

VMS Mail Utility Manual

Order Number: AA-LA07A-TE

April 1988

This manual describes the VMS Mail Utility.

Revision/Update Information: This manual supersedes the *VAX/VMS Mail Utility Reference Manual, Version 4.4.*

Software Version: VMS Version 5.0

**digital equipment corporation
maynard, massachusetts**

April 1988

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Preface

Intended Audience

This manual is intended for all users of the VMS operating system.

Document Structure

This document consists of the following sections:

- Description—Provides a full description of the Mail Utility (MAIL).
 - Usage Summary—Outlines the following MAIL information:
 - Invoking the utility
 - Exiting from the utility
 - Directing output
 - Restrictions or privileges required
 - Qualifiers—Describes MAIL qualifiers, including format, parameters, and examples.
 - Commands—Describes MAIL commands, including format, parameters, and examples.
-

Associated Documents

For introductory information about the Mail Utility, see the *Introduction to VMS*. For information on callable mail, see the *VMS Utility Routines Manual*.

Conventions

Convention	Meaning
<code>RET</code>	In examples, a key name (usually abbreviated) shown within a box indicates that you press a key on the keyboard; in text, a key name is not enclosed in a box. In this example, the key is the RETURN key. (Note that the RETURN key is not usually shown in syntax statements or in all examples; however, assume that you must press the RETURN key after entering a command or responding to a prompt.)
<code>CTRL/C</code>	A key combination, shown in uppercase with a slash separating two key names, indicates that you hold down the first key while you press the second key. For example, the key combination CTRL/C indicates that you hold down the key labeled CTRL while you press the key labeled C. In examples, a key combination is enclosed in a box.
<code>\$ SHOW TIME</code> <code>05-JUN-1988 11:55:22</code>	In examples, system output (what the system displays) is shown in black. User input (what you enter) is shown in red.
<code>\$ TYPE MYFILE.DAT</code> . . .	In examples, a vertical series of periods, or ellipsis, means either that not all the data that the system would display in response to a command is shown or that not all the data a user would enter is shown.
<code>input-file, . . .</code>	In examples, a horizontal ellipsis indicates that additional parameters, values, or other information can be entered, that preceding items can be repeated one or more times, or that optional arguments in a statement have been omitted.
<code>[logical-name]</code>	Brackets indicate that the enclosed item is optional. (Brackets are not, however, optional in the syntax of a directory name in a file specification or in the syntax of a substring specification in an assignment statement.)
quotation marks apostrophes	The term quotation marks is used to refer to double quotation marks ("). The term apostrophe (') is used to refer to a single quotation mark.

New and Changed Features

VMS Version 5.0 includes the following new MAIL commands and qualifier:

- SET EDITOR and SHOW EDITOR commands—Enable you to change your editor and display the default editor. You can invoke any callable editor available on your system.

Use the SET EDITOR command to specify an editor. To display your default editor, enter the SHOW EDITOR command.

- MARK command—Enables you to mark messages for future reference, such as reminders of meetings and unanswered messages.

The MARK command sets a flag in the message header indicating that the current or **message-id** message is marked. The Mail Utility displays marked messages with an asterisk in the left-hand column of the directory listing. The MARK command can take the /ALL qualifier, which sets all currently selected messages as marked or unmarked.

The UNMARK command clears a flag in the message header, setting the current or **message-id** message as unmarked.

- REMOVE command—Enables users with SYSNAM privilege to remove a record from the profile, SYS\$SYSTEM:VMSMAIL_PROFILE.DATA.
- SET [NO]FORM and SHOW FORM commands—Enable you to set, remove, and display your default print form.

Use the new SET FORM command to specify your default print form. This prevents jobs from sitting in the queue with a pending status because their print form does not match the queue specified by the SET QUEUE command. To remove a default form setting, enter the SET NOFORM command. To display your default print form, enter the SHOW FORM command.

- SET [NO]QUEUE and SHOW QUEUE commands—Enable you to set, remove, and display your default print queue.

Use the new SET QUEUE command to specify your default print queue. To remove a default queue setting, enter the SET NOQUEUE command. To display your default print queue, enter the SHOW QUEUE command.

- SET [NO]CC_PROMPT and SHOW CC_PROMPT commands—Enable you to send copies of a message with a Carbon Copy (CC:) prompt, which appears in the message header.

To display whether carbon copy prompting is enabled, enter the SHOW CC_PROMPT command.

- /PERSONAL_NAME qualifier—Enables you to specify a personal name when sending a message.

Changes to existing MAIL commands follow:

- **DIRECTORY, READ, SELECT, and SET/SHOW FOLDER commands**—Prior to Version 5.0, if a folder name was not specified, MAIL displayed or selected messages from the current folder. Now MAIL displays or selects messages from the NEWMAIL folder, if it exists. If there is no NEWMAIL folder, messages from the MAIL folder are displayed or selected.
- **ANSWER and REPLY commands**—Prior to Version 5.0, when you used the REPLY or ANSWER command to reply to a message, the subject was the same as in the current message. You can now specify a different subject when replying to or answering a message with the /SUBJECT="subject text" qualifier.
- **SET COPY_SELF and SHOW COPY_SELF commands**—Prior to Version 5.0, the SET COPY_SELF command returned to you a copy of the message you sent via the SEND or REPLY command. You can now also return a copy of a message being forwarded by using the FORWARD command.

To automatically give yourself copies of messages that you forward, enter the SET COPY_SELF FORWARD command. Enter the SHOW COPY_SELF command to indicate if copying is enabled and, if so, with what command. To remove default copying of forwarded messages, enter the SET COPY_SELF NOFORWARD command.

- **DELETE command**—Prior to Version 5.0, you could delete only a currently selected message or a message specified by its number. The DELETE command now accepts ranges and lists of message numbers to be deleted.
- **FIRST/EDIT, LAST/EDIT, and CURRENT/EDIT commands**—The editor is no longer required to be a callable editor.
- **PURGE/RECLAIM/STATISTICS command**—This command is enhanced and now displays statistics on deleted messages.
- **SHOW ALL command**—This command is enhanced to display information on the CC: prompt, default print queue, and default print form.
- **DIRECTORY command**—Prior to Version 5.0, you could only search through a MAIL directory line by line. The DIRECTORY command now accepts the /EDIT qualifier to enable you to find messages in MAIL folders easily by either scrolling through folders or searching for text. The qualifier invokes your editor and reads the MAIL directory into an editing buffer.
- **FORWARD command**—Prior to Version 5.0, when forwarding a message, you could not copy the message to yourself. The FORWARD command now accepts the /[NO]SELF qualifier, which enables or disables forwarding yourself a copy of a message. The default is /NOSELF.
- **SEND command**—Prior to Version 5.0, you could specify the /EDIT qualifier to invoke the editor when sending a message. The SEND command now accepts the /LAST qualifier with the /EDIT qualifier to edit the message you are sending.

- **MAIL, SEND, REPLY, and FORWARD commands**—These commands allow two new qualifiers: `/PERSONAL_NAME` and `/CC_PROMPT`. The `/[NO]PERSONAL_NAME` qualifier enables you to specify, or not specify, a personal name when sending the current message. The `/CC_PROMPT` qualifier prompts for the CC: line in the mail header. This qualifier overrides the `SET CC_PROMPT` command.
- **PRINT command**—Many new qualifiers have been added to the PRINT command. These qualifiers enhance control over the execution and output of print jobs.

Qualifier	Function
<code>/CANCEL</code>	Cancels all messages that have been queued for printing during the current session.
<code>/NOW</code>	Sends all messages that have been queued for printing during this session to the printer. Enables you to print a job without exiting MAIL. Synonymous with the <code>/PRINT</code> qualifier.
<code>/AFTER=time</code>	Requests the job not be printed until a specific time.
<code>/FORM=form_name</code>	Specifies the name or number of the form you want for the print job. The form type must be a numeric or alphanumeric name. Codes for types are installation-defined. Issue the <code>SHOW QUEUE/FORM</code> command for the form types available on your system.
<code>/[NO]HOLD</code>	Controls whether the message is available to print immediately.
<code>/[NO]BURST=keyword</code>	Controls whether a burst page is printed preceding a message. Keywords are ALL and ONE. ALL keyword indicates that each message in the job will be preceded by a burst page and flag page. ONE keyword indicates that a burst page will apply only to the first copy of the first message in the job.
<code>/[NO]FEED</code>	Controls whether the PRINT command automatically inserts form feeds when it nears the end of a page.
<code>/[NO]FLAG=keyword</code>	Controls whether a flag page is printed preceding a message. Keywords are ALL and ONE. ALL keyword indicates that each message in the job will be preceded by flag page. ONE keyword indicates that a flag page will apply only to the first copy of the first message in the job.

New and Changed Features

Qualifier	Function
/[NO]SPACE	Controls whether output is to be double-spaced.
/[NO]TRAILER=keyword	Controls whether a trailer page is printed at the end of message. Keywords are ALL and ONE. ALL keyword indicates that each message in the job will be followed by a trailer page. ONE keyword indicates that a trailer page will apply only to the last copy of the last message in the job.

- **SELECT, SET FOLDER, DIRECTORY, and READ commands**—These commands include the following new qualifiers that enable you to select messages:

Qualifier	Function
/FROM_SUBSTRING=text	Selects messages that contain "text" in the FROM field of the message
/TO_SUBSTRING=text	Selects messages that contain "text" in the TO field of the message
/CC_SUBSTRING=text	Selects messages that contain "text" in the CC field of the message
/SUBJECT_SUBSTRING=text	Selects messages that contain "text" in the SUBJECT field of the message
/[NO]MARKED	Selects messages that you have marked. The /NOMARKED qualifier selects messages you have not marked
/[NO]REPLIED	Selects messages that have been replied to via the REPLY command. The /NOREPLIED qualifier selects messages you have not replied to

- **SHOW FORWARD command**—Prior to Version 5.0, you could not list forwarding information for users. Now you can use the /ALL qualifier to list all users with forwarding addresses. This qualifier must be used with the /USER qualifier. The /USER qualifier lists the forwarding address of those users specified.
- **SHOW PERSONAL_NAME command**—Prior to Version 5.0, you could not list personal name information for users. The /ALL qualifier lists personal name information for every user defined or displays a message. This qualifier must be used with the /USER qualifier. The /USER qualifier lists the personal name of those users specified.

New and Changed Features

- **User Profile**—Prior to Version 5.0, the user profile was named SYS\$SYSTEM:VMSMAIL.DAT. The user profile name has been changed to SYS\$SYSTEM:VMSMAIL_PROFILE.DATA. In addition to user name, forwarding address, personal name, auto purge flag, subdirectory name, and new mail count, VMSMAIL_PROFILE.DATA includes the following new items:
 - Default queue (SET QUEUE)
 - Default form (SET FORM)
 - Copy SEND/REPLY/FORWARD flags (SET COPY_SELF)
 - Carbon copy prompt flag (SET CC_PROMPT)
 - Editor name (SET EDITOR)



MAIL Description

The interactive Mail Utility (MAIL) allows you to send and receive messages, as well as to file, forward, delete, and reply to messages you have received. The messages that you receive are stored in files called mail files. Your default mail file, called MAIL.MAI, is created in your default directory the first time you receive a mail message. You can create other mail files to accompany MAIL.MAI by using the COPY, FILE, or MOVE commands.

To invoke the interactive Mail Utility, enter the DCL command MAIL.

```
$ MAIL
MAIL>
```

You can display information about MAIL commands by entering HELP in response to the MAIL> prompt. To exit from MAIL, enter the MAIL command EXIT or press CTRL/Z.

The following sections describe characteristics of the Mail Utility. All examples displaying an editor are EDT-specific.

1

Notification of Mail

If you are logged in to a system that has been brought up as a DECnet-VAX node and a user on another node on the network sends you mail, MAIL notifies you with a message on your terminal screen as follows:

```
New mail on node URANUS from JUPITER::JAIME (13:40:07)
```

In this example, you are on node URANUS and the user sending you mail is JAIME. JAIME is sending mail from node JUPITER (not the same node that you are logged on to).

When you receive mail from a user on your own node, MAIL notifies you with a message similar to the following:

```
New mail on node SATURN from JOHNSON (10:02:24)
```

In this example, you are on node SATURN and the user sending you mail is JOHNSON. JOHNSON is sending mail from the same node that you are logged on to (SATURN). See Section 3.6 for more information about using DECnet-VAX to send messages over the network.

When you are not connected to the network, MAIL displays a message without the node name as follows:

```
New mail from WHITNEY
```

Note that you cannot receive mail from another node if you are not on the network or if the network is down.

You are also notified that you have new mail messages when you log in and when you invoke MAIL. The message looks similar to the following:

```
You have 2 new messages.
```

See Section 2 for information on how to read your mail messages.

Note: The date and time that appear on mail messages reflect the receiver's time, not the sender's time.

MAIL Description

2 Reading Mail

In order to read a mail message, you must invoke the interactive Mail Utility. Messages that you receive are stored in mail files, which have a default file type of MAI.

2.1 New Messages

When you are logged in and receive a mail message, notice of the new message appears on your terminal screen. For example, a message sent by a user named ANDREWS would appear as:

```
New mail from ANDREWS
```

To read a new mail message, invoke MAIL interactively; MAIL prompts for a command and, if you have received mail, displays the number of mail messages you have received.

```
$ MAIL
```

```
You have 1 new message.
```

```
MAIL>
```

To read the new message, press RETURN; the message appears on your screen.

```
#1                1-JUN-1988  14:12:27      NEWMAIL
From:  ADAMSON
To:    BOSS
Subj:  Meeting of June 9
```

```
The meeting has been moved from the auditorium to the
cafeteria.
```

```
MAIL>
```

To continue reading your new mail messages, press RETURN in response to the MAIL> prompt. Pressing RETURN in MAIL is equivalent to entering the READ command without parameters. When you have read all new messages, MAIL issues the message "%MAIL-E-NOMOREMSG, no more messages," and continues to prompt for commands until you exit by entering EXIT or pressing CTRL/Z.

If you receive a mail message while you are in interactive MAIL, enter the READ/NEW command to read the new message.

2.2 Old Messages

To read old mail messages, invoke the Mail Utility and press RETURN. If you have no new mail messages, the first message (numbered 1) in your default mail file appears on your screen. Press RETURN to display the next message. If the message is too long to be displayed on one screen, press RETURN to display the remaining text of the message. To skip the remaining part of a message and display the next message, enter the NEXT command.

MAIL Description

You can select and display a particular message by entering the READ command and the number of the message. Enter the DIRECTORY command for a list of messages, the date they were sent, and their subject.

```
MAIL> DIRECTORY
```

#	From	Date	Subject	MAIL
1	BRUTUS::OSGOOD	17-NOV-1988	our meeting	
2	ADAMSON	17-NOV-1988	status	

```
MAIL> READ 2
```

If you have a large number of messages, you can locate a particular message by using the SEARCH command to find a specified string. The SEARCH command selects and displays the first message that contains the specified string. To search for a new string, specify the string as a parameter of the SEARCH command. Each time you specify a new string, the SEARCH command starts the search at message number 1. To continue searching for messages that contain the specified string, enter the SEARCH command without specifying a parameter.

```
MAIL> SEARCH STAFF
```

Selects and displays the first message containing 'staff'.

```
MAIL> SEARCH
```

Selects and displays the next message containing 'staff'.

```
MAIL> SEARCH
%MAIL-E-NOTFOUND, no messages containing 'STAFF' found
```

2.3 Creating a File from a Mail Message

To copy a mail message to a sequential file, use the EXTRACT command. The following commands create a file named MEETING.TXT containing the text of message number 3. (The /NOHEADER qualifier specifies that only the text of the message is to be copied to the file.) In this case, BOSS is a logical name you have previously defined (using the DCL command DEFINE) to equate to your supervisor.

```
MAIL> READ 3
```

```
#3                1-JUN-1988  14:12:27      MAIL
```

```
From:  ADAMSON
To:    BOSS
Subj:  Meeting of June 9
```

The meeting has been moved from the auditorium to the cafeteria.

```
MAIL> EXTRACT/NOHEADER MEETING.TXT
```

Use the /APPEND qualifier of the EXTRACT command to copy a message to the end of an existing file. Use the /ALL qualifier to copy all the messages in the current folder to an existing file (Section 5 discusses folders).

MAIL Description

3 Sending Mail

You can send mail to users from within the Mail Utility or from the DCL command level.

3.1 Sending Mail Using the DCL Command MAIL

You can use a single command line to send a file to one or more users by specifying parameters when you enter the DCL command MAIL. When you use the MAIL command with parameters, the command string has the following format:

```
$ MAIL[/SUBJECT="text"] [/[NO]PERSONAL_NAME="text"] [/[NO]SELF] filespec recipient-name
```

The **"text"** is the subject of the message. If you include more than one word, you must enclose the text in quotation marks. If you omit the /SUBJECT qualifier, the message is sent without a subject notation.

The /PERSONAL_NAME qualifier enables you to specify a personal name when sending a message.

The /SELF qualifier enables MAIL to send back to you a copy of the message you are sending.

Filespec is the name of the file to be mailed. If you specify SYS\$INPUT as the file specification, you are prompted for the text of the message (while still remaining at the DCL level), as the following example shows:

```
$ MAIL SYS$INPUT:
To: ARMSTRONG
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:
The text of the message is here.
CTRL/Z
$
```

If you do not specify a parameter as the file specification in the command string, you receive the MAIL> prompt, indicating that you are now in the interactive MAIL Utility.

No wildcard characters are allowed in the file specification. If you omit the file type, the default file type is TXT.

The **recipient-name** is either the name of a user, or users, or a distribution list to which the file is mailed (see Section 3.5 for more information about distribution lists). If you do not specify a **recipient-name** in the command string, you are prompted. If you specify more than one **recipient-name**, separate the names with commas.

If the **recipient-name** is a distribution list, specify the full file name and file type of the list and precede it with an at sign (@). If you don't include the file type of the distribution list (.DIS), place quotation marks around the at sign and list name (for example, "@listname"). The quotation marks identify the name as a distribution list and force the system to search for a file with the file type DIS (the default file type for a distribution list). Without the quotation marks, the system looks for a command file (default file type of COM) after an at sign. See Section 3.5 for more information on distribution lists.

The following command string contains one qualifier and three parameters:

```
$ MAIL/SUBJECT="for your information" MEETING THOMAS,@FRIENDS.DIS
```

- subject text "for your information" (qualifier)
- filespec (MEETING) (parameter)
- recipient names (THOMAS,@FRIENDS.DIS) (parameters)

Because the name of the file being mailed does not include the file type, MAIL assumes the default file type TXT. In other words, the current default directory is searched for a file named MEETING.TXT. Also, notice that a comma separates the two recipient names (one of which is a single user, the other a distribution list).

The following command string has two parameters: a file named NOTICE and a distribution list named WRITERS. The Mail Utility assumes the default file type of TXT for the file NOTICE, and the default file type of DIS for the distribution list (because the name of the list is enclosed in quotation marks). Finally, because the /SUBJECT qualifier is not included, the message is sent without a subject notation.

```
$ MAIL NOTICE "@WRITERS"
```

3.2 Sending a Mail Message from Within the MAIL Utility

After invoking the Mail Utility, enter the SEND command to create and send a mail message. MAIL prompts you for the names of the users to whom you want to send the message, the subject of the message (optional), and the text of the message (optional). The following example sends a message to a user named ANDREWS:

```
MAIL> SEND
To:      ANDREWS
Subj:    Meeting of June 9
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:
Sorry I cannot make the meeting. I'll be on vacation
during that week. Let me know how it goes.
                                Frank
```

Note that pressing CTRL/Z actually sends the message.

If you decide not to send the message, press CTRL/C, which cancels the SEND operation without exiting from MAIL.

To use the editor when sending a mail message interactively, enter the /EDIT qualifier with the SEND command.

```
MAIL> SEND/EDIT
```

After you respond to the prompts for the names to whom you want to send the message and for the subject of the message, MAIL invokes the editor, which you can use to compose your message. By default, MAIL invokes the EDT editor. To send the message, exit from the editor by pressing CTRL/Z and entering the EXIT command; to cancel the send operation, exit from the editor by pressing CTRL/Z and entering the QUIT command.

In addition to the SEND command, you can use the /EDIT qualifier with the REPLY and FORWARD commands. By entering /EDIT when you invoke the Mail Utility, you can use the editor for SEND, REPLY, or FORWARD operations during the ensuing mail session.

MAIL Description

3.3 Sending a File

To send a file to one or more users, enter either the DCL command MAIL or the SEND command of the Mail Utility. The following DCL command sends the file MEMO.TXT to a user named FRANKLIN. The argument to the /SUBJECT qualifier must be enclosed in quotation marks if it contains any spaces or nonalphanumeric characters.

```
$ MAIL/SUBJECT="Another memo" MEMO.TXT FRANKLIN
```

If you use the SEND command from within interactive MAIL, you can enter the /EDIT qualifier to edit the file before sending it. The following example invokes the editor to edit the file MEMO.TXT before sending the file to a user named MULLEN.

```
MAIL> SEND/EDIT MEMO.TXT
To:      MULLEN
Subj:    The memo I promised you.
```

To send the message, press CTRL/Z and enter the EXIT command; to cancel the SEND operation, press CTRL/Z and enter the QUIT command.

3.4 Sending a Message Between Systems

To send a message to a user on another system over the network, specify the node name of that system, a double colon, and the user name.

```
nodename::username
```

For example, to send a message to a user named OSGOOD on a node named BRUTUS, enter the following:

```
MAIL> SEND
To:      BRUTUS::OSGOOD
```

3.5 Sending Messages to Distribution Lists

If you frequently send mail to the same group of users, you may find it helpful to use a distribution list. A distribution list is a file containing the names and nodes of users to whom you want to send messages. You can create a file containing a list of users and specify the file name rather than the individual user names when you send mail to those users. The default file type of a distribution list file is DIS.

To set up a distribution list, use the DCL command EDIT or CREATE to create a distribution list file with the file type DIS. Enter one user name per line in this file. A distribution list can also include the names of other distribution lists. Your open file quota determines the number of different nodes to which you can send mail (at one time) and the depth to which you can nest distribution lists. You can include comments by entering lines whose first character is an exclamation point (!).

You can also include the names of other distribution lists by specifying an at sign (@) followed by the name of the distribution list. The following example shows how to create a distribution list:

```
! ALLBUD.DIS
!  
! Budget Committee Members
@BUDGET ! listed in BUDGET.DIS
! Staff
USER ! me
BRUTUS::WILSON ! Martha Wilson
PORTIA::RIPLEY ! Roy Ripley
```

To use the distribution list, type an at sign (@) and then the file name in response to the To: prompt. For example:

```
MAIL> SEND
To: @ALLBUD
Subj: Tomorrow's Meeting
```

You can specify more than one distribution list in response to the To: prompt.

```
MAIL> SEND
To: @USERS,@ALLBUD
Subj: Tomorrow's Meeting
```

MAIL delivers only one copy of the mail message to each fully translated user. For instance, notice how user KLEE is defined as FRED in the following distribution list:

```
$ DEFINE FRED KLEE
$ CREATE MY.DIS
KLEE
NODE1::MARSALA
FRED
MARSALA
```

User KLEE receives only one copy of the message, since FRED and KLEE are the same username. User MARSALA on NODE1 and user MARSALA on the current node each receive one copy because they are on different nodes.

3.6 Sending Messages Using DECnet-VAX

If you include a node name with the user name, the message is sent by means of DECnet-VAX to that user. If you omit the node name, MAIL assumes that the user is on your node. If you omit the node name and the user is not on your node, MAIL issues an error message.

You can specify node names and user names as logical names. If you frequently send messages to certain users on other nodes, you may want to set up logical names which define their addresses. For example, if the user Arthur King is on node KAMLOT and you did not assign a logical name, you would have to type the following:

```
To: KAMLOT::KING
```

In this example, you could have made the following logical name assignment:

```
$ DEFINE ART KAMLOT::KING
```

Now to send mail to KAMLOT::KING, you can simply respond to the prompt with the logical name ART.

```
$ MAIL
To: ART
```

MAIL Description

You should enter the appropriate DEFINE commands in your LOGIN.COM file. See the DCL command DEFINE for more information about defining logical names.

If you define a logical name for a username, you may produce a forwarding loop. For instance, if you define KLEE to be MYNODE::KLEE, and send mail to KLEE while you are logged in on MYNODE, MAIL detects a forwarding loop because MAIL strips the nodename when it is the same as the name of your current node. To allow this kind of logical name (in a LOGIN.COM file, for example) and avoid a forwarding loop, use the qualifier /TRANSLATION_ATTRIBUTES=TERMINAL when you define the logical name:

```
$ DEFINE/TRANSLATION_ATTRIBUTES=TERMINAL KLEE MYNODE::KLEE
```

4

Deleting Mail

To delete a mail message, either specify the number of the mail message as the parameter of the DELETE command or read the message (to make it the current message) and enter the DELETE command without parameters. For example, to select and delete message number 3, enter the following:

```
MAIL> READ 3
#3          1-JUN-1988  14:12:27      MAIL
From:  USER
To:    BOSS
Subj:  Meeting of June 9
```

The meeting has been moved from the auditorium to the cafeteria.

```
MAIL> DELETE
```

The following command has the same effect as the preceding example:

```
MAIL> DELETE 1
```

You may also delete several mail messages using one DELETE command by specifying a range or a list of messages to be deleted, as follows:

```
MAIL> DELETE 1,3,5-7,9:11
MAIL>
```

This example shows how to delete mail messages 1, 3, 5, 6, 7, 9, 10, and 11. The hyphen and colon are used to designate a range of numbers.

When you delete a message, the message is moved to the wastebasket folder. During your interactive MAIL session you can recover any deleted message by moving the message out of the wastebasket folder. (See Section 5 for a detailed discussion on folders). When you exit from the current mail file (either by exiting from MAIL or by specifying a different mail file), MAIL automatically deletes all messages in the wastebasket folder.

By default, the wastebasket folder is named WASTEBASKET. Use the SET WASTEBASKET_NAME command to specify a different name for the wastebasket folder. Use the SHOW WASTEBASKET_NAME command to display the current name of the wastebasket folder.

5 Using Folders to Organize Mail Messages

You can use mail files to organize mail messages. For example, you can create a mail file named GRADES.MAI and use it to collect mail messages containing information about test scores. Or, you can create a mail file named MEMOS.MAI and use it to collect memos.

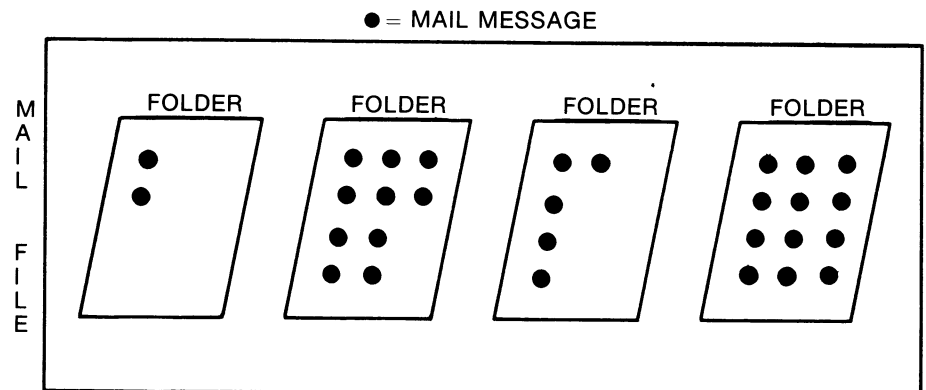
All mail files are subdivided into folders. By default, your mail file (MAIL.MAI) contains a folder named MAIL. The MAIL folder contains messages that you have already read. When you receive new mail messages, they automatically enter a folder named NEWMAIL. After you read the messages in the NEWMAIL folder, they automatically move into the MAIL folder. The NEWMAIL folder disappears after you have read all new mail messages and either select another folder or exit from MAIL.

When you delete a message it automatically moves into the WASTEBASKET folder. Deleted messages collect in the WASTEBASKET folder until you empty it. To empty the WASTEBASKET folder, enter either the EXIT or PURGE command.

You can create as many folders as you want. You can use the COPY, FILE, or MOVE command to create folders. The name of the folder you are currently in is displayed at the top right corner of the screen when you enter the READ or DIRECTORY command. You can enter the DIRECTORY/FOLDER command to see a display of the existing folders in the current mail file. You can remove a folder by deleting all the messages it contains. See Section 5.4 for more information on deleting folders.

Figure MAIL-1 shows the MAIL hierarchy. The Mail Utility contains mail files; a mail file contains folders; and a folder contains mail messages.

Figure MAIL-1 MAIL Hierarchy



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MAIL Description

5.1 Organizing Mail

By default, each account has one mail file (MAIL.MAI in your login default directory), which contains two folders:

- **NEWMAIL** — Contains all messages that have not been read. If you enter MAIL and NEWMAIL contains one or more messages, your current folder is NEWMAIL. Once you leave NEWMAIL (either by exiting from MAIL or by changing folders), MAIL moves any messages that have been read and not deleted to your MAIL folder; the messages moved to MAIL are deleted from NEWMAIL.
- **MAIL** — Contains messages that have been read and not deleted. If you invoke mail and NEWMAIL contains no messages, your current folder is MAIL.

You can create any number of mail files. Each mail file can contain any number of folders. Each folder can contain any number of messages. Typically, you organize your messages by creating folders rather than by creating mail files. If your mail file is very large (over 500 blocks), you may want to create separate mail files for the larger folders to improve the Mail Utility's performance.

5.2 Creating and Modifying Folders

The following commands allow you to create and modify folders:

- **COPY** — Places a copy of the current message into the specified folder. If the folder does not exist, you are prompted for confirmation before it is created. The following commands copy all the messages containing the word MEETING from the current folder to a folder named SCHEDULE. After the commands are executed, you have two copies of each message, one in the current folder and one in SCHEDULE.

```
MAIL> SEARCH MEETING
```

Selects and displays first message containing "MEETING."

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

Selects and displays next message containing "MEETING."

```
MAIL> COPY SCHEDULE
MAIL> SEARCH
%MMAIL-E-NOTFOUND, no messages containing 'MEETING' found
```

- **MOVE** — Moves the current message into the specified folder. If the folder does not exist, you are prompted for confirmation of its creation. After being moved, the message is automatically deleted from the current folder. The following command moves the current message to the folder named SCHEDULE, deleting it from the current folder:

```
MAIL> MOVE SCHEDULE
```

- **FILE** — Interchangeable with the MOVE command.

To work within a mail file other than the default mail file, use the SET FILE command to specify the alternate file. (The SHOW FILE command displays the name of the current mail file.) When you change mail files, the WASTEBASKET folder of the current mail file is emptied and the mail file is closed.

5.3 Selecting Folders

The name of the current folder is displayed in the top right corner of the screen each time you enter a READ or DIRECTORY command. You can select only those messages that are in your current folder.

To display a list of the folders in your current mail file, enter the DIRECTORY/FOLDER command.

```
MAIL> DIRECTORY/FOLDER
Listing of folders in SYS$LOGIN:[USER]MAIL.MAI;1
Press CTRL/C to cancel listing
MAIL                                MEETING_MINUTES
MEMOS                               PROJECT_NOTES
STAFF
```

To select a new folder as your current folder, use one of the following commands:

- **SELECT** — Selects the specified folder as the current folder.

```
MAIL> SELECT STAFF
%MAIL-I-SELECTED, 4 messages selected
```

- **DIRECTORY** — Selects the specified folder as the current folder and lists the messages in the folder.

```
MAIL> DIRECTORY STAFF

# From           Date           Subject
1 BRUTUS::OSGOOD 12-NOV-1988   Staff meeting
2 BRUTUS::OSGOOD 19-NOV-1988   Staff meeting
3 CAESAR::USER   20-NOV-1988   Goodbye Sarah
4 BRUTUS::OSGOOD 3-DEC-1988    Staff meeting
```

- **READ** — Selects the specified folder as the current folder and displays the specified message (by default, the first message in the folder).

```
MAIL> READ STAFF
#1           12-NOV-1988  14:12:28      STAFF

From: BRUTUS::OSGOOD
To: JULIUS::USER
Subj: Staff meeting
```

The weekly staff meeting was cancelled due to the conference in Denver.

```
MAIL>
```


8 Setting the Default Editor

By default, MAIL invokes the EDT editor whenever you specify the /EDIT qualifier. You can specify a different editor by entering that editor's name as the parameter for the SET EDITOR command. The following command sets the default editor to TPU:

```
MAIL> SET EDITOR TPU
```

Enter the SEND/EDIT command to edit the text of your message. Since you are now using TPU (EVE is the default TPU editor), the following is displayed on your screen:

```
[end of buffer]
```

```
Buffer      MAIN                                |Insert | Forward
```

After you finish editing your message, send the message by pressing CTRL/Z. TPU remains your editor after you exit from MAIL, until you change it with the SET EDITOR command.

You can display the default MAIL editor by entering the MAIL command SHOW EDITOR as follows:

```
MAIL>SHOW EDITOR
Your editor is TPU.
```

8.1 Using the MAIL Command Line Qualifier /EDIT

The /EDIT qualifier allows command name keywords in the form /EDIT[(keyword,keyword . . .)]. These keywords are as follows:

- FORWARD
- REPLY[=EXTRACT]
- SEND

You can use these keywords to set the default for MAIL. For example, to invoke the editor for every mail message you send or forward, specify the keywords SEND and FORWARD with the MAIL/EDIT command:

```
$ MAIL/EDIT=(SEND, FORWARD)
```

Or, if you only want to invoke the editor when you are replying to a message, use the keyword REPLY with the MAIL/EDIT command. MAIL invokes the editor and displays a blank screen.

```
$ MAIL/EDIT=(REPLY)
```

The REPLY keyword allows the following option:

```
=EXTRACT
```

When you want to reply to and edit the same message, use the REPLY keyword with the =EXTRACT option. MAIL invokes the editor and displays the message to which you are replying.

```
$ MAIL/EDIT=(REPLY=EXTRACT)
```

The =EXTRACT option can be used only with the REPLY keyword.

MAIL Description

Remember the following when you use the /EDIT qualifier:

- When you do not specify a keyword with /EDIT, the default is /EDIT=(SEND,REPLY).
- When you EXIT from the editor, you complete the SEND or REPLY operation.
- When you want to cancel a SEND or REPLY operation, enter the QUIT command to exit from the editor.

9

System Management and MAIL

SYS\$SYSTEM:VMSMAIL_PROFILE.DATA (also called the user profile) is a single-key indexed sequential file containing the following information for each user:

- Username
- Forwarding address (SET FORWARD)
- Personal name (SET PERSONAL_NAME)
- Editor name (SET EDITOR)
- Copy SEND/REPLY flags (SET COPY_SELF)
- Autopurge flag (SET AUTO_PURGE)
- Mail file subdirectory name (SET MAIL_DIRECTORY)
- New mail count (the number of unread mail messages)
- Default queue (SET QUEUE)
- Default form (SET FORM)
- Carbon copy enabled (CC_PROMPT)

The system manager can arrange mail forwarding for users without accounts on the system by using the SET FORWARD/USER=user command.

The system manager can set the following flags in a user account by using the Authorize Utility:

- Disnewmail — Disables the display of the new mail count when the user logs in to the system
- Dismail — Restricts the user from receiving new mail

If you define the logical name MAIL\$SYSTEM_FLAGS using the qualifiers /SYSTEM and /EXECUTIVE_MODE (\$ DEFINE/SYSTEM/EXEC MAIL\$SYSTEM_FLAGS 1), then MAIL\$SYSTEM_FLAGS is interpreted as a number in the following ways:

1—Indicates that this node is part of a homogeneous cluster. In other words, all disks are accessible to the cluster and there is a common SYSUAF file and a common VMSMAIL file for the cluster. When this bit is set, MAIL checks to see if the node to which you are sending mail is currently in the cluster. If the node is in the cluster, MAIL bypasses using DECnet and writes directly to the recipient's mail file. (Note that the node must be up for MAIL to determine whether it is part of the cluster.)

2—Directs MAIL to set the cluster breakthrough flag when issuing the \$BRKTHRU service to notify the recipient of new mail. This flag is only used in VAXcluster systems and, typically, only in homogeneous VAXclusters (in other words, flag 1 is also set).

4—Directs MAIL to include the time the message was delivered in the notification message printed on the recipient's terminal.

Note that, if MAIL\$SYSTEM_FLAGS is translated to 7, MAIL selects all three flags. If the logical name does not translate, the default is 0.

If the number of new (unread) mail messages displayed on your screen is inconsistent with the actual number of new messages, enter the READ/NEW command when there is no new mail.

In MAIL messages sent via DECnet-VAX, the user can specify node names and user names as logical names. They are translated like VMS RMS specifications: a node name or user name is translated only if it is the first string in the specification. Any access control information in the node name or logical name is ignored.

10 Using a Keypad in MAIL

By default, all the keys on your VT100, VT52, or LK201 (used on VT200- and VT300-series terminals) keypad are defined to execute MAIL commands. When you press a keypad key, a MAIL command executes. Most of the keys have two functions. To use one of the functions, you simply press the key. To use the other function, you press the GOLD key (PF1) before you press the function key.

Figure MAIL-2 displays the default key definitions for your keypad in MAIL.

For example, keypad key 5 is defined as the MAIL command FIRST. When you press keypad key 5, the first message in the current folder is displayed. The alternate function of keypad key 5 is the MAIL command FIRST/EDIT. So, when you press the GOLD key followed by keypad key 5, the editor is invoked along with the first message in the current folder.

MAIL allows you to override the keys defined by default on your VT100, VT52, and LK201 keyboards. You can replace any or all of the default key definitions or you can just reorganize them.

For example, to define the key PF1 as the MAIL command DIRECTORY, enter the following command line:

```
MAIL> DEFINE/KEY PF1 "DIRECTORY"
```

After you define PF1, you can press it to display the DIRECTORY command.

You can use the /STATE qualifier to increase the number of key definitions available on your terminal. The same key can be assigned any number of definitions as long as each definition is associated with a different state. State names can be any alphanumeric string.

For example, define key PF2 to execute the SET command, specifying a state named ALTERED as follows:

```
MAIL> DEFINE/KEY PF2 "SET "/SET_STATE=ALTERED
```

MAIL Description

Figure MAIL-2 Default Keypad Definitions

PF1 GOLD	PF2 HELP DIR/FOLDER	PF3 EXTRACT/MAIL EXTRACT	PF4 ERASE SELECT MAIL
7 SEND SEND/EDIT	8 REPLY REPLY/EDIT/EXT	9 FORWARD FORWARD/EDIT	— READ/NEW SHOW NEW
4 CURRENT CURRENT/EDIT	5 FIRST FIRST/EDIT	6 LAST LAST/EDIT	, DIR/NEW DIR MAIL
1 BACK BACK/EDIT	2 PRINT PRINT/PR/NOTIF	3 DIR DIR/STAR-99999	ENTER
0 NEXT NEXT/EDIT		FILE DELETE	SELECT:

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Then, define key PF3 to output the string "FILE" when the state ALTERED is specified, as follows:

```
MAIL> DEFINE/KEY PF3 "FILE" /IF_STATE=ALTERED /TERMINATE
```

Use the /TERMINATE qualifier to end the command line. (When you specify the /TERMINATE qualifier, you can avoid pressing the RETURN key to execute the command line.) After you define PF2 and PF3, you can use them together. Press PF2 to produce the first half of the command line (SET) and press PF3 to finish the command line (FILE).

Any keypad keys that you define during a MAIL session disappear when you exit from MAIL. To retain keypad key definitions from one MAIL session to another, create a file in your top-level directory containing these key definitions (for example, MAIL\$KEYDEF.INI) and enter the following command line in your login command file (LOGIN.COM):

```
$ DEFINE MAIL$INIT SYS$LOGIN:MAIL$KEYDEF.INI
```


The file you create (MAIL\$KEYDEF.INI) containing your key definitions act like a login command file for MAIL. You are able to use any key that has been defined in the file (MAIL\$KEYDEF.INI).

The following sample MAIL\$KEYDEF.INI contains six key definitions:

```
DEFINE/KEY PF1 "DIRECTORY "      /NOTERMINATE   /SET_STATE=folder
DEFINE/KEY PF1 "/FOLDER"         /TERMINATE     /IF_STATE=folder
DEFINE/KEY PF2 "SELECT "         /NOTERMINATE   /SET_STATE=mail
DEFINE/KEY PF2 "MAIL"           /TERMINATE     /IF_STATE=mail
DEFINE/KEY PERIOD "READ "        /NOTERMINATE   /SET_STATE=new
DEFINE/KEY PERIOD "/NEW"         /TERMINATE     /IF_STATE=new
```

By specifying states, you can press the same key twice (for example, PF1) entering a command (DIRECTORY) the first time and a qualifier (/FOLDER) the second time.

MAIL Status Messages

The *VMS System Messages and Recovery Procedures Reference Volume* lists the messages issued by MAIL and provides explanations and suggested user actions for these messages.

MAIL messages are in the following form:

```
%MAIL-l-IDENT, message-text
```

The l is a severity code, either E for error, W for warning, or I for information. The IDENT is a mnemonic representing the specific error that occurred. The message-text is a brief description of the condition that caused the message to be issued.

MAIL Usage Summary

The VMS Mail Utility (MAIL) allows you to send messages to other users on your system or on any other computer that is connected to your system by means of DECnet-VAX. You can also read, file, forward, delete, print, and reply to messages that other users send to you.

FORMAT **MAIL** *[filespec] [recipient-name]*

PARAMETERS ***filespec***

Specifies the name of the file to be mailed.

recipient-name

Specifies the name of a user (or users) or a distribution list to which the file is mailed.

When you specify a list of users, separate each name by a comma.

When you specify a distribution list, precede the name of the list with an at sign (@) and enclose both the at sign and the name in quotation marks, as the following example shows:

```
$ MAIL JOKES.DAT "@LIST"
```

usage summary

To use MAIL interactively, enter the following command in response to the DCL prompt:

```
$ MAIL
```

The MAIL Utility responds with the following prompt:

```
MAIL>
```

Once MAIL has been invoked, you can enter any of the MAIL commands. To exit from MAIL, enter the EXIT command at the MAIL prompt.

```
MAIL> EXIT
```

You can also exit from MAIL by pressing CTRL/Z or using the QUIT command.

MAIL
QUALIFIERS

You can supply the /EDIT, /PERSONAL_NAME, /SELF and /SUBJECT qualifiers when invoking MAIL.

MAIL

/EDIT

/EDIT

Sets the default to /EDIT for the SEND and REPLY commands and allows you to edit your mail messages.

FORMAT **MAIL/EDIT** [=({keyword[=option], . . . })]

QUALIFIER VALUES **keyword**
Allowed keywords are FORWARD, REPLY, and SEND.

option
The EXTRACT option can be used with the REPLY keyword.

EXAMPLES

1 \$ MAIL/EDIT
MAIL> SEND
To: EARTH::MAX
Subj: Experiment
.
.
[EOB]
*exit
MAIL>

This example shows how to use the /EDIT qualifier with the MAIL command enabling you to create and edit a new message. Press CTRL/Z to return to the line-editing prompt (*). Type EXIT to send message.

2 \$ MAIL/EDIT=(REPLY, FORWARD)
MAIL> 14
.
.
MAIL> REPLY
To: EARTH::MAX
Subj: Experiment
[EOB]
*

This example shows how to use the /EDIT qualifier specifying the keywords REPLY and FORWARD, which enable you to edit any message you forward or to which you reply. To reply to message 14, enter REPLY and edit your text. Press CTRL/Z to return to the line-editing prompt (*) and to send the reply to user EARTH::MAX.

MAIL

/SELF

/SELF

Sends a copy of the message containing the file specification on the command line back to you as well as to other users.

FORMAT **MAIL/SELF** *filespec recipient-name*

PARAMETER *filespec*
VALUES Name of file to be sent.

recipient-name
 Names of users to whom the message is sent.

EXAMPLE

```
$ MAIL/SELF experiments.dat smith,jones
```

This example shows how to use the /SELF qualifier to send a copy of the message containing the file named EXPERIMENTS.DAT back to you and to users SMITH and JONES.

/SUBJECT

Specifies the subject of the message for the heading. If the text consists of more than one word, enclose the text in quotation marks.

FORMAT **MAIL/SUBJECT="text" filespec recipient-name**

PARAMETER **filespec**
VALUES Name of file to be sent.

recipient-name
Names of users to whom the message is sent.

EXAMPLE

`$ MAIL/SUBJECT="Life in the Big City" newfile.txt JOHNSON`

This example shows how to use the /SUBJECT qualifier to send a file named NEWFILE.TXT with a subject heading of "Life in the Big City." Use quotes around the subject heading to include more than one word or to print in lowercase letters.

MAIL

MAIL Commands

MAIL COMMANDS

To enter MAIL commands, first invoke MAIL at the DCL prompt (\$) and then enter the MAIL commands at the MAIL> prompt. These commands can be abbreviated to unique, shorter forms (usually as short as one letter). Note that D is the short form of DELETE (not DIRECTORY) and R is the short form of REPLY (not READ).

MAIL provides commands that enable you to:

- Read and organize mail messages
- Exchange mail messages with other users
- Remove mail messages
- Tailor the Mail Utility
- Exit from MAIL or transfer control to another process while still in MAIL
- Make hardcopies of mail messages

The following table lists all the available MAIL commands by functional category:

Reading Messages	Organizing Messages
BACK	COPY
CURRENT	DIRECTORY
EXTRACT	FILE
FIRST	MOVE
LAST	SELECT
NEXT	SET FILE
READ	REMOVE
SEARCH	SET WASTEBASKET_NAME
SHOW NEW_MAIL_COUNT	SHOW FILE
	SHOW WASTEBASKET_NAME

Exchanging Messages	Removing Messages
ANSWER	DELETE
FORWARD	PURGE
MAIL	SET AUTO_PURGE
REPLY	SHOW AUTO_PURGE
SEND	

MAIL

MAIL Commands

Tailoring MAIL	Exiting or Transferring Control
DEFINE/KEY	ATTACH
EDIT	EXIT
HELP	QUIT
SET CC_PROMPT	SPAWN
SET COPY_SELF	
SET FORWARD	
SET MAIL_DIRECTORY	
SET PERSONAL_NAME	
SHOW ALL	
SHOW COPY_SELF	
SHOW FORWARD	
SHOW MAIL_DIRECTORY	
SHOW PERSONAL_NAME	

Making Hard Copies of Mail Messages

PRINT

MAIL

ANSWER

ANSWER

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

You can use the ANSWER command and the REPLY command interchangeably because they work the same way. You must be reading a message in order to answer it.

FORMAT **ANSWER** [*filespec*]

PARAMETER *filespec*
Indicates the name of the file to be sent as a reply.

QUALIFIERS

/EDIT

/NOEDIT

Invokes the default editor (EDT) to edit the reply you are sending. When you EXIT from the editor, the edited message is sent. To cancel the sending of the message, enter the command QUIT. If you enter the DCL command MAIL/EDIT=(REPLY) and then decide that you do not want to invoke the editor for your response, enter the MAIL command REPLY/NOEDIT.

/EXTRACT

Invokes the EDT editor to enable you to edit the current message to which you are replying.

/LAST

Specifies that the last message you sent be used as text for the reply. The only qualifier you can use with /LAST is /SELF.

/PERSONAL_NAME=name

/NOPERSONAL_NAME

Specifies the personal name to be used (instead of the default) when sending a message. The /NOPERSONAL_NAME qualifier sends a message with a null personal name field.

/SELF

/NOSELF

Determines whether MAIL sends a copy of the response back to you. The default is /NOSELF, unless you have used the SET COPY_SELF command to specify that copies be sent to you automatically.

/SUBJECT="subject-text"

Enables you to specify a different subject when replying to a message.

EXAMPLES

1 MAIL> ANSWER
To: AUTUMN::GREGG
Subj: RE:Nova Scotia

Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:

This example shows how to use the ANSWER command to respond to a message sent by a user named GREGG on node AUTUMN.

2 MAIL> ANSWER/EDIT
To: ARCTIC::SWENSON
Subj: RE:SIAM
[EOB]

This example shows how to use the /EDIT qualifier with the ANSWER command to respond to a message from a user named SWENSON on node ARCTIC. When you are using the EDT editor, the end-of-buffer ([EOB]) sign moves down the screen as you enter text.

MAIL

ATTACH

ATTACH

Permits you to switch control of your terminal from your current process to another process in your job.

The ATTACH command allows you to move quickly between processes that you have created with the SPAWN command. For example, while you are editing a file, you can use the SPAWN command to move to a subprocess (MAIL) to read a new mail message. Then, you can enter ATTACH to move back to the editing session. If you want to read another new mail message, you can reenter ATTACH to move back to the MAIL subprocess you already created.

FORMAT **ATTACH** *[process-name]*

PARAMETER ***process-name***
Indicates the name of the subprocess to which the connection is to be made.

QUALIFIER ***/PARENT***
Indicates that you want to attach to the parent process of your current process. If no parent process exists, an error message is displayed. You cannot specify the ***process-name*** parameter with the ***/PARENT*** qualifier.

EXAMPLES

```
1 $ EDIT VACATION.TXT
.
.
CTRL/Y
$ SPAWN MAIL
%DCL-S-SPAWNED, process MAGNANI_1 spawned
%DCL-S-ATTACHED, terminal now attached to process MAGNANI_1
MAIL> READ
.
.
MAIL> ATTACH MAGNANI
%DCL-S-RETURNED, control returned to process MAGNANI
.
.
CTRL/Y
$ ATTACH MAGNANI_1
MAIL>
```

This example shows how to spawn a subprocess (MAGNANI_1) to invoke MAIL and use the ATTACH command to move between MAIL (MAGNANI_1) and the DCL command level (MAGNANI). The ATTACH command allows you to transfer control between subprocesses.

**MAIL
ATTACH**

Note: You always enter the SPAWN command to connect to a new process and the ATTACH command to connect to a process that already exists.

MAIL

BACK

BACK

Displays the message preceding the current or last-read message when the last command issued was READ. When the last command issued was DIRECTORY, the BACK command displays the preceding screen of the directory listing.

FORMAT **BACK**

PARAMETERS *None.*

QUALIFIER ***/EDIT***

Indicates that the default editor is invoked. You can use the editor to easily peruse the previous message. When you are done, enter the QUIT command. You will see the MAIL> prompt. If you decide to edit the message and want to keep a copy of the newly edited message, enter the appropriate command to exit from your editor (use the EXIT command with the EDT editor) and supply a file name.

COMPRESS

Makes an indexed mail file smaller. When you compress a file, the following four steps occur:

- 1 A temporary file named MAIL_####_COMPRESS.TMP is created. (#### is a unique, 4-digit number.)
- 2 The contents of the file to be compressed are copied to the temporary file and compressed.
- 3 The original (uncompressed) file is renamed with a file type of OLD.
- 4 The newly compressed file is renamed from MAIL_####_COMPRESS.TMP back to its original name.

FORMAT **COMPRESS** *[filespec]*

PARAMETER *filespec*
The name of the mail file to be compressed. If *filespec* is not specified, MAIL compresses the mail file that is currently open. If there is no open mail file, MAIL compresses the default mail file.

QUALIFIER */OUTPUT=out-filespec*
The name of the compressed file.

EXAMPLES

1 \$ MAIL
MAIL> COMPRESS
%MAIL-S-CREATED, DISK\$FUN: [FELLINI]MAIL_08C8_COMPRESS.TMP;1 created
%MAIL-S-COPIED, DISK\$FUN: [FELLINI]MAIL.MAI;1 copied to DISK\$FUN: [FELLINI]
MAIL_08C8_COMPRESS.TMP;1 (2 records)
%MAIL-S-RENAMED, DISK\$FUN: [FELLINI]MAIL.MAI;1 renamed to DISK\$FUN: [FELLINI]
MAIL.OLD;2
%MAIL-S-RENAMED, DISK\$FUN: [FELLINI]MAIL_08C8_COMPRESS.TMP;1 renamed to
DISK\$FUN: [FELLINI]MAIL.MAI;1

This example shows how to compress the contents of your default mail file (MAIL.MAI).

2 MAIL> COMPRESS trips.mai
%MAIL-S-CREATED, DISK\$FUN: [FELLINI]MAIL_08C8_COMPRESS.TMP;1 created
%MAIL-S-COPIED, DISK\$FUN: [FELLINI]TRIPS.MAI;1 copied to DISK\$FUN: [FELLINI]
MAIL_08C8_COMPRESS.TMP;1 (2 records)
%MAIL-S-RENAMED, DISK\$FUN: [FELLINI]TRIPS.MAI;1 renamed to DISK\$FUN: [FELLINI]
TRIPS.OLD;2
%MAIL-S-RENAMED, DISK\$FUN: [FELLINI]MAIL_08C8_COMPRESS.TMP;1 renamed to
DISK\$FUN: [FELLINI]TRIPS.MAI;1

This example shows how to compress the contents of a file named TRIPS.MAI.

MAIL

COPY

COPY

Copies a message to another folder without deleting it from the current folder. If the specified folder does not exist, it is created.

If you want to copy a message to a sequential file (outside of MAIL) instead of to a mail file, use the EXTRACT command.

If you decide (after entering the COPY command, pressing RETURN, and supplying a folder name at the prompt, but before pressing RETURN again) that you do not want to copy the message, press CTRL/C. CTRL/C aborts the operation and keeps you within MAIL.

FORMAT **COPY** *foldername [filename]*

PARAMETERS ***foldername***

Indicates the name of the folder to which the message is to be copied. If the specified folder does not exist (and you have not entered the qualifier /NOCONFIRM), you are asked whether you want to create it. If you respond with "y," the new folder is created. A folder name can be 1 to 39 characters in length. Valid characters for folder names are A through Z, a through z, dollar sign (\$), underscore (_), and 0 through 9.

filename

Indicates the name of the mail file to which the message is to be copied. If the specified mail file does not exist, it is created. If a file name is omitted, the message is copied to the specified folder in the current file.

QUALIFIERS

/ALL

Indicates that all of the currently selected messages are to be copied to another message folder. You select a folder by entering the SELECT command followed by the name of the folder. (See the SELECT command for more information.) If the /ALL qualifier is omitted, only the current message is copied.

/CONFIRM

/NOCONFIRM

Determines whether you will be queried about creating a new folder or file. The default is /CONFIRM.

EXAMPLES

1 MAIL> 2
MAIL> COPY
_Folder: MEMOS
_File: <RET>
MAIL>

This example shows how to put a copy of a mail message into another folder (MEMOS) in the default mail file. If folder MEMOS did not exist, you would receive a message as follows:

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

2 MAIL> DIRECTORY

				MAIL
#	From	Date	Subject	
1	MARK	29-NOV-1988	Upcoming Meetings	
2	GRIM	3-DEC-1988	Horror Stories	
3	KATE	7-DEC-1988	Getting a Court for Fridays	

MAIL> 2

MAIL> COPY
_Folder: TALES
_File: <RET>
MAIL> SELECT TALES
%MAIL-I-SELECTED, 1 message selected
MAIL> DIRECTORY

				TALES
#	From	Date	Subject	
1	GRIM	3-DEC-1988	Horror Stories	

This example shows how to put a copy of a mail message (from a user named GRIM) into another folder (TALES) and how to move to that folder to see the copy of the mail message.

MAIL COPY

```
3 MAIL> 3
MAIL> COPY
_Folder: TENNIS
_File: SPORTS

FILE DISK$ATEX:[MCFEE]SPORTS.MAI; does not exist.

Do you want to create it (Y/N, default is N)? y
%MAIL-S-CREATED, DISK$ATEX:[MCFEE]SPORTS.MAI;1 created
%MAIL-I-NEWFOLDER, folder TENNIS created
MAIL> SET FILE SPORTS
MAIL> DIRECTORY/FOLDER
Listing of folders in DISK$ATEX:[MCFEE]SPORTS.MAI;1
Press CTRL/C to cancel listing
TENNIS
MAIL> SET FILE MAIL
MAIL> DIRECTORY
```

This example shows how to create a new mail file (SPORTS) and put a copy of a mail message into a new folder (TENNIS), move to the new file, and move back to the default mail file (MAIL.MAI).

CURRENT

Displays the beginning of the message you are currently reading. If you are reading a long mail message and want to display the first part of the message again, you can enter the CURRENT command.

FORMAT **CURRENT**

PARAMETERS *None.*

QUALIFIER **/EDIT**
Invokes your default editor. You can use your editor to easily peruse the current message. When you are done, enter the QUIT command. You will see the MAIL> prompt. If you decide to edit the message and want to keep a copy of the newly edited message, enter the appropriate command to exit (use the EXIT command in EDT) and supply a file name.

MAIL

DEFINE/KEY

DEFINE/KEY

Defines a key to execute a MAIL command. This enables you to press a key to enter a command instead of typing the command name.

FORMAT **DEFINE/KEY** *key-name string*

PARAMETERS ***key-name***

Specifies the name of the key you are defining. Use the following key names when defining keys:

Key-name	VT100	VT52	LK201
PF1	PF1	red key	PF1
PF2	PF2	blue key	PF2
PF3	PF3	black key	PF3
PF4	PF4	-	PF4
KP0, KP1-KP9	keypad 0-9	keypad 0-9	keypad 0-9
PERIOD	period key	period key	period key
COMMA	comma key	comma key	comma key
MINUS	minus key	minus key	minus key
ENTER	ENTER key	ENTER key	ENTER key
E1,E2	-	-	Find,Insert Here
E3,E4	-	-	Remove,Select
E5	-	-	Previous Screen
E6	-	-	Next Screen
HELP,DO	-	-	Help(15), Do(16)
F17-F20	-	-	Function Keys

Note: You cannot redefine the arrow keys or the function keys F1 through F14.

string

Specifies the string you want entered when you press the defined key. "String" can be a MAIL command, for example, DIRECTORY or SET FILE.

QUALIFIERS

/ECHO
/NOECHO

Specifies whether the command line is echoed after you press the defined key. You cannot define a key specifying both /NOECHO and /NOTERMINATE. The default is /ECHO.

/IF_STATE=state_list
/NOIF_STATE

Specifies a list of states, any one of which must be set in order to enable the specified key definition. If you omit or negate this qualifier, the current state prevails.

/LOCK_STATE
/NOLOCK_STATE

Retains the state specified by the */SET_STATE* qualifier until you use the */SET_STATE* qualifier again to change it. The default is */NOLOCK_STATE*.

/LOG
/NOLOG

Specifies whether informational messages are displayed. These messages signal successfully created key definitions. The default is */LOG*.

/SET_STATE=state
/NOSET_STATE

Associates a state with the key you are defining. A state name can be any alphanumeric string. If you omit or negate this qualifier, the current state remains unchanged. You cannot define a key specifying both */SET_STATE* and */TERMINATE*.

/TERMINATE
/NOTERMINATE

Determines whether the specified command string executes when you press the key. When you use */NOTERMINATE*, you must press RETURN to execute the command string. You cannot define a key specifying both */SET_STATE* and */TERMINATE*.

EXAMPLES

1 MAIL> DEFINE/KEY PF1 "DIRECTORY"

This example shows how to define the keypad key PF1 as the MAIL command DIRECTORY. To enter the DIRECTORY command, press PF1 followed by the RETURN key.

2 MAIL> DEFINE/KEY KP6 "EDIT" /TERMINATE

This example shows how to define the keypad key 6 as the EDIT command. The */TERMINATE* qualifier causes the EDIT command to execute when you press keypad key 6 without having to press RETURN.

3 MAIL> DEFINE/KEY COMMA "EXIT"

This example shows how to define the comma key on the keypad as the EXIT command. Because the qualifier */TERMINATE* was not specified, the default, */NOTERMINATE* is in effect. To enter the EXIT command, press the comma key followed by the RETURN key.

MAIL

DEFINE/KEY

4 MAIL> DEFINE/KEY MINUS "SEND" /TERMINATE /NOECHO

This example shows how to define the minus key on the keypad as the SEND command. The /TERMINATE qualifier causes the SEND command to execute when you press the minus key without having to press RETURN. The /NOECHO qualifier prevents the display of the command line on the screen.

5 MAIL> DEFINE/KEY PF4 "SET " /SET_STATE=ALTERED
MAIL> DEFINE/KEY KP7 "FILE" /TERMINATE /IF_STATE=ALTERED
MAIL> DEFINE/KEY KP8 "FORWARD" /TERMINATE /IF_STATE=ALTERED
MAIL> DEFINE/KEY KP9 "WASTEBASKET" /TERMINATE /IF_STATE=ALTERED

This example shows how to define four different keys and associate them with a state named ALTERED:

- 1** The first definition defines the key PF4 as the SET command and associates this key with a state named ALTERED.
- 2** The second definition defines the keypad key 7 as "FILE" and makes it dependent on a state named ALTERED. When you press PF4 followed by keypad key 7, MAIL executes the SET FILE command.
- 3** The third definition defines keypad key 8 as "FORWARD" and also makes it dependent on the ALTERED state. When you press PF4 followed by keypad key 8, MAIL executes the SET FORWARD command.
- 4** The fourth definition defines keypad key 9 as "WASTEBASKET" and also makes it dependent on the ALTERED state. When you press PF4 followed by keypad key 9, MAIL executes the SET WASTEBASKET command.

DELETE

Deletes either the message you are currently reading or the message you just read and moves it to the WASTEBASKET folder. When you enter the EXIT or PURGE commands, your WASTEBASKET folder empties automatically.

To recover a message accidentally deleted (while it is still in the WASTEBASKET folder), select the WASTEBASKET folder, read the desired message, and move it to another folder.

Usually you delete only one mail message at a time, but you may also delete several mail messages using one DELETE command. You may specify a range or a list of messages to be deleted.

FORMAT **DELETE** *[message-number]*

PARAMETER *message-number*
Deletes the message specified by its number, or deletes a range or list of messages.

QUALIFIER */ALL*
Deletes all the currently selected messages. You select a folder by entering the SELECT command followed by the name of the folder. (See the SELECT command for more information.)

EXAMPLES

1 MAIL> DIRECTORY

				MAIL
#	From	Date	Subject	
1	MOON	11-APR-1988	Asteroids	
.
5	MARK	11-APR-1988	The Yen	
6	MARK	11-APR-1988	The Buck	

MAIL> 5
MAIL> DELETE
MAIL> 6
MAIL> DELETE
MAIL> DIRECTORY

MAIL

DELETE

#	From	Date	Subject
1	MOON	11-APR-1988	Asteroids
.	.	.	.
5	(Deleted)		
6	(Deleted)		

This example shows how to delete messages 5 and 6 from the MAIL folder.

2 MAIL> DELETE 1,3,5-7,9:11
MAIL>

This example shows how to delete mail messages 1, 3, 5, 6, 7, 9, 10, and 11. The hyphen and colon are used to designate a range of numbers.

3 MAIL> DELETE 24
MAIL>

This example shows how to delete message number 24 by entering the number of the message after the DELETE command.

DIRECTORY

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

You create a new set of selected messages everytime you use the following qualifiers:

/BEFORE
/CC_SUBSTRING
/NEW
/SINCE
/MARKED
/FROM_SUBSTRING
/TO_SUBSTRING
/SUBJECT_SUBSTRING

FORMAT **DIRECTORY** [*foldername*]

PARAMETER ***foldername***
Specifies the name of the folder. If you omit this parameter and you have already specified a folder, messages from that folder are displayed. If you have not selected a folder, messages from the NEWMAIL folder are displayed. If the NEWMAIL folder does not exist, messages from the MAIL folder are displayed.

QUALIFIERS ***/BEFORE=date***
Displays a listing of all the mail messages received before the specified date. If no date is specified, a listing of all the mail messages received before the current day ("today") is displayed.

/CC_SUBSTRING=text
Selects messages containing "text" in the CC field of the message.

/EDIT
Invokes the editor using the output of the DIRECTORY command as input to the editor. Enables you to find messages easily by scrolling through the folders or searching text.

/FROM_SUBSTRING=text
Selects messages containing "text" in the FROM field of the message.

/FOLDER
Displays a listing of all the folders contained in the current mail file.

/FULL
Displays the number of records in the message and whether you have replied to the message. External message identification numbers (for messages larger than 3 blocks) are also displayed.

MAIL DIRECTORY

/MARKED ***/NOMARKED***

Selects messages that have been marked. The */NOMARKED* qualifier selects messages that are not marked.

/NEW

Displays a listing of any new (unread) mail messages. When there are no unread messages, MAIL displays the message "No new messages."

/REPLIED ***/NOREPLIED***

Selects messages that have been replied to via the REPLY command. The */NOREPLIED* qualifier selects messages that have not been replied to.

/SINCE=date

Displays a listing of all the mail messages received on or after the specified date. If no date is specified, a listing of all the mail messages received on the current day ("today") is displayed.

/START=start-point

Indicates the first message number you want to display. For example, to display all the messages beginning with number three, enter the command line *DIRECTORY/START=3*. Use the */START* qualifier with the */FOLDER* qualifier to indicate the first folder name you want to display. For example, to display all the folder names alphabetically following PLEAT, enter the command line *DIRECTORY/START=PLEAT/FOLDER*.

/SUBJECT_SUBSTRING=text

Selects messages containing "text" in the SUBJECT field of the message.

/TO_SUBSTRING=text

Selects messages containing "text" in the TO field of the message.

EXAMPLES

```
1 MAIL> DIRECTORY
```

#	From	Date	Subject	MAIL
1	MARK	11-APR-1988	The Yen	
2	MARK	11-APR-1988	The Buck	
3	BILL	13-APR-1988	The Pound	
4	BILL	13-APR-1988	The Dollar	
5	BILL	14-APR-1988	The Cent	
6	MARK	17-APR-1988	The Dime	

This example shows how to display a listing of all the messages in the current folder by using the DIRECTORY command.

MAIL DIRECTORY

2 MAIL> DIRECTORY/SINCE=13-APR

```
MAIL
#   From   Date       Subject
1   BILL   13-APR-1988   The Pound
2   BILL   13-APR-1988   The Dollar
3   BILL   14-APR-1988   The Cent
4   MARK   17-APR-1988   The Dime
```

This example shows how to use the /SINCE qualifier with the DIRECTORY command to display a listing of all the mail messages in the current folder received on or after April 13, 1988.

3 MAIL> DIRECTORY/SUBJECT_SUBSTRING= POUND

```
MAIL
#   From   Date       Subject
1   BILL   13-APR-1988   The Pound
```

This example shows how to use the /SUBJECT_SUBSTRING qualifier with the DIRECTORY command to find messages that contain the substring POUND.

4 MAIL> DIRECTORY/FOLDER

Listing of folders in DISK\$:[BACON]MAIL.MAI;1

Press CTRL/C to cancel listing

```
MAIL           NEW_HIRES
PROJECTS       SALES_LEADS
```

This example shows how to display a listing of all the folders in the current mail file.

5 MAIL> DIRECTORY/FOLDER/START=P

Listing of folders in DISK\$:[BACON]MAIL.MAI;1

Press CTRL/C to cancel listing

```
PROJECTS       SALES_LEADS
```

This example shows how to display an alphabetical listing of all the folders in the current mail file with folder names which start with the letter P.

MAIL

EDIT

EDIT

Invokes the EDT editor as the default editor and enables you to edit a message before you send it. See the *Guide to VMS Text Processing* and the *VAX EDT Reference Manual* for information about the EDT editor.

FORMAT **EDIT** *[filename]*

PARAMETER **filename**
Indicates the name of the file you want to edit.

QUALIFIERS ***/COMMAND=ini-filespec***
Indicates the name of an EDT startup command file (EDTINI) for **ini-filespec**. If you do not specify a startup command file for **ini-filespec**, the default EDTINI.EDT file set up for the DCL command EDIT takes effect.

/CREATE
Tells MAIL to create a file. MAIL prompts you for a file name when you do not specify one on the EDIT command line.

/JOURNAL=jou-filespec
Specifies **jou-filespec** as the name of the journal file.

/OUTPUT=out-filespec
Specifies **out-filespec** as the name of the output file.

/READ
Indicates that neither a journal file nor an output file will be created. If you do not specify an existing file with the **/READ** qualifier, MAIL displays "Input file does not exist" and returns the MAIL> prompt. When you use the **/READ** qualifier, enter the QUIT command to exit from EDT. If you enter the EXIT command, you are prompted for a file specification.

/RECOVER
Indicates that you want to recover a previous editing session that was prematurely aborted.

EXAMPLES

1 MAIL> EDIT/COMMAND=EDTFUN.EDT FILENAME.DAT
1 This is the first line of text in FILENAME.DAT.
[EOB]
*
.
.
.
* EXIT
DISK\$MEGAWORK: [BURTON]FILENAME.DAT;1 13 lines
MAIL>

This example shows how to invoke the EDT editor and execute the commands in an EDT startup command file named EDTFUN.EDT to edit an already existing file named FILENAME.DAT before sending it.

2 MAIL> EDIT/OUTPUT=OTHER.DAT
_File: ORIGINAL.DAT
1 This is the first line of text in a file called ORIGINAL.DAT.
.
.
.
* EXIT
DISK\$FINWORK: [DUTZ]OTHER.DAT;1 23 lines
MAIL>

This example shows how to use the /OUTPUT qualifier to specify a name for the output file (OTHER.DAT) that is different from the input file (ORIGINAL.DAT).

3 MAIL> EDIT/READ
_File: EXISTS.TXT
.
.
.
* QUIT

This example shows how to use the /READ qualifier with the EDIT command and how to exit with the QUIT command.

MAIL
ERASE

ERASE

Allows you to clear your screen.

FORMAT **ERASE**

PARAMETERS *None.*

QUALIFIERS *None.*

EXIT

Allows you to exit from MAIL. You can also exit from MAIL by pressing CTRL/Z. When you enter the EXIT command, any messages in the WASTEBASKET folder are deleted unless you have issued the command SET NOAUTO_PURGE.

FORMAT **EXIT**

PARAMETERS *None.*

QUALIFIERS *None.*

MAIL

EXTRACT

EXTRACT

Places a copy of the current message into a sequential file. If you want to copy a mail message to a folder in an indexed sequential mail file, use either the COPY, FILE, or MOVE command.

FORMAT **EXTRACT** *filespec*

PARAMETER ***filespec***
Specifies the name of the output file to which the message is copied. The default file type is TXT. By default, the device and directory matches your current default device and directory.

QUALIFIERS ***/ALL***
Copies all the currently selected messages to the specified file. Each message is separated by a form feed.

/APPEND
Adds the selected message to the end of the specified file. If the file does not exist, it is created. When you do not specify */APPEND*, MAIL creates a new sequential file.

/MAIL
Specifies that the output file be a sequential mail file with a default file type of MAI and a protection code of (S:RW,O:RW,G,W). By default, the protection codes of the device and directory match those of your mail file directory. Like */APPEND*, */MAIL* adds the selected message to the end of the specified file.

/NOHEADER
Removes the header information (To: CC: From: Subject:) from the mail message.

EXAMPLES

```
1 MAIL> DIRECTORY
                                     MAIL
#   From   Date           Subject
.
.
5   JOAN   12-MAR-1988      Spelling Tests
.
.
MAIL> 5
MAIL> EXTRACT GRAMMAR
MAIL> EXIT
$ DIRECTORY
.
.
GRAMMAR.TXT;1
.
.
```

This example shows how to place a copy of a mail message in a sequential file named GRAMMAR.TXT.

```
2 MAIL> EXTRACT/ALL/NOHEADER
   _File: OUTER.DAT
   %MAIL-I-CREATED, DISK$MEGAWORK: [CROWN]OUTER.DAT;1 created
MAIL>
```

This example shows how to place a copy of all the messages in the currently selected folder into a sequential file called OUTER.DAT. The /NOHEADER qualifier prevents the header information from being copied.

MAIL

FILE

FILE

Moves the current message to the specified folder. You can use the FILE command and the MOVE command interchangeably because they work the same way. (Note, however, that the FILE command deletes the message from the original folder, unlike the COPY command, which leaves a copy.)

If (after entering the FILE command, pressing RETURN, and supplying a folder name at the prompt, but before pressing RETURN again) you decide that you do not want to file the message, press CTRL/C. CTRL/C aborts the operation and keeps you within MAIL.

FORMAT **FILE** *foldername [filename]*

PARAMETERS ***foldername***

Indicates the name of the folder to which the current message is to be moved. If the specified folder does not exist, you are asked whether you want to create it. If you respond with "y," the new folder is created.

A folder name can be 1 to 39 characters in length. Valid characters for folder names are A through Z, a through z, dollar sign (\$), underscore (_), and 0 through 9.

filename

Indicates the name of the mail file to which the current message is to be moved. If the file name is omitted, the message is moved to the specified folder in the current file.

QUALIFIERS

/ALL

Moves all the messages in the current folder to the specified folder.

/CONFIRM

/NOCONFIRM

Determines whether you are queried about creating a new folder of file. The default is /CONFIRM.

EXAMPLES

1 MAIL> 2
MAIL> FILE **1**
_Folder: WINNERS **2**
_FILE: <RET> **3**
Folder WINNERS does not exist.
Do you want to create it (Y/N, default is N)? y
%MAIL-I-NEWFOLDER, folder WINNERS created
MAIL> SELECT WINNERS **4**
%MAIL-I-SELECTED, 1 message selected
MAIL> DIRECTORY **5**

#	From	Date	Subject	WINNERS
1	BURK	18-APR-1988	Early American Art	

MAIL>

- 1** Enter the FILE command to move the current message to a new folder.
- 2** Specify a name for the new folder.
- 3** Press RETURN to retain the default file.
- 4** To move to the new folder, enter the SELECT command followed by the name of the new folder (WINNERS).
- 5** Enter the DIRECTORY command to see the transferred message in the newly created folder (WINNERS).

This example shows how to FILE a message in a new folder named WINNERS.

MAIL
FIRST

FIRST

Displays the first message in the current folder.

FORMAT **FIRST**

PARAMETERS *None.*

QUALIFIER **/EDIT**
Invokes your default editor. You can use the editor to peruse the first message. When you are done, enter the QUIT command. You see the MAIL> prompt. If you decide to edit the message and want to keep a copy of the newly edited message, enter the appropriate command to exit from your editor (use the EXIT command with the EDT editor) and supply a file name.

FORWARD

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

If you change your mind about forwarding a message after you have already entered the FORWARD command, press CTRL/C to abort the message. The MAIL> prompt is displayed.

FORMAT FORWARD

PARAMETERS *None.*

QUALIFIERS ***/CC_PROMPT***
/NOCC_PROMPT
Prompts for CC: line in the mail header. Overrides the SET CC_PROMPT command.

/EDIT
Determines whether the default editor is invoked to edit the message you are forwarding.

/NOHEADER
Enables you to forward a message without the original header information supplied from the user that sent it. The default is /HEADER.

/PERSONAL_NAME=name
/NOPERSONAL_NAME
Specifies the personal name to be used when forwarding the message. Overrides the default personal name specified with the SET PERSONAL_NAME command for this message only. The /NOPERSONAL_NAME qualifier sends a message with a null personal name field.

/SELF
/NOSELF
Specifies that a copy of the forwarded message is to be sent to you. Overrides the SET COPY_SELF command.

/SUBJECT="subject-text"
Prompts for the subject of the mail message to be sent.

MAIL FORWARD

EXAMPLES

1 MAIL> 3
From: PRESTON
To: MARLEY
Subj: Snakes

Beasts, under the earth, crawling...

MAIL> FORWARD/NOHEADER
To: SOUND::BURTON
Subj: Snakes Again

MAIL> READ
From: MARLEY
To: SOUND::BURTON
Subj: Snakes Again

Beasts, under the earth, crawling...

This example shows how to forward a message to a user (SOUND::BURTON) without the original header information (From: PRESTON, To:MARLEY, Subj: Snakes).

2 MAIL> 7
MAIL> FORWARD/EDIT
To: FOLEY
Subj: The Thatched Roof

(The text of mail message 7 is displayed here, ready to be edited.)

This example shows how to edit a mail message before forwarding it by using the FORWARD/EDIT command.

HELP

Enables you to obtain information about the Mail Utility.

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

```
MAIL> HELP
```

To obtain information about individual commands or topics, enter HELP followed by the command or topic name.

FORMAT **HELP** *[topic]*

PARAMETER *topic*
Indicates a topic about which you want information. To display the list of available topics, enter the HELP command at the MAIL> prompt.

QUALIFIERS *None.*

MAIL
LAST

LAST

Displays the last message in the current folder.

FORMAT **LAST**

PARAMETERS *None.*

QUALIFIER **/EDIT**
Invokes your default editor. You can use your editor to peruse the last message. When you are done, enter the QUIT command. You see the MAIL> prompt. If you decide to edit the message and want to keep a copy of the newly edited message, enter the appropriate command to exit from your editor (use the EXIT command with the EDT editor) and supply a file name.

MAIL

Sends a message to one or more users. The MAIL command works like the SEND command.

MAIL first prompts you for the name of the user or users you want to receive the message.

```
MAIL> MAIL
```

To:

You reply with the user names or with the file names of distribution lists, in the following format:

```
[[nodename::]username(s),...] [,] [@listname[,...]]
```

Next, MAIL prompts you for the subject of the mail message. To avoid the Subj: prompt, specify the /SUBJECT qualifier with the MAIL command.

You can include a file specification with the MAIL command. If you specify a file with the MAIL command, the text in that file is sent to the specified users. If you do not specify a file, MAIL prompts you for the text of your message.

Enter the message that you want to send; then press CTRL/Z. Note that, once you have typed a line and pressed RETURN, there is no way to edit it. If you decide not to send the message you are typing but want to stay within the Mail Utility, press CTRL/C to abort the message. You then receive the MAIL> prompt. CTRL/Y exits you from MAIL.

FORMAT	MAIL <i>[filespec]</i>
---------------	-------------------------------

PARAMETER	<i>filespec</i> Indicates the name of the file to be sent.
------------------	--

QUALIFIERS	<i>/CC_PROMPT</i> <i>/NOCC_PROMPT</i> Prompts for the carbon copy (CC:) line in mail header. Overrides the SET CC_PROMPT command. <i>/EDIT</i> <i>/NOEDIT</i> Determines whether the default editor (EDT) is invoked to edit the message you are sending. The /NOEDIT qualifier overrides the MAIL/EDIT default if you entered the DCL command MAIL/EDIT. You cannot specify the /EDIT qualifier with the /LAST qualifier. <i>/LAST</i> Specifies that the last message you sent be used as the text for the message you are currently sending.
-------------------	--

MAIL

MAIL

/PERSONAL_NAME=name
/NOPERSONAL_NAME

Specifies the personal name to be used when sending a message. Overrides the default personal name specified with the SET PERSONAL_NAME command for this message only. The /NOPERSONAL_NAME qualifier sends a message with a null personal name field.

/SELF
/NOSELF

Determines whether MAIL sends a copy of the message you are sending back to you. Overrides the SET COPY_SELF MAIL command.

/SUBJECT="subject-text"

Prompts for the subject of the mail message to be sent.

EXAMPLE

```
MAIL> MAIL
To: TERA::LINDEN
Subj: Vacation
Enter your message below. Press CTRL/Z when complete, or CTRL/C to quit:
```

This example shows how to use the MAIL command to send a message to a user named Linden on node TERA.

MARK

The MARK command sets a flag in the message header setting the current or message-identification message as marked. Marked messages are displayed with an asterisk (*) in the left-hand column of the directory listing. A marked message can serve as a reminder of important information. The /ALL qualifier sets all currently selected messages as unmarked.

The UNMARK command clears a flag in the message header setting the current or message-id message as unmarked (asterisk is deleted).

FORMAT **MARK** [/ALL] [message-number]
 UNMARK [/ALL] [message-number]

PARAMETER *message-number*
 Indicates the message number to be marked or unmarked.

QUALIFIERS **/ALL**
 Sets all currently selected messages as marked.

EXAMPLES

1 MAIL> DIR MISC

#	From	Date	Subject
1	MARS::SMITH	13-AUG-1988	Training Information
2	JUPITER::COLLINS	22-AUG-1988	Ideas
3	JUPITER::PETERS	24-AUG-1988	Meeting

MAIL> MARK 2,3

MAIL> DIR

#	From	Date	Subject
1	MARS::SMITH	13-AUG-1988	Training Information
* 2	JUPITER::COLLINS	22-AUG-1988	Ideas
* 3	JUPITER::PETERS	24-AUG-1988	Meeting

In this example, messages 2 and 3 in folder MISC are marked with an asterisk.

2 MAIL> UNMARK 2

MAIL> DIR

#	From	Date	Subject
1	MARS::SMITH	13-AUG-1988	Training Information
2	JUPITER::COLLINS	22-AUG-1988	Ideas
* 3	JUPITER::PETERS	24-AUG-1988	Meeting

In this example, message 2 has been unmarked.

MAIL

MOVE

MOVE

The MOVE command is synonymous with the FILE command. Moves the current message to the specified folder. (Note that the FILE command deletes the message from the original folder, unlike the COPY command, which leaves a copy.)

If (after entering the MOVE command, pressing RETURN, and supplying a folder name at the prompt, but before pressing RETURN again) you decide that you do not want to move the message, press CTRL/C. CTRL/C aborts the operation and keeps you within MAIL.

FORMAT **MOVE** *foldername* [*filename*]

PARAMETERS ***foldername***

Indicates the name of the folder to which the current message is moved. If the specified folder does not exist, you are asked whether you want to create it. If you respond with "y," the new folder is created.

A folder name can be 1 to 39 characters in length. Valid characters for folder names are A through Z, a through z, dollar sign (\$), underscore (_), and 0 through 9.

filename

Indicates the name of the mail file to which the current message is moved. If the specified file does not exist, it is created. If the file name is omitted, the message is moved to the specified folder in the current file.

QUALIFIERS

/ALL

Moves all the currently selected messages to the specified folder.

/CONFIRM

/NOCONFIRM

Determines whether you are queried about creating a new folder. The default is */CONFIRM*.

EXAMPLES

```
1 MAIL> 2
  MAIL> MOVE 1
    _Folder: WINNERS 2
    _File: <RET> 3
  Folder WINNERS does not exist.
  Do you want to create it (Y/N, default is N)? y
  %MAIL-I-NEWFOLDER, folder WINNERS created
  MAIL> SELECT WINNERS 4
  %MAIL-I-SELECTED, 1 message selected
  MAIL> DIRECTORY 5
```

MAIL MOVE

#	From	Date	Subject	WINNERS
1	BURK	18-APR-1988	Early American Art	

MAIL>

- ① Enter the **MOVE** command to transfer the current message to a new folder.
- ② Specify a name for the new folder.
- ③ Press **RETURN** to retain the default file.
- ④ To move to the new folder, enter the **SELECT** command followed by the name of the new folder (**WINNERS**).
- ⑤ Enter the **DIRECTORY** command to see the transferred message in the newly created folder (**WINNERS**).

This example shows how to **MOVE** a message to a new folder named **WINNERS**.

MAIL
NEXT

NEXT

Skips to the next message and displays it. This command is useful if, while reading through your messages, you encounter a long message that you would like to skip over.

FORMAT **NEXT**

PARAMETERS *None.*

QUALIFIER ***/EDIT***
Invokes your default editor. You can use your editor to peruse the next message. When you are done, enter the QUIT command. You see the MAIL> prompt. If you decide to edit the message and want to keep a copy of the newly edited message, enter the appropriate command to exit from your editor (enter the EXIT command with the EDT editor) and supply a file name.

PRINT

Adds a copy of the message you are currently reading to the print queue. The files created by the PRINT command are not actually released to the print queue until you exit from MAIL, so that multiple messages are concatenated into one print job (unless the /NOW or /PRINT qualifier is specified). See the DCL command PRINT for more information and examples.

FORMAT **PRINT**

PARAMETERS *None.*

QUALIFIERS

/AFTER=time

Requests that the job not be printed until a specific time of day. You can specify either absolute or delta time.

/ALL

Indicates that all the currently selected messages be printed.

/BURST=keyword

/NOBURST

Controls whether a burst page is printed preceding a message. The /BURST qualifier can take either of two keywords: ALL or ONE. The ALL keyword indicates that each file in the job is preceded by a burst page and flag page. The ONE keyword indicates that a burst page applies only to the first copy of the first file in the job.

/CANCEL

Cancels all messages that have been queued for printing during this session.

/COPIES=n

Indicates the number of copies of the print job to be printed.

/FEED

/NOFEED

Controls whether the PRINT command automatically inserts form feeds when it nears the end of a page. /FEED is the default.

/FLAG=keyword

/NOFLAG

Controls whether a flag page is printed preceding a message. The /FLAG qualifier can take either of two keywords: ALL or ONE. The ALL keyword indicates that each file in the job is preceded by a flag page. The ONE keyword indicates that a flag page applies only to the first copy of the first file in the job.

MAIL PRINT

/FORM=form-name

Specifies the name or number of the form that you want for the print job. Enter the DCL command SHOW QUEUE/FORM to list the available forms.

/HOLD

/NOHOLD

Controls whether the message is available for print immediately. The print job is not released for actual printing until you use the DCL command SET QUEUE/ENTRY/RELEASE to release it.

/NAME=job-name

Defines the name string to identify the job.

/NOTIFY

Indicates that you are to be notified by a broadcast message when the file or files have been printed. /NONOTIFY is the default.

/NOW

Sends all messages that have been queued for printing with the PRINT command during this session to the printer. Allows the job to print without exiting mail. This qualifier is synonymous with the /PRINT qualifier.

/PARAMETERS=(parameter[, . . .])

Specifies from one to eight optional parameters to be passed to the job.

/PRINT

The /PRINT qualifier is synonymous with the /NOW qualifier. Releases all messages previously queued with the PRINT command to the print queue. If you do not specify the /PRINT qualifier, messages are not released to the print queue until you exit from MAIL. PRINT/PRINT does not queue the current message for printing. Also note that the only other qualifier you can specify with /PRINT is /NOTIFY.

/QUEUE=queue-name

The name of the queue to which the message is to be sent. If the /QUEUE qualifier is not specified, the message is queued to the SYS\$PRINT printer. If you enter the PRINT command more than once and specify a different queue name, any previously queued messages are released to that print queue.

/SPACE

/NOSPACE

Controls whether output is double-spaced.

/TRAILER=keyword

/NOTRAILER

Controls whether a trailer page is printed at the end of the message. The /TRAILER qualifier can take either of two keywords: ALL or ONE. The ALL keyword indicates that each file in the job is preceded by a trailer page. The ONE keyword indicates that a trailer page applies only to the last copy of the last file in the job.

EXAMPLES

1 MAIL> 5
MAIL> PRINT/QUEUE=LMNO
MAIL> EXIT
Job MAIL (queue LMNO_PRINT, entry 333) started on LMNO_PRINT
\$

This example shows how to add message number 5 to queue LMNO_PRINT.

2 MAIL> PRINT/PRINT
%MAIL-E-NOMSGPRI, no messages printed
.
MAIL> 14
MAIL> PRINT
MAIL> 23
MAIL> PRINT
MAIL> PRINT/PRINT
Job MAIL (queue QUASAR_PRINT, entry 333) started on QUEUE\$LPAO

The first part of this example shows how MAIL displays an error message when you enter the /PRINT qualifier before you use the PRINT command alone. The second part shows how to release mail messages (14 and 23) to the print queue by entering the /PRINT qualifier.

3 MAIL> 2
MAIL> PRINT
MAIL> 7
MAIL> PRINT
MAIL> 9
MAIL> PRINT/QUEUE=WRITERS_PRINT
Job MAIL (queue WRITERS_PRINT, entry 148) started on QUEUE\$LPAO
MAIL> 24
MAIL> PRINT
MAIL> 31
MAIL> PRINT/QUEUE=READERS_PRINT
Job MAIL (queue WRITERS_PRINT, entry 149) started on QUEUE\$LPAO
MAIL> EXIT
Job MAIL (queue READERS_PRINT, entry 152) started on QUEUE\$LPBO

This example shows how mail messages are released to the print queue when you use the /QUEUE qualifier. The system message specifying the name of the queue your job is started on is printed only if you have changed the name of the queue from the previous job.

MAIL

PURGE

PURGE

Deletes all the messages in the WASTEBASKET folder. When you EXIT from MAIL or enter a SET FILE command (to select a new mail file), an implicit PURGE is done to empty the WASTEBASKET folder, unless SET NOAUTO_PURGE has been used.

Purged message space is not available for reuse by VMS Record Management Services (RMS) until you enter the PURGE/RECLAIM command. An automatic PURGE/RECLAIM is done when the amount of deleted space in a mail file exceeds 32,767 bytes. (MAIL uses the CONVERT/RECLAIM Utility to reclaim space.)

FORMAT	PURGE
---------------	--------------

PARAMETERS	<i>None.</i>
-------------------	--------------

QUALIFIERS

/RECLAIM

Releases deleted message space back to VMS RMS for reuse.

Because your mail file is locked while PURGE/RECLAIM is running, you cannot receive new mail. Users attempting to send you mail while PURGE/RECLAIM is running receive an error message indicating that their message has not been sent successfully.

/STATISTICS

Indicates the amount of released deleted message space in a short statistics display when you use it with PURGE/RECLAIM.

EXAMPLES

```
1 MAIL> PURGE/RECLAIM
MAIL>
```

This example shows how to enter the PURGE/RECLAIM command to delete all the messages in the WASTEBASKET folder and release the deleted message space back to VMS RMS for reuse.

MAIL PURGE

2 MAIL> PURGE/RECLAIM/STATISTICS
%MAIL-I-RECLPLSWAIT, reclaiming deleted file space. Please wait...
Reclaim statistics:

Messages deleted:	3
Data buckets scanned:	31
Data buckets reclaimed:	1
Index buckets reclaimed:	0
Total buckets reclaimed:	1

MAIL>

This example shows the kind of information that the /STATISTICS qualifier displays about the reclaimed deleted message space.

MAIL

QUIT

QUIT

Exits you from MAIL without emptying the WASTEBASKET folder (deleted messages are not destroyed unless you enter the EXIT command or CTRL/Z). QUIT performs the same function as CTRL/Y.

FORMAT **QUIT**

PARAMETERS *None.*

QUALIFIERS *None.*

EXAMPLE

```
MAIL> 2
MAIL> DELETE
MAIL> 6
MAIL> DELETE
MAIL> QUIT
$ MAIL
MAIL> SELECT WASTEBASKET
%MAIL-I-SELECTED, 2 messages selected
MAIL> DIRECTORY
```

#	From	Date	Subject	WASTEBASKET
1	FRANCO	20-APR-1988	Swiss Chocolates	
2	ZEUS	22-APR-1988	Austrian Pastry	

This example shows how to use the QUIT command to avoid emptying the WASTEBASKET folder.

READ

Displays your messages.

The READ command can be entered with or without parameters. Pressing the RETURN key is the same as entering the READ command without parameters. If you press RETURN immediately after MAIL is invoked, MAIL displays the first unread message in your NEWMAIL folder. If all messages have been read or you have no new messages, MAIL displays the first message in the MAIL folder. Each time you enter the READ command without parameters or press RETURN, MAIL displays the next message.

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

You create a new set of selected messages every time you use the following qualifiers:

- /BEFORE
- /CC_SUBSTRING
- /NEW
- /SINCE
- /MARKED
- /FROM_SUBSTRING
- /TO_SUBSTRING
- /SUBJECT_SUBSTRING

FORMAT **READ** [*foldername*] [*message-number*]

PARAMETERS ***foldername***

Specifies the name of the folder. If you omit this parameter and you have already specified a folder, messages from that folder are displayed. If you have not selected a folder, messages from the NEWMAIL folder are displayed. If the NEWMAIL folder does not exist, messages from the MAIL folder are displayed.

message-number

Indicates the number of the message to be read. The message number represents the position of a message in a folder. If you specify a number greater than the number of messages in the folder, MAIL displays the last message in the folder. Therefore, to read the latest message in a folder, specify a large message number or enter the LAST command.

QUALIFIERS ***/BEFORE=date***

Displays mail messages received before the specified date. If no date is specified, all the mail messages received before the current day ("today") are displayed.

/CC_SUBSTRING=text

Selects messages containing "text" in the CC field of the message.

MAIL

READ

/EDIT

Invokes the default editor. You can use the editor to easily peruse the next message. When you are done, enter the QUIT command and return to the MAIL> prompt. If you decide to edit the message and want to keep a copy of the newly edited message, enter the appropriate command to exit from your editor (use the EXIT command with the EDT editor) and supply a file name.

/FROM_SUBSTRING=text

Selects messages containing "text" in the FROM field of the message.

/MARKED

/NOMARKED

Selects messages that have been marked. The /NOMARKED qualifier selects messages that are not marked.

/NEW

Displays new mail messages received while you are in MAIL. If there are no new messages, the message "No new messages" is displayed.

/REPLIED

/NOREPLIED

Selects messages that have been replied to via the REPLY command. The /NOREPLIED qualifier selects messages that have not been replied to.

/SINCE=date

Displays mail messages received on or after the specified date. If no date is specified, all the mail messages received after the current day ("today") are displayed.

/SUBJECT_SUBSTRING=text

Selects messages containing "text" in the SUBJECT field of the message.

/TO_SUBSTRING=text

Selects messages containing "text" in the TO field of the message.

EXAMPLES

1 MAIL> READ/SUBJECT_SUBSTRING= MEETINGS

```
MAIL
#  From      Date           Subject
1  BILL      16-APR-1988    Future Meetings
```

This example shows how to use the /SUBJECT_SUBSTRING qualifier with the READ command to find messages that contain the substring MEETINGS.

2 MAIL> READ/BEFORE=16-MAY

This example shows how to use the /BEFORE qualifier with the READ command to display all the mail messages in the current folder received before May 16, 1988.

MAIL READ

3 MAIL> READ/SINCE=13-OCT

This example shows how to use the /SINCE qualifier with the READ command to display all the mail messages in the current folder received on or after October 13, 1988.

4 MAIL> READ/NEW

This example shows how to read new mail received while you are in MAIL.

MAIL

REMOVE

REMOVE

Removes a user record from the profile. You need SYSPRV privilege to remove a record. If you try to remove a user name not in the user profile, you receive the following message:

%MAIL-E_NOSUCHUSR, no such user as XYZ

FORMAT **REMOVE** *username*

PARAMETER *username*
Specifies the name of the user to be removed from the profile.

QUALIFIERS *None.*

REPLY

The REPLY command is synonymous with the ANSWER command. It sends a message to the sender of the message you are currently reading or of the one you last read. If you do not specify the name of a file to be sent as your reply, you are prompted for the text of your reply.

Note that you must be reading a message in order to reply to it.

If you change your mind about replying to a message after you have already entered the REPLY command, press CTRL/C to abort the message and return to the MAIL> prompt.

FORMAT **REPLY** [*filespec*]

PARAMETER ***filespec***
Indicates the name of the file to be sent as a reply.

QUALIFIERS ***/CC_PROMPT***
/NOCC_PROMPT
Prompts for CC: line in mail header. Overrides the SET CC_PROMPT command.

/EDIT
/NOEDIT
Invokes the default editor to edit the reply you are sending. When you exit from the editor, the edited message is sent. To cancel the sending of the message, enter the QUIT command. If you enter the DCL command MAIL /EDIT=(REPLY) and then decide that you do not want to invoke the editor for your response, enter the MAIL command REPLY/NOEDIT.

/EXTRACT
Invokes the default editor to enable you to edit the current message to which you are replying.

/PERSONAL_NAME=name
/NOPERSONAL_NAME
Specifies the personal name to be used when replying to the current message. The /NOPERSONAL_NAME qualifier sends a reply with a null personal name field.

/SELF
/NOSELF
Determines whether MAIL sends a copy of the response back to you. The default is /NOSELF, unless you have used the SET COPY_SELF command to specify that copies be sent to you automatically.

/SUBJECT="subject-text"
Enables you to specify a different subject when replying to a message.

MAIL

REPLY

EXAMPLES

1 MAIL> REPLY/EXTRACT
To: FLAXEN::STARCK
Subj: RE:Verbosity

This text was mailed to a user named STARCK.
[EOB]
.
.
.
* EXIT
DISK\$: [STARCK]MAIL.TMP;1 17 lines
MAIL>

This example shows how to use the /EXTRACT qualifier to edit your response to a user named STARCK on node FLAXEN before sending it.

2 MAIL> REPLY/SELF
To: FLAME::CORSTAN, HOWE
Subj: RE: Ecology
Enter your message below. Press CTRL/Z when complete,CTRL/C to quit:
.
.
.

New mail on node MARBLE from HOWE

This example shows how a user named HOWE on node MARBLE replies to a user named CORSTAN on node FLAME. The /SELF qualifier enables MAIL to return a copy of the reply back to HOWE.

3 MAIL> READ
From: ADAMS
To: JEFFERSON
Subject: Meeting in Washington
Don't forget the meeting today.
.
.
.
MAIL> REPLY/SUBJECT="What time?"
To: ADAMS
Subject: What time?
Enter your message below. Press CTRL/Z when complete,CTRL/C to quit:
What time was that meeting?
.
.
.

This example shows how to specify a different subject in response to a message. User JEFFERSON receives a message from user ADAMS with the subject "Meeting in Washington." In response, user ADAMS wants to change the subject line to "What time?"; RE: does not appear on the subject line.

SEARCH

Searches the currently selected folder for the message containing the first occurrence of the specified text string.

FORMAT **SEARCH** *search-string*

PARAMETER *[search-string]*
Indicates the text string that MAIL searches for in the currently selected messages. The search starts from the beginning of the messages in the current folder. If **search-string** is not specified, a search is made for the previously specified string, starting after the message you are currently reading (or have just read).

QUALIFIERS *None.*

EXAMPLE

MAIL> SEARCH "under the"

From: BURT
To: ANTON
Subj: Coal Mines

They commute under the earth...

MAIL>

This example shows how to search for the string 'under the'.

MAIL

SELECT

SELECT

Establishes a set of messages that you can manipulate. You can copy or move selected messages from one folder to another; or you can read and delete, or search and extract, a set of messages. After you select a set of messages, you can use the following commands to affect them:

- COPY
- DELETE
- DIRECTORY
- EXTRACT
- FILE
- MOVE
- READ
- SEARCH

You can also use the SELECT command to move from one folder to another. If you select a folder that does not exist, MAIL displays the following message:

```
%MAIL-E-NOTEXIST, folder "foldername" does not exist
```

FORMAT **SELECT** *[foldername]*

PARAMETER ***foldername***
Specifies the name of the folder. If you omit this parameter and have already specified a folder, messages from that folder are selected. If you have not specified a folder, messages from the NEWMAIL folder are selected. If the NEWMAIL folder does not exist, messages from the MAIL folder are selected.

QUALIFIERS ***/BEFORE=date***
Indicates that messages dated before the specified date be selected. If no date is specified, all the messages received before the current day ("today") are selected.

/CC_SUBSTRING=text
Selects messages containing "text" in the CC field of the message.

/FROM_SUBSTRING=text
Selects messages containing "text" in the FROM field of the message.

/MARKED
/NOMARKED

Selects messages that have been marked. The */NOMARKED* qualifier selects messages that are not marked.

/NEW
Indicates that new (unread) messages be selected. When a mail file other than your default mail file is open, MAIL closes the file and opens your default mail file.

/REPLIED
/NOREPLIED

Selects messages that have been replied to via the REPLY command. The /NOREPLIED qualifier selects messages that have not been replied to.

/SINCE=date

Indicates that messages dated after the specified date be selected. If no date is specified, all the messages received on the current day ("today") are selected.

/SUBJECT_SUBSTRING=text

Selects messages containing "text" in the SUBJECT field of the message.

/TO_SUBSTRING=text

Selects messages containing "text" in the TO field of the message.

EXAMPLES

1 MAIL> DIRECTORY/FOLDERS **1**
Listing of folders in DISK\$APEX:[HARRIS]MAIL.MAI;1
Press CTRL/C to cancel listing

```
MAIL          NEWMAIL
WASTEBASKET   JUNK
COURSES
```

MAIL> SELECT WASTEBASKET **2**
%MAIL-I-SELECTED, 3 messages selected
MAIL> DIRECTORY **3**

```
                                WASTEBASKET
#  From   Date                   Subject
1  MORRIS 19-APR-1988             Venus Fly Traps
2  MORRIS 21-APR-1988             The Aloe
3  BURT   22-APR-1988             Scales
```

- 1** Enter the DIRECTORY/FOLDERS command to display all currently existing folders.
- 2** Enter the SELECT command to move to the WASTEBASKET folder.
- 3** Enter the DIRECTORY command to display the contents of the WASTEBASKET folder.

This example shows how to use the SELECT command to move from the MAIL folder to the WASTEBASKET folder.

MAIL

SELECT

2 MAIL> SELECT/BEFORE=12-APR-1988
%MAIL-I-SELECTED. 2 messages selected
MAIL> DIRECTORY

#	From	Date	Subject
1	MARTY	10-APR-1988	Food
2	BART	11-APR-1988	Soup

This example shows how to display all the mail messages received before April 12, 1988.

3 MAIL> SELECT/NEW

This example shows how to select all the new (unread) mail messages. Because NEWMAIL is the implied folder name, you do not need to specify a folder name.

SEND

Sends a message to one or more other users. You can use the SEND command and the MAIL command interchangeably because they work the same way.

MAIL prompts you first for the name of the user or users to receive the message. You reply with the user names or with the file names of distribution lists, in the following format:

```
[[nodename::]username,...] [,] [@listname[,...]]
```

If you have entered the SET CC_PROMPT command, you can specify names of users to receive carbon copies of the message at the CC: prompt.

Next, MAIL prompts you for the subject of the mail. To avoid the Subj: prompt, specify the /SUBJECT qualifier with the SEND command.

You can include a file specification with the SEND command. If you do, the text in that file is sent to the specified users. If you do not specify a file, MAIL prompts you for the text of your message.

Enter the message you want to send, then press CTRL/Z. Note that, once you have typed a line and pressed RETURN, there is no way to edit it. Using the /EDIT qualifier enables you to edit the entire message before you send it. The /LAST qualifier enables you to send the last message. The /LAST qualifier, used with the /EDIT qualifier, enables you to edit the last message you sent. If you decide not to send a message you are typing but want to stay within the Mail Utility, press CTRL/C to abort the message. You then receive the MAIL> prompt. CTRL/Y exits you from MAIL.

FORMAT	SEND <i>[filespec]</i>
---------------	-------------------------------

PARAMETER	<i>filespec</i> Indicates the name of the file to be sent.
------------------	--

QUALIFIERS	<i>/CC_PROMPT</i> <i>/NOCC_PROMPT</i> Prompts for CC: line in the mail header. Overrides the SET CC_PROMPT command. <i>/EDIT</i> <i>/NOEDIT</i> Determines whether the default editor is invoked to edit the message you are sending. The /NOEDIT qualifier overrides the SEND/EDIT default if you entered the DCL command MAIL/EDIT.
-------------------	--

MAIL

SEND

If you are interrupted while editing a mail message, a journal file is created containing your edits. To recover your edits, enter the following command line. (You may substitute another word of your choice for the word OOPS.)

```
$ EDIT/RECOVER/JOURNAL=SYS$SCRATCH:MAIL.JOU SYS$SCRATCH:OOPS.TMP
```

The editor is invoked displaying the text of the message you were editing. After you exit from the editor, you can mail the file (in this case, OOPS.TMP) by using the MAIL command SEND, as follows:

```
MAIL> SEND OOPS.TMP
To: MCNALLY
Subject: Vacationing in Venice
```

/LAST

Specifies that the last message be used as the text for the message you are currently sending. You can use /LAST with the /EDIT qualifier to edit the message before sending it. Press CTRL/C and enter the following command:

```
MAIL> SEND/LAST/EDIT
```

This command invokes the editor and allows you to edit the last message. Send the revised message by entering the EXIT command.

/PERSONAL_NAME=name

/NOPERSONAL_NAME

Specifies the personal name to be used when sending this message. The /NOPERSONAL_NAME qualifier sends a message with a null personal name field.

/SELF

/NOSELF

Determines whether MAIL sends a copy of the message you are sending back to you. The /NOSELF qualifier overrides the SET COPY_SELF SEND command.

/SUBJECT="subject-text"

Specifies the subject of the mail message to be sent.

EXAMPLES

1 MAIL> SEND
To: FLIGHT::WRIGHT
Subj: Meeting
Enter your message below. Press CTRL/Z when complete, CTRL/C to quit:
We will have our meeting on Monday, August 31st, as scheduled.
Please make sure you are prompt.

CTRL/C

% MAIL_E_SENDABORT, no message sent

MAIL> SEND/LAST/EDIT

To: FLIGHT::WRIGHT

Subj: Meeting date correction

We will have our meeting on Friday, September 4th, as scheduled.

Please make sure you are prompt.

[EOB]

CTRL/Z

*EXIT

MAIL>

This example shows how to edit the last message before sending it to user WRIGHT on node FLIGHT. To make a change in text, enter CTRL/C and invoke the editor by entering the SEND/LAST/EDIT command. Edit the message you were in the process of entering, and send it by entering the EXIT command.

2 MAIL> SEND/SELF/SUBJECT="Good Harbor"
To: DAPPER::WAYNE
CC: JACKSON
Enter your message below. Press CTRL/Z when complete, CTRL/C to quit:

This example shows how to send a mail message to a user named WAYNE on node DAPPER and a carbon copy of the message to user JACKSON. The /SELF qualifier enables MAIL to send a copy of the same message back to you. The subject of the message is Good Harbor. Since the /SUBJECT qualifier was specified, there is no Subject: prompt.

3 MAIL> SEND
To: BAKER,MARSTON,@SUPERVISORS
Subject: Handling Stress
Enter your message below. Press CTRL/Z when complete, CTRL/C to quit:

This example shows how to send a mail message to two users (BAKER and MARSTON) and a distribution list (SUPERVISORS).

MAIL SEND

```
4 MAIL> SEND/EDIT
  To: WAMPUS
  Subject: Duck Activities
  .
  .
  CTRL/Y
  .
  .
  $ EDIT/RECOVER/JOURNAL=SYS$SCRATCH:MAIL.JOU SYS$SCRATCH:DUCK.TMP
  .
  .
  Command: EXIT
  DISK$WRITERS:[FLYNN]DUCK.TMP;1 14 lines
  $ MAIL
  MAIL> SEND DUCK.TMP
  To: WAMPUS
  Subject: Duck Activities
```

This example shows how a user named FLYNN recovers an editing session after being interrupted by CTRL/Y. A temporary file named DUCK.TMP is created, which user FLYNN then sends to a user named WAMPUS.

SET/SHOW AUTO_PURGE

Determines whether MAIL empties the WASTEBASKET folder when you enter the EXIT or SET FILE command. When you use the SET NOAUTO_PURGE command, you must enter the PURGE command periodically to delete the messages in the WASTEBASKET folder.

The default you establish with the SET AUTO_PURGE command remains in effect until you enter the SET NOAUTO_PURGE command.

The SHOW AUTO_PURGE command indicates whether you have used the SET AUTO_PURGE command.

FORMAT **SET AUTO_PURGE**
 SET NOAUTO_PURGE
 SHOW AUTO_PURGE

PARAMETERS *None.*

QUALIFIERS *None.*

EXAMPLES

1 MAIL> SET AUTO_PURGE
 MAIL> SHOW AUTO_PURGE
 Automatic deleted message purge is enabled

This example shows how to use the SET AUTO_PURGE command to enable MAIL to delete the messages in the WASTEBASKET folder every time you enter the EXIT command or the SET FILE command. The SHOW AUTO_PURGE command displays whether automatic purging is enabled.

MAIL

SET/SHOW CC_PROMPT

SET/SHOW CC_PROMPT

Sets the default for determining whether the carbon copy (CC:) prompt appears when sending a message.

FORMAT

SET CC_PROMPT
SET NOCC_PROMPT
SHOW CC_PROMPT

EXAMPLE

```
1 MAIL> SET CC_PROMPT
MAIL> SEND
To:Smith
CC:Jones
Subject:
```

This example shows how to set the carbon copy prompt. A copy of the message is sent to JONES.

SET/SHOW EDITOR

Invokes a text editor. Use the MAIL command SEND/EDIT to edit the message. The SHOW EDITOR command displays the name of the editor.

FORMAT **SET EDITOR** *editor-name*
SHOW EDITOR

PARAMETER *editor-name*
Indicates the name of the editor. You can use any callable editor available on your system.

QUALIFIERS *None.*

EXAMPLE

```
MAIL> SHOW EDITOR
Your editor is EDT

MAIL> SET EDITOR TPU
MAIL> SHOW EDITOR
Your editor is TPU

MAIL> SEND/EDIT
To: WHITE::STAFFORD
Subject: Manufacturing Office
```

This example shows how to change the editor from the default EDT editor to the TPU editor. Enter the MAIL command SEND/EDIT to edit the text of a message. Send the message by pressing CTRL/Z.

MAIL

SET/SHOW COPY_SELF

SET/SHOW COPY_SELF

Sets the default for determining whether the SEND, REPLY, or FORWARD commands return to the sender a copy of the message being sent.

By specifying NOSEND, NOREPLY, or NOFORWARD with the SET COPY_SELF command, you can clear any default copying you have established with the SET COPY_SELF command.

The SHOW COPY_SELF command displays which command (SEND, REPLY, or FORWARD) automatically sends a copy of the message to you.

FORMAT **SET COPY_SELF** *command* [*command*]
SHOW COPY_SELF

PARAMETER *command*
The **command** parameter can be any one of the following: SEND, NOSEND, REPLY, NOREPLY, FORWARD, or NOFORWARD. You can use NOSEND, NOREPLY, and NOFORWARD to reverse previous settings of SEND, REPLY, or FORWARD.

QUALIFIERS *None.*

EXAMPLES

1 MAIL> SHOW COPY_SELF
 Automatic copies to yourself are disabled

This example shows the message MAIL displays when you have not used the SET COPY_SELF command and you enter the SHOW COPY_SELF command.

2 MAIL> SET COPY_SELF SEND
 MAIL> SHOW COPY_SELF
 Automatic copy to yourself on SEND

This example shows how to use the SET COPY_SELF command to enable copies of mail messages you SEND to be returned back to you. The SHOW COPY_SELF command indicates that you have enabled automatic copying when you enter a SEND command.

SET/SHOW FILE

Establishes (or opens) another file as the current mail file. By default, your mail file is MAIL.MAI. If you use the COPY command, the FILE command, or the MOVE command to create other mail files (for example, JOKES.MAI or HISTORY.MAI), you can then use the SET FILE command to open the MAIL files.

When you enter the SET FILE command, the WASTEBASKET folder of the current mail file is emptied, the file is closed, and the specified (alternate) file is opened.

The SHOW FILE command displays the name of the mail file that is currently open.

FORMAT **SET FILE** *filename*
SHOW FILE

PARAMETER *filename*
Indicates the name of the mail file you are opening.

QUALIFIERS *None.*

EXAMPLES

1 MAIL> SHOW FILE
Your current mail file is DISK\$:[ARAS]MAIL.MAI;2
MAIL> 2
MAIL> COPY
_Folder: LIMERICKS
_FILE: JOKES
File DISK\$:[ARAS]JOKES.MAI; does not exist.
Do you want to create it (Y/N, default is N)? y
%MAIL-S-CREATED, DISK\$:[ARAS]JOKES.MAI;1 created

MAIL> SET FILE JOKES
MAIL> SHOW FILE
Your current mail file is DISK\$:[ARAS]JOKES.MAI

This example demonstrates how to use the SHOW FILE command to display the name of the mail file that is currently open (MAIL.MAI). The COPY command creates a new folder (LIMERICKS) and a new mail file (JOKES) and copies message 2. The SET FILE command opens the mail file named JOKES.MAI that you just created. Note that you must be reading a message to copy it or you get the following message:

%MAIL-E-NOTREADIN, you aren't reading a message.

MAIL

SET/SHOW FOLDER

SET/SHOW FOLDER

Establishes a set of messages that you can affect as a group. You can copy or move this set of messages from one folder to another; or you can read and delete, or search and extract, a set of messages. After you enter the SET FOLDER command, selecting a set of messages, you can use the following commands to affect them:

- COPY
- DELETE
- DIRECTORY
- EXTRACT
- FILE
- MOVE
- READ
- SEARCH

You can also use the SET FOLDER command to move from one folder to another. If you use the SET FOLDER command to move to a folder that does not exist, MAIL displays the following message:

%MAIL-E-NOTEXIST, folder "foldername" does not exist

The SHOW FOLDER command displays the current folder name.

FORMAT	SET FOLDER <i>[foldername]</i> SHOW FOLDER <i>[foldername]</i>
---------------	---

PARAMETER	<i>foldername</i> Specifies the name of the folder. If you omit this parameter and have already specified a folder, messages from that folder are selected. If you have not selected a folder, messages from the NEWMAIL folder are selected. If the NEWMAIL folder does not exist, messages from the MAIL folder are selected.
------------------	---

QUALIFIERS	<i>/BEFORE=date</i> Indicates that messages dated before the specified date be selected. If no date is specified, all the messages received before the current day ("today") are selected.
	<i>/CC_SUBSTRING=text</i> Selects messages containing "text" in the CC field of the message.
	<i>/FROM_SUBSTRING=text</i> Selects messages containing "text" in the FROM field of the message.
	<i>/MARKED</i> <i>/NOMARKED</i> Selects messages that have been marked. The <i>/NOMARKED</i> qualifier selects messages that are not marked.

/NEW

Indicates that new (unread) messages be selected. When a mail file other than your default mail file is open, MAIL closes the file and opens your default mail file.

/REPLIED

/NOREPLIED

Selects messages that have been replied to via the REPLY command. The /NOREPLIED qualifier selects messages that have not been replied to.

/SINCE=date

Indicates that messages dated after the specified date be selected. If no date is specified, all the messages received on the current day ("today") are selected.

/SUBJECT_SUBSTRING=text

Selects messages containing "text" in the SUBJECT field of the message.

/TO_SUBSTRING=text

Selects messages containing "text" in the TO field of the message.

EXAMPLES

```
1 MAIL> DIRECTORY/FOLDERS ①
Listing of folders in DISK$APEX:[MACDONALD]MAIL.MAI;1
Press CTRL/C to cancel listing

MAIL          NEWMAIL
WASTEBASKET   JUNK
COURSES

MAIL> SET FOLDER WASTEBASKET ②
%MAIL-I-SELECTED, 3 messages selected
MAIL> DIRECTORY ③

#   From      Date           Subject
1   MORRIS    19-APR-1988    Venus Fly Traps
2   MORRIS    21-APR-1988    The Aloe
3   BURT      22-APR-1988    Scales
```

- ① Enter the DIRECTORY/FOLDERS command to display all currently existing folders.
- ② Enter the SET FOLDER command to move to the WASTEBASKET folder.
- ③ Enter the DIRECTORY command to display the contents of the WASTEBASKET folder.

This example shows how to use the SET FOLDER command to move from the MAIL folder to the WASTEBASKET folder.

MAIL

SET/SHOW FOLDER

2 MAIL> SET FOLDER/BEFORE=12-APR-1988
%MAIL-I-SELECTED, 2 messages selected
MAIL> DIRECTORY

#	From	Date	Subject
1	MARTY	10-APR-1988	Food
2	BART	11-APR-1988	Soup

This example shows how to display all the mail messages received before April 12, 1988.

3 MAIL> SET FOLDER/NEW

This example shows how to select all the new (unread) mail messages. Because NEWMAIL is the implied folder name, you do not need to specify a folder name.

SET/SHOW FORM

The SET FORM command sets the default print form field in the user profile. See your system manager for valid forms on your system or enter the DCL command SHOW QUEUE/FORM. The print form is changed only for printing done within the Mail Utility. SET NOFORM clears the default print form.

FORMAT **SET FORM** *form-name*
 SET NOFORM
 SHOW FORM

PARAMETER *form-name*
 Indicates the name of the default form to be used.

EXAMPLES

1 MAIL> SET FORM 80_COL
 MAIL> SHOW FORM
 Your default print form is 80_COL

This example shows how to set your default print form to 80_COL. Enter the SHOW FORM command to verify your default print form.

MAIL

SET/SHOW FORWARD

SET/SHOW FORWARD

Sets a forwarding address for your mail. After you enter the SET FORWARD command, the address you specify will receive mail messages.

The default you establish with the SET FORWARD command remains in effect until you enter the SET NOFORWARD command.

The SHOW FORWARD command displays the name of the specified forwarding address.

If you have SYSNAM privilege, you can set and show forwarding addresses for other users.

FORMAT **SET FORWARD** *address*
SET NOFORWARD
SHOW FORWARD

PARAMETER *address*
Indicates the address (NODE::NAME) to which your mail is forwarded.

QUALIFIERS **/ALL**
The /ALL qualifier lists forwarding information or displays a message if the specified user does not have forwarding enabled.

/USER=user-name
Indicates the name of another user for whom you are setting or showing a forwarding address. You can use the /USER qualifier only if you have SYSNAM privilege. With the SHOW FORWARD command, there are two ways to show a user's forwarding address: You can specify the user name or you can use the wildcard characters (* or %) to search for names with a particular string in common.

EXAMPLES

```
MAIL> SET FORWARD NEXUS::LARS
MAIL> SHOW FORWARD
Your mail is being forwarded to NEXUS::LARS
MAIL>
```

This example shows how a user named LARS establishes a forwarding address on node NEXUS with the SET FORWARD command, and displays the forwarding address with the SHOW FORWARD command.

MAIL

SET/SHOW FORWARD

2 MAIL> SHOW FORWARD/ALL/USER=C*
Username Forwarding address
CARTON VIOLET::CARTON
COLLINS None
CRUTHERS GREEN::CRUTHERS
CULLIN GRAY::CULLIN

This example shows a wildcard search for all users whose names begin with the letter 'C'. Since the /ALL qualifier has been specified, all users are listed, even if they have not entered a forwarding address. This is the case for user COLLINS. Since COLLINS has not specified a personal name, NONE appears under the "Forwarding address" heading.

3 MAIL> SHOW FORWARD/USER=BENNETT
BENNETT has not set a forwarding address

This example shows how to display the forwarding address of user BENNETT. Since BENNETT has not set a forwarding address, the message is output.

MAIL

SET/SHOW MAIL_DIRECTORY

SET/SHOW MAIL_DIRECTORY

Specifies that all MAI files be moved from your SYS\$LOGIN directory to the specified subdirectory.

The SET NOMAIL_DIRECTORY command specifies that all MAI files be moved from the subdirectory back to your SYS\$LOGIN directory.

The SHOW MAIL_DIRECTORY command displays the name of the device and directory containing all your MAI files.

FORMAT	SET MAIL_DIRECTORY [<i>.subdirectory-name</i>] SET NOMAIL_DIRECTORY SHOW MAIL_DIRECTORY
---------------	--

PARAMETER	[<i>.subdirectory-name</i>]
------------------	-------------------------------

Specifies the name of the subdirectory in your SYS\$LOGIN directory to which all MAI files are to be moved.

QUALIFIER	/LOG
------------------	-------------

Displays a listing of the MAI files moved from the previous directory to the specified subdirectory.

EXAMPLES

```
1 $ SHOW TRANSLATION SYS$LOGIN
  SYS$LOGIN = "DISK$:[DALTON]" (LNM$PROCESS_TABLE)
  .
  .
MAIL> SHOW MAIL_DIRECTORY
Your mail file directory is DISK$:[DALTON]
MAIL> SET MAIL_DIRECTORY [.MAIL]
%MAIL-I-CREATED, DISK$:[DALTON.MAIL] created
MAIL> SHOW MAIL_DIRECTORY
Your mail file directory is DISK$:[DALTON.MAIL]
.
.
$ SET DEFAULT [DALTON.MAIL]
$ DIRECTORY
```

This example shows how to create a subdirectory containing all your MAI files. (The DCL command SHOW TRANSLATION displays the logical name for your default top-level directory, SYS\$LOGIN.)

SET/SHOW PERSONAL_NAME

Enables you to append a field to the end of the From: field of mail messages you send. You can fill this field with your full name or any other information.

The SET NOPERSONAL_NAME command clears any name you previously specified with the SET PERSONAL_NAME command.

The SHOW PERSONAL_NAME command displays a user's personal name.

FORMAT	SET PERSONAL_NAME <i>"text-string"</i> SET NOPERSONAL_NAME SHOW PERSONAL_NAME
---------------	--

PARAMETER	<i>"text-string"</i> Specifies the string for the From: field of mail messages you send. You must enclose the string in quotation marks; otherwise, MAIL converts it to uppercase letters. You must begin the string with an alphabetic character and avoid two consecutive embedded spaces within the string. The length of the text string should not exceed 127 characters.
------------------	---

QUALIFIER	/ALL The /ALL qualifier lists personal name information or displays a message if the specified user has not entered a personal name. /USER=name Used with the SHOW PERSONAL_NAME command to allow a user with SYSNAM privilege to list personal names set by other users. There are two ways to show a user's personal name. The user name can be specified, or you can use the wildcard characters (* or %) to search for names with a particular string in common.
------------------	---

MAIL

SET/SHOW PERSONAL_NAME

EXAMPLES

1 MAIL> SET PERSONAL_NAME "Catherine the Great"

MAIL> SEND

New mail on node FLAXEN from ALPHA::BELLINI "Catherine the Great"

From: ALPHA::BELLINI "Catherine the Great" 19-APR-1988 15:34
To: FLAXEN::STARCK

This example shows how a user named BELLINI sets her personal name to Catherine the Great.

2 MAIL> SHOW PERSONAL_NAME/ALL/USER=A*N

Username	Fullname
ACKEN	Joe Joe
ANDERSEN	Hans Christian
ARON	None

This example shows a wildcard search for users whose names begin with A and end with N. Since user ARON has not entered a personal name, NONE appears under the 'Fullname' heading.

3 MAIL> SHOW PERSONAL_NAME/USER=NELSON
NELSON has not set a personal name

This example shows how to display the personal name of user NELSON. Since NELSON has not set a personal name, the message is displayed.

SET/SHOW QUEUE

The SET QUEUE command sets the default print queue field in the user profile. When you enter the PRINT command, your job is sent to the print queue you have defined with the SET QUEUE command. (See your system manager for the print queues available on your system.) The queue is changed only for printing done within the Mail Utility. SET NOQUEUE clears the previously defined print queue and sets the queue to SYS\$PRINT, the default print queue. The SHOW QUEUE command shows your default print queue.

FORMAT **SET QUEUE** *queue-name*
 SET NOQUEUE
 SHOW QUEUE

PARAMETER *queue-name*
 Indicates the name of the default queue to be used.

EXAMPLE

```
1 MAIL> SHOW QUEUE
Your default print queue is SYS$PRINT
MAIL> SET QUEUE LMNO$PRINT
Your default print queue is LMNO$PRINT.
MAIL> 4
MAIL> PRINT
MAIL> exit
Job MAIL (queue LMNO$PRINT, entry 22) started on LMNO$PRINT

MAIL> SET NOQUEUE
Your default print queue is SYS$PRINT.
```

This example shows how to set your default print queue to LMNO\$PRINT and send a message to the new default queue. The SET NOQUEUE command clears the previously defined queue and sets the queue to SYS\$PRINT, the default.

MAIL

SET/SHOW WASTEBASKET_NAME

SET/SHOW WASTEBASKET_NAME

Enables you to change the name of the WASTEBASKET folder. The WASTEBASKET folder contains messages selected to be deleted. You can delete all the messages in the WASTEBASKET folder by entering either the PURGE or EXIT command. You can avoid deleting messages in the WASTEBASKET folder by entering the QUIT command.

When you change the name of a WASTEBASKET folder while it contains deleted messages, these deleted messages move to the newly named WASTEBASKET folder.

The SHOW WASTEBASKET_NAME command displays the name of the WASTEBASKET folder.

FORMAT **SET WASTEBASKET_NAME** *foldername*
SHOW WATEBASKET_NAME

PARAMETER *foldername*
Indicates the name that replaces the name WASTEBASKET for the folder containing deleted messages. You can use any alphanumeric string for the new WASTEBASKET folder name except MAIL or NEWMAIL.

QUALIFIERS *None.*

EXAMPLE

1 MAIL> SET WASTEBASKET_NAME GARBAGE
 MAIL> SHOW WASTEBASKET_NAME
 The wastebasket folder name is GARBAGE

This example shows how to change and display the name of the WASTEBASKET folder.

SHOW ALL

Displays detailed information about the state of MAIL.

FORMAT **SHOW ALL**

PARAMETERS *None.*

QUALIFIERS *None.*

EXAMPLE

```
1 MAIL> SHOW ALL
Your mail file directory is DISK:[SIMPSON].
Your current mail file is DISK$DOCUMENT:[SIMPSON.NEWMAIL]MAIL.MAI;1.
Your current mail folder is MAIL.
The wastebasket folder name is GARBAGE.
Mail file DISK$DOCUMENT:[SIMPSON.NEWMAIL]MAIL.MAI;1
    contains 0 deleted message bytes.

You have 3 new messages.

You have not set a forwarding address.
Your personal name is "Louise Simpson".
Your editor is EDT
CC prompting is disabled.
Automatic copies to yourself are disabled.
Automatic deleted message purge is enabled.
Your default print queue is SYS$PRINT.
You have not specified a default print form.
```

This example shows how a user named Louise Simpson displayed the following information about MAIL by entering the SHOW ALL command:

- The name of her mail file directory
- The current mail file and folder
- The name of the WASTEBASKET folder (see the SET WASTEBASKET_NAME command)
- The amount of deleted message space
- The number of any new (unread) messages
- Her forwarding address, if set (see the SET FORWARD command)
- Her personal name, if set (see the SET PERSONAL_NAME command)
- Her default editor is EDT (see the SET EDITOR command)
- Whether she receives a CC: (carbon copy) prompt when sending mail

MAIL

SHOW ALL

- Whether she receives copies of mail messages when she uses SEND or ANSWER (see the SET COPY_SELF command)
- Whether MAIL empties the WASTEBASKET folder when she uses EXIT or SET FILE (see the SET AUTO_PURGE command)
- The default print queue
- The default print form when she prints her mail messages

SHOW DELETED

Displays the amount of deleted message space in the current mail file.

FORMAT **SHOW DELETED**

PARAMETERS *None.*

QUALIFIERS *None.*

EXAMPLE

1 MAIL> SHOW DELETED
 Mail file DISK\$NOE:[TORTELLINI.NEWMAIL]MAIL.MAI;1
 contains 2452 deleted message bytes.

This example shows how a user named TORTELLINI displays the number of deleted message bytes.

MAIL

SHOW KEY

SHOW KEY

Displays the key definitions created by the DEFINE/KEY command.

FORMAT **SHOW KEY** [*key-name*]

PARAMETER **key-name**
Specifies the name of the key for which you want to display the definition. See the DEFINE/KEY command for a list of the valid key names.

QUALIFIERS **/ALL**
Displays all of the key definitions in the specified state or states. You do not need to specify a key name.

/BRIEF
Displays the key definition only. If you do not specify /BRIEF, all of the qualifiers associated with the key definition are displayed by default.

/DIRECTORY
Displays the names of all the states for which keys have been defined. If you have not defined any keys, SHOW KEY/DIRECTORY displays the DEFAULT and GOLD states (for the default and GOLD key definitions on the MAIL keypad).

/STATE=(state,state, . . .)
Specifies the name of a state for which the specified key definitions are to be displayed. If you specify two or more state names, separate them with commas and enclose the list in parentheses.

EXAMPLES

1 MAIL> SHOW KEY PF4
DEFAULT keypad definitions:
PF4 = "read" (echo, terminate)

This example shows how to use the SHOW KEY command to display the definition of the PF4 key. When the PF4 key was defined, two qualifiers (/ECHO and /TERMINATE) were specified.

2 MAIL> SHOW KEY/ALL
DEFAULT keypad definitions:
PF1 = "directory" (echo, state = FOLDER)
PF2 = "HELP" (echo, terminate)
PF3 = "select" (echo, terminate)
PF4 = "read" (echo, terminate)
PF5 = "NEXT" (echo, terminate)

This example shows how to use the SHOW KEY command to display all of the key definitions that you have created with the DEFINE/KEY command.

SHOW NEW_MAIL_COUNT

Displays the number of unread mail messages.

FORMAT **SHOW NEW_MAIL_COUNT**

PARAMETERS *None.*

QUALIFIERS *None.*

EXAMPLE

1 MAIL> SHOW NEW_MAIL_COUNT
 You have 3 new messages.

This example shows how the SHOW NEW_MAIL_COUNT command displays the number of unread mail messages; in this case, there are three unread messages.

MAIL

SPAWN

SPAWN

Creates a subprocess of the current process. The context of the subprocess is copied from the current process. You can use the SPAWN command to leave MAIL temporarily, perform other functions (such as displaying a directory listing or printing a file), and then return to MAIL.

FORMAT **SPAWN** [*command*]

PARAMETER ***command***
Specifies the DCL command string that executes in the context of the created subprocess. When the command completes, the subprocess terminates and control is returned to the parent process. If this parameter is not specified, a subprocess is created that transfers control to the DCL command level.

QUALIFIERS ***/INPUT=filespec***
Specifies an input file containing one or more DCL command strings to be executed by the spawned subprocess. If you specify a command string along with an input file, the command string is processed before the commands in the input file. Once processing is complete, the subprocess is terminated.

/LOGICAL_NAMES
/NOLOGICAL_NAMES

Specifies that the logical names of the parent process are to be copied to the subprocess. When you do not want the subprocess to use the logical names of the parent process, enter the qualifier */NOLOGICAL_NAMES*. The default is */LOGICAL_NAMES*.

/OUTPUT=filespec

Identifies the output file to which the results of the SPAWN operation are written. Whenever you use the */NOWAIT* qualifier, you should also use the */OUTPUT* qualifier to specify a new output destination. Doing so prevents output from being displayed while you are specifying new commands. If you omit the */OUTPUT* qualifier, output is written by default to the current SYS\$OUTPUT device.

/PROCESS=subprocess-name

Specifies the name of the subprocess to be created. The default name of the subprocess is USERNAME_n.

/SYMBOLS

/NOSYMBOLS

Determines whether the system passes DCL global and local symbols to the subprocess. The default is */SYMBOLS*.

/WAIT

/NOWAIT

Controls whether the system waits until the subprocess is completed before allowing more commands to be specified. The */NOWAIT* qualifier allows

you to specify new commands while the specified subprocess is running. If you specify /NOWAIT, you should also use the /OUTPUT qualifier to direct the output stream to a file, rather than displaying it on your terminal. Doing so prevents your terminal from being used by more than one process simultaneously.

EXAMPLES

1 MAIL> SPAWN SHOW TIME

This example shows how to create a subprocess that executes the DCL command SHOW TIME while you are using MAIL.

2 MAIL> SPAWN PHONE

```
.  
.  
% EXIT  
MAIL>
```

This example shows how to create a subprocess that invokes the VMS Phone Utility while you are in MAIL. When you exit from the Phone Utility, the subprocess disappears and the MAIL> prompt returns.

3 MAIL> SPAWN DIRECTORY

```
.  
.  
MAIL>
```

This example shows how to create a subprocess to invoke the DCL command DIRECTORY.

4 MAIL> SPAWN /OUTPUT=TIME.DAT SHOW TIME
MAIL> EXIT
\$ TYPE TIME.DAT
9-MAY-1988 15:34:07
\$

This example shows how to create a subprocess to invoke the DCL command SHOW TIME while you are using the Mail Utility. The /OUTPUT qualifier specifies that the results of the SHOW TIME command are to be written to a file named TIME.DAT.

5 MAIL> SPAWN /NOLOGICAL_NAMES SET HOST
_Node: MARS

```
.  
.  
$ LOGOUT  
CRAMMER logged out at ...  
%REM-S-END, control returned to node _BETA::  
MAIL>
```

This example shows how to use the SPAWN command to create a subprocess in which you SET HOST to another node. When you want to leave node MARS and move back to node BETA, enter the DCL command LOGOUT.

MAIL SPAWN

The /NOLOGICAL_NAMES qualifier prevents the logical names of the parent process from being copied to the subprocess.

```
6 MAIL> SPAWN RUNOFF FILENAME.RNO
.
.
MAIL>
```

This example shows how to spawn a subprocess to enter the DCL command RUNOFF. While the subprocess is running, you cannot enter other commands. When the RUNOFF has finished executing, the subprocess discontinues and the MAIL> prompt returns.

```
7 MAIL> SPAWN/NOWAIT/OUTPUT=LOG.DAT RUNOFF FILENAME.RNO
MAIL>
```

This example shows how to use the /NOWAIT qualifier so you can enter other commands while the DCL command RUNOFF is executing. Information about the spawned subprocess is written to the output file named LOG.DAT.

```
8 MAIL> SPAWN STOP/ENTRY=667 SYS$BATCH
MAIL>
Batch job ACCOUNTING (queue SYS$BATCH, entry 667) was aborted on
1-JUN-1988 12:52
MAIL>
```

This example shows how to create a subprocess to stop a batch job.

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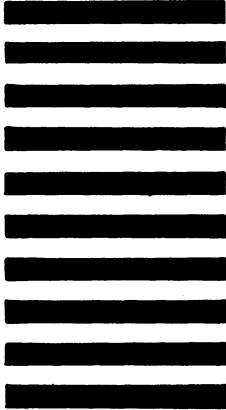
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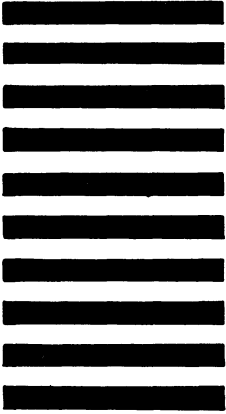


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