HONEYWELL

CP-6
INTRODUCTION TO
MAIL
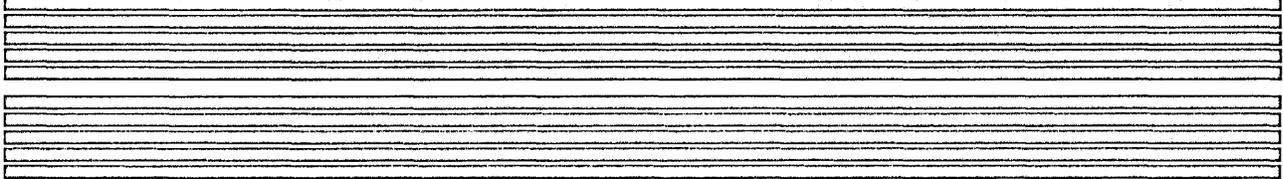
SOFTWARE

CONTROL PROGRAM-SIX (CP-6)

INTRODUCTION TO MAIL

SUBJECT

Introductory Information for the A00 Version of the Honeywell Control Program - Six (CP-6) Electronic MAIL System

SOFTWARE SUPPORTED

Software Release A00

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Preface

The CP-6 Introduction to MAIL is intended for new users of the CP-6 electronic
MAIL system, Software Release A00. Sample terminal sessions are provided in a
modular format to guide you through the basic steps required to use the
electronic MAIL system.

The Los Angeles Development Center of Honeywell Information Systems Inc. has
used the advanced communications features of the CP-6 operating system to
create a text processing environment. This manual is a product of the text
processing environment.

Readers of this document may report errors or suggest changes through a STAR
on the CP-6 STARLOG system. Prompt response is made to any STAR against a
CP-6 manual, and changes will be incorporated into subsequent releases and/or
revisions of the manual. If high impact errors are discovered, patches to
this manual may be issued and distributed via communication lines.

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About This Manual

This is an introductory manual intended for new or inexperienced users of the CP-6 electronic MAIL system. This manual is composed of sequential modules. The modules give examples of actual terminal sessions which you can try on your terminal screen. Reading each module will increase your familiarization with MAIL at a comfortable pace. Each module is divided into at least two parts; some modules have an additional third or fourth part as well.

This manual presents the most commonly used commands of the electronic MAIL system. It does not attempt to cover all the rules and options for a command or every available command. For a complete reference and list of commands, you should refer to the CP-6 MAIL Reference Manual (HA04).

ABOUT THIS MODULE

This portion of each module briefly describes what the module is going to show you.

YOUR TERMINAL

This portion shows an actual MAIL session as it appears on the terminal, with both your input and the MAIL response. Each YOUR TERMINAL portion is also annotated to explain what is taking place on the terminal.

ONE STEP BEYOND

Provides you with additional information about what took place in the terminal session and may tell you about further options to try.

TROUBLESHOOTING

Provides helpful hints about what to do if something goes wrong.

To understand each example completely, read each part of the module in order. The first three modules explain basic concepts and logging on and off of the CP-6 computer. If you are already familiar with these procedures, skip over these modules.

NOTATION CONVENTIONS

In this introductory manual, several symbols and notations are used to explain what you do rather than what the computer does. These are:

Careted Letters

Letters inside carets, i.e., <>, indicate physical keys on the terminal -- do not type the carets, only what is enclosed by the carets.

<CR> - means press carriage return. The carriage return is
         included in some examples for clarity. It is omitted in
         places where pressing <CR> should be assumed
         from the example shown.

Ellipses

A vertical or horizontal ellipsis indicates that something has been omitted on purpose. It should be clear to you what follows or could be inserted.

... - means the rest of the line follows

.
.   - means a line or lines follow
.

RELATED MANUALS

The CP-6 MAIL Reference Manual (HA04) is the companion manual to this manual, the CP-6 Introduction to MAIL (HA03).

For a more complete list of manuals available to users of the CP-6 system, please refer to the information in the front of the reference manual.

What is MAIL?

MAIL is an interactive message handling system which provides you with
capabilities for message viewing and manipulation, message preparation, and
message transmission. You should think of the electronic MAIL system as a
combination of the local mailman, your personal mailbox, and a filing cabinet
in which you file all of your correspondence in one easy-to-use system.

Messages are sent by addressing the person with a registered name. Several
options can be specified when a message is sent, such as copies, blind copies,
message deferral, and return receipt. When you receive a message, it includes
the sender, the subject, date, and other important information. Messages are
stored in files called "folders" which you create.

After you read a message, it can be filed away, acknowledged, answered,
forwarded, or deleted. Additional folders can be created to file your
messages, as you would in a filing cabinet.

During a MAIL session, you may access CP-6 EDIT so that you can edit messages.
You can also display on-line HELP information for the MAIL or SEND processors.
The electronic MAIL system does away with much of the paper that you normally
use. Once you are accustomed to corresponding through your terminal, you will
notice a significant productivity increase as well as paper and cost savings.

Basic Concepts and Definitions

The electronic MAIL system uses some of the same concepts of a traditional
postal system. This module presents definitions and concepts you should know
to understand the similarities and differences between the traditional postal
system and the CP-6 electronic MAIL system.

If you are already comfortable with your CP-6 system and understand the
concepts of electronic MAIL systems, you will probably want to skip over the
first few modules and go directly to module 6, entitled "Processing Incoming
Mail".

What is a Processor?

A processor is a part of the computer's "brain" which "processes" the
information that it receives. When you use the electronic MAIL system, you
are using two processors: MAIL and SEND. When you drop a message in the
mailbox, the mailman picks it up and delivers it to the address you specified.
Similarly, the SEND processor takes the information you have given it,
"processes" the information, and delivers the message. Once the message is
delivered, the receiver uses the MAIL processor to read, answer, delete, or
file the message.

The MAIL and SEND processors are just two of many CP-6 processors on the CP-6
system which you can use. Other processors which you may be familiar with
are: PCF, ARES, BASIC, COBOL, FORTRAN, TEXT, EDIT, etc.

What is a Prompt?

A prompt is a special symbol or word that appears at the beginning of a line
to inform you that the computer is ready to receive a command from you. You
enter the required information on the same line immediately following the
prompt. The CP-6 prompt (the system command level prompt) is an exclamation
point (!); sometimes referred to as the "bang". The EDIT processor has two
prompts: the asterisk (*) and line numbers (1.000, 2.000, etc.) when you are
building or adding to a file.

MAIL and SEND have five different computer prompts. The (>) greater-than sign
is the first prompt you see when you have successfully entered the MAIL
processor. When you are using the SEND processor to send a message, you are
prompted with TO:, followed by SUBJECT:, BODY:, and OPTIONS:. At these
prompts, SEND is expecting information from you, which it uses to send your
message.

What is a Command?

A command is how you tell the computer what you want it to do. It is an
instruction that has special meaning to the computer when it is used in a
specific way. For instance, the command "LIST UNEXAM" typed after the (>)
greater-than prompt requests that MAIL print a summary list of all messages
which have not been examined.

Each processor has many commands that you can use. Usually, you will begin
with a few essential and fundamental commands. As you gain experience, you
will use additional commands to do more things. Once you are familiar with
the commands presented in the examples for this introductory manual, you will
want to refer to the CP-6 MAIL Reference Manual (HA04) for other commands.

What are Options and Defaults?

In addition to the numerous commands used with each CP-6 processor, some commands also have a number of options. These options are part of the command syntax. Syntax is to computer commands what "grammar and punctuation" are to English sentences. The grammar portion is the options or choices you have when you use the command, and punctuation includes the required quotes, slashes, etc., in some commands. If you say something to the computer that it does not understand, it will tell you that it was not right. You can then reexamine the command and try reentering it until you get it right.

The computer also tries to help you by making choices for you or "defaulting" to the most common option. Another word for default is an assumption. If you do not explicitly tell the computer which command option you want, it will make certain assumptions. In other words, it will default to the assumed option for that command.

It is very convenient to let the computer make these assumptions in many cases. However, there are also many situations where these defaults are not appropriate. To begin with, you will probably depend on many of the MAIL defaults. Some of the defaults when you are using MAIL are:

● Unlimited storage space for messages
● Summarized list of new messages when MAIL is first entered

Later on in this introductory manual, you will learn how to change these default settings to meet your needs.

What is a file?

A "file" is an organized collection of information which is stored in the computer in such a way that the computer can keep track of each file and its owner. It is stored so that the computer can read, retrieve, and process the file when you tell it to do so.

Visualize an imaginary file cabinet of your own within the computer. Your logon identification is the key to your file cabinet -- it makes your files available to you in much the same way as putting in a key and unlocking a physical file cabinet. You must give each file a unique name for identification so the computer can tell them apart. MAIL uses a special kind of file called a folder.

What is a Message?

A message is the term used in MAIL when describing the combination of a message and accompanying envelope. A MAIL message contains not only the body of a message, but also the address, date and time, status (whether it is new, an acknowledgement, answer, forwarded message), and the name of the sender. Messages are identified by number. Each message is numbered sequentially by the MAIL processor. The message number is specified with some commands when you want to process or manipulate the message.

What Information Needs to be Included in the Address?

When you send a message, you need to address the message in a way that can be interpreted by MAIL. In general, you specify an address by entering the first and last name of the message recipient at the TO: prompt. You do not need to enter anything else. MAIL looks up the recipients' name, finds the location of their mailbox, and delivers the message to their mailbox (central folder).

What is a Folder? Central Folder?

A folder is a file which is created in your logon account to store incoming messages. You must have at least one folder to collect your messages. This folder is called the "central folder" and is the default folder for incoming messages. Your central folder must be created before you can send and receive messages. The central folder appears as a file in your logon account as follows:

    :MAIL_CENTRAL

The ":MAIL_" portion of the file name tells you that this is a MAIL folder. The "CENTRAL" is the name of the folder (the central folder in this example). With MAIL commands, a folder name is shortened by substituting a slash (/) for the ":MAIL_" prefix to a folder name.

What Does a Message Look Like?

Messages have two parts, the formatted text of the message sent and a status summary containing information about the message. When you process incoming messages, they can be displayed on the terminal screen as either summarized or formatted displays. Either message display includes message fields with information such as the message sender, the date and time the message was sent, and the subject.

Figure 1-1 is a sample of a formatted message display.

```
(1)     Sent:  08/09/83  9:45  Rcvd:  08/09/83  9:46  (8) Number:  1
(2)       To:  LINDA SOCOL                             (9)   From:  HELEN KLEIN
(3) Subject:   Review Meeting
(4)        C:  HAROLD PRICE
(5)       Bc:  LARRY FELDMAN, LOUISE CALLEJO
(6)       Re:  Per your message

  |  Linda,
  |
  |  I have set a review meeting for tomorrow at 10:00.
(7)  Is there anything else that needs to be done before the
  |  review?
  |

                                            (10) - Helen -
```

Figure 1-1. Formatted Message Display

The numbers enclosed in parentheses in Figure 1-1 identify the fields in the formatted message.

(1) Date Field

Tells you the date and time when the message was sent (Sent:) and delivered (Rcvd:). The date and time are assigned by MAIL.

(2) To Field

Shows you who the message is sent to.

(3) Subject Field

Gives a description of the message.

(4) Copy Field

Tells you who received a copy of the message.

(5) Blind Copy Field

Lists the names (addresses) of people who received blind copies of a message. The Blind Copy field is displayed only to those names which are entered on the blind copy list (i.e. others are not aware that the Blind Copy exists).

(6) Reference Field

Includes relevant text information included by the sender.

(7) Body Field

Contains the message body.

(8) Number Field

The message number assigned by MAIL when a message is delivered.

(9) From Field

Identifies who sent the message.

(10) Signed Field

The signature of the message sender. Appears below the message body.

Figure 1-2 is a status summary display.

```
    21 - 'Review Meeting'  From:HELEN KLEIN  Recs=8   08/09/83   09:45   (ANS)
    └┬┘  └────────┬───────┘  └───────┬──────┘  └───┬──┘  └──────────┬─────┘  └─┬─┘

    (1)          (2)                 (3)          (4)               (5)        (6)
```
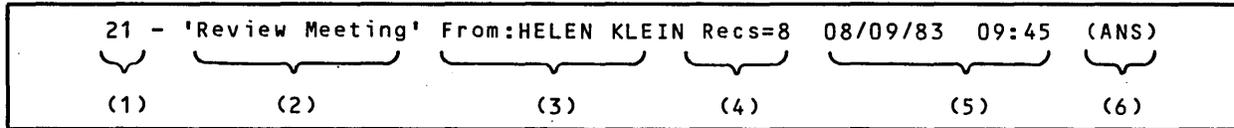
Figure 1-2. Summarized Message Display

The numbers enclosed in parentheses in Figure 1-2 identify the fields in the summarized message.

(1) Number Field

The message number assigned by MAIL when a message is delivered.

(2) Subject Field

A one-line description of the message.

(3) From Field

Identifies who sent the message.

(4) Records Field

A number assigned by MAIL which indicates the number of records (lines) in a message.

(5) Date Field

The date and time when the message was sent. The date and time are assigned by MAIL.

(6) Status Flag Field

When messages are displayed in summarized fashion, status flags appear in
parenthesis at the end of a summarized message display. They inform you about
the current status of the message you have received. The message status flags
can be listed in the summarized message are:

ACK   message is an acknowledgement of receipt
ANS   message is an answer to a previous message
DEL   message is to be deleted on termination of MAIL session
ERR   message is not deliverable
FCOPY   message is your copy of one you sent to someone else
FWD   message is a forwarded message
MARK   message has been specifically tagged for special handling
NEW   message is new (has not been previously listed)
RR   return receipt requested for this message
UNEXAM message has not been examined

Some of these status flags are used and explained in this manual. For
further information, refer to the CP-6 MAIL Reference Manual (HA04).

What is Wildcarding?

Wildcarding means that one or more messages, folders, or names can be selected
and processed at the same time. The wildcard character is a question mark.
If, for example, you want to delete all the folders in your account that have
MEETING as part of their name, you enter the DELETE FOLDER command as follows:

    >DELETE FOLDER /?MEETING?

The question mark implies that any folder found in your account which has the
word "MEETING" as part or all of the folder name be deleted.

Notes

About This Module

Before you can use your CP-6 computer, the computer must recognize you as an authorized user. Someone at your computer site, usually the system manager through your manager or supervisor, will give you a computer logon identifier. A logon is a series of characters that identifies you to the computer. When you enter your logon, the computer recognizes you as an authorized user and you may then proceed to use the computer. Your logon is the way that the computer keeps track of who you are and the files that belong to you on the computer.

This module teaches you how to enter your identifier (which is called a logon) at the terminal, thereby letting you talk to the CP-6 computer. If you already know how to logon and logoff of your CP-6 computer, you can skip this module and also the next one which talks about logging off.

NOTE: Your computer system may have a different logon procedure than that described in this module. Check with your supervisor or system manager to determine if this module applies to your terminal.

Your Terminal

First, locate the ON/OFF switch and turn your terminal ON.

Next, you must connect your terminal to the computer over a telephone line. Some terminals are connected manually using a coupler device and a regular telephone. Others are connected directly into the computer using a telephone cable so it is not necessary to actually dial and connect a telephone instrument to the terminal. This kind of connection is commonly called a "hardwired" computer connection.

If your terminal is "hardwired" to the computer, you may skip to the <8> below.

If you are using a telephone instrument to connect to the computer, you must first activate the line. Turn on the modem/coupler device, if it is separate from the terminal. This is a box usually found next to the terminal, or it may be two holes in the back or side of the terminal. Whichever it is, there will be two holes made to fit a traditional telephone handset, with perforated holes inside. Dial the computer's telephone number. Wait until you hear a high-pitched tone, then put the handset or receiver into the modem/coupler.

<8>

> Slowly press the number <8> on the terminal keyboard several
> times (this tells the CP-6 system the speed of your terminal).
> After typing the 8s, the computer should respond by printing:

please type a left parenthesis

> Enter the left parenthesis (this tells the computer the general
> type of terminal you have). The terminal should then respond
> with a greeting, and print a few lines of information. The
> information printed is not really important to you right now,
> the LOGON PLEASE: portion is all that is immediately
> important.

 *** CP-6 (B03) AT YOUR SERVICE, LADC L66A
10:15 03/31/83 FEP #0002 PATH#007E LINE#1A00

LOGON PLEASE: <CR>

> Now, you should very carefully enter your logon. Pay close
> attention to any capital letters, numbers, or commas. Note
> that nothing prints on the terminal when you enter your logon.
> This is because you need to keep your logon secret. Press the
> RETURN key (shown as <CR>). If you enter the logon
> incorrectly, the computer responds with a message to that
> effect. If you enter your logon correctly, the computer
> responds with a message identifying the time and day, plus a
> few bits of other information. You can repeat this step
> several times if you are not successful the first time.

 *** SYSID# 10358 ON LADC L66A AT 10:15:31.23 THU MAR 31 '83.

!

> When the exclamation point prompt (!) appears on your terminal,
> you have successfully logged on to your CP-6 computer. This
> prompt, also called the "bang", is the system command level
> prompt. This is the computer's way of telling you that from
> this point you can use any CP-6 function available on the
> system that you know how or are permitted to use.

One Step Beyond

In this module, you learned something about computer security. The logon information controls access to the computer and to its powers. Only those with a logon are permitted to use the computer.

If your terminal setup and logon procedure was not like the one described in this module, you learned an important fact about computers in general -- that the equipment and setup varies greatly from computer site to computer site.

If you encountered problems while doing this module, do not be discouraged. Logon is a hurdle that all beginners must pass. After a few times, logging on will seem completely natural and very easy.

Part of your computer logon, usually the last segment, is your logon password. While the system manager controls the rest of your logon, you can change your password whenever you wish. Your password in one form of computer security. Keeping your password a secret is one step in protecting the information that you have in your account on the computer.

It is a good idea to change your password as soon as you are comfortable logging on to the system, and then change it periodically in the future. This is very easy to do -- all you need to do is enter the following command at your terminal:

    !PASSWORD OLD=oldpassword, NEW=newpassword

At the exclamation point prompt, enter the words shown above in capital letters, with your current password after OLD= and your new password after NEW=. Use something meaningful to you so you can remember it easily and do not tell anyone.

Troubleshooting

PROBLEM:

You type the <8> key several times and nothing happens.

ACTION:

You are not connected to the computer. If you are using a physical telephone coupler connection, check to be sure that you have inserted the handset into the coupler correctly. There should be a diagram or instructions indicating which way the telephone cord should point.

If you still have problems, locate a person who already knows how to logon and ask for help.

PROBLEM:

You type the <8> key and the only thing that happens is that 8888 prints at the terminal.

ACTION:

Look around for a switch on the terminal or the modem (or both) that says LOCAL; make sure that the switch is not in the LOCAL position.

PROBLEM:

The computer will not accept your logon even though you enter it correctly.

ACTION:

Press the escape (<ESC>) key and then press the letter <E> key. Now reenter
your logon -- it will be printed on the terminal. Check to see if you are
entering it exactly as it was given to you -- pay special attention to letter
"O" and the number "0" because the computer can tell the difference. Also pay
special attention to upper and lower case letters -- check to see if the CAPS
LOCK key is on or off. If you are doing everything correctly, contact the
system manager or someone with more CP-6 experience at your site for
assistance.

PROBLEM:

You have logged on successfully but the response at your terminal from the
computer is strange and does not look right.

ACTION:

The CP-6 system is capable of talking to a wide variety of terminals. You may
not have your terminal profile set for the kind of terminal you are using. If
you enter the correct profile for your terminal, your CP-6 computer knows how
to "talk" to your terminal. Your profile for your terminal describes the
important characteristics of your terminal to the CP-6 computer.

If you do not know (or no one has told you) what your terminal profile is, you
can type DISPLAY PROFILE at the exclamation point prompt to get a list of
terminal profiles at your terminal. Look at the list to see if you can find
the profile name that fits your terminal.

Then, type in the profile name that most accurately identifies your terminal.
Following is an example for the Honeywell VIP7802 CRT terminal:

     !PROFILE VIP7802
        or
     !PROFILE VIP7802 (PERM)

The "(PERM)" option makes the profile definition a permanent part of your
logon. The next time you logon the computer will automatically know your
terminal profile. If you do not use the same terminal every day, you may not
want to make your profile permanent.

Parts of the logon procedure, including your terminal profile, can be done for
you "automatically" by using a "setup" file each time you log on to the
system.

If this has not already been done for you, talk to someone with more CP-6
experience at your computer site for assistance.

Notes

Notes

About This Module

When you are finished working with the computer, you should notify the
computer that you are leaving the system by logging off your terminal.

Your Terminal

Type END to tell the computer that you are finished with what
you are doing. The computer responds by printing the
exclamation point prompt (!). You then type BYE (or OFF) and
press <CR>.

!BYE <CR>

The computer prints a summary of your computer usage. The last
number in the summary gives the cost of the session.

CON=00:00:35:02 EX=00:00:00.37 SRV=00:00:02.27 PMME=   340 CHG= .00

Troubleshooting

PROBLEM:

You cannot log off the system.

ACTION:

Hold down the control (<CTL>) key and press the letter <Y>. Release the <CTL>
key. The computer prints two exclamation points (!!). Then type BYE.

If you still can not log off, ask someone with more CP-6 experience at your
site for help.

Notes

Creating a Central Folder

About This Module

When you use the electronic MAIL system, you will need a file or "mailbox" which can store all of your incoming and outgoing messages. This file is called the "central folder". Your central folder must be created before you can use MAIL. This module explains how to create and use your central folder.

NOTE: If you or someone else has already created your central folder, you can skip this module and go on to the next one. This indicates that you have been pre-registered by someone at your site. The following message is displayed if you have been pre-registered:

    YOUR-NAME created
    using YOUR-NAME

Your Terminal

            First, enter MAIL at the system level prompt (!) and press
            <CR>.

!MAIL <CR>

            MAIL responds with a greeting and the message that you do not
            have a central folder (:MAIL_CENTRAL).

  MAIL AOO HERE
    File :MAIL_CENTRAL does not exist
    You currently have no folder open

            At the (>) prompt, enter the CREATE FOLDER command and press
            <CR>. This command creates your central folder. MAIL displays
            a message acknowledging that your central folder now exists in
            your account.

>CREATE FOLDER
/CENTRAL.YOURACCT created

            Return to the system level prompt by entering the END command
            and pressing <CR>.

>END

            To make sure that you really do have a central folder, enter
            the LIST command at the system level prompt (!) with
            ":MAIL_CENTRAL" and press <CR>. The folder named
            ":MAIL_CENTRAL" appears as a file in your logon account. The
            computer also displays some status information about y u
            central folder.

```
!L :MAIL_CENTRAL
ORG TY  GRAN  NGAV     REC   LAST MODIFIED   NAME
KEY        1     1       1 07:53 AUG 01'83   :MAIL_CENTRAL
.. 1 files listed
```

One Step Beyond

In this module, you have learned that the mailbox used in the electronic MAIL
system is a file (folder) in your logon account called the central folder. As
you progress in this manual, you will be shown how to create additional
folders in which to "file" messages that you wish to keep for future
reference.

Troubleshooting

PROBLEM:

You try to create your central folder (mailbox) and receive the following
message:

      Error encountered trying to create folder.
      File :MAIL_CENTRAL exists.

ACTION:

You already have a central folder. Proceed to the next module.

Notes

Notes

Entering and Exiting MAIL

About This Module

This module describes how to enter and exit the CP-6 MAIL system. The MAIL prompt and accompanying command display are also discussed. Whenever you want to see whether you have received messages, you must enter the MAIL system. You will probably want to check your mail in the morning, when you log on, and possibly towards the end of the day. This module shows you:

● How to enter MAIL

● How to exit MAIL

● Introduces the MAIL prompt (>)

● Explains the 'LIST NEW' message

Your Terminal

To access the electronic MAIL system, enter the word "MAIL" at the system level prompt (!) and press <CR>.

!MAIL <CR>

MAIL responds by displaying the following messages:

```
 MAIL A00 HERE
>LIST NEW
None found
```

If you receive this message, you have successfully accessed the MAIL processor. MAIL identifies the current version of the product. The (>) greater-than symbol is the prompt which indicates that you are in MAIL and can issue any MAIL or SEND command at this point. "LIST NEW" is the default folder command which is executed each time you access MAIL. It tells MAIL to list all newly received messages. In this example, you have no new messages, so MAIL responds with "None found".

To exit MAIL, enter the END command at the (>) prompt and press <CR>.

>END <CR>

MAIL responds by returning you to the system level prompt (!).

!

Troubleshooting

PROBLEM:

You enter the word MAIL at the system level prompt (!) and the following
message is displayed:

    File :MAIL_CENTRAL does not exist

ACTION:

You have not yet created your central folder. Read the previous module for
information on how to create the central folder. Once you have a central
folder you will be able to access the electronic MAIL system.

Notes

Notes

About This Module

When you invoke MAIL from the system level prompt (!), a default command is executed and displayed on your terminal. This command, "LIST NEW", is executed for you each time you enter MAIL. It lists, in summarized form, any new messages which you have received since the last time you looked in your electronic mailbox. This initial message does not show you the body of the message. After receiving the list of new messages, you can begin to read and process them. Processing mail includes acknowledging, answering, forwarding, and deleting messages. This module explains how to:

●   List and read messages using the LIST MESSAGE and DISPLAY MESSAGE
    commands.

●   Acknowledge messages using the ACKNOWLEDGE MESSAGE command.

●   Respond to messages using the ANSWER MESSAGE command.

●   ·Forward a copy of a message to others using the FORWARD MESSAGE command.

●   Discard messages using the DELETE MESSAGE command.

Your Terminal

Enter the word MAIL at the system level prompt (!) and press
<CR>.

!MAIL

MAIL responds with a greeting and the command "LIST NEW",
followed by a list of the new messages you have received.

NOTE: To accommodate formatting, summarized messages are shown
on two lines. In actual usage, these messages are printed on
one line.

```
 MAIL A00 HERE
>LIST NEW
 1 - 'Review' From:HELEN KLEIN  @SITE Recs=2  08/01/83 08:45
(NEW,UNEXAM)
 2 - 'Visitors' From:John Smith /INFO @SITE Recs=1  08/01/83 08:48
(NEW,UNEXAM)
 3 - 'Letter to the Board' From:LINDA SOCOL  @SITE Recs=8  08/01/83 12:46
(NEW,UNEXAM)
 4 - 'Employee Picnic' From:Sandra Jones  @SITE Recs=9  08/01/83 17:35
(NEW,UNEXAM,FWD)
 5 - 'Vacation Reminder' From:Bill Hart  @SITE Recs=49  08/01/83 17:57
(NEW,UNEXAM,RR)
 6 - 'Employee Number' From:/PERSONNEL.WWSEC@SITE Recs=3  08/01/83 18:01
(NEW,UNEXAM)
```

If you want to read a message, you simply enter the DISPLAY
MESSAGE command with the message number and press <CR>. The
number associated with each message is unique. The number is
used by MAIL to keep track of your messages so that MAIL can
process the correct message.

```
>DISPLAY MESSAGE 1  <CR>
```

After you press <CR>, a formatted message is displayed.

```
    Sent: 08/01/83 08:45  Rcvd: 08/01/83 08:49  Number: 1
      To: ELLEN SANDS                            From: HELEN KLEIN  @L66A
 Subject: Review
```

I have scheduled a review meeting for 10:00 today. Please
acknowledge this message if you can make it.

                          Helen Klein

In this instance, the sender is requesting an acknowledgement
to the message. You respond by entering the ACKNOWLEDGE
MESSAGE command with the message number and pressing <CR>.
MAIL displays the summarized message to you with a message that
it has been sent. Notice that the UNEXAM status flag has been
removed from the summarized message which is displayed, since
it is no longer an unexamined message.

```
>ACKNOWLEDGE MESSAGE 1 <CR>
 1 - 'Review' From:HELEN KLEIN  @SITE Recs=2  08/01/83 08:45 (NEW)
   Message sent.
```

The recipient of the acknowledgement receives a message
identifying you as the sender and MAIL inserts the sentence
"Message received and acknowledged" in the message body.

Lets look at all of the messages which you received once more.
Enter the LIST MESSAGE command with the message numbers and
press <CR>. MAIL tells you that six messages are listed.

```
>LIST MESSAGE 1-6 <CR>
 1 - 'Review' From:HELEN KLEIN  @SITE Recs=2  08/01/83 08:45
(NEW)
 2 - 'Visitors' From:John Smith /INFO @SITE Recs=1   08/01/83 08:48
(NEW,UNEXAM)
 3 - 'Letter to the Board' From:LINDA SOCOL  @SITE Recs=8  08/01/83 12:46
(NEW,UNEXAM)
 4 - 'Employee Picnic' From:Sandra Jones  @SITE Recs=9  08/01/83 17:35
(NEW,UNEXAM,FWD)
 5 - 'Vacation Reminder' From:Bill Hart  @SITE Recs=49  08/01/83 17:57
(NEW,UNEXAM,RR)
 6 - 'Employee Number' From:/PERSONNEL.WWSEC@SITE Recs=3  08/01/83 18:01
(NEW,UNEXAM)
6 messages listed
```

You decide to read message number 2. This message requires an
answer. Enter the ANSWER MESSAGE command with the message
number and press <CR>.

First, the message is listed in summarized form. Then you are
prompted with a subject for the message (SUBJECT:). Enter any
subject you wish and press <CR>. If you do not wish to enter a
new subject, just press <CR>; the old subject is then used by
MAIL as the new subject as well. Next, you are prompted for
the body of the message (BODY:). Enter as many lines of text
as you require. Press <CR> at the end of each line. To exit
the message body, press <CR> on an empty line. Finally, you
are prompted with OPTIONS:. At the OPTIONS: prompt, enter the
END command and press <CR> to send the message. You are then
returned to the (>) greater-than prompt.

```
>ANSWER MESSAGE 2 <CR>
 2 - 'Visitors' From:John Smith /INFO @SITE Recs=1   08/01/83 08:45
SUBJECT:Our Visitors <CR>
BODY:I will be happy to give them a tour of our facilities. <CR>
 <CR>
OPTIONS:END <CR>
  Message sent.
>
```

Continuing on, you read message number 3, and want to discard
it. Just enter the DELETE MESSAGE command specifying the
message number and press <CR>. MAIL displays a message stating
that one message is flagged for deletion. This means that the
message is tagged for deletion, but it has not been physically
removed from your mailbox. It is actually deleted when you
exit MAIL. The reason for this is that you can opt to reverse
your deletion request if you change your mind before you END
the current MAIL session.

```
>DELETE MESSAGE 3 <CR>
1 messages flagged for deletion
```

If you do change your mind, you can cancel the deletion by
entering the UNDELETE MESSAGE command with the same message
number and press <CR>. The deletion request is cancelled. The
message will now not be deleted when you end your MAIL session.

```
>UNDELETE MESSAGE 3 <CR>
1 messages no longer flagged for deletion
```

You can also forward a copy of any message, including any
additional information in reference to the forwarded message.
To do this, enter the FORWARD MESSAGE command with the message
number and press <CR>. You are prompted for message
recipients, subject, body, and options. Respond as before to
these prompts. The information you enter now will precede the
header and message body of the forwarded message.

```
>FORWARD MESSAGE 4
 4 - 'Employee Picnic' From:SANDRA JONES @SITE Recs=3  08/01/83 17:35
TO:Tom Baker <CR>
SUBJECT:A reminder about the Picnic  <CR>
BODY:I'm forwarding a message about our picnic that includes <CR>
     the date and time. <CR>
<CR>
OPTIONS:END  <CR>
  Message sent.
>
```

One Step Beyond

In this module you have learned how to process your incoming mail. Once you
are familiar with these commands for manipulating your MAIL messages, you can
greatly reduce the amount of time spent taking care of daily correspondence.
In a matter of minutes, you can answer, delete, and forward letters. Here are
a few additional commands which you can try:

>LIST ALL   Lets you see all the messages in your
                           mailbox.

>ANSWER n RECEIVERS   "n" is the message number you are answering,
                           RECEIVERS tells MAIL to send your answer to
                           everyone who received the original
                           message, including the sender.

>DELETE 1,3,5,9   Discards several messages at one time
                           (messages 1,3,5,9).

>DELETE 8-11   Discards messages 8 through 11.

>LIST SUBJECT='?Review?'   Looks through your entire mailbox and
                           lets you see any messages which include
                           the word "Review" in the Subject field.
                           This is a special use of the LIST MESSAGE
                           command, using the wildcard character (?).

You notice in the examples up to now, wherever a message command is used, the
word MESSAGE is always specified. However, the MESSAGE part is optional and
the other word (DISPLAY, ACKNOWLEDGE) can usually be abbreviated. In other
words, it works just as well to say DIS 1, or ACK 1, even abbreviating the
remainder of the command to three letters. Most MAIL commands can be
abbreviated to three letters.

Troubleshooting

PROBLEM:

You forward a message and receive the message header back plus the following message:

    The MAIL folder has not been created.
    Error address ->. accountname

ACTION:

This person does not have a mailbox and therefore any messages which you try to forward are returned as an error. Contact the person and make them aware that they must create a mailbox so that they can receive electronic mail. Note that if an error is returned, the message you sent is lost.

Notes

Setting Your Central Folder Profile

About This Module

In the previous module, you were shown how to process your incoming mail. It is perfectly fine to use MAIL indefinitely without ever changing any of the default PROFILE settings which are set for you when your central folder was created. However, there are a number of processing and housekeeping tasks which can be performed by MAIL for you, if you change the profile setting in your central folder. When you create your central folder, a default profile is automatically set. The profile consists of seven different options. One of the profile options which you have already encountered is the "LIST NEW" command, which is invoked whenever you enter the electronic MAIL system. This module discusses:

● Profile options included when you create the central folder.

● Default settings for the profile options.

● Changes which you can make to these profile options to meet your individual needs.

Your Terminal

> Enter the DISPLAY PROFILE command at the (>) prompt and press
> <CR>.

>DISPLAY PROFILE

> The profile options and settings for your central folder are
> displayed.

```
FCOPY = N, GRANULES = 0, HEADERS=N
PAGE = N, RENUMBER = N, RETURN RECEIPT = N
SETUP='LIST NEW'
```

> Wherever there is an "N" in the options, it represents the word
> NO. All of these NO options can be changed to "Y" or YES. You
> can also change the setup command to some other command, if you
> choose. The profile options and settings are:
>
> FCOPY   requests that a file copy of each outgoing message be
> saved. The copy is saved in the folder that you are sending
> the message from.

GRANULES   granules is a unit of size used by the computer.
This option tells MAIL how large your central folder can grow
(i.e. how many messages it can hold). A value of zero
signifies that your central folder can expand indefinitely. If
you want to limit its size, enter a number from 1 to 99. If
the folder is limited in size, MAIL displays a warning message
when the size limit is reached.

HEADERS   specifies whether or not you want headers of
messages to appear for confirmation when you enter certain
commands.

PAGE   specifies whether or not there should be a page break
between displayed messages. This is applicable when printing
messages in hardcopy form (discussed later).

RENUMBER   renumbers messages in your central folder after
messages are physically deleted or moved.

RETURN RECEIPT   delivers an automatic acknowledgement back to
you, the message sender, when any outgoing message is read by
the recipient(s).

SETUP   executes any command entered between the single quotes
each time MAIL is entered.

Any of these profile settings can be changed by entering the
PROFILE command, the profile option, and its new setting as
follows:

>PROFILE RENUMBER=Y

The RENUMBER option is changed to "Y" (YES). Now when you
enter MAIL again, all your messages are renumbered and the gaps
left by deleted or moved messages are gone. Display your
profile again to verify that the change is made.

>DISPLAY PROFILE

FCOPY = N, GRANULES = 0, HEADERS=N
PAGE = N, RENUMBER = Y, RETURN RECEIPT = N
SETUP='LIST NEW'

One Step Beyond

In this module, you learned how to modify the way MAIL manages your central folder. Some additional profile options are also available. They are not currently visible to you when you enter the DISPLAY PROFILE command. These options are only made visible if they are specified by you. For a complete list of the profile options at your disposal, enter:

>HELP PROFILE <CR>

This will give you the on-line HELP information for the PROFILE command. Follow this command by entering two question marks at the (>) prompt and press <CR>.

>?? <CR>

A complete list of profile options, settings, descriptions, and defaults are displayed at your terminal.

Troubleshooting

PROBLEM:

You enter the SETUP option with a new command and get a message that says "eh?".

ACTION:

Reenter the command and check to see that you have entered the command for the SETUP option between single quotes; double quotes do not work.

>PROFILE SETUP='DISPLAY NEW'

The default command which is automatically executed each time you enter MAIL is changed to DISPLAY NEW instead of LIST NEW.

>DISPLAY PROFILE

        FCOPY = N, GRANULES = 0, HEADERS=N
        PAGE = N, RENUMBER = Y, RETURN RECEIPT = N
        SETUP='DISPLAY NEW'

Notes

Writing and Sending Messages

About This Module

Until now, you have only been reading and processing incoming messages. You will also want to write and send your own messages. Messages are written and sent using another part of MAIL called the SEND processor.

SEND has four prompts: TO:, SUBJECT:, BODY:, and OPTIONS:. At the TO: prompt, you enter the name(s) of the message recipients. At the SUBJECT: and BODY: prompts you include the subject and body of your message just as you would in an ordinary letter. Optional SEND commands and message fields can be entered at the OPTIONS: prompt; commands that edit, display, or cancel your message can be invoked. Message fields such as blind copies, copies, or an added reference can be specified at the OPTIONS: prompt. These optional fields are reflected in the message when sent. This module explains how to:

- Enter and exit the SEND processor.

- Respond to SEND prompts.

- Enter optional SEND commands and message fields at the OPTIONS: prompt.

Your Terminal

You can enter SEND at the MAIL prompt (>), if you are in MAIL already, or at the system level prompt (!), if you are not in MAIL.

>SEND

SEND responds by prompting you with TO:. At this prompt, you must supply the first and last name of the person to whom the message is being sent (the address). You do not need to include any other information, but you must spell the name correctly. Enter the name and press <CR>. You can add more than one name by separating the names with commas. You must enter a valid name after the TO: prompt -- a <CR> will not work.

TO:JAY LOUIS <CR>

If SEND accepts the name, it asks you for the subject of your message with the SUBJECT: prompt. Enter a short and meaningful title and press <CR>. If a subject isn't necessary, just respond with <CR> at the prompt.

SUBJECT:Report on My Trip <CR>

Now you are prompted for the body of the message with the BODY:
prompt. Begin writing the text of your message at this prompt.
Press <CR> when you reach the end of each line. Use as many
lines as you need to convey your message. If you make a
mistake on the line you are currently working on, use the
BACKSPACE key to move to the error and retype it. If the error
is on a previous line or you just want to reword some text, you
will be able to correct it, but, you must wait until you are at
the next prompt (OPTIONS:).

When you complete the last line of the message, press <CR>,
then press <CR> again at the blank line.

```
BODY:I felt very encouraged about the clients' response to our   <CR>
     product.  I will be meeting with them again in the near     <CR>
     future to discuss a possible contract.                      <CR>
     <CR>
```

To change or add lines to your message, enter the EDIT command
when you are prompted with OPTIONS:.

```
OPTIONS:EDIT <CR>
```

The computer responds by telling you that you are editing your
message in a temporary file called *BODY and also tells you
what version of CP-6 EDIT you are using. You can then begin
editing your message using EDIT commands.

```
EDITing *BODY
EDIT B03 HERE
```

Enter the TY command to list all the lines in the message body.

```
*TY
   1.000 I felt very encouraged about the clients' response to our
   2.000 product.  I will be meeting with them again in the near
   3.000 future to discuss a possible contract.
*   EOF hit after 3.000
```

Append to the end of the message by entering the AP command at
the (*) asterisk prompt. Press <CR> on the next empty line to
end append mode.

```
*AP
   4.000 Whenever it is convenient, we can meet and discuss the <CR>
   5.000 matter further. <CR>
   6.000 <CR>
```

You can reread each line as necessary to correct any typing
errors by backspacing and retyping. Enter the RR command with
the line numbers to reread.

Exit the EDITOR by entering the END command and pressing <CR>.
You are returned to the OPTIONS: prompt in SEND.

```
*RR1-6
   1.000 I was very encouraged by the clients' response to our <CR>
   2.000 product.  I will be meeting with them again in the near <CR>
   3.000 future to discuss a possible contract. <CR>
   4.000 Whenever it is convenient, we can meet and discuss the <CR>
   5.000 matter further. <CR>
*   EOF hit after 5.000
*END   <CR>
```

Now examine the entire message after you have completed the
editing by entering the DISPLAY MESSAGE command at the OPTIONS:
prompt.

OPTIONS:DISPLAY MESSAGE   <CR>

     Sent: 08/09/83 10:32   Rcvd: 01/01/78 00:00   Number: 0
       To: JAY LOUIS   From: HELEN KLEIN @SITE
  Subject: Report on My Trip

I was very encouraged by the clients' response to our
product. I will be meeting with them again in the near
future to discuss a possible contract.
Whenever it is convenient, we can meet and discuss the
matter further.

                The OPTIONS: prompt is the last prompt you receive before your
                message is sent. At this point, you can optionally enter
                several commands or message fields which affect the current
                message. For example, you can request that a copy of your
                message be sent to someone in addition to the person you
                entered at the TO: prompt. To send a copy of the message,
                enter the letter C with a colon "C:" followed by the name of
                the recipient. You can include more than one name just by
                separating the names with commas.

OPTIONS:C:LINDA SOCOL

                Another useful message field is blind copy. Enter the letters
                BC with a colon "BC:" followed by the name(s) to receive a
                blind copy of your message. Anyone addressed in the TO: or C:
                fields will not see that blind copies of your message were
                sent.

OPTIONS:BC:LARRY FELDMAN

                Add a reference field to your message by entering "REF:" with a
                brief title.

OPTIONS:REF:New Contract

                To view a particular field in your message to make sure it is
                correct, enter the DISPLAY command and the field name.

OPTIONS:DISPLAY TO

                The TO: field is displayed.

      To: JAY LOUIS

                You can also look at the subject field.

OPTIONS:DISPLAY SUBJECT
Subject: Report on My Trip

                To exit SEND and have your message delivered, enter the END
                command at the OPTIONS: prompt. You must enter END at the
                prompt, pressing <CR> is not sufficient.

                If you want to throw away the message, enter the CANCEL command
                at the OPTIONS: prompt.

OPTIONS:END
  Message sent.

                SEND returns you to the (>) prompt, if you were in the MAIL
                processor (as in our example). If you were in SEND from the
                system level prompt (!), you are returned to the system level
                prompt after exiting SEND.

>

One Step Beyond

Another way to send a message is by first building a file with the EDIT processor. You can anticipate the normal SEND prompts by providing this information in the file you create. When you invoke SEND, the file name is included on the same line. SEND takes the file, processes it, and sends your message without prompting you at all. If the information for the TO:, SUBJECT:, or BODY: prompts are not in the file, SEND prompts you for the information.

Build the file and include the TO: and SUBJECT: fields as shown. Enter any optional fields that you would otherwise enter at the OPTIONS: prompt following the SUBJECT: field. Enter each field on a separate line. Add the message body last and then enter the END command to exit EDIT building mode.

```
!BUILD ANNOUNCEMT  <CR>
EDIT BO3 HERE
    1.000 TO:Rene Meyers
    2.000 SUBJECT:ANNUAL PIC
    2.100 C:SANDRA LANE, ARTHUR BEAN
    2.200 REF:Need a Headcount
    3.000 We will be having our annual picnic for employees and their
    4.000 families this coming weekend.  Please acknowledge this
    5.000 message, if you are planning to attend.
    6.000 <CR>
*END <CR>
!
```

At the system level prompt (!), you enter SEND and the name of the file. SEND responds with "message sent", telling you that you have supplied all the information needed to deliver the message.

```
!SEND ANNOUNCEMT  <CR>
  Message sent.
```

If you would like to enter the OPTIONS separately, you can specify that with the SEND command.

```
  !SEND ANNOUNCEMT (OPTIONS) <CR>
```

Troubleshooting

Problem:

You want to send a message to someone but at the TO: prompt you forget the name or you cannot spell it right, and MAIL keeps giving you an error message.

Action:

Press the break (<BREAK>) key on your keyboard and respond with the letter "Q" and <CR> to the following message:

```
   TO:Enter C to continue, Q to Quit:Q  <CR>
   >
```

Notes

Notes

About This Module

Using MAIL for a while will eventually increase the number of messages stored in your central folder. Creating additional folders can help you better organize messages by subject, perhaps level of importance or urgency, just as is common in an office, on your desk or in a filing cabinet. The method you use to organize and file messages is completely up to you. This module demonstrates how to:

● Create additional folders using the CREATE FOLDER command.

● Look at messages in a particular folder with the USE command.

● Move or copy messages from the central folder using the MOVE MESSAGE and COPY MESSAGE commands.

● Delete folders using the DELETE FOLDER command.

Your Terminal

First, you enter the CREATE FOLDER command and the name of the folder you want to create. Remember to precede the folder name with a (/) slash.

>CREATE FOLDER /MEMOS <CR>

MAIL responds by telling you that a folder named "/MEMOS" has been created.

HELEN KLEIN /MEMOS created

You are still in the central folder. To access the newly created folder, you enter the USE command and folder name. Each new folder you create initially executes the same default command as for your central folder. Of course, no new messages have yet been received.

>USE /MEMOS
>LIST NEW
None found

Each folder you create also has its own set of profile
settings. The default profile is the same as it was for your
central folder. Profile settings for your new folder can be
customized for that particular folder. The profile set in this
folder does not affect any other folders, including the central
folder. The profile options are changed in the same way as you
were shown in the module titled "Setting Your Central Folder
Profiles".

>DISPLAY PROFILE

     FCOPY = N, GRANULES = 0, HEADERS=N
     PAGE = N, RENUMBER = N, RETURN RECEIPT = N
     SETUP='LIST NEW'

          To return to your central folder, enter the USE command alone
          and press <CR>. MAIL responds with the default command display
          for your central folder, and the header of a newly received
          message.

>USE
>LIST NEW
 80 - 'NEW EMPLOYEE' From:JAY BART @SITE Recs=4 08/08/83 14:41 (NEW,UNEXAM)

          You can make a copy of this message and place it in the /MEMOS
          folder by entering the COPY MESSAGE command with the message
          number and folder name. One copy is retained in the current
          folder (the central folder) and the other is placed in /MEMOS.

>COPY MESSAGE 80 INTO /MEMOS
1 messages copied

          Now build another folder named E_CLUB for mail concerning your
          employee club notes and notices of upcoming events.

>CREATE FOLDER /E_CLUB <CR>
HELEN KLEIN /E_CLUB created

          If you want to move messages into this folder and delete them
          from the central folder, enter the MOVE MESSAGE command. The
          command must include the message number(s) and the folder to
          which the messages are being moved. This will assist you in
          reducing the number of messages in the central folder.

          By building additional folders and moving messages out of the
          central folder, you will gradually remove the clutter of
          messages. You can list previously received messages, and also
          move them into the folder named /E_CLUB.

>LIST MESSAGE 78-79
 78 - 'Comments' From:KAREN SAMSON @SITE Recs=7 08/08/83 14:30 (NEW)
 79 - 'PICNIC' From:JERI POTTER @SITE Recs=15 08/08/83 14:22 (NEW)
2 messages listed

>MOVE MESSAGE 78-79 INTO /E_CLUB
2 messages copied
2 messages flagged for deletion

If you wish to see a list of all the folders in your account,
you can enter the DISPLAY FOLDER command.

```
>DISPLAY FOLDER
 08/08/83 14:44 .HDKACCT
OWNER   #MSGS #NEW USED GRAN    NAME
   Y       80    1   52   -     /CENTRAL
   Y        2    2    2   -     /E_CLUB
   Y        1    1    2   -     /MEMOS
3 folders displayed
```

The information displayed includes, from left to right:

o   whether or not you are the owner of the folder (Y=YES)
o   the number of messages in the folder
o   the number of new messages in the folder
o   the number of granules being used
o   the total number of granules allocated for the folder
     (a dash (-) means unlimited space)
o   the name of the folder

You may also want to delete a folder from time to time. You
can delete a folder by entering the DELETE FOLDER command and
the folder name.

```
>DELETE FOLDER /MEMOS  <CR>
1 folders deleted
```

One Step Beyond

In this module, you were shown a message filing technique which uses folders.
Folders can be used in a number of ways to better organize your work. When
you send messages from a folder other than your central folder, any answers or
acknowledgements to your messages are delivered to that folder. If, for
example, you send out a survey at work from a folder which you created named
/SURVEY, all the responses are returned to that folder directly. This
certainly facilitates your job when it comes to tallying the results, and
keeps all the responses together without any extra effort.

You will notice that your list of folder names looks different if you list
them at the system level prompt (!) instead of with the DISPLAY FOLDER
command. You should be aware of this to avoid inadvertently deleting your
folders. The same list of folders would look as follows using the L (List)
command at the system level.

```
   !L :MAIL?
   :MAIL_CENTRAL        :MAIL_E_CLUB        :MAIL_MEMOS
```

Notice the use of the wildcard feature.

Troubleshooting

PROBLEM:

You try to delete one of your folders, and the following message is displayed:

Can't delete current folder

ACTION:

You cannot delete a folder if you are currently in that folder. Exit the folder to your central folder with the USE command. Then reenter the DELETE FOLDER command to delete the folder from your account.

Notes

Notes

MODULE 10

Displaying On-Line HELP Information

About This Module

The electronic MAIL system has many useful commands, but not all of them can
be covered in this introductory manual. You can, of course, refer to the CP-6
MAIL Reference manual (HA04), but for immediate information at your terminal
screen, you can also use the on-line HELP facility. The electronic MAIL
system has two HELP facilities: one for the MAIL processor and another for
the SEND processor. The HELP files provide a list of MAIL commands, SEND
commands and fields entered at the OPTIONS: prompt, and also provides
processor invocation information. Both HELP files can be displayed from
within MAIL or SEND. This module illustrates:

- Ways to display topics in the MAIL and SEND HELP files.

- How to ask for HELP at the OPTIONS: prompt in SEND.

Your Terminal

Assuming you are in MAIL, you can list the subjects in the
entire MAIL HELP file by entering the words "HELP TOPICS" at
the greater-than (>) prompt. All of the available MAIL
commands are listed.

```
>HELP TOPICS <CR>
ACKNOWLEDGE_MESSAGE   ADMIN_DISPLAY_USER   ANSWER_MESSAGE   COMMANDS
COPY_MESSAGE          COUNT_MESSAGE        CREATE_FOLDER    CREATE_LIST
                              .
                              .
                              .
```

If you want to display the SEND HELP file but are still working
within MAIL, enter "HELP (SEND) TOPICS" at the greater-than (>)
prompt. Remember to include the word SEND in parentheses. All
the SEND HELP file topics are listed.

```
>HELP (SEND) TOPICS <CR>
HELP_INDEX NOTATION_CONVENTIONS  PROCESSOR  SEND_COMMANDS  SEND_FIELDS
SEND_PROMPTS
```

A list of MAIL command groups is displayed when you enter "HELP
COMMANDS".

>HELP COMMANDS <CR>
The CP-6 electronic MAIL commands can be separated into the following usage
groups:

MESSAGE_COMMANDS
FOLDER_COMMANDS
MAILING_LIST_COMMANDS
MISCELLANEOUS_COMMANDS
SELECTION_COMMANDS

For more information about a specific command group, enter

HELP command_group

            If you are sending a message and are prompted with OPTIONS:,
            but you forget what to enter, type "HELP COMMANDS" or "HELP
            FIELDS" at the OPTIONS: prompt. This displays all of the
            optional commands or fields that you can enter at the OPTIONS:
            prompt. For example:

>SEND <CR>
TO:SAM SMITH <CR>
SUBJECT:Training Session <CR>
BODY:There will be a training session on our new terminals<CR>
    for all administrative staff on Tuesday morning. Please <CR>
    reserve some time for the session. <CR>
  <CR>
OPTIONS:HELP COMMANDS <CR>

SEND commands are entered at the OPTIONS: prompt to perform additional tasks
before the message is sent. The message can be edited, displayed (partially
or completely) and even cancelled. The following table lists and describes
the commands which can be entered at the OPTIONS: prompt when sending a
message. Only one command can be specified at a time for each OPTIONS:
prompt.

    Command   Description

CA[NCEL]
                Cancels sending of the message.
CRPT: value

                Specifies the octal value to be used for encryption of a
                message. The value must range from 0 to 777777777777. The
                default is no encryption (CRPT=0). Only the message body is
                encrypted.
                    .
                    .
                    .

```
OPTIONS:HELP FIELDS   <CR>
```

SEND fields can be specified at the OPTIONS: prompt before
a message is sent. The following table lists and describes the fields
which can be entered at the OPTIONS: prompt when sending a message.
Only one field can be specified at a time for each OPTIONS: prompt.

 Field Name   Description

B[LIND] C[OPY:] address

                 Specifies which addresses (users) are to
                 receive blind copies of a message. One or more
                 addresses can be entered separated by commas.
                 by commas.
C[OPY:] address
                 Specifies which addresses (users) are to
                 receive copies of a message. One or more addresses
                 can be entered, separated by
                     .
                     .
                     .

Troubleshooting

PROBLEM:

You enter a (?) question mark at the OPTIONS: prompt for on-line HELP
information, and receive the following message:

   no messages available

ACTION:

Entering a "?" for the first level of HELP is incorrect. Enter the word HELP
for information about the SEND processor or HELP TOPICS for a list of
available SEND topics. Either of these displays gives you references to
deeper levels of HELP information. You can then enter the (?) question mark
after the first level of HELP is displayed on your terminal. Entering one "?"
gives you the second level of HELP, if any. Entering "??" gives you all the
HELP information available about that topic.

Notes

About This Module

Occasionally you may need hardcopies (paper copies) of messages stored in your MAIL folders. This module shows you how to:

●   Print messages in hardcopy form (on paper).

●   Print each message on a separate page.

Your Terminal

You begin by telling the computer to direct any message displays to the line printer. Enter the OUTPUT command with the words "ON LP" to specify the line printer.

```
>OUTPUT ON LP  <CR>
```

To print an entire message on paper, enter the DISPLAY MESSAGE command with the message number. If you want to print a second message, you can have it displayed on the following page by entering the PAGE command immediately following the DISPLAY MESSAGE command. Notice that you do not get a display of the messages on your terminal screen.

```
>DISPLAY MESSAGE 77  <CR>
>PAGE  <CR>
```

You can continue displaying or listing as many messages as you wish at the line printer. You must enter a PAGE command after each DISPLAY MESSAGE or LIST MESSAGE command, if you want each message to print on a separate page. However, if your profile is set to PAGE=Y, you don't need to use the PAGE command, each message will automatically print on a separate page. In that case, you can also print a series of messages, each on a separate page.

```
>DISPLAY MESSAGE 79-83  <CR>
>PAGE  <CR>
       .
       .
       .
```

If you want to print your messages right now, enter the PRINT command. If you do not enter the PRINT command, your messages will wait and not print until you log off from this terminal session.

```
>PRINT  <CR>
```

To resume printing at your terminal screen, enter the OUTPUT
command specifying "ON ME".

```
>OUTPUT ON ME  <CR>
>
```

One Step Beyond

Another option you might want to experiment with is directing your messages to
a file where they can be edited and used to save retyping. Enter the OUTPUT
command with a file name (LETTER in the example). Then, enter the DISPLAY
MESSAGE command. The message you displayed is now in the file named LETTER.

```
>OUTPUT TO LETTER  <CR>
>DISPLAY MESSAGE 65  <CR>
>END  <CR>
!
```

Now, enter the command "ELBBIRD.X" and the file name at the system level
prompt (!). This command (using a convenient program called ELBBIRD) creates
a file which is compatible with the EDIT processor.

```
!ELBBIRD.X LETTER
```

You can now edit your file as usual, using standard EDIT commands.

```
!EDIT LETTER
EDIT B03 HERE
*
    .
    .
    .
    .
*END
!
```

Notes

Notes

About This Module

Until now, the messages you have sent were addressed to one or more persons by separating the names with commas at the TO: prompt. This method is effective, but can be cumbersome when you want to send mail to a larger number of people. For instance, you may want to address a message to all programmers that work at your facility to inform them about new computer schedules. How can they be addressed all at once? The solution is to create a mailing list. A mailing list on the electronic MAIL system consists of one or more names, all grouped under one mailing list name. In the case of the programmers, you would build a mailing list called PROGRAMMERS or any other name which you find appropriate.

In this list, you include all the programmer names at your facility. To send a message directed to programmers only, you respond to the TO: prompt (during your SENDing session) with the mailing list name PROGRAMMERS. That message will then be delivered to all the names that you included in the mailing list named PROGRAMMERS. This module shows you how to:

● Build a mailing list using the CREATE LIST command.

● Add, delete, or display names in the mailing list with the MODIFY LIST command.

● List mailing lists on your terminal screen.

The CREATE LIST command is used to build your mailing list.
Enter the name of the mailing list after the CREATE LIST
command. Then enter an equal sign (=) followed by one or more
names to be included in the list. If your list is long, you do
not have to type in all the names at this point. As you
continue reading this module, you will see how to add names to
the list.

>CREATE LIST PROGRAMMERS=JOHN SMITH, MARY ARNOLD, STEVE HUNTER <CR>

You can display the contents of the mailing list PROGRAMMERS
with the DISPLAY LIST command. The names are listed
alphabetically by first name.

>DISPLAY LIST PROGRAMMERS <CR>

Definition for: PROGRAMMERS
    JOHN SMITH
    MARY ARNOLD
    STEVE HUNTER

You can easily add or delete names from the mailing list with
the MODIFY LIST command. Enter the MODIFY LIST command with
the mailing list name.

>MODIFY LIST PROGRAMMERS <CR>

After pressing <CR>, you are prompted with "LIST>". This
prompt indicates that you are in modification mode. At the
prompt, enter the ADD or DELETE subcommands to add or remove
names from the mailing list.

LIST>ADD ALEX CARTER <CR>
LIST>DELETE JOHN SMITH <CR>

To look at your list after the modifications that you made,
enter the DISPLAY subcommand at the LIST> prompt. The name
ALEX CARTER has been added to the list, and JOHN SMITH is
removed.

LIST>DISPLAY <CR>

Definition for: PROGRAMMERS
    ALEX CARTER
    MARY ARNOLD
    STEVE HUNTER

Entering the END subcommand at the LIST> prompt terminates
modification mode and returns you to the greater-than (>)
prompt.

LIST>END <CR>

The mailing list which you built is created in your own
account. It is your personal list.

The mail administrator at your site can also create lists
called global mailing lists. Global mailing lists can be used
by anyone. To display your personal lists and all of the
global lists, enter the DISPLAY LIST command with a (?)
question mark. Your mailing lists are displayed first. The
global lists are listed in alphabetical order and are denoted
with "** GLOBAL **".

```
>DISPLAY LIST ?

Definition for: PROGRAMMERS
      ALEX CARTER
      MARY ARNOLD
      STEVE HUNTER


Definition for: ADMIN (** GLOBAL **)
      ALAN BACON
      DOUG PETERS
      SYDNEY OLSON


Definition for: ADMINISTRATIVE STAFF (** GLOBAL **)
      BETTY NELSON
      HENRY LEE
      JACK HALEY
```

If you want to search for global mailing lists in which a part
of the name is common to all, use the DISPLAY LIST command with
the wildcard character on both ends. Enter the command and the
portion of the mailing list name which may be common to several
different lists, enclosing the name between two question marks.

```
>DISPLAY LIST ?SYSTEM?   <CR>
```

All of the global mailing lists which include SYSTEM as part of
their name are displayed. Each mailing list includes the names
of all people that are part of the list.

```
Definition for: CENTRAL SYSTEMS (** GLOBAL **)
      BILL CAMDEN
      CATHY CARSON
      JOE WALTERS
      MICHAEL GREEN


Definition for: COMMUNICATIONS SYSTEMS (** GLOBAL **)
      NEIL OLDEN
      SUE WILLIAMS
      TED LAPIDUS


Definition for: DATA BASE SYSTEMS (** GLOBAL **)
      ED SHOEMAKER
      LAUREN HENDERSON
      PAT JACOBS


Definition for: OPERATING SYSTEMS (** GLOBAL **)
      CENTRAL SYSTEMS
      COMMUNICATIONS SYSTEMS


Definition for: SUPPORT SYSTEMS (** GLOBAL **)
      ABE SCHNEIDER
      CAROL FISHER
      KARL LAGER


5 list definitions displayed
```

Note that the mailing list named OPERATING SYSTEMS points to two other mailing list names. You may specify other mailing list names as addresses in a mailing list.

The DISPLAY USER command entered alone gives you a list of all the individual user names in the electronic MAIL system alphabetically by first name.

>DISPLAY USER   <CR>

Definition for: ADA MILLER

Definition for: BRUCE CHESHIRE

Definition for: CAROLINE HART

Definition for: DAN WEBER

.

.

.

If you don't remember someone's last name, and need to send them a message, enter the DISPLAY USER command with the first name followed with a question mark. For example, to find every occurrence of the name HELEN in the global registry, enter the following:

>DISPLAY USER HELEN?

Definition for: HELEN KLEIN

Definition for: HELEN SMITH

.

.

.

One Step Beyond

In this module, you learned a new way to address your messages with the use of mailing list names. You can facilitate message sending even more by creating a list name that is a nickname or just the first name of someone you send messages to frequently. In this way, you don't have to enter the first and last name each time you send them a message. For example:

>CREATE LIST Jim=JAMES BROWN

Now, rather than sending the message to JAMES BROWN, just address the message to "Jim"!

Troubleshooting

PROBLEM:

You build a mailing list and send a message specifying the mailing list name at the TO: prompt. You receive the following message:

   Address specified is undefined or illegal.

ACTION:

One or more of the names in the mailing list you created cannot be found by MAIL. Use the DISPLAY USER command to see if all the names in your list appear in the global registry.

PROBLEM:

You send a message using a mailing list name. After entering the mailing list name at the TO: prompt, MAIL displays the following message:

   Enter C to continue, Q to Quit:

ACTION:

The mailing list name you used refers to another list, which refers back to the list you have now entered. You are in a loop. Creating the following set of mailing lists causes the problem:

   >CREATE LIST A=B
   >CREATE LIST B=C
   >CREATE LIST C=A

Respond to the MAIL message by pressing the break (<BREAK>) key and entering the letter "Q". Then check your mailing list to correct the problem. If it is a global mailing list, inform the mail administrator of the problem.

Notes

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Note: Index references indicate the page on which the paragraph containing the index term actually ends. Should the paragraph straddle two pages, the actual indexed term might be on the first page, while the index reference is to the second page.

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Together, we can find the answers.

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