



# Tech Info Library

## AOCE: Mailbox (10/93)

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TOPIC -----

This article describes the Mailbox of Apple Open Collaborative Environment (AOCE).

DISCUSSION -----

PowerTalk puts a new icon on the desktop for the Mailbox.

The icon represents an In Tray since this is where all incoming mail arrives, no matter what the original source. Messages in the mailbox can be in a variety of formats.

When the In Tray is open, the Mailbox menu is added to the menu bar. The Mailbox menu includes several selections for users to administer their incoming and outgoing mail.

Mailbox menu contains the following options:

- In Tray
- Out Tray
- Tag...
- Copy Local...
- Preferences

- Out Tray  
The Out Tray displays items that either have been sent recently or are waiting to be sent.

A copy of a sent letter will remain in the local system's outgoing letter queue until either the user drags it to the Trash or until the timeout period expires. Letters stay in the Out Tray for a period of time after they are sent to allow users to access recently sent letters. The default time for letters to remain in the Out Tray after being sent is 14 days. This time period can be configured using the PowerTalk Setup control panel.

If the letter was sent through a server, the letter is resident on the server queue. If the letter was sent through server-less messaging, the letter remains on the local system until the Out Tray timeout period has

expired. In either case, the user will see the letter in the Out Tray.

- Copy Local

Copy Local means to take the selected letters and copy them from a server based letter queue to the local letter queue. This is another feature to make it easier for PowerBook users to collaborate remotely.

- Mailbox Preferences

The Preferences menu selection provides the following choices:

- Mail Tray:
  - Show most recent first
  - Allow Visitor's mailbox
- When Mail Arrives:
  - Display alert
  - Blink icon in menu bar
  - Play this sound:
- Out Tray Aging
  - Remove processed items after XX days.
- Tags List:
  - Edit (button)

If visitor's mailboxes are allowed, then someone else will be able to use this Macintosh computer to retrieve mail stored on a PowerShare Mail Server. Visitor mailboxes allow the user to have multiple mailboxes open on the desktop.

- Tags

Tags can be added to letters in the In Tray. Tags are useful in filtering incoming letters. The View menu can be used to restrict the view of letters in the In Tray to only show letters with a given tag.

Tags are assigned to letters using the Tag menu item. To assign a tag, select the item(s) in the In Tray and then select Tag from the Mailbox menu. Tags can also be assigned from within AppleMail.

To see a list of tags already created, press the pop up arrow button. Create a new tag by typing it into the dialog box and clicking the Add button from the Tag window.

The tags attached to a letter can be seen through the Get Info dialog box. Select the letter from the In Tray and then select Get Info from the File menu.

Tags can also be used by Beyond Software's MacRules Pro application. MacRules Pro can create rules to automatically add or delete tags or to take certain actions based on tags assigned to letters.

Tags can be single words or a short phrase.

Tags are removed when the item is moved from the In Tray to the local hard drive.

Keywords: <None>

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