



IS Mail Server User's Guide

First Edition (August 1999)

6DP602MI..01

Printed In Taiwan



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INTRODUCTION

IS Mail Server is a software package that lets an ordinary Internet e-mail account (or a small number of such accounts) be shared by multiple users of a local-area network (LAN). This guide describes how to install and run IS Mail Server.

IS Mail Server works through a device called an “Internet server.” (For the purposes of this manual, an Internet/print server is also considered an Internet server) Before installing IS Mail Server, make sure an Internet server of a type that IS Mail Server can work with is installed and operating on your LAN. IS Mail Server is ordinarily distributed together with, or as an add-on for, an Internet server.

IS Mail Server can dramatically increase the value of your Internet server and your Internet access account. By itself, an Internet server lets multiple users of a LAN connect to the Internet through an Internet access account of the type normally used by one person. Assuming that the account includes Internet e-mail service for at least one person, IS Mail Server will let you extend that service to multiple users of your LAN.

1

HOW IS MAIL SERVER WORKS

IS Mail Server lets a computer on your LAN serve as a “post office” for users of the LAN. The computer that IS Mail Server runs on is referred to in this manual as your “local mail host.” Once IS Mail Server is set up and running, user stations on the LAN will send outgoing e-mail messages to the local mail host. IS Mail Server will store these messages, connect periodically to your Internet service provider (ISP), transfer the outgoing messages to the ISP, and retrieve any incoming messages. It will then allow users of the LAN to retrieve their own incoming messages individually, as if each user had his or her own Internet e-mail account.

After you set up IS Mail Server on the local mail host, you will have to set up the user stations on your LAN to use the local mail host as their “post office.” Once this is done, LAN users will be able to send and receive Internet e-mail using the same techniques they would use if directly accessing an ISP’s mail server.

2

What You Need

To install and use IS Mail Server, you must have the following items:

– **An Ethernet or Fast Ethernet local-area network (LAN)**

IS Mail Server will communicate with your Internet server and user stations through the LAN. The machine that IS Mail Server runs on, and all user stations whose mail will be handled by IS Mail Server, must have TCP/IP networking enabled.

– **At least one Internet access account that provides e-mail capability**

This must be an SMTP/POP3 account (sometimes called a “POP3 account” or simply “POP account”). “SMTP” stands for Simple Mail Transfer Protocol, a method of sending e-mail over the Internet or a LAN. “POP3” stands for Post Office Protocol version 3, a method of retrieving e-mail over the Internet or a LAN. Incoming e-mail will be retrieved by IS Mail Server from your Internet service provider (ISP), and by the machines on your LAN from IS Mail Server, using POP3; outgoing e-mail will travel the opposite route via SMTP.

There are several kinds of SMTP/POP3 accounts. IS Mail Server is designed to work with the most common kind, an ordinary e-mail account intended for use by a single person. When you sign up for such an account, your ISP gives you an e-mail address consisting of a user ID, an “at” sign [@], and a multi-part domain name, for example—

`user25@server3.yourisp.com`

In this example, ‘user25’ is the user ID (sometimes called the “user name”), and ‘server3.yourisp.com’ is the domain name (sometimes called the “computer name”). To be delivered to this account, Internet e-mail must contain the entire ISP-assigned string exactly as-is in its destination address.

(If your ISP tells you that you can use any number of different user IDs and still receive e-mail, your account is not a single-user account.) IS Mail Server takes advantage of the fact that an e-mail message's destination address can contain other text in addition to the exact e-mail address assigned by the ISP.

You will need detailed information about your Internet access account when configuring IS Mail Server for operation. If in doubt about any of this information, contact your ISP.

– An Internet server of a type that IS Mail Server is designed to work with

IS Mail Server will communicate with your ISP's equipment through the Internet server. IS Mail Server is ordinarily distributed together with, or offered as an add-on for, the kinds of Internet servers it will work with.

– A networked computer running Microsoft Windows 95, Windows 98, or Windows NT 4.0 (or later)

This is the machine IS Mail Server will run on. It is referred to as the "local mail host" throughout this guide. This computer must be connected to your LAN and have a fixed IP address. It must also be equipped with a 3.5-inch floppy-disk drive and enough free disk space for the mail it will handle (see following item). IS Mail Server can do its work while minimized, so you will be able to use this computer for other purposes while IS Mail Server is running.

– Enough free disk space for IS Mail Server to store incoming and outgoing e-mail

The IS Mail Server program itself does not take up much disk space, but a great deal of disk space is usually required for storage of incoming and outgoing e-mail. The total amount depends partly on the number of users whose e-mail will be handled by IS Mail Server. IS Mail Server initially comes set to allow each user's outgoing e-mail to occupy up to 300 kilobytes of disk space (you will be able to change this figure, or remove the limit, on a per-user basis).

It is assumed in this guide that your LAN, Internet access account, and Internet server are already set up and running. The following chapter describes how to install IS Mail Server on the local mail host.

3

INSTALLING IS MAIL SERVER

IS Mail Server is distributed on a 3.5-inch floppy disk. Before you can use the program, you must install it on a computer's hard disk. A utility program called Setup that will do this for you is included on the distribution disk. Instructions for running Setup are given in this chapter.

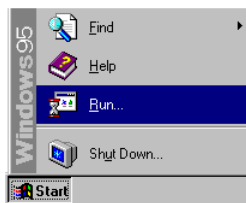
Setup ordinarily installs IS Mail Server in the directory C:\Program Files\D-Link IS Mail Server\. During installation you will be able to specify a different directory if you wish. If the directory you decide to install IS Mail Server in does not already exist, Setup will create it for you.

Install IS Mail Server as follows:

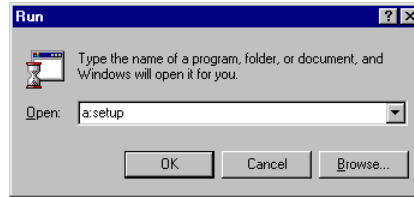
- 1. Make sure the Windows 95/98/NT desktop appears and no application programs are running.**
- 2. Put the IS Mail Server distribution disk in the floppy-disk drive.**

It is assumed here that Windows recognizes this drive as drive A.

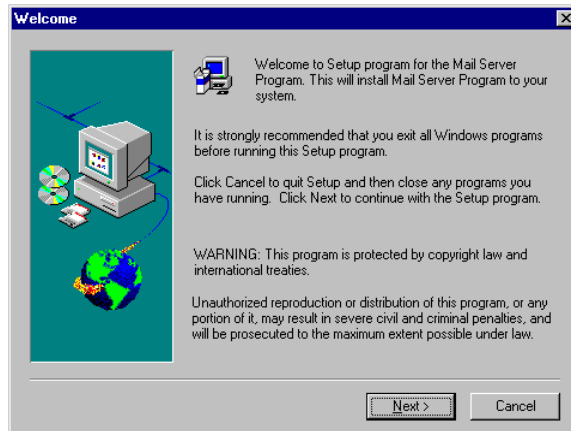
- 3. Open the Start menu and choose the Run command.**



4. Type 'a:setup' (without the quotes) and press the Enter (or Return) key (or click OK).



A message box will appear briefly, followed by Setup's Welcome display.

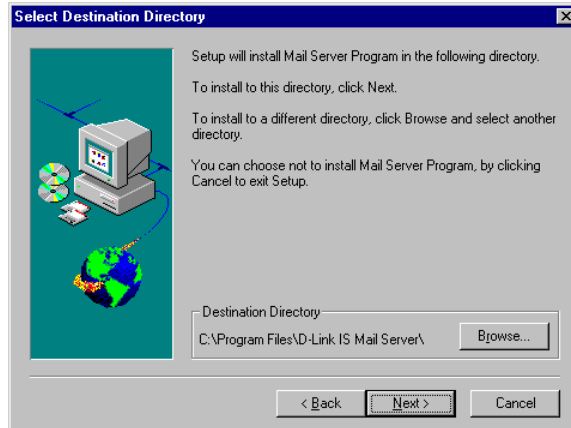


5. Follow the on-screen instructions carefully.

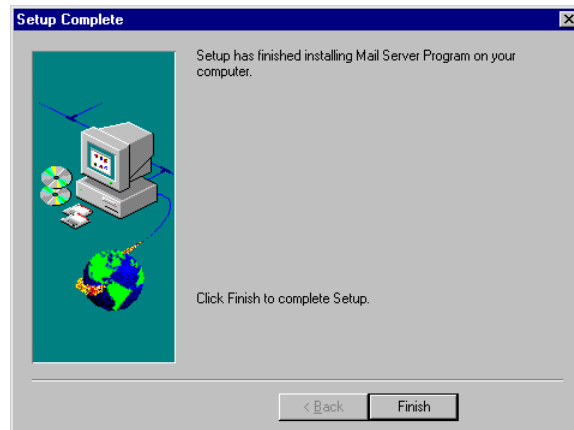
Clicking the Next button confirms any displayed settings and takes you to the next step in the installation process. You can abort the process at any time by clicking the Cancel button or pressing function key F3. If you abort the process, any steps already completed will be undone and IS Mail Server will not be installed.

When Setup displays the name of the directory IS Mail Server is to be installed in, you can choose Browse and specify a different directory. Click

OK in the Choose Directory dialog box to return to the installation process.
(Setup will ask for confirmation if the directory does not yet exist.)



After you confirm a directory name, Setup will copy IS Mail Server to the indicated directory and create a program group and icons. The Setup Complete dialog box will then appear.

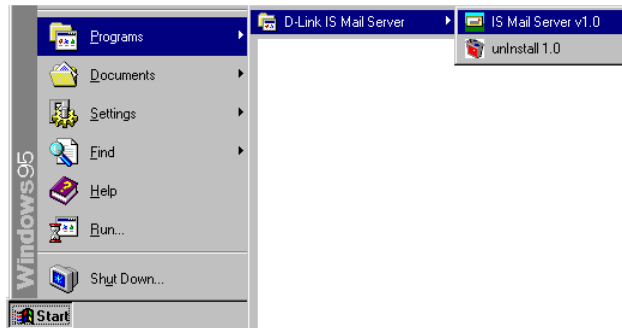


6. Click Finish to end the installation process.

After you click Finish, a window containing the IS Mail Server and unInstall shortcut icons will appear.



When installation is complete, IS Mail Server will appear in the Start menu's Programs submenu.



It is through the Start menu that you will run IS Mail Server. The following chapter describes how to run IS Mail Server and configure the program to handle Internet e-mail for users of your LAN.

4

STARTUP AND FAMILIARIZATION

This chapter explains IS Mail Server startup and briefly describes the items in the program's main window. This will help you familiarize yourself with the program before configuring it for operation. IS Mail Server must be configured before it can handle e-mail for users of your LAN.

Program Startup

Start IS Mail Server as follows:

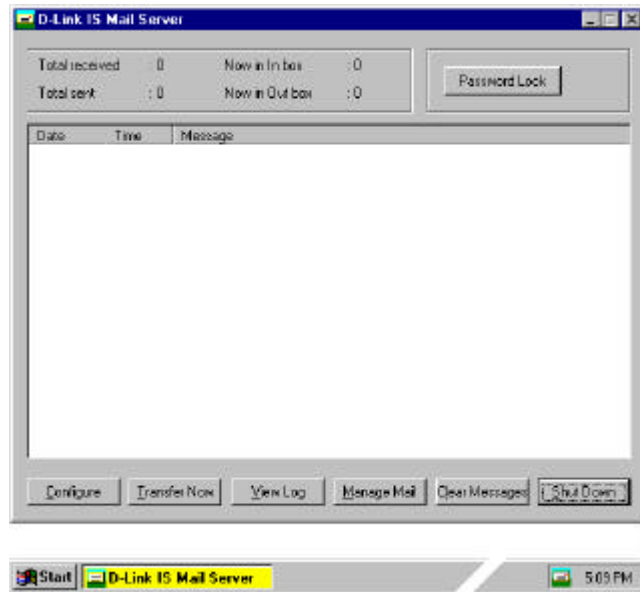
1. **Click the Start button and move the pointer to Programs. The Programs submenu will appear.**
2. **Move the pointer to the IS Mail Server icon in the Programs submenu. The IS Mail Server submenu will appear.**

The IS Mail Server icon in the Programs submenu represents the IS Mail Server shortcut folder. The icons in the IS Mail Server submenu represent the shortcuts in the folder.

3. **Click the IS Mail Server shortcut icon.**



IS Mail Server's main window will appear in the upper part of your screen, and an IS Mail Server button will appear on the task bar. In addition, the program's icon will appear in the "system tray" at the right end of the task bar.



Note that when IS Mail Server is minimized its button disappears from the task bar, and only the icon in the system tray remains. To put the IS Mail Server window back on the desktop, double-click the IS Mail Server icon in the system tray.

The items in IS Mail Server's main window are described in the following section.

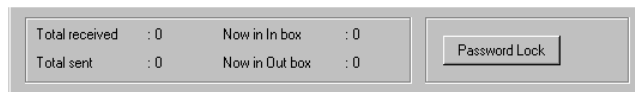
The IS Mail Server Main Window

This section briefly describes the parts of IS Mail Server's main window.

The window's title bar contains a Control-menu icon on the left, and Minimize, Maximize and Close buttons on the right. These items and the commands in the Control menu are shown below. They work much as in other Windows applications. Note that not all of these items work at all times.



Immediately below the title bar are message counts and a Password Lock button.



The top line of the message counts section gives counts of incoming e-mail messages. The figure after “Total received” is the number of messages transferred from your ISP since IS Mail Server was last started up. The figure after “Now in In box” is the number of messages still waiting to be retrieved from IS Mail Server by users of your LAN.

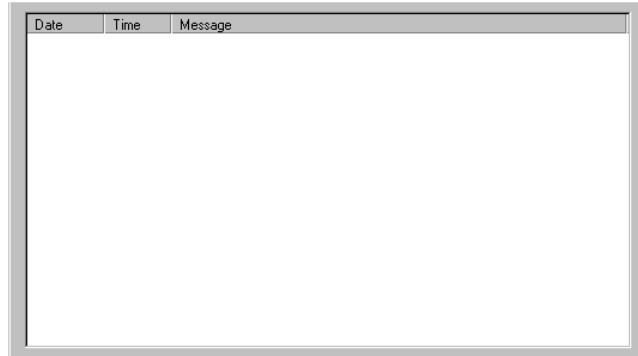
The bottom line of the message counts section gives counts of outgoing e-mail messages. The figure after “Total sent” is the number of messages transferred to your ISP since IS Mail Server was last started up. The figure after “Now in Out box” is the number of messages still waiting to be transferred to your ISP.

The Password Lock button is used to turn on password protection of IS Mail Server's command functions. This button has no effect if no password is set. You can set a password through IS Mail Server's configuration function, described in the following chapter.

Important: A person with access to IS Mail Server's command functions can remove users and delete incoming and outgoing e-mail messages. We strongly recommend that you set a password when configuring IS Mail Server, and that you use the Password Lock function to prevent misuse of IS Mail Server's command functions.

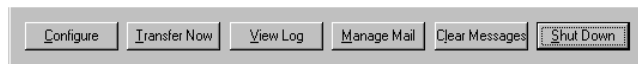
IS Mail Server reports many of its actions to you by displaying messages in a list box in the middle of the main window. This is the program's message log.

(IS Mail Server also keeps a record of e-mail messages it has handled. This is known as the “mail log.” Be careful not to confuse the two logs.)



Messages start appearing in this box as soon as IS Mail Server starts running. Shutting down IS Mail Server or clicking the Clear Messages button will restart the message log. The message log's default capacity is 1000 messages. If the log fills up, old messages will be deleted as new messages are added. You can change the capacity of the message log through IS Mail Server's configuration function.

At the bottom of the IS Mail Server main window are buttons for configuring and controlling the program.



Configure: The Configure button lets you set how IS Mail Server does its work. IS Mail Server configuration is the subject of the following chapter.

Transfer Now: The Transfer Now button makes IS Mail Server connect immediately to your ISP and transfer any e-mail waiting to be sent or received. (IS Mail Server ordinarily connects to your ISP and transfers e-mail according to a schedule you set or conditions you specify.)

View Log: The View Log button displays IS Mail Server's mail log, a record of recently transmitted and received e-mail messages. (Do not confuse the mail log with the program message log shown in the main window.)

Manage Mail: The Manage Mail button lets you view information about e-mail messages waiting to be retrieved by users of your LAN or sent to your ISP. *It also lets you delete such messages;* this is an important reason to use the Password Lock function described above.

Clear Messages: The Clear Messages button empties the program message log in the main window.

Shut Down: The Shut Down button ends IS Mail Server operation. Clicking this button is the same as clicking the Close button in the main window's top right corner.

For further details on main-window functions other than Configure, see chapter 6.

5

CONFIGURING IS MAIL SERVER

The most important part of using IS Mail Server is configuring it. Once the program is properly configured, it will do its work automatically whenever it is running.

Basic configuration consists of telling IS Mail Server *where* it must connect in order to transfer e-mail into and out of your LAN, and *who* on your LAN will send and receive e-mail through the program. These settings are required; IS Mail Server cannot do its work without them.

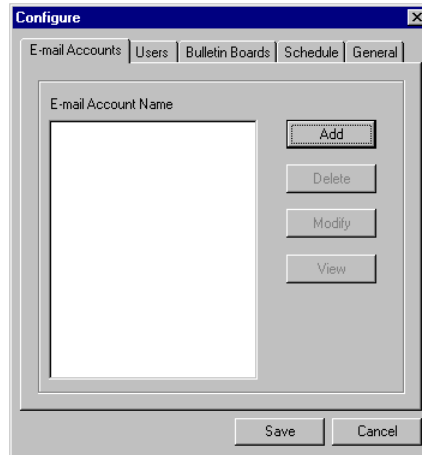
The configuration function also lets you set an administrator password and adjust many aspects of IS Mail Server operation, including disk-space limits, message and mail log capacity, and connection times and conditions. Finally, you can configure IS Mail Server to provide electronic “bulletin boards” for users of your LAN. These configuration settings are not required for basic operation, but allow you to customize IS Mail Server according to your needs and preferences.

This chapter describes all of IS Mail Server's configuration settings, both required and non-required. After carrying out basic configuration, you can change any setting at any time. Note that IS Mail Server suspends e-mail handling operations when it is being configured, and resumes normal operation as soon as you exit the configuration function.

To begin the configuration process, start up IS Mail Server as described in the preceding chapter, then click the Configure button or press Alt+C.



The Configure dialog box will appear. This dialog box contains a Close box, Save and Cancel buttons, and five tabbed panels: E-mail Accounts, Users, Bulletin Boards, Schedule, and General.

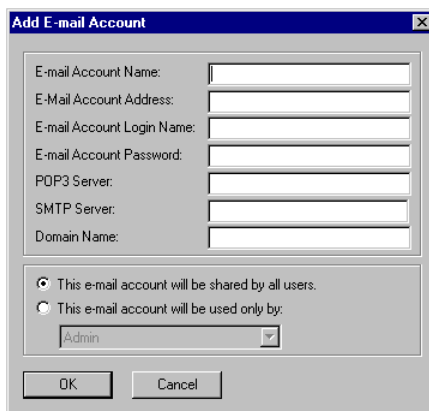


The Close box and Cancel button work as in most Windows dialog boxes; clicking either one will close the Configure dialog box and cancel whatever changes you may have made in any of its tabbed panels. Clicking the Save button will close the Configure dialog box and cause any configuration changes to take effect.

Required Settings (1): E-mail Accounts

Settings that are required for IS Mail Server operation are contained in the Configure dialog box's E-mail Accounts panel and Users panel. This section explains how to enter settings in the E-mail Accounts panel. These settings tell IS Mail Server what outside e-mail account (or accounts) to connect to in order to transfer e-mail into and out of your LAN.

To configure IS Mail Server for an outside e-mail account, click the Add button in the E-mail Accounts panel (see illustration at end of preceding section). The Add E-mail Account dialog box will appear.



The top part of this dialog box contains controls that enable IS Mail Server to log onto an Internet access account and transfer e-mail. The information you need to set these controls was given to you by your ISP when you obtained the account. The individual items are described below.

E-mail Account Name: The account name is usually the part of the account address to the left of the “at” sign [@] (see next item for an explanation of “account address”). For example, if the full e-mail address given to you by your ISP were abcde@companyx.com, the account name in most cases would be abcde. Check the materials provided by your ISP to find the correct name, then type the name into the E-mail Account Name box.

E-mail Account Address: The account address is the full string by which e-mail is sent to the account from elsewhere on the Internet. It is given to you by your ISP and consists of a user ID, an “at” sign [@], and a domain name with two or more dot-separated parts (domain names are explained under “Domain Name,” below). In the example given above, abcde@companyx.com is the account address.

E-mail Account Login Name: The “login name” (often written as “log-in name”) is usually the same as the account name (see above). Check the materials provided by your ISP, then click in the E-mail Account Login Name box (or tab to it) and type the correct string.

E-mail Account Password: The account password is a string given to you by your ISP to help prevent unauthorized access to your e-mail account. Click in

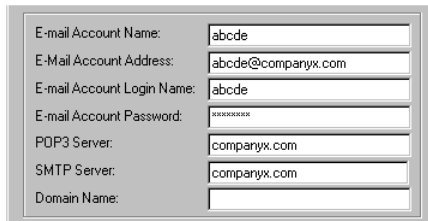
the E-mail Account Password box (or tab to it) and type the string. Only asterisks will appear; for security purposes, IS Mail Server never displays any password you type in.

POP3 Server: Your POP3 server is the machine from which IS Mail Server will retrieve incoming Internet e-mail. Some ISPs may refer to it as a “POP server.” Check the materials provided by your ISP, then click in the POP3 Server box (or tab to it) and type the correct name.

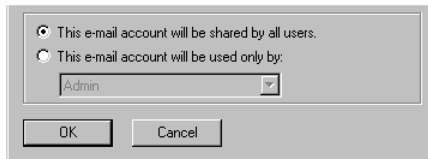
SMTP Server: Your SMTP server is the machine to which IS Mail server will send outgoing Internet e-mail. Often this is the same machine as your POP3 server. Check the materials provided by your ISP, then click in the SMTP Server box (or tab to it) and type the correct name.

Domain Name: This control is reserved for use in future versions of IS Mail Server and need not be filled in.

Following is an example of how these controls look when completely filled in.

A screenshot of a dialog box titled "Add E-mail Account". It contains several text input fields. The "E-mail Account Name" field contains "abcde". The "E-Mail Account Address" field contains "abcde@companyx.com". The "E-mail Account Login Name" field contains "abcde". The "E-mail Account Password" field contains a series of asterisks. The "POP3 Server" field contains "companyx.com". The "SMTP Server" field contains "companyx.com". The "Domain Name" field is empty.

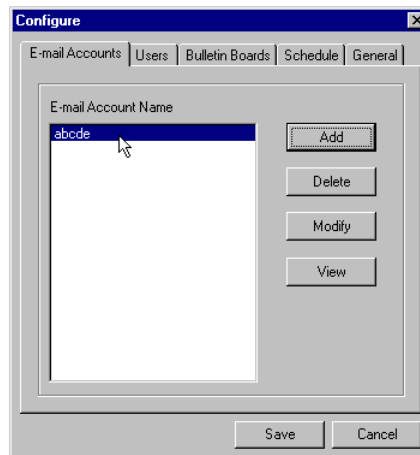
The bottom part of the Add E-mail Account dialog box lets you specify whose e-mail will be transferred through the account.

A screenshot of the bottom portion of the "Add E-mail Account" dialog box. It features two radio buttons. The first radio button is selected and is labeled "This e-mail account will be shared by all users." The second radio button is unselected and is labeled "This e-mail account will be used only by:". Below the second radio button is a text input field containing the word "Admin". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

This e-mail account will be shared by all users and This e-mail account will be used only by: The word “users” here means people on your LAN who are listed in the Configure dialog box’s Users panel. The Users panel is explained in

the following section. IS Mail Server lets an outside e-mail account be shared by all listed users (this is the default setting) or be reserved for a single user. To reserve the account for a single user, click “This e-mail account will be used only by” and select a user from the drop-down list box below this option. (All users listed in the Users panel will automatically appear in this drop-down list box.)

After filling in the items in the Add E-mail Account dialog box, click the OK button. You will be returned to the Configure dialog box's E-mail Accounts panel, and the name of the added account will appear in this panel's list box.



When an e-mail account appears in this list box, you can delete it or modify or view the settings for it. First select the account by clicking its name in the list box, then click the Delete, Modify, or View button. Except for their titles, the dialog boxes for modifying and viewing an account's settings are identical to the Add E-mail Account dialog box; see the preceding descriptions for full information.

Required Settings (2): Users

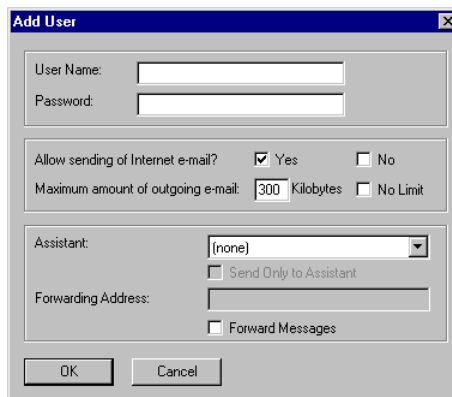
The Configure dialog box's Users panel lets you specify which users of your LAN will be able to send and receive e-mail through IS Mail Server.

Note: In addition to configuring IS Mail Server to handle e-mail for a user, you will have to adjust the user's e-mail software to treat the local mail host — that is, the machine IS Mail Server is running on — as its “post office.” General instructions for doing this are given in the next section. Instructions for adjusting particular software packages are given in Appendix A.

To begin setting up IS Mail Server for users of your LAN, click the Configure dialog box's Users tab. The Users panel, which is similar in appearance to the E-mail Accounts panel, will appear.



Next, click the Add button. The Add User dialog box will appear.

The image shows a Windows-style dialog box titled "Add User". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into three main sections. The top section contains two text input fields: "User Name:" and "Password:". The middle section contains two rows of controls. The first row is "Allow sending of Internet e-mail?" with a checked "Yes" checkbox and an unchecked "No" checkbox. The second row is "Maximum amount of outgoing e-mail:" with a text box containing "300", followed by "Kilobytes", and an unchecked "No Limit" checkbox. The bottom section contains a "Assistant:" label next to a dropdown menu showing "(none)", a "Send Only to Assistant" checkbox (unchecked), a "Forwarding Address:" label next to a text input field, and a "Forward Messages" checkbox (unchecked). At the bottom of the dialog are two buttons: "OK" and "Cancel".

This dialog box has three sections. The controls in the top section allow IS Mail Server to recognize a user of your LAN. The controls in the middle section let you block or limit outgoing e-mail from this user. The controls in the bottom section allow automatic copying and forwarding of the user's incoming e-mail. These items are explained in detail below.

User Name: The user name can be any text string that identifies the user. Each user name must be different. Simply type the chosen name into the User Name box. This string will later have to be input on the user's machine as well; it will be required for logging on to IS Mail Server to transfer e-mail.

Password: In addition to a unique user name, each user must have a unique password. Click in the Password box (or tab to it) and type the password. Only asterisks will appear; IS Mail Server never displays any password that you type in. Make a note of the password; it will later have to be input on the user's machine as well. Like the user name, it will be required for logging on to IS Mail Server to transfer e-mail.

A user name and password are required for each user of your LAN whose Internet e-mail will be handled by IS Mail Server. The settings of the remaining controls in the Add User panel can be adjusted or left unchanged, depending on your needs.

Allow sending of Internet e-mail? The default setting of this control is Yes. If at any time you wish to block outgoing e-mail from this user, click No. One use

of this control is allow a user access to IS Mail Server bulletin boards without also providing Internet e-mail service.

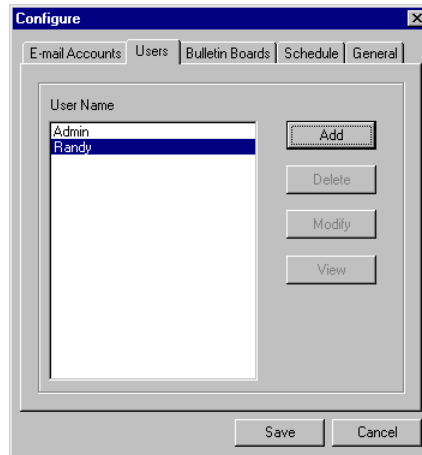
Maximum amount of outgoing e-mail: This control lets you limit the amount of disk space a user's outgoing e-mail can take up on the machine IS Mail Server is running on. The initial setting is 300 kilobytes. To increase or decrease the limit, click in the Kilobytes box and type a different figure. To disable or re-enable the limit, check or uncheck No Limit by clicking this checkbox.

Assistant: This control lets you instruct IS Mail Server to send copies of this user's incoming e-mail to another user of your LAN. The "assistant" must be a user already known to IS Mail Server. The initial setting of this control is None, shown as "(none)" in the list box. To designate an assistant, click in the list box, move the pointer to a user name, and click.

Send Only to Assistant: This control works only if you have designated an assistant as described above. It is useful for preventing unread messages from accumulating on a machine; you can have the user's mail sent only to the assistant while the user is on vacation, for example. Turn this option on or off by clicking it to check or uncheck it.

Forwarding Address and Forward Messages: These controls let you instruct IS Mail Server to send the user's incoming e-mail back out to another Internet e-mail address. Click the Forward Messages box so it is checked, then click in the Forwarding Address text box and type a valid Internet e-mail address. While forwarding is on, the user's incoming mail will not be delivered to the user's machine on your LAN, but sent out to the forwarding address instead. To turn forwarding off, click the Forward Messages box again so it is unchecked (the address will remain in the Forwarding Address box, but mail will not be forwarded).

After filling in the items in the Add User dialog box, click the OK button. You will be returned to the Configure dialog box's Users panel, and the name of the added user will appear in this panel's list box.



When a user name appears here, you can delete it or modify or view the settings for it. Click the user name to select it, then click the Delete, Modify, or View button. If you delete a user name, IS Mail Server will no longer transfer messages to or from that user's station. Clicking Modify or View displays the Modify User Settings or View User Settings dialog box. All controls in these dialog boxes are identical to those in the Add User dialog box; see the preceding descriptions for details.

User Station Configuration

"Required Settings (2): Users," above, describes how to make IS Mail Server recognize a user of your LAN. In addition to configuring IS Mail Server as described above, you must configure the user's station to communicate correctly with IS Mail Server. This section explains the required settings in generic terms; for instructions on configuring specific programs see Appendix A.

Configuring a user station to send and receive Internet e-mail through IS Mail Server can require adjusting up to six settings on the station: connection method, e-mail address, user name, password, SMTP server address, and POP3 server address.

Connection method: The user's software must be set to send and receive e-mail via a LAN connection rather than a WAN (wide-area network) connection. (If set to use a WAN connection, the software will try to connect through a modem.) Depending on the kind of system, this can involve adjusting the user's e-mail program, a separate TCP/IP utility, the operating system, or any combination of these.

E-mail address: Where the user's software requires you to input the user's e-mail address, in most cases you must specify the address of your outside e-mail account exactly as given to you by your ISP.

User name: Set the user's software to the user name you assigned to the user in IS Mail Server. This name must be unique on your LAN. A user whose real name is Pat should be assigned 'Pat' or 'pat' as a user name. If your outside e-mail account is an individual account, Pat's full e-mail address will be in the form 'pat <userid@ispname.com>'; if your outside e-mail account is an organizational account, Pat's full e-mail address will be in the form 'pat@companyname.com'.

Password: Set the software on the user station to use the password you have set for the user in IS Mail Server's Add User dialog box (or the Modify User Settings dialog box, if you later modified the user's password).

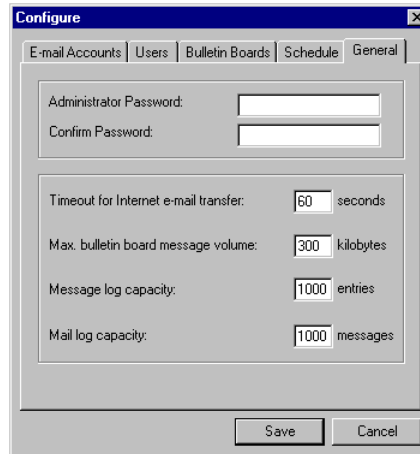
SMTP server address: Where the user's software requires an address for an SMTP server, input the IP address of the machine IS Mail Server is running on.

POP3 server address: Where the user's software requires an address for a POP3 server, input the IP address of the machine IS Mail Server is running on.

Customization Controls (1): General

Non-required configuration settings appear on the Configure dialog box's Bulletin Boards, Schedule, and General panels. These panels are explained here in order of importance: first the General panel, then the Schedule panel, and finally the Bulletin Boards panel.

The Configure dialog box's General panel lets you set a password to prevent unauthorized tampering with program settings and users' e-mail. This and the other controls in this panel are illustrated and described below.



Important: Anyone who has access to all of IS Mail Server's functions is considered an administrator of the program. We strongly recommend that you (1) set an administrator password, (2) give the password only to persons who can be entrusted with control of IS Mail Server, and (3) make sure all administrators always set the Password Lock function in the main window before letting the program run unattended.

Administrator Password and Confirm Password: Use these two controls to input an administrator password. First type the password into the Administrator Password box, then click in the Confirm Password box (or tab to it) and type the password again. Note that the password will not become effective until you save your configuration settings and enable Password Lock in the main window.

Timeout for Internet e-mail transfer: A timeout is the amount of time a program will wait for something to happen. The "Timeout for Internet e-mail transfer" control determines how long IS Mail Server will wait if transfer of e-mail to or from your ISP's site is interrupted. An interruption can result from a line problem or equipment malfunction. If the interruption exceeds the number of seconds specified for this control, IS Mail Server will break the connection

and try again. The initial setting is 60 seconds. To change the setting, click in this control's text box (or tab to it) and type the desired number of seconds.

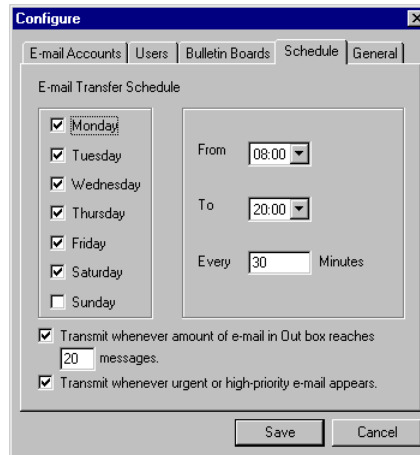
Max. bulletin board message volume: If you use IS Mail Server's bulletin-board function, you can use this control to adjust the maximum amount of disk space any single bulletin board message can take up. The initial setting is 300 kilobytes. IS Mail Server will "bounce" back to the sender any bulletin-board message that is over the limit. To change the setting, click in this control's text box (or tab to it) and type the desired number of kilobytes.

Message log capacity: Use this control to adjust the number of program messages the list box in IS Mail Server's main window can hold. The initial setting is 1000. If the list box fills up, old messages will be deleted to make room for new ones. To change the setting, click in this control's text box (or tab to it) and type the desired number of messages.

Mail log capacity: Use this control to adjust the number of transferred e-mail messages IS Mail Server can keep information about in its mail log (the mail log is viewed by clicking the View Log button in the main window). The initial setting is 1000. If the mail log fills up, information about old transfers will be deleted to make room for information about new ones. To change the setting, click in this control's text box (or tab to it) and type the desired number of messages.

Customization Controls (2): Schedule

The Configure dialog box's Schedule panel controls when IS Mail Server connects to your ISP to transfer e-mail. IS Mail Server is initially set to connect once every thirty minutes between 8:00 a.m. and 8:00 p.m. on every day of the week but Sunday, and to connect at non-scheduled times if twenty or more outgoing messages accumulate or an outgoing message marked high-priority appears. The Schedule panel is illustrated and explained below.



Monday, Tuesday . . . Sunday: These checkboxes let you specify the days of the week on which IS Mail Server should make scheduled connections to your ISP. Monday through Saturday are initially checked. Click a checkbox to uncheck it or check it. On days that are checked, IS Mail Server will connect at the times specified by the From, To, and Every *xx* Minutes controls, described below.

From, To, and Every *xx* Minutes: These controls let you specify the hours during which IS Mail Server should connect to your ISP, and the frequency with which it should connect during those hours. The initial settings are “From 08:00,” “To 20:00,” and “Every 30 Minutes.” To adjust the hours, click in the From or To list box to pull the list down, then scroll to and click the desired time of day. To adjust the connection interval, click in the Minutes box (or tab to it) and type the desired number of minutes.

Transmit whenever amount of e-mail in Out box reaches *xx* messages: In addition to connecting to your ISP at preset times, IS Mail Server can connect whenever it has a specified number of e-mail messages to send out. This is a way of preventing outgoing e-mail from taking up too much disk space. This feature is initially turned on, and the “trigger” is set at twenty messages. To turn the feature either off or on, click this control’s check box. To adjust the number of messages that will trigger a connection, click in this control’s text box and type the desired number.

Transmit whenever urgent or high-priority e-mail appears: Some e-mail programs can mark an outgoing message as “urgent” or “high-priority.” IS Mail Server initially comes set to connect to your ISP immediately whenever it receives such a message from a user of your LAN. To turn this feature either off or on, click this control’s check box.

Customization Controls (3): Bulletin Boards

The Configure dialog box’s Bulletin Boards panel lets you set up forums through which groups of users of your LAN can share messages. To create a bulletin board, you need to give it a name and indicate who its members are. When anyone sends a message to the bulletin board, IS Mail Server will automatically send the message to all members of that bulletin board.



Messages are addressed to a bulletin board the same way they are addressed to any user of your LAN. If you give a bulletin board the name bbs, users of your LAN can post to the bulletin board by addressing messages to—

bbs@machinename

...where machinename is the name shown in the main window’s message area when IS Mail Server starts up. If IS Mail Server displays ‘Mail Server

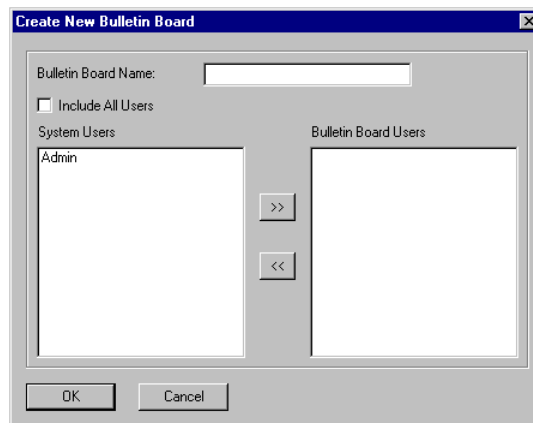
“machine1.myoffice.com” started up’, for example, users of your LAN would send messages to bbs@machine1.myoffice.com to post to the bulletin board. For outside users, the bulletin board address takes the form—

bbs <userID@domain>

...where userID@domain is the full e-mail address given to you by your ISP, enclosed in angle brackets, and there is a space between it and the name bbs. The name bbs can be enclosed in double quotation marks; if you give a bulletin board a name containing spaces, it *must* be enclosed in double quotation marks (there still must be a space between the quoted name and the bracketed address).

To begin setting up a bulletin board, click the Configure dialog box’s Bulletin Boards tab. The Bulletin Boards panel, shown above, will appear.

Next, click the Add button. The Create New Bulletin Board dialog box will appear. This dialog box is illustrated and explained below.



Bulletin Board Name: Type into this text box the name you wish to give the bulletin board. The name can be up to 32 characters long and must be unique on your LAN, that is, it cannot be the same as any user name. Do not use the “at” sign [@] or spaces in the name.

Include All Users: The word “users” here means people on your LAN who are listed in the Configure dialog box’s Users panel (they will also be listed in this

dialog box's System Users box). The Include All Users control provides an easy way to make all listed users members of the bulletin board you are creating. Click the control to check or uncheck it. When it is checked, messages to this bulletin board will go to all users known to IS Mail Server; when it is unchecked, only users listed in this dialog box's Bulletin Board Users box will receive messages sent to this bulletin board.

System Users, <</>> (add/remove) buttons, and Bulletin Board Users: The System Users box initially lists the names of all users you have set IS Mail Server to recognize. To make a listed user a member of the bulletin board you are creating, click the user's name in the System Users list box and then click the ">>" (add) button. The name will be transferred to the Bulletin Board Users list box. To remove a member from the bulletin board, click the member's name in the Bulletin Board Users list box and then click the "<<" (remove) button. The name will be transferred back to the System Users list box.

After filling in the items in the Create New Bulletin Board dialog box, click the OK button. You will be returned to the Configure dialog box's Bulletin Boards panel, and the name of the newly created bulletin board will appear in this panel's list box.

When a bulletin board's name appears in this list box, you can delete the bulletin board or modify or view the settings for it. First select the bulletin board by clicking its name in the list box, then click the Delete, Modify, or View button. Except for their titles, the dialog boxes for modifying and viewing a bulletin board's settings are identical to the Create New Bulletin Board dialog box; see the preceding descriptions for full information.

6

ROUTINE OPERATIONS

Once you have configured IS Mail Server and started using it to provide Internet e-mail service to users of your LAN, you may occasionally wish to check up on its operation and perform certain maintenance tasks. Such routine operations are carried out through the icons and buttons in IS Mail Server's main window. These buttons were described briefly in Chapter 4. This chapter explains their use in greater detail.

Control-menu icon: Clicking the icon in the top left corner of IS Mail Server's main window opens the window's Control menu. (You can also open this menu by pressing Alt+Space.) The Control menu lets you resize the window and get information about IS Mail Server; it also provides alternate ways of moving the window and shutting down the program. This menu contains seven commands: Restore, Move, Size, Minimize, Maximize, Close, and About Mail Server.

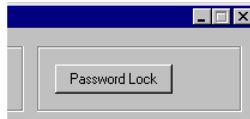


- **Restore** works only when the window is maximized; it returns the window to its previous size.
- **Move** lets you change the position of the window by dragging the title bar.

- **Size** lets you change the window's dimensions. After choosing this command, you can drag a side or corner of the window using the arrow keys. Note that reducing window size will hide parts of the window.
- **Minimize** removes the IS Mail Server window from the desktop and removes the program's button from the task bar, leaving only the IS Mail Server icon in the system tray. (IS Mail Server continues working while minimized. Double-click the icon to reopen the window.)
- **Maximize** makes the window cover the entire Windows desktop.
- **Close** shuts down IS Mail Server.
- **About Mail Server** displays program and system information.

Minimize, Maximize, and Close buttons: These buttons have the same effects as the corresponding commands in the Control menu (see above), except that the Maximize button is ordinarily disabled.

Password Lock button: Password lock is a way of preventing unauthorized persons from changing IS Mail Server settings, deleting users' e-mail, or shutting IS Mail Server down. The Password Lock button sits in the top right section of IS Mail Server's main window.

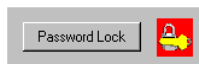


The password lock function works as follows:

- **When IS Mail Server is first installed, password lock is off.**
- **To be able to turn password lock on and off, you must set a password.**

To set a password: (1) click the Configure button, (2) display the General settings panel, (3) type the password into both the Administrator Password box and the Confirm Password box, and (4) click Save. This sets a password *and* turns password lock on.

- **When password lock is on, a lock-and-key icon appears next to the Password Lock button.**



If password lock is on and any button at the bottom of the IS Mail Server window is clicked (or chosen through the keyboard), IS Mail Server will ask for the password. The operator must enter the correct password, or the command will not be carried out. IS Mail Server will also ask for the password if the Close command is chosen from the Control menu or the Close box is clicked.

- **After the correct password is entered in response to IS Mail Server's request, password lock is automatically turned off.**

This makes it convenient for an authorized administrator to use all of IS Mail Server's functions after entering the password.

- **To turn password lock back on, click the Password Lock button.**

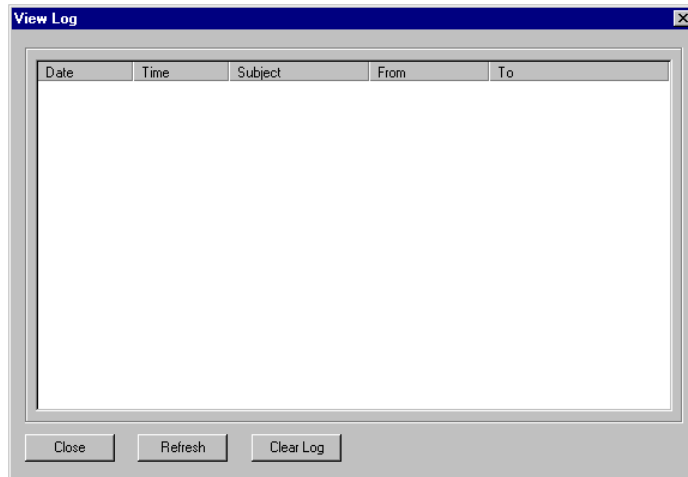
The lock-and-key icon will reappear. While password lock is on, the only commands that can be used without the password are Move, Size, Minimize, Maximize, Restore, and About Mail Server.

The Configure dialog box's General settings panel also lets you change or delete the password. To change the password, type the new password into both the Administrator Password and Confirm Password boxes, and click Save. To delete the password, erase everything in both boxes and click Save.

Configure button: IS Mail Server's main functions are all controlled through the Configure button. See Chapter 5 for details.

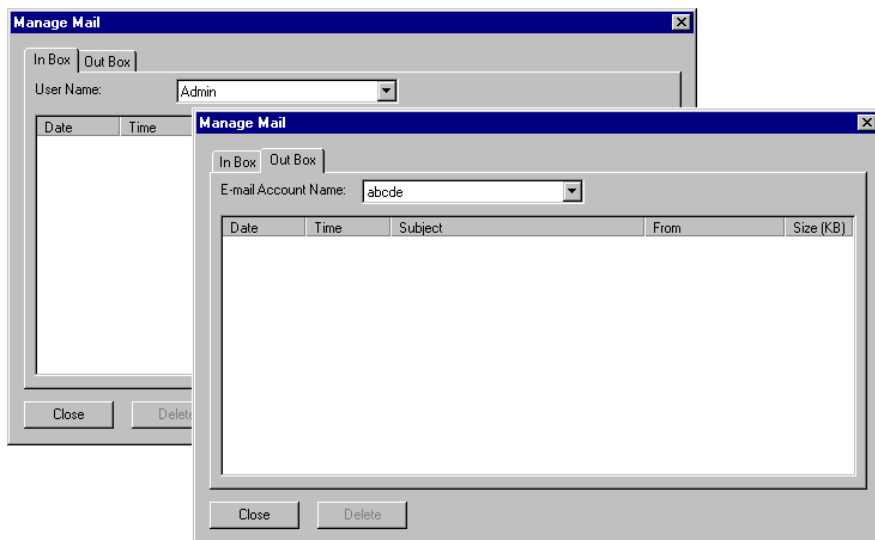
Transfer Now button: To check for expected e-mail on your ISP's site, or to transfer outgoing e-mail to your ISP without delay, click the Transfer Now button. IS Mail Server will connect immediately to your ISP, transmit any outgoing e-mail, and retrieve any incoming e-mail. It will then disconnect and resume watching for the connection times and conditions specified in the Configure dialog box's Schedule panel.

View Log button: The View Log button displays the mail log, a record of recently transmitted and received e-mail messages.



Each entry in this log consists of the Date, Time, Subject, From, and To fields of an e-mail message transferred to or from your ISP. The mail log works much like the message log in the main window: it has a default capacity of 1000 entries, old entries are deleted to make room for new ones if the log fills up, and you can change the capacity through the configuration function.

Manage Mail button: The Manage Mail button lets you view information about e-mail messages in IS Mail Server's In and Out boxes. (The In box contains messages waiting to be transferred to users of your LAN; the Out box contains messages waiting to be transferred to your ISP.) Clicking this button displays the Manage Mail dialog box, which has an In Box panel and an Out Box panel.



In-box messages are listed according to user (that is, recipient); Out-box messages are listed according to e-mail account. To see information about a particular user's incoming messages, open the User Name list box and select the user; to learn about messages waiting to go out through a particular e-mail account, click the Out Box tab, open the E-mail Account Name list box and select the desired account.

The information given consists of each message's Date, Time, Subject, and From fields, and the size of the message in kilobytes. To remove a message, first select it by clicking the line giving information about it, then click the Delete button. Click Close to exit the Manage Mail dialog box.

Clear Messages button: The Clear Messages button erases the message log in the middle of IS Mail Server's main window. Messages about IS Mail Server operation appear in this log and are kept until you click the Clear Messages button, the program is shut down, or the log fills up and old messages are deleted to make room for new ones.

Shut Down button: Clicking the Shut Down button closes IS Mail Server completely. When closed, IS Mail Server ceases to operate: its icon disappears from the system tray, it no longer connects to your ISP to transfer messages, and users of your LAN cannot transfer e-mail to or from the machine IS Mail Server

is installed on. Operation resumes when IS Mail Server is started up again. Note also that shutting down and restarting IS Mail Server clears and restarts the message and mail logs.

A

USER STATION MAIL PROGRAM SETUP

This appendix explains how to configure certain widely-used e-mail programs to work with IS Mail Server.

Netscape Communicator

For users of your LAN running Netscape Communicator, adjust that program as follows:

- 1. Start up Communicator.**
- 2. Open the Edit menu and choose the Preferences command.**
- 3. In the Category box, click Mail & Newsgroups (or Mail & Groups, if this is what appears in your version of Communicator); then, under that, click Identity.**
- 4. Make the following adjustments to the Identity settings:**
 - Your Name:** This should be the user name assigned in IS Mail Server.
 - E-mail address:** Set this control to the exact e-mail address given to you by your ISP.
- 5. Return to the Category box and click Mail Server.**
- 6. Make the following adjustments to the Mail Server settings:**

Mail server user name: In this box, type the user name assigned in IS Mail Server.

Outgoing mail server and **Incoming mail server:** Set both of these controls to the IP address of the machine IS Mail Server is running on.

7. Click the Preferences dialog box's OK button.
8. Open the File menu and check whether "Go Offline..." or "Go Online..." appears.

If "Go Offline..." appears, Communicator is set to retrieve e-mail through the LAN. No further adjustment is required.

If "Go Online..." appears, choose this command. Communicator will list a number of actions it can take when going on-line. Select Download Mail (and any other actions you want carried out), then click the Go Online button.

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