Internal Distribution

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VAX/VMS MAIL

1.0 Introduction

VAX/VMS is Digital Equipment Corporation's official mail program for VAXs. It allows you to send messages to other users on your computer or users on another computer connected to your computer by the networks: DECnet or Bitnet or TCP-IP network (Arpanet).

VAX/VMS MAIL consists of

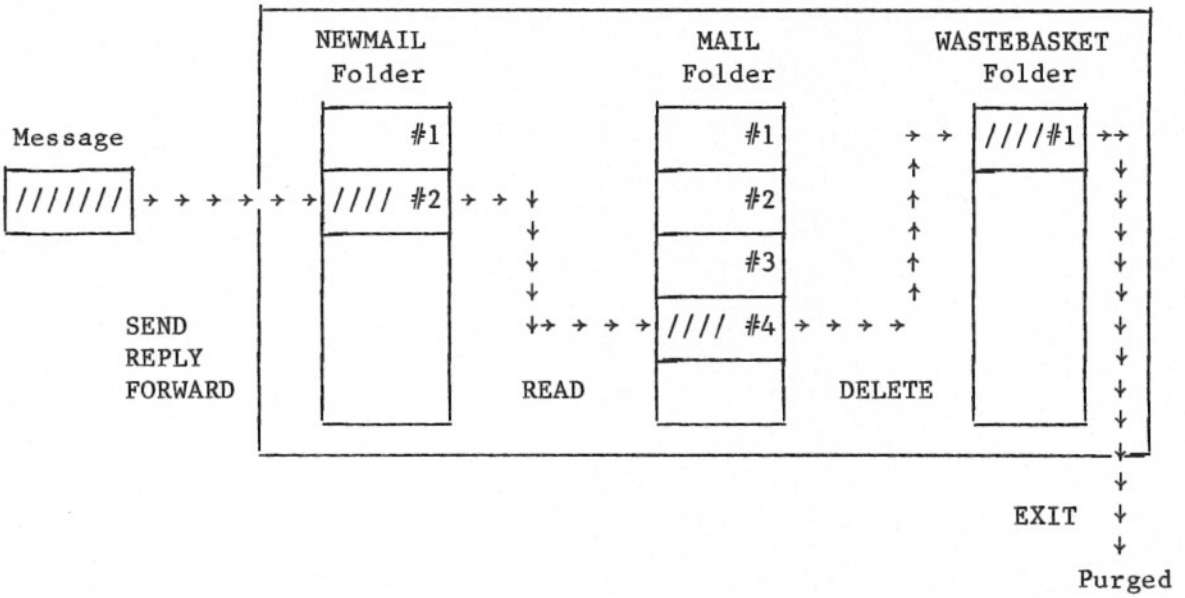
The MAIL utility program, entered with the command:
$MAIL

A personal mail file in your directory, MAIL.MAI.

The MAIL utility gives you commands to send messages and to manipulate messages in your personal mail file. Messages you receive are stored in mail files. Your default mail file called MAIL.MAI, is created in your default directory the first time you receive a mail message. The mail file is conveniently organized into folders. Mail messages are stored in the folders. At any one time, only one folder and its messages are available for manipulation (read, delete, etc.).

1.1 User Default Mail File

Each user has his own mail file (MAIL.MAI). The file is subdivided into three folders. Each folder contains mail messages.



All new mail messages first go into the NEWMAIL folder.

When your read the messages in the NEWMAIL folder, they automatically move into the permanent MAIL folder but only after you exit or select another folder.

When you delete a message, it immediately moves into the WASTEBASKET folder. It is purged forever from the WASTEBASKET folder when you exit the mail program.

When you first enter the mail utility, you are automatically in the NEWMAIL folder if you have new mail. If you do not have new mail, you are in the MAIL folder.

1.2 User Folders

You can create as many folders as you want. You will always know which folder you are currently in because the name of the folder is displayed at the top right corner of the screen when you enter the READ or DIRECTORY command. See the MOVE command for information about creating folders. You remove a folder by deleting all the messages it contains.

1.3 User Mail Files

You can also create mail files beside the default MAIL.MAI. The MOVE command creates mail files.

1.4 User Mailing Address

An electronic mailing address consists of node name and user name. VAX/VMX MAIL supports mailing address to a user on these nodes:

Node	Address format	Example
Local node	username	JOJO
DECnet node	node::username	NODEA::JOJO
Bitnet node	JNET%:username@node"	JNET%"JOJO@NODEA"
TCP-IP node	EXOS%"username@node"	EXOS%"JOJO@NODEA"

If the mailing address does not fit the preceding format use the GMAIL utility. See EP&S Technical Note 125, BNLDAG VAX GMAIL.

2.0 MAIL Commands

There are only thirteen MAIL commands needed for the majority of users.

SEND
READ
FORWARD
REPLY
DIRECTORY
DELETE
MOVE
SET FOLDER
SET FILE
EXTRACT
PRINT
HELP
EXIT

2.1 SEND

Sends a message to another user. The message can be a previously created file or be dynamically created within MAIL. For example, send a file to a user on your computer.

```
$MAIL
MAIL>SEND MESSAGE.TXT
TO:PIERCE
SUBJ:SAILING
MAIL>
```

Send a dynamically created message to a user on another DECNET computer.

```
$MAIL
MAIL>SEND
TO:BNLHEP::PIERCE
SUBJ:SAILING
Enter your message below.  Press CTRL/Z when complete, or
CTRL/C to quit:

The wind is great!
↑Z
MAIL>
```

2.2 READ

Displays your messages.

Pressing the RETURN key is the same as entering the READ command. If you issue the READ command or press RETURN immediately after MAIL is invoked, MAIL displays the first page of your oldest new message in your NEWMAIL folder. If there are no new messages, MAIL displays the oldest message in the MAIL folder. Each time you enter the READ command, or press RETURN, MAIL displays the next page, or the next message if there are no more pages in the current message.

If a new message arrives while you are in MAIL, you can enter READ/NEW to read the message, and then return to the previous MAIL activity.

```
$MAIL
MAIL>READ                    :read first message
MAIL>                        :read second message
MAIL>                        :read third message
MAIL>READ 9                  :read ninth message
MAIL>EXIT
$
```

2.3 FORWARD

Sends a copy of the message you are currently reading (or have just read) to a user or users. MAIL prompts you for the name of the user or users to whom you want to forward the message.

```
$MAIL
MAIL>READ
MAIL>FORWARD
TO:  SLAC::JONES,BNLCL1::SMITH
```

2.4 REPLY

Sends a message to the sender of the message you are currently reading or the one you last read. If you do not specify the name of a file to be sent as your reply, you will be prompted for the text of your reply.

```
$MAIL
MAIL>READ
MAIL>REPLY
```

2.5 DIRECTORY

Displays a list of the messages in the current mail folder, including message number, sender's name, date, and subject.

```
$MAIL
MAIL>DIRECTORY
```

To get a directory of all folders in your current mail file:

```
$MAIL
MAIL>DIRECTORY/FOLDER
```

2.6 DELETE

Deletes the message you are currently reading and moves it to the WASTEBASKET folder.

```
MAIL>READ
MAIL>DELETE
```

You can enter the DELETE command followed by the number of the message you want to remove. To remove the second message in the list, enter the following command line:

```
MAIL>DIRECTORY
MAIL>DELETE 2
```

When you enter the EXIT command, your WASTEBASKET folder empties automatically.

To recover a message accidentally deleted (while it is still in the WASTEBASKET folder), SET FOLDER WASTEBASKET, READ the desired message, and MOVE it to another folder.

2.7 MOVE

The Mail Utility allows you to organize your messages by moving them into folders and files. To move a message to a folder,

enter the MOVE command (while you are reading the message) and press RETURN. MAIL will prompt you for a folder name. Type any name, for example, REVIEWS or JOKES or REPORTS. MAIL will also prompt you for a file name. You can specify the default mail file, MAIL.MAI, by pressing RETURN. A sample session demonstrating the MOVE command follows. (The folder name is WINNERS and the default mail file is specified.) If the folder you name does not exist, MAIL will ask if you want to create it.

```
MAIL> 2
MAIL>MOVE
_Folder:WINNERS
_File:<RET>

Folder WINNERS does not exist.
Do you want to create it (Y/N, default is N)? Y
%MAIL-I-NEWFOLDER, folder WINNERS created
```

2.8 SET FOLDER

Once your have created folders, you will want to move between them. To move from one folder to another, use the SET FOLDER command. If you want to move to the WINNERS folder, enter the following command line.

```
$MAIL
MAIL>SET FOLDER WINNERS
MAIL>DIRECTORY
MAIL>READ 5
```

2.9 SET FILE

Establishes (or opens) another file as the current mail file. By default, your mail file is MAIL.MAI. You use the MOVE command to create other mail files as well as folders.

Suppose you wish to have a mail file for personal messages, starting with a JOKES folder

```
$MAIL
MAIL>READ
MAIL>MOVE
_Folder:JOKES
_File:PERSONAL
MAIL>SET FILE PERSONAL
MAIL>SET FOLDER JOKES
```

2.10 EXTRACT

When you want to move a mail message from your mail file to a sequential file that you can access from the DCL command level,

use the EXTRACT command. Enter the EXTRACT command (while you are reading the message) and press RETURN. MAIL will prompt you for the name of a file. Then, when you exit from MAIL, the file will be listed in your main directory. The following example shows how to use the EXTRACT command to move a mail message to a file named GAMES.DAT.

```
MAIL>READ
MAIL>EXTRACT
_File:GAMES.DAT

%MAIL-I-CREATED,DISK:[BERGMAN]GAMES.DAT;1 created

MAIL>EXIT
$TYPE GAMES.DAT
$
```

2.11 PRINT

To make a hard copy of a mail message, enter the PRINT command while you are reading the message and press RETURN. (When you exit from MAIL, the message will enter the print queue.) The following example shows how to make a hard copy of message #4 by using the PRINT command:

```
MAIL>4
MAIL>PRINT/QUEUE=LP510Q
```

2.12 HELP

Allows you to obtain information about the Mail Utility.

To obtain information about all of the MAIL commands, enter the following command:

```
MAIL>HELP *
```

To obtain information about individual commands or topics, enter HELP followed by the command or topic name, for example, getting help on SEND command.

```
MAIL>HELP SEND
```

To get basic help information:

```
MAIL>HELP GETTING_STARTED
```

2.13 EXIT

When you are ready to leave MAIL, enter the EXIT command and press RETURN. Any messages marked for deletion will disappear.

Any messages marked for printing will enter the print queue.

```
MAIL>EXIT
$
```

3.0 Miscellaneous

3.1 Distribution Lists

The mailing addresses of people to receive a message can be placed one per line in a file. This distribution list file, preceded by an "@", can be placed in the "To:" prompt request. For example, if file PROJECT.DIS has contents:

```
BNLHEP::JOJO
EXOS%"BILL@SLAC.ARPA"
BNLDAG::JONES
JNET%"SMITH@NODEA"
```

Then to mail to these people

```
$MAIL
MAIL>SEND MESSAGE.TXT
To:@PROJECT.DIS
```

3.2 EDT Editor

If you prefer using the EDT editor, use the /EDIT qualifier with the mail sending commands:

```
SEND/EDIT
REPLY/EDIT
FORWARD/EDIT
```

3.3 Forwarding Address

You can have all your new mail on every computer on DECNET sent to your account on one computer by using the SET FORWARD command. For example, to forward all mail to the BNLHEP, you (say JONES) would log into all the other VAXes and do

```
     $MAIL
MAIL>SET FORWARD BNLHEP::JONES
     MAIL>EXIT
```

To rescind the forwarding do SET NOFORWARD. Do not confuse the SET FORWARD command with the FORWARD command.

3.4 Search for Lost Mail

You saved an important message, but can't find it. The SEARCH command searches the currently selected folder for the message containing the first occurrence of the specified text string.

The search starts from the beginning of the messages in the current folder. If a "search-string" is not specified, a search is made for the previously specified string, starting after the message you are currently reading.

```
$MAIL
MAIL>SEARCH "heavy ion and"
MAIL>SEARCH
MAIL>SEARCH
```

3.5 Large Mail Messages

When you receive a message larger than 3 blocks (approximately 1500 characters), it is not placed in your mail file, MAIL.MAI. It is placed into its own file with name

```
MAIL$nnnnnnnnnnnnnnnnnnnn.MAI
```

Mail deletes these MAI files when you delete the messages from within MAIL.