# PATHWORKS for DOS
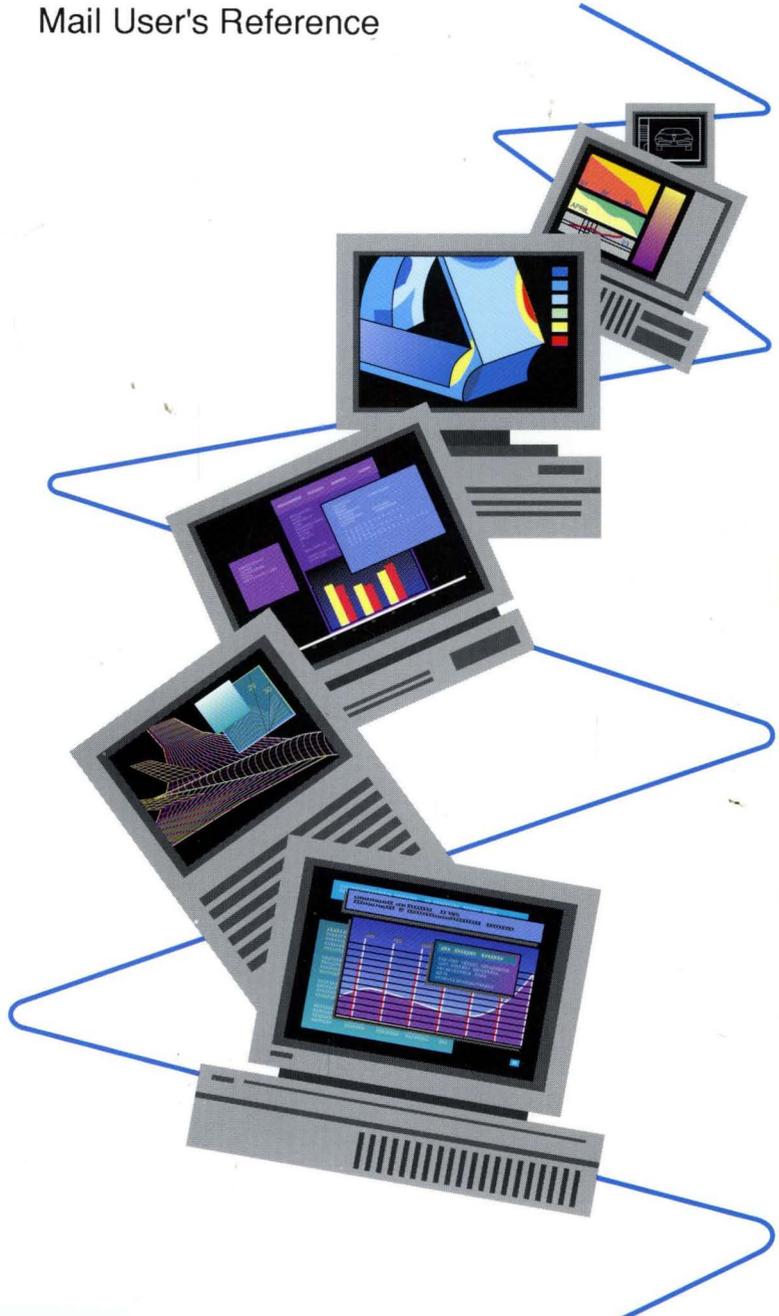
digital

Mail User's Reference

# PATHWORKS for DOS

# Mail User's Reference

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| | |
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# Preface

## Purpose

This manual describes the mail menus and commands you can use to perform mail tasks from your personal computer.

## Audience

This manual is written for users who want to perform intermediate and advanced tasks using Mail. For task-oriented information and information about Mail's most frequently used features, see the *User's Handbook*.

## Organization

The following table can help you find information in this manual:

Chapter 1        Introduces you to Mail.

Chapter 2        Describes the Read Menu and its options.

Chapter 3        Describes the Send Menu and its options.

Chapter 4        Describes the Folder Menu and its options.

Chapter 5        Describes the Message Menu and its options.

Chapter 6        Describes the Filter Menu and its options.

Chapter 7        Describes the Group Menu and its options.

Chapter 8        Describes the Other Menu and its options.

Chapter 9        Describes the commands you can enter to perform mail tasks.

Appendix A       Explains how to use Mail without the command prompt.

Appendix B       Explains how to use a callable editor.

Chapters 2 through 8 contain information about different Mail menus. Each menu options contains a "Related Command" section. This section lists the command you can type at the command prompt to perform the same operation as the menu item performs.

Each menu option also contains a "Hot Key" section. This section lists the key you can press, in a pulldown menu, to start a Mail operation.

# Conventions

This manual uses the following conventions:

| Convention | Meaning |
| --- | --- |
| Ctrl/$x$ | While you hold down the Ctrl key, press another key or a pointing device button. |
| Ctrl/Alt/Del | While you hold down the Ctrl and Alt keys, press the Del key. |
| Esc $x$ | Press the Esc key, release it, and then press another key or a pointing device button. |
| Return | Press the key that executes commands or terminates a sequence. This key is labeled Return, Enter, or ←, depending on your keyboard. |
| "enter" | Type all required text, spaces, and punctuation marks; then press Return, Enter, or ←, depending on your keyboard. |
| MB1, MB2, MB3 | MB1 indicates the left mouse button, MB2 indicates the middle mouse button, and MB3 indicates the right mouse button. (The buttons can be redefined by the user.) |
| UPPERCASE | In VMS, DOS, and OS/2 syntax, uppercase letters indicate commands and qualifiers. You can enter commands and qualifiers in any combination of uppercase or lowercase, unless otherwise noted. |
| | ULTRIX commands are case-sensitive. You must enter commands in the correct case, as printed in the text. |
| lowercase | Lowercase letters in VMS, DOS, and OS/2 syntax indicate parameters. You must substitute a word or value, unless the parameter is optional. |
| teal blue type | In examples of dialog between you and the system, teal blue type indicates information that you enter. In online (Bookreader) files, this information appears in boldface. |
| kp$n$ | Press the specified key on the numeric keypad of your keyboard. |
| two-line commands | In VMS commands, a hyphen (-) at the end of a command line indicates that the command continues to the next line. If you type the hyphen and press Return, the system displays the _$ prompt at the beginning of the next line. Continue entering the command. If you do not type the hyphen, VMS automatically wraps text to the next line. |

| Convention | Meaning |
|---|---|
| | In ULTRIX commands, a backslash ( \ ) performs the same function. |
| | In DOS and OS/2 commands, no character is used at the end of the first line; DOS automatically wraps text. Enter the complete command, then press Return at the end of the command. |
| [ ] | Square brackets in command descriptions enclose the optional command qualifiers. Do not type the brackets when entering information enclosed in the brackets. |
| / | A forward slash in command descriptions indicates that a command qualifier follows. |
| I | A vertical bar in command descriptions indicates that you have a choice between two or more entries. Select one entry unless the entries are optional. |
| . . . | A horizontal ellipsis following an entry in a command line indicates that the entry or a similar entry can be repeated any number of times. An ellipsis following a file name indicates that additional parameters, values, or information can be entered. |
| . . . | A vertical ellipsis in an example indicates that not all the data is shown. |
| NOTE | Notes provide information of special importance. |

# Terminology

The terms "personal computer" (PC) and "PC workstation" refer to standalone systems. The term "client" refers to a PC, connected to the network by PATHWORKS software, that can access resources on a server. A server is a system that offers services to clients.

The term "PATHWORKS" refers to PATHWORKS software. PATHWORKS is a trademark of Digital Equipment Corporation.

# Version Numbers in Screens

The screens in this book show a version number of 1.15; however, the version number on your PATHWORKS Mail screen will be 4.1.

# 1

## Introduction to Mail

PCSA Mail provides you with the tools you need to send and receive messages, and to store and perform operations on the messages in your mail folders.

There are two pieces of software needed to run PCSA Mail:

* The server software, which runs on a Digital server

* The client software, which runs on your personal computer

You must also have an account on the Digital Mail server. This means that you have to specify a node name and a user name when you run MAILSETU and create a MAIL.INI file.

PCSA Mail provides you with an alternative to using a terminal emulator to attach to an account on the Mail server. Mail:

* Automatically attaches to the Mail server for you

* Delivers new mail to your personal computer that is sent to the server account by other users

* Allows you to create and send new mail from your personal computer through the server account

* Organizes groups of messages into folders, either at your personal computer or at the mail server

The remainder of this chapter describes:

* Configuring Mail for the first time

* Terms for the Browser

* Methods for choosing menu options

* Message flags

* Commands in the menu bar

* Servers and what they support

# Configuring Mail for the First Time

Before you can use Mail, you have to run MAILSETU and create a MAIL.INI file. Use the following procedure to create a MAIL.INI file:

1. At the operating system prompt, enter:

   MAILSETU

   MAILSETU displays the following screen:

```
PATHWORKS MAIL Setup Program v1.15                    Quick Installation
┌[Setup Options]─────────────────────────────────────────────────────────
│ │ MAIL's configuration file, MAIL.INI, could not be found.  MAILSETUP
│ │ will create a new one for you.
│ │
│ │ Please specify the name of the directory where MAIL.INI should be
│ │ written.  If this directory is different from C:DECNET, you
│ │ should add an environment variable to set MAIL to the name of
│ │ the directory where MAIL.INI is kept.
│ │
│ │ Directory for MAIL.INI:  c:\mail
│ │
│ │
└─────────────────────────────────────────────────────────────────────────
┌[Description]───────────────────────────────────────────────────────────
│
│
│
│
└─────────────────────────────────────────────────────────────────────────
          ►► Press ENTER when finished, or type ESC to cancel ◄◄
                                ESC:Exit
```

2. By default, MAILSETU writes MAIL.INI to C:\MAIL. Return accepts the default.

   If you do not want to accept the default, enter the drive letter and the name of the directory where you want MAILSETU to write the MAIL.INI file and press Return.

   MAILSETU displays the following screen:

```
PATHWORKS MAIL Setup Program v1.15                          Quick Installation
┌[Setup Options]────────────────────────────────────────────────────────────┐
│  │* User Options                                                           │
│  │ ►User Name =          ████████████████████████████████████████████      │
│  │ ►Node Name =          ████████████████████████████████████████████      │
│  │* Keyboard and Mouse                                                     │
│  │  Command Mode =       │on│                                              │
│  │  Mouse =              │on│                                              │
│  │* Callable Text Editor Options                                           │
│  │  Callable Editor =    │off│                                             │
│  │* Screen Options                                                         │
│  │  Character Set =      │none          │                                  │
│  │                                                                         │
│  │                                                                         │
│  │                                                                         │
│                                                                            │
├[Description]───────────────────────────────────────────────────────────────┤
│ The username field contains the user name field you use when you           │
│ login to the remote VAX.                                                   │
│                                                                            │
│                                                                            │
└────────────────────────────────────────────────────────────────────────────┘
            ►► Type in the entry for this field and press ENTER ◄◄
        F1:Help,   F10:Quick/Advanced,   Ctrl/Enter:Exit,   ESC:Cancel
```

3.  Enter the user name of the account on the Mail server and press Return.

4.  Enter the node name of your Mail server and press Return.

_____ **Note** _____

Mail also has an Advanced Installation mode. Press F10 in MAILSETUP
to enter the Advanced Installation mode. Use this mode to set up
advanced features that enhance the way you use Mail.

You can set up and use Mail without ever entering the Advanced
Installation mode.

_____

5.  To save these changes and create MAIL.INI, press Ctrl/Enter.

6.  MAILSETU prompts you to respond to the following question:

    ```
    Place comments in new MAIL.INI file? N
    ```

    Enter Y and press Return to add comments to MAIL.INI.

    Press Return if you do not want to add comments to MAIL.INI. "N" is the
    default.

7.  MAILSETU prompts you to respond to the following question:

    ```
    Continue to write new MAIL.INI file? Y
    ```

Press [Return] to write the new MAIL.INI file. "Y" is the default.

Enter [N] and press [Return] if you do not want to write the new MAIL.INI file.

8. MAILSETU returns you to the operating system prompt.

If you see the following message, you can start Mail and begin using it:

```
The MAIL setup procedure has completed
```

If you see the following message, you must run MAILSETU again and create MAIL.INI:

```
The MAIL setup procedure is incomplete
MAILSETU canceled
```

## Terms for the Browser

The Browser is the main Mail screen.

```
Information
Line        ─▶ PATHWORKS MAIL v1.15                                    SERVR1::USER1
Menu Line   ─▶ Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
   Current  ─▶▶   1  01-May-90   FAD  SERVR1::USERZ  | This is the first message   [   1]
   Message        Z  01-May-90     ▲  SERVR1::USERZ  | This is the second message  [   Z]

   Message  ─────────────────────────────┘
   Flag



   Status
   Line     ─▶ Directory of remote folder MAIL [Z messages]                        ↓
   Prompt   ─▶ Mail>
              No new mail.
```

When you start Mail, the Browser is the first screen you see. You should become familiar with the following terms:

- The **right-pointing cursor** (▷) is always displayed in the Browser. It points to the **current message**. When you choose an option from the Message menu or enter a command, Mail performs the operation on the current message.

- The **current folder** is the folder whose messages you see on the screen. When you start Mail, you see either of two folders:

  a. If you have new messages, Mail displays the NEWMAIL folder.

  b. If you have no new messages, Mail displays the MAIL folder.

## Methods for Choosing Menu Options

Mail provides you with seven menus, and options in each, to perform various mail tasks.

- Read

- Send

- Folder

- Message

- Filter

- Group

- Other

The menus are displayed at the top of the Browser.

You have three ways to choose menu options:

- Mouse.

  1. Move the pointer to the desired menu.

  2. Press and hold MB1.

  3. Drag the pointer down to highlight the option you want from the pulldown menu.

  4. Release MB1.

     After you release MB1, Mail either performs the appropriate action or prompts you for more information.

- [Tab] and the **hot key**. The hot key is a key you press to display and run options in a pulldown menu. The hot key is displayed in boldface type. For example, the hot key for the **R**ead menu is **R**.

  1. Press [Tab].

     Mail highlights the hot key for each menu.

  2. Press the hot key for the menu you want.

Mail displays the options for that menu and highlights the hot key for each option.

3. Press the hot key for the option you want.

_____ **Note** _____

To cancel the action of Tab, press Esc.

_____

- Tab and the arrow keys.

  1. Press Tab.

     Mail displays the word "Read" in reverse video, that is, in dark letters on a light background.

  2. Press the arrow keys to highlight other menus or commands.

  3. If you highlighted a menu name (Read, Send, Folder, Message, Filter, Group, Other), press Return to display the options for that menu.

  4. Press the arrow keys to highlight the desired option.

_____ **Note** _____

To cancel the action of Tab, press Esc.

_____

## Message Flags

In the Browser, Mail uses **message flags** to indicate the status of a message. Table 1–1 contains the different message flags displayed in the Browser:

**Table 1–1  Message Flags**

| Flag | What It Means |
|------|---------------|
| Blank | You have read the message but have not acted on it in any other way. That is, you have not marked it, answered it, deleted it, or highlighted it. |
| * | You have marked the current message. |
|  | Mail allows you to perform operations on marked messages. For example, you can move, copy, print, or extract all the marked messages in a specific folder. |

**Table 1–1 (Cont.)  Message Flags**

| Flag | What It Means |
|------|---------------|
|      | You mark a message using the MARK command or selecting the "Mark" option from the Message menu. To reverse the action of the MARK command, use the UNMARK command. |
| A    | You have answered the message. |
|      | After you reply to a message, Mail automatically displays an A in the message flag area of the message. |
| B    | The message has binary code attached to it. |
| D    | You have deleted the message. |
|      | You delete a message using the DELETE command. To reverse the action of the DELETE command, use the UNDELETE command. Mail does not remove a deleted message from the folder until you run the PURGE command. |
| F    | You have highlighted (displayed in bold) a message. |
|      | This feature allows you to highlight messages that are important and need to be found quickly. |
|      | You highlight a message using the FLAG command. To reverse the action of the FLAG command, use the UNFLAG command. |
|      | Not all servers save the flagged attribute. That is, if you flag some messages, exit Mail and then restart Mail, the flagged attributes may be lost. |
| N    | You have a new message that you have not read. |
|      | After you read the message, Mail automatically removes the N from the message flag area of the message. |

## Commands in the Menu Bar

The menu bar contains four commands (PgUp, PgDn, Help, Quit) that do not have pulldown menus. A **pulldown menu** contains commands that are displayed when you click and hold MB1. To run a command in a pulldown menu, move the pointer to the command and release MB1.

## Servers and What They Support

VMS servers support all mail functions except:

* Flagged messages; the attribute is lost if you exit Mail and reenter

* VMS/ULTRIX Connection

OS/2 servers support all mail functions except:

- Changing the forwarding address
- User names greater than 12 characters
- Passwords longer than 8 characters
- TCP/IP transport

ULTRIX servers support all mail functions.

# 2

---

# The Read Menu

With the Read menu, you can read messages in the Browser. The Read menu options are displayed in the following figure:

```
PATHWORKS MAIL v1.15                                              SERVR1::USER1
Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
                       SERVR1::USER2    | one                      [   1]
 Selected message      SERVR1::USER2    | two                      [   1]
 New messages          SERVR1::USER2    | three                    [   1]
                       SERVR1::USER2    | four                     [   1]
   5  01-May-90        SERVR1::USER2    | five                     [   1]
   6  01-May-90        SERVR1::USER2    | six                      [   1]
   7  01-May-90        SERVR1::USER2    | seven                    [   1]
   8  01-May-90        SERVR1::USER2    | eight                    [   1]
   9  01-May-90        SERVR1::USER2    | nine                     [   1]
  10  01-May-90        SERVR1::USER2    | ten                      [   1]
  11  01-May-90        SERVR1::USER2    | eleven                   [   1]




 Directory of remote folder MAIL [11 messages]
 Mail>
 Use arrows to select option.   Press ESC to exit
```

Table 2–1 contains the hot keys for the Read menu options.

## Table 2–1  Read Menu Hot Keys

| Hot Key | Read Menu Option |
|---------|------------------|
| S       | Selected message |
| N       | New messages     |

The remainder of this chapter contains information about:

- The "Selected message" option
- The "New messages" option
- Using commands in the Message Viewer

## Selected Message

Use this option to read the current message. You have three ways to select a message:

- You can use the mouse to double click on the message you want to read. Mail moves the cursor to the message.
- You can use the arrow keys and press $\boxed{\text{Return}}$.
- You can enter the message number and press $\boxed{\text{Return}}$.

After reading the current message, you have two ways to return to the Browser:

- You can use the mouse to click on the Dir command.
- You can press $\boxed{\text{Tab}}$, use the arrow keys to highlight the Dir command, and press $\boxed{\text{Return}}$.

### Related Command

You can enter the READ command at the command prompt to perform the same task.

## New Messages

Use this option to read new messages you receive from other users.

When you receive a message while in Mail, your personal computer beeps and Mail displays the following message at the bottom of the Browser:

```
You have 1 message.
```

If, after you read the first message, there are more messages to read, you have two ways to read the next message:

- You can use the mouse to click on the Next command.
- You can press $\boxed{\text{Tab}}$ and $\boxed{\text{N}}$.

After reading the new message, you have two ways to return to the Browser:

- You can use the mouse to click on the Dir command.

- You can press ⌜Tab⌝, use the arrow keys to highlight the Dir command, and press ⌜Return⌝.

**Related Command**

You can enter the READ /NEW command at the command prompt to perform the same task.

# Using Commands in the Message Viewer

Table 2–2 contains the hot keys for the commands you can use while you are in the Message Viewer:

**Table 2–2  Commands in the Message Viewer**

| Hot Key | Command |
|---------|---------|
| R | **R**eply |
| S | **S**end |
| D | **D**elete |
| M | **M**essage |
| F | **F**ind |
| P | **P**rev |
| N | **N**ext |
| H | **H**elp |

_____ **Note** _____

PgUp, PgDn, and Dir do not have hot keys.

_____

## Reply

Use this command to reply to the message you are reading. You have two ways to do this:

- You can press ⌜Tab⌝ and ⌞R⌟.

- You can enter the following command at the Mail prompt:

    ```
    Mail> REPLY
    ```

Mail displays the Mail Composition window:

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
 Deliver Save Include                          ViewUp ViewDn Help Cancel
From:      SERVR1::USER2        "Who'll win the TdF in 1990?"   1-MAY-1990 12:48
To:        SERVR1::USER1
CC:
Subj:      one

           This is one



 Message 1 from SERVR1::USER2 (1 lines)
To:        SERVR1::USER2
Subj:      Re: one




 Mail Composition Window
  Type Ctrl-Z to send this message, or Ctrl-C to cancel
```

Enter your reply to the current message. After you complete your reply, press one of the following key sequences:

- [Ctrl/Z] sends your reply, exits the Mail Composition window, and returns you to the message you were reading.

- [Ctrl/C] stops your reply from being sent, exits the Mail Composition window, and returns you to the message you were reading.

## Send

To use Send menu options while reading a message, see Chapter 3.

## Delete

Use the "Delete" option to delete the message you are reading. You have two ways to do this:

- You can press [Tab] and [D]. Mail marks the message deleted and displays the next message, if there is one.

- You can enter the following command at the Mail prompt:

  Mail> DELETE

  Mail marks the message deleted. Mail does not display the next message.

## Message

To use Message menu options while reading a message, see Chapter 5.

## Find

While reading a message, you can use the Find menu to:

- Search for a string in a forward direction
- Search for a string in a reverse direction

### Searching for a String in a Forward Direction

You have two ways to search for a string in a forward direction:

- You can press [Tab], [F], and [S]. Mail displays the following prompt:

  ```
  Search for:
  ```

  Enter the string you want Mail to search for and press [Return]. Mail displays the first instance of the string. To continue searching in a forward direction, press [Tab], [F], and [C].

- You can enter the following command at the Mail prompt:

  ```
  Mail> SEARCH string
  ```

  Mail displays the first instance of the string. To continue searching in a forward direction, enter SEARCH at the Mail> prompt.

### Searching for a String in a Reverse Direction

You have two ways to search for a string in a reverse direction:

- You can press [Tab], [F], and [R]. Mail displays the following prompt:

  ```
  Search for:
  ```

  Enter the string you want Mail to search for and press [Return]. Mail displays the first instance of the string. To continue searching in a reverse direction, press [Tab], [F], and [R].

- You can enter the following command at the Mail prompt:

  ```
  Mail> SEARCH string /REVERSE
  ```

  Mail displays the first instance of the string. To continue searching in a reverse direction, enter SEARCH /REVERSE at the Mail> prompt.

## Prev

Use this command to move to the message before the current message. To do this, press `Tab` and `P`.

You can also press `Ctrl/Pg Up` to do the same thing.

## Next

Use this command to move to the message after the current message. To do this, press `Tab` and `N`.

You can also press `Ctrl/Pg Dn` to do the same thing.

## PgUp

Use this command to display the next screen of information in a long message. To do this, press `Tab` and `⇒` until you highlight the PgUp command. Press `Return`.

## PgDn

Use this command to display the previous screen of information in a long message. To do this, press `Tab` and `⇒` until you highlight the PgDn command. Press `Return`.

## Help

Use this command to display help for Mail. To do this, press `Tab` and `H`.

## Dir

Use this command to display the contents of the Browser. To do this, press `Tab` and `⇒` until you highlight the Dir command. Press `Return`.

# 3

# The Send Menu

With the Send menu, you can respond to messages you receive. The Send menu options are displayed in the following figure:

```
PATHWORKS MAIL v1.15                                       SERVR1::USER1
Read Send Folder Message Filter Group Other         PgUp PgDn Help Quit
▶  1 ┌─────────────────────────────┐  | one                      [   1]
   2 │ Send new message            │  | two                      [   1]
   3 │ Forward current message     │  | three                    [   1]
   4 │ Reply to current message    │  | four                     [   1]
   5 │ Annotate current message    │  | five                     [   1]
   6 │ Resend Last message         │  | six                      [   1]
   7 │ Send with binary attachment │  | seven                    [   1]
   8 └─────────────────────────────┘  | eight                    [   1]
   9   01-May-90        SERVR1::USER2 | nine                     [   1]
  10   01-May-90        SERVR1::USER2 | ten                      [   1]
  11   01-May-90        SERVR1:;USER2 | eleven                   [   1]



 Browser for remote folder MAIL [11 messages]                          ↓
 Mail>
 Use arrows to select option.   Press ESC to exit
```

Table 3–1 contains the hot keys for the Send menu.

## Table 3–1  Send Menu Hot Keys

| Hot Key | Send Menu Option |
|---------|------------------|
| S | Send new message |
| F | Forward current message |

**Table 3–1 (Cont.) Send Menu Hot Keys**

| Hot Key | Send Menu Option |
|---------|------------------|
| R | **R**eply to current message |
| A | **A**nnotate current message |
| L | Resend **L**ast message |
| B | Send with **b**inary attachment |

The remainder of this chapter contains information about:

- The "Send new message" option
- The "Forward current message" option
- The "Reply to current message" option
- The "Annotate current message" option
- The "Resend last message" option
- The "Send with binary attachment" option
- Using commands in the Mail Composition window

## Send New Message

Use this option to send a new message to another user on the network.

When you choose this option, Mail displays the Mail Composition window and positions the cursor just to the right of the To: in the window. Enter the node name and user name of the person to whom you want to send mail and press Return.

After you press Return, Mail positions the cursor just to the right of the Subject: in the window. You can enter a subject for the message or press Return.

_____ **Note** _____

Do not delete or change To: or Subject: in the message header. You can, of course, specify an address and a subject; do not change the actual header. Make sure there is a blank line between the Subject: line and the first line of your message.

_____

After you complete your message, press one of the following key sequences:

- [Ctrl/Z] sends your message, exits the Mail Composition window, and returns you to the Browser.

- [Ctrl/C] stops your mail from being sent, exits the Mail Composition window, and returns you to the Browser.

## Sending a Message to a Distribution List

You can send a message to either a local distribution list, which resides on your workstation, or a remote distribution list, which resides in your VMS account on the Mail server. Use the following guidelines when creating and using distribution lists:

- When you create a distribution list, specify the node name and user name of each person on a separate line. For example:

```
SERVR1::USER1
SERVR1::USER2
SERVR2::USER1
SERVR2::USER2
SERVR3::USER1
```

- When you send a message to a local distribution list, put an @ before the distribution list file name in the To: field. For example:

```
To: @WRITERS
```

- When you send a message to a remote distribution list, put a # before the distribution list file name in the To: field. For example:

```
To: #WRITERS
```

- If the file extension of your distribution list is .DIS, you do not have to enter the file extension. If the file extension of your distribution list is anything other than .DIS, you must enter both the file name and the file extension. For example, to send a message to the local distribution list EDITORS.DIS, enter:

```
To: @EDITORS
```

  To send a message to the local distribution list EDITORS.TXT, enter:

```
To: @EDITORS.TXT
```

### Related Command

You can enter the SEND command at the command prompt to perform the same task.

# Forward Current Message

Use this option to send, to another user, a message that was sent to you.

After you choose this option, Mail displays the Mail Composition window with the message you want to forward.

Enter the node name and the user name of the person to whom you want Mail to forward the message and press ⌈Return⌉.

After you press ⌈Return⌉, Mail positions the cursor just to the right of the Subject: in the window. You can enter a subject for the message or press ⌈Return⌉.

Although you are forwarding a message to another user, you can enter a message of your own, either before the original message or after it. Use the arrow keys to move around in the Mail Composition window.

When you are finished with your forwarded message, press one of the following key sequences:

- ⌈Ctrl/Z⌉ sends your message, exits the Mail Composition window, and returns you to the Browser.

- ⌈Ctrl/C⌉ stops your mail from being sent, exits the Mail Composition window, and returns you to the Browser.

### Related Command

You can enter the FORWARD command at the command prompt to perform the same task.

# Reply to Current Message

Use this option to reply to the sender of the current message.

When you choose this option, either of two things happen:

- If you are in the Browser, Mail displays the Mail Composition window with the address of the sender and the subject filled in. Enter your reply to the message.

- If you are reading a message, Mail splits the screen. The top screen contains the message you were reading. The bottom screen contains the Mail Composition window with the address of the sender and the subject filled in. Enter your reply to the message.

  Use ⌈Ctrl/Pg Up⌉ and ⌈Ctrl/Pg Dn⌉ to scroll through the message you are reading when the screen is split.

After you enter your reply, press one of the following key sequences:

- $\boxed{\text{Ctrl/Z}}$ sends your message, exits the Mail Composition window, and returns you to the Browser.

- $\boxed{\text{Ctrl/C}}$ stops your mail from being sent, exits the Mail Composition window, and returns you to the Browser.

**Related Command**

You can enter the ANSWER command at the command prompt to perform the same task.

# Annotate Current Message

Use this option to make notes in a message and then return it to the sender.

Some messages contain so much information that it would be convenient to makes notes throughout the body of the message as you are reading it. This option allows you to do that.

When you choose this option, Mail displays the message and inserts a greater-than symbol (>) before each line of the original message.

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
 Deliver Save Include                        ViewUp ViewDn Help Cancel
To:     SERVR1::USER2
Subj:   Re: Meeting

> From: SERVR1::USER2                                 1-MAY-1990 16:48
> To:   SERVR1::USER1
> CC:
> Subj: Meeting
>
>       The meeting that was scheduled for 10:00 AM has been
>       rescheduled to 1:00 PM.

        Thanks for the update. I can use the extra time.

>       Make sure you have enough copies of the presentation for
>       everyone. I believe there will be 10 people there, so I'd
>       have 15 copies to be on the safe side.

        OK. I'll bring 15 copies with me.

>       Make sure there is an overhead projector in the room, and
 Mail Composition Window
 Type Ctrl-Z to send this message, or Ctrl-C to cancel
```

When you want to comment on something in the message, you enter your comments, which should not be preceded by any symbols.

When you are finished adding your notes and comments, press one of the following key sequences:

- ⎣Ctrl/Z⎦ sends your message, exits the Mail Composition window, and returns you to the Browser.

- ⎣Ctrl/C⎦ stops your mail from being sent, exits the Mail Composition window, and returns you to the Browser.

**Related Command**

You can enter the ANNOTATE command at the command prompt to perform the same task.

# Resend Last Message

Use this option to:

- Resend the last message you wrote.

- Complete a partially composed message. You can press ⎣Ctrl/C⎦ to return to the Browser, read some other messages, and then use this option to continue composing the message.

When you choose this option, Mail displays the Mail Composition window and the last message you composed. If you want to, you can edit the message.

After you complete your message, press one of the following key sequences:

- ⎣Ctrl/Z⎦ resends your message, exits the Mail Composition window, and returns you to the Browser.

- ⎣Ctrl/C⎦ stops your mail from being resent, exits the Mail Composition window, and returns you to the Browser.

**Related Command**

You can enter the RESEND command at the command prompt to perform the same task.

# Send with Binary Attachment

Use this option to attach any single binary file (.COM or .EXE) to a message and send it to another user. When you choose this option, Mail displays the following prompt:

```
Name of file to attach:
```

Enter the name of the file and press Enter. Mail displays the Mail Composition Window:

```
PATHWORKS MAIL V1.15                                    SERVR1::USER1
 Deliver Save Include                          ViewUp ViewDn Help Cancel
To: SERVR1::USERZ
Subj: This file contains a binary attachment

        Jim,

        The file you wanted is attached to this message.
        Use the Extract binary attachment option of the
        Message menu to extract the file.




Mail Composition Window
 Type Ctrl-Z to send this message, or Ctrl-C to cancel
```

Enter the following:

* The node name and user name of the person to receive the mail

* An optional subject

After you complete your message, press one of the following key sequences:

* Ctrl/Z sends your message, exits the Mail Composition window, and returns you to the Browser.

* Ctrl/C stops your mail from being sent, exits the Mail Composition window, and returns you to the Browser.

**Related Command**

You can enter the SEND /ATTACH command at the command prompt to perform the same task.

# Using Commands in the Mail Composition Window

There are a number of commands you can use in the Mail Composition window:

* Deliver

* Save

* Include

* ViewUp

* ViewDn

* Help

* Cancel

## Deliver

Use this command to send your message, exit the Mail Composition window, and return to the Browser. To do this, press Shift/Tab and Return.

―――――――――――――――――――― **Note** ――――――――――――――――――――

This command works like Ctrl/Z.

―――――――――――――――――――――――――――――――――――――――――――――――――――

## Save

Use this command to save a message to a text file before you send it to another person. To do this, press Shift/Tab and then ⇒ until you highlight the Save command. Press Return. Mail displays the following prompt:

```
Writer buffer to file (ESC to exit):
```

Enter a name for the text file and press Return.

After you save your message to a text file, press one of the following key sequences:

* Ctrl/Z sends your message, exits the Mail Composition window, and returns you to the Browser.

* Ctrl/C stops your mail from being sent, exits the Mail Composition window, and returns you to the Browser.

## Include

Use this command to include a text file in a message you are creating. To do this, press [Shift/Tab] and then [⇒] until you highlight the Include command. Press [Return]. Mail displays the following prompt:

```
Name of file to insert:
```

Enter a name for the text file and press [Return].

After you press [Return], Mail inserts the file you specified into the current message.

After you complete your message, press one of the following key sequences:

- [Ctrl/Z] sends your message, exits the Mail Composition window, and returns you to the Browser.

- [Ctrl/C] stops your mail from being sent, exits the Mail Composition window, and returns you to the Browser.

## ViewUp and ViewDn

If you are reading a message and enter the REPLY command, Mail displays the split-screen Mail Composition window:

```
PATHWORKS MAIL v1.15                                         SERVR1::USER1
 Deliver Save Include                           ViewUp ViewDn Help Cancel
From:    SERVR1::USERZ       "Who'll win the TdF in 1990?"   1-MAY-1990 12:48
To:      SERVR1::USER1
CC:
Subj:    one

         This is one



 Message 1 from SERVR1::USERZ (1 lines)
To:      SERVR1::USERZ
Subj:    Re: one




 Mail Composition Window
 Type Ctrl-Z to send this message, or Ctrl-C to cancel
```

Use the ViewUp command to move the text of the message in the top screen up by one line. To do this, press ⎡Shift/Tab⎤ and then ⇨ until you highlight the ViewUp command. Press ⎡Return⎤. To move the text up another line, repeat the preceding process.

———————————————— **Note** ————————————————

ViewUp and ViewDn work only when you reply to a message you are currently reading, that is, when you are in the Message Viewer with a split screen.

————————————————————————————————————————

You can press ⎡Ctrl/Pg Up⎤ to perform the same task.

Use the ViewDn command to do the opposite of the ViewUp command. You can press ⎡Ctrl/Pg Dn⎤ to perform the same task as the ViewDn command.

## Help

Use this command to display help for Mail. To do this, press ⎡Shift/Tab⎤ and then ⇨ until you highlight the Help command. Press ⎡Return⎤.

## Cancel

Use this command to stop your mail from being sent, exit the Mail Composition window, and return to the Browser. To do this, press ⎡Shift/Tab⎤ and then ⇨ until you highlight the Cancel command. Press ⎡Return⎤.

———————————————— **Note** ————————————————

This command works like ⎡Ctrl/C⎤.

————————————————————————————————————————

# 4

---

# The Folder Menu

With the Folder menu, you can perform operations on mail folders and their contents. The Folder menu options are displayed in the following figure:

```
PATHWORKS MAIL v1.15                                           SERVR1::USER1
Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
▶  1  01-┌─────────────────────────────┐ one                      [   1]
   2  01-│ Check for new mail          │ two                      [   1]
   3  01-│ Switch folders...           │ three                    [   1]
   4  01-│ Display folder list         │ four                     [   1]
   5  01-│ Search headers              │ five                     [   1]
   6  01-│ Continue header search      │ six                      [   1]
   7  01-│ Search Text                 │ seven                    [   1]
   8  01-└─────────────────────────────┘ eight                    [   1]
   9  01-May-90          SERVR1::USER2  │ nine                     [   1]
  10  01-May-90          SERVR1::USER2  │ ten                      [   1]
  11  01-May-90          SERVR1::USER2  │ ten                      [   1]




Directory of remote folder MAIL [11 messages]
Mail>
Use arrows to select option.  Press ESC to exit
```

Table 4-1 contains the hot keys for the Folder menu.

## Table 4-1  Folder Menu Hot Keys

| Hot Key | Folder Menu Option |
| --- | --- |
| C | Check for new mail |
| F | Switch folders . . . |

**Table 4–1 (Cont.)  Folder Menu Hot Keys**

| Hot Key | Folder Menu Option |
|---------|-------------------|
| D | **D**isplay folder list |
| S | **S**earch headers |
| H | Continue **h**eader search |
| T | Search **t**ext |

The remainder of this chapter contains information about:

- The "Check for new mail" option
- The "Switch folders . . . " option
- The "Display folder list" option
- The "Search headers" option
- The "Continue header search" option
- The "Search text" option

# Check for New Mail

Use this option to determine if you have received any new mail.

After you choose this option, Mail does one of the following:

- With *remote* folders, Mail displays the following message:

  You have n new messages.

  Mail also displays the NEWMAIL folder that contains the new messages.

- With *local* folders, Mail retrieves the new messages from the Mail server, stores them in the local mail folder on your personal computer, and displays the Browser.

  Use the "New messages" option of the Read menu to read the new messages, or enter READ /NEW at the command prompt.

- Mail displays the following message:

  No new mail.

  This message indicates that there are no new messages.

### Related Command
You can enter the CHECK command at the command prompt to perform the same task.

# Switch Folders . . .

Use this option to switch to another mail folder.

When you choose this option, Mail displays the **Folder Browser**, which contains the names and descriptions of all the mail folders.

```
PATHWORKS MAIL v1.15                                        SERVR1::USER1
Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
▶   1   01-May-90          SERVR1::USER1     | one                 [    1]
    2   01-May-90          SERVR1::USER1     | two                 [    1]
    3┌─────Name──────────#Msgs───Description─────────────────────────┐ 1]
    4│ ▶ (New Remote Folder)                                         │ 1]
    5│   MAIL                     ** Remote Folder **                │ 1]
    6│                                                               │ 1]
    7│                                                               │ 1]
    8│                                                               │ 1]
    9│                                                               │ 1]
   10│                                                               │ 1]
   11│                                                               │ 1]
   12│                                                               │ 3]
   13│                                                               │ 1]
   14│                                                               │ 1]
     └───────────────────────────────────────────────────────────────┘

  Browser for remote folder MAIL [14 messages]                       ↓
  Mail>
  Move specified messages to folder:
```

Use the mouse or the arrow keys to select another folder.

### Related Command

You can enter the SELECT command at the command prompt to perform the same task.

## Display Folder List

Use this option to display the names of all the mail folders.

When you choose this option, Mail displays the Folder Browser, which contains the names of all your folders and a description of each folder.

# Search Headers

Use this option to search the text of the *headers* (From: address and subject line) of all messages in a folder for a specified string.

Before you choose this option, make sure the right-pointing cursor is pointing at the first message.

When you choose this option, Mail displays the following prompt:

Search for:

1. Enter the text you want Mail to search for and press Return .

   Mail displays the message number of the first message containing the specified text.

2. To continue the search, highlight the "Continue header search" option of the Folder menu.

3. Repeat the preceding operation as often as needed.

### Related Command

You can enter the SEARCH /HEADER command at the command prompt to perform the same task.

## Continue Header Search

Use this time-saving option to continue a search operation that had been started using the "Search headers" option. For example, assume you want to find all messages whose subject lines contain the word "bicycle". You would use the following procedure:

1. Highlight the "Search headers" option of the Folder menu.

2. Enter the word **bicycle**.

3. Press Return .

   If Mail finds the word **bicycle** in the subject line of a message, it displays the number of the message.

   Using the "Continue header search" option, you simply highlight the "Continue header search" option and Mail displays the number of the next message containing "bicycle."

   To continue the search, highlight this option again, and so on.

   If there are no further occurrences, Mail displays the following message:

   No messages found containing "bicycle"

# Search Text

Use this option to search the *body* of all messages in a folder for specific text. For example, assume you want to find all messages that contain the word **soccer**. Use the following procedure:

1.  Make sure the right-pointing cursor is pointing at the first message.

2.  Highlight the "Search text" option of the Folder menu.

    When you choose this option, Mail displays the following prompt:

    ```
    Search for:
    ```

3.  Enter **soccer** and press ⌈Return⌉.

    Mail displays the following message as it searches:

    ```
    Searching message n . . .   Press any key to stop.
    ```

    If the specified string is found, Mail displays the contents of the message.

    You have two ways to continue searching the remainder of the current message and the remainder of the messages in the folder:

    a.  You can use the mouse to highlight the "Continue search" option of the Find command.

    b.  You can press ⌈Tab⌉, ⌈F⌉, and ⌈C⌉.

    Repeat this operation as often as needed.

### Related Command

You can enter the SEARCH command at the command prompt to perform the same task.

# 5

# The Message Menu

With the Message menu, you can perform a variety of actions on a message in a folder. The options for the Message menu are displayed in the following figure:

```
PATHWORKS MAIL v1.15                                      SERVR1::USER1
  Read Send Folder Message Filter Group Other      PgUp PgDn Help Quit
►  1  01-May-90                                                [   1]
   2  01-May-90   ┌─────────────────────────┐                  [   1]
   3  01-May-90   │ Delete                  │ ee               [   1]
   4  01-May-90   │ Mark                    │ r                [   1]
   5  01-May-90   │ File (move)             │ e                [   1]
   6  01-May-90   │ Copy                    │                  [   1]
   7  01-May-90   │ Extract                 │ en               [   1]
   8  01-May-90   │ Extract binary attachment│ ht              [   1]
   9  01-May-90   │ Print                   │ e                [   1]
  10  01-May-90   └─────────────────────────┘                  [   1]
  11  01-May-90        SERVR1::USER2    │ ten                  [   1]
                       SERVR1::USER2    │ eleven               [   1]


 Browser for remote folder MAIL [11 messages]                      ↓
Mail>
Use arrows to select option.  Press ESC to exit
```

Table 5–1 contains the hot keys for the Message menu.

### Table 5–1   Message Menu Hot Keys

| Hot Key | Message Menu Option |
|---------|---------------------|
| D       | **D**elete          |
| M       | **M**ark            |

**Table 5–1 (Cont.)  Message Menu Hot Keys**

| Hot Key | Message Menu Option |
|---------|---------------------|
| F | File (move) |
| C | Copy |
| E | Extract |
| B | Extract binary attachment |
| P | Print |

The remainder of this chapter contains information about:

* The "Delete" option

* The "Mark" option

* The "File (move)" option

* The "Copy" option

* The "Extract" option

* The "Extract binary attachment" option

* The "Print" option

## Delete

Use this option to mark a message for deletion.

After you choose this option, Mail marks the current message for deletion by displaying the letter D in the message flag area.

```
1 01-Jul-91  D  SERVR1::USER2 : This is about our meetin [    1]
```

Mail does not delete the message, however, until you do one of the following:

* Issue the "Purge deleted messages" option of the Other menu (see Chapter 8, The Other Menu)

* Set the Auto Purge Remote Folders to ON (in MAILSETU) and close the folder

* Exit Mail

**Related Command**

You can enter the DELETE command at the command prompt to perform the same task.

# Mark

Use this option to mark a message.

Mail allows you to mark specific messages so that you can copy, extract, move, or print them later. For example, assume you want to copy all messages from USER1 to a .TXT file. Marking each message from USER1 allows you to copy all the messages as a group.

After you choose this option, Mail marks the current message by displaying an asterisk (*) in the message flag area.

```
1 01-Jul-91  *  SERVR1::USER2 : This is about our meetin [   1]
```

### Related Command

You can enter the MARK command at the command prompt to perform the same task.

# File (Move)

Use this option to move a message to another folder.

A large number of messages in one folder can become burdensome. Mail allows you to move messages from one folder to another. This feature allows you to store messages by topic.

Mail deletes the message in the source folder.

After you choose this option, Mail displays the Folder Browser, which lists all your folders.

```
PATHWORKS MAIL v1.15                                           SERVR1::USER1
 Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
▶  1  01-May-90           SERVR1::USER1     │ one                     [    1]
   2  01-May-90           SERVR1::USER1     │ two                     [    1]
   3┌──────────────────────────────────────────────────────┐         [    1]
   4│ ▶ (New Remote Folder)                                 │         [    1]
   5│   MAIL               ** Remote Folder **              │         [    1]
   6│                                                       │         [    1]
   7│                                                       │         [    1]
   8│                                                       │         [    1]
   9│                                                       │         [    1]
  10│                                                       │         [    1]
  11│                                                       │         [    1]
  12│                                                       │         [    3]
  13│                                                       │         [    1]
  14│                                                       │         [    1]
    └──────────────────────────────────────────────────────┘



 Browser for remote folder MAIL [14 messages]                          ↓
 Mail>
 Move specified messages to folder:
```

Use the mouse or the arrow keys to select the destination folder.

After you press ⌷Return⌷, Mail moves the message to the specified folder, marks the original message deleted, and displays the letter D in the message flag area of the message in the **source** folder.

_____ **Note** _____

If you want to keep the message in both folders, use the "Copy" option of the Message menu.

_____

**Related Command**

You can enter the MOVE command at the command prompt to perform the same task.

# Copy

Use this option to copy a message to another folder. Similar to the "File" option, the "Copy" option allows you to copy a message to another folder. However, unlike the "File" option, Mail does not mark the original message as deleted. Both folders contain the same message.

After you choose this option, Mail displays the Folder Browser, which lists all your folders. Use the mouse or the arrow keys to select a folder.

After copying the message to the specified folder, Mail displays the Browser. Now, both folders contain the same message.

─────────────────────────── **Note** ───────────────────────────

If you do not want the message in the source folder, use the "Move" option of the Message menu instead. Mail marks the message in the source folder as deleted.

───────────────────────────────────────────────────────────────

### Related Command

You can enter the COPY command at the command prompt to perform the same task.

# Extract

Use this option to copy a message to a file.

Mail allows you to copy a message from a folder and make it into a file in your directory. For example, assume that someone sends you a memo named MEMO.TXT. Using the "Extract" option of the Message menu, you can extract the memo file sent to you and use it yourself.

Use the following procedure to extract a file:

1. Select the "Extract" option of the Message menu.

   Mail displays the following prompt:

   ```
   Extract current message to:
   ```

2. Enter the name of the file where you want to copy the message and press Return .

─────────────────────────── **Note** ───────────────────────────

You can specify a full path for the file. For example, you could specify the following:

```
Extract current message to: C:\USERS\MEETING.TXT
```

───────────────────────────────────────────────────────────────

Mail copies the message to a file with the name you specified in the directory you specified.

### Related Command

You can enter the EXTRACT command at the command prompt to perform the same task.

# Extract Binary Attachment

Use this option to copy a binary attachment in a message to a file.

When you read a message that contains a binary attachment, Mail displays the following information at the bottom of the Message Viewer:

```
There is an attachment to this message: filename.ext
```

Use the following procedure to extract a binary attachment to a file:

1. After you read the message that contains the attachment, return to the Browser.

   Mail displays a "B" in the message flag area of the message.

2. Select the "Extract binary attachment" option of the Message menu.

3. Press Enter

   Mail displays the following information:

   ```
   Write attachment to: filename.ext
   ```

   You have two options:

   a. You can press Enter to copy the binary file to the file name Mail displayed on the screen.

   b. You can enter a new file name and press Enter.

   _____ **Note** _____

   You can specify a full path for the file. For example, you could specify the following:

   ```
           Extract current message to: C:\USERS\MEETING.TXT
   ```

   _____

   Mail copies the binary attachment to a file with the name you specified in the directory you specified.

## Related Command

You can enter the EXTRACT /ATTACH command at the command prompt to perform the same task.

# Print

Use this option to print the current message in the current folder.

### If You Are Connected to a Printer

If you are already connected to a printer, choose this option from the Message menu or type "Print" at the Mail prompt. Mail sends the current message in the current folder to the printer. You can find your printed mail message on the printer connected to LPT1:.

### If You Are Not Connected to a Printer

If you are not connected to a printer, you must connect to one before you can print a message. The following example (of a DOS client connected to a VMS server) shows how you can use the SPAWN and USE commands to connect to the printer service PRINT on the node SERVR1:

```
Mail> SPAWN USE LPT1: \\SERVR1\PRINT
```

After you press the Return key, Mail blanks the screen and then displays the current folder.

After you choose the "Print" option from the Message menu or type "Print" at the Mail prompt, Mail sends the current message in the current folder to the printer. You can find your printed mail message on the printer connected to LPT1:.

### Related Command

You can enter the PRINT command at the command prompt to perform the same task.

# 6

# The Filter Menu

With the Filter menu, you can perform tasks on all messages:

* From a specific user

* Containing specific header information

* Containing a specific word in the body of the message

* That are marked

* Marked as deleted

The options for the Filter menu are displayed in the following figure:

```
PATHWORKS MAIL v1.15                                          SERVR1::USER1
Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
►   1  01-May-90    S                                             [    1]
    2  01-May-90    S  Messages matching...                       [    1]
    3  01-May-90    S  All messages                               [    1]
    4  01-May-90    S  Deleted messages                           [    1]
    5  01-May-90    S  Marked messages                            [    1]
    6  01-May-90    S  Reverse order                              [    1]
    7  01-May-90    S                                             [    1]
    8  01-May-90    SERVR1::USER2      ¦ eight                    [    1]
    9  01-May-90    SERVR1::USER2      ¦ nine                     [    1]
   10  01-May-90    SERVR1::USER2      ¦ ten                      [    1]
   11  01-May-90    SERVR1::USER2      ¦ ten                      [    1]




Directory of remote folder MAIL [11 messages]
Mail>
Use arrows to select option.  Press ESC to exit
```

Table 6–1 contains the hot keys for the Filter menu.

**Table 6–1 Filter Menu Hot Keys**

| Hot Key | Filter Menu Option |
|---------|--------------------|
| M | Messages matching . . . |
| A | All messages |
| D | Deleted messages |
| K | Marked messages |
| R | Reverse order |

The remainder of this chapter contains information about:

- The "Messages matching . . . " option
- The "All messages" option
- The "Deleted messages" option
- The "Marked messages" option
- The "Reverse order" option

## Messages Matching . . .

Use this option to display all messages:

- From a specified user
- About a specified topic
- Containing the specified text

—————————————————— **Note** ——————————————————

To narrow the search, you can specify information in all three fields. That is, you can specify text in a message about a specified topic from a specified user.

———————————————————————————————————————————————

When you choose this option, Mail displays the Message Filter window.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ PATHWORKS MAIL v1.15                                      SERVR1::USER1   │
│ Read Send Folder Message Filter Group Other           PgUp PgDn Help Quit │
│►   1  01-May-90         SERVR1::USERZ      │ one                   [    1] │
│ ┌─Message Filter Window────────────────────────────────────────────┐   ] │
│ │                                                                    │   ] │
│ │  From: pattern:   ████████████████████████████████████████████    │   ] │
│ │                   SERVR1::USERZ                                    │   ] │
│ │  Subj: pattern:   ████████████████████████████████████████████    │   ] │
│ │                   Cycling                                          │   ] │
│ │  Message text:    ████████████████████████████████████████████    │   ] │
│ │                   Tour de France                                   │   ] │
│ │                   ████████████████████████████████████████████    │   ] │
│ │                   Press Ctrl-Enter when done, or ESC to cancel     │   ] │
│ │                                                                    │   ] │
│ └────────────────────────────────────────────────────────────────────┘ ] │
│    13  07-Jun-90        SERVR1::USERZ      │ thirteen              [    1] │
│    14  08-Jun-90        SERVR1::USERZ      │ fourteen              [    1] │
│                                                                           │
│                                                                           │
│                                                                           │
│ Browser for remote folder MAIL [14 messages]                         ↓    │
│ Mail>                                                                     │
└─────────────────────────────────────────────────────────────────────────┘
```

- To display all the messages from a *specific user*, enter the name of that user after the "From: pattern:" option.

- To display all the messages whose *headers* contain the same text, enter the text after the "Subj: pattern:" option.

- To display all messages that contain the *same text* in the body of the message, enter the text after the "Message text:" option.

After you enter the information, press one of the following key sequences:

- Ctrl/Enter exits the Message Filter window and displays all messages that match the specified parameters.

- Esc exits the Message Filter window and returns you to the Browser.

## All Messages

Use this option to display all messages in a folder.

### Related Command

You can enter the DIRECTORY /ALL command at the command prompt to perform the same task.

# Deleted Messages

Use this option to display all messages marked as deleted.

Before you purge all deleted messages, you may want to display all the messages that are marked as deleted. This ensures that you are purging the correct messages.

When you choose this option, Mail displays a directory of all messages marked as deleted in the current folder.

Mail does not delete any messages, however, until you do one of the following:

- Issue the "Purge deleted messages" option of the Other menu (see Chapter 8, The Other Menu)

- Set the Auto Purge Remote Folders to ON (in MAILSETU) and close the folder

- Exit Mail

# Marked Messages

Use this option to display all messages marked with an asterisk.

Before you move, copy, or print a group of marked messages, you may want to display them. Displaying the marked messages allows you to determine whether you have marked all the correct messages.

When you choose this option, Mail displays all messages marked with an asterisk in the current folder.

### Related Command

You can enter the DIRECTORY /MARKED command at the command prompt to perform the same task.

# Reverse Order

Use this option to display all messages in a folder in reverse order, that is, from newest to oldest.

For example, if your current folder contains many messages, you may want to display the messages in reverse order to see the most recent.

### Related Command

You can enter the DIRECTORY /REVERSE command at the command prompt to perform the same task.

# 7

---

# The Group Menu

With the Group menu, you can move, copy, print, or extract a group of marked messages. The options for the Group menu are displayed in the following figure:

```
PATHWORKS MAIL v1.15                                        SERVR1::USER1
Read Send Folder Message Filter  Group  Other          PgUp PgDn Help Quit
►  1  01-May-90          SERVR1::                                    [   1]
   2  01-May-90          SERVR1:: ┌──────────────────────────────┐   [   1]
   3  01-May-90          SERVR1:: │ Move marked messages to...   │   [   1]
   4  01-May-90          SERVR1:: │ Move all messages to...      │   [   1]
   5  01-May-90          SERVR1:: │ Copy marked messages to...   │   [   1]
   6  01-May-90          SERVR1:: │ Copy all messages to...      │   [   1]
   7  01-May-90          SERVR1:: │ Print marked messages        │   [   1]
   8  01-May-90          SERVR1:: │ Extract marked messages      │   [   1]
   9  01-May-90          SERVR1:: │ Unmark all messages          │   [   1]
  10  01-May-90          SERVR1::USERZ └────── ten ────────────────┘   [   1]
  11  01-May-90          SERVR1::USERZ   | eleven                    [   1]



Directory of remote folder MAIL [11 messages]
Mail>
Use arrows to select option.  Press ESC to exit
```

Table 7-1 contains the hot keys for the Group menu.

## Table 7-1  Group Menu Hot Keys

| Hot Key | Group Menu Option |
| --- | --- |
| M | Move marked messages to . . . |
| A | Move all messages to . . . |

**Table 7–1 (Cont.)  Group Menu Hot Keys**

| Hot Key | Group Menu Option |
|---------|-------------------|
| P | **P**rint marked messages |
| E | **E**xtract marked messages |
| U | **U**nmark all messages |

The remainder of this chapter contains information about:

- The "Move marked messages to . . . " option
- The "Move all messages to . . . " option
- The "Copy marked messages to . . . " option
- The "Copy all messages to . . . " option
- The "Print marked messages" option
- The "Extract marked messages" option
- The "Unmark all messages" option

# Move Marked Messages to . . .

Use this option to move all marked message to another folder.

——————————————————— **Note** ———————————————————

After moving marked messages, Mail deletes the messages in the source folder.

When you choose this option, Mail displays the Folder Browser.

```
PATHWORKS MAIL v1.15                                          SERVR1::USER1
Read Send Folder Message Filter Group Other         PgUp PgDn Help Quit
►  1  01-May-90         SERVR1::USER1      | one                  [   1]
   2  01-May-90         SERVR1::USER1      | two                  [   1]
   3┌───Name─────────#Msgs────Description──────────────────────┐  1]
   4│ ► (New Remote Folder)                                     │  1]
   5│   MAIL              ** Remote Folder **                   │  1]
   6│                                                           │  1]
   7│                                                           │  1]
   8│                                                           │  1]
   9│                                                           │  1]
  10│                                                           │  1]
  11│                                                           │  1]
  12│                                                           │  3]
  13│                                                           │  1]
  14│                                                           │  1]
    └───────────────────────────────────────────────────────────┘
```

```
Browser for remote folder MAIL [14 messages]                      ↓
Mail>
Move specified messages to folder:
```

You have two ways to select a folder:

*   You can click on the folder where you want to move the messages.

*   You can use the arrow keys to select a folder, and press Return.

**Related Command**

You can enter the MOVE /MARKED command at the command prompt to perform
the same task.

# Move All Messages to . . .

Use this option to move all messages to another folder.

──────────────────────────────── **Note** ────────────────────────────────

After moving all messages, Mail deletes the messages in the source folder.

─────────────────────────────────────────────────────────────────────────

When you choose this option, Mail displays the Folder Browser. You have two
ways to select a folder:

*   You can click on the folder where you want to move the messages.

*   You can use the arrow keys to select a folder, and press Return.

**Related Command**

You can enter the MOVE /ALL command at the command prompt to perform the same task.

# Copy Marked Messages to . . .

Use this option to copy all marked messages to another folder.

---------------------------------- **Note** ----------------------------------

After copying marked messages, Mail does not delete the messages in the source folder. Both the source folder and the destination folder contain the same marked messages.

---

When you choose this option, Mail displays the Folder Browser. You have two ways to select a folder:

- You can click on the folder where you want to move the marked messages.

- You can use the arrow keys to select a folder, and press ⌑Return⌑.

**Related Command**

You can enter the COPY /MARKED command at the command prompt to perform the same task.

# Copy All Messages to . . .

Use this option to copy all messages to another folder.

---------------------------------- **Note** ----------------------------------

After copying all messages, Mail does not delete the messages in the source folder. Both the source folder and the destination folder contain the same messages.

---

When you choose this option, Mail displays the Folder Browser. You have two ways to select a folder:

- You can click on the folder where you want to move the marked messages.

- You can use the arrow keys to select a folder, and press ⌑Return⌑.

**Related Command**

You can enter the COPY /ALL command at the command prompt to perform the same task.

# Print Marked Messages

Use this option to print all the messages in the current folder that have an asterisk in their message flag area.

### If You Are Connected to a Printer

If you are already connected to a printer, choose this option from the Message menu or type "Print" at the Mail prompt. Mail sends the marked messages in the current folder to the printer. You can find your printed mail messages on the printer connected to LPT1:.

### If You Are Not Connected to a Printer

If you are not connected to a printer, you must connect to one before you can print any marked messages. The following example (of a DOS client connected to a VMS server) shows how you can use the SPAWN and USE commands to connect to the printer service PRINT on the node SERVR1:

```
Mail> SPAWN USE LPT1: \\SERVR1\PRINT
```

After you press the Return key, Mail blanks the screen and then displays the current folder.

After you choose the "Print" option from the Message menu or type "Print" at the Mail prompt, Mail sends the marked messages in the current folder to the printer. You can find your printed mail messages on the printer connected to LPT1:.

### Related Command

You can enter the PRINT /MARKED command at the command prompt to perform the same task.

# Extract Marked Messages

Use this option to copy all marked messages to a file in your directory.

For example, assume over the space of a couple of days that you have read many messages and marked those dealing with a specific project at work. Now, you want all the information combined into one file, which you can send to a new member of the project team. Use this option to combine and copy all the marked messages to a file in your root directory. When you are finished you can print the file or mail it to the new member of the team.

Use the following procedure to extract a group of marked messages to a file in your root directory:

1. Select the "Extract marked message" option of the Group menu.

   When you choose this option, Mail displays the following prompt:

   ```
   Extract specified messages to:
   ```

2. Enter the name of the file and press Return.

   Mail displays the number of each message as it copies the message to the specified file in your current directory.

   ──────────────────────────── **Note** ────────────────────────────

   You can specify a full path and copy the message to a directory other than your current directory.

   ────────────────────────────────────────────────────────────────

### Related Command

You can enter the EXTRACT /MARKED command at the command prompt to perform the same task.

## Unmark All Messages

Use this option to unmark all messages, that is, to remove the asterisk from the message flag area of all messages.

### Related Command

You can enter the UNMARK /ALL command at the command prompt to perform the same task.

# 8

# The Other Menu

With the Other menu, you can perform miscellaneous tasks in Mail. The options for the Other menu are displayed in the following figure:

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
►  1  01-May-90          SERVR1::USER2                            [   1]
   2  01-May-90          SERVR1::USER2 │ Purge deleted messages   [   1]
   3  01-May-90          SERVR1::USER2 │ Suspend MAIL & go to OS   [   1]
   4  01-May-90          SERVR1::USER2 │ Modify user profile      [   1]
   5  01-May-90          SERVR1::USER2 │ Login to server          [   1]
   6  01-May-90          SERVR1::USER2 └──────────────────        [   1]
   7  01-May-90          SERVR1::USER2   │ seven                  [   1]
   8  01-May-90          SERVR1::USER2   │ eight                  [   1]
   9  01-May-90          SERVR1::USER2   │ nine                   [   1]
  10  01-May-90          SERVR1::USER2   │ ten                    [   1]
  11  01-May-90          SERVR1::USER2   │ eleven                 [   1]




Directory of remote folder MAIL [11 messages]
Mail>
Use arrows to select option.   Press ESC to exit
```

Table 8–1 contains the hot keys for the Other menu.

## Table 8–1  Other Menu Hot Keys

| Hot Key | Other Menu Option |
|---------|-------------------|
| P | Purge deleted messages |
| S | Suspend MAIL & go to OS |

**Table 8–1 (Cont.)  Other Menu Hot Keys**

| Hot Key | Other Menu Option |
| --- | --- |
| M | Modify user profile |
| L | Login to server |

The remainder of this chapter contains information about:

- The "Purge deleted messages" option

- The "Suspend MAIL & go to OS" option

- The "Modify user profile" option

- The "Login to server" option

# Purge Deleted Messages

Use this option to remove all deleted messages from Mail.

When you choose this option, Mail deletes the messages that have a D in their message flag area from the current folder.

### Related Command

You can enter the PURGE command at the command prompt to perform the same task.

# Suspend MAIL & Go to OS

Use this option to stop Mail operations and go to the operating system, that is, OS/2 or DOS.

Mail allows you to stop Mail operations and go to the operating system. From the operating system, you can run system-level utilities and perform other tasks that require the operating system.

When you choose this option, Mail stops operation and displays the operating system prompt. You can enter commands as you would normally.

To return to Mail from the operating system, enter:

EXIT

---

**Note**

---

Do not restart Mail after it is suspended. Use the EXIT command to return to Mail.

---

### Related Command

You can enter the SPAWN command at the command prompt to perform the same task.

## Modify User Profile

Use this option to make changes to your user profile.

Mail allows you to specify the following:

* A personal name to appear on all messages you send

* A forwarding address where incoming mail is sent

* Whether you want to be notified of incoming mail

After you choose this option, Mail displays the User Profile window.

```
PATHWORKS MAIL v1.15                                      SERVR1::USER1
Read Send Folder Message Filter Group Other          PgUp PgDn Help Quit
►  1  01-May-90     A    SERVR1::USER2     | one                    [   1]
  ┌─User Profile Window──────────────────────────────────────────────┐ ]
  │                                                                   │ ]
  │  Personal Name:  Who'll win the TdF in 1990?                      │ ]
  │                                                                   │ ]
  │  Forwarding:                                                      │ ]
  │                                                                   │ ]
  │  Notify nodes:                                                    │ ]
  │                                                                   │ ]
  │           │ Press Ctrl-Enter when done, or ESC to cancel │        │ ]
  │                                                                   │ ]
  └───────────────────────────────────────────────────────────────────┘ ]
  13  07-Jun-90      SERVR1::USER2   | These files are ready for you [   9]
  14  08-Jun-90      SERVR1::USER2   | df output                     [   6]



Directory of remote folder MAIL [14 messages]
Mail>
```

---

**Note** ————————————————————

Mail displays only those fields supported by your Mail server.

---

Use the arrow keys to move between the three fields.

After you enter the information, press one of the following key sequences:

- `Ctrl/Enter` exits the User Profile window, saves the changes, and returns you to the Browser.

- `Esc` exits the User Profile window, cancels the changes, and returns you to the Browser.

**Related Command**

You can enter the SET PROFILE command at the command prompt to perform the same task.

# Login to Server

Use this option to log in to another server.

Mail allows you to reestablish a connection to the network if it is lost, or log in to another Mail server if you have an account there.

After you choose this option, Mail displays the Remote Login Information window. Enter the node name, user name, and password (the password will not be displayed) for the Mail server.

After you enter the information, press one of the following key sequences:

- `Ctrl/Enter` exits the Remote Login Information window, makes the connection, and returns you to the Browser.

- `Esc` exits the Remote Login Information window, cancels the information about the connection, and returns you to the Browser.

**Related Command**

You can enter the LOGIN command at the command prompt to perform the same task.

# 9

# Mail Commands

This chapter describes the Mail commands you can enter following the command prompt at the bottom of the Browser:

`Mail>`

## Conventions for Mail Commands

The following list contains information you should know before using this chapter:

* A **parameter** is a variable needed by a Mail command to perform its task. For example, if you enter the COPY command, you must specify a folder name or Mail does not know where to copy the message. In the following example, FOLDER1 is the parameter:

  `Mail> COPY FOLDER1`

  If you enter a command without specifying a required parameter, Mail prompts you for the parameter.

* A **qualifier** modifies how a command performs its task. A qualifier is preceded by a forward slash (/). In the following example, /ALL is the qualifier. The COPY command copies all messages in the current folder to the folder FOLDER1:

  `Mail> COPY FOLDER1 /ALL`

* Brackets ( [ ] ) surround parameters and qualifiers that are optional. For example, the ANNOTATE command has five optional qualifiers: ANNOTATE

  $$\begin{bmatrix} \text{/EDIT} & | & \text{/NOEDIT} \\ \text{/SELF} & | & \text{/NOSELF} \\ \text{/SUBJECT=string} & & \end{bmatrix}$$

* The **current message** is the message in the Browser that is preceded by the right-pointing cursor (▷). In the following figure, the current message is message number 1.

```
PATHWORKS MAIL v1.15                                          SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
▶   1  01-May-90        SERVR1::USER2   | one                        [   1]
    2  01-May-90        SERVR1::USER2   | two                        [   1]
    3  01-May-90        SERVR1::USER2   | three                      [   1]
    4  01-May-90        SERVR1::USER2   | four                       [   1]
    5  01-May-90        SERVR1::USER2   | five                       [   1]
    6  01-May-90        SERVR1::USER2   | six                        [   1]
    7  01-May-90        SERVR1::USER2   | seven                      [   1]
    8  01-May-90        SERVR1::USER2   | eight                      [   1]
    9  01-May-90        SERVR1::USER2   | nine                       [   1]
   10  01-May-90        SERVR1::USER2   | ten                        [   1]
   11  01-May-90        SERVR1::USER2   | ten                        [   1]
   12  03-May-90        SERVR1::USER2   | RE: copied file to file_transf[  7]
   13  03-May-90        SERVR1::USER2   | These files are ready for you [  9]
   14  03-May-90        SERVR1::USER2   | df output                  [   6]




Browser for remote folder MAIL [14 messages]
Mail>
```

- The **current folder** is the folder you are in when you execute a command. In
  the preceding figure, the current folder is the remote folder MAIL.

## Table of Commands

Table 9–1 lists and describes the mail commands.

**Table 9–1  Mail Commands and Description**

| Command | Description |
| --- | --- |
| ANNOTATE | Allows you to add notes to a message. The current message is included in your reply. |
| ANSWER | Allows you to reply to the current message. The REPLY command also performs this function. |
| CHECK | Checks for new mail. If there is new mail, Mail displays the directory of the NEWMAIL folder with the cursor pointing at the first new message. |
| COPY | Places a copy of the specified messages into another mail folder. The FILE command also performs this function. |

(continued on next page)

**Table 9–1 (Cont.)  Mail Commands and Description**

| Command | Description |
|---|---|
| DELETE | Marks the specified messages as deleted in the current Mail folder. |
| DIRECTORY | Displays a list of mail messages. |
| EXIT | Exits the Mail session. |
| EXTRACT | Copies Mail messages from the Mail system to disk files. |
| FLAG | Highlights (displays in bold ) specified messages in the Browser. |
| FORWARD | Allows you to forward a mail message to another user. |
| HELP | Displays help information for the Mail system. |
| LOGIN | Establishes a new connection to the Mail server. |
| MARK | Marks the specified messages with an asterisk. You can then perform copy, move, or print operations on all marked messages. |
| MOVE | Moves a specified file to another folder. |
| PRINT | Prints the current message or specified messages. |
| PURGE | Permanently removes messages marked as deleted in the current folder. The COMPRESS command also performs this function. |
| READ | Displays a mail message. Mail opens a window in the current mail message. You can shorten this command by simply typing the number of the message you want to read. |
| RESEND | Allows you to resend the last message. |
| SEARCH | Finds the specified text in the current folder. |
| SELECT | Opens alternate mail folders. The SET FOLDER command also performs this function. |
| SEND | Sends a mail message. Mail opens the Mail Composition window for you to create a message. The MAIL command also performs this function. |
| SET COPY_SELF | Saves a copy of every outgoing message in the NEWMAIL folder. |
| SET FOLDER | Sets folder description and folder-specific personal name for local folders. |
| SET PROFILE | Changes profile information for the Mail server. |

**Table 9–1 (Cont.)  Mail Commands and Description**

| Command | Description |
| --- | --- |
| SHOW NEW | Displays the number of new messages on the status line. |
| SHOW VERSION | Displays the version number of Mail you are using. |
| SPAWN | Executes the specified operating system command. |
| UNDELETE | Reverses the action of the DELETE command on a specified message. |
| UNFLAG | Reverses the action of the FLAG command on a specified message. |
| UNMARK | Reverses the action of the MARK command on a specified message. |

The Mail commands are presented alphabetically in the following reference section.

# ANNOTATE

## Purpose

This command allows you to add comments to a message you receive from another user.

## Guidelines

After you enter this command, Mail displays the current message in the Mail Composition window. Each line of the current message is preceded by a greater-than (>) character. When you enter your comments, no greater-than character is displayed. This feature makes it easier for the original sender of the message to see your comments to specific parts of the message.

After you finish adding your notes and comments, press one of the following key sequences:

* Ctrl/Z sends your message, exits the Mail Composition window, and displays the Browser.

* Ctrl/C stops your message from being sent, exits the Mail Composition window, and returns you to the Browser.

## Format

$$
\text{ANNOTATE} \begin{bmatrix} \text{/EDIT} \ | \ \text{/NOEDIT} \\ \text{/SELF} \ | \ \text{/NOSELF} \\ \text{/SUBJECT=string} \end{bmatrix}
$$

## Qualifiers

/EDIT

Starts a callable editor, such as SEDT. The callable editor is the editor you specified in your Mail configuration file.

If the "Callable Editor" option is ON in MAIL.INI, /EDIT is the default.

This feature allows you to use features of your editor that are not available with Mail's built-in editor.

Exit Mail and run MAILSETU to determine the value for the "Callable Editor" option.

/NOEDIT Starts Mail's built-in editor. If the Callable Editor parameter in OFF in MAILSETU, /NOEDIT is the default.

Exit Mail and run MAILSETU to determine the value for the "Callable Editor" option.

/SELF Tells Mail to save a copy of the message where you are adding comments in the current folder.

Regardless of the setting of the "Save Outgoing Messages" option in MAILSETU, using this qualifier guarantees that Mail saves a copy of the message you send.

/NOSELF Prevents Mail from saving you a copy of the message where you are adding comments.

Regardless of the setting of the "Save Outgoing Messages" option in MAILSETU, using this qualifier guarantees that Mail does not save a copy of the message you send.

/SUBJECT=string Specifies a new subject for the reply. If you omit this qualifier, Mail uses the subject of the original message as the subject for this message.

## Examples

You want to reply to a long message sent to you by someone. Enter the following command:

```
Mail> ANNOTATE
```

Mail displays the following:

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
 Deliver Save Include                        ViewUp ViewDn Help Cancel
To:      SERVR1::USERZ
Subj:    Re: Meeting

> From: SERVR1::USERZ                               1-MAY-1990 16:48
> To:   SERVR1::USER1
> CC:
> Subj: Meeting
>
>        The meeting that was scheduled for 10:00 AM has been
>        rescheduled to 1:00 PM.

         Thanks for the update. I can use the extra time.

>        Make sure you have enough copies of the presentation for
>        everyone. I believe there will be 10 people there, so I'd
>        have 15 copies to be on the safe side.

         OK. I'll bring 15 copies with me.

>        Make sure there is an overhead projector in the room, and
 Mail Composition Window
 Type Ctrl-Z to send this message, or Ctrl-C to cancel
```

Enter your responses to the message.

- $\boxed{\text{Ctrl/Z}}$ sends the message.

- $\boxed{\text{Ctrl/C}}$ cancels the annotate operation and returns you to the Browser.

## Related Commands

ANSWER
REPLY

## Related Menu Item

Menu: Send
Option: Annotate Current Message

---

# ANSWER

## Purpose

This command allows you to reply to the current message.

## Guidelines

After you enter this command, Mail displays the Mail Composition window. This window contains the sender's name and the subject of the message. You enter your reply to the message and press one of the following key sequences:

- $\boxed{\text{Ctrl/Z}}$ sends the message, exits the Mail Composition window, and displays the Browser.

- $\boxed{\text{Ctrl/C}}$ exits the Mail Composition window, stops your message from being sent, and returns you to the Browser.

## Format

$$
\text{ANSWER} \begin{bmatrix} \text{/EDIT} \mid \text{/NOEDIT} \\ \text{/SELF} \mid \text{/NOSELF} \\ \text{/SUBJECT=string} \end{bmatrix}
$$

## Qualifiers

/EDIT             Starts a callable editor, such as SEDT. The callable editor is the editor you specified in your Mail configuration file.

                         If the "Callable Editor" option is ON in MAIL.INI, /EDIT is the default.

                         This feature allows you to use features of your editor that are not available with Mail's built-in editor.

                         Exit Mail and run MAILSETU to determine the value for the "Callable Editor" option.

/NOEDIT        Runs Mail's built-in editor. If the "Callable Editor" option is OFF in MAILSETU, /NOEDIT is the default.

                         Exit Mail and run MAILSETU to determine the value for the "Callable Editor" option.

| | |
|---|---|
| /SELF | Tells Mail to save a copy of your answer to the current message in the current folder. |
| | Regardless of the setting of the "Save Outgoing Messages" option in MAILSETU, using this qualifier guarantees that Mail saves a copy of the message you send. |
| /NOSELF | Prevents Mail from saving a copy of your answer to the current message in the current folder. |
| | Regardless of the setting of the "Save Outgoing Messages" option in MAILSETU, using this qualifier guarantees that Mail does not save a copy of the message you send. |
| /SUBJECT=string | Specifies a new subject for the reply. If you omit this qualifier, Mail uses the subject of the original message as the subject for this message. |

## Examples

1.  You want to reply to a message and use your own editor to compose the message. Assuming you previously set up your own editor using MAILSETU, enter the following command:

    ```
    Mail> ANSWER /EDIT
    ```

2.  You want to reply to a message and use Mail's built-in editor to compose the message. You also want to change the subject of your reply to the original message. Enter the following command:

    ```
    Mail> ANSWER /SUBJECT=Tomorrow's Meeting
    ```

## Related Commands

ANNOTATE
REPLY

## Related Menu Item

```
Menu: Send
Option: Reply to Current Message
```

# CHECK

## Purpose

With local folder, this command queries the Mail server for new mail, copies new mail to your local folder, and redisplays the Browser including the new messages.

With remote folders, this command opens your NEWMAIL folder and displays the Browser.

## Format

CHECK

## Examples

You want to see if you have received any new messages. Enter the following command.

```
Mail> CHECK
```

If you have received new messages, Mail displays the NEWMAIL folder and the new messages.

## Related Commands

DIRECTORY /NEW
READ /NEW

## Related Menu Item

```
Menu: Folder
Option: Check for New Mail
```

# COPY

## Purpose

This command places a copy of the specified message (or messages) into another mail folder.

## Guidelines

If you omit the folder name, Mail does either of the following:

- If the Move Folder List is ON in your MAIL.INI file, Mail displays the Folder Browser. Use the mouse or the arrow keys to select a folder.

  MAILSETU creates your MAIL.INI file.

- If the Move Folder List is OFF in your MAIL.INI file, Mail prompts you to enter a folder name.

Messages moved with the COPY command are not deleted from the source folder.

## Format

$$
\text{COPY foldername} \begin{bmatrix} \text{/ALL} \\ \text{/FLAGGED} \\ \text{/MARKED} \end{bmatrix}
$$

## Parameters

foldername     Specifies the name of the folder.

## Qualifiers

| | |
|---|---|
| /ALL | Copies all messages in the source folder into the destination folder. |
| /FLAGGED | Copies only flagged messages into the destination folder. A flagged message is highlighted in the Browser and has an F in its message flag area. |
| /MARKED | Copies only marked messages into the target folder. A marked message has an asterisk in its message flag area. |

## Examples

1.  You have some important messages in your MAIL folder that you want to
    store together in another folder named IMPORTANT. You highlight each
    important message using the FLAG command:

    ```
    Mail> FLAG
    ```

    Now, you want to copy all the flagged messages to a folder named
    IMPORTANT. Enter the following command:

    ```
    Mail> COPY /FLAGGED Important
    ```

2.  You have a number of messages about your cycling club. You have marked
    each of these messages using the MARK command.

    _____ **Note** _____

    In this example, you could flag or mark the messages about the cycling
    club. The operation is identical.

    _____

    Now, you want to copy all the marked messages to a folder named CYCLING.
    Enter the following command:

    ```
    Mail> COPY /MARKED Cycling
    ```

## Related Command

MOVE

## Related Menu Item

```
Menu: Message
Option: Copy
```

# DELETE

## Purpose

This command marks the current message in the current folder as deleted.

## Guidelines

If you omit a message number, the DELETE command deletes only the current message.

You can reverse the action of the DELETE command using the UNDELETE command.

_____ **Note** _____

Mail does not permanently remove a deleted message until you run the PURGE command.

_____

## Format

DELETE [n[,n,...]]
$$\begin{bmatrix} \text{/ALL} \\ \text{/ANSWERED} \\ \text{/FILTER} \\ \text{/FLAGGED} \\ \text{/FROM=string} \\ \text{/MARKED} \\ \text{/NEW} \\ \text{/NEXT} \\ \text{/SUBJECT=string} \\ \text{/TEXT=string} \\ \text{/TOGGLE} \end{bmatrix}$$

## Parameters

n        Specifies a list of one or more message numbers separated by commas, such as DELETE 1,10,11,15. You can also delete a range of numbers, such as DELETE 1-4,6,7-9,11.

# DELETE

## Qualifiers

| | |
|---|---|
| /ALL | Deletes all messages in the current folder. |
| /ANSWERED | Deletes answered messages from the current folder. |
| /FILTER | Displays the Message Filter window. In this window, you can specify search information about the sender of a message, the content of the subject header, or the content of the message itself. After you press [Ctrl/Enter], Mail displays a D in the message flag area of all messages that fit the specified search information. |
| /FLAGGED | Deletes only flagged messages in the current folder. A flagged message is highlighted in the Browser and has an F in its message flag area. |
| /FROM=string | Deletes messages from a specific user in the current folder. |
| /MARKED | Deletes marked messages from the current folder. A marked message has an asterisk in its message flag area. |
| /NEW | Deletes new messages from the current folder. |
| /NEXT | Deletes the current message and displays the next one automatically. |
| /SUBJECT=string | Deletes messages on a specific topic in the current folder. |
| /TEXT=string | Deletes messages containing the specified text in the current folder. |
| /TOGGLE | Reverses the action of the command. For example, DELETE /TOGGLE removes the D from the message flag area of a message. |

## Examples

1. Your MAIL folder contains many messages that you no longer need from USER1 on node SERVR1. You could delete each message separately, or you could enter the following command:

   ```
   Mail>  DELETE /FROM="SERVR1::USER1"
   ```

Mail displays a D in the message flag area of all messages received from
SERVR1::USER1. For example:

```
1 1-Jul-91  D  SERVR1::USER1  :  Meeting today [   1]
```

Remember, Mail does not completely remove a message until you run the
PURGE command.

2. Your MAIL folder contains many messages that have the word "bicycle" in the
   body of the message. You want to delete these messages. Enter the following
   command:

```
Mail> DELETE /FILTER
```

Mail displays the Message Filter window.

```
PATHWORKS MAIL v1.15                                      SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
▶  1  01-May-90         SERVR1::USER2       | one                [   1]
  ┌─Message Filter Window──────────────────────────────────────────┐  ]
  │                                                                 │  ]
  │  From: pattern: ███████████████████████████████████████████████│  ]
  │                                                                 │  ]
  │  Subj: pattern: ███████████████████████████████████████████████│  ]
  │                                                                 │  ]
  │  Message text:  bicycle                                         │  ]
  │                                                                 │  ]
  │             ████████████████████████████████████████████████   │  ]
  │             Press Ctrl-Enter when done, or ESC to cancel        │  ]
  │                                                                 │  ]
  └─────────────────────────────────────────────────────────────────┘  ]
  13  07-Jun-90         SERVR1::USER2       | thirteen           [   1]
  14  08-Jun-90         SERVR1::USER2       | fourteen           [   1]




  Browser for remote folder MAIL [14 messages]                      ↓
Mail> delete /filter
```

Enter "bicycle" after the "Message text:" option and press [Ctrl/Enter]. Mail
displays a D in the message flag area of all messages that have the work
"bicycle" in them. For example:

```
1 1-Jul-91  D  SERVR1::USER1  :  Ride tonight?     [   1]
2 2-Jul-91     SERVR2::USER2  :  Lunch             [   4]
3 2-Jul-91     SERVR2::USER2  :  Meeting today     [  11]
4 3-Jul-91     SERVR2::USER2  :  Hours             [   1]
5 4-Jul-91  D  SERVR1::USER1  :  Tornado tomorrow  [   5]
6 5-Jul-91  D  SERVR1::USER1  :  Busted crank      [  13]
7 5-Jul-91     SERVR2::USER2  :  New supervisor    [  21]
8 5-Jul-91     SERVR2::USER2  :  System services   [   7]
9 5-Jul-91     SERVR2::USER2  :  New writer        [   9]
```

## DELETE

## Related Command

UNDELETE

## Related Menu Item

Menu: Message
Option: Delete

# DIRECTORY

## Purpose

This command displays messages in a specified folder in chronological order.

## Format

DIRECTORY [name]
$$
\begin{bmatrix}
\text{/ALL} \\
\text{/ANSWERED} \\
\text{/DELETE} \\
\text{/FIRST | /LAST} \\
\text{/FILTER} \\
\text{/FLAGGED} \\
\text{/FOLDER} \\
\text{/FORWARD | /REVERSE} \\
\text{/FROM=string} \\
\text{/MARKED} \\
\text{/NEW} \\
\text{/START=n} \\
\text{/SUBJECT=string} \\
\text{/TEXT=string}
\end{bmatrix}
$$

## Parameters

name      Name of the folder for which you want to see a directory listing.

## Qualifiers

| | |
|---|---|
| /ALL | Displays all messages. |
| /ANSWERED | Displays messages you have answered. |
| /DELETE | Displays only deleted messages in the current folder. A deleted message has a D in its message flag area. |
| /FIRST | Displays the first page of the directory. |
| /LAST | Displays the last page of the directory. |
| /FILTER | Opens a window to read search information that determines which messages to display. |

# DIRECTORY

| | |
|---|---|
| /FLAGGED | Displays only flagged messages in the current folder. A flagged message is highlighted in the Browser and has an F in its message flag area. |
| /FOLDER | Displays a directory of folders. This qualifier is the same as the SELECT command. |
| /FORWARD | Displays messages in ascending numerical order. |
| /REVERSE | Displays messages in descending numerical order. |
| /FROM=string | Displays messages from a specific sender. |
| /MARKED | Displays marked messages. A marked message has an asterisk in its message flag area. |
| /NEW | Displays new messages. |
| /START=n | Displays the messages beginning with message "n." |
| /SUBJECT=string | Displays messages on a particular topic. |
| /TEXT=string | Displays messages containing the specified text. |

## Examples

1. Your MAIL folder contains many messages. You know USER1 on node SERVR1 sent you mail about an upcoming meeting, but you don't know the number of the message. To locate the message, you display all the messages in your MAIL folder from USER1 on SERVR1 by entering:

   ```
   Mail> DIRECTORY /FROM="SERVR1::USER1"
   ```

2. Your MAIL folder contains many messages. You want to display all the important messages that you flagged over the past week. Enter the following command:

   ```
   Mail> DIRECTORY /FLAGGED
   ```

3. Your MAIL folder contains many messages. You want to display the messages at the end of the folder. Enter the following command:

   ```
   Mail> DIRECTORY /LAST
   ```

4. You are currently in your MAIL folder. You want to display all the messages in the folder FOLDER1. Enter the following command:

   ```
   Mail> DIRECTORY FOLDER1 /FOLDER
   ```

## Related Menu Item

Menu: Filter
Option: **A**ll Messages

# EXIT

## Purpose

This command leaves Mail and returns you to the operating system.

## Guidelines

If you selected "Keep Network Link" ON in MAILSETU, the link stays active.

## Format

EXIT

## Examples

You want to leave Mail and return to the operating system. Enter the following command:

```
Mail> EXIT
```

## Related Commands

QUIT
CTRL/Z

## Related Menu Item

```
Quit
```

# EXTRACT

## Purpose

This command copies a message to a file in your root directory.

## Guidelines

If you omit a file name, Mail prompts you for one.

## Format

$$
\text{EXTRACT drv:\textbackslash path\textbackslash filename}
\left[
\begin{array}{l}
\text{/ALL} \\
\text{/APPEND} \\
\text{/ATTACH=filename.ext} \\
\text{/FLAGGED} \\
\text{/MARKED} \\
\text{/NOFEED} \\
\text{/NOHEADER}
\end{array}
\right]
$$

## Parameters

drv:      Specifies the drive letter where you want Mail to create the file.

path      Specifies the directory where you want Mail to create the file.

filename  Specifies the name of the file you want Mail to create.

## Qualifiers

/ALL          Extracts all messages from the current folder.

/APPEND       Adds the copied message to the end of a file that already
              exists in your directory.

/ATTACH=      Writes the attachment from the message to the specified file.

/FLAGGED      Extracts only flagged messages to a file in your directory. A
              flagged message is highlighted in the Browser and has an F in
              its message flag area.

/MARKED       Extracts marked messages from the current folder. A marked
              message has an asterisk in its message flag area.

**EXTRACT**

/NOFEED      Does not start each message on a new page. By default, Mail
             starts each message on a new page.

/NOHEADER    Copies the message to your directory without the message
             headers. The message header shows who sent the message and
             what the subject of the message was.

## Examples

1.  You receive a message containing information you need to add to another
    file in your directory. You could retype all the information yourself, or you
    could use the EXTRACT command to copy the message to a file in your
    directory. You do not need the original header information, so you can specify
    /NOHEADER:

    ```
    Mail> EXTRACT /NOHEADER INFO.TXT
    ```

    Mail copies the message to a file named INFO.TXT in your directory.

2.  You have marked a number of messages that you want to copy to a file named
    INFO.TXT in your directory. Enter the following command:

    ```
    Mail> EXTRACT /MARKED INFO.TXT
    ```

    Mail copies all marked messages to INFO.TXT in your directory.

## Related Menu Items

```
Menu: Message
Option: Extract

Menu: Group
Option: Extract Marked Messages
```

# FLAG

## Purpose

This command highlights (displays in bold type) a specified message and displays an F in the message flag area of the message.

## Guidelines

You might highlight a message to make it easier to find the next time you want to read it.

You can reverse the action of the FLAG command with the UNFLAG command. That is, you can remove the F from the message flag area and display the message in normal type.

VMS servers do not save the flagged attribute. If you flag some messages, exit Mail, and restart Mail, the flagged attribute on the messages may be missing.

## Format

FLAG [n[,n,...]]  ⎡ /ALL
⎢ /ANSWERED
⎢ /FILTER
⎢ /FROM=string
⎢ /MARKED
⎢ /NEW
⎢ /SUBJECT=string
⎢ /TEXT=string
⎣ /TOGGLE

## Parameters

n        Specifies one or more message numbers, separated by commas, in the current folder. You can also specify a range of numbers. For example, to highlight messages 7-11, enter:

```
FLAG 7-11
```

**FLAG**

## Qualifiers

| | |
|---|---|
| /ALL | Highlights all of the messages in the current folder. |
| /ANSWERED | Highlights all answered messages in the current folder. |
| /FILTER | Opens a window to prompt for the search information. |
| /FROM=string | Highlights all messages in the current folder from a specified user. |
| /MARKED | Highlights all marked messages in the current folder. A marked message has an asterisk in its message flag area. |
| /NEW | Highlights all new messages in the current folder. |
| /SUBJECT=string | Highlights all messages in the current folder on a specific topic. |
| /TEXT=string | Highlights all messages in the current folder containing the specified text. |
| /TOGGLE | Reverses the action of the command. For example, FLAG /TOGGLE removes the F from the message flag area of a message, and removes the highlighting from a message. |

## Examples

1. You want to highlight all messages from SERVR1::USER2 in the current folder so that you can quickly refer to them. Enter the following command:

   ```
   Mail> FLAG /FILTER
   ```

   Mail displays the Message Filter window:

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
Read Send Folder Message Filter Group Other       PgUp PgDn Help Quit
▶  1  01-May-90    A    SERVR1::USER2    | one                    [   1]
 ┌─Message Filter Window──────────────────────────────────────────┐ ]
 │                                                                 │ ]
 │  From: pattern:  SERVR1::USER2                                  │ ]
 │                                                                 │ ]
 │  Subj: pattern:                                                 │ ]
 │                                                                 │ ]
 │  Message text:                                                  │ ]
 │                                                                 │ ]
 │           Press Ctrl-Enter when done, or ESC to cancel         │ ]
 │                                                                 │ ]
 └─────────────────────────────────────────────────────────────────┘ ]
  13  07-Jun-90        SERVR1::USER2    | These files are ready for you [   9]
  14  08-Jun-90        SERVR1::USER2    | df output                     [   6]



Directory of remote folder MAIL [14 messages]
Mail> flag /filter
```

Enter SERVR1::USER2 after the "From: pattern:" option and press Ctrl/Enter.

Mail displays an F in the message flag area of all messages from
SERVR1::USER2. For example:

```
1 1-Jul-91  F  SERVR1::USER2  :  Ride tonight?      [   1]
2 2-Jul-91     SERVR2::USER2  :  Lunch              [   4]
3 2-Jul-91     SERVR2::USER2  :  Meeting today      [  11]
4 3-Jul-91     SERVR2::USER2  :  Hours              [   1]
5 4-Jul-91     SERVR1::USER1  :  Tornado tomorrow   [   5]
6 5-Jul-91  F  SERVR1::USER2  :  Busted crank       [  13]
7 5-Jul-91     SERVR2::USER2  :  New supervisor     [  21]
8 5-Jul-91     SERVR2::USER2  :  System services    [   7]
9 5-Jul-91     SERVR2::USER2  :  New writer         [   9]
```

2. You receive a number of messages from USER1 on node SERVR1. You want
   to highlight all these messages so you can find them quickly. Enter the
   following command:

   ```
   Mail> FLAG /FROM="SERVR1::USER1"
   ```

## Related Command

UNFLAG

**FLAG**

## Related Menu Items

Menu: Message
Option: Delete
Option: Mark

# FORWARD

## Purpose

The FORWARD command sends a message that was sent to you to another user.

## Guidelines

After you enter this command, Mail displays the Mail Composition window. Enter the node name and user name of the person you want to receive the message. You can specify a subject if you want to.

After you enter the address of the person to receive the message, press one of the following key sequences:

* Ctrl/Z forwards your message, exits the Mail Composition window, and displays the Browser.

* Ctrl/C exits the Mail Composition window, stops your message from being forwarded, and returns you to the Browser.

## Format

FORWARD

## Examples

You receive a message that you think may be of interest to another user. Instead of retyping the message, enter the following command:

```
Mail> FORWARD
```

Mail displays the following screen:

# FORWARD

```
PATHWORKS MAIL v1.15                                        SERVR1::USER1
 Deliver Save Include                          ViewUp ViewDn Help Cancel
To:
Subj:


----- Begin message from SERVR1::USER1 1-May-90

From:   SERVR1::USER2       "Who'll win the TdF in 1990?"    1-MAY-1990 12:48
To:     SERVR1::USER1
CC:
Subj:   one

        This is one


----- End forwarded message




 Mail Composition Window
 Type Ctrl-Z to send this message, or Ctrl-C to cancel
```

Enter the node name and user name of the person you want to receive the
message. Enter a subject if you want to.

After you finish adding the node name and user name, press one of the following
key sequences:

* Ctrl/Z forwards your message, exits the Mail Composition window, and
  displays the Browser.

* Ctrl/C exits the Mail Composition window, stops your message from being
  forwarded, and returns you to the Browser.

## Related Commands

ANNOTATE
ANSWER
REPLY
SEND

## Related Menu Item

Menu: Send
Option: Forward Current Message

# HELP

## Purpose

This command runs the on-line HELP facility.

## Guidelines

When you run the on-line HELP facility, a popup window appears displaying a list of HELP topics.

## Format

HELP topic

## Parameters

topic     The topic for which you want to display help information.

## Examples

You need help on the FORWARD command. Enter the following command:

```
Mail> HELP FORWARD
```

Mail displays the help for the FORWARD command:

# HELP

```
PATHWORKS MAIL v1.15                                          SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
►  ┌─ MAIL Help Topics ──────────────────────────────────────╥  [   1]
   │                                                          ║  [   1]
   │   ┌─ FORWARD ──────────────────────────────────────────── 1]
   │   │                                                        1]
   │   │                                                        1]
   │   │   Purpose                                              1]
   │   │                                                        1]
   │   │   The FORWARD command sends, to another user, a        1]
   │   │   message that was sent to you.                        1]
   │   │                                                        1]
   │   │   Guidelines                                           1]
   │   │                                                        3]
   │   │   After you enter this command, Mail displays the      1]
   │   │   Mail Composition Window. Enter the node name and     1]
   │   │   user name of the person you want to receive the      8]
   16  │   message. You can specify a subject if you want to.   2]
   17  │                                                        3]
   18  │   After you enter the address of the person to         1]
   19 ▼│   receive the message, press one of the following      9]
   20  └────────────────────────────────────────────────────── 0]
   Browser for remote folder MAIL [29 messages]              ↓
Mail> help forward
Use cursor keys to scan help, and ESC to exit
```

## Related Command

F1

## Related Menu Item

HELP

# LOGIN

## Purpose

This command establishes a new connection to the Mail server.

## Guidelines

This command is useful when the connection to your Mail server fails.

## Format

LOGIN

## Examples

You are using Mail and see that you are no longer connected to the Mail server. Use the following procedure to establish a connection to your Mail server:

1.  Return to the Browser. Press Esc or Ctrl/C to get back to the Browser.

2.  Enter the following command:

    ```
    Mail> LOGIN
    ```

    Mail displays the following screen:

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
►   1  01-May-90         SERVR1::USER1      | one                 [    1]
  ┌─Remote Login Information─────────────────────────────────────────┐ ]
  │                                                                   │ ]
  │  Node name:   ████████                                            │ ]
  │                                                                   │ ]
  │  User name:   ██████████████████████████████████                 │ ]
  │                                                                   │ ]
  │  Password:    ██████████████████████████████████                 │ ]
  │                                                                   │ ]
  │          ███Press Ctrl-Enter when done, or ESC to cancel███       │ ]
  │                                                                   │ ]
  └───────────────────────────────────────────────────────────────────┘ ]
   13  03-May-90         SERVR1::USER2     | These files are ready for you [    9]
   14  03-May-90         SERVR1::USER2     | df output                     [    6]




Browser for remote folder MAIL [14 messages]
Mail>login
```

3.  Enter the name of the Mail server, your user name, and your password. Note that, for security reasons, your password is not displayed. After you press Ctrl/Enter, Mail connects to the Mail server.

If you are using remote folders, Mail does not automatically open a folder for you. Enter the following command to open the remote folder MAIL:

```
Mail> SELECT MAIL
```

## Related Menu Item

```
Menu: Other
Option: Login to Server
```

# MARK

## Purpose

This command inserts an asterisk into the message flag area of a message.

## Guidelines

You can perform the following functions on a group of marked messages:

* COPY

* DELETE

* DIRECTORY

* MOVE

* PRINT

Messages are marked before moving them into other folders with the MOVE/MARKED command.

To remove the asterisk from a message and reverse the action of the MARK command, use the UNMARK command.

## Format

MARK [n[,n,...]]
$$\begin{bmatrix} \text{/ALL} \\ \text{/ANSWERED} \\ \text{/FILTER} \\ \text{/FLAGGED} \\ \text{/FROM=string} \\ \text{/NEW} \\ \text{/SUBJECT=string} \\ \text{/TEXT=string} \\ \text{/TOGGLE} \end{bmatrix}$$

## Parameters

n                    Specifies one or more message numbers separated by commas.

## Qualifiers

| | |
|---|---|
| /ALL | Marks all of the messages in the current folder. |
| /ANSWERED | Marks answered messages in the current folder. |
| /FILTER | Opens a window where you can add search information. For example, you can mark all messages that contain the word "bicycle." |
| /FLAGGED | Marks only flagged messages in the current folder. A flagged message is highlighted in the Browser and has an F in its message flag area. |
| /FROM=string | Marks messages in the current folder from a specific user. For example, you can mark all messages from SERVR1::USER1. |
| /NEW | Marks new messages in the current folder. |
| /SUBJECT=string | Marks messages in the current folder that are on a specific topic. |
| /TEXT=string | Marks messages in the current folder containing the specified text. |
| /TOGGLE | Reverses the action of the command. For example, MARK /TOGGLE removes the asterisk from the message flag area of a message. |

## Examples

1.  You want to mark all messages from SERVR1::USER2 in the current folder, and move them all to another folder. Enter the following command:

    ```
    Mail> MARK /FILTER
    ```

    Mail displays the Message Filter window:

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
▶  1  01-May-90     A     SERVR1::USERZ      | one                 [    1]
 ┌─Message Filter Window────────────────────────────────────────┐    ]
 │                                                               │    ]
 │ From: pattern: ▐SERVR1::USERZ                               ▌ │    ]
 │                                                               │    ]
 │ Subj: pattern: ▐                                           ▌ │    ]
 │                                                               │    ]
 │ Message text:  ▐                                           ▌ │    ]
 │                                                               │    ]
 │               ▐Press Ctrl-Enter when done, or ESC to cancel▌ │    ]
 │                                                               │    ]
 └───────────────────────────────────────────────────────────────┘    ]
   13  07-Jun-90        SERVR1::USERZ   | These files are ready for you [    9]
   14  08-Jun-90        SERVR1::USERZ   | df output                     [    6]




Directory of remote folder MAIL [14 messages]
Mail> mark /filter
```

Enter SERVR1::USER2 after the "From: pattern:" option and press Ctrl/Enter.

Mail displays an asterisk in the message flag area of all messages from SERVR1::USER2. For example:

```
1 1-Jul-91  *  SERVR1::USER2  :  Ride tonight?     [  1]
2 2-Jul-91     SERVR2::USER2  :  Lunch             [  4]
3 2-Jul-91     SERVR2::USER2  :  Meeting today     [ 11]
4 3-Jul-91     SERVR2::USER2  :  Hours             [  1]
5 4-Jul-91     SERVR1::USER1  :  Tornado tomorrow  [  5]
6 5-Jul-91  *  SERVR1::USER2  :  Busted crank      [ 13]
7 5-Jul-91     SERVR2::USER2  :  New supervisor    [ 21]
8 5-Jul-91     SERVR2::USER2  :  System services   [  7]
9 5-Jul-91     SERVR2::USER2  :  New writer        [  9]
```

2. You have a number of messages that contain the word "Meetings" in the subject field of the message. You want to mark these messages so that you can move all of them to another folder. To marks these messages, enter the following command:

   ```
   Mail> MARK /SUBJECT=MEETINGS
   ```

3. You have both answered and unanswered messages in your MAIL folder, and, you decide to move your answered messages to a folder named ANSWERED. Before you can do that, you need to mark the messages that you have already answered. Enter the following command:

   ```
   Mail> MARK /ANSWERED
   ```

4. You want to mark messages 2, 3, and 4 in your MAIL folder. Enter the following command:

```
Mail> MARK 2,3,4
```

## Related Command

UNMARK

## Related Menu Item

```
Menu: Message
Option: Mark
```

# MOVE

## Purpose

This command moves the current message into the specified folder.

## Guidelines

You can use MOVE and FILE interchangeably. That is, the MOVE command and the FILE command are identical.

MOVE is similar to COPY except, with MOVE, the message in the source folder is marked "deleted" after Mail copies it to the destination folder. You can still undelete the message if you want to, using the UNDELETE command.

_____ **Note** _____

If you want Mail to delete a message from the source folder *as Mail moves it*, run MAILSETU and change the "Copy on MOVE" option to OFF. When the "Copy on MOVE" option is OFF, Mail delete a message from the source folder *as it moves it* to the destination folder. Mail also displays the following message:

▷   1  Moved to folder  FOLDER

## Format

MOVE foldername $\begin{bmatrix} \text{/ALL} \\ \text{/FLAGGED} \\ \text{/MARKED} \end{bmatrix}$

## Parameters

foldername        Specifies the name of the folder. If you omit this parameter, Mail opens the Folder Browser, which contains a list of folders.

**MOVE**

## Qualifiers

| | |
|---|---|
| /ALL | Moves or copies all messages in the current folder to the destination folder. |
| /FLAGGED | Moves only flagged messages into the destination folder. A flagged message is highlighted in the Browser and has an F in its message flag area. |
| /MARKED | Moves marked messages into the destination folder. A marked message has an asterisk in its message flag area. |

## Examples

1. You have a message in the MAIL folder you want to move to the MEMO folder. Enter the following command:

   ```
   Mail> MOVE MEMO
   ```

   After you press Return, Mail displays a D in the message flag area of the message in the original folder.

2. You have a number of marked messages in the MAIL folder you want to move to another folder, although you don't know what folders you currently have. Enter the following command:

   ```
   Mail> MOVE /MARKED
   ```

   Mail displays the Folder Browser:

```
PATHWORKS MAIL v1.15                                        SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
▶  1  01-May-90           SERVR1::USER1      │ one                 [   1]
   2  01-May-90           SERVR1::USER1      │ two                 [   1]
   3┌──────Name───────#Msgs───Description────────────────────────┐   1]
   4│ ▶ (New Remote Folder)                                       │   1]
   5│   MAIL              ** Remote Folder **                     │   1]
   6│                                                             │   1]
   7│                                                             │   1]
   8│                                                             │   1]
   9│                                                             │   1]
  10│                                                             │   1]
  11│                                                             │   1]
  12│                                                             │   3]
  13│                                                             │   1]
  14│                                                             │   1]
     └─────────────────────────────────────────────────────────┘

 Browser for remote folder MAIL [14 messages]                         ↓
Mail> move /marked
Move specified messages to folder:
```

Use the arrow keys to select a folder and press ⎡Return⎤.

3. You have a number of flagged messages in the MAIL folder you want to move to the folder USER2. Enter the following command:

   Mail> MOVE USER2 /FLAGGED

   Mail moves all the messages to the folder USER2.

   Notice that Mail removes the F from the message flag area and the highlighting from the flagged messages in the source folder.

## Related Command

COPY

## Related Menu Items

Menu: Message
Option: File

Menu: Group
Option: Move Marked Messages to...
Option: Move All Messages to...

---

# PRINT

## Purpose

This command sends the specified message (or messages) to the default printer device.

## Guidelines

If you omit a message number, Mail prints the current message.

## Format

PRINT [n[,n,...]] $\left[\begin{array}{l} \text{/ALL} \\ \text{/FLAGGED} \\ \text{/MARKED} \\ \text{/NOFEED} \\ \text{/OUTPUT=printer} \end{array}\right]$

## Parameters

n          Specifies one or more message numbers separated by commas.

## Qualifiers

| | |
|---|---|
| /ALL | Prints all messages. |
| /FLAGGED | Prints only flagged messages in the current folder. A flagged message is highlighted in the Browser and has an F in its message flag area. |
| /MARKED | Prints marked messages. A marked message has an asterisk in its message flag area. |
| /NOFEED | Does not print each message on a new page. By default, Mail starts each message on a new page. |
| /OUTPUT=printer | Specifies the name of an alternate printer (or file). |

## Examples

1. You have marked some messages that you want to print. To print them all, enter the following command:

   Mail> PRINT /MARKED

2. You want to print messages 1,5, and 7 in your current folder. Enter the following command:

   Mail> PRINT 1,5,7

## Related Menu Items

Menu: Message
Option: Print

Menu: Group
Option: Print Marked Messages

# PURGE

## Purpose

This command permanently removes messages marked as deleted.

## Guidelines

By default, Mail prompts you for confirmation. If you enter Y and press Return , Mail physically removes deleted messages from your current folder.

Mail does not delete messages when you exit Mail.

## Format

PURGE [/NOCONFIRM] [/REMOTE]

## Qualifiers

/NOCONFIRM      Purges the folder without confirmation.

/REMOTE          Empties the remote wastebasket. If you set the "Auto Purge Remote Folders" option to OFF in MAILSETU, use this option periodically to empy your remote wastebasket.

## Examples

1.  You have a number of deleted messages in your MAIL folder that you want to delete permanently. Enter the following command:

    ```
    Mail> PURGE
    ```

    Mail displays the following prompt:

    ```
    Purge deleted messages: Are you sure?
    ```

    Press Y and Return to remove all messages marked as deleted.

    Press N and Return to keep deleted messages.

2.  You want to remove all deleted messages from you MAIL folder with confirming the operation. Enter the following command:

    ```
    Mail> PURGE /NOCONFIRM
    ```

## Related Command

DELETE

## Related Menu Item

Menu: Other
Option: Purge Deleted Messages

---

# READ

## Purpose

This command displays a specified message.

## Guidelines

If you omit a message number, Mail displays the current message. If you enter FIRST at the Mail> prompt, either in the Browser or in the Message Viewer, Mail displays the first message in the folder. If you enter LAST, Mail displays the last message in the folder.

## Format

```
              ┌ /ALL              ┐
              │ /ANSWERED         │
              │ /EDIT             │
              │ /FILTER           │
              │ /FLAGGED          │
READ [n]      │ /FROM=string      │
              │ /MARKED           │
              │ /NEW              │
              │ /SUBJECT=string   │
              └ /TEXT=string      ┘
```

## Parameters

n           Specifies the number of the message you want to read.

## Qualifiers

/ALL                    Reads all messages.

/ANSWERED               Reads messages you have answered.

/EDIT                   Starts the callable editor, that is, the editor you specified
                        in your Mail configuration file.

|  | You can use your editor to search for information you know is in the message. When you exit the editor, the message is not altered. This feature allows you to use features of your editor that are not available with Mail's built-in editor. |
|---|---|
| /FILTER | Opens a window to read search information. |
| /FLAGGED | Displays only highlighted messages that have an F in their message flag area in the current folder. |
| /FROM=string | Reads messages from a specific user. |
| /MARKED | Reads messages that have an asterisk in their message flag area. |
| /NEW | Checks for new mail, and opens the first new (unread) message. |
| /SUBJECT=string | Reads messages on a particular topic. |
| /TEXT=string | Reads messages containing the specified text (string). |

## Examples

1.  You receive a long message that contains information you need for a presentation you are giving. You also know that you have to search for the information you want. You want to use your own editor to perform the search. Enter the following command to start your callable editor with the current command:

    ```
    Mail> READ /EDIT
    ```

2.  You want to read message number five. Enter the following command:

    ```
    Mail> READ 5
    ```

3.  You want to read all the messages in the current folder from SERVR1::USER1. Enter the following command:

    ```
    Mail> READ /FROM="SERVR1::USER1"
    ```

## Related Menu Items

```
Menu: Read
Option: Selected Message
Option: New Messages
```

# RESEND

## Purpose

This command displays the last message you sent so that you can edit it.

## Guidelines

After you enter this command, Mail displays the Mail Composition window. This window contains the last message you tried to send. Enter the node name and user name of the person to receive the message. Enter a subject, if you want to.

When you are finished, press one of the following key sequences:

- Ctrl/Z resends your message, exits the Mail Composition window, and displays the Browser.

- Ctrl/C exits the Mail Composition window, stops your message from being resent, and returns you to the Browser.

## Format

RESEND

## Examples

1. You want to send a message to two people. The second person needs more information than the first person needs. Send the message to the first person. To display the original message, so you can edit it and add additional information, enter the following command:

   ```
   Mail> RESEND
   ```

   Mail displays the Mail Composition window.

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
 Deliver Save Include                        ViewUp ViewDn Help Cancel
To:     SERVR1::USER2
Subj:   Test Message

          This is a message that was not sent the first time.
```

```
Mail Composition Window
 Type Ctrl-Z to send this message, or Ctrl-C to cancel
```

Add the information the second person needs.

When you are finished, press one of the following key sequences:

- [Ctrl/Z] resends your message, exits the Mail Composition window, and displays the Browser.

- [Ctrl/C] does not resend the message. However, Mail does exit the Mail Composition window, and displays the Browser.

2. You tried to send a message to someone but Mail could not send it successfully. To resend the message, enter the following command:

Mail> RESEND

Mail displays the Mail Composition window with the original message in it. You can edit the message.

When you are finished, press one of the following key sequences:

- [Ctrl/Z] resends your message, exits the Mail Composition window, and displays the Browser.

- [Ctrl/C] exits the Mail Composition window, stops your message from being resent, and returns you to the Browser.

**RESEND**


# Related Menu Item


```
Menu: Send
Option: Resend Last Message
```

# SEARCH

## Purpose

This command looks for the specified text in the messages in the current folder.

## Guidelines

If you issued no other SEARCH command, this command starts at the current message. If you want to search all messages in the current folder, use the arrow keys or [Pg Up] to move to the first message.

If you issued a previous SEARCH command, this command starts where the last SEARCH command stopped.

If the search string is found, Mail displays and highlights the line containing the search string .

If the current folder contains many messages, the search operation can take a long time.

## Format

SEARCH string $\begin{bmatrix} \text{/CURRENT} \\ \text{/HEADER} \\ \text{/REVERSE} \end{bmatrix}$

## Parameters

string          Specifies the string to search for.

## Qualifiers

/CURRENT        Searches only the current message.

/HEADER         Searches only the directory, not the text of messages.

/REVERSE        Specifies that the search be in the reverse direction, that is, from the most recent message to the least recent message.

## Examples

You want to find a message, in the current folder, that contains the word "minutes" in it. You know you received the message recently. To search from the most recent message, that is, in reverse order, enter the following command:

```
Mail> SEARCH /REVERSE minutes
```

If Mail finds the word "minutes," it displays and highlights the line.

## Related Menu Item

```
Menu: Folder
Option: Search Headers
Option: Search Text
```

---

# SELECT

## Purpose

This command opens an alternate mail folder.

## Guidelines

If you omit a folder name, Mail displays the Folder Browser, which contains a list of the current mail folders.

## Format

SELECT foldername [/LOCAL | /REMOTE]

## Parameters

foldername     Specifies the the name of the folder.

## Qualifiers

/LOCAL     Specifies that the folder is a local folder.

        A local folder is a folder that stores messages on your personal computer.

        When you specify SELECT /LOCAL, this setting is temporary. To make this setting permanent, change it in your MAIL.INI file using MAILSETU.

/REMOTE     Specifies that the folder is a remote folder.

        When you specify SELECT /REMOTE, this setting is temporary. To make this setting permanent, change it in your MAIL.INI file using MAILSETU.

        A remote folder is a folder that stores messages on the Mail server.

## Examples

You are currently in the MAIL folder. You want to change to the folder FOLDER1. Enter the following command:

```
Mail> SELECT FOLDER1
```

**SELECT**


# Related Menu Item


Menu: Folder
Option: Switch Folders...

# SEND

## Purpose

This command enables you to create and send a message to another user.

## Guidelines

After you enter this command, Mail displays the Mail Composition window.

If you specify a file name, Mail includes the file in the editor when it starts the editor.

### Sending a Message to a Distribution List

You can send a message to either a local distribution list, which resides on your workstation, or a remote distribution list, which resides in your VMS account on the Mail server. Use the following guidelines when creating and using distribution lists:

- When you create a distribution list, specify the node name and user name of each person on a separate line. For example:

  ```
  SERVR1::USER1
  SERVR1::USER2
  SERVR2::USER1
  SERVR2::USER2
  SERVR3::USER1
  ```

- When you send a message to a local distribution list, put an @ before the distribution list file name in the To: field. For example:

  ```
  To: @WRITERS
  ```

- When you send a message to a remote distribution list, put a # before the distribution list file name in the To: field. For example:

  ```
  To: #WRITERS
  ```

- If the file extension of your distribution list is .DIS, you do not have to enter the file extension. If the file extension of your distribution list is anything other than .DIS, you must enter both the file name and the file extension. For example, to send a message to the local distribution list EDITORS.DIS, enter:

  ```
  To: @EDITORS
  ```

  To send a message to the local distribution list EDITORS.TXT, enter:

  ```
  To: @EDITORS.TXT
  ```

**SEND**

## Format

SEND file-id $\begin{bmatrix} \text{/ATTACH=filename.ext} \\ \text{/EDIT} \mid \text{/NOEDIT} \\ \text{/LAST} \\ \text{/SELF} \mid \text{/NOSELF} \\ \text{/SUBJECT=string} \end{bmatrix}$

## Parameters

drv:      Specifies the letter of the drive containing the file you want Mail to send.

path      Specifies the directory containing the file you want Mail to send.

filename  Specifies the file name of the file you want Mail to send.

## Qualifiers

/ATTACH=        Attaches a binary file to the message you are sending. You can attach any file to a message.

/EDIT           Starts a callable editor, such as SEDT. The callable editor is the editor you specified in your Mail configuration file.

                If the "Callable Editor" option is ON in MAIL.INI, /EDIT is the default.

                This feature allows you to use features of your editor that are not available with Mail's built-in editor.

                Exit Mail and run MAILSETU to determine the value for the "Callable Editor" option.

/LAST           Resends the last message that was sent. This qualifier is identical to the RESEND command.

/NOEDIT         Starts Mail's built-in editor. If the Callable Editor parameter in OFF in MAILSETU, /NOEDIT is the default.

                Exit Mail and run MAILSETU to determine the value for the "Callable Editor" option.

| | |
|---|---|
| /SELF | Tells Mail to save a copy of the message being sent in the current folder. |
| | Regardless of the setting of the "Save Outgoing Messages" option in MAILSETU, using this qualifier guarantees that Mail saves a copy of the message you send. |
| /NOSELF | Prevents Mail from saving a copy of the message being sent in the current folder. |
| | Regardless of the setting of the "Save Outgoing Messages" option in MAILSETU, using this qualifier guarantees that Mail does not save a copy of the message you send. |
| /SUBJECT=string | Specifies the new subject for the reply. |

## Examples

1. You have a file named INFO.TXT in your operating system directory. You want to send INFO.TXT to someone and want a copy sent to yourself. Enter the following command:

   ```
   Mail>  SEND /SELF INFO.TXT
   ```

   Mail displays the Mail Composition window:

   ```
   PATHWORKS MAIL v1.15                                    SERVR1::USER1
    Deliver Save Include                         ViewUp ViewDn Help Cancel
   To:
   Subj:
   ```

   ```
   Mail Composition Window
    Type Ctrl-Z to send this message, or Ctrl-C to cancel
   ```

Enter the node name and user name, and a subject (optional).

When you finish your message, press one of the following key sequences:

- Ctrl/Z sends your message, exits the Mail Composition window, and displays the Browser.

- Ctrl/C exits the Mail Composition window, stops your message from being sent, and returns you to the Browser.

2. You want to use your own editor to create and send a message to someone. Enter the following command:

   ```
   Mail> SEND /EDIT
   ```

3. You tried to send a message, but Mail could not send it successfully. To resend the message, enter the following command:

   ```
   Mail> SEND /LAST
   ```

   Mail displays the Mail Composition window with the original message in it. You can edit the message if you want to.

   When you are finished, press one of the following key sequences:

   - Ctrl/Z resends your message, exits the Mail Composition window, and displays the Browser.

   - Ctrl/C exits the Mail Composition window, stops your message from being resent, and returns you to the Browser.

4. You want to send the same message to all your coworkers. You create the local distribution file COWORKER.DIS. To send the same message to all your coworkers, enter the following command:

   ```
   Mail> SEND
   ```

   Mail displays the Mail Composition window. In the To: field, enter:

   ```
   @COWORKER
   ```

   When you finish your message and press Ctrl/Z, Mail sends your message to all your coworkers whose names are in COWORKER.DIS.

## Related Menu Item

```
Menu: Send
Option: Send New Message
```

# SET COPY_SELF

## Purpose

This command saves a copy of each message you send in the current folder.

## Guidelines

When Save Outgoing Messages is OFF (in MAIL.INI):

* Entering SET COPY_SELF /OFF has no effect.

* Entering SET COPY_SELF /ON tells Mail (for the current Mail session) to save messages it sends in the current folder.

* Entering SET COPY_SELF /TOGGLE temporarily tells Mail to save messages it sends in the current folder.

  If you enter SET COPY_SELF /TOGGLE again, Mail does not save messages it sends.

When Save Outgoing Messages is ON (in MAIL.INI):

* Entering SET COPY_SELF /OFF temporarily (for the current Mail session) prevents Mail from saving messages it sends in the current folder.

* Entering SET COPY_SELF /ON has no effect.

* Entering SET COPY_SELF /TOGGLE temporarily prevents Mail from saving messages it sends in the current folder.

  If you enter SET COPY_SELF /TOGGLE again, Mail saves messages it sends in the current folder.

## Format

SET COPY_SELF $\left[\begin{array}{l} \text{/OFF} \mid \text{/ON} \\ \text{/TOGGLE} \end{array}\right]$

## Qualifiers

/OFF        Prevents Mail from saving a copy of each message it sends.

/ON         Tells Mail to save a copy of each message it sends in the current folder.

## SET COPY_SELF

/TOGGLE      Reverses the action of the command.

For example, if Mail saves each message it sends in the current folder, SET COPY_SELF /TOGGLE means that you will no longer receive messages.

If Mail is not saving each message it sends, SET COPY_SELF /TOGGLE means that Mail will begin to save messages in the current folder.

## Examples

1. You want to make sure that you receive a copy of every message you send to others on the network. Enter the following command:

   ```
   Mail> SET COPY_SELF /ON
   ```

2. You have been receiving a copy of every message you send. But, you do not want a copy of the next message you are going to send. Enter the following command:

   ```
   Mail> SET COPY_SELF /OFF
   ```

# SET FOLDER

## Purpose

This command allows you to specify:

* A personal name for a local folder
* A description of a local folder
* Whether you want a backup copy of the messages that are deleted from the local folder when you purge it

## Guidelines

After you enter this command, Mail displays the Folder Options window. You can specify:

* A personal name

  A personal name is a message that is displayed at the top of every message you send to another user. If you specify a personal name for a local folder, that personal name replaces the personal name you may have set using the SET PROFILE command.

* A description of the local folder. For example:

  ```
  BICYCLE              Cycling club mail messages
  ```

* Whether you want Mail to save the messages you delete from a local folder using the PURGE command.

You cannot use this command with remote folders.

## Format

SET FOLDER

## Examples

You want to have the message "I love to eat" displayed on every message you send from the local folder FOOD. Enter the following command:

```
Mail>  SET FOLDER
```

## SET FOLDER

Mail displays the Folder Options window:

```
PATHWORKS MAIL v1.15                                  SERVR1::USER1
Read Send Folder Message Filter Group Other      PgUp PgDn Help Quit
►
  ┌─Folder Options Window─────────────────────────────────────────┐
  │                                                                │
  │  Personal Name:  ███████████████████████████████████████████  │
  │                                                                │
  │  Description:    ██████████████████████████████████████       │
  │                                                                │
  │  Backup Files:   █                                             │
  │                  ███████████████████████████████████████████  │
  │                  █ Press Ctrl-Enter when done, or ESC to cancel│
  │                                                                │
  └────────────────────────────────────────────────────────────────┘




  Directory of folder MAIL [0 messages]
  Mail> set folder
                                          11-Jun-90  04:07PM
```

Enter the message "I love to eat" after the "Personal Name:" option and press
Ctrl/Enter .

# SET PROFILE

## Purpose

This command allows you to specify:

- A personal name that appears on every message you send to another user
- A forwarding address for your account
- The personal computer where you want Mail to beep to let you know that you have new mail.

## Guidelines

After you enter this command, Mail displays the User Profile window. You can specify:

- A personal name. This personal name appears on every message you send using Mail.

    A personal name set on a local folder with the SET FOLDER command always replaces a personal name set with the SET PROFILE command. That is, if you send a message from a local folder, and that local folder has a personal name, it replaces the personal name set using the SET PROFILE command.

- A forwarding address for your account.

    If you specify a forwarding address, you cannot specify a client node to be notified.

- A client node to be notified.

    You must start the receiver (RCV) to receive broadcast messages. To start RCV, enter the following command:

    ```
    C:\> RCV
    ```

    If you specify a client node to be notified, you cannot specify a forwarding address.

_____ **Note** _____

Mail displays only those fields supported by your Mail server.

## SET PROFILE

## Format

SET PROFILE

## Examples

1. You are supposed to work on another VMS system tomorrow, and you want to receive your mail on that system. Enter the following command:

   Mail> SET PROFILE

   Mail displays the User Profile window:

```
PATHWORKS MAIL v1.15                                        SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
▶   1  01-May-90    A    SERVR1::USERZ     | one                    [   1]
  ┌─User Profile Window──────────────────────────────────────────────┐ ]
  │                                                                   │ ]
  │  Personal Name: Who'll win the TdF in 1990?                       │ ]
  │                                                                   │ ]
  │  Forwarding:                                                      │ ]
  │                                                                   │ ]
  │  Notify nodes:                                                    │ ]
  │                                                                   │ ]
  │             Press Ctrl-Enter when done, or ESC to cancel          │ ]
  │                                                                   │ ]
  └───────────────────────────────────────────────────────────────────┘ ]
   13  07-Jun-90         SERVR1::USERZ     | These files are ready for you [   9]
   14  08-Jun-90         SERVR1::USERZ     | df output                     [   6]




Directory of remote folder MAIL [14 messages]
Mail>
```

   Enter your forwarding address after "Forwarding:" and press Ctrl/Enter .

2. You are supposed to work on a personal computer named CLIENT tomorrow, and you want to know if you receive mail on that system. Enter the following command:

   Mail> SET PROFILE

Mail displays the User Profile window:

```
PATHWORKS MAIL v1.15                                    SERVR1::USER1
Read Send Folder Message Filter Group Other        PgUp PgDn Help Quit
▶  1  01-May-90   A   SERVR1::USERZ      | one                    [   1]
  ┌─User Profile Window───────────────────────────────────────────┐ ]
  │                                                                │ ]
  │  Personal Name: █Who'll win the TdF in 1990?                 █ │ ]
  │                                                                │ ]
  │  Forwarding:    █                                            █ │ ]
  │                                                                │ ]
  │  Notify nodes:  █                                            █ │ ]
  │                                                                │ ]
  │             █Press Ctrl-Enter when done, or ESC to cancel█    │ ]
  │                                                                │ ]
  └────────────────────────────────────────────────────────────────┘ ]
  13  07-Jun-90       SERVR1::USERZ     | These files are ready for you [   9]
  14  08-Jun-90       SERVR1::USERZ     | df output                     [   6]




  Directory of remote folder MAIL [14 messages]
  Mail>
```

Enter the name CLIENT after "Notify nodes:" and press ⌈Ctrl/Enter⌋.

## Related Menu Item

Menu: Other
Option: Modify User Profile

# SHOW NEW

## Purpose

This command displays the number of new messages at the bottom of the Browser.

## Format

SHOW NEW

## Examples

You want to know how many new, unread messages you have in the NEWMAIL folder. Enter the following command:

```
Mail> SHOW NEW
```

## Related Menu Item

```
Menu: Read
Option: New Messages
```

# SHOW VERSION

## Purpose

This command displays the number of the current version of Mail where you are working.

## Format

SHOW VERSION

## Examples

You want to know what version of Mail you are using. Enter the following command:

```
Mail> SHOW VERSION
```

# SPAWN

## Purpose

This command causes Mail to run the specified operating system command.

## Guidelines

If you omit a command, Mail exits the Browser and displays the operating system prompt. Enter your command and press Return.

To return to the Browser, enter the following:

EXIT

## Format

SPAWN command

## Parameters

command          The operating system command. If the command is more than one word or contains any punctuation, you must enclose it in quotes.

## Examples

You want to mail a file in your directory to someone, but you forgot the name of the file. Enter the following command:

Mail> SPAWN DIR

Mail displays all the files in your operating system directory and then displays the Browser.

## Related Menu Item

Menu: Other
Option: Suspend MAIL & go to OS

# UNDELETE

## Purpose

This command removes the D from the message flag area of the current message in the current folder.

## Guidelines

If you omit a message number, Mail removes the D from the message flag area of the current message in the current folder.

## Format

UNDELETE [n[,n,...]]
$$\begin{bmatrix} \text{/ALL} \\ \text{/ANSWERED} \\ \text{/FILTER} \\ \text{/FLAGGED} \\ \text{/FROM=string} \\ \text{/MARKED} \\ \text{/NEW} \\ \text{/SUBJECT=string} \\ \text{/TEXT=string} \\ \text{/TOGGLE} \end{bmatrix}$$

## Parameters

n          Specifies one or more message numbers separated by commas.

## Qualifiers

/ALL          Removes the D from the message flag area of all messages in the current folder.

/ANSWERED     Removes the D from the message flag area of all answered messages in the current folder.

/FILTER       Opens a window to prompt you for the search information.

## UNDELETE

| | |
|---|---|
| /FLAGGED | Removes the D from the message flag area of all highlighted messages in the current folder. |
| /FROM=string | Removes the D from the message flag area of all the messages in the current folder from the specified user. |
| /MARKED | Removes the D from the message flag area of all marked messages in the current folder. A marked message has an asterisk in its message flag area. |
| /NEW | Removes the D from the message flag area of all new messages in the current folder. |
| /SUBJECT=string | Removes the D from the message flag area of all the messages in the current folder that contain a specified word or words in their subject line. |
| /TEXT=string | Removes the D from the message flag area of all the messages in the current folder that contain a specified word or words in the body of the message. |
| /TOGGLE | Reverses the action of the command. For example, UNDELETE /TOGGLE adds the D to the message flag area of a message. That is, UNDELETE /TOGGLE deletes a message. |

## Examples

1. You want to reverse the action of the DELETE command on a message. Move the right-pointing cursor to the message and enter the following command:

   ```
   Mail> UNDELETE
   ```

2. You want to reverse the action of the DELETE command on a number of highlighted messages. Enter the following command:

   ```
   Mail> UNDELETE /MARKED
   ```

## Related Command

DELETE

## Related Menu Item

```
Menu: Message
Option: Delete
```

# UNFLAG

## Purpose

This command removes the highlighting and the F from the message flag area of a message.

## Guidelines

After you enter this command, Mail removes the highlighting and the F from the message flag area of the current message.

## Format

UNFLAG [n[,n,...]]
$$\begin{bmatrix} \text{/ALL} \\ \text{/ANSWERED} \\ \text{/FILTER} \\ \text{/FROM=string} \\ \text{/MARKED} \\ \text{/NEW} \\ \text{/SUBJECT=string} \\ \text{/TEXT=string} \\ \text{/TOGGLE} \end{bmatrix}$$

## Parameters

n          Specifies one or more message numbers separated by commas.

## Qualifiers

/ALL                    Removes the highlighting and the F from the message flag area of all of the messages in the current folder.

/ANSWERED               Removes the highlighting and the F from the message flag area of all the answered messages in the current folder.

/FILTER                 Opens a window to prompt you for the search information.

| /FROM=string | Removes the highlighting and the F from the message flag area of all the messages in the current folder from a specific user. |
| /MARKED | Removes the highlighting and the F from the message flag area of all the marked messages in the current folder. A marked message has an asterisk in its message flag area. |
| /NEW | Removes the highlighting and the F from the message flag area of all new messages in the current folder. |
| /SUBJECT=string | Removes the highlighting and the F from the message flag area of all messages in the current folder on a specific topic. |
| /TEXT=string | Removes the highlighting and the F from the message flag area of all messages in the current folder containing the specified text. |
| /TOGGLE | Reverses the action of the command. For example, UNFLAG /TOGGLE adds the F to the message flag area of a message and highlights the message. |

## Examples

You highlighted all the messages in your folder from SERVR1::USER1. You no longer need those messages highlighted. Enter the following command:

```
Mail> UNFLAG /FROM="SERVR1::USER1"
```

## Related Command

FLAG

# UNMARK

## Purpose

This command removes the asterisk (*) from the message flag area of the current message in the current folder.

## Format

```
                ┌ /ALL            ┐
                │ /ANSWERED       │
                │ /FILTER         │
                │ /FLAGGED        │
UNMARK [n[,n,...]] │ /FROM=string  │
                │ /NEW            │
                │ /TEXT=string    │
                │ /SUBJECT=string │
                └ /TOGGLE         ┘
```

## Parameters

n          Specifies one or more message numbers separated by commas.

## Qualifiers

/ALL                Removes the asterisk from the message flag area of all the messages in the current folder.

/ANSWERED           Removes the asterisk from the message flag area of the answered messages in the current folder.

/FILTER             Opens a window to prompt you for search information.

/FLAGGED            Removes the asterisk from the message flag area of all the messages that are highlighted and have an F in their message flag area.

/FROM=string        Removes the asterisk from the message flag area of all messages in the current folder from the specified user.

## UNMARK

| | |
|---|---|
| /NEW | Removes the asterisk from the message flag area of all new messages in the current folder. |
| /SUBJECT=string | Removes the asterisk from the message flag area of all messages in the current folder that have the specified word or words in the subject line. |
| /TEXT=string | Removes the asterisk from the message flag area of all messages in the current folder that have the specified word or words in the body of the message. |
| /TOGGLE | Reverses the action of the command. For example, UNMARK /TOGGLE adds an asterisk to the message flag area of a message. |

## Examples

1. You added an asterisk to the message flag area of a number of messages to print them. Now, you want to remove all the asterisks. Enter the following command;

   ```
   Mail> UNMARK /ALL
   ```

2. You want to remove the asterisks from the message flag area of all messages from SERVR1::USER1. Enter the following command:

   ```
   Mail> UNMARK /FROM="SERVR1::USER1"
   ```

## Related Command

MARK

## Related Menu Item

```
Menu: Message
Option: Mark
```

# A

## Using Mail Without the Command Prompt

You have three ways to perform operations in Mail:

* You can use the mouse to choose a menu and click on an option.

* You can press ⌜Tab⌟ and the hot key to display a pulldown menu. For example, you can press ⌜Tab⌟ and ⌜R⌟ to display the pulldown menu for Read.

* You can type commands at the command prompt.

This appendix discusses an alternative to typing commands at the command prompt.

By default, Mail displays the command prompt. To perform an operation, you have to enter an entire command at the prompt. For example, to read the current message, you have to enter:

```
Mail> READ
```

However, you may find it faster to read a message without having to type "READ" every time. By running MAILSETU and disabling the Command Mode parameter (Command Mode = OFF), Mail allows you to press ⌜R⌟ to read the current message. You do not have to type "READ."

Use the following procedure to disable the command prompt:

1. At the operating system prompt, enter:

   ```
   MAILSETU
   ```

   MAILSETU displays the following screen:

```
PATHWORKS MAIL Setup Program v1.15                          Quick Installation
┌[Setup Options]─────────────────────────────────────────────────────────────
│  * User Options
│   ►User Name =          ████████████████████████████████████████████████
│   ►Node Name =          ████████████████████████████████████████████████
│  * Keyboard and Mouse
│    Command Mode =         off
│    Mouse =                on
│  * Callable Text Editor Options
│    Callable Editor =      off
│  * Screen Options
│    Character Set =        none
│
│
│
│
└────────────────────────────────────────────────────────────────────────────
┌[Description]───────────────────────────────────────────────────────────────
│ The username field contains the user name field you use when you
│ login to the remote VAX.
│
│
└────────────────────────────────────────────────────────────────────────────
            ►► Type in the entry for this field and press ENTER ◄◄
          F1:Help,  F10:Quick/Advanced,  Ctrl/Enter:Exit,  ESC:Cancel
```

2. Use the arrow keys to move the cursor to the "Command Mode" option.

3. Press the spacebar.

   The "Command Mode" option should now be OFF.

4. To save this change, press Ctrl/Enter.

5. MAILSETU prompts you to respond to the following question:

   Place comments in new MAIL.INI file? N

   Press Y and Return if you want MAILSETU to add comments to MAIL.INI.

   N is the default. It means you do not want MAILSETU to add comments to MAIL.INI.

6. MAILSETU prompts you to respond to the following question:

   Continue to write new MAIL.INI file? Y

   Y is the default. It means you want MAILSETU to write the new MAIL.INI file.

   Press N and Return if you do not want MAILSETU to write the new MAIL.INI file.

7. MAILSETU returns you to the operating system prompt.

Now that you have disabled the command prompt, you still have three ways to
perform operations in Mail:

- You can use the mouse.

- You can use the Tab key and the hot key.

- You can use key sequences.

_____ **Note** _____

If you press F2, Mail displays its command prompt. You can type a Mail
command at the prompt.

_____

The following sections contain information about:

- Key sequences in the Browser and the Message Viewer

- Defining the keyboard, mouse, and menu options

- Conventions for editing definition files

- Sample MAILBRWS.DEF file

## Key Sequences in the Browser and the Message Viewer

After you have disabled the command prompt and enabled key sequences, you
can use these key sequences in the Browser and the Message Viewer.

The Browser is the main screen used by Mail. It is the screen you see when you first start Mail:

```
PATHWORKS MAIL v1.15                                          SERVR1::USER1
 Read Send Folder Message Filter Group Other            PgUp PgDn Help Quit
▶   1  01-May-90        SERVR1::USER2   | one                         [  1]
    2  01-May-90        SERVR1::USER2   | two                         [  1]
    3  01-May-90        SERVR1::USER2   | three                       [  1]
    4  01-May-90        SERVR1::USER2   | four                        [  1]
    5  01-May-90        SERVR1::USER2   | five                        [  1]
    6  01-May-90        SERVR1::USER2   | six                         [  1]
    7  01-May-90        SERVR1::USER2   | seven                       [  1]
    8  01-May-90        SERVR1::USER2   | eight                       [  1]
    9  01-May-90        SERVR1::USER2   | nine                        [  1]
   10  01-May-90        SERVR1::USER2   | ten                         [  1]
   11  01-May-90        SERVR1::USER2   | ten                         [  1]
   12  03-May-90        SERVR1::USER2   | RE: copied file to file_transf[  7]
   13  03-May-90        SERVR1::USER2   | These files are ready for you [  9]
   14  03-May-90        SERVR1::USER2   | df output                   [  6]




 Browser for remote folder MAIL [14 messages]
```

The Message Viewer is the screen you are in when you read a message:

```
PATHWORKS MAIL v1.15                                          SERVR1::USER1
 Reply Send Delete Message Find              Prev Next PgUp PgDn Help Dir
From:   SERVR1::USER2        "Who'll win the TdF in 1990?"    1-MAY-1990 12:48
To:     SERVR1::USER1
CC:
Subj:   Meeting tomorrow

        I wanted to let you know that the meeting we scheduled
        for tomorrow afternoon will have to be rescheduled.

        Maybe we can meet over lunch on Friday.







 Message 1 from SERVR1::USER2 (4 lines)
```

Table A–1 lists and describes the key sequences you can press while in the Browser and the Message Viewer to perform Mail operations.

**Table A–1  Key Sequence for Browser and Message Viewer**

| Command | Key | Description |
|---|---|---|
| ANSWER | Alt/E | In the Browser, this key sequence starts your callable editor. The editor contains the text of the current message. |
| CHECK | C | In the Browser, this key checks the remote system for messages. |
| DELETE | D | In the Browser, this key displays a D in the message flag area of the current message. That is, the message is deleted. |
| | | In the Message Viewer, this key displays a D in the message flag area of the message you are reading, and returns you to the Browser. |
| | | Remember that deleted messages are not lost until you use the PURGE command. |
| | | You can remove the D from the message flag area of a message using the D. |
| DELETE/MARKED | Alt/D | In the Browser, this key sequence displays a D in the message flag area of all marked messages. |
| DELETE/NEXT | K | In the Message Viewer, this key deletes the message you are reading, then displays the next message. |
| DIRECTORY/MAIL | L | In the Browser, this key switches to the default mail folder if it is not the current mail folder. |
| EXIT | Q, F10 | In the Browser, either of these keys stops Mail execution, updates all files, and returns you to the operating system command prompt. |
| EXTRACT | X | In the Browser and the Message Viewer, this key sequence copies a message into a specified file in your directory. Mail prompts you for the name of the file. |
| EXTRACT/MARKED | Alt/X | In the Browser, this key sequence copies all marked messages (messages that have an asterisk in their message flag area) into the specified file. |

**Table A–1 (Cont.)  Key Sequence for Browser and Message Viewer**

| Command | Key | Description |
|---|---|---|
| FLAG | F | In the Browser, this key displays an F in the message flag area of the current message and displays the message listing in bold letters. You can reverse the action of the FLAG command using the F key. |
| FORWARD | F | In the Message Viewer, this key copies the current message into the Mail Composition window, so you can forward it to someone else. Enter the node name and user name of the person to whom you want to forward the message and press Return. Enter a subject, if desired, and press Return. |
| | | To forward the message, move the pointer to the Deliver command and press MB1. |
| | | To cancel the forward operation, move the pointer to the Cancel command and press MB1. |
| MARK | T | In the Browser, this key displays an asterisk in the message flag area of the current message. |
| | | In the Message Viewer, this key displays an asterisk in the message flag area of the message you are reading. |
| MARK/FROM= | Ctrl/T | In the Browser, this key sequence prompts you for a user name and marks all messages from users whose names contain the search string. |
| MARK/TEXT= | Alt/T | In the Browser, this key sequence prompts you for a search string and marks all messages that contain that string. |
| | | Mail searches both the text of the message and the headers. The search is case-sensitive, that is, Mail searches for the string exactly as you typed it. |

**Table A–1 (Cont.) Key Sequence for Browser and Message Viewer**

| Command | Key | Description |
|---|---|---|
| MOVE | M | In the Browser and the Message Viewer, this key moves the current message to the specified folder. Mail displays the folder browser and prompts you for the name of a folder where it should save the current message. Use the arrow keys to select a folder, or enter the name of the folder and press Return. If you decide not to move the current message, press Esc. |
| MOVE/MARKED | Alt/M | In the Browser, this key sequence moves marked messages to another folder. |
| | | Mail displays the Folder Browser and prompts you for the name of a folder where it should save the marked messages. Use the arrow keys to select a folder, or enter the name of the folder and press Return. If you decide not to move the marked messages, press Esc. |
| NEXT | N, Ctrl/Pg Dn | In the Message Viewer, either of these key sequences displays the next message in the folder so you can read it. |
| PREVIOUS | P, Ctrl/Pg Up | In the Message Viewer, either of these key sequences displays the previous message in the folder so you can read it. |
| PRINT | H | In the Browser and the Message Viewer, this key copies the current message to the default printer device. |
| PRINT/MARKED | Alt/H | In the Browser, this key sequence copies all marked messages (messages that have an asterisk in their message flag area) to the default printer device; one form feed character separates each message. |
| PURGE | E | In the Browser, this key permanently removes all messages that have a D in their message flag area from the current Mail folder. Before Mail deletes the messages, it displays the prompt "Purge deleted messages: Are you sure?" |

**Table A–1 (Cont.)  Key Sequence for Browser and Message Viewer**

| Command | Key | Description |
|---|---|---|
| | | Enter Y and press Return to purge all messages marked deleted. Otherwise, enter N and press Return. |
| QUIT | Q | In the Message Viewer, this key closes the message viewer and returns you to the Browser. |
| READ | R | In the Browser, this key opens the Message Viewer window and displays the current message. |
| | | While you are reading the message, the Browser commands are not available. |
| REPLY | R | In the Message Viewer, this key splits the screen into two sections. The top section contains the message you were reading; the bottom section contains the Mail Composition window. The To: field in the bottom section contains the address from the From: field of the top section, and the subject field contains the subject of the original message. |
| | | To send your reply, move the pointer to the Deliver command and press MB1. |
| | | To cancel your reply, move the pointer to the Cancel command and press MB1. |
| SCROLL DOWN | Pg Dn | In the Message Viewer, this key displays the next page of the message. |
| SCROLL UP | Pg Up | In the Message Viewer, this key displays the previous page of the message. |
| SEARCH | Ctrl/S | In the Browser, this key sequence searches for a string in the message headers. |
| | | Mail prompts you to enter a word. If the word is found, Mail positions the cursor on the message where the word was found. |
| | | In the Message Viewer, this key sequence searches for a word in a message. |
| | | Mail prompts you to enter a word. If the word is found, Mail highlights the string. |

**Table A–1 (Cont.) Key Sequence for Browser and Message Viewer**

| Command | Key | Description |
|---|---|---|
| | | All searching begins at the current cursor position. If you do not specify a search string, the previous search string is used. The search is case-sensitive, that is, Mail searches for the string exactly as you entered it. |
| SEARCH/REVERSE | Ctrl/R | In the Browser, this key sequence prompts you to enter a word for Mail to search for. If the word is found, Mail positions the cursor on the message containing the word. |
| | | In the Message Viewer, this key sequence prompts you for a word and searches backwards from the current cursor position. |
| SELECT | INS | In the Browser, this key displays a list of your mail folders and prompts you to open a folder. If you do not want to open a folder, press Esc and the Folder List window closes. Or, choose a folder by either pointing at it with the arrow keys or by typing its name. Press Return to open the folder. |
| SEND | S | In the Browser and the Message Viewer, this key opens a Message Composition window. From there, you can create and send a message. |
| SEND/PREVIOUS | Alt/S | In the Browser, this key sequence retrieves the last message you were editing in the Mail Composition window. |
| SET COPY_SELF | O | In the Browser, this key automatically saves a copy of outgoing messages in your mail file. |
| | | O toggles this flag. If this feature is on, Mail displays the words "saving outgoing messages" at the bottom of the Browser. |

**Table A–1 (Cont.)  Key Sequence for Browser and Message Viewer**

| Command | Key | Description |
|---|---|---|
| SET FOLDER | Alt/F | In the Browser, this key sequence opens a window containing three fields for you to complete. A personal name, which is included in the headers of messages sent while this folder is open, a description containing some descriptive text about what is in the folder, and the back-up flag, which enables or disables the retention of back-up copies of this folder when it is purged. Press Ctrl/Return when you finish entering the data, or Esc to cancel.<br><br>You cannot use this command with remote folders. |
| SET PROFILE | Alt/P | In the Browser, this key sequence opens a window containing three fields:<br><br>• Personal Name, which is set in the remote server as your default personal name<br><br>• Forwarding, which is the forwarding address you want to set for incoming mail. If you specify a forwarding address, you cannot specify Notifying Nodes.<br><br>• Notify nodes, which are the names of client nodes where you want Mail to beep to let you know you have incoming mail. If you specify nodes to notify, you cannot specify a forwarding address.<br><br>Ctrl/Enter sets and saves the information; Esc cancels the process. |
| SHOW NEW | ? | In the Browser and the Message Viewer, this key displays, on the status line, the number of new messages in your NEWMAIL folder. |
| UNMARK | Alt/C | In the Browser, this key sequence reverses the action of the MARk command. That is, it removes the asterisk from all marked messages. |

# Defining the Keyboard, Mouse, and Menu Options

PCSA Mail provides you with three definition files. A **definition file** is a file that specifies:

- What operation is performed when you press a key
- What operation is performed when you click a mouse button
- What options are displayed in the menu

Mail allows you to edit these text files and to redefine the keyboard keys, the mouse keys, and the mouse menus. Each file contains information about these tasks.

The definitions files provided are:

- MAILBRWS.DEF

  This file defines the keys you can press and the operations you can perform when Mail displays the Browser. It also defines what operation is performed when you press a mouse button, and what menu options are displayed in the mouse menus in the Browser.

- MAILEDIT.DEF

  This file defines the keys you can press and the operations you can perform when you are using Mail's built-in editor.

- MAILVIEW.DEF

  This file defines the keys you can press and the operations you can perform when you are in the Message Viewer.

# Conventions for Editing Definition Files

The following information is important if you are going to edit a definition file:

- Precede comments with a semicolon (;). For example:

  ; This is a comment

- Define Cancel keys and Prefix keys first. For example:

  ; cancel keys can be used to terminate input requests.

  !cancel ESC
  !cancel F8
  !cancel ^G

  ; prefix keys can be used to form multi-key sequences.

  !prefix ^X
  !prefix ESC

- Arrow keys are called LEFT, RIGHT, UP, and DOWN.

- Other key names are TAB, BACKTAB, ENTER, INS, DEL, PGUP, PGDN, HOME, END, and DEL.

- Use ^ for "CONTROL."

- Use ~ for "ALT."

- Use + for "SHIFT."

- Use \ for literal characters (letters, number, and so on).

- The tilde is the hot key. In other words, when you are in the Browser and press Tab, the hot keys are displayed in bold. In the following example, the hot keys are P, S, M, and L:

```
!menu other
"~Purge deleted messages" "purge/noconf"
"~Suspend MAIL & go to OS"     "spawn"
"~Modify user profile"        "set profile"
"~Login to server"  "login"
!endmenu
```

- A mouse menu name must be eight characters or less. For example:

```
!menu other
```

- A menu option contains the option that is displayed in the pulldown menu and the command that starts it. For example;

```
"~Purge deleted messages" "purge/noconf"
```

- When you define mouse buttons, you are defining them in the order left (MB1), middle (MB2), right (MB3).

```
!button L  $  ~Read     $read read read
!button L  $  ~Send     $send send send
!button L  $  ~Folder   $folder select select
!button L  $  ~Message $message $message $message
!button L  $  Fi~lter   $filter $filter $filter
!button L  $  ~Group    $group $group $group
!button L  $  ~Other    $other $other $other
```

  a.  The letter following the tilde (~) in each line is the hot key for that menu. The hot key for the Filter menu is l.

  b.  The dollar sign ($) immediately preceding a word indicates a pulldown menu.

      If you move the pointer to the Read menu, and press MB1, Mail displays the pulldown menu for Read.

If you move the pointer to the Read menu, and press MB2 or MB3, Mail displays the current message.

After you edit a definition file, you must run it through MAILDEF. Use the following format:

MAILDEF MAILBRWS

Next, you must run MAILSETU and specify the new definition file in the appropriate parameter. The following table lists the three definition files and the corresponding parameter in MAILSETU that you must specify.

| File Modified | MAILSETU Parameter |
|---------------|--------------------|
| MAILBRWS.DEF | Browser Keyboard Table |
| MAILEDIT.DEF | Editor Keyboard Table |
| MAILVIEW.DEF | Viewer Keyboard Table |

Make sure the definition files are in the same directory as your MAIL.INI file.

## Sample MAILBRWS.DEF File

The following example contains a typical MAILBRWS.DEF file, the file that defines the keys, mouse button, and menu options in the Browser:

```
; --------------------------------------------------------------------------;
;  MAIL Keyboard Definitions file   BROWSER DEFINITIONS  ;
;                  ;
;  The browser definitions file is used whenever the directory screen is    ;
;  visible.             ;
;            ;
;  Copyright (c) 1989 by Digital Equipment Corporation        ;
;--------------------------------------------------------------------------;
;
; Keyboard definition files (.DEF) are source text for the MAILDEF program.
; The MAILDEF program generates keyboard table files (.KEY) which are
; loaded into MAIL via options in the MAIL.INI file.
;
; To change the keyboard bindings:
;
; 1. Modify the .DEF file(s).
;
; 2. Run each .DEF file through MAILDEF by typing:
;
;  MAILDEF MAILBRWS
;  MAILDEF MAILEDIT
;  MAILDEF MAILVIEW
;
; 3. Use MAILSETU to modify mail.ini to include the appropriate
;    keyboard file.  The keyboard files are loaded in the [KEYBOARD]
;    section on the advanced installation menu.
;
;  [keyboard]
;  browser-table = "mailbrws.key"
;  viewer-table  = "mailview.key"
;  editor-table  = "mailedit.key"
```

```
;
;  The tables should be placed in the same directory as your MAIL.INI file.
;
;  Syntax for this file is as follows:
;
;  semicolon (;) used to start a comment
;
;  a keyboard binding statement looks like the following:
;
;  ^S == send    (binds control-L key)
;  +F1 == something  (binds shift-F1)
;
;  prefix and cancel keys should be bound first, so they can be used later.
;  !prefix ESC    (define ESC as a prefix key)
;  !cancel ^G    (define ^G as a cancel key)
;
;  to bind a prefix key, you can do:
;  ESC \X == command   (binds command mode to ESC-X)
;
;  Some keys already have names, such as F1 through F10.
;  Arrows are called LEFT, RIGHT, UP, DOWN.  They may be prefixed by
;  ^ to show "control", ~ for "ALT", or + for "shift"
;  other key names:  TAB, BACKTAB, ENTER, INS, DEL, PGUP, PGDN, HOME, END, DEL
;
;  the end-of-file is marked with !end
;
;-----------------------------------------------------------------------------
; cancel keys can be used to terminate input requests.

!cancel ESC
!cancel F8
!cancel ^G

; prefix keys can be used to form multi-key sequences.

!prefix ^X
!prefix ESC

;
;  KEYPAD commands
;
UP == setcursor/prev
DOWN == setcursor/next
LEFT == setcursor/prev/new
RIGHT == setcursor/next/new
PGUP == setcursor/pgup
PGDN == setcursor/pgdn
HOME == setcursor/first
END == setcursor/last
^HOME == setcursor/first
^END == setcursor/last
^PGUP == setcursor/first
^PGDN == setcursor/last
INS == select
DEL == delete/toggle
;
;

^L == refresh-screen
^X ^C == exit
;
;  MISCELLANEOUS commands
;
```

```
BACKTAB == debug
^X \! == spawn
ESC \x == command

;
;
;   FUNCTION keys
;

F1 == help
F2 == command
+F2 == show new
F3 == set profile
F4 == select
F5 == mark/toggle
+F5 == mark/toggle
^F5 == search/header/prompt
~F5 == mark/text
F6 ==   search/header/prompt
+F6 == search/reverse/header/prompt

F9 == send
+F9 == send/last
~F9 == send/last
^F9 == send/last
F10 == exit
^F10 == spawn
~F10 == spawn

;
;   MAIL commands bound to typing keys or ALT keys
;

\a == dir/all/first
~A == reply/annotate
~B == send/attach
\c == check
\d == delete/toggle
~D == delete/marked
\e == purge
~E == extract/edit
\f == flag/toggle
~F == set folder
\h == print
~H == print/marked
\j == read
\l == select/home
~M == move/marked
\m == move
\n == setcursor/next
\o == set copy/toggle
\p == setcursor/prev
~P == set profile
\q == exit
\r == read
~S == send/last
\t == mark/toggle
~T == mark/text
^T == mark/from
~U == extract/attach
^U == resend
~C == unmark/all
\s == send
\x == extract
~X == extract/mark/append
\z == setcursor/last
```

```
^Z == exit

;
;  Misc. MAIL commands
;

\? == show new
\! == append
^S == search/header/prompt
^\ == search/header/prompt
^R == search/reverse/header
^X ^L == dir/all
^X ^B == select
^X ^R == select


;
; Pull-down menu definitions.  To define a pull-down menu make an
; entry like those below:
;
;     !menu menuname
;     "Option-name"      "Command"
;     ...
;     !endmenu
;
; menuname is the name of a menu.  It can be up to 8 characters long.
; To invoke the menu from a mouse button, bind the mouse button
; to "$menuname".
;
; Option-name is the name of the menu option as it will be displayed.
; Put a ~ in front of the character you want to use as the accelerator key.
; Command is any Mailstuff command (you can invoke indirect files from
; here as well).
;

!menu send
"~Send new message"   "send"
"~Forward current message"  "forward"
"~Reply to current message"  "reply"
"~Annotate current message"  "annotate"
"Resend ~Last message"   "resend"
!endmenu

!menu filter
"~Messages matching..."  "dir/filter"
"~All messages"   "dir/all"
"~Deleted messages"  "dir/deleted"
"Mar~ked messages"  "dir/marked"
"~Reverse order"  "dir/reverse"
!endmenu

!menu group
"Move ~marked messages to..." "move/marked"
"Move ~all messages to..." "move/all"
"Copy marked messages to..." "copy/marked"
"Copy all messages to..." "copy/all"
"~Print marked messages" "print/marked"
"~Extract marked messages" "extract/marked"
"~Unmark all messages"  "unmark/all"
!endmenu
```

```
!menu message
"~Delete"    "delete/toggle"
"~Mark"      "mark/toggle"
"~File (move)"    "move"
"~Copy"      "copy"
"~Extract"   "extract"
"~Print"    "print"
!endmenu

!menu read
"~Selected message"  "current"
"~New messages"   "read/new"
!endmenu

!menu folder
"~Check for new mail"  "check"
"Switch ~folders..."  "select"
"~Display folder list"  "dir/folder"
"~Search headers"   "search/header/prompt"
"Continue ~header search"  "search/header"
"Search ~Text"    "search/prompt"
!endmenu

!menu other
"~Purge deleted messages"  "purge/noconf"
"~Suspend MAIL & go to OS"      "spawn"
"~Modify user profile"       "set profile"
"~Login to server"  "login"
!endmenu

;
; Mouse button definitions
;
;   Mouse buttons are defined with the special !button command.  Each
;   !button command defines a new mouse button.
;   The format of the !button command is:
;
;   !button [FLAGS] [KEY] [LABEL] [LEFT-ACTION] [MIDDLE-ACTION] [RIGHT-ACTION]
;
;   All parameters must be specified.
;
;   FLAGS is a sequence of letters.  Only three are defined:
;      L causes MAIL to put the button on the left side of the screen.
;      R causes MAIL to put the button on the right side of the screen.
;
;   KEY is a hot-key keystroke that will activate the right-button action
;   for the button.  This is used for keyboard accelerators and such.  To
;   specify no key, use the "$" character.
;
;   LABEL is the label of the button, up to 8 characters.
;
;   LEFT-ACTION, MIDDLE-ACTION, and RIGHT-ACTION are command strings to
;   be executed when the corresponding button is pressed.
;

!button L  $  ~Read    $read read read
!button L  $  ~Send    $send send send
!button L  $  ~Folder  $folder select select
!button L  $  ~Message $message $message $message
!button L  $  Fi~lter  $filter $filter $filter
!button L  $  ~Group   $group $group $group
!button L  $  ~Other   $other $other $other
!button R  $  ~Quit    exit exit exit
!button R  $  ~Help    help help help
!button R  $  PgDn     "setcursor/pgdn" "setcursor/pgdn" "setcursor/last"
!button R  $  PgUp     "setcursor/pgup" "setcursor/pgup" "setcursor/first"
```

```
; This is a "magic" mouse button statement that binds the mouse clicks
; for within the browser window.  This lets you click on a message
; and have MAIL display it, for example.

!button *  $  *        mouse-move mouse-show mouse-mark

; The !end statement must be the last statement in the file.

!end
```

# B

## Using a Callable Editor

Mail provides you with an editor that you can use to compose a new message or a reply to the current message you are reading.

However, if you want to use an editor of your own, you can run MAILSETU and specify that editor.

The following sections contain information about:

* Specifying a callable editor with MAILSETU
* Using a callable editor

## Specifying a Callable Editor with MAILSETU

To run MAILSETU and specify a callable editor:

1. At the operating system prompt, enter:

   ```
   MAILSETU
   ```

Mail displays the MAILSETU screen:

```
PATHWORKS MAIL Setup Program v1.15                    Quick Installation
┌[Setup Options]─────────────────────────────────────────────────────────┐
│ │* User Options                                                          │
│ │ ▶User Name =        ████████████████████████████                       │
│ │ ▶Node Name =        ████████████████████████████                       │
│ │* Keyboard and Mouse                                                    │
│ │  Command Mode =     on                                                 │
│ │  Mouse =            on                                                  │
│ │* Callable Text Editor Options                                          │
│ │  Callable Editor =  off                                                │
│ │* Screen Options                                                        │
│ │  Character Set =    none                                               │
│ │                                                                        │
│ │                                                                        │
│ │                                                                        │
└────────────────────────────────────────────────────────────────────────┘
┌[Description]───────────────────────────────────────────────────────────┐
│ The username field contains the user name field you use when you        │
│ login to the remote VAX.                                                 │
│                                                                          │
│                                                                          │
└────────────────────────────────────────────────────────────────────────┘
        ▶▶ Type in the entry for this field and press ENTER ◀◀
     F1:Help,  F10:Quick/Advanced,  Ctrl/Enter:Exit,  ESC:Cancel
```

2.  Press F10

3.  Use the arrow keys to move the cursor to the "Callable Editor" option.

```
PATHWORKS MAIL Setup Program v1.15                  Advanced Installation
┌[Setup Options]─────────────────────────────────────────────────────────┐
│ ▲│* Callable Text Editor Options                                        │
│  │  Callable Editor =      on                                           │
│  │  Editor Screen Mode =   default                                      │
│  │  Editor Path =          SEDT                                         │
│  │  Editor Edit Parameters =    $t                                      │
│  │  Editor Send Parameters =    $s -imailsedt.$m                        │
│  │  Editor Reply Parameters =   $r , $s -imailsedt.$m                   │
│  │  Editor Left Margin =   0                                            │
│  │  Editor Right Margin =  0                                            │
│  │  Swap MAIL.EXE to disk =     off                                     │
│ │* Screen Options                                                       │
│ ▼│  Character Set =        none                                         │
└────────────────────────────────────────────────────────────────────────┘
┌[Description]───────────────────────────────────────────────────────────┐
│ The callable editor option enables or disables the use of a callable text│
│ editor for composing messages.  If ON, MAIL will invoke the callable editor│
│ whenever the SEND, REPLY, ANNOTATE, or FORWARD commands are invoked.     │
│                                                                          │
│                                                                          │
└────────────────────────────────────────────────────────────────────────┘
        ▶▶ Press SPACE to change option ◀◀
     F1:Help,  F10:Quick/Advanced,  Ctrl/Enter:Exit,  ESC:Cancel
```

4. Press the spacebar to specify ON.

5. Use the arrow keys to move the cursor to the "Editor Path" option.

6. Enter the path for the callable editor, that is, the disk where the editor is located and the name of the directory.

   In the following example (using the DOS operating system), the SEDT editor is in the subdirectory SEDT on drive C:. You would enter:

   `C:\SEDT\SEDT.EXE`

7. Set the "Editor Left Margin" and "Editor Right Margin" if you want to set margins for your messages.

8. To exit MAILSETU, press Ctrl/Enter .

9. Now, press Return twice.

You can now use your callable editor to create a message or to reply to a message.

## Macro Files for SEDT

There are six macro files supplied with Mail that must be in your SEDT directory before you can use SEDT. Table B–1 lists and describes these macros.

**Table B–1  SEDT Macros**

| Macro | Description |
|-------|-------------|
| MAILSEDT.1 | Used to send messages |
| MAILSEDT.2 | Used to reply to messages |
| MAILSEDT.3 | Used to forward messages |
| MAILSEDT.4 | Used for failed or aborted send operations |
| MAILSEDT.5 | Unused currently |
| MAILSEDT.6 | Used for adding notes to messages |

## Escape Sequences for the Callable Editor

The "Callable Text Editor Options" section contains escape sequences that are replaced with buffer names or modes when you run your callable editor. Table B–2 contains the escape sequences and their descriptions.

**Table B–2  Callable Text Editor Escape Sequences**

| Sequence | Description |
|---|---|
| $m | This sequence is replaced with the mode used to send the message: |
| | 1     This is a new message. |
| | 2     This is a reply to a message. |
| | 3     This is a forwarded message. |
| | 4     This message is being resent. It is already in the edit buffer. |
| | 5     This message is being edited. |
| | 6     This message is having notes added to it. |
| $r | This sequence is replaced with the name of the reply buffer in REPLY commands. |
| $s | This sequence is replaced with the name of the send buffer in SEND and REPLY commands. |
| $t | This sequence is replaced with the name of the temporary buffer in the EDIT-MESSAGE command. |

If your editor contains qualifiers to load macro files, you can place them on the option's command line. For example, with FinalWord, you can use -m to specify a macro file to be loaded. Thus, to load macro files with FinalWord, you would enter the following information on the "Editor Send Parameters" line,

```
-m msmacros.mac $s
```

# Using a Callable Editor

Each message you create using a callable editor must contain the following lines in the order they appear:

```
To:
CC:
Subj:

[Text of your message, separated from the Subj: by a blank line]
```

The CC: line, the "Copy to" line, is optional; you do not have to add it to your message. If you do specify the CC: line, it must follow the To: line and precede the Subj: line.

# Glossary

**Browser (n.)**

The main screen displaying the Mail menus and messages.

**click (v.)**

To press and release a mouse button.

**current folder (n.)**

The folder whose messages are displayed in the Browser.

**current message (n.)**

The message that the right-pointing cursor is pointing to in the Browser.

**date (n.)**

The date the message is sent.

**definition file (n.)**

A file that specifies:

- What operation is performed when you press a key
- What operation is performed when you click a mouse button
- What options are displayed in the menu

**double click (v.)**

To press and release a mouse button twice quickly without moving the mouse.

**Folder Browser (n.)**

The screen that contains the names and descriptions of all folders.

**hot key (n.)**

A key you press to display and run options in a pulldown menu. Each hot key is a letter displayed in bold type.

**keyboard mapping (n.)**

The association between a key you type and an application's interpretation of that key.

**message (n.)**

The electronic mail message you send or receive.

**message flag (n.)**

A code displayed on the screen next to a message indicating the status of the message.

**mouse (n.)**

A pointing device that, when moved across any surface, causes a corresponding movement of the pointer on the screen. A mouse can have one or more buttons.

**menu (n.)**

A set of related commands.

**menu command (n.)**

A command you can choose from a menu.

**node address (n.)**

The number that identifies a node in a DECnet network.

**node name (n.)**

A label (name) that uniquely identifies a DECnet node with a network. A DECnet node name has up to six alphanumeric characters, including at least one letter.

**node number (n.)**

A number assigned to a specific node in the area.

**parameter (n.)**

A variable needed by a Mail command to perform its task.

**password (n.)**

A word or character string the user types when logging in to the operating system. The password permits a user access to protected accounts, storage, files, or input/output devices. A combination of the user name and the password uniquely identifies a specific user to the system.

**profile (n.)**

A file that contains information about a client node or a user. The profile provides information to the server that allows the server to recognize the client node or the user.

**pulldown menu (n.)**

A menu containing commands that are displayed when you click and hold MB1.

**qualifier (n.)**

Information that modifies how a command performs its task. A qualifier is preceded by a forward slash (/).

**right-pointing cursor (n.)**

A pointer that is always displayed in the Browser. It points to the current message.

**user name (n.)**

The name a user types when logging in to the operating system. Users can select their own user names. A combination of the user name and password uniquely identifies a specific user to the system. See also *password*.

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## S

## U

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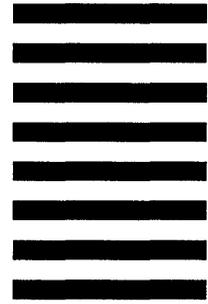
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