

## ELECTRONIC MAIL: *POP MAIL* FOR MACINTOSH

### Introduction

Electronic Mail allows you to send and receive all sorts of messages, traditionally composed of written words. Like postal mail, e-mail can be sent to recipients at any correct address around the world. The person receiving your message can read it at their convenience: you can write it at 2am, when you do your best work; they can read it at 7am, when they might prefer to be working. Unlike traditional 'snail mail,' e-mail with an accurate address arrives in a matter of seconds, anywhere in the world. There *is* cost associated with sending, receiving, and storing electronic mail messages, but you won't be licking stamps or weighing packages. E-mail software allows you to integrate many resources: addresses, mailing lists, folders filled with previous correspondence, a mail box, and a 24-hour post office, all in one place! Electronic mail messages can be effortlessly duplicated. You can easily keep a copy of all correspondence for yourself, or send identical messages to groups of recipients with one simple instruction.

*Mac POP Mail* is an excellent, easy to use e-mail program available for Macintosh computers. It offers all of the features mentioned above plus more. Best of all, this software is free! This GSEIS Lab User Note will help you learn how to send, receive, read, and reply to electronic mail using the *Mac POP Mail* package.

### Outline:

1. Start the *Mac POP Mail* program
2. Send a message to yourself or a friend
3. Check for new mail
4. Read a message
5. Reply to a message
6. Exit the *Mac POP Mail* program

### Step-by-step Instructions:

#### 1. Start the *Mac POP Mail* program

To Begin using POP Mail for Macintosh, locate and double-click its icon (shown at right) in the **APPLICATIONS** folder. You may also start *Mac POP Mail* from the **APPLE** Menu, as a choice under **NETWORK STUFF**. The *Mac POP Mail* program will start, and you can begin corresponding at once!



#### 2. Send a message to yourself or a friend

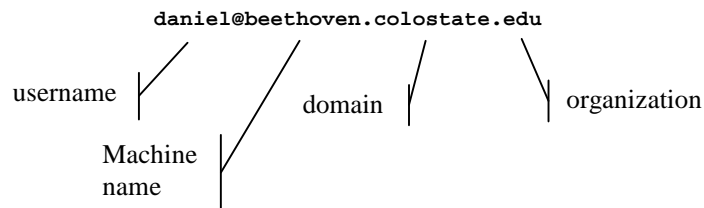
Click once on the **NEW** button (shown at right) at the top of the *Mac POP* window. *Mac POP Mail* will present you with a fill-in-the blank *form* for sending electronic mail. In most electronic mail programs, you'll provide an electronic address, a subject line, and additional addresses to carbon copy or "CC:" your message to.



After you've entered a correct e-mail address and a brief subject of your correspondence, you can compose your message in the lower half of the window or screen presented by *Mac POP Mail*. When you are finished, and ready to send the message, click once on the **Post** button. (Shown at right). Here is a bit more information about e-mail addresses:



An electronic mail address is the machine-readable version of a street address. A traditional e-mail address begins with a users 'username,' 'loginname,' or 'mailname.' In many computer networks, this username will resemble the person's name in real life. John Houser's e-mail address begins with *jhouser*. Bill Gates e-mail address begins with *billg*. President Clinton's e-mail address begins with *president*. Other networks may choose cryptic or numeric usernames that have little to do with the person's real name. Virginia Walter's e-mail address begins with *iys0vaw*. Students in this school have addresses like *izzype2*, etc. If you'd like to send mail to a user of the same local computer network, this username is all that is needed to send them a message. If you'd like to send a message to another computer network, somewhere across the Internet, you'll need a little more information. This usually consists of a computer name, a domain name, and an organizational category. We'll label those parts in the diagram, but a full explanation is beyond the scope of this note.



### 3. Check for new mail

Click on the **FETCH** button at the top of the *Mac POP Mail* window (shown at right). *Mac POP Mail* will present you with a list of new messages you have received since the last time you checked. You can read a message by highlighting the one you want and pressing **<enter>**.



### 4. Read a message

As mentioned above, almost all electronic mail programs allow you to view a list of incoming messages, highlight one, and press **<enter>** to read it. Remember that e-mail will often contain confusing information at the top, called a "header." Depending on whether the message has been forwarded from other friends, or addressed to a long list of people, you may have to press the **<page down>** key several times to get down to the start of the actual message. Here is a sample e-mail header:

From <@uccvma.ucop.edu:MELVYL@UCCMVSA.UCOP.EDU> Wed Aug 17 03:34:23 1994

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Return-Path: <<@uccvma.ucop.edu:MELVYL@UCCMVSA.UCOP.EDU>>
Received: from uccvma.ucop.edu by mail.netcom.com (8.6.8.1/Netcom)
        id DAA01124; Wed, 17 Aug 1994 03:34:17 -0700
Message-Id: <199408171034.DAA01124@mail.netcom.com>
Received: from UCCVMA.UCOP.EDU by uccvma.ucop.edu (IBM VM SMTP V2R2)
        with BSMTMP id 9476; Wed, 17 Aug 94 03:31:38 PDT
Received: from UCCMVSA.UCOP.EDU (NJE origin MELMAIL@UCCMVSA) by UCCVMA.UCOP.EDU
        (LMail V1.2a/1.8a) with BSMTMP id 9846; Wed, 17 Aug 1994 03:31:38 -0700
Received: by UCCMVSA.UCOP.EDU Wed, 17 Aug 94 03:31:26 PDT
Date: Wed, 17 Aug 94 03:31:26 PDT
From: "Melvyl System" <MELVYL@UCCMVSA.UCOP.EDU>
To: sed@netcom.com
Subject: It's all over!
Status: RO

```

Dear John:

At the bottom of e-mail messages, the person writing often attaches a ‘signature,’ that might include their name, phone number, job title, and a witty quote. Other people attach a cryptographic ‘key’ at the bottom of their messages, which can be used to verify that they wrote the message, and that it has arrived un-altered. Here is an example of someone’s signature:

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| Jen B. Chu * Yosemite Institute * Merced, CA * 481-5908 |
| "Go Light" -- John Muir |
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## 5. Reply to a message

If are you reading a message that you would like to respond to, click the mouse pointer once on the **REPLY** button. (Shown at right). *Mac POP Mail* will open a window in which you can enter your reply, including quotes from the original message. *Mac POP Mail* will even prefix the original author’s message with some special characters (such as > ) to set it apart from your own words.



Compose your reply in the window presented by *Mac POP Mail*. When you are finished, click on on the **Post** button (shown at right) to send the message.



## 6. Exit the Mac POP Mail program

When you’ve finished using *POP Mail* for the Macintosh, you can exit the program by choosing **QUIT** from the **FILE** menu. Enjoy it!