Z-Mail
User's Guide

Version 2.1 / Motif

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Introducing Z-Mail

In today's computing environments of networked servers and workstations, electronic mail (e-mail) is the most popular method of communication. In fact, within large organizations it is common for people to receive a hundred or more mail messages per day. Z-Mail is a comprehensive electronic mail system that not only enables you to send and receive those messages, but also lets you manage your mail efficiently.

If you have a graphical workstation or X terminal, you can use Z-Mail's point-and-click graphical interface. If you have a character terminal, you can use Z-Mail's fullscreen character interface. In either case, you have access to all of Z-Mail's features and capabilities.

For more experienced mail users, Z-Mail offers Z-Script™, a scripting language for creating message filters and other functions that help you automatically manage your mail. Seasoned users may also use Z-Mail's command-line interface to manage their mail.

This guide describes the Motif version of Z-Mail. The character and fullscreen interfaces as well as many other advanced Z-Mail capabilities are not discussed in this manual but are covered in the *Z-Mail Reference Manual*.

The Basics

Understanding Electronic Mail

Electronic mail, or *e-mail*, is a form of personal communication used heavily by computer users. Instead of sending paper letters through the mail, users send electronic *messages* via telecommunication lines. You create messages on your workstation or terminal and send them to other users.

E-mail systems are designed with two components: a user agent and a transport agent. The software program you use to read and write your mail is called a *mail user agent* (MUA). Z-Mail is a mail user agent that not only allows you to read and send messages, but also provides you with extensive capabilities to manage your mail.

E-Mail Addresses

Each e-mail user has a unique *e-mail address* that identifies his name and the computer on which he reads mail. This address is all you need to send a message to another user. A typical e-mail address for John Smith at the Justin Case Company would be *jsmith@justin.com.* The string *justin.com* identifies the central mail computer at the Justin Case Company. E-mail addresses are assigned to you by your system administrator. For further information about e-mail addresses, see the *Z-Mail Reference Manual*.

Sending and Receiving E-Mail

A *mail transport agent* (MTA) is like your local post office in that it picks up mail you send and delivers mail that others have sent to you. Your computer may be connected to a worldwide network of computers that functions like the postal service. To send a message to a user on another computer, you simply address the message and your computer forwards it to the proper remote computer by using the network. The remote computer then delivers it to the addressee.

The Z-Mail Main Window

To start Z-Mail in *Motif* mode from the command line, type:

zmail -motif

By specifying the *-motif* option, you tell Z-Mail that you want to use its Motif graphical user interface.

Z-Mail starts by opening your *system folder* (your incoming mailbox) and displaying the *Main Window*, which provides access to all other Z-Mail windows, dialogs, menus and other features.

Main Window Sections

The Z-Mail Main Window has seven sections:

- the Menu Bar,
- the Folder Status Area,
- the Folder Information Panel,
- the Message Summary List,
- the Button Panel,
- the Output Area, and
- the Command Area.

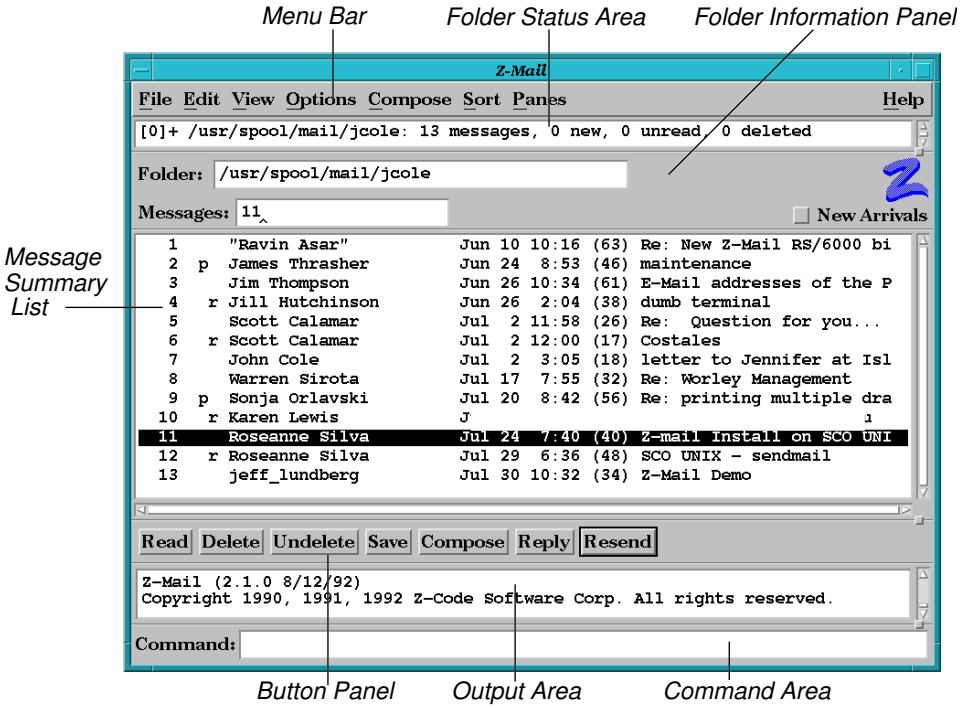

Figure 1. Z-Mail Main Window

The Z-Mail Menu System

Z-Mail provides several pull-down menus that you access from the menubar at the top of the Main Window. You can select menu commands to, for example, create messages, reply to messages, delete messages, or configure your mail environment according to your personal specifications.

The menus in the menubar appear as follows:

Figure 2. Menubar

Each menu is described in detail on page 6.

Pull-Down Menu

When you click on a menu title in the menubar and hold down the mouse button, the menu pulls down and shows you the *menu items* that are available. Some menu items are commands, while others are settings.

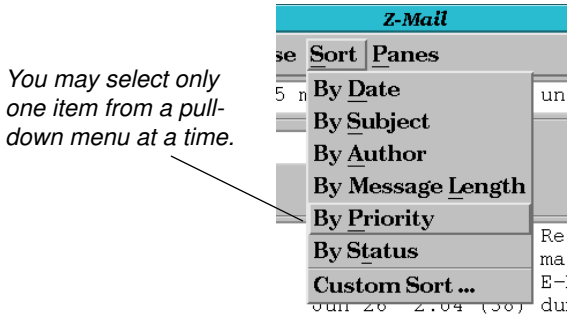

Figure 3. Pull-down Menu

If a menu item ends in an ellipsis (...), selecting that menu item causes a dialog to appear for further interaction. For example, in the figure above, if you select *Custom Sort...* a dialog will appear, asking you to specify how to perform the custom sort.

Using Mnemonics and Accelerator Keys

In addition to using your mouse to operate pull-down menus, you can use your keyboard to operate them. The underlined letter in each menu title and menu item is called a *mnemonic*. You may pull down a menu from the menubar by holding down the **Meta** key and pressing the corresponding mnemonic

letter on your keyboard. For example, if you hold down **Meta** and press the **F** key, Z-Mail pulls down the File menu.

Note: The Meta key varies from workstation to workstation. On some, it is the key with a diamond design. If you are unsure which key is the **Meta** *key, see your workstation's user guide.*

Once a menu is pulled down, you may select a menu item by pressing the item's mnemonic key, designated by the underlined letter. Do *not* hold down the **Meta** key to select a menu item from a pulled-down menu.

You can access menu items directly and avoid using mnemonics or pulldown menus through *accelerators*. The accelerator key sequence to use for any particular menu item is indicated by the accelerator sequence displayed on the right side of some items in pull-down menus. For example, **Ctrl-C** is the accelerator for the *Quit* menu item in the File pulldown menu. Pressing **Ctrl-C** anywhere in the Main Window will activate the *Quit* item.

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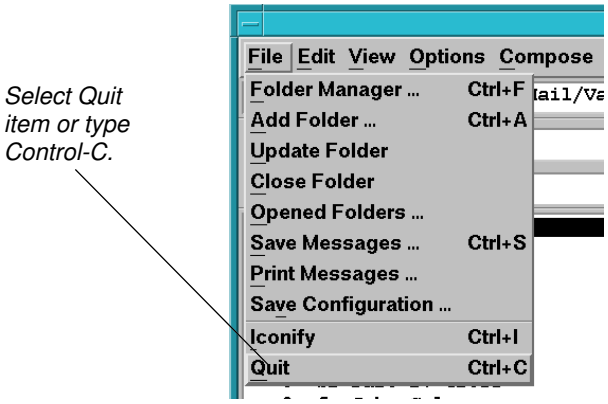


Figure 4. Quitting Z-Mail

Toggles in Menus

Some menus contain *toggles* as menu items. Toggles are like on/off switches for various settings of Z-Mail. Toggles can be confusing to new users because they often do not provide immediate feedback when they are selected. When you select a toggle item in a pulldown menu, you do not need to pull the menu back down again to see if the selection took place. Also note that although toggles appear to be "pushed in" when they are "on," there is no indication of the toggle's state when it is "off." See *Panes* on page 7 for some examples of toggle menu items.

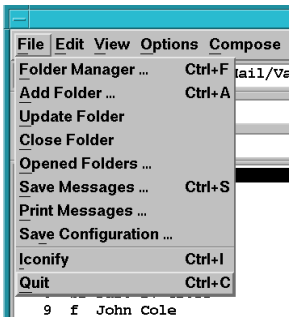
Main Window Pulldown Menus

The following set of figures shows the pulldown menus available in the main window's menubar. At the left of each figure is a list of actions associated with the menu items. Actions which affect mail messages only affect messages that are selected in the Message Summary list. The selected message list is also indicated in the *Messages* text field.

File

Use the File menu to:

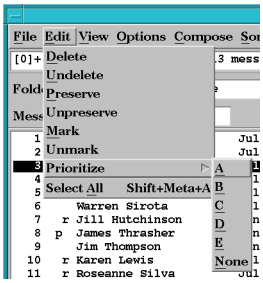
- Access and manage folders.
- Save selected messages.
- Update or close the active folder.
- Print selected messages.
- Save your Z-Mail configuration.
- Iconify or quit Z-Mail.



Edit

Use the Edit menu to:

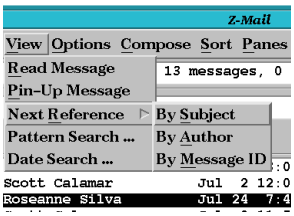
- Delete or undelete messages.
- Preserve or unpreserve messages.
- Mark or unmark messages.
- Prioritize or unprioritize messages.
- Select all messages for other action.



View

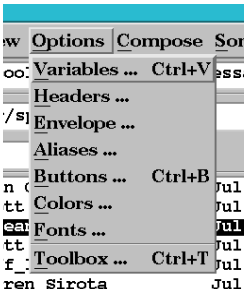
Use the View menu to:

- Read messages.
- Pin-up messages.
- Find and display related messages.
- Search for messages by pattern.
- Search for messages by date.



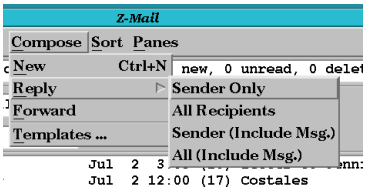
Options Use the Options menu to:

- Configure Z-Mail variables.
- Create message headers.
- Define your return address.
- Create system and user aliases.
- Create customized GUI buttons.
- Select colors and fonts.
- Display the Toolbox.



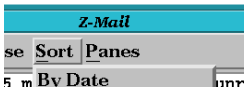
Compose Use the Compose menu to:

- Create outgoing mail.
- Reply to messages.
- Forward messages.
- Use pre-defined message templates.



Sort Use the Sort menu to order messages by:

- Date.
- Subject.
- Author's address.
- Length.
- Priority.
- Status.
- Custom specifications.



Panes Use the Panes menu to hide or display panes of the Main Window:

- Folder Status.
- Folder Information.
- Message Summaries.
- Button Panel.
- Output Area.
- Command Line.