

TEN/PLUS* Mail System
Guide

INTERACTIVE

product family

INTERACTIVE
A Kodak Company

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TEN/PLUS Mail System Guide

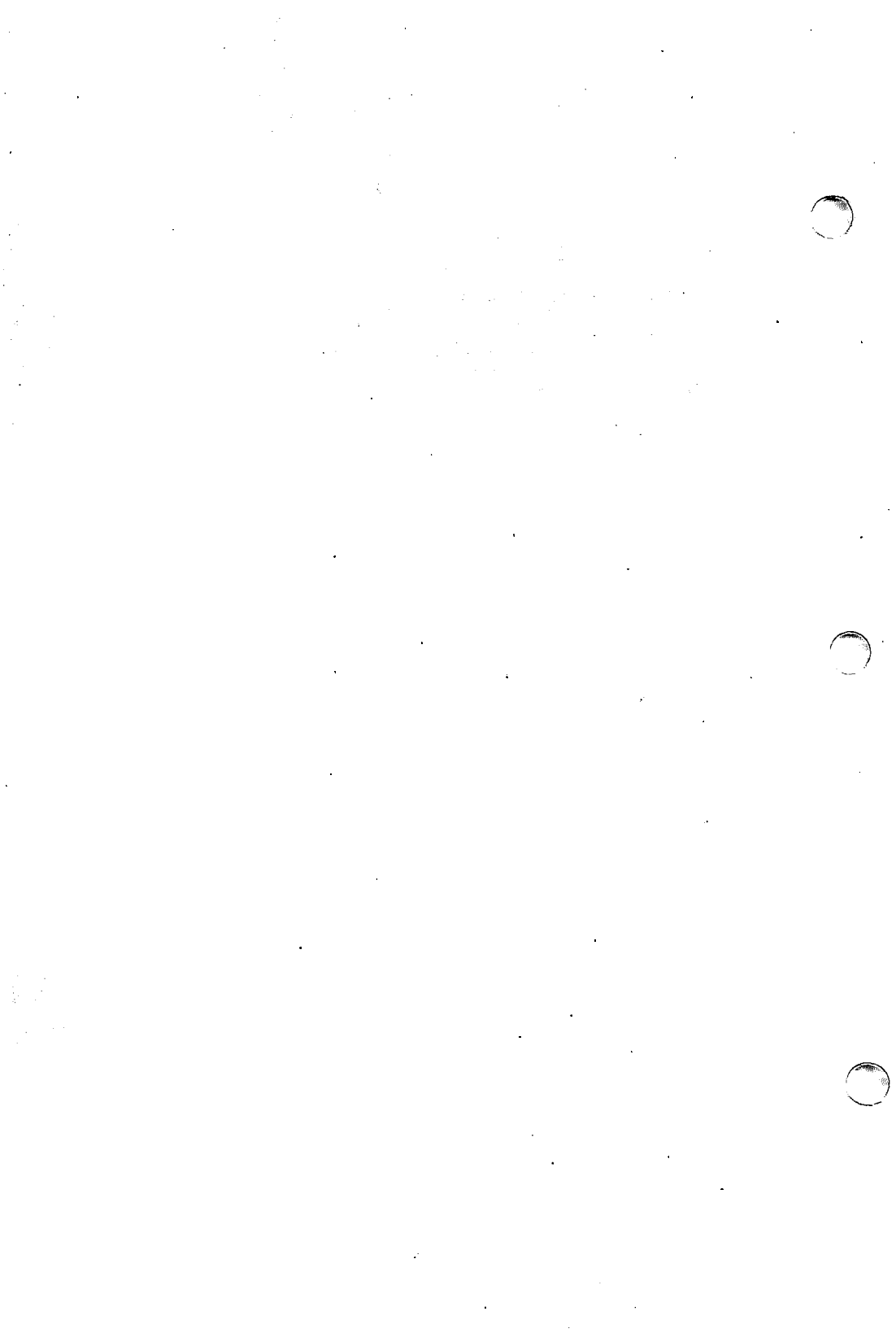
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TEN/PLUS Mail System Tutorial

1. INTRODUCTION

1.1 Scope of This Tutorial

This tutorial is a self-paced training guide for TEN/PLUS* users who wish to use the Mail System. It is intended for those who already know how to use the TEN/PLUS system to create, edit, and manage files. It is assumed that readers of this tutorial are familiar with the information presented in the “TEN/PLUS Tutorial” in the *TEN/PLUS User Interface Guide*.

This tutorial introduces the Mail System and explains how to use the Mail System to send and receive mail, forward mail, reply to messages, delete and restore messages, file messages in out-boxes, and organize messages. The Mail System also provides displays that contain fields used by the underlying mail system. Because the Mail System works with many mail systems and because some mail systems use fields not on the normal Mail System display, the Mail System provides displays that list more fields than are available on the normal display. For additional information about the Mail System, refer to the “TEN/PLUS Mail System Reference Manual.” For additional information about your underlying mail system, refer to the mail system documentation in this guide.

1.2 Overview of This Tutorial

This tutorial is divided into ten sections and an appendix that describe how to create and use a mailbox and how to customize the TEN/PLUS environment for the Mail System. Use this material both during and after training.

These sections are included:

1. INTRODUCTION

Provides a general overview of the tutorial and a brief description of style conventions.

2. CREATING AND MOVING AROUND IN A MAILBOX FILE

Describes how to create and move around in mailbox files.

3. **SENDING, DELETING, AND RESTORING MAIL MESSAGES**
Describes how to send mail messages and how to remove and restore them.
 4. **RECEIVING AND ANSWERING MAIL**
Describes how new messages are added to your mailbox and how to reply to and forward mail.
 5. **FILING MAIL MESSAGES**
Describes how to file mail in other mailboxes.
 6. **CUSTOMIZING THE MAIL SYSTEM**
Describes how to customize the TEN/PLUS environment for the Mail System.
 7. **USING THE COMPLETE DISPLAY AND HEADER**
Describes briefly how to use the complete Mail System display and view the complete mail header.
 8. **SENDING MAIL USING ALIASING**
Describes how to define your own mail aliases, so that you can send mail to a group of users using a single alias you have defined for that group.
 9. **USING THE MAIL SYSTEM EFFECTIVELY**
Lists some recommendations on how to use the Mail System effectively.
- APPENDIX: COMPLETE MESSAGE DISPLAY FIELDS**
Lists fields displayed on the complete message display and the corresponding field, if any, supported by the underlying mail system.

2. CREATING AND MOVING AROUND IN A MAILBOX FILE

2.1 Creating a Mailbox File

Mailbox files are structured files named `mhs`, or named with a prefix followed by the extension `.mhs`. (The `mhs` file type stands for the Mail System.) You must first create an *in-box* mailbox file, to which any mail you receive will be appended. Your in-box file must be `$HOME/mhs`, unless you have specified a different in-box in your Mail System profile. Throughout this tutorial, it is assumed that your in-box is `$HOME/mhs`.

To create a mailbox file in your `$HOME` directory:

1. Edit your home directory (`$HOME`) using the `File Manager` display.
2. Move the cursor to a blank line in the `File` field, then type `mhs`.
3. `TAB` to the `Description` field, then type a description of the mailbox file. Your screen should look something like this:

```

                          INTERACTIVE TEN/PLUS SYSTEM
              Move the cursor to an item below and ZOOM-IN to see it.

File                                     Description
-----
mesg                      My Incoming Messages
phone                      Company Telephone Book
policies                   Company Policies
report                     First Report on the QuikSell Project
profiles                   Directory for Profile Files
1988.cal                   1988 Calendar
mhs                        Mailbox File

/usr/larry                               INSERT   Line      7 (      7 )

```

4. `ZOOM-IN`, then select the option to create a structured file. A mailbox file similar to this appears:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/{To}	Date	S
/usr/larry/mhs			
INSERT Line 1 (0)			

If the Mail System has been running on your system, you may have received mail. If you have received mail, then a message similar to this displays: You have *n* new messages, where *n* is the number of new messages in your mailbox. The new messages are appended to the mailbox file in the order in which they are received.

2.2 Mail System Display

The initial display of the Mail System is comprised of these fields:

Subject

The subject of the mail message.

From/{To}

For received mail, the user name of the person from whom the message was received; for sent mail, the user name of the person to whom the message was sent, enclosed in {} braces.

Date

The date on which the message was sent or received.

S The status of the message, indicated by a one-letter abbreviation. Each abbreviation is the initial letter of one of the following: Sent, Unread, Read, Composed, or Filed.

Each line in the initial message display summarizes a single mail message. The full message is displayed in the normal message display.

1. To view or edit the message display, **ZOOM-IN**.

This is an example of an empty message display:

Subject:		
To:		
Cc:		
Bcc:		Date:
From:		
Sender: /usr/larry/mhs/0	INSERT	Line
		Status: 1 (0)

The message display contains these fields:

Subject:

The subject of the message (also on the initial display).

To: The user or users to whom the message is sent. If you have sent this message, then the user name or names in this field are on the initial display in the **From/{To}** field, enclosed in {} braces. If the message was sent to you, then your name displays either in this field or in the **Cc:** or **Bcc:** field. If you are sending the message, enter the user names of those to whom you are sending the message. Multiple user names can be listed on a single line.

Cc: The user name or names of those who are to receive a copy of this message (optional).

Bcc: The user name or names of those who are to receive a copy of this message, but whose names do not display on received mail; this is also referred to as a blind copy (optional).

Date:

The date and time the message is sent (also on the initial display). **Date:** is automatically filled in by the system; you cannot edit this field. The format of the date depends on whether it is filled in by the underlying mail system or the Mail System.

From:

The user sending the message. If you are receiving the message, then the sender's user name is in the **From**/{**To**} field on the initial display.

Text of the message

The area for the message; it can be scrolled to display more area. You can also use **ZOOM-IN** to view a full-screen display of this field.

Sender:

The user who sent the message. If the **Sender:** field is supported by the underlying mail system, then on received mail **Sender:** may be filled in, and on sent mail you can fill in the **Sender:** field. If the **Sender:** field is *not* supported by the underlying mail system, then for received mail **Sender:** is blank, and on sent mail you are not allowed to edit the **Sender:** field.

Status:

This field tells whether a message has been:

Sent (you have composed and mailed the message).

Read (you have displayed the received message).

Unread (you have not displayed the received message).

Composed (the message has been written but not sent).

Filed (you have filed the message without deleting it).

This field is also on the initial display. **Status:** is filled in by the system; you cannot edit this field.

You can scroll the **To:**, **Cc:**, and **Bcc:** fields using the TEN/PLUS scrolling functions (such as **+PAGE** and **+LINE**) so that more recipients can be listed than can fit on a single line. You can also use **ZOOM-IN** to display more area for editing and viewing recipient names.

2.3 Addressing Mail

All user names listed in the **To:**, **Cc:**, and **Bcc:** fields must be in the form that your mail system recognizes. Some users may be referenced by their user name and the name of the computer on which they work, which is also called a *site*. For example, some

systems may have user and site names in this format: *name@rmtsite*, where *name* represents the user name of the person on the remote site, @ indicates that the user is on another computer, and *rmtsite* is the name of the remote computer, or site. An example of a user name at a remote site using this format is *janet@site1*.

On systems that use the format *name@rmtsite*, multiple users at a single site can be specified using {}. Between the braces, list the user names separated by spaces, commas, or both. Immediately following the closing brace, type *@rmtsite*. The format using this notation is:

```
{name1, name2, name3}@rmtsite
```

where there can be any number of *names* between the braces, all of whom have an account at *rmtsite*. For example, using this format, to send mail to *janet*, *sarah*, and *billw*, all of whom have an account on *site1*, you would address the message: *{janet, sarah, billw}@site1*. If these messages were addressed separately, the addresses would look like this: *janet@site1*, *sarah@site1*, *billw@site1*.

Your underlying mail system may support system-wide aliasing. With system-wide aliasing, your system administrator can set up group user names, or *aliases*, which allow you or any user on your system to send mail to the defined group of users by specifying the corresponding *alias* as a mail recipient. Such an alias can be used in place of listing the individual names of each user (and optionally site) represented by the alias. For example, your system administrator may have defined an alias, such as *all.co*, that represents every member of your company. To send mail to everyone in the company, you could specify *all.co* in the *To:* field of a message rather than listing the name of everyone in your company.

The examples in this guide specify individual user names using lowercase, with no site name.

To send mail to other users, ask your system administrator:

- What user name to use for each user on your underlying mail system, including yourself.
- How to address users on other computers.
- What system-wide aliases have been defined on your system, if any.

You can also define your own set of aliases for groups of users to whom you will frequently send mail. For more information on defining your own aliases, refer to section 8.

2.4 Mail System Local Menu

1. To view the Mail System local menu, use **LOCAL-MENU**:

Subject:	
To:	Mail System
Cc:	
Bcc:	
From:	Select a menu option (for example, move the cursor to an item and EXECUTE), otherwise, CANCEL to remove the menu, or HELP to display help information.
	<ul style="list-style-type: none"> (1) Mail this message (2) Reply to this message (3) Forward or copy this message (4) Delete this message (5) Restore deleted message (6) File this message (7) Show in-box and add new mail (8) Show complete message display (9) Show received message header
Sender:	Status:
/usr/larry/mhs/0	INSERT Line 1 (0)

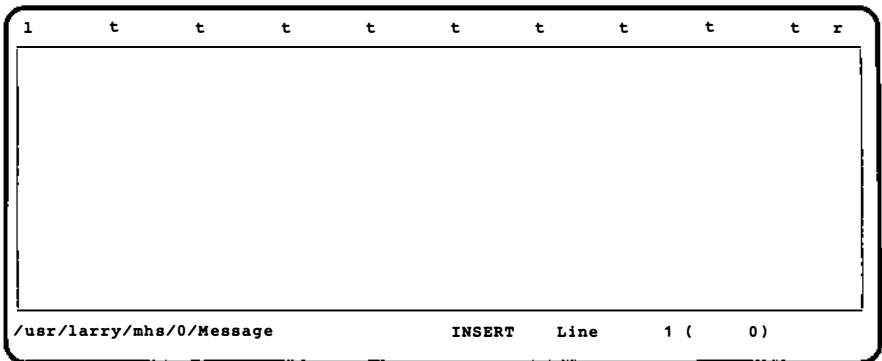
2. To remove the local menu, use **CANCEL**.

2.5 Moving Around in Your Mailbox

You can use the cursor-positioning functions, such as **+TAB**, **-TAB**, **ENTER**, and the arrow functions to move around in your mhs file.

1. Use **TAB** three times to move to the **To:**, **Cc:**, and **Bcc:** fields. Neither **TAB** nor **ENTER** move the cursor to the **Date:** field, as you are not allowed to modify that field.
2. Use **TAB** or press **ENTER** as many times as necessary to move to the message field.
3. With the cursor in the message area, use **TAB**. Now **TAB** operates as it does in a text file, moving the cursor to the next tab stop.
4. Use **GO-TO** to move to the beginning of the message area. **GO-TO** moves between the top and the bottom of the message area.

5. To display the zoom form for the message area, use **ZOOM-IN**. Something similar to this displays:



This display can be used when you want to view more of a message at a single time.

6. Use **ZOOM-OUT** to return to the normal message display.
7. Use **HOME** to return to the `Subject:` field.
8. Use **NEXT** to move to the next message in the file. If there are no messages in your mailbox, check the status line at the bottom of your display; the path will change from something like `/usr/larry/mhs/0` to `/usr/larry/mhs/1`.

From the message display you can also use the sequence **ZOOM-OUT**, **↓**, **ZOOM-IN** to move to the next message.

9. Use **PREVIOUS** to return to the previous message.

From the message display you can also use the sequence **ZOOM-OUT**, **↑**, **ZOOM-IN** to move to the previous message.

10. To return to the initial Mail System display, use **ZOOM-OUT**.

You can also move to a specific message in your `mhs` file while viewing the message display by using the sequence **ENTER** *n* **NEXT** (or **PREVIOUS**), where *n* is the number of the message that you want to display.

3. SENDING, DELETING, AND RESTORING MAIL MESSAGES

3.1 Creating and Sending a Short Mail Message

1. To send a mail message, make sure the cursor is on a blank line in the initial display, then **ZOOM-IN**. A blank message display appears, with the cursor in the **Subject:** field.
2. Type in a subject, such as: **Sending a message**, then press the **ENTER** key to move to the **To:** field.
3. Type in your own user name, such as **larry**, then press the **ENTER** key as many times as necessary to move to the message field. (If you are not sure what your user name is, ask your system administrator.)
4. Type in some text, so that the display looks something like this:

```

Subject:  Sending a message
To:      larry
Cc:
Bcc:
From:
Date:

I will send this message to myself.

Sender:  /usr/larry/mhs/0
Status:  1 ( 0)
INSERT  Line

```

5. To send this message, use **LOCAL-MENU**. The display now looks something like this:


```

Subject: Sending a message
To:      larry
Cc:
Bcc:
From:
Date:

I will send this message to mys

```

Mail System	
Select a menu option (for example, move the cursor to an item and EXECUTE); otherwise, CANCEL to remove the menu, or HELP to display help information.	
(1) Mail this message (2) Reply to this message (3) Forward or copy this message (4) Delete this message (5) Restore deleted message (6) File this message (7) Show in-box and add new mail (8) Show complete message display (9) Show received message header	

```

Sender:
/usr/larry/mhs/0

```

INSERT Line 1 (0)

6. Select the first menu option (1) Mail this message. A popup box displays, asking you to confirm that you want to send this message:

```

Subject: Sending a message
To:      larry
Cc:
Bcc:
From:
Date:

I will send this message to myself.

```

Please confirm that you want to send this message. Touch EXECUTE to send it, CANCEL to take no action, HELP for help.

```

Sender:
/usr/larry/mhs/0

```

INSERT Line 1 (0) Status:

Use **EXECUTE** to send the message. (You can use **CANCEL** to stop the message from being sent.)

After using **EXECUTE**, another popup box displays, stating: Sending mail message.... The Mail System then sends the message, inserts the date in the Date: field, fills in the From: field, and specifies a Status: of Sent:

```

Subject: Sending a message
To:      larry
Cc:
Bcc:
From:    larry
Date:    Wed Jun 1 10:24:38 1988

I will send this message to myself.

Sender:  /usr/larry/mhs/0
Status:  Sent
INSERT  Line  1 ( 0)

```

The **From:** and the **Date:** fields are filled in by your underlying mail system and will look different on different systems.

3.2 Creating a Longer Mail Message

To type in a longer mail message:

1. Use **NEXT** to move to the next message display. If necessary, use **NEXT** several times until a blank message display appears.
2. Move the cursor to the **Subject:** field (for example, by using **HOME**), type in the subject: **A longer test message**, then press the **ENTER** key to move to the **To:** field.
3. Type in your own user name, such as **larry**, then press the **ENTER** key several times to move to the message field.
4. Type a longer message, such as the message in the next display.
5. With the cursor in the message area, use **ZOOM-IN** to view a screenful of text:

```

l   t   t   t   t   t   t   t   t   t   r

```

This is a longer message written using the Mail System. The Mail System allows me to send and receive mail messages, reply to mail, forward and copy mail, delete and restore mail messages, file mail messages, and view additional information about received mail messages. I can also customize the Mail System by editing the Mail System Profile.

The TEN/PLUS editor is used to enter and edit text. The TEN/PLUS functions can be used while editing. When using the Mail System, the local menu lists special Mail System functions.

To move between mail messages, I can either use NEXT and PREVIOUS, or I can ZOOM-OUT to the initial display, move to the desired message, then ZOOM-IN.

To view all of the text in a mail message, I can use the TEN/PLUS scrolling functions, such as +PAGE, -PAGE, +LINE, and -LINE. The display also automatically scrolls as necessary while text is being entered.

To see more of the message at one time, I can use ZOOM-IN while the cursor is in the message area. To return to the mail message display, I can use ZOOM-OUT.

```

/usr/larry/mhs/1/Message          INSERT   Line   1 (   19)

```

If necessary, use the scrolling functions **+LINE** or **+PAGE** to display more text.

- Use **ZOOM-OUT** to return to the message display, then use **GO-TO** to move to the beginning of the message:

```

Subject:  A longer test message
To:      larry
Cc:
Bcc:
Date:    Wed Jun  1 10:32:48 1988
From:    larry

```

This is a longer message written using the Mail System. The Mail System allows me to send and receive mail messages, reply to mail, forward and copy mail, delete and restore mail messages, file mail messages, and view additional information about received mail messages. I can also customize the Mail System by editing the Mail System Profile.

The TEN/PLUS editor is used to enter and edit text. The TEN/PLUS functions can be used while editing. When using the Mail System, the local menu lists special Mail System functions.

To move between mail messages, I can either use NEXT and PREVIOUS, or I can ZOOM-OUT to the initial display, move to the desired message, then ZOOM-IN.

To view all of the text in a mail message, I can use the TEN/PLUS scrolling functions, such as +PAGE, -PAGE, +LINE, and -LINE. The display also

```

Sender:
/usr/larry/mhs/1          Status: Sent
                          INSERT   Line   1 (   19)

```

7. Send the message to yourself using local menu option (1) Mail this message, and use **EXECUTE** to confirm that you want to send the message.

3.3 Deleting and Restoring Mail Messages

1. Use **LOCAL-MENU** to display the Mail System local menu.
2. Select option (4) Delete this message. The message is deleted. If no message follows this message, then a blank message display appears.
3. Select option (5) Restore deleted message to restore the message you just deleted. You can only use **(5)** to restore messages deleted using **(4)** during this editing session on your mhs file. During the editing session, if you switch to another file, messages deleted using **(4)** are permanently removed, and therefore cannot be restored using **(5)**.

You can delete multiple messages by using **(4)** multiple times while editing your mailbox file. To restore multiple messages, you can use **(5)** repeatedly; this restores messages in the reverse order in which they were deleted, so that the last message deleted is restored first. To remove and restore multiple messages:

1. Use **PREVIOUS** to move to the previous message.
2. Use **(4)** twice to remove two messages. If there are only two messages in your file, then a blank message display appears.
3. Use **(5)** twice to restore these messages. Note that the last message deleted is the first message restored.

You can also delete multiple messages simultaneously using the TEN/PLU function sequence **ENTER** n **(4)**, where n represents the number of messages you want to delete. To restore these messages simultaneously, you would use **ENTER** n **(5)**. (You could also restore these messages one by one using **(5)** n times.)

1. Use **ENTER** 2 **(4)** to delete two messages from your mhs file.
2. Use **ENTER** 2 **(5)** to restore these messages. The first message displays.

You can also remove and restore messages by using **PICK-UP** and **PUT-DOWN** or **PUT-COPY**, and **DELETE** and **RESTORE** while

viewing the initial Mail System display. To practice using **PICK-UP** and **PUT-DOWN**:

1. **ZOOM-OUT** to the initial Mail System display.
2. Position the cursor on a message, then use **PICK-UP** to delete a message.
3. Use **PUT-DOWN** to restore the message. You could also have used **PUT-COPY**.

You can copy messages by using **PICK-COPY** and the **PUT-DOWN** or **PUT-COPY** commands while viewing the initial message display.

You can use the History Display to restore messages that have been removed from your mhs file. For example, the History Display would be the only way to retrieve messages if you had deleted some mail using any of these options, then exited the TEN/PLUS system. You could re-enter your mhs file, then use the History Display to retrieve the deleted messages. For more information on the History Display, refer to the “TEN/PLUS Tutorial” in the *TEN/PLUS User Interface Guide*.

4. RECEIVING AND ANSWERING MAIL

4.1 Receiving Mail

By now you should have received the messages you sent to yourself. Because no new mail is added to your in-box mhs file while you are editing it, use **LOCAL-MENU** option (7) Show in-box and add new mail to see whether you have received new mail while editing your in-box. Any new mail you have received is appended to your in-box.

- Use (7). The message Getting new mail messages displays. If you have received new mail, the Mail System moves you to the initial mail display if necessary, and the message You have *n* new messages displays, where *n* is the number of new messages you have received. Otherwise, the message No new mail displays.

Something similar to this displays:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/(To)	Date	S
Sending a message	{larry}	Wed Jun 1	S
A longer test message	{larry}	Wed Jun 1	S
Sending a message	larry	Wed, 1 Jun	U
A longer test message	larry	Wed, 1 Jun	U
/usr/larry/mhs			
INSERT Line 1 (19) v			

In the first two messages listed, larry is enclosed in braces ({larry}) indicating that larry is the person to whom the messages were sent. In the newly received messages, larry is not enclosed in braces, indicating that larry sent the messages.

4.2 Replying to a Message

To create a reply to a message, use local menu option (2) Reply to this message when the cursor is on a received message. When this option is selected, the Mail System:

- Displays the message Making reply.
- Makes a copy of the designated message and displays the new message.
- Fills in the Subject: field with the subject of the original, preceded with Re: (or Re(n):, where n is the number of the reply, if the same message has been exchanged several times).
- Fills in the To: field with the name of the user who sent the original message.
- If other users have been listed in the To: and Cc: fields, then the Mail System asks whether you want those users to be inserted in the Cc: field.
- Inserts a header preceding the text of the original message:

```
In reply to your message of DATE
-----
```

where *DATE* is the date the original message was sent.

To reply to a message:

1. Move to a message you have received, then **ZOOM-IN**.
2. Use local menu option (2) Reply to this message.

The reply looks something like this:

```
Subject: Re: Sending a message
To:      larry
Cc:
Bcc:
Date:
From:

In reply to your message of Mon, 1 Jun 88 10:24:35 mdt
-----
I will send this message to myself.

Sender:      Status: Composed
/usr/larry/mhs/3  INSERT  Line  1 ( 19) v
```

If the message to which you were replying had been addressed to multiple users, a popup box would have displayed, asking whether

the original recipients should be included on the **Cc:** line of the reply.

You can also prefix each non-blank line of the reply with special characters. This helps to set the original message apart from any text you add to the message. To prefix the lines of the reply with characters, position the cursor so that it is on a message you have received, then use the TEN/PLUS function sequence **ENTER** *characters* **(2)**, where *characters* are any characters you specify, such as your initials or >>, that are to precede each line of copy in the original message.

1. Go to a message you have received.
2. Use **ENTER**, type >> into the popup box, then use **(2)**. The reply displays, looking something like this:

Subject: Re: Sending a message	
To: larry	
Cc:	
Bcc:	Date:
From:	
In reply to your message of Wed, 1 Jun 88 10:24:35 mdt	

>>I will send this message to myself.	
Sender:	Status: Composed
/usr/larry/mhs/3	INSERT Line 1 (4)

4.3 Forwarding Mail

To make a copy of a message, use **(3) Forward** or **copy** this message. The Mail System makes a copy of the designated message in a new message. If the original message is one that you have received, then the new message has the subject field filled in as **Forwarded:** followed by the text in the **Subject:** field of the original message. In the message area, information about the original message precedes the copy of the text of the original message. If the original message is one that you have *not* received, then the copy is similar to the **Forwarded** message, except that the word **Forwarded** is replaced with **Resent**.

1. To make a copy of the short message to forward, move to the short message you have received (for example, by using **PREVIOUS**).
2. Use (3) Forward or copy this message. A popup box displays the message Making message to forward. The forwarded message then displays, looking something like this:

```

Subject: Forwarded: Sending a message
To:
  Cc:
  Bcc:                               Date:
From:

Forwarded mail follows:
-----
To: larry
From: larry
Date: Wed, 1 Jun 88 10:24:35 mdt
-----
I will send this message to myself.

Sender:                               Status: Composed
/usr/larry/mhs/3                       INSERT   Line   1 ( 0)

```

The text in the **From:** field may look different on your system, as these are formatted by the underlying mail system.

You could then edit the message; for example, you may want to add some explanation of why you are forwarding the message, insert comments in the text of the message, or delete some parts of the forwarded text.

4.4 Sending a Copy of a Message You Have Not Received

To send a copy of a message you have not received, use (3) to create a copy of the message. The format of the message is similar to that of the forwarded message, except that the word **Forwarded** is replaced by **Resent**. To try resending a message:

1. Use **(3)**. A popup box displays the message Making message copy, then a copy of the message displays:

```
Subject: Resent: Forwarded: Sending a message
To:
  Cc:
  Bcc:                               Date:
From:

Resent mail follows:
-----
Forwarded mail follows:
-----
To: larry
From: larry
Date: Wed, 1 Jun 88 10:24:35 mdt
-----
I will send this message to myself.

Sender:                               Status: Composed
/usr/larry/mhs/4                       INSERT   Line   1 ( 0)
```

This message is now ready to be edited and mailed.

5. FILING MAIL MESSAGES

Messages in your mailbox can be grouped as:

- Messages that require a response.
- Messages that can be deleted.
- Messages that should be saved.

In your mhs in-box, you may want to store only those messages requiring action or response. You can delete messages of only immediate value, but you will probably want to save some of the messages. To save messages, you can use the Mail System option that is used to file mail messages in mhs filing mailboxes, or *out-boxes*. You can create multiple mhs filing out-boxes, one for each kind of mail you will be filing. For example, you may want to create an out-box named `admin.mhs` for administrative messages.

You may want to store these mailboxes in their own directory, such as `$HOME/mail`. To store your mhs out-boxes in their own directory, you need to create the directory before you use (6) File this message.

1. Move to the File Manager display for your home directory.
2. Type in the name of your mail directory (for example, `mail`) in the File field, then **TAB** to the Description field, and type in a description of the directory:

INTERACTIVE TEN/PLUS SYSTEM	
Move the cursor to an item below and ZOOM-IN to see it.	
File	Description
<code>mesg</code>	My Incoming Messages
<code>phone</code>	Company Telephone Book
<code>policies</code>	Company Policies
<code>report</code>	First Report on the QuikSell Project
<code>profiles</code>	Directory for Profile Files
<code>1988.cal</code>	1988 Calendar
<code>mhs</code>	Mailbox File
<code>mail</code>	Directory for out-box filing mailboxes

`/usr/larry` INSERT Line 8 (8)

INTERACTIVE TEN/PLUS Mail System				
Subject	From/{To}	Date	S	
Sending a message	{larry}	Wed Jun 1	S	S
Mailbox to file the current message in ("new.mhs"): mail/test.mhs		un 1	R	C
Resent: Forwarded: Sending a message				
Re: Sending a message				
Re: Sending a message				
A longer test message	larry	Wed, 1 Jun	C	U
/usr/larry/mhs				
INSERT Line 1 (8)				

Use **EXECUTE** when you finish typing in the file name.

If you enter only a file name, without a path, then the file is put in the current directory. If you use **EXECUTE** without typing in a file path and name, then the default new.mhs mailbox will be created in the current directory. If you use **CANCEL**, then no mailbox will be created.

8. A pop up box displays asking you to confirm that you want this mailbox created:

INTERACTIVE TEN/PLUS Mail System				
Subject	From/{To}	Date	S	
Sending a message	{larry}	Wed Jun 1	S	S
The specified mailbox does not exist. Touch EXECUTE to create it, CANCEL to take no action, HELP for help.		Wed Jun 1	R	C
Re: Sending a message				
A longer test message				
	larry	Wed, 1 Jun	C	U
/usr/larry/mhs				
INSERT Line 1 (8)				

EXECUTE to create the mailbox. A pop up box displays the message Filing message in *mailbox*, where *mailbox* is the mailbox you specified.

If you use **CANCEL**, then no mailbox is created.

9. Another popup box displays, asking whether this mailbox should be added permanently to the out-box filing menu that displays when you use **(6)**:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/(To)	Date	S
Sending a message	{larry}	Wed Jun 1	S
Touch EXECUTE to add /usr/larry/mail/test.mhs permanently to the menu of filing mailboxes. Touch CANCEL to take no action, HELP for help.			S
Re: Sending a message		Wed, 1 Jun	R
A longer test message	larry	Wed, 1 Jun	C
			C
			C
			C
			U
/usr/larry/mhs		INSERT	Line 1 (8)

Use **EXECUTE** to add the mailbox permanently to your filing menu. (If you use **CANCEL**, then the mailbox will be listed on your filing menu only while you are editing this mhs file. On switching to another file or exiting the TEN/PLUS system, this mailbox is removed from the filing menu.)

10. A popup box displays, asking you to enter the description of the filing mailbox that will appear on the filing menu. Type in a description:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/(To)	Date	S
Sending a message	{larry}	Wed Jun 1	S
Enter the description you would like to use in your filing menu: Test mailbox			S
Re: Sending a message	{larry}	Wed, 1 Jun	R
Re: Sending a message	larry	Wed, 1 Jun	C
A longer test message		Wed, 1 Jun	C
			C
			C
			U
/usr/larry/mhs		INSERT	Line 1 (8)

After you have typed a description, use **EXECUTE**. (If you use **EXECUTE** without typing in a description, or use

CANCEL, the full path and name of the mailbox will display on the filing menu.)

The message is deleted, since messages are deleted when filed (unless otherwise specified in your Mail System profile). Use **(6)** to display the filing menu. The new filing mailbox is listed:

INTERACTIVE TEN/PLUS Mail System

Subject	From/{To}	Date	S
A longer test message	{larry}	Wed Jun 1	S
Menu of Filing Mailboxes			
Move cursor & EXECUTE to select, CANCEL, or HELP			
OTHER			C
Test Mailbox	y	Wed, 1 Jun	U

/usr/larry/mhs

INSERT Line 1 (7)

To file the message under the cursor in Test mailbox:

1. Make sure the cursor is on Test mailbox, then use **EXECUTE**. The message Filing message in mailbox displays.

The message is filed in the out-box and deleted. You can create as many filing out-box mhs files as desired.

To see the Test mailbox, move to that mailbox (for example, by using **ENTER** \$HOME/mail/test.mhs **USE**, assuming that your test file is \$HOME/mail/test.mhs). Something similar to this displays:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/{To}	Date	S
Sending a message	{larry}	Wed, 1 Jun	R
A longer test message	{larry}	Wed Jun 1	S
/usr/larry/test.mhs		INSERT	Line 1 (1)

All local menu options are available while editing any mhs file. If, for example, you meant to file these messages in a different mailbox, you could use [6] to display the filing menu, then file these messages into another mailbox.

You can also file multiple messages using the function sequence **ENTER** n [6], where n is the number of mail messages you want to file. This sequence files n number of messages, including the message at the cursor and messages following that message in the order in which they are listed.

6. CUSTOMIZING THE MAIL SYSTEM

You can customize the Mail System by:

- Adding a new menu option to your editor profile.
- Adding a watchfiles option to your editorprf.
- Modifying your mail profile.

6.1 Adding a Menu Option to Move to Your Mailbox

You can add an option to your New Task Menu that is used to move to your mailbox. To do this:

1. Access your editor profile (for example, by using the sequence **ENTER** \$HOME/profiles/editorprf **USE**).
2. With the cursor on MENU Options, **ZOOM-IN**. A screen similar to this displays:

MENU Options		
Description shown in menu	Type	Name of file or program
Show home directory	file	\$HOME
Display history of current file	helper	history
Housekeep	popbox	find \$HOME/forms -name "...*" -pr
Show your profiles directory	file	\$HOME/profiles
Edit your editor profile	file	\$HOME/profiles/editorprf
/usr/larry/profiles/editorprf OVERWRITE Line 1 (10) >		

3. Add a new line to the list of menu options:

MENU Options		
Description shown in menu	Type	Name of file or program
Show home directory	file	\$HOME
Display history of current file	helper	history
Housekeep	popbox	find \$HOME/forms -name "*" -pr
Show your profiles directory	file	\$HOME/profiles
Edit your editor profile	file	\$HOME/profiles/editorprf
Read or send mail	file	\$HOME/mhs

/usr/larry/profiles/editorprf INSERT Line 6 (10) >

If you want your in-box mailbox file to be named using mhs as an extension or to be located somewhere other than \$HOME, enter the file path and name of your in-box mhs file into the Name of file or program field. This tutorial assumes that your in-box is \$HOME/mhs.

4. Use **SAVE** to implement the new option.
5. Use **MENU**. Your New Task Menu should now look something like this:

MENU Options	
Description shown in men	New Task Menu
Show home directory	Select a menu option (for example, move the cursor to an item and EXECUTE); otherwise, CANCEL to remove the menu, or HELP to display help information. Show home directory Execute UNIX shell commands Run a shell command in a box Show your profiles directory Edit your editor profile Housekeep Display history of current file
Display history of current file	
Housekeep	
Show your profiles directory	
Edit your editor profile	
Read or send mail	

/usr/larry/profiles/editorprf INSERT Line 10 (10) >

6. Use **CANCEL** to remove the menu.

6.2 Popup Box Display on Receiving Mail

You can cause a popup box to display when you receive mail while working in the TEN/PLUS environment. The popup box states You have the following new mail::; information about each

new mail message you have received is also displayed in the popup box. To use this option, add a line to your `$HOME/profiles/editorprf` Files the Editor Should Watch.

1. Use **NEXT** two times to move to the editorprf option Files the Editor Should Watch.
2. Move to a blank line on the display. In the Name of file field, list your directory in the system mail directory (for example, `/usr/spool/mail/larry`); ask your system administrator for the name of the directory to list here. In the Program to run field, type `$SYS/bin/newmail`. The line in Files the Editor Should Watch looks something like this:

Files the Editor Should Watch		
Name of file	Message to display	Program to run
<code>/usr/spool/mail/larry</code>		<code>\$SYS/bin/newmail</code>
<code>/usr/larry/profiles/editorprf</code>		
	INSERT	Line 1 (1)

3. Use **SAVE** to implement the new option.
4. To return to your mailbox, use **MENU**, then select the Read or send mail option.

6.3 Customizing Your Mail Profile

You can customize the Mail System by editing your mail profile, `$HOME/profiles/mhsprf`. Your mail profile was created when you specified a filing out-box to be listed on your filing menu.

1. Edit your `$HOME/profiles/mhsprf` Mail System profile (for example, by using the sequence **ENTER** `$HOME/profiles/mhsprf` **USE**). (If you do not have a mail profile, create a structured file named `mhsprf` in your

`$HOME/profiles` directory. For example, you can create your `$HOME/profiles/mhsprf` file by using the sequence `[ENTER]` `$HOME/profiles/mhsprf` `[USE]`, then selecting the option to create a structured file.) The system's default mail profile information is copied into your profile, so that it looks something like this:

```

From:
Mailbox for incoming messages (in-box): $HOME/mhs
Ask for confirmation when sending a message (any char. means yes):      "x"
Delete message from current mailbox when filing (any char. means yes):  "x"
Ask if new filing mailbox should be permanently added to filing menu
  (any char. means yes):                                               "x"
Copy text of original message in reply (any char. means yes):          "x"
Insert replies and forwards before original message (any char. means yes): " "
Ask for confirmation when deleting messages (any char. means yes):      " "
Move to previous message following a deletion (any char. means yes):    " "
How often do you want to discard history from your in-box (in days):    10
How many days of history do you want to keep in your in-box:           1

```

Description of mailbox in filing menu	Name of mailbox
Test mailbox	/usr/larry/mail/test.mhs

```

/usr/larry/profiles/mhsprf          INSERT   Line    3 (    4)

```

The test filing mailbox has been added to your `HOME/profiles/mhsprf`, so that it displays on your filing menu.

6.3.1 Mail Profile Fields

These fields are included on `mhsprf`:

From:

If you are allowed to edit the `From:` field on the message display, then you are allowed to edit the `mhsprf` `From:` field. The `mhsprf` `From:` field is used to specify descriptive information that will be inserted, along with your legal address, into the message `From:` field when appropriate. This information is inserted into the message's `From:` field on sending the message if the field is blank. (Otherwise, the information in the message's `From:` field is mailed, along with your legal address.)

If the `From:` field in the message is empty, and either your `mhsprf From:` field is empty or you are using the standard `mhsprf`, then the Mail System automatically enters something, such as your user name, in the `From:` field on messages you send.

If you are not allowed to edit the message `From:` field, then you cannot edit the `From:` field in `$HOME/profiles/mhsprf`. The underlying mail system fills in the `From:` field on sent messages.

Mailbox for incoming messages (in-box):

Enter the name of your main mailbox to which new mail is appended (that is, your in-box). It is initially set to `$HOME/mhs`. Change this if your main mailbox is not `$HOME/mhs`.

Ask for confirmation when sending a message:

Specify whether you want a popup box to display when you use (1), asking you to confirm that you want to send the message. The Mail System will ask you to confirm that you want to send the message if you leave the `x` character (or any other character) in the field. The Mail System will *not* ask for confirmation if you remove the `x` so that the field is blank.

Delete message from current mailbox when filing:

Specify whether you want messages deleted from your mailbox after you have filed them in another mailbox. This field is initially set so that messages are deleted when they are filed. The Mail System will delete messages when you file them if you leave the `x` character (or any other character) in the field. The Mail System will *not* delete messages on filing if you remove the `x` so that the field is blank.

Ask if new filing mailbox should be permanently added to filing menu:

When you use option (6) `File this message` and select `OTHER` to create a new filing out-box, you can select whether you want a popup box to display asking you to `Touch EXECUTE` to add *new filing mailbox* to the menu of filing mailboxes, where *new filing mailbox* is the new filing out-box. If you specify

that you do not want this popup box to display, then the only way you will be able to add new filing out-boxes to the filing menu permanently will be by editing your `$HOME/profiles/mhsprf`. The Mail System will display this popup box if you leave the `x` character (or any other character) in this field. The Mail System will *not* ask whether the new mailbox should be added permanently to your filing menu if you remove the `x` so that the field is blank.

Copy text of original message in reply:

Specify whether you want the text of the original message copied into the reply message. The Mail System will copy the original message into the reply if you leave the `x` character (or any other character) in the field. The Mail System will *not* copy the text of the original in your reply if you remove the `x` so that the field is blank.

To reverse what is specified in this field, use the sequence `ENTER (2)` when creating a reply. For example, if you have specified that you want a copy of the original message in your replies (or if you are using the system version of `mhsprf`), then using `ENTER (2)` will create a reply that does *not* contain the original text. Note that if you use the sequence `ENTER characters (2)`, the copy of the original text will always be inserted in the reply, with each line prefixed by *characters*.

Insert replies and forwards before original message:

Specify whether you want replies and forwards of messages (created using `(2)` and `(3)`) to be inserted before the original message. To specify that you want replies and forwards to be inserted before the originals, type a character (such as an `x`) in this field. To specify that you want replies and forwards to follow the original messages, leave this field is blank.

Ask for confirmation when deleting messages:

Specify whether you want a popup box to display when you use (4) Delete this message; the popup box asks you to confirm that you want to delete this message. The Mail System will ask you to confirm that you want to delete the message if you type a character

(such as x) in the field. The Mail System will *not* ask you to confirm that you want to delete the message if you leave the field blank.

Move to previous message following a deletion:
Specify whether you want to move to the previous message after using (4) Delete this message. To move to the previous message, type a character (such as x) into this field. To move to the following message after using (4), leave the field blank.

How often do you want to discard history from your in-box:

Specify how often you want the history in your mailbox removed. The field is initially set to 10, which means that history is removed once every 10 days. In this case, history is removed on entering your main mailbox file on the tenth day after history was last removed or the first time you edit your mailbox after the tenth day. Do not set this field to a blank or to a large number because you may run out of disk space.

How many days of history do you want to keep in your in-box:

Enter the number of days of history you want stored in your main mailbox. The default is one day, which means that after history is removed, your mhs file will retain a history of all mail transactions in the preceding 24 hours. To see the history of the file, use the History Display. Refer to the “TEN/PLUS Tutorial” for more information about the History Display.

Description of mailbox in filing menu

Enter a description of each mailbox you will use for filing mail. These descriptions appear when you use LOCAL-MENU option (6) File this message.

Name of mailbox

This field contains the full path (name and directory) of each mailbox described in the corresponding description field.

The filing mailboxes in the example below are stored in the mail directory. The first mailbox, Test mailbox, was added to the

filing menu and profile by selecting the OTHER option from the filing menu displayed by (6).

Description of mailbox in filing menu	Name of mailbox
Test mailbox	/usr/larry/mail/test.mhs
Administrative messages	\$HOME/mail/admin.mhs
Technical discussions	\$HOME/mail/tech.mhs
Time sheets	\$HOME/mail/timesheet.mhs

To modify your mhsprf:

1. If you are allowed to edit the From: field, move the cursor to the From: field, then type in your name as you want it to appear on messages you send. For example, you may want to type in your full name, your user name, and phone number. Then use **TAB** to move to the next field.
2. If the name of your in-box mailbox is something other than \$HOME/mhs, then type the new name in the Mailbox for incoming messages (in-box): field, then use **TAB**. Otherwise, accept the default by using **TAB**. Note that the examples in this tutorial assume that your in-box is \$HOME/mhs.
3. To accept the default for Ask for confirmation when sending a message:, use **TAB**. Otherwise, delete the character from this field (for example, using **DELETE-CHARACTER**), then use **TAB**.
4. To accept the default for Delete message from current mailbox when filing:, use **TAB**. Otherwise, delete the character from this field (for example, using **DELETE-CHARACTER**), then use **TAB**.
5. To accept the default for Ask if new filing mailbox should be permanently added to filing menu:, use **TAB**. Otherwise, delete the character from this field (for example, using **DELETE-CHARACTER**), then use **TAB**.
6. To accept the default for Copy text of original message in reply:, use **TAB**. Otherwise, delete the

character from this field (for example, using **DELETE-CHARACTER**), then use **TAB**.

7. To accept the default for Insert replies and forwards before original message:, use **TAB**. To specify that you want the replies and forwards inserted before the original message, type a character (for example, x), then use **TAB**.
8. To accept the default for Ask for confirmation when deleting messages:, use **TAB**. To specify that you want a popup box to display when deleting messages, type a character (for example, x), then use **TAB**.
9. To accept the default for Move to previous message following a deletion:, use **TAB**. To move to the previous message after deleting a message, type a character (for example, x), then use **TAB**.
10. To accept the default of 10 days for the How often do you want to discard history from your in-box: field, use **TAB**. To specify another number of days, type in that number, making sure the original number is deleted, then use **TAB**.
11. To accept the default of 1 day for the How many days of history do you want to keep in your in-box: field, use **TAB**. To specify another number of days, type in that number, making sure the original number is deleted, then use **TAB**.
12. Type in the description of a mhs file on the first line of the Description of mailbox in filing menu, **TAB** to the Name of mailbox field, then type the name of the filing mhs mailbox, specifying the full path (for example, \$HOME/mail/admin.mhs). Then use **TAB** to move to the next line; continue typing in all of the names of your filing mailboxes. Enter at least one mailbox, so that you can see how mailboxes are added to your filing menu using mhsprf.

Your mhsprf file now looks something like this:

```

From:
Mailbox for incoming messages (in-box): $HOME/mhs
Ask for confirmation when sending a message (any char. means yes): "x"
Delete message from current mailbox when filing (any char. means yes): "x"
Ask if new filing mailbox should be permanently added to filing menu
  (any char. means yes): "x"
Copy text of original message in reply (any char. means yes): "x"
Insert replies and forwards before original message (any char. means yes): " "
Ask for confirmation when deleting messages (any char. means yes): " "
Move to previous message following a deletion (any char. means yes): " "
How often do you want to discard history from your in-box (in days): 3
How many days of history do you want to keep in your in-box: 1

      Description of mailbox in filing menu          Name of mailbox

Test mailbox                                     /usr/larry/mail/test.mhs
Administrative messages                         $HOME/mail/admin.mhs
Technical discussions                           $HOME/mail/tech.mhs
Time sheets                                    $HOME/mail/timesheet.mhs

/usr/larry/profiles/mhsprf          INSERT   Line   3 (   3)

```

You can edit the Description of mailbox in filing menu and Name of mailbox at any time to add, delete, or modify information about your out-box filing mailboxes.

6.4 Filing Messages Using Modified mhsprf

To try filing messages in the mailboxes defined in your \$HOME/profiles/mhsprf:

1. Return to your in-box mailbox by using **MENU**, then select the Read or send mail option (for example, by positioning the cursor on the Read or send mail option, then using **EXECUTE**).
2. Select option (6) File this message. A filing menu similar to this displays:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/{To}	Date	S
Sending a message	larry	Wed, 1 Jun	R
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Menu of Filing Mailboxes</p> <p>Move cursor & EXECUTE to select, CANCEL, or HELP</p> <p>OTHER</p> <ul style="list-style-type: none"> Test Mailbox Administrative messages Technical discussions Time sheets </div>			
	y	Wed, 1 Jun	U
/usr/larry/mhs			
INSERT Line 1 (6)			

3. Select a new mailbox that you have never used before, such as the **Administrative messages** mailbox (for example, by positioning the cursor on that option, then using **EXECUTE**). Since this out-box has not yet been created, this popup box displays:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/{To}	Date	S
Sending a message	larry	Wed, 1 Jun	R
<div style="border: 1px solid black; padding: 5px;"> <p>The specified mailbox does not exist. Touch EXECUTE to create it, CANCEL to take no action, HELP for help.</p> </div>			
		Wed, 1 Jun	U
/usr/larry/mhs			
INSERT Line 1 (6)			

Use **EXECUTE**. The mailbox is created, and the message is filed. The message may also be deleted, depending on how the Delete message from current mailbox when filing: is set in your \$HOME/profiles/mhsprf Mail System profile.

7. USING THE COMPLETE DISPLAY AND HEADER

Because the Mail System can be used with any number of underlying mail systems, two options are provided that display more information about mail received and sent on the underlying system: (8) Show complete message display and (9) Show received message header. These are designed to be used by those who are familiar with the underlying mail system.

7.1 Viewing and Editing the Complete Message Display

1. To view the complete message display, move the cursor to a message, then select local menu option (8) Show complete message display. Something similar to this displays:

```

Subject: Forwarded: Sending a message
To:
  Cc:
  Bcc:                               Date:
From:
Re:
Reply To:
Reply By:                               Errors To:
Delivery Info:                           Exp Date:
Priority (h,m,l): " " Confirm (y,n): " " Sensitivity:      Forwarded:

Forwarded mail follows:
-----
To: larry
From: larry
Date: Wed, 1 Jun 88 10:24:35 mdt
-----

Message Id:
References:
Obsoletes:
Comments:
Sender:
/usr/larry/mhs/0                               INSERT   Line      Status: Composed
                                                1 (      1)

```

You can use this display to send a mail message, if desired. You will only be allowed to edit those fields that are supported on your underlying mail system. The appendix in this tutorial lists the fields on the complete message display and the corresponding fields in your underlying mail system. For complete information on these fields, refer to this appendix and to your underlying mail system documentation. For example, if your system supports confirm and priority mechanisms, then you can specify these by modifying the Confirm and Priority fields. The appendix lists how these fields are

mapped between the TEN/PLUS Mail System and your underlying mail system; you can then edit these fields appropriately and send the message using [1].

2. Use **LOCAL-MENU** while viewing the complete message display and a popup box containing a menu of special functions will appear:

Subject: Forwarded: Sending a message	
To:	
Cc:	Mail System
Bcc:	
From:	Select a menu option (for example, move the
Re:	cursor to an item and EXECUTE); otherwise,
Reply To:	CANCEL to remove the menu, or HELP to display
Reply By:	help information.
Delivery I	
Priority (
Forwarded	(1) Mail this message
-----	(2) Reply to this message
To: larry	(3) Forward or copy this message
From: lar	(4) Delete this message
Date: Wed	(5) Restore deleted message
-----	(6) File this message
	(7) Show in-box and add new mail
	(8) Return to normal message display
	(9) Show received message header
Message Id	
References:	
Obsoletes:	
Comments:	
Sender:	Status: Composed
/usr/larry/mhs/0	INSERT Line 1 (1)

Use option (8) Return to normal message display to return to the initial message display.

7.2 Viewing the Complete Message Header

1. To view the complete message header of any message you have received, move the cursor to a message you have received, then use option (9) Show received message header. The display looks something like this:

```

Received Mail Message Header

From larry Wed Jun 1 10:32:49 1988
Date: Wed, 1 Jun 88 10:32:44 mdt
From: larry
Message-Id: <8806011632.AA02968@ico.ISC.COM>
To: larry
Subject: A longer test message

/usr/larry/mhs/4          INSERT   Line      1 (      6)

```

This displays the message header as received by the Mail System from the underlying mail system. The header on your display may look different from this, as headers differ depending on the underlying mail system. You can copy information from this header, if desired; however, you are not allowed to modify the header information. For complete information on the fields displayed using option (9), refer to your underlying mail system documentation.

2. To return to the normal message display, use option (9) Return to normal message display. (You could also use **ZOOM-OUT**.)

```

Received Mail Message Header

From larry Wed Jun 1 10:32:49 1988

Mail System

Select a menu option (for example, move the
cursor to an item and EXECUTE); otherwise,
CANCEL to remove the menu, or HELP to display
help information.

(1) Mail this message
(2) Reply to this message
(3) Forward or copy this message
(4) Delete this message
(5) Restore deleted message
(6) File this message
(7) Show in-box and add new mail
(8) Show complete message display
(9) Return to normal message display

/usr/larry/mhs/4          INSERT   Line      1 (      6)

```

8. SENDING MAIL USING ALIASING

You can define your own aliases to send mail to multiple users. These aliases work in the same way that the system-defined aliases work, except that only you can use these aliases. If, for example, you send mail often to the same group of people, you could define an alias for those people. Then, to send mail to these users, you would only have to type in the alias as a recipient of your message, then use **[1]**.

To define your own aliases:

- Create an ASCII file named `.mailrc` in your home directory.
- List the word `alias`, followed by the alias name and the list of user names of those who are to be sent mail when that alias is used. (On some systems, you may be required to insert commas between the user names. Ask your system administrator whether you must use commas when defining your `$HOME/.mailrc` aliasing file. The examples in this tutorial use only spaces between user names in defining aliases.)

The format of the file is:

```
alias aliasname name1 name2 name3
```

where `alias` is the first word on the line, `aliasname` is the name the user would use as a recipient name in a mail message, and `name1` (and optionally `name2 name3` and more names, if desired) represents the user name (or names) of those who are to receive the message when that alias is used. If your system requires the use of commas, the format would be something like this:

```
alias aliasname name1,name2,name3
```

You can list as many user names as desired following the `aliasname`. If more names are listed then can fit on a single line, then at the end of each line (following a user name), type a backslash (`\`), and continue listing user names on the subsequent line. This example shows only users at the local site, but you can also specify users at remote sites; use the address used to send mail to the users at the remote site.

This is an example of an alias file:

```

l   t   t   t   t   t   t   t   t   t   t   r
alias quik barb john sarah paul
alias admin janet davem ellen
alias production quik admin louise keith meg andy fred susan\
sam mike eileen kathleen

/usr/larry/.mailrc          INSERT   Line      4 (    4)

```

In the first alias in this example, those people involved with the QuikSell project have been defined under the alias `quik`. Therefore, mail addressed to `quik` would be mailed to `barb`, `john`, `sarah`, and `paul`. An alias for the administrative staff has been created using the alias `admin`, which includes `janet`, `davem`, and `ellen`. Another alias, `production`, has been defined for the production staff. This alias name references the previously defined aliases `quik` and `admin`, along with other names. Mail sent to `production` would be sent to every alias listed in the `quik` and `admin` aliases, along with the individual users listed under `production`, including those on the second line. The first line of `production` user names ends with a backslash (`\`), and more user names are specified on the next line as part of the alias. Be sure that each alias defined in `.mailrc` references a specific user name at some point; for example, if you define an alias, such as `production`, that references other aliases, trace through the alias definitions to make sure that the original alias references a specific user name or names. Otherwise, an error message will display when you try to use that alias. For example, if you define an alias as `alias1`, then define `alias1` to be `alias2`, assuming that no users on your site are named `alias1` and `alias2`, then no user name is ever referenced by these aliases. If you try to send mail to `alias1`, an error message will display.

To create your own alias file:

1. Create the ASCII file `$HOME/.mailrc`. For example, change to your `$HOME` directory File Manager display, and type in the file name `.mailrc`. **TAB** to the Description field, type in a description, such as **Aliasing file for the Mail System**, then **ZOOM-IN**. The file creation menu displays. Select the option to create an ASCII file.

Note that since the file name begins with a ., the file may *not* display on the normal File Manager display, depending on how your \$HOME/profiles/indexprf file is defined.

2. Enter aliases similar to these:

```
1      t      t      t      t      t      t      t      t      t      r
alias test larry
alias quik barb john sarah paul
alias admin janet davem ellen
alias production quik admin louise keith meg andy fred susan\
sam mike eileen kathleen

/usr/larry/.mailrc                               INSERT   Line   5 (   5)
```

Make sure that the first entry lists an alias name followed by your user name, so that you can try out the aliasing mechanism.

3. **SAVE** your \$HOME/.mailrc file.
4. Return to your mhs file (for example, by using the New Task Menu option Read or send mail).
5. Move to a blank line on the initial mail display, then use **ZOOM-IN**.
6. Create a mail message to send to yourself using the test mail alias listing your name:

```

Subject: Using my .mailrc file
To:      test
Cc:
Bcc:
Date:
From:

I have defined an alias of test for my user name. This message will be sent
to me, as I have addressed this message to "test."

Sender:      /usr/larry/mhs/5
Status:      INSERT   Line   2 ( 2)

```

7. Use (1) Mail this message; if necessary, use **EXECUTE** to confirm that you want to send this message.

If the message The name of a recipient of this message was not recognized appears, then edit your \$HOME/.mailrc file, making sure that it includes a line:

```
alias test yourname
```

where *yourname* is your user name, use **SAVE**, then try sending this message again.

8. After allowing time for the message to be sent, use (7) Show in-box and add new mail. You should have received this message.

You may now want to edit \$HOME/.mailrc again to remove the test alias. You can edit the file as often as you wish to modify, add, or delete aliases you have defined.

9. USING THE MAIL SYSTEM EFFECTIVELY

To use the Mail System effectively, consider the following recommendations:

- Read through each message before it is sent to make sure the message is clear and states precisely what you mean to say. You may want to use the mail profile option that asks for confirmation before a message is sent, so that you can make sure the message is satisfactory.
- Capitalize sparingly in your messages, as excessive capitalization may come across on-line as shouting.
- Use caution when forwarding mail using option (3) **Forward or copy this message**, to make sure you are not inadvertently passing along sensitive or confidential information.
- Delete at once messages that are only of immediate value, such as a request to submit a time sheet. In this way, your in-box is cleared of unimportant messages, leaving only messages requiring action or response.
- Use the Mail System to help organize tasks. For example, you can use your mailbox as a project tracking tool by filing all mail relating to a single project in a mailbox designated for that project. You can also organize your mailboxes by arranging the messages in sections at the level of the initial Mail System display, providing appropriate headers for each section, such as: **“TO BE DONE,” “REPLY/RESPOND,”** and **“WAITING FOR RESPONSE.”**



Appendix: COMPLETE MESSAGE DISPLAY FIELDS

The TEN/PLUS Mail System works with many different mail systems. To display information available via the underlying mail system, the Mail System provides an option to display a complete message display. Each of the fields on the complete message display is mapped to a field supported by your underlying mail system. This appendix lists the mappings between the complete message display fields and their counterparts, if any, in standard V.3 mail systems, and in V.3 and BSD mail systems with `sendmail`. Identify your underlying mail system (for example, by asking your system administrator), then refer to the appropriate mapping.

1. STANDARD V.3 MAIL SYSTEMS

<i>Mail System</i>	<i>V.3 Mail System</i>
Bcc	Bcc:
Cc	Cc:
Comments	
Confirm "y" (yes)	
Confirm "n" (no)	
Date	Date:
Delivery Info	
Error Handling	
Exp Date	
Forwarded	
From	From: or From
Message Id	Message-Id:
Obsoletes	
Priority "h" (high)	
Priority "m" (medium)	
Priority "l" (low)	
Re	
References	
Reply By	
Reply To	
Sender	Sender:
Sensitivity	
Subject	Subject:
To	To:

For a discussion of the fields in your mail system listed above, refer to the documentation for your underlying mail system.

2. V.3 OR BSD MAIL SYSTEMS WITH sendmail

Mail System

Bcc
Cc
Comments
Confirm "y" (yes)
Confirm "n" (no)
Date
Delivery Info
Error Handling
Exp Date
Forwarded
From
Message Id
Obsoletes
Priority "h" (high)
Priority "m" (medium)
Priority "l" (low)
Re
References
Reply By
Reply To
Sender
Sensitivity
Subject
To

V.3 Mail System

Bcc:
Cc:
Comments:
Return-Receipt-To:
(default)
Date:
Received:
Errors-To:

From: or From
Message-Id:

Precedence: Pspecial-delivery
(default)
Precedence: Pjunk
In-Reply-To:
References:
Reply-By:
Reply-To:
Sender:

Subject:
To:

For a discussion of the fields in your mail system listed above, refer to the documentation for your underlying mail system.

TEN/PLUS Mail System Reference Manual

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TEN/PLUS Mail System Reference Manual

1. INTRODUCTION

This is a reference manual for the TEN/PLUS* Mail System. The Mail System is used to send and receive messages using the underlying mail system. This manual is intended for those who have already used the TEN/PLUS system to create, edit, and manage text files. This manual assumes that you are familiar with the information presented in the "TEN/PLUS Tutorial" in the *TEN/PLUS User Interface Guide*.

This manual contains these sections:

1. INTRODUCTION

Provides a general overview of this manual and a brief description of style conventions.

2. OVERVIEW OF THE MAIL SYSTEM

Describes how to create, access, and move around in mailbox files.

3. CUSTOMIZING THE MAIL SYSTEM

Reviews `mhsprf`, the Mail System profile.

4. USING THE MAIL SYSTEM

Reviews how to use the Mail System to send, receive, copy and forward mail, reply to mail, delete and restore mail, file mail messages, and view and/or edit more information about messages.

5. SYSTEM ADMINISTRATOR MAIL PROFILE

Reviews `$(SYS)/profiles/adminprf`, the system administrator's mail profile.

APPENDIX: ERROR MESSAGES

Lists error messages, their causes, and actions to take in response to the messages.

2. OVERVIEW OF THE MAIL SYSTEM

2.1 Creating a Mailbox

The Mail System uses a mailbox file to send and receive messages. The mailbox file is a structured file with the `mhs` file type. To create a mailbox file, create a structured file with the name `mhs`, or with the extension `.mhs`, such as `file.mhs`.

Although users can create multiple `mhs` mailbox files, only one is designated as that user's main mailbox, also referred to as an *in-box*. New mail is appended to the in-box. The Mail System assumes that the in-box is `$HOME/mhs` unless otherwise specified in the user's `$HOME/profiles/mhsprf`. Other `mhs` files can be used as *out-boxes* to file mail messages.

2.2 Accessing a Mailbox

Mailboxes are accessed in the same way that any other file is accessed (for example, **ENTER** `$HOME/mhs` **USE**).

An option can also be added to the New Task Menu used to access a user's in-box. Edit `$HOME/profiles/editorprf`, **ZOOM-IN** to Menu Options, and add an entry similar to this:

Read or send mail	file	\$HOME/mhs	
-------------------	------	------------	--

where the last field lists the correct path and name of the in-box.

If mail has been received, then on entering the `mhs` file this message displays: You have *n* new messages, where *n* is the number of new messages. The new messages are appended to the mailbox file in the order in which they are received. The cursor is usually positioned on the first new mail message.

2.3 Mail System Initial Display

The initial display of the Mail System looks something like this:

INTERACTIVE TEN/PLUS Mail System			
Subject	From/{To}	Date	S
/usr/larry/mhs		INSERT	Line 1 (0)

Each line in the initial message display summarizes information about a single message. The initial display of the Mail System is comprised of these fields:

Subject

The subject of the mail message.

From/{To}

For received mail, the user name of the person from whom the message was received; for sent mail, the user name of the person to whom the message was sent, enclosed in {} braces.

Date

The date on which the message was sent or received.

S

The status of the message, indicated by a one-letter abbreviation. Each abbreviation is the initial letter of one of the following: Sent, Unread, Read, Composed, or Filed.

Refer to the next section for a complete discussion of these fields.

2.4 Message Display

To view or edit a message, move the cursor to one of the lines in the initial display, then **ZOOM-IN**.

This is an example of an empty message display:

Subject:			
To:			
Cc:		Date:	
Bcc:			
From:			
Sender:	INSERT	Line	Status:
/usr/larry/mhs/0		1	(0)

The message display contains these fields:

Subject:

The subject of the message (also on the initial display).

To: The user name or names of those to whom the message is sent (the value in this field is listed on the initial display in the `From/{To}` field, enclosed in {} braces, if the message has been sent by the user). If the user is sending the message, the user must list in the `To:` field the user name or names of those to whom the message is to be sent.

Cc: The user or users to receive a copy of this message (optional).

Bcc: The user or users to receive a copy of this message, but whose names do not display on received mail; this is also referred to as a blind copy (optional).

Date:

The date and time when the message is sent (also on the initial display). `Date:` is automatically filled in by the system; users cannot edit this field. The format of the date depends on whether it is filled in by the underlying mail system or the TEN/PLUS Mail System.

From:

The user sending the message (this value is on the initial display in the `From/{To}` field, if this is a received message). On some systems, users can edit this field so that information they type in this field is sent with the message, along with the user name; they can also

customize the information sent on the **From:** line by editing the `$HOME/profiles/mhsprf` Mail System profile. (On these systems, the **From** text in the `mhsprf` file is used only if the **From:** field on the message is empty.) On other systems, users may not edit the **From:** field; the system automatically fills in the field.

Text of the message

The area for the message; it can be scrolled to display more area. Users can also **ZOOM-IN** to see a full-screen display of this field.

Sender:

The user who sent the message. If the **Sender:** field is supported by the underlying mail system, then for received mail **Sender:** is filled in, and on sent mail users can fill in the **Sender:** field. If the **Sender:** field is *not* supported by the underlying mail system, then for received mail **Sender:** is blank, and on sent mail users are not allowed to edit the **Sender:** field.

Status:

Whether a message has been:

Sent (the message has been composed and sent).

Unread (the message has been received, but not yet displayed).

Read (the message has been received and displayed).

Composed (the message has been written but not yet sent).

Filed (the message has been filed, but not deleted).

Status: is filled in by the system; users cannot edit this field.

Multiple names can be listed on the **To:**, **Cc:**, and **Bcc:** fields. To add more names than can fit on the line that is visible on the normal display or to view all of the recipients of a message, users can scroll the **To:**, **Cc:**, and **Bcc:** fields using the TEN/PLUS scrolling functions, such as **+PAGE** and **+LINE**. Users can also **ZOOM-IN** to a full-screen display to have more area for editing and viewing recipient names.

2.5 Addressing Mail

2.5.1 Individual User Names

All user names listed in the **To :**, **Cc :**, and **Bcc :** fields must be in the form that the underlying mail system recognizes. Some users may be referenced by their user name and the name of the computer on which they work, which is also called a *site*; for example, some systems may have user and site names that use the format *name@rmtsite*, where *name* is the user name of the recipient, and *rmtsite* is the name of the computer on which the recipient has a mailbox. This is an example of a user name at a remote site using this format:

```
janet@site1
```

On systems on which user names at remote sites are specified using the format *name@rmtsite*, multiple users at a single site can be specified using a shorthand notation. To use this shorthand notation, specify each user name on the remote site, separated by commas or spaces, between {} braces, followed without spaces by the @ sign and the site name. An example of the shorthand notation follows:

```
{username1, username2, username3}@site1.
```

The examples in this guide specify user names using lowercase, with no site name. To determine what name to use for each user on an underlying mail system and how to address users on other computers, ask the system administrator.

2.5.2 System-Wide Aliasing

The underlying mail system may support system-wide aliasing. With system-wide aliasing, the system administrator can set up group user names, or *aliases*, which allow users on a system to send mail to a defined group of users by specifying the corresponding *alias* as a mail recipient. Such an alias can be used in place of listing the individual names of each user (and optionally site) represented by the alias.

2.5.3 Individual Aliasing

Users can also define their own lists of aliases. This alias works in the same way that the system-defined aliases work, except that only the user defining the alias can use it. If, for example, a user sent mail often to the same group of people, that user could define an alias for those people.

To define individual aliases:

- Create an ASCII file named `.mailrc` in the user's home directory, that is, `$HOME/.mailrc`.
- List the word `alias`, followed by the alias name and the list of users who are to be sent mail when that alias name is used. (On some systems, users may be required to insert commas between the user names. Users must ask the system administrator whether commas must be used in defining the `$HOME/.mailrc` aliasing file. The examples in this manual use spaces only between user names in defining aliases.)

The format of the file is:

```
alias aliasname name1 name2 name3
```

where `alias` is the first word on the line, `aliasname` is the name the user would use as a recipient name in a mail message, and `name1` (and optionally `name2` `name3` and as many names as desired) represents the user name (or names) of those who are to receive the message when that alias is used. If the user's system requires the use of commas, the format would be something like this:

```
alias aliasname name1,name2,name3
```

As many names as desired can be listed following the `aliasname`. To add more names for an alias than can fit on a single line, a backslash (`\`) can be inserted immediately following the last name on a line, and more names can be listed on the subsequent line. Multiple lines of user names can be included in a single alias. To define an alias that includes references to users at remote sites, specify each user using the address that would be used when sending mail to the user at the remote site, for example:

```
alias marketing kathleen bonnie bruce@site2 sam@site3
```

The following example of an alias file lists only users at the local site:

```

1   t   t   t   t   t   t   t   t   t   t   r
alias quik barb john sarah paul
alias admin janet davem ellen
alias production quik admin louise keith meg andy fred susan\
sam mike eileen kathleen

/usr/larry/.mailrc          INSERT   Line      4 (    4)

```

In the first alias in this example, those people involved with the QuikSell project have been defined under the alias `quik`. Therefore, mail addressed to `quik` would be mailed to `barb`, `john`, `sarah`, and `paul`. Similarly, an alias for the administrative staff has been created using the alias `admin`, which includes `janet`, `davem`, and `ellen`. Another alias, `production`, has been defined for the production staff. This alias name references the previously defined aliases `quik` and `admin`, along with other names. Mail sent to `production` would be sent to every alias listed in the `quik` and `admin` aliases, along with the individual users listed under `production`, including those on the second line. The first line of `production` user names ends with a backslash, to allow all desired user names to be specified as part of the alias.

Users must make sure that each alias references a legal user name at some level (so that if each alias is traced through, at some point it references a user instead another alias defined in `.mailrc`). Otherwise aliases may reference themselves, resulting in looping mail that cannot be delivered.

2.6 Moving Around in Mailbox Files

In the initial display, the cursor-positioning functions can be used to move between the fields.

In the message display, the cursor-positioning functions are used to move between fields. The `TAB`, `ENTER`, and `-TAB` keys can be used to move between the `Subject:`, `To:`, `Cc:`, `Bcc:`, and `From:` fields. (These functions do not move the cursor to fields that the user cannot edit, such as `Date:` and `Status:`) `HOME` is used to move to the `Subject:` field from any field in the message display. In the body of the message, text can be edited as it can be in any text file, except that `HOME` moves the cursor to the `Subject:` field rather than to the first line of the text. When

the cursor is in the text area, **GO-TO** is used to move to the first line of the body of the message. A lengthy message can be displayed using the scrolling functions, such as **+LINE** and **+PAGE**.

While viewing the message display, users can move between messages using **NEXT**, **PREVIOUS**, and **ENTER** *number* **NEXT** or **PREVIOUS**, where *number* is the number of the message to which to move. Messages are numbered in the mhs file, starting with 0. The status line at the bottom of the message display lists the number of the message currently being displayed.

To view or edit a full-screen display of the message, use **ZOOM-IN** when the cursor is in the message area of the display.

3. CUSTOMIZING THE MAIL SYSTEM

3.1 Mail System Profile mhsprf

The Mail System profile mhsprf can be used to customize the Mail System. If users do not have their own copies of the mhsprf file, then the Mail System uses the standard system mhsprf.

3.1.1 Creating an mhsprf File

To customize the Mail System, create a structured mhsprf file in \$HOME/profiles. The standard system version is automatically copied into the newly created \$HOME/profiles/mhsprf file. The standard mhsprf looks something like this:

```

From:
Mailbox for incoming messages (in-box): $HOME/mhs
Ask for confirmation when sending a message (any char. means yes):      "x"
Delete message from current mailbox when filing (any char. means yes):  "x"
Ask if new filing mailbox should be permanently added to filing menu
  (any char. means yes):                                               "x"
Copy text of original message in reply (any char. means yes):          "x"
Insert replies and forwards before original message (any char. means yes): " "
Ask for confirmation when deleting messages (any char. means yes):      " "
Move to previous message following a deletion (any char. means yes):    " "
How often do you want to discard history from your in-box (in days):    10
How many days of history do you want to keep in your in-box:            1

```

Description of mailbox in filing menu

Name of mailbox

Description of mailbox in filing menu	Name of mailbox

/usr/larry/profiles/mhsprf

INSERT Line 1 (0)

3.1.2 Mail Profile Fields

A series of fields are displayed on the mhsprf file. For questions requiring a yes or no answer, the Mail System interprets any character in the field as yes; a blank (no characters) in the field is interpreted as no.

The mhsprf file contains these fields:

From:

If the From: field on the message display can be edited, the mhsprf From: field can also be edited. The mhsprf From: field is used to specify descriptive

information that will be inserted, along with the user's legal address, into the message **From:** field when appropriate. This information is inserted into the message's **From:** field on sending the message if the field is blank. (Otherwise, the information in the message's **From:** field is mailed, along with the user's legal address.)

If the **From:** field in the message is empty, and either the **\$HOME/profiles/mhsprf From:** field is empty or the standard **mhsprf** is in use, then the Mail System automatically enters something, such as the user's user name, in the **From:** field on messages the user sends.

If the message **From:** field cannot be edited, the **From:** field in **\$HOME/profiles/mhsprf** cannot be edited. The underlying mail system fills in the **From:** field on sent messages.

Mailbox for incoming messages (in-box):

Used to specify the name of a user's main mailbox to which incoming mail is to be appended; this mailbox is also called an *in-box*. This field initially lists **\$HOME/mhs** as the *in-box*. Note that unless this field is edited to list a different **mhs** file, mail is only appended to the user's **\$HOME/mhs** mailbox.

Ask for confirmation when sending a message:

Used to specify whether a popup box should display asking for confirmation when option (1) Mail this message is selected:

Please confirm that you want to send this message.
Touch EXECUTE to send it, CANCEL to take no action,
HELP for help.

This field is initially set to yes. To send the message, use **EXECUTE**; to refrain from sending the message, use **CANCEL**.

Delete message from current mailbox when filing:

Used to specify whether a message should be deleted from a user's mailbox after the message has been filed. This field is initially set so that messages are deleted when they are filed.

Ask if new filing mailbox should be permanently added to filing menu:

Used to specify whether a popup box should display after option (6) File this message and OTHER are selected. The popup box displays a question asking whether the newly specified filing mailbox should be added permanently to the filing menu. If this field is left blank, so that the popup box does not display, then the only way a new filing out-box can be added permanently to the filing menu is by editing \$HOME/profiles/mhsprf.

Copy text of original message in reply:

Used to specify whether the text of the original message should be copied into the reply message, when local menu option (2) Reply to this message is selected. The field is initially set to yes, so that the original is copied into the reply.

Insert replies and forwards before original message:

Used to specify whether replies and forwards of messages (created using (2) and (3)) should be inserted before the original message. This field is initially set to no, so that replies and forwards follow the original message.

Ask for confirmation when deleting messages:

Used to specify whether a user wants confirmation when deleting messages. When set to yes, this popup box displays when option (4) Delete this message is selected:

Touch EXECUTE to delete this message,
CANCEL to take no action, HELP for help.

If this popup box displays, use **EXECUTE** to delete the message; to refrain from deleting the message, use **CANCEL**. This field is initially set to no, so that this popup box does not display after **(4)** is used.

Move to previous message following a deletion:

Used to specify whether the user wants to move to the previous message after using **(4) Delete this message**. This field is initially set to no, so that the user moves to the subsequent message following a deletion.

How often do you want to discard history from your in-box:

Used to specify how often history is to be removed from the in-box. The field is initially set to 10, which means that history is removed once every 10 days (that is, history is removed on entering the main mailbox file on the tenth day after history was last removed or the first time the mailbox is edited after the tenth day.) This field should *not* be set to a blank or to a large number because the system may run out of disk space.

How many days of history do you want to keep in your in-box:

Used to specify the number of days of history to be stored in the in-box when history is deleted. The default is one day, which means that after history is removed, the mhs in-box file retains a record of all mail messages deleted in the preceding 24 hours. See the “TEN/PLUS Tutorial” in the *TEN/PLUS User Interface Guide* for information about the History Display, which is used to display the history of a file.

Description of mailbox in filing menu

Used to specify the description of each mailbox used for filing mail. These descriptions appear when local menu option **(6) File this message** is selected.

Name of mailbox

Used to specify the full path (directory and name) of each mailbox described in the corresponding description field. This example lists filing mailboxes stored in the **\$HOME/mail** directory:

Description of mailbox in filing menu	Name of mailbox
Administrative messages Technical discussions Time sheets	\$HOME/mail/admin.mhs \$HOME/mail/tech.mhs \$HOME/mail/timesheet.mhs

/usr/larry/profiles/mhsprf INSERT Line 4 (4)

3.2 Notification of New Mail

While working in the TEN/PLUS environment, you can be notified when new mail arrives, via a popup box. To be notified of new mail, add the following to the \$HOME/profiles/editorprf option Files the Editor Should Watch. In the Name of file field, each user should list that user's file in the system mail spool directory (for example, /usr/spool/mail/larry); ask the system administrator for the directory to specify. In the Program to run field, users should type the entry \$SYS/bin/newmail. This entry in Files the Editor Should Watch looks something like this:

usr/spool/mail/larry	\$SYS/bin/newmail
----------------------	-------------------

4. USING THE MAIL SYSTEM

4.1 Mail System Local Menu

The Mail System local menu looks like this:

Subject: To: Cc: Bcc: From:	<p style="text-align: center;">Mail System</p> <p>Select a menu option (for example, move the cursor to an item and EXECUTE), otherwise, CANCEL to remove the menu, or HELP to display help information.</p> <p>(1) Mail this message (2) Reply to this message (3) Forward or copy this message (4) Delete this message (5) Restore deleted message (6) File this message (7) Show in-box and add new mail (8) Show complete message display (9) Show received message header</p>	Status: 1 (0)
Sender: /usr/larry/mhs/0	INSERT Line	

4.2 (1) Mail this message

Option (1) Mail this message is used to send a mail message. To send a mail message, the **To :** field must be completed. If the user's `mhsprf` file requests confirmation before sending a message or if the system version of the `mhsprf` is in use, this message displays when (1) is selected:

```
Please confirm that you want to send this message.
Touch EXECUTE to send it, CANCEL to take no action,
HELP for help.
```

If the message has already been sent, this message displays:

```
This message is marked Sent. Touch EXECUTE
to send it, CANCEL to take no action,
HELP for help.
```

When the message is being sent, a popup box displays `Sending mail message....`. The Mail System sends the message, inserts the date in the `Date:` field, and specifies a `Status:` of `Sent`. The `From:` field may also be filled in. The format of the date entered into the `Date:` field varies, depending on whether it is filled in by the underlying mail system or by the Mail System.

4.3 (2) Reply to this message

Option (2) `Reply to this message` is used to reply to a message that the user has received. On selecting option (2), the Mail System:

- Displays a popup box with the message `Making reply....`
- Asks whether users listed in the `To:` and `Cc:` fields should be inserted in the `Cc:` field in the reply.
- If the user's `mhsprf` field `Copy text of original message in reply` specifies that the original text is to be inserted in the reply or if the standard system `mhsprf` is in use, the Mail System makes a copy of the designated message.
- Fills in the `Subject:` field with the subject of the original, preceded with `Re:` (or `Re(n):`, where n is the number of the reply, if the same message has been exchanged previously using (2)).
- Fills in the `To:` field with the name of the user who sent the original message.
- Inserts a header:

```
In reply to your message of DATE
-----
```

where *DATE* is the date the original message was sent.

- Moves the cursor to the reply message, displaying the reply.

To specify whether the text of the original message should be copied into the reply, edit the `Copy text of original message in reply:` field in `$HOME/profiles/mhsprf`.

Users can also invoke the opposite of the value in `Copy text of original message in reply:` field by using `ENTER` (2)

(without arguments). For example, if a user specifies in `mhsprf` that the reply is to contain a copy of the original message (or if a user is using the standard system `mhsprf`) and the user then wants to send a reply without a copy of the original message, the user can invoke the sequence `ENTER (2)` to create an answer that does not contain the original text.

To insert characters before each non-blank line of the copy of the original text, use the sequence `ENTER characters (2)`, where *characters* are any characters or blanks typed in the `ENTER` box. This causes the specified characters (for example, the user's initials or an indicator such as `>>`) to be inserted before each line of the copied text in the newly created reply. This helps to distinguish the text of the original in the reply from other text included in the reply.

4.4 (3) Forward or copy this message

Option (3) Forward or copy this message is used to create a copy of a message to send to someone else. If the original message has been received, the new message has the subject field filled in with `Forwarded:` followed by the subject (from the `Subject:` field) of the original message. In the message area, information about the original message precedes the copy of the text of the original message. The information inserted before the original message includes the lines: `Forwarded mail follows;` `To:` (and `Cc:` if filled in on the original) followed by the list of those who received the original message; `From:`, followed by the name of the user who sent the original message; and the date on which the original message was sent. For example:

```
Forwarded mail follows:
-----
To: janet
From: larry
Date: Mon, 1 Jun 88 08:15:14 mst
-----
```

If the original message is *not* one that the user has received (for example, the message is one that the user has written), then a copy is created that is similar to the copy created when forwarding a message, except that the word `Resent` replaces the word `Forwarded`.

4.5 Deleting and Restoring Messages

4.5.1 (4) Delete this message

Option (4) Delete this message is used to delete messages. If the Ask for confirmation when deleting messages: field in \$HOME/profiles/mhsprf is set to yes, then this popup box displays when (4) is selected:

```

Touch EXECUTE to delete this message,
CANCEL to take no action, HELP for help.
  
```

When this popup box displays, use **EXECUTE** to delete the message, or use **CANCEL** to refrain from deleting the message.

If the message has not yet been sent, this message displays:

```

This message has not been sent.
Touch EXECUTE to delete the message,
CANCEL to take no action, HELP for help.
  
```

Users can delete several messages simultaneously using **ENTER** *n* **(4)**, where *n* represents the number of mail messages to delete. Any messages deleted using **(4)** are permanently deleted when the user exits the current mhs file, either by switching to another file or by exiting the TEN/PLUS system.

4.5.2 (5) Restore deleted message

Option (5) Restore deleted message is used to restore messages deleted using (4). Option (5) restores messages only after the user has deleted messages using (4) and before the user switches to another file or exits the TEN/PLUS system.

If (4) has been used several times consecutively, then (5) can be used consecutively to restore messages in the reverse order in which they were deleted.

To restore multiple messages simultaneously, after multiple messages have been deleted using (4), the user can use **ENTER** *n* **(5)**, where *n* represents the number of mail messages to restore.

4.5.3 Deleting and Restoring Messages Using TEN/PLUS Functions

Messages can be deleted from the initial Mail System display using **PICK-UP** and **PUT-DOWN** or **PUT-COPY**, and **DELETE** and **RESTORE**. Multiple mail messages can be removed by using a box region with **PICK-UP** and **DELETE**; these messages can be restored using, respectively, the **PUT-DOWN** or **PUT-COPY** functions and **RESTORE**.

4.5.4 Restoring Messages Using the History Display

Users can use the History Display to restore the file to the state it was in at any time since history was last removed. This serves as a mechanism for restoring messages that have been removed from the file. For example, if a user had deleted messages using (4) and then exited the TEN/PLUS system, the user could retrieve these messages using the History Display (assuming that the history is not removed before the user uses the History display). For more information on the History Display, see the “TEN/PLUS Tutorial” in the *TEN/PLUS User Interface Guide*.

4.6 Filing Messages

Messages in an in-box can be grouped as:

- Messages that require action or response.
- Messages that can be deleted.
- Messages that should be saved.

Users may want to store only those messages requiring action or response in the mhs in-box. Messages of only immediate value can be deleted. Messages that should be saved can be filed in filing mailboxes using option (6) *File this message*. These filing mailboxes, also called *out-boxes*, are used to store messages. User's can create multiple mhs filing out-boxes, one for each kind of mail that will be filed. For example, users may want to create an out-box for administrative messages named `admin.mhs`.

Users may want to store these mailboxes in a filing directory, such as `$HOME/mail`. To store the mhs out-boxes in their own directory, the user needs to create the directory before using (6) *File this message*. Each mailbox in their filing directory can be used for a different type of message, for example:

- \$HOME/mail/admin.mhs, for administrative messages.
- \$HOME/mail/tech.mhs, for messages about technical issues.
- \$HOME/mail/timesheet.mhs, for time sheets.

In this example, mail is the directory used for filing mailboxes. All of the Mail System local menu options are available when editing any mailbox file.

4.6.1 mhsprf Filing Fields

Filing mailboxes can be specified in mhsprf, to be displayed on a menu using function (6) File this message. To specify whether messages should be deleted when they are filed, edit the Delete message from current mailbox when filing: field in \$HOME/profiles/mhsprf. Initially, this field is set to yes, so that the messages are deleted when they are filed.

4.6.2 (6) File this message

Option (6) File this message is used to file messages in another mailbox. When (6) is selected, a menu displays listing any mailboxes listed in the user's mhsprf file. For example, this menu displays three mailboxes, along with OTHER:

```

Menu of Filing Mailboxes
Move cursor & EXECUTE to select, CANCEL, or HELP

OTHER
Administrative messages
Technical discussion
Time sheets

```

Mailboxes are selected from this menu in the same way options are selected from any menu (for example, by moving the cursor to the mailbox, then using **EXECUTE**). After a copy of the message is filed in the specified mailbox, the message may then be deleted, depending on how the Delete message from current mailbox when filing: field in mhsprf is set, or if the system mail profile is in use.

To file messages in mailboxes other than those listed on this menu, users can either modify their mhsprf files or select OTHER. If

OTHER is selected, a popup box displays, asking for the name of the new mailbox. On typing in the name (and optionally the path) of a mailbox, the message is either filed or a popup box displays that asks whether the user wants to create the file. If the user answers yes by using **EXECUTE**, a popup box states that the message is being filed.

Depending on how the Ask if new filing mailbox should be permanently added to filing menu: option is set in the mhsprf file currently in use, a popup box may display, asking whether this mailbox should be added permanently to the user's filing menu. If the user answers yes by using **EXECUTE**, then another popup box displays, asking the user to type in the description of the mailbox. After typing in the description, use **EXECUTE**. This causes the description of the mailbox to be added to the filing mailboxes menu displayed using (6). (If the user uses **EXECUTE** without typing in a file name, or uses **CANCEL**, then the full path and name of the file displays on the filing menu.) If a user uses **CANCEL** to indicate that the mailbox should not be added permanently to the filing mailbox or if the mhsprf is set so that this popup box does not display, then the path and name of the mailbox is displayed on the filing menu until the user exits the TEN/PLUS system or switches to another file.

If a user who has not created \$HOME/profiles/mhsprf selects OTHER, and specifies that a filing mailbox is to be added permanently to the filing menu, the mhsprf file (and \$HOME/profiles directory, if necessary) is created.

4.6.3 Filing Multiple Messages Simultaneously

To file multiple messages simultaneously, use the sequence **ENTER** n **(6)**, where n is the number of messages to file. The filing menu displays, and the filing mailbox into which these messages are to be filed can be selected. The Mail System files n messages, beginning with the message at the cursor.

4.7 (7) Show in-box and add new mail

Option (7) Show in-box and add new mail is used to append new mail to a user's in-box while that user is editing any mhs file. Mail is not added to the in-box while the user is editing an mhs file; to see whether new mail has been delivered, users can use (7). A message displays in a popup box stating Getting new mail messages.... If the user has received mail, the

Mail System moves the user to the initial Mail System display in the user's in-box, then displays the message `There are n new messages`, where n is the number of new messages. The Mail System appends the new messages to the designated in-box, then normally moves the cursor to the first new message.

4.8 (8) Show complete message display

Option (8) Show complete message display is used to display more fields than are displayed on the normal message display. Some underlying mail systems send more information about a message than is displayed in the normal message display. To see this information, use option (8).

Not all of the fields displayed on the complete message display are used by every underlying mail system. Only those fields in the complete display that are supported by the underlying mail system can be edited; these fields may already be filled in on messages a user has received. Option (8) is designed to be used by those who are familiar with the underlying mail system.

This is an illustration of the complete message display:

```

Subject:
To:
  Cc:
  Bcc:                               Date:
From:
Re:
Reply To:
Reply By:                             Errors To:
Delivery Info:                         Exp Date:
Priority (h,m,l): " " Confirm (y,n): " " Sensitivity:           Forwarded:

```

```

Message Id:
References:
Obsoletes:
Comments:
Sender:                                Status:
/usr/larry/mhs/0                       INSERT   Line   1 ( 0)

```

The appendix in the "TEN/PLUS Mail System Tutorial" in this guide lists the fields on the complete message display and the corresponding fields, if any, supported by the underlying mail

system. For example, if the underlying mail system supports `Confirm:` and `Priority:`, the user can modify these fields on the complete display. To determine how the underlying mail system maps to the `Confirm:` and `Priority:` fields, users can refer to the appendix in the tutorial. For complete information on the supported fields listed in the appendix to the tutorial, refer to the documentation for the underlying mail system.

To return to the normal message display, use option (8) `Return to normal message display`. To display the initial Mail System display from the complete message display, use `ZOOM-OUT`.

4.9 (9) Show received message header

Option (9) `Show received message header` is used to show the complete header on a received message. Underlying mail systems sometimes provide more information about a message than is displayed in the normal message display. Option (9) is used to illustrate the complete header sent on a received message, in the form that it was received by the underlying mail system. This display cannot be modified, but the information can be copied using `PICK-COPY`.

The received message header may look something like this:

```
Received Mail Message Header

From larry Wed Jun 1 10:32:49 1988
Date: Wed, 1 Jun 88 10:32:44 mdt
From: larry
Message-Id: <8806011632.AA02968@ico.ISC.COM>
To: larry
Subject: A longer test message

/usr/larry/mhs/4                INSERT   Line      1 (      6)
```

For complete information on the fields displayed using option (9), refer to the documentation for the underlying mail system.

To return to the normal message display, use option (9) `Return to normal message display` or `ZOOM-OUT`.

5. SYSTEM ADMINISTRATOR MAIL PROFILE

An administrator profile, `adminprf`, is provided with the Mail System. The `adminprf` file is used to configure the Mail System for each user's mail system. This profile resides in the `$$SYS/profiles` directory and is intended for use only by the system administrator. The `adminprf` profile installed on each user's site has been configured for that site.

Use great caution when altering the Mail System `adminprf` profile.

In `adminprf`, single quotation marks (`'`) at the beginning and the end of a string are used to indicate blank spaces as necessary. If only one quotation mark is used, that mark is assumed to be part of the string.

For information about the underlying mail system, refer to the documentation for the underlying mail system.

This is an example of an `adminprf` file:

```

Mail Administrator Profile

System mail command:      /usr/lib/sendmail -t
System mail spool directory: /usr/spool/mail
Message delimiter:      'From '
Recipient name delimiter
Parse 'From ' line for sender's name (any char means yes)  * *
Quote mail command line arguments (any char means yes)    * *

      Helper Field      Header Field      Command      Map on
      Name              Name              Flag          Send
-----
To      'To: '              'x'
Cc      'Cc: '              'x'
Bcc     'Bcc: '             'x'
Date    'Date: '
From    'From: '             'x'
Sender  'Sender: '            'x'
Message-id 'Message-Id: '
Subject 'Subject: '           'x'
Replyto 'Reply-To: '         'x'
Replyby 'Reply-By: '         'x'

/usr/lib/INed/profiles/adminprf      INSERT      Line      1 (      1)

```

A description of the `adminprf` fields follows:

- **System mail command:**
The command (for example, `/usr/lib/sendmail`) that invokes the underlying mail system. If the command requires a

flag or flags without arguments, it should be listed adjacent to the command (for example, `/usr/lib/sendmail -t`). If, however, the command requires flags, and each flag requires an argument, then each flag should be listed in the Command Flag field adjacent to the appropriate argument listed in the Helper Field Name and the Header Field Name. This field is used for sending mail.

- **System mail spool directory:**
The directory in which the system mailer puts incoming mail (for example, `/usr/spool/mail`). This field is used for receiving mail.
- **Message delimiter:**
The delimiter indicating the first line of the incoming mail message (for example, `'From'`). This is used to parse the incoming mail into individual messages. This field is used for receiving mail.
- **Recipient name delimiter**
The delimiter used between the user names of the mail recipients (for example, a comma `,`). This delimiter is used to parse recipient names in received mail and to provide the underlying mail system with correctly formatted user names taken from mail sent with the TEN/PLUS Mail System. This field is used for receiving and sending mail.
- **Parse 'From' line for sender's name**
The line in the received message to parse to derive the sender's name. In a received message, there may be multiple header fields indicating the sender of the message. If the Parse 'From' line for sender's name field is selected, then the sender's name is taken from the initial 'From' line, not from the Helper Field Name and Header Field Name fields. This field is selected only if the initial line of a message is 'From' (as specified in the Message delimiter: field). This field is used for receiving mail.
- **Quote mail command line arguments**
The arguments adjacent to the Command Flag field are to be enclosed in quotation marks (`"`). This is selected when the System mail command: uses quotation marks to enclose arguments to its flags. The flags and associated arguments are in the Command Flag, Helper Field Name, and Header Field Name fields. This field is used for sending mail.

- **Helper Field Name**
The name of a field in the Mail System. The values in `Helper Field Name` do not change; however, the order may be important for a site's underlying mail system (for example, on some systems the last field must be `To`). This field is used for sending and receiving mail.
- **Header Field Name**
The name of the underlying mail system's header field that corresponds to the adjacent `Helper Field Name`. As for the `Helper Field Name`, the order in this field may be important for a site's underlying mail system. This field is used for sending and receiving mail.
- **Command Flag**
The flag or flags provided to the `System mail command:`, if necessary. Each flag corresponds to the adjacent `Helper Field Name` and `Header Field Name`. This field is used for sending mail.
- **Map on Send**
Fields that are to be sent as they are. Fields that are filled in by the underlying mail system (for example, `Date`) are left blank. This field is used for sending mail.

Appendix: ERROR MESSAGES

This appendix explains each error message and gives suggestions for correcting each error situation.

Error messages are displayed in popup boxes on the screen. Most frequently, error messages result when you use a function that is not valid in the current context or when you attempt to perform an operation that makes no sense (such as deleting -3 lines).

The error messages issued by the TEN/PLUS Mail System are listed below in alphabetical order. Error messages not listed probably indicate system or editor malfunctions and should be reported if they persist.

A host name specified in the address was not recognized.

Cause: You used (1) Mail this message; however, you specified a site name (on either the To:, Cc:, or Bcc: fields) that the underlying mail system does not recognize.

Action: Ask your system administrator for the list of user names and remote computers (sites) with which your system can exchange mail. Then correct the address, and try again.

'at' cannot be used to specify a remote site.

Cause: You tried to send a message to recipients at a remote site using the word at instead of the at symbol (@).

Action: To specify a user at a remote site, type the user name, followed without spaces by @ and the site name, such as: *name@site*.

Cannot create profiles directory.

Cause: You do not have a \$HOME/profiles/mhsprf file, and the Mail System was unable to create your \$HOME/profiles directory.

Action: Contact your system administrator for help in creating a \$HOME/profiles directory with the correct read and write permissions.

Confirm can only be specified with either a 'y' (yes), or an 'n' (no).

Cause: You specified some character other than y or n (for yes or no) in the Confirm field.

Action: Enter either y or n in the Confirm field, then try sending the message. To determine how your system mailer confirmation mechanism maps to the Mail System, refer to the TEN/PLUS Mail System documentation and your system mailer documentation.

Could not delete this message.

Cause: You tried to delete a message using option (4) Delete this message. However, you cannot delete this message because you do not have write permission on the mailbox you are currently editing.

Action: Change the permission, if you are allowed to do so, or ask your system administrator to do so, then try again.

Could not open mhs administrator profile.

Cause: The Mail System was unable to open the `$SYS/profiles/adminprf` file.

Action: Contact your system administrator.

Could not open mhs profile.

Cause: The Mail System was unable to open `mhsprf`.

Action: Contact your system administrator.

Could not open user's in-box 'file'.

Cause: You specified an in-box mailbox file in your `$HOME/profiles/mhsprf`; however, the mailbox you specified cannot be opened.

Action: Check to make sure that the file exists and that you have read and write permissions on that mailbox file. If necessary, change the permissions if you are allowed to do so, or ask your system administrator to do so, then try again.

Enter the description you would like to use in your filing menu:

Cause: You used (6) File this message, selected OTHER, and specified that you wanted to add this mailbox permanently to your filing menu.

Action: Enter the description of the mailbox that you want to display on the filing menu, then use **EXECUTE**. If you use **EXECUTE** without typing in a description, then the full path and name of the file will display on the menu.

Error creating message to forward.

Cause: You used option (3) Forward this message; however, you are not allowed to forward this message because you do not have write permission on the mailbox you are currently editing.

Action: Change the permission, if you are allowed to do so, or ask your system administrator to do so, then try again.

Error executing *mailprogram* to send mail.

Cause: You tried to send mail using (1) Send this message; however, the underlying mail system could not send the message.

Action: Contact your system administrator.

Error filing message in *file*.

Cause: You used option (6) File this message; however, the message cannot be filed in the mailbox you specified. You cannot file in this mailbox because either you do not have write permission on the mailbox you are currently editing or on the filing mailbox, or because you specified a filing mailbox in a directory that does not exist.

Action: Change the permissions or create the new directory, if you are allowed to do so, or ask your system administrator to do so, then try again.

Error formatting message reply.

Cause: You used (2) Reply to this message; however, the Mail System was unable to create a reply,

probably because you do not have write permission on the mailbox you are currently editing.

Action: Change the permission, if you are allowed to do so, or ask your system administrator to do so, then try again.

Error getting new mail.

Cause: The Mail System cannot retrieve mail from the underlying mail system due to a system error.

Action: Contact your system administrator.

Error removing history from file.

Cause: The Mail System was unable to remove history from this mailbox.

Action: Contact your system administrator.

Error restoring deleted message.

Cause: You used (5) Restore deleted message; however, the Mail System cannot restore the deleted message.

Action: Contact your system administrator.

Error sending mail. The system mailer returned error code 'code'.

Cause: You used (1) Mail this message; however, the underlying mail system detected an error in the message and returned the error code displayed in the error message.

Action: Write down the error code, and then check your underlying mail system documentation for information about this error code, or contact your system administrator.

Error updating profile.

Cause: You used option (6) File this message, then selected the OTHER option to create a new mailbox and add it permanently to your filing menu. However, the Mail System was unable to add this mailbox to your filing menu as listed in your \$HOME/profiles/mhsprf profile.

Action: Make sure that you have write permission on `$HOME/profiles/mhsprf`, or ask your system administrator to correct the permissions, if necessary, then try again.

Error using `{user}@site` syntax in the *fieldname* field.

Cause: You tried to use braces `{}` to specify users at a remote site. However, you must specify the remote site by putting the `'@'` symbol immediately following the closing brace `}`, followed immediately by the site name, with no spaces. The acceptable format is: `{user1, user2}@site`.

Action: Specify the recipient using the correct format, then use (1) Mail this message.

File *'file'* is not a legal mailbox.

Cause: You used option (6) File this message; however, you tried to file the message in a mailbox that is named incorrectly. Mailboxes must be named either `mhs` or using a prefix with a `.mhs` extension (such as `admin.mhs`).

Action: Enter either the file name or the full path and file name, using the correct naming conventions. If you specify only a file name, the Mail System assumes that the path is the current directory.

Mailbox to file the current message in (`new.mhs`):

Cause: You used (6) File this message, then selected the OTHER option from the filing menu.

Action: To file the message in a mailbox, type the path and name of the mailbox file in which you want this message filed, then **EXECUTE**. Enter the path if the filing mailbox is not in the current directory. If you want the message filed in the `new.mhs` default mailbox in the current directory, use **EXECUTE** without typing in a file name. If you do not want to file this message, use **CANCEL**.

Missing user name between curly braces in the 'field' field.

Cause: You used (1) Mail this message; however, on the message you are trying to send you have not specified any user names between the braces {}.

Action: You must specify at least one name between the braces. Enter a name between the braces, then use (1).

Nothing to restore.

Cause: You used (5) Restore deleted message; however, there are no messages to restore. (5) restores only those messages deleted using (4) while editing this file. If you switched files or exited the TEN/PLUS system after deleting messages using (4), those messages are permanently removed. Also, if you used something other than (4) (such as PICK-UP or DELETE) to remove the message then (5) will not restore the messages.

Action: If you removed messages using one of the TEN/PLUS functions (for example, PICK-UP or DELETE), then use the corresponding function to recover the message (for example, PUT-DOWN or RESTORE). You may be able to recover deleted messages using the History Display. Refer to the TEN/PLUS documentation to review the use of the History Display.

Please confirm that you want to send this message. Touch EXECUTE to send it, CANCEL to take no action, HELP for help.

Cause: You used (1) Mail this message, and the Mail System profile you are using is set so that a popup box displays asking for confirmation before sending a message.

Action: To send the message, use EXECUTE; to refrain from sending the message, use CANCEL. If you do not want this confirmation popup box to display when you use (1), edit your \$HOME/profiles/mhsprf Mail System profile as necessary.

Priority can only be specified with an 'h' (high), 'm' (medium), or 'l' (low).

Cause: You specified Priority using some character other than h (high), m (medium), or l (low); Priority can only be specified using one of these characters.

Action: Enter h, m, or l into the Priority field to specify a priority. To determine how your system mailer priority mechanism maps to the Mail System, refer to the TEN/PLUS Mail System documentation and your system mailer documentation.

The name of a recipient of this message was not recognized.

Cause: You used (1) Mail this message; however, the underlying mail system did not recognize the name of one of the recipients listed on the To:, Cc:, or Bcc: line. A message listing the unrecognized name will be sent to you shortly.

Action: No action required. To send the message, specify the recipients using user names that your underlying mail system understands, then use **(1)**.

The specified mailbox does not exist. Touch EXECUTE to create it, CANCEL to take no action, HELP for help.

Cause: You used (6) File this message and specified a filing mailbox that does not exist.

Action: To create this mailbox, use **EXECUTE**; otherwise, use **CANCEL**.

There is no received header associated with this message.

Cause: You used option (9) Show received message header; however, this message either was not sent to you or it was an old message that you received in an mbx file; mbx messages do not have headers.

Action: No action required.

This message already exists in this mailbox.

Cause: You used (6) File this message to file this message; however, the filing mailbox you specified is the one that you are currently editing. You are not allowed to file a message into the mailbox you are currently editing.

Action: Use [6] again, and select a different mailbox.

This message could not be sent immediately, but was queued.

Cause: You used (1) Mail this message; however, the underlying mail system is unable to deliver it immediately. The message will be delivered as soon as possible.

Action: No action required.

This message has not been sent. Touch EXECUTE to delete the message, CANCEL to take no action, HELP for help.

Cause: You used (4) Delete this message on a mail message that has not been sent.

Action: To delete this message, use [EXECUTE]; otherwise, [CANCEL].

This message is marked 'status'. Touch EXECUTE to send it, CANCEL to take no action, HELP for help.

Cause: You used (1) Mail this message to mail a message that was not recently composed.

Action: To send this message, use [EXECUTE]; otherwise, [CANCEL].

This option does not understand the argument 'argument'.

Cause: You used a Mail System option; however, you provided an argument to the option that the Mail System does not understand, such as **ENTER** *string* **(7)** (where *string* is a word or phrase; **(7)** does not accept string arguments.)

Action: To use the option, either specify an acceptable argument (such as **ENTER** *string* **(2)**, where *string* is any character or characters) or do not specify any arguments to the option.

Touch EXECUTE to add 'file' permanently to the menu of filing mailboxes. Touch CANCEL to take no action, HELP for help.

Cause: You have selected the OTHER option from the menu of filing mailboxes so that you could file a message in a mailbox not on the menu.

Action: Use **EXECUTE** to add this mailbox permanently to the menu of filing mailboxes. Use **CANCEL** to refrain from permanently adding this mailbox to your filing menu.

Touch EXECUTE to add 'name' to the CC list. Touch CANCEL if they shouldn't receive a copy.

Cause: You used option (2) Reply to this message to create a reply. The original message was sent to several users.

Action: To send the reply to these users, use **EXECUTE**; otherwise, use **CANCEL**. If the original message was sent to many users, you may want to make sure that the reply is sent only to the appropriate users.

Touch EXECUTE to delete 'numberof' messages, CANCEL to take no action, HELP for help.

Cause: You used **ENTER** *n* **(4)** to delete messages, where *n* is the number of messages you want to delete. You have also specified in your Mail System profile, \$HOME/profiles/mhsprf, that you want a

popup box to display asking for confirmation before messages are deleted.

Action: To delete these messages, use **EXECUTE**; to refrain from deleting them, use **CANCEL**.

Touch EXECUTE to delete this message, CANCEL to take no action, HELP for help.

Cause: You used (4) Delete this message, and have specified in your \$HOME/profiles/mhsprf Mail System profile that you want a popup box to display asking for confirmation before messages are deleted.

Action: To delete this message, use **EXECUTE**; to refrain from deleting this message, use **CANCEL**.

Unable to locate the necessary form ('form') for this option.

Cause: The Mail System was unable to display your mailbox.

Action: Contact your system administrator.

Unmatched curly braces in the 'field' field.

Cause: You tried to use braces {} to specify users at a remote site. However, you did not type both braces. Both braces {} must be specified.

Action: Add the missing brace, making sure that you have used this format: {user1, user2}@site. Specify the recipient using the correct format, then use (1) Mail this message.

Warning: This message was originally received in an mbx file. The reply address may not be valid on your mail system.

Cause: You used (2) Reply to this message on a message that was originally received in an old mailbox file (an mbx file). The Mail System created a reply; however, the user name or names may not be in an acceptable format for the underlying mail system.

Action: Check the addresses of the recipients, and correct them, if necessary, to make sure that they are in a format acceptable to the underlying mail system.

You cannot mail a message that you have received.

Cause: You used (1) Mail this message; however, the message you tried to mail is one that you have received. You are not allowed to send mail that you have received.

Action: To send this message, create a copy of the message using either option (2) Reply to this message or (3) Forward this message, then use option **(1)**.

You cannot reply to a message that you have not received.

Cause: You used (2) Reply to this message; however, the message to which you tried to reply is a message you have *not* received. You can only reply to messages that you have received.

Action: To mail this message, either edit the original message so that it lists the recipient name or names on the To: field, and optionally on the Cc: and Bcc: fields, then use (1) Mail this message, or use (3) Forward or copy this message, edit the copy of the message as necessary, then use **(1)**.

You must specify at least one recipient in the 'To' field.

Cause: You used option (1) Mail this message; however, no one is listed in the To : field.

Action: Enter a user name in the To : field, then use **(1)**.

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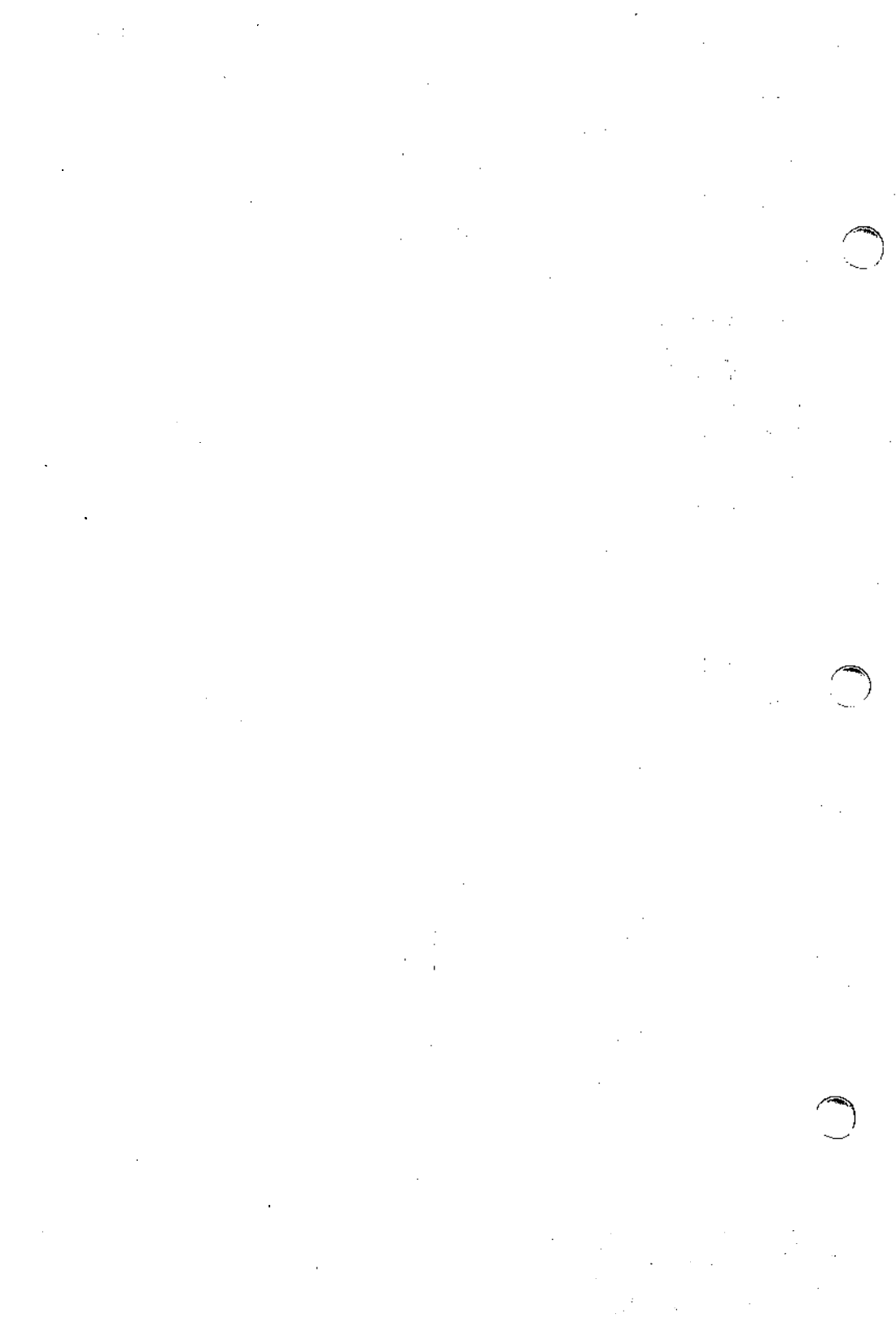


TEN/PLUS Mail System

Manual Entries

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NAME

mboxtomhs – translate an mbox file into an mhs file

SYNOPSIS

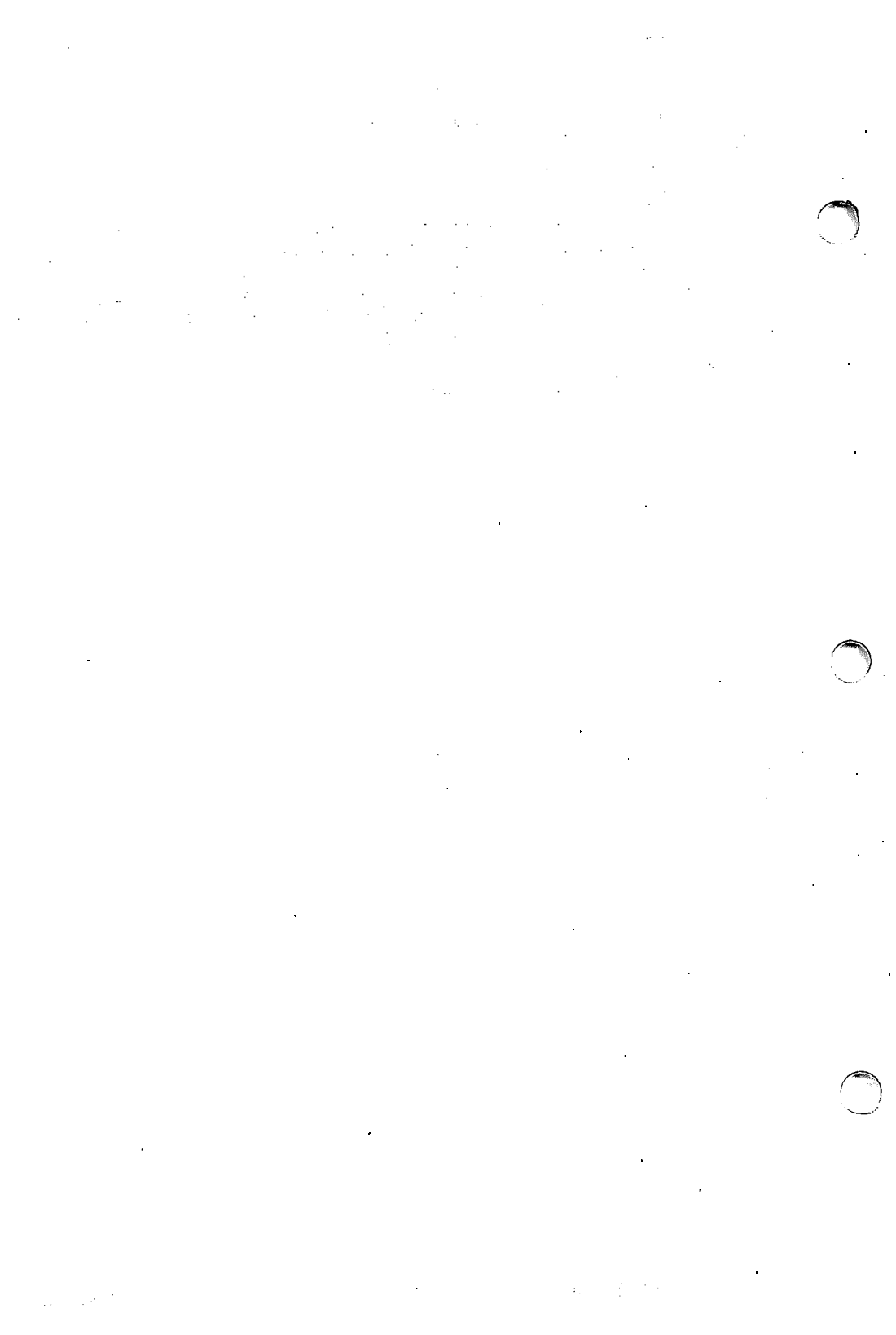
mboxtomhs mboxfile mhsfile

DESCRIPTION

The *mboxtomhs* command reads mail messages contained in an **mbox** mail file or folder, converts the mail messages into an **mhs** format, and appends the converted messages to an **mhs** file. *Mboxtomhs* accepts two files as its arguments: *Mboxfile* is the name of a system mail box or folder; *Mhsfile* is the name of an **mhs** file (a structured file with the name **mhs** or the extension **.mhs**).

SEE ALSO

mhstombox(1), mbxtomhs(1).



NAME

mbxtomhs – translate an mbx file into an mhs file

SYNOPSIS

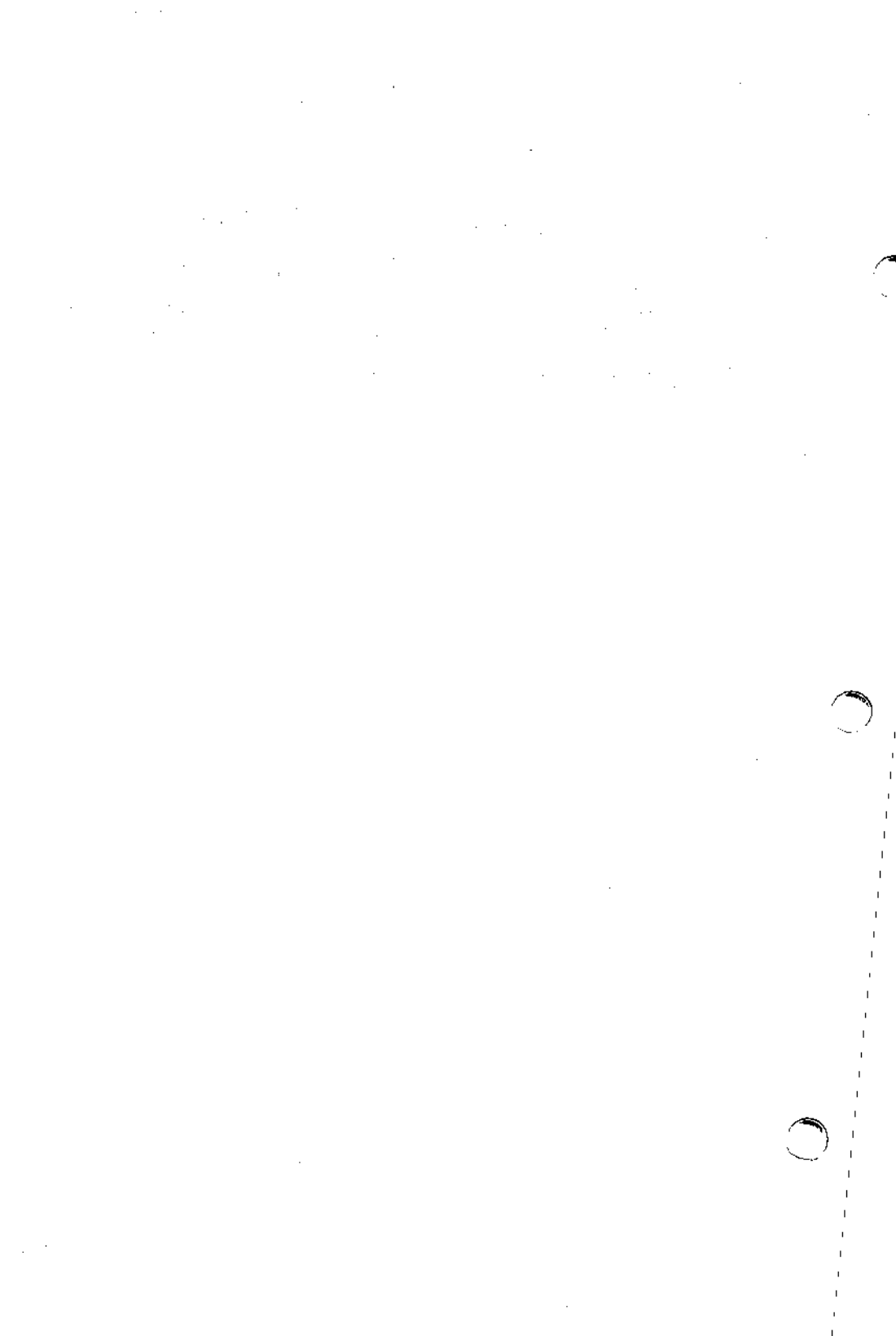
mbxtomhs mbxfile mhsfile

DESCRIPTION

The *mbxtomhs* command reads mail messages contained in an **mbx** file, converts the mail messages into an **mhs** format, and appends the converted messages to an **mhs** file. *Mbxtomhs* accepts two files as its arguments: *Mbxfile* is the name of an **mbx** file (a structured file with the name **mbx** or the extension **.mbx**); *Mhsfile* is the name of an **mhs** file (a structured file with the name **mhs** or the extension **.mhs**). *Mbxtomhs* is intended to be used when converting from the INmail system to the TEN/PLUS Mail System.

SEE ALSO

mhstombox(1), mboxtomhs(1).



NAME

mhstombox – translate an mhs file into an mbox file

SYNOPSIS

mhstombox mhsfile mboxfile

DESCRIPTION

The *mhstombox* command reads mail messages contained in an **mhs** file, converts the mail messages into an ASCII format, and appends the converted messages to an **mbox** file. *Mhstombox* accepts two files as its arguments: *Mhsfile* is the name of a mail handling system mail box (a structured file with the name **mhs** or the extension **.mhs**); *Mboxfile* is an ASCII file.

SEE ALSO

mbxtomhs(1), mbxtomhs(1).



NAME

newmail — display sender and subject of pending mail messages

SYNOPSIS

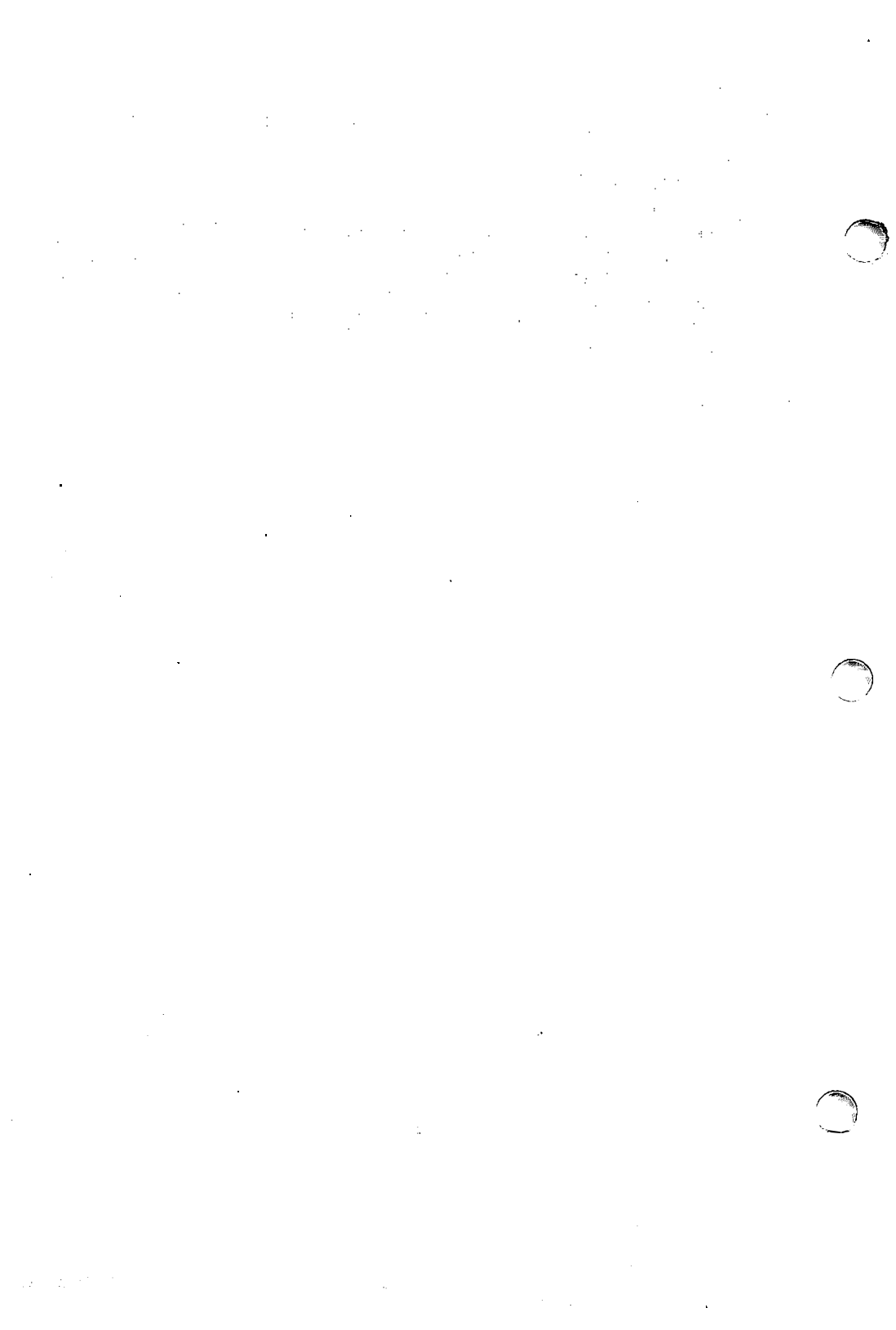
newmail [mailbox]

DESCRIPTION

The *newmail* command reads mail messages contained in a user's spool mailbox and displays information about newly received mail. *Newmail* parses each message and displays who the message is from and, if provided, the subject. *Newmail* optionally accepts a file argument as the *mailbox* to be examined for new mail messages; this *mailbox* is the name of an ASCII mail file. *Newmail* is intended to be used by the TEN/PLUS editor to display new mail messages.

SEE ALSO

e(1).



NAME

readmhs – read mail messages

SYNOPSIS

readmhs [filename]

DESCRIPTION

Readmhs is a program for reading, filing, answering, and searching mail sent by other system users. If [filename] is not specified on the command line, the user's in-box is used by default.

Reading Your Mail

To read mail, type the command *readmhs*. A display similar to the following will appear:

Adding new messages to file /u/name/mhs.

Message 1 is new:

1 Mon, 15 Jun From: Janet Test mail message

File /u/name/mhs has 1 mail message.

->

When first invoked, *readmhs* automatically displays the message number, date, sender's name, and subject of any new messages. This display means that there is one new message waiting in the user's in-box, which is the file */u/name/mhs*. The prompt *->* indicates that *readmhs* is ready to accept a command.

Commands Commands to *readmhs* consist of a single letter, optionally followed by message list (referred to in the table below as *msg_list*). A complete description of a message list is given under *Message List*.

- | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| h <i>msg_list</i> | Headers. List one-line header for each message. |
| t <i>mhs_list</i> | Type. Type messages on terminal. |
| n or new-line | Next. Type next message (the one after current message) on terminal. |
| b | Back up. Type previous message (the one before current message) on terminal. |
| c | Current message. Type current message number and current file name. |
| d <i>msg_list</i> | Delete. Mark messages to be deleted. Deletion does not actually occur until the quit, overwrite, or read commands are given. See u , Undelete, for information on removing the delete mark from a message. |
| u <i>msg_list</i> | Undelete. Remove delete mark from a message. |
| a <i>msglist</i> | Answer. Reply to a message. This command prompts for a list of users to copy the reply to. An opportunity to edit the message is provided. |
| f <i>msglist</i> | Forward. Forward a message to another user. This command prompts for a list of users to forward the indicated message to. An opportunity is provided to edit the forwarded message. |

- q** Quit. Terminate the *readmhs* session. If any messages have been deleted or moved, the user is asked whether the messages should be deleted.
- m** *msg_list* Move. Move messages to another mail file. *Readmhs* prompts for a file name, and creates the file if it does not already exist. The designated messages are then appended to the specified file and marked for deletion from the current file.
- p** *msg_list* Put. Similar to the move command, except that the message is not marked for deletion from the current file.
- l** *msg_list* List. Write the specified messages to a text file. *Readmhs* will prompt for a user name and will create the file if it does not already exist. The specified messages are then appended to the file as ASCII text.
- o** Overwrite. Any messages marked for deletion from the current file are deleted.
- r** Read. Read another **mhs** file. *Readmhs* prompts for the name of an alternate file to be read. Any messages marked for deletion from the current file are deleted, then the new mail file is read in and becomes the current file.
- j** Jump. Execute a shell command. *Readmhs* prompts for the command to be executed by the shell command interpreter (see *sh(1)*).
- ?** Help. Print a summary of *readmhs* commands.

Current Message

At all times there is a current message, usually the last message read. *Readmhs* commands which accept a message list, omitting the message list specification entirely from the *readmhs* commands that accept a message list implies that the command is to be applied to the current message.

Message List

A message list can be a single number (e.g., 2), a range of numbers (e.g., 2-6), or both (e.g., 3,5-7). To see the headers of all messages, type **h *** or **h a**. To see the headers of all messages after and including "10," type **h 10>**. A message list can include a string for which to search. For example, the command **t jim** will type all the messages that contain the string *jim* in the header display.

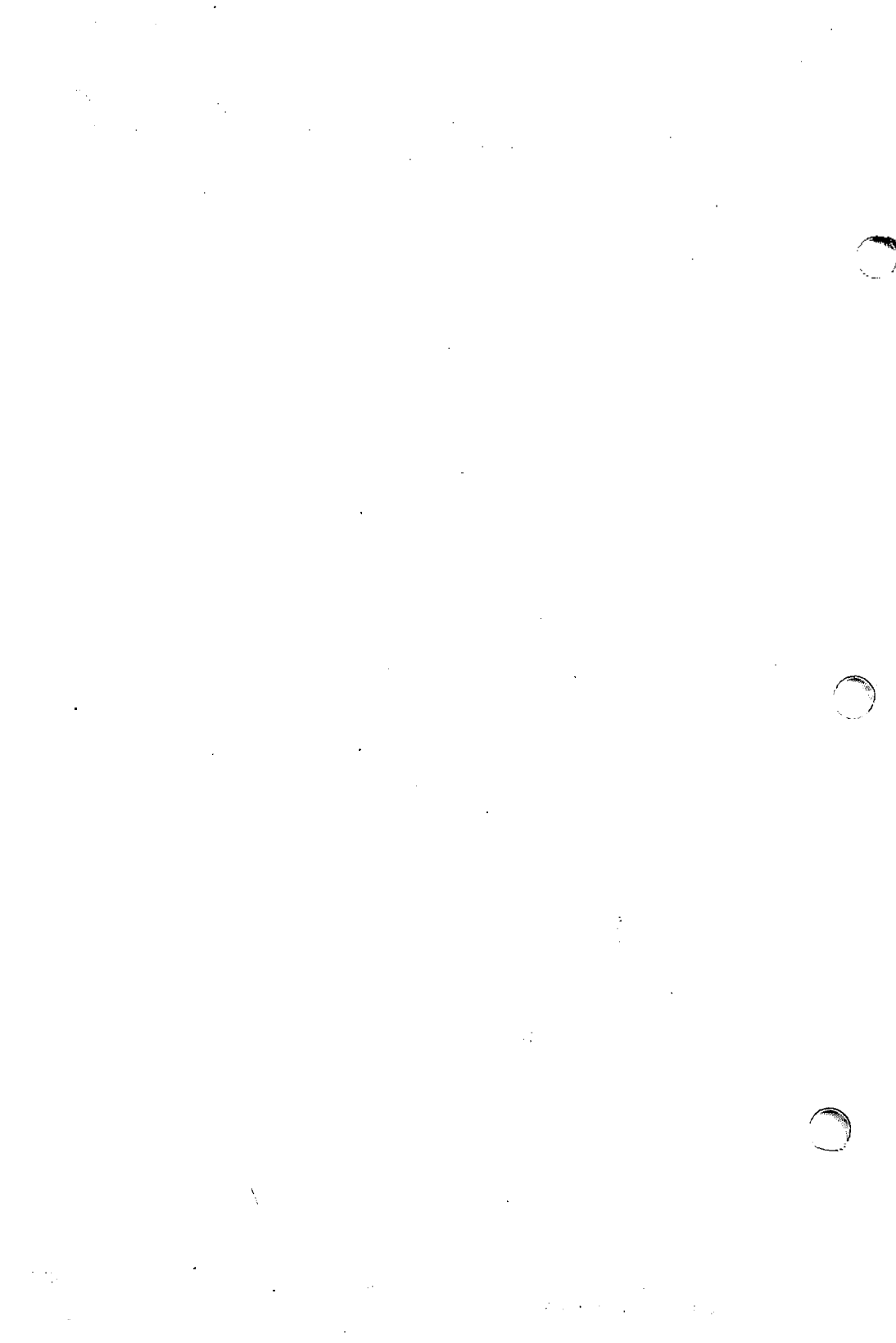
Interrupting a Command

When a command is being executed, it may be interrupted by typing an interrupt character (usually DEL). This is useful for terminating the printing of a message on the display, or stopping the execution of a shell command invoked via jump.

Files and Mailboxes

Readmhs refers to all files relative to the directory containing the mhs file rather than the current directory. Path names relative to ., .., or / may be used whenever a file name is requested. Mail files, including files that are referred to as in-boxes, are not ASCII text files.

SEE ALSO
e(1).



NAME

smaif – system mail interface program

SYNOPSIS

smaif

DESCRIPTION

The *smaif* command reads a formatted mail message on standard input, translates the message, and mails the message through the underlying mail system. *Smaif* expects input in this format:

```
To: user1 [usern...]  
Cc: user1 [usern...]  
Subject: xxxxxxxxxxxx  
-----  
body
```

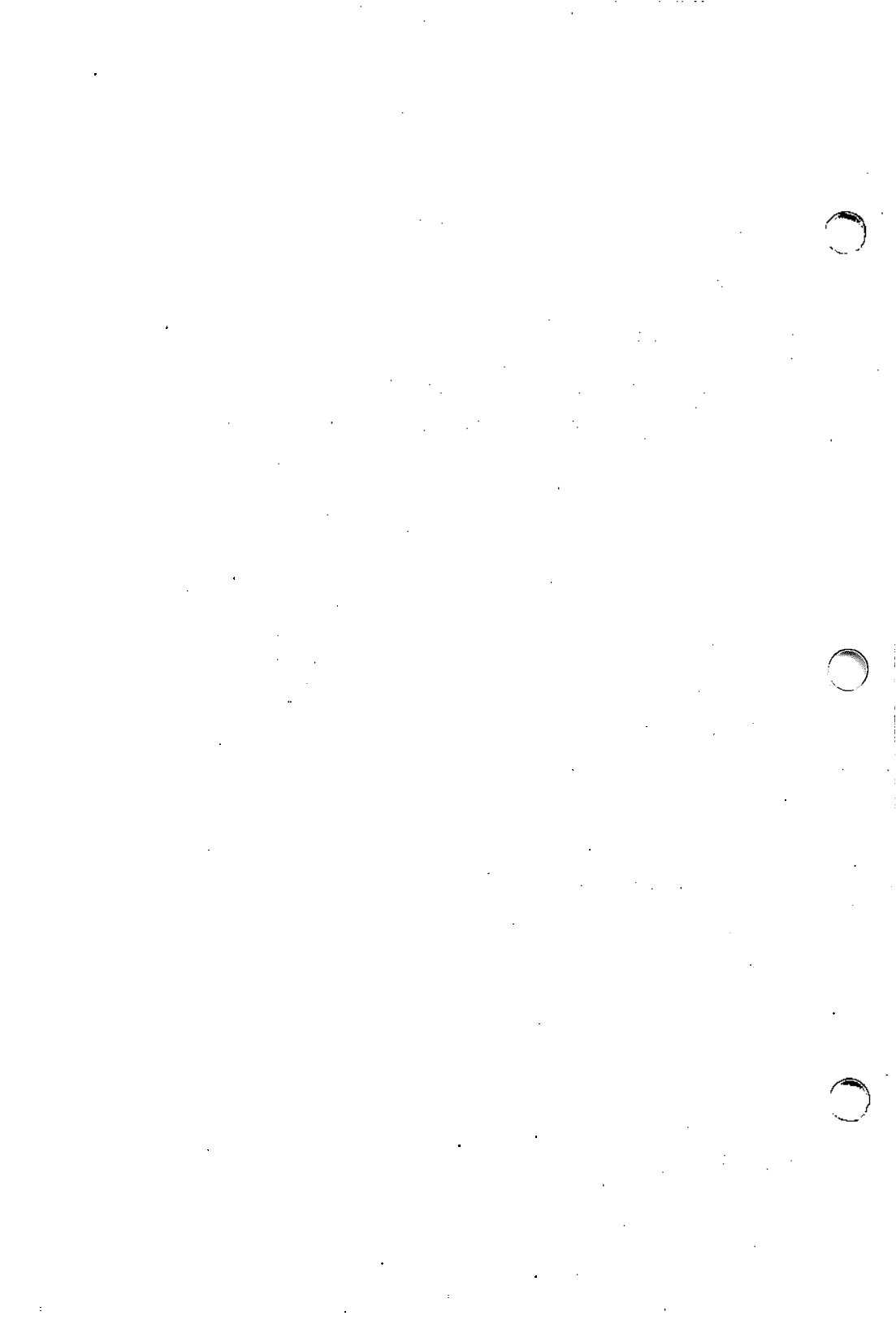
Smaif requires that the TEN/PLUS Mail System be installed.



TEN/PLUS Mail System Installation Instructions

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TEN/PLUS* Mail System Installation Instructions

1. INTRODUCTION

The TEN/PLUS Mail System is intended for TEN/PLUS users who want to use electronic mail in the TEN/PLUS environment with the INTERACTIVE UNIX* Operating System. The TEN/PLUS Mail System is an electronic message system that provides each user with a private mailbox. It allows the user to send messages to one or more users or mailing lists, with copies or blind copies; reply to, forward, print, delete, or restore messages; move or copy messages; execute other programs without leaving the mail system; review past correspondence in the primary and secondary mailboxes; and send mail to and receive mail from remote systems. The TEN/PLUS interface provides these features through user-friendly forms with menus, function keys, and on-line help facilities. It interfaces with Berkeley `sendmail`, AT&T `mail`, and other mail systems. This document provides installation instructions for AT&T UNIX System `mail` and BSD `sendmail`, which are both included with the INTERACTIVE UNIX Operating System. This extension contains the mail helper and all forms and programs required for this purpose.

This document applies to release 2.2 of the TEN/PLUS Mail System extension, which runs only with release 2.2 or higher of the TEN/PLUS User Interface.

For additional information on each of the individual tools and data files in this extension, refer to the other documents in this guide and to:

- *TEN/PLUS User Interface Guide*
- `sendmail` sections in the *INTERACTIVE UNIX System V/386 Release 3.2 Operating System Guide*

2. INSTALLING THE TEN/PLUS MAIL SYSTEM

The TEN/PLUS Mail System is installed on your fixed disk using the `sysadm` utility. It takes about 0.7 MB of space and requires that the TEN/PLUS User Interface subset already be installed.

You may configure your system to interface with AT&T `mail` or Berkeley `sendmail`. Both mail systems are standard utilities provided with the INTERACTIVE UNIX Operating System.

Use AT&T `mail` if you plan to use the TEN/PLUS Mail System on one computer or if you plan to communicate with other similar systems. If you plan to communicate with a number of dissimilar systems (INTERACTIVE UNIX System, Berkeley 4.2, etc.), you should use the TEN/PLUS Mail System with Berkeley `sendmail`.

2.1 Using the AT&T `mail` Interface

AT&T `mail` is automatically installed when you load the Core subset of the INTERACTIVE UNIX Operating System. `mail` is the default interface used by the TEN/PLUS Mail System. The installation process outlined below automatically configures the TEN/PLUS Mail System to use `mail`.

1. To begin the installation, log in as `root` and use the System Administration command, `sysadm`, to access the main menu: Your screen will look similar to this:

SYSTEM ADMINISTRATION

1	<code>diskgmt</code>	disk management menu
2	<code>filegmt</code>	file management menu
3	<code>machingmt</code>	machine management menu
4	<code>packagemgmt</code>	package management menu
5	<code>softwaregmt</code>	software management menu
6	<code>syssetup</code>	system setup menu
7	<code>ttymgmt</code>	tty management menu
8	<code>usergmt</code>	user management menu

Enter a number, a name, the initial part of a name, or
? or <number>? for HELP, q to QUIT:

2. Type 5 to access the Software Management menu. Your screen will then look similar to this:

SOFTWARE MANAGEMENT

1	installpkg	install new software package onto built-in disk
2	listpkg	list packages already installed
3	removepkg	remove previously installed package from built-in disk
4	runpkg	run software package without installing it

Enter a number, a name, the initial part of a name, or
 ? or <number>? for HELP, ^ to GO BACK, q to QUIT:

3. Select option 1, `installpkg`. The system prompts you to insert the first diskette into the diskette drive. The screen will look similar to this:

```
Insert the removable medium for the package you want to
install into the diskette drive.
Press <RETURN> when ready. Type q to quit.
```

4. Insert the TEN/PLUS Mail System diskette into the diskette drive. The system asks you to confirm that this is the package you want to install:

```
Install the TEN/PLUS Mail System package? (y):
```

Press **ENTER** to start the installation process:

```
Installing the TEN/PLUS Mail System
Copyright (c) 1983,1988 INTERACTIVE Systems Corp.
All Rights Reserved
The following files are being installed:
/usr/bin/mboxtomhs
/usr/bin/mbxtomhs
.
.
.
/usr/lib/INed/srcforms/bsd_xmsg.frm
/usr/options/tm.name
676 blocks
Floppy diskette number 1 is complete
Installation of the TEN/PLUS 2.2 Mail System
is complete.
You may now remove the medium from the diskette drive.
```

(The names of some of the files have been omitted for the sake of brevity.)

The TEN/PLUS Mail System is now installed on your fixed disk.

2.2 Using the Berkeley `sendmail` Interface

To use Berkeley `sendmail` as the mail interface for TEN/PLUS Mail, follow these instructions:

1. Make sure that the `sendmail` utility has been installed on your system. `sendmail` is delivered in the “Basic Networking” subset supplied with the INTERACTIVE UNIX Operating System. Follow the instructions in section 6.1, “Installing Optional INTERACTIVE Subsets and Extensions,” of the “INTERACTIVE UNIX Operating System Installation Instructions” in the *INTERACTIVE UNIX Operating System Guide*.
2. To configure your system to interface with `sendmail`, refer to the `sendmail` sections of the *INTERACTIVE UNIX Operating System Guide*.
3. Once `sendmail` is installed and properly configured on your system, install the TEN/PLUS Mail System as described in section 2.1. The software will detect that `sendmail` is present on your system and install the correct files.
4. If `sendmail` is installed at a later time, copy the following files to make the TEN/PLUS Mail System work correctly with `sendmail`:

```
cp /usr/lib/INed/forms/bsd_msg.ofm /usr/lib/INed/forms/msg.ofm
cp /usr/lib/INed/forms/bsd_xmsg.ofm /usr/lib/INed/forms/xmsg.ofm
cp /usr/lib/INed/profiles/bsd_adminprf /usr/lib/INed/profiles/adminprf
```

3. THE TEN/PLUS MAIL SYSTEM SUBSET FILES

The following files make up the TEN/PLUS Mail System subset:

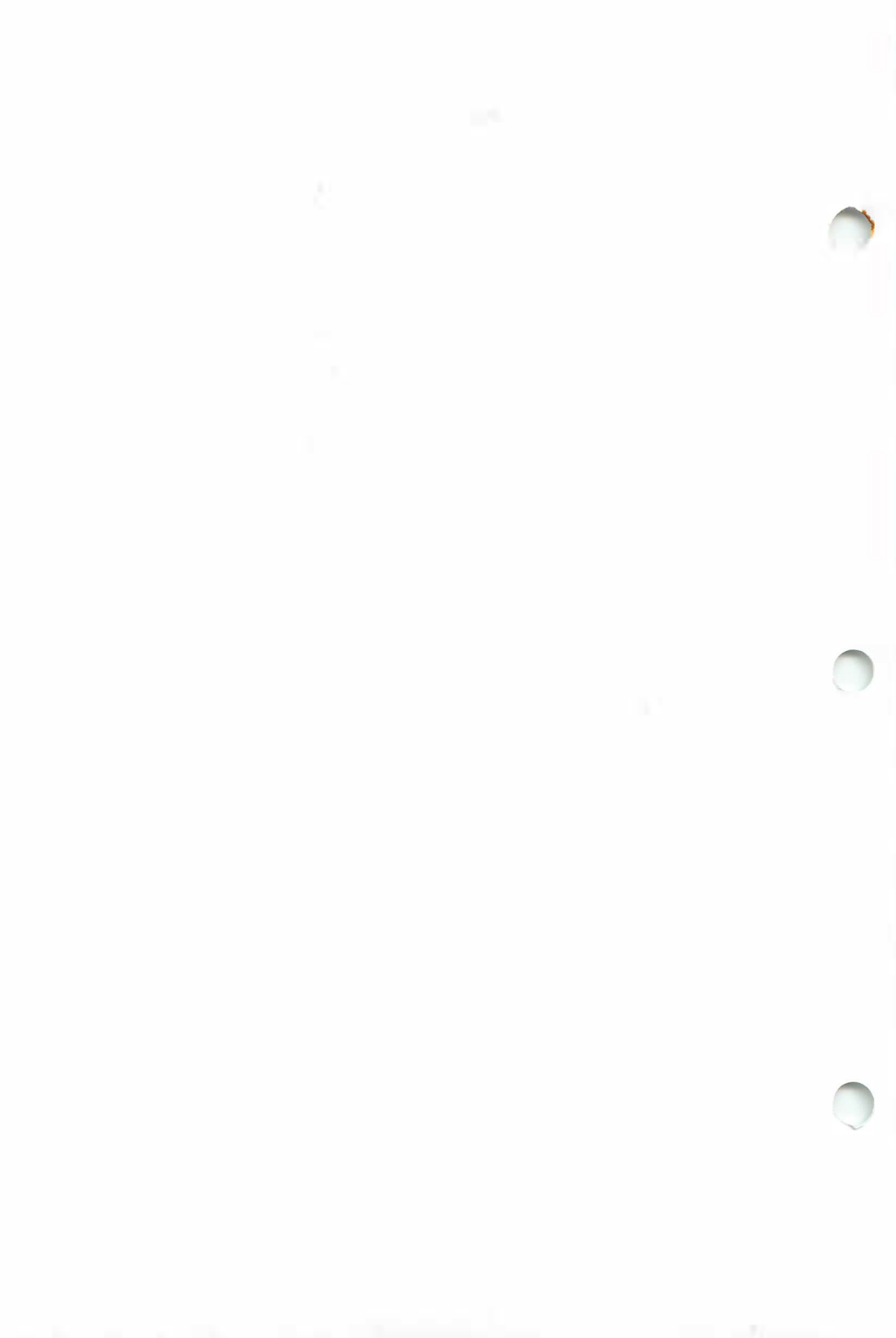
- `/usr/bin/mboxtomhs`
A program to convert your UNIX System mailbox to a TEN/PLUS mailbox.
- `/usr/bin/mbxtomhs`
A program to convert a TEN/PLUS INmail* mailbox to a TEN/PLUS mailbox.
- `/usr/bin/mhstombox`
A program to convert your TEN/PLUS mailbox to a UNIX System mailbox.
- `/usr/bin/readmhs`
An interactive program to read your TEN/PLUS mailbox.
- `/usr/lib/INed/bin/newmail`
A program to notify you when there is new mail in your UNIX System mailbox.
- `/usr/lib/INed/bin/smailif`
A system mail interface program.
- `/usr/lib/INed/forms/adminprf.ofm`
A compiled form used by the TEN/PLUS Mail System.
- `/usr/lib/INed/forms/mailhdr.ofm`
A compiled form used by the TEN/PLUS Mail System.
- `/usr/lib/INed/forms/mhs.ofm`
A compiled form used by the TEN/PLUS Mail System.
- `/usr/lib/INed/forms/mhsprf.ofm`
A compiled form used by the TEN/PLUS Mail System.
- `/usr/lib/INed/forms/bell_msg.ofm`
A compiled form used by the TEN/PLUS Mail System with UNIX System mail.
- `/usr/lib/INed/forms/msg.ofm`
A compiled form which is a link to the one mentioned above.
- `/usr/lib/INed/forms/bsd_msg.ofm`
A compiled form used by the TEN/PLUS Mail System with BSD sendmail.

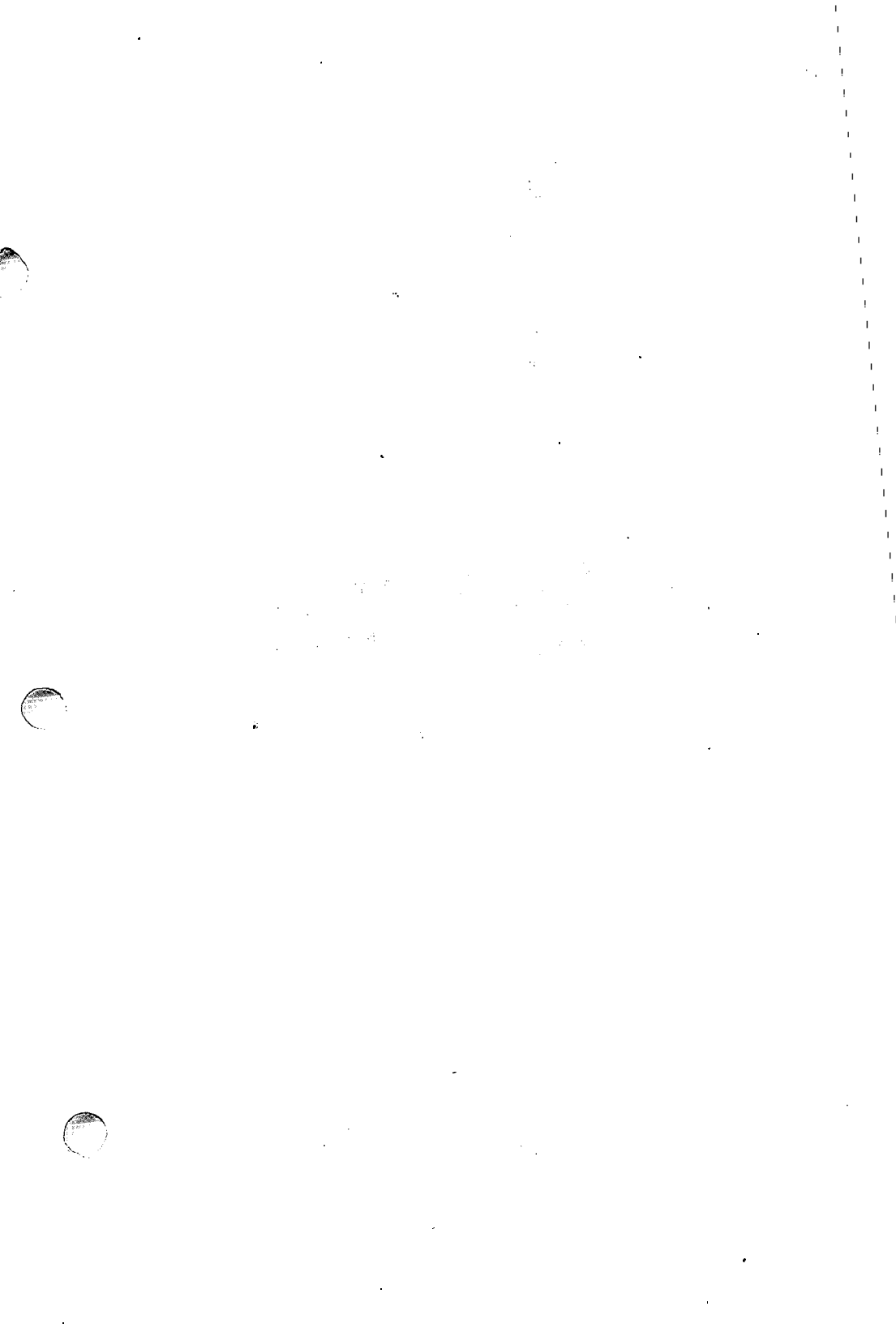
- `/usr/lib/INed/forms/bell_xmsg.ofm`
A compiled form used by the TEN/PLUS Mail System with UNIX System mail.
- `/usr/lib/INed/forms/xmsg.ofm`
A compiled form which is a link to the one mentioned above.
- `/usr/lib/INed/forms/bsd_xmsg.ofm`
A compiled form used by the TEN/PLUS Mail System with BSD sendmail.
- `/usr/lib/INed/helpers/mhs.help`
The TEN/PLUS Mail System Helper.
- `/usr/lib/INed/hmgs/mhs.hmg`
The file that contains the help messages for the TEN/PLUS Mail System.
- `/usr/INed/profiles/bell_adminprf`
A system-wide profile file ready to use with UNIX System mail on the INTERACTIVE UNIX Operating System.
- `/usr/INed/profiles/adminprf`
A link to above mentioned system-wide profile file.
- `/usr/INed/profiles/bsd_adminprf`
A system-wide profile file ready to use with BSD sendmail on the INTERACTIVE UNIX Operating System.
- `/usr/lib/INed/profiles/mhsprf`
A model of a profile file to tune the TEN/PLUS Mail System for each user.
- `/usr/lib/INed/srcforms/adminprf.frm`
An uncompiled version of a form used by the TEN/PLUS Mail System.
- `/usr/lib/INed/srcforms/mailhdr.frm`
An uncompiled version of a form used by the TEN/PLUS Mail System.
- `/usr/lib/INed/srcforms/mhs.frm`
An uncompiled version of a form used by the TEN/PLUS Mail System.
- `/usr/lib/INed/srcforms/mhsprf.frm`
An uncompiled version of a form used by the TEN/PLUS Mail System.

- /usr/lib/INed/srcforms/bell_msg.frm
An uncompiled version of a form recommended for use with UNIX System mail.
- /usr/lib/INed/srcforms/msg.frm
A link to the uncompiled version of a form mentioned above.
- /usr/lib/INed/srcforms/bsd_msg.frm
An uncompiled version of a form recommended for use with BSD sendmail.
- /usr/lib/INed/srcforms/bell_xmsg.frm
An uncompiled version of a form recommended for use with UNIX System mail.
- /usr/lib/INed/srcforms/xmsg.frm
A link to the uncompiled version of a form mentioned above.
- /usr/lib/INed/srcforms/bsd_xmsg.frm
An uncompiled version of a form recommended for use with BSD sendmail.



NOTES





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