AT&T

AT&T UNIX™ PC

Electronic Mail
User's Guide

AT&T UNIX™ PC

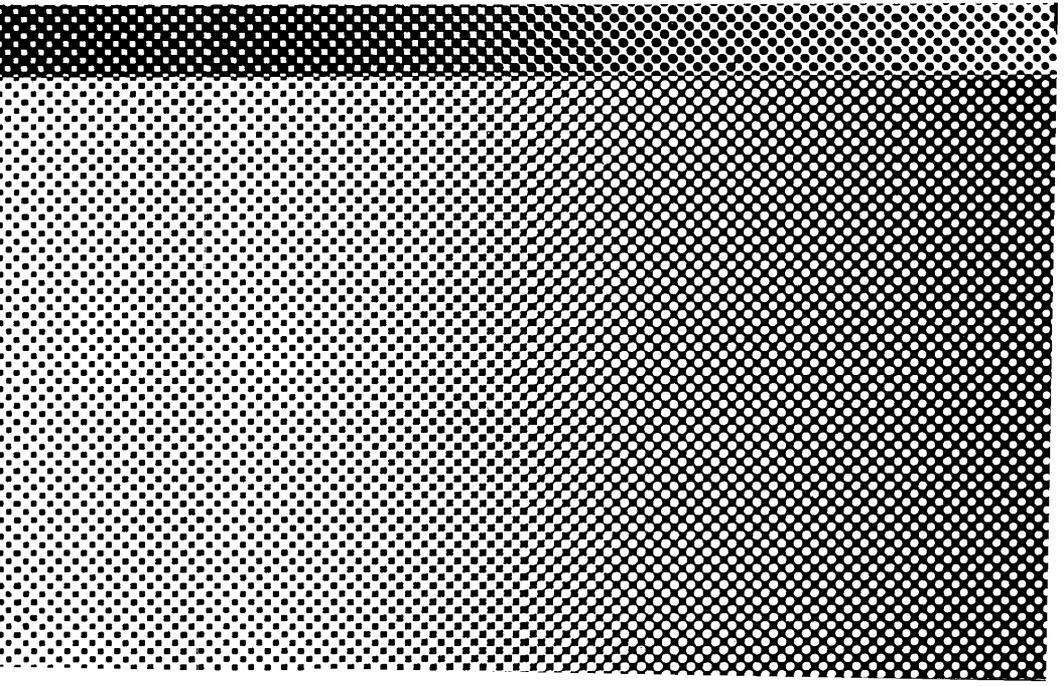# Electronic Mail
User's Guide

Welcome to the AT&T UNIX™ PC Electronic Mail User's
Guide. This guide provides information on how to
install and use **UNIX** PC Electronic Mail. This guide is
organized in the following sections:

> o   **Introducing Electronic Mail** describes the
>   features of Electronic Mail and what you'll
>   need to get started.
>
> o   **Setting Up** describes how to install the
>   software and set up the **UNIX** PC to send and
>   receive mail.
>
> o   **Getting Started** provides introductory
>   information and exercises to get you started
>   with Electronic Mail.
>
> o   **Using Electronic Mail** contains reference
>   information and detailed procedures for all
>   the Electronic Mail features.

How to Proceed

You should already be familiar with the basics of the
UNIX PC. If you're not, turn to the AT&T **UNIX**™ PC
Getting Started Guide before continuing with this
guide. If you are new to **UNIX** PC Electronic Mail,
begin with **Getting Started** in this guide to become
acquainted with the basics. Once you've become
familiar with Electronic Mail, refer to **Using
Electronic Mail** for complete information about all the
UNIX™ PC Electronic Mail features.

For more detailed information about using the **UNIX** PC,
see the AT&T **UNIX**™ PC Owner's Manual.

Preface

Contents

Contents

The Electronic Mail system allows you to send and receive mail in your local network or with remote systems over telephone lines.

With Electronic Mail, you can:

o   Compose and send mail with special delivery options such as confirmation of delivery and carbon copies.

o   Save, print, and forward letters.

o   Set up automatic group distributions.

o   Include attachments using files from other applications on your **UNIX** PC.

What You Will Need

To use **UNIX** PC Electronic Mail, you will need a **UNIX** PC with the Electronic Mail software. To send mail to another user, you need one of the following setups:

o   Individual user id's on the same **UNIX** PC

o   **UNIX** PC's connected by cable

o   **UNIX** PC's (or a terminal emulating a **UNIX** PC), each with a telephone line configured as a DATA line.

Conventions

This manual uses the following conventions:

Information displayed on the screen is shown in **boldface** type. For example:

> **Please login:**

Information you type is shown in **boldface** type. For example:

> Type: **meeting**

Keys on the keyboard are shown enclosed in <>'s. For example:

> <Enter>

Screen keys are shown enclosed in []'s. For example:

> [IN-BOX]

The mouse buttons are represented as follows:

> Left mouse button   <B1>
> Middle mouse button   <B2>
> Right mouse button   <B3>

Items to select (highlight) from menus are shown enclosed in ||'s. For example:

> |Reply to Letter|

Setting Up Electronic Mail

This section covers how to install the Electronic Mail software, change the default editor, and set up the **UNIX** PC for remote mail.

Getting Ready

Before you install your Electronic Mail software, please do the following:

1. Look for **Electronic Mail** in your Office. If it is listed, it is already installed. If you are installing a new version, refer to the **Managing the** UNIX **PC** section of the AT&T **UNIX**™ PC Owner's Manual.

2. Log out of the Office so that the **Please Login:** prompt is displayed.

Installing Electronic Mail Software

The Electronic Mail software is installed using the "install" user-id and the software setup procedures from the Administration menu.

To install Electronic Mail:

1. At the **Please login:** prompt type: **install**

2. Press <Enter>.

3. Select |Administration| from the Office.

4. Press <Enter>.

5. Select |Software Setup| from the Administration menu.

6. Press <Enter>.

The Software menu appears with **Install Software from Floppy** highlighted as shown below.

```
┌─────────────────────────────────────┐
│▓ Software                       ▓?▓ │
│                                     │
│ ▐Install Software from Floppy▌     │
│   Remove Installed Software         │
│   Show Installed Software           │
│                                     │
│ ▓X▓                            ▓  ▓ │
└─────────────────────────────────────┘
```

      7 Press <Enter>.

An install window appears asking you to type the number of floppy disks to be installed.

      8 Type 1 and press <Enter>.

A confirm message appears asking you to insert the floppy disk.

      9 Insert the Electronic Mail floppy disk.

      10 Press <Enter>.

These messages display briefly while the software is being installed:

Install in progress

It is safe to remove the floppy diskette
Installing Electronic Mail files
Updating special Office files
Electronic Mail installation complete

      11 Remove the floppy disk and replace it in its envelope.

      12 Press <Enter>.

      13 Close the installation windows and log out of the Office.

This completes the Electronic Mail software installation.

Changing the Default Editor

Electronic Mail messages are written using the editor set up in the Office Preferences as the default editor. Unless the default editor has been changed, it is the UNIX line editor, ed, documented in the **AT&T** UNIX™ **PC** UNIX **System V User's Manual**.

To find out what you currently have set up as the default editor, you must be an expert user. (See "Changing User Preferences" in the **Working with the Office** section of the **AT&T** UNIX PC **Owner's Manual** for information on user status.)

If you are an expert user, you can check the default editor by doing the following:

1 Select |Preferences| from the Office and press <Enter>.

2 Select |Office| and press <Enter>.

The **Default editor:** field contains your default editor id.

To change your default editor to the AT&T **UNIX** PC Word Processor:

1 Type **/usr/bin/wp** in the **Default editor:** field in the Office Preferences form.

2 Press <Enter>.

3 Press <Exit> to return to the Office.

Note

If you use more than one user-id, you have to log in and follow the above procedure for each user.

The following text editor and word processor are also available for the **UNIX** PC:

AT&T UNIX Enhanced Text Editor "vi"
Microsoft® WORD

To use one of these as your default editor:

   o   Type **/usr/bin/vi** for the AT&T **UNIX** Enhanced
       Text Editor vi or **/usr/bin/MW** for Microsoft
       WORD

For other word processors or text editors, refer to the
appropriate vendor manual for the editor id.

   o   Type /usr/bin/xx where xx is the editor id.

Setting Up for Remote Mail

To send mail between computers, you must do the
following:

   o   Give your computer a unique name.

   o   Enter information about the computers that
       will receive your mail.

   o   Set up the communication line to be used.

Changing the Name of Your Computer

You must give your computer a unique name so that it is
distinguishable from any other computers connected to
yours. Until you enter a different name, the name of
your computer is PC7300. You can also choose to assign
a password. From the Administration menu:

   1   Select |Mail Setup|.

   2   Press <Enter>.

   3   Select |Electronic Mail Name of this system|.

   4   Press <Enter>.

   5   Type a one- to six-character name and press
       <Return>.

   6   If you do not want a password, press <Enter>.
       Then press <Enter> again to return to the
       Mail menu. If you want a password to be used
       when receiving mail, continue with step 7.

7   If you want a password to be used when other
    systems send you electronic mail, press
    <Return> and then <Mark>. **NO** is replaced
    with **YES**.

8   Press <Enter>.

A confirm message appears.

9   Press <Enter>.

10 Type the new password (six to eight
    characters). If you make an error, press
    <Return> and begin again.

Note

To change the password, respond NO to
having a password, and then repeat the
above procedures starting with step 7.

11 Press <Enter>.

You are returned to the Mail menu.

Entering a New Target Computer

To have the **UNIX** PC send mail to another computer, you
must enter information about the receiving (target)
computer. Entering this information is a one-time
process for each target computer unless you need to
modify any information.

Before you begin, obtain the following information from
the target computer's owner.

o   The target computer's name.

o   The Electronic Mail login name if not **nuucp**.

o   The target computer's password, if one is
    assigned.

o   The target computer's telephone number, if
    applicable.

---

o   The target computer's data communications
    speed (baud rate).

To enter a new target computer:

1   From the Mail menu, select |Electronic Mail
    Names of other systems|.

2   Press <Enter>.

The **Mail to other computers** form appears.

Note

To check the other computers already set
up for mail, select the Computer name
field and press <Cmd>. To return to the
previous form, press <Enter> or point to
[X] with the mouse and press <B1>.

3   With **NEW-ENTRY** in the **Computer name:** field,
    press <Enter>.

A form requesting information about the target computer
appears.

4   Type the name of the target computer.

5   Press <Return>.

6   Enter the electronic mail login name of the
    receiving computer if the owner has changed
    it from **nuucp**.

7   Press <Return>.

8   If the receiving computer uses a password
    when receiving electronic mail, type its
    password.

9   Press <Return>.

10 If you are using the RS-232 port rather than
    the inbuilt modem and a telephone line, press
    <Mark>.

---

11 Press <Return>.

12 Type the receiving computer's telephone
    number, if applicable. Include the number(s)
    for accessing an outside line, if applicable.
    Example: 9+401-998-7766. You can use a
    comma for a two-second delay or a colon for a
    10-second delay. Use a plus sign (+) or a
    tilde (~) to wait for a secondary dial tone.

13 Press <Return>.

14 Press <Mark> until the correct baud rate
    appears in the field.

15 Press <Return>.

16 If calls to the target computer are allowed
    only on weekdays or only on weekends, press
    <Mark> until the correct selection appears.

17 Press <Return>.

18 If calls to the target computer are allowed
    only during working hours or night (5pm-9pm)
    or late night, press <Mark> until the correct
    selection appears.

19 When all information is entered and correct,
    press <Enter>.

20 Press <Exit> to return to the Mail menu.

21 Close all Electronic Mail setup windows.

Setting Up the Communication Line

There are several ways to connect to the target
computer:

    o Connecting a telephone line to either the
       Line 1 or Line 2 port (at the back of the
       workstation base) and declaring it to be a
       DATA line rather than a voice line.

    o Connecting a telephone line to an external
       modem that is connected to the RS-232 port.

o   Connecting an RS-232 cable to both computers
    (with a null modem).

Refer to the appropriate procedures in the "Managing
the **UNIX** PC" section of the <u>AT&T **UNIX**</u> ™ <u>PC Owner's</u>
<u>Manual</u> for telephone and RS-232 setup.

Contents

This section introduces the basic features of UNIX Electronic Mail using a tutorial login and easy-to-follow exercises.

You will learn how to prepare and send a message through **UNIX** PC Electronic Mail. Specifically, this lesson teaches you how to:

> o   Address mail
>
> o   Create a message
>
> o   Send mail
>
> o   Review sent mail
>
> o   Receive mail

How to Use This Section

Read the text and work through the exercises in sequence. To do these exercises, you will need:

> o   A **UNIX** PC workstation
>
> o   The installed Electronic Mail software

Logging In as tutor

The **UNIX** PC provides you with a Tutorial user-id to protect your regular work files while you are learning. Use this user-id only for practice lessons.

To log in as **tutor**:

> >   Log out of the Office, displaying the **Please login:** prompt
>
> >   Type: **tutor**
>
> >   Press <Enter>.

The Office window appears.

Creating a Message

From the Office window you can open Electronic Mail and create a message to mail. For this practice exercise, you are going to send the message to yourself, tutor in this case.

To open Electronic Mail:

>   Select |Electronic Mail|.

>   Press <Enter>.

The following Mailing Envelope appears:

Field for Recipient's Login Name

Field for Subject of Memo
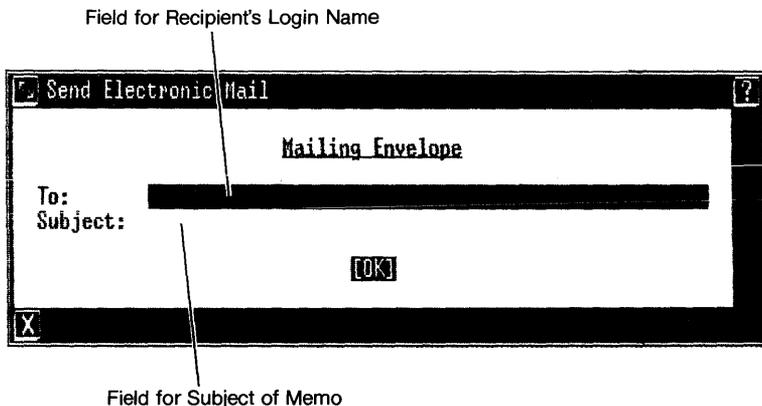
In the **To:** field:

>   Type **tutor**

>   Press <Return>.

In the **Subject:** field:

>   Type **Today's Meeting.**

> Press <Enter>.

The Mailing Envelope disappears and an Electronic Mail editor window appears for typing your message. The default editor entered in the Office Preferences form is the editor that appears. (See "Changing the Default Editor" in the **Setting Up** section of this guide.)

> Type: **Do you have the graphs that will be presented at today's meeting?** (press <Return>) **If not, I can send them to you through Electronic Mail.**

> Press <Return>.

> Exit from the editor window using the standard exit procedure for the editor you are using.

The Mailing Envelope reappears.
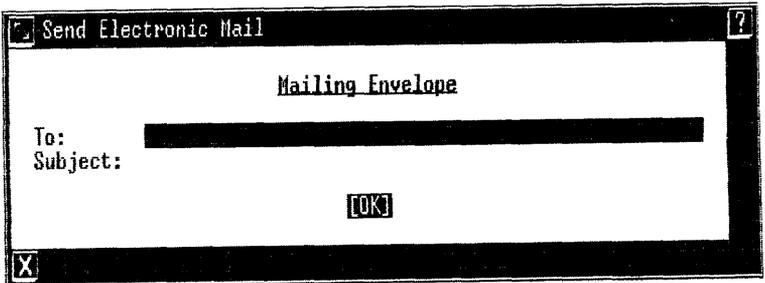
Sending a Message

To send your message:

> Press [SEND IT].

You are returned to the Office and your message is automatically sent to tutor.

Reviewing Sent Mail

When you sent your letter to tutor, a copy of the letter was stored in your Electronic Mail Out-Box.

To open your Out-Box:

> Press [OUT-BOX].

Your Out-Box should look similar to the one shown below.
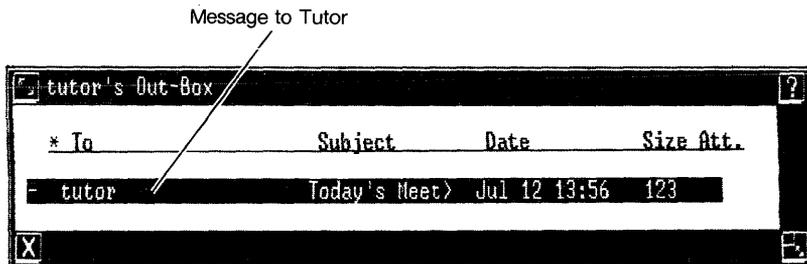
Message to Tutor

Information about the message you sent to tutor appears on the first line and is highlighted.

The message summary line contains the user-id of the person to whom the message was sent, the subject, date and time the message was sent, the size of the message in number of characters, and the number of attachments, if any, with the message.

To return to the Office:

> Press <Exit> twice.

Receiving Mail

When you receive mail an envelope icon appears in the
status line at the top of the screen. Since you sent a
message to **tutor**, and are logged in as **tutor** you will
receive the letter that you sent. The envelope icon is
shown below.

Envelope Icon

```
VOICE 1: IDLE   DATA 2      Fri July 12, 4:13 pm ⊠             W
 📁 Office of tutor  ?

 Administration
 Calendar
 Clipboard
 -Electronic Mail
```
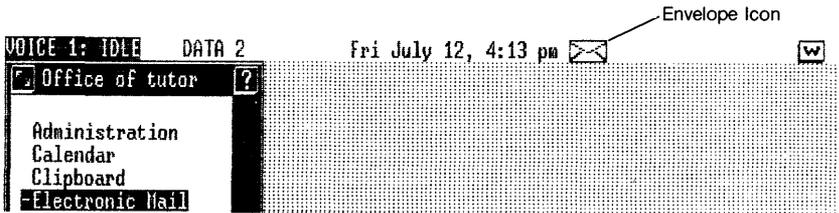
To read the letter:

> Point to the Envelope icon.

> Press <B1>.

Your Electronic Mail In-Box appears with information
about the message from **tutor** highlighted (shown below).

```
 📁 tutor's In-Box                                    ?

  * From            Subject      Date       Size Att.
 -* tutor           Today's Meet> Jul 12 13:56  123

 X                                                   🔲
```
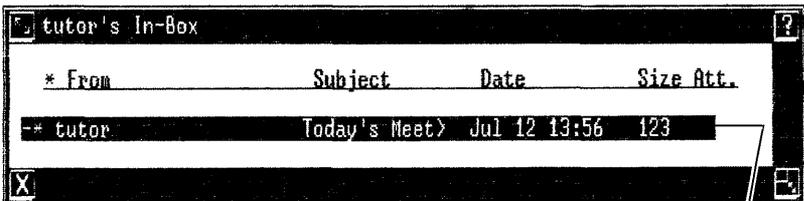
Message Line
Summary

The message summary line in the In-Box contains the
same information as the message summary line in the Out-
Box. The asterisk beside the message indicates that it
has not yet been read. The most recent message always
appears first and is highlighted when you open your In-
Box.

To look at your message:

> Press <Enter>.

The message appears with the text preceded by a message
header as shown below. (Note that the illustration
shows the AT&T UNIX™ PC Word Processor being used as
the Electronic Mail editor.)

Message Header

```
 █ Letter - Text          Page  1                           ?
 [ip..].v.t.i....|t...2..t|....3.t.|.v..t....].v.t.5.].|t...6...tR...7.t.
From tutor Fri Jul 12 13:56 PDT 1985<
Date: Fri Jul 12 13:56 PDT 1985<
To: tutor<
Subject: Today's Meeting<
Default-Options: <
UA-Message-ID: 9077<
Message-Source: PC7300<
Message-Version: 1<
Content-Length: 123 bytes<
<
Do you have the graphs that will be presented at today's meeting?
If not, I can send them to you through Electronic Mail.<
<

 X                                                      ⇦ ⇨ ⤶
```
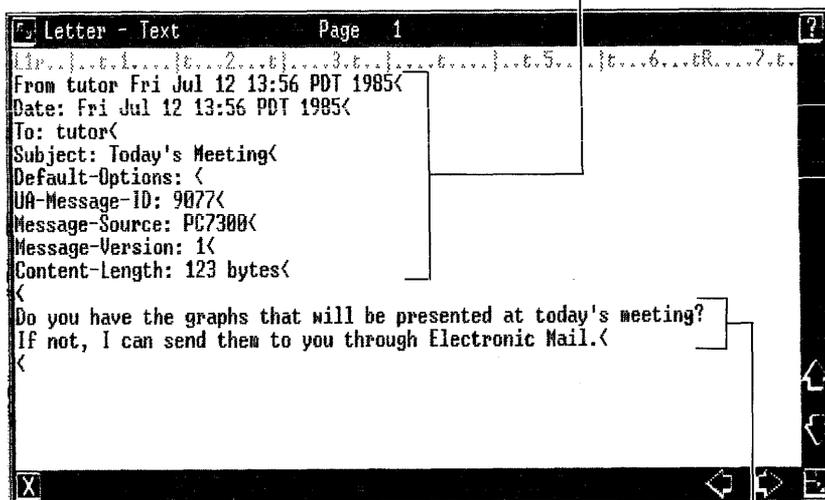
Message

To return to your In-Box:

> Exit from the Electronic Mail editor using
your editor's standard exit procedure.

Notice that the asterisk no longer appears beside your message.

Summary

Now that you have worked through **Getting Started**, you have learned the basics of **UNIX** PC Electronic Mail. You know how to:

      o   Create and Send Mail

      o   Check your Out-Box to review sent mail

      o   Check your In-Box when a letter arrives.

You can now go on to **Using** UNIX **PC Electronic Mail** to learn about additional Electronic Mail features.

Using Electronic Mail

Contents

This reference section covers all the **UNIX** PC
Electronic Mail features and operations. The basic
features you learned in **Getting Started** as well as
additional **UNIX** PC Electronic Mail features are
described in this section.

These procedures assume that you are familiar with the
UNIX PC Office basics. A brief review follows:

   o Menus and forms are referred to by name. A
      menu is a list of selectable items. A form
      has blank fields to complete.

   o When the instructions say to select an item
      from a menu, you can move the cursor to it
      using cursor movement keys or the mouse, type
      its name, or an abbreviation for it -
      whichever method you prefer. When you **must**
      use a particular method, the method to use is
      given.

   o You can use a screen key either by pressing
      the corresponding function key or by pointing
      to it with the mouse and pressing <B1>.

   o To enter your selections, press <Enter> or
      the <B1> mouse button.

   o To exit from a window, press <Exit> or point
      to the **X** icon in the lower-left corner of the
      window and press <B1>.

The information in this section is organized in groups
of related tasks.

Use the following procedure and key summary charts to locate information in this section:

Procedure Summary

Action	Window	Page
Entering Electronic Mail	Office	4-11
Addressing mail	Office or In-Box or Out-Box	4-14
Writing a message	Mailing Envelope	4-18
Exiting the editor	Electronic Mail Editor	4-19
Sending mail	Mailing Envelope	4-21
Status of sent mail	Out-Box	4-24

Action	Window	Page
Sending mail that failed on first try	Mail Status	4-25
Deleting mail that failed	Mail Status	4-25
Forwarding mail	In-Box or Out-Box	4-25
Revising a message	Mailing Envelope	4-26
Adding attachments	Mailing Envelope	4-19
Reading attachments	In-Box	4-30
Adding special options	Mailing Envelope	4-15
Changing the sensitivity	Special Options	4-17
Creating an alias	Mailing Envelope	4-37
Editing an alias	Mailing Envelope	4-40

Action	Window	Page
Deleting an alias	Mailing Envelope	4-40
Reviewing sent mail	Out-Box	4-22
Checking for mail	In-Box	4-27
Replying to mail	In-Box	4-32
Printing mail	In-Box or Out-Box	4-33
Saving a letter	In-Box or Out-Box	4-34
Deleting mail	In-Box or Out-Box	4-35

Key Summary

Key	Function
[ALIASES]	Displays the Electronic Mail Aliases form; from there you can add, change, or delete an alias.
[ATTACH]	Displays the Add Attachments form
<Cmd>	Lists Electronic Mail commands related to the currently active window.
<Creat>	Allows you to create an alias name for someone or a group.
Cursor-movement keys	Move the cursor around on the screen.
[DELETE]	Deletes mail that never reached its destination; automatic attempts to send the mail again are canceled.
<Dlete>	Deletes your current selection.
[EDIT LETTER]	Displays your current letter for editing purposes.
<Enter>	Enters your selections; you can use the <Enter> key or the <B1> button on the mouse.
<Exit>	Exits from Electronic Mail windows.
[FORWARD LETTER]	Displays the Mailing Envelope of the letter you selected so you can forward the selected letter to another recipient.
[IN-BOX]	Displays a summary line for each message you have received.
[OUT-BOX]	Displays a summary line for each message you have sent.

Key	Function
[REPLY TO LETTER]	Displays the Mailing Envelope of the letter you selected. The sender's name appears in the To: field and Reply to (subject) in the subject field. You are ready to type your reply.
[RETRY]	Makes another attempt to send mail that never reached its destination.
[SEND IT]	Sends mail you have composed.
[SEND MAIL]	Displays the Mailing Envelope, where you address your mail.
[SPECIAL OPTIONS]	Displays the Special Options form, where you can add such things as sensitivity level and confirm delivery.
[STATUS OF MAIL]	Displays the Mail status form which gives the status of mail you have sent.

Summary Charts

This chapter covers procedures for:

      o Opening the **UNIX** PC Electronic Mail

      o Exiting Electronic Mail

      o Getting help

Opening UNIX PC Electronic Mail

You can open Electronic Mail from the Office or the envelope icon.

To open Electronic Mail from the Office:

      1 Select |Electronic Mail|.

      2 Press <Enter>.

The Mailing Envelope appears.

If you have an envelope icon at the top of your screen:

      1 Point to ▭

      2 Press <B1>.

Your In-Box is displayed.

To create and send a message see "Sending Mail" in this section.

To check for mail received, see "Receiving Mail" in this section.

Exiting Electronic Mail

To leave Electronic Mail:

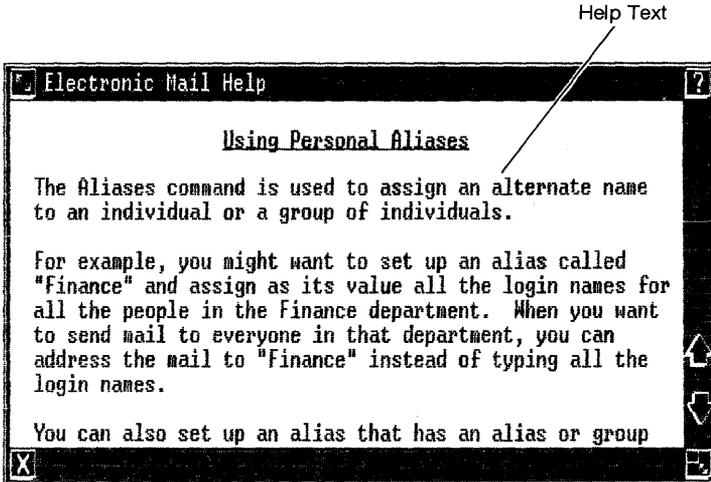   o Press <Exit> or point to the [X] and press <B1>.

You are returned to the last current Electronic Mail
window, if there are any on your screen. Press <Exit>
until all Electronic Mail windows are closed.

Getting Help

You can obtain help information about your current
operation by pressing <Help> or pointing to the [?] in
the upper right corner of the window and pressing <B1>.
Press the [TABLE OF CONTENTS] screen key to open the
Help Table of Contents.

A sample Help window is shown below.

Help Text

┌───┐
│ ▣ Electronic Mail Help   ▣? │
│   │
│   Using Personal Aliases   │
│   │
│ The Aliases command is used to assign an alternate name │
│ to an individual or a group of individuals.   │
│   │
│ For example, you might want to set up an alias called │
│ "Finance" and assign as its value all the login names for │
│ all the people in the Finance department. When you want │
│ to send mail to everyone in that department, you can   ▲ │
│ address the mail to "Finance" instead of typing all the │
│ login names.   ▽ │
│   │
│ You can also set up an alias that has an alias or group │
│ ▣   ▣ │
└───┘

To leave Help and return to your current operation:

    o Press <Exit>.

An Electronic Mail message contains an electronic
mailing envelope and the text of the message. You can
also add special delivery options and message
attachments. A copy of each message you send is stored
in your Electronic Mail Out-Box.

Displaying the Mailing Envelope

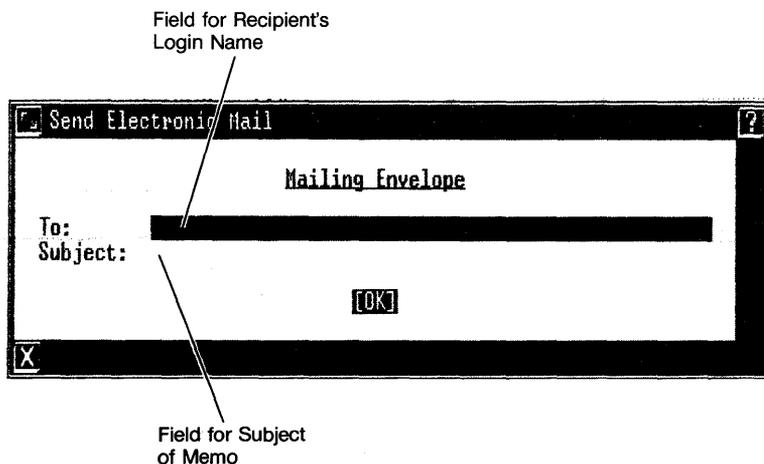To display the Electronic Mailing Envelope from the
Office window:

> 1   Select |Electronic Mail|.
>
> 2   Press <Enter>.

To display the Electronic Mailing Envelope if you are
already in Electronic Mail:

> o   Press [SEND MAIL].

The Mailing Envelope appears as shown below.

Field for Recipient's
Login Name

Send Electronic Mail

Mailing Envelope

To:
Subject:

[OK]

Field for Subject
of Memo

Addressing the Envelope

The **To**: field in the Mailing Envelope must contain one
or more of the following kinds of address:

    o A valid login id on this machine;

    o An address of the form computer name!user-id
       where the computer named has been defined in
       the **Mail to Other Computers** form and user-id
       is a valid login. (See "Setting Up for Remote
       Mail" in the **Setting Up** section of this
       guide).

    o A defined alias representing one or more
       addresses (see "Using Aliases" in this
       section).

You can enter up to 50 characters in the To: field.

The **Subject**: field is an optional field that can also
contain up to 50 characters.

To address your mail:

    1 Type the address or alias of the person or
      group you want to receive your message.
      Separate multiple entries with a space
      between each.

Note

      For address information on sending
      mail to another computer, refer to
      "Addressing Mail to Other Computers"
      in this section.

    2 Press <Return>.

    3 Type a subject for your message (if desired).

    4 If you want to use special delivery options,
      press [SPECIAL OPTIONS].

      (See "Choosing Special Delivery Options"
      below.)

5 When you have completed your address
   information, press <Enter> to open the
   Electronic Mail editor window and type your
   message.

Choosing Special Delivery Options

Electronic Mail has a number of special delivery
options you can designate for delivery of a message.
You can add special delivery options as you are filling
in the Mailing Envelope or after you have written the
message.

To display the delivery options available:

   o Press [SPECIAL OPTIONS].

The Special Delivery Options form appears as shown
below:

```
┌─────────────────────────────────────────────────────┐
│ ▪ Optional Special Delivery Options              [?] │
├─────────────────────────────────────────────────────┤
│  Copy:               ███████████████████████████████ │
│  From:                                                │
│  Sent-By:                                             │
│  Keywords:                                            │
│  Paper-To:                                            │
│  Paper-Cc:                                            │
│  Sensitivity:        normal                           │
│  Confirm Delivery:   No                               │
│  Priority Delivery:  No                               │
│  Logo Letterhead:    No                               │
│  Digitized Signature: No                              │
│  Business Format:    No                               │
│  COD Payment:        No                               │
│                      [OK]                             │
│ ▣                                                     │
└─────────────────────────────────────────────────────┘
```

The delivery options on the form are described below.

Item	Description
Copy	Enter user-id's here for people who are to receive an electronic copy of your message. Separate several user-id's with a blank space between each. Aliases can be used here. The user-id named here appears beside **Cc:** in the header of both the original letter and in the copy. The original letter and the copy have identical headers.
From	Enter the name of the sender if different from the user-id you used. (If left blank, the user-id is used.)
Sent-By	Enter your name if different from the user-id you used, or if you are sending the message at the direction of another person.
Keywords	Enter keywords applying to the message content. They appear in the recipient's In-Box. Although not supported by the **UNIX** PC, these keywords can be used to sort messages by topic by another system.
Paper-To	Enter names of those to receive a printed copy of the message you are sending by regular postal service. The message does not print automatically. You can print the message on a printer or have it typed and then mail it.
Paper-Cc	Enter names of those to receive printed copies of the message received by the person named in **Paper To:**

Item	Description
Sensitivity	Select the level of confidentiality. The levels are normal, private, personal, and company confidential. These sensitivity levels are for information only; the **UNIX** PC provides login id and password for system security.
	If the sensitivity is other than normal, the sensitivity level appears in the **Subject** field in the In-Box of the recipient.
Confirm Delivery	If supported on the target machine, a confirmation message, identified by "Confirm" appearing in the message summary line subject field of your In-Box, is sent back to you via Electronic Mail once the message has been read and the recipient exits from Electronic Mail.

The remaining delivery options are not supported on the **UNIX** PC but can be used if supported on the recipient's target computer.

Priority Delivery	Indicates special handling for speedy delivery of paper copies.
Logo Letterhead	Indicates paper copies should be printed on letterhead stationery.
Digitized Signature	Indicates a facsimile of the sender's signature is requested.

Item	Description
Business Format	Indicates the message should be typed in the traditional business letter style where TO recipients are listed at the top, content is presented in the middle, and the Cc recipients are listed at the bottom.
COD Payment	Indicates payment must be collected from the recipient upon delivery of the message.

To assign or revise special delivery options:

1   Press [SPECIAL OPTIONS].

2   Move the cursor to the option you want to use and follow the instructions at the bottom of the screen in the message line.

3   When you have finished selecting desired options, press <Enter> to return to the Mailing Envelope.

Writing a Message

Once you have filled in the **To:** field of the Mailing Envelope, you can open the Electronic Mail editor window and write your message.

To open the editor window:

1   At the Mailing Envelope, press <Enter>.

The editor you will use to write your message is the default editor entered in the Office Preferences form (see "Changing the Default Editor" in the **Setting Up** section of this guide). If you are using the default UNIX line editor, **ed**, refer to the AT&T **UNIX PC UNIX System V User's Manual** for a complete description of how to use it. If you're using another word processor or text editor, refer to its appropriate user guide.

As you type your message, press <Return> as you near
the edge of the screen to prevent text from running off
the screen, out of view. The returns also create more
frequent breaks for transmitting data on communication
lines, minimizing the chances of losing data.
Formatting features such as tabs or boldface type are
not transmitted with the Electronic Mail message.
There is no Electronic Mail restriction on the length
of your message; however, you may be restricted by your
editor.

When you have finished writing your message:

>   2   Exit from the editor window using the
             standard exit procedure for your editor.

The Electronic Mail editor window closes and the
Mailing Envelope is redisplayed. If you want to
include attachments with your message, see "Adding
Attachments" below. Otherwise you can make any desired
revisions to the envelope or special mailing options
and send the letter.

Adding Attachments

You can add attachments to your electronic message
using any existing files or folders resident in your
Filecabinet. Attachments can be added either before or
after you write the text for the message. The number
of attachments added to a message appears in the Att
column of the message summary line in your Out-Box and
the recipient's In-Box.

To send attachments with a letter:

>   1   From the Mailing Envelope, press [ATTACH].

The **Add Attachments** form appears as shown below.

```
┌─────────────────────────────────────────────────┐
│ ▪ Add Attachments                            [?] │
│                                                  │
│  Filename or File folder: Filecabinet            │
│                         [OK]                     │
│ [X]                                              │
└─────────────────────────────────────────────────┘
```

> **2** Type the name of a file or file folder in the Filecabinet
>
> or
>
> Press <Enter> to display the contents of the Filecabinet.
>
> o If you enter a file name, the **Send Mail Attachments** form appears showing the name and type of file you have just attached.
>
> o If you enter a file folder name, a window appears showing the contents of the folder. Select one or more files from the folder to attach to your message by selecting each file one at a time and pressing <Mark>, or select another folder. Continue until you reach the folder containing the file(s) you want to attach. When you have selected the file(s) to be attached, press <Enter>. The **Send Mail Attachments** form appears showing the name and type of file(s) you have just selected.
>
> o If you press <Enter> and display the contents of the Filecabinet, you can then select from its contents and follow the steps given in the previous paragraphs.

You can now get ready to mail the letter with the
attachments you've selected, or you can choose to add
more attachments or delete any attachments you've
already selected. To add or delete attachments, follow
the procedures outlined in their respective sections
below.

To continue without adding or deleting attachments:

      3 Press <Enter>.

The Mailing Envelope appears. Make any revisions
desired to the envelope, special mailing options, or
text of the message and send the letter.

Adding More Attachments

To add more files when the **Send Attachments** window is
displayed:

      o Press [CREATE].

The **Add Attachments** form redisplays. Follow the steps
given previously for adding attachments.

Deleting Attachments

To delete an attachment when the Send Attachments
window is displayed:

      1 Select the file(s) to be deleted.

      2 Press [DELETE].

The files selected are deleted.

Sending Mail

When you are ready to send a letter:

      o Press [SEND IT].

The Mailing Envelope window closes, and if you have no other Electronic Mail windows open, your mail is sent and the Office is displayed.

If you have other Electronic Mail windows open, your mail will not be sent until you close them. Press <Exit> or point to [X] and press <B1> for each Electronic Mail window.

Note

When you send mail to another computer, it may not go out immediately. If there are several outstanding requests, or if the line currently configured to send the mail is in use, there will be a slight delay.

Checking Your Out-Box

A summary line of information about each message you send and a copy of the text is stored in your Electronic Mail Out-Box. From the Out-Box you can check on the status of mail you have sent and forward copies of letters and attachments.

To open your Out-Box:

1 Open Electronic Mail.

2 Press [OUT-BOX].

Your Out-Box will look similar to the one shown below.

```
┌─────────────────────────────────────────────────────┐
│ ▣ Nancy's Out-Box                                 ▣  │
│                                                       │
│   * To              Subject     Date       Size Att.  │
│  ─────────────────────────────────────────────────    │
│  ─ Carol            Staff Meeting Jul 12 14:27  155  1 │
│    Tim              Staff Meeting Jul 12 14:23  178    │
│    Peter            Budgets      Jul 12 14:19  149    │
│    Sara             Budgets      Jul 12 14:18  240    │
│    Tim              Graphs       Jul 12 14:15  217    │
│                                                       │
│ ▣                                                  ▣  │
└─────────────────────────────────────────────────────┘
```

                                    Message Line Summary

Items in the summary line for each message are:

Item	Description
To	Contains the user-id or alias of the person or group receiving the mail.
Subject	Contains entry in Subject field in the Mailing Envelope. If the sensitivity is anything other than normal, the sensitivity level shows here instead of the subject.
Date	The date and time the letter was sent.
Size	The size of the letter in number of characters.
Att.	The number of attachments included with this item, such as graphs or word processor documents.

To check the status of mail you have sent:

    1   Select the summary line for the letter in the
        Out-Box.

    2   Press [STATUS OF MAIL].

The Mail Status form appears as shown below.

```
┌─────────────────────────────────────────────────┐
│ ▪ Mail status of "Expenses" on Jul 12 14:45   ▐?▌│
├─────────────────────────────────────────────────┤
│ ▪      Freehold!Bruce    Your letter has been sent│
│                                                   │
│ ▐X▌                                            ▐▪▌│
└─────────────────────────────────────────────────┘
```
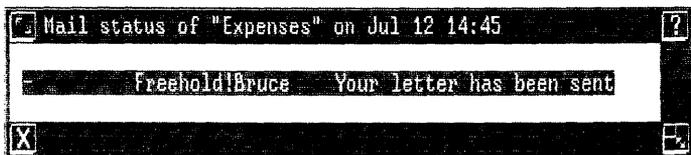
The subject of the letter and the date and time you
sent it are in the Mail status line at the top. The
recipient's name appears in the form along with the
status.

The different status messages and their meanings are
given below.

Your letter has been sent - Your letter was sent and
has been received by the destination computer.

Local - Your letter has been sent locally, either to
you or another user on the same **UNIX** PC.

Dialing failed, will try later - Dialing was not
completed successfully. The system tries again
automatically after a short period.

Login failed, will try later - The login at the
destination computer was not successful. The system
tries again automatically after a short period.

Your letter could not be sent - The mailing address is incorrect or does not exist, an attached file is corrupt, there is a line problem, or some unidentifiable problem exists.

You canceled your letter - You canceled the letter by pressing the DELETE screen key from the Mail status window.

Your letter is waiting to be sent - The system has attempted to send your letter, but the lines were probably busy. The system tries again automatically after a short period.

If you receive this message, you can try to send it again or wait for the system to send it automatically. You also have the option of deleting the letter from the system so it won't be sent at all.

To send the letter again:

     1 Press [RETRY].

To delete the letter:

     1 Press [DELETE].

Forwarding Mail

You can forward a letter from your In-Box or Out-Box with or without changes to the text and special delivery options.

To forward a letter:

     1 Open your In-Box or Out-Box.

     2 Select the letter to be forwarded.

     3 Press [FORWARD LETTER].

     4 Type the next recipient's name in the **To:** field and make any changes in the **Subject:** field.

<u>To send the letter without making any further changes</u>:

     5 Press [SEND IT].

<u>To send the letter with changes to the delivery options
or the text, see below</u>.

Revising Special Delivery Options

If you need to revise any special delivery options
before sending your mail:

     1 From the Mailing Envelope, press [SPECIAL
        OPTIONS].

     2 Make the desired changes and press <Enter>.

     3 Press [SEND IT].

Revising Text

If you need to make changes to the text of a letter
before you send it:

     1 From the Mailing Envelope, press [EDIT
        LETTER] or <Enter>.

     2 Make your changes and exit from the editor
        window.

     3 Press [SEND IT] when you're ready to send the
        letter.

When an Electronic Mail message arrives at your **UNIX**
PC, an envelope icon appears on the status line and a
beep sounds. You can view information about your mail
and read the message by opening the Electronic Mail In-
Box. Once you have read your mail, you can send an
automatic reply to the sender, print it, delete it or
move it into your Filecabinet or a folder.

Checking Your In-Box

To check your In-Box when the envelope icon is
displayed:

    o Point to the envelope icon and press <B1>.
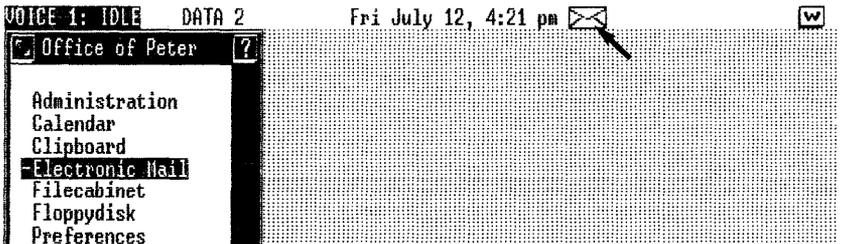
To look at your In-Box at any other time:

    1 Open Electronic Mail.

    2 Press [IN BOX].

Note

If you do not have mail, you receive a
message telling you your In-Box is
empty.

The illustration below is a sample In-Box:


```
┌─────────────────────────────────────────────────────────────┐
│ ▪ Tim's In-Box                                            [?]│
│                                                              │
│   * From              Subject       Date          Size Att. │
│   ─────────────────────────────────────────────────         │
│   * Sara              Slide Show    Jul 12 15:35    80       │
│   * Peter             Prospects     Jul 12 14:47    118      │
│   * Nancy             Staff Meeting Jul 12 14:23    178      │
│   * Nancy             Graphs        Jul 12 14:15    217      │
│  [X]                                                         │
└─────────────────────────────────────────────────────────────┘
```
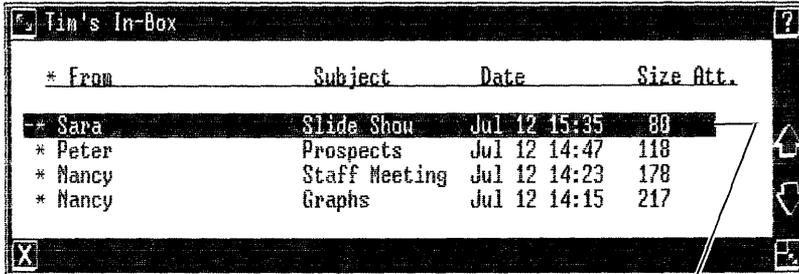
Message Line Summary

The items in the message summary line are:

Item	Description
* (Asterisk)	Appears beside message summary until it has been read.
From	Contains the name (Electronic Mail address) of the sender.
Subject	Contains the first 12 characters of the subject as entered in the Electronic Mail Envelope by the sender. If the sensitivity of the message is other than normal, the sensitivity shows instead of the subject.
Size	The size of the letter in number of characters.
Date	The date the message was sent.
Att.	The number of attachments included with this item.

Reading Mail

To read a message:

> 1 Select the message's summary line in the In-
>   Box.
>
> 2 Press <Enter>.

The message appears with the text preceded by a header
identifying the sender, when it was sent, a subject if
one was entered, and any special options chosen. The
example below shows a letter composed with the AT&T
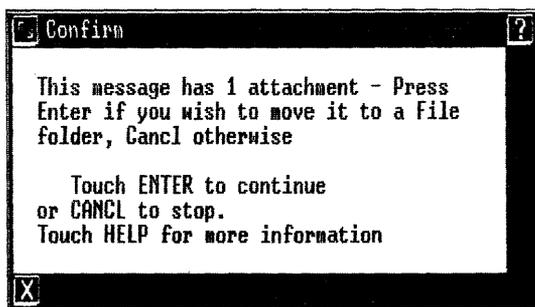UNIX PC Word Processor as the Electronic Mail Editor.

Message Header

```
┌─────────────────────────────────────────────────────────────┐
│ ▛ Letter - Text            Page   1                       ▦  │
│ L1ᵥ..¦..t.1ᵥ.ᵥ.¦t..ᵥ2.ᵥt¦.ᵥ.ᵥt.ᵥ.¦..t.5ᵥ.ᵥ.¦t.ᵥ.6.ᵥt .ᵥ.7.t. │
│ From Nancy Fri Jul 12 14:15 PDT 1985 remote from henderson<  │
│ Date: Fri Jul 12 14:15 PDT 1985<                             │
│ To: Tim<                                                     │
│ Subject: Graphs<                                             │
│ Default-Options: <                                           │
│ UA-Message-ID: 8222<                                         │
│ Message-Source: PC7300<                                      │
│ Message-Version: 1<                                          │
│ Content-Length: 217 bytes<                                   │
│ <                                                            │
│ Tim, I am sending you the graphs we will be using at this<   │
│ afternoon's meeting. They are attached to this message.<     │
│ <                                                            │
│ Please check them over.  If you need to know the sources for the │
│ data represented here, let me know.<                         │
│ ▇X▇                                            ◁ ▯▷ ▣        │
└─────────────────────────────────────────────────────────────┘
```

Message

When you have read the letter, exit from it using the
standard exit procedure of the editor. Unless
attachments were included with the message and this is
the first time it was read, you are returned to your In-
Box and the asterisk is gone from the message summary
line. If you do have attachments, a Confirm window
appears; see "Reading Attachments" below. Once you
have read a letter, either delete it or move it to
avoid clutter in your In-Box. These procedures are
discussed in "Cleaning Your In-Box" later in this
chapter.

Reading Attachments

If you are exiting from reading a letter for the first
time and it contains attachments (indicated by a number
appearing in the Att column in the message summary
line), the following Confirm window appears:

```
┌─────────────────────────────────────────┐
│ ▐ Confirm                            ? │
├─────────────────────────────────────────┤
│                                         │
│   This message has 1 attachment - Press │
│   Enter if you wish to move it to a File │
│   folder, Cancl otherwise               │
│                                         │
│      Touch ENTER to continue            │
│   or CANCL to stop.                     │
│   Touch HELP for more information       │
│                                         │
│ ▐X▌                                     │
└─────────────────────────────────────────┘
```

You can choose to read the attachments now or later.
In either case, attachments must be copied to your
Filecabinet or a folder before you can read them.

If you don't want to read the attachments when the
Confirm window is displayed, press <Cancl>. You are
returned to your In-Box. To read them at another time,
see "Copying Attachments from a Previously Read
Letter."

To read attachments when the Confirm window is
displayed:

      1 Press <Enter>.

A **Copy Attachments** window appears listing the
attachments included in the message as shown below.
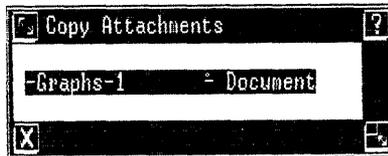
      2 Press <Enter> to copy the attachment (if
         there is more than one, press <Mark> for each
         one you want to copy and then press <Enter>).

The message **Point to destination folder and touch Paste**
appears.

<center>**Note**</center>

      If the Paste buffer contains a file not
      yet filed in the Filecabinet, a message
      appears asking you if it should be
      overwritten. Press <Enter> to overwrite
      the file. If you do not want to
      overwrite the file, press <Cancl> and
      open or resume the Filecabinet and press
      [PASTE] to move the contents of the
      Paste buffer. You'll then need to
      follow the directions given in "Copying
      Attachments from a Previously Read
      Letter" to read the attachment.

---

    3   Open or resume the Filecabinet or a folder
        where you want to place the attachments and
        press [PASTE].

If your filecabinet or folder contains a file with the
same name as the attachment, you will be asked to enter
a new name for the attachment. If required, type a new
name and press <Enter>.

To read the attachment:

    4   Select the file and press <Enter>.

Copying Attachments from a Previously Read Letter

If you have previously read a letter without reading
its attachments, you must do the following to read
them:

    1   Select the desired letter's message summary
        line in the In-Box and press <Cmd>.

    2   Select |Copy Attachments| and press <Enter>.

    3   Follow steps 2-4 above.

Replying to a Letter

When you receive a letter, you can send a reply that
already has the Mailing Envelope completed. The **To:**
field has the sender's name and the **Subject:** field has
"Reply to ...... (the Subject of the original letter)."

To reply to a letter:

    1   Select the letter from the In-Box.

    2   Press [REPLY TO LETTER].

    3   Make any changes you want to the Mailing
        Envelope, then press <Enter>.

    4   Type your message, then exit from the editor.

    5   Add any special options or attachments, then
        press [SEND IT].

Printing a Letter

If you have a printer set up, you can print a message
from your In-Box or Out-Box by using the Print key.
See **Managing the** UNIX **PC** section of the <u>AT&T UNIX PC</u>
<u>Owner's Manual</u> for information on setting up printers.

To print a message:

> 1 Select the message summary line in the In-Box
>   or Out-Box.

>   **Note**

>   If you want to print more than one
>   message, select each message and press
>   <Mark>. Continue this procedure until
>   you have marked all messages to be
>   printed.

> 2 Press <Print>.

The Print menu appears.

> 3 Select a printer.

> 4 Press <Return>.

> 5 Type the number of copies you want printed
>   (1-99).

> 6 Press <Enter>.

The messages selected are printed.

Cleaning Your In-Box

Mail remains in your In-Box until you move it or delete
it. You should periodically clean out your In-Box to
avoid clutter. If you want to save a copy of the
letter in your Filecabinet or a folder, use the Move
command to move it. If you do not want to save a copy
of the letter, use the Delete command to delete it.

Moving a Letter

You can only move one letter at a time from your In-
Box. To move a letter:

> 1 Select the message summary line for the
>   letter you want to move.
>
> 2 Press <Move>.

A message appears asking you to enter a filename.

> 3 Type a file name for the message--one not
>   used in the destination folder and press
>   <Enter>.

The message **Point to destination folder and touch PASTE**
appears.

> 4 Open the Filecabinet or the folder to receive
>   the letter.
>
> 5 Press [PASTE].

<div align="center">

Note

</div>

> If you did name the file with a name
> already existing in the destination
> folder, you will be asked to enter a new
> one or to cancel the operation.

When you resume your In-Box, the letter's summary line
appears at the bottom of your In-Box with the notation
Del'd in the Att column. When you exit Electronic
Mail, the copy of the letter in your In-Box is deleted
permanently.

<div align="center">

Note

</div>

> You can also use the Copy command to
> copy a letter to your Filecabinet or a
> folder. In this case, however, a copy
> of it also remains in the In-Box.
> Follow the steps above for Moving a
> Letter, pressing <Copy> instead of
> <Move>.

Deleting a Letter

You can delete one or more letters at a time. Before a
letter is permanently removed from your In-Box, you are
given the opportunity to "undelete" it.

To delete a letter from your In-Box:

1   Select the summary line for the letter you
    want to delete. To delete more than one
    letter, select the summary line for each one
    and press <Mark> until you have selected all
    the letters.

2   Press <Enter>.

The In-Box reappears with the summary line for each
deleted message at the bottom of the In-Box with the
notation **Del'd** in the Att column.

The messages selected are **permanently** deleted when you
exit Electronic Mail.

To cancel the deletion before you exit Electronic Mail:

1   Select the message(s) to remain.

2   Press <Cmd>.

3   Select |Un-Delete Letter|.

4   Press <Enter>.

The In-Box reappears and the **Del'd** notation is removed.

The Aliases command can be used to assign an alternate
name to an individual or a group of persons. You might
want to use this command to:

>   o   Represent a long or complicated name of
>   someone to whom you send mail frequently.
>
>   o   Set up group distribution lists.

Aliases are set up using the **Alias** form and are used in
the Mailing Envelope.

Creating an Alias

To create an Alias:

>   1   Press [ALIASES].

The **Alias** form appears, as shown below.
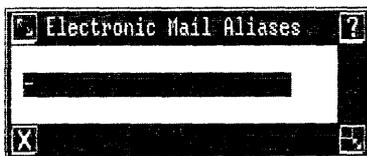
If there are existing aliases, the form expands to display them as shown below.

```
┌───────────────────────────────────────────────────────┐
│ ▓ Electronic Mail Aliases                          [?] │
│─────────────────────────────────────────────────────  │
│  -                alias2   fjcon3!houxn!fred jan Tin   │
│               ┌─Planning   Nancy calif!Peter iowa!Eric alias2─┐
│ [X]                                                    [+]│
└───────────────────────────────────────────────────────┘
```
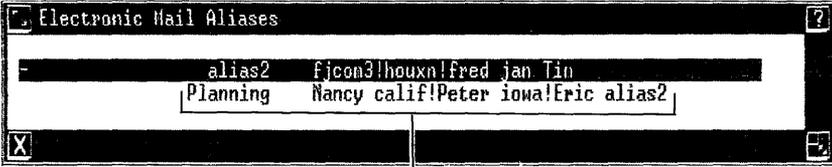
                              Aliases and Their Values
                              Appear Here

     2   Press <Creat> to enter a new alias.

The **Create Alias** form appears.

                                        Field for Entering
                                        New Alias Name

```
┌───────────────────────────────────────────────┐
│ ▓ Create Alias                             [?] │
│                                                │
│                    Create Alias                │
│                                                │
│  Alias:     ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓             │
│                                                │
│  Value:                                        │
│                      [OK]                      │
│                                                │
│ [X]                                            │
└────────────────────────────────────────────────┘
```

        Field to Identify User(s)
        (Login Name(s))
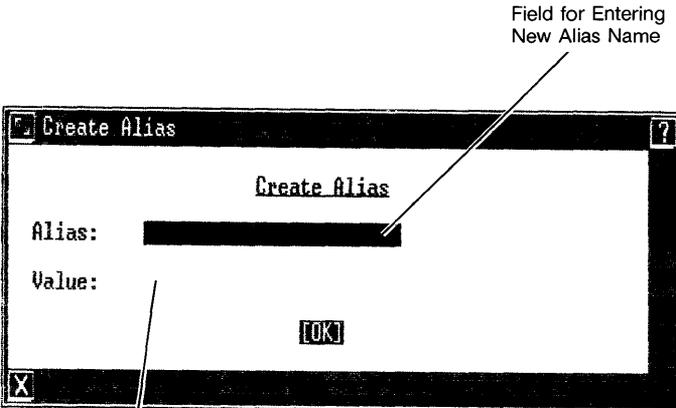
3   Type the alias name you want to use.

4   Press <Return>.

5   Beside **Value:** type a single address or
    several addresses to be included in the
    group. Separate names with a space.

Note

The names you enter in the Value field
must be login names recognized by the
UNIX PC or addresses that begin with a
recognized and defined computer.

If you leave the Value field blank, you
receive an error message.

6   Press <Enter>.

The alias and its value(s) appear on the Alias form.
At this point, you can create additional aliases
following the above steps.

To exit the Alias form:

o   Press <Exit>.

Using an Alias

To use an alias you created:

o   Type the alias name beside the **To:** field in
    the Mailing Envelope, or in the **Copy:** field
    on the Special Delivery Options form.

You can type as many aliases as you want up to 50
characters. Separate each with a space.

Your message goes to all users identified in the **Value**
field of the **Alias** form.

Refer to "Sending Mail" in this section for
instructions on filling out the Mailing Envelope.

Editing an Alias

To change an entry you have made for an alias:

1 Press **[ALIASES]**.

2 Select the alias you want to edit.

3 Press <Enter>.

4 Type your changes.

5 Press <Enter>.

Deleting an Alias

To delete an alias:

1 Press [ALIASES].

2 Select the alias you want to delete.

3 Press <Dlete>.

The alias is removed from the **Alias** form.

Nesting Aliases

You can set up groups within groups to address several groups with one alias.

For example, one group could have the alias "Sales" with the user-id's of the sales team in the value field. Another group could have the alias "Planning" with the user-id's of the members in the value field.

To address both groups at the same time, you could set up the alias "Mktg" to contain the value: "Planning Sales." When you address "Mktg" in the **To:** field of the Mailing Envelope, both groups will receive the message.

To communicate with other computers, you must be
connected by cable or local area network, or have a
telephone line configured as a data line. To set up
your system to send and receive mail to and from other
systems, see "Setting Up for Remote Mail" in the
Setting Up section of this guide.

Addressing the Mailing Envelope

When both systems have been set up, you are ready to
send and receive messages.

Complete the **To:** field of the Mailing Envelope, or the
Copy field in Special Options, using the following
format:

> **Machine name of target computer!User-id of
> recipient**
>
> **Example: pclas!leslie**

The first name is the name of the other computer. This
is the name that was entered as a target computer in
Mail Setup. The exclamation point is necessary to
separate the name of the target computer from the user-
id of the person receiving the message. The user-id
must be recognized by the target computer as a valid
login. Spaces are not valid.

If the machine name is not recognized, you get an error
message. The other system name must be identified in
your system (see "Setting Up Your System" above).

You can send mail to several recipients at one time
provided the addresses fit in the **To:** field of the
Mailing Envelope (up to 50 characters). Use aliases if
the address length limitation presents a problem, or to
simplify the intersystem mailing process.

If the name of any computer in the **To:** list is not
recognized, you will receive an error message. Check
the spelling, then verify that a proper entry for the
target computer has been entered using the **Mail Setup**
(see "Setting Up for Remote Mail" in the **Setting Up**
section of this guide).

Indirect Access

In certain situations, indirect access to a target
computer may be necessary. This is possible by routing
mail through an intermediary system, which then sends
it to the ultimate destination. This, of course,
requires that the intermediary system have access to
the target computer. If this mail routing is required,
the following format variation can be used:

name of intermediary!name of target!User-id

Example: center!pclas!leslie

If mail must pass through several systems to reach the
target computer, this format can be expanded. The name
of each intermediary system must be placed in the
proper order (from left to right), with the target
computer name immediately preceding the user-id of the
recipient. Explanation points must separate each name.

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Communications Series

AT&T UNIX® PC Electronic Mail

AT&T UNIX PC Electronic Mail allows you to send documents, letters and notes to other UNIX PC's or UNIX systems across the country in seconds. You save on courier costs and eliminate postal delays and telephone tag. The Electronic Mail System is menu driven and easy to use with either keyboard or mouse. Using your favorite word processor, you compose messages at your UNIX PC and deposit them in your "out box" to send. If you have received a message, just open up your "in box" to read it. If you like, you may forward it along to someone else at a click of a button. UNIX PC Electronic Mail also enables you to send "attachments" by linking stored files to your outgoing messages.

Includes 90-day toll-free hotline service for customer assistance during normal business hours.

Hardware Requirements:
• AT&T UNIX PC
Software Requirements:
• A word processor of your choice