The message parts list showing a complex message structure

You can see more detailed information about each part by selecting it and choosing **Details…** from the **Edit** menu. This will display the dialog shown in Figure 107 with the details for the selected MIME part filled in.
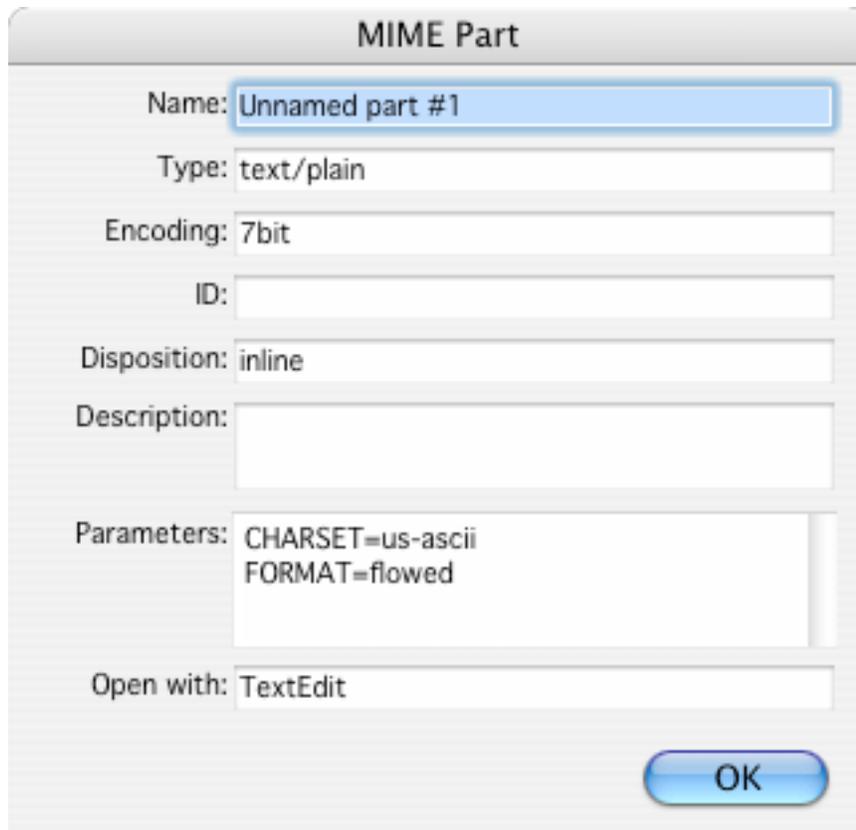
Figure 107   A typical 'MIME Part' dialog that shows detailed information about a particular MIME part

5.8.4.4 Viewing Attachments

One or more parts can be viewed in another application by selecting them and either double-clicking them, or selecting **View Parts** from the **Message** menu (see page 305). When an attachment is viewed, Mulberry saves it to a temporary directory on disk, and then launches the appropriate application to view it, and passes the temporary file to that application for display. When you quit Mulberry, the temporary files are removed from the disk provided they are not still in use in the viewer application.

5.8.4.5 Saving MIME Attachments to Disk

One or more parts can be saved to disk by selecting them and either double-clicking them, dragging them to the Finder, or selecting **Extract Parts** from the **Message** menu (see page 305). When a part has been saved to disk a ✔ mark appears next to it in the second column of the list. If you drag a multipart item to disk then all the enclosed parts are downloaded one after another.

MAC OS X ONLY   If you receive a multipart/appledouble part then you should download the multipart item rather than the individual sub-parts because the whole multipart actually corresponds to a single Mac OS X file.

You can choose how Mulberry behaves when it downloads a part to disk by choosing the appropriate option in the 'Save to Disk' section of the 'Attachment' preferences panel. You can choose to have Mulberry give you the choice of where to download a part to (when double-clicking or using **Extract Parts** from the **Message** menu) or automatically download the part to a pre-chosen destination folder.

You can also choose how Mulberry behaves after a part is downloaded to disk. This is controlled by the choices in the 'Open after Save' section in the 'Attachment' preference panel. Mulberry can be set to either automatically open the downloaded part in its appropriate application, to ask you whether to open the part, or to never open the part. In addition, it is possible to override this for parts that can be displayed in Mulberry (i.e. text parts). This allows you to choose not to open parts that you have already seen if all you want to do is save them for later perusal.

> **Note** You can resize the parts list by clicking and dragging on the split-pane divider lines between the parts list and the text display area. When the cursor is over the split-pane divider it changes shape to ⬍

5.8.5 Text Display

This displays the text of the currently selected MIME part in the message. Mulberry will show the first item in the MIME parts list that it is capable of displaying when opening a new message window. If there are no parts that can be displayed in the text area then this is left blank. The message's email header may appear at the top of the text area depending on whether the header button (see page 209) is on or off.

> **Note** You can use the spacebar to navigate through messages. When you press the spacebar Mulberry will scroll down the current text display area one page at a time. When it reaches the end of the scrollable area it will move on to the next message in the mailbox list. If you hold down the **Option** (Mac OS X) or **Alt** (Windows) key while using the spacebar, the message being read will be marked as deleted before the next message is displayed.

5.8.5.1 Working with Styled Text

Mulberry is able to display a number of different formats of styled text. Styled text is text which has different type-face characteristics, for example a different font or size, or use of bold or italic text. Styled text normally requires the use of special 'tags' embedded within the text itself that are used to mark the start and end of 'style runs'. These tags are interpreted by the application viewing the text and used to created the styled text display. Mulberry is able to interpret 'enriched' and 'HTML' styled text. When you receive a MIME message with text in one of these formats, Mulberry determines what type it is and displays it accordingly. You can choose to change how Mulberry displays the text by using the formatting pop-up menu, shown in Figure 108, in the message parts header area (see page 209).

Figure 108   The formatting pop-up menu

- 'Formatted' – the text is displayed using the styles determined from the tags and appropriate for the type of styled text being viewed.

- 'Plain Text' - the text is displayed without styles, but with the styled text tags removed.

- 'Source' - the text is displayed without styles, with styled tags showing.

- 'as HTML' – the text is displayed as HTML.

- 'as Enriched' – the text is displayed as Enriched text.

- 'Fixed Font' – the text is displayed using a fixed-width font.

- 'Raw Message' – the entire message body is displayed in its raw MIME encoded format without any formatting or styling.

For all text types, when 'Formatted' text is being displayed, URLs are highlighted using the style set in the 'Styles' tab of the 'Display' preference panel (see page 60). When the cursor is over a URL it changes to a hand icon and you can click on the URL to launch it. Mulberry only highlights URLs that have a scheme that matches an entry in the 'Recognize URL Schemes' area in the 'Styles' tab of the 'Display' preferences panel (see page 60). URLs are not highlighted when viewing 'Plain' or 'Raw Text'.

MAC OS X

Note URLs can only be launched if a suitable 'Helper' application is set-up in Internet control panel/settings.

WINDOWS

Note URLs can only be launched if a suitable 'Helper' application is available in the Windows Registry.

UNIX

Note URLs can only be launched if a suitable 'Helper' application is available in the url.helpers file as described in the online FAQ:
<http://www.mulberrymail.com/mulberry/unix/faq>.

When the message header is displayed, Mulberry will change the text style of the message header fields to that specified using the style set in the 'Styles' tab of the 'Display'

preferences panel (see page 60). When 'Formatted' text is being displayed, any URLs in the message headers will also be styled according to the URL style as described above.

When viewing 'Source', Mulberry will change the text style of any formatting tags to that specified using the style set in the 'Styles' tab of the 'Display' preferences panel (see page 60).

5.8.5.2 Text alternatives

Sometimes you may receive messages with 'alternative' text parts. These usually consist of a plain text part followed by a styled text part, and are sent to ensure that all email programs are able to see the text of the message correctly. Since some email programs are not able to display styled text, they will display the first plain text part to the user. Other email programs, including Mulberry, that are able to display styled text will choose to show the second, styled text, part to the user. You can control this behavior in Mulberry by using the 'Show Styled' option in the 'Message' preferences (see page 69). When turned on, Mulberry will pick the best styled part in a text alternative message to display. When turned off, Mulberry will always display the plain text part in an alternative.

5.8.6 Working with Messages

5.8.6.1 Deleting a Message

A message can be deleted by clicking the **Delete** toolbar button. What you can do with a deleted message is controlled by two preferences:

Preference (Message/Options panel)	On	Off
Allow Deleted Messages to be Opened	A deleted message can be opened, or otherwise operated upon in a mailbox pane. Actions on a message when it is deleted will depend on the 'Close Message when Deleted' option.	A deleted message cannot be opened, or otherwise operated on in a mailbox pane. When a message is deleted, it is removed from any message preview pane in which it is displayed, or any message window which it is displayed in is closed.
Close Message When Deleted	When a message is deleted, it is removed from any message preview pane in which it is displayed, or any message window which it is displayed in is closed.	Actions on a message when it is deleted will depend on the 'Allow Deleted Messages to be Opened' option.

> **Note** If the message comes from a mailbox with read-only permission you will not be able to delete it and the **Delete** toolbar button will not be active.

Note If the message is a MIME sub-message part within another message you will not be able to delete it and the **Delete** toolbar button will not be active.

5.8.6.2 Replying to Messages

There are two ways to use the **Reply** toolbar button which depend on whether the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key is held down when clicking the button. The choice of action is determined by the 'Message' preference panel setting (see page 69).

• In one case a new draft message window (see page 224) is automatically created in reply to the current message. The draft message has its 'To:' address field filled in with the 'Reply-To:' address of the message being replied to. Any other addresses in the original message are ignored.

• In the second case Mulberry will display a dialog (shown in Figure 109) which allows you to choose which addresses from the original message are to be used in the reply and where they should appear in the reply. The dialog lists all the addresses in the original message (it does not display duplicate addresses) and indicates in what field the addresses were originally in. You can then choose where to put each address in the reply message by clicking on or off one of the diamond buttons next to the address. Once the required choice is made click the **Create Reply** button or press `return` to create a new draft message with the requested addresses automatically filled in. The 'quick select' buttons immediately below the address list allow typical choices for different types of replies to be automatically selected by Mulberry, or in the case of the 'None' button removes any choice. Use of the **Create Reply** button will create a draft in response to the original, and the subject of that reply will have an 'Re:' prefix, and the original message will be quoted using the **Quote** options specified in the dialog.. Instead, if you use the **Create New** button, a new draft addressed to the chosen recipients will be created, with an empty subject and no quoting of the original.
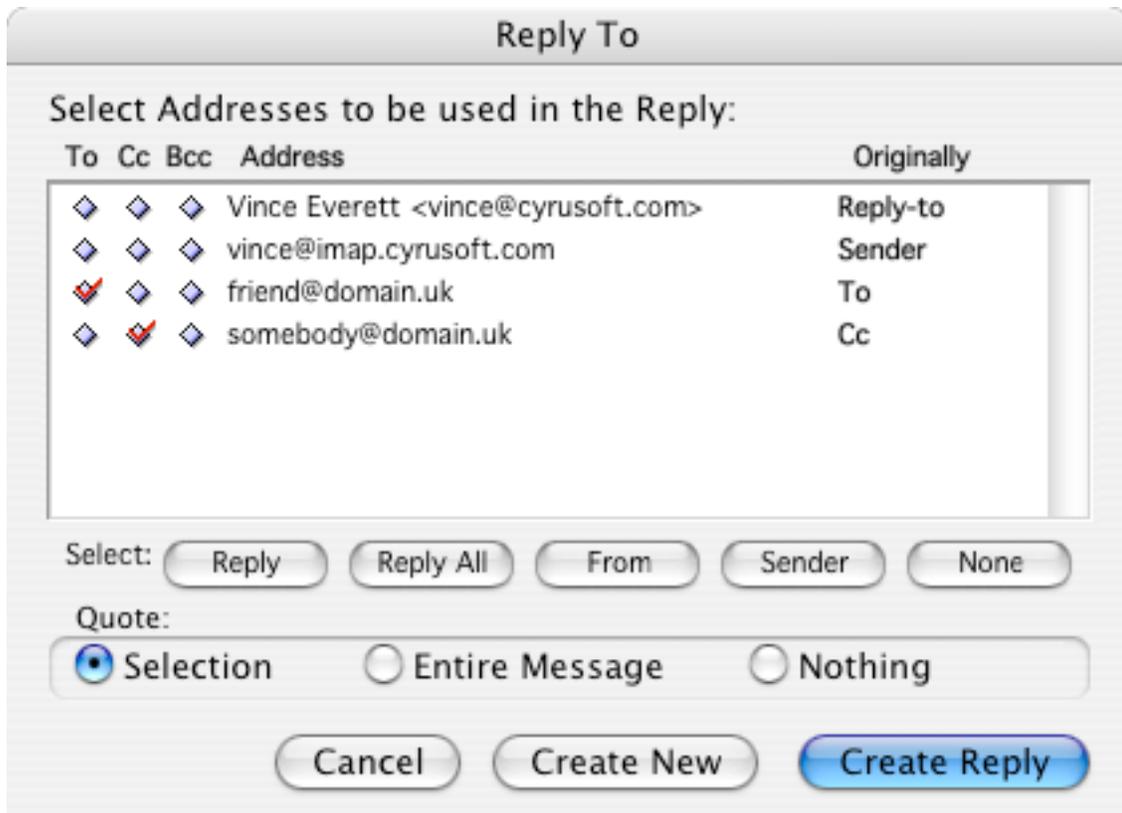
Figure 109   A typical 'Reply To' dialog used for filling in addresses for a message in reply to another

> **Note** The default 'Reply To' action can be toggled at your option. The default is to have the dialog appear only when the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key is down. To change this click the appropriate radio button in the 'Allow Choice of who to Reply to when' group in the 'Message' preferences panel (see page 69).

5.8.6.3 Quoting Message Text in a Reply

When replying to the message, if you want to have any part of the message text automatically displayed as a quotation in the reply, select the required text before clicking the **Reply** button or using one of the reply commands from the **Message** menu. Alternatively, if the 'Quote Whole Message if no Selection' option is turned on in the 'Message' preferences panel (see page 69), the whole of the text on display in the text area will be quoted in the reply if no selection already exists. If this option is off, no text will be quoted unless there is an existing selection.

5.8.6.4 Bouncing, Forwarding and Sending Again

Mulberry gives you three additional ways to 'reply' to messages:

- 'Redirect' - allows you to pass the message on to someone else and have it appear as though it originated from the original sender of the message. This allows the recipient to reply direct to the original sender.

- 'Forward' - allows you to pass the message on to someone else (who may not be in the original list of recipients or may not be the original sender). There are various options related to forwarding that can be configured via the preferences dialog or through a dialog that appears when forwarding the message.

- 'Send Again' - allows you to resend any messages which were originally sent by you. This option is only available when Mulberry recognizes the message as having been sent by you.

5.8.6.5 Forwarding Options

There are two ways to use the **Forward** button which depend on whether the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key is held down when clicking the button. The choice of action is determined by the 'Message' preference panel setting (see page 69).

- In one case a new draft message window (see page 224) is automatically created to forward the current message. The draft message has the original message quoted or attached determined by the setting of the 'Message' preference panel setting (see page 69).

- In the second case Mulberry will display a dialog (shown in Figure 110) which allows you to select the forwarding options.

Quote Original	When this is selected the text from the original message is quoted in the forwarded message.
Include Headers in Quote	When this is selected, the headers of the original message are also included in the forwarded message.
Forward as attachment	When this is selected, Mulberry will always attach the original message to the forwarded message, even if it only contains text which is also quoted.
Use Embedded Message	When this is selected, Mulberry will attach the original message as a message/rfc822 part in the forwarded message. When this is not selected, the parts of the original message are attached to the forwarded message 'in-line'.
Save Options and Skip Dialog in Future	When this is selected, the options used in the dialog will be saved as the default for future forward operations. The Preferences will be

	changed accordingly, and to ensure the dialog does not appear next time. To have the dialog appear again, turn on the Allow Choice of Forward Options item in the General tab panel of the Message preferences (see Section 4.6.1).

Figure 110   The Forward dialog used to set options when forwarding a message.

Note The default 'Forward' action can be toggled at your option. The default is to have the dialog appear only when the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key is down. To change this click the appropriate radio button in the 'Allow Choice of who to Forward Options' group in the 'Message' preferences panel (see page 69).

5.8.6.6 Moving or Copying the Message to Another Mailbox

The message on display can be moved or copied to another mailbox. There are two different ways to specify the mailbox to copy to. You can choose a mailbox directly from the **Move to/Copy to Mailbox** item in the **Message** menu. Selecting a mailbox from this menu will immediately carry out the move/copy operation.

Alternatively you can select a mailbox from the **Move to/Copy to** toolbar button by clicking on the left-side to bring up a popup menu. Upon selecting a mailbox from there, the move/copy operation is carried out. If you click on the right-side of the **Move to/Copy to** toolbar button, the message is moved/copied to the last mailbox chosen via the popup..

5.8.7 Reference

OPERATIONS ON MESSAGE WINDOWS	
To save the current message display text	Choose **Save** from the **File** menu or press **Command–S** (Mac OS X), **Ctrl-S** (Windows), or **Meta–S** (Unix).
To print the current message display text	Choose **Print** from the **File** menu or press **Command–P** (Mac OS X), **Ctrl-P** (Windows), or **Meta–P** (Unix).
To show the previous message in the mailbox in the current window	Click the **Read Previous** button
	Choose **Read Previous** from the **Message** menu or press **Command– [** (Mac OS X), **Alt-[** (Windows), or **Meta–[** (Unix).
To show the next message in the mailbox in the current window	Click the **Read Next** button
	Choose **Read Next** from the **Message** menu or press **Command–]** (Mac OS X) **Alt-]** (Windows), or **Meta–]** (Unix).
To delete the current message and then show the next message in the mailbox in the current window	Click the **Delete and Read Next** button
	Choose **Delete & Read Next** from the **Message** menu or press **Command–/** (Mac OS X), **Alt-/** (Windows), or **Meta–/** (Unix).

To delete the current message	Click the **Delete** button in the message window
	Choose **Delete** from the **Message** menu or press **Command−D** (Mac OS X) or **Ctrl-D** (Windows), or **Meta−D** (Unix).
	Delete the message in its mailbox window.
To undelete the current message	Click the **Undelete** button.
	Choose **Undelete** from the **Message** menu or press **Command−D** (Mac OS X) or **Ctrl-D** (Windows), or **Meta−D** (Unix).
To show the message's email header	Click the header button in the message window.
	Choose **Show Header** from the **Message** menu or press **Option-Command−H** (Mac OS X), **Alt-Ctrl-H** (Windows), **Ctrl−Meta−H** (Unix).
To hide the message's email header	Click the header button in the message window.
	Choose **Hide Header** from the **Message** menu or press **Option-Command−H** (Mac OS X), **Alt-Ctrl-H** (Windows) or **Ctrl−Meta−H** (Unix).
To reply to the message's 'Reply-To:' address	Click the **Reply** button in the message window.
	Choose **Reply** from the **Message** menu or press **Command−R** (Mac OS X), **Ctrl-R** (Windows), **Meta−R** (Unix).

To reply to the message's 'Sender:' address	Choose **Reply to Sender** from the **Message** menu.
To reply to the message's 'From:' address	Choose **Reply to From** from the **Message** menu.
To reply to the all the addresses in the messages	Choose **Reply to All** from the **Message** menu.
To forward the message to someone else	Choose **Forward** from the **Message** menu or press **Command–J** (Mac OS X), **Ctrl-J** (Windows), or **Meta–J** (Unix).
	Click the **Forward** button in the message window.
To redirect the message to someone else	Choose **Redirect** from the **Message** menu.
To send the message again	Choose **Send Again** from the **Message** menu. (This feature is only available if the message was originally sent by you)
To move/copy the message to a different mailbox	Select the mailbox you want to copy the messages to from the **Move to/Copy to Mailbox** sub-menu in the **Message** menu.
To change any of the flags for the message	Select the flag to toggle from the **Flags** sub-menu in the **Message** menu.
To save one or more selected parts in the parts list	Double-click the selected parts.
	Drag the selected parts to the Finder. (This feature is only available if Drag and Drop is supported)
	Choose **Extract Parts** from the **Message** menu or press **Command-;** (Mac OS X), **Alt-;** (Windows), or **Meta–;** (Unix).

To see more detailed information about a selected part	Choose **Details…** from the **Edit** menu or press **Command−I** (Mac OS X), **Ctrl-I** (Windows), or **Meta−I** (Unix)**.**
To decode BinHex embedded in the message text	Choose **BinHex** from the **Decode Embedded** sub-menu in the **Message** menu.
To decode UU embedded in the message text	Choose **UU** from the **Decode Embedded** sub-menu in the **Message** menu.

5.9   Draft Window
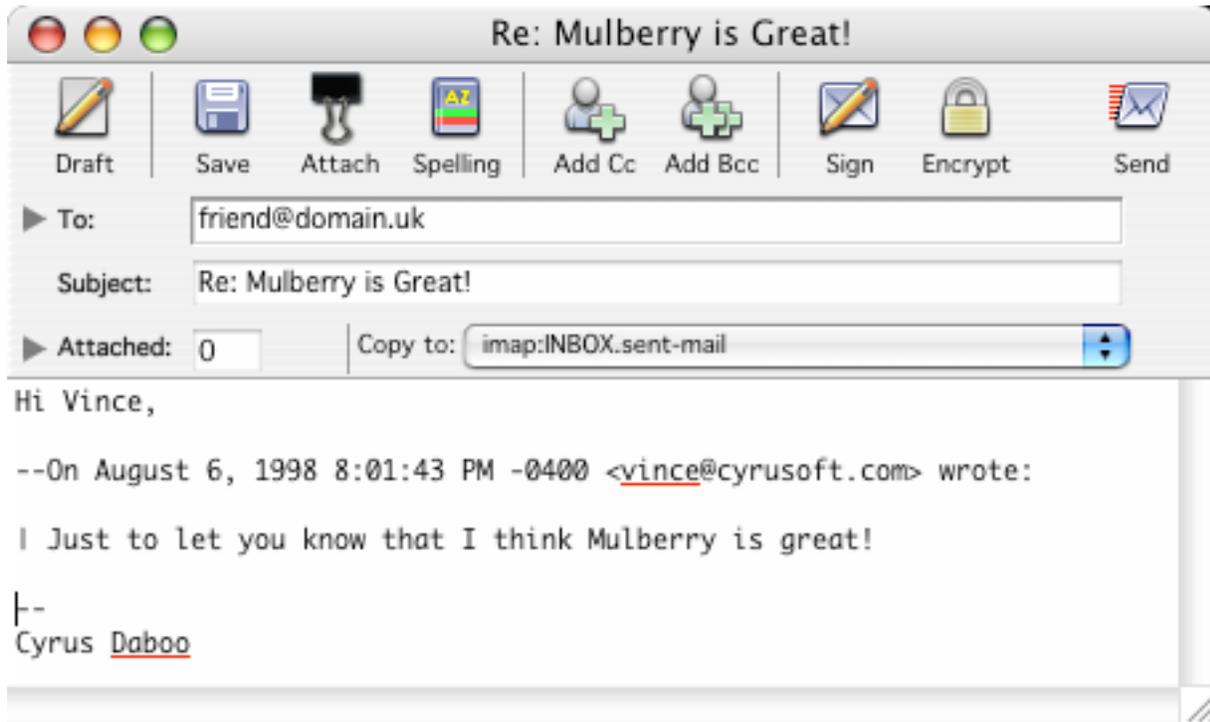
Figure 111   A typical draft message window with the header area in expanded state

Figure 111 shows a typical draft message window. Draft message windows display the contents of messages which you are in the process of writing prior to sending (the window title is the name of the file if the draft message was originally opened from disk).

You can set the default size and location for new draft windows by sizing and positioning a draft message window to your tastes and then choosing **Save Default Window** from the **Window** menu (see page 311).

Draft message windows are divided into four main sections:

• The toolbar.
• The draft header section can appear expanded or collapsed:
  • Expanded: shows the addresses and subject for the new message. It also contains buttons and a menu listing all available mailboxes for saving a copy of the message when sent (as illustrated in Figure 111).
  • Collapsed: shows a summary of the list of recipients (as illustrated in Figure 112).
• The draft parts section contains a hierarchical list of MIME parts that represents the structure of the message being sent.
• The message text display section is where you can type text for any text parts you wish to send in the message.

These sections are now described in more detail.

5.9.1   Toolbar Buttons

The draft window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message.
Save	Save the draft to a mailbox or to a file.
Attach	Attach files to be sent with the draft.
Spelling	Spell check the text shown in the text display section.
Add Cc	Adds a **Cc:** address field for including additional recipients.
Add Bcc	Adds a **Bcc:** address field for blind-copying additional recipients.
Sign	Digitally sign the message when it is sent. This button is only available if PGP or S/MIME security plugins are installed.
Encrypt	Digitally encrypt the message when it is sent. This button is only available if PGP or S/MIME security plugins are installed.
UNIX ONLY **Edit**	UNIX ONLY Edit the current message text in an external text editor.
Send	Send the message.

5.9.2 Header
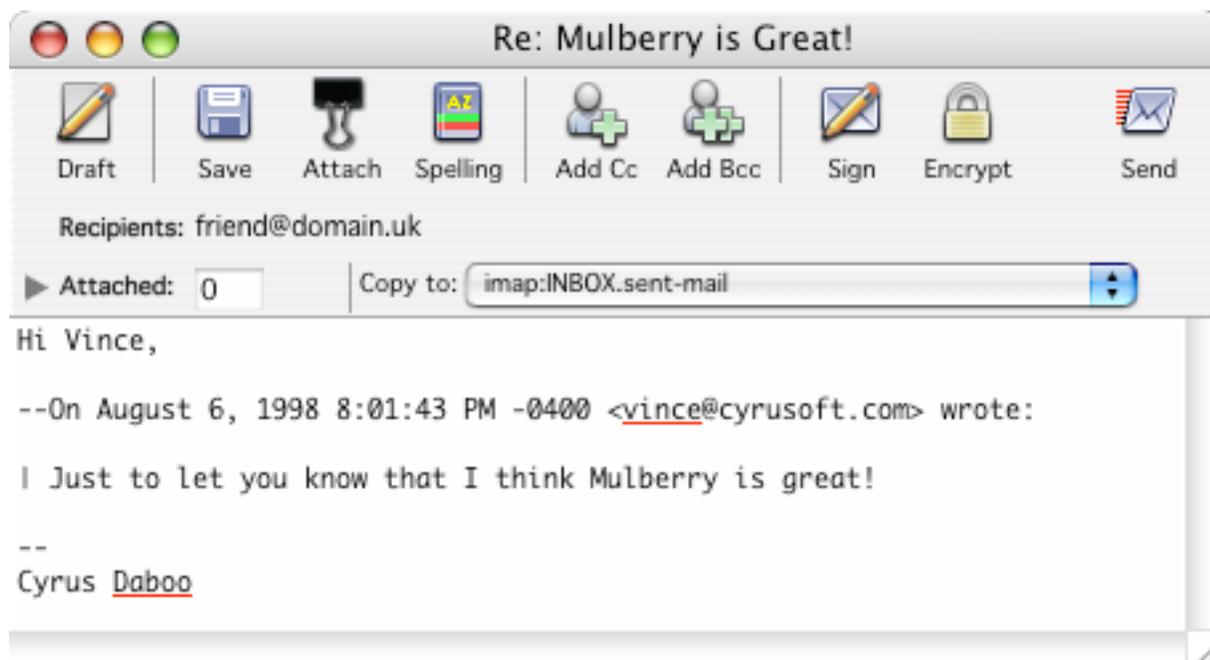
Figure 112   The draft window showing the header area in collapsed state.

In its expanded state, the window header has three address fields which can be used to enter the email addresses to which you want to send this message (**To**), or to which you want a copy to be sent (**Cc**), or to which you want a copy to be sent without revealing their email address (**Bcc**). Use of these fields is described in more detail in the next section. By default the **Cc** and **Bcc** fields are hidden. The **Add Cc** and **Add Bcc** toolbar buttons and equivalent **Draft** menu commands will turn on the display of the corresponding address field. If you want either the **Cc** or **Bcc** address fields to appear by default in a draft window, you can change the options in the Outgoing Preferences panel (see Section 4.7.1 for more details).

The subject of the message should be entered in the **Subject** field. If this message was generated as a reply to an existing message, Mulberry will insert 'Re: ' followed by the subject from the original message into the subject field ('Re: ' is not prepended if it is already there). Similarly, if the message is being forwarded, Mulberry modifies the original message's subject and inserts that into the **Subject** field. The new subject is determined by the 'Forward Subject' setting in the Outgoing Preferences panel (see Section 4.7.1 for more details);

5.9.2.1 Address fields

Each of these fields can be collapsed to display a single line of text, or expanded to display a scrolling list of text.

Single addresses can just be typed straight into a collapsed field.

For multiple addresses, separate the addresses by a comma or put each one on a new line. You can type legitimate email addresses in a number of different ways:

Example Address	Description
`mulberry@dial.pipex.com`	Standard email address format
`<mulberry@dial.pipex.com>`	Standard email address format
`"Mulberry Owner" <mulberry@dial.pipex.com>`	Email address with name
`mulberry@dial.pipex.com (Mulberry Owner)`	Email address with comment
`<mulberry@dial.pipex.com> (Mulberry Owner)`	Email address with comment

As you type in addresses, Mulberry attempts to determine whether what you typed was a complete address or a 'partial' address. In the case of a partial address a number of things might happen when you type **Return** or move the cursor outside of the address field:

5.9.2.1.1 Nickname Resolution

Address or group entries in address books can contain nick-names (see page 236 for more about Address Books). Just type the name of the nick-name or group name in place of an email address. Mulberry will attempt to resolve the nick-name by searching each address book marked for nick-name resolution (see section 5.10.2 for more details). The first matching nick-name (if one exists) will then be substituted for the partial address in the address field.

5.9.2.1.2 Address Expansion

When doing address expansion, Mulberry searches the text in various address fields in an address book (as specified in the 'Expansion Tab' of the 'Addresses' preferences panel – see page 92) for a match to the partial address. The search is done on each address book marked for searching (see section 5.10.2 for more details). If there is a single match it will be substituted in place of the partial address in the address field. If there is more than one matching address, then Mulberry will display all matches in a dialog box list allowing you to choose one or more addresses to substitute for the partial address.

5.9.2.1.3 Default Domain

If Mulberry cannot resolve a partial address as a nick-name, or via expansion, it assumes that the text typed is an 'unqualified' address. It will then append the 'Default Domain for Outgoing Email' value, set in the 'Outgoing' preferences panel (see page 76), to the typed text and take that to be the email address. If the 'Default Domain for Outgoing Email' value is empty, an error will occur when you attempt to send the message because the typed text cannot be recognized as a valid email address.

5.9.2.2 Saving Copies of Sent Messages

If you want to have the draft message copied to a mailbox in the server list after it is successfully sent, select the required mailbox from the 'Copy To' pop-up menu. Alternatively select 'None' at the top of the 'Copy To' pop-up menu.

You can also copy the draft message to any mailbox before sending it by selecting a mailbox from the 'Copy To' pop-up menu and choosing **Append Now** from the **Draft** menu. Alternatively, choose a mailbox from the **Append to Mailbox** sub-menu.

> **Note** When creating a new draft message, Mulberry will automatically select the default 'Copy To' mailbox specified in the 'Draft' preferences (see page 76). Also, if 'Remember Chosen Copy Mailbox' is on in the 'Draft' preferences then any change to the 'Copy To' mailbox in a draft message window is remembered and the modified value used the next time a draft message window is created.

If the draft message is in reply to another (or is being forwarded or bounced) then you can also choose to have Mulberry copy the original message to the 'Copy To' mailbox before it copies the reply by turning on the **Also Copy Original Message** item in the **Draft** menu. This allows you to file messages, relating to the same subject, together in a mailbox in the correct order (i.e. original before reply).

5.9.2.3 Spell Checking Text

The **Spelling** button can be used to spell check the text in the draft body area.

5.9.2.4 Sending a Message

The **Send** button can be used to send the draft message.

After sending a message, an icon appears in the bottom right of the header area to indicate successful completion (see Figure 113). This will not appear if the message could not be sent. Since a network related error can occur either while sending the message or while copying it to a mailbox (if that option is chosen), the icon can be used to confirm that the message was sent correctly and that the problem arose after sending it (i.e. while copying to a mailbox). Mulberry automatically closes a draft message window only after successfully sending the message and copying it to a mailbox (if that option is chosen). This could mean that the window may disappear before the successful send icon can be seen, but the message has been sent successfully in this case.

Figure 113   The symbol used to indicate that sending the draft message was successful

5.9.2.5 Attaching Files

The **Attach** button works together with the parts list and is described in the next section.

5.9.2.6 Using Identities

The **From** popup can be used to choose the identity used when sending a draft message. An identity provides a way to set information such as the return address or signature used with a draft. For more information on the contents of an identity and how to create and edit them see page 85. When you switch identities using the **From** popup, or edit the existing identity set in the popup, Mulberry automatically changes information in the draft window to reflect the new identity chosen, or the changes made to the currently selected identity. This includes change any signature, changing the **Copy To** popup menu setting, and various other items.

5.9.2.6.1   Tied Identities

When creating a draft message, Mulberry determines which identity to use based on a set of rules that use 'tied identities' to determine what to do. An identity can be 'tied' to a mailbox (see page 144) or a email account (see page 39) such that use of that mailbox or account will trigger the use of the 'tied' identity when creating drafts with that mailbox or account 'active'. To determine the correct tied identity Mulberry uses the following rules:

'Choose Identity from Original Message' option is on in the Identity Preferences panel (see section 4.9 for details).	Mulberry determines the identity by looking at the original messages being replied to or forwarded.
	If any To address in the original messages matches the From address in any identity (searched in the order they appear in the preferences), then that identity is used in the draft.
	If no To addresses match an identity, Mulberry will then try to match any Cc addresses against identities and will use the first matching identity found in the preferences.
	If no identity match is found, or the preference is off, Mulberry will use one of the subsequent listed rules to determine the identity to use.
Server window active, server row selected	Use the tied identity for the account of the selected server, if it exists
	or
	Use the default identity
Server window active, mailbox selected	Use the tied identity for the mailbox, if it exists
	or
	Use the tied identity for the mailbox's account, if it exists
	or
	Use the default identity

Mailbox window active	Use the tied identity for the mailbox, if it exists
	or
	Use the tied identity for the mailbox's account, if it exists
	or
	Use the default identity
Message window active	Use the tied identity for the mailbox containing the message, if it exists
	or
	Use the tied identity for the account of the mailbox containing the message, if it exists
	or
	Use the default identity
Any other case	Use the default identity

Mulberry will then use the tied identity or the default identity based on another set of rules outlined in the next sections.

5.9.2.6.2 Tied Identities and new drafts

When creating a new draft using the **New Message** menu command or by clicking a **Draft** button in a server or mailbox window, the following rules apply:

'Use Tied Identities with New Drafts'	Option (Mac OS X) or Alt (Windows) Key	Identity set when draft is created
Off	Not used	Default identity
Off	Down	Tied identity for the active window (as determined by rules in section 5.9.2.6.1).
On	Not used	Tied identity for the active window (as determined by rules in section 5.9.2.6.1).
On	Down	Default identity

5.9.2.6.3 Tied Identities when replying, forwarding, bouncing, sending again or creating a digest

When replying, forwarding, bouncing, sending again or creating a digest of messages, Mulberry will always use the tied identity appropriate for the selected messages as determined by the rules of section 5.9.2.6.1.

5.9.3 Sending Attachments: Parts Display

Mulberry allows you to create sophisticated MIME-structured messages for sending. As well as sending any number of text parts, which it allows you to type in, you can also send any type of file stored on the local file system, complete messages from any mailbox on the IMAP server, or individual parts of messages on the IMAP server.

By default, the draft message window is created with a single text part. Additional parts can be added in a number of ways and the hierarchical structure of the MIME message changed accordingly. Mulberry also allows you to set details for each part being sent such as the encoding method, the MIME type details, the name of the part and the description of the part, which could be useful to the recipients.
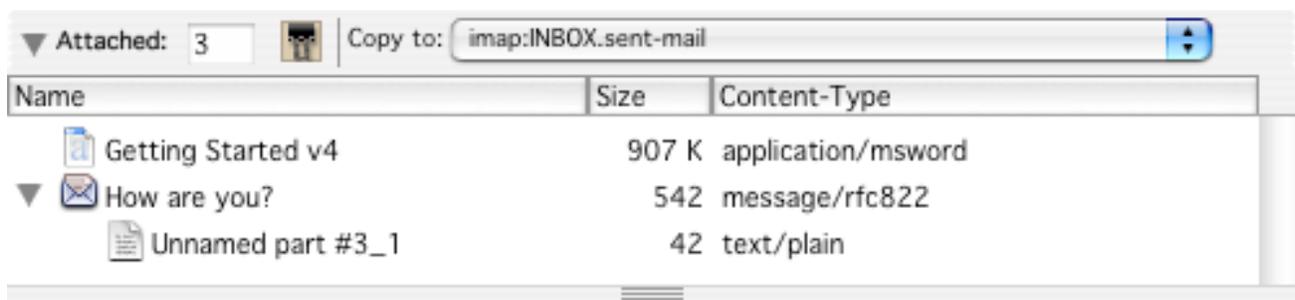
Figure 114   The expanded hierarchical parts list in a draft message window

The message parts display section contains a hierarchical list (see Figure 114), similar to the one in the incoming message window, that displays the full hierarchy of the message being composed.

• The diamond buttons in the first column have the same meaning as in the message window parts list (see page 207).

• The second column indicates whether the details of the part can be changed. This includes being able to change the MIME type and encoding used for the part. In general, all message parts (be they a complete message or a part from within an existing message) that belong to messages on the IMAP server are read-only.

• The third column lists the MIME type that will be used when the part is sent.

• The fourth column shows the size of the part. Note that the size of the current text part is only updated when switching the text display to another part.

• The fifth column shows the name of the part. If the part has no assigned name, Mulberry will generate a default name for display in the hierarchy list. However, this name is not used when the message is sent.

- The final column indicates the type of encoding that will be used to send the part. 'Text' and 'Automatic' encodings correspond to the standard MIME encodings. Mulberry will choose the best MIME encoding to use in this case. Other encodings may be used if the file requires special processing, for example to ensure that the resource fork of the file is preserved when sent between Mac OS X users.

5.9.3.1 Editing MIME Information

The type, name and encoding of parts can be modified (if the part can be changed) or viewed (if the part is read-only) by choosing **Details…** from the **Edit** menu.

For read-only attachments, the dialog shown in Figure 107 is displayed with the relevant information filled in. For parts that can be modified, the dialog shown in Figure 115 is displayed. This allows you to change the name of the part, the MIME type and subtype, the encoding and add a description to the part. The name and description are sent with the part and can be viewed by the recipient if they have a suitable application to view the message with (Mulberry for instance!). The type and subtype should not generally need to be changed, as Mulberry will generate defaults for these that should suffice.

To change them, either type a new value into the appropriate field or choose one from the pop-up menu next to each field. Note that the items in the subtype pop-up menu depend on the value in the type field.
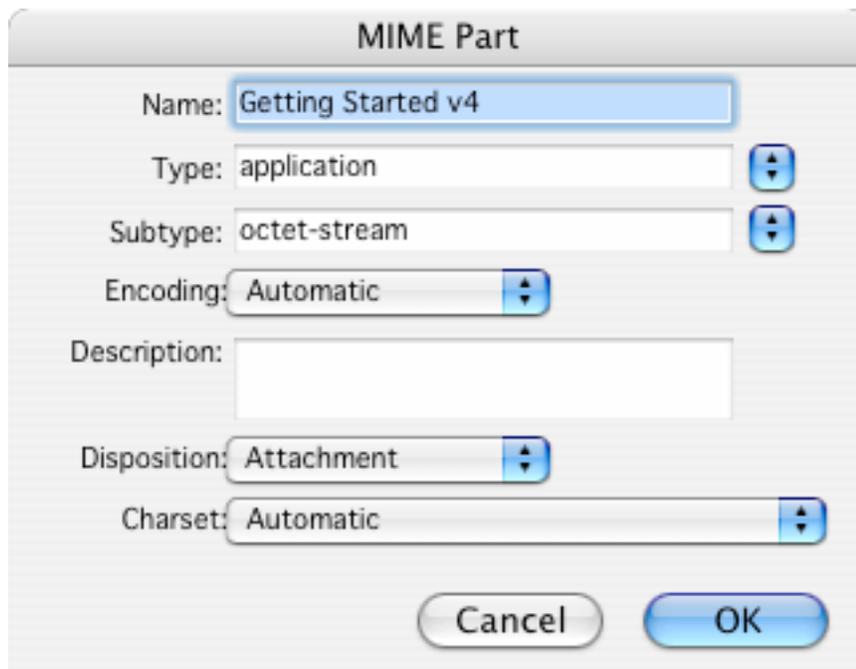
Figure 115 The dialog used to edit the details of a MIME part before sending it

5.9.3.2 Creating MIME Multiparts

You can add new levels of parts hierarchy by choosing a suitable 'Multipart' item from the **New Multipart** sub-menu in the **Draft** menu. This will create a new hierarchy level into which you can place single parts or more multipart hierarchies.

When inserting new parts into the parts list, the new parts will always be added as sub-parts of any selected hierarchy. Thus to create a hierarchy within a hierarchy, select the top level hierarchy part in the list and then choose the appropriate menu item. If no hierarchical part is selected in the list, new parts are added at the top level of the hierarchy.

You can move parts around inside the parts list by dragging them to the desired hierarchy position.

The next sections describe how you can create and use different types of parts in Mulberry.

5.9.3.3 Manipulating Text Parts

You can create new text parts by choosing an item from the **New Text Part** sub-menu in the **Draft** menu. This will add a new text part of the chosen subtype to the parts hierarchy list and automatically switch the text display area over to viewing this part.

You can switch the text display area between different text parts by clicking the diamond buttons in the first column of the parts hierarchy list. These buttons have the same meaning as those used in incoming message windows (see page 207). The size of the text part displayed in the parts table is only updated when switching to another part.

5.9.3.4 Attaching Files to a Message

To attach files to draft messages so that they get sent along with any other parts, click the **Attach** button, and choose the files you want to send from the resulting file open dialog. This allows you to choose any number of files to be attached to the draft message. You can also drag files directly from the desktop into the parts list to have those files sent.

5.9.3.5 Whole Message Parts

You can attach a complete message located on the IMAP server to a draft message. To do this drag the message out of its mailbox window into the draft message's parts list. This will produce a 'message/rfc822' part which contains the parts hierarchy for the original message. You can delete parts from the sub-message's hierarchy but you cannot reorder them or add other parts.

5.9.3.6 Parts from other Messages

You can attach parts from messages located on the IMAP server to a draft message. This allows you to send particular parts of messages that have been sent to you on to someone else. To do this, drag the parts from the parts list of the original message window into the draft's parts list.

5.9.4 Text Display

This displays the text of the currently selected draft message part. You can type the text for the message here. Mulberry allows you to create and edit plain, enriched or HTML text. When a draft is first opened, Mulberry chooses the text style based on the settings in the

'Outgoing' preferences panel (see page 76). When editing enriched or HTML styled text, Mulberry places a toolbar at the top of the text area to allow you to easily change the formatting of selected text, as well as show the current format of the selected text. Formatting can also be changed by choosing a command from the Draft menu (see page 308).

5.9.4.1 Text Macros

Mulberry allows you to define a set of 'shortcuts' for use in the text display area. When you type a shortcut and then immediately type the macro expansion key combination, Mulberry will expand the 'shortcut' into the text you have defined for it. These 'text macros' can be set via the **Text Macros** command in the **Edit** menu. The keystroke used to expand the macros can also be set there.

5.9.4.2 Spell as you Type

Mulberry can be set to spell check text as you type it into the text display area. Misspelled words are always given a red wavy underline style and the background color changed to that specified in the **Spelling Options** set via the **Edit** menu.

To correct a misspelled word:

MAC OS X   To correct a misspelled word, click the mouse button with the control key down (Ctrl-click) on the highlighted word and choose a word to replace it with from the resulting popup menu, or choose Add to Dictionary to save the word.

WINDOWS UNIX   To correct a misspelled word, click the right mouse button on the highlighted word and choose a word to replace it with from the resulting popup menu, or choose Add to Dictionary to save the word.

5.9.5 Reference

OPERATIONS ON DRAFT MESSAGE WINDOWS	
To save a draft message	Choose **Save** from the **File** menu or press **Command–S** (Mac OS X), **Ctrl-S** (Windows), or **Meta–S** (Unix).
To save a draft message using a different name to the one previously used	Choose **Save As...** from the **File** menu.
To create additional text parts	Choose **New Text Part** from the **Draft** menu.
To create multiparts	Choose the appropriate item from the **New Multipart** sub-menu in the **Draft** menu.

To attach files to a draft message	Click the **Attach** button and add the files you want to attach.
	Drag a file from the Finder into the expanded parts list.
	Drag a file from a parts list in another draft message window into the parts list of this draft message window.
To attach a message from a server mailbox to a draft message	Drag the message from its mailbox window into the parts list.
To attach one or more parts from a message in a server mailbox to a draft message	Drag the parts from the original message window into the parts list.
To remove attachments from a draft message	Select the attachments in the parts list and press delete.
To include the text of the message being replied to, forwarded or bounced	Choose **Quote Original Message** from the **Draft** menu.
To include text as a quotation in the draft message	Copy the text to the clipboard and choose **Paste as Quotation** from the **Edit** menu or press **Command-'** (Mac OS X), **Alt-'** (Windows) or **Meta–'** (Unix).
To send the message	Click the **Send** button.
	Choose **Send** from the **Draft** menu or press **Command-M** (Mac OS X), **Ctrl-M** (Windows), or **Meta–M** (Unix).

5.10   Address Book Manager Pane/Window

The address book manager pane/window displays is used to organize local and remote address books.

5.10.1 Address Book Manager Pane

The address book manager pane, an example of which is shown in Figure 116, is divided into two main sections:
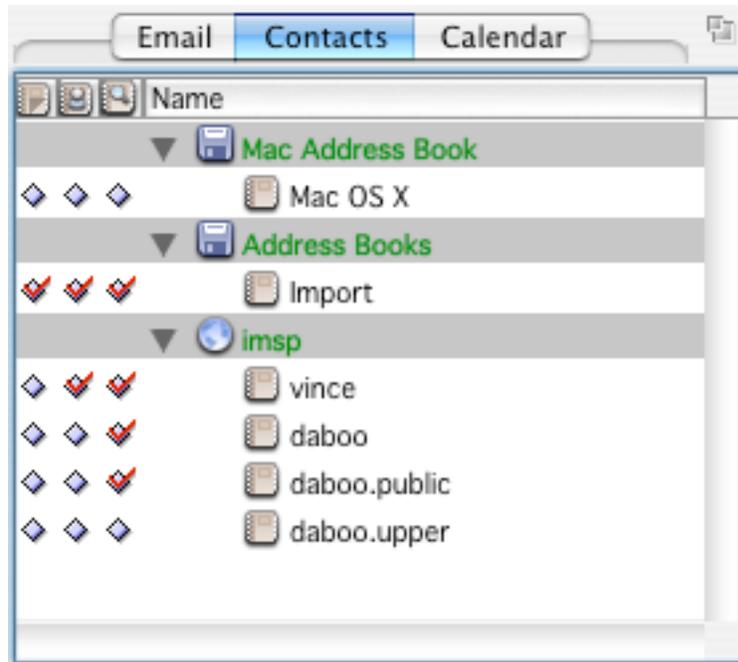
Figure 116   The Address Book Manager pane.

- The items in the Column Header section indicate what type of address book information is displayed in the corresponding column in the Address Book List section.
- The Address Book List section displays lists of address books.

5.10.1.1 Address Book Window Toolbar Buttons

The address book manager window has a toolbar associated with it, whereas the address book manager pane in the 3-pane window uses the toolbar in the 3-pane window.

The address book manager window toolbar contains the following items:

New	Creates a new address book.
Open	Opens the address book selected in the address book manager pane.
Delete	Deletes the address books selected in the address book manager pane.
Search	Allows searching for addresses in address books.
Details	Shows details about the address books selected in the address book manager pane, or the address book shown in the address book pane.

Table 7   The Address Book Manager Window Toolbar

5.10.1.2 Column Headers

The column headers indicate what address book information is displayed in each column in the list below it. The column indicates with text or an icon what the information is:

- 'Name'   The name of the address book or remote server account.

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

- Shows a 'diamond' button that can be clicked on or off to have address books used for nick-name resolution.

- Shows a 'diamond' button that can be clicked on or off to have address books used for searching (see page 244) or address expansion (see page 227).

MAC OS X   Hold down the control key and click the mouse button (ctrl-click) on a column header to change the column type, insert a new column, or delete the column.

WINDOWS UNIX   To change a category, or to insert a new category, or to delete an existing category click the right mouse button on the category title.

When you do this the menu shown in Figure 117 will appear giving you the choice of what category to show in the corresponding column. You can also insert a new column before or after the one clicked, or delete the column that was clicked.
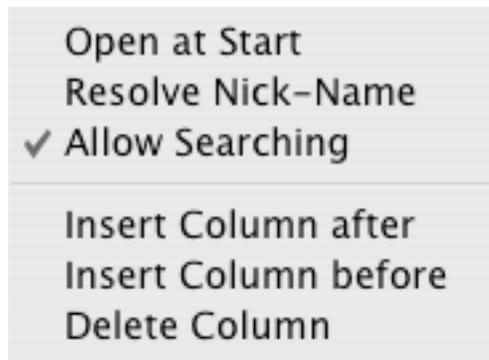
Figure 117   The pop-up menu used to change column information in the address book manager window

> **Note** The 'Name' column which shows the name of the address book or address server is always present and cannot be changed or deleted. You can insert columns before or after it though.

5.10.1.3 Address Book List

The address book manager list shows address books within a hierarchy that represents the local or remote 'account' that handles the address books. The first account is always 'Address Books' and represents the local storage of address books on the computer on which Mulberry is currently running. Subsequent accounts are remote address book accounts setup in the 'Accounts' preference panel (see page 91). Different icons are used to represent the different types of items displayed in each row:

    A remote address book server account.

    A remote address book server account that is available for use in disconnected mode. This icon is only shown when in disconnected mode.

    A Local address book account.

    A remote or local address book that can be opened.

    A remote address book that has been synchronized for use in disconnected mode. This icon is only shown when in disconnected mode.

    A remote address book whose contents are only available while in connected mode. This icon is only shown when in disconnected mode.

5.10.2 Getting Information on Address Books

Information about address books can be displayed by selecting the address book and then choosing **Details...** from the **Edit**, or clicking the **Details** toolbar button. This will display

the dialog shown in Figure 118 which will have two different panels displaying different information about the address book:

- 'General'
- 'Access'
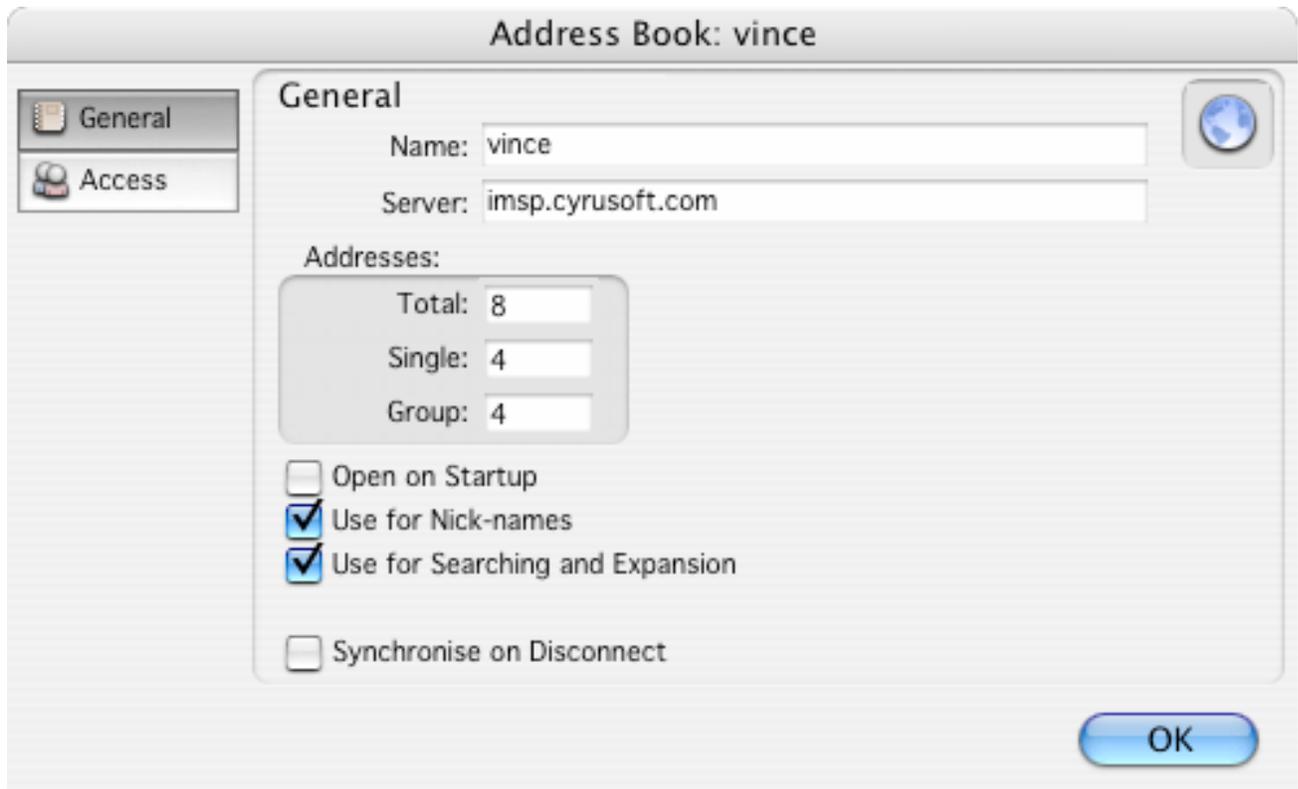
Figure 118   The Address Book Details dialog showing the 'General' panel

5.10.2.1 Address Book Details: General
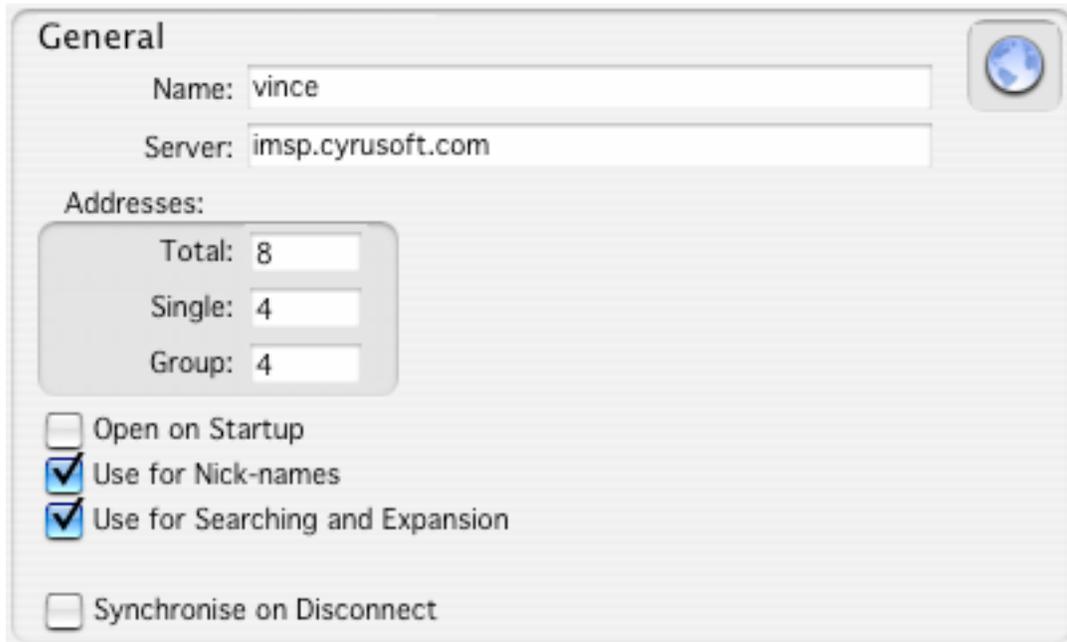
Figure 119   The Address Book Details 'General' panel

The items in this panel are:

- 'Name'   The name of the local address book or full pathname of the remote address book.
- 'Server'   The internet address of the server on which this address book is located.
- 'Addresses'   These items will only be available if the address book is open. This will always be the case for local address books, but not necessarily for remote address books which may be listed in the address book manager but may not be open in Mulberry.
  - 'Total'   The total number of addresses and groups in the address book.
  - 'Single'   The number of single addresses in the address book.
  - 'Groups   The number of groups in the address book.
- 'Open on Startup'   If turned on, the address book will be opened whenever the current preference set is opened, including when Mulberry next starts up.
- 'Use for Nick-names'   If turned on, the address book will be used for nick-name resolution when typing addresses into an address field in a draft window. If the address book is local, it must also be open in Mulberry for nick-name resolution to take place. If it is a remote address book, Mulberry must be logged in to the server, but the address book need not be open in Mulberry as nick-name resolution can be done remotely.
- 'Use for Searching and Expansion'   If turned on, the address book will be used for searching when searching address books (see page 244), or for address expansion (see page 227).

- 'Synchronize on Disconnect'   If turned on, the address book will be synchronized when disconnecting from the network, provided that address book synchronization has been requested in the disconnect dialog (see section 5.4.6).

- Address book state icon:

An address book on a remote server.

An address book on the local machine.

An address book on a remote server that is available for use in disconnected mode. This icon is only shown when in disconnected mode.

5.10.2.2 Address Book Details: Access
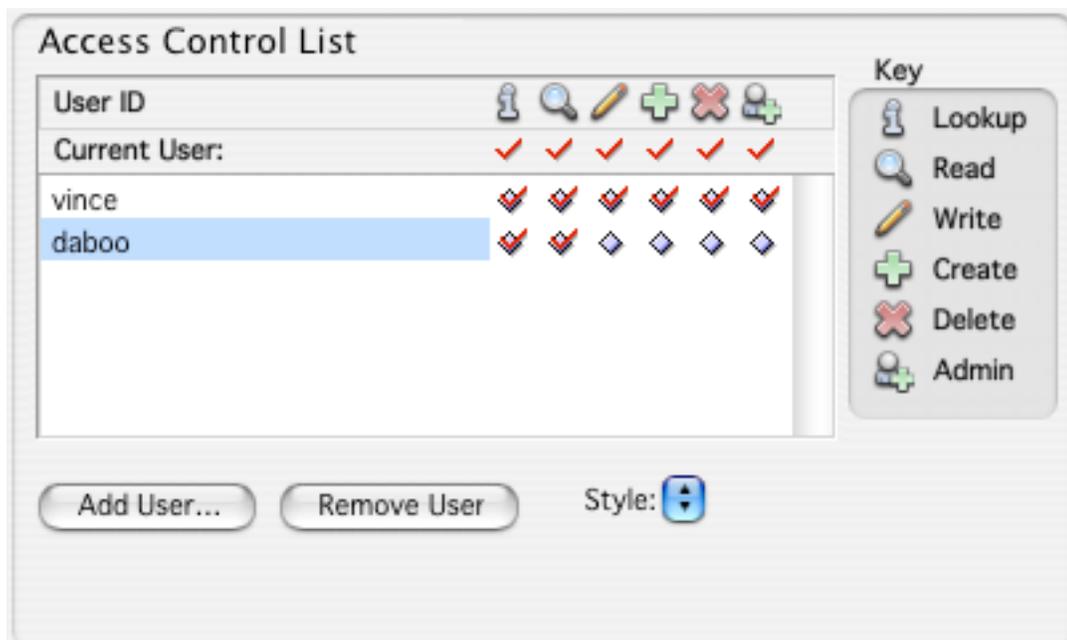
Figure 120   The Address Book Details 'Access' panel

The 'Access' panel displays information about the access control list for the address book. This is the list of users who have 'rights' to the address book. For address books, there are a total of six rights or privileges that can be applied to each user. These are:

- 'Lookup' - if set, the user is able to see the address book if they attempt to list it.

- 'Read' - if set, the user is able to see addresses or groups in the address book.

- 'Write' - if set, the user can change any address or group in the address book, but not delete them.

- 'Create' - if set, the user can create sub-hierarchies of address books below the current address book.

- 'Delete' - if set, the user can delete addresses or groups from the address book.

- 'Admin' - if set, the user is able to change the access control list for the address book.

The rights that you have to the address book are shown in the 'Current User:' row at the top of the access control list table. All users' rights are then shown in the table below this. Each row consists of a user id, followed by six icons or buttons representing the state of the right for that user. This table behaves in exactly the same way as the one used to set the access control for mailboxes (see page 146).

5.10.3 Reference

OPERATIONS ON ADDRESS BOOKS	
To view the Address Book Manager pane in the 3-pane window	Choose **Contacts** from the 3-pane window tabs.
To bring the Address Book Manager window to the front	Choose **Address Book Manager** from the **Address** menu.
To create a new address book	Choose **New Address Book…** from the **Address** menu after selecting an address server, or click the **New** button.
To open one or more selected remote address books	Press `return` or `enter` on the keyboard, or click the **Open** button.
	Double-click any one of the selected address books.
To open an address book	Choose **Open Address Book…** from the **Address** menu, or click the **Open** button
To rename one or more selected address books	Choose **Rename Address Book…** from the **Address** menu.
To import addresses from a different type of address book into the selected address book	Choose **Import Addresses…** from the **Address** menu.

To export addresses in the selected address book to a different type of address book	Choose **Export Addresses...** from the **Address** menu.
To delete one or more selected address books	Choose **Delete Address Book...** from the **Address** menu, or click the **Delete** button.
To login to the selected remote address book server	Choose **Login...** from **Address** menu.
	Double-click the remote address book server.
To logout from the selected address book server	Choose **Logout** from the **Address** menu.
To see information about the selected address book	Choose **Details** from the **Edit** men, press **Command-I** (Mac OS X), **Ctrl-I** (Windows), or **Meta−I** (Unix). or click the **Details** button.
To search for addresses in address books marked for searching	Choose **Search...** from the **Address** menu or click the **Search** button.

5.11 Address Search Window
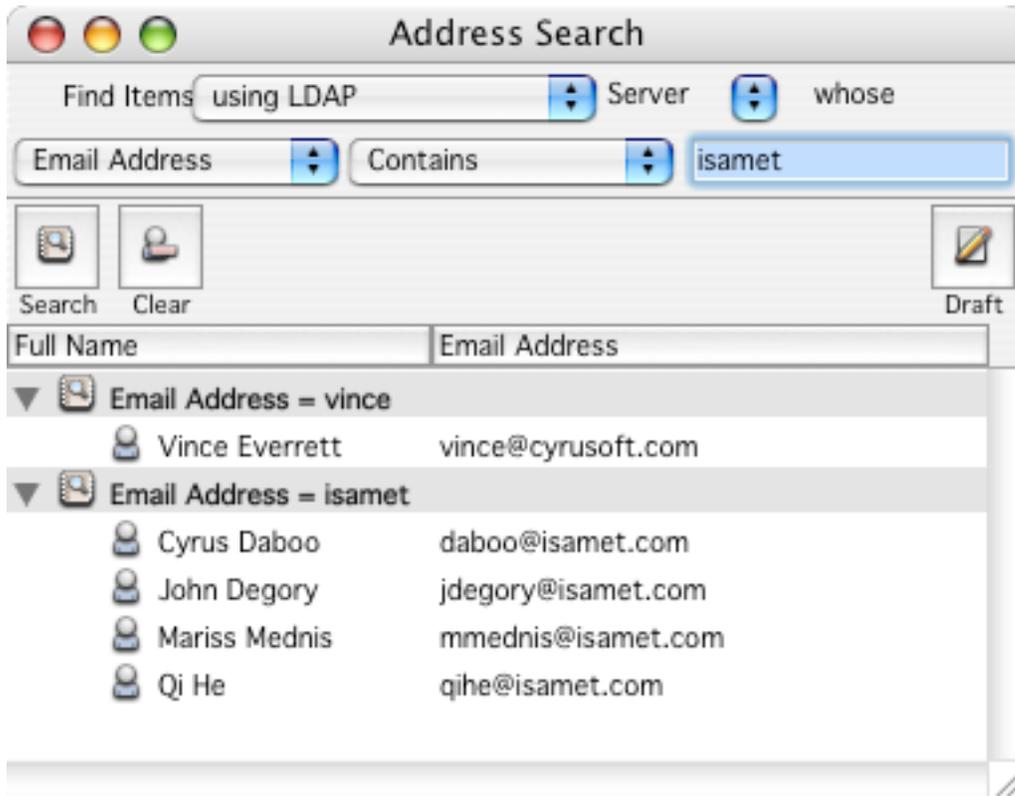
Figure 121   The Address Search window used to search for addresses in
local and remote address books, or using directory services

Figure 121 shows the Address Search window. This is used to perform searches for addresses either in local or remote Mulberry address books, or using a directory lookup protocol.

The Address Search window is divided into four main sections:

- The Criteria section is used to specify the criteria for the search operation.

- The Button section allows has various buttons for common actions.

- The Column Headers section indicates which information about an address is displayed in the corresponding column in the list below.

- The Results section displays a list of search results.

5.11.1 Criteria

The address criteria section allows the search criteria to be specified. It consists of three pop-up menus and one text field:

- The 'method' pop-up menu (shown in Figure 122) allows you to choose between the various types of address accounts available for searching:
  - 'in Address Books' will search those Mulberry address books that have the 'Use for Searching' option turned on (see page 240).
  - 'using LDAP' will use any LDAP directory accounts selected in the 'Server choice' popup menu.

> in Address Books
> • using LDAP
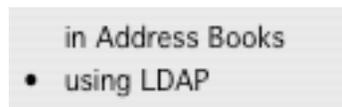
Figure 122   The method pop-up menu used to select the method to use for
the address search

- The 'server choice' pop-up menu (shown in Figure 121) only appears when LDAP has been chosen as the search method. The pop-up allows each individual LDAP server to be searched in turn if desired.

- The 'field' pop-up menu (shown in Figure 123) allows you to choose which address field to search. These are the fields available in a Mulberry address book (see page 250).

> Full Name
> Nick-Name
> • Email Address
> Company
> Address
> Phone Work
> Phone Home
> Fax
> URLs
> Notes
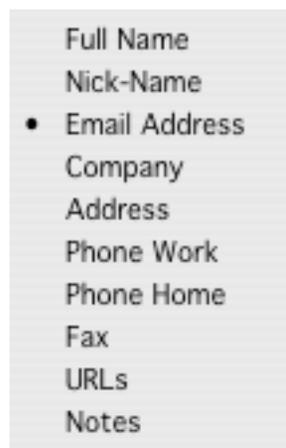
Figure 123   The field pop-up menu used to select which field to search on
when doing an address search

- The 'match' pop-up menu (shown in) allows you to choose which part of the address field you want to look for text in:
  - 'Is' will attempt to find addresses with fields exactly matching the search text.

- – 'Starts with' will attempt to find addresses with fields which have the search text at the start.

- – 'Ends with' will attempt to find addresses with fields which have the search text at the end.

- – 'Contains' will attempt to find addresses with fields which have the search text contained anywhere within it.
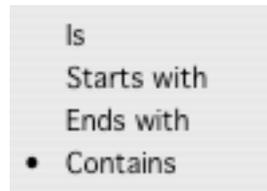
Figure 124   The match pop-up menu is used to select which part of the address text to compare with the search text

- The text field allows you to enter the text to search for. Pressing `return` or `enter` on the keyboard will initiate the search. You can use a '*' as a wildcard character to match one or more occurrences of any character. e.g. 'cyru*' will match 'cyrus' and 'cyrusoft'. When you use the 'Starts with', 'Ends with' or 'Contains' options for the 'Contains' popup menu, Mulberry automatically includes a '*' in the appropriate place for the search. E.g. assuming the text field is set to 'search'

  - – 'Starts with': actual text searched 'search*'.

  - – 'Ends with' : actual text searched '*search'.

  - – 'Contains' : actual text searched '*search*'.

5.11.2 Buttons

The button section contains the following buttons:

- **Search** – initiates a search using the criteria provided.

- **Clear** – removes all search results from the results list.

- **Message** – creates a new draft message with its address fields automatically filled in with any selected entries in the results list. There are two ways to use the **Message** button which depend on whether the **Option** (Mac OS), **Alt** (Windows) or **Ctrl** (Unix) key is held down when clicking the button or not. The choice of action is determined by the 'Addresses' preference panel (see page 84).

  - In one case a new draft message window is automatically created with its 'To:' address field filled in with the selected entries in the active list.

  - In the second case Mulberry will display a dialog (similar to the one shown in Figure 109) which allows you to choose which addresses from the selection in the active list are to be used in the draft message and in which address fields they should appear. You can choose where to put each address in the draft message by clicking on or off one of the diamond buttons next to the address. Once the required choice is made,

click the **New Message** button or press `return` to create a new draft message with the requested addresses automatically filled in.

5.11.3 Column Headers

The column headers indicate what address information is displayed in each column in the list below it.

MAC OS X To change a category, or to insert a new category, or to delete an existing category click the mouse button with the command (⌘) key down (⌘-click) on the category title.

WINDOWS To change a category, or to insert a new category, or to delete an existing
UNIX category click the right mouse button on the category title.

When you do this the menu shown in Figure 125 will appear giving you the choice of what category to show in the corresponding column. You can also insert a new column before or after the one clicked, or delete the column that was clicked.
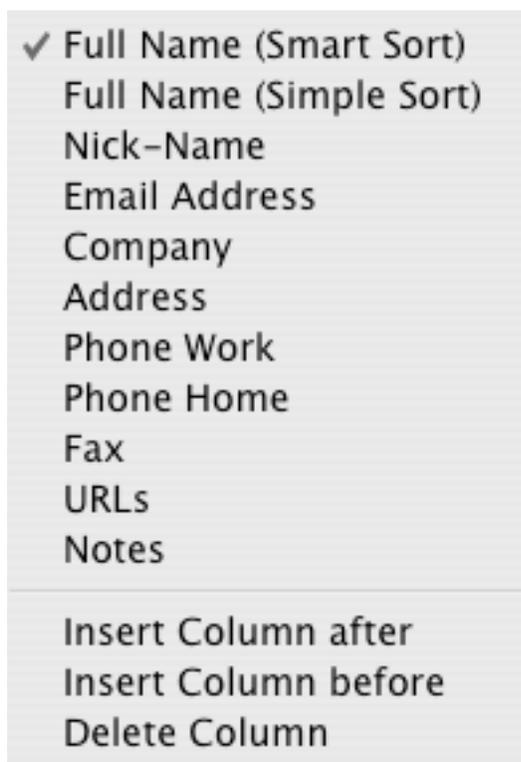
Figure 125   The pop-up menu used to change column information in the
address search window

The 'Smart Sort' option for 'Full Name' will cause Mulberry to sort the addresses using the full name, but it will attempt to format the name into 'First Last' and sort first by the 'Last' text, then the 'First' text. The 'Simply Sort' option for 'Full Name' will cause Mulberry to sort addresses using the full name text without any special formatting changes.

5.11.4 Results

The results lists shows results of searches. Each search is shown in its own hierarchy, with the hierarchy row shown in gray, and with a description of the search criteria used to generate that particular set of results. You can collapse or expand a hierarchy by clicking on the disclosure button next to the description.

The search results will not be deleted when the window is closed, but they will be lost when quitting from Mulberry. You can remove all the results using the **Clear** button. You can delete an entire hierarchy by selecting the hierarchy description row and pressing `delete`. You can delete individual search results by selecting them and pressing `delete`.

Each address can be edited by double-clicking on the address entry. This will display the dialog shown in Figure 128, which can be used to edit the address.

Addresses in the results table can be copied to an address book or to a draft window address field either through the clipboard **Copy** and **Paste** functions, or by using drag and drop to drag the addresses of interest to their destination.

5.11.5 Reference

SEARCHING ADDRESS BOOKS	
To bring the Address Search window to the front	Choose **Search…** from the **Address** menu.
	Click the **Search** button in the Address Book Manager window.
To start a new search	Click the **Search** button.
	Press `return` or `enter` on the keyboard after entering text in the text field.
To delete all search results	Click the **Clear** button.
	Press `clear` on the keyboard.
To delete selected search result sets	Press `delete` on the keyboard.
To delete selected individual address search results	Press `delete` on the keyboard.
To change one or more selected individual address search results	Double-click the selected address, or press `return` or `enter` on the keyboard.
To create a draft message using one or more selected addresses or groups	Choose **New Message** from the **File** menu or press **Command–N** (Mac OS X), **Ctrl-N** (Windows), or **Meta–N** (Unix).

	Click the **Message** button in the address book window.
To copy one or more selected addresses to a draft message	Choose **Copy** from the **Edit** menu or press **Command–C** (Mac OS X), **Ctrl-C** (Windows) or **Meta–C** (Unix), go to the address in the draft message and choose **Paste** from the **Edit** menu or press **Command–V** (Mac OS X), **Ctrl-V** (Windows) or **Meta–V** (Unix).
	Drag the selected items to the address field in the draft message window. (This feature is only available if Drag and Drop is supported)
To add one or more selected addresses to an address book	Choose **Copy** from the **Edit** menu or press **Command–C** (Mac OS X) or **Ctrl-C** (Windows) or **Meta–C** (Unix), go to the address book window choose **Paste** from the **Edit** menu or press **Command–V** (Mac OS X) **Ctrl-V** (Windows) or **Meta–V** (Unix).
	Drag the selected items to the single address table in the address book window. (This feature is only available if Drag and Drop is supported)
	Drag the selected items to the address book listed in the Address Book Manager window. (This feature is only available if Drag and Drop is supported)

5.12 Address Book Pane/Window
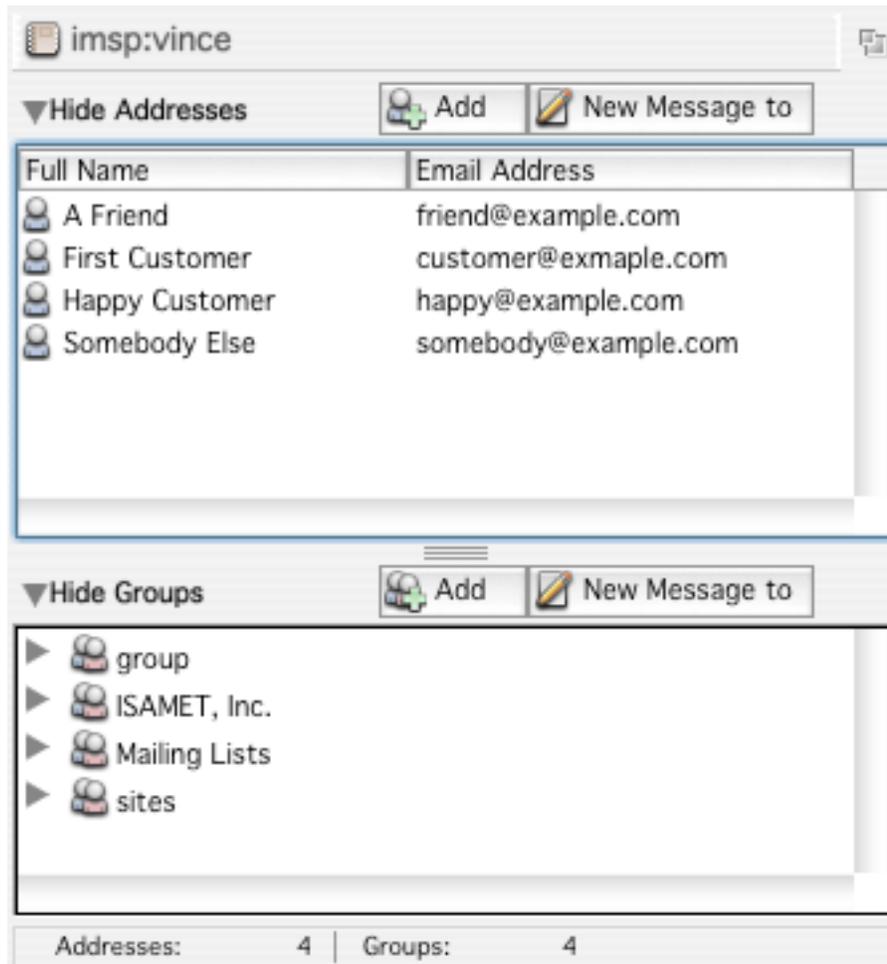
Figure 126   A typical address book window

Figure 126 shows a typical address book pane. Address books allow you to store commonly used email addresses and groups of addresses. Address books can either be stored locally on the computer running Mulberry, or remotely on a server. Address books are managed using the Address Book Manager pane/window.

You can assign 'nick-names' to addresses and groups, which you can then enter in address fields in draft message windows. Mulberry will automatically substitute the correct email address when it sends the message.

> **Note** Nick-name resolution only works if the address book containing the nick-name has been marked for nick-name resolution in the Address Book Manager pane/window.

You can specify any number of address books to be opened when a preference set is opened by turning on the 'Open at Startup' option for the address book in the Address Book Manager window.

An address book pane is divided into three main sections:

- The single address list section shows the list of single addresses in the address book.
- The group list section shows a hierarchical list of groups with their corresponding addresses.
- The address or group preview area.

In the address book pane, either the address list section or the group list section is active at any time. The active list has a highlight border around it. Some toolbar buttons and menu commands operate on the active list only.

5.12.1 Toolbar Buttons

The address book window has a toolbar associated with it, whereas the address book pane in the 3-pane window uses the toolbar in the 3-pane window.

The address book window toolbar contains the following items:

Draft	Create a new draft window to allow you to compose a new message. See section 5.12.1.1 below for a full description of what this button will do.
Single	Creates a new address.
Group	Creates a new group.
Edit	Edits the selected addresses or groups.
Delete	Deletes the selected addresses or groups.
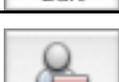
Table 8   The Address Book Window Toolbar

5.12.1.1 Creating Messages with the Address Book

The **Draft** toolbar button is used to create a new draft message with its address fields automatically filled in with any selected entries in the active list. There are two ways to use the **Draft** button which depend on whether the **Option** (Mac OS X), **Alt** (Windows) or **Control** (Unix) key is held down when clicking the button or not. The choice of action is determined by the 'Addresses' preference panel (see page 84).

- In one case a new draft message window is automatically created with its 'To:' address field filled in with the selected entries in the active list.

- In the second case Mulberry will display a dialog (similar to the one shown in Figure 109) which allows you to choose which addresses from the selection in the active list are to be used in the draft message and in which address fields they should appear. You can choose where to put each address in the draft message by clicking on or off one of the diamond buttons next to the address. Once the required choice is made, click the **OK** button or press `return` to create a new draft message with the requested addresses automatically filled in. If there are any drafts currently open, those will appear in the **Add to Draft** popup menu. If you select an existing draft from that popup, the addresses will be added to the corresponding fields in that draft, rather than a new one being created.

5.12.2 Single Address List

The single address list shows single addresses in the address book. The single address list has a set of column headers that can be used to determine what type of information is displayed as well as the sort order for the list data.

5.12.2.1 Column Headers

The two pop-up menus are used to determine what information is shown in the single address field and what method of sorting is used to display the addresses. The menu choices are shown in

Column headers can be re-arranged, added, or deleted.

MAC OS X   Hold down the control key and click the mouse button (ctrl-click) on a column header to change the column type, insert a new column, or delete the column.

WINDOWS   Click the right mouse button on a column header to change the column
UNIX   type, insert a new column, or delete the column.

When you do this, the menu shown in Figure 127 will appear.
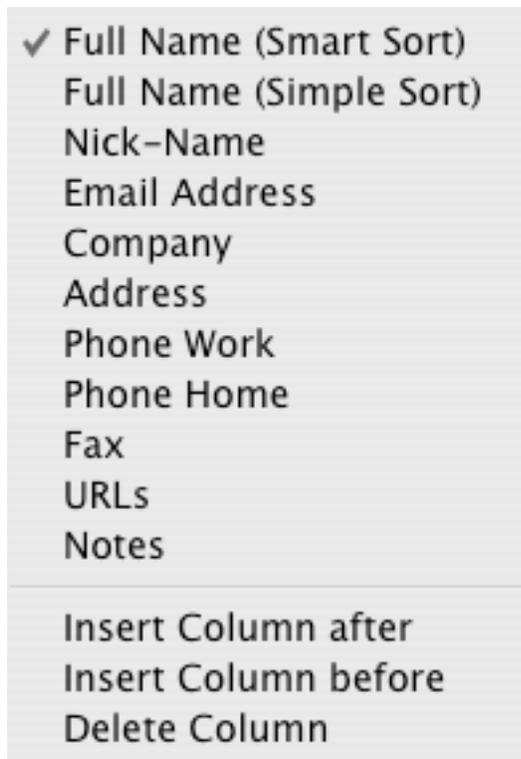
Figure 127   The pop-up menu for changing column headers in the address book pane

Creating a New Address

To create a new entry in the single address list, first make sure it is active by clicking inside it and then click the **New** button in the address book header. This will display the dialog shown in Figure 128. Enter the values you desire and then click **OK**. The 'Nick-name' field can be used as an alias for the email address. This can be entered in any draft message window and Mulberry will resolve the nick-name to its proper email address provided the address book containing it is open.

Figure 128   The new address dialog, which is also used for editing
address information

5.12.2.2 Editing an Address

If the preview area is visible, click once on an address to select it and have it previewed, and then edit it in the preview area.

Alternatively, double-click the address to be edited. The dialog shown in Figure 128 will again appear allowing you to change the values previously entered.

5.12.2.3 Copying Addresses

You can drag and drop addresses between address books or to a draft message window to copy an address to another location.

5.12.3 Group List

The group list shows groups of addresses in the address book. You can group any number of single addresses or other groups together in a group, which can then be referred to by a nick-name. When a group nick-name is resolved all the addresses in the group will be inserted into the address field. Mulberry can resolve up to 10 levels of nested groups as well.

5.12.3.1 Creating a Group

To create a new entry in the group list, first make sure it is active by clicking inside it and then click the **New** button in the address book header. This will display the dialog shown in Figure 129. Enter the values you desire and then click **OK**. The 'Nick-Name' field can be used as an alias for the group. Single addresses or groups should be typed into the 'Addresses' field. Entries in the 'Addresses' field can also be alphabetically sorted by clicking the **Sort** button.
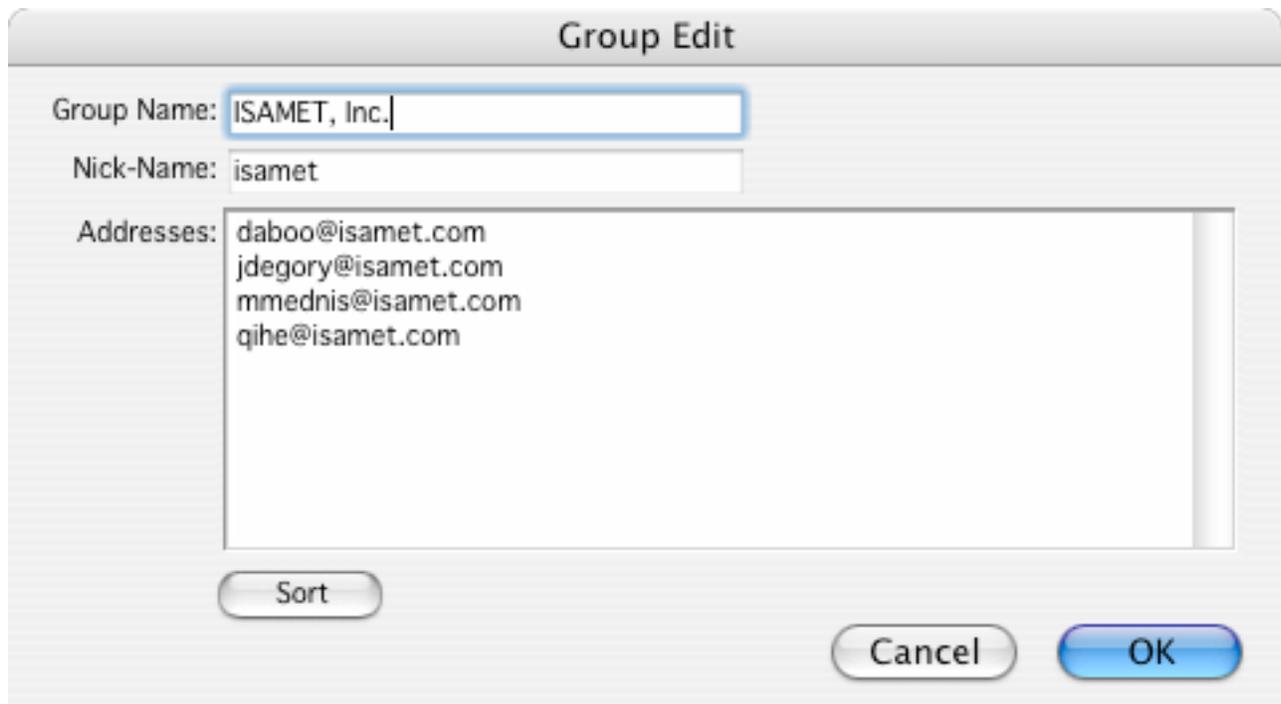
Figure 129   The new group dialog, which is also used for editing a group

5.12.3.2 Editing a Group

If the preview area is visible, click once on a group to select it and have it previewed, and then edit it in the preview area.

Alternatively, double-click the address to be edited. The dialog shown in Figure 129 will again appear allowing you to change the values previously entered.

5.12.3.3 Copying Groups

You can also drag and drop or copy and paste addresses from a single address field into a group. You can drag and drop groups between address books or to a draft message window to copy the group to another location.

5.12.4 Address/Group Preview

The address preview area shows the content of the selected address or group from the active address or group table of the address book it is attached to. Addresses or groups can be changed by editing the content of the preview panel items.

5.12.4.1 Address Preview Panels

The Address preview, shown in Figure 130, contains three panels to show all the content of an address:

- Personal – This shows the name, nick-name, email address and company.
- Contact – This shows the phone and fax numbers, mailing address and URLs.
- Notes – This shows the notes.
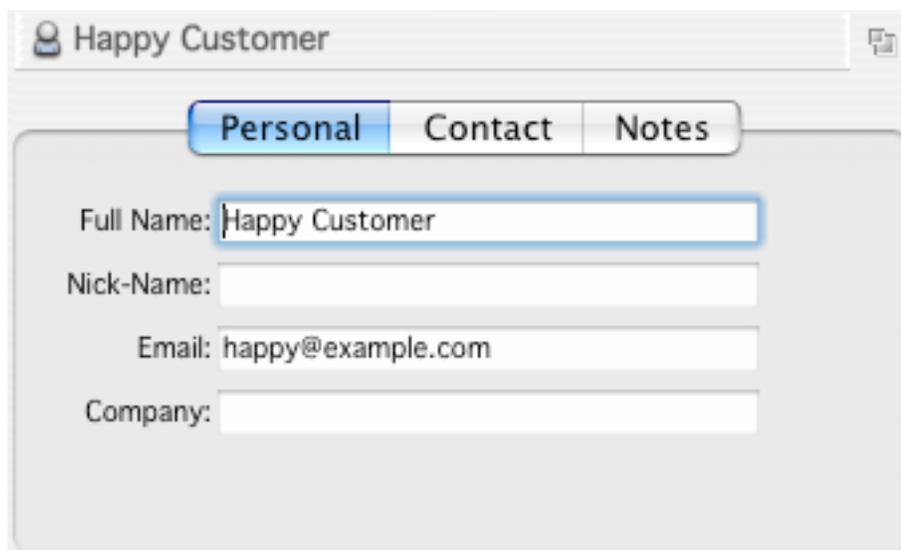
Figure 130   The address preview pane

5.12.4.2 Group Preview Panel

The Group preview panel, shown in Figure 131, shows the name, nick-name and address list for the group.
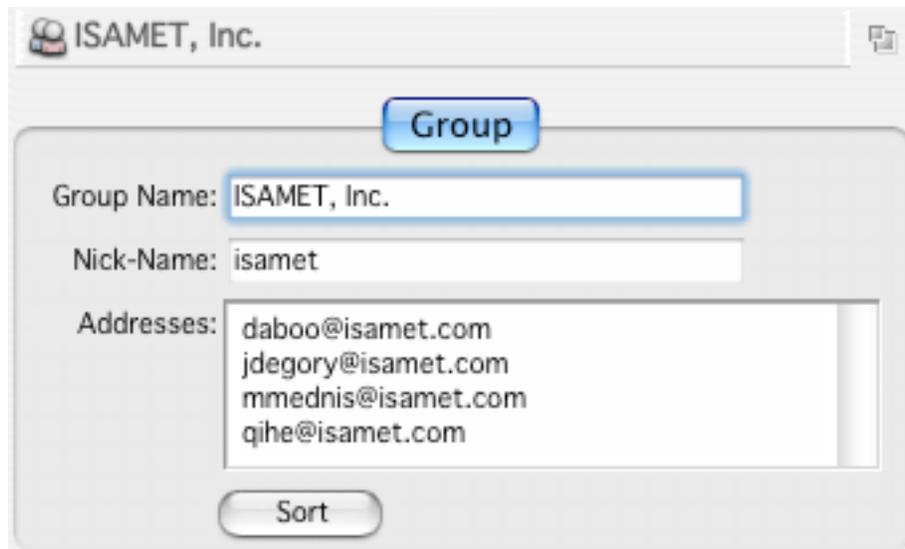
Figure 131   The group preview pane

5.12.5 Reference

OPERATIONS ON ADDRESS BOOKS	
To create an address book	Choose **New Address Book** from the **Address** menu with either the 'Local' or a remote server item selected in the Address Book Manager window.
To open an address book from disk	Choose **Open Address Book…** from the **Address** menu with either the 'Local' or a remote server item selected in the Address Book Manager window..
To import addresses into an address book from a different format address book	Choose **Import Addresses…** from the **Address** menu. You can import 'Communicator', 'Pine', 'Eudora', 'Outlook/Outlook Express' or 'Netscape' address entries.

To export an address book in another format	Choose **Export Addresses...** from the **Address** menu. You can export as 'Communicator', 'Pine', 'Eudora', 'Outlook/Outlook Express' or 'Netscape'.
To save an address book	Choose **Save** from the **File** menu or press **Command–S** (Mac OS X), **Ctrl-S** (Windows), **Meta–S** (Unix).
To save an address book using a different name	Choose **Save As...** from the **File** menu.
To create a new address	Select the single address list and click the **New** button in the address book window.
To change one or more selected single addresses	Double-click the selected address.
To delete one or more selected addresses	Click the **Delete** button in the address book window.
To create a new group	Select the group list and click the **New** button in the address book window.
To add addresses or other groups to a group	Drag the selected addresses or groups to the another group.
	Double-click the destination group and type the addresses or groups you want added.
To change one or more selected groups	Double-click the selected group.
To delete one or more selected groups	Click the **Delete** button in the address book window.
To create a draft message using one or more selected addresses or groups	Choose **New Message** from the **File** menu or press **Command–N** (Mac OS X), **Ctrl-N** (Windows), **Meta–N** (Unix).
	Click the **Message** button in the address book window.

To copy one or more selected addresses or groups to a draft message	Choose **Copy** from the **Edit** menu or press **Command−C** (Mac OS X) **Ctrl-C** (Windows) or **Meta−C** (Unix), go to the address in the draft message and choose **Paste** from the **Edit** menu or press **Command−V** (Mac OS X), **Ctrl-V** (Windows) or **Meta−V** (Unix).
	Drag the selected items to the address field in the draft message window.
To add addresses from a message to an address book	Drag the message from its mailbox window into the address book window.

5.13 Calendar Store Pane/Window

The calendar store pane/window displays is used to organize local and remote calendars.

The calendar store pane, an example of which is shown in Figure 132, is divided into two main sections:
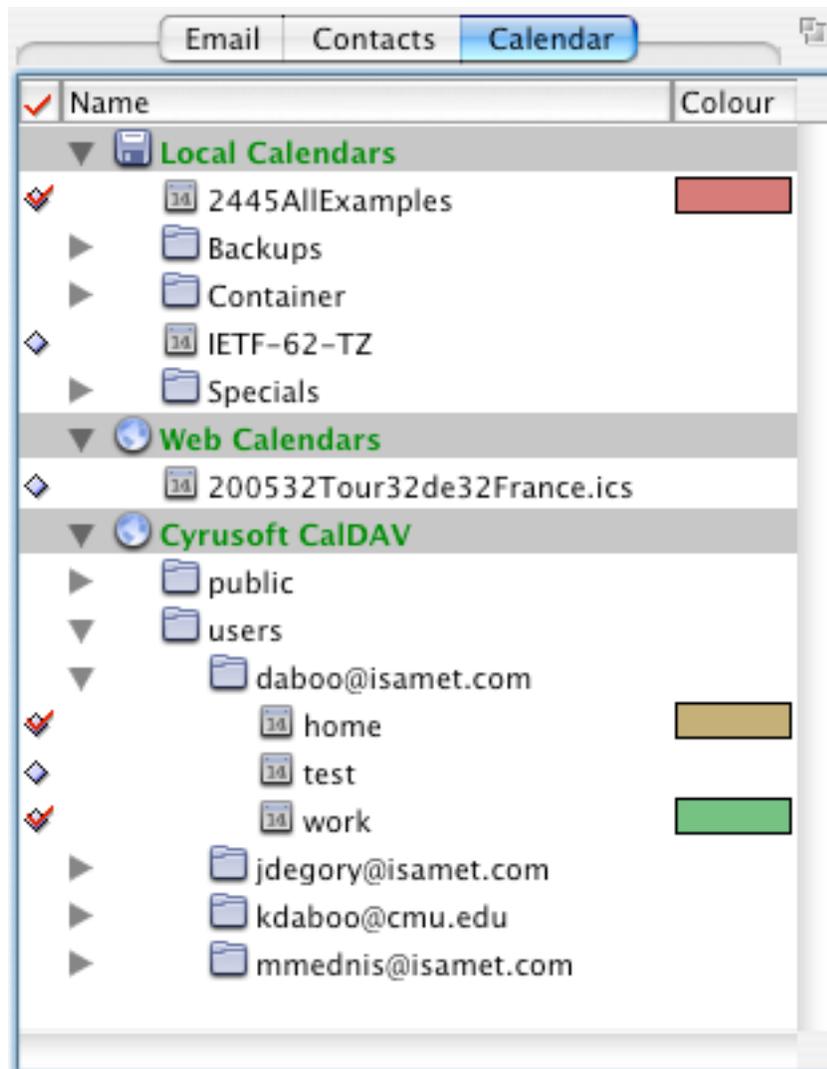
Figure 132   The Calendar Store pane.

- The items in the Column Header section indicate what type of calendar information is displayed in the corresponding column in the Calendar List section.
- The Calendar List section displays lists of calendars.

5.13.1 Toolbar Buttons

The calendar store window has a toolbar associated with it, whereas the calendar store pane in the 3-pane window uses the toolbar in the 3-pane window.

The calendar store window toolbar contains the following items:

Draft	Creates a new draft window. When an event or task is selected, the selected item is added to the draft as an attachment.
Login	Changes calendar accounts between online and offline states.
Create	Creates a new calendar or calendar container in a calendar account.
Details	When a calendar or calendar account is selected, this will display a dialog providing details about the selected item.

5.13.2 Column Headers

The column headers indicate what address book information is displayed in each column in the list below it. The column indicates with text or an icon what the information is:

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

MAC OS X   Hold down the control key and click the mouse button (ctrl-click) on a column header to change the column type, insert a new column, or delete the column.

WINDOWS UNIX   To change a category, or to insert a new category, or to delete an existing category click the right mouse button on the category title.

When you do this the menu shown in Figure 133 will appear giving you the choice of what category to show in the corresponding column. You can also insert a new column before or after the one clicked, or delete the column that was clicked.

Figure 133   The pop-up menu used to change column information in the
calendar store window

> **Note** The 'Name' column which shows the name of the calendar
> or account is always present and cannot be changed or deleted.
> You can insert columns before or after it though.

5.13.3 Calendar List

The calendar store list shows calendars within a hierarchy that represents the local or remote 'account' that handles the calendars. The first account is always 'Local Calendars' and represents the local storage of address books on the computer on which Mulberry is currently running. Subsequent accounts are remote address book accounts setup in the 'Accounts' preference panel (see page 91). Different icons are used to represent the different types of items displayed in each row:

 A remote calendar account.

 A remote calendar account that is available for use in disconnected mode. This icon is only shown when the account is in disconnected mode.

 A web-calendar account.

 A Local calendar account.

 A hierarchy within a calendar account.

 A remote or local calendar that can be opened.

 A remote calendar that cannot be accessed in disconnected mode.

5.13.4 Getting Information on Calendars

Mulberry allows you to view detailed information on the various calendar accounts that you have configured in your Accounts preferences, as well as details about individual calendars. This information will be of most interest to experienced users and system administrators.

To get information on an account, click once in a server pane on the account name or a calendar in the account you want to examine, and click the **Details** toolbar button, or select **Details...** from the **Edit** menu.

To get information on a calendar, click once on the calendar and click the **Details** button in the server pane tool bar or select **Details...** from the **Edit** menu. You will be presented with the Calendar Details dialog box, which is shown in Figure 134.

The Details dialog can have up to five different panels displaying different information about the server or mailbox. The five possible panels are:

- **Options**
- **Details**
- **Server**
- **Webcal***
- **Access** *
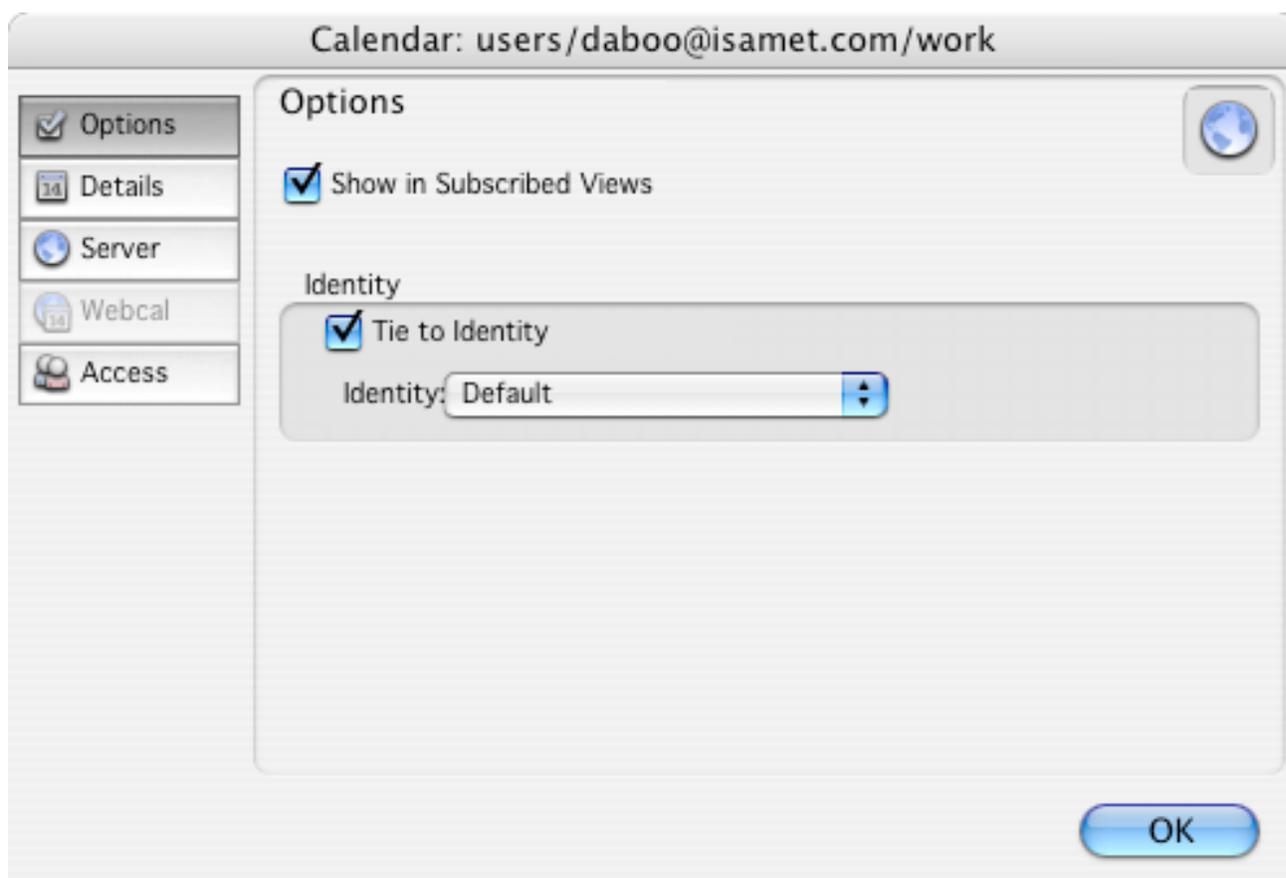
Figure 134   The Calendar Details dialog showing the 'Options' panel

* **Note:** The 'Access' panel is only available when you are communicating with a WebDAV or CalDAV calendar server that supports the WebDAV access-control extensions.

5.13.4.1 Calendar Details: Options
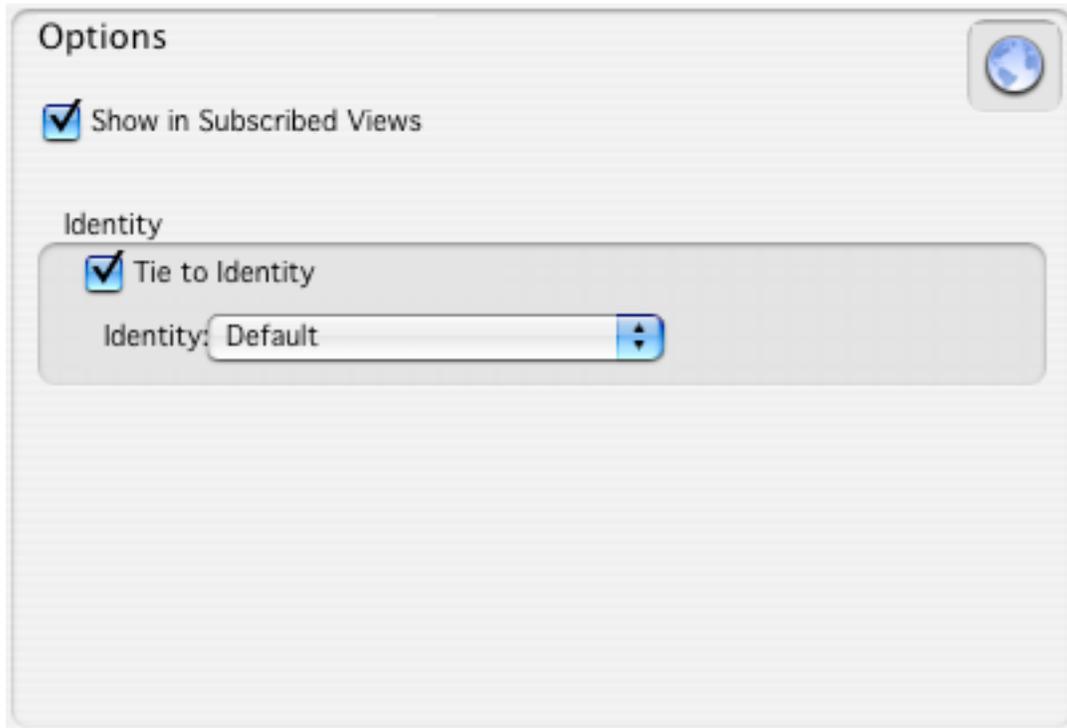
Figure 135   The Calendar Details 'Options' panel

This panel allows you to set several different options for a given calendar. The available options are:

- 'Show in Subscribed Views':   If turned on, the calendar will be displayed in the subscribed calendars pane.

- 'Tie to Identity': If turned on, the identity chosen in the popup menu will be 'tied' to the selected mailbox. When creating new drafts, or replying to messages in the selected mailbox, Mulberry may automatically select the 'tied' identity in the new draft window. For more information on tied identities see page 229.

5.13.4.2 Calendar Details: Details
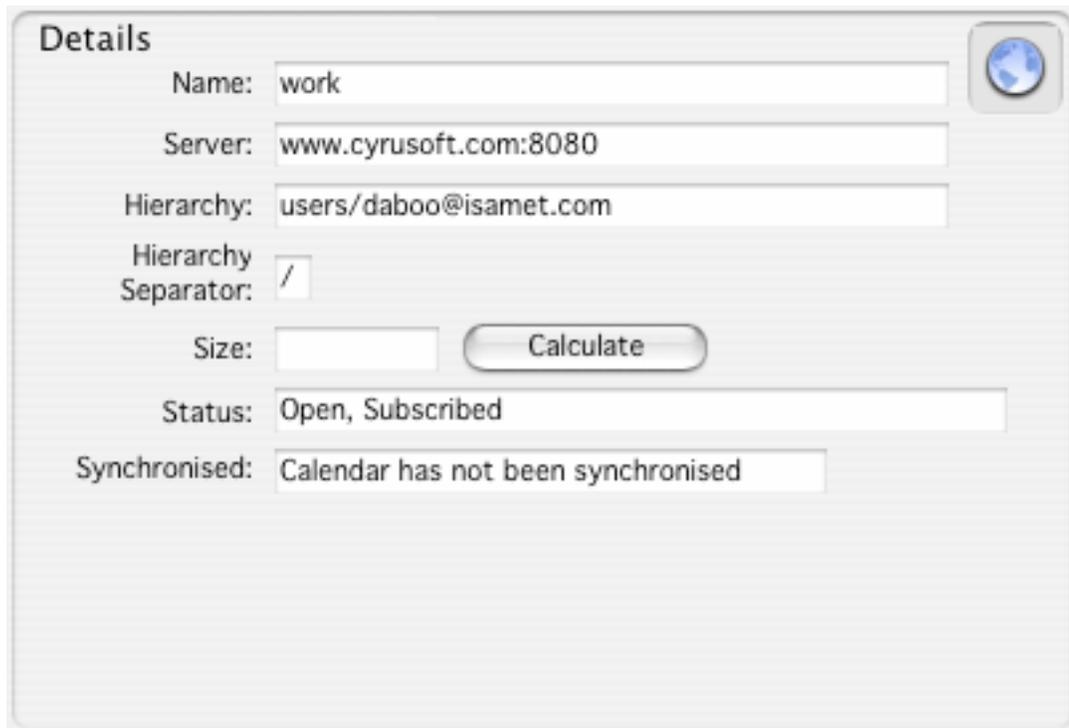
Figure 136   The Calendar Details 'Details' panel

The items in this panel are:

- 'Name'   The name of the calendar.
- 'Server'   The Internet address of the server on which this calendar is located.
- 'Hierarchy'   The hierarchy that the calendar belongs to, if any.
- 'Hierarchy Separator'   The character that signifies a new level of hierarchy in the calendar name.
- 'Size'   Shows the size of the calendar in bytes.
- 'Calculate'   Clicking this button causes the calendar size to be re-calculated.
- 'Status'   Shows various status information about the mailbox:
  - 'Open'   Indicates that the calendar is open.
  - 'Subscribed'   Indicates that the calendar is subscribed to.
- 'Synchronized' Shows the date and time that the calendar was last synchronized.

5.13.4.3 Calendar Details: Server
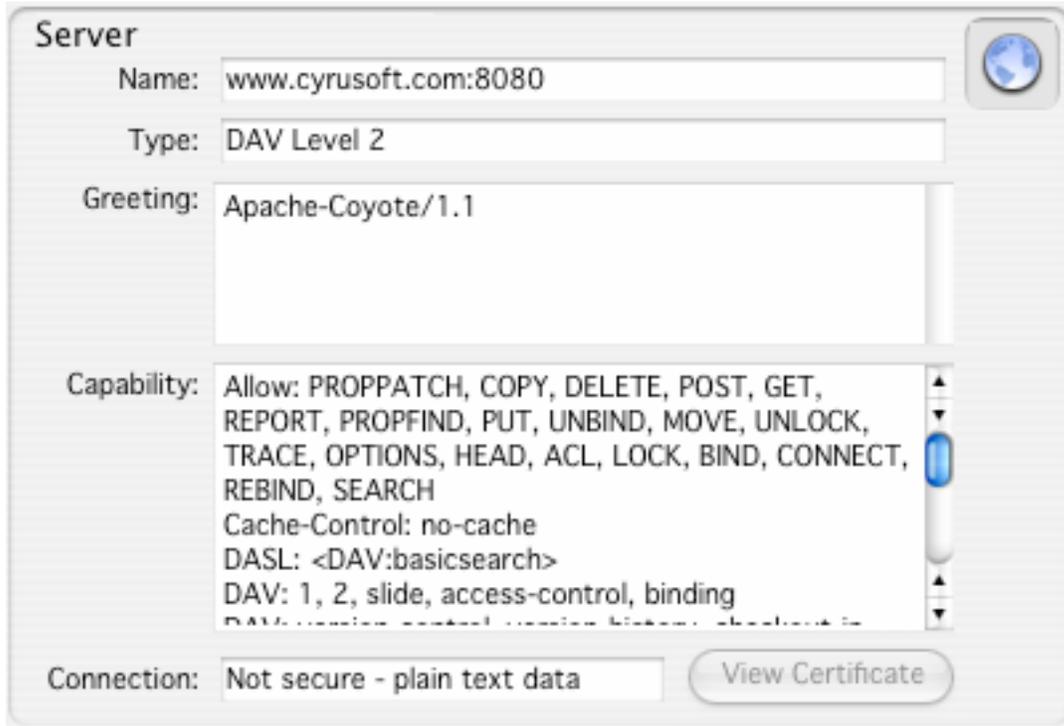
Figure 137   The Calendar Details 'Server' panel

- 'Name'   Shows the Internet address of the server.
- 'Type'   Shows which calendar protocol Mulberry is using to communicate with the server.
- 'Greeting'   Shows the server identification string.
- 'Capability'   Shows the information returned by the server to indicate what options it supports.
- 'Connection'   Shows whether an SSL secure connection is in place or not. If one is, the **View Certificate** button can be used to view the SSL certificate that the server provided.

5.13.4.4 Calendar Details: Webcal
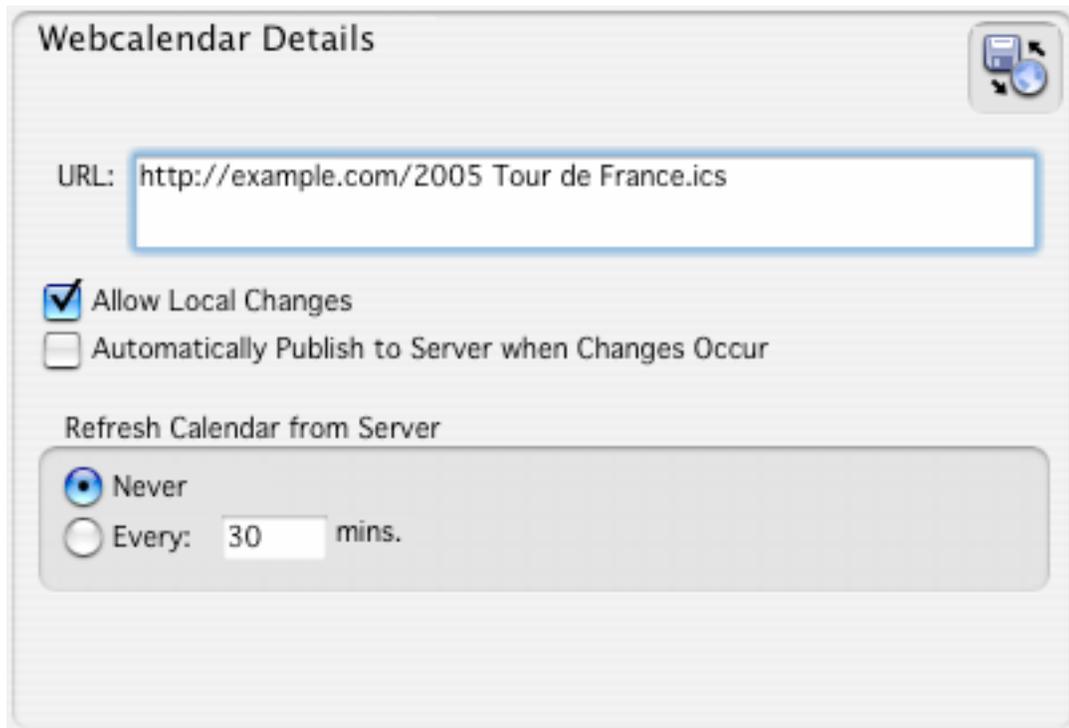
Figure 138   The Calendar Details 'Webcal' panel

- 'URL'   Shows the URL for the web-calendar, which can be changed.
- 'Allow Local Changes' When turned on, the calendar can be edited locally.
- 'Automatically Publish' When turned on, changes to a calendar locally are automatically saved to the server when the web-calendar is stored..
- 'Refresh' Allows control of automatic refreshing of the calendar from the server at a specified time interval.

5.13.4.5 Calendar Details: Access
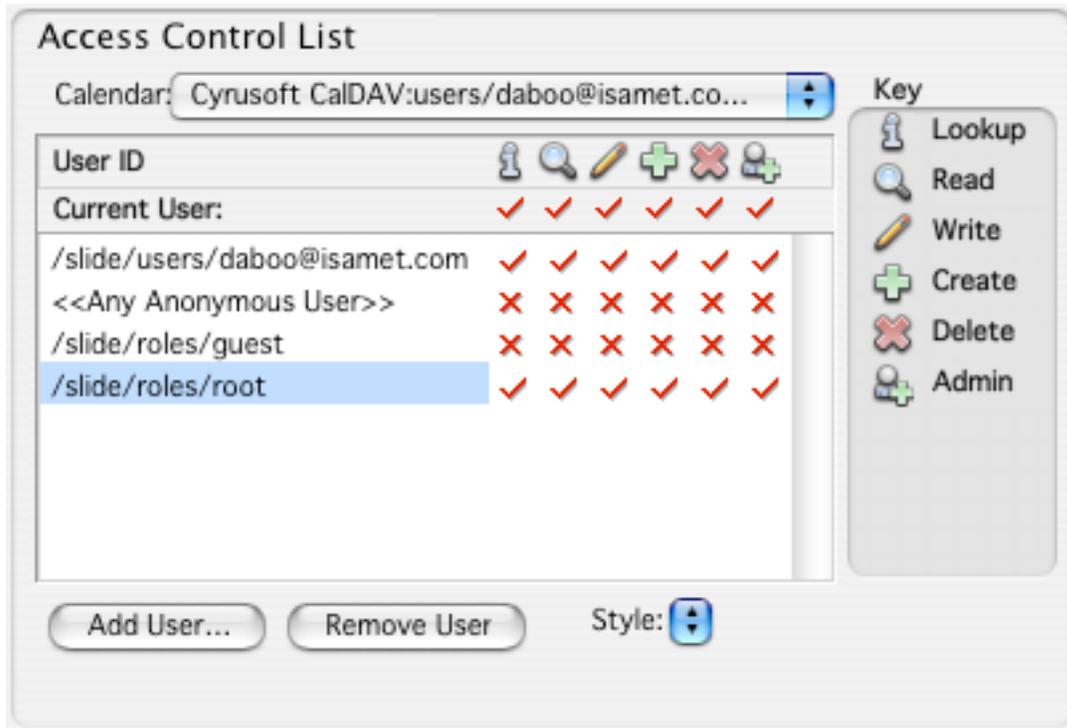
Figure 139   The Calendar Details 'Access' panel

The 'Access' panel displays information about the access control list for the calendar. This is the list of users who have 'rights' to the calendar. For calendar s, there are a total of six rights or privileges that can be applied to each user. These are:

- ![Lookup icon] 'Lookup' - if set, the user is able to see the calendar if they attempt to list it.

- ![Read icon] 'Read' - if set, the user is able to see events or tasks in the calendar.

- ![Write icon] 'Write' - if set, the user can change any events or tasks in the calendar, but not delete them.

- ![Create icon] 'Create' - if set, the user can create sub-hierarchies of calendars below the current calendar.

- ![Delete icon] 'Delete' - if set, the user can delete events or tasks from the calendar.

- ![Admin icon] 'Admin' - if set, the user is able to change the access control list for the calendar.

The rights that you have to the calendar are shown in the 'Current User:' row at the top of the access control list table. All users' rights are then shown in the table below this. Each row consists of a user id, followed by six icons or buttons representing the state of the right for that user. This table behaves in exactly the same way as the one used to set the access control for mailboxes (see page 146).

5.13.5 Managing calendars

5.13.5.1 Creating Calendars

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

5.13.5.2 Moving or Copying Calendars

Drag and drop can be used to move or copy calendars between the same or different calendar accounts.

5.13.5.3 Import/Export of Calendar Data

5.13.5.3.1 Import

Importing calendars from local iCalendar files can be done in one of three ways:

- o Import can be done to a new calendar object. In this case the imported data is copied directly into the calendar. To do this, make sure no calendar is selected in the calendar store list, then use the File menu 'Import Calendar' command. You will be prompted for a file to import, and then to create a new calendar into which the data will go.
- o Import can be done to an existing (selected) calendar object, and there are two options for that:
    - o The existing contents of the calendar being imported into can be completely overwritten.
    - o The existing content and the new imported content can be merged using smart synchronization that ensures new and changed items are handled appropriately.

5.13.5.3.2 Export

Entire calendars can be exported to local iCalendar files. Simply click once to select a calendar and use the File menu 'Export Calendar' command.

5.13.5.4 Web Calendars

Web calendars are associated with either http or webcal URLs which indicate the location where the calendar data is stored remotely.

5.13.5.4.1 Creating a Web Calendar

A web calendar can be created and 'subscribed' to in one of two ways:

- o Use the 'Add Web Calendar' command in the Calendar menu and enter and http or webcal URL for the calendar's location.
- o Click on a 'webcal' URL in a web browser with Mulberry set as your default webcal URL handler.

Either of those methods will add a new calendar to the Web Calendars section in the calendar store list, from where it can be viewed.

5.13.5.4.2 Refreshing a Web Calendar

When first subscribed to, Mulberry will download the web calendar data from the internet and store it locally. If the remote calendar changes you will need to use the 'Refresh Web Calendar' command in the Calendar menu to download the updated calendar data so that what you see in Mulberry is the same as the data on the internet.

5.14 Calendar View Pane/Window

5.14.1 Toolbar Buttons

The calendar view window has a toolbar associated with it, whereas the calendar view pane in the 3-pane window uses the toolbar in the 3-pane window.

The calendar view window toolbar contains the following items:

Draft	Creates a new draft window. When an event or task is selected, the selected item is added to the draft as an attachment.
Event	Creates a new event.
To Do	Creates a new to do item (task).
Day	Changes the calendar view to display a single day.
Work	Changes the calendar view to show the work days.
Week	Changes the calendar view to show an entire week.
Month	Changes the calendar view to show an entire month.

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

5.14.2 Event View

5.14.2.1 Types of Layout

The event view has four main types of layout, one of which has three variants. These layouts show different ranges of dates in different ways. Mulberry always remembers the last layout and settings used between sessions and for each named calendar that is opened into its own window.

At the top of each layout are a series of buttons and popups that control various features of each layout.

5.14.2.2 Year Layout
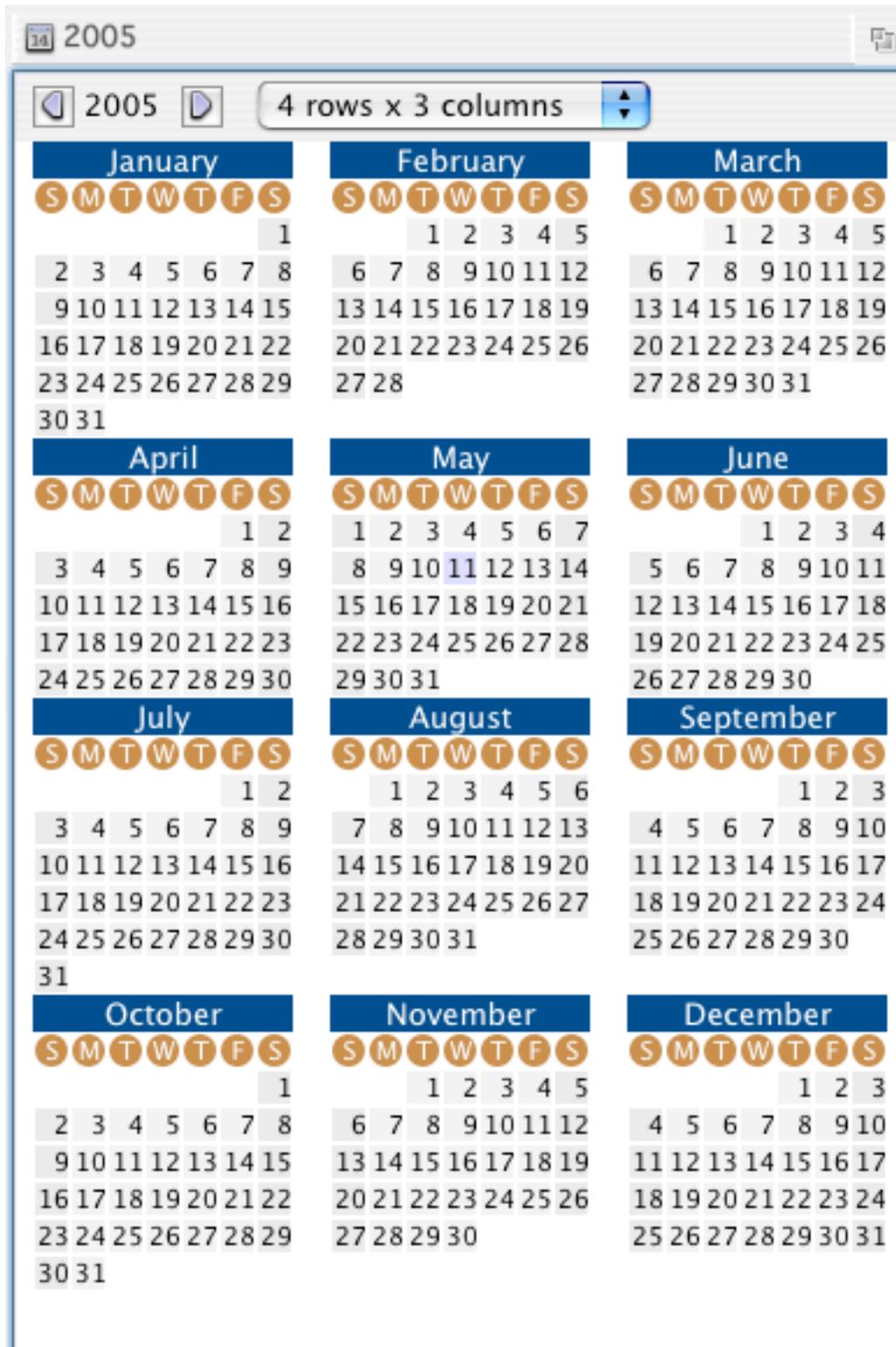
Figure 140   The Year Event view

The year layout (shown in Figure 140) displays a calendar grid of twelve months for a single year.

At the top of the layout are buttons that allow the year to be changed forward or backwards. Also, a popup controls the pattern of rows and columns used for the grid of months.

Double-clicking a month title will switch the view to the month layout for the selected month.

Double-clicking a day within a month grid will switch to the day view for the selected date.

A single-click on a day will select that day. When switching to one of the other views, the other view will be adjusted so that the selected day is within the range of visible days.

If the current year is being shown, the current date's cell will be shown in blue.

The year layout does not display any information about events.

5.14.2.3 Month Layout
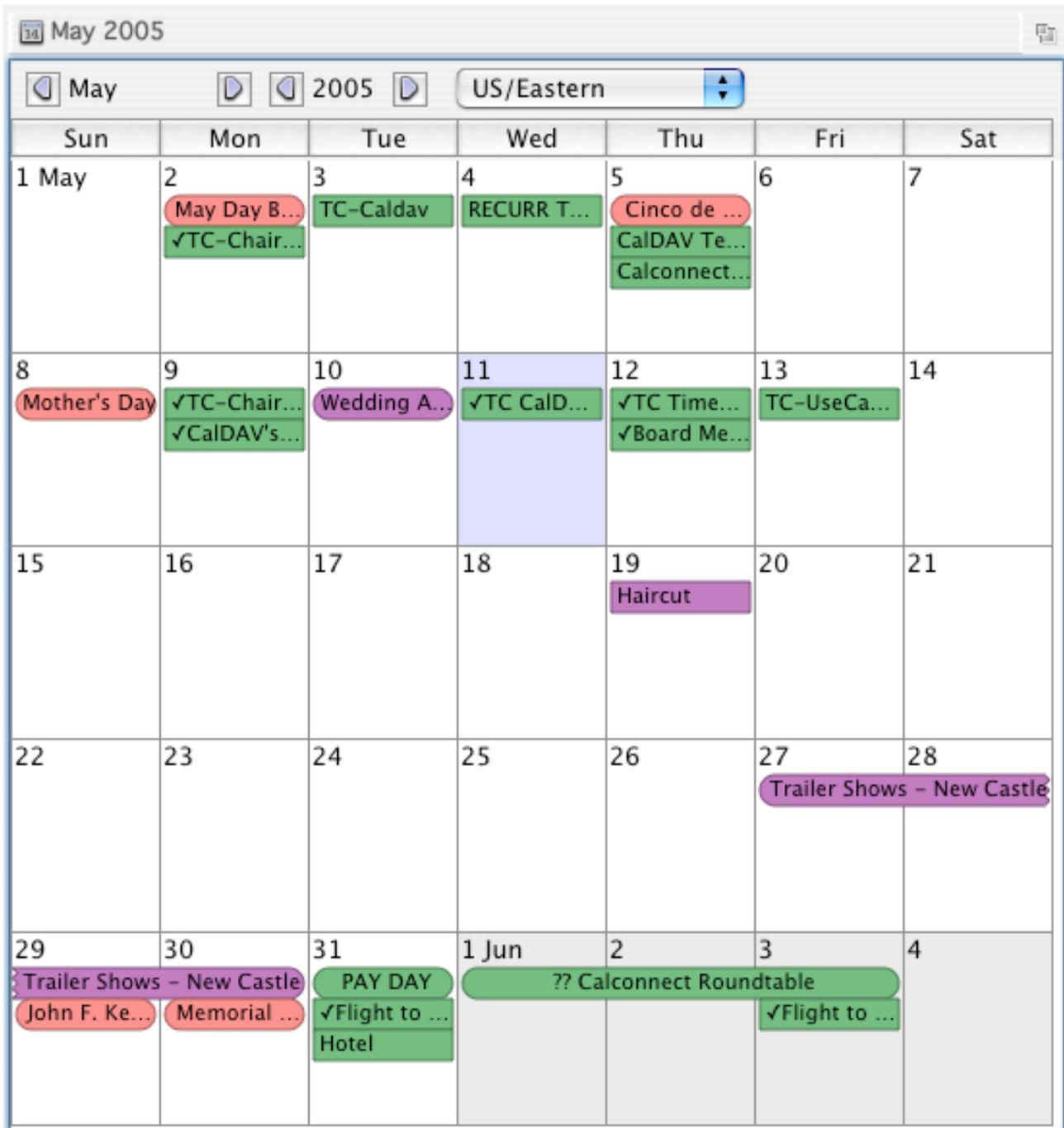
Figure 141   The Month Event view

The month layout (shown in Figure 141) displays a calendar grid of days for an entire month, with seven columns for each day and four to six rows. The day of the week (Sunday, Monday etc) used for the first column is set via the preferences. Sometimes days from the previous and next months are also shown, and they appear with a grey

background. Each day has its own rectangular region with the day of the month number in the top-left corner. Events for each day are shown within that day's rectangle only, unless the event spans multiple days.

Buttons at the top of the layout allow the month and year to be separately advanced forwards or backwards, one month or year at a time. The timezone popup is also present to adjust the display of events to the chosen timezone.

Events are shown using two possible shapes:

- o A 'rounded-edge' rectangle is used to indicate 'All Day' events, and these always appear above 'Timed' events in any day.
- o A 'square-edged' rectangle is used to indicate 'Timed' events.

A jagged edge may appear at the left or right side of an event. This indicates that the event spans a period prior to or after the current item.

If there are more events in a particular day than can be displayed in the available space, the text 'More…' appears in the top-right corner of that day's rectangle. To see all the events, switch to the day view by double-clicking on the empty space in that day's rectangle.

If the current date falls within the chosen month (or is one of the days shown just before or just after the month) then the rectangle for that date is shown in blue.

Double-clicking empty space in a day rectangle will switch to the day view for the selected data.

Double-clicking an event will display a window for editing the event details.

Hovering the cursor over an event will show a tooltip with details about the event.

You can use the tab key on the keyboard to cycle the selection between events shown in the layout. Shift-tab will reverse the order of selection.

5.14.2.4 Day Layouts

The day layouts display a vertical grid of hours within a day, and show between one and seven columns for each day in the grid.

- o If the 'Day' layout is chosen, then only a single day will be shown (Figure 142).
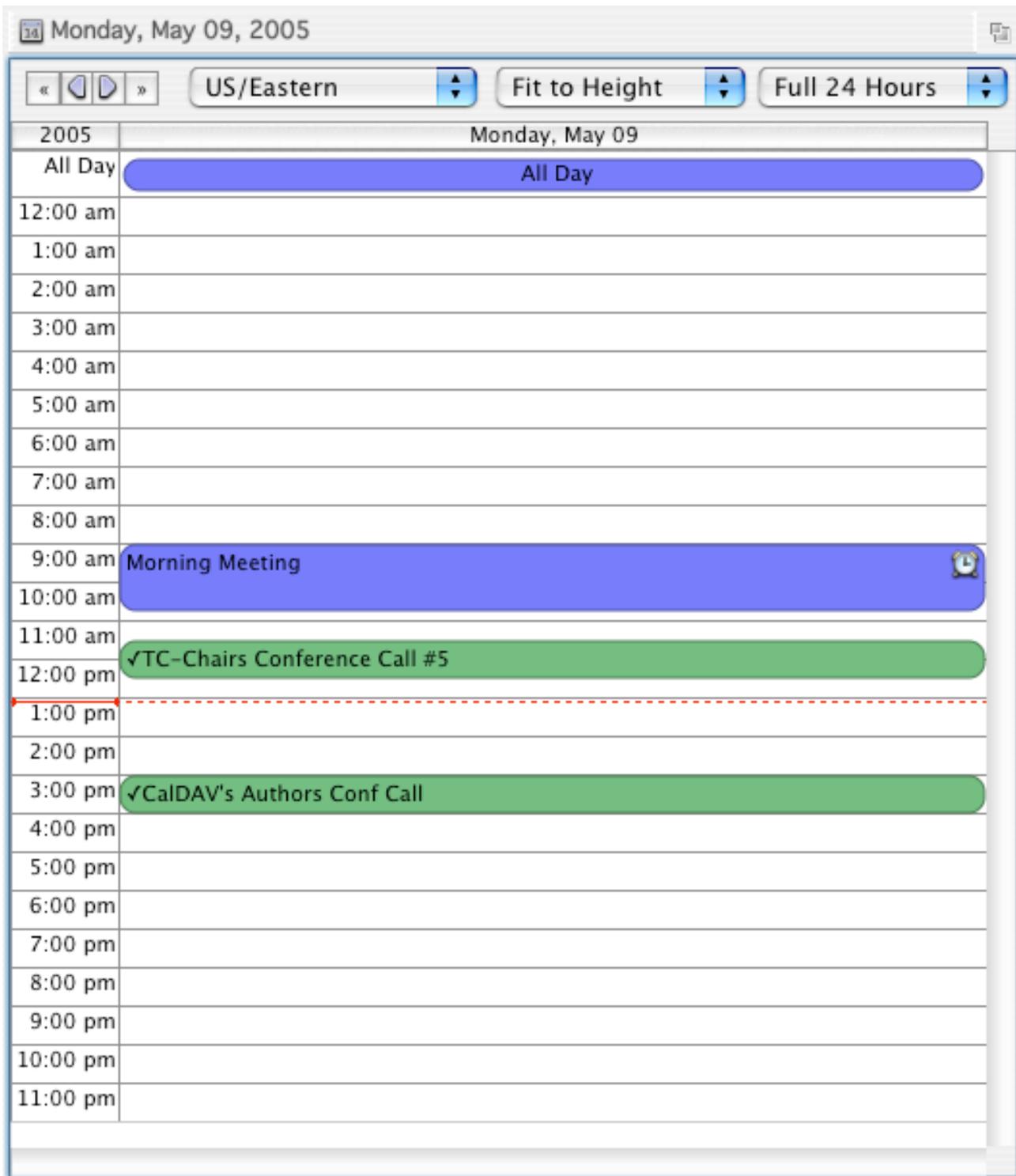
Figure 142   The Day Event view

o   If the 'Work' layout is shown (Figure 143), then only work days will be shown in the
    grid. The days of the week that are work days can be controlled via the Preferences.
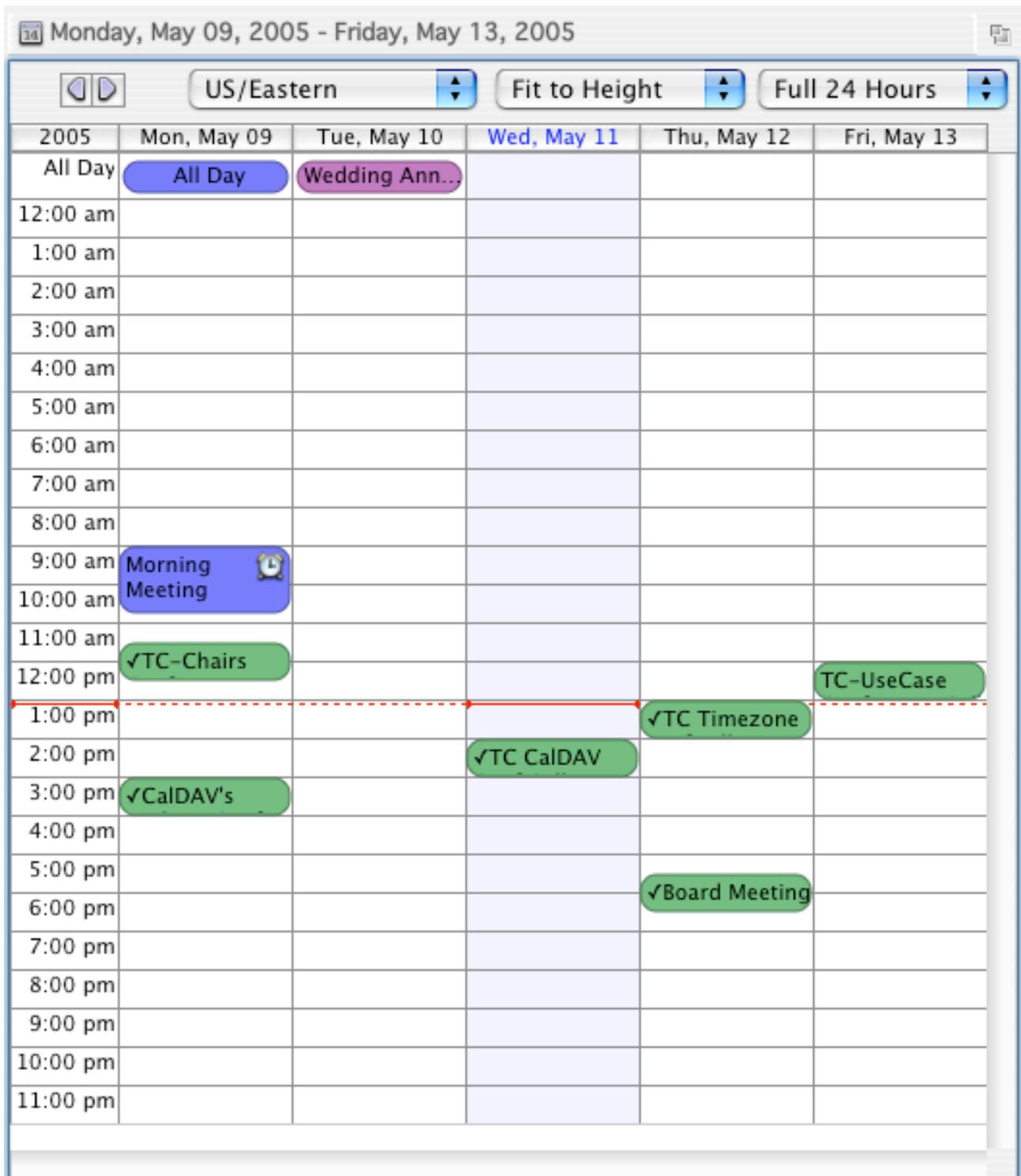
Figure 143   The Work Week Event view

    ○   If the 'Week' layout is shown (Figure 144), then a full seven days will be shown in the grid, with the first column corresponding to the first day of the week, as set in the Preferences.
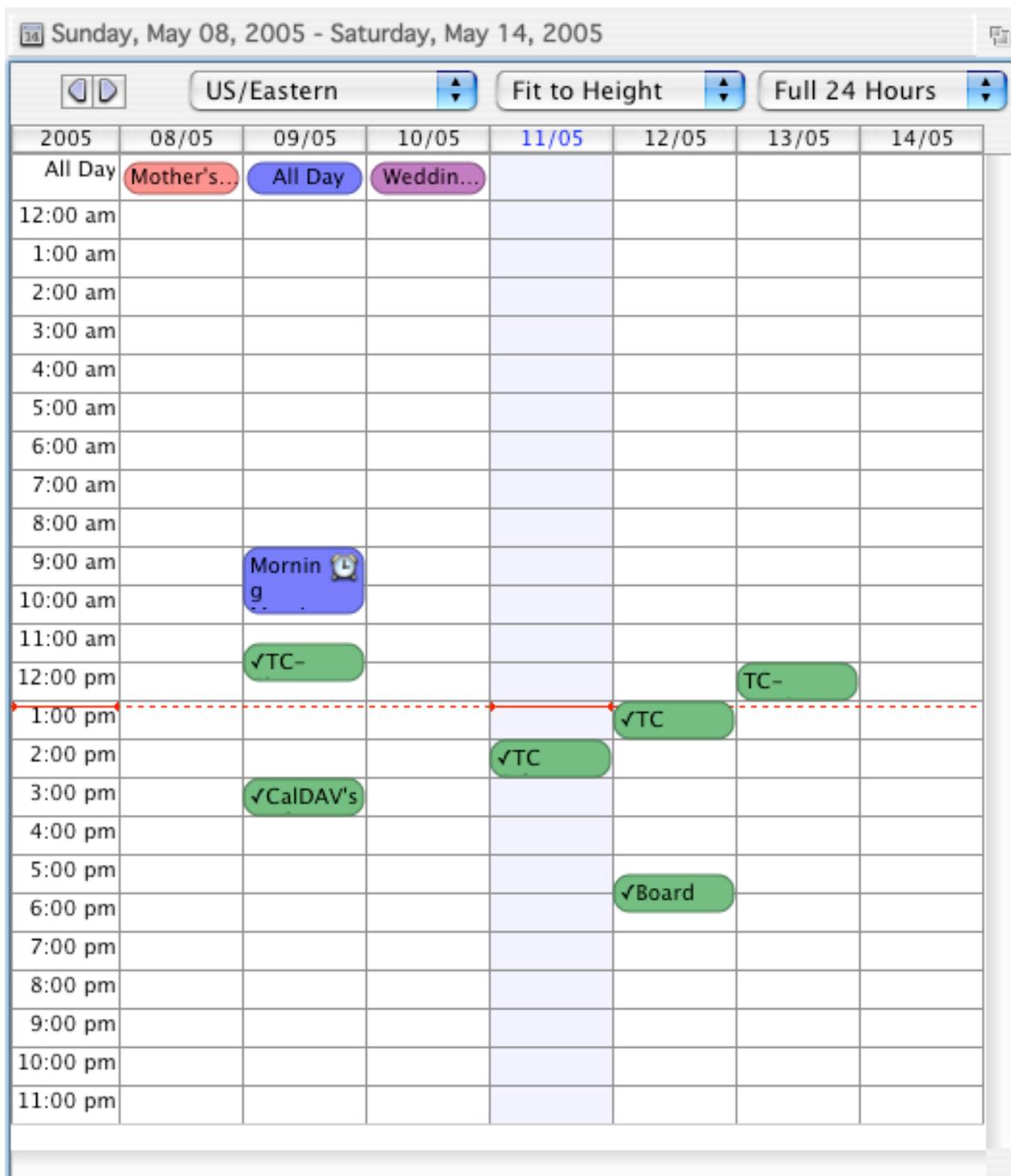
Figure 144   The Week Event view

The range of hours displayed vertically in the grid can vary anywhere between midnight at the start of a day to midnight at the end of a day. The 'Range' popup controls what the

current range of hours is, and each range in the popup (other than 'Full 24 Hours') is controlled via the Preferences.

The height of the rows in the layout can be controlled via the 'Scale' popup. The rows can be scaled between full size and 1/4 size, and can also be auto-scaled so that the current full range of hours is completely displayed in the layout, without the need to scroll the pane vertically.

Also at the top of the layout are buttons that allow the day or week to be changed forward or backwards. The timezone popup is also present to adjust the display of events to the chosen timezone.

All day events are shown in their own row at the top of the list. The height of that row automatically adjusts to ensure all such events are visible. A jagged edge may appear on the left or right side to indicate that the event spans a period prior to or after the current visible date range.

Timed events are shown in locations that correspond to the time range of that event within the area of the list. A jagged edge may appear at the top of bottom to indicate that the event spans a period prior to or after the current range of time on display, or spans additional days.

A red horizontal line appears across the grid at the position corresponding to the current time. When that intersects the column that corresponds to the current day a solid line is shown, otherwise a dashed line appears. This line will move down the screen keeping track with the current time.

5.14.2.5 Summary Layout

	Date	Time	Summary	Status	Calendar
			In the Past		
[	13/04/2005	11:00 AM	RECURR TC weekly call		work
			Earlier this Week		
[	08/05/2005	All Day	Mother's Day		US
	09/05/2005	All Day	All Day		test
	09/05/2005	9:00 AM	Morning Meeting		test
	09/05/2005	11:30 AM	TC-Chairs Conference Call #5		work
	09/05/2005	3:00 PM	CalDAV's Authors Conf Call		work
			Yesterday		
[	10/05/2005	All Day	Wedding Anniversary		kim4cyrus
			Today		
[	11/05/2005	2:00 PM	TC CalDAV Conf Call		work
			Tomorrow		
	12/05/2005	1:00 PM	TC Timezone conf call		work
	12/05/2005	5:30 PM	Board Meeting		work
			Later this Week		
[	13/05/2005	12:00 PM	TC-UseCase Conference Call		work

Figure 145   The Summary Event view

The summary layout displays a tabular layout of all events within a specified range of time around the current date. The time range is set via a popup. Mulberry displays special rows in the list to group events together within useful periods of time:

o 'In the Past' – events prior to the current week.

o 'Earlier this Week' – events that occurred earlier in the current week.

o 'Yesterday' – events that occurred yesterday.

o 'Today' – events that occur today.

o 'Tomorrow' – events due to occur tomorrow.

o 'Later this Week' – events due to occur later this week.

o 'Next Week' – events due to occur next week.

o 'In the Future' – events due to occur after next week.

The left-hand column of information shows vertical 'brackets' that group together events on the same day.

5.14.3 Task View
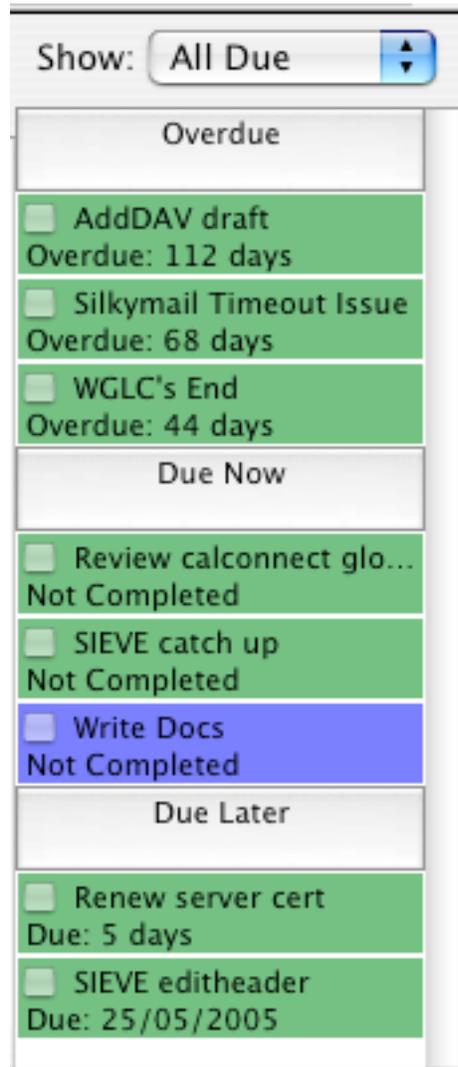
Figure 146   The Task view

The task view shows to-do items for the calendars being shown in the current view. The set of items displayed is controlled via a popup at the top of the view:

- o 'All Due' – shows any task that is due now or in the future, or is currently overdue.
- o 'All' – shows all tasks, including ones that have been completed or cancelled.
- o 'Due Today' – shows only tasks that are due today or overdue.
- o 'Due this Week' – shows only tasks due this week or overdue.
- o 'Overdue' – shows only tasks that are overdue.

Note that tasks completed within the last 24 hours are always shown as a reminder.

Mulberry displays special rows in the list to group tasks together based on their due date:

- o 'Overdue' – tasks whose due date is in the past.
- o 'Due Now' – tasks whose due date is today.
- o 'Due Later' – tasks whose due date is after today.
- o 'Done' – tasks that have been completed.
- o 'Cancelled' – tasks that were cancelled before being completed.

Each task includes a checkbox that can be turned on to indicate completion.

5.14.4 Preview

The preview pane shows a summary of a selected event or task in the event or task view associated with the preview.

5.14.5 Managing Events

5.14.5.1 Types

5.14.5.1.1 Timed Events

A timed event is one that occurs at a specific time of day and has an arbitrary duration. E.g. a meeting at 11 am with duration of 1 hour.

5.14.5.1.2 All Day Events

An all day event is one that spans a fixed number of days, with no specific time that it occurs on those days. E.g. an anniversary or holiday.

5.14.5.1.3 Repeating Events

Timed and all day events can be set to repeat at specific intervals, or on particular days governed by a set of rules. Whilst Mulberry has full support for the range of rules in the iCalendar standard, it only lets you create a subset of common rule types in order to keep the user interface simple.

5.14.5.2 Creating Events

Events can be created by using the New Event command in the Calendar menu, or by clicking the Event toolbar button. When that is done a new event edit dialog is shown allowing the new event to be specified.

5.14.5.3 Editing Events
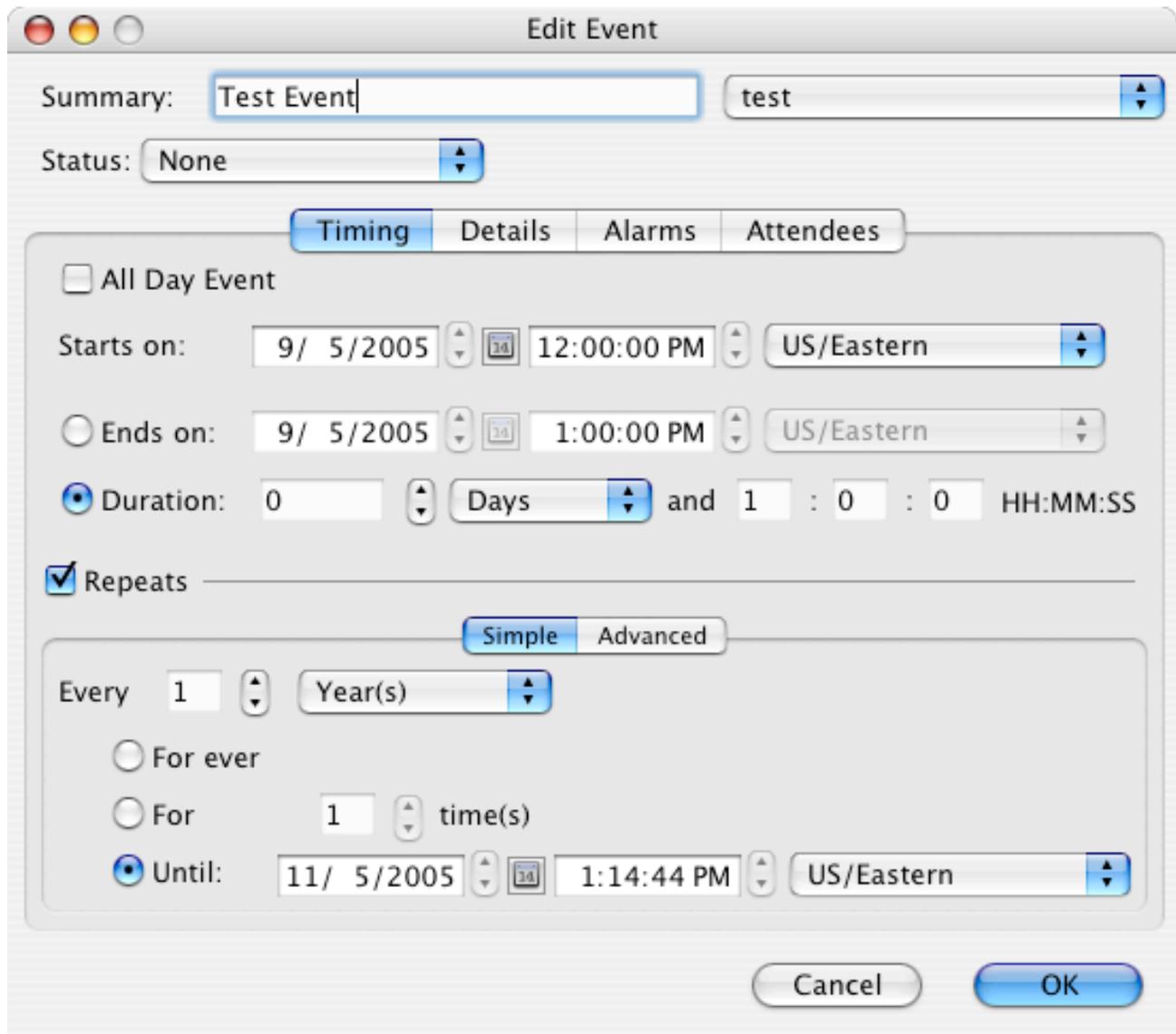
Figure 147   The Event editing dialog

The event edit dialog is used for creating, editing and duplicating events.

The dialog contains a common area at the top and a series of tabbed panels underneath.

5.14.5.3.1 Common Area

o 'Summary' – text that briefly describes the event. This text appears when the event is displayed in the calendar views.

o Calendar popup – lists all currently open calendars. If this is a new event, the calendar popup will be set to the last calendar used to create a new event. If this is an existing event, the calendar popup will be set to the calendar that the event is

currently stored in. You can select a different calendar to store the event in. Some calendars may not be modifiable by you. Those calendars will appear with the text '(Read Only)' after their names in the calendar popup. Whilst those can be selected in the popup, when they are, the OK button in the dialog will be disabled, since changes are not allowed.

o 'Status' – allows the state of the event to be set:

> o 'None' – no special status for the event. This is the default.

> o 'Confirmed' – the event will definitely take place. When this is selected, a check mark appears next to the event summary when the event is displayed in a calendar view.

> o 'Tentative' – the event has not definitely been confirmed. When this is selected, a question mark will appear next to the event summary when the event is displayed in a calendar view.

> o 'Cancelled' – the event has been cancelled and will not take place. When this is selected, the event will be crossed out when displayed in a calendar view.

5.14.5.3.2 Timing Panel

Figure 148   The Event editing dialog 'Timing' panel

The timing panel allows you to set timing parameters for an event, including start and end dates and times and/or duration periods. Also, repeating events can be setup.

- o 'All Day' – turning this on will make the event an all-day event. When it is on, the time and timezone items below will be hidden as they are not needed for all-day events. When it is off, the time and timezone items will be visible and can be used to set times for the event.

- o 'Starts on' – allows the start date and, if not an all-day event, the time and timezone to be set.

- o 'Ends on' – allows the end date and, if not an all-day event, the time and timezone to be set.

- o 'Duration' – an alternative way of specifying the end of an event. The length of the event in days or weeks and, if not an all-day event, the number of hours, minutes or seconds can be set.

'Repeats' – controls whether the event is set to repeat at some interval. If turned on, the event will repeat based on the settings in the tab panels below. If turned of, the event will occur only once on the date and time specified.

5.14.5.3.3 Recurrence Panels

The iCalendar standard allows for a variety of different ways to specify repeating events or tasks. Mulberry will only allow you to edit a subset of the possible variations that exist for simplicity. However, it will correctly handle repeating complex instances that are generated by others.

When a repeating event is too complex for Mulberry's editing capabilities, the 'Complex' tab will appear in the tab-panel and that will contain the 'raw' recurrence information about the event. That complex representation cannot be changed. However, if you switch to either the 'Simple' or 'Advanced' panels and make any changes there, those changes will replace the complex rule.

5.14.5.3.3.1   Simple

- o 'Every' – sets the repeating period of time.
- o 'For ever' – if selected the event will repeat at the chosen interval for ever.
- o 'For … time(s)' – if selected the event will repeat for the specified number of times only.
- o 'Until' – if selected the event will repeat up to and including the specified time, but not after it.

5.14.5.3.3.2   Advanced

Displays a brief description of the repeating rule. To edit the rule, click the 'Edit…' button.

5.14.5.3.3.3   Complex

Shows the complex repeating rule from the original event. This cannot be edited directly. Leave this tab selected if you do not want to change the complex rule, as Mulberry will simply preserve it when the event is edited. Alternatively, you can change the rule by

switching to either the 'Simple' or 'Advanced' tab and specify a new rule there – that rule will replace the original complex one when the event is changed.

5.14.5.3.4 Details Panel
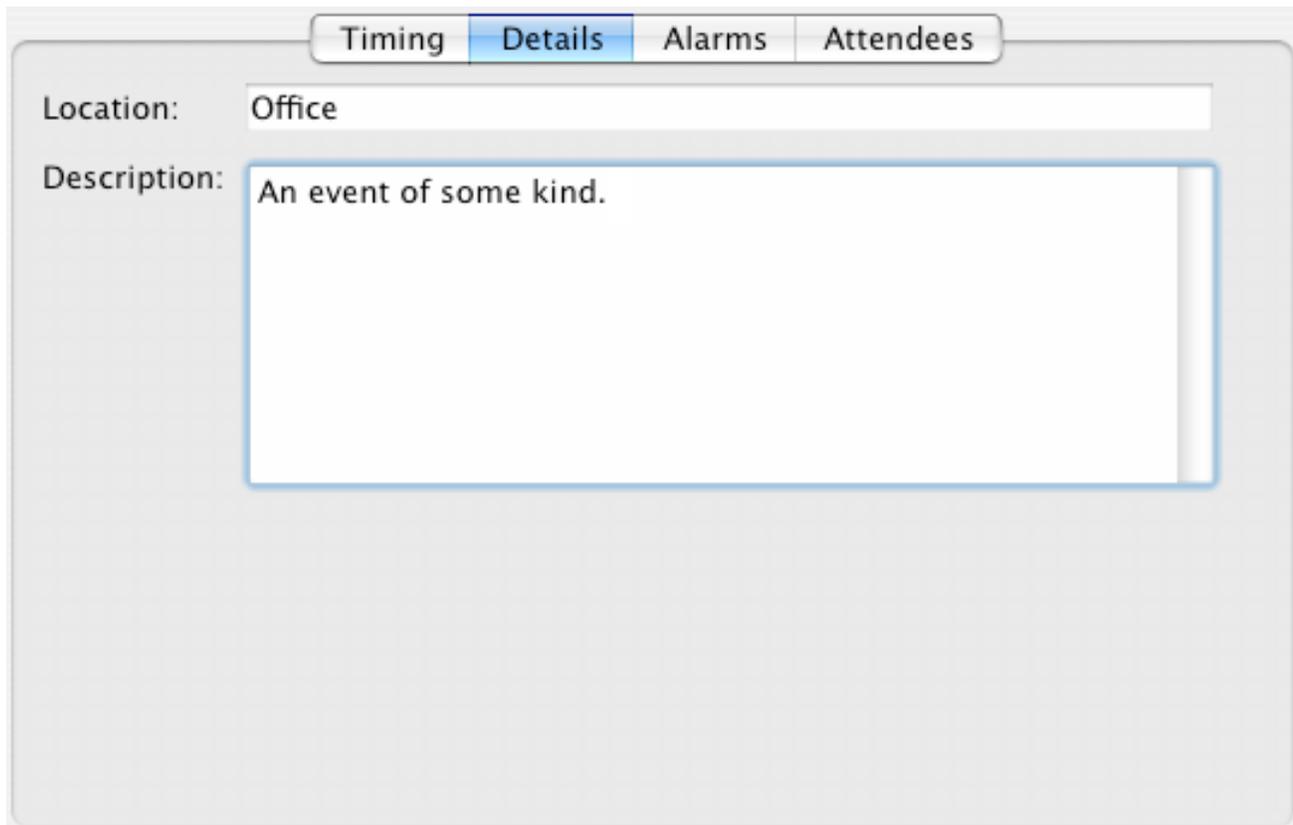
Figure 149   The Event editing dialog 'Details' panel

- o 'Location – text that describes the physical location where the event is to take place.
- o 'Description' – detailed text that describes the event (e.g. an agenda, list of documents needed for the meeting etc).

5.14.5.3.5 Alerts Panel

Figure 150   The Event editing dialog 'Alerts' panel

o   'Use Alert' – Turns on or off an alarm on the event.

o   'Status' – Sets the status of the alarm:

  o   'Active' – the alarm is pending and will execute when the trigger times occur..

  o   'Completed' – the alarm has completed as there are no trigger times left to execute.

  o   'Disabled' – the alarm is disabled and will not execute when the trigger times occur.

o   'Alert on' = allows a specific date and time to be set for the alarm's initial trigger time.

o   'Interval' – sets a duration relative to the start or end of an event that is used to determine the initial trigger time. The interval popup can be set to:

  o   'Before the Start' – the initial trigger is set at the duration before the start time of the event.

  o   'Before the End' – the initial trigger is set at the duration before the end time of the event.

- 'After the Start' – the initial trigger is set at the duration after the start time of the event.
- 'After the End' – the initial trigger is set at the duration after the end time of the event.

5.14.5.3.5.1 Behaviour

Allows the type of alarm action to be set:

- 'Play Sound' – when the alarm triggers the standard computer alert sound is played.
- 'Speak Text' – when the alarm triggers the specified text is spoken using the computer text-to-speech capability if present.
- 'Display Alert' – when the alarm triggers the specified text is displayed in an alert box.
- 'Email' – when the alarm triggers an email message with the specified subject and text is sent to the specified email addresses.

5.14.5.3.5.2 Repeats
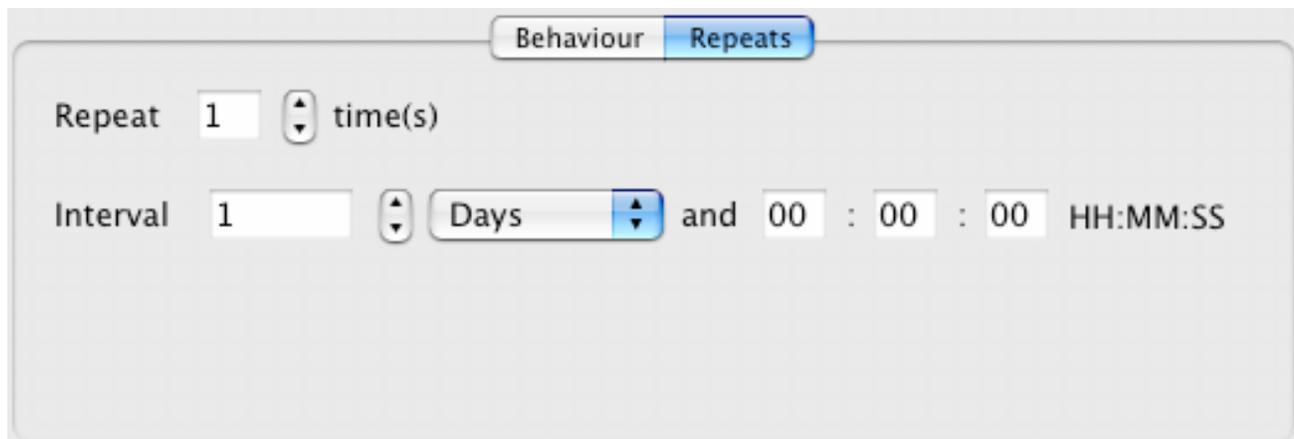
Figure 151   The Event editing dialog 'Repeats' panel

These settings control whether the alarm occurs more than once and what interval.

5.14.5.3.6 Attendees Panel
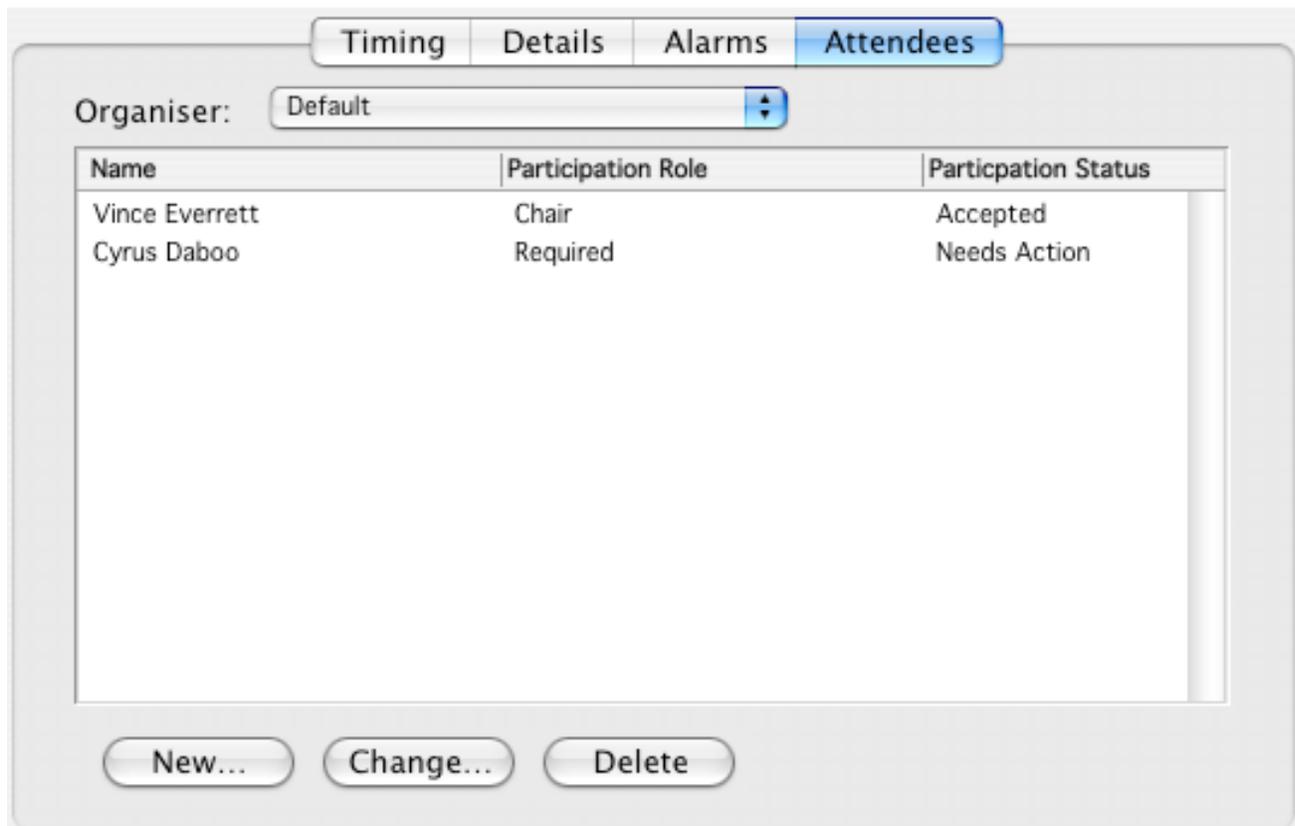
Figure 152   The Event editing dialog 'Attendees' panel

The attendees panel displays the list of attendees set for the event, as well as the organizer of the event. When a new event is created it initially has no attendees or organizer, and the Attendees Panel contains a single 'Add Attendees' button.

When the button is clicked the panel layout changes to show an Organizer popup listing identities that can be used to indicate who the organizer is, and a list showing the current attendees. By default the current organizer is added as an attendee whose role is to chair the event.

Attendees can be added, their status changed, or they can be removed through use of the buttons below the list.

The attendee list shows the name, role and status of each attendee. The name may be a suitable 'display name' or an email address or other calendar address.

The role can be one of:

- o 'Chair' – this is the person in charge of the event

- o 'Required' – this attendee is required to participate – the event cannot take place without them

- o 'Optional' – this attendee may or may not participate as they deem fit – their presence is not required for the event to take place

o 'Not Participating' – this attendee has been informed that the event is taking place but they are not participating in the event itself

The status can be one of:

o 'Needs Action' – a reply either accepting or declining the invitation to the event is still pending

o 'Accepted' – the attendee will definitely be participating in the event

o 'Declined' – the attendee will definitely not be participating in the event

o 'Tentative' – the attendee is likely to be participating in the event, but has not definitely confirmed that

o 'Delegated' – the attendee has delegated their participation to another person

Figure 153   The Add Attendees dialog

When creating or editing the information for an attendee, the edit dialog includes popups allowing the role and status to be set. In addition, the edit field used to specify attendee names supports address nick-name and expansion behaviour, in a similar manner to the 'To', 'CC' and 'Bcc' fields in a draft window, making it easy to quickly add attendees with an entry in an address book.

When setting the status of an Attendee, if you choose 'Needs Action' you can also set an option that will cause an invitation to be sent to them if needed. To do that turn on the 'RSVP Required' option.

5.14.5.4 Copying or Moving Events

To copy an event use the Duplicate Item command in the Calendar menu whilst the event to be copied is selected. That will create a new event with the same properties as the one being copied and open an edit dialog for that event. The copy can be placed in another calendar by simply choosing the destination calendar via the calendar popup in the edit dialog. Properties of the duplicated event can be changed without affecting the original.

To move an existing event, simply edit it and change the calendar popup to the calendar where the event is to be moved.

5.14.6 Managing Tasks

5.14.6.1 Creating Tasks

Tasks can be created by using the New To Do command in the Calendar menu, or by clicking the To Do toolbar button. When that is done a new task edit dialog is shown allowing the new task to be specified.

5.14.6.2 Editing Tasks
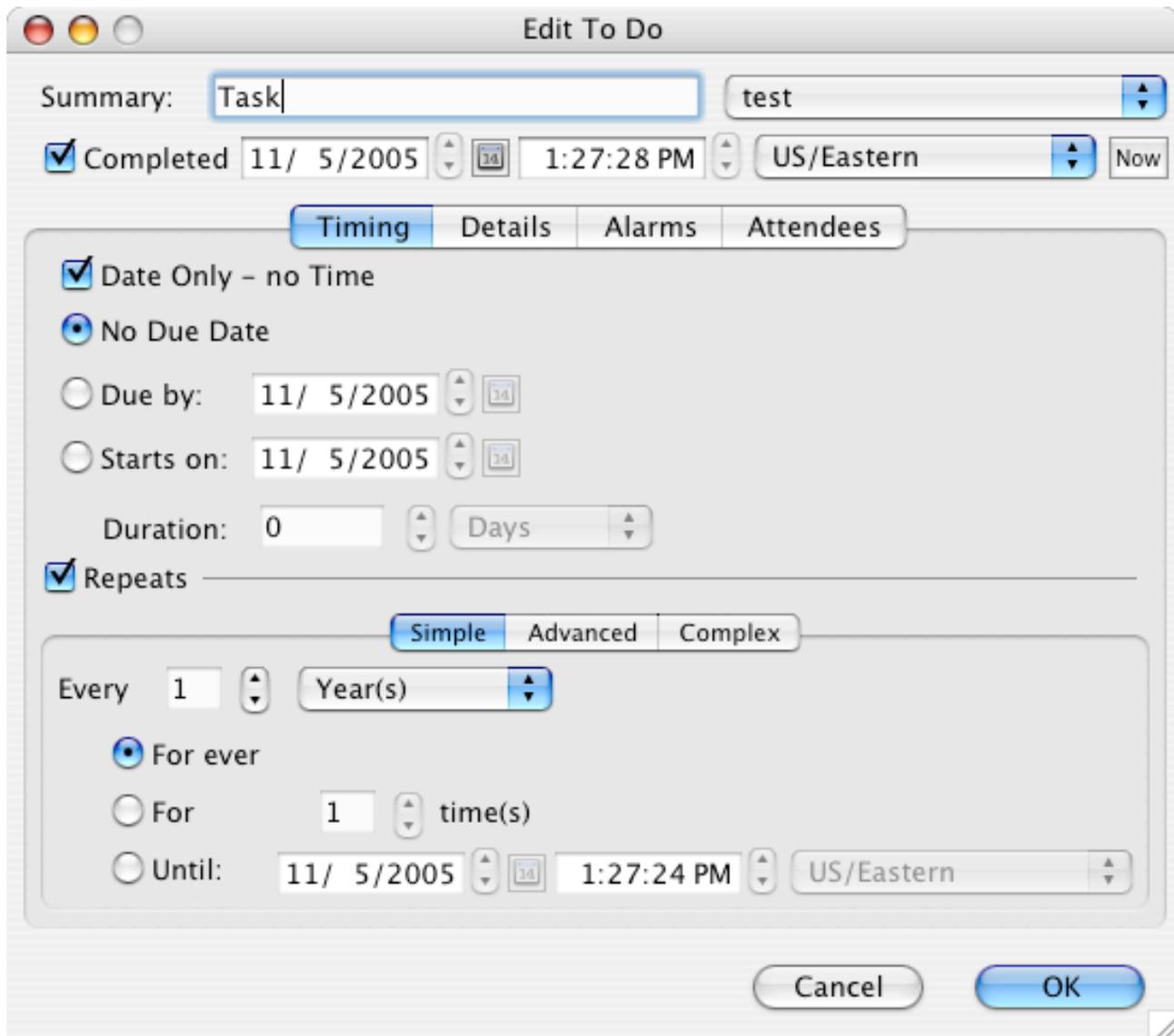
Figure 154   The Task editing dialog

The to do edit dialog is used for creating, editing and duplicating tasks.

The dialog contains a common area at the top and a series of tabbed panels underneath.

5.14.6.2.1 Common Area

o 'Summary' – text that briefly describes the task. This text appears when the task is displayed in the calendar views.

o Calendar popup – lists all currently open calendars. If this is a new task, the calendar popup will be set to the last calendar used to create a new task. If this is an existing task, the calendar popup will be set to the calendar that the task is currently stored

in. You can select a different calendar to store the task in. Some calendars may not be modifiable by you. Those calendars will appear with the text '(Read Only)' after their names in the calendar popup. Whilst those can be selected in the popup, when they are, the OK button in the dialog will be disabled, since changes are not allowed.

o 'Completed' – changes the completed state of the task, and allows the completion date and time to be edited.

o 'Now' – changes the completion date and time to the current date and time.

5.14.6.2.2 Timing Panel

The timing panel allows you to set timing parameters for an event, including start and end dates and times and/or duration periods. Also, repeating events can be setup.

o 'Date Only – no Time' – turning this on will remove the need to specify a specific time at which the task is due on the chosen date.

o 'No Due Date' – used to indicate a task with no specific due date.

o 'Due by' – allows the due date and optionally the time and timezone to be set. If a task is not completed by that date and time, the task will be considered as overdue.

'Starts on' – allows a start date and optionally the time to be set, along with a duration for the length of the task. If the task is not completed after the specified duration has passed since the start date and time, the task will be considered as overdue.

5.14.6.2.2.1 Recurrence Panels

Same as for events.

5.14.6.2.3 Details Panel

Same as for events.

5.14.6.2.4 Alerts Panel

Same as for events.

5.14.6.2.5 Attendees Panel

Same as for events.

5.14.7 Sending/Receiving via Email

Both events and tasks can be sent via email to other people in a standard format that should allow them to automatically add those items directly to their own calendars, provided the software they use allows that - if they use Mulberry it will!

5.14.7.1 Sending

To send events or tasks, select them in a calendar view and click the Draft toolbar button. This will create a new draft window with the selected items included as a text/calendar attachment. Additionally, a summary of the selected items will be displayed as text in the body of the message. The identity used in the draft is chosen in the following manner:

o If the calendar of the selected items has a 'Tied Identity', then that identity is used.

o   If the account of the calendar of the selected items has a 'Tied Identity', then that identity is used.

o   If none of the above conditions apply, then the default (first) identity in the preferences is used.

5.14.7.2 Receiving

By default Mulberry handles received text/calendar attachments itself when you double-click them, however that is controlled via an option in the preferences.

When a text/calendar attachment is received in incoming email, you can double-click on the attachment and have Mulberry automatically add the included calendar items to a calendar of your choice. If the new items are updates to ones already received, then the existing items will be updated in the calendar. If the new items are older versions of any existing items, then no action will be taken.

Some items sent via email are invitations that require a response – those are handled in a special manner when you double-click on them as described in the next section.

5.14.8 Scheduling using Email

5.14.8.1 Attendee Status

When an event has one or more attendees, an icon is displayed for that event in the month or day/week views. The icon is used to indicate the following:

o   Indicates that there are attendees in the event whose status is not confirmed.

o   Indicates that there is at least one attendee that has declined to participate whose presence is required.

o   Indicates that all attendees whose presence is required have accepted the invitation

o   Indicates that an event organized by someone else that you have agreed to participate in.

5.14.8.2 Sending an Invitation

Invitations are sent to all Attendees in an event that have a status of 'Needs Action' and have the 'RSVP Required' option turned on. When such attendees are listed in an event, you can right-click on the event to display a context menu that will contain an 'Invite Attendees' option. If that option is disabled then there are no suitable attendees to request an invitation of.

When the 'Invite Attendees' command is used, an email message will be created addressed to each attendee being invited. The message will contain the event as an attachment. If the 'Automatically Send Email Invitations and RSVPs' option is on in the Calendar preferences, then the email message is sent out immediately. If the option is off, a draft window will be created allowing you to inspect and send the message when needed.

5.14.8.3 Responding to an Invitation

When an invitation is received via email it can be processed by Mulberry if you double-click on the calendar attachment included with the message. When that happens Mulberry will first check the list of attendees to determine which one is you. If a match is found it will then check whether the event in the invitation will conflict with any events on subscribed calendars. You can then choose to:

- o Accept the invitation. If a response was requested by the organizer Mulberry will create a response email message containing the appropriate RSVP. The accepted event will then be placed on a subscribed calendar of your choice.

- o Decline the invitation. You can only decline an invitation if the organizer asked for a response in the invitation. If no response was required, you can instead ignore the event (described next). The event being declined is not placed on any calendars.

Ignore the invitation. The event is completely ignored – no response is sent even if the organizer requested one, and the event is not placed on any calendars.

5.14.8.4 Handling an Invitation Response

When attendees respond to an invitation and send back their responses, they will arrive as email messages with calendar attachments. Double-clicking on the calendar attachment will result in the event being updated to reflect the response (accepted or declined) of the corresponding attendee.

6. MENU REFERENCE

6.1 File Menu
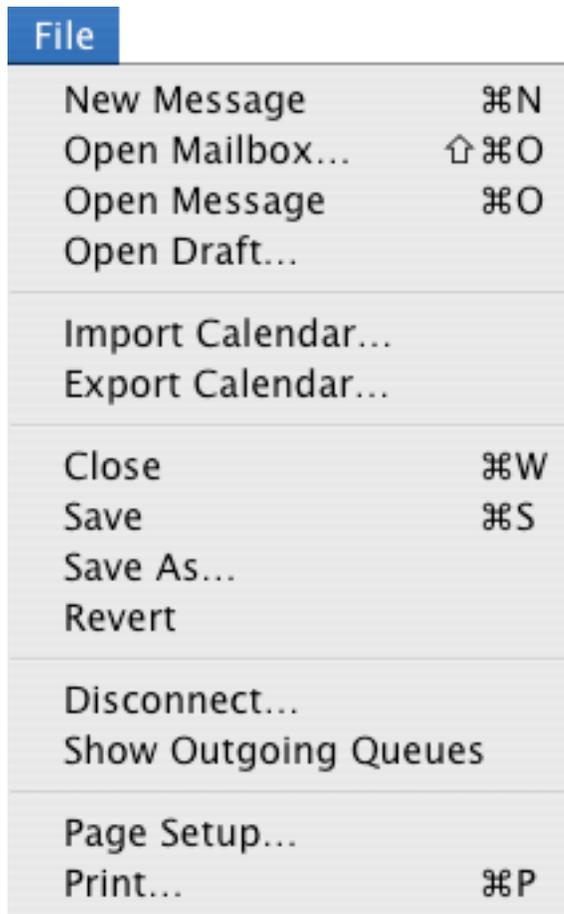
New Message **Command-N**	Creates a new draft message window in which you can create messages to send.
Open Mailbox... **Shift-Command-O**	Opens a new mailbox or a selected mailbox depending on the current selection in the active server pane.
Open Message **Command-O**	Opens the selected messages in the active mailbox pane.
Open Draft...	Opens a previously saved draft message from disk.
Import...	Inserts text from any text file at the current selection position in a draft message window. Or imports calendar data into a calendar. Or imports rules from a file.

Export…	Export calendar data from a calendar. Or exports rules to a file.
Close **Command-W**	Closes the active window or a tab in the active mailbox pane.
Save **Command-S**	Saves the current message, draft message or address book to disk.
Save As…	Saves the current draft message or address book to disk allowing you to choose the file location and name.
Revert	Discards changes to the current draft message or address book.
Preferences…	Opens the 'Preferences' dialog box to allow the settings for the application to be changed.
Disconnected Mode…	Switches Mulberry between connected and disconnected mode.
Show Outgoing Queues	Opens the 'Outgoing Message Queues' window or brings it to the front.
Page Set-up…	Sets paper size, orientation and other printing options for printing messages.
Print… **Command-P**	Allows selected messages in a mailbox window or messages displayed in their own window to be printed.
Quit **Command-Q**	Quits from Mulberry. This will close all open windows (allowing any unsaved changes to be saved or discarded) and logs out of the email server if its still logged in to.

6.2　Edit Menu

Undo		Undoes the previous editing action.
	Command-Z	
or		
Redo		Redoes the previous editing action that was undone.
	Command-Z	
Cut		Cuts the current text selection in the active window to the clipboard.
	Command-X	

Copy **Command–C**	Copies the current text selection in the active window to the clipboard.
Paste **Command–V**	Pastes the text contents of the clipboard at the selection position in the active window.
Paste as Quotation **Command–'**	Pastes the text contents of the clipboard into at the selection position in the active draft message. The text is indented using the quotation character from the 'Outgoing' preferences panel
Clear	Remove the current selection in the active window.
Select All **Command–A**	Selects all available items in the active window or pane. This could be text in a message or draft message window, messages in a mailbox window, mailboxes in a server window, or addresses and groups in an address book window.
Find… **Command–F**	Display the Find and Replace dialog that can be used to find and replace text in a message or draft window.

Find Next
      Command–G
    Shift–Command–G
	Finds the next occurrence of text in a message pane or draft window. If the **shift** key is down, the previous occurrence is searched for.

Find Selection
      Command–H
    Shift–Command–H
	Finds the next occurrence of the currently selected text in a message pane or draft window. If the **shift** key is down, the previous occurrence is searched for.

Replace **Command–B**	Replace the currently selected text with that previously specified in the Find dialog.

Replace & Find Next
      Command–T
    Shift–Command–T
	Replace the currently selected text with that previously specified in the Find dialog, and then find the next occurrence of the text. If the **shift** key is down, the previous occurrence is searched for.

Replace All	Replace all occurrences of the text to find with the text specified in the Find dialog.
Text Macros	Displays a dialog box that allows you to edit text macros, which can be used to quickly insert commonly used text into a draft message. See Section 5.9.4.1 for more details.
Details… **Command–I**	Displays a dialog box that gives detailed information about the selected item.
Change Password…	Allows passwords for accounts setup in the preferences to be changed using password plugins installed in the Plug-ins folder.

Speak Selection **Option-Command-T** or	Speaks the selected messages in the active mailbox pane.
Speak Message **Options-Command-T** or	Speaks the message in the active message pane.
Stop Speaking **Option-Command-T**	Cancels the current text to speech operation.
Check Spelling **Option-Command-L**	Checks the spelling of the currently selected text in a message pane or draft window. If there is no selection the entire text will be checked. Only text in a draft window can be replaced with corrections.

6.3 Mailbox Menu

Mailbox	
Create...	
Rename...	
Mark Contents Seen	⌥⌘P
Delete Mailbox...	
Expunge	⌘E
Synchronise...	
Clear Disconnected...	
Display Hierarchy	▶
Cabinets	▶
Subscribe	⌘=
Unsubscribe	⌘-
Check Mail	⌘L
Check Favourites	⇧⌘L
Sort By	▶
Goto Message...	⌥⌘G
Load All Messages	
Update Current Match	⌘U
Search Mailbox...	⌘Y
Search Again	⇧⌘Y
Next Search	⌥⌘Y
Rules...	
Apply Rules	▶
Make Rule...	

Display Hierarchy submenu:

New Display Hierarchy...
Edit Display Hierarchy...
Remove Display Hierarchy...

Reset All

Refresh

Cabinets submenu:

New Cabinet...
Edit Cabinet...
Remove Cabinet...

Add Wildcard Item...
Edit Wildcard Item...

Remove Item

Sort By submenu:

To
From
Reply To
Sender
Cc
Subject
Thread
Date Sent
Date Received
Size
Flags
✓ Number
Smart Address
Attachments
Parts
Matching
Disconnected

Create...	Creates and opens a new mailbox on the server. A dialog appears asking for the name of the new mailbox.
Rename...	Renames any mailboxes selected in the active server pane. A dialog appears asking for the new name.
Mark Contents Seen **Option-Command-P**	Marks any unseen messages as seen in the entire mailbox.
Delete...	Deletes any mailboxes selected in the active server pane.
Expunge **Command-E**	Expunges the deleted messages in the active mailbox pane. This will permanently remove any messages flagged as deleted from the mailbox.
Synchronize...	Synchronizes the messages in the active mailbox pane or any mailboxes selected in the active server pane.
Clear Disconnected...	Clears the disconnected message cache for the active mailbox pane or any mailboxes selected in the active server pane.
Display Hierarchy	**New Display Hierarchy...** Creates a new display hierarchy in the currently selected server. This can be used to create a new hierarchy of mailboxes to view. **Edit Display Hierarchy...** Edits the root name for the currently selected display hierarchies in the active server pane. **Remove Display Hierarchy...** Removes the currently selected display hierarchies from the server pane. This does not delete any mailboxes, it merely removes them from the server pane display. **Reset All** Displays the Choose Mailbox Locations dialog, described in Section 5.4.4.4.1. **Refresh** Refreshes any selected display hierarchy, or all the display hierarchies in a selected server. Refreshing forces the mailbox list to be updated from the server.

Cabinets	**New Cabinet…** Creates a new mailbox cabinet in the server pane. **Edit Cabinet…** Edits the name of the currently selected mailbox cabinets in the server pane. **Remove Cabinet…** Removes the currently selected mailbox cabinets from the server pane. This does not delete any mailboxes, it merely removes the cabinet and its contents. **Add Wildcard Item…** Creates a new cabinet item that is able to match a group of mailboxes using search criteria. **Edit Wildcard Item…** Edits the name of a cabinet item that is able to match a group of mailboxes using search criteria. **Remove Item…** Removes an item from a mailbox cabinet. This does not delete any mailboxes, it merely removes the cabinet item from the server pane.
Subscribe **Command-=**	Adds any mailboxes selected in the active server pane to the server's list of 'subscribed' mailboxes.
Unsubscribe **Command--**	Removes any mailboxes selected in the active server pane from the server's list of 'subscribed' mailboxes.
Check Email **Command-L**	Checks for new email arriving in any mailboxes selected in the active server pane, or in the active mailbox pane.
Check Favorites **Shift-Command-L**	Checks for new email arriving in any mailboxes marked for automatic checking.
Sort By	Provides a hierarchical menu to choose the sorting method for the active mailbox pane.
Goto Message… **Option-Command-G**	Allows the selection in the active mailbox pane to be moved to a specific message number.
Load All Messages	Forces the loading of all message details when a mailboxes message cache is not complete.
Update Current Match **Command-U**	When Matching is being used (see Section 5.5.5 for more details) this command can be used to update the set of matching messages based on current criteria.

Search... **Command-Y**	Allows messages to be searched for in the current mailbox or any mailboxes selected in the server pane.
Search Again **Shift-Command-Y**	Applies the previously used search criteria to the current mailbox or currently selected mailboxes in the server pane.
Next Search **Option-Command-Y**	Closes the current mailbox and opens the next mailbox which has search results from the last search carried out.
Rules	Brings the rules manager window to the front, and shows it if it was hidden.
Apply Rules	Applies rules chosen from the sub-menu to the currently selected messages in a mailbox pane.
Make Rules...	Creates a new rule with search criteria set based on the messages currently selected in a mailbox pane

6.4 Message Menu

Message

Read Previous	⌘[
Read Next	⌘]
Delete & Read Next	⌘/
Copy & Read Next	⌘\
Reply	⌘R
Reply to Sender	
Reply to From	
Reply to All	⌘K
Forward	⌘J
Redirect	⇧⌘J
Reject	
Send Again	
Create Digest	
Move to Mailbox	▶
Move Now	⇧⌘C
Flags	▶
View Parts	
Extract Parts	⌘;
Decode Embedded	▶
Verify/Decrypt	
Delete	⌘D
Show Header	⌥⌘H

Seen	⌥⌘1
Important	⌥⌘2
Answered	⌥⌘3
Deleted	⌥⌘4
Draft	⌥⌘5
Label1	
Label2	
Label3	
Label4	
Label5	
Label6	
Label7	
Label8	

| BinHex |
| UU |

Read Previous **Command– [**	Displays the previous message in the mailbox in the active message pane.
Read Next **Command–]**	Displays the next message in the mailbox in the active message pane.

Delete & Read Next **Command–/**	Deletes the message and displays the next message in the mailbox in the active message pane.
Copy & Read Next **Command–**	Copies the message to the mailbox selected in the 'Copy To' pop-up menu, and displays the next message in the mailbox in the active message pane.
Reply **Command–R**	Creates a reply to the message in the active message pane. A draft message window is created and the 'To:' and 'Subject:' fields automatically filled in.
Reply to Sender	Creates a reply to the sender of the message in the active message pane. A draft message window is created and the 'To:' and 'Subject:' fields automatically filled in.
Reply To From	Creates a reply to the 'From:' address of the message in the active message pane. A draft message window is created and the 'To:' and 'Subject:' fields automatically filled in.
Reply to All **Command–K**	Creates a reply to all the recipients and the sender of the message in the active message pane. A draft message window is created and the 'To:', 'Cc:' and 'Subject:' fields automatically filled in.
Forward **Command–J**	Forwards the message in the active message pane. A new draft message window is created and the 'Subject:' field is automatically filled in. The original message is automatically quoted in the draft
Redirect	Bounces the message in the active message pane. A new draft message window is created, the 'Subject:' field is automatically filled in, and the MIME parts of the original message are included in the new message.
Send Again	Resends the message in the active message pane. A new draft message window is created and all the fields filled in with the same values as the original message.
Create Digest	Makes a multipart/digest draft from the selected messages in the active mailbox pane.
Reject	Rejects the message by returning a 'delivery failed' status message to the sender.
Copy to Mailbox	Copies selected messages in the active mailbox pane or the message in the active message pane to the mailbox chosen from the sub-menu.
Copy Now **Shift–Command–C**	Copies the message in the active message pane to the mailbox selected in the 'Copy To' pop-up menu in the active message pane.

Flags	Changes flags or labels for the messages selected in the active mailbox pane or the message in the active message pane.
View Parts	View the parts selected in the parts list in the active message pane in their respective applications.
Extract Parts **Command–;**	Extracts the parts selected in the parts list in the active message pane to disk.
Decode Embedded	Decodes the text currently displayed in a message pane as a BinHex attachment, or a UU attachment based on the choice from the hierarchical menu.
Verify/Decrypt	Verifies a digital signature or decrypts and encrypted message part or the entire message. **(Only available if the PGP or S/MIME Plugins are present)**
Delete **Command–D** or	Deletes the message in the active message pane. This only flags the message as deleted, it does not permanently remove it from the mailbox.
Undelete **Command–D**	Undeletes the message in the active message pane.
Show Header **Option–Command–H** or	Shows the email header of the message in the active message pane.
Hide Header **Option–Command–H**	Hides the email header of the message in the active message pane.

6.5   Draft Menu

Draft

Quote Original Message	⇧⌘I
Insert Signature	⇧⌘S
Add Cc Address Field	
Add Bcc Address Field	
Attach File...	
New Text Part	▶
New Multipart	▶
Current Text Part	▶
Send	⌘M
Append to Mailbox	▶
Append Now	⇧⌘M
Also Copy Original Message	
Sign	
Encrypt	
Notifications	▶
Wrap Lines	
Unwrap Lines	
Quote Lines	
Unquote Lines	
Requote Lines	⇧⌘'
Shift Left	⇧⌘[
Shift Right	⇧⌘]
Font	▶
Size	▶
Style	▶
Alignment	▶
Colour	▶

New Text Part submenu:
Plain
Enriched
HTML

New Multipart submenu:
Mixed	⌥⌘M
Parallel	
Digest	
Alternative	

Append to Mailbox submenu:
Plain
Plain Wrapped
Enriched
✓ HTML

Notifications submenu:
Read Receipt

Delivery Success
Delivery Failure
Delivery Delay
Return Entire Message

Quote Original Message **Shift–Command–I**	Includes the message being replied to in the active draft message window. This will copy the text of the message being replied to into the active draft message window at the selection point and quote it using the quotation character.
Insert Signature **Shift–Command–S**	Inserts the signature for the current identity at the insertion point in the text display.
Add CC Address Field	Add the Cc address field to the draft window if not already present.
Add Bcc Address Field	Add the Bcc address field to the draft if not already present.
Attach File...	Attaches a file to the active draft message window. Specified files can be attached and sent with the message.
New Text Part	Adds a new MIME text part to the active draft message window and switches the text display to the new part.
Plain	The added part is a text/plain part.
Enriched	The added part is a text/enriched part.
HTML	The added part is a text/html part.
New Multipart	Adds a MIME multipart part to the active draft message window.
Mixed **Option–Command–M**	The added part is a multipart/mixed part.
Parallel	The added part is a multipart/parallel part.
Digest	The added part is a multipart/digest part.
Alternative	The added part is a multipart/alternative part.
Current Text Part	Change the formatting of the current text part.
Plain	Plain text with wrapping to the edge of the current window will be used.
Plain Wrapped	Plain text with wrapping to the fixed wrap length chosen in the preferences will be used.
Enriched	Enriched formatted text will be used.
HTML	HTML formatted text will be used.
Send **Command–M**	Sends the message in the active draft message window.

Append to Mailbox	Copies the draft message in the active draft message window to the mailbox chosen from the sub-menu.
Append Now **Shift-Command-M**	Copies the draft message in the active draft message window to the mailbox selected in the 'Copy To' pop-up menu in the active draft message window.
Also Copy Original Message	When turned on, the original message of a reply will be copied into the chosen Copy to mailbox immediately before the copy of the reply being sent.
Sign	Digitally signs the current draft message. **(Only available if the PGP , GPG or S/MIME Plugins are present and active)**
Encrypt	Encrypts the current draft message. **(Only available if the PGP , GPG or S/MIME Plugins are present and active)**
Notifications	Turns on Delivery Status Notifications for different delivery conditions. **Read Receipt** Turns on or off the request for a read receipt when the message is read by a recipient. **Delivery Success** Selects a status notification for successful delivery. **Delivery Failure** Selects a status notification for failed delivery. **Delivery Delay** Selects a status notification for delayed delivery. **Return Entire Message** Turns on or off the return of the entire message or just it headers in the status notification.
Wrap Lines	Insert carriage returns into the selected text so that each line is no longer than the wrap length specified in the preferences.
Unwrap Lines	Removes carriage returns from the selected text so that the text can be reflowed within each paragraph. Only one carriage return will be removed from a consecutive set of carriage returns so that the paragraph formatting is unaffected.
Quote Lines	Inserts the currently defined quotation string at the start of each line of selected text, and ensures that each line is terminated by a carriage return and is no longer than the wrap length specified in the preferences.

Unquote Lines	Removes the currently defined quotation string from the start of each line of selected text.
Requote Lines **Option–Command–'**	Performs the **Unquote Lines**, **Unwrap Lines**, and **Quote Lines** commands in sequence.
Shift Left **Shift–Command–[**	Removes a tab or an equivalent number of spaces from the start of each line of selected text.
Shift Right **Shift–Command–]**	Adds a tab or an equivalent number of spaces to the start of each line of selected text, and ensures that each line is terminated by a carriage return and is no longer than the wrap length specified in the preferences.
Font	Changes the font of the selection in the active draft message window's text display, when composing a styled text message.
Size	Changes the font size of the selection in the active draft message window's text display, when composing a styled text message.
Style	Changes the text style of the selection in the active draft message window's text display, when composing a styled text message.
Alignment	Changes the line alignment of the selection in the active draft message window's text display, when composing a styled text message.
Color	Changes the text color of the selection in the active draft message window's text display, when composing a styled text message.

6.6   Address Menu
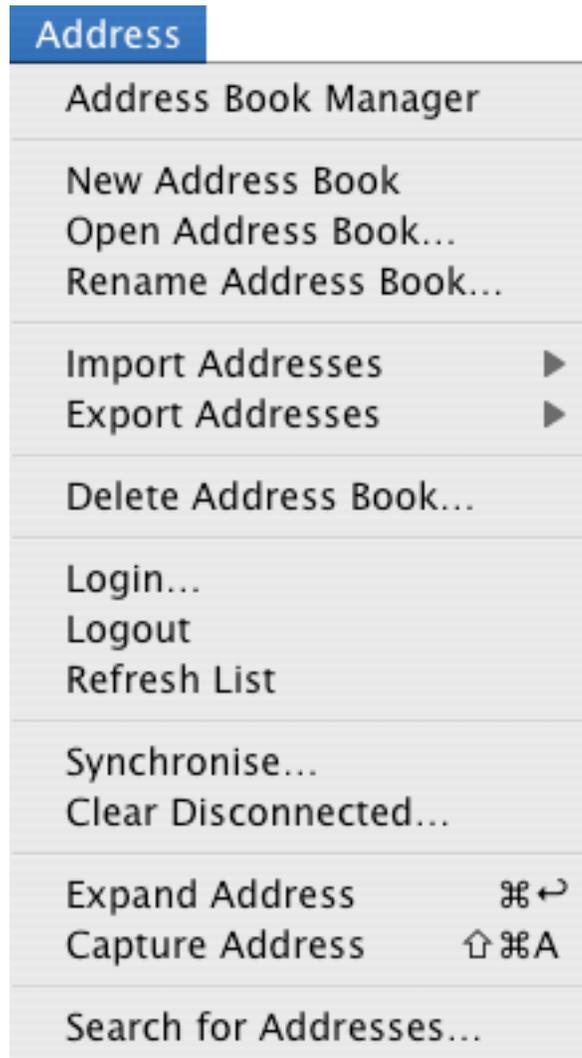
Address Book Manager	Brings the address book manager window to the front, and shows it if it was hidden.
New Address Book	Creates a new local or remote address book depending on what is selected in the Address Book Manager pane, or whether any remote address book accounts are available.
Open Address Book	Creates a new local or remote address book depending on what is selected in the Address Book Manager pane, or whether any remote address book accounts are available.
Rename Address Book...	Renames the currently selected address books in the address book manager pane, or the active address book.

Import Addresses	Imports addresses from a different format address book into the active address book.
Export Addresses	Saves the active address book in a different address book format.
Delete Address Book...	Deletes the currently selected address books in the address book manager pane, or the active address book.
Login...	Logs in to the currently selected remote address book server.
Logout	Logs out from the currently selected address book server.
Refresh List	Refreshes the list of address books for the server selected in the address book manager pane.
Synchronize...	Synchronizes any address books selected in the address book manager pane.
Clear Disconnected...	Clears the disconnected address cache for any address books selected in the address book manager pane.
Expand Address **Command-return**	Expands an address in an address entry field by doing a search of address books.
Capture Address **Shift-Command-A**	Takes any selected text and extracts email addresses from it, and then places those email addresses into the address book specified in the Preferences (see Section 4.10.2).
Search...	Brings the address search window to the front, and shows it if it was hidden.

6.7 Calendar Menu
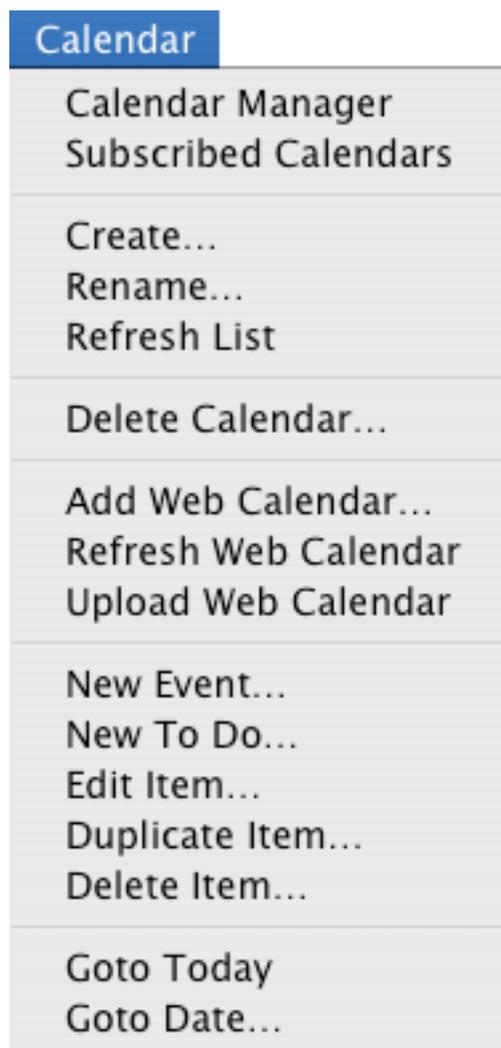
Calendar Manager	Displays the calendar store manager window.
Subscribed Calendars	Displays the subscribed calendar view window.
Create...	Creates a new calendar.
Rename...	Renames the selected calendars.
Refresh List	Refreshes the list of calendars in the selected accounts.
Delete Calendar...	Deletes the selected calendars.
Add Web Calendar	Adds a web calendar via a URL.
Refresh Web Calendar	Refreshes the content of the selected web calendars.
Upload Web Calendar	Uploads a web calendar to its server.

New Event...	Creates a new event.
New To Do...	Creates a new to do.
Edit Item...	Edits the selected event or to do.
Duplicate Item...	Duplicates the selected event or to do.
Delete Item...	Deletes the selected event or to do.
Goto Today	Switch the current calendar view to show a date range that includes the current day.
Goto Date...	Allows a date to be chosen and then switches the current calendar view to show a date range that includes the chosen day.

6.8   Window Menu
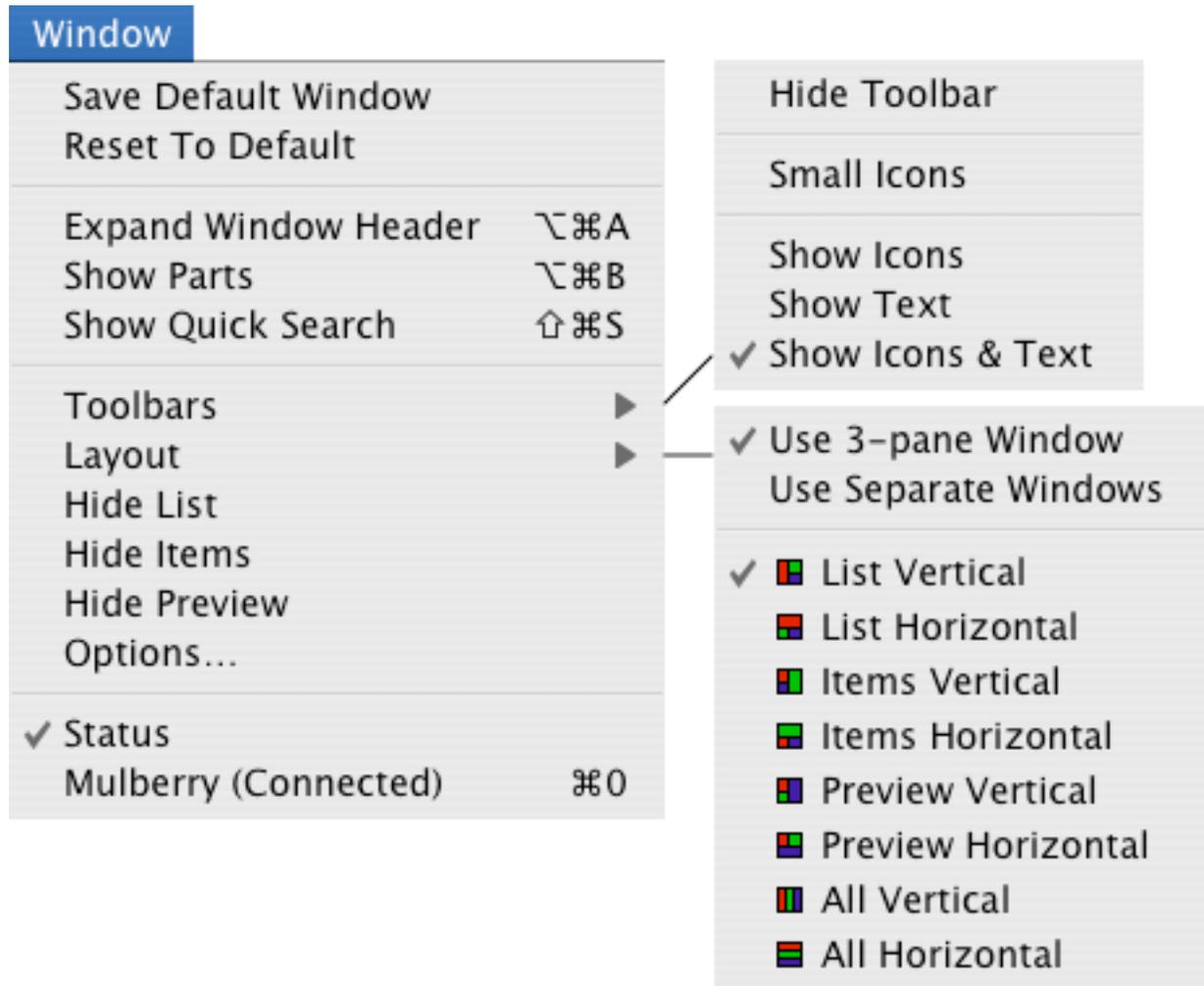
WINDOWS & UNIX ONLY **Cascade**	WINDOWS & UNIX ONLY Stack the windows one on top of another with a horizontal and vertical offset between each.
WINDOWS & UNIX ONLY **Tile Horizontally**	WINDOWS & UNIX ONLY Tile the windows so they fill the full width of the main window.
WINDOWS & UNIX ONLY **Tile Vertically**	WINDOWS & UNIX ONLY Tile the windows so they fill the full height of the main window.
Save Default Window	Saves the current window's position and size as the default for that type of window.
Reset to Default	Resets the current window's position and size to the default for that type of window.

Expand Header **Option-Command-A**	Collapses or expands the active window's header area.
Show Parts **Option-Command-B**	Collapses or expands the active window's or pane's parts list.
Show Quick Search **Command-Shift-S**	Shows or hides the quick search area in a mailbox pane.

Toolbars	Controls the display of all toolbars in each window:
	
	Show/Hide Toolbar
	   Shows or hides the entire toolbar in every window.
	
	Small Icons
	   When selected, each toolbar will use small icons for display in each button.
	
	Show Icons
	   When selected, only icons will be displayed in every toolbar button.
	
	Show Text
	   When selected, only the name will be displayed in every toolbar button.
	
	Show Icons & Text
	   When selected, both names and icons will be displayed in every toolbar button.

Layout	Controls the behavior of windows in Mulberry:
	
	Use 3-Pane Window
	   Select this to use the 3-pane windowing mode in Mulberry.
	
	Use Separate Windows
	   Select this to use separate windows in Mulberry.
	
	List Vertical
	List Horizontal
	Items Vertical
	Items Horizontal
	Preview Vertical
	Preview Horizontal
	All Vertical
	All Horizontal
	   These control the layout of panes in the 3-pane window.

Show/Hide List	Shows or hides the list (server or address book manager) pane in the 3-pane window.
Show/Hide Items	Shows or hides the items (mailbox or address book) pane in the 3-pane window.
Show/Hide Preview	Shows or hides the preview (message or address) pane in the 3-pane window, or in separate mailbox or address book windows.
Options...	Displays a dialog allowing options that control the behavior of actions in windows.
Status	Shows or hides the Status window based on its current state. If it is currently visible, this item will have a ✔ mark.
Other menu items	Other menu items correspond to other windows that are open. Select an item to bring the corresponding window to the front. If an item appears in brackets '(...)' then the window is hidden. Select the item to make the window visible again.

6.9 Help Menu

Help

Mulberry Help　⌘?
Detailed Tooltips

Mulberry Online
Online FAQ
Check for Updates

Mulberry Support

About Mulberry	Displays a dialog with information about the Mulberry application
About Plugins	Display information about the plugins currently loaded into Mulberry.
Mulberry Help	Displays the online help system for Mulberry.
Detailed Tooltips	Turns on or off the display of tooltips in server and mailbox panes displaying information about the mailbox or message at the location of the cursor.
Mulberry Online	Displays the main Mulberry web page in a browser.
Online FAQ	Displays the Mulberry Frequently Asked Questions web page in a browser.
Check for Updates	Displays information about the latest version of Mulberry available, with an indication of whether the copy being used is older than that.
Mulberry Support	Creates a draft window with the draft addressed to the Mulberry support email address, and containing information about the state of Mulberry. The draft can be filled in with information relating to any problem with Mulberry and sent.
Buy Mulberry	Displays the Mulberry Order Form web page in a browser to allow purchase of a license for Mulberry. This item only appears when using a demo (unlicensed) copy of Mulberry.

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8.   LICENSE

A separate license agreement is provided with this software. You must read the license agreement and agree to its terms before using the software.

9.   DISCLAIMER

Whilst the developers have fully tested this software to the best of their ability there may still be bugs. In no event will the develoeprs be liable to you for any consequential, incidental or indirect damages due to the use of or inability to use this software or accompanying documentation.

10. REPORTS or SUGGESTIONS

To get up-to-date information about Mulberry look at the Web page at:

`http://www.mulberrymail.com`

Here you can find a list of known problems as well as a list of features being considered for future versions.

Mailing lists are available to promote discussion of Mulberry and related issues and for announcements about Mulberry. A Frequently Asked Questions (FAQ) page is also maintained. Information on all these is available on the Web page:

`http://www.mulberrymail.com/faq`

If you have any comments or reports please email them to:

`mailto:mulberry@mulberrymail.com`

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11. INDEX