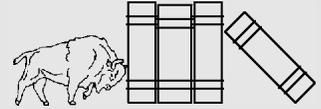


Mulberry for Email



Jumpstart Computing and Information Technology

Introduction

Mulberry is a graphical email application that uses the popular *Internet Mail Access Protocol* (IMAP) for reading mail stored on a server. *Mulberry* supports the *Multipurpose Internet Mail Extensions* (MIME) protocol for sending and receiving attachments with messages and the *Internet Message Support Protocol* (IMSP) to allow mail preferences and address books to be stored on a remote server. The *Lightweight Directory Access Protocol* (LDAP) for looking up addresses in global address lists is also supported.

Installation

To install *Mulberry*, visit the web page listed below and follow the instructions for downloading and configuring it: <http://www.cit.buffalo.edu/mail/Mulberry>

In addition, look for periodic updates of the mail program at this location.

Configuration for First Time Users

Most of *Mulberry's* preferences have been pre-configured for you. If you are a first time user you must provide the following information:

1. First, log in to *Mulberry* using your *UB IT Name* (the same as your *UBUnix username*) and *Password*.
2. From the **File** menu, choose **Preferences**.
3. From the **Simple** tab, enter your *Real Name*. Your *Real Name* is the name that will be attached to messages you send out, i.e., *Jane Doe*. Click **OK**.
4. Go to the **Windows** menu, then select **imap** and make sure that the diamond next to **INBOX** is checked, and an orange triangle is present. Checking this will give you alerts and refresh the screen when new messages are received.

If you wish to make additions or changes to your preferences, see the document *Insights!: Mulberry Mail* for more detailed information.

Managing Mailboxes

- ✓ What *Mulberry* describes as a *Mailbox* may be viewed by some as a *Folder*. Please read the following with this in mind.
- To open a Mailbox and view its contents, select the mailbox and press **<Enter>** or double-click on the mailbox name.
- To create a new Mailbox, click on the **Create** icon from the Server (IMAP) Window. Enter the mailbox name and click **OK**.
- To get information on a Mailbox, right-click on it and select **Properties** from the pop-up menu.

Managing Messages

Managing messages is accomplished through the Mailbox window. To open a Mailbox, double-click on the Mailbox or select the Mailbox and press **<Enter>**.

- To open a message for reading, select the message and press the **<Enter>** key, or double-click on the message.
- To delete a message, select the message and click the **Delete** button to mark it for deletion. The message will not be deleted from the server until the **Expunge** button is clicked.
- To copy a message to another Mailbox, select the message and drag it over a mailbox name in the server window, then release the mouse button.

Messages are displayed with symbols identifying the status of each message:

-  Messages that have arrived since the mailbox was last checked (recent).
-  Messages that have never been opened (unseen).
-  Messages that have been opened at least once (seen).
-  Messages that have been replied to (answered).
-  Messages that are drafts (draft).
-  Messages that have been marked as deleted (deleted), and have not yet been expunged.

Printing and Saving Messages

- To print a message, select the message and choose **Print** from the **File** menu.
- To save a message, select the message and choose **Save** from the **File** menu.

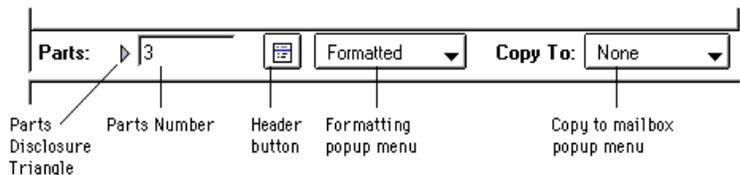
Published by: Academic Services, Computing and Information Technology
University at Buffalo

JumpStart is a series to help users get started with language compilers, applications and utilities with minimal start-up time.

For additional help contact the CIT Help Desk, 216 Computing Center, at (716) 645-3542 or send email to cit-helpdesk@buffalo.edu.

Saving Attachments

When viewing a message in the Message window, *Mulberry* displays attachments under the *Parts Header* area shown here:



- The *Parts Disclosure Triangle* expands or collapses the display of the parts table, which lists a message's attachments.
- Parts can be saved to disk by selecting them and either double-clicking them or selecting **Extract Parts** from the **Messages** menu.

You can choose how *Mulberry* behaves when it downloads an attachment to disk. Go to **File**, then **Preferences**. Make sure the **Advanced** button is selected, then click the **Attachments** tab. Choose the desired option under **Save to Disk**.

Composing New Messages

1. Select **New Message** from the **File** menu, click the **Draft** button, or click the **Reply** button while reading a message.
2. Type in email addresses separated by commas or click and drag addresses from an address book into the **To:** field. Use the **<Tab>** key or the mouse to go to the next field.
3. The **Cc:** field is used to send a copy of the message to another party.
4. The **Bcc:** field is used to send a blind copy of the message to another party.
5. Supply a subject in the **Subject:** field.
6. Type the message in the message text area.
7. To add an attachment, click the **Attach** button and click on the file name in the browser.
8. When ready, click the **Send** button.

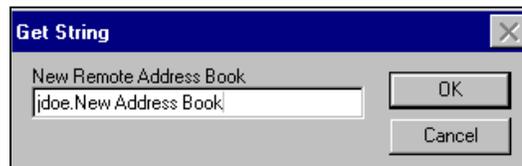
Address Book Manager

To create a remote address book in *Mulberry*:

1. Pull down the **Addresses** menu and select **Address Book Manager**.
2. Click on your remote IMSP address book folder labeled **Personal Address Book**.

3. Click **New**.

4. Type your *UB IT Name* followed by a period (.) and then the name of your new address book, i.e., **jdoe.New Address Book**



Address Book Search Window

The Address Book Search window is used to perform searches for addresses in the local and remote address books or using the *Lightweight Directory Access Protocol* (LDAP).

1. It is possible to look up information of individuals in your address books or the *UB LDAP* directory. Select **Addresses**, then **Search**, then **Find Items** to do so. The *UB LDAP* directory has already been configured in your *Mulberry* client.
 - The **in Address Books** option will search your local and remote address books.
 - The **using LDAP** option will search all LDAP directories set up in your address preferences.
2. The text field allows you to enter the text to search for. Pressing **<Enter>** on the keyboard will initiate the search.

Address Books

The **Single** and **Group** buttons are used to toggle the display of the single address and group lists. Clicking on these buttons will hide or display the corresponding lists.

- To create a new address, click inside the *single address window*, then click the **New** button in the *address book header*. Enter the values you desire and then click **OK**.
- To create a new group, click inside the *group window*, then click the **New** button in the *address book header*. Enter the values you desire and then click **OK**.

Additional Help

- Select **Help Topics** from the **Help** menu or get the complete *Mulberry User's Guide*, available from: <https://www.cyrusoft.com/support>
- Contact the CIT Help Desk, 216 Computing Center, at (716) 645-3542 or send email to cit-helpdesk@buffalo.edu