

Catalogers Group  
& Departmental Meeting  
Minutes  
August 11, 2003

Rita Stumps presented an overview class on **Mulberry** that she, Claudia Horning, and Jean Rashedi prepared.

They advised not customizing too many features, since this could cause problems that are difficult to troubleshoot. Keep track of what things you change from the defaults. Be sure to save the options you change.

In the navigation pane at the left, called a "server window," a green square appears to left of any folder currently open. Ignore the "IMAP-OLD" at the bottom; this is scheduled to be removed in September.

In the second window, there are a number of columns, any of which can be sorted on, ascending or descending, by clicking on the tile at the top. Some of the columns are the numbering of the message, a symbol of action taken, an attachment symbol, From/To, Thread [subject], and Date Sent.

One of the first post-migration actions one should take is going into the personal address book and checking of the first 3 diamonds. These affect the capability for autoexpanding UCLA addresses and functionality of nicknames.

To suppress the default message that will appear at the top of blind-copied messages, "IMPORTANT! This message has been blind-carbon-copied to you. ..." go into the pull-down menu File, Preferences, Outgoing, General and uncheck "Separate Bcc Message with Caption."

"Bounce" is a tool for forwarding misdirected mail one receives. Such a forwarded message will show no evidence of the wrong person's having received it initially.

Mulberry appears to be Unicode compliant.

"Expunge" is permanent deletion.

Double clicking on attachments opens them without any preconfiguring of helper applications.

<Ctrl + N> starts the composition of a new message. This is the same as clicking on "Draft."

Spell check can utilize foreign language dictionaries.

Signature files need to be reestablished.

If upon exiting you receive an 'IMSP' error ("Could not set an option ..."), some changes are not being saved. This can happen even if you make no changes but enter and leave a lot of folders. Before exiting, remember to File, Preferences, Save Default, OK.

Shared email boxes are accessible immediately in Mulberry.

A 29-page handout "Mulberry ver. 3..3: Beginning Tutorial" was distributed, also available at: <http://staff.library.ucla.edu/staff/newemail> For a more detailed reference manual (Windows version), see:

[ftp://ftp.cyrusoft.com/pub/Mulberry/docs/v3\\_1/winref.pdf](ftp://ftp.cyrusoft.com/pub/Mulberry/docs/v3_1/winref.pdf)

Recorder: John Riemer