# MUSIC/SP

**Version 5**

**Release 1**

# Mail and Conferencing Guide

## About this Guide

This publication describes all the features pertaining to electronic mail and conferencing with MUSIC/SP (Multi-User System for Interactive Computing / System Product).

If you are not familiar with computers, you should refer to the *MUSIC/SP Guide for New Users* for step-by-step instructions on the basics of MUSIC/SP. More experienced computer users will find the online help, provided with each MUSIC/SP facility, is all that is needed to get started.

When the term *MUSIC* is used in this publication, it refers to MUSIC/SP (Program number 5750-ACF).

## Chapter Outlines

**Chapter 1 - Mail Facility**

This chapter describes all the components of the MAIL facility. Information about viewing, creating, and answering mail is explained. Details about surrogate support, forwarding, transferring, etc. is also included.

**Chapter 2 - Mail Directory**

This chapter describes the Mail Directory for keeping track of mail addresses. Individuals or groups of addresses can be assigned nicknames for easier addressing of e-mail.

**Chapter 3 - Mail Profile Facility**

This chapter describes the Mail Profile Facility. This facility called MPROF allows you to change default settings for different e-mail functions.

**Chapter 4 - MUSIC/SP Commands for MAIL**

This chapter describes commands available for MUSIC/SP command mode. The commands can be used for accessing MAIL from a PC or program.

**Chapter 5 - PHONEX**

This chapter describes PHONEX which is a telephone message interface to MAIL.

**Chapter 6 - Conferencing**

This chapter describes conferencing on MUSIC/SP. The CONF program allows a group of users to discuss topics of interest.

**Appendix A - TTY Support for Mail**

This appendix describes TTY support for non-3270 type workstations.

**Appendix B - TTY Support for Mail Profile**

This appendix describes TTY support for non-3270 type workstations.

# MUSIC/SP Publications

The following is a list of all the current MUSIC/SP publications.  These hardcopy publications can be ordered through the MUSIC Product Group.  Online versions (softcopy) of the user publications can be accessed with the MUSIC/SP command called "MAN".

- *MUSIC/SP Administrator's Guide* (April 1996), describes how to install and operate MUSIC/SP.

- *MUSIC/SP Administrator's Reference* (April 1996), describes the internals of MUSIC/SP; utility programs and supervisory commands; gives detailed storage estimates; and documents console messages.

- *MUSIC/SP User's Reference Guide* (April 1996), describes how to use MUSIC/SP; its command language; terminal and batch set up; and job processing using the various language processors.

- *MUSIC/SP Guide for New Users* (April 1996), introduces new users to the use of MUSIC/SP via an IBM 3270-type workstation.  It describes the FSI (Full Screen Interface) menu facility.  New users learn how to use many programs on MUSIC/SP for such tasks as editing and running programs.

- *MUSIC/SP Office Applications Guide* (April 1996), describes the features of the TODO (Time, Office, and Documentation Organizer) facility.  This includes the scheduling function, spell checking, and MUSIC/SCRIPT (text processing).

- *MUSIC/SP Mail and Conferencing Guide* (April 1996), describes electronic mail on MUSIC/SP.  This includes Mail Profile, Mail Directory, using POP clients, and conferencing programs.

- *MUSIC/SP Internet Guide* (April 1996), describes the programs available on MUSIC/SP that provide communication between users through electronic conferencing and discussion lists.  Emphasis is placed on access to the Internet with programs such as TELNET (logging on other computers), FTP (File Transfer Protocol), WEB (World-Wide Web), RN (Newsreader), and GOPHER (document search and retrieval protocol).

- *MUSIC/SP Campus-Wide Information Systems* (*CWIS*) *Guide* (April 1996), describes how to create and maintain a Campus-Wide Information System, Help facility, or Classified Ads facility; how to do full-text searching; and how to provide gopher access.  MUSIC/SP's resources are used to provide online distribution of information to a wide audience.

- *MUSIC/SP Teacher's Guide* (April 1996), describes various MUSIC/SP facilities related to the academic environment.  Emphasis is placed on communication between teacher and student and easy methods for learning how to use MUSIC applications.

- *MUSIC/SP Client/Server* (*MCS*) *Booklet* (April 1996) provides an overview of MCS.  Full documentation is available on the MCS diskette.

- *MUSIC/SP Personal Computer Workstation User's Guide* (May 1994), describes the components of the Personal Computer Workstation (PCWS).  It is intended for the novice or experienced user of a personal computer, who wishes to connect to MUSIC/SP or another host system.  Note that documentation for *PCWS for Windows* is available on the PCWS diskette.

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# Chapter 1. Mail Facility

# Chapter 1. Mail Facility

The MAIL facility is available for sending and receiving mail from inside or outside the MUSIC system. In addition, this facility provides you with the tools to manage your incoming and outgoing mail, keep records, and tailor your own working environment.

Throughout this facility, the following keys are valid:

A1: Exit Mail    cancels current request and exits the MAIL program.

F1: Help         provides help for the current screen display.

F3: End          returns to the previous function. If you are viewing the main menu screen, then you exit from the MAIL program. Enter "x" in the command area or press PA1 if you wish to exit the program from any screen.

F12: Retrieve    displays the previous command in the command area. Up to 5 commands can be recalled.

To invoke the MAIL program, enter:

        MAIL n

where MAIL is the name of the program and *n* is the optional menu selection (listed on the main menu of MAIL). When "MAIL" is entered, the following screen appears:

```
--------------------------- Mail Facility ---------------------------
Command ===>_

Enter an option from the list below or a command, then press ENTER to
process the request.
Mail For ===> Fred Smith                                (ID/nickname)

 1  Read Incoming Mail
 2  Create and Send Mail
 3  Outgoing Mail (Acks and Unrec'd)
 4  Mail Directory
 5  Mail Profile
 6  Public Directory
 7  Mailbook Facility
 8  List Manager
 9  What is new in the Mail Facility
 A  Frequently Asked Questions (FAQ)
 X  Exit the Mail Program
                                        COUNTS:
                                            0 Incoming New Mail
                                           16 Incoming Old Mail
                                           10 Acknowledgements Waiting
                                            1 Unreceived Outgoing Mail
------------------------------------------------------------ 09.13.40
F1=Help  F3=End  F12=Retrieve
```

*Figure 1.1 - Main menu for MAIL*

The main menu for the MAIL program is made up of the following fields:

Command ==>    Menu items, MAIL commands, and MUSIC commands can be entered here. MUSIC commands must be prefixed with a slash (/).

Mail For ==>    Your name or userid is displayed here by default. If you wish your name to appear instead of your userid, use the MAIL Profile facility to change this field. This is recommended so your name will be included with your return address (userid & system id) for all of your outgoing mail. If you wish to work with another person's mail, enter their userid or nickname in this field. In order to look at this person's mail, they must have previously given you authorization to be a surrogate. (You can specify surrogates through the MAIL Profile facility - option 5 on the main menu of MAIL.)

When you invoke the Mail Profile facility and you have changed the Mail For field (ie you are looking at someone's else's mail) in MAIL, you will be viewing Mail For's Mail Profile.

Selection Codes    The selection codes (options) 1 - 3 and X represent separate functions of the MAIL program. The selection codes 4 through to 8 are separate programs that are called by MAIL. Enter a selection code in the command area and press ENTER. For example, to view incoming mail, enter the selection number "1". Complete help for each selection is provided after the selection is made by pressing the F1 key.

COUNTS    The number of incoming and outgoing mail items is displayed in the bottom right-hand corner of the screen.

Incoming New Mail
is the number of incoming mail items that you have not read (no action has been taken).

Incoming Old Mail
is the number of incoming mail items that you have looked at but have not deleted.

Acknowledgements Waiting
is the number of your outgoing mail items that have been received (the receiver has read the mail you sent or taken some other kind of action).

Unreceived Outgoing Mail
is a combination of your outgoing mail items that have NOT been received (no action has been taken by the receiver on the mail you sent) and suspended mail items.

## Helpful Hints

There are three ways of selecting a function of the MAIL program:

1.  From the main menu: Enter the selection code in the command area.

2.  From the command area of another MAIL program screen: Enter the command "=n" where *n* is the selection code. For example, from the VIEW INCOMING MAIL screen, enter "=2" to bypass the main menu and go directly to the CREATE AND SEND MAIL screen.

3.  From command mode on MUSIC: Enter "MAIL n" where *n* is the selection code for a function listed on the main menu. For example, enter "MAIL 1" to bypass the main menu and go directly to the VIEW

INCOMING MAIL screen.

---

# View Incoming Mail

You can access the VIEW INCOMING MAIL screen by choosing item 1 from the main menu, or by pressing F11 (incoming) from the VIEW OUTGOING MAIL screen.  The figure below illustrates incoming mail.

This screen presents a list of all your incoming mail items.  The list can be displayed in the order of your choice by using the SORT command, and this choice can be stored in your MAIL profile.  (The MAIL Profile facility is item 5 of the main menu.)  By default the list is displayed in ascending order by date received.

```
----------------------- View Incoming Mail ------------------ Rec 1/3
Command ===>_

Mail For ==> Fred Smith                                 (ID/nickname)

Select Cds>A-Answer B-Replyfrm C-Copy D-Delete F-Forward G-Get L-Listd
           P-Print R-Refuse T-Transfer U-Undel V-View X-XLogdel Z-Zoom

   From              Date Sent Type   Subject
_  CCDE000@MUSIC     06JUN88   Old    Project meeting
_  CCMS000@MUSIC     10JUN88   Old    New Editor
_  CCDE000@MUSIC     09JUL88   New    Subroutine changes




   ----------------------------------------------------------- 09.13.40
F1=Help       F3=End       F7=Prev       F8=Next       F9=Loc
F10=Refresh   F11=Outgoing F12=Retrievem PA1=Exit Mail
```

*Figure 1.2 - Viewing Incoming Mail*

The "Command ===>" field at the top of the screen is for entering MAIL commands.  See the topic "Mail Commands" later for a list of available commands.  (Most of the time this screen is manipulated through the use of selection codes typed beside mail items and the use of function keys.)  The ID/nickname in the "Mail For" field indicates whose mail you are looking at.  If you wish to work with another person's mail, enter their userid or nickname in this field.  In order to look at this person's mail, they must have previously given you authorization to be a surrogate.  You can specify surrogates through the Mail Profile facility.

The current item number (x) and the total items to display (y) are shown beside the title at the top of the screen as REC x/y.  The current item is the item displayed at the top of the screen.

The current time is displayed near the bottom of the screen.

If you are in full screen mode, after you enter a selection code beside an item, the item is highlighted to indicate that it has been touched.  This is useful to distinguish between items that have and have not been touched.

F3=End exits the incoming view immediately and returns to the MAIL main menu without honouring any selection codes which may have been entered beside items prior to pressing F3.

## Select Codes

The following codes can be entered beside the list of incoming mail. Several codes can be typed in at the same time, one for each item. The selection code used most often is V (View) for reading a new item.

A - Answer indicates that you wish to answer that particular mail item. You will go directly to the ANSWER screen. You can enter SEND options by pressing F6 on the ANSWER screen. Press ENTER to get to the next screen for typing your answer. Also see select code B below.

*Note:* The answer function of MAIL is also available when you are viewing a mail item. The F2 (answer) key is used for this purpose.

B - ReplyFrm indicates that you wish to answer using the 'From' address of that particular mail item. You will go directly to the ANSWER screen. You can enter SEND options by pressing F6 on the ANSWER screen. Press ENTER to get to the next screen for typing your answer. Also see select code A above.

*Note:* If both "Reply-To" and "From" addresses are present in the mail item, use select code A (Answer) to send the answer to the "Reply-To" address. Select code B (ReplyFrm) sends the answer to the 'From' address. If a 'Reply-To' address is not present in the mail item, both select codes A (Answer) and B (ReplyFrm) send the answer to the 'From' address.

C - Copy Type "C" beside the mail that you want to copy and press ENTER to go to the COPY MAIL screen. On the COPY MAIL screen, fill in the appropriate fields and press ENTER to process. Help is available when the copy screen appears.

*Note:* The "C" code can also be used to copy/log the mail item to a mailbook file with or without deleting it at the end of the operation. If you have stored a copy file in your MAIL Profile, the "X" code can be used to copy the mail item to a mailbook file and delete it in one step.

D - Delete Type "D" beside the mail that you want deleted from your list of incoming mail. The message *Del appears. The mail items are temporarily marked as deleted. They are not deleted from your mailbox immediately. The undelete command takes advantage of this feature and can restore the mail item, removing traces of the deletion. This is useful in the event of an accidental deletion. The mailbox is updated when you refresh (F10) the screen, use the SELECT or SELECTN command, change the type of mail you are displaying, or exit incoming mail. When the mailbox is updated, the mail items are deleted and the mail statistics are updated.

*Note:* The delete function of MAIL is also available when you are viewing a mail item. The F6 (delete) key is used for this purpose.

F - Forward Type "F" beside the mail item to forward mail to another person. On the FORWARD MAIL screen, fill in the fields on the screen beginning with the "To" field. Once the screen is filled in you can press ENTER to send (forward) the mail. Help is available when the forward screen appears.

Once the mail has been forwarded it remains on the incoming mail list until you delete it.

*Note:* The forward function of MAIL is also available when you are viewing a mail item. The F4 (forward) key is used for this purpose.

G - Get     Type "G" beside the mail item(s) and press ENTER to get (receive) a mail item that was sent to you via sendfile. The *Rec message appears. You can tell the mail item was sent via sendfile when the mail subject starts with "Sendfile:". When you Get the mail item, it is automatically stored in the filename given in the mail subject field. In the example "Sendfile: LETTER TXT A", the mail item would be stored in file LETTER.TXT. The mail item is deleted when it is received with the get command.

L - Listdist     Shows the distribution list for mail that has been sent to more than one person. If you are the only recipient of the mail item, the select code "Z" (Zoom) is invoked.

P - Print     Presents a screen that allows you to send the incoming mail to a printer. Type "P" beside the mail that you want to print and press ENTER to go to the PRINT MAIL screen. On the PRINT MAIL screen, fill in the fields on the screen starting with the "Printer" field and press ENTER to process. Before processing, you may want to press F6 (Printer Locations) to choose a printer from a list on the PRINTER LOCATION screen. Help is available when the PRINT screen or the PRINTER LOCATION screen appears.

R - Refuse     Allows you to refuse the mail item. The sender is notified that you refused to accept the mail. You cannot view (or perform any other action) with the mail before refusing it. These entries disappear when F10 (Refresh) is pressed or when you exit incoming mail. If you wish to automatically refuse mail from someone, see the Mail Profile facility (selection code 5 from the main menu).

T - Transfer     Type "T" beside the mail item to transfer mail to another person. On the TRANSFER MAIL screen, fill in the "To" field and press ENTER to send (transfer) the mail. Help is available when the transfer screen appears.

Once the mail has been transferred, it has been sent to the recipient(s) and your copy of this mail is deleted. The message *Tran appears in the type field of the mail item once it is transferred. The mail item is deleted from your list of incoming mail and control information is updated. These entries disappear when F10 (Refresh) is pressed, or when you exit incoming mail.

U - Undelete     Type "U" beside the mail that you want undeleted from your list of incoming mail. The original subject will reappear and the mail text is available for viewing. This function is only available for mail items that have been deleted, refused, or copied/logged and deleted.

V - View     The "V" selection code allows you to read the mail item. The VIEW program is used for this function of MAIL. The header information at the top of the screen includes the date and time the mail was sent, who it is from, who it was sent to, and the subject. The text of the mail item follows. At the bottom of the screen the keys are listed. F2 (Answer) allows you to answer the mail by presenting you with the send options screen. See "A - Answer" above for more information. F4 (Forward) allows you to forward the mail item to another person. F6 (Delete/Undelete) allows you to delete or undelete the mail and its entry from your incoming mail list. F10 (Previous) shows you the previous incoming mail item and F11 (Next) shows you the next item. When F3 is pressed, you are returned to the VIEW INCOMING MAIL screen.

If the mail item viewed is a digest of items, type DIGEST in the VIEW command area to see a list of the individual digest items.

If the item you are viewing contains a URL, you can launch it automatically. Place the cursor on the URL and press ENTER. If your 3270 emulation software has a mouse button

defined to move the cursor to the pointed to position and press ENTER, click that mouse button on the URL.  The appropriate MUSIC/SP program is invoked to process the URL.  A sample URL is http://MusicM.McGill.CA.

X - XLogdel    Copies the mail item to a file (specified in your Mail Profile) and then deletes the entry from your incoming mail list.  The *Del message appears.  This selection code is similar to using "C" (Copy) and then "D" (Delete), or using "C" with the MAILBOOK and DELETE fields both set to Y.

The file where XLOGDEL mail items are stored can be called a mail log, a mailbook, a mail folder and it can be viewed using the MAILBOOK program, option 7 on MAIL's main menu.

Z - Zoom    Type "Z" beside the mail to see what action has been taken on the mail item by you and the sender.  The VIEW CONTROL INFORMATION screen is displayed.  For example, you can tell if you have replied to, copied, or printed the mail item.  Help is available when the VIEW CONTROL INFORMATION screen appears.  If there is more than one recipient, use select code "L" (Listdist).

## Incoming Mail List

Beside each mail item is a space for you to type in a select code (as described above) to take some action on each piece of mail.  The first column under the heading "From" is the userid or nickname of the sender(s).  If a plus sign (+) appears at the end of the name, it indicates that there is a distribution list.  The "Date Sent" column lists the date the mail was sent to you.  One of the following appears in the "Type" column:

    New            - mail item has not been received yet
    Old            - some kind of action has been taken on this mail item
    Reply          - answer to one of your outgoing mail items

The last column of the incoming mail list displays 40 characters of the subject.

## Keys for View Incoming Mail

F7    Prev
      moves backward through the list of incoming mail.

F8    Next
      moves forward through the list of incoming mail.

F9    Locate
      repeats the previously entered LOCATE command to find the next occurrence of the string specified.  See the LOCATE command for further details about entering a LOCATE command in the command area.

F10    Refresh
      updates the screen to reflect any changes you have made and adds newly arrived mail to the display.

F11    Outgoing
      goes to the VIEW OUTGOING MAIL screen.

**Surrogate Control**

You can disallow surrogates from looking at your incoming mail. See the Mail Profile facility, Surrogate Options help for further details.

---

# Create and Send Mail

To send an electronic message you need to specify who the receiver(s) will be, type in the message, and then issue the command to send the mail.

To access the CREATE AND SEND MAIL screen, choose item "2" from the main menu of the MAIL program. (Optionally, you can enter "mail 2" from the command mode of MUSIC or "=2" from the command area of any other MAIL program screen.) The CREATE AND SEND MAIL screen appears as follows:

```
----------------------- Create and Send Mail ----------------------
Command ===>_

Fill in the fields below and press ENTER to type the mail text.

To          =>
            =>

Subject     =>                                          <
            =>                                          <

Text File   =>
              (Enter filename or leave blank to type text)

Carbon      =>
Copy        =>

Mailbook    =>

--------------------------------------------------------------- 09.13.40
F1=Help  F3=End  F4=Mail Directory  F5=Public Directory
F6=Options    F12=Retrieve    PA1=Exit
```

*Figure 1.3 - Create and Send Mail Screen*

Fill in the fields on the CREATE AND SEND MAIL screen and press either F6 to change the send options, or press ENTER to type in your text. If you have specified a file name for previously stored text ("Text File" field), then the step for entering text is bypassed. See the topic "Entering the Mail Text" later for more information. You can have a signature added automatically to mail you send. See the command "SIG" for further details. If you realize that you want to change any of the fields while you are creating the mail text, you can use the suspend command within the edit to suspend the mail. You can then make those changes and continue the send. See the command "SUSPEND" for further details.

The current time is displayed near the bottom of the screen.

The "Command ===>" field at the top of the screen is for entering MAIL commands. See the topic "Mail Commands" later for a list of available commands. The fields on the CREATE AND SEND MAIL screen

are as follows:

To           Enter the userid(s), nickname(s), or list name of the intended receiver(s) of your mail. If you are entering more than one, separate each receiver with either a blank or a comma. For non-local recipients, you can specify ABCD@SYSTEM1 or ABCD(SYSTEM1).

To assign nicknames to userids press F4 to go to the Mail Directory. Nicknames can represent one or more people.

A list name is the name of a file on MUSIC which contains a list of userids. To indicate that the recipient is a list name use a slash (/) in front of the file name (/filename). This list consists of one user id per line as in the example below:

```
CCKW                  (userid for person on same system)
BETTY                     (nickname in Mail Directory)
F9AB000(MUSICB)            (userid and a system id)
F8BB000@MUSICB                      "        "
ZZZZ@MUSICA.MCGILL.CA Mickey Mouse  (remoteid and name)
```

A name can be given after the userid or userid/systemid on the line. This name is used as the proper name in the construction of the TO field for the recipient(s). In the last example above, the TO field would be:

```
To: "Mickey Mouse" <ZZZZ@MUSICA.MCGILL.CA>
```

The slash method constructs the mail header for the recipients from each address given in the file. You can send mail to a list of local users without the entire list of recipients appearing in the mail header. Substitute a plus sign (+) for the slash (/) in front of the file name (+list). The userid "list" appears in the mail header for recipients. The LISTDIST feature on the VIEW INCOMING and OUTGOING MAIL screens shows the real recipients. Note that "+filename" will be changed to "/filename" if the mail is sent to a remote recipient, the mail is postdated, or the mail is a recurring piece of mail.

*Note:*    If you find that you have to send mail to someone whose userid starts with a slash (/) or a plus sign (+), there is one rule to follow that allows you to send mail to this person. MUSIC MAIL checks to see if the name is a valid file name and if it exists. If it is a valid file name and the file exists, MAIL assumes you meant to use the file name. However, if it was not a valid file name or the file did not exist, MAIL tries to resolve the name as if it were a nickname or an email address. If a file of the same name exists and you want to send to the name as an email address, rename the file before you start to send the mail.

Subject     Enter the subject of the mail item (normally used to briefly describe the nature of your message). The subject is placed automatically before the mail text. Also, the subject is displayed if you refer to your mail later from the VIEW OUTGOING MAIL screen. The subject field supports double byte character set input.

Text File    Enter the name of the file where the text of the mail item has been previously stored. If you are using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, you can specify X:pcfilename in this field where X is the PC drive and pcfilename is the PC filename. The PC file is uploaded to MUSIC automatically using text mode and sent as the mail text.

If a file name is specified then the step for entering text is bypassed. If you wish to type the text in now, then leave this field blank.

When you enter a filename in the Text File field, the SIGNATURE feature is not honoured. Normally, when you type in your text the file @SIGNATURE is appended to the end of mail you send automatically.

Carbon Copy
(CC)           Enter the userids, nicknames, or list name of the people who are to receive carbon copies. Include the system name for outside recipients, i.e. ABCD@SYSTEM1. Carbon copy mail items are labelled as such to inform readers that this mail pertains to them but they are not the primary recipient. The receiver can view the distribution list by using the "Z" selection code from the VIEW INCOMING MAIL screen and by the sender from the VIEW OUTGOING MAIL screen. If there is more than one recipient, use the "L" (LISTDIST) selection code.

               See the description for "To" above for examples of mail addresses.

Mailbook        Enter a file name to indicate where to save a copy of the mail you send. This field is the same as the Filename field on the Sending Mail Options screen. When you give a filename, the Copy to a File field is set to Y (yes) and the Append field is set to Y (yes). By default, this field is left blank unless you have previously stored a file name in your Mail Profile.

               If you are using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, you can specify X:pcfilename in this field where X is the PC drive and pcfilename is the PC filename. The mail text is downloaded to the PC automatically using text mode. Append is honoured on the PC.

               This mailbook, also called a mail log or a mail folder can be viewed using the MAILBOOK program, option 7 on MAIL's main menu.

## Keys for Create and Send Mail

F4      Mail Directory
        presents the MAIL DIRECTORY screen for viewing and/or updating names, userids, and nicknames of your directory. Refer to *Chapter 2 - Mail Directory* for more information.

F5      Public Directory
        presents the PUBLIC MAIL DIRECTORY screen for viewing names, userids, and nicknames of the public directory. Refer to the topic "Public Mail Directory" in *Chapter 2 - Mail Directory* for more information.

F6      Options
        displays another screen for changing send options. For example, the security level can be changed, whether or not you want to receive acknowledgements, or answers, etc. This is also where you would set a postdate for mail or a repetition count for mail (recurring mail). Help is available once this screen is displayed. Each time you enter the MAIL program and send, answer, forward, or trans- fer mail, the default Send Mail Options from the Mail Profile facility are used. Subsequent sends, answers, forwards, or transfers, while you remain within the MAIL program, reuse the Send Mail Options as they were last used. For more details, see the topic "Sending Mail Options" later.

## Entering the Mail Text

Once you have filled in the information on the CREATE AND SEND MAIL screen you have two choices before typing in the text:

1)  Press F6 (Options) to go to the SENDING MAIL OPTIONS screen to change sending options. After

this screen you will be able to type in the text of your message.

2) If you don't wish to change options, press ENTER to process the CREATE AND SEND MAIL screen and go to the next step to type in the text of your message.

After you have completed either step 1 or 2 above the MAIL program temporarily transfers control to the Editor program. The Editor program is used to create and edit files on MUSIC. Type your text in the space provided on the screen and press F5 (Send). The word "SEND" appears in the command area; press ENTER to send the mail. (The Editor command FILE can also be used to send the mail.) Once you have sent the mail you will exit the Editor program and return to the CREATE AND SEND MAIL screen of the MAIL program. A message displays at the top of the screen indicating that your message was sent.

If you wish, you can use Editor macros to spell check and format your message before you send it. The following editor macros can be entered in the command area on the screen.

SPELL           This macro spell checks your text using the program SPELL. After your document is spell checked, you are returned back to the editor so that you can send your mail.

FORMAT          This macro uses the MUSIC/SCRIPT program to format (align) the text on the screen.

UNFORMAT        This macro undoes the formatting from a previous FORMAT macro. Your text is restored back to its original form.

SAVE            This macro is used to guard users from saving the mail text with the EDITOR SAVE command and then quitting the edit. When you do this, the mail would be sent because a copy of the file exists. This macro replaces the EDITOR SAVE command, and forces you to use a file name with the SAVE command.

SIG             This macro allows you to turn on or off the automatic merging of your signature into the mail you send and to set the file name where you have stored your signature. Your signature would normally be merged into the mail you are sending after you leave the edit using the SEND Editor command or by pressing F5 to send the mail.

                The default setting is to automatically merge in the signature file if it exists. The default signature file is @SIGNATURE on your userid. The (re)setting of the signature automatic merge and signature file name must be done for each mail item to be sent.

                Type SIG HELP in the edit command area for further details.

SUSPEND         This macro is used to allow you to return to the Create and Send Mail screen and change some of the fields on the screen. The mail is suspended on the outgoing mail list, and can be resumed at your convenience. You can then make those changes and continue the send. See the command "SUSPEND" for further details.

**Surrogate Control**

You can disallow surrogates to send mail on your behalf. See the Mail Profile facility, Surrogate Options help for further details.

## Sending Mail Options

From the CREATE AND SEND MAIL screen, press F6 (Options) if you wish to change sending options before typing in your message. The SENDING MAIL OPTIONS screen appears as illustrated in the diagram below. Once the screen is filled in, press ENTER to go to the Editor program for typing in your message.

```
----------------------- Sending Mail Options --------------------
Command ===>


Change the options below as required and press ENTER to type the text.


Mail From         ==> Fred Smith                                        <


Editor Name ==> _
Security Level    ==> 0 (0 to 9)
Acknowledgement   ==> Y (Y or N)
Redirectable      ==> Y (Y or N)
Copiable          ==> Y (Y or N)
Printable         ==> Y (Y or N)
List Distribution==> Y (Y or N)
Answerable        ==> Y (Y or N)
Copy to a File    ==> N (Y or N)
Filename    =>
Append            ==> N (Y or N)
Release Date    ==> 11/07/88 (dd/mm/yy)  Release Time ===> 1113 (hhmm)
Expiry Date     ==> 11/07/89 (dd/mm/yy)  Expiry Time  ===> 1113 (hhmm)
Recurring Dates ==>                                               <


-------------------------------------------------------------- 09.13.40
F1=Help  F3=End  F4=Mail Directory  F5=Public Directory
F9=Store Options in Profile     F12=Retrieve     PA1=Exit
```

*Figure 1.4 - Sending Mail Options Screen*

The "Command ===>" field at the top of the screen is for entering MAIL commands. See the topic "Mail Commands" later for a list of available commands.

Use the TAB key to place your cursor on the appropriate field and enter a new value. These values can be entered each time you send mail or you can store them in your mail profile for subsequent use. The following fields appear on the SENDING MAIL OPTIONS screen.

Mail From            The name displayed here is the name of the person that is the sender of the mail. Your name is displayed by default. You can change this parameter when you are the surrogate sending mail on another person's behalf. This parameter can only be used when you are sending original mail. It cannot be used when you are answering, forwarding, replying to, or transferring mail. If you change this parameter, when you exit the SEND function, you will remain in MAIL FROM's mailbox. See the Surrogate Support description for further details.

Editor Name          Enter a file name if you wish to use your own editor. The MAIL program uses it's own version of the editor by default.

                     If you are using PCWS, you can specify X:pcfilename in this field where X is the PC drive and pcfilename is the name of an editor on the PC. There are a number of steps involved when you use a PC editor to create the mail text. MAIL instructs PCWS to issue the DOS command 'editorname .\MAIL#TXT.TMP'. The filename MAIL#TXT.TMP on the current directory is passed to the editor. (This file is used as a work file.) MAIL receives control back after you have exited the PC editor. MAIL assumes that you saved the edit session for MAIL#TXT.TMP. Next MAIL transfers MAIL#TXT.TMP to MUSIC, and then issues the DOS command 'ERASE .\MAIL#TXT.TMP' to erase your work file.

This feature is not supported for NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2.

Security Level There are 10 security levels numbered 0 - 9. By default, the level zero (0) is displayed as your mail option unless you have previously stored another value. Mail with a security level of zero (0) would have the least security.

If your mail has a security level higher than 0 then only those with the proper security level can have access. For example, if you choose to send mail with a security level of 9, and the person you are sending mail to allows his/her secretary to read mail with security levels 0 through 8, the secretary, would not be allowed to view this new item.

Acknowledgement Y (yes) is displayed by default for this option unless you have previously stored N (no). If mail is sent with the option Y, you are informed when the mail is acknowledged. You can check the status of your outgoing mail to see what action was taken. The following actions (acknowledgements) are recorded: answer, copy, delete, forward, print, refuse, transfer, view, and log and delete.

If you choose N (no) for this option, then you are not informed when mail is received by the recipient. No record of this outgoing mail item is kept.

If all of the recipients of a mail item are remote users (not on your MUSIC system), then "N" is automatic. In other words, the "Y" for acknowledgements is ignored for mail sent outside your system. If you are viewing the distribution list, remote users will always show "NONE" for actions taken. If all recipients are remote then there is no outgoing mail item or distribution list for viewing.

If you send recurring mail, then "Y" is automatic. This allows you to control the recurring item. See the topic "Recurring Mail" for further details on recurring mail.

Redirectable A Y (yes) is displayed by default for this mail option unless you have previously stored a N (no). If mail is sent with Y for redirectable then the receiver has the option of forwarding or transferring this mail to another person. An N (no) value disables the receiver to forward or transfer this mail item.

Copiable A Y (yes) is displayed by default for this option unless you have previously stored N (no). If mail is sent with Y for copiable then the receiver will be able to use the copy feature of MAIL. With N (no) as the value, the receiver cannot copy this mail.

Printable A Y (yes) is displayed by default for this option unless you have previously stored N (no). If mail is sent with Y for printable then the receiver will be able to use the print feature of MAIL. With N (no) as the value, the receiver cannot print this mail item with the print feature of MAIL.

List Distribution Y (yes) is displayed by default for this option unless you have previously stored N (no). If mail is sent with Y then the receiver is able to view the distribution list. With N (no) as the value, the receiver cannot see who else received the same piece of mail.

Answerable Y (yes) is displayed by default for this option unless you have previously stored N (no). If mail is sent with Y then the receiver is able to use the answer feature of MAIL. With N (no) as the value, the receiver cannot use the ANSWER feature. If they wish to respond, then would have to send new mail.

Copy to a File N (no) is displayed by default for this option unless you have previously stored Y

(yes). With N (no) mail is NOT automatically saved in a file. However, this piece of mail can be viewed or copied later as long as it remains in your outgoing mail list (provided there is at least one local recipient). If Y (yes) is entered you will need to fill in a file name in the next field unless you have previously stored a name here.

Filename          If the value for the "Copy to a File" field is Y (yes) then you must enter a file name to indicate where to save the copy. By default this field is left blank unless you have previously stored a file name.

If you are using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, you can specify X:pcfilename in this field where X is the PC drive and pcfilename is the PC filename. The mail text is downloaded to the PC automatically using text mode. Also, the "Append" setting (see below) is honoured on the PC.

Append          N (no) is displayed in this field by default unless you have previously stored Y (yes). If you wish to always store mail in the same file, appending each time, then enter a Y (yes) in this field. You will need to have Y in the "Copy to a File" field and a file name in the "Filename" field. This, of course, can be done each time you create a mail item, or you can store these values in your MAIL profile.

Dates and Times    Whenever you send mail the MAIL program assigns dates and times for the release and the expiry of mail. You can change these values for a particular piece of mail and alternately store them in your MAIL profile.

The release and expiry date take the format dd/mm/yy. The release and expiry time take the format hhmm. By setting the release date and/or time to something in the future, the mail item becomes postdated. See the topic "Postdated Mail" for further information on postdated mail.

Recurring dates can also be included for mail that needs to be sent more than once. The syntax for entering dates is as follows:

| | |
|---|---|
| n | day-of-the-month number from 1 to 31 inclusive (if a month has less than 31 days then higher numbers are IGNORED, not carried over to the next month!). |
| day | English day of the week, where the text can be as short as the minimum unique abbreviation for the weekday: SU M TU W TH F SA |
| n*rep | day-of-the-month, as above; "rep" is a repetition count, meaning the number of times that the mail item can be mailed. MAIL decrements this number each time it is mailed, until it becomes 0. |
| day*rep | day, as above; "rep" as above also. |

See the topic "Recurring Mail" for further details on recurring mail.

The maximum allowable expiry date you can set for mail you send is controlled by your site. It is typically x days and is set by adding this value to the release date. This constitutes the default expiry date. You can always set a shorter expiry date. If you have not overridden the default expiry date and set a shorter expiry date, when you send mail to a number of local recipients, the expiry date set for the mail sent is the maximum of the expiry dates of all the recipients and the sender. So for postdated mail or mail for immediate delivery, the mail does not expiry until x days after the mail is delivered or the overriding expiry date. For recurring mail, the mail is expired the day after the last specification for mail delivery is met. Each mail item sent from a recurring mail item establishes its own expiry date based on the recipients and the original sender and their expiry dates.

**Keys for Sending Mail Options**

F4      Mail Directory
        Presents the MAIL DIRECTORY screen for viewing and/or updating names, userids, and nicknames of your directory.  Refer to *Chapter 2 - Mail Directory* for more information.

F5      Public Directory
        presents the PUBLIC MAIL DIRECTORY screen for viewing names, userids, and nicknames of the public directory.  Refer to the topic "Public Mail Directory" in *Chapter 2 - Mail Directory* for more information.

F9      Store Options in Profile
        After you have filled in the fields in the screen you can store these values in your MAIL profile.  The next time the SENDING MAIL OPTIONS screen is presented, your new values appear.

**Send Mail Options Composition for Send Operations**

The following describes how the Send Mail Options are composed for the CREATE and SEND function:

Each time you enter the MAIL program and send, answer, forward, or transfer mail, the default Send Mail Options from the Mail Profile Facility are used.  Subsequent sends, answers, forwards, or transfers while you remain within the MAIL program reuse the Send Mail Options as they were last used.  You always have the opportunity to change the Send Mail Options before the mail is sent.  Press F6 on any of the CREATE AND SEND MAIL, ANSWER MAIL, FORWARD MAIL, or TRANSFER MAIL screens to change the Send Mail Options.

# View Outgoing Mail

You can access the VIEW OUTGOING MAIL screen by choosing item 3 from the main menu, or by pressing F11 (outgoing) from the VIEW INCOMING MAIL screen.

This screen displays a list of all outgoing mail including those that were read (acknowledged), those that were not received and those that were suspended.  This list can be separated by using F4 (Acks) to show only acknowledgements or F5 (Unrecd) to show only unreceived and suspended mail.  The list can be displayed in the order of your choice by using the SORT command, and this choice can be stored in your MAIL profile.  The MAIL Profile facility is item 5 of the main menu.  By default the list is displayed in ascending order by date received.

```
----------------------- View Outgoing Mail ------------------ Rec 1/4
Command ===>_

Mail For ==> Fred Smith                                    (ID/nickname)

Select Codes => C-Copy   D-Delete E-Expire L-Listdst P-Print R-Release
                S-reSume U-Undel  V-View   X-Xlogdel Z-Zoom

   To                    Date Sent Type  Subject
_  CFEL000@MUSIC         17JUN88   New   Budget Meeting
_  CCGM000@MUSIC         15JUN88   Ack   Minor Changes to FSI
_  CCKW000@MUSIC         14JUN88   Ack   MAIL HELP
_  CCEL,CCKW+            08JUN88   Ack   TEST 20




------------------------------------------------------------- 09.13.40
F1=Help  F3=End      F4=Acks      F5=Unrecd    F7=Prev   F8=Next
F9=Loc   F10=Refresh F11=Incoming F12=Retrieve PA1=Exit Mail
```

*Figure 1.5 - Viewing Outgoing Mail*

The "Command ===>" field at the top of the screen is for entering MAIL commands.  See the topic "MAIL Commands" later for a list of available commands.  The ID/nickname in the "Mail For" field indicates whose mail you are looking at.  If you wish to work with another person's mail, enter their userid or nickname in this field.  In order to look at this person's mail, they must have previously given you authorization to be a surrogate.  You can specify surrogates through the MAIL Profile facility.

The current item number (x) and the total items to display (y) are shown beside the title at the top of the screen as REC x/y.  The current item is the item displayed at the top of the screen.

The current time is displayed near the bottom of the screen.

If you are in full screen mode, after you enter a selection code beside an item, the item is highlighted to indicate that it has been touched.  This is useful to distinguish between items that have and have not been touched.

F3=End exits the outgoing mail list immediately and returns to the MAIL main menu without honouring any selection codes which may have been entered beside items prior to pressing F3.


## Select Codes

The following codes can be entered beside the list of outgoing mail.  Several codes can be typed in at the same time, one for each item.

C - Copy          Type "C" beside the mail that you want to copy and press ENTER to go to the COPY MAIL
                  screen.  On the COPY MAIL screen, fill in the appropriate fields and press ENTER to
                  process.  Help is available when the copy screen appears.

        *Note:*   The "C" code can also be used to copy/log the mail item to a mailbook file with or
                  without deleting it at the end of the operation.  If you have stored a copy file in your
                  MAIL Profile, the "X" code can be used to copy the mail item to a mailbook file and
                  delete it in one step.

| D - Delete | Type "D" beside the mail that you want deleted from your list of outgoing mail. The message *Del appears. The mail items are temporarily marked as deleted. They are not deleted from your mailbox immediately. The undelete command takes advantage of this feature and can restore the mail item, removing traces of the deletion. This is useful in the event of an accidental deletion. The mailbox is updated when you refresh (F10) the screen, use the SELECT or SELECTN command, change the type of mail you are displaying, or exit incoming mail. When the mailbox is updated, the mail items are deleted and the mail statistics are updated. |
|---|---|
| | If you delete a recurring mail item from your outgoing mail list, you delete your copy of the mail. The recurring mail will continue to be delivered until it is expired by RDMAILER. Use "E" (Expire) to expire the mail item to stop recurring mail from being delivered further. See the topic "Recurring Mail" for further details on recurring mail. |
| | *Note:* The delete function of MAIL is also available when you are viewing a mail item. The F6 (delete/undelete) key is used for this purpose. |
| E - Expire | Presents the EXPIRE MAIL screen that allows you to change the expiry date and time of the mail item. Type in the new date and/or time in the appropriate fields. F9 (Store values in Profile) allows you to keep these values for later use each time you create mail. Press ENTER to process your request. Press F3 (Return) to stop processing and return to the VIEW OUTGOING MAIL screen. Help is available when the expire screen appears. |
| | If you expire a recurring mail item, its delivery is terminated. "D" (Delete) deletes only your copy of the recurring mail, and it will continue to be delivered until it is expired by RDMAILER. See the topic "Recurring Mail" for further details on recurring mail. |
| L - Listdist | Shows the distribution list for mail that has been sent to more than one person. If you are the only recipient of the mail item, the select code "Z" (Zoom) is invoked. |
| P - Print | Presents a screen that allows you to send the outgoing mail to a printer. Type "P" beside the mail that you want to print and press ENTER to go to the PRINT MAIL screen. On the PRINT MAIL screen, fill in the fields on the screen starting with the "Printer" field and press ENTER to process. Before processing, you may want to press F6 (Printer Locations) to choose a printer from a list on the PRINTER LOCATION screen. Help is available when the PRINT screen or the PRINTER LOCATION screen appears. |
| R - Release | Allows you to change the release date on the mail item. The RELEASE MAIL screen is presented for you to fill in the release date and time. Help is available when the release screen appears. |
| S - reSume | Presents the RESUME MAIL screen that resumes the sending of a suspended mail item. Suspended mail items are displayed with a mail type of Suspd. The original fields are remembered and displayed so that you can change them if so desired. You can change any of the fields you originally entered by correcting them now. You can change the SEND options by pressing F6 on the RESUME MAIL screen. Press ENTER to get to the next screen to edit the mail text. The suspended mail text is merged into the edit for you automatically. |
| U - Undelete | Type "U" beside the mail that you want undeleted from your list of outgoing mail. The original subject will reappear and the mail text is available for viewing. This function is only available for mail items that have been deleted, or copied/logged and deleted. |
| V - View | The "V" selection code allows you to read the mail. The VIEW program is used for this function of MAIL. The header information at the top of the screen includes the date and time the mail item was sent, who it is from, who it was sent to, and the subject. The text of |

the mail item follows. The function keys are listed at the bottom of the screen. F6 (Delete/Undelete) allows you to delete or undelete mail and its entry from your outgoing mail list. F10 (Previous) shows you the previous outgoing mail item and F11 (Next) shows you the next item. When F3 is pressed, you are returned to the VIEW OUTGOING MAIL screen.

If the mail item viewed is a digest of items, type DIGEST in the VIEW command area to see a list of the individual digest items.

If the item you are viewing contains a URL, you can launch it automatically. Place the cursor on the URL and press ENTER. If your 3270 emulation software has a mouse button defined to move the cursor to the pointed to position and press ENTER, click that mouse button on the URL. The appropriate MUSIC/SP program is invoked to process the URL. A sample URL is http://MusicM.McGill.CA.

X - Xlogdel      Copies the mail item to a file (specified in your Mail Profile) and then deletes the entry from your outgoing mail list. The *Del message appears. This selection code is similar to using "C" (Copy) and then "D" (Delete), or using "C" with the MAILBOOK and DELETE fields both set to Y.

The file where XLOGDEL mail items are stored can be called a mail log, a mailbook, or a mail folder and it can be viewed using the MAILBOOK program, option 7 on MAIL's main menu.

Z - Zoom      Type "Z" beside the mail to see what action has been taken on the mail item by you and the receiver. The VIEW CONTROL INFORMATION screen is displayed. For example, you can tell if they have forwarded it to someone else, or taken any other action. If there is more than one recipient, use select code "L" (Listdist).

## Outgoing Mail List

Beside each mail item is a space for you to type in a select code (as described above) to take some action on each piece of mail. The first column under the heading "To" is the user id or nickname of the receiver(s). If a plus sign (+) appears at the end of the name it indicates that there is a distribution list. The "Date Sent" column lists the dates the mail was sent by you. One of the following appears in the "Type" column:

Ack      - has been acknowledged
                The acknowledgements that are recorded include: answer, copy, delete,
                forward, print, refuse, view, and log and delete.
New      - no one has received it yet
Suspd   - suspended mail item

The last column displays 40 characters of the subject of the mail.

*Note:*   There are no mail items listed on the VIEW OUTGOING MAIL screen for mail sent only to remote users (users outside your MUSIC system). Also, mail items are not listed if "N" is specified for acknowledgements when you are sending mail.

## Keys for View Outgoing Mail

F4      View Acknowledgements
          looks at only outgoing mail that has been acknowledged (action taken by receiver).

F5      View Unreceived
          looks at only outgoing mail that has NOT been acknowledged (no action taken by receiver).

**F7** Previous
moves backward through the list of outgoing mail.

**F8** Next
moves forward through the list of outgoing mail.

**F9** Locate
repeats the previously entered LOCATE command to find the next occurrence of the string specified. See the LOCATE command for further details about entering a LOCATE command in the command area.

**F10** Refresh
updates the screen to reflect any changes or additions you have made to the display.

**F11** Incoming
goes to the VIEW INCOMING MAIL screen.

**Surrogate Control**

You can disallow surrogates from looking at your outgoing mail. See the Mail Profile facility, Surrogate Options help for further details.

# MAIL Commands

The following is a list of the available commands for the MAIL facility. Each command is described below.

| | | | |
|---|---|---|---|
| ACKS | FORWARD | PF | SIG |
| ANSWER | GET | PREVIOUS | SORT |
| BOTTOM | HELP (F1) | PRINT | STATUS |
| CANCEL (PA1) | INCOMING | PROCESS | SUSPEND |
| CLEAR | KEYS | PROFILE | TOP |
| COPY | LAST | QQUIT | TRANSFER |
| COUNTS | LISTDIST | QUIT | ULOCATE |
| DELETE | LM | REFRESH | UNDELETE |
| DELIM | LOCATE | REFUSE | UNRECD |
| DIGEST | LOCATION | RELEASE | UP |
| DIRPRIV | MAILBOOK | REPLY | VIEW |
| DIRPUBL | MAKENICK | RESUME | WHATSNEW |
| DOWN | MENU | RETRIEVE (F12) | X (PA1) |
| END (F3) | NEXT | SAVE | XLOGDEL |
| EXPIRE | OFF | SELECT | ZOOM |
| FAQ | OPTIONS | SELECTN | = |
| FIRST | OUTGOING | SEND | |
| FOR | PE | SET | |

```
   ACKS
   ACK
```

This command allows you to display a list of outgoing mail that has been ACKNOWLEDGED.


**Surrogate Control**

You can disallow surrogates from looking at your acknowledged mail. See the Mail Profile facility, Surrogate Options help for further details.

```
   ANSWER
```

Full-screen users should use the "A" or "B" MAIL selection code in the "Select" field beside each mail item. A new screen is presented to allow you to change the recipients of the answer. At this time, you can send a carbon copy of the mail to other recipients and enter a filename (optional) containing the answer text. Press F6 to change the Send Mail Options. Once you have answered the mail, processing on the incoming mail screen continues. Press F3 to cancel answering and return to the list of incoming mail items. Press ENTER to get to the Editor screen for typing your answer.

The ANSWER command is used when you are in non-full screen mode.

When the mail is answered, a new mail item is sent from you, the sender, to the recipients. This means that an outgoing mail item is added to your mailbox, provided you ask for acknowledgements and there is at least one local recipient. The old mail item that you originally received remains in your incoming mail list until you delete it. The original sender is told the mail has been answered.

The following describes how the Send Mail Options are composed for the Answer function. Each time you enter the MAIL program and send, answer, forward, or transfer mail, the default Send Mail Options from the Mail Profile Facility are used. Subsequent sends, answers, forwards, transfers, or resumes while you remain within the MAIL program reuse the Send Mail Options as they were last used. You always have the opportunity to change the Send Mail Options before the mail is sent. You cannot change the Mail From field when you are answering mail.

You can have a signature added automatically to mail you send. See the command "SIG" for further details.

If you realize that you want to change any of the fields while you are creating the text for the answer, you can use the suspend command within the edit to suspend the mail. You can then make those changes and continue the answer. See the command "SUSPEND" for further details.

The Answer subject created for you, which you can change before the mail is sent, uses the Re[n]: prefix for the multiple answer designation. *n* is a sequence number increasing from 2 to infinity that represents the number of answers to the original text.

**Answer - Selection Code "A"**

Type "A" on the INCOMING MAIL screen beside the mail item(s) that you want to answer. You will go directly to the ANSWER screen. You can enter SEND options by pressing F6 on the ANSWER screen. Press ENTER to get to the Editor screen for typing your answer. Your answer is sent to the 'Reply-To' address if one is present. Otherwise the answer is sent to the 'From' address. Help is available when the ANSWER MAIL screen appears.

**ReplyFrm - Selection Code "B"**

Type "B" on the INCOMING MAIL screen beside the mail item(s) that you want to ReplyFrm. You will go directly to the ANSWER screen. You can enter SEND options by pressing F6 on the ANSWER screen. Press ENTER to get to the Editor screen for typing your answer. Your answer is sent to the 'From' address. Help is available when the ANSWER MAIL screen appears.

If you wish to see the mail item while you are answering, you can have the original text merged into your edit session. An option is available in the Mail Profile to do this every time you answer mail. Enter Y (yes) for "merge original text into edit for answer" on the INCOMING/OUTGOING MAIL OPTIONS screen. You can also set this merge feature when you are in full screen mode on the ANSWER screen.

**ANSWER Command**

```
ANSWER [to/from] seqnum parameters
ANS
```

Use this command when you are in non-full screen mode. Answer the mail represented by *seqnum* using SEND parameters. The default *to* sends the answer to the "Reply-To" address if one is present. Otherwise the answer is sent to the "From" address. *from* sends the answer to the "From" address.

In non-full screen mode, *seqnum* is the sequence number printed beside the entry when the screen is displayed. The parameters can be any of the SEND parameters except the FROM field. You are not allowed to use the SEND parameter FROM when you are answering mail. See the SEND command for further details.

Two extra parameters are available for use with ANSWER.

MERGE/NOMERGE    Merge or do not merge the original mail text into the answer edit session before you type your answer text.

## Who Receives your Answer?

Who receives you answer depends on which select code you used or which parameters you gave for the ANSWER command.

Select code "A", ANSWER seqnum, and ANSWER to seqnum send your answer to the "Reply-To" address if one is present. Otherwise the answer is sent to the "From" address.

Select code "B" and ANSWER from seqnum send the answer to the "From" address.

Incoming mail can have up to three fields indicating where the mail originated. They are the "Reply-To", "Sender", and "From" fields. The following is an example:

```
Reply-To:  Principal Bill White <PRIN@MUSIC>
```

```
        Sender:      Jim Brown, Secretary <SECR@MUSIC>
        From:        Vice-Principal Peter Grey <VPRN@MUSIC>
```

You can have the MAIL program automatically determine who will receive your answer with the use of select codes "A" or "B".

The address in the "Sender" field is never used.  The "Sender" field is used for surrogates.

The MAIL program does not allow the user to create REPLY-TO requests on mail sent.  This field is created by other mail programs.  For example, discussion lists using the LISTSERV program on VM/SP generate a "Reply-To" field.

**Surrogate Control**

You can disallow surrogates to answer mail on your behalf.  See the Mail Profile facility, Surrogate Options help for further details.

```
    BOTTOM
    BOT
```

Displays the last full page (screen) of the list of incoming or outgoing mail items, or the PRINTER LOCATION display screen.

Note that the VIEW program (accessed when viewing mail items) also has a BOTTOM command.

```
    CANCEL
    CAN
```

Terminates the current screen without taking any action on any changes.  If you are on the main menu, then the MAIL program is terminated.

```
    CLEAR
    CL
```

Clears the command area, error message area, and any writable fields on the screen.

```
COPY
```

Full-screen users should use the "C" MAIL selection code in the "Select" field beside each mail item. A new screen is presented for entering your file names. Once you have copied the mail, processing on the list of incoming or outgoing mail items continues. Press F3 to cancel copying and return to the list of incoming or outgoing mail items.

The COPY command is used when you are in non-full screen mode.

*Note:* COPY can also be used to copy/log the mail item to a mailbook file with or without deleting it at the end of the operation. The "X" code copies the mail item to a mailbook file stored in the Mail Profile and deletes it in one step.

**Copy - Selection Code "C"**

Type "C" beside the mail items(s) that you want to copy and press ENTER to go to the COPY MAIL screen. Help is available when the COPY MAIL screen appears.

**COPY Command**

```
COPY seqnum filename [A|R] [ONLYTEXT] [MAILBOOK] [DELETE]
COP
```

Copy the mail represented by *seqnum* to a file called *filename* either appending to it (A) or replacing it (R).

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

If you have not entered A or R and the file called filename already exists, you will be prompted to replace the file by entering Y (Yes) or N (No).

ONLYTEXT copies only the body of the mail text to the file. The default is to copy the entire mail text.

MAILBOOK copies the mail item to a mailbook file adding a separator line to the file before copying the mail item. The mailbook file can then be viewed with the MAILBOOK program, MAIL option 7.

DELETE deletes the mail item after it has been successfully been copied. The default is not to delete the mail item after the copy.

See also the XLOGDEL and GET commands.

**Surrogate Control**

You can disallow surrogates to copy your mail. See the Mail Profile facility, Surrogate Options help for further details.

```
    COUNTS
    COUNT
```

Display the counts shown on the main menu.  Counts are given for:

1. Incoming New Mail
   is the number of incoming mail items that you have not read (no action has been taken).
2. Incoming Old Mail
   is the number of incoming mail items that you have looked at but have not deleted.
3. Acknowledgements Waiting
   is the number of your outgoing mail items that have been received (the receiver has read the mail you sent or taken some other kind of action).
4. Unreceived Outgoing Mail
   is a combination of the number of your outgoing mail items that have NOT been received (no action has been taken by the receiver on the mail you sent) and suspended mail items.

```
    DELETE
```

Full-screen users should use the "D" MAIL selection code in the "Select" field beside each mail item. Once the mail has been deleted, the message *Del appears in the type field of the mail item.  This can be seen in the Zoom feature for one recipient or the LISTDIST for multiple recipients.  These entries disappear when F10 (Refresh) is pressed, or the when you exit incoming/outgoing mail.

The DELETE command is used when you are in non-full screen mode.

The mail items are temporarily marked as deleted.  They are not deleted from your mailbox immediately. The undelete command takes advantage of this feature and can restore the mail item, removing traces of the deletion.  This is useful in the event of an accidental deletion.  The mailbox is updated when you refresh (F10) the screen, use the SELECT or SELECTN command, change the type of mail you are displaying, or exit incoming or outgoing mail.  When the mailbox is updated, the mail items are deleted and the mail statistics are updated.  If you wish to have all deletions verified you can select this feature by using the Mail Profile options for incoming or outgoing delete mail verification.  Each time you delete mail, a message is displayed asking you if you really want to delete the mail item.  You can enter either Y (Yes) and the delete will be done, or N (No) and the delete will not be done.  See the Mail Profile facility for more details.

The UNDELETE select code or command can be used if you would like to restore a deleted mail item. However, you can only restore the deleted mail item until the mailbox has been updated (ie refreshed). See the UNDELETE command for further details.

**Delete - Selection Code "D"**

Type "D" beside the mail items(s) that you want to delete from the display list of mail items.

**DELETE Command**

```
DELETE seqnum1[,seqnum2,seqnum3,etc.]
DEL
```

Delete the mail represented by *seqnum.*

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

**Recurring Mail**

Use the expire command on your copy of the recurring mail item in your outgoing mail list to expire the mail item and thus stop the delivery of recurring mail.  Using the delete command will only delete your copy of the mail in your outgoing mail list.

**Surrogate Control**

You can disallow surrogates from deleting your mail.  See the Mail Profile facility, Surrogate Options help for further details.

```
  DELIM  [x]
```

Change the multiple command delimiter to x, where x represents one character, but not one of the characters a to z, 0 to 9, *, =, /.

```
  DIGEST
```

A mail item can be a digest where a number of items have been combined into one item and mailed to the intended recipients.  These can be awkward to view using just the MAIL view facility.  You can use the MAIL digest/maillog viewer by typing DIGEST in the MAIL view command area.  This viewer is the MAILBOOK facility, and each of the individual items in the digest is shown as a separate item which can be copied or printed.

There are two flavors of digests, MIME digests and non-MIME digests.  The MIME (Multipurpose Internet Mail Extensions) specifications define a Content-Type "multipart/digest" mail header to designate MIME digests.  All other digests that do not adhere to the MIME specifications are collectively known as non-MIME digests.

*Notes:*

1.   You are not allowed to delete or undelete individual items when you are using the DIGEST viewer. You must delete all or undelete all of the listed items.

2. If you have deleted all of the items when you are using the DIGEST viewer and then exit the viewer, the mail item is also deleted.

3. Non-MIME digests have the second word of the mail item's subject as Digest. If Digest is not the second word, the viewer displays the mail item as if it were a mailbook or maillog.

4. The DIGEST viewer can display MIME digests, BITNET LISTSERV digests, and list logs. This is a great way to cut down on the list traffic. You can set your list subscription to the digest feature by sending a mail message to LISTSERV@fully_qualified_domain_name with the following line as the message text:

```
set listname digest
```

Similarly, "Listproc 6.0c" mail list manager also supports the digest feature. You can set your list subscription to the digest feature by sending a mail message to

```
listproc@fully_qualified_domain_name
```

with the following line as the message text:

```
set listname mail digest
```

**Why Use Digests?**

There are a number of benefits to subscribing to a mail list and having it send you digests rather than the postings immediately. Digest subscriptions provide a convenient way for you to keep up with a list discussion, and permit you to read the postings at your leisure. You can reply to a digest item just as if it were an individual posting in MAIL. Also, digest subscriptions are generally thought to be a good thing when compared to the immediate postings. A digest generates less network traffic and makes it a good network citizen.

```
DIRPRIV
DIRPR
```

View and/or update your directory. This command invokes the Mail Directory and help is available when the directory screen appears. See the DIRPUBL command for the Public Mail Directory support.

```
DIRPUBL
DIRPU
```

View the public directory. This command invokes the Public Mail Directory and help is available when the directory screen appears. See the DIRPRIV command for the private Mail Directory support.

```
   DOWN  [n]
```

Move down the list of incoming or outgoing mail items or PRINTER LOCATION display screen by *n* lines, or when *n* is not specified, move down a full screen.

```
   END
```

Terminates the current screen without taking any action.  If you are on the main menu, then the MAIL program is terminated.  F3 is equal to the END command.

```
   EXPIRE
```

Full-screen users should use the "E" MAIL selection code in the "Select" field beside each mail item.  A new screen is presented for entering your date and time.  Once you have changed the date and time and pressed ENTER, processing on the list of outgoing mail items continues.  Press F3 to cancel changing the expiry date and time, and return to the list of outgoing mail items.

The EXPIRE command is used when you are in non-full screen mode.

You can change the expiry date and time to any valid date or time in the past, present or future.  If the expiry date and time represent a date in the past, the mail is expired and deleted, and the message *Exp appears in the type field of the mail item.  Also, the mail statistics (control information) are updated.  This can be seen in the Zoom feature.  This means that the receivers can only delete the mail and not view it.  Even though the mail has expired, it remains in the receivers mailbox until the receiver deletes it.  If the expiry date and time are changed to something in the future, then the receiver(s) mail is changed.

**Expire - Selection Code "E"**

Type "E" beside the outgoing mail items(s) that you want to expire and press ENTER to go to the EXPIRE MAIL screen.  Help is available when the EXPIRE MAIL screen appears.

**EXPIRE Command**

```
    EXPIRE seqnum date time
    EXP
```

Expire the mail represented by *seqnum* using date and time.

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

The date is in the format ddmmmyy and the time is the format hhmm.

### Recurring Mail

Use the expire command on your copy of the recurring mail item in your outgoing mail list to expire the mail item and thus stop the delivery of recurring mail. Using the delete command will only delete your copy of the mail in your outgoing mail list.

```
    FAQ
```

This command allows you to display answers to some frequently asked questions about the MAIL facility, and mail in general.

```
    FIRST
    FI
```

The FIRST command is the same as TOP.

```
    FOR name
```

Use the FOR command to look at someone else's mail. The other person must have authorized you as a surrogate for their mail and given you the necessary privileges for their mailbox before you can have access. The *name* can be a MUSIC userid or a nickname for a userid. See the Mail Directory for more information about assigning nicknames.

If you are using full screen mode, changing the "Mail For" field is the same as issuing a FOR command. See the Surrogate Support description for further details.

```
    FORWARD
```

Full-screen users should use the "F" MAIL selection code in the "Select" field beside each mail item.

A new screen is presented for entering the forwardees and a filename (optional) containing text to add to the original mail text. Press F6 to change the Send Mail Options. Once you have forwarded the mail, processing on the incoming mail screen continues. Press F3 to cancel forwarding and return to the list of

incoming mail items.

The FORWARD command is used when you are in non-full screen mode.

You can forward the mail to more than one person, and if you wish, you can add text to the original mail.

When the mail is forwarded, a new mail item is sent from you, the forwarder, to the forwardees. This means that an outgoing mail item is added to your mailbox, provided you ask for acknowledgement and there is at least one local recipient. The old mail item that you originally received remains in your incoming mail list until you delete it. The original sender is told the mail has been forwarded.

The following describes how the Send Mail Options are composed for the Forward function:

Each time you enter the MAIL program and send, answer, forward, or transfer mail, the default Send Mail Options from the Mail Profile Facility are used. Subsequent sends, answers, forwards, or transfers while you remain within the MAIL program reuse the Send Mail Options as they were last used. You always have the opportunity to change the Send Mail Options before the mail is sent. You are not allowed to use the SEND parameter FROM when you are forwarding mail. Press F6 to change the Send Mail options while on the FORWARD MAIL screen. You cannot change the Mail From field when you are forwarding mail.

You can have a signature added automatically to mail you send. See the command "SIG" for further details.

If you realize that you want to change any of the fields while you are creating the forward text, you can use the suspend command within the edit to suspend the mail. You can then make those changes and continue the forward. See the "SUSPEND" command for further details.

**Forward - Selection Code "F"**

Type "F" beside the incoming mail items(s) that you want to forward to another person and press ENTER to go to the FORWARD MAIL screen. Help is available when the FORWARD MAIL screen appears. You can enter SEND options by pressing F6 on the FORWARD MAIL screen.

If you wish to see the mail item while you are forwarding, you can have the original text merged into your edit session. An option is available in the Mail Profile to do this every time you forward mail. Enter Y (yes) for "merge original text into edit for forward" on the INCOMING/OUTGOING MAIL OPTIONS screen. You can also set this merge feature when you are in full screen mode on the FORWARD screen.

**FORWARD Command**

```
FORWARD seqnum parameters
FORW
```

Use this command when you are in non-full screen mode. Forward the mail represented by *seqnum* using forward parameters.

In non-full screen mode, *seqnum* is the sequence number printed beside the entry when the screen is displayed.

**Parameters**

The parameters can be any of the SEND parameters (see the SEND command for details) except the FROM field. You are not allowed to change the FROM field when you are forwarding mail. Some parameters are given below.

TO(x)  TO is the receiver of the forwarded mail. x is a list of names separated by commas or blanks up to a length of 132 characters. The list of names (as described for the "To" field of the CREATE AND SEND MAIL screen) could be any of the following:

> userid
> userid(systemid)
> userid@systemid
> nickname
> /listname
> +listname

*Note:* If you find that you have to send mail to someone whose userid starts with a slash (/) or a plus sign (+), there is one rule to follow that allows you to send mail to this person. MUSIC MAIL checks to see if the name is a valid file name and if it exists. If it is a valid file name and the file exists, MAIL assumes you meant to use the file name. However, if it was not a valid file name or the file did not exist, MAIL tries to resolve the name as if it were a nickname or an email address. If a file of the same name exists and you want to send to the name as an email address, rename the file before you start to send the mail.

CC(x)

CC is the parameter to send carbon copies of the forwarded mail. *x* refers to the person(s) receiving a carbon copy and it is a list of names separated by commas or blanks up to a length of 132 characters. The list of names (as described for the "To" field of the CREATE AND SEND MAIL screen) could be any of the following:

> userid
> userid(systemid)
> userid@systemid
> nickname
> /listname
> +listname

SUBJect(text)  *text* is the subject for the mail up to a length of 72 characters. You can change the subject if so desired. If you change the subject, the original subject appears as a "X-Subject:" field in the mail that is sent.

TEXT/NOTEXT  TEXT specifies that text is to be added to the mail item that is being forwarded. The default value is TEXT.

FILE(x)  x is a filename where the mail text to add can be found. This would allow the user to prepare the mail text to be added in advance of forwarding it. When this field is used, the editor is not called for adding text. If NOTEXT is specified, then x, the filename, is ignored.
If you are using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, you can specify X:pcfilename in this field where X is the PC drive and pcfilename is the PC filename. The PC file is uploaded to MUSIC automatically using text mode and sent as the mail text. If a file name is specified then the step for entering text is bypassed.

MERGE/NOMERGE    Two extra parameters are available for use with FORWARD.  Merge or do not merge the original mail text into the forward edit session before you type your forward text.

### Surrogate Control

You can disallow surrogates to forward mail on your behalf.  See the Mail Profile facility, Surrogate Options help for further details.

```
   GET
```

Full screen users should use the "G" MAIL selection code in the "Select" field beside each mail item.  Once the mail has been received via the GET command, the message *Rec appears in the type field of the mail item.  Also, the mail statistics are updated as copied and deleted.  This can be seen in the Zoom feature for one recipient or the LISTDIST feature for multiple recipients.  These entries disappear when F10 (Refresh) is pressed or when you exit incoming mail.

The GET command is used when you are in non-full screen mode.

### Get - Selection Code "G"

Type "G" beside the mail items(s) and press ENTER to get (receive) a mail item that was sent to you via sendfile.  The *Rec message appears.  You can tell the mail item was sent via sendfile when the mail subject starts with "Sendfile:".  When you get the mail item, it is automatically stored in the filename given in the mail subject field.  In the example "Sendfile:  LETTER TXT A" the mail item would be stored in file LETTER.TXT.  The mail item is deleted when it is received with the get command.  Once you have received the mail item with the get command, processing on the list of incoming mail items continues.

### GET Command

```
GET seqnum1 [seqnum2,seqnum3,etc.]
G
```

Use this command in non-full screen mode to get the mail file.

In non-fullscreen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.  See also the COPY and XLOGDEL commands.

### Surrogate Control

You can disallow surrogates to getting your mail.  See the Mail Profile facility, Surrogate Options help for further details.

```
  HELP  [topic]
  H
```

Provide help text for the current screen.  If you need help on another topic then specify the topic name.
Enter "HELP TOPICS" to see a list of all topics.  F1 is equal to the HELP command.

```
  INCOMING
  IN
```

This command allows you to display a list of incoming mail.

**Surrogate Control**

You can disallow surrogates from viewing your incoming mail.  See the Mail Profile facility, Surrogate
Options help for further details.

```
  KEYS
  KEY
```

Display a screen which allows you to change the function key definitions.  These changed definitions are
saved in a file, called @MAIL.KEYS, so that they can always be used.

```
  LAST
  LA
```

The LAST command is the same as BOTTOM.

```
  LISTDIST
```

**Viewing the Distribution List**

Full-screen users should use the "L" MAIL selection code in the "Select" field beside each mail item. A new screen is presented showing you the distribution of the mail. Press F3 to return to the list of incoming or outgoing mail items.

The LISTDIST command is used when you are in non-full screen mode.

Note that if there is only one recipient, the "Z" MAIL selection code is invoked automatically. This displays the information for the lone recipient.

**Listdist - Selection Code "L"**

Type "L" beside the mail item(s) to see the distribution list for that mail that has been sent to more than one person. Press ENTER to go to the VIEW DISTRIBUTION LIST screen. Help is available when the VIEW DISTRIBUTION LIST screen appears.

**LISTDIST Command**

```
LISTDIST seqnum1[,seqnum2,seqnum3,etc.]
LISTD
```

List the mail distribution of the mail item *seqnum.*

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

```
LM
```

This command invokes the List Manager facility from the main menu. The List Manager facility is a separate set of programs from MAIL. It allows you to manage your subscriptions to BITNET and Internet lists on MUSIC. The basic function keeps a copy of the lists to which you have subscribed through this facility on MUSIC.

There are a number of differences between mail lists on BITNET and the Internet. For instance, the LISTSERV program runs on BITNET. It is an mail list manager that automates the subscription and unsubscription process. It also automates the posting and delivery of list mail. Mail list managers on the Internet may not function the same as BITNET's LISTSERV.

This facility tries to automate the function of subscription and unsubscription to a mail list.

Help is available by pressing F1 (Help) once this facility is invoked.

```
   LOCATE  [keyword string]
   LOC
```

Locate *string* within the *keyword* field in the list of displayed mail items from the top of the screen towards the bottom of the list. A repeat locate is done if *keyword* and *string* are not specified. You must have entered a *keyword* and *string* previously to do a repeat locate. See also ULOCATE.

Keywords can be one of the following:

| | |
|---|---|
| SEND | send date in format DDMMMYY |
| ON | send date in format DDMMMYY (Matches when the send date is the same as the date given.) |
| BEFORE | send date in format DDMMMYY (Matches when the send date is before the date given.) |
| SINCE | send date in format DDMMMYY (Matches when the send date is after the date given.) |
| NAME | name shown on the screen (The name is constructed from the first 16 characters of the To/From field email address.) |
| SYSTEM | name shown on the screen (same as NAME above) |
| LASTM | last date and time I updated the mail item(s) |
| LASTO | last time someone else updated the mail item(s) |
| EXPIRY | expiry date |
| SUBJECT | mail subject |
| TYPE | mail type (The string to specify is NEW, REPLY, ACK, OLD, or SUSPD. NEWREPLY matches NEW or REPLY.) |
| FROM | originator (Matches versus userid@systemid in Reply-To, From, Sender, and Errors-To mail headers. You can give any part of userid@systemid to match.) |
| TO | recipient (Matches versus userid@systemid in To, Cc, Bcc, and Reply-To mail headers. You can give any part of userid@systemid to match.) |
| LOCAL | matches on any originator LOCAL user when you are looking at incoming mail, or matches on any recipient local user when you are looking at outgoing mail. (Originator matches are done against the mail headers Reply-To, From, Sender, and Errors-To. Recipient matches are done against the mail headers To, Cc, Bcc, and Reply-To.) For LOCAL, "string" is not required. |
| REMOTE | matches on any originator remote user when you are looking at incoming mail, or matches on any recipient remote user when you are looking at outgoing mail. (Originator matches are done against the mail headers Reply-To, From, Sender, and Errors-To. Recipient matches are done against the mail headers To, Cc, Bcc, and Reply-To.) For REMOTE, "string" is not required. |

For LOCATE, the search goes from left to right, and downwards, from the line at the top of the display to the bottom of the list.

For ULOCATE, the search goes from left to right, and upwards, from the line at the top of the display to the top of the list.

If string is found, this entry is placed at the top of the display. If the locate fails, a message is posted and the current positioning remains unchanged. A repeat locate (F9) can be done if a previous locate specified keyword and string.

*Note:* You can LOCATE or ULOCATE an item that does not have a subject by not specifying the string on the command (eg LOCATE SUBJECT).

```
    LOCATION
    LOCATI
```

Use this command to display a list of system known printers for use with the PRINT command. You can select one of the printers displayed from the list to use with the PRINT command. Help is available when the PRINTER LOCATION screen appears. Once you have selected a printer, press F3 to return to the PRINT MAIL screen.

```
    MAILBOOK
```

This command invokes the Mailbook facility from the main menu. The Mailbook facility is a separate program from MAIL. It allows you to view mail items that you have stored in a mailbook. You can create a mailbook by either using the MAIL XLOGDEL or COPY (with MAILBOOK set to Y) command to copy mail items to a file (a mailbook), by keeping a copy of the mail you send in a file from the MAIL or SENDMAIL programs, or by using the GETMAIL program to copy mail items to a file (a mailbook).

The MAIL, SENDMAIL, and GETMAIL programs allow you to create a mailbook on MUSIC or on your PC. The mailbook file on MUSIC or on your PC can be used with the Mailbook facility.

A mailbook created by the MAIL, SENDMAIL, or GETMAIL programs contains a separator between each mail item within the mailbook. A line of equal signs with a date and time stamp on the right hand side of the line corresponding to when the mail item was copied to the file is used as the separator.

The Mailbook facility can also be used to display digests. See the DIGEST command earlier for information.

Help is available by pressing F1 (Help) once this program is invoked.

```
    MAKENICK
```

While you are viewing a mail item, you can have an entry made for your nickname file out of an address within the MAIL headers in the mail envelope.

Within VIEW MAIL, enter MAKENICK in the command area. Then position the cursor to the address you want to use to make a nickname and press ENTER. You enter the DIRECT program with an entry created out of the address (ie a name and an email address). Fill in a nickname and press F3 to file the change and exit DIRECT. You are returned to VIEW after exiting the DIRECT program. This feature is designed to work for a one line address within the mail text.

*Note:*   The address must be within the mail envelope and contained on one line. The mail envelope contains headers that are defined by RFC822. MAKENICK can pick up the proper name and the electronic address and pass that information on to DIRECT.

```
   MENU
```

Displays the main menu for the non-full-screen user.

When the main menu is first presented, or no command is entered, an implicit MENU is done.

```
   NEXT  [n]
   NE
```

The NEXT command is the same as DOWN.

```
   OFF  [HOLD]
```

Signs the user off of MUSIC.  Specifying HOLD keeps the workstation connected to MUSIC for a short period of time so that a new /ID command can be entered to begin another session.

```
   OPTIONS
   OPT
```

Show the SEND MAIL OPTIONS screen.  Help is available when the SEND MAIL OPTIONS screen appears.

```
   OUTGOING
   OUT
```

This command allows you to display a list of all outgoing mail, acknowledged, unreceived, and suspended.  Mail items sent only to remote users are not recorded on this list.

**Surrogate Control**

You can disallow surrogates from looking at your outgoing mail. See the Mail Profile facility, Surrogate Options help for further details.

```
   PE
```

Process the current screen and then exit.

```
   PFn  [def]
```

Defines the function key specified by *n* to the definition provided by you. *n* is a number from 1 to 24. If *def* is not specified, the current definition is placed in the command area, ready for modification. If the string specified is an asterisk (*), the key reverts to the default definition.

```
   PREVIOUS  [n]
   PREV
```

The PREVIOUS Command is the same as UP.

```
   PRINT
```

Full-screen users should use the "P" MAIL selection code in the "Select" field beside each mail item. A new screen is presented for entering print options. Once you have printed the mail, processing on the list of incoming or outgoing mail items continues. Press F3 to cancel printing and return to the list of incoming or outgoing mail items.

The PRINT command is used when you are in non-full screen mode.

**Print - Selection Code "P"**

Type "P" beside the mail items(s) that you want to print and press ENTER to go to the PRINT MAIL screen. Help is available when the PRINT MAIL screen appears.

An option is available in the Mail Profile to control which mail can or cannot be printed. This is done by

using the security level of the mail. If the print security level is lower than the mail security level then the mail can be printed. Otherwise, the mail is more secure than for printing. The default for the print security level is '0', ie all mail can be printed. See the Mail Profile facility for more details.

## PRINT Command

```
PRINT seqnum printer [copies forms (CC|NOCC [pagelen])]
PRI
```

Prints the mail identified by *seqnum* at 'printer' printer for 'copies' copies on 'forms' forms with carriage control characters in column 1 honoured (CC) or not honoured (NOCC). If NOCC is specified, then the mail is printed with *pagelen* lines per page. The default value for *pagelen* is 60.

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

Enter the command LOCATION to display a list of valid printers.

*copies* must be a number from 1 to 9999.

*pagelen* must be a number from 1 to 999999999.

## Surrogate Control

You can disallow surrogates from printing your mail. See the Mail Profile facility, Surrogate Options help for further details.

```
PROCESS
PROC
```

Process the screen.

```
PROFILE
PROF
```

This command invokes the Mail Profile facility from the main menu. The Mail Profile facility is a separate program from MAIL. It allows you to change the default settings for certain fields on the screens of the MAIL program. Each time you select a function of the MAIL program your values appear on the screen instead of the default values if you have previously saved them in your Mail Profile.

Mail surrogate support is honoured when you invoke the Mail Profile facility. This means that when you are looking at someone else's mail (ie other person has given you access to their mailbox via surrogate support), invoking the Mail Profile facility will show you their Mail Profile.

Help is available by pressing F1 (Help) once this program is invoked.

From the Copy, Print, Expire, Release, Printer Location, or Send Mail Options screens, this command stores your options in your profile.

Help is available by pressing F1 (Help) when the appropriate screen appears.

```
QUIT
Q
```

Terminates the current screen without taking any action.  If you are on the main menu, then the MAIL program is terminated.

```
QQUIT
QQ
```

Same as QUIT.

```
REFRESH
REF
```

Refreshes the screen with the latest mail list.  This can be used to get a fresh copy of your mail when changes and/or additions to the list have been made.  If the SORT, SELECT or SELECTN commands were used, they remain in effect when the screen is refreshed.

When you refresh your screen, the mail items that you have deleted are now deleted from your mailbox, and the mail statistics are updated.

```
REFUSE
```

Full-screen users should use the "R" MAIL selection code in the "Select" field beside each mail item.  Once the mail has been refused, the message *Ref appears in the type field of the mail item, and the mail is marked for deletion and is no longer available for viewing.  Also, the mail statistics are updated.  This can be seen in the Zoom feature.  These entries disappear when F10 (Refresh) is pressed or when you exit incoming mail.

The REFUSE command is used when you are in non-full screen mode.

The UNDELETE command can be used to restore a refused mail item, provided the mail item is still displayed on the screen as "*Ref".  Although the recipient may know that you refused the mail, you can restore it by using UNDELETE.  See the UNDELETE command for further details.

### Refuse - Selection Code "R"

Type "R" beside the incoming mail item(s) that you wish to refuse.  The sender is notified that you refused to accept the mail.  If you have done any action on the mail except ZOOM or LISTDIST, you will not be allowed to refuse it, since these actions mean that you have accepted the mail.

### REFUSE Command

```
    REFUSE seqnum1[,seqnum2,seqnum3,etc.]
    REF
```

Refuse the mail identified by *seqnum.*

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

### Refuse - Mail Profile Option

If you wish to automatically refuse mail from someone, this function is available through the Mail Profile facility.

```
    RELEASE
```

Change the release date and time for postdated mail sent to the postmaster for delivery when a specific release date and time has been reached.

Full-screen users should use the "R" MAIL selection code in the "Select" field beside each mail item.  A new screen is presented for entering your date and time.  Once you have changed the date and time and pressed ENTER, processing on the list of outgoing mail items continues.  Press F3 to cancel changing the release date and time, and return to the list of outgoing mail items.

The RELEASE command is used when you are in non-full screen mode.

You can change the release date and time to any valid date or time in the past, present or future as long as the mail has not been released already.  If the release date and time represent a date in the past or present, the mail is released, and sent to the intended recipients.  If the release date and time are changed to something in the future, then the mail will not be released until the new date and time.

**Release - Selection Code "R"**

Type "R" beside any outgoing mail item(s) that you wish to release and press ENTER to go to the RELEASE MAIL screen. Help is available when the RELEASE MAIL screen appears.

**RELEASE Command**

```
RELEASE seqnum date time
REL
```

Release the mail represented by *seqnum* using date and time.

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

The date is in the format ddmmmyy and the time is in the format hhmm.

```
   REPLY
```

The REPLY command is the same as ANSWER.

```
   RESUME
```

You can resume the sending of a mail item if the mail item has been suspended. Suspended mail items appear on the outgoing mail list with a mail type of "Suspd". See the SUSPEND command for further details on how to suspend mail.

Full-screen users should use the "S" MAIL selection code in the "Select" field beside each mail item. A new screen is presented for entering the recipients. Press F6 to change the Send Mail Options. Press ENTER to edit the suspended mail text. Once you have sent the mail, processing on the outgoing mail screen continues. Press F3 to cancel resuming and return to the list of outgoing mail items.

The RESUME command is used when you are in non-full screen mode.

The original fields as you set them before you suspended the sending of the mail item have been preserved and are presented in the corresponding field. You can change the "To", "Subject", "Carbon Copy", or "Mailbook" fields or any of the fields on the Send Mail Options screen before you proceed. You cannot change the "Mail From" field when you are resuming a suspended mail item.

When you press ENTER to send the mail, the suspended mail text is presented in the edit.

When the mail is sent, the suspended mail item is deleted. Also, if you suspended a mail item that you were answering or forwarding, the mail statistics are updated (ie the original mail item you were answering or forwarding is marked as answered or forwarded respectively).

Subsequent sends, answers, forwards, transfers, or resumes while you remain within the MAIL program reuse the Send Mail Options as they were last used.  You always have the opportunity to change the Send Mail Options before the mail is sent.

If you decide to not send the mail, the suspended mail item remains on the outgoing mail list.

**reSume - Selection Code "S"**

Type "S" beside the outgoing mail items(s) that you want to resume and press ENTER to go to the RESUME MAIL screen.  Help is available when the RESUME MAIL screen appears.  You can enter SEND options by pressing F6 on the RESUME MAIL screen.

The suspended mail text is merged into your edit session.

**RESUME Command**

```
RESUME seqnum parameters
RES
```

Use this command when you are in non-full screen mode.  Resume sending the suspended mail item represented by *seqnum* using resume parameters.

In non-full screen mode, *seqnum* is the sequence number printed beside the entry when the screen is displayed.

**Parameters for the RESUME Command**

The parameters can be any of the SEND parameters (see the SEND command for details) except the FROM and FILE fields.  You are not allowed to change the FROM or FILE field when you are resuming mail.  Some parameters are given below.

TO(x)   TO is the receiver of the mail.  x is a list of names separated by commas or blanks up to a length of 132 characters.  The list of names (as described for the "To" field of the CREATE AND SEND MAIL screen) could be any of the following:

```
userid
userid(systemid)
userid@systemid
nickname
/listname
+listname
```

*Note:*   If you find that you have to send mail to someone whose userid starts with a slash (/) or a plus sign (+), there is one rule to follow that allows you to send mail to this person.  MUSIC MAIL checks to see if the name is a valid file name and if it exists.  If it is a valid file name and the file exists, MAIL assumes you meant to use the file name.  However, if it was not a valid file name or the file did not exist, MAIL tries to resolve the name as if it were a nickname or an email address.  If a file of the same name exists and you want to send to the name as an email address, rename the file before you start to send the mail.

CC(x)   x refers to the person(s) receiving a carbon copy and it is a list of names separated by commas or blanks up to a length of 132 characters.  The list of names (as described for the "To" field of the CREATE AND SEND MAIL screen) could be any of the following:

```
                userid
                userid(systemid)
                userid@systemid
                nickname
                /listname
                +listname
```

```
   RETRIEVE
   RET
```

Displays the previous command entered each time RETRIEVE is issued.  Up to 5 previous commands
can be recalled.  F12 is equal to the RETRIEVE command.

```
   SAve
   SV
```

SAVE is a MAIL Editor macro that is entered in the EDITOR command area.  This macro is used to
guard users from saving the mail text with the EDITOR SAVE command and then quitting the edit.
When you do this, the mail would be sent because a copy of the file exists.  This macro replaces the
EDITOR SAVE command, and forces you to use a filename with the SAVE command.

```
   SELECT   [keyword string]
   SEL
```

Display only the mail items that have *string* in the *keyword* field.  See SELECTN for keyword descrip-
tions.

```
   SELECTN   [keyword string]
```

Same as SELECT except that mail items that do not have *string* in the *keyword* field are displayed.

The keywords for both commands can be one of the following:

SEND          send date in format DDMMMYY
ON            send date in format DDMMMYY (Matches when the send date is the same as the date
              given.)

| | |
|---|---|
| BEFORE | send date in format DDMMMYY (Matches when the send date is before the date given.) |
| SINCE | send date in format DDMMMYY (Matches when the send date is after the date given.) |
| NAME | name shown on the screen (The name is constructed from the first 16 characters of the To/From field email address.) |
| SYSTEM | name shown on the screen (same as NAME above) |
| LASTM | last date and time I updated the mail item(s) |
| LASTO | last time someone else updated the mail item(s) |
| EXPIRY | expiry date |
| SUBJECT | mail subject |
| TYPE | mail type (The string to specify is NEW, REPLY, ACK, OLD, or SUSPD.  NEWREPLY matches NEW or REPLY.) |
| FROM | originator (Matches versus userid@systemid in Reply-To, From, Sender, and Errors-To mail headers.  You can give any part of userid@systemid to match.) |
| TO | recipient (Matches versus userid@systemid in To, Cc, Bcc, and Reply-To mail headers. You can give any part of userid@systemid to match.) |
| LOCAL | matches on any originator LOCAL user when you are looking at incoming mail, or matches on any recipient local user when you are looking at outgoing mail.  (Originator matches are done against the mail headers Reply-To, From, Sender, and Errors-To. Recipient matches are done against the mail headers To, Cc, Bcc, and Reply-To.)  For LOCAL, "string" is not required. |
| REMOTE | matches on any originator remote user when you are looking at incoming mail, or matches on any recipient remote user when you are looking at outgoing mail.  (Originator matches are done against the mail headers Reply-To, From, Sender, and Errors-To. Recipient matches are done against the mail headers To, Cc, Bcc, and Reply-To.)  For REMOTE, "string" is not required. |
| ALL | all mail (string is not required) |
| OFF | all mail (string is not required) |

If mail items are found, they are displayed.  If the Select or Selectn fails, a message is posted and the current positioning remains unchanged.

Selection is active until it is turned off by either SELECT, SELECT ALL, SELECT OFF, SELECTN, SELECTN ALL, or SELECTN OFF.

The SELECT and SELECTN commands support up to 5 clauses, where each clause is composed of a keyword and a string.  The clauses are subselections of that selected (ie the clauses are ANDed together). You can enter multiple clauses as a part of the SELECT command, or you can enter separate SELECT commands, or you can enter a combination of both.

Here are some examples of SELECT commands:

```
SELECT SUBJECT TEST
SELECT (SUBJECT TEST) & (NAME FRED)
SELECT (SUBJECT TEST(AT PLANT)) &(NAME FRED)
SELECT (SUBJECT TEST&SET)&(NAME FRED)& (SEND 11JUL91)
```

*Notes:*

1.  If any mail items have been deleted, refused, logged and deleted, or received via the get command, the use of the SELECT or SELECTN command deletes these mail items from the mailbox.

2.  You can SELECT or SELECTN an item that does not have a subject by not specifying the string on the command (eg SELECT SUBJECT).

```
   SEND   [parameters]
```

This command sends mail to another person(s).  The "TO" parameter must be specified.  If you wish, values for the parameters can be saved in your Mail Profile.  See the Mail Profile facility for details.

You can have a signature added automatically to mail you send.  See the command "SIG" for further details.

If you realize that you want to change any of the fields while you are creating the mail text, you can use the suspend command within the edit to suspend the mail.  You can then make those changes and continue the send.  See the SUSPEND command for further details.

**Parameters for SEND Command**

TO(x)                    TO is the parameter to indicate the recipient(s) of the mail.  $x$ is a list of names separated by commas or blanks up to a length of 132 characters.  When sending mail within your MUSIC system, only the userid is necessary.  For mail going to another system, specify the full email address.  Nickname is a name you assigned in your Mail Directory.  Listname is the name of the file containing a list of user-ids.  The list of names (as described for the "To" field of the CREATE AND SEND MAIL screen) could be any of the following:

```
userid
userid(systemid)
userid@systemid
nickname
/listname
+listname
```

     *Note:*    If you find that you have to send mail to someone whose userid starts with a slash (/) or a plus sign (+), there is one rule to follow that allows you to send mail to this person.  MUSIC MAIL checks to see if the name is a valid file name and if it exists.  If it is a valid file name and the file exists, MAIL assumes you meant to use the file name.  However, if it was not a valid file name or the file did not exist, MAIL tries to resolve the name as if it were a nickname or an email address.  If a file of the same name exists and you want to send to the name as an email address, rename the file before you start to send the mail.

CC(x)                    CC is the parameter to send carbon copies of the mail.  $x$ refers to the person(s) receiving a carbon copy and it is a list of names separated by commas or blanks up to a length of 132 characters.  When sending mail within your MUSIC system, only the userid is necessary.  For mail going to another system, specify the full email address.  Nickname is a name you assigned in your Mail Directory.  List-name is the name of the file containing a list of userids.  The list of names (as described for the "To" field of the CREATE AND SEND MAIL screen) could be any of the following:

```
userid
userid(systemid)
userid@systemid
nickname
```

```
                          /listname
                          +listname
```

SUBJect(text)           *text* is the subject for the mail up to a length of 72 characters.

FILE(fn)                *fn* is a filename where the mail text can be found. This would allow the user to
                        prepare the mail text in advance of sending it. When this field is used, the editor
                        is not called when the mail is sent.

                        If you are using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for
                        Windows, Windows NT, Windows 95, or OS/2, you can specify X:pcfilename in
                        this field where X is the PC drive and pcfilename is the PC filename. The PC file
                        is uploaded to MUSIC automatically using text mode and sent as the mail text.

                        When you enter a filename for the mail text, the SIGNATURE feature is not
                        honoured. Normally, when you type in your text the file @SIGNATURE is
                        appended to the end of mail you send automatically.

FROM(userid)            *userid* is the name of the person that is the sender of the mail. Use this parameter
                        when you are the surrogate sending mail on another person's behalf. This param-
                        eter can only be used when you are sending original mail. It cannot be used
                        when you are answering, forwarding, replying to, or transferring mail. If you
                        change this parameter, when you exit the SEND function, you will remain in
                        FROM's mailbox. See the Surrogate Support description for further details.

EDITor(fn)              *fn* is the filename that is the name of an editor you wish to use to enter your mail
                        text. This value can also be changed in the Mail Profile facility.

                        If you are using PCWS, you can specify X:pcfilename in this field where X is the
                        PC drive and pcfilename is the name of an editor on the PC. There are a number
                        of steps involved when you use a PC editor to create the mail text. MAIL
                        instructs PCWS to issue the DOS command 'editorname .\MAIL#TXT.TMP'.
                        The filename MAIL#TXT.TMP on the current directory is passed to the editor.
                        (This file is used as a work file.) MAIL receives control back after you have
                        exited the PC editor. MAIL assumes that you saved the edit session for
                        MAIL#TXT.TMP. Next MAIL transfers MAIL#TXT.TMP to MUSIC, and then
                        issues the DOS command 'ERASE .\MAIL#TXT.TMP' to erase your work file.

                        This feature is not supported for NET3270 for DOS or OS/2, or
                        TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2.

SECurlvl(n)             *n* is the security level assigned to the mail item to be sent. Valid values are 0 to
                        9, 9 being the most secure. The default value is 0 unless you have previously
                        stored another value. This value can also be changed in the Mail Profile facility.

                        If your mail has a security level higher than 0 then only those with the proper
                        security level can have access. For example, if you choose to send mail with a
                        security level of 9, and the person you are sending mail to allows his/her secre-
                        tary to read mail with security levels 0 through 8, the secretary, would not be
                        allowed to view this new item.

ACK/NOACk               Acknowledgements are or are not desired for the mail being sent. The default
                        value is ACK. This value can also be changed in the Mail Profile facility. If
                        acknowledgement is selected, an outgoing mail item is kept in your mailbox. Via
                        this mail item, actions taken by the recipients are recorded. You can see these
                        actions by using ZOOM for one recipient or LISTDIST for more than one

recipient. There is no entry in your mailbox if there is not at least one local recipient.

Acknowledgements are forced if you send recurring mail.

| | |
|---|---|
| REDir/NOREDir | The mail can or can not be redirected by the recipients. The default value is REDIR. This value can also be changed in the Mail Profile facility. |
| COPy/NOCOPy | The mail can or can not be copied by the recipients. The default value is COPY. This value can also be changed in the Mail Profile facility. |
| PRInt/NOPRint | The mail can or can not be printed by the recipients. The default value is PRINT. This value can also be changed in the Mail Profile facility. |
| LDIst/NOLDist | The recipients can or can not look at the mail distribution list. The default value is LDIST. This value can also be changed in the Mail Profile facility. |
| ANSwer/NOANswer | The mail can or can not be answered by the recipients. The default value is ANSWER. This value can also be changed in the Mail Profile facility. |
| COPYFIle/NOCOPYFi | |
| | Copy or do not copy the mail to be sent to a file before it is sent. The default value is NOCOPYFI. This value can also be changed in the Mail Profile facility. |
| COPYFNam(fn) | *fn* is a filename where to copy the mail before it is sent. The default value is the value in the Mail Profile or blank. This value can also be changed in the Mail Profile facility. |
| | If you are using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, you can specify X:pcfilename in this field where X is the PC drive and pcfilename is the PC filename. The mail text is downloaded to the PC automatically using text mode. Also, the "COPYApp/NOCOPYAp" setting (see below) is honoured on the PC. |
| COPYApp/NOCOPYAp | |
| | Append or do not append the mail to be sent to COPYFNAM(x). The default value is NOCOPYAP. This value can also be changed in the Mail Profile facility. |
| RDate (ddmmmyy) | Release date of the mail to be sent. The default value is the current date. This value can also be changed in the Mail Profile facility. |
| RTime (hhmm) | Release time of the mail to be sent. The default value is the current time. This value can also be changed in the Mail Profile facility. |
| EDate (ddmmmyy) | Expiry date of the mail to be sent. The maximum allowable expiry date you can set for mail you send is controlled by your site. It is typically x days and is set by adding this value to the release date. This constitutes the default expiry date. You can always set a shorter expiry date. If you have not overridden the default expiry date and set a shorter expiry date, when you send mail to a number of local recipients, the expiry date set for the mail sent is the maximum of the expiry dates of all the recipients and the sender. So for postdated mail or mail for immediate delivery, the mail does not expiry until x days after the mail is delivered or the overriding expiry date. For recurring mail, the mail is expired the day after the last specification for mail delivery is met. Each mail item sent from a recurring mail item establishes its own expiry date based on the recipients and |

the original sender and their expiry dates.

The expiry date value can also be changed in the Mail Profile Facility.

ETime (hhmm)          Expiry time of the mail to be sent.  The default value is the current time.  This value can also be changed in the Mail Profile facility.

RCRdat(datespec)      Recurring date to use for the mail to be sent.  See Send Mail Options for datespec details.  There is no default value for this variable.  See the topic "Recurring Mail" for further details on recurring mail and datespec.

**Surrogate Control**

You can disallow surrogates to sendmail on your behalf.  See the Mail Profile facility, Surrogate Options help for further details.

```
SET  [parameters]
```

This command allows you to set default SEND parameters that can be used when you send mail.  Since the SEND parameters are numerous, multiple SET commands can be used to set the parameters.  If you wish, values for the parameters can be saved in your Mail Profile.  See the Mail Profile facility for details.

**Parameters**

See the SEND command for the parameter descriptions.

```
SIG [parameters]
```

If you have stored a signature in the file @SIGNATURE on your userid, this signature is automatically merged into all mail you send when you use the SEND MAIL Editor command or press F5 within the MAIL Editor to send the mail.

You can control the signature automatic merge and which file to use for the signature with the SIG MAIL Editor macro.

SIG is a MAIL Editor macro that is entered in the EDITOR command area.  This macro allows you to turn on or off the automatic merging of your signature into the mail you send and to set the filename where you have stored your signature.  Your signature would normally be merged into the mail you are sending after you leave the edit using the SEND Editor command or by pressing F5 to send the mail.

The default setting is to automatically merge in the signature file if it exists.  The default signature file is @SIGNATURE on your userid.  The (re)setting of the signature automatic merge and signature filename must be done for each mail item to be sent.

The SIGNATURE is only honoured when you type in your mail text within the MUSIC Mail program. If you enter a filename for the mail text, the SIGNATURE feature is not honoured.

Add the following line to your private editor if you would like to use the MAIL specific macros like SIG outside of the MAIL environment.

```
SETV @MAIL ON
```

Type SIG HELP in the MAIL edit command area for further details.

---

**SORT keyword [A|D]**

---

Sorts the mail list into one of several sort sequences. The following sort sequences are available:

| | |
|---|---|
| INDEX | - (default) as they occur in the mailbox |
| WHO | - mine/other |
| INOUT | - incoming or outgoing mail |
| TYPE | - mail type |
| LEVEL | - security level |
| SEND | - date/time sent |
| NAME | - To/From field (same as SYSTEM) |
| SYSTEM | - To/From field (same as NAME) |
| LASTM | - date and time last referenced by me |
| LASTO | - date and time last referenced by other |
| EXPIRY | - expiry date/time |
| OUTTYPE | - inout and type |
| SUBJECT | - mail subject |
| OFF | - turn sorting off (A or D is not required for OFF) |

The sort can be done in Ascending or Descending order. When not given, the sort is done to Ascending sequence. The default sort order is INDEX Ascending.

You can sort incoming and outgoing mail automatically when you display these screens by using the SORT options in the Mail Profile facility.

The SORT command supports up to 4 clauses, where each clause is composed of a keyword and an optional A or D for the sort order. The clauses are subsorts of that sorted (ie the clauses are ANDed together). You can enter multiple clauses as a part of the SORT command, or you can enter separate SORT commands, or you can enter a combination of both. both.

Here are some examples of SORT commands:

```
SORT NAME A
SORT (NAME A) & (SEND A)
SORT (NAME A)&(SEND A)& (SUBJECT A)
```

*Notes:*

1.  The sort sequence is maintained when a refresh of the mail list is done. The sort sequence is lost as soon as you exit from the mail list or change mailing lists. In that case, either your default as stored in your Mail Profile or the system default, INDEX A, is used the next time you enter this mail list.

2.   Specifying SORT without any options turns off all sorting and restores the default sort order.  The
     default sort order is either the default as stored in your Mail Profile or the system default, INDEX A.

```
   STATUS
   ST
```

Displays the current screen entries for the non-full-screen user.
When the screen is first displayed, or no command is entered, an implicit STATUS is done.

```
   SUSPEND
```

If you are sending, answering, or forwarding mail and you are editing the text you want to send and you
realize that you want to change some of the fields or SEND MAIL options that you entered, the
SUSPEND macro can help you.

SUSPEND is a MAIL editor macro that is entered in the EDITOR command area.  The macro is used to
allow you to return to a MAIL screen and change some of the fields on the screen.  This is not done auto-
matically for you, you have to tell MAIL that you want to resume sending a suspended mail item.

When you suspend mail, the mail item is put on the outgoing mail list and marked as suspended and can
be resumed at your convenience.  All of the original SEND and SEND MAIL OPTIONS are saved for
reuse.

To resume sending a suspended mail item, go to the outgoing mail list and enter a "S" (reSume) beside
the item you wish to resume sending.  You can then make those changes you wanted and continue the
send.  See the RESUME command for further details on the resume function.

```
   TOP
```

Displays the first full page (screen) of the list of incoming or outgoing mail items or the PRINTER
LOCATION display screen.

```
   TRANSFER
```

Full-screen users should use the "T" MAIL selection code in the "Select" field beside each mail item.  A
new screen is presented for entering the recipients.  Once you have transferred the mail, processing on the

incoming mail screen continues. Press F6 to change the Send Mail Options. Press F3 to cancel transferring and return to the list of incoming mail items.

The TRANSFER command is used when you are in non-full screen mode.

You can transfer the mail to more than one person.

When the mail is transferred, the original mail you received is sent by you, the sender, to the recipients. This means that you are no longer attached to the original piece of mail that you received. The mail item that you originally received is deleted when the transfer takes place. The original sender is told the mail has been forwarded. When the final recipients answer the mail, the answer is sent to the Reply-To recipients or to the original sender.

The following describes how the Send Mail Options are composed for the Transfer function. Each time you enter the MAIL program and send, answer, forward, or transfer mail, the default Send Mail options from the Mail Profile facility are used. Subsequent sends, answers, forwards, transfers, or resumes while you remain within the MAIL program reuse the Send Mail options as they were last used. You always have the opportunity to change the Send Mail options before the mail is sent. Press F6 to change the Send Mail options while on the TRANSFER MAIL screen. Acknowledgements are never allowed for this function. You cannot change the Mail From field when you are transferring mail. You can change the Subject field if so desired.

You can have a signature added automatically to mail you send. See the command "SIG" for further details.

**Transfer - Selection Code "T"**

Type "T" beside the incoming mail items(s) that you want to transfer to another person and press ENTER to go to the TRANSFER MAIL screen. Help is available when the TRANSFER MAIL screen appears.

**Transfer Command**

```
TRANSFER seqnum parameters
TRA
```

Use this command when you are in non-full screen mode. Transfer the mail represented by *seqnum* using parameters.

In non-full screen mode, *seqnum* is the sequence number printed beside the entry when the screen is displayed.

**Parameters**

TO(x)        TO is who is to receive the transferred mail. *x* is a list of names separated by commas or blanks up to a length of 132 characters. The list of names (as described for the "To" field of the CREATE AND SEND MAIL screen) could be any of the following:
                 userid
                 userid(systemid)
                 userid@systemid
                 nickname
                 /listname

             *Note:*   If you find that you have to send mail to someone whose userid starts with a slash

(/) or a plus sign (+), there is one rule to follow that allows you to send mail to this person.  MUSIC MAIL checks to see if the name is a valid file name and if it exists.  If it is a valid file name and the file exists, MAIL assumes you meant to use the file name.  However, if it was not a valid file name or the file did not exist, MAIL tries to resolve the name as if it were a nickname or an email address.  If a file of the same name exists and you want to send to the name as an email address, rename the file before you start to send the mail.

SUBJect(text)   *text* is the subject for the mail up to a length of 72 characters.  If you change the subject, the original subject appears as a "X-Subject:" field in the mail that is sent.

**Surrogate Control**

You can disallow surrogates from transferring your mail.  See the Mail Profile facility, Surrogate Options help for further details.

```
  ULOCATE   [keyword string]
  UL
```

Same as LOCATE except the search starts from the top of the screen upward towards the top of the list.  See LOCATE command for keyword descriptions.

```
    UNDELETE
```

Full-screen users should use the "U" MAIL selection code in the "Select" field beside each mail item.  When a mail item has been undeleted, the subject of the mail item reappears.

The UNDELETE command is used when you are in non-full screen mode.

UNDELETE is a command that is used to restore a deleted mail item.  You can restore mail that has been deleted, refused, copied and deleted, or logged and deleted.  The mail item, as displayed on the screen, must have the message *Del or *Ref in the type field.  One note about undeleting a refused mail item is that the mail statistics are updated when the mail item is refused.  So, if the sender is local, the sender has been informed that you have refused the mail item.

UNDELETE is available for those mail items that have been deleted while the mailbox has not been updated.  As soon as the mailbox is updated, those mail items that were deleted are deleted from the mailbox and no longer exist.  The mailbox is updated when you refresh (F10) the screen, use the SELECT or SELECTN command, change the type of mail you are displaying, or exit incoming mail.

**Undelete - Selection Code "U"**

Type "U" beside the mail items(s) that you want to undelete from the display list of mail items.

**Undelete Command**

```
UNDELETE seqnum1[,seqnum2,seqnum3,etc.]
UND
```

Undelete the mail represented by *seqnum.*

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

```
UNRECD
UNR
```

This command allows you to display a list of outgoing mail that has not been received yet.

**Surrogate Control**

You can disallow surrogates from looking at your unreceived mail.  See the Mail Profile facility, Surrogate Options help for further details.

```
UP  [n]
```

Move up the list of incoming or outgoing mail items or the PRINTER LOCATION display screen by *n* lines, or when *n* is not specified, move up a full screen.

```
VIEW
```

Full-screen users should use the "V" MAIL selection code in the "Select" field beside each mail item.  A new screen is presented for viewing the mail.  Once the mail is viewed, press F3 to return to the list of mail items.  The VIEW screen centers the view near the mail text.

The VIEW command is used when you are in non-full screen mode.

**View - Selection Code "V"**

Type "V" beside the mail item(s) that you wish to view and press ENTER to go to the VIEW MAIL screen.  Help is available when the VIEW MAIL screen appears.  The header information at the top of the screen includes the date and time the mail was sent, who it is from, who it was sent to, and the subject. The mail text follows.  The function keys are listed at the bottom of the screen.

If the item you are viewing contains a URL, you can launch it automatically. Place the cursor on the URL and press ENTER. If your 3270 emulation software has a mouse button defined to move the cursor to the pointed to position and press ENTER, click that mouse button on the URL. The appropriate MUSIC/SP program is invoked to process the URL. A sample URL is http://MusicM.McGill.CA.

When you are viewing mail, some mail commands are allowed in VIEW and can be done via a function key or in the VIEW command area. For all mail, the following mail commands are allowed in VIEW. The minimum abbreviation for each command is in upper case.

| | |
|---|---|
| =command | - return to MAIL main menu and do command |
| COPy | - copy the mail |
| DELete/ | |
| UNDelete (F6) | - delete or undelete the mail |
| DIGEST | - present the digest as a list of individual items |
| MAKENICK | - make a nickname out of an address in the mail text |
| Next (F11) | - view the next mail item in the mail list |
| PREVious (F10) | - view the previous mail item in the mail list |
| PRint | - print the mail |
| ZOom | - zoom the mail |
| LISTdist | - view the mail distribution |

For incoming mail, along with the above commands, the following mail commands are also allowed in VIEW:

| | |
|---|---|
| Answer (F2) | - answer the mail |
| REPly to/from | - answer the mail |
| Forward (F4) | - forward the mail |
| GET | - receive (get) a mail item sent to you via sendfile |
| REFuse | - refuse the mail |
| TRansfer | - transfer the mail |
| XLogdel | - log and delete the mail |

For outgoing mail, along with the above commands, the following mail commands are also allowed in VIEW:

| | |
|---|---|
| EXPire | - change the mail expire date and time |
| RELease | - change the mail release date and time |
| RESume | - resume sending a suspended mail item |

**VIEW Command**

```
VIEW seqnum1[,seqnum2,seqnum3,etc.]
V
```

View the mail identified by *seqnum* (sequence number). In this mode the mail is listed without leaving the display.

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

**Surrogate Control**

You can disallow surrogates from viewing your mail. See the Mail Profile facility, Surrogate Options help for further details.

```
    WHATSNEW
    WHATSN
```

Displays a list of the new or changed features in the Mail Facility.

```
    X
```

Exit the MAIL program immediately.

```
    XLOGDEL
    XL
```

Log (copy) the mail item to a file and then delete the mail item.

A separator line is put in the file before the mail item is copied to the file. This separator line is composed of equal signs with the date and time of the logging on the right side of the line. The COPY command with the MAILBOOK option set to yes also accomplishes this task. However, when the COPY command is used with the MAILBOOK option set to no, the file is copied to the file without the separator line.

The file name used for the mail log is the same file name that is used to copy mail to be sent at send time. This file name can be set in the Create and Send Options of the Mail Profile facility.

At log time, the mail can be appended to the mail log or replace the mail log. The append feature can be selected via the Create and Send Options of the Mail Profile facility. See the help for the Mail Profile facility.

There are two solutions to changing the filename used for the XLOGDEL command. First, you could use the COPY command with the MAILBOOK option set to yes. The COPY command allows you to change the filename. The other solution is to store a file name into the field used for XLOGDEL if you are in full screen mode. Copy the mail item to a file. But instead of copying the mail item, fill in the "Copy to File" field, press "F9: Store values in Profile", press "F3: End/Cancel", then do your XLOGDEL.

See also COPY to copy a mail item to a file, and GET to receive a mail item that was sent to you via SENDFILE. You can tell the mail item was sent to you via sendfile when the mail subject starts with "Sendfile:".

*Note:* You can use the UNDELETE command to restore the mail item, provided the mail item is still displayed on the screen as "*Del". See the UNDELETE command for further details.

```
+--------------------------------------------------------------------+
|                                                                    |
|    ZOOM                                                             |
|                                                                    |
+--------------------------------------------------------------------+
```

**Viewing the Control Information**

Full-screen users should use the "Z" MAIL selection code in the "Select" field beside each mail item.  A new screen is presented for viewing the control information of the mail item.  Once you have zoomed the mail, processing on the list of incoming or outgoing mail items.  Press F3 to cancel zooming and return to the list of incoming or outgoing mail items.  If there is more than one recipient, use LISTDIST instead of ZOOM.

ZOOM is invoked automatically when you select LISTDIST if there is only one recipient.

The ZOOM command is used when you are in non-full screen mode.

**Zoom - Selection Code "Z"**

Type "Z" beside the mail item(s) to see what action has been taken on the mail by you and the sender. You are presented with the VIEW CONTROL INFORMATION screen.  For example, you can tell if you have replied, copied, or printed the mail.  Help is available when the VIEW CONTROL INFORMATION screen appears.

**ZOOM Command**

```
ZOOM seqnum1[,seqnum2,seqnum3,etc.]
Z
```

Zoom the control information of the mail identified by *seqnum*.

In non-full screen mode, *seqnum* is the sequence number printed beside the mail item when the screen is displayed.

```
+--------------------------------------------------------------------+
|                                                                    |
|    =[n]                                                             |
|                                                                    |
+--------------------------------------------------------------------+
```

The = command is used to go from one screen (or function) to another in the Mail program.  *n* can be a selection code on the main menu or a command available from the main menu.  The main menu of the Mail program lists the following selections:

```
1  Read Incoming Mail
2  Create and Send Mail
3  Outgoing Mail (Acks and Unrec'd)
4  Mail Directory
5  Mail Profile
6  Public Directory
7  Mailbook Facility
```

```
        8   List Manager
        9   What is new in the Mail Facility
        A   Frequently Asked Questions (FAQ)
        X   Exit the Mail Program
```

You can enter = with a selection code to go directly to a particular function of mail.  For example "=2"
sends you to the CREATE AND SEND MAIL screen.  "=" and "=0" will take you back to the main menu.
"=x" will exit the Mail program.

# PCWS/NET3270/TCP3270 Interface to MAIL

Certain features included in MAIL to facilitate usage if you are working on a PC.  The requirement is that
you must use PCWS 2.0, NET3270 for DOS 2.13c, NET3270 for OS/2 2.13c, or TCP3270/NET3270 for
Windows, Windows NT, Windows 95, or OS/2 v2.60.14 (or later) to connect to MUSIC.

These features include using PC filenames so that the file is transferred automatically from the PC to
MUSIC and from MUSIC to the PC, and using an editor on the PC to create the mail text.  The edit
feature is only available with PCWS.

## Using PC File Names

Wherever a filename can be specified in MAIL, a PC filename or a MUSIC filename can be entered.  PC
filenames are distinguished from MUSIC filenames by the prefix X: to the filename, where X: represents
a PC drive.  For example,

```
    X:FILENAME
```

Where X is any letter associated with a PC drive and FILENAME is any valid PC file name.

## Where can PC File Names be used?

PC filenames can be used in the following places

a)   When you are sending mail (this includes the SEND, ANSWER, and FORWARD features), if the
     text already existed in a PC file, you could simply send this text.  The following example has the
     effect of transferring the file from the PC to MUSIC.  MAIL will use the transferred file as the mail
     text.

```
        SEND TO(ABCD000) SUBJ(VACATION) FILE(F:TRIP.TXT)
```

b)   When you are sending mail (this includes the SEND, ANSWER, and FORWARD features), you can
     copy (log) the mail as it would be sent to the recipients to a PC file, appending or replacing the exist-
     ing file on the PC.  This feature can use the "Copy to a File", "Filename", and "Append" fields of the
     "Sending Mail Options" screen.  See the description for these fields under "Sending Mail Options".
     This information can be stored in the Mail Profile for use whenever you send mail.  For further
     details, see the description of "Create and Send Mail Options" for the Mail Profile.  This feature can
     also use the "MAILBOOK" field available on each of the screens.  This sets the "Copy to a File"
     field to Y (yes), the "Filename" field to the "MAILBOOK" field, and the "Append" field to Y (yes).
     The following example copies the mail to be sent to the PC from MUSIC.

```
     SEND TO(ET) SUBJ(PHONES) COPYFILE COPYFN(F:ET.LOG) COPYAPP
```

This file where you copy mail you send can be called a mail log, a mailbook, or a mail folder and it can be viewed using the MAILBOOK program, option 7 on MAIL's main menu.

c)   When you are sending mail (this includes the SEND, ANSWER, and FORWARD features), you can use an editor on your PC to create the mail text. When you use a PC filename for the editor, the following describes what happens. MAIL instructs PCWS to issue the DOS command 'editorname .\MAIL#TXT.TMP'. The filename MAIL#TXT.TMP on the current directory is passed to the editor. (This file is used as a work file.) MAIL receives control back after you have exited the PC editor. MAIL assumes that you saved the edit session for MAIL#TXT.TMP. Next MAIL transfers MAIL#TXT.TMP to MUSIC, and then issues the DOS command 'ERASE .\MAIL#TXT.TMP' to erase your work file. (Errors during the above procedure are reported.) The PC Editor feature uses the "Editor Name" field of the "Sending Mail Options" screen. See the description for these fields under "Sending Mail Options". This field can be stored in the mail profile for use whenever you send mail. For further details, see the description of "Create and Send Mail Options" for the Mail Profile. The following example uses a PC editor to create the mail text.

```
     SEND TO(ET) SUBJ(PHONES) EDITOR(F:XEDIT)
```

*Note*: When you create your mail text using your favorite PC word processor, the file must be in ASCII format when it is sent to MUSIC/SP. Your word processor may not create ASCII text files automatically. Most word processors have a command to allow you to save the document in ASCII format.

This feature is not supported for NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2.

d)   When you are copying mail from either the Incoming or Outgoing mail list, you can copy the mail to a PC file, appending or replacing the existing file on the PC. This feature uses the "Copy to a File", "Filename", and "Append" fields of the Sending Mail Options screen by default. These options can be overridden by using the options available for the COPY command, or typing over these fields if you are on the COPY screen. See the description for these fields under "Sending Mail Options". This information can be stored in the mail profile for use whenever you send mail. For further details, see the description of "Create and Send Mail Options" for the Mail Profile. The ONLYTEXT option of the COPY command can be used to copy only the text of the mail to a file. The MAILBOOK option of the COPY command can be used to add a separator line to the file before the mail or text is copied to the file. The DELETE option of the COPY command can be used to delete the mail item after it is copied to the file. The following example copies mail item 1 to the end of the PC file F:ET.LOG.

```
     COPY 1 F:ET.LOG A
```

The XLOGDEL command can be used to automatically copy and delete the mail item to a filename that is stored in your Mail Profile. See e) below for further details.

e)   When you are logging and deleting, XLOGDEL, mail from the Incoming or Outgoing mail list, you can have the mail logged to a PC file, appending or replacing the existing file on the PC. This feature always uses the "Copy to a File", "Filename", and "Append" fields of the "Sending Mail Options" screen. See the description for these fields under "Sending Mail Options". This information can be stored in the Mail Profile for use whenever you send mail. For further details, see the description of "Create and Send Mail Options" for the Mail Profile. In the following example, if the Mail Profile contained Y for "Copy to a File", F:ET.LOG for "Filename", and Y for "Append", then mail item 1 is logged to the end of the PC file F:ET.LOG.

```
     XLOGDEL 1
```

This file where you XLOGDEL mail items can be called a mail log, a mailbook, or a mail folder and it can be viewed using the MAILBOOK program, option 7 on MAIL's main menu.

The COPY command allows you to use a different copy filename from that stored in the Mail Profile as the XLOGDEL command uses. See d) above for further details.

# Surrogate Support

Surrogate support is available with the Mail program. This allows you to authorize someone to look at your mail, or send mail on your behalf.

Surrogates must be authorized via the Mail Profile facility Surrogate Mail Options. This allows you to specify up to 8 people to be surrogates. Wildcard characters ? and * are allowed for pattern matching in the surrogate userid field. See the Mail Profile facility Surrogate Mail Options for further details. A corresponding security level and allowed privileges can also be given. If the surrogate is allowed to view mail, a surrogate cannot read mail with a security level higher than that assigned. (If the security level is not specified, a value of zero is assigned.) If a surrogate has level 3, this person could not view mail you received with a security level higher than 3. Level 9 means that the surrogate is able to read any mail sent to you. If you wish to remove someone as a surrogate, blank out this user on the surrogate screen.

Privileges can be granted to surrogates for selected functions. The selected functions are SAFCDPV (Send, Answer, Forward, Copy, Delete, Print, View). There are no default privileges. A privilege must be set to be granted to the surrogate. If the privilege is not set, the surrogate does not have that privilege.

| | |
|---|---|
| Send | allows the surrogate to send mail on your behalf. If send is not set, the surrogate is not allowed to send, answer, or forward mail on your behalf, or get mail sent to you via send-file. |
| Answer | allows the surrogate to answer mail on your behalf. If answer is not set, the surrogate is not allowed to answer mail on your behalf or get mail sent to you via sendfile. |
| Forward | allows the surrogate to forward mail on your behalf. If forward is not set, the surrogate is not allowed to forward mail on your behalf or get mail sent to you via sendfile. |
| Copy | allows the surrogate to copy mail in your mailbox. If copy is not set, the surrogate is not allowed to copy your mail or get mail sent to you via sendfile. |
| Delete | allows the surrogate to delete mail in your mailbox. If delete is not set, the surrogate is not allowed to delete, refuse, log and delete your mail, or get mail sent to you via send-file. The surrogate is also not allowed to use the copy command with the delete option set to yes. |
| Print | allows the surrogate to print mail in your mailbox. If print is not set, the surrogate is not allowed to print your mail or get mail sent to you via sendfile. |
| View | allows the surrogate to view your incoming or outgoing mail. |

If you are a surrogate for someone, from the Mail program you can type in the Mail For field or the Mail From field a userid or nickname representing the person for whom you are acting as a surrogate provided you have that privilege. The FOR command allows you to change the MAIL FOR field via a command. You can change the Mail For field on the main menu, or on the Incoming or Outgoing Mail screens. You can change the Mail From field on the Sending Mail Options screen.

There are two ways to send mail on someone else's behalf provided you have been granted that privilege by that person. You can change the Mail For field on the MAIL main menu before sending the mail or going to the Create and Send Mail screen to send the mail. Alternatively, you can go to the Sending Mail Options screen (press F6 on the Create and Send Mail screen) and change the Mail From field. Note that when you use the latter method, you will remain within the surrogate's mailbox when you exit the Send Mail function. When you send mail on someone else's behalf, the mail headers in the mail text reflect the

fact that you sent the mail as a surrogate by using the FROM and SENDER headers. You will be noted as the SENDER.

For further information see the Mail Profile facility description.

# Mail Tracking

The mail program allows you to keep track of the actions taken on the mail you sent to recipients. Tracking is done in a two-fold fashion. Acknowledgements must be selected on send operations for tracking to be done. In some instances, acknowledgements are turned off automatically and thus tracking is not available for this mail. This happens when mail is sent to no local recipients, and for incoming mail that you have transferred to someone else. Acknowledgements are forced on when you send recurring mail.

Selecting acknowledgements adds a copy of the mail you sent to the recipients to your mailbox as outgoing mail. MAIL uses your outgoing mail to keep track of some actions that the recipients have taken on the mail they received. The actions tracked are whether the mail was viewed, redirected, deleted, answered, expired, copied, printed, or refused.

When the recipient takes any of the above actions on the received mail, the mail is marked as acknowledged. If you have a copy of the mail sent in your outgoing mail list, the mail is marked as changed from New or Reply to Ack. This is a general indicator to show that the mail has been received.

The tracking can be examined by using the ZOOM or LISTDIST features on the copy of the mail in your outgoing mail list. Use ZOOM if there is only one mail recipient. When you send mail to more than one recipient, a mail distribution list is associated with the mail sent. LISTDIST gives a list of all the recipients and the respective actions taken by each.

If, at any time, you delete your copy of the mail in your outgoing mail list, tracking is terminated.

For further information about acknowledgements, see the description for "Sending Mail Options". For further information about ZOOM and LISTDIST, see the topic "Mail Commands".

# Answering Mail

You can answer a piece of mail that you have received from someone via a number of methods. You can use select code "A" or "B" on the Incoming mail screen. If you are in non-full screen mode, you can use the ANSWER or REPLY command on the INCOMING MAIL screen. While you are viewing the incoming mail, you can press F2 or enter ANSWER or REPLY in the command area.

When you are creating the answer text, you could have the original text merged into your edit session. In this way you can see the text you are answering. An option is available in the Mail Profile to do this for you every time you answer mail. On the Incoming and Outgoing Mail Options screen, enter Y (yes) for "merge original text into edit for answer". If you are in full screen mode, you can also set the Merge field on the ANSWER screen. The default value is taken from the Mail Profile. You may find this useful if you have been asked a number of questions in the mail item you are answering. The answer for each question can be inserted immediately after each question.

You may want to know who will receive the mail before you answer it. You can be answering a piece of mail that was sent directly to you, was forwarded to you, or was transferred to you.

Select code "A", ANSWER seqnum, REPLY seqnum and ANSWER to seqnum, and REPLY to seqnum

send your answer to the "Reply-To" address in the mail item if one is present. Otherwise the answer is sent to the "From" address.

Select code "B", ANSWER from seqnum, and REPLY from seqnum send the answer to the "From" address in the mail item.

REPLY-TO requests are given in the mail text but they may be seen more easily by viewing the mail distribution file. Use the LISTDIST command to view the distribution file. If there is no mail distribution file (ie you are the only recipient of the mail), then the FROM field on the Incoming mail screen tells you who will receive the answer.

MAIL does not allow the user to create REPLY-TO requests on mail sent. Other mail programs that create this heading use it to have replies sent to the persons listed on the REPLY-TO heading.

The SENDER heading, when present, specifies the actual sender of the mail. This could be a surrogate for the FROM. If there is no SENDER heading, the FROM heading is the person who sent the mail. If there was a SENDER heading, the FROM heading is the person for whom the SENDER is acting as a surrogate.

## Examples

The following sample mail includes a Reply-To request, and surrogate support. Enter select code "A" to answer the Reply-To. Enter select code "B" to answer the From.

```
Message-Id:   <01APR89.14999317.0014.MUSIC@NODE.NETWORK>
Date:          SAT 01 APR 1989 13:52:00 EST
Reply-To:      "Head A. Cheese" <HEAD000@MYLAN.NODE.NETWORK>
Sender:        "Head Cheese's Secretary" <SECR000@MUSIC>
From:          "Head Cheese Sr." <ABCD000@MUSIC>
To:            "Teachers Rep."  <ABCE002@MUSIC>
Subject:       School Graduation Dance

Joe,
I have tentatively set a date for the school graduation dance for
the students to be the 26th of June.  Would you see if any of our
teachers would be willing to help out.

Thanks,
Head Cheese
```

If you received the following piece of mail, you would have two options on how to answer it. You could answer it directly, or you could merge in the original text and answer it.

```
Message-Id:   <01APR89.15627077.0013.MUSIC@NODE.NETWORK>
Date:          SAT 01 APR 1989 14:27:00 EST
From:          "Head Cheese Sr." <ABCD000@MUSIC>
To:            "Teachers Rep."  <ABCE002@MUSIC>
Subject: Computer Order

Jim,

Any word on the new microcomputers we ordered?
What are the chances of getting a few PCs now,
and the balance of the order later?
```

```
    Head Cheese
```

The following sample piece of mail shows the mail that you may have sent if you answered the mail without the "merge original text" option.

```
    Message-Id:   <01APR89.15652637.0013.MUSIC@NODE.NETWORK>
    Date:         SAT 01 APR 1989 14:28:00 EST
    From:         "Head Cheese Sr." <ABCD000@MUSIC>
    To:           "Teachers Rep."  <ABCE002@MUSIC>
    Subject: Computer Order
    In-Reply-To: In reply to your message of SAT 01 APR 1989 14:27:00
                 EST


    Head Cheese,

    I've just finished talking to the Company shipper.
    They should be here the first of May.
    We have a few in the warehouse.
    I'll ship you 5 now.

    Jim
```

The following sample piece of mail shows the mail that you may have sent if you answered the mail with the "merge original text" option.

```
    Message-Id:   <01APR89.15733191.0013.MUSIC@NODE.NETWORK>
    Date:         SAT 01 APR 1989 14:31:00 EST
    From:         "Head Cheese Sr." <ABCD000@MUSIC>
    To:           "Teachers Rep."  <ABCE002@MUSIC>
    Subject: Computer Order
    In-Reply-To: In reply to your message of SAT 01 APR 1989 14:27:00
                 EST


    Head Cheese,

    > Any word on the new microcomputers we ordered?

    I just finished talking to the Company shipper.
    They should be here the first of May.

    > What are the chances of getting a few PCs now,
    > and the balance of the order later?

    We have a few in the warehouse.
    I'll ship you 5 now.

    Jim
```

# Forwarding, Transferring, and Autoforwarding Mail

When you receive mail that you would like to send to someone else because you feel that they should see the mail, you could either forward or transfer the mail to this other person.

## Forwarding Mail

Forwarding the mail is similar to sending a carbon copy of the mail you received to someone else. You, the forwarder, have sent new mail to the recipients, the forwardees. The new mail sent includes the original received mail, forwarding information for the forwardees, and optional text that you can add to the original mail.

Assume that A sends new mail to B, and B forwards the mail to C. Two channels of communication exist. The one between A and B, and the other between B and C. A and C have no mail item in common.

You may forward a piece of mail if you have determined that the mail should be seen by someone else.

The following sample piece of mail has been forwarded to three people and has added text.

```
Resent-Message-Id: <01APR89.15034432.0014.MUSIC@NODE.NETWORK>
Resent-Date:     SAT 01 APR 1989 13:54:00 EST
Resent-From:     "Party Animal #1" <STU0001@MUSIC>
Resent-To:       "Party Animal #2" <STU0002@MUSIC>,
                 "Party Animal #3" <STU0003@MUSIC>,
                 "Party Animal #4" <STU0004@MUSIC>
Message-Id:  <01APR89.14980277.0014.MUSIC@NODE.NETWORK>
Date:         SAT 01 APR 1989 13:50:00 EST
From:         "Head Party Animal" <STU0000@MUSIC>
To:           "Party Animal #1" <STU0001@MUSIC>
Subject: Party Harty

Greetings Fellow Animal,

Bash at Student Building 8th of April 10:00pm.
---------------------------- Original Message -------------
Here is the party announcement.
See you there.
```

See the FORWARD command for more details.

## Transferring Mail

Transferring the mail is similar to redirecting the mail you received to someone else. You are no longer connected to the piece of mail. The final recipients see that the mail was sent from the person that sent you the mail. Thus, answers are directed to that person. The new mail sent includes the mail you received and transferring information for the transferees. You are not allowed to add text to the mail you received.

Assume that A sends new mail to B, and B transfers the mail to C. One piece of mail exists, the one between A and C. B now has no link to this mail item.

You may transfer a piece of mail if you have determined that the mail should be dealt with by someone else.

See the TRANSFER command for more details.

## Autoforwarding Mail

MAIL has a feature that allows you to transfer your mail to someone else automatically. This facility could be used while you are away on vacation and want someone else to handle your mail. Another use is to have all of your mail directed to one user account when you have more than one userid. The mail is transferred without your intervention. This feature does not allow the appending of text to the original mail.

An Errors-To: mail header is automatically inserted into a message that is autoforwarded. This header is set to the local postmaster. Thus, if any type of error results because of the autoforwarded item, the local postmaster is notified of the problem, and not the original sender when the error reporting receiver honours the Errors-To: mail header.

The Mail Profile contains information to control the autoforwarding feature. The "Forward Mail to" field on the GENERAL MAIL OPTIONS screen is used for autoforwarding. See the "General Mail Options" topic for more details.

## Adding Signatures to Mail you Send

If you have stored a signature in the file @SIGNATURE on your userid, this signature is automatically merged into all mail you send when you use the SEND MAIL Editor command or press F5 within the MAIL Editor to send the mail.

You can control the signature automatic merge and which file to use for the signature with the SIG MAIL Editor macro.

SIG is a MAIL Editor macro that is entered in the EDITOR command area. This macro allows you to turn on or off the automatic merging of your signature into the mail you send and to set the filename where you have stored your signature. Your signature would normally be merged into the mail you are sending after you leave the edit using the SEND Editor command or by pressing F5 to send the mail. The default setting is to automatically merge in the signature file if it exists. The default signature file is @SIGNATURE on your userid. The (re)setting of the signature automatic merge and signature filename must be done for each mail item to be sent.

The SIGNATURE is only honoured when you type in your mail text within the MUSIC Mail program. If you enter a filename for the mail text, the SIGNATURE feature is not honoured.

Type SIG HELP in the MAIL edit command area for further details.

## Recurring Mail

The MUSIC Mail program allows you to send mail that can automatically be sent for you on a repetitive basis. Whenever you send mail, you can set the Recurring Dates field on the Sending Mail Options screen. As an example, if you wanted to have a meeting notice sent to everyone in your group on Friday reminding them about the Monday meeting, you could send mail with a recurring date to accomplish this task.

You could even send a postdated, recurring mail item, that is released for delivery at some date, and then is delivered according to the recurring mail dates.

## How Recurring Mail Works

When you have set a recurring date, your mail gets sent to RDMAILER, MUSIC's post office, for delivery to the intended recipients. It determines when the mail is to be sent and sends it. It also deletes the recurring mail item when its recurring date specification has been expired, or when the mail item's expiry date has been met.

When you send mail with a recurring date, the MUSIC Mail program forces an acknowledgement. This places a copy of the sent mail into your outgoing mail list. You can control the sent mail using your outgoing mail copy. If you expire your outgoing mail copy, you will also expire the copy that RDMAILER uses to deliver the mail when the recurring date is met. This is one way for you to stop further delivery of a recurring mail item.

If you delete your outgoing mail copy, this does not affect the delivery of the copy RDMAILER uses for delivery. However, once your copy is deleted, you have no control over the copy used for delivery. The MUSIC administrator can delete the recurring mail item if required.

There is another benefit of the forced acknowledgement when you send mail with a recurring date. Each time RDMAILER sends the mail to the intended recipients, you will also receive a copy of the mail in your outgoing mail list. This is not like incoming mail, so you will not see a pop-up window announcing mail has arrived for you. It will simply appear in your outgoing mail list. You can then use this outgoing mail item to track receipt/statistics by the recipients of this particular send done by RDMAILER.

## Recurring Mail and Expiry Dates

It is important to know when the delivery of the recurring mail item will be stopped by RDMAILER. Expiry or deletion of RDMAILER's mail item accomplishes this task. This can be done using the MUSIC Mail program or by the normal course of action taken by RDMAILER on the mail item. The MUSIC MAIL program can be used either by you to expire your outgoing mail item or by the MUSIC administrator deleting or expiring RDMAILER's copy. The normal course of action (ie the deletion of the recurring mail item) takes place when the repetition count on the recurring date becomes 0 or when the expiry date of the mail item is met on a recurring date that does not include a repetition count. When the recurring date includes a combination of syntaxes, if only repetition counts are given, then when the last repetition count becomes 0 the mail item is deleted. If no repetition counts are given, the expiry date of the mail item governs its life. Lastly, if a combination of repetition and non-repetition count syntaxes are given, the non-repetition count syntaxes outlive the repetition count syntaxes. Thus the recurring mail item's life is determined by its expiry date.

Note that if the recurring mail item's expiry date is met before the recurring date syntax(es) becomes 0, the mail item is deleted.

For recurring mail, the expiry date set is the day after the last specification for mail delivery. Each mail item sent as a result of a recurring mail item establishes its own expiry date based on the expiry dates of the recipients and the original sender. When the recurring mail is sent to a number of local recipients, the expiry date set for the mail sent is the maximum of the expiry dates of all the recipients and the sender. The maximum allowable expiry date for each user is controlled by your site.

## Recurring Date Syntax

Recurring dates can be included for mail that needs to be sent more than once. More than one specification can be given within one recurring date. The syntax for entering a recurring date is as follows:

n        day-of-the-month number from 1 to 31 inclusive. If a month has less than 31 days then higher numbers are IGNORED, not carried over to the next month. This specification forces

RDMAILER to delete this mail item only when this item's expiry date is met. This stops the delivery of this mail item.

day  English day of the week, where the text can be as short as the minimum unique abbreviation for the weekday: SU M TU W TH F SA. This specification forces RDMAILER to delete this mail item only when this item's expiry date is met.

n*rep  day-of-the-month, as above; "rep" is a repetition count, meaning the number of times that the mail item can be mailed. MAIL decrements this number each time it is mailed, until it becomes 0. This specificaton forces RDMAILER to delete this mail item when the repetition count becomes 0.

day*rep  day, as above; "rep" as above also. This specification forces RDMAILER to delete this mail item when the repetition count becomes 0.

**Examples for Recurring Mail**

Datespec      Explanation

TUE*2  two tuesdays, deleted after the second tuesday or when the expiry date is met whichever is first.

1*6  six first of the months, deleted after the sixth first of the month or when the expiry date is met whichever is first.

MON  every monday, deleted when the expiry date is met.

1  first of the month, deleted when the expiry date is met.

MON 1  every monday and first of the month, deleted when the expiry date is met.

MON*12 1*12 WED
twelve mondays and first of the months, and every wednesday, deleted when the expiry date is met.

---

# Postdated Mail

The MUSIC Mail program allows you to send postdated mail. Whenever you send mail, you can set the Release Date and/or Release Time on the Sending Mail Options screen to something in the future to postdate mail. As an example, if there was an important meeting that is to be held a month from now, you could send postdated mail to be delivered the day before the meeting to all of the attendees to remind them of the meeting. See the RELEASE command for further details.

You could even send a postdated, recurring mail item, that is released for delivery at some date, and then is delivered according to the recurring mail dates.

## How Postdated Mail Works

When you send postdated mail, your mail gets sent to RDMAILER, MUSIC's post office, for delivery to the intended recipients. It determines when the mail is to be sent and sends it.

If you have turned acknowledgements on, the MUSIC Mail program enforces its acknowledgements rule which state that acknowledgements are turned off if all of the mail recipients are remote users.

Postdated mail is otherwise treated as any other mail item.

The expiry date for postdated mail is set in the same way as it is for mail delivered immediately. The following writeup describes how the expiry date is set. The maximum allowable expiry date you can set for mail you send is controlled by your site. It is typically x days and is set by adding this value to the release date. This constitutes the default expiry date. You can always set a shorter expiry date. If you have not overridden the default expiry date and set a shorter expiry date, when you send mail to a number of local recipients, the expiry date set for the mail sent is the maximum of the expiry dates of all the recipients and the sender. So for postdated mail or mail for immediate delivery, the mail does not expiry until x days after the mail is delivered or the overriding expiry date.

## Messages/New Mail Arrival Popup Window

Normally, when you are signed on to MUSIC and new mail arrives for you, you will see a pop-up window that displays the "Mail has arrived for you" message. This is a great way to keep up to date with newly received mail.

**Notes about the "Mail has arrived" window:**

1.  When you are away from your terminal/computer for some time and come back, more than one mail message may have arrived for you. You have the choice of either pressing the ENTER key and viewing a new mail arrival window for each new piece of mail you received, or you can press PA1 to skip all of the messages queued up to display for you.

2.  You can turn off the "Mail has arrived" window by simply typing /MESSAGE OFF at the *Go prompt or in any command area. You will not be told of newly received mail, until you turn messages back on via /MESSAGE ON.

3.  The new mail arrival window is done using the MUSIC TELL command. The TELL command honours the /MESSAGE command settings either OFF or ON. See the *Go help for the TELL or MESSAGE MUSIC commands for further information.

## Mail and URLs

World Wide Web or Web addresses are given as Universal Resource Locators, URLs. A sample URL is http://MusicM.McGill.CA.

If the item you are viewing contains a URL, you can launch it automatically. Place the cursor on the URL and press ENTER. You may also be able to click a mouse button that corresponds to this action. Check your 3270 emulation software to find out what mouse action is defined to place the cursor at the mouse pointer position and press ENTER. For example, the default definition in TCP3270 for the right mouse button takes this action.

The following table gives a list of the supported URLs and the MUSIC/SP program that is invoked to process the URL.

```
URL                     Invoked MUSIC/SP program
---                     -----------------------
http://                 Web browser
file:///                Web browser
file://localhost/       Web browser
gopher://               Gopher client
mailto:                 MAIL
news:                   RN
ftp://                  Ftp client
file://                 Ftp client
```

# Miscellaneous Notes and Restrictions

## Sending very Large Mail Files

For outgoing mail (to another system), MAIL monitors the size of the mail file you are sending and can defer the actual sending to "non-prime time".  By default MAIL sets prime time to be 7am to 7pm.  The time outside of this range is called non-prime time.  Mail files greater than 1 megabyte (13108 lines) will be held until prime time is passed.  Your site may have either removed or modified the time or size defaults.  If you are not sure ask you site's system programmer or other MUSIC system caretaker.

## Autoforwarding

Automatic forwarding of mail to yourself is not allowed.  The Mail Profile program will detect that you are attempting to set the "Forward mail to" field to that which you are using and issue an error message.

## Forwarding Loops

Mail that is forwarded or resent more than 15 times (i.e. more than 15 Resent-To: mail headers occur in the mail) is considered to have been caught in a "mail loop".  It can happen, for a variety of reasons, that mail is bounced from mailer to mailer, user to user.  In order to prevent this abnormal situation to continue indefinitely, MUSIC/MAIL will stop such problem mail and report the incident to the system's postmaster.

## Other Mail Loops

Mail that is bounced or passes through 20 or more mail gateways (i.e. more than 20 Received: mail headers occur in the mail) is considered to have been caught in a "mail loop".  It can happen, for a variety of reasons, that mail is bounced from mailer to mailer, user to user.  In order to prevent this abnormal situation to continue indefinitely, MUSIC/MAIL will stop such problem mail and report the incident to the system's postmaster.

## Special Userid POSTMASTER

If the need arises that you need to contact the MUSIC/MAIL authority on your MUSIC system, you can address your mail to "POSTMASTER".  Mail sent to this userid will reach the system's designated postmaster.

## Mail Macros

Mail macros are a group of editor macros that can be used when you are in an edit session entering your mail text. The macros SPELL, FORMAT , and UNFORMAT are systemwide editor macros and can be used at any time within any edit session. The macros SAVE, SEND, SIG, and SUSPEND are MAIL specific macros and are only allowed within an edit session when you enter your mail text to send.

Add the following command to your editor if you would like to use the MAIL specific macros outside of the MAIL environment

```
SETV @MAIL ON
```

# POP Servers (POP3 and POPPASS)

MUSIC users have a choice of how they view their mail. You can use the traditional way of connecting to MUSIC via a tn3270 client or a direct connection and view their mail interactively with the MUSIC MAIL program. Alternatively, you can use a TCP/IP POP3 client on your own computer, download your mail from MUSIC via the new MUSIC POP3 server and view mail on your computer.

The POP Mail Delete setting in the Mail Profile facility General Mail Options may affect whether mail is kept on the server (i.e. MUSIC/SP) after it has been downloaded to the client. See the Mail Profile facility for further details.

The MUSIC POP3 (Post Office Protocol version 3) server and the POPPASS (Post Office Protocol Password) server are described in the *MUSIC/SP Internet Guide*.

# Chapter 2. Mail Directory

# Chapter 2. Mail Directory

The DIRECT program is a separate program from the MAIL program. It is accessed by choosing option 4 from the main menu of MAIL or by pressing F4 from either the CREATE AND SEND MAIL screen, the SENDING MAIL OPTIONS screen, the ANSWER MAIL screen, the FORWARD MAIL screen, the TRANSFER MAIL screen, or the RESUME MAIL screen. It can also be invoked by entering the DIRPRIV command in MAIL or "DIRECT" from *Go mode. The Mail Directory (DIRECT) program allows you to create, change, and remove entries from your directory file. This file is used by the MAIL facility to enable you to refer to other users without having to remember userids.

A directory file is a list of users (local or remote) with whom you communicate. Each "entry" in the file defines a user or group of users by a NICKNAME.

*Note:*    See the section "Public Mail Directory" for information about a mail directory for all users at your site.

The following diagram illustrates the MAIL DIRECTORY screen with a sample entry.

```
--------------------------- Mail Directory --------------------------
Command ===> _

Fill in the information below. The changes are not applied until PF3
is used.

Nickname ==> BARBARA_BROWN
Email Id ==> BARB@MUSICZ.COLLEGE.EDU
         ==>

Name     ==> Barbara Brown
Phone    ==> 123-4567
Address  ==> Brentwood College
         ==> 1010 Greene Ave.
         ==> Westmount, Virginia
         ==> USA

List of  ==>
names    ==>
         ==>
         ==>
         ==>
         ==>
--------------------------------------------------------------------
F1=Help F3=File/Exit F6=Del F7=Up F8=Dn F9=Loc F10=Ins F11=Prt PA1=Can
```

*Figure 2.1 - Mail Directory Screen*

The "Command ===>' filed at the top of the screen is for entering Mail Directory commands. See the topic "Directory Commands" later for a list of available commands. The following describes the fields on the MAIL DIRECTORY screen:

Nickname            is any name you choose to represent a single user or list of users. This is the only required field you need to fill in on the screen; all others are optional. Nickname can be

up to 16 characters with no blanks.

Email Id    is the email address of the person whose nickname you specified. You MUST leave this field blank if the nickname represents a list (ie the LIST OF NAMES field is filled in). This field is not checked to see if the user really exists. If the email address is invalid the MAIL program will issue an error message when you are sending mail. The email address here is limited to 132 characters. You only need to specify a userid if the user is located on the local system. Otherwise, specify userid@systemid for a email address not on the local system.

Name    is the name of the person whose nickname you specified. You can leave this field blank if the nickname represents a list.

When a nickname is used as a recipient for mail, this field is used as the name included in the address of the recipient. This address includes the recipient's name and email address.

Phone    is the telephone number of the person whose nickname you specified. You can leave this field blank if the nickname represents a list.

Address    is the address of the person whose nickname you specified. You can leave this field blank if the nickname represents a list.

*Note:*    The phone and address fields are not checked or needed by the MAIL program. You can put any information in these fields, or leave them blank.

List of Names    specifies all the names of the people in a list when the nickname represents an entire group. Each name must be separated by a comma or a blank. The names of the people in the list can be specified in the following ways:

MUSIC userid. Each userid is assumed to be local.

Remote system userid:

```
    id(remote)  id2(remote2)  id3@remote3
```

Where *id* is the userid and *remote* is the remote system name.

As a nickname of an individual entry located in this file. No check is made to verify that a nickname specified is actually in the directory file.

Example:

The following is a list of names example using a mixture of userids, remote system userids, and nicknames.

```
    abcd,fred@univ1 sally(univ2) nick1,user2 nick3
```

## Keys for the Mail Directory

PA1    Cancel
        cancels changes made to the directory and exits the program (returns to the MAIL program).

F1    Help
        presents this help text.

F3　　　File/Exit
　　　　saves all changes made to the directory and returns to the MAIL program.

F6　　　Delete
　　　　Deletes this entry from the file.

F7　　　Up
　　　　Displays the previous entry in the file.

F8　　　Down
　　　　Displays the next entry in the file.

F9　　　Locate
　　　　Locate the next occurrence of the string specified in the command area by the either of the
　　　　commands:  FIND, LOCATE, or SEARCH.

F10　　　Insert
　　　　Inserts a blank screen for adding a new entry.

F11　　　Print
　　　　Copies the directory to the file @NAMES.LISTsss, producing a readable format.  This file can then
　　　　be printed on a printer of your choice.  If your userid has a subcode "sss", then it is suffixed to the
　　　　file name.  Otherwise, the file name is @NAMES.LIST.

# Directory Commands

The following commands can be entered in the command area of the MAIL DIRECTORY screen.

BOTTOM
B　　　　　　　　Displays the last entry in the directory file.

CANCEL
CAN　　　　　　　Same as the QQUIT command.

DELETE
DE　　　　　　　Deletes the entry in the directory file.

DOWN
D　　　　　　　　Displays the next entry in the file.

EXIT　　　　　　Saves all changes made to the directory and returns to the MAIL program.

FIND [string]
F　　　　　　　　Same as LOCATE except the search starts in nickname of the directory entry.

FIRST　　　　　Same as the TOP command.

HELP
H　　　　　　　　Presents this help text.

INSERT
I　　　　　　　　Inserts a blank screen for adding a new entry.

LAST
LA                          Displays the last entry in the directory file.

LOCATE [string]
L                           Locate the next occurrence of *string* anywhere in the list of items from the top of the
                            screen towards the bottom of the list.

NEXT
N                           Same as the DOWN command.

PREVIOUS
PREV                        Same as the UP command.

PRINT
P                           Copies the directory to the file @NAMES.LISTsss, producing a readable format.
                            This file can then be printed on a printer of your choice.  If your userid has a
                            subcode "sss", then it is suffixed to the file name.  Otherwise, the file name is
                            @NAMES.LIST.

QQUIT
QQ                          Terminates the current screen without taking any action.  You are returned to the
                            MAIL program.

SEARCH [string]
S                           Same as LOCATE except the search starts from the top of the directory file.

SORT parameters
SO                          Sorts the directory into alphabetical order.  Works the same was as the MUSIC
                            SORT command.

TOP
T                           Displays the first entry in the directory file.

UP
U                           Displays the previous entry in the file.

---

# Public Mail Directory

The DIRPUBL program is a separate program used in conjunction with the MAIL program that contains the
public nicknames known at your site.  It displays a directory of public nicknames and mail addresses.  It is
accessed by choosing option 6 on MAIL's main menu or by pressing F5 on any of the CREATE AND SEND
MAIL screen, the SENDING MAIL OPTIONS screen, the ANSWER MAIL screen, the FORWARD MAIL
screen, the TRANSFER MAIL screen, or the RESUME MAIL screen.  It can also be invoked by entering the
DIRPUBL command in MAIL or "DIRPUBL" from *Go mode.

The Public Mail Directory (DIRPUBL) program displays the public nicknames and mail addresses in your
site's public directory file.  This file is used by the MAIL facility to enable you to refer to other users without
having to remember userids.

A directory file is a list of users (local or remote) with whom you communicate.  Each "entry" in the file
defines a user or group of users by a NICKNAME.

# Chapter 3. Mail Profile Facility

# Chapter 3. Mail Profile Facility

The Mail Profile facility (MPROF) is a separate program from MAIL.  It allows you to change the default settings for certain fields on the screens of the MAIL program.  Each time you select a function of the MAIL program your values appear on the screen instead of the default values (if you have previously saved them in your mail profile).

```
--------------------- Mail Profile Facility -----------------------
Command ===>_

Enter a SELECT OPTION, then press ENTER to process the request.

 1  General Mail Options
 2  Create and Send Mail Options
 3  Print Mail Options
 4  Incoming/Outgoing Mail Options
 5  Refuse Mail Options
 6  Surrogate Mail Options
 X  Exit the Mail Profile Facility



----------------------------------------------------------- 09.13.40
F1=Help   F3=End/Save   F12=Retrieve   PA1=Exit/Nosave
```

*Figure 3.1 - Mail Profile Facility Main Menu*

Throughout this profile facility, the following function keys are valid:

F1: Help                provides help for the current screen display.

F3: End                 returns to the Profile main menu.  If you are viewing the main menu of the Profile, then all changes made to Profile screens are saved and you exit the Mail Profile facility.  Enter "x" in the command area or press PA1 from any screen to cancel changes and exit the Mail Profile facility.

F12: Retrieve           displays the previous command in the command area.  Up to 5 commands can be recalled.

In addition to the keys listed above, the following keys are valid for each screen of the Mail Profile facility:

A1: End/Nosave          Exit the Mail Profile facility and ignore changes made to any screens.

F7: Previous Item       goes to the previous Profile screen.

F8: Next Item           advances to the next Profile screen.

Help is available for each function of the Mail Profile faciltiy by pressing F1 (Help) when the screen is displayed.

# General Mail Options

```
------------------- Mail Profile General Options -------------------
Command ===>_



Name      => Fred Smith_____
Email Id  => CCFS000@MUSICM.MCGILL.CA_____

             _____


Forward   =>
mail to

Default Date and Times
Release date => _____ (dd/mm/yy)      Release time => ____ (hhmm)
 Expiry date => _____ (dd/mm/yy)       Expiry time => ____ (hhmm)

Initial Command => _____

POP Mail Delete => N (Y or N)



---------------------------------------------------------- 09.13.40
F1=Help F2=Alt System F3=End F8=Next Item F12=Retrieve PA1=End/Nosave
```

*Figure 3.2 - General Options for Mail Profile*

The first screen are general mail options with the following fields:

Name
: Initially your userid is displayed in this field by default.  Enter your name in this field.

Email Id
: is your email address.  This is an information field and cannot be changed, except via the use of F2 (ALTSYS) support.  See F2 support later.

Forward mail to
: Enter the userid(s), nickname(s), or list name in this field if you wish all your mail to be received by someone else.  If you are entering more than one, separate each recipient with either a blank or a comma.  For non-local recipients, you can specify ABCD@SYSTEM1 or ABCD(SYSTEM1).

Use MAIL option 4, Mail Directory, to assign nicknames to userids.  Nicknames can represent one or more people.

A list name is the name of a file on MUSIC which contains a list of user ids.  To indicate that the recipient is a list name use a slash (/) in front of the file name (/filename).  This list consists of one userid per line as in the example below:

```
CCKW              (userid for person on same system)
BETTY             (nickname in Mail Directory)
F9AB000(MUSICB)   (userid and a systemid)
F8BB000@MUSICB           "         "
ZZZZ@MUSICA.MCGILL.CA Mickey Mouse  (remoteid and name)
```

A name can be given after the userid or userid/systemid on the line. This name is used as the proper name in the construction of the TO field for the recipient(s). In the last example above, the To field would be:

```
To: "Mickey Mouse" <ZZZZ@MUSICA.MCGILL.CA>
```

The slash method constructs the mail header for the recipients from each address given in the file. You can send mail to a list of local users without the entire list of recipients appearing in the mail header. Substitute a plus sign (+) for the slash (/) in front of the file name (+list). The userid "list" appears in the mail header for recipients. The LISTDIST feature on the VIEW INCOMING and OUTGOING MAIL screens shows the real recipients. Note that "+filename" will be changed to "/filename" if the mail is sent to a remote recipient, the mail is postdated, or the mail is a recurring piece of mail.

This list name must be a MUSIC filename and cannot be a PC filename. Since the mail can be delivered when you are not connected to MUSIC with your PC, MUSIC would not have access to your PC file in this case.

Notes:

1. If one of the intended recipients has a userid that starts with a slash (/) or a plus sign (+), there is one rule to follow that allows you to send mail to this person. MUSIC MAIL checks to see if the name is a valid file name and it exists. If it is a valid file name and the file exists, MAIL assumes you meant to use the file name. However, if it is not a valid file name or the file does not exist, MAIL will try to resolve the name as if it were a nickname or an email address. If a file of the same name exists and you want to send to the name as an email address, rename the file before you start to send the mail.

2. Entering something in this field allows you to transfer your mail to someone else automatically. This facility could be used while you are away on vacation and want someone else to handle your mail. Another use is to have all of your mail directed to one user account when you have more than one userid. The mail is transferred without your intervention. This feature does not allow the appending of text to the original mail.

3. When you set this field, the Create and Send Mail Options, "Copy the mail to be sent to a file", "Filename where to save the mail to be sent", and "Append to the file" are honoured. This allows you to keep a copy of mail you received, but forwarded to another user or other users. If you are copying you mail to a file when the forward mail to field is set, the filename given for the copy operation must be a MUSIC filename, and you must set "Append to the file" to Y (Yes). If you do not want this mail copied to a file, set the "Copy the mail to be sent to a file" field to N (No).

Default Dates and Times

Whenever you send mail the MAIL program includes default dates and times for the release and expiry date and time. If you wish to change the default settings, then enter the appropriate information in the fields provided.

Initial Command

Enter a selection code from the MAIL main menu in this field. For example if you enter "1", then whenever you invoke the MAIL program you will go directly to the VIEW INCOMING MAIL screen, bypassing the main menu. The following are the list of selection codes on the MAIL menu:

1. Read Incoming Mail
2. Create and Send Mail
3. Outgoing Mail (Acks & Unrec'd)
4. Mail Directory
5. Mail Profile
6. Public Directory
7. Mailbook Facility
8. What is new in the Mail Facility
9. Frequently Asked Questions (FAQ)
X. Exit

POP Mail Delete   Type Y (yes) in this field if you want the MUSIC/SP POP server to delete mail from your mailbox that you have downloaded with your POP client by default. Some POP clients do not delete mail from the server. The default is N.

## Function Keys

F2   Alt System
Select an alternate system for your profile. If your MUSIC system is known by a number of aliases, you can choose which one of these alternates to use for your system name. This is helpful when you are sending mail to a system which does not understand domain names e.g. music.univofx.edu. In this case, you would want to use your BITNET (RSCS) nodename e.g. univxmus.

# Create and Send Mail Options

When you are creating and sending mail, you are presented with a mail option screen if you press F6 from the CREATE AND SEND MAIL screen. Several options are displayed and default settings are shown for each field. At this time you can choose to change the fields before sending your mail.

If the default settings are not satisfactory and you find that you are always changing them, you can change the defaults for your Mail Profile.

The following diagram shows the create and send options of the Mail Profile.

```
----------------- Mail Profile Send Mail Options --------------------
Command ===>_

Create and Send Defaults
Editor Name => _____
 Security Level => 0 (0 to 9)


  Request Parameters
   Acknowledgements => Y (Y or N)
       Redirectable => Y (Y or N)
           Copiable => Y (Y or N)
          Printable => Y (Y or N)
  List Distribution => Y (Y or N)
         Answerable => Y (Y or N)


Copy the mail to be sent to a file => N (Y or N)
Filename where to save the mail to be sent
            => _____
              Append to the file => N (Y or N)


------------------------------------------------------------ 09.13.40
F1=Help F3=End F7=Prev Item  F8=Next Item  F12=Retrieve PA1=End/Nosave
```

*Figure 3.3 - Create and Send Options for Mail Profile*

This Profile screen for the Create and Send Options has the following fields:

| | |
|---|---|
| Editor Name | Enter the name of your editor in this field. The MAIL program editor is used by default. The editor is needed to type the text of your mail. |
| | If you are using PCWS, you can specify X:pcfilename in this field where X is the PC drive and pcfilename is the name of an editor on the PC. There are a number of steps involved when you use a PC editor to create the mail text. MAIL instructs PCWS to issue the DOS command 'editorname .\MAIL#TXT.TMP'. The filename MAIL#TXT.TMP on the current directory is passed to the editor. (This file is used as a work file.) MAIL receives control back after you have exited the PC editor. MAIL assumes that you saved the edit session for MAIL#TXT.TMP. Next MAIL transfers MAIL#TXT.TMP to MUSIC, and then issues the DOS command 'ERASE .\MAIL#TXT.TMP' to erase your work file. |
| | This feature is not supported for NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2. |
| Security Level | There are 10 security levels numbered 0 - 9. By default, the level zero (0) is displayed as your mail option whenever you send mail. Mail with a security level of zero (0) would have the least security. You can change this mail option to display another level as the default. This mail option can always be overridden at the time you send mail. |
| | If your mail has a security level higher than 0 then only those with the proper security level can have access. For example, if you choose to send your mail with a security level of 9, and the person you are sending mail to allows his/her secretary to read mail with security levels 0 through 8, the secretary, would not be allowed to view this new item. |

| | |
|---|---|
| Acknowledgements | By default a Y (yes) is displayed for that mail option whenever you are creating and sending mail.  If your mail is sent with this option as Y, an acknowledgement will be sent to you when your mail has been received except for mail sent only to remote systems.  You can check the status of your outgoing mail to see what action was taken, ie: read, redirected, etc. |
| | If by default, you wish N (no) to display for this mail option, then enter N in the field.  This can always be overridden at the time when you are sending mail.  If the option remains as N when you send your mail, then you are not informed when mail is received. |
| | Acknowledgements are forced if you send recurring mail. |
| Redirectable | A Y (yes) is displayed by default for this mail option.  If your mail is sent with Y for redirectable then the receiver has the option of forwarding or transferring this mail to another person.  A N (no) for redirectable disables the receiver to redirect this mail.  If you wish to have N display as the default mail option, then change this field.  This option can always be overridden at the time when you are sending mail. |
| Copiable | A Y (yes) is displayed by default for this option.  If your mail is sent with Y for copiable then the receiver will be able to use the copy feature of MAIL.  Enter N (no) if you wish to display N as the default option.  This option can always be over-ridden at the time when you are sending mail. |
| Printable | A Y (yes) is displayed by default for this option.  If your mail is sent with Y for printable then the receiver will be able to use the print feature of MAIL.  Enter N (no) if you wish to display N as the default.  This option can always be overridden at the time when you are sending mail. |
| List Distribution | Y (yes) is displayed by default for this option.  If your mail is sent with Y then the receiver is able to view the distribution for this mail.  Enter N (no) if you wish to display N as the default.  This option can always be overridden at the time when you are sending mail. |
| Answerable | Y (yes) is displayed by default for this option.  If your mail is sent with Y then the receiver is able to use the answer feature of MAIL.  Enter N (no) if you wish to display N as the default.  This option can always be overridden at the time when you are sending mail. |

Copy the mail to be sent to a file

N (no) is displayed by default for this option.  Your mail is saved in any file.  You will need to fill a file name in this field each time you want to save a copy of your mail.  Enter Y (yes) if you wish to display Y as the default.  This option can always be overridden at the time when you are sending mail.  If Y is used, the next field must be filled in.

See the third note for the General Mail Options field "Forward mail to" for information as to how this field is affected when you set the "Forward mail to" field to automatically forward mail you receive.

File name where to save the mail to be sent

By default this field is left blank.  If you wish to have a default file name displayed here for the SENDING MAIL OPTIONS screen, then enter a file name.

If you are using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, you can specify X:pcfilename in

this field where X is the PC drive and pcfilename is the PC filename.  The mail text is downloaded to the PC automatically using text mode.  Also, the "Append" setting (see below) is honoured on the PC.

This file can be called a mail log, a mailbook, or a mail folder and it can be viewed using the MAILBOOK program, option 7 on MAIL's main menu.

See the third note for the General Mail Options field "Forward mail to" for information as to how this field is affected when you set the "Forward mail to" field to automatically forward mail you receive.

Append to this file    N (no) is displayed in this field by default.  If you wish to always store your mail in the same file, appending each time, then enter a Y (yes) in this field.  You will need to have Y in the "Copy the mail..." field and a file name in the "Filename where to..." field.  This, of course, can be done each time you send mail, or you can change your profile now.  This option can always be overridden at the time when you are sending mail.

See the third note for the General Mail Options field "Forward mail to" for information as to how this field is affected when you set the "Forward mail to" field to automatically forward mail you receive.

# Print Mail Options

This screen allows you to fill in default values for printing.  These values display every time you request the printing feature of the MAIL program.  If you wish to save other defaults, then enter the appropriate values in the fields and press F3 END/SAVE to exit the Mail Profile and update your profile.  The next time you are printing mail, the new values are displayed.

```
------------------ Mail Profile Print Options ----------------------
Command ===>_



                     Printing Defaults

                   Printer Location => _____
            Printer Security Level => 0 (0 to 9)
                            Copies => 1___
                             Forms => _____
                  Carriage Control => N (Y or N)
                           Pagelen => _____







------------------------------------------------------------- 09.13.40
F1=Help F3=End F7=Prev Item  F8=Next Item  F12=Retrieve PA1=End/Nosave
```

*Figure 3.4 - Printing Defaults for Mail Profile*

This Profile screen for printing mail has the following fields:

Printer Location        Indicates which destination will appear in this field by default. Enter the name of the route destination that you use most often. The name can always be changed at the time you are printing mail.

Printer Security Level   Indicates security level number of your mail. If the number is changed from 9 (default, all mail can be printed) to a lower number, then only mail of that level or lower can be printed.

Copies        indicates the number of copies that you want to appear in this field by default. 1 is the default.

Forms        indicates the forms code for the printer. If you use forms other than the standard for most of your mail, then add a code here. This code will display each time you are printing mail.

Carriage Control        indicates if you need carriage control for the printer. N is the default.

Pagelen        indicates the number of lines per page. The default is 60 lines. This parameter is used only when Carriage Control is set is to N.

# Incoming/Outgoing Mail Options

The select option 4 on the main menu of the Mail Profile facility presents a screen for specifying defaults such as sorting sequences for incoming and outgoing mail.

```
------------------ Mail Profile In/Out Mail Options -----------------
Command ===>_

Incoming Mail Defaults
      Sort Sequence => 1 (1 to 13)
     Sort Direction => A (A or D)
Delete Verification => N (Y or N)

Outgoing Mail Defaults
      Sort Sequence => 1 (1 to 13)
     Sort Direction => A (A or D)
Delete Verification => N (Y or N)

Answer Mail Defaults
 Merge original text into edit for answer => N (Y or N)
Copy Mail Defaults
    Copy only the mail text into the file => N (Y or N)
Forward Mail Defaults
Merge original text into edit for forward => N (Y or N)


------------------------------------------------------------- 09.13.40
F1=Help F3=End F7=Prev Item  F8=Next Item  F12=Retrieve PA1=End/Nosave
```

*Figure 3.5 - Incoming/Outgoing Options for Mail Profile*

The fields on the above are described as follows:

Sort Sequence          The following sort sequences are available:

                       1      - Index (default) as they occur in the mailbox
                       2      - mine/other
                       3      - incoming or outgoing mail
                       4      - mail type
                       5      - security level
                       6      - date/time sent
                       7      - userid
                       8      - user system
                       9      - date and time last referenced by me
                       10     - date and time last referenced by other
                       11     - expiry date/time
                       12     - mine/other and mail type
                       13     - subject

Sort Direction         The sort direction can be either:

                       A      - Ascending (default)
                       D      - Descending

Delete Verification    Type Y (yes) in this field if you want to be prompted for verification each time you
                       delete incoming or outgoing mail.  The default is N.

Answer Mail Defaults   Merge original text into edit for answer.  Type Y (yes) in this field if you want to
                       have the original mail merged into the edit when you answer the mail.  The default is
                       N.

Copy Mail Defaults     Copy only the mail text into the file.  Type Y (yes) in this field if you want to copy
                       only the mail text to the copy file.  This would not copy the mail headers to the copy
                       file.  This function would be useful for PC users.  Type N (no) in this field if you
                       want to copy all of the mail text to the copy file.  The default is N.

Forward Mail Defaults
                       Merge original text into edit for forward.
                       Type Y (yes) in this field if you want to have the original mail merged into the edit
                       when you forward the mail.  The default is N.

## Refuse Mail Options

This screen of the Mail Profile facility allows you specify the people from whom you do NOT want to
receive mail or only from people whom you want to receive mail.

```
------------------- Mail Profile Refuse Mail ----------------------
Command ===>_

Please enter the email addresses of users from whom you want to refuse
mail.  Separate each address with a blank.


   Refuse Mail From


      >                                                          <
      >                                                          <
      >                                                          <
      >                                                          <




---------------------------------------------------------- 09.13.40
F1=Help F3=End F7=Prev Item  F8=Next Item  F12=Retrieve PA1=End/Nosave
```

*Figure 3.6 - Refuse Options for Mail Profile*

Enter the email ids in the area provided with a blank between each email id.  Only one email id is allowed if you are entering an email id for only people from whom you want to receive mail.

Wild card characters * and ? are allowed in the userid part of the email id if the email id represents a local user.  An asterisk (*) can be used as a placeholder for zero to an infinite number of characters.  The question mark (?) can be used as a placeholder for one character.  The not sign (¬) can be used to designate an email id for only people from whom you want to receive mail.  A local address can be designated by giving only a userid as the email id or by entering a local system name as the system part of the email id.  Typically an email id is given as userid@systemid.

If you refuse mail from someone, they are informed that you are not that you are not accepting their mail.

You can not refuse mail from either the local postmaster or the local post office (RDMAILER).

**Examples:**

```
    ABCD*
```
  refuse  mail  from  anyone  whose  email  id  starts  with  ABCD

```
    *@system.edu
```
  refuse  mail  from  anyone  whose  email  id  has  a  domain  name  ending  with  system.edu

```
    ¬ABCD*
```
  refuse  mail  everyone  except  those  whose  email  id  starts  with  ABCD

# Surrogate Mail Options

The following screen of the Mail Profile facility allows you to specify the people that you want to give access to your mail.

You can enter information for eight surrogates on this screen. The fields available are the userid, the security level, and the allowed privileges.

```
------------------ Mail Profile Surrogate Mail --------------------
Command ===>_


      Surrogates

      Userid          Security Level      Allowed Privileges
                        (0 to 9)             (SAFCDPV)
    >                     _                 _____
    >                     _                 _____
    >                     _                 _____
    >                     _                 _____
    >                     _                 _____
    >                     _                 _____
    >                     _                 _____
    >                     _                 _____


  ------------------------------------------------------------ 09.13.40
  F1=Help    F3=End    F7=Prev Item    F12=Retrieve    PA1=End/Nosave
```

*Figure 3.7 - Surrogates for Mail Profile*

Userid
Enter the userid in this field. You can use the wildcard characters * and ? in the userid. The asterisk represents any number of characters including no characters. The question mark represents a placeholder for one characters.

```
        Examples:  ABCD    allows ABCD
                   ABC*    allows ABC, ABCDEFGH
                   ABC?    allows ABCA, ABCB
```

Security Level
Enter a security level here. The valid security levels are 0 to 9. If you give a person level 9 access then that person will be able to read any mail sent to you. Choose a number lower than 9 so that you can always have private mail for your access only from your userid.

If the security level is not filled in then zero (0) is assumed.

Allowed Privileges
Enter any privileges you want to grant to the surrogate. If the privilege is not set, the surrogate does not have that privilege. The valid privileges are SAFCDPV (Send, Answer, Forward, Copy, Delete, Print, View).
Send allows the surrogate to send mail on your behalf. If send is not set, the surrogate is not allowed to send, answer, or forward mail on your behalf, or get mail sent to you via sendfile.
Answer allows the surrogate to answer mail on your behalf. If answer is not set, the surrogate is not allowed to answer mail on your behalf or get mail sent to you via sendfile.
Forward allows the surrogate to forward mail on your behalf. If forward is not set, the surrogate is not allowed to forward mail on your behalf or get mail sent to you via sendfile.
Copy allows the surrogate to copy mail in your mailbox. If copy is not set, the surrogate is not allowed to copy your mail or get mail sent to you via sendfile.

Delete allows the surrogate to delete mail in your mailbox.  If delete is not set, the surrogate is not allowed to delete, refuse, copy and delete, log and delete your mail, or get mail sent to you via sendfile.
Print allows the surrogate to print mail in your mailbox.  If print is not set, the surrogate is not allowed to print your mail or get mail sent to you via sendfile.
View allows the surrogate to view your incoming or outgoing mail.

There are no default privileges.  You must fill in the privileges you want to grant to the surrogate.

## Mail Profile Commands

The following is a list of the available commands for the Mail Profile facility.  Each command is described below.

| | | | |
|---|---|---|---|
| ALTSYS | FIRST | NEXT | RETRIEVE |
| BOTTOM | FOR | OFF | SAVE |
| CANCEL | GENERAL | OUTGOING | SURROGATE |
| CLEAR | HELP | PREVIOUS | TOP |
| CSEND | INCOMING | PRINT | UP |
| DISPLAY | KEYS | QUIT | UPDATE |
| DOWN | LAST | QQUIT | X |
| END | MENU | REFUSE | = |

```
   ALTSYS
   ALTS
```

This command allows you to select an alternate system for your profile.  The system is used to compose the "From:" field that is found in mail you send.  In the following example, the system is UNIVXMUS.
From: Joe Smith <JOES@UNIVXMUS>

If your MUSIC system is known by a number of aliases, you can choose which one of these alternates to use for your system name.  This is helpful when you are sending mail to a system which does not understand domain names e.g. music.univofx.edu.  In this case, you would want to use your BITNET (RSCS) nodename e.g. univxmus.

```
   BOTTOM
   B
```

This command allows you to display the Surrogate Mail Profile Options screen.

```
   CANCEL
   CAN
```

Terminates the current screen without taking any action.  If you are on the main menu, then the Mail Profile
facility is terminated.

```
   CLEAR
   CL
```

Clears the command area, error message area, and any writable fields on the screen.

```
   CSEND
   CS
```

This command allows you to display the Create and Send Mail Profile Options screen.

```
   DISPLAY
   D
```

Displays the option screen for the non-full-screen user.  When an option screen is first presented, or no
command is entered, an implicit DISPLAY is done.  See the Appendixes on TTY Support for further details.

```
   END
```

Terminates the current screen without taking any action.  If you are on the main menu, then the Mail Profile
facility is terminated.

```
FOR name
```

Use the FOR command to look at/update someone else's Mail Profile.  The other person must have author-
ized you as a surrogate for their mail and given you the necessary privileges for their mailbox before you can
have access.  The name can be a MUSIC userid or a nickname for a userid.  See the Mail Directory, MAIL
option 4, for more information about assigning nicknames.

```
GENERAL
GEN
```

This command allows you to display the General Mail Profile Options screen.

```
HELP  [topic]
H
```

Provide help text for the current screen.  If you wish help on another topic then specify the topic name.  Enter
"HELP TOPICS" if you wish to see a list of available topics.  F1 is equal to the HELP command.

```
INCOMING
IN
```

This command allows you to display the Incoming Mail Profile Options screen.

```
KEYS
KEY
```

Display a screen which allows you to change function key definitions.  Changed definitions are saved in a
file, called @PROFILE.KEYS, so that they can always be used.

```
   MENU
```

Displays the main menu for the non-full-screen user. When the main menu is first presented, or no command is entered, an implicit MENU is done.

```
   NEXT
   N
```

This command allows you to display the next Mail Profile Options screen.

```
   OFF [HOLD]
```

Signs off MUSIC. Specifying HOLD keeps the workstation connected to MUSIC for a short time so that a new /ID command can be entered to begin another session.

```
   OUTGOING
   OUT
```

This command allows you to display the Outgoing Mail Profile Options screen.

```
   PREVIOUS
   PRE
```

This command allows you to display the previous Mail Profile Options screen.

```
    PRINT
    PRI
```

This command allows you to display the Print Mail Profile options screen.

```
    QUIT
    Q
```

Terminates the current screen without taking any action.  If you are on the main menu, then the Mail Profile facility is terminated.  (QQUIT command is the same as QUIT.)

```
    REFUSE
    REF
```

This command allows you to display the Refuse Mail Profile Options screen.

```
    RETRIEVE
    RET
```

Displays the previous command entered each time RETRIEVE is issued.  Up to 5 previous commands can be recalled.  F12 is equal to the RETRIEVE command.

```
    SAVE
    SA
```

This command saves the current changes to the Mail Profile in the mailbox.

```
   SURROGATE
   SUR
```

This command allows you to display the Surrogate Mail Profile Options screen.

```
   TOP
   T
```

This command allows you to display the General Mail Profile Options screen.

```
   UPDATE
   UPD
```

Allows the non-full-screen user to update the values on the screens selected from the main menu. The user can DISPLAY the screen to view the values, then enter UPDATE as a command to change these values. A question prompts the user to enter a value for each changeable field on the screen. Entering the special value of '.' changes the field's value to its default value. Entering the special value of '.END' stops the questioning, keeps all values updated up to that point, and returns you back to the command prompt. See the Appendixes on TTY Support for further details.

```
   X
```

Exit the Mail Profile facility immediately without saving any changes made to any screens.

```
   =[n]
```

The = command is used to go from one screen (or function) to another in the Mail Profile facility. *n* can be a selection code on the main menu or a command available from the main menu. The main menu of the Mail Profile lists the following selections:

```
   1   General Mail Options
   2   Create and Send Mail Options
```

```
      3   Print Mail Options
      4   Incoming/Outgoing Mail Options
      5   Refuse Mail Options
      6   Surrogate Mail Options
      X   Exit the Mail Profile Facility
```

You can enter = with a selection code to go directly to a particular function of Mail Profile.  For example "=5" sends you to the Profile screen for refusing mail options.  "=" and "=0" will take you back to the main menu.  "=x" will exit the Mail Profile facility without saving any changes.

# PCWS/NET3270/TCP3270 Interface to MAIL via the Mail Profile

Certain features included in MAIL to facilitate usage if you are working on a PC.  The requirement is that you must use PCWS 2.0, NET3270 for DOS 2.13c, NET3270 for OS/2 2.13c, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2 v2.60.14 (or later) to connect to MUSIC.

These features include:  using a editor on the PC to create the mail text, and using PC filenames so that the file is transferred automatically from MUSIC to the PC.  The edit feature is only available with PCWS.

## Using PC File Names

Wherever a filename can be specified in the Mail Profile facility, a PC filename or a MUSIC filename can be entered.  PC filenames are distinguished from MUSIC filenames by the prefix X: to the filename, where X: represents a PC drive.  For example,

```
   X:FILENAME
```

Where X is any letter associated with a PC drive and FILENAME is any valid PC file name.

PC FILENAMES can be used in a couple of fields on the Create and Send Mail Options screen.  The Editor Name can be a PC filename.  This allows you to use an editor on your PC to create the mail text.  When you use a PC filename for the editor, the following describes what happens.  MAIL instructs PCWS to issue the DOS command 'editorname .\MAIL#TXT.TMP'.  The filename MAIL#TXT.TMP on the current directory is passed to the editor.  (This file is used as a work file.)  MAIL receives control back after you have exited the PC editor.  MAIL assumes that you saved the edit session for MAIL#TXT.TMP.  Next MAIL transfers MAIL#TXT.TMP to MUSIC, and then issues the DOS command 'ERASE .\MAIL#TXT.TMP' to erase your work file.  For further information, see the description on the "PCWS/NET3270 Interface to MAIL".  This feature is not supported for NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2.

The Filename where to save the mail to be sent can be a PC filename.  For this field to be used, "Copy the mail to be sent to a file" must be Y.  If the field "Append to the file" is Y or N, the PC file would be appended to or replaced when the copy is done.  This file is used as the mail sent log.

This file where you copy mail you send can be called a mail log, a mailbook, or a mail folder and it can be viewed using the MAILBOOK program, option 7 on MAIL's main menu.

# Chapter 4. MUSIC/SP Commands for MAIL

# Chapter 4. MUSIC/SP Commands for MAIL

Some features of the MAIL program can be accessed without invoking the program. The GETMINFO, GETMAIL, and SENDMAIL commands are available for those who wish to customize their usage of the MAIL system. In particular, these commands can be used for accessing MAIL from a PC or a program.

*Note:* Information for systems administrators can be found in the *MUSIC/SP Administrator's Reference*.

## GETMINFO Command

This command invokes the GETMINFO utility program. This program gets a list of information about your incoming mail items and stores this list in a file.

**Examples of files created by GETMINFO:**

An example of a file created by GETMINFO when the parameter UIDLS is not used:

```
1    ABCD000@MUSICA    06JAN89 New    Subdomains
2    ABCE001@MUSICA    05JAN89 New    Staff meeting
3    $EMD@MUSICA       30DEC88 New    Undeliverable Mail
4    RISKS@LIST-L1     22DEC88 Old    Computer Virus Discussion
5    CHIEF@MCGILL      01DEC88 Old    Christmas Holiday Schedule
```

An example of a file created by GETMINFO when the parameter UIDLS is used:

```
OAP0MDSQ11   ABCD000@MUSICA    06JAN89 New    Subdomains
U6IJMDWG11   ABCE001@MUSICA    05JAN89 New    Staff meeting
U7TPMDHD11   $EMD@MUSICA       30DEC88 New    Undeliverable Mail
B1RIMDFY11   RISKS@LIST-L1     22DEC88 Old    Computer Virus Discussion
I3U7MDI911   CHIEF@MCGILL      01DEC88 Old    Christmas Holiday Schedule
```

The command format is

```
GETMINFO filename options
```

filename       is the name of the file for storing the list of incoming mail. A file name must be specified with this command. If you are connected to MUSIC using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, this file-name can also be a PC file name.

options       A number of options can be used with this command and are specified after the file name separated by blanks. If an option is repeated the last option specified takes precedence. See below for option descriptions.

## GETMINFO Options

The default options for GETMINFO are 'APPEND KEEP 1 MSGSON'. An example of the most common use of GETMINFO is

```
GETMINFO NEWINFO REPLACE ALL
```

This gets the mail information for all the incoming mail items and stores the information in NEWINFO, replacing NEWINFO if it already exists.

Below is a list of the options available for use with the command.

APPEND          store the mail information at the end of the file.

REPLACE         store the mail information in a new file.

DELETE          delete the mail item after it has been processed.

KEEP            do not delete the mail item after it has been processed.

N               N is an integer number which represents the incoming mail item to get. (if ALL is used
                before N, then N is used.)

ALL             process all incoming mail items in the mailbox. (if N is used before ALL, then ALL is
                used.)

MSGSON          print error messages.

MSGSOFF         suppress the printing of error messages.

DISCARD         Discard the list of information that would otherwise be written to the file. Use DISCARD
                with DELETE as a convenient way to delete a large number of unwanted mail items without
                writing the list of information to a file.

SHRINK          Shrink the mailbox to its absolute minimum file size. Use SHRINK to override the builtin
                facilities that try to balance mailbox I/O and space requirements.

SELECT          select incoming mail items in the mailbox via a criterion. (See the MAIL program command
                SELECT for a command description.) You can enter multiple clauses as a part of the
                SELECT option parameter list. The selection criterion may force you to use the the multi-
                line parameter capability of the GETMINFO program. If a multi-line parameter is used, the
                open and close parentheses that delineate the clause must be on the same line. If the
                SELECT option is used, it must be the last option specified.

SELECTN         select incoming mail items in the mailbox via a criterion. (See the MAIL program command
                SELECTN for a command description.) You can enter multiple clauses as a part of the
                SELECTN option parameter list. The selection criterion may force you to use the the multi-
                line parameter capability of the GETMINFO program. If a multi-line parameter is used, the
                open and close parentheses that delineate the clause must be on the same line. If the
                SELECTN option is used, it must be the last option specified.

FOR(name)       allows you to list the mail information for *name's* mailbox provided you are allowed as a
                surrogate for *name's* mailbox. This parameter is similar to the MAIL program command
                FOR.

UIDLS           displays a unique-id listing, UIDL, for each of the selected incoming mail items. Since the
                UIDL associated with a specific mail item is never reused for the life of the item, using the
                UIDL is a more exact method to specify a particular item. The GETMAIL program with the
                UIDL(n) parameter can be used to get individual mail items.

## Return Codes

At program termination, the end of job return code is set.  These return codes are:

0   The program worked and the mail information was stored in the file.
1   There was no incoming mail.
2   An error occurred and mail information may or may not be stored in the file.
3   There was not enough storage.
4   The parameter passed to the program is too long.  It must be 256 characters or less.
5   The program cannot transfer the data to a file on the PC when the program is run in batch.
6   This return code is the same as return code 0 except that the number of items in the mailbox exceeds what you are allowed to view at any one time.

### Surrogate Control

You can disallow surrogates to GETMINFO on your behalf.  See the Mail Profile facility, Surrogate Options help for further details.

### Examples

```
GETMINFO NEWINFO APPEND ALL SELECT TYPE NEW

GETMINFO NEWINFO APPEND 1 KEEP

/INC *COM:GETMINFO
NEWINFO APPEND ALL KEEP -
SELECT SUBJECT THIS IS A VERY LONG SUBJECT THAT GOES ON AN ON

/INC *COM:GETMINFO
NEWINFO APPEND ALL KEEP -
SELECT (SUBJECT THIS IS A VERY LONG)&(SEND 11JUL91)

GETMINFO NEWINFO ALL DELETE DISCARD SELECT BEFORE 01APR93

GETMINFO NEWINFO UIDLS KEEP
```

# GETMAIL Command

This command invokes the GETMAIL utility program to read your incoming mail and store the text in a file.

The command format is:

```
GETMAIL filename options
```

filename          is the name of the file for storing the text of all of the incoming mail items.  A file name must be specified with this command.  If you are connected to MUSIC using PCWS, NET3270 for DOS or OS/2, or TCP3270/NET3270 for Windows, Windows NT, Windows 95, or OS/2, this filename can also be a PC file name.

options           A number of options can be used with this command and are specified after the file name separated by blanks.  If an option is repeated the last option specified takes precedence.  See

below for option descriptions.

## GETMAIL Options

The default options for GETMAIL are 'APPEND DELETE 1 MSGSON'.  An example of the most common use of GETMAIL is

```
GETMAIL NEWMAIL APPEND ALL
```

This gets the mail text for all the incoming mail items and stores the text at the end of file NEWMAIL.

Below is a list of the options available for use with the command.

APPEND          store the mail text at the end of the file.

REPLACE         store the mail text in a new file.

DELETE          delete the mail item after it has been processed.

KEEP            do not delete the mail item after it has been processed.

N               N is an integer number which represents the incoming mail item to get.  (if ALL is used before N, then N is used.)

ALL             process all incoming mail items in the mailbox.  (if N is used before ALL, then ALL is used.)

MSGSON          print error messages.

MSGSOFF         suppress the printing of error messages.

DISCARD         Discard the text that is suppose to be written to the file.  Use DISCARD with DELETE as a convenient way to delete a large number of unwanted mail items without writing the text to a file.

SHRINK          Shrink the mailbox to its absolute minimum file size.  Use SHRINK to override the builtin facilities that try to balance mailbox I/O and space requirements.

SELECT          select incoming mail items in the mailbox via a criterion.  (See the MAIL program command SELECT for a command description.)  You can enter multiple clauses as a part of the SELECT option parameter list.  The selection criterion may force you to use the the multi-line parameter capability of the GETMAIL program.  If a multi-line parameter is used, the open and close parentheses that delineate the clause must be on the same line.  If the SELECT option is used, it must be the last option specified.

SELECTN         select incoming mail items in the mailbox via a criterion.  (See the MAIL program command SELECTN for a command description.)  You can enter multiple clauses as a part of the SELECTN option parameter list.  The selection criterion may force you to use the the multi-line parameter capability of the GETMAIL program.  If a multi-line parameter is used, the open and close parentheses that delineate the clause must be on the same line.  If the SELECTN option is used, it must be the last option specified.

FOR(name)       allows you to list the mail information for *name's* mailbox provided you are allowed as a surrogate for *name's* mailbox.  This parameter is similar to the MAIL program command FOR.

UIDL(n)          get the incoming mail item designated by n, where n represents the unique-id listing, UIDL, for the mail item.  Since the UIDL associated with a specific mail item is never reused for the life of the item, using the UIDL is a more exact method to specify a particular item.  n must be specified, there is no default value.  The GETMINFO program can be used to get a list of the UIDLs for all of the incoming mail items in a mailbox.  (if UIDL(n) is given, it always takes precedence over N and ALL.)

## Return Codes

At program termination, the end of job return code is set.  These return codes are:

0    The program worked and the mail text was stored in the file.
1    There was no incoming mail.
2    An error occurred and mail text may or may not be stored in the file.
3    There was not enough storage.
4    The parameter passed to the program is too long.  It must be 256 characters or less.
5    The program cannot transfer the data to a file on the PC when the program is run in batch.
6    This return code is the same as return code 0 except that the number of items in the mailbox exceeds what you are allowed to view at any one time.

### Surrogate Control

You can disallow surrogates to GETMAIL on your behalf.  See the Mail Profile facility, Surrogate Options help for further details.

### Examples

```
GETMAIL NEWINFO APPEND ALL SELECT TYPE NEW

GETMAIL NEWINFO APPEND 1 KEEP

/INC *COM:GETMAIL
NEWINFO APPEND ALL KEEP -
SELECT SUBJECT THIS IS A VERY LONG SUBJECT THAT GOES ON AN ON

/INC *COM:GETMAIL
NEWINFO APPEND ALL KEEP -
SELECT (SUBJECT THIS IS A VERY LONG)&(SEND 11JUL91)

GETMAIL NEWINFO ALL DELETE DISCARD SELECT BEFORE 01APR93

GETMAIL NEWINFO UIDL(OAP0MDSQ11) KEEP
```

# SENDMAIL Command

This command invokes the SENDMAIL utility program which is the fast-track method to send a piece of mail.  SENDMAIL requires that the text of your message already exist in a file.

The command format is:

```
      SENDMAIL TO(user1) SUBJ(subject) FILE(filename)
    or
      /INC *COM:SENDMAIL
      TO(user1) SUBJ(subject) FILE(filename)
```

Using the latter format, you can give up to 256 characters as the parameter passed to the SENDMAIL program. If you wish to continue the parameter on the next line, end the current line with a blank followed by a hyphen (-). An example below illustrates this use.

The keywords available for use with this command are identical to those keywords used for the MAIL program SEND command. Here are some examples of SENDMAIL commands:

```
      SENDMAIL TO(BOSS) SUBJ(MEETING MONDAY) FILE(MEETING.1)
      SENDMAIL TO(JOE) CC(KATHY) SUBJ(VACATION) FILE(BERMUDA) NOACK
      SENDMAIL TO(JOE,KATHY) SUBJ(CONTRACT) FILE(LAW1)
      SENDMAIL TO(/GROUP) SUBJ(COURSES) FILE(MATH101)
    or
      /INC *COM:SENDMAIL
      TO(BOSS) SUBJ(THIS IS A VERY LONG SUBJECT THAT GOES ON AND ON) -
      FILE(MEETING.1)
```

Below is a list of the keywords available for use with the SENDMAIL command. Please refer to the SEND command for descriptions.

| | | | | |
|---|---|---|---|---|
| ACK | COPYFNam | LDIst | NOLDist | REDir |
| ANSwer | EDate | NOACk | NOPRint | RTime |
| CC | EDITor | NOANswer | NOREDir | SECurlvl |
| COPy | ETime | NOCOPy | PRInt | SUBJect |
| COPYApp | FILE | NOCOPYAp | RCRdat | TO |
| COPYFIle | FROM | NOCOPYFi | RDate | |

As with the SEND command of the MAIL program, the default SENDMAIL settings are taken from your Mail Profile.


## Return Codes

At program termination, the end of job return code is set. These return codes are:

0    SENDMAIL done successfully.
1    SENDMAIL program parameter error.
2    You are not allowed access to this program.
3    There was not enough storage.
4    There is a mailbox open error.
5    An error has occurred during mail send. Some or all of the mail may or may not have been sent.
6    The parameter passed to the program is too long. It must be 256 characters or less.


**Surrogate Control**

You can disallow surrogates to SENDMAIL on your behalf. See the Mail Profile facility, Surrogate Options help for further details.

# SENDFILE Command

SENDFILE is used to send a copy of a file to another MUSIC user or CMS user on computers that are connected via RSCS (Remote Spooling Communications Subsystem).  Unlike MAIL, SENDFILE sends the file free of mail headers and allows record lengths greater than 80.  SENDFILE does not currently use the nicknames file (mail directory), nor does it support email domain names.  Therefore, you must specify the exact userid and node (system name) of the user to whom you are sending the file.  The MAIL program is used to receive send files.

**Syntax:**

```
SENDFILE filename (TO) userid (AT node)
SF
```

**Parameters:**

filename        is any MUSIC file.  It can also be a file name pattern identical to that used with the library command.

userid          is either a MUSIC userid or a 1 to 8 character VM userid.

node            is the system name where *userid* is located.  This is not a mail domain name, but the true system node name.  If you are sending the file to a user on your system, you don't have to specify the *node.*  A node name of "*" can and is used to represent the name of your system.

SENDFILEs you receive on your MUSIC system userid are deposited in your mail box.  These are easily identified by the subject line which is in the form  "Sendfile: filename".  Such files are unaltered by the MAIL facility.  You can then copy the file to any MUSIC file you desire.

*Note:*    The TO and AT keywords are not required.

**Examples:**

1.  This example sends the file `"work"` to userid ccfp at node mcgillm.

        SF work to ccfp at mcgillm

2.  This example sends all files on my userid that begin with the characters `"work"` to userid ccfp at node mcgillm.

        SF work* to ccfp at mcgillm

# Chapter 5. PHONEX

# Chapter 5. PHONEX

The Telephone Message Interface to Mail is a MUSIC program called PHONEX. It allows a receptionist to take a telephone message and send it to the intended recipient via electronic mail.

Often the reception area is the receiving area for business. The fax machine is located here and deliveries are made here. This facility can be used to send a notice to someone that a fax or a package has been received in the reception area for them.

You must be on a full screen terminal to use this program.

Type PHONEX to invoke the program. Fill in the fields on the screen and press ENTER to send the telephone message to the recipient. After the telephone message is sent, the fields on the screen are cleared for you to enter the next message or you can press F3 to exit.

The fields on the screen are as follows:

Date
: Displays the current date. This is done automatically for you and changes as the date changes. You cannot change this field.

Time
: Displays the current time. This is done automatically for you and changes as the time changes. You cannot change this field.

To
: Enter the userid of the intended recipient of the telephone call. You can also enter a nickname you have in your Mail Directory that represents the recipient or a nickname from the public directory. Press F4 to go to the private directory and assign a nickname for this or any other userid. Press F5 to view the public directory.

Caller
: Name of the caller.

Company
: Name of the company or organization where the caller works.

Phone No.
: Telephone number of the caller.

Telephoned
: Enter any character to select this box. See below for further details on the Telephone Message Boxes.

Please Call
: Enter any character to select this box. See below for further details on the Telephone Message Boxes.

Returned Your Call
: Enter any character to select this box. See below for further details on the Telephone Message Boxes.

Will Call Again
: Enter any character to select this box. See below for further details on the Telephone Message Boxes.

Called to See You
: Enter any character to select this box. See below for further details on the Telephone Message Boxes.

Wants to See You
: Enter any character to select this box. See below for further details on the Telephone Message Boxes.

Fax
: Enter any character to select this box. See below for further details on the Tele-

phone Message Boxes.

Package                 Enter any character to select this box.  See below for further details on the Tele-
                        phone Message Boxes.

Message                 Enter in here any text that the caller wishes to pass on to the recipient.

## Function Keys for PHONEX

PA1     Exit - Exit the program.

F1      Help - Provides this help text.

F3      End - Exit the program.

F4      Private Dir - Presents the Mail Directory screen for viewing and/or updating names, userids, and
        nicknames in your directory.  Help is available once this screen is displayed.

F5      Public Dir - Presents the Mail Directory screen for viewing names, userids, in the system public
        directory.  Help is available once this screen is displayed.

F6      Clear Screen - Clear the screen.

## Entering the Telephone Message

There are a number of choices for entering a Telephone Message for the recipient.  You can use any combi-
nation of the six Telephone Message Boxes and the Message field.  You must fill in at least one of these
fields.

Select the fax or package box if you want to send a fax or package received message.

## Using the Telephone Message Boxes

The Telephone Message Boxes are used as quick indications for messaging.  Entering any character next to
the message box selects that message box.  More than one message box can be selected.  The message boxes
are Telephoned, Please Call, Returned Your Call, Will Call Again, Called to See You, and Wants to See
You.

## How it Happens

After filling in the fields and pressing ENTER, the SENDMAIL program is called with the information off of
the screen to send the telephone message to the intended recipient. The message is sent as mail with
acknowledgements turned on, and with a subject "Phone call from ...".  When fax or package is selected, the
mail subject is "Fax from ..."  or "Package from ..." respectively.  Errors may occur when SENDMAIL tries

to send the message. These errors will be displayed on the screen.

If the recipient is signed on to MUSIC and messaging is not turned off, a display window tells the recipient that a telephone message has arrived for him/her as mail from the caller. The recipient can view the telephone, a fax, or a package message as he/she would if they had received mail. Telephone messages can be distinguished from other mail by the fact that they have a subject of "Phone call from ...". Fax and Package messages have a mail subject of "Fax from ..." and "Package from ..." respectively.

# Chapter 6. Conferencing

# Chapter 6. Conferencing

This chapter describes the CONF program for electronic conferencing on MUSIC. Also included at the end of this chapter, is a short description of three other applications that fall into the same category. They are: CHAT (Interactive Conferencing), TELL (MUSIC command for sending single line messages), and Internet applications.

## What is an Electronic Conference?

An electronic conference allows a group of users to discuss topics of mutual interest. For example, a group of users may want to discuss ideas on how to solve a particular issue. It could be how to improve staff morale, how to publicize an event, or how to improve a course. Traditionally, this is done by getting everyone together for a meeting. This involves planning an appropriate time for the meeting as well as making sure everyone's idea is heard. Minutes of the meeting are then prepared and distributed.

Electronic conferencing allows for the group to immediately start inputting solutions to the issue. Everyone has a chance to add their comments at their convenience. They can see what is said before and agree, disagree, or add additional insights into the topic.

You can picture what an electronic conference is, and how it works, by visualizing one of its topics on a piece of paper being posted on a wall. There is room at the bottom for people to write in their comments. On the computer, the piece of paper is represented by a file. When you look at the file you will see the additions since the last time you looked at it. You can look back through the previous comments if you want.

An electronic conference typically contains several topics that you can add your comments to. Usually the topics in a conference are targeted to the same group of people. The group can be an office work group, an individual department, or cover the entire company or educational institution.

## Usage Examples of Conferencing

The following are some types of topics that can be discussed on an electronic conferencing facility:

• User experiences with different software packages.

• Discussions on the pros and cons of proposed policy changes.

• Comments on drafts of reports or technical papers.

• Class discussions as part of a formal education course. For example, an economics course could discuss the affect of world oil prices on the regional economy.

• Communications vehicle for subcommittees and task forces.

• Usage tips such as useful word processing macros or shortcuts.

# Highlights of the MUSIC/SP Conferencing Facility

The following are the highlights of the conferencing facility on MUSIC/SP:

•   Users can easily set up their own conferences without involving the computer center.

•   Access to a conference can be controlled.  Users who are not members of a group can be excluded from looking at a conference and its topics.  Some users can be allowed to look at but not add information to the topics.  Other users can be allowed to add to existing topics but not create new ones.

•   Comments added to a topic are automatically time-stamped to show when the addition was done.

•   The identity of the person making the additions is automatically added to the text.

•   You can easily see what has been added to the various conference topics since you last looked at them.

•   You can stop reading a topic at any page and pick up from that page at a later time.

•   You can extract a portion of the discussion and copy it to a disk file or print it to a printer or send it as e-mail.  (This feature can be disabled by the conference owner.)

# Advantages of Electronic Conferencing

The following are some of the advantages of electronic conferencing:

•   Allows for everyone to participate in group discussions at times that are convenient to them.

•   Allows for people in geographically dispersed locations to better communicate.  In an educational setting, it allows people enrolled in distance learning courses to participate in group discussions without ever having to meet together in a classroom setting.

•   While entering your comments to a discussion topic may seem to take more effort than speaking at a meeting, your comments will be remembered longer.  Reading other people's comments takes much less time than hearing them in a meeting.  People tend not to repeat their comments over and over on an electronic conference.  Written comments are typically more concise than the verbal version.

•   Typically, meetings discuss several issues and some may not involve you but you are there and so waste some of your time.  In an electronic conference you can skip issues that do not affect you.

•   No minutes have to be prepared to record what was discussed since all the information is recorded in the originator's own words.

# How to Use the Conferencing Facility

Each conference is assigned a name by the owner of the conference.  Suppose that a conference called SAMPLE has been set up.  To look at that conference, you can issue the MUSIC command:

    CONF SAMPLE

That displays a list of topics that are part of the SAMPLE conference. If you just want to see if anything new has been added to that conference since you last looked, issue the MUSIC command:

    CONF SAMPLE NEW

You can set up an AUTOPROG (automatic program) in MUSIC to automatically issue this command when you sign on to MUSIC. In this way you are notified of changes to conferences without having to type in the CONF command. Type HELP AUTOPROG for information on how to set up an AUTOPROG. (Or consult the PROFILE utility in the *MUSIC/SP User's Reference Guide*.)

## Sample Conference Session

The following diagrams show some screens that are displayed when you use the conferencing facility. Suppose you want to look at the SAMPLE conference. You do this by typing the command "CONF SAMPLE". That displays the following screen:

```
MUSIC/SP Conferencing Facility. Subject: Sample Conference

Show option: ALL (F5 flips option between NEW and ALL)
S  Topic     Last Changed    Description
- --------  ---------------- -----------------------------------------
_  USESCONF  1990/08/30 09:43 Ideas on how CONF can be used
_  CONFCOM   1990/08/30 20:51 Comments on the conferencing facility




     -------------------------------------------------------------------
    |---> Selection options: V: View    A: Append

   Command ==>


    F1:Help     F2:Intro      F3:Quit     F5:Flip show  F6:Create topic
    F7:Uppage   F8:Downpage               F10:Profile
```

*Figure 6.1 - Viewing Topics in a Conference*

Figure 6.1 shows you a list of the various topics that are part of this conference. You use the TAB key to move around the fields on the screen. You select what topics you want to look at (view) by typing a "V" to the left of the topic. You could choose several topics for viewing at a time. You can type an "A" beside a topic if you want to append (add) comments to a topic. You can also view a topic by simply moving the cursor to a topic item and then pressing the ENTER key.

The following are definitions for the program function keys for this screen;

F1 Help            displays help for the current screen.

| F2 Intro | display an introduction to the concept of electronic conferencing. |
| --- | --- |
| F3 Quit | exits the conference facility. |
| F5 Flip show | displays only the topics that have some information in them that you have not yet seen.  If you had started the conference session with the command "CONF SAMPLE NEW" you would have seen only that list to begin with. |
| F6 Create topic | presents you with the screen for creating a new topic. |
| F7 Uppage | displays the previous page of topics. |
| F8 Downpage | displays the next page of topics. |
| F10 Profile | displays your profile.  This information is displayed in front of your comments and consists of your name and department. |

## Viewing a Conference Topic

To view a conference topic, type a "V" character besides the topic name and press ENTER.  (Alternately, move the cursor to a topic line and press ENTER.)  For example, if the USESCONF topic is chosen from figure 6.1 the screen would like this:

```
 Viewing Topic: USESCONF Ideas on how CONF can be used
 --------------------------------- 78% of file viewed, 1068K left.
 >:::The following added 1990/08/26 12:16 by ABCD
 >:: John Doe                          Computing Center

 This topic is used to collect ideas of how conf can be used at our
 site.
 Here are some examples to start with:

 --Used by a class to discuss a specific topic.  For example
 "How does the price of oil affect the economy?"

 --Used by a "work group" (department etc) to discuss or debate
 topics of common interest.

 --To keep copies of BITNET listserver output.  Allows a group
 of users to see what is being said on a list without everyone
 getting a personal copy of the new items.  Also useful to
 ----------------------------------------------------------------
 Command =>
Press F8 to see added material

F1:Help 2:Top 3:End  4:Mark  7:Up  8:Down 9:Locate  10:Append  12:Retr
```

*Figure 6.2 - Viewing a Topic*

The following are definitions for the program function keys for this screen;

| F1 Help | displays help for the current screen. |
| --- | --- |
| F2 Top | goes to the top of the topic discussion. |

| | |
|---|---|
| F3 End | stops viewing this topic. |
| F4 Mark | sets marker to line pointed to by cursor.  Marked lines can be extracted from the file. |
| F7 Up | displays the previous page in this topic. |
| F8 Down | displays the next page in this topic. |
| F9 Locate | You can type in a command like "LOC JOHN" to locate the line that has the word JOHN on it.  (The command can be typed in upper or lowercase characters.)  That line will be displayed on the first line in the viewing area on your screen.  Press F9 to repeat the last locate operation. |
| F10 Append | allows you to append (add) to this topic. |

## CONF Commands

| | |
|---|---|
| LOCATE string | (Abbreviations: L, LOC) Reads through the topic file looking for the specified string.  If string is not given, the last string given will be used.  Upper and lower case letters are treated the same. |
| UPLOCATE string | (Abbreviations: UL, ULOC) Same as the locate command but reads up the file towards the beginning. |
| TOP | (Abbreviation: T) Shows the first lines of a topic file. |
| LAST | (Abbreviations: BOT and LAS) Shows the last lines of a topic file. |
| COPY filename | (Abbreviation: COP) Copies the marked lines to the specified file.  If the file name is of the form C:XXX then it will copy the marked lines to a file on a PC that is connected via PCWS or NET3270.  The conference owner may elect not to allow this command. |
| PRINT route | (Abbreviation: PRI) Prints the marked lines to the printer at the specified route.  Using the routename of PC1 will print the marked lines to a PC printer that is connected via PCWS or NET3270.  The conference owner may elect not to allow this command. |
| SEND emailaddr | (Abbreviation: SEN) Sends the marked lines as e-mail to the specified e-mail address. The conference owner may elect not to allow this command. |
| MARK | (Abbreviation: MAR) Marks line pointed to by the cursor.  F4 can also be used for this function.  Marked lines are the way to identify lines to be extracted to a file or send to a printer or as e-mail.  The MARK ALL command can be used to mark the entire file. |
| UNMARK | (Abbreviation: UMAR) Removes all marked lines. |
| /music-command | Executes the specified MUSIC command.  This command may have nothing to do with the current conferencing functions.  For example, type /ADD to temporarily leave the CONF facility.  The conference owner may elect not to allow this function. |

The following screen shows what happens if you press F10 to append (add) information to this file.

```
@CONFW                                          L 80    W 1 72        Rec 1/0




















    ----+----T----+T---2----+----3----T----4----+----5----+--//----7--
                              * Input Mode *
** Type FILE when finished                                        Reading
Default PFs: 1:Help    2:Split    3:Quit    4:Mark      5:Center 6:Del
  *EDIT*      7:Uppage 8:Downpage 9:Locate 10:Ins line 11:Input 12:Cmd
```

*Figure 6.3 - Appending to a Topic*

You are now in the MUSIC editor and can use the usual editor commands.  Type the FILE command when you are finished typing in your comments.  You could also type in F3 or the QUIT command if you decide not to add anything to this topic.

# How to set up a Conference

To set up your own conference, issue the MUSIC command:

   CONFMAN

This utility prompts you for information that it needs to set up a conference or modify one that you previously set up.  All the files associated with your conference are stored under your userid.  (These files are described later under the heading "Files used by a Conference".)

## Permitting Access to Your Conference

The CONFMAN utility allows you to specify who is permitted to access your conference, and who can extract information from it.  By default, no one can extract information from it.

You can specify the user userids (sign-on codes) that are allowed to use the conference.  By default, no other users are allowed to access your conference except you.  You provide access by adding their userids at the end of this authorization file.

There are three categories of users.  They are:

CREATORS    are those who can add topics to the conference.

APPENDERS  are those who can add (append) to any topic.  Creators are always allowed to append to all files.

VIEWERS     are those who can view a given topic.  Users who can create or append to topics can view all files too.

Users are identified by their userid.

For example, to allow userid "JOHN" to be able to create topic files, use the statement of  ")CREATE JOHN".

A wild character of * is used to mean match any string of characters.  A wild character of ? is used to mean match any character in the specific location used.  For example, specify ")CREATE AB*" to allow all userids that start with the "AB" to be able to create topics.

You can specifically restrict userids from creating topic files by using the )NOCREATE statement.  For example the sequence:

```
)CREATE AB*
)NOCREATE ABCDE
```

would allow all userids starting with the letters "AB" except for userid "ABCDE" to create topics.

The userids that are allowed to append and view files are given in a similar manner with the )APPEND and )VIEW options.  Several userids may be given on the same statement by putting a blank between them.

For example, the sequence:

```
)CREATE ROY DAVID
)APPEND AB*
)VIEW *
```

would mean that only the userids of "ROY" and "DAVID" can create topic files, all userids starting with the letters "AB" can append to the topics (as well as all creators) and all userids can view the topics.

In the authorization file, there are three lists of userids, one for creators, one for appenders and one for viewers.  Remember that all creators can append and view all files and that all appenders can also view all files.  Therefore to allow all users to do three functions, just specify the statement of ")CREATE *".

Specify the list of creators on one or more )CREATE statements.  (Optionally use )NOCREATE to further refine your )CREATE statements.)

Specify the list of appenders on or more )APPEND statements.  (Optionally use )NOAPPEND to further refine your )APPEND statements.)

Specify the list of viewers on or more )VIEW statements.  (Optionally use )NOVIEW to further refine your )VIEW statements.)

Specify which users can extract information from topic files they are allowed to view.  For example ")SEND *" would allow all viewers to be able to extracts of topic files as e-mail.

Use )SEND to specify viewers who can send extracts as e-mail.  (Optionally use )NOSEND to further refine your )SEND statements.)

Use )COPY to specify viewers who can copy extracts to MUSIC files or printers. (Optionally use )NOCOPY to further refine your )COPY statements.)

Use )PCCOPY to specify viewers who can copy extracts to PC files or printers. (Optionally use )NOPCOPY to further refine your )PCCOPY statements.)

Use )NOCMDS to specify viewers who can are not allowed to issue MUSIC commands from the command areas.

Specify name of log file to hold statistics of conference usage. This log file is optional. For example: ")LOG USERID:CONF.LOG". Include your userid.

Specify name of editor to be used when user is appending to a topic. Use ")EDITOR $CON:CEDIT @CONFW NEW" to allow power input and F5 to post topic. (This is the recommended method.) Use ")EDITOR TEDIT @CONFW NEW;MSG Press F5 when finished" to use the users' default editor. Or provide your own editor tailored to your users.

## Merging Information Into Topics

You can merge information into conference topics from other MUSIC files using two techniques. One way is to use the editor MERGE command at the spot in the conference program that you would normally type in your comments.

Another technique is useful if you want to add information without going through the various interactive menus. This way is particularly useful to add information to a conference topic under control of another program. The following MUSIC command uses this technique to append the contents of file ABC to the topic TOPICX of conference SAMPLE:

    CONF SAMPLE APP TOPICX ABC

A special variation of the above can be used to append the same information without the time-stamp and user information description. This variation can only be used by the conference owner. For example this command can be used to build topics that contain the mail information received from a specific mail listserver. Since the mail information has the time and date and user information in it there is no need to add any more records. First, you would use the GETMAIL command to save the mail information in a file. Then you would use the option NOH to specify that no headers are to be added to a conference topic. A sample command would be:

    CONF SAMPLE APP TOPICSX ABC NOH

## Files Used by a Conference

The following are the files used by the conferencing facility. It is not necessary to know this information to be able to use the conferencing facility.

You should not attempt to use the MUSIC editor to directly change any of these files. For example, changing a topic file with the editor will invalidate the last-read pointers that viewers of the conference have.

The conference topic files are stored with the owner's files. By default the topic files are prefixed by the characters "C.". For example, the topic file of POLICY1 would be stored under the name of "C.POLICY1".

An alternate prefix can be chosen when the CONFMAN utility is run.

The conference control file that contains the information about the conference including the list of topic names is stored in the file of the form "@CF.name" where name is the name of your conference.

Each user that accesses the conference gets a file of the form "@CI.name" built under their userid. This has a coded list of the topic names and pointers to the last viewed location in each topic file. Users can delete this file by using the PURGE command if they no longer refer to that conference.

When a user adds to any conference for the first time, a file of the name @CONF is built that has the user's full name and departmental information in it. (If the userid has a subcode component then the name will be of the form @CONF.sub where sub is the subcode.) This file is stored under their userid. Only one file is stored even though the user may join multiple conferences. The information in this file is supplied by the user and will be part of the header information added in front of the comments that the user enters. Users can delete this file by using the PURGE command if they no longer use the conference facility.

## Administering a Conference Facility

Use the CONFMAN to alter the list of who can view, create and add information to the conference facility.

The conference owner can remove the entire conference by purging the conference control file and the topic files. For example, suppose the conference was called SAMPLE and the default topic file name prefix of "C." was used. Then you would issue the following MUSIC commands to remove the conference files:

```
PURGE @CF.SAMPLE
PURGE C.*
```

# Other Forms of Electronic Conferencing

In addition to the CONF program, MUSIC includes the following programs:

## TELL - Single Line Messages

The TELL command is used to send a single line message to another user who is currently signed on to the system. The message text is immediately displayed on the receiver's screen. If the user is not signed on or has suppressed messages (/MESSAGE OFF) nothing is sent. The MAIL Facility can be used to send longer messages and does not require the receiver to be signed on when the message is sent.

**Syntax:**

```
 TELL userid {message-text}
```

**Parameters:**

userid          The userid of the person who is to receive the message. The message is sent to each active session using that userid.

message-text    The message test to be displayed on the screen. The case of the text is preserved. A prefix is added to the message indicating who the sender is.

**Example:**

```
   *Go
   tell ax01 Hi there, What about lunch.
   *In progress
   *End
   *Go
```

## CHAT - Interactive Conferencing

The CHAT command brings up the CHAT screen. A chat signal "*CHAT" is sent, via the TELL command, to each user you want to chat with. Anything you type in the command area is sent to the specified users (if any), via the TELL command, and appears on the recipients' CHAT screens, if they have started CHAT (if not, they get the message in the usual box at the top of the screen). Exceptions: (1) Text in the command area starting with / is assumed to be a MUSIC command and is executed. (2) A CHAT command ("chat userid") can be entered in the command area to add a user to the list of people you want to chat with; this form of CHAT command takes only 1 userid.

**Syntax:**

```
 CHAT [userid1] [userid2] ... [-NOLOG]
```

When someone exits from CHAT, an end signal ("*END") is sent to you. That removes the user from your

list.

Outgoing and incoming messages, prefixed by the sender's userid, are appended to log file *USR:@CHAT.LOG, unless -NOLOG option is used.

The following figure shows an example of the screen display for a CHAT session.

```
------------------------- Interactive Conferencing -------------------------
MSG/Command ==>OK, you can stop now, I have a full screen, thanks._


----------------------------------------------------------------------------
CCKW000:Hi Frank, would you mind helping me demonstrate CHAT?
CCFP000: *CHAT
CCFP000: I was in the machine room
CCFP000: I just noticed that you wanted to chat
CCKW000:Yes I do!
CCFP000:What shall we chat about?
CCKW000:What is your favorite MUSIC program?
CCFP000: Quebec Country on channel 6
CCKW000:Oh I didn't realize you were into country music.
CCFP000: Whenever I get the chance.
CCKW000:I will capture this screen and put it in the communications
CCKW000:guide.
CCFP000: You didn't say anything about recording this



---------------------------------------------------------------------- 15:02
PF1:Help    PF7:Up    PF8:Down    PF3:Quit
```

*Figure 6.4 - Screen Display for CHAT*


# Internet Applications

As well as e-mail, other types of electronic conferencing are available on MUSIC for external communications. Please refer to the *MUSIC/SP Internet Guide* for details about the following programs:


### IRC - Internet Relay Chat

The Internet Relay Chat (IRC) is a system for communicating with other people. IRC is a multi-user, multi-channel chatting network. It allows people all over the Internet to talk to one another in real-time. Each IRC user has a nickname they use. All communications with others is either by nickname or by the channel that they or you are on.

It is important to find out about IRC before entering the command. By default, this command initiates a connection to another site. Before using this facility, type "HELP IRC" in command mode.


### WEB - World-Wide Web

MUSIC includes a Web line-mode browser and a Web server. The WEB command is used to invoke the browser for accessing documents on the World-Wide Web (Internet). The Web server allows users to store Web documents ready for access by a Web browser on your computer or to anyone on the Internet. These documents include HTML (HyperText Markup Language) tags.

**RN - News Reader**

The RN program on MUSIC provides access to Usenet.  Through this interface you can:  read incoming news from a variety of news groups, post your own news items, and follow-up on existing items.

# Appendixes

# Appendix A. TTY Support for Mail

## TTY Support for MAIL

TTY support of the MAIL program is available for use on non 3270-type workstations (workstations that can not handle 3270 data streams). To invoke the MAIL program, type "mail" or "mail n" when you are in MUSIC command mode *(n is an optional menu selection)*.

When you enter "mail" the main menu of the MAIL program is displayed as follows:

```
------------------------ Mail Facility ----------------------------
Mail For => Mark Smith
 1  Read Incoming Mail
 2  Create and Send Mail
 3  Outgoing Mail (Acks and Unrec'd)
 4  Mail Directory
 5  Mail Profile
 6  Public Directory
 7  Mailbook Facility
 8  List Manager
 9  What is new in the Mail Facility
 A  Frequently Asked Questions (FAQ)
 X  Exit the Mail Program
------------------------ Mail Facility ----------------------------
Enter Selection, "Help", "Menu", "End", or "Off"
?
```

*Figure A.1 - TTY display for Mail Program*

MAIL commands can be entered when either of the following messages appear:

```
   Enter Selection, "Help", "Menu", "End", or "Off"
 or
   Enter Command, "Help", "Status", "End", OR "Off"
```

All mail commands are available to the TTY user, except the commands RETRIEVE, PFnn and KEYS which are intended for 3270-type workstations. A complete list of the commands and their descriptions can be found under the heading "MAIL Commands".

*Note:*   When the main menu of the MAIL program is displayed, press ENTER to redisplay the menu. The MENU command also serves this purpose.

       Similarly, when you are viewing incoming, outgoing, acknowledged, or unreceived mail, you will automatically be shown the first page of the list of mail items. If you enter a blank line when asked to Enter Command, "Help", "Status", "End", or "Off" this will redisplay the current page of mail items. The STATUS command also serves this purpose.

## Incoming Mail

To view incoming mail enter "1" when the main menu is displayed.  Twelve mail items are shown per page.  The commands TOP, BOTTOM, UP n, PREVIOUS n, DOWN n, NEXT n are available to move around in the list of mail items.

The following diagram shows a sample page of incoming mail items.

```
------------------------- View Incoming Mail -------------- Rec 1/12
Mail For => Mark Smith

    From                  Date Sent Type   Subject

1   CCSW@MCGILLA          14OCT88   Old    More MAIL comments
2   CCSW@MCGILLA          14OCT88   Old    MAIL enhancements
3   MARY@VM1              17OCT88   Old    MUG Conference
4   CCKW@MCGILLM          17OCT88   Old    staff meeting
5   CCKW@MCGILLA          17OCT88   Old    manuals
6   CCFP@MCGILLA          17OCT88   Old    MUSIC Newsletter
7   CCDE000@MCGILLM       18OCT88   Old    TTY Support for MAIL
8   CCSW@MCGILLA          20OCT88   Old    MAIL enhancements II
9   JOHN@TRANSY           20OCT88   Old
10  CCDE000@MCGILLM       21OCT88   New    CODUPD/PROFILE converted
11  STEVE@VM1             21OCT88   New    Colts vs Broncos
12  CCJE@MCGILLA          21OCT88   New    workshop
```

*Figure A.2 - View Incoming Mail for TTY*

The number on the right side is the sequence number of the mail item and is used in the syntax of some commands.  This is the way a command can be applied to a particular mail item.  *From* tells you who the mail is from.  *Date Sent* tells you when the mail was sent.  *Type* tells you whether the mail has not been looked at yet (NEW), or whether you have taken some action on the mail item to constitute receipt of the mail item (OLD).  These actions are answer, copy, delete, forward, print, refuse, reply, transfer, view, and xlogdel.  *Subject* tells you the subject of the mail.  Only a portion of the subject is shown.

The following is a list of the MAIL commands that can be used for incoming mail for a TTY terminal.  Full descriptions can be found under the heading "MAIL Commands"

```
ANSWER [to/from] seqnum parms [MERGE/NOMERGE]
```

Use this command to answer incoming mail (the mailing address is included automatically).  *to* (the default) sends the answer to the "Reply-To" address if one is present.  Otherwise the answer is sent to the "From" address.  *from* sends the answer to the "From" address.  *seqnum* is the sequence number of the mail item and *parms* are the same parameters used with the "SEND" command (except "TO" is not needed).  You are not allowed to use the SEND parameter FROM when you are answering mail.  MERGE is for merging the original mail text into the answer edit session before you type your answer text (NOMERGE is the default).

```
COPY seqnum filename [A|R] [ONLYTEXT/NOONLYTEXT]
                          [MAILBOOK/NOMAILBOOK] [DELETE/NODELETE]
```

To copy mail specify the *seqnum* of the mail item and a file name for storing the item.

```
DELETE seqnum[,seqnum2,seqnum3,etc.]
```

Use the DELETE command with the sequence numbers of the mail items you wish to delete. If you use the REFRESH command, the deleted items are removed and the list of incoming mail items are renumbered.

```
FORWARD seqnum parms [MERGE/NOMERGE]
```

Use the forward command to redirect the mail item to another person. *parms* are the same parameters used with the "SEND" command. You are not allowed to use the SEND parameter FROM when you are forwarding mail. "MERGE/NOMERGE" merge or do not merge the original mail text into the MAIL edit session before you type your mail text.

```
GET seqnum[,seqnum2,seqnum3,etc.]
```

Use the GET command with the sequence numbers of the mail items you wish to receive. These mail items must have been sent to you via sendfile for you to receive them. You can tell the mail item was sent via sendfile when the mail subject starts with "Sendfile:". If you use the REFRESH command, the received items are removed and the list of incoming mail items are renumbered.

```
LISTDIST seqnum[,seqnum2,seqnum3,etc.]
```

Lists the distribution of the mail when there is more than one recipient.

```
PRINT seqnum printer [copies forms (CC|NOCC [pagelen])]
```

Sends the mail item to be printed on a printer of your choice.

```
REFUSE seqnum[,seqnum2,seqnum3,etc.]
```

This command can be used to refuse mail and is valid when you have not taken any other action on the mail item.

```
REPly [to/from] seqnum parm [MERGE/NOMERGE]
```

This command is the same as ANSWER above.

```
TRANSFER seqnum parms
```

This command transfers the mail item to another person. You are not allowed to use the SEND parameter FROM when you are transferring mail.

```
UNDELETE seqnum[,seqnum2,seqnum3,etc.]
```

Use the UNDELETE command with the sequence numbers of the mail items you wish to undelete. The undelete command can restore mail items that were deleted, copied and deleted, logged and deleted, or refused.

```
VIEW seqnum[,seqnum2,seqnum3,etc.]
```

Specify the sequence numbers of the mail items you wish to read.

```
XLOGDEL seqnum[,seqnum2,seqnum3,etc.]
```

Specify the sequence numbers to log and delete the mail items.

```
ZOOM seqnum[,seqnum2,seqnum3,etc.]
```

Zooms the control information about the mail item.

## Outgoing Mail

To view outgoing mail enter "3" when the main menu is displayed. Twelve mail items are shown per page. The commands TOP, BOTTOM, UP n, PREVIOUS n, DOWN n, NEXT n are available to move around in the list of mail items. The list of outgoing mail looks similar to the sample page shown above under the heading "Incoming Mail" above.

When you are viewing the list of outgoing mail, the COPY, DELETE, LISTDIST, PRINT, VIEW, UNDELETE, XLOGDEL, and ZOOM commands can be used in the same way as for incoming mail. In addition, the following commands are useful:

EXPIRE seqnum date time
> Use this command to expire a mail item on your outgoing mail list. This can also be used to stop the delivery of recurring mail. See the topic "Recurring Mail" for further details on recurring mail.

RELEASE seqnum date time
> releases the mail if the mail was sent postdated. See the topic "Postdated Mail" for further details on postdated mail.

RESUME seqnum[,seqnum2,seqnum3,etc.]
> Resumes the sending of suspended mail. Resume can only be used on suspended mail items (ie mail items with a mail type of Suspd).

## Examples of Commands for Incoming/Outgoing Mail

The following are examples of the commands described above that could be entered when you are asked to Enter Command, "Help", "Status", "End", or "Off" when you are looking at the appropriate list of mail items. See the Mail Commands section for the full description of the commands.

```
ANSWER 1 file(ans.abcd000) noack
COPY 1 mail.from.abc000 a
DELETE 1,2,3,4
EXPIRE 1 01mar88 1030
FORWARD 1 to(abcd000) text file(forward.abcd000)
GET 1,2,3,4
LISTDIST 1,2,3,4
PRINT 1 printer1 5 3hole nocc
REFUSE 1,2,3,4
RELEASE 1 01jan88 1030
REPLY 1 file(ans.abcd000) noack
RESUME 1,2,3,4
TRANSFER 1 TO(abce000)
UNDELETE 1,2,3,4
VIEW 1,2,3,4
XLOGDEL 1,2,3,4
ZOOM 1,2,3,4
```

## Examples of Commands to Send Mail

These are some examples of sending mail in TTY mode.

```
SEND TO(abcd000) subj(welcome message) noack
SEND TO(abcd000) CC(nickname1) subj(welcome message) noack
SEND TO(abcd000) subj(welcome message) file(welcome) noack
SEND TO(abcd000,abce000) subj(welcome message) sec(9)
SEND TO(/group) subj(welcome message) copyfi copyfn(sentmsg) nocopya
SEND TO(abcd000) subj(vacation) rdate(01jul88)
SEND TO(abcd000) subj(power failure) edate(01jul88) etime(1530)
SEND TO(abcd000) subj(weekly meeting) rcrdat(TUE*52)
```

## Sample Session

The following is an example of a TTY MUSIC session using the MAIL program.  A user has entered what is opposite the > sign.

```
 *Go
>mail
```

```
------------------------------ Mail Facility -----------------------
Mail For => Carl Brown
 1  Read Incoming Mail
 2  Create and Send Mail
 3  Outgoing Mail (Acks and Unrec'd)
 4  Mail Directory
 5  Mail Profile
 6  Public Directory
 7  Mailbook Facility
 8  List Manager
 9  What is new in the Mail Facility
 A  Frequently Asked Questions (FAQ)
 X  Exit the Mail Program
----------------------------- Mail Facility -----------------------
Enter Selection, "Help", "Menu", "End", or "Off"
?
```

```
>1
```

```
----------------------- View Incoming Mail ---------------- Rec 1/6
Mail For => Carl Brown


   From                 Date Sent Type  Subject

1  CMDS000@MCGILLM      18OCT88   Old    TTY Support for MAIL
2  CESW@MCGILLA         20OCT88   Old    MAIL enhancements II
3  JOHN@TLANSY          20OCT88   Old
4  CCDJ000@MCGILLM      21OCT88   New    CODUPD/PROFILE converted
5  STEVE@VM1            21OCT88   New    Colts vs Broncos
6  CCJE@MCGILLA         21OCT88   New    workshop


-------------------------- View Incoming Mail --------------------
Enter Command, "Help", "Status", "End", or "Off"
?
```

**>view 4,6**

```
Message-Id:   <Sent by MUSIC/SP mailer at MCGILLM>
Date:         MON 21 OCT 1988 16:30:00 EST
From:         CCDJ000 <CCDJ@MCGILLM>
To:           Carl Brown <CCCB000@MCGILLM>,
              Frank White <CCFW000@MCGILLM>,
              Glen Black <CCGB000@MCGILLM>,
              Kevin Green <CCKG000@MCGILLM>,
Subject: CODUPD/PROFILE converted


          - From: Dave Jones, CCDJ@MCGILLA or CCDJ@MUSICA.MCGILL.CA
                  McGill University, Montreal (MUSIC Product Group)


I have converted the utilities CODUPD and PROFILE. Let me know if you
notice any problems with CODUPD or PROFILE.
```

```
Received: by MCGILL1(Mailer X1.25) id 4762; Thu,21 Oct 88 11:13:17 EDT
Date:           Thu, 21 Oct 88 09:13:00 EST
Sender:         Music Group <MUSIC-L@MCGILL1>
Comments:       Warning -- original Sender: tag was STAFF-L@MCGILL1
From:           Joan Eaton <CCJE@MCGILLA>
Subject:        workshop
To:             Dave Jones <CCDJ@MCGILLM>,
                Carl Brown <CCCB@MCGILLM>,
                Frank White <CCFW@MCGILLM>,
                Glen Black <CCGB@MCGILLM>,


Hi,

Sander would like to set up a workshop on the NEW MUSIC MAIL FACILITY
for CC staff, Wednesday, November 2, at 4:00.  Please let me know if
you are interested by November 1st the latest.

Thanks,
Joan
```

```
  *** Processing completed

  -------------------------- View Incoming Mail ---------------------
  Enter Command, "Help", "Status", "End", or "Off"
  ?
>
```

```
-------------------------- View Incoming Mail ---------------------
Mail For => Carl Brown

    From                Date Sent Type   Subject

1   CCDS000@MCGILLM     18OCT88    Old    TTY Support for MAIL
2   CCSW@MCGILLA        20OCT88    Old    MAIL enhancements II
3   JOHN@TLANSY         20OCT88    Old
4   CCDJ000@MCGILLM     21OCT88    Old    CODUPD/PROFILE converted
5   STEVE@VM1           21OCT88    New    Colts vs Broncos
6   CCJE@MCGILLA        21OCT88    Old    workshop

-------------------------- View Incoming Mail ---------------------
Enter Command, "Help", "Status", "End", or "Off"
?
```

```
>copy 1 mail.items a
  *** Entry appended

  -------------------------- View Incoming Mail ---------------------
  Enter Command, "Help", "Status", "End", or "Off"
  ?
>zoom 6
```

```
    Ack To > CCJE@MCGILLA
             >
Subject ==> workshop
Security Level ===> 0                  Distribution List ===> N
         Actions by You                  Actions by Respondent
             Viewed
             Copied * 21OCT88 10:01:52 AM
     Sent Date ===> 21/10/88 (dd/mm/yy)    Sent Time ===> 0913 (hhmm)
  Release Date ===> 21/10/88 (dd/mm/yy)  Release Time ===> 0913 (hhmm)
   Expiry Date ===> 21/10/89 (dd/mm/yy)   Expiry Time ===> 2400 (hhmm)
Recurring Dates ===>
```

```
 *** Processing completed

 --------------------------- View Incoming Mail --------------------
 Enter Command, "Help", "Status", "End", or "Off"
 ?
>=3
```

```
-------------------------- View Outgoing Mail -------------- Rec 1/12
Mail For => Carl Brown

   To                   Date Sent Type   Subject

1  CCFP000@MCGILLM     25OCT88   Ack    ind common block
2  CCEL/EL,CCFP000+    25OCT88   Ack    test2 for /el subcode
3  CCEL/EL@MCGILLM     25OCT88   Ack    test1 to /el subcode
4  CCKW000@MCGILLM     20OCT88   Ack    WSCRIPT manuals
5  CFEL000@MCGILLM     13OCT88   New    conference
6  CCFP000@MCGILLM     14SEP88   Ack    output program
7  CCFP000,CCKM000+    14SEP88   Ack    mail at cc
8  CCDW@MUSICA.MCGI    30AUG88   New    problem 2298 re:output program
9  CCFP000@MCGILLM     17AUG88   Ack    rdmailer notes
10 CCKM000@MCGILLM     28JUL88   Ack    mail on musica
11 URKF@MARIST         25JUL88   New    hi there from the north pole
12 CCFP000@MUSIC       15JUL88   New    rdmailer notes

-------------------------- View Outgoing Mail ---------------------
Enter Command, "Help", "Status", "End", or "Off"
?
```

```
>end
 --------------------------- Mail Facility ----------------------
 Enter Selection, "Help", "Menu", "End", or "Off"
 ?
>
```

```
------------------------- Mail Facility -----------------------
Mail For => Carl Brown
 1  Read Incoming Mail
 2  Create and Send Mail
 3  Outgoing Mail (Acks and Unrec'd)
 4  Mail Directory
 5  Mail Profile
 6  Public Directory
 7  Mailbook Facility
 8  List Manager
 9  What is new in the Mail Facility
 A  Frequently Asked Questions (FAQ)
 X  Exit the Mail Program


------------------------- Mail Facility -----------------------
Enter Selection, "Help", "Menu", "End", or "Off"
?
```

**>2**
```
 ------------------------ Create and Send Mail ------------------
 Enter Command, "Help", "End", or "Off"
 ?
```

**>send to(ccfp000) subj(tty support for mail program) noack**

```
 *** The mail has been sent.

 ------------------------ Create and Send Mail ------------------
 Enter Command, "Help", "End", or "Off"
 ?
```
**>=x**
```
 *End
 *Go
```

## TTY Support for Mail Profile

TTY support of the Mail Profile facility is available for use on non 3270-type workstations (workstations that can not handle 3270 data streams).  To invoke the Mail Profile facility, select option 5 on the MAIL program's main menu.

When you enter "Mail Profile", the main menu of the Mail Profile facility is displayed as follows:

```
----------------------- Mail Profile Facility --------------------
 1  General Mail Options
 2  Create and Send Mail Options
 3  Print Mail Options
 4  Incoming/Outgoing Mail Options
 5  Refuse Mail Options
 6  Surrogate Mail Options
 X  Exit the Mail Profile Facility
----------------------- Mail Profile Facility --------------------
Enter Selection, "Help", "Menu", "End", or "Off"
?
```

*Figure B.1 - Mail Profile for TTY*

Mail Profile commands can be entered when either of the following messages appear:

```
        Enter Selection, "Help", "Menu", "End", or "Off"
  or    Enter Command, "Update", "Help", "Display", "End", or "Off"
```

All Mail Profile commands are available to the TTY user, except the commands RETRIEVE, PFnn and KEYS which are intended for 3270-type workstations.  A complete list of the commands and their descriptions can be found under the heading "Mail Profile Commands".

*Note:*   When the main menu of the Mail Profile facility is displayed, pressing ENTER causes the menu to be redisplayed.  The MENU command also serves this purpose.

Similarly, when you are viewing any of the screens selectable from the main menu, you are automatically shown the screen.  If you enter a blank line when asked to 'Enter Command, "Update", "Help", "Display", "End", or "Off"' this will redisplay the current screen.  The DISPLAY command also serves this purpose.

The UPDATE command allows you to update the values on the current screen, when the current screen is a screen selected from the Mail Profile main menu.  You can display the screen to view the values, then enter UPDATE as a command to change these values.  A question prompts you to enter a value for each changeable field on the screen.

-   Entering a blank line leaves the field unchanged.
-   Entering the special value of '.' changes the field's value to its default value.
-   Entering the special value of '.end' stops the questioning, keeps all values updated up to that point, and returns you back to the command prompt.

## Sample Session

The following is an example of a TTY MUSIC session using the Mail Profile program.  User ABCD000 has
entered what is opposite the > sign.

```
   *Go
 >mail 5
```

```
---------------------- Mail Profile Facility --------------------
 1  General Mail Options
 2  Create and Send Mail Options
 3  Print Mail Options
 4  Incoming/Outgoing Mail Options
 5  Refuse Mail Options
 6  Surrogate Mail Options
 X  Exit the Mail Profile Facility
---------------------- Mail Profile Facility --------------------
Enter Selection, "Help", "Menu", "End", or "Off"
?
```

```
 >1
```

```
------------------- Mail Profile General Options -----------------
Name      => ABCD000_____
Email Id  => _____
             _____
Forward   => _____
mail to   => _____


Default Dates and Times
Release Date => _____ (dd/mm/yy)     Release Time => ____ (hhmm)
 Expiry Date => _____ (dd/mm/yy)      Expiry Time => ____ (hhmm)
Initial Command => _____
POP Mail Delete => N (Y or N)


-------------------- Mail Profile General Options -----------------
Enter Command, "Update", "Help", "Display", "End", or "Off"
?
```

```
 >update
-------------------- Mail Profile General Options -----------------
 Enter a name under which you would like to be known?
 >Joe Smith
 Enter an address where you want your mail forwarded
 (Userid@Systemid)?
 >abcd000@lan.subdomain.domain
 Enter a default Release Date (format dd/mm/yy)?
 >.end
```

```
-------------------- Mail Profile General Options ----------------
Enter Command, "Update", "Help", "Display", "End", or "Off"
?
>
```

```
-------------------- Mail Profile General Options -----------------
Name      => Joe Smith_____
Email Id  => ABCD000@MUSIC_____
             _____

Forward   => ABCD000@LAN.SUBDOMAIN.DOMAIN_____
mail to   => _____

Default Dates and Times
Release Date => _____ (dd/mm/yy)    Release Time => ____ (hhmm)
 Expiry Date => _____ (dd/mm/yy)     Expiry Time => ____ (hhmm)
Initial Command => _____
POP Mail Delete => N (Y or N)

-------------------- Mail Profile General Options -----------------
Enter Command, "Update", "Help", "Display", "End", or "Off"
?
```

**>=6**

```
----------------------- Mail Profile Facility --------------------
 Surrogates
 Userid        Security Level    Allowed Privileges
                 (0 to 9)            (SAFCDPV)

 _____          _                _____
 _____          _                _____
 _____          _                _____
 _____          _                _____
 _____          _                _____
 _____          _                _____
 _____          _                _____
 _____          _                _____

-------------------- Mail Profile Surrogate Mail ------------------
Enter Command, "Update", "Help", "Display", "End", or "Off"
?
```

**>update**

```
------------------ Mail Profile Surrogate Mail ------------------
 Enter a surrogate Userid?
>boss*
 Enter a Security Level for this surrogate (0 to 9, default 0)?
>9
 Enter the privileges for this surrogate (SAFCDPV)?
>safcdpv
 Enter a surrogate Userid?
>secr001
 Enter a Security Level for this surrogate (0 to 9, default 0)?
>9
 Enter the privileges for this surrogate (SAFCDPV)?
>safcdpv
 Enter a surrogate Userid?
>.end
------------------ Mail Profile Surrogate Mail ------------------
Enter Command, "Update", "Help", "Display", "End", or "Off"
?
>
```

```
------------------ Mail Profile Surrogate Mail ------------------
 Surrogates
 Userid          Security Level       Allowed Privileges
                  (0 to 9)                (SAFCDPV)
 BOSS*___            9                   SAFCDPV
 SECR001_            9                   SAFCDPV

 _____            _                   _____
 _____            _                   _____
 _____            _                   _____
 _____            _                   _____
 _____            _                   _____
 _____            _                   _____

------------------ Mail Profile Surrogate Mail ------------------
Enter Command, "Update", "Help", "Display", "End", or "Off"
?
```

```
>end
---------------------- Mail Profile Facility --------------------
Enter Selection, "Help", "Menu", "End", or "Off"
?
>end
 *End
 *Go
```

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**Mail and Conferencing Guide**
**April 1996**

**READER'S
COMMENT
FORM**

**You may use this form to communicate your comments about this publication, its organization, or subject matter, with the understanding that the MUSIC Product Group may use or distribute whatever information you supply in any way it believes appropriate without inccurring any obligation to you.**

**Possible topics for comments are:**

**Clarity    Accuracy    Completeness    Organization    Coding    Retrieval    Legibility**

**If you wish a reply, give your name, institution, mailing address and date:**

_____

_____

_____

_____

**What is your occupation?**_____

**Number of latest Newsletter associated with this publication:** _____

**Thank you for your cooperation.**

**MUSIC/SP Mail and Conferencing Guide (April 1996)**


**Reader's Comment Form**

fold and tape                                    please do not staple                                    fold and tape

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**CANADA**

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