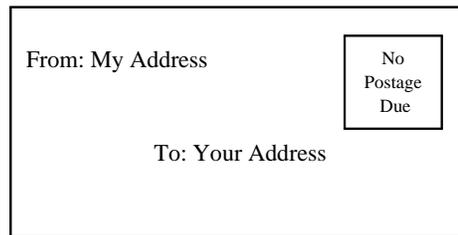


Command Mode Interface For the Users

What You Need to Know About Sending Electronic Mail

For mail users, NetMail/3000 tries to provide a user interface for the computer novice, as well as shortcuts for the computer pro. Most commands are available via the terminal function keys on HP terminals as well as being enterable (with appropriate shortcuts) from the keyboard.

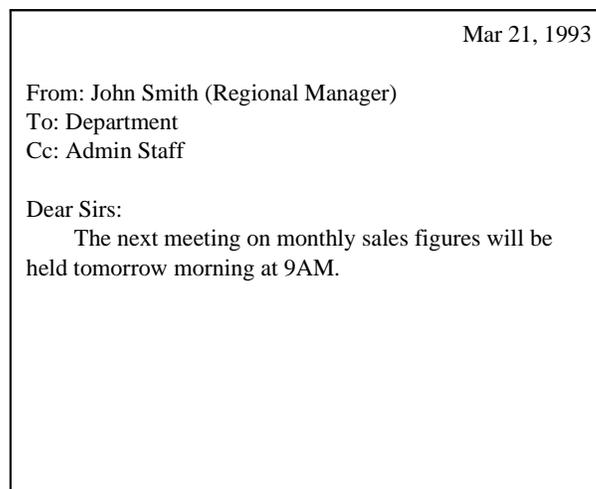
Electronic mail is similar in many respects to conventional post office style mail -- but much faster and without the stamps! Electronic messages consist of two parts; the envelope and the message or letter itself.



An electronic envelope, just like the equivalent you are used to, is merely a “holder” for the message itself. It routes the message with an address of the intended recipient, and (usually) contains a return address in case there is a problem delivering the message.

Electronic “envelopes” contain the same information as the traditional paper envelopes, though to make it easy for computers to process, the information is coded in a specified format. NetMail/3000 takes care of formatting the “envelope” for you, and prompts you for the information it needs.

A paper envelope, like its electronic equivalent, shows no outward signs of the message within. Unlike the paper envelope, electronic envelopes can contain text messages (like standard typewritten correspondence), as well as many other types of computer data. For purposes of example, the previous envelope might contain a message as follows:



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To provide uniformity, standard office memos usually begin with headings something like you see on this memo. Though most people don't begin personal letters like this, businesses often adapt these headings to aid in filing the messages for future reference, and to allow quick and accurate scanning of the messages to determine their priority. Corporate memos typically range from trivial informational messages to high-priority messages demanding immediate action or response.

To provide the maximum flexibility in both business and personal use, electronic mail systems (in particular the standard which NetMail/3000 adheres to) enforce a standard set of headings on all messages. These headings are part of the actual message (in fact, they are always at the beginning of the message) as opposed to the envelope information.

Though you don't have to be too concerned with all the items that appear in message headings, be aware that they will be generated for all messages, and that they provide you with important information. Heading information includes the date and time the message was sent, the date and time it was received by your computer, the person that sent the message, and where they sent it from (their return address). Optionally, the heading may also contain the subject of the message, a complete list of who was sent the message, an identifying number for the message, what the message is replying to, as well as many other possible items.

Before you begin, there are a few basic ideas you should understand about NetMail/3000, which will hopefully help you understand why NetMail/3000 does certain things the way it does, and should help you use the system more efficiently and effectively.

Whenever you run NetMail/3000, a header is printed across the top of your screen describing the version of NetMail/3000 that is running, and also what your NetMail/3000 electronic mail address is. This address appears in the upper right of your screen, and typically has a name, followed by an "@", then followed by the "name" of the computer you are working on. Make note of this name, as this is the key necessary for others to send you mail.

Note: NetMail/3000 determines your mail address by looking up the logon you used when signing on the computer. If you have reason to believe the mail address is not correct, see your local mail system administrator. (This is not common, but may occur on systems where many people use the same user and account name and the mail system administrator has not yet completely set up mail access.)

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When you run NetMail/3000, you will be presented with a list of all the mail in your “mailbox”. The following sample screen illustrates what you might see on a typical mail display:

```
NetMail/3000_A_05_93/12/03 Mailbox: JSMITH@SYS1.ACME.COM
New MsgID Received at      Size Type  Message from >
-----
14A  05/06/93 08:58      1.3k Text GJONES
      Subject: UPDATE
167  05/20/93 00:04      1.2k Text KRICHARD
      Subject: Business priorities for next quarter
1AC  07/25/93 23:24      2.3k Mult FRANK@YS2.SUBSID.COM
      Subject: Foreign sales last quarter
1D9  09/16/93 23:57     11.9k Mult KRICHARD
      Subject: Picture of new mailer/promotion
1H6  10/29/93 18:41      1.6k Mult GJONES
      Subject: Spreadsheet of quarterly sales
1H7  10/29/93 19:58     28.3k Mult BTHOMAS
      Subject: Sales quotas
1JF  11/07/93 23:43      5.0k Mult BTHOMAS
      Subject: Forwarded Message
--> 1KH  12/03/93 17:13      586 Text GJONES
      Subject: Meeting update
!!> 1KM  12/03/93 16:57      355 Text KRICHARD
      Subject: This one's IMPORTANT!

You have 2 NEW mail messages, including 1 URGENT messages.
[NetMail/INBOX(1KM)]
```

Read Message	Next Key Set	List All Messages	Print a Message	HELP	Reply to Message	Delete Message	Exit
--------------	--------------	-------------------	-----------------	------	------------------	----------------	------

(2) (3) (4) (5) (8) (6) (7) (1)

The following items outline the important points on the mail screen. The arrows on the display outline the areas you should take note of:

- (1) Take note of the name displayed here on your screen. This is your mail name -- the name which you are known by to the mail system and the address which others must use to send mail to you.
- (2) The NetMail prompt. This is the indication that NetMail/3000 is ready to accept commands from the user. When this prompt is present, you may submit commands to NetMail 3000 -- either by typing out the command, or by using a function key. The prompt also lets you know what mail “folder” you are currently in. “INBOX” is the default folder, though you can create any other folders you wish and move among them with the “SET FOLDER” command.
- (3) This is the message id for the mail message in your mailbox. Message ids consist of numbers and letters. If there is more than one message in your mailbox, they will be separated by horizontal lines. You should also look for the arrow “-->” pointing to the message id as it indicates a message that has not been read yet. “!!>” pointing to a message indicates an unread

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“URGENT” message. In a long list of mail messages, arrows on the left margin indicate those new messages in your mailbox. On HP terminals you will see messages displayed “half bright” after they have been read, while unread messages are normal brightness, or blinking and bright if the message is urgent.

- (4) This arrow indicates the area on the screen which displays the message subject as designated by the sender of the message. Subject lines appear on the line below the rest of the message information and aid the reader in determining message contents and priority.
- (5) This arrow indicates the date and time that the message was delivered into your mailbox. The date is followed by the time in HOUR:MINUTE format.
- (6) This area indicates the type of message which has been delivered into your mailbox. “Text” is the most common message type, and indicates a regular message, though you may also see “UNDL” for messages that are returned to you if they were not deliverable.
- (7) This area indicates who the message is from. If the message was sent by someone on the same system, you will only see a simple mail name here. If the message came from another system, you will see a more typical network mail address, usually consisting of a name followed by an “@” and then the name of a remote computer system.
- (8) This arrow indicates the area of the message listing that displays the approximate size of the message. The size is listed in bytes, and is rounded into k-bytes if the message is large enough, or even M-bytes.

What Are Mail Addresses?

Mail addresses come in many different types and forms. NetMail/3000 uses mail addresses that look like this:

```
johndoe@mysys.admin.ourcorp
^           ^
Mailname   |
            | Host computer name
```

Your mail address will look something like this. You will find your mail address displayed in the upper right corner of your terminal display whenever you are in the NetMail program.

Most other mail addresses you will encounter will look something like this format also. However, you may also see any one of the following formats of mail addresses:

```
/PN=john.doe/O=bigcorp/ADMD=TELEMAIL/C=US/@SPRINT.COM
```

```
John_SMITH/DESK1/L1@HPDESK.COMPANY.COM
```

```
johndoe%host1.BITNET@hostgate.utt.edu
```

```
01234567@MCIMAIL.COM
```

```
70901.987@COMPUSERVE.COM
```

```
host1!host2!johndoe
```

```
host:johndoe@MAP.DAS.NET
```

You may even see combinations of some of these (if you communicate with outside networks). Though you need not be concerned with the details of what these addresses mean, you may have to enter addresses like these if your organization is connected to a large network like the Internet. Not to be alarmed, to communicate with users in your own organization, you need only know their mail name (NetMail/3000 automatically figures out what machine the user is on).

Running the NetMail Program

The first thing you need to know is how to start up NetMail. For MPE users you merely enter:

:RUN NETMAIL.SYS.THREEK

Once you start up NetMail, you will be greeted by a heading line displayed across the top of your screen, a list of whatever mail messages are currently in your mailbox, and the NetMail/3000 command prompt:

[NetMail/INBOX()]

At this point, you are talking to NetMail/3000, and may enter a command. Commands are entered by typing out the command and hitting <RETURN>, or by merely selecting an appropriate function key (on terminals or PCs that display function key values).

Note; if you do not get a “[NetMail/INBOX]” prompt but instead see a pc-style menu interface, you can switch to the command line (prompt) interface by activating the menu bar. You do this by using the “Menu Bar” (f3) key, then using the right arrow key until the “Options” selection is highlighted, then hit the down-arrow key until the “Interface” selection is lit - then hit “RETURN”. You will then be presented with the [NetMail/INBOX] prompt and then remain in command line mode (the interface this manual describes).

Note that the “/INBOX” after “NetMail” lets you know the name of the current “folder”. Whatever the current folder name is will be displayed after NetMail and the “/”; this assures the user that he or she will always know which folder they are in. See the “SET FOLDER”, “CREATE”, and “DESTROY” commands for more information on mail folders. By default, you are always placed in the “INBOX” folder when you run NetMail/3000. The “INBOX” folder will be where all your incoming mail is first deposited. Once you are in NetMail/3000, you are free to move among any other folders you have created (SET FOLDER command).

Getting Around With Function-Keys

NetMail/3000 maintains several sets of function key labels to help you maneuver through the system. (These are only available for users working on HP terminals that support function key labels on the screen.)

When you first enter NetMail/3000, you will notice a set of function key labels along the bottom of your screen. In fact, the labels should look very much like this:

Read Message	Next Key Set	List All Message	Print a Message	HELP	Reply to Message	Delete Message	Exit
--------------	--------------	------------------	-----------------	------	------------------	----------------	------

These function keys are short-cuts for some of the common NetMail/3000 command sequences. Since there are only 8 labels displayed on a terminal at a time, and there are more than 8 commands, NetMail reserves function key #2 as the key that rotates the function key definitions. There are several groups of function key labels, each grouped according to common functionality. You will notice that by selecting function key #2 (Next Key Set), the labels change to a new set of commands. Each time you hit "Next Key Set", the labels will change, until you return to the original set of function keys (set 1).

The first set of labels are grouped to provide the most commonly used commands conveniently to all users. These keys provide the basic commands to read, list, print, and delete mail in the mailbox.

Throughout all the sets of function key labels, you will notice that key #2 (Next Key Set) and key #8 (Exit) remain.

Hitting the **Next Key Set** key from the first set of function key labels brings you to the following set of keys:

Send a Message	Next Key Set	Edit a File	Save an Attchmnt	Who is Outthere	Who am I?	Copy msg to Disc	Exit
----------------	--------------	-------------	------------------	-----------------	-----------	------------------	------

When you select a function key command, you will notice that the actual command will display on your terminal as well. This is designed to help familiarize users with the full command names, allowing the typing of the commands later for those that do not wish to toggle through function key sets. Note later in this section that most commands can be abbreviated to one or two letters to further reduce keystrokes for those that become experienced in the system.

This set of function keys provides commands related to the sending of mail messages and finding out who else is in the mail system directory.

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Hitting **Next Key Set** once again takes you to the following function key set -- this set contains mailing list related commands.

Showall Maillist	Next Key Set	Review a Maillist	Join a MailList		Quit a MailList		Exit
---------------------	-----------------	----------------------	--------------------	--	--------------------	--	------

Hitting **Next Key Set** once again takes you to the following function key set:

Show Editor	Next Key Set	Show Folders	Show Password	Show AutoSpel	Show Printer		Exit
----------------	-----------------	-----------------	------------------	------------------	-----------------	--	------

This set of function keys provides verification options for your local environment. Currently, just the mail system password and selected local printer are available.

Set Editor	Next Key Set	Set Folder	Set Password	Set AutoSpel	Set Printer		Exit
---------------	-----------------	---------------	-----------------	-----------------	----------------	--	------

This set of function keys provides the commands to change your local mail system environment. Commands are provided to change your password or selected printer.

Selecting **Next Key Set** once again will take you back to the first set of function keys. You will notice from the display as you toggle through the sets of function keys that there is actually a NetMail/3000 command to select a function key set -- SET KEYSET= followed by the set number will take you directly to a key set. It is not anticipated that this will be used very much as toggling through key sets using key #2 is relatively quick and keysets will change from release to release as new functionality is added.

The ADD Command

You may have noticed that some electronic mail addresses can be long and difficult to remember. To help you in remembering these names, you can create “mailing lists” which contain one or more full electronic addresses, all conveniently referenced by a “list name” which you define. Mailing list names can be up to 16 characters long.

When you are prompted for a “recipient” when sending a message (To, Cc, or Bcc), you can enter the name of your mailing list instead, and the program will substitute the name (or names) you entered on your list. You will also be asked whether you want all the individual addresses to be displayed in the message heading of the message you send (if not, then only the name of your “mailing list” is displayed in the message). There may be times when you want all the recipients to know the other specific addresses you sent the message to, and there may be times when you don’t.

You create a mailing list with the “ADD” command. The “ADD” command handles both the initial creation of the list, as well as the adding of addresses to your list later. A mailing list must be “created” before you can add entries to it. You create the list by simply entering the “ADD” command at the NetMail prompt along with the name of the mailing list you want to create. (Note that mailing list names are NOT case sensitive). For example:

```
[NetMail/INBOX()]ADD buddies  
Mailing list description: My buddies  
[NetMail/INBOX()]
```

Upon entering the command, you will then be prompted to provide a description for the mailing list. The description is only for your benefit, and is displayed when you SHOW MAILLISTs.

Once you have created your mailing list, you will want to add one or more addresses to it. You also use the “ADD” command for this. To add an “entry” to a mailing list you created, specify the “ADD” command, but add an “=” and the address, like this:

```
[NetMail/INBOX()]ADD buddies=john@system1.admin  
[NetMail/INBOX()]ADD buddies=mary@hub1.marketing.acme.com  
[NetMail/INBOX()]ADD buddies=frank
```

Any valid electronic mail address that you could send a message to is valid in a mailing list. Note that the addresses are NOT checked when you enter them, only when you actually reference the list by using it when sending a message.

You can view the entries you have entered on a list at any time with the “EXPAND” command, and can remove entries from a list with the “REMOVE” command. Note too that in order to correct a mistyped entry, you’ll need to “REMOVE” the incorrect entry, then “ADD” a corrected entry.

The COPY Command

To save a copy of a message as a permanent disc file you may use the COPY command. This command makes a copy of the mail message and writes it to a disc file that will be created for you. You may also optionally specify that you do not want any of the NetMail/3000 message heading information copied to the file, and you may also optionally specify a record size (in bytes) for the disc file. If you do not specify otherwise, the message and heading will be copied to a file which is built as an ascii file with 80 byte records.

Use the “NOHEAD” option after the filename if you do not want the NetMail/3000 message heading lines included in the disc file.

Use the “;-num” option after the filename if you want to specify the record size of the new disc file -- for example “;-72” to create a 72 byte file, “;-132” to create a 132 byte file.

[NetMail/INBOX()]**COPY X01SA TO myfile**

[NetMail/INBOX()]**COPY X01SA fname:NOHEAD**

[NetMail/INBOX()]**COPY X01SA diskfie;-132**

In addition, NetMail/3000 can save messages directly to disc drives available to your PC (if you are running a supported terminal emulator). This includes floppy, hard drive, file server disc drives, or any writable device accessible from your PC by preceding the filename with a “\$” (dollar sign). For example:

[NetMail/INBOX()]**C X01SA to \$a:\myfile**

[NetMail/INBOX()]**C X01SA \$F:\wp\budget\report12.txt:nohead**

When a PC file is specified, NetMail/3000 will automatically invoke the terminal emulator’s file transfer facility. The user will not have to provide any further information, though you must ensure that your file transfer configuration (within the emulator) is set correctly. You will see a display as the file is transferred, and once completed, your screen will return to its previous state.

The CREATE Command

You can create a new mail folder with the “CREATE” command. Mail folders can be any string of continuous characters (up to 16 characters long) including any printable special characters, all of which are automatically upshifted. You will be prompted to supply a description for the folder (which will be available whenever you list your available folders with the “SHOW FOLDERS” command). There is no set limit on the number of folders any individual can have, though there is a fixed limit per system (available space for all users). For example:

```
[NetMail/INBOX()]CREATE junk
```

You would then be prompted for a description of the folder, after which, assuming the folder did not already exist and there is room in the mailsystem for this folder, the folder would be created.

The DELETE Command

At some point, after reading mail in your mailbox, you'll need to delete old messages. While you are free to keep important messages for any amount of time (even after you have read them), because there is limited space in the mail database and all users share this database for mail storage, you will need to delete old messages at some point.

The "DELETE" command is used to remove mail messages from your mailbox (and the mail database). Delete accepts multiple message ids if you want to delete more than one message (or just a single message).

[NetMail/INBOX()]**DELETE X01SA,R9QA**

[NetMail/INBOX()]**D X01SA,R9QA**

You may also enter:

[NetMail/INBOX()]**DELETE @**

to delete all the mail in your mailbox. If you use the "Delete Message" function key, NetMail/3000 will prompt you for a list of messages to delete. After the messages are deleted, NetMail/3000 will display a new list of all the mail (left) in the current folder of your mailbox.

Still another useful option:

[NetMail/INBOX()]**DELETE ***

This deletes the last message read, listed, printed, or copied.

To help prevent potential accidents, you can use the "SET DELETEVERIFY" command to require a verification when you ask to delete a message. When this option is ON, you will be prompted for each message you specified and required to confirm that you really want to delete it. (This is especially useful if you use the "DELETE @" command.)

Note that an alternative to deleting mail is to "COPY" the entire mail message(s) to a file or "SAVE"ing parts of messages. After copying them to file(s), you can then delete the message(s) from your mailbox (and thus free up space for new messages) while still keeping a copy of important messages on the system. For those messages which you desire to keep for future reference, filing the message in another folder may make your mailbox easier to manage. See the "SET FOLDER", "FILE", "CREATE", and "DESTROY" commands.

The DESTROY Command

You can destroy (delete) an empty mail folder with the “DESTROY” command. If you have mail folders which you no longer need, you can delete them with the “DESTROY” command. The folder must exist and must be empty -- it cannot have any messages filed in it or it will not be deleted. All created folders use some disc space, so it helps all if unused folders are removed when they’re no longer needed. (Note that you cannot delete the system folder “INBOX”.) For example:

[NetMail/INBOX()]**DESTROY junk**

The EDIT Command

NetMail/3000 will send both messages (ascii files) that you have pre-prepared in the file editor or word processor of your choice, or will prompt you to enter a message when you issue the "SEND" command.

If you prefer, you can use any editor or program you are familiar to compose and format a mail message. However, you may also edit a file (whether it is going to be mailed or not) from within NetMail/3000 by using the "EDIT" command. The "EDIT" command will invoke the editor designated for you and automatically text in a file for you to edit.

```
[NetMail/INBOX]edit sumthin
Working on file 'SUMTHIN'. Just 'EXIT' the editor when done...

File 'SUMTHIN' Created.
HP32201A.07.17 EDIT/3000 FRI, FEB 11, 1994, 1:09 PM
(C) HEWLETT-PACKARD CO. 1985
FILE UNNUMBERED
/add
  2   This is a simple sample message.
  3   bye
  4   //
...
/exit
SUMTHIN ALREADY EXISTS - RESPOND YES TO PURGE OLD AND KEEP NEW
PURGE OLD?yes

[NetMail/INBOX]
```

If you specify a file that does not already exist, NetMail/3000 will build the file for you, then invoke the editor and you may then work on the file. If you specify a file that already exists, NetMail/3000 will run the editor and will automatically text in the file for you.

If you are using "EDITOR" (EDITOR.PUB.SYS) as your editor, note that when you are done editing the file, merely 'EXIT' the editor. You will be asked if you want to keep the changes you made (if you made any), and if so respond 'YES'. Hitting <RETURN> or entering 'NO' will leave the file in its original state and not make any of your changes permanent.

If you have "NETEDIT" selected as your editor, you need merely type the text of your message and hit the "ENTER" key on your terminal to read in and load the message. Note that if you have "NETEDIT" selected as your editor and you are not on an HP terminal, or your terminal type is not the default "type 10", then NetMail/3000 will invoke the default "EDITOR" (EDITOR.PUB.SYS) editor for you instead of NetEDIT ("NETEDIT" is only supported on HP terminals that support block- mode transfers).

Once you are done, the file is available for all uses, whether you later choose to mail the file or not.

The EXIT Command

When you are ready to end NetMail, enter the “EXIT” command. You can abbreviate it to just “E”. “QUIT” can also be used.

[NetMail/INBOX()]**EXIT**

[NetMail/INBOX()]**E**

Note that the “EXIT” command will, when NetMail/3000 is run from within another program, “suspend” NetMail/3000, leaving it idle but still active in the background. This save system resources in applications where the process can simply be “reactivated” when needed again. When run from the command interpreter NetMail/3000 will not suspend; it terminates normally.

In certain cases, this may not be desirable, and the “QUIT” command may be used instead of “EXIT”. Quit will always completely terminate NetMail/3000.

[NetMail/INBOX()]**QUIT**

The EXPAND Command

You may view the members of any public or system mailing list, or a list which you own with the “EXPAND” command. This command may be abbreviated to “EXP” and should be followed by the name of the list you want to view. For example:

```
[NetMail/INBOX()]EXPAND $ALL  
Maillist: $ALL (Owned by $SYSTEM)  
Members:  
:JOHN  
:MIKE  
:MGR
```

You can find out the names of available mailing lists with the “SHOW MAILLIST” command (or function key). This command lists all the \$SYSTEM or \$PUBLIC mailing lists defined on the system, as well as any private mailing lists owned by you.

The FILE Command

Messages in the mailbox can be “FILED” into other folders with the “FILE” command. By default, incoming messages are placed into the system folder “INBOX”. However, to aid in the management and tracking of potentially large amounts of held mail messages, NetMail/3000 allows the user to create as many “mail folders” as he or she wishes. Messages can be placed into mail folders (other than or including the default “INBOX”) where they will not appear in the listing of mail messages except when they belong to the current folder. For example:

[NetMail/INBOX()]**FILE X01A junk**

An example of where you might find this feature useful. If you reach the point where you have, say, 120 messages in your mailbox, all of which you want to hold onto for some reason or another. Listing 120 mail messages each time you run NetMail/3000 can be time consuming and a little annoying. What you might do then is to create a few folders, say one for each major topic area or project you’re working on, or whatever grouping seems logical. By creating several folders and then “filing” the messages into separate folders, you would no longer have all 120 messages listed each time you ran the NetMail/3000 program. Instead, you would see the new messages and those messages which you have not yet filed anywhere. Then, to review or work with specific saved messages, you merely set the current folder to the folder which you wish to work in (SET FOLDER command) and NetMail/3000 will only list the messages in that folder as you read, list, or delete messages.

The FINGER Command

Finger is an Internet protocol for assisting in looking up mailbox information on remote systems. NetMail/3000 systems have a finger server and client built in. The finger server must be enabled by the mail administrator before anyone can use a finger client (like the finger command built into NetMail/3000) to lookup mailbox information for users on a NetMail/3000 system.

To lookup or verify a mailbox name on a remote system (remember you can use the WHOIS command to lookup local users) you can type the finger command at the NetMail/3000 prompt, supplying the mailbox name and remote system you want to look for. For example:

```
[NetMail/INBOX()]FINGER tom@remotehost.army.mil
```

The previous example would contact the remote system named (in this case the machine called “remotehost.army.mil”,) connect with the finger server running on that system (if there is one), and ask it for information on the user “tom”. In NetMail/3000’s case, it will provide you a list of all users with “tom” in their user information (in any field). This allows you to do a lookup and find out a person’s mailbox even if you only know a part of their real name, or department, or organization.

Note; some finger servers (though NOT NetMail/3000) will provide you with a list of all the users currently logged on to the system by just providing the system name, like this:

```
[NetMail/INBOX()]FINGER @machin2.acme.com
```

(Don’t forget the “@” in front of the system name.)

The FORWARD Command

You may send on an exact copy of a message in your mailbox to someone else with the “FORWARD” command. Forwarding a message makes a copy of a message you have received in your mailbox and sends that copy on to another person (or people) you specify. You can forward a specific message to as many people as you like.

The “FORWARD” command if typed in can include the message id and the first recipient’s mail address. If you use the function key you will be prompted for both. After which, you will continue to be prompted for additional recipients (To, Cc, and Bcc) until you are done (entering “//” without the quotes or just hitting the RETURN key until you get back to the NetMail/3000 prompt).

Forwarded messages actually create a new message (it will have a new message id and heading information) and will “contain” the complete original message as an attachment to the message. This allows us to preserve the original message exactly as you received it (header lines and all) and allows the new recipient(s) to easily extract the entire original message with the “SAVE” command. The new message is automatically generated with a subject of “FW:” followed by the original subject.

[NetMail/INBOX()]**FORWARD**

Message Id: **A13**

Enter names of recipients - one per line. RETURN ends the prompting, ‘//’ skips all remaining prompts. You may enter ‘?’ or ‘? searchstring’ to lookup a mailname you aren’t sure of.

To: (RETURN=end) **jimkirk@enterprise.com**

To: (RETURN=end)

Include Copy To: **mccoy@medlab**

Include Copy To://

[NetMail/INBOX()]

The HELP Command

One of the most important commands that new NetMail/3000 users should know about is the HELP command. NetMail/3000 provides an extensive on-line help subsystem, with details on every NetMail/3000 command -- including syntax, operation, and examples of the use of each command. NetMail/3000 also provides a general overview of the electronic mail process. Users may solicit "HELP" by typing "HELP" at the NetMail/3000 command prompt, or by selecting the function key with the same label.

If the HELP subsystem is entered without any parameters, the user will be presented with a menu of options, and further allowed to browse any and all topics in the HELP subsystem. Each menu lists the possible parameters that may be entered at each given point, and any command may be entered as a keyword at any time while the user is in the HELP subsystem.

Function keys will be set up for a few popular "HELP" topics when you enter the help subsystem without parameters.

```
[NetMail/INBOX()]HELP
  <help subsystem text appears>
>SEND
  <information is provided on the SEND command>
>EXIT
  <control returns to the NetMail program>
[NetMail/INBOX()]
```

In another example, HELP on a specific topic can be solicited at any point while within NetMail/3000 as follows:

```
[NetMail/INBOX()]HELP LIST
  <information is provided on the LIST command>
[NetMail/INBOX()]
```

Help can also be obtained on the HELP subsystem by entering "HELP" at any HELP subsystem prompt.

Note, as in the earlier example, once you are in the interactive HELP subsystem, you will be continually prompted for HELP subsystem commands until you enter an "EXIT" command (you may use "E" for short).

The LIST Command

Your mail can be listed for you automatically when you first run NetMail, whenever you finish sending a message or when you delete a message in your mailbox. You may also tell NetMail/3000 to list your mail explicitly with the “LIST” command. “LIST” accepts a list of message ids (separated by commas) and will only list those messages you specify. If you do not specify any message ids, NetMail/3000 will list all the messages in the current folder of your mailbox. (Note that the folder is displayed as part of the prompt, and it can be changed by the “SET FOLDER” command or function key.) You may also specify that you only want to see a listing of the messages that you have not yet read by specifying “LIST @NEW”.

NetMail (3k Assoc) A.05 yy/mm/dd Your Mail-Name is: MARKK@HALIII.3k.COM

[NetMail/INBOX()]**LIST**

<u>New MsgId</u>	<u>Received at</u>	<u>Size Type <Message from ></u>
2W0S	01/20/92 17:20	1.2k Text SANDY
Subject: Payroll status		
2W0U	01/20/92 21:58	12.1k Text ESMITH
Subject: Annual budget		
2W0V	01/20/92 21:59	540 Text RCB@HALIII.3k.COM
--> 2W11	02/04/92 22:40	1.1k Text CHRISB@HALJR.3k.COM
Subject: Sending mail to other systems		

[NetMail/INBOX()]**SET FOLDER BUSINESS**

[NetMail/BUSINESS()]**LIST X01SA,R9QA**

<u>New MsgId</u>	<u>Received at</u>	<u>Size Type <Message from ></u>
X01SA	02/11/92 17:20	82.4k Text ARTC
Subject: Personnel Reports		
R9Q0A	02/14/92 21:58	920 Text CHARLIEK
Subject: Meeting tomorrow		

The PRINT Command

To actually print a copy of any message(s) in your mailbox, use the “PRINT” command. This will print a copy of the message(s) that you specify on the printer that is designated for you (see the SHOW PRINTER command).

Print will accept as many message ids as you can fit on a line, separated by commas. Print also accepts the special parameters “@NEW” to print any new mail in your mailbox, as well as “@” which will print all the mail messages in your mailbox.

You may also specify “;NOHEAD” after the list of messages, and NetMail/3000 will not print a delimiting line of “-”s at the top and bottom of each message, and will also not print the message id and “from” line (and the entire heading section of the message generated by the mailer) that NetMail/3000 normally does on printouts. Some examples:

[NetMail/INBOX()]**PRINT X01SA,R9QA**

[NetMail/INBOX()]**P X01SA;NOHEAD**

[NetMail/INBOX()]**PRINT @NEW**

[NetMail/INBOX()]**P @;NOHEAD**

In addition, shorthand to print the last message you have read, copied, or listed is:

[NetMail/INBOX()]**PRINT ***

The QUIT Command

When you are ready to end NetMail, enter the “EXIT” or “QUIT” command. You can abbreviate it to just “Q”.

[NetMail/INBOX()]**QUIT**

[NetMail/INBOX()]**Q**

Note that the “EXIT” command will, when NetMail/3000 is run from within another program, “suspend” NetMail/3000, leaving it idle but still active in the background. This save system resources in applications where the process can simply be “reactivated” when needed again. When run from the command interpreter NetMail/3000 will not suspend; it terminates normally.

In certain cases, this may not be desirable, and the “QUIT” command may be used instead of “EXIT”. Quit will always completely terminate NetMail/3000.

The READ Command

You will notice from when you list your mail that messages which you have not yet read appear with an arrow “-->” or “!!>” to the left of the message id and appear brighter (on HP terminals). This presents an “eye-catching” notation to aid you in locating messages which you haven’t read. Once you have read a message it still remains in your mailbox (until you issue the command to delete it

When you wish to read a message in your mailbox, issue the “READ” command. “READ” is available as a function key or may be typed as a command (and may be abbreviated to “R”). If you enter the command “READ”, you will then be prompted by NetMail/3000 to select the message (or messages) you wish to read. Message ids are entered, separated by commas, as many as can fit on a line. You can even save yourself some time by entering the message ids following the “READ” command on the same line. For instance:

```
[NetMail/INBOX()]READ X01SA,R9QA
```

```
[NetMail/INBOX()]R X1SA,R9QA
```

Read also accepts a few special parameters “@NEW”, which tells NetMail/3000 that you want to read all of your “new” mail, that is, mail which you have not yet read, “*” which specifies the last message id which you had specified in a print, read, list, or copy command, and “>” which denotes the next “unread” (new) message in the current folder. If you enter the read command without providing any parameters (or use the Read Message function key), the function keys will change to give you a list of options for “Current Message”, “Next New Message”, or “Cancel”.

```
[NetMail/INBOX()]READ @NEW
```

```
[NetMail/INBOX()]READ >
```

You may also read a message by merely pointing the terminal (or PC’s) cursor to the line in your list of mail which contains the message id and hitting the ENTER key on your HP terminal or PC equivalent (note the ENTER as opposed to RETURN key). Reflection for Windows users can merely point to the line with the mouse and click the (right hand) mouse button.

When you read a message in your mailbox, you may cause the message to pause temporarily by hitting the “CNTL S” (control S) key sequence, and resume with the “CNTL Q” (control Q) key sequence. In addition, you may end the listing of a mail message by hitting the “CNTL Y” (control Y) key sequence.

You may also have NetMail/3000 pause after displaying each “screen” full of text whenever you read mail by setting the “PAUSE” option (see “PAUSING DISPLAY” later in the manual).

You may also see messages with “attachments” as you read them. If a message has some kind of special file “attached” to it, you will see a special delimiting message as you are reading the message telling you that there is an “attachment” in the message. Since attachments are not

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displayable ascii text, it is not possible to “represent” this information on a normal computer terminal. PC users do have the option of displaying or invoking applications to process message attachments, which will be described later in the manual. Any user does have the option to “save” attachments from within messages (see the “SAVE” command).

The REDO Command

NetMail/3000 also understands the “REDO” command (just like MPE). If you make a mistake while entering a command at the NetMail/3000 prompt, you may select the “REDO” command as the next command, and NetMail/3000 will allow you to edit and re-submit the command. You may also use the shortcut key for redo, the comma “,” key.

To edit a command, use the spacebar to position the cursor under the character in the command you wish to modify. You may use any of the following commands:

- R Replace. Replaces the characters above the letter “R” with the characters that follow the R. Note, that the “R” is optional in all cases where the first letter of the characters you wish to replace do NOT correspond to one of the other commands.

- D Delete. Deletes any character above the “D”s. No other commands are allowed on the line, though any number of “D”s may be entered on the line.

- I Insert. Any characters after the “I” command are inserted in the command line beginning at the position above the “I”.

Command editing will continue until you hit <RETURN> without any other characters, at which time the new command image will be processed as a new command.

The REMOVE Command

You get rid of private mailing lists and individual entries on your private mailing lists with the “REMOVE” command. The “REMOVE” command works to delete an entire (private) mailing list if you enter “REMOVE” and a mailing list name without any additional parameters. The mailing list will ONLY be deleted if there are no more entries on the list (just in case you accidentally try to remove it). For example, say we have our private mailing list we created earlier with the “ADD” command called “buddies”. We would delete that mailing list by entering the following (assuming there are no entries in the mailing list):

```
[NetMail/INBOX()]REMOVE buddies
```

If there are entries in the mailing list which you want to edit (you have to delete incorrect entries and add back corrected entries) or just names you want removed from a given list, you need to specify the name you want removed (see the “EXPAND” command to get a listing of the mailing list). Here’s an example:

```
[NetMail/INBOX()]EXPAND buddies  
My buddies  
Maillist: BUDDIES (Owned by YOU)  
Members:  
:kirk@enterprise.com (The Cap’n)  
:mccoy@bones.medlab (The doc)  
[NetMail/INBOX()]
```

From this display, we see that our mailing list called “buddies” currently has two members, kirk and mccoy. Let’s suppose kirk got reassigned (say to a new TV show), we’d remove him from our “buddies” list with the following command:

```
[NetMail/INBOX()]REMOVE buddies=KIRK@Enterprise.Com  
[NetMail/INBOX()]EXPAND buddies  
My buddies  
Maillist: BUDDIES (Owned by YOU)  
Members:  
:mccoy@bones.medlab (The doc)  
[NetMail/INBOX()]
```

Note that you must type the COMPLETE address as it appears on the list (ignoring the comments you entered which are displayed in ()s after each address). The names are NOT case sensitive, so you DON’T have to worry about getting the capitilization right.

The REPLY Command

It is common in electronic communications to receive a message from someone which you wish to respond to. This might be a message from an individual discussing a particular topic, or a message from a mailing list or discussion group to which you would like to respond or add some comments. To save time and aid in following the electronic conversation, the “REPLY” command takes a message you have received in your mailbox, copies its contents into a file for editing, and then puts you in your chosen file editor to make whatever changes you want; deleting text, adding your own comments, etc.

By Internet mail convention, you will notice that all the text “included” from the message you reply to has “>”s inserted on the front of each line. This is just a common standard in the Internet mail world and makes it easier for your eventual readers to differentiate between the original text in the message and that which you added or modified.

When you are done editing the message, NetMail/3000 automatically inserts the message subject for you (which is whatever the original subject was with an “Re: ” inserted in front of it. This is another Internet mail standard which makes conversations easier to follow.

After composing your comments or making your modifications to the message, you are placed at the same “To:” prompt as when you normally send a message, except you will notice that NetMail/3000 already provided one recipient for you, NetMail/3000 automatically determines the “address” to reply to based on Internet rules and the message headers in the message you replied to. You can end the list of recipients with this single address or add any others you like; or you can cancel that address and enter other address(es) instead.

[NetMail/INBOX()]**REPLY**
Message Id: **A13**

<message provided for you to edit and keep>

Subject: Re: Klingons are ugly

Enter names of recipients - one per line. RETURN ends the prompting, '/' skips all remaining prompts. You may enter '?' or '? searchstring' to lookup a mailname you aren't sure of.

To: (RETURN=end) spock@vulcan.federation.org
To: (RETURN=end) **jimkirk@enterprise.com**
To: (RETURN=end)
Include Copy To: **mccoy@medlab**
Include Copy To://

[NetMail/INBOX()]

The SAVE Command

You can extract and save a file that is attached to a mail message with the “SAVE” command. As you read a message, you will see special blocks denoting that there is an “attached” file at that point in the message. Attachments are listed with the “name” of the attached file (if available) and each attachment is numbered. To extract an attached file and reconstruct a file identical to the original file, use the “SAVE” command, specifying the message id and the attachment number within the message.

Note that attached files are NOT automatically converted back to original file types when received -- you must explicitly decide to save the attachment or not. Whether you save any attachments or not, the data still remains within the message. You are free to save the same attachment as many times as you need, or to send the message on to another user that can also extract and save the attachments. Messages with large attachments take up large amounts of the available mail system database and should be deleted as soon as they are not needed anymore (save the attachments you need then delete the message from the mail database).

For example, saving the second attachment to message “X01A” as a file called “file2.data” would look like:

```
[NetMail/INBOX()]SAVE X01A/2 file2.data
```

When saving an attachment to the HP3000, the file will automatically be converted to either 1) its original format if it was an HP3000 file originally, or 2) a text file if it is a plain text attachment, or 3) a binary file in all other cases.

When saving to a PC or Macintosh, the file will be assumed to be an ascii text file unless specified with the “;BINARY” option on the save command. For example:

```
[NetMail/INBOX()]SAVE X01A/2 $C:\hello.wav;binary
```

When saving an attachment (at least one that was not originally an MPE file) to the HP3000, NetMail/3000 builds the new file with a default record limit of 5000. While this will suffice for most attachments, for very large attachments, you can explicitly specify the size of the disc file with the “;DISC=” parameter of the SAVE command. For example:

```
[NetMail/INBOX()]SAVE CD9/3 myfile.data;disc=10000
```

In addition, an explicit record size can be specified if you desire the MPE file to be created with a special record size. Use “;REC=” followed by the record size (positive for words or negative for bytes). For example:

```
[NetMail/INBOX()]SAVE CD9/3 myfile.data;REC=-72
```

Finally, when saving an attachment that was an MPE file (encoded by NetMail/3000) to a PC, you can have NetMail/3000 leave the HP3000 file attribute information intact within the new

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file by specifying the “;SAVEHEADER” parameter. You might find this useful if you want to place a file on the PC which can later be uploaded to the HP3000 (or another HP3000) using Reflection or Business Session (whichever encoding was used to encode the file in NetMail/3000 in the first place).

The SEND Command

'SEND' allows you to actually send an electronic mail message to another user (or users). You may either send a message (or ascii file) which you have previously created, or allow NetMail/3000 to place you in an editor to compose a message after you enter the 'SEND' command. (See the section on 'preparing a message' for details on how the editors work).

If you prefer, you may also send a file directly from any disc drive available to your PC. Thus you may prepare the message locally on your PC in your choice of editor or word processor and send it as a NetMail/3000 mail message. To load a file directly from your PC, precede the PC path/filename with a "\$" (dollar sign). An example of the dialogue you might see when sending a message (if you are using EDITOR as your message editor instead of the default NETEDIT editor):

```
[NetMail/INBOX()]send  
Name of File to send (RETURN creates a new file):  
Working on file 'HG0001QA'. Just 'EXIT' the editor when done...  
  
File 'HG0001QA' Created.  
HP32201A.07.17 EDIT/3000 FRI, FEB 11, 1994, 1:17 PM  
(C) HEWLETT-PACKARD CO. 1985  
FILE UNNUMBERED  
/█
```

If you were using the default editor (NETEDIT) you would still get prompted for the name of a file to send, but after that your screen would be cleared and you would merely begin typing your message. See the section on NETEDIT for examples of this. If you type the "SEND" command at your keyboard and do not provide a filename, you will be prompted for one. If you wish to compose a message at this time, hit RETURN at the prompt for a filename (without typing any filename), and NetMail/3000 will place you in an editor to compose a message. If you use the function key to "SEND" a message, the prompt for a filename is skipped and you go right into the message editor (a shortcut for quick messages).

If you have a file already prepared that you wish to send, you may name that file on the 'SEND' command, and the file will be loaded into the mail system for transmission. (You may also specify ';PURGE' after the filename if you wish NetMail/3000 to purge the file once it has loaded the file into the mail database).

```
[NetMail/INBOX()]SEND MYFILE
```

```
[NetMail/INBOX()]SEND RECIPE;PURGE
```

PC Files

If you have an ascii file on your PC and are using a terminal emulator that supports host-initiated file transfers, you may specify a local PC filename by specifying a PC path name preceded with a "\$". For example:

[NetMail/INBOX()]SEND \$a:\myfile.txt

[NetMail/INBOX()]SEND \$c:\finance\budget\wp\report.3rd

Any valid PC path is allowed, and once selected you will see the emulator invoke it's file transfer to bring the PC file to the 3000. To use this your file-transfer configuration must be set up correctly, and the file transfer program specified must be available. Any file loaded in this manner must be ascii text only -- if you need to include non-ascii files in your message, you must include them as "attachments"; see the details on "attachments" further on in this section.

Some other important options available to NetMail/3000 users include special options to request return-receipts for outgoing mail, and a special parameter for "urgent" mail messages.

Return Receipts

A return-receipt is a special message automatically generated by the mail system to inform the sender of a message about its status. This is equivalent to the postal system's registered mail where you get a receipt back once your letter is delivered to its recipient.

Return receipts supported by NetMail/3000 are one of three types: 1) a return message generated by a remote mail system when a message is received by that system, 2) a return message generated when a message arriving at a remote system is actually placed into the recipients' mailbox, and 3) a return message generated when the user reads the message (applicable for either remote or local mail recipients). A very important item to remember is that return receipts are NOT supported by all electronic mail systems. In fact, while most Internet mailers will respond to the first type of return-receipt (when an incoming message is received by the mail system), the other two receipt types are ONLY supported by other NetMail/3000 systems.

Return receipt (from the remote message system) is specified by

[NetMail/INBOX()]SEND msg;REPLY

Return receipt (upon delivery to recipients mailbox):

[NetMail/INBOX()]SEND msg;REPLY3

And return receipt once a user reads the message is specified by:

[NetMail/INBOX()]SEND msg;REPLY4

Any or all of these parameters may be supplied on the same line (you may mix them and in fact specify all three on the same message). Remember that the first two only apply for recipients that don't reside on the same system as the sender (and not all systems support even the first type). If you specify either of the first two options and list recipients which are on the same system, you will get a short message as soon as you finish specifying recipients that the local users received the message in their mailbox.

Message Priority

In addition, NetMail/3000 messages are normally sent as "normal" priority. If you are allowed to send "URGENT" messages (the mail system administrator can allow or disallow this) then you may specify that the message you are sending should be designated as "URGENT". Urgent messages are highlighted on other NetMail/3000 users' lists, and NetMail/3000 sends special notification messages when urgent mail arrives in a users mailbox. Urgent messages are specified by including ";URGENT" (without the quotes) in the "SEND" command. It can be mixed with other parameters:

[NetMail/INBOX()]**SEND messg;purge;reply;reply4;urgent**

Using the Editor

Note; that if you use the EDITOR (EDITOR.PUB.SYS) to compose a message, you will be placed in the EDITOR with a (blank) file already loaded. You need only add text, (and make any corrections you need to) then EXIT the editor. You may not "KEEP" the file. You can list it, list it off-line (to the printer), or join text in from other files.

If you use NetEDIT as your editor and did not specify a file to send, you will be placed in NetEDIT, your screen blanked (except for headings along the top of the screen) and function keys set up. You merely type on your screen using whatever local editing keys you desire (arrow keys, insert character, delete character, etc.). Once done, hit the ENTER key, or use one of the function keys defined. (Note that NetEDIT is only supported on HP terminals that support block- mode transfers; if your terminal is not compatible NetMail/3000 will invoke "EDITOR.PUB.SYS" instead.)

Spell Checking

After the file is processed (either loaded if you specified a file, or created by an editor), if you have a spelling checker available and have selected the AUTOSPELL option you will now be asked if you want to check the spelling on your message. If you respond affirmatively, the spelling checker will be invoked and you will be led through the process of correcting any incorrectly spelled words in your message.

Attaching Files

Once you have specified (and/or composed your message), you will be prompted to supply

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files to “attach” to your mail message. NetMail/3000 messages are always “text” or readable messages, though any MPE file that you have access to can be “attached” to the message. These attachments travel through the mail system (to remote systems if specified) contained and encoded within the mail message. NetMail/3000 will allow you to attach any number of files, and any type of file (except “PRIV” files) to any message you compose, though you don’t NEED to attach any file(s).

Please use caution with this capability as including very large files (or even many small files) will greatly increase the size of the “message”, and can tax the available storage for your mailsystem (and in fact can easily exceed the maximum size allowed by other e-mail implementations). If you do need to send a large number of files, or several large files, it is highly advisable that you send separate messages with smaller or fewer attachments. Also, since attached files are encoded and actually copied into the mail message(s), leaving these large messages in your mailbox eats up large amounts of disc storage, making it unavailable to other users.

The dialog for attaching files looks like:

File to attach to message: **prog.pub**

Files can be local files (which you must have read access to), or PC files (preceded by a “\$”). PC files will automatically be uploaded and imported into the message as long as you are using a supported terminal emulator package.

NOTE

One important note - by default NetMail/3000 assumes the file you are uploading from a PC is a non-ascii (binary) file -- if it is not (i.e. it contains ONLY ascii printable characters) you must specify “;ASCII” after the filename. For example:

File to attach to message: **\$c:\wp\readme;ASCII**

Also be aware that you have some special options when sending non-ascii files as message attachments. NetMail/3000 “encodes” these attachments to make them compatible with the Internet mail standard “SMTP” as well as the multimedia mail standard “MIME”. By default, non-ascii files are encoded by NetMail/3000 using the MIME-recommended standard called “BASE64”. The details of this are not important, but it is important to realize something about the encoding used.

“BASE64” is an encoding defined in the MIME standard, and all MIME-compliant e-mail systems should be able to “decode” anything that comes their way in BASE64 format. (This of course doesn’t mean that they can do anything with the contents! If you send an HP3000 ‘VFAST’ file to a VAX system, they might be able to decode it, but they may not be able to do anything else with it.)

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There are certain files that might be useful to other systems, and especially if you're sending e-mail to a system that may not be MIME-compliant, you may want to specify that NetMail/3000 use a different encoding so that the mailer on the other end can decode the contents. This is especially meaningful when you send an attachment directly from a PC, say a wordperfect (c) document in its native format. If you send it to another user that uses NetMail/3000 or any other MIME-compliant mail system, you can let NetMail/3000 use the default "BASE64" encoding and not worry about it. However, if you are sending the file to users on systems that are not MIME-compliant, you can often make the job of decoding and using the file on their end easier by using one of the other encoding schemes NetMail/3000 supports. By default, if you specify the ";BINARY" option, NetMail/3000 will use "BASE64" encoding.

If you are sending to a user on a Unix system, or some of the older PC-based e-mail systems, a popular encoding method called "uuencode" may be specified. (uuencode comes from "unix to unix encoding".) You can specify that NetMail/3000 use "uuencoding" on the attachment by specifying ";UU" after the filename. (Specifying "UU" also implies a binary file.) For example:

File to attach to message: **\$c:\wp\stuff;UU**

In addition, some of the older Macintosh based e-mail systems automatically recognize an encoding called "BINHEX". You can specify that an attachment be encoded with "BINHEX" encoding by specifying ";BINHEX" after the filename to be attached. (Specifying "BINHEX" also implies a binary file.) For example:

File to attach to message: **\$C:\wp\budget.xls;BINHEX**

Note that any single attached file can ONLY be encoded using one of the three methods. If you want to make the same file available to different mailers, you can attach the same file more than once, using a different encoding each time (be careful with space though, as each attachment uses additional space in the message system). **NetMail/3000 will automatically recognize and allow you to save message attachments that come in with any of the three encoding types.**

If you are attaching HP3000 (MPE) files, they get pre-encoded in order to save the file attributes unique to MPE files (special items like record size, limit, block factor, user labels, file code, etc.). NetMail/3000 can do this pre-encoding in one of two formats: either using the format defined by Walker, Richer, and Quinn used by Reflection's LABEL format; or the format used by Unison-Tymlabs' Business Session products' BACKUP format. Any time an MPE file is attached, NetMail/3000 encodes it using one of these formats (prior to UUencode, BASE64, or BINHEX-ing it). By default, NetMail/3000 uses WRQ's "LABEL" format, as it handles more file types (Business Session's BACKUP format does not support variable length files, message files, and some other special file types). You can explicitly specify the pre-encoding method you want NetMail/3000 to use by specifying ";BACKUP" or ";LABEL" after the file name you specify. For example:

File to attach to message: **prog1.pub;BACKUP**

File to attach to message: **prog1.pub;LABEL**

File to attach to message: **prog1.pub;UU;LABEL**

You will be prompted for files as long as you keep supplying file names. Once you hit return (without supplying a name) NetMail will go on to the next step.

Subject

In the next step you will be prompted for a SUBJECT for the message. This prompt is optional, and if specified merely becomes a line in the heading of the message. (It will also appear on the listing of mail messages if sent to another NetMail/3000 user.) Many other mail systems also key on the message subject, so it is useful to include a relevant subject for your message. (NetMail/3000 also includes the subject in return-receipt messages, so it is important to provide a subject when you specify a return-receipt option.)

Recipients

Finally, you will be prompted to enter the ids of mailboxes to send the message to. Recipients of mail messages fall under three categories:

To: (Primary) Recipients: NetMail/3000 prompts for the primary recipients of each message first. At the "To:" prompt, you enter mail ids (or foreign mail addresses) of users to receive the message. These recipients will be listed first in the heading of the message sent to everyone. You may continue entering primary recipients, one per line - when you have no more primary recipients, either hit "RETURN" to proceed to the secondary recipients; or enter "/" to complete the processing of the message if there are no other recipients of the message.

You may also enter the name of a \$SYSTEM, \$PUBLIC, or private mailing (distribution) list here. All mail addresses on the list will then receive copies of the message.

Cc: (Secondary) Recipients: NetMail/3000 prompts for the secondary recipients of the message after all primary recipients have been entered. The secondary recipients are listed in the heading of the mail message under the "CC:" heading. "CC" comes from the business memorandum notation "carbon copy", where there are primary recipients for a memo, as well as others who are listed so that they get copies of the correspondence, though they perhaps are not intended to take direct action on the item.

You may also enter the name of a \$SYSTEM, \$PUBLIC, or private mailing (distribution) list here. All mail addresses on the list will then receive copies of the message.

Bcc: (extraneous) Recipients: NetMail/3000 will send copies of the correspondence to all persons listed as "BCC" recipients, but their names will NOT appear in the heading of the mail message. This is known as a "Blind Carbon Copy". This feature is often used to pro-

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vide informative copies of correspondence to superiors or administrative staff for filing. "Bcc" recipients are then provided a copy of this message, while any subsequent electronic correspondence regarding the topic (i.e. if some other recipients respond to the message) will not automatically be sent to "Bcc" recipients.

You may also enter the name of a \$SYSTEM, \$PUBLIC, or private mailing (distribution) list here. All mail addresses on the list will then receive copies of the message.

At any time during the prompting process for recipients you may enter '/', which will end the dialog and proceed to actually send the message you have just created. You may also enter '/' (or use the function key labeled "CANCEL MESSAGE") to cancel the entire message - this will lose any message text you have supplied as well as any recipients you have entered up to this point.

Note that if you enter '/' before entering any recipients, or hit <RETURN> through all the prompts without providing any recipients, NetMail/3000 will ask you to confirm that it is OK to 'forget' this message (not send it to anyone) and return to the prompt. If you do not choose to do this, it will go back and prompt you for recipients again.

Help Finding Mail Names

At any To:, Cc:, or Bcc: prompt you may enter a question mark and you will be prompted for a search value. This search value will be used to scan the mail database for any user information containing the string you specified. This provides a means of finding the mail name of users when you are not sure of the exact spelling or information for a user. You may enter a "?" by itself (and you will be prompted for a search value), or you may enter a "? name" where "name" is a value to search for -- on the same line, this saves you from waiting on the prompt.

After the message is submitted, it begins its electronic journey. When you send mail to users on the same system you are on (by name and not using any mailing lists) they will receive the messages immediately. For users on other systems, or messages sent to mailing lists to be distributed, the delay may range from a few seconds, to several days (on very remote computer systems) though delays should normally be no more than a few minutes.

If you specified REPLY or REPLY3 return-receipt options and included any local mail users (users on the same system as you) in the list of recipients you provided, you will now get messages letting you know that the mail messages were delivered to these users.

The SET AUTOLIST Command

You can determine whether auto-listing is set with the “SHOW AUTOLIST” command. The auto-listing setting determines what (if any) messages in the current folder are automatically re-displayed when other commands are completed. It can be set such that all messages in the current folder are listed, so that only unread messages are listed, or so that no messages are listed except when explicitly requested with a “LIST” command.

Auto-listing can be ON, where all messages in the current folder are listed; OFF, where no messages are listed; and NEW, where only new (unread) messages are listed. Note that to enable the auto-listing of NEW messages you must first set the autolist ON, then separately set autolist NEW.

[NetMail/INBOX()]**SET AUTOLIST ON**

[NetMail/INBOX()]**SET AUTOLIST NEW**

The SET AUTOMM Command

The AUTOMM setting controls the handling of multimedia attachments to mail messages. See the discussion of multimedia enhancements at the end of this chapter for details, but you can designate whether multimedia attachments which your PC can handle are automatically downloaded and launched when you read the message they are “attached” to with the setting of this command.

AutoMM can be ON, where any attachments encountered in a message you read (which can be handled by your PC) will be automatically downloaded and launched. If AutoMM is OFF, then you will be asked each time such an attachment is encountered whether you want it processed. Note that this setting is ignored unless you are using a PC and running a supported version of WRQ’s Reflection for Windows, and have done the other setup necessary (see the discussion at the end of this chapter).

[NetMail/INBOX()]**SET AUTOMM ON**

[NetMail/INBOX()]**SET AUTOMM OFF**

The SET AUTOREPLY Command

If you have been “allowed” by the mail administrator, you can disable the automatic read receipt function of NetMail/3000. Normally, when you read a message that has been sent with a “read receipt” requested, the mail system automatically generates the return message confirming that you have read the specified message. If you set the AUTOREPLY command OFF, then you will be asked if it’s ok to send the automatic return receipt when you read the message for the first time. (If you say no, you won’t be prompted again.)

[NetMail/INBOX()]**SET AUTOREPLY ON**

[NetMail/INBOX()]**SET AUTOREPLY OFF**

The SET AUTOSPELL Command

You may select whether you want to be prompted for spell checking when you send a message by using the “SET AUTOSPELL” command. This only applies if your system has a spelling checker available and it has been set up by your mail system administrator.

If set on (YES), then you will be asked each time you send a message if you want it to be spell-checked. If set off (NO), then you will not be given the option of spell checking.

[NetMail/INBOX()]**SET AUTOSPELL ON**

[NetMail/INBOX()]**SET AUTOSPELL OFF**

The SET DELETEVERIFY Command

You may select whether you want to be prompted for verification when you delete a mail message by setting the DELETEVERIFY ON. If ON, then whenever you delete a message you will be prompted to verify that you really want to delete that message. If OFF, then deletes occur automatically when you specify and there is no further prompting.

You can verify the setting of the DELETEVERIFY command with the “SHOW DELETEVERIFY” command.

[NetMail/INBOX()]**SET DELETEVERIFY ON**

[NetMail/INBOX()]**SET DELETEVERIFY OFF**

The SET EDITOR Command

The file editor you use to edit and compose messages can be set with the “SET EDITOR” command or by the mail system administrator. You may set the editor yourself to any allowable editor, though certain restricted editors can only be assigned by the mail systems administrator. See the administrator for a list of the allowable editors at your site.

[NetMail/INBOX()]**SET EDITOR EDITOR**

[NetMail/INBOX()]**SET EDITOR NETEDIT**

By default, NetEDIT is established as the editor for message composition (unless changed by the mail administrator). Also, EDITOR (HP’s EDITOR.PUB.SYS program) is available to all users as an available file editor for message composition (though this can also be changed by the administrator). If you have any preferred editor or word processor available on your system, see your mail system administrator to find out if the editor is available for your use with NetMail/3000.

Note that NetMail/3000 accepts files from PCs using terminal emulators, and thus allows you to use any PC based editor to compose your message locally on the PC.

For instructions on the use of NetEDIT, see the appendix on the NetEDIT editor. For instructions on the use of EDITOR, consult your HP manual set.

The SET FOLDER Command

You may change the current mail folder with the “SET FOLDER” command, or just use “@” followed by the folder name. An “@” by itself sets the folder back to the default (INBOX). You may select any folder you have created (with the CREATE command) or the default folder “INBOX”. The folder name is displayed as part of the NetMail prompt. NetMail only lists the messages contained in the current folder; you’ll find this useful if you need to keep (and organize) many old mail messages for future reference. You can obtain a list of all the folders you have created with the “SHOW FOLDERS” command or function key.

[NetMail/INBOX()]**SET FOLDER JUNK**

[NetMail/JUNK()]**@PERSONAL**

[NetMail/PERSONAL()]

The SET LANGUAGE Command

Each user can select their own language of choice for their user interface. If there are other language catalogs available on your system (see your mail administrator to check) you can select any language catalog you wish. All prompts and commands will then be presented and parsed in that language. Languages are referenced by number, as defined in MPE's Native Language facility. The default is language 0 (zero), the MPE Native US-English catalog.

[NetMail/INBOX()]**SET LANGUAGE 1**

[NetMail/INBOX()]**SET LANGUAGE 5**

The SET MINHEAD Command

By default all mail messages are listed with many lines of “header” information. These include the standard headers such as “From”, “To”, “Date”, “Subject”, and “Cc”, as well as potentially many others. While all these header lines are necessary to conform to the Internet mail standard under which we operate, it is not necessarily useful to casual readers, and for this reason the listing of all these “special” header lines can be suppressed automatically. To suppress all the message headers except the traditional “From”, “To”, “Cc”, “Date”, and “Subject”, set the MINHEAD command ON. Otherwise any headers in the messages are displayed when you read them.

[NetMail/INBOX()]**SET MINHEAD ON**

| [NetMail/INBOX()]**SET MINHEAD OFF**

The SET MODE Command

This manual deals with the command line interface to NetMail/3000. The newer terminal interface is also available to interactive users (command line is always used in batch mode). The newer interface is called “menu mode” since it utilizes pull-down and pop-up PC style menus to navigate through the program. From the command line interface, you can switch to the menu mode interface at any time - note that the status is saved though, so if you change to the menu interface and exit the program, the next time you start the program up (on a terminal or PC) you will be put into the menu interface.

To change the interface to the menu-style interface, type:

[NetMail/INBOX()]SET MODE=MENU

The SET NOTIFY Command

You can specify the type of message notification and what type of messages you want to be notified of by setting the NOTIFY command. Values are numbers between 0 and 4, and the meanings of each code are defined below.

- 0 = No notification messages are sent
- 1 = Notify users via a :TELL message only for URGENT incoming mail (no message for normal priority mail)
- 2 = Notify users via :TELL messages if they are not in “QUIET” mode, otherwise send a special non-destructive message overlay onto the function-key labels of their HP terminal
- 3 = Notify users via :TELL messages if not “QUIET”, send interruptive messages only for URGENT mail (no message if “QUIET” and not URGENT)
- 4 = Always use interruptive mail notification (URGENT or normal)
- 5 = Notify users with interruptive message for URGENT mail, no notification for normal priority mail messages

You can check the setting of your notification with the “SHOW NOTIFY” command.

[NetMail/INBOX()]**SET NOTIFY 0**

[NetMail/INBOX()]**SET NOTIFY 2**

The SET PASSWORD Command

You may change or initially set a password to protect access to your mailbox with the “SET PASSWORD” command. Once a password is set, any attempt to gain access to your mailbox (when NetMail/3000 is run) will result in the user being prompted to enter the appropriate password. If the correct password is not supplied, access to the mail system will not be granted.

Passwords can be any combination of letters, numbers, and special characters with upper and lowercase letters allowed and preserved up to 8 characters long. For example:

[NetMail/INBOX()]**SET PASSWORD Pass\$wrđ**

When you set your password, you will be prompted for the existing password before you will be allowed to set a new password (this prevents someone with access to your terminal when you’re not there from walking up and changing your password).

You can also remove your mail password by setting the password to “\$REMOVE”. For example:

[NetMail/INBOX()]**SET PASSWORD \$REMOVE**

The SET PAUSE Command

You can determine the setting of message display pause with the “SHOW PAUSE” command. “Display pause” determines whether NetMail/3000 will automatically pause the display when reading mail messages at 23 line intervals. The pause (if set) will stop the output of a message being read every 23 lines and prompt you to stop the display, display one more line, one more page, or the rest of the message without further interruptions. For example:

[NetMail/INBOX()]**SET PAUSE ON**

[NetMail/INBOX()]**SET PAUSE OFF**

You can use “SHOW PAUSE” command to verify the setting of the display pause.

The SET PRINTER Command

Whenever you choose to print a message on a printer, NetMail/3000 automatically sends the message to the printer which has been designated as the output device for your mail user. You may view the printer selection you have made with the “SHOW PRINTER” command.

The printer specification will accept anything that MPE would accept on a file equation following a ;DEV=, as well as the special code “\$LOCAL” which specifies the local “slaved” printer (either off your PC or HP terminal) as a destination for any further PRINTs. Note that \$LOCAL is only available *IF* your terminal (or PC terminal emulator) has a local printer configured correctly and attached. For example:

```
[NetMail/INBOX()]SET PRINTER LP
```

```
[NetMail/INBOX()]SET PRINTER HP2688,11,2;ENV=LP4.HPENVSYS
```

```
[NetMail/INBOX()]SET PRINTER $LOCAL
```

Once set, your printer selection is saved (even after you exit NetMail and return later) until you change the selection (or have the mail system administrator change the value for you).

The SHOW AUTOLIST Command

You can determine whether auto-listing is set with the “SHOW AUTOLIST” command. When auto-listing is ON, then the list of messages in the current folder is listed when a message is deleted, when the user first enters NetMail/3000, after a REPLY is sent, as well as after some other commands.

Auto-listing can be “ON”, where all messages in the current folder are listed; “OFF”, where no messages are listed; and “ON, NEW”, where only new (unread) messages are listed.

[NetMail/INBOX()]**SHOW AUTOLIST**

Auto-Listing: ON

You can use the “SET AUTOLIST” command to change it.

The SHOW AUTOMM Command

You can enable or disable the automatic processing of multimedia attachments when you read messages with the setting of the “AUTOMM” command. You can verify what the current setting of the command is with the “SHOW AUTOMM” command. Valid settings are “ON” and “OFF”. Note that even if this is “ON”, there are other settings (locally on your PC) to completely set up multimedia processing (see the section on multimedia later in this manual).

```
[NetMail/INBOX(] SHOW AUTOMM  
Auto-MultiMedia (AUTOMM) is : ON (enabled)  
[NetMail/INBOX(]
```

The SHOW AUTOREPLY Command

You can determine whether your NetMail/3000 mailbox is configured to automatically send back “read receipts” (when requested in messages from other users) with the “SHOW AUTOREPLY” command. This is normally on by default, but if you have been allowed “extended capabilities” (as defined by the mail administrator) then you can disable the automatic receipt feature, so that any time a message with a read-receipt is read by you, you will be “asked” if you want to let NetMail/3000 return the read-receipt to the sender of the message. You only get prompted the first time you read the message, so if you don’t allow it to send the receipt at that point, it won’t ask you again (for that message). Valid settings for “AUTOREPLY” are “ON” and “OFF”. For example:

```
[NetMail/INBOX()]SHOW AUTOREPLY  
Auto-Reply (AUTOREPLY) is : OFF (disabled)  
[NetMail/INBOX()]
```

The SHOW AUTOSPELL Command

You can display the setting for automatic spell-checking for your mail user by using the "SHOW AUTOSPELL" command. Auto-spell checking is only applicable if your system has a spelling checker program available -- see your mail system administrator if you are not sure.

If auto-spellchecking is "ON" and your system has a spelling checker available then you will be asked each time you SEND a mail message whether you want the spelling checked or not. If you respond affirmatively then the spelling checker will be invoked, and will allow you to edit any spelling problems in the message.

You may still reply "NO" when asked to check spelling for messages that you do not want to spell-check. If AUTOSPELL is not "ON" then you will not have the option of checking (unless you do it yourself) - you will not be asked.

```
[NetMail/INBOX()]SHOW AUTOSPELL  
Auto-Spell checking is ON
```

The SHOW DELETEVERIFY Command

NetMail/3000 can be configured to prompt you for verification any time you delete a message from your mailbox if you wish. If enabled, whenever you delete a message (or messages), you will be asked to confirm (“Is it ok to delete this message?”) by responding with a “YES” or “NO” for each message you delete. This setting is changed with the “SET DELETEVERIFY” command, and can be verified with the “SHOW DELETEVERIFY” command.

[NetMail/INBOX()]**SHOW DELETEVERIFY**

Delete Verify (DELETEVERIFY) is OFF.

[NetMail/INBOX()]

The SHOW EDITOR Command

You can verify which file editor is specified for you to use when editing and composing messages. The name comes from a list of editors set up by your mail system administrator.

```
[NetMail/INBOX()]SHOW EDITOR  
Text Editor: NETEDIT
```

You can change your selected editor with the SET EDITOR command.

For instructions on the use of NetEDIT, see the appendix on the NetEDIT editor. For instructions on the use of EDITOR, consult your HP manual set.

The SHOW FOLDER Command

You can verify the name of the current folder you're working in with the "SHOW FOLDER" command. While the command is available, the current folder is always displayed in the NetMail prompt anyway.

```
[NetMail/INBOX()]SHOW FOLDER  
Mail Folder : INBOX
```

The SHOW FOLDERS Command

You can list the mail folders which you have created with the “SHOW FOLDERS” command. NetMail will list the name and description of every mail folder you have created, including the default folder “INBOX” which each user is allocated automatically. All incoming mail messages get placed into the “INBOX” folder by default and remain there until they are filed elsewhere.

[NetMail/INBOX()]**SHOW FOLDERS**

Folder Name

(Description)

INBOX

(Default folder for incoming mail)

PERSONAL

(Personal stuff)

DEPT-STATUS

(Departmental status reports)

Each user can have any number of folders, though space is allocated to each so indiscriminate creation of unnecessary folders takes up space that could be usable by others.

The SHOW LANGUAGE Command

You can verify the “language” which NetMail/3000 will use to communicate with you (for both accepting commands and displaying information) with the “SHOW LANGUAGE”. The language can be changed (to any NetMail/3000 provided language catalog) by using the “SET LANGUAGE” command. The default language is “0” (zero), or “Native-3000/English”. Languages are identified by number, according to the HP Native Language numbering scheme. See your mail administrator for information on languages available.

```
[NetMail/INBOX(] SHOW LANGUAGE  
Local Language # 0 (NATIVE-3000)  
[NetMail/INBOX(]
```

The SHOW MAILLIST Command

You can get a listing of all the “public”, “system”, and “private” mailing lists (only private mailing lists which belong to you) with the “SHOW MAILLIST” command. You can use this to look for public mailing lists you might be interested in subscribing to, system mailing lists you might want to reference, and private mailing lists which you have created. For example (in this example the person performing the command is named “JOES”):

```
[NetMail/INBOX()]SHOW MAILLIST
List Name           Owner
-----
$ALL                $SYSTEM
(List of all mail-users)
$PROGRAMMIN        $SYSTEM
(Mail users in PROGRAMMIN Department)
$ADMIN              $SYSTEM
(Mail users in ADMIN Department)
TREKKIES            $PUBLIC
(Star Trek Fans)
STNG                $PUBLIC
(Star Trek Next Generation Fans)
XXX                 JOES
(Test mail list)
BUDDIES             JOES
(My buddies)
POKER               JOES
(Poker players)
```

```
[NetMail/INBOX()]
```

You’ll notice the mailing lists beginning with “\$”s; these are system defined mailing lists, created automatically by the mailsystem, where “\$ALL” is a list of all mail users, and all other “\$” lists are for departments (as defined for each mail user).

The SHOW MINHEAD Command

You can selectively allow or disable all the extraneous message “header” lines that are present in all Internet mail by setting the “MINHEAD” option “ON” or “OFF”. If the MINHEAD (minimal headers) is “ON”, then only those basic header lines will print when you read messages (To:, Cc:, Date:, From:, Subject:). If “OFF”, then you will see ALL the mail headers, including those headers that provide a “route trace” (showing which machines your message passed through), and many others. Use the “SET MINHEAD” command to change this setting, “SHOW MINHEAD” display the current setting:

[NetMail/INBOX()]**SHOW MINHEAD**

No-Headers (MINHEAD) is : OFF (disabled; i.e. Detailed header will be shown)

[NetMail/INBOX()]

The SHOW NOTIFY Command

You can determine what type of new mail notification you will receive, and for what type of messages (urgent or normal priority) with the “SHOW NOTIFY” command. See the “SET NOTIFY” for details on how to change the option.

[NetMail/INBOX()]**SHOW NOTIFY**

Notification set to: (2) If quiet, interrupt for any message

If not quiet, :TELL for any message.

The legal values for the notify command are:

- 0 = No notification messages are sent
- 1 = Notify users via a :TELL message only for URGENT incoming mail (no message for normal priority mail)
- 2 = Notify users via :TELL messages if they are not in “QUIET” mode, otherwise send a special non-destructive message overlay onto the function-key labels of their HP terminal
- 3 = Notify users via :TELL messages if not “QUIET”, send interruptive messages only for URGENT mail (no message if “QUIET” and not URGENT)
- 4 = Always use interruptive mail notification (URGENT or normal)
- 5 = Notify users with interruptive message for URGENT mail, no notification for normal priority mail messages

The SHOW PASSWORD Command

You can verify the password which is set up for your mail user with the “SHOW PASSWORD” command. Passwords are set up with the “SET PASSWORD” command or by the mail system administrator. Passwords can be up to 8 characters long, and can contain upper and lower case letters, numbers, and typeable special characters.

Note, that in “HIGH” security facilities (as defined by the mail system administrators) users will not be able to display their own mail passwords. In these instances, you will get an error message if you attempt to display the password (though you can change it if you know what it is). In these installations you must see your mailsystem administrator to get your password changed for you if you forget it.

[NetMail/INBOX()]**SHOW PASSWORD**

Mailsystem Password: Mypass

The SHOW PAUSE Command

You can determine the setting of message display pause with the “SHOW PAUSE” command. “Display pause” determines whether NetMail/3000 will automatically pause the display when reading mail messages at 23 line intervals. The pause (if set) will stop the output of a message being read every 23 lines and prompt you to stop the display, display one more line, one more page, or the rest of the message without further interruptions. For example:

```
[NetMail/INBOX()]SHOW PAUSE
```

```
Display pause is: ON
```

You can use the “SET PAUSE” command to change the setting.

The SHOW PRINTER Command

You can verify which printer is designated to be used when you print out copies of mail messages using the “SHOW PRINTER” command. For example:

```
[NetMail/INBOX()]SHOW PRINTER  
Local Printer: LP,1
```

This is the printer that any of your mail will go to if you issue a “PRINT” command. You can use the “SET PRINTER” command to change it.

The SHOW SIGNATURE Command

NetMail allows each user to create what Internet mailers refer to as “signature” files. This is a file containing the user’s name, e-mail address, and optionally company name, telephone number, or any other information relevant to people whom you might send electronic mail to. (Many users also include humorous anecdotes in their electronic signatures.)

[NetMail/INBOX()]**SHOW SIGNATURE**

Signature file: mysig.data.personnl

An example of what a signature file might look like is:



Sales (US): 800 Net-Mail Fax:+1 916 622-0738
-or- +1 916 622-0630
Sales (Europe): (0480) 301364 Fax: (0480) 493109
Tech Support:+1 703 569-9189 Fax:+1 703 451-3720
Me: rcb@access.digex.net
Associates PO Box 5812 Springfield, VA 22150-5812

Internet users will recognize this as the “signature” used in outgoing electronic messages from 3k Associates’ electronic mail support line (support@3k.com) - available 24 hours a day worldwide.

Signature files must be created (with your favorite file editor) and kept in a group that you will have read access to when you run NetMail. Files can be as long as you like (though very long signature files tend to annoy mail users and eat up network bandwidth) and should be ascii files with a record size up to 80 bytes per record.

The SPELL Command

If you have a spelling checker installed on your system and enabled in NetMail/3000, you can spell-check any file by using the “SPELL” command. You provide a filename to spell check, and the spelling checker on your system will be invoked to process that file. Each spell checker works slightly different, but basically you browse through the file, being prompted to correct or ignore spelling errors as they are encountered. When done, you will be returned to the NetMail/3000 prompt. For example:

```
[NetMail/INBOX()]SPELL resume.doc
```

The SUBSCRIBE Command

NetMail/3000 supports three types of mailing lists; private, system, and public. Public mailing lists are created by the mail administrator, but any mail user can join them with the “SUBSCRIBE” command. To un-join a public NetMail/3000 mailing list you are subscribed to use the “UNSUBSCRIBE” command.

For example, if you see a public mailing list called “baking” which you would like to join, you would enter the following:

```
[NetMail/INBOX()]SUBSCRIBE baking
```

See the “SHOW MAILLIST” command to find out what mailing lists are available.

The UNSUBSCRIBE Command

NetMail/3000 supports three types of mailing lists; private, system, and public. Public mailing lists are created by the mail administrator, but any mail user can join them with the “SUBSCRIBE” command. To un-join a public NetMail/3000 mailing list you are subscribed to use the “UNSUBSCRIBE” command.

For example, if you had subscribed to the “baking” public mailing list on your system, and have since gone on a diet and decided to unsubscribe from the list, you would enter the following:

```
[NetMail/INBOX()]UNSUBSCRIBE baking
```

You can also use the function key, in which case you will be prompted for the mailing list you wish to unsubscribe from.

The VERIFY Command

You may want to verify your mail system environment from time to time. The “VERIFY” command (or “V” for short) displays the settings for your NetMail/3000 environment. For example:

[NetMail/INBOX()]**VERIFY**

Mailid: JOHNDOE Rename: John Q Doe
Company: BIG Incorporated Department: TECH SUPPORT
Id-No: 0000608 Phone#
Mailing address: 12345 Anystreet
Anytown, VA
0000

You are allowed to execute MPE commands.

Text Editor: NETEDIT
Local Language # 0 (NATIVE-3000)
Auto-Spell checking is ON
Local Printer: LP,8
Notification set to: Interruptive message for any message
Signature file: MYSIG.DATA
Mail Folder: INBOX
Folder Name
(Description)

INBOX
(Default folder for incoming mail)
JUNK
(For junk mail)
User belongs to the following mailing lists:

\$ALL _____ (\$SYSTEM)
List of all mail-users

User maintains the following aliases/mailing lists:
Poker-buddies
List of poker buddies

The display will vary for each user, though in summary, the items you might see are:

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- Mailsystem Id will list your local mailbox name.
- You can verify your real name as it appears in the mail system database.
- If you are allowed to execute MPE commands from within the NetMail/3000 program, you will see a line telling you so.
- You will see the name of the text editor designated for you.
- The local language set for your mail access will be displayed. This will usually be “Native-3000”, but in future releases other languages will be supported.
- You will see the setting of your auto spell checking setting. This will either be ON or OFF. Spell checking is only available if your system has a spelling checker program available.
- Local Printer will show you the printer that NetMail/3000 has designated for your mail printouts. You can change this value with the “SET PRINTER” command.
- You will also see the setting for your mail notification parameter. This describes the type of mail for which you will be immediately notified, and whether it will notify you if your terminal is “QUIET” (not accepting :TELL messages).
- You will also see the name of the SIGNATURE FILE if you have specified one.
- NetMail will also both list the name of the current mail folder, as well as list all the mail folders which you have created (along with their descriptions).
- NetMail/3000 will also list any public or system mailing lists which you belong to, as well as any mailing lists that are owned by you.

“VERIFY” also accepts one parameter, “PASSWORD”. By specifying the password parameter, in addition to the rest of the verification display, NetMail/3000 will also display your current mail password. (This is only available if your mailsystem security is not “HIGH”, as set by your mail system administrator.)

The WHOIS Command

NetMail/3000 provides a means of finding out mail names if you are not sure of the exact spelling or in cases where you know some information about the person but not their mail name. The “WHOIS” command allows you to provide a search criteria to be used in examining all the users in the mail system database. Any characters you enter as the search string will be matched against all stored information for each person, without regard to the case (upper or lower case letters).

The information specified includes some or all of the following items (some items depend on whether the mail system administrator entered values for each person).

- User’s full name
- Department
- Company name
- Mailing address (post office type)
- E-Mail address Employee-Id

For example:

```
[NetMail/INBOX()]WHOIS CHRIS
```

searches the mail database for any entries with the string “CHRIS” in the user’s information. The user’s information will be listed if the string is found in any part of the user’s information (regardless of upper or lower case differences).

You may also try a mailbox name explicitly by proceeding the name with a “!”. (If you think you know the mailbox name and want to skip the search of the entire directory.) For example:

```
[NetMail/INBOX()]WHOIS !MGR
```

The WHOIS command entered without any parameters will list all users in the mail database. The output can be interrupted by hitting control-y (hold the CNTL key down while hitting the “Y” key).

The XEQ Command

You can set up a file containing NetMail/3000 commands (using any text editor) and have NetMail/3000 execute the commands in that file as if you had typed them in. The file must be a fixed record size ASCII file, and can contain any commands you would enter yourself at the NetMail/3000 prompt.

[NetMail/INBOX()]**XEQ myfile.data**

NetMail in Batch Jobs

NetMail/3000 can be easily invoked in batch jobs by simply invoking the NetMail/3000 user agent (NETMAIL.SYS.THREEK) and providing input for the prompts which are generated. If only one command is to be executed, the command can be provided via the "INFO=" parameter, which will cause NetMail to process the single command (prompting for whatever information it needs) then to automatically terminate. For example:

```
1)!JOB user.acct1
2)!RUN NETMAIL.SYS.THREEK;INFO="SEND"
3)
4)ADD
5)This is a sample message which came from a batch
6)job! enjoy.
7)//
8)E
9)
10)Message subject...
11)MANAGER
12)//
13)!EOJ
```

Note the blank lines - NetMail/3000 treats a blank line as if the user hit the RETURN key without entering any information.

It is important to remember when sending mail from a batch job that NetMail will need to recognize the batch job's logon and associate it with a valid mailbox (so any recipient of a batch-generated message can tell WHO the message came from!). So be sure to verify that the logon which the batch job uses is linked (via an ALIAS) to a mailbox name.

In batch mode, for the most part, the same prompts appear as you would see if you were using the program interactively. Exceptions are the verification (OK TO PURGE OLD?) messages in EDITOR.PUB.SYS and some other editors, as well as the same type of verification messages in NetMail itself (i.e. OK TO DELETE THIS MESSAGE? etc.). In batch mode, verifications are automatically assumed positive. Still, it is best to simulate the command interactively and record the steps and prompts you went through.

Another important note is that if the mailbox the batch job is linked to has "NETEDIT" set as its message editor of choice, EDITOR.PUB.SYS will be used instead. NETEDIT is designed for interactive block-mode terminals and does not apply in batch mode, so NetMail automatically uses EDITOR instead.

Also be aware of prompts for spell checking and the inclusion of signature files if the user's mailbox has these options enabled. If so, you will need to include responses for these prompts in your batch job. From the previous example, we'll go through the sample job line by line.

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```
1)!JOB user.acct1
2)!RUN NETMAIL.SYS.THREEK;INFO="SEND"
3)
4)ADD
5)This is a sample message which came from a batch
6)job! enjoy.
7)//
8)E
9)
10)Message subject...
11)MANAGER
12)//
13)!EOJ
```

Line 2 actually runs the NetMail/3000 user agent. The INFO string provided here tells NetMail/3000 to send a message, then terminate. Commands aren't case sensitive, and any parameters legal to provide on the same command line are allowed.

Line 3 is where NetMail/3000 prompts for the name of the file to send. You could just as easily have provided a filename here that already existed and have that sent as a message (it must be ascii text though). In this example we want to compose a message in the job stream so we'll leave a blank line (just like hitting RETURN to the filename prompt). If the file was provided, the following lines (the editor commands) would not be appropriate, and the dialogue would skip directly to the prompt asking for a file to attach.

Lines 4 through 8 are editor commands and text being supplied to generate the text of the message. The "E" ends the editor, and in batch mode, there is no "OK TO PURGE OLD..." prompt, so no "YES" is required.

Line 9 is the prompt for a file to include. This prompt continues asking for filenames until a blank line (or carriage return with no data if interactive) is entered. In this example we're not attaching any files to the message, though any valid MPE filename could be entered here if desired.

Line 10 is the response to the prompt for the subject of the message. This is a one-line response of up to 80 characters and can be anything you choose.

Line 11 is the response to "To:", asking for a message recipient. Recipients are entered just as they would be interactively. One response per line, and the program will continue prompting for recipients until a blank line is entered, or a "/" or "////". If a blank line is entered, the program goes on to prompt for carbon copy (cc) recipients until a blank line, "/", or "////" are entered. Likewise after the cc recipients are entered, the program will begin prompting for blind carbon copy (bcc) recipients. When all the bcc recipients have been entered, the program will then terminate.

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Note that in line 12 we used the “//”, which terminates the list of all recipients (a shortcut) and ends the command. This saved a few blank lines but the blank lines could also have been used. The “////” would not normally be used in batch mode, as it cancels the message entirely, even cancelling any recipients already entered. (It corresponds to the “CANCEL MESSAGE” function key.)

By implementing NetMail/3000 JCL in a job stream, a message can easily be generated when a program successfully completes, or aborts, or any other special criteria verifiable from a batch job. “IF”...”THEN” conditions can be used to send messages in special situations, and the “;URGENT” parameter can be added to the “SEND” command even in batch mode to signify critical messages. (In fact, any of the SEND parameters can be used, including “;PURGE”, “;REPLY”, “;REPLY3”, or “REPLY4”.)

As a more detailed example, here’s a job stream that uses MPEX to check for files that haven’t been accessed in 30 or more days and sends a mail message to the owner (MGR) listing the files and asking him/her to review the files. (Just to be annoying, we send it as an URGENT message.)

```
!JOB CHEKFILE,MGR.ACCT1,PUB
!purge filelist,temp
!build filelist;rec=-80,,f,ascii;disc=3000;TEMP
!file x=filelist,oldtemp;acc=append
!file y=filelist,oldtemp
!MPEX “LISTF @.@(ACCDATE<TODAY-30&CREATOR='MGR'),2;*X”
!IF MPEXNUMSUCCEDED>0 THEN
! CONTINUE
! RUN NETMAIL.SYS.THREEK;INFO=”SEND;URGENT”
A Files created by MGR that haven’t been accessed in 30+ days
*** Please review these files and delete the files that you no longer need ***
//
JOIN *Y
E

Please review these files
MGR
//
!ENDIF
!EOJ
```

Programmatic Access

NetMail/3000 can be invoked as a son process to send electronic messages or files under programmatic control. The rules are similar to those used for batch processes - invoke the program NETMAIL.SYS.THREEK (with an appropriate INFO= parameter if necessary) and supply it the input fields it will need when processing the commands. This is most easily accomplished by writing the input data to an ascii file, then invoking the NetMail process with a ;STDIN= <the ascii file>.

Care should be taken when invoking NetMail/3000 programmatically in interactive mode. It is advisable to generate the message to be sent as a separate file in itself rather than letting NetMail/3000 invoke the user's designated message editor. While this may be desirable in some cases, you may not know in advance what editor the user has chosen, and the effects of whatever potential editor is invoked should be accounted for (i.e. some editors may clear the screen, go into block mode, etc.).

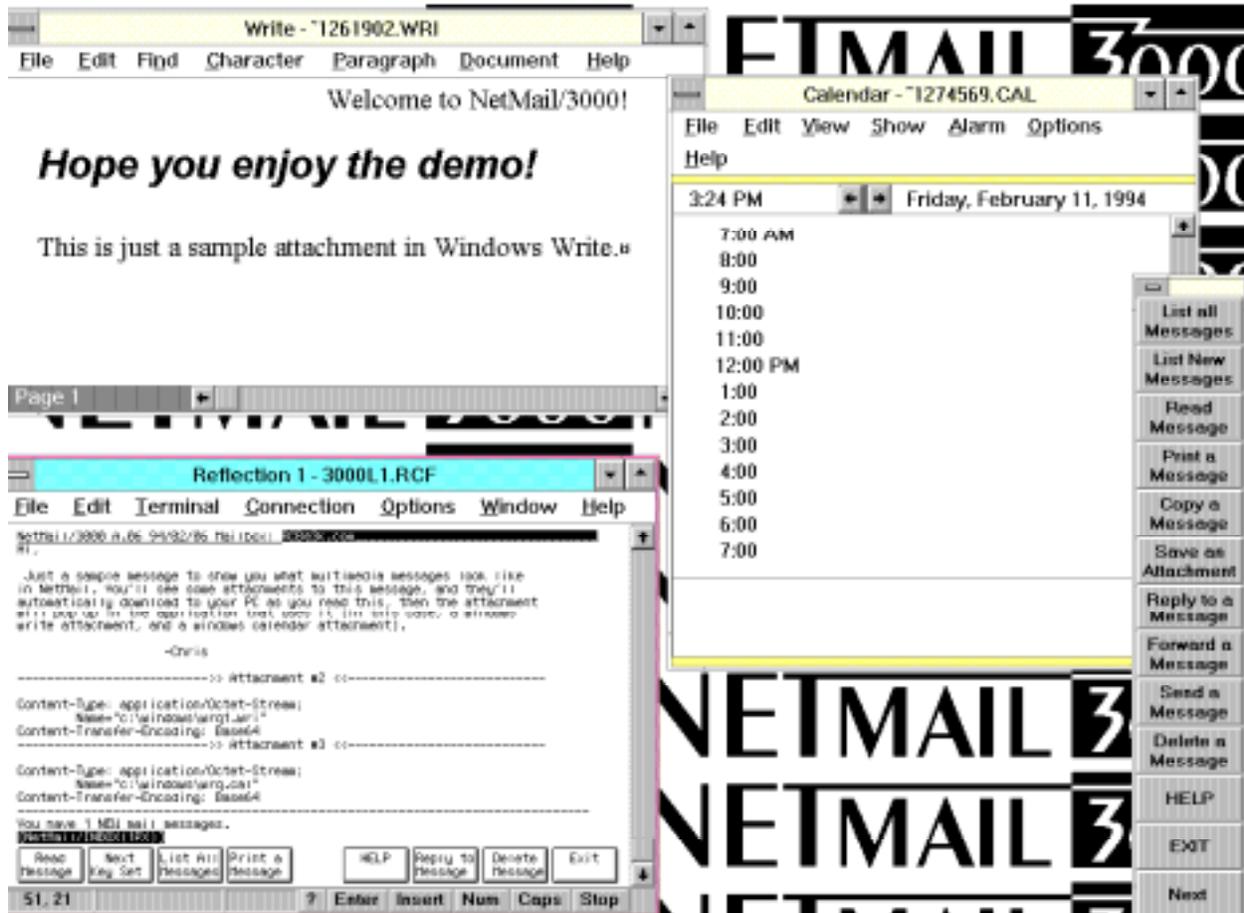
NetMail/3000 will list all mail messages currently in the "INBOX" folder when invoked (if AUTOLIST is on, which is the default), so your application should be able to accommodate that. Messages may also be listed again after commands are processed.

We provide an RL and USL file for MPE/V sites in our standard distribution tape with a routine called "KOMMAND", which is a replacement for the "COMMAND" intrinsic with the additional capability of being able to programmatically execute a :RUN command, complete with all MPE parameters, and even a few additional ones. See the .DOC files in the THREEK account for more information on these routines.

For MPE/iX sites, the HPCICOMMAND intrinsic can parse :RUN commands for you, saving you the hassles of setting up the parameters for the CREATEPROCESS intrinsic if you're not already familiar with it.

One final note, NetMail/3000, when created as a son process, by default will "suspend" itself upon termination (when the EXIT command is entered, or a single command passed in the INFO string has been executed). This leaves a process alive, though not active, as a son process to the process that invoked it. In many process handling situations this is desirable, as the program can be "ACTIVATE"d again without the overhead of creating the process all over again. If this is not desirable, either "KILL" the process after running it, or use the "QUIT" command in your command (STDIN) file to end the program. "QUIT" kills the process, leaving no son process.

MultiMedia Mail



NetMail/3000 adds some exciting new multimedia features for users of Reflection for Windows. Using the MIME standard for encapsulating non-text message parts, NetMail users can not only send multimedia messages, but can even have their contents displayed or invoked automatically when the message is read. For instance, an Excel spreadsheet attached to a message could be automatically downloaded to your PC and Excel launched with the spreadsheet loaded for you. An animation or graphics or sound excerpt could be attached to a message, and when you read the message, an appropriate application on your PC is launched to display or play the segment.

To accommodate these new features, several new user interface options were added, as well as a separate (but very easy) installation process to set up your PC to handle the multimedia messages.

Some important requirements to take note of before starting. To process multimedia message attachments on your PC with NetMail/3000, you will need the following:

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- 1) A personal computer with a 386 or later microprocessor.
- 2) Microsoft Windows, running in 386 enhanced mode (not standard mode).
- 3) WRQ's Reflection 1 for Windows. (Version 4.0 or later adds some additional capabilities, but earlier versions will work.)
- 4) You will need programs/applications on your PC to handle the message attachments you wish to process (i.e. you'll need Excel if you plan on working with Excel spreadsheets; a video viewer if you want to process real-time computer video segments). NetMail/3000 automatically recognizes standard Windows utilities and links them (i.e. use Windows Paintbrush to view '.bmp' files; Windows Write to view '.wri' files; Notepad to view '.txt' files; etc.). In addition, NetMail/3000 automatically detects any applications you have associated with file types in Windows and will allow you to process message parts of those types automatically.

MultiMedia Installation and Setup

To process multimedia messages on your PC, special software is required. This software is provided with NetMail/3000, and will install automatically for you once you tell it to.

To tell NetMail/3000 that you want the multimedia software installed on your PC, you need to add a special “variable” to your AUTOEXEC.BAT file, somewhere before the line that invokes MS Windows (if you run Windows from your AUTOEXEC.BAT -- if not, then anywhere in the file will do). To install NetMail/3000’s multimedia software on your PC, add the following line to your AUTOEXEC.BAT :

```
SET NETMAILMM=C:\NETMAIL
```

You may substitute another drive or directory if required (C:\NETMAIL is just the recommended value). You must have WRITE access to this directory, as NetMail/3000 will download both executable files and some special data files to this directory, and will also create a subdirectory within this directory (\TEMP) to save temporary download files while processing mail. NetMail/3000 will automatically CREATE the directories for you if they don’t exist.

The full compliment of NetMail/3000 software downloaded to the PC takes less than 250K bytes of space; so you’ll need to ensure that you have at least this much free space available on the drive you designated for the NETMAILMM directory (above). Note though, that if you plan to do any serious multimedia processing, you’re likely to encounter some rather large files. These files get stored (at least temporarily) on the \TEMP directory within the NETMAILMM directory you defined, so be prepared for potentially large intermediate files (depending on what kind of multimedia you plan to deal with).

Now that you have the variable added to the AUTOEXEC.BAT file and have re-booted your PC so the new configuration file takes effect, you need to run Reflection, log onto the HP3000, and run NetMail/3000. You will see a notice printed on your screen that NetMail/3000 is downloading files to your PC. Following that, you will see several file download boxes painted on your screen as various files are transmitted from the HP3000 down to your PC. The amount of time this takes depends on how fast your link to the HP3000 is; over a low-speed modem, this download process may take quite a while (several minutes), while users connected over a local area network using VTMGR then the whole process can only take a few seconds.

The downloads may take a little while, but they ONLY occur once. After that, NetMail/3000 detects that the software is already installed and simply invokes it.

Button Palette Setup

Another special feature for Reflection for Windows users with at least version 4.0 of R1 are the predefined “floating button palettes” provided with NetMail/3000. With three complete sets of floating buttons, almost all of the NetMail/3000 user-interface commands can be accessed with a click of the mouse. The palettes “float” on the screen, and can be moved independent of the reflection screen. Each set of keys contains a related set of commands, along with one button that will call up the next set of buttons. When you get to the last set, selecting the next set of buttons will return you to the first set.

Also, after exiting, NetMail/3000 will leave a default set of buttons on the display for you, with some default Reflection buttons as well as buttons to enable and disable NetMail/3000’s immediate notification features, as well as a button to allow you to invoke NetMail/3000 again with the click of a button.

To provide button palettes on your PC, special software is required. This software is provided with NetMail/3000, and will install automatically for you once you tell it to.

To tell NetMail/3000 that you want the button palette files installed on your PC, you need to add a special “variable” to your AUTOEXEC.BAT file, somewhere before the line that invokes MS Windows (if you run Windows from your AUTOEXEC.BAT -- if not, then anywhere in the file will do). To install NetMail/3000’s button palettes on your PC, add the following line to your AUTOEXEC.BAT :

```
SET NETMAILBTN=1
```

MultiMedia Operation

Once you have set up the multimedia functions in NetMail/3000, you are ready to process messages with multimedia attachments. Of course, you might just be asking, “just what IS multimedia?” and “what would I use that for?” Both are good questions, and a good understanding of the answers could radically change the way you work with electronic mail.

Multimedia means “more than one media.” Electronic mail has traditionally been written letters (or characters). When you sent electronic mail, you could send written correspondence but nothing else. In recent years though, computer hardware and software have brought new means of communicating ideas and information. Most of us have seen modern PCs display dazzling graphics in many colors, spreadsheets, and perhaps even moving pictures (animation). Even sound is now a common feature on PCs, as units often come with built in speakers and microphones.

While the idea that a PC could present graphics or even play recorded sound are not new, the idea of capturing those “multimedia segments” and sending them to another user by simply “attaching” them to an electronic mail message is an idea which has only recently become a reality. Through the new electronic mail standards, now such segments can be sent not only among users of the same computer systems, but among a wide variety of disparate systems (in fact, among any MIME Standard compatible mail systems). NetMail/3000 is such a system, and allows both the attaching of such segments as well as their display (though NetMail/3000 depends on software on the PC to actually process the segments). In addition, many of the standard multimedia file types can be handled by software which comes with Microsoft Windows. For example, Windows Paintbrush can handle some graphics files, Windows Write can process .WRI files, and the Sound recorder can handle .WAV files if you don’t have another sound player installed.

“Standard” HP terminals have no sound capability, and most in fact have no graphical display capability (those that do aren’t compatible with any standards anyway). To process multimedia segments then, features of the PC running an HP terminal emulator are utilized. The software to transfer the segments from the HP3000 mail system to the PC and the software which selects and launches PC-based applications to display the multimedia segments are provided with NetMail/3000.

NetMail/3000 automatically detects multimedia attachments within messages in your mailbox. When you read a message which contains a multimedia segment (at least one which your PC is capable of displaying) NetMail/3000 will automatically extract the segment from the message and transmit it to your PC. Once there, NetMail/3000 software on your PC looks up the application that handles that type of file and launches the application for you, with the multimedia segment already loaded. The list of file types your PC can handle, and the applications that handle them can be customized by the user, and instructions on how to do this are described in the next section.

There are a few options you can set within NetMail/3000 to control how multimedia attachments are handled. First of all, you have the option of selecting whether you want to automatically download and view multimedia message attachments, or whether you prefer to be asked first. Set the AUTOMM value in NetMail/3000 either ON or OFF -- ON causes attachments to be

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processed automatically; OFF causes a prompt to be displayed, and you are offered the option of processing the attachment or skipping it.

To “send” a multimedia message attachment, you simply “attach” a pc file to any message you compose (at the “ATTACH FILE?” prompt). Specify a fully qualified PC file name (a file-name with an appropriate extension). If you send a .WAV file but the file is named soundz.jnk (not .WAV), NetMail/3000 will not be able to identify and classify it, and it will not be processable. See the section on attaching files for details on how to attach PC files to messages.

MultiMedia Customization

When the NetMail/3000 PC software installs, one of the processes scans the MS Windows control file (WIN.INI) to get an idea of the types of applications you have installed on your PC. NetMail/3000 generates a list of the file types and applications which process them in a compressed (but readable) format in a file called NMLAUNCH.INI in the directory you defined in with the NETMAILMM variable (C:\NETMAIL by default). A sample control file might look like this:

```
;          NMLAUNCH.INI - initialization file  
  
; File containing applications to be run according to the extension of  
; the filename passed as the argument to NMLAUNCH.EXE - the application  
; is passed the name of the 'argument' file at 'launch' time.  
  
; File format is free and flexible: {extension name} = {application to run}  
  
; Spaces (and tabs) may be used freely as delimiters. When a semicolon (;)  
; appears at any position of any line, the remainder of the line is considered  
; a comment and is ignored, as is an entirely blank line.  
  
rc1 = c:\r1win\r1win.exe  
rc1 = c:\r1win\r1win.exe  
rcf = c:\r1win\r1win.exe  
cal = calendar.exe  
crd = cardfile.exe  
trm = terminal.exe  
txt = notepad.exe  
ini = notepad.exe  
bmp = pbrush.exe  
wri = write.exe  
rec = recorder.exe  
hlp = winhelp.exe  
not = notepad.exe
```

The file is easily modifiable using any PC based file editor (in fact, Windows Notepad will do just fine). Since NetMail/3000's installation process only scans the WIN.INI file [EXTENSIONS] section, there are often other applications which you might want to identify and allow NetMail/3000 to pass files to. To add a new application and file type to the control file, simply open the file using a file editor, add the new extension = application line, and keep the file. The next time you start up NetMail/3000, the new application's data files will be recognized.

For example, many PCs without sound cards have the PC Speaker driver installed to play sounds on their machine. By default, this application is often not caught by the NetMail/3000

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installation process and you might want to add the following line to the NMLAUNCH.INI file:

wav = soundrec.exe

This will allow NetMail/3000 to process .WAV files attached to messages and pass them to the PC to be played.

MS92 Terminal Emulator Setup

NetMail/3000 users running Minisoft's MS92 terminal emulator can enable special file upload and download capabilities which allow NetMail/3000 users to save messages or message attachments directly to their PC or easily attach files from their PC to messages sent using NetMail/3000.

Business Session Terminal Emulator Setup

NetMail/3000 users running Unison Software's Business Session terminal emulator can enable special file upload and download capabilities which allow NetMail/3000 users to save messages or message attachments directly to their PC or easily attach files from their PC to messages sent using NetMail/3000.

AdvanceLink for Windows Terminal Emulator Setup

NetMail/3000 users running AdvanceLink for Windows terminal emulator can enable special file upload and download capabilities which allow NetMail/3000 users to save messages or message attachments directly to their PC or easily attach files from their PC to messages sent using NetMail/3000. AdvanceLink for Windows setup is the same as that listed for Business Session (see previous).

AdvanceLink for DOS Terminal Emulator Setup

NetMail/3000 users running Hewlett Packard's Advancelink for DOS terminal emulator can enable special file upload and download capabilities which allow NetMail/3000 users to save messages or message attachments directly to their PC or easily attach files from their PC to messages sent using NetMail/3000.