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TheNet:Plus

For Newton-based PDAs

User Guide

WORLDLINK



**TheNet:Plus for
NewtonTM
Users Guide**

TheNet:Plus for NewtonTM Users Guide



Published by Worldlinx
Telecommunications Inc.

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Printed In Canada

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Simultaneously published in Canada and the United States.

This manual was created electronically using Aldus PageMaker on the Apple Macintosh.

Art was produced using Canvas by Denaba Software.

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TheNet:Plus And The Newton

TheNet:Plus is a software messaging application for the Newton MessagePad and other compatible devices. Developed to deliver business messaging capability to the Newton user, TheNet:Plus provides all of the capability expected from the Newton, as well as features that establish TheNet:Plus as the leading messaging application for Newton users.

TheNet:Plus has been engineered to augment TheNet:Mail, Canada's premier public electronic mail service. TheNet:Mail also delivers access through an X.400 gateway to 80 other public and private mail systems around the world, and to the worldwide Internet to truly deliver the promise of PDA electronic messaging for the roaming business traveller.

To send messages to anyone not served by electronic mail, TheNet:Plus for Newton also supports sending text to fax messages to any fax machine in the world from the palm of your hand!

TheNet:Plus is the first Newton messaging solution with wireless capability built in. Used in conjunction with wireless networks and an InfoTAC™ radio packet modem, or MNP-10 cellular modems, TheNet:Plus delivers the first commercially available 2-way wireless electronic mail application.

TheNet:Plus For Newton Features

- Send and receive messages with subscribers to TheNet:Mail public electronic mail service.
- Full support of Newton In Box and Out Box including sending Newton Ink
- Capable of defining user groups for addressing mail.
- Newton Modem compatible.
- Automatically retrieve and delete all Un-read messages in an account on TheNet:Mail.
- Wireless messaging capability

TheNet:Plus For Newton Requirements

This user guide describes the setup and use of TheNet:Plus for Newton software.



TheNet

Requirements

- A Newton compatible modem or MNP-10 cellular modem, or InfoTAC Radio Packet Modem for wireless connectivity.
- A user address and password on TheNet:Mail

Connecting Your Newton

There are two ways of connecting your Newton to a Macintosh to install TheNet:Plus.

Serial Connection

- Using a serial cable connected to the modem port.

1. Plug one end of the serial cable (din 8) into the communications port of your Newton.
2. Plug the other end of the serial cable into the modem port on your Macintosh.
3. Move the Apple Modem Tool and ADSP Tool supplied into your extension folder and restart

◆ *Note:* If you are using a Macintosh PowerBook with an internal modem, open the PowerBook control panel and select 'external modem' before completing the serial connection.

LocalTalk Network Connection

1. Shut down your Macintosh
2. Plug the LocalTalk connector into your Newton.

3. Start your Macintosh, and select the Chooser under the Apple () menu.

4. Ensure that AppleTalk is active.

Software Installation

To install TheNet:Plus for Newton, simply load the application with the Newton Package Installer.

1. Connect your Macintosh to your Newton.

2. Insert the diskette into the disk drive of your computer. Copy TheNet:Plus for Newton folder to your hard disk.

3. Launch the Newton Package Installer.



Newton Package Installer

4. Set your preferences in the Newton Package Installer to your connection type; serial, printer or LocalTalk.

5. Under the file menu, select install package.

6. Locate TheNet:Plus application and select install.

You can also use Apple's Macintosh or Windows connection kit to install the package. Refer to information provided with the connection kit for instructions.

TheNet:Plus for Newton is also available on an application card. Refer to the instructions supplied with the card for use.

TheNet:Plus for Newton - BASICS

TheNet:Plus Preferences



Extras

1. Tap Extras on your Newton.



Prefs

2. Tap the Prefs icon.

3. Tap on TheNet:Plus

4. Write the Datapac or Tymnet access port phone number. If you are using a calling card, a 0 should precede the area code and phone number. Insert three commas after the phone number (2 sec. delay) followed by your calling card number.

5. Write the Datapac or Tymnet system ID.

6. Write TheNet:Mail account user name.

7. Tap *Set Account Password* and write your password. Tap *Set*.

TheNet:Plus

Mail System: TheNet:Mail NewtonMail

Phone Number 1 416 868 4100

System ID 79100900

User Account Bob Anderson

Set Account Password

Connection: Modem InfoTAC

In/Out Boxes: Send and Receive

Incoming Messages:

Retrieve all unread messages automatically

Show a list for manual message selection

Remove messages from service after retrieval

◆ Filing: Worldinx

8. Select *Connection* type; using standard dial up modem, MNP-10 cellular modem, or a Motorola InfoTAC Radio Packet Modem.

9. Check *In/Out Boxes - Send and Receive* if you would like to check for Un-read mail when connecting in a send only operation using the Newton In Box and Out Box.

10. Tap *Retrieve all Un-read messages automatically* if you desire your new Un-read messages to be automatically received the next time you connect to TheNet:Mail.

For manual selection of messages from your mail list, tap *show a list for manual message selection*.

Deleting Messages

11. "*Remove messages from service after retrieval*" automatically deletes the messages received by your Newton. This saves the step of manually selecting the deletion of mail from TheNet:Mail.

◆ *Note:* Read messages are automatically deleted from your account after 30 days. You can choose to let TheNet:Mail system delete the messages for you.

12. Tap the *Filing* diamond list to select a folder to automatically file your text messages to.

13. Once your preferences are set, tap the X to dismiss the Newton preferences area. You can alter the preferences at any time, simply by editing your current settings.

Creating User Addresses

TheNet:Plus for Newton is a highly integrated Newton application. It uses all of the built in capability of the Newton including the Name File to keep track of users you wish to send mail to.

By managing your users in this manner, sending mail, even to complex X.400 addresses, will be a simple matter of writing the person's name in the appropriate field (e.g. Bob Anderson). Working in conjunction with the Name File, TheNet:Plus for Newton will search for names and automatically insert the e-mail address for you.

This section describes how to create and manage users in the Name File which is built in to your Newton. In addition special features available to you using the Name File will be described.

1. Tap Names, tap Show, and tap All Info.



Names

2. Write at least the first name, last name and e-mail address in the correct fields.

◆ *Note:* If you also use NewtonMail™ you **MUST** place NewtonMail addresses into the Name card e-mail field. TheNet:Plus for Newton can support NewtonMail and TheNet:Mail addresses for any user in your Newton. If this is the case follow steps 3-4.

3. Tap *Show* then Tap *Card & Notes*.

4. In the free form Notes area write **TheNet:Users.Address**. By entering addresses in this manner both NewtonMail and TheNet:Mail addresses can be assigned to Bob Anderson.

◆ Unfiled names	
Ms./Mr.	Mr.
First	Bob
Last	Anderson
Title	--
Company	--
Address	51 Partlow Pond Road
	--
City	Toronto
State	Ontario
Zip Code	--
Country	Canada
E-Mail	Bob.Anderson
Home	416 555-4476
Phone	--
Phone	--
Phone	--
Birthday	--

◆ List by Last Name ◆ Card Style

Show New

Names Dates Extras Undo Find Assist

◆ Unfiled names

Bob Anderson

51 Partlow Pond Road
Toronto, Ontario M6H 2B6
Canada

416 555-4476 H

TheNet:Bob.Anderson

@Worldlinx
@Netstrategy
@Marketing

Show New A

Names Dates Extras Undo Find Assist

Finding User Names

Once your Name File has users entered into it with valid electronic mail addresses you can use the search facility built into Newton to "Find" users to send messages to. If the user has an electronic mail address either in the e-mail field or in the free form Note area TheNet:Plus will present you with both addresses for selection.

1. To query the Newton's Name database, write part or all of the persons name in the *Name* field.

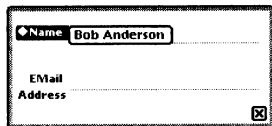


◆Name Bob
E-Mail
Address

Your Newton automatically scans the contents of your Name File for possible matches. If the Newton finds one or more matches of that name, a diamond list button appears before the Name field.

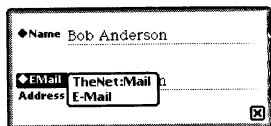
2. Tap the diamond. A window displays all the names found in the search.

3. To choose which person to send a message to tap on the name. The Newton places the mail address into the e-mail address field.



◆Name Bob Anderson
E-Mail
Address

4. If both TheNet:Mail and NewtonMail addresses exist for the chosen user, tap the e-mail address diamond to select the appropriate address.

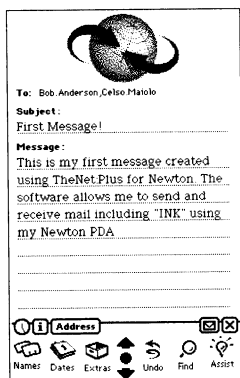


Creating New Messages

There are three distinct methods for creating messages using TheNet:Plus for Newton. The first method allows the user to launch TheNet:Plus and directly create and address the message. The second method uses intelligent assist, while the third method uses the action button (envelope icon) to send messages.

TheNet:Plus Method

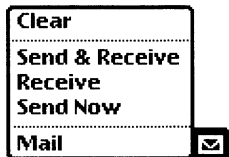
1. Connect your Newton to the modem and phone line, or wireless modem.
2. Tap the Extras Drawer and select TheNet.
3. Tap on *To:*, the small TheNet:Plus address slip opens.
4. Write the name of the recipient.
5. Write the recipient's e-mail address field if the address is not located by your Newton. Tap the X.



6. Write a subject for your message in the Subject field.

7. Write your message in the message field.

8. Tap the action button and select *Send This Now*.



Congratulations, you have just created, and sent your first TheNet:Plus for Newton message!

Intelligent Assist Method

In addition to creating messages within TheNet:Plus for Newton, messages can be composed and routed from the Newton Notepad.

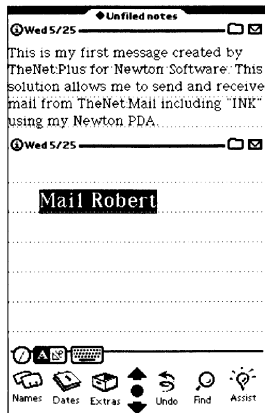
1 Draw a separator bar across the Notes area to create a newly dated notes entry.

2 Create a new message

3 Draw a separator bar under your new message to create another newly dated note

4 Write the intelligent assist keyword "Mail" followed by the recipient name.

5 Tap Assist. Your message is automatically formatted and addressed.



The Action Button Method

When creating a message on the Newton Notepad you can choose to send the message using the Notepad action button.

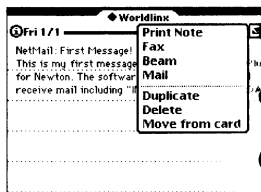
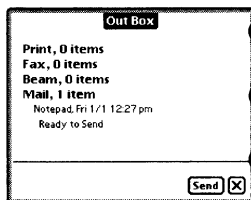
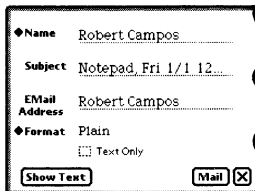
1 Draw a separator bar across the Notes area to create a newly dated notes entry, and create a message.

2 Tap the action button and tap mai.l

3 The address slip appears. Write a name to begin an address search.

4 Once the address is found, tap on the Mail button. Your message is automatically formatted and placed in the Out Box.

You may also tap on the Action button found in the Notepad, Names File, Date Entry, or any Newton application that supports Newton routing, and select Mail.

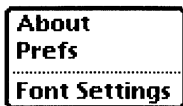


The i Button

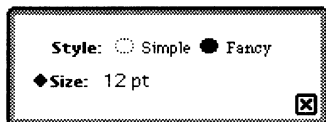
The "i" button, located in TheNet:Mail main message view provides the user with information about the software, easy access to user preferences, and control over what font and size should be used to display text to the user.

The About- information view provides the user with customer support telephone numbers, and information regarding the particular revision of software you are running. This information is useful when contacting customer support.

Prefs-allows the user to conveniently access TheNet:Plus preferences without having to leave the application.



The Font Settings selection allows the user to select a font, and the size of the font to display TheNet:Mail messages. The Font Settings is a global setting for TheNet:Plus for Newton, the font style and size you choose is displayed in all message views.



Sending Mail

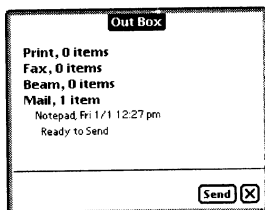
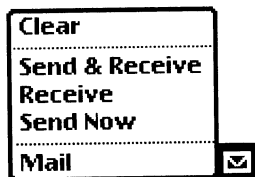
You can send mail directly from within TheNet:Plus for Newton, or from the Out Box in the Extras Drawer. Both methods send your messages in the same manner, however it is often convenient to send a message immediately from within TheNet:Plus for Newton.

The Mail selection from within TheNet:Plus for Newton is similar to the action button found on the Notepad, Names File or Datebook entry. It will put the pending message in the Out Box to send when you choose.

1 Connect your Newton modem to a phone line (or wireless) using a Newton compatible modem.

2 Create a new message using either method earlier described and address it appropriately.

3 Tap the action button and select Send Now to send your message immediately or select Mail and place your message in the Out Box to send later.



◆ *Note:* Alert message will be displayed if problems are encountered during the connection process, such as no dial tone, etc.

Extended Address Slip

TheNet:Plus for Newton is capable of sending messages to multiple users, or anyone who can be addressed from the TheNet:Mail. You can send Carbon Copies (CC) or Blind Carbon Copies (BCC) of a message. A name entered in the BCC field is not visible to recipients of the message. To select multiple recipients of a message:

1 Create a new message.

2 Tap Address and tap Extended.

3 Write the appropriate information in the Name and Address fields.

4 Tap the Arrow which corresponds with the TO, CC or BCC field where you wish to enter the recipient.

ADDRESS

BCC [] [] [X]

CC Bob Anderson [] [] [X]

TO K. COWIE, Aldo Candiano [] [] [X]

◆Name Bob Anderson

◆EMail Bob Anderson

Address

Names Dates Extras Undo Find Assist



Note: The small arrows allow you to scroll through your recipient list while the address delete button deletes all entries in any of the three fields. Any individual addresses can be deleted using Undo after an incorrect entry is made.



5 Enter all recipients of the message and tap the X to complete the extended addressing process.

Group Lists

Groups can be created to send mail to multiple recipients without having to address each one individually. In the free form Notes area of a user's Name card write:

@NAMEOFGROUP

For example, to assign any user in your Names File to become a member of the "Worldlinx" group write "@Worldlinx" in the free form Note area of each user that should be a member of the Worldlinx group.

To use groups write the '@' character in the Name field of any address slip. This finds group lists instead of individual users

The screenshot shows a Name card for Bob Anderson. At the top, it says "◆ Unfiled names". Below that is the name "Bob Anderson" with a horizontal line underneath. The address is "51 Partlow Pond Road, Toronto, Ontario M6H 2E6, Canada" and the phone number is "416 555-4476 H". Below the address is a section titled "TheNet:Bob Anderson" followed by three group lists: "@Worldlinx", "@Netstrategy", and "@Marketing". At the bottom of the card is a toolbar with icons for "Show", "New", "A B", and a list of icons for "Names", "Dates", "Extras", "Undo", "Find", and "Assist".



◆ *Note:* There is no limit to the number of users assigned to a list, or the number of Group lists any individual can be a member of. Should you require large numbers of lists use the smallest type available (9 Pt.) to create the lists in the free form Note area.

Receiving Mail

Much like sending messages to TheNet:Mail, receiving messages can be performed both from TheNet:Plus for Newton, or by using the In Box in the Extras Drawer.

TheNet:Plus Method

- 1 Connect your Newton to your modem
- 2 Tap the action button and tap Receive.

In Box Method

- 1 Open your In Box
- 2 Tap on Receive button and select Mail.

The next action depends on how you have your Preferences set. TheNet:Plus has two ways to receive mail:

- If you have your preferences set to *Retrieve all Unread messages automatically*, all Un-read mail is automatically received and placed in your In Box.
- If you have your preferences set to *Show a list for manual message selection*, a message list is displayed. You can pick which messages you wish to receive during this session. The selected messages are then received and placed in your In Box.

Manual Message Selection

To manually receive selected messages from the mail list continue to step 3.

3 Wait for the mail list window to appear. Select the message you wish to receive by tapping anywhere on the message line.

4 Select the checkboxes to the right of the message line to delete messages from the mail server after they are received.

Note: Depending on the amount of mail pending, it can take some time to actually build the list of waiting messages. Deleting read messages will ensure prompt list display each time you connect.

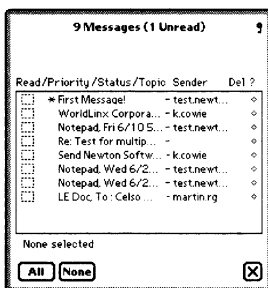
Mail List Options

All- Tap All to read all messages

None- Tap None to de-select any mail selected up to that point.

Mail list selectors- Use these arrows to scroll through your mail list.

Read- Tap Read to receive messages to either the Notepad or the In Box.



◆ *Note:* Tapping the diamond to the far right displays extended information about the sender and characteristics of the message such as Binary enclosures.

Read/Un-read Toggle View

Tap the Read/Un-read toggle, located in the upper right hand corner of the list view to toggle between viewing all mail (down) or only Un-read mail (up).



Send and Receive

Within TheNet:Plus for Newton Application you have the ability to select *Send & Receive*. This will send your pending messages and receive messages in the manner set in your preferences. If you are using the Out Box to send mail, and you would like to check for mail when you connect, simply set the preference In/Out Boxes *Send and Receive*.

Reading Your Messages

TheNet:Plus for Newton supports two distinct types of messages, the first is traditional text only messages that can be created by both Newtons and traditional desktop computers.

The second type of message is commonly referred to as Newton. An example of this message would be Newton

scribble on a NotePad, or a Name card or Date entry that is sent using the action button. This type of messaging is between Newton users on the TheNet:Mail. Messages sent to the Internet or to other domains such as X.400 support text only messages.

Once mail, (ink or text) has been received to the In Box, you have many options on how to read the message. If the message includes INK, then it will need to be 'Put Away' in the appropriate place in the Newton to be read. If it is text it will need to be copied to the Notepad.

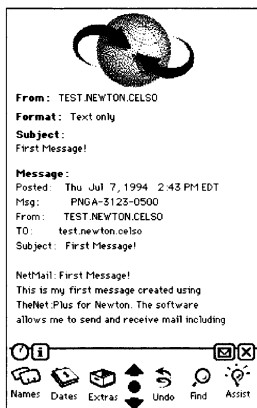
1 Open Extras Drawer and Tap on In Box

2 Tap on the message item you wish to read.



3 TheNet:Plus viewer will open to display the message.

4 Tap on the action button to select the appropriate action.



Reply- will allow you to directly reply to the person who sent you the message without having to create a new message.

Forward- Allows you to forward this message to another TheNet:Mail address, again without having to create the message from scratch.

Delete- Permanently removes this message from your Newton.

Copy To Notes- Creates a Notepad entry in the unfiled notes, or the folder of your choice for the text of this message. The message can then be faxed or beamed to another Newton.

Put Away- If this message contains a Newton object or 'INK' Put Away places the item in the appropriate place. For example Notepad, Names File or Date Book.

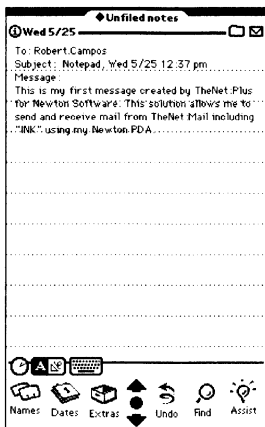
◆ *Note:* You can similarly tap on an Out Box item to view, but the action button will only contain, Clear, Delete and Copy to Notes.

After text messages have been copied to Notes, they become Notepad entries that are stored in Unfiled notes or are stored in the folder of your choice that is selected in TheNet:Plus preferences.

1 Tap the overview button to view a list of all notes.

2 Tap a message to view.

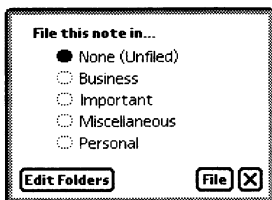
3 Use the arrows to scroll up and down between messages.



Organizing Your Messages

Text messages which are copied to the Notepad will be stored in Unfiled messages by default. By setting which folder you would like TheNet:Mail messages to be stored in, you can save yourself the extra steps to file your message. This section describes Newton folder management and how TheNet:Plus for Newton uses the folders.

- Tap the File Folder icon on the note entry your message has been stored to and select which folder you would like this message stored to.



- Tap Edit Folders to add, change or delete folders.

◆ *Note: Any time a folder is deleted or renamed, the folder must be re-selected in TheNet:Plus preferences area.*

Advanced User Features

Special addresses, such as Internet addresses, can be used to send messages to other e-mail systems. For example, if you wish to add an Internet address to a user's card the format that you would use is:

user@place.domain.com would become

[RFC-822="User(a)place.domain.com"]RESONET

By writing the address in this format on the extended card area or e-mail field, you will be presented with the address in the diamond list when you search on a user.

There are many other types of addresses that are supported using TheNet:Plus for Newton. The following list and format can be used in the extended card area or e-mail field.

ATT Mail:

[ID=SC.SMITH/Org.Unit.Name@Org.Name]ATTMAIL/USA

Note: This is the true X.400 format for USER NAME.

EMBARC:

*[S C (STEVE)SMITH/Org.Unit.Name@Org.Name]EMBARC/
US*

INFONET:

["SMITH S."@Org.name]NOTICE/INFONET/US

MCI Mail:

[S C (STEVE)SMITH/Org.Unit.Name@Org.Name]MCI/US

AppleLink:

[RFC822="User(a)applelink.apple.com"]RESOINET

CompuServe:

[RFC822="76543.12345(a)compuserve.com"]RESOINET

• Note: If you place any e-mail address on the extended Name card area it must have "NetMail:" entered before the address, e.g.,

NetMail:[RFC-822="User(a)place.domain.com"]RESOINET

This is not necessary in the Name card e-mail field.

TheNet:TextToFax

One of the most powerful features available to you as a TheNet:Mail user is the TheNet:TextToFax service. You can send a text fax message to any fax machine in the world. This can be particularly handy when your contact does not have an electronic address to send messages to.

Using the fax capability of TheNet:Plus is very easy. Simply prepare your message in the same way that you would send to an electronic address. Search for the recipient in the usual manner, when the address diamond list appears you will notice that one of the available options is Fax. The only requirement is that the user must have a fax number in the fax field of their particular Name card, including the area code. If the user's card has no fax number this option will not appear.

Send your message as normal. Your message will then be formatted for paper fax delivery and sent automatically via the fax gateway available on TheNet:Mail.

TheNet:Mail Message Options

TheNet:Mail allows message options to be set before the message is sent. These message options are added to the user address in a consistent format. You may choose to add an option manually at the time of message creation, or you can add the option to the user address in the Names File. Examples of TheNet:Mail options include;

RECeipt: To receive a notification that the message has been read by each recipient. TheNet:Mail sends a system reply message acknowledging receipt.

PRIVate: To require the recipients to enter their personal ID in order to read the message. TheNet:Plus for Newton automatically responds to private messages for the user.

REGistered: To receive a notification that the recipient has acknowledged receipt of the message before reading it. TheNet:Plus for Newton automatically responds to registered messages for the user.

URGent: To place a message at the top of the recipient's table of incoming messages.

TheNet:Mail options are set for each individual user, simply by adding the option to the user's address. The following formats demonstrate TheNet:Mail options.

K.COWIE (URG)
C.MAIOLO (REC)
L.TITZE (PRI)
A.CANDIANO (REG)

You can enter the short form of the message option, or enter the entire word.

**For Customer Assistance
In North America Call
1-800-267-8480**

**International Call Collect
1-613-781-5128**

Contains software allowing
Newton-based PDAs
access to TheNet:Mail



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