You must log into the network before you can use Lafite. If you have not logged in already, do so now, following the instructions given in chapter 3.

In order to obtain your mail, you must be an *authenticated user;* i.e., your name and password must be accepted by your mail service. When you start up Lafite, it obtains your name and password from the Lisp executive and submits them to the authenticator for verification. If the authentication fails, you are prompted to log in. Lafite will not allow you to send or receive messages until you have been authenticated.

You can start Lafite by typing one of two commands at the prompt in the executive window: (LAFITE) or (LAFITE 'ON). Lafite will automatically supply your Active Mail folder. You can look at another folder, say *MAILFOLDER*, by typing (LAFITE 'ON *'MAILFOLDER)*. You can also type (LAFITE 'ON NIL) to start Lafite without opening any mail folder, then later select a folder from the Browse menu after you enter Lafite; see chapter 5, "Reading Messages." You can also write and send (but not read, move, or otherwise manipulate) Lafite messages by selecting SendMail from the background menu; see chapter 9, "Sending Messages."

The Status Window

When you start Lafite, two windows will appear on your workstation's screen: the *status window* and the *browser window* (the latter will not appear if you typed (LAFITE 'ON NIL)). The other two important types of Lafite windows are the *message display window* and the *message composition window*. The browser and message display windows are fully discussed in chapter 5, "Reading Messages," and the message composition window is covered in chapter 9, "Writing Messages."

The Lafite status window contains a region for Lafite status information and a small, fixed menu of commands (see figure 2). When you first start Lafite, the status region informs you that Lafite is initializing and displays the time. This message quickly disappears, to be followed by either "New Mail for *YourName*" or "No New Mail at *Time.*" Your in-boxes are checked for new mail approximately every five minutes; Lafite reports in the status region if you have new mail. If you click in the status region, the background process wakes up and reports status immediately instead of waiting its normal interval.

```
┌──────────────────────────────────┐
│     No New Mail at 15:01          │
├──────────────────────────────────┤
│            L a f i t e            │
├──────────────────────────────────┤
│  Browse    Send Mail      Quit    │
└──────────────────────────────────┘
```

Figure 2. The status window, showing the status region, the title bar, and the menu of commands

After you have sent a message an additional window, your *out-box*, appears beneath the status window; it lists the dates and subjects of the messages you sent most recently. See chapter 10, "Sending Messages," for more information on the out-box.

The status window (and all other Lafite windows except the message display window) has its own fixed menu of commands, which are printed in boldface type. You invoke a command by moving the mouse until the cursor points at that command, then clicking the left mouse button. When you hold down the button, the command will appear *inverted* (i.e., white letters on a black background). When you release the button, the command will appear *grayed* (i.e., black letters on a gray background). If, while holding down the mouse button, you change your mind about the command you intend to select, simply move the cursor off the inverted command name until it is restored to its normal state, then release the button. In some cases, clicking the middle mouse button instead of the left performs some different but related operation or brings up an additional menu; such commands are described below.

The menu region of the Lafite status window contains three commands—Browse, Send Mail, and Quit. The Browse command is discussed in chapter 5, "Reading Messages," and the Send Mail command is discussed in chapter 10, "Sending Messages." The Quit command is discussed in chapter 11, "Leaving Lafite."

If you are using this manual as a tutorial, ask several people in your company to send you messages before going on to chapter 5, "Reading Messages."